

**CUSTODIAL
SERVICES**

**REQUEST FOR PROPOSALS (“RFP”)
RFP # 26-004**

**Swedesboro-Woolwich Board of Education Board of Education
15 Fredrick Blvd.
Woolwich Twp, NJ
08085
(856)803-1006**

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NOTICE TO PROPOSERS

REQUEST FOR PROPOSALS SEALED PROPOSALS

Public notice is hereby given that requests for proposals (RFP's) for the following specifications will be received by the Swedesboro-Woolwich Board of Education located at the Administration Building, 15 Fredrick Blvd., Woolwich Twp., New Jersey 08085 on April 22, 2026 at 12:00 PM.

CUSTODIAL SERVICES RFP # 26-004

The proposals will be publicly opened at precisely 3:00 PM on April 22, 2026 in the Swedesboro-Woolwich School District Administration conference room located at the above address. Please send an email request to Korey Jeffries, Business Administrator, at kjeffries@swsdk6.com for a copy of the bid specifications.

A Pre-bid/proposal meeting will be held on April 15, 2026 at the Swedesboro-Woolwich School District Administration Office located at 15 Fredrick Blvd., Woolwich Twp., New Jersey 08085 at 3:00 PM. The purpose of this meeting will be to answer questions or clarify the scope of work. Attendance is not mandatory; however, respondents or contractors will be responsible to secure all information conveyed at this meeting. A walkthrough of the buildings will take place immediately afterwards upon request.

Any and all questions regarding the RFP requirements shall be directed to Korey Jeffries, School Business Administrator, Swedesboro-Woolwich School District, using the "Request for Information (RFI) form (Attachment One)" contained in the RFP by April 8, 2026 at 4:00 pm to email: kjeffries@swsdk6.com. Verbal requests for information will not be granted.

Respondents are required to comply with the requirements of Chapter 127, P.L. 1975. (Public Contracts Affirmative Action Statutes) and any other Federal or State of New Jersey Statutes not specified herein.

This request for proposal is being procured pursuant to the competitive contracting process at N.J.S.A. 18A:18A-4.1 et seq. The contract award will be for a period of two years, with the possibility of up to three annual extensions, for a total possible contract length of five years.

The Swedesboro-Woolwich School District reserves the right to reject any and all proposals.

**SWEDESBORO-WOOLWICH BOARD OF
EDUCATION IN THE COUNTY OF CUMBERLAND,
NEW JERSEY**

1. REQUEST FOR PROPOSALS OR (RFP's):

The Swedesboro-Woolwich School District, in the County of Gloucester, New Jersey (sometimes referred to herein as the "Board" or "Board of Education or District") which is the governing body of the Swedesboro-Woolwich School District, solicits requests for proposals for Custodial Services for the 2026-2027 and 2027-2028 fiscal years (starting September 15, 2026 through June 30, 2028). The successful respondent or contractor may have their contract for this service extended through the third, fourth, and fifth years, conditioned upon compliance with the relevant requirements of this RFP.

All RFP's and associated forms may be secured from the District's Business Office of the Board of Education by telephoning or writing the following:

**Swedesboro-Woolwich School District
15 Fredrick Blvd, Woolwich Twp., New Jersey
08098 (856) 769-0144**

Additional information concerning the specifications may be secured from: **Business Office, 15 Fredrick Blvd., Woolwich Twp, NJ 08085. The office's phone number is (856)803-1006.** RFPs must be sealed, the envelope to bare the following information.

Title of Submission: **CUSTODIAL SERVICES**
RFP # 26-004

Name and Address of the Respondent:

Company Name

Address

City

State

Zip

Proposals are to be delivered to the Business Office of the Swedesboro-Woolwich School District at the address listed above on or before:

Date: April 22, 2026

Time: 12:00 PM

No Proposals shall be received after this date and time unless the date or time for receipt is changed by Addendum to this RFP. Respondents are solely responsible for

ensuring that bids are timely received. Late bids shall not be accepted for any reason. The District reserves the right to reject all Proposals for any reason.

All Respondents are required to comply with the requirements of P.L. 1975, c. 127, Affirmative Action against Discrimination (N.J.A.C. 17:27).

Each proposal must be accompanied by a bid bond, cashier's check, or certified check made payable to the Swedesboro-Woolwich School District, for ten percent (10%) of the amount of the first year's contract price, but such bond or check should not exceed \$20,000.

