



**REQUEST FOR PROPOSAL
OF FACILITY SOLUTIONS PROVIDERS FOR
FACILITY MANAGEMENT SOLUTIONS**

RFP Submission Date on/or Before:

January 30, 2026 at 12:00 P.M

Opening of Proposals:

January 30, 2026 at 2:00 P.M.



Monroe-Gregg School District

REQUEST FOR PROPOSAL OF FACILITY SOLUTION PROVIDERS FOR FACILITY MANAGEMENT SOLUTIONS

A. GENERAL BACKGROUND AND PROJECT GOALS

A1. Purpose

The Monroe-Gregg School District (MGSD) requests proposals for the identification, design, and implementation of a Facility Management Plan for performance-based facility management services in accordance with Indiana Code 5-22-7.

The Monroe-Gregg School District purpose for issuing this Request for Proposal (RFP) is to identify and select a qualified provider, or Facility Management Provider to perform the implementation of janitorial, general maintenance, and mechanical services at all Monroe-Gregg School District facilities with a focus on cost reduction.

Suppliers shall be able to provide comprehensive facility cleaning and janitorial services, HVAC preventative services, building management and energy services, including, but not limited to, the performance of energy audits, maintaining mechanical equipment, capital planning, identifying energy conservation measures, facility cost savings measures, ongoing support and training services, assistance in securing financing for potential future transactions, and accountability for facility performance and cost of operations savings.

Responses to this RFP should be technically creative regarding modernization, HVAC management, janitorial management, energy management, maintenance, training, and overall quality of service.

A2. Overview of Goals and Objectives

The Monroe-Gregg School District expects to achieve the following goals and objectives by entering into a guaranteed facility services contract with the selected provider to continue to:

1. Reduce operating costs to reinvest in deferred maintenance areas.
2. Improve environmental conditions for school employees and visitors to school facilities.
3. Improve maintenance and operation of the facilities.
4. Provide better working conditions in the identified facilities.
5. Preserve capital funds for other school needs.
6. Provide quality cleaning and janitorial services in a full-service fashion.



A3. Included Facilities

The Monroe-Gregg School District desires to implement Facility Management Services at the following locations:

| Facility | Address |
|----------------------------------|---------------------------------|
| Monrovia Elementary School | 395 South Chestnut Street |
| Monrovia Middle School | 215 South Chestnut Street |
| Monrovia High School | 205 South Chestnut Street |
| All Monroe-Gregg School District | Campus Wide Athletic Facilities |

Buildings can be added and removed at the discretion of MGSD administration prior to execution of a contract.

A Research Information Packet outlining current facility data and related information for each facility can be obtained by contacting Trent Provo – Superintendent tprovo@m-gsd.org or via the MGSD website.

Potential respondents must attend the Mandatory RFP Preview Meeting to be eligible to respond to this RFP. The date is December 10, 2025. Meeting will be conducted on-site at 10:00 AM at the Administration Offices (135 South Chestnut Street, Monrovia, IN 46157).

Potential responders may arrange to view the facilities additional times by scheduling an appointment with Trent Provo, Superintendent, and various other MGSD staff. Trent Provo will be responsible for lead on behalf of MGSD for all scheduling and coordination.

The Monroe-Gregg School District, at their discretion, reserves the right to arrange group meeting(s) to disseminate information and view the facilities.

A4. Qualification Process

The selection of the qualified respondents will be based on the responses to the RFP and the ability of the provider to best meet the needs of Monroe-Gregg School District. Monroe-Gregg School District reserves the right to accept or reject any proposal based on its sole determination of its best interests. Monroe-Gregg School District shall not be required to select any provider based on low cost, payback or other criteria. This RFP is not an offer to contract. Acceptance of a proposal neither commits Monroe-Gregg School District to award a contract to any vendor, even if all requirements stated in this RFP are met, nor limits our right to negotiate in our best interests. Monroe-Gregg School District reserves the right to contract with a vendor for reasons other than lowest price. After selecting a facility services provider, the Monroe-Gregg School District intends to negotiate a Guaranteed Facility Management Contract Agreement with the selected provider no later than February 10, 2026.



A5. Selection Process and Timing

The following process will be used to select the preferred facility services provider.

| | |
|--|---------------------------------------|
| School Board Approval to Advertise | November 10, 2025 |
| Advertisement / Issuance of RFP | November 17, 2025 & November 24, 2025 |
| RFP Mandatory Pre-Bid Meeting | December 10, 2025 |
| Submission of Proposal | January 30, 2026 |
| Final Selection | February 9, 2026 |
| Contract Approved by MGSD | March 9, 2026 |
| Facility Services Agreement Start Date | July 1, 2026 |

Tentative time frame subject to change at the discretion of the Monroe-Gregg School District.

A6. Contact and Response Deadline

In order to be considered, respondents must submit a complete and thorough response to this RFP. Original and 10 copies (total of eleven (11) RFP responses) must be submitted to The Monroe-Gregg School District Administration Office on or before January 30, 2026, by 12:00 PM (EST). Responses must be sealed and clearly marked "FACILITY SERVICES PROPOSAL". All proposals will be opened to the public on January 30, 2026, at 2:00 pm. All proposals shall include a non-collusion affidavit. The Corporation will review and submit a recommendation to the Board of Trustees on February 9, 2026, regular scheduled board meeting. Contract approval expected on March 9, 2026, regular scheduled board meeting.

To ensure that your response is received before the deadline, either hand deliver or send submittal by registered mail to:

Trent Provo
Superintendent
135 South Chestnut Street
Monrovia, IN 46157
Mark "FACILITY SERVICES PROPOSAL" clearly on the envelope.

A7. Response Preparation and Completeness

An authorized representative of the offeror shall sign responses. All information requested must be submitted and organized in the format requested. Submission of e-mail or fax responses will not be considered and will result in elimination of a response otherwise received timely and in accordance with directions. Failure to submit all information as requested will result in elimination of a response. Emphasis should be placed on completeness and clarity of content. Proposals received after the designated deadline will be returned unopened. Should such proposal(s) be opened inadvertently the school reserves the right to retain a copy of the files of the Monroe-Gregg School District.



A8. Confidentiality

Upon receipt, the proposals shall become the property of the Monroe-Gregg School District. Ownership of all data, materials, and documentation originated and pursuant to the RFP shall be subject to public inspection in accordance with prevailing public access laws. Trade secrets or proprietary information submitted by an offeror must be identified on each page on which it is found and shall not be subject to public disclosure. Monroe-Gregg School District may obtain clarifications from the respondent or its contractors at any time.

B. REQUEST FOR PROPOSAL FORMAT AND SPECIFICATIONS

Each company must provide a response to this RFP as detailed below. The response must include certification, under a registered professional engineer's seal, that the report uses reasonable methods of analysis, estimation, and commitment to service.

B1. Executive Summary

Responses shall include a summary overview of the respondents' proposal, approach and other pertinent company information. Such summaries are to be no more than ten pages in length. The binding authority in the management of the firm must sign the summary overview.

B2. Company Qualifications and Financial Strength

Firm Profile

1. Provide information specifying legal business classification, state of incorporation, audited annual report and summary of financial strength.
2. Address the company's ability to fulfill the financial guarantee terms and duration of the Facility Management Plan. Include a summary of the extent and stability of business operations related to installation services since business start. Provide specific information for the last 10 years, if applicable.
3. If the firm is a factory owned branch, specify the legal business classification, state of incorporation and where legal contracts will be executed.
4. Respondent must have a current State of Indiana contractor's license and have been a contractor in the state under that license for a minimum of two years from the date of the issuance of this RFP. Provide copies of all State contractors' licenses.
5. Address the firm's representation or affiliation with the manufacturing or installation of any line of related equipment, which may be utilized in this project. Specify what that equipment is and how it may impact the project.
6. Address the firm's affiliation, joint venture, or contractual obligation to any peer partner, which may be used on this project.
7. Define what aspects of the proposal will be self-performed by company. Provide proof of company's ability to self-perform those aspects of the services with no subcontractors.
8. No such Party nor any of its Affiliates has been debarred or is subject to debarment and neither such Party nor any of its Affiliates will use in any capacity, in connection with the services to be performed under this Agreement, any party who has been debarred pursuant to Section 306 of the Federal Food, Drug, and Cosmetic Act, as amended, or who is the subject of a conviction



described in such section. Each Party will inform the other Party in writing immediately if it or any party who is performing services hereunder is debarred or is the subject of a conviction described in Section

306, or if any action, suit, claim, investigation or legal or administrative proceeding is pending or, to such Party's knowledge, is threatened, relating to the debarment or conviction of such Party or any party performing services hereunder.

9. The proposer will provide written statement in the proposal that during a natural disaster or pandemic the company will meet and exceed any state, federal or CDC required guidelines.

B3. Project Team and Experience

1. Provide an overview of the project team roles and responsibilities. Include concise resumes of company employees who will be part of this facility management contract and note employees with previous experience with Monroe-Gregg School District. Include resumes of a minimum of one (1) in-house Professional Engineers registered in the State of Indiana. Include copies of Professional Engineering licenses.
2. Include resumes of a minimum of one (1) in-house LEED AP professional. Include copies of LEED AP certification licenses.
3. Provide information on facility management capabilities with resumes of all staff who will touch this project.
4. Provide a listing of service and installation capabilities of your firm. Respondents must provide repair services available 24 hours a day and emergency landscaping services 24 hours a day.
5. Provide a reference list identifying at least three (3) customers with which the Qualified Provider has performed facility services work. This list should include the project name, location, and scope of work.

B4. Insurance and Bonding

1. Provide evidence that prior to award of contract the provider shall be able to provide a 100% project value performance bond for its faithful performance of the project. All subcontractors must have a clean work history and ability to provide a bond.
2. As an indication of your firm's financial stability provide your firms cost of performance and payment bond per thousand dollars of contract value.
3. Provide evidence that prior to award of contract the provider shall be able to provide and maintain for the life of the contract insurance in the amounts of:
 - A. Commercial and general liability in amount not less than \$1,000,000 each occurrence.
 - B. Comprehensive automotive liability in amount not less than \$1,000,000 each occurrence.
 - C. Workman's compensation insurance not less than \$1,000,000 each occurrence.
 - D. Excess liability not less than \$3,000,000.

B5. Technical Approach & Scope of Work

1. Responses should include a detailed approach to meeting the goals and objectives for the facilities. Provide a measurement and verification plan, including the plan for execution identifying responsible parties. Provide an overview of the technical approach that is used to identify, evaluate and recommend cost savings measures for Monroe-Gregg School District.
2. Provide a detailed list, by facility, of the proposed janitorial, landscape, general maintenance and HVAC maintenance measures.



3. Provide a summary of the overall project recommended, detailed scopes of work, the total project savings, total project cost.
4. Provide a brief technical description of each of the facility management solutions and basis for savings calculations.