Corporate respondents are required by law (P.L. 1977, c.33) to submit a list of names and addresses of all stockholders owning 10% or more of their stock.

A Non-Collusion Affidavit and a Contractor Questionnaire/Certification also must be filed with the proposal. The proposal's package will also include other documents that must be completed and returned. Failure to comply with instructions and to complete and submit all required forms, may be cause for disqualification and rejection of a proposal.

In accordance with P.L. 2004, c.57, all respondents must be registered with the State of New Jersey. The Board must already have, or the respondent must supply, a copy of respondent's New Jersey Business Registration Certificate before the time of the award if not submitted with the proposal. If a copy of the Business Registration Certificate is not provided prior to the award, then the submitted proposal will be rejected.

The Board of Education reserves the right to reject any or all proposals, and to waive any informality. The Board of Education further reserves the right to take such alternates as they deem appropriate, and in any order that the Board of Education feels may be in the best interest of the School District.

The following terms are used interchangeably in this RFP and have the same meaning: "bid" and "proposal", "bidder" and "respondent."

2. SWEDESBORO-WOOLWICH SCHOOL DISTRICT SCHOOL FACILITIES

Location

- A. Charles Stratton School
15 Fredrick Blvd.
Woolwich Twp., NJ 08085

- B. Walter Hill School
1815 Kings Hwy.
Swedesboro, NJ 08085

- C. Charles Harker School
1771 Oldmans Creek Rd.
Woolwich Twp., NJ 08085

3. ADVISORY INFORMATION FOR RESPONDENTS

A. PROMPTNESS OF RFP SUBMITTAL

It is the responsibility of the respondent to ensure that their proposal is submitted to the Business Office before the date and time fixed for closure of the proposal period. This will occur promptly for this proposal on April 22, 2026 at 12:00 PM. No extensions shall be granted, unless properly published by the Business Office via Addendum. No exceptions will be made

B. MAIL

Mail delivered to the Swedesboro-Woolwich Elementary School in mailbags, approximately 12:00 PM each day. The Business Office routinely receives its mail at approximately 1:00 PM. Delays in the delivery of mail shall not excuse late receipt of a Proposal.

C. UPS/FED EX/AND OTHER EXPRESS DELIVERY SERVICES

Deliveries of this type are usually made by 12:30 PM to the Swedesboro-Woolwich Elementary School. These items are brought only to the receptionist at the main building entrance. The receptionist then calls the various departments with a request to pick up their items. There may be some delay in getting bids to the Business Office.

Keeping the aforementioned in mind, the Board suggests that respondents arrange to hand deliver their proposal to the Business Office, and personally deliver it to the School Business Administrator, or her/his designee, before the time set for closing the proposal period. Proposals arriving late, for any reason, cannot be accepted or opened.

4. CHECKLIST OF REQUIRED DOCUMENTS TO BE SUBMITTED WITH PROPOSAL (EXHIBIT L)

Submission Requirement initial each required entry	Initial
1. Response Certification / Signature Page (Exhibit A)	
2. Mandatory Equal Opportunity Language (Exhibit B)	
3. Mandatory Affirmative Action Questionnaire (Exhibit C)	
4. Americans with Disabilities Act of 1990 Language (Exhibit D)	
5. Non-Collusion Affidavit (Exhibit E)	
6. Ownership Disclosure Certification (Exhibit F – Parts I thru IV)	
7. Contractor Certification (Exhibit G)	
8. Consent of Surety (Exhibit H)	
9. Investment in Iran Disclosure Affidavit (Exhibit I)	
10. Political Disclosure Form (Exhibit J)	
11. Respondent’s Comment Form (Exhibit K, if necessary)	
12. Document (This) Checklist (Exhibit L)	
13. State of NJ Business Registration Certificate (primary and subcontractors)	
14. Bid Summary Form/Summary (Years One and Two)	
15. Proof of Proposal Guarantee	
16. Addenda Sheet (If issued)	

**DOCUMENTS LISTED ABOVE ARE MANDATORY WITH THIS PROPOSAL.
FAILURE TO SUBMIT THEM MAY BE CAUSE FOR DISQUALIFICATION
AND REJECTION OF THE PROPOSAL.**

5. INSTRUCTIONS TO RESPONDENTS

PROPOSALS ARE TO BE RETURNED TO:

School Business Administrator/Board Secretary
Swedesboro-Woolwich School District
15 Fredrick Blvd.
Woolwich Twp., New Jersey 08085

Four (4) Copies and one (1) original Proposal must be placed in a *sealed* envelope marked as shown below on the front of the envelope. Proposers should also keep a complete copy of the proposal packet, exactly as submitted. The original proposal and proposal copies must be bound.

Envelope Label Information:

District:	<u>Swedesboro-Woolwich School District</u>
Project:	Custodial Services RFP #26-004
Respondent's:	<i>Name</i> <i>Address</i> <i>City, State, Zip</i>

6. PRE-PROPOSAL CONFERENCE:

A “Non-Mandatory – Pre-Proposal Conference” will be held at **3:00 PM on April 15, 2026** to answer questions. The location of the conference will be at **Administrative Office, 15 Fredrick Blvd., Woolwich Twp., New Jersey.**

7. PROPOSAL OPENING

All proposals will be publicly opened in the Board of Education conference room, located at 15 Fredrick Blvd., Woolwich Twp., New Jersey on **April 22, 2026** beginning **3:00 PM**. Respondents, their authorized agents, and the general public are invited to attend.

It is the responsibility of each respondent to ensure that their proposal complies with the requirements of the RFP, and delivered to the Business Office before the RFP’s deadline. Proposals will not be accepted by the Board Secretary after the prescribed RFP date and time.

8. Affirmative Action Requirements

A completed and signed Affirmative Action Questionnaire is requested with submission of bid. The Board will accept, in lieu of the Questionnaire, one or more forms of Affirmative Action Evidence listed here:

A. A photocopy of a valid letter of approval from the Office of Federal Contract Compliance Programs. Re: Federal Affirmative Action Plan Approval.

OR

B. A Photocopy of a certificate of employee information report.

OR

C. Completion form AA302, Affirmative Action Employee Information Report -- SEE SAMPLE C. This form is available upon request from the Business Office of the Board of Education.

Please note: The Affirmative Action Evidence must be submitted within 7 days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, or the Proposal shall be rejected and the contract awarded to another bidder.

If awarded a contract your company/firm will be required to comply with the requirements of PL 1975 C.127 (N.J.A.C. 17:27).

All respondents must familiarize themselves with Exhibit A--Mandatory Affirmative Action Language Revised 1994 P.L. 1975 c.127 (N.J.A.C. 17:27) GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS, herein attached to these specifications.

9. RESOLUTIONS OF DISPUTES

All matters in dispute regarding these specifications and any contracts entered into between the Board and a contractor or vendor pursuant to these specifications shall be submitted to the New Jersey Superior Court for resolution.

10 PROPOSAL GUARANTEE IS REQUIRED

Proposals must be accompanied by a bid bond, cashier's or certified check for ten percent (10%) of the amount of the first year's contract price, but not in excess of \$20,000. The guarantee shall be made payable to the Swedesboro-Woolwich School District. Such deposit shall be forfeited upon refusal of the successful respondent to execute a contract or otherwise fail to meet conditions precedent to contract execution; otherwise, checks shall be returned when the contract is executed and surety (performance) bond is filed with the Business Office. The bid bond or security check for unsuccessful respondents will be returned shortly after proposals are opened, but in no

event later than fourteen (14) days after a proposal is accepted or rejected. **Uncertified business checks, personal checks, or money orders are not acceptable.**

All bid bonds submitted must be signed and witnessed with original signatures. The Board will not accept facsimile or rubber stamp signatures on the bid bond. **Failure to sign the bid bond by either the Surety or Principal shall be deemed cause for disqualification of the proposal.** The Attorney-in-Fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the Power of Attorney.

The Board of Education will only accept bonds from companies that are licensed and qualified to do business in the State of New Jersey. Such a list may be available upon request to the State of New Jersey, Department of Insurance, CN 325, Trenton, New Jersey 08625. Failure to submit a bid guarantee shall be cause for disqualification and rejection of bid.

NOTE: Submission of AIA Document A310 or any other bid bond form limiting or potentially limiting the penal sum of the bond to the difference between the bid price and the District's cost of the work may be cause for rejection of the Bid.