Janitorial Maintenance

1. The term of this contract shall be from July 1, 2026, through June 30, 2031 (5-years) with the option to renew annually at a negotiated price for additional years plus the annual CPI for janitorial services. The proposed costs shall include all fees, expenses, labor, insurance, taxes, overhead, profit, and any other related costs.
2. The successful proposer will provide all necessary and properly trained labor, proper materials, supplies and serviceable equipment & tools that comply with all federal, state, and local laws, requirements and rules at all levels of jurisdiction to perform services as described in this RFP. The proposer will satisfy all requirements to maintain the high standards of cleanliness, health and sanitation in all MGSD schools and facilities. Custodians may be required to occasionally perform minor maintenance tasks as needed which may require the use of manual or powered handheld tools. The specifications herein should be referred to as a guide for, rather than a limitation to, the proposer to maintain the cleanliness of MGSD schools and facilities.
3. It is the intent of these specifications to describe custodial service requirements for all MGSD facilities (list detailed above). The primary objective is to provide a safe, healthy, pleasant learning and work environment. This environment must be maintained throughout the building and its immediate grounds in all variations of weather and occupancy. The scope of services includes, but is not limited to inspecting, reporting, surface cleaning, deep cleaning, cleaning of body fluids, sanitizing, dusting, vacuuming, scrubbing, shining, polishing, cleaning restrooms, classrooms, administration, instruction areas and portable classrooms, and removal of debris/trash daily. Items such as restrooms, sinks, walls, carpet, windows, vents, doors, furniture, and fixtures must be properly and thoroughly cleaned.
4. APPA Performance Standards. As used herein, "APPA" shall mean the educational facilities organization formerly known as the Association of Physical Plant Administrators, which, at a minimum, establishes the industry standards of cleanliness and staffing. Proposer agrees to provide the Custodial Services generally in accordance with the following APPA level standards: (a) APPA level two (2) custodial services for all primary, general public common areas and bathrooms at the Facilities within the scope of services set forth in this Agreement. Assessments of performance of the Custodial Services shall be performed on a quarterly basis, or such other schedule as the Parties may mutually agree, with any corrective actions or modifications to be mutually agreed by the Parties. MGSD requires APPA Level 2 – Ordinary Tidiness.
5. General cleaning services to include but not limited to, empty waste receptacles and replace liners daily, sweep floors and baseboards, vacuum carpets, dust mop and wet mop floors, trash removal. Clean and sanitize counters, desks, doorknobs, light switches and sinks, Graffiti removal, scrub, strip, buff and seal floors, replenish paper towel, toilet paper, and hand soap.



Clean walls, partitions, and all other contiguous surfaces. Dust and wash columns, doors, and doorframes. Clean carpets twice yearly at minimum or if requested by MGSD designee. Spot clean carpets as needed. Wash windows, clean ceiling areas, overhead pipes, wall fans, pictures, plaques, wall or ceiling diffusers, file cabinets, bookcases, etc. Scrub and clean restrooms. Trash pickup and removal from grounds area.

6. Athletic event cleanup will be part of this comprehensive plan.
7. Annual cleaning for all schools: (Note: Annual summer cleaning services are to begin immediately following the end of each school year and be completed no later than 3-5 days prior to the start of the school year or at the request of the MGSD administration).
8. The services provided by the successful proposer must comply with all applicable federal, state, county and local jurisdictions and all Indiana Occupational Safety and EPA regulations, including such established procedures for handling the cleanup of blood borne materials and cleaning industry management standards, as well as any local requirements from MGSD.
9. The successful proposer shall be responsible for compliance with all applicable federal and state laws, codes, and regulations, including but not limited to OSHA and the Right-to-Know.
10. Proposer shall provide services under this agreement as an independent contractor. Proposer and its supervisors, agents, and employees shall directly control the performance of the work. Proposer shall be solely responsible for compliance with all State and Federal requirements related to the individuals performing services under the contract, including but not limited to those regarding wage payments and non-discrimination in terms and conditions of employment.
11. MGSD reserves the right to refuse and reject a subcontractor who does not meet the qualifications to perform this agreement. The subcontractor will be equally responsible for meeting all requirements specified in the request for proposal.
12. In submitting a proposal, the proposer agrees not to use the results as part of any commercial advertising without prior approval of MGSD.
13. All proposers must disclose the name of any officer, director or agent who is also an employee of MGSD. Further, all offers must disclose the name of any MGSD employee or board member who owns, directly or indirectly, an interest of 5% or more in the proposer's firm or any of its branches.
14. All proposers must consider retaining all current and qualified MGSD employees.
 - a. Current employees will follow the same on-boarding requirements as stated in item #15.
15. The successful proposer's custodial staff assigned to MGSD must meet the following requirements.
 - a. Must be at least 18 years of age.
 - b. U.S. citizen or authorized to work in the U.S.



- c. Complete a criminal background screen, paid for by the proposer, as required under Indiana law and in accordance with procedures established by MGSD Division of Human Resources. Must be completed for all employees including substitutes, short term or sub-contract personnel that will be working on any MGSD property.
 - d. Ability to communicate effectively regarding job performance and procedures; use courteous language.
 - e. Inspect and report maintenance needs to the project supervisor and/or the building administrator.
 - f. Interact positively and appropriately with students, school employees, and the public.
 - g. Work productively with minimal supervision.
 - h. Punctual and well trained in the area of work assigned.
 - i. Alcohol and drug free when arriving for and while on duty. Proposer'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,
 - j. Well-groomed and in uniform provided by the proposer with the employee badge clearly visible on the uniform.
 - k. Proposer's employees working during school hours must adhere to established school rules.
 - l. All employees of the proposer are to present themselves in an appropriate manner and in attire consistent with the MGSD policies and administrative guidelines. MGSD reserves the right to seek removal of a contract employee failing to meet these requirements. In addition, MGSD reserves the right to request that the proposer remove any employee from the MGSD contract for unsatisfactory performance. If the MGSD designee notifies the proposer that any of its employees assigned to MGSD are incompetent, disorderly, or otherwise unsatisfactory, the proposer will remove and replace such employee within one (1) shift and will not assign that employee to work in MGSD schools/buildings without the written consent of the MGSD designee.
16. At no time shall the successful proposer's custodial staff do any of the following.
- a. Leave custodial closets open and unattended.
 - b. Leave products or equipment unattended.
 - c. Congregate or have food/drink in unauthorized areas.
 - d. Disturb papers on desks.
 - e. Open drawers or cabinets.
 - f. Use telephones or computers or tamper with personal property owned by MGSD staff or students.
 - g. Leave lights on in unoccupied sections of the facility.
 - h. Leave doors open in unattended sections of the facility.
 - i. Play radios or similar devices, at a volume that is audible in other areas of the building.
 - j. Smoke or use any tobacco products on MGSD property.
 - k. Use profanity.
 - l. Consume alcoholic drinks on MGSD property.
 - m. Consume, use, manufacture, distribute, possess on person or in vehicle any form of controlled substance, paraphernalia, or prescription drugs that are prescribed or intended for someone else.