11. BID/PROPOSAL PRICE GUARANTEE

When the Board of Education requests bid or proposal prices for supplies, materials and equipment, the winning bidder(s) or respondent(s) shall agree to guarantee the bid/proposal price(s) for the life of the contract.

12. POST-AWARD SUBMITTALS

The successful Bidder shall provide its Post-Award Submittals, including all Contract Forms, acceptable payment and performance security issued by a qualified surety in the amount of one hundred (100) percent of the contract price if required by these specifications, all required insurance, (all of the above dated and fully effective simultaneous with the date of the Agreement); and a list of key personnel, including business, mobile and emergency telephone and fax information, as and when required by the DISTRICT.

13. PROPOSAL FORM

All proposals are to be written in by typewriter or ink in a legible manner on the official Proposal Form. Any price showing any erasure or alteration must be initialed by the respondent in ink at the right margin next to the altered entry. Failure to initial any erasure or alteration may be cause to disqualify that particular entry. If the disqualified entry is a required one, the entire proposal may be subject to rejection.

The Proposal Form must be duly signed by the authorized representative of the company. Failure to sign bid proposal form shall be cause to disqualify the proposal. If the proposal form contains more than one sheet, then respondents are requested to affix the company name and address on each intervening sheet between the front sheet and the signature sheet which already bear the company information.

Respondents are not to make any changes on the Proposal Form or any other part of these specifications, or qualify their bid with conditions differing from those defined in the contract documents. If respondents do make changes on the Proposal Form or

specifications, except as noted above for initialed clerical mistakes, it shall be cause to disqualify the proposal.

By submitting a proposal, the respondent covenants that he has carefully examined the contract documents, addenda, if any, and the site; and that from his investigation, he has satisfied himself as to the nature and location of the work, the general and local conditions and all matters which may in any way affect the work or its performance, and that as a result of such examination, he fully understands the intent and purpose thereof, his obligations there under, and that he will not make any claim for, or have any right to damages, because of the lack of any information.

Each respondent submitting a proposal shall include pricing for all labor, materials, equipment, and services. And other requirements necessary, or incidental to, the completion of the work, and other pertinent work as hereinafter described, in accordance with the contract documents.

14. RESPONDENT'S COMMENT SHEET

This form should be used by the respondent to submit voluntary comments intended to afford the Board of Education information or opportunities to improve the quality of future projects, without invalidating the proposal. It may not be used to take exception to specific conditions of the project defined in the contract documents. The proposal provided must be based upon the plans and specifications, and all contract conditions, as stated. If these documents or conditions contain some untenable item, or extremely expensive provision, for example, to which the respondent wishes to raise objection, this must be done at the pre-proposal meeting, or in writing to the Board of Education through the question process outlined in the Instructions to Respondents. Similarly, any bidder who wishes to challenge a specification in this RFP shall file such challenge in writing with the Business Office no less than three business days prior to the opening of the bids. Challenges filed after that time shall be considered void and having no impact on the board of education or the award of a contract. (N.J.S.A. 18A:18A-15). Such inquiries, objections, or challenges will have responses issued by addendum only, and the decision will be circulated to all respondents of record. Inquiries raised too close to the proposal date will not be able to be answered. Conditional bids will be rejected.

15. REQUESTS FOR INFORMATION

Any and all questions regarding the RFP requirements shall be directed to Korey Jeffries, School Business Administrator, Swedesboro-Woolwich School District, using the "Request for Information (RFI) form (Attachment One) contained in the RFP. email: kjeffries@swsdk6.com. Verbal requests for information will not be granted.

16. RESPONDENT'S RESPONSIBILITY FOR PROPOSAL SUBMITTAL

It is the responsibility of the respondent to ensure that their proposal is presented to the Business Office and officially received before the advertised deadline date and time.

Any person in the Board of Education will be absolved from responsibility for inadvertently opening any proposal not properly labeled and sealed.

17. BRAND NAME OR EQUIVALENT

Whenever the Board of Education requests a brand name for a particular item, it will consider a “brand name or equivalent.” If the bidder desires to bid an equivalent item, the bidder shall do the following:

- A. On the Proposal Form, write in ink next to the item requested, the bidder’s substitute item, including brand name, model number and full description of item. This is the only change to the Bid Proposal Form the Board will accept.
- B. Provide a sample of the substitute item, if requested. The sample item must be provided immediately upon request. With the sample item shall be a paper, brochure or illustrative literature, outlining the brand/maker name, model number, and full description of item.
- C. If a sample is not required, the Board may request a brochure, pamphlet, or illustrative literature that outlines the specifications of the item including manufacturer’s name, model number, etc.
- D. Failure to provide a sample item or literature about substitute bids, when requested, shall be cause for disqualification of that item from the bid.
- E. Please note: Bidders can only bid brand name or equivalent. The Board will not accept multiple bids on individual items.

18. COMPLIANCE WITH ALL LAWS

- A. Special attention is called to requirements for Public Liability and Property Damage Insurance, Workmen’s Compensation Insurance, Social Security Act, Labor, Employment, Unemployment, Wages, Hours, Discrimination in Employment and Assignment of Contract.
- B. The provisions of the New Jersey school laws shall bind all parties and interests to the contract. The contractor shall comply with all Federal and State Laws, and all rules and regulations of health, public or other authorities controlling or limiting the methods, materials to be used or actions of those employed in work of this kind.
- C. Any labor or material in addition to that described in the specifications and which is necessary to comply with these laws, rules, ordinances or regulations shall be provided by the contractor.
- D. The contractor shall keep himself informed of all existing and future State and Federal Laws in any manner affecting those engaged or employed in the work, and shall protect and indemnify the Board of Education, its officers, members and agents against any claim or liability arising from or based on the violation of any such law, ordinance, regulation order or defects.

- E. The contractor is to comply with the New Jersey State Uniform Construction Code and the Woolwich Twp. Township Construction Code. The contractor is to obtain a local municipal building permit and pay for same. The contractor is to abide by local inspection requirements.
- F. Bidders shall fully comply with the requirements of N.J.S.A. 18A:6-7.6 to 7.13 (P.L. 2018, c.5). Failure to provide the information required within five (5) business days of a bidder's receipt of the District's notice of intent to award the contract may be cause for rejection of the Proposal.

19. CONTRACTS

- A. Award of Contract – The contract shall be awarded to the respondent that obtains the highest score on the award criteria set forth in this RFP. The Board of Education reserves the right to reject any or all proposal and to waive any informality and to take such alternates that the Board feels are in its best interests. Pursuant to N.J.S.A. 18A:18A-36(a), the Board of Education shall award the contract or reject all proposals within sixty (60) days, with the stipulation that the Board may, with the consent of the successful respondent, hold such proposal prices for a longer period.
- B. A purchase order or other simple form of contract shall suffice to bind the parties following formal Board action awarding the contract to the successful respondent. The Board shall not be bound by any form of agreement prepared by the respondent that does not explicitly incorporate the requirements of this RFP and/or contains any terms or conditions that contradict those set forth in this RFP. The conditions of this RFP are non-negotiable.

C. CRIMINAL HISTORY BACKGROUND CHECKS CONTINUAL OBLIGATION – REQUIRED AFTER BID BUT BEFORE WORK COMMENCES

The successful Bidder (and all subcontractors, if applicable) for the project shall provide to the school district evidence or proof that each worker assigned to the project that comes in regular contact with students, had had a criminal history background check, and that said check indicates that no criminal history record information exists on file for that worker. This information is to be provided after award of bid and prior to any and all work commencing at the school and will be a continual obligation throughout the course of the project.

The determination of “regular contact with students” will be made by the school district. Failure to provide a proof of criminal history background check for any contractor or subcontractor employee coming in regular contact with students may be cause for breach of contract. If it is discovered during the course of the contract that a contractor or subcontractor employee has a disqualifying criminal history or the employee has not had a criminal

history background check, that employee is to be removed from the project immediately.

In addition, the successful Bidder will be expected after contract award to comply with and complete all required forms, written authorizations and/or other information issued by the District for the disclosure of information in accordance with the mandates of N.J.S.A. 18A:6-7.7 et seq. which concerns prior acts and/or investigations of sexual misconduct and/or child abuse for those contracted service providers who are employed in positions which involve regular contact with students. The successful Bidder is further notified that failure to provide truthful information or willfully failing to disclose information required by N.J.S.A. 18A:6-7.7 et seq., may subject the successful Bidder to discipline up to, and including, termination or denial of employment; may be a violation of N.J.S.A. 2C:28-3; and may be subject to a civil penalty of not more than \$500, which shall be collected in proceedings in accordance with the "Penalty Enforcement Law of 1999," P.L. 1999, c. 274.