17. Proposer shall submit the training process, procedures for the custodial staff pre-work assignment and on-site continual training, training incentives and details regarding the process for on-site staff supervision including management features, including organizational chart.
18. It will be the successful proposer's responsibility to ensure that its employees are trained and 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.
19. The successful proposer shall be responsible for instructing its employees in safety measures considered appropriate. Personnel will not place or use mops, brooms, or any equipment in traffic areas or other locations in such a manner as to create safety hazards. The workers shall provide, place and remove appropriate warning signs for wet or slippery areas.
20. The successful proposer's custodial staff will be required to have training in areas such as school lock down, alarms, bodily fluid clean up, and sexual harassment.
21. The proposer will be trained to secure buildings and set alarms. The proposer will be responsible for conducting the training for its staff with assistance from MGSD.
22. The successful proposer will be required to allocate experienced and trained staff per school based on Full-Time Equivalent (FTE). The proposer shall perform the services set forth in this agreement at time periods as approved by the MGSD designee. The safety of the students, staff and unimpeded delivery of instructional programs will determine the authorized work periods.
23. At least one (1) day porter will be required for each school to work during the normal school day. They will assist with cleaning spills, cafeteria, continual restroom cleaning, office cleaning in secure locations, and more.
24. The successful proposer must maintain a pool of trained and qualified custodial staff substitutes with the required background checks, available at short notice, to ensure that the MGSD is adequately staffed in the event of illness or injury. If substitutes are not available, the proposer will automatically authorize the use of OT on an hour for hour basis at the proposer's expense.
25. Proposer must submit a written explanation of the responsibilities of each head custodian related to their porter/leadership role, which includes the head custodian specific cleaning obligations.
26. The notification shall include the name, current address and contact information of the intended employee. MGSD requires that all employees under this agreement have a criminal background investigation and be enrolled and in compliance with E-Verify.
27. The successful proposer shall notify MGSD immediately of conditions such as illness or injury that will limit hours or decrease the number of personnel assigned to the daily work crews. In addition, the proposer shall notify the MGSD designee in advance of any condition or situation that will affect the performance of the work under this agreement. In either case, the proposer shall communicate how the affected work will be rescheduled.



28. Proposers will submit proposed work schedules that will accommodate the daily, evening, and after school needs of MGSD. Include details regarding staffing, arrival/departure times, and duties to be performed, including cleaning the parking lot and removal of trash from outside trash cans daily. Work shall be performed on a normal five (5) day week schedule, Monday through Friday. Proposer employees will work in line with MGSD calendar or as requested or specified by MGSD. The successful proposer shall adjust the schedule of duties due to the hours of MGSD employees and classroom instruction periods. No work is to be performed during the normal school hours that may interfere with the general operations and functions of the students and school.
29. Proposer must submit and describe its supervision model and procedures in detail, including organizational chart.
30. All costs associated with obtaining a national criminal background check shall be the responsibility of the successful proposer.
31. The successful proposer shall be responsible and liable for the safety, injury, and health of its personnel while they are performing services for the MGSD.
32. The proposer must submit a list of equipment used to perform all custodial services. The list should include the model name and number of equipment, approximate age of equipment and routine maintenance schedule.
33. The procurement and maintenance of all equipment, supplies, materials, and chemicals for the successful execution of this contractual obligation shall be the successful proposer's responsibility except as may be determined by MGSD (e.g., entrance mats, security systems, locks, etc.).
34. The successful proposer shall post a list of supplies, with minimum requirements, at each school and will be responsible for checking supplies daily. All supplies shall be replenished as needed.
35. Chemicals and equipment must meet or exceed Occupational Safety and Health Administration (OSHA) requirements and commonly recognized safety requirements. The successful proposer shall be responsible for maintaining Material Safety Data Sheets (MSDS) on each job site for all chemicals used in the cleaning process.
36. The successful proposer will provide a chemical inventory of all chemicals requested to be used in MGSD schools and facilities for review and acceptance by MGSD. The list should include chemical brand name, mfg. model number, packaging, intended use and cost.
37. The successful proposer shall maintain equipment to present a neat appearance, be free from hazards, and to perform in a "like new" manner. All cleaning equipment shall be cleaned after work is completed each day.
38. The successful proposer shall provide consumable supplies to perform all work functions. Consumable supplies include but are not limited to: paper towels, toilet paper, trash bags, floor



seal, finish, stripper, detergents, disinfectants, foam hand soap with dispensers (where designated), rags, carpet shampoo, mops, mop buckets, dust mops, brooms, brushes, and wringers. All consumable supplies must meet MGSD approval. Hand sanitizer shall be provided by MGSD and distributed according to MGSD policy for use.