20. PROPOSAL EVALUATION

The criteria for awarding the contract and assigned weight for each of the criteria are as follows:

a. Management (10%)

Respondents must describe their on-site organization and off-site support for this assignment. The on-site personnel should have knowledge and experience in working with a school district that is the same approximate size and complexity as the Swedesboro-Woolwich School District. A description of the Respondent's off-site support for this assignment should also be provided.

b. Custodial Operations (25%)

Respondents must include their ability to serve the School District's custodial function. Information should include staffing charts, full-time to part-time staffing ratios, square feet cleaned per hour/shift, and work schedules. A list of all equipment and chemicals used to be used should be disclosed. Proposals will be evaluated on project work schedules, inspection schedules, training schedules, personnel development, management development programs, inventory control, and safety inspection programs. The associated forms for each of these programs should also be included.

c. Quality of Proposal (10%)

Proposals will be evaluated on their clarity and responsiveness to the request for proposal. The ability of a proposal to address the various aspects of the School District's requirements for custodial employees will be carefully reviewed and evaluated. A respondent's use of supplies, chemicals, and equipment and the quality of each will also be considered.

d. Performance Record (25%)

Respondents are required to submit a representative sampling of client school districts currently being served. If a respondent does not have school district clients, then a list of public or private entities of similar size and complexity as the Swedesboro-Woolwich School District should be included. The proposal should identify the individual in each of the client organizations that can be called to assess the Proposer's performance.

e. Cost (30%)

Respondents will be required to provide a base price for the first and second year of their contracts.

21. RETURN OF CONTRACTS AND RELATED CONTRACT DOCUMENTS

Upon notification of award of contract by the Swedesboro-Woolwich School District, the successful respondent shall execute either a duly issued purchase order or formal contract agreement between the Board of Education and the respondent. Respondent shall also provide the following documents:

- a. Insurance Certificate with the Swedesboro-Woolwich School District named as an additional insured.
- b. Affirmative Action Evidence: Affirmative Action Certificate or complete form AA 302 and return to the Business Office.
- c. Other required documents as may be outlined in the RFP.

The executed contracts and related documents must be returned to:

School Business Administrator/Board Secretary
Swedesboro-Woolwich School District
15 Fredrick Blvd.
Woolwich Twp., New Jersey 08085

Within ten (10) days of receipt of notification. Failure to execute the contract and return said contract and related documents within the prescribed time may be cause for a delay in payment for services rendered or products received or the annulment of award by the Board of Education with the bid security becoming property of the Board of Education. If it is necessary to annul the award to the successful respondent because of failure to adhere to the requirements of this section, the Board of Education reserves the right to accept another respondent's proposal that best met the criteria of the RFP, and notify the surety for the first successful respondent to pay the difference between the proposal amounts.

22. TERM OF CONTRACT

Contract shall be in effect from September 1, 2026 through August 31, 2028, with the option to renew the contract for three additional one-year terms through August 31, 2031.

23. RENEWAL OF CONTRACT

The total term of the contract shall be no more than five years. The initial two-year term of the contract, and its contract prices for those two years, will have the established contract price submitted by the successful respondent. The remaining three one-year contract renewal terms must comply with the requirements of N.J.S.A. 18A:18A-42, which states as follows: “a contract shall be awarded [or renewed in this case] by resolution of the board of education upon a finding of the board of education that the services are being performed in an effective and efficient manner . . . [and] any price change included as part of an extension shall be based upon the price of the [second year’s contract price] as cumulatively adjusted pursuant to any previous adjustment or extension and shall not exceed the change in the index rate for the 12 months preceding the most recent quarterly calculation available at the time the contract is to be renewed and the terms and conditions of the contract remain substantially the same.” The contract may be terminated at any time without cause by the Board of Education with 60 days-notice to the contractor.

24. PURCHASE ORDER

No contractor shall commence any project or deliver any goods until he is in receipt of an approved contract signed by the School Business Administrator and the successful respondent, authorizing work to begin or goods to be delivered in the RFP.

25. DELIVERY

FOB Destination, Freight Prepaid. The successful bidder, to whom the contract is awarded, retains title and control of goods and selects the carrier and is responsible for the risk of transportation; title passes to the Board of Education upon delivery and Ownership by the Board; the successful bidder pays and bears the costs of all freight and delivery charges listed below. Specific delivery instructions are provided in the General Specifications. Please note! All packages, boxes, cartons etc., when delivered, must be plainly marked on the outside as to contents, and the Board of Education’s purchase order number must be clearly printed on the packages, boxes, cartons, etc. The Board of Education will not be responsible for any extra delivery costs.

A. The Board of Education recognizes three types of delivery:

Platform Delivery: Items are delivered to a platform or loading dock area and are taken off the truck by transportation carrier personnel and placed on a platform or loading dock area. Board of Education personnel will bring items in the school or office building storage area.

Inside Delivery: Items are to be delivered to a Board of Education location and taken off the truck by transportation carrier personnel and brought to a designated area inside the school or office building.

Spotted Delivery: Items are to be delivered to a Board of Education location and taken off the truck by transportation carrier personnel and brought to a

designated area inside the school or office building. Transportation carrier personnel are responsible to then uncrate, setup, assemble items to determine good working order and remove all debris to the satisfaction of the Board of Education. If a specialized person is needed to setup, assemble, or erect an item. Such assembly shall be completed within five (5) school days of the actual delivery date. Failure to assemble, setup, or erect items within the stated time may result in a \$100 per day assessment against the bidder for each day items are not assembled, setup or erected.

Delivery Guarantee: The successful vendor(s) agree to deliver the item(s) so listed in the bid specifications within the prescribed number of days also outlined in the bid specifications. Failure to deliver the designated items within the prescribed period of time shall cause the Board of Education to deduct penalties as per the schedule listed in the general specifications.

Delivery Times: The successful vendor(s) shall deliver items to the schools Monday through Friday between the hours of 9:00 AM through 12:00 noon. Vendors must obtain written permission from the Board's Business Office, by calling (856)803-1006, in order to deliver items during different times.

26. DOCUMENTS – MISSING/ILLEGIBLE

The respondent shall familiarize him/herself with all forms (refer to required forms listed in Section 4) provided by the Board that are to be returned with the proposal. If there are any forms that the Board is to provide that are either missing or illegible, it is the responsibility of the respondent to contact the School Business Administrator for duplicate copies of the forms. This must be done before the proposal deadline. The Board accepts no responsibility for duplicate forms that were not received by the respondent by the proposal deadline.

All documents returned to the Board shall be signed with an original signature in ink (blue). Failure to sign and return all required documents with the proposal package may be cause for disqualification. The Board will not accept facsimile or rubber stamp signatures.

27. INDEMNITY

The bidder shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the Board of Education and its agents, employees and Board members, from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses (including, but not limited to attorney's fees), in connection therewith on account of the loss of life or property or injury or damage to any person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract. This indemnification obligation is not limited by, but is in addition to, the insurance obligations contained in this agreement.

28. INSURANCE

The successful respondent shall secure, pay the premiums for, and keep in force until the contract expires, insurance of the types and amounts listed below:

Commercial General Liability --	\$1,000,000 Completed Operations Each Occurrence
	\$2,000,000 Completed Operations Each Aggregate
	\$1,000,000 Environmental Impairment Liability
	\$1,000,000 Personal Injury
	\$1,000,000 Products/Completed Operations
	\$5,000 Medical Expense
Umbrella Liability --	\$3,000,000 Each Occurrence
	\$3,000,000 Each Aggregate

IMPORTANT!

The successful respondent must present to the Board of Education an insurance certificate in the above types and amounts before any work or service begins.

The successful respondent must include (and require that all vendors and subcontractors include) the following clause on the insurance certificate: "Swedesboro-Woolwich School District is included as an additional named insured". Successful respondent is required to provide at least 30 days' notice to the District of any changes and/or cancellations to any and all insurance coverages as required by the herein Specifications.

The successful respondent and its subcontractors shall at all times hold and save harmless to the Board of Education and the agents, representatives, members and employees of the Board of Education against any and all suits, claims, costs, charges, and expense inclusive of defense costs by reason of any damages inclusive to third party including employees of bidder, subcontractors and/or vendors or claims for any and all damages arising from the Negligence of the successful respondent, its agents, representatives, employees and subcontractors.