39. All MGSD facilities are typically closed on state and federal holidays. However, there are occasions when schools host events on these holidays that will require custodial service coverage. Any additional fees or charges should be indicated in the RFP response. If no additional fees or charges are indicated, services will be considered included with quoted fees.
40. MGSD reserves the right to change any, and all, of the work scheduled with advance notice to the successful proposer.
41. Scheduled breaks and summer cleaning shall be coordinated with the MGSD designee. The schedule is to be developed with the goal of minimizing interference with any scheduled instructional activities or with contracted work being performed by others.
42. The successful proposer will be responsible for furniture setup and breakdown, during regularly scheduled shift hours, for extra- curricular activity needs, sporting events, or rental agreements that occur at school sites. At the middle and high schools, these events are numerous and may occur after school hours, on weekends and during school holidays. The proposer will be responsible to open and prepare the buildings for scheduled use on a Saturday or Sunday. Periodic special events will require the proposer to modify the cleaning schedule to accomplish setup and breakdown of those special events (i.e., parent teacher conferences, a play in the auditorium, awards ceremonies, home sports games, etc.). The proposer may choose to schedule support clean up on the day after the event if the delaying of the cleanup does not detract or interfere with the overall look or environment of the school facility.
43. The proposer must submit a proposed stripping and waxing description of service. Include details regarding the application process, products used, and number of coats applied, agreed upon by MGSD.
44. The successful proposer must have a complete working knowledge of, and must comply with, all of the following:
 - a. All other applicable federal, state, and local laws, codes, and regulations
 - b. Ensure that any substances defined as hazardous by state or federal law are properly labeled and delivered or used in a way that does not violate state or federal laws.
45. Materials shall be stored neatly and secured in areas designated by MGSD. School storage space will be provided, if available, at each individual school. This may include but not limited to storage containers, pods, etc. MGSD shall assume no responsibility for loss or damages of stored materials, chemicals and equipment. Damage to the MGSD storage facilities shall be the responsibility of the successful proposer.



46. Any requests for changes to the chemical inventory list must be submitted, in writing, with the MSDS and rationale supporting the change to the MGSD designee for consideration.
47. The successful proposer warrants that the products and services supplied to MGSD conform in all respects to the standards set forth in the Occupational Safety and Health Act of 1970, as amended, and the failure to comply with this condition will be considered as a material breach of contract.
48. MGSD will provide workspace and/or storage space for supplies and equipment in each school. All combustible materials including, but not limited to, solvents, propane, gasoline, etc. must be stored outside in a secure and locked area; a minimum of 50-feet from any building structure.
49. The successful proposer may utilize janitor closets in each school, where available. The janitor closets must always be maintained in a neat and sanitary condition. Mops shall be clean and hung to enhance drying; mop buckets shall be empty and clean when stored. **AT NO TIME SHALL THE PROPOSER INHIBIT ACCESS TO FIRE EXTINGUISHERS, FIRE CONTROLS, ELECTRICAL CONTROL PANELS, ENTRANCES & EXITS, SAFETY EQUIPMENT, DEFIBRILLATORS, OR OTHER EMERGENCY AREAS/EQUIPMENT.**
50. The successful proposer shall maintain a cell phone service with local or toll-free service to MGSD. The proposer will not be allowed to use MGSD telephones, copiers, faxes, printers and/or building appliances unless approved by a specific MGSD location on a case-by-case basis.
51. The successful proposer shall coordinate and schedule custodial staff to complete the daily work. The work shall be planned in conjunction with the school principal to minimize the disruption of school operations. One of the proposer's most important customers will be the building principal. To ensure customer satisfaction, the proposer's employees will be required to maintain regular, open communication with the building principal.
52. The successful proposer shall perform periodic inspections of all facilities under this contract and confer with the principal and MGSD designee to set up and maintain the facility in an acceptable state of cleanliness and sanitation. Monthly inspection will include Principal/designee, successful proposer's Director, Zone Leader, Head Custodian and MGSD designee. Quality Assurance technology must be included and described in the proposers RFP response that explains the schedule of reporting and information included.
53. The purpose of inspection is to ensure tasks are completed according to the approved cleaning standards and frequency requirements and that the quality of work is satisfactory and confirm the proposer's compliance with other terms of the agreement. In addition, an inspection of all schools will be conducted prior to each school year.
54. The inspection requirement is not intended to limit the proposer's responsibility to inspect or control his own work, nor does it limit the MGSD's right to inspect any building at any time. Inspections are to be conducted with the MGSD designee and other personnel as deemed appropriate by MGSD.



55. The MGSD designee and the principal may also report any deficiencies and unsatisfactory performance to the proposer. The proposer will be granted a reasonable time to correct the deficiencies, agreed upon by MGSD. The Quality Assurance technology must have a mobile and electronic work order system for processing all requests.
56. MGSD reserves the right to inspect any or all facilities serviced by the successful proposer at any time with or without the contract manager, building supervisor or representative of the proposer. Monetary deductions will be made from monthly billings whenever violations are observed and documented at each location per the NON-COMPLIANCE AND DEDUCTION TABLE. (ATTACHMENT B).
57. Proposers must submit a sample inspection checklist and process for monitoring the completion and quality of completion with RFP response. Sample should include daily, weekly, monthly, semi-annual, and annual inspection checklist for all MGSD facilities that will be processed through the electronic, cloud-based quality assurance technology.
58. Guns, knives, or other weapons are not allowed on MGSD property.
59. The successful proposer's employees working after normal school hours shall secure and keep all outside doors and windows locked while performing their duties, keep fire doors operable, and monitor unauthorized entry. The Proposer's employees shall report any facility related issues to the principal or site manager immediately. Proposer's employees shall, upon completion of work, secure doors and windows and turn off general lighting.
60. The successful proposer's employees may be asked to lock or unlock specific doors at the times specified by the MGSD designee and may be asked to assist with lock downs and fire drills.
61. The successful proposer is responsible for the security of the building during the cleaning operation.
62. The successful proposer shall secure the building at the end of each shift and set the alarm (secure all doors, turn off all but designated lights, turn off ceiling fans, and secure all windows).
63. Office, classroom, and other doors are to be unlocked and opened only during the time that cleaning is being performed. All doors are to be relocked as soon as the service has been completed.
64. For the safety of students and the public at large, storage and custodial closet doors are to be closed and locked when not in use.
65. Each school that is protected by an electrical surveillance (security) system will have the process and procedures to arm and disarm the system provided to the successful proposer's day custodians and night crew supervisors. Security system codes will only be provided to employees essential to have them.



66. The successful proposer will ensure the school/building alarm systems are deactivated and appropriate outside doors are unlocked each morning by the time specified, Monday through Friday, by the MGSD designee. The proposer's night crew supervisor must ensure that all doors and windows in the school/buildings are locked. The proposer's night crew supervisor must make sure the building is vacant and the alarm system is activated (armed) before leaving the premises.
67. Outside doors must be checked to ensure that they can be locked by the end of the business each day. Problems encountered locking any exterior door must be called in to the MGSD designee immediately.
68. During the normal school day, problems with the security system should be reported to the principal. After school hours, the night crew supervisor shall immediately report the problem to the MGSD designee, if the problem cannot be corrected and the alarm system set.
69. MGSD shall provide the successful proposer with keys and alarm codes for each school and administrative building. Keys and alarm codes will not be shared among the proposer's employees.
70. Notification to the MGSD designee shall be immediate with the reassignment or termination of any individual who has been assigned an alarm code; previously assigned alarm codes must not be forwarded to any of the proposer's new employees.
71. At no time shall copies be made of any keys issued. If additional keys are needed, the successful proposer must obtain keys from the MGSD designee. All lost building keys assigned (whether interior or exterior), must be reported to the MGSD designee within 24 hours of the loss. It is prohibited to lend MGSD building keys to anyone and to leave key rings in closets, lying on custodial carts, etc. Keys must always be in the possession of the proposer's custodial staff. All keys assigned shall be returned to the MGSD designee when the proposer's employee services in an assigned school end. All keys shall be returned to the MGSD designee at the termination of this agreement.
72. The successful proposer shall inform the principal and the MGSD designee of any vandalism, evidence of attempts to force entry, and all other damages to any buildings. The proposer's employees shall report, in writing, any items that require maintenance or repair that are discovered during the process of this agreement.
73. Communication is critical when maintaining multiple school campuses. The successful proposer will be responsible to provide the MGSD designee with an emergency contact person and telephone number for each set of building workers. If the need arises for the MGSD designee to contact one of the proposer's employees at a large site, there must also be a system in place to accomplish this task. Therefore, MGSD will require a cell phone system, radio system, or other acceptable communication system to be in place to contact the custodial staff at all MGSD locations.



74. MGSD shall provide the successful proposer with all normal utilities required for cleaning of buildings, excluding telephone service, necessary for performing this contract (electricity, water, gas). Upon written request from MGSD, the successful proposer will comply with energy conservation requirements initiated by MGSD. Mechanical, heating, air conditioning and telephone equipment rooms are considered off limits to successful proposer's employees. No custodial supplies are to be stored in these areas. MGSD shall define any exceptions. In the event of failure or trouble noted in any such area, the matter must be referred to the school principal. During evening cleaning operations, lights will be off except in the area in which actual cleaning is taking place.
75. 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.
76. The successful proposer's night cleaning must be undertaken after normal office/school hours. Normal school hours are from 7:00 a.m. to 4:30 p.m. From time to time, the school building or part thereof, is used for meetings or program fulfillment before and after normal working hours. It is the successful proposer's responsibility to perform all duties with the frequencies required by this contract regardless of the time vacated. Each principal is to provide a monthly activity calendar to assist proposer with cleaning schedule. Each school is to be manned daily by custodian(s) who are to keep the building neat and attractive by providing light cleaning and whatever other duties the successful proposer may assign. The custodian(s) shall be accessible during the entire school day. Morning work shall start no earlier than 6:00 a.m. All evening work shall start no later than one hour after dismissal and end, at a minimum, of 11:00 p.m. at all locations. Work hour schedules must meet MGSD approval.
77. Proposer shall submit a proposed transition and implementation plan, which includes objectives, milestones and timelines.
78. Scheduled events related to MGSD rental agreements or administrative and staff needs, will be negotiated at a rate of no higher than the 1.5 times the amount of the hourly rate plus benefit costs of the proposer's assigned staff and will be negotiated at the time of the rental request is submitted.
79. Hours of service for events that extend outside of the regular shift schedule must be requested by the school, approved by the office of support services prior to the event, and invoiced by the proposer separately from the monthly contract fee. Itemized bills should include the date of the service, hours worked, the employees who worked and the MGSD designee who approved the service. Such billing must be submitted under a separate invoice but at the same time as the base contract invoice for the month within which the service was provided. The proposer may invoice MGSD at the agreed upon rates for the extra work. Special Cleaning Requirements for a custodian being present during special events or activities sponsored by the school will not be considered a part of this RFP and resulting agreement. Please provide hourly cost for custodial service for work outside of the normal proposers shift schedule.



80. Cleaning services will be billed in equal monthly installments, as agreed upon by both parties, prior to signing of the agreement. Invoices must itemize charges of labor for each school. Invoices will be submitted by facility, one invoice per facility showing all fees and charges for that facility.
81. It may become necessary for the successful proposer to perform duties over and above the scope of work outlined in the agreement. Prior to performing such duties, the successful proposer will develop an estimate of the cost of the work based on unit cost established within the proposal. This estimate must be approved by the MGSD designee prior to work being performed.
82. Any work outside the scope of these specifications must be approved and assigned in advance by the MGSD designee. Invoices for additional work must include the date and time of the work, the name of the school/facility, the type of work performed, the number of hours worked, and the name of the authorized MGSD person who approved the work to be performed. Invoices for additional work performed are to be sent to the established billing address along with the regular monthly invoice for processing but are not to be included on the regular monthly invoice.
83. MGSD will not consider any other price increases during the term of the agreement, including extensions, unless one or more of the following occur:
 - a. MGSD requests a change in the scope of the project, the cost of which exceeds five percent (5%) of the total contract price.
 - b. MGSD significantly increases the cleaning frequency requirements.
 - c. A federally mandated minimum wage increase is enacted during the term of this agreement. If this occurs, the proposer will have the option to negotiate the amount necessary to cover the increased payroll costs. Any requested increase must be justified by a copy of the current payroll identifying those employees who are below the new minimum wage standards and the amount required to enable them to meet the new minimum wage standards. The proposer shall notify MGSD, in writing, at least 90 calendar days before any price increase.
 - d. If MGSD closes a building during the term of this agreement, the contract will be reduced by the amount proposed on the proposal form.
 - e. If MGSD reduces the scope of the work by more than 30,000 square feet during the agreement period, the agreement price shall be reduced proportionally. Additionally, MGSD reserves the right to negotiate reductions in frequency and/or scope to reduce costs if it deems necessary. Such reductions shall be agreed upon by both parties.
 - f. Prices will not be the sole determinant for the award, competitive proposals will be evaluated based upon criteria formulated around best value, which may include among other criteria: price, quality, performance references, financial information, and the ability to successfully supply services or commodities. An agreement will be awarded to the responsive and responsible proposer whose proposal meets the requirements, specifications and contract terms contained in the RFP.
 - g. If there is a discrepancy between the unit price proposed and the extension, the unit price shall govern. Proposers shall not be allowed to take advantage of errors, omission, or discrepancies in the specifications.



84. Any deviations to the above specific terms must be stated and written documentation clarifying any such nonconformity must be submitted with proposal response

Mechanical Maintenance

1.0 Overview

Monroe-Gregg School District is seeking an experienced firm for the purpose of providing comprehensive mechanical maintenance, repair, and in-house engineering for their facilities named above.

2.0 Scope of Services

It is the customer's intent to enter into a comprehensive service agreement with the selected firm for Preventive Maintenance, Repair, Emergency Service, and Energy Analysis for the effective and economical operation of the mechanical systems at the customer's facility. The selected firm shall furnish all labor, materials, tools, and resources necessary to design, develop, and implement a preventive maintenance program for the customers' existing mechanical systems. In addition to preventive maintenance and repair, the selected firm must be able to demonstrate the capability and resources to design and install new or replacement systems and to perform an energy analysis of the facility to benchmark the operating efficiency, calculate the Energy Star rating, identify, and quantify energy savings opportunity, and track the utility data monthly.

2.1 General Requirements

- a. The selected firm shall provide comprehensive maintenance services on all mechanical equipment at the facility and list the equipment in their response.
- b. The selected firm shall furnish all labor, parts, materials, test equipment, tools, programming materials, and services in conformance with the terms and conditions as outlined in this RFP.
- c. To ensure that the customer receives the scope of services required by this RFP, the selected firm shall have a service management system that provides the minimum service performance information as defined in Section 4.0.
- d. Each firm receiving this RFP has been provided access to visit the facility to inspect the equipment and interview the customer to clarify the scope of work. Any additional questions must be directed by email to lhubinger@MGSDschools.com. All questions must be received by December 15, 2025, by 4:00 PM.
- e. Each firm must meet all requirements under this RFP. Any proposal not meeting these requirements may be considered incomplete.

2.2 Service Qualifications

- a. Service Technician Qualifications – The selected firm shall employ qualified technicians who can arrive on site within the specified time period. The service technicians assigned to maintain



the mechanical systems shall be certified to service the systems under contract. Copies of the certifications must be included in the response.

2.3 *General Maintenance Procedures*

a. The selected firm shall:

1. Schedule preventive maintenance tasks should be generated via a computerized service management system. This to ensure a uniform and detailed method of schedule the work.
2. Maintain complete and detailed service and maintenance records for each piece of equipment referenced in Section 2.1 Paragraph A in a secure database that will be provided to the customer upon request.
3. Provide access via Internet portal to service call and work order status and history.
4. Service requests are required via an Internet web site and call center on a 24/7-hour 365-day basis.
5. Offer Indoor Air Quality options for MGSD to consider.

2.4 *Preventive Maintenance Calls*

a. Most scheduled maintenance calls under this agreement will be performed during normal working hours defined as 8:00 AM through 5:00 PM. Chiller shutdowns must be scheduled after hours or on weekends and in communication with the firm.

The customer will provide reasonable access to all equipment covered by the agreement. The selected firm shall be free to start and stop all equipment as arranged with on-site customer representative.

2.5 *Emergency Service*

a. Emergency service shall be provided 24 hours a day to minimize downtime. The selected firm shall provide emergency service as part of this agreement including all labor, overtime, travel costs, parts, supplies, to diagnose and repair any failed component covered under this agreement.

2.6 *Parts and Component Replacement*

a. All repair/replace components covered shall be limited to any component located within the cabinet of the mechanical unit.

b. The selected firm will not be held responsible for repairs or replacements necessitated by reason of negligence, misuse of the equipment by anyone other than the selected firm or by reason of any other cause beyond the control of the selected firm, except for normal wear and tear.



3.0 Scope of Services

3.1 Covered equipment includes:

- a. All mechanical HVAC systems including, chiller, cooling tower, boiler, air handling units, split system, exhaust fans, pneumatic temperature controllers, air compressor, and DDC control system.

3.2 Equipment Not Included

- a. Repair/replace components located outside of the mechanical cabinet.

3.3 Service Included

The general services listed below shall apply to the systems and equipment described above.

a. **Preventive Maintenance** – The selected firm shall provide a guaranteed performance-based agreement entailing every aspect of professional preventive and predictive maintenance. The required maintenance tasking must be customized to include manufacture recommendations, operating runtime and specific needs of the customer. Inspections in the form of non-destructive testing, vibration & noise monitoring, chemical analysis as well as routine visual inspections must be performed to ensure that the systems are in proper operating condition and to identify any potential system failures. The following must be included:

1. Maintenance tasking should include visual inspection of the following:

- o Fan assemblies, belts and sheaves, motor mounts & vibration pads, electrical connections and contactors, heating and cooling coils, filter media and racks, sight glass condition, bearings, compressor sections, condensate drains and pans, heating sections, crankcase heaters, seals and packing.

2. Maintenance tasking should include a physical check and or test of the following:

- o Lubrication , oil sump, temperature controls and set-points, starter operation, water flows, alignment on couplings, motor operating conditions, suction and discharge pressures, flow switch operation, control interlocks, flue stack assembly, damper operation, outside air intakes, refrigerant pump down, external interlocks, motor voltage and amperages, refrigerant charges, system leaks, oil and fluid levels, pressures and temperatures, purge system, superheat and sub-cooling, and approach temperature.

b. **Predictive Maintenance** – The selected firm shall perform tasks to detect early signs of deteriorating performance and to predict potential system failures. The following tasks must be included:

1. Adjustment - Damper & valve linkages, unloaders, belt tensions, fan speed, set points, gas pressure regulators.



2. Alignment - Open drive couplings, belt sheaves, pulleys, coil fins, belt drives.
3. Cleaning Control devices, electrical contractor, condenser and evaporator coils, fan blades & impellers, equipment areas, and ignitors.
4. Vibration Damper linkages, fan bearings, axial van drives, pumps, motors.
5. Secure and Tighten Motor terminals, control terminals, piping clamps, line fittings, mounting hardware, electrical connections, equipment panels, motor mounts, vibration pad nuts & bolts, damper sections.

c. **Equipment Inventory** – The selected firm must include a detailed equipment inventory by component for all equipment included in this RFP response.

d. **Travel and Vehicle Expense** – The selected firm must include vehicle expenses necessary to perform this agreement.

e. **Parts and Component Replacement** – The selected firm shall include component and parts replacement for covered equipment as outlined in Section 2.6.

f. **Water Treatment** – The selected firm must include all necessary water treatment to ensure systems function properly and meet all equipment requirements.

g. **Life Cycle Cost Analysis** – The selected firm must complete a lifecycle cost analysis of the existing mechanical systems within 90 days of being awarded the agreement to include current capital investment, current operating costs, and future capital replacement costs. The analysis must also include risk analysis of existing mechanical systems.

h. **Energy Analysis** – The selected firm must complete an energy analysis of the customer's building within 90 days of being awarded the agreement. The analysis should establish a base year for electric and gas consumption, should benchmark the building utility consumption to similar buildings in Indiana, should identify and quantify specific savings opportunities with a priority on low cost or no cost opportunity, and be able to track and record utility data on a monthly basis. As part of this RFP selected firm will work with MGSD to provide a Comprehensive Facility Analysis to determine future capital needs of the school district.

4.0 Service Management System

4.1 Service Performance Data

a. The minimum information required to be captured and stored shall consist of the following:

1. An inventory of all equipment under coverage of the agreement
2. Records of every service order issued during the term of the agreement including customer-initiated service requests and computer-generated preventive maintenance tasking.
3. Records of refrigerant leakage, repairs, and usage must be maintained to ensure EPA compliance.



4. Each service record shall include a description of the service request, resolution of the service request, the date and time the work was performed and completed, and the names of the service technicians. Before and after pictures are to be included for each service report (Included by MGSD).

5. The service requests shall be captured electronically and be available for viewing by the customer via an internet portal.

B6. Services

1. Firm must provide annually other savings opportunities that Monroe-Gregg School District can embark on if willing. These services can be anything that reduces owning and operating costs for the school district.

B7. Financial Approach

The respondent should describe financial alternatives that will responsibly maximize the net economic benefit and minimize financial risk.

A. Financing Savings

Provide descriptions of the sources and types and costs saving measures MGSD can expect to see with this comprehensive Facility Management Plan.

B. Penalties and Other Costs

Indicate any penalties or other costs that will be assessed in the event the decision is made not to proceed with this project at any point prior to mutual approval of a Contract Agreement.

C. Savings

Describe the basis of cost of operations savings, its execution, and the methods of auditing.

D. Financial Summary

1. Provide a financial summary incorporating all project costs including janitorial services, landscaping services, mechanical services, general maintenance in the chart below.

| CUSTODIAL | | | | | | |
|-------------------------|----------------------|---------|---------|---------|---------|---------|
| SQUARE FOOTAGE CLEANED | FULL TIME EQUIVALENT | YEAR #1 | YEAR #2 | YEAR #3 | YEAR #4 | YEAR #5 |
| | | | | | | |
| GENERAL MAINTENANCE | | | | | | |
| SQUARE FOOTAGE SERVICED | FULL TIME EQUIVALENT | YEAR #1 | YEAR #2 | YEAR #3 | YEAR #4 | YEAR #5 |
| | | | | | | |
| HVAC MAINTENANCE | | | | | | |
| ASSETS PROTECTED | FULL TIME EQUIVALENT | YEAR #1 | YEAR #2 | YEAR #3 | YEAR #4 | YEAR #5 |
| | | | | | | |
| SUB TOTAL | | | | | | |

| ADDITIONAL SERVICES OFFERED | | | | | |
|-----------------------------|---------|---------|---------|---------|---------|
| DESCRIPTION | YEAR #1 | YEAR #2 | YEAR #3 | YEAR #4 | YEAR #5 |
| | | | | | |



the bidding requirements. No bid will be accepted from or Contract awarded to any person, firm or corporation that is in arrears or is in default to MGSD upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to said MGSD or that has failed to perform faithfully any previous contract with the MGSD.

In the event of a rejection of a portion, part, or certain items of work of all bids, the bid of each Bidder shall automatically be deemed reduced by the amount of such rejected part or item at the unit price or other cost designated therefore by that Bidder on its submitted Bid Form. The successful Bidder so selected may not refuse to enter into a Contract with MGSD on the basis that MGSD awarded a Contract for less than all portions or items of the work specified in the Bid Documents. MGSD reserves the right to waive any technicalities or irregularities, and to disregard any informality on the bids and bidding, when in its opinion the best interest of MGSD will be served by such actions and in accordance with applicable law.

It is the full intent of MGSD to award the bid to vendor who meets 100% of the specifications outlined herein.