The successful respondent is to assume all liability of every sort of incident to the work, including property damage caused by the Contractor or their employees or by any subcontractor employed by them or any of their subcontractor's employees.

Other insurances to be obtained:

- i. Evidence of adequate Workers Compensation Insurance as required by the laws of the State of New Jersey and the United States, must be available upon request by the School Business Administrator. The minimum limits are the following, unless a greater amount is required by law:

Bodily Injury by Accident \$500,000 Each Accident
Bodily Injury by Disease \$500,000 Policy Limit
Bodily Injury by \$500,000 Each Employee

- ii. Contract Liability – Same as General Liability

Commercial Crime Insurance for first- and third-party crimes with coverage of \$300,000 for blanket dishonesty with faithful performance, theft, disappearance and destruction including loss of money, money orders, securities, counterfeit paper on or off premises, depositor forgery or alteration and computer fraud.

29. INTERPRETATIONS AND ADDENDA

No interpretation or the meaning of the bid documents and/or technical specifications will be made to any respondent orally. Every request for such interpretations should be made in writing to the School Business Administrator and to be given consideration must be received April 15, 2026 4:00 PM. Any and all interpretations and any supplemental instructions will be in the form of written addenda to the specifications, which is issued, will be sent to all prospective respondents not later than April 14, 2026. Failure of any respondent to receive any obligation or interpretation shall not relieve any respondent from any obligation under its proposal. All addenda so issued shall become part of the contract document. A bidder's failure to acknowledge addenda shall be cause for rejection of its Proposal.

30. LIQUIDATED DAMAGES

Liquidated damages and other contract penalties shall be assessed against the contractor in the amount as listed in the Specifications and the contract should the contract/work/service not be completed in accordance with the plans and specifications. Respondents acknowledge and agree that the District's harm caused by non-performance are impossible to accurately predict at the time of the execution of the Contract and the amount of loss will be difficult to quantify, and that the Liquidated Damages are a reasonable estimate of the anticipated or actual harm that would arise due to non-performance.

31. NON-COLLUSION AFFIDAVIT

A notarized Non-Collusion Affidavit must be submitted with the bid (N.J.S.A. 2A:93-6).

32. PAYMENTS

Every effort will be made to pay vendors and contractors within thirty (30) to sixty (60) days provided the Board of Education receives the appropriate documentation including but not limited to:

1. Signed voucher by vendor
2. Packing slips
3. Invoices

Payment will be rendered upon completion of services or delivery of full order to the satisfaction of the Board of Education, unless otherwise agreed to by written contract or mandated by N.J.S.A. 18A:18A-40.1. The Board may, at its discretion, make partial payments.

All payments are subject to approval by the Board of Education at a public meeting. Payment may be delayed from time to time depending on the Board of Education meeting schedule.

33. QUALIFICATION OF RESPONDENTS – Contractor Questionnaire Certification Form

The Board of Education may make such investigations as it seems necessary to determine the ability of the respondent to perform the terms of the contract. The respondent shall complete a Contractor/Vendor Questionnaire/Certification Form and return such form with the proposal and shall furnish all information to the Board as the Board may require to determine the contractor's ability to perform the duties and obligations as outlined in these specifications.

34. NEW JERSEY BUSINESS REGISTRATION

The Contractor shall provide written notice to its subcontractors of the responsibility to submit proof of business registration to the contractor.

Before any payment on the contract is made by the contracting agency the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the terms of the contract, the contractor and each of its affiliates and a subcontractor and each of its affiliates (N.J.S.A. 52:34-44 G-3) shall collect and remit to the Director of New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to Section 1 of P.L. 2001, c.134 (C.52:32-44 et al.), or subsection e. or f. of section 92 of P.L.1977,c.110 (C.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25,00 for each day of violation, not to exceed \$50,000.00 for each business registration copy not properly provided under a contract with a contracting agency.

The Board of Education may make such investigations as it seems necessary to determine the ability of a respondent to perform the terms of the contract. The respondent must complete a Contractor/Vendor Questionnaire/Certification Form and return such form with its proposal and shall furnish all information to the Board in order to determine the contractor's ability to perform the duties and obligations as outlined in these specifications.

35. RIGHT TO KNOW LAW

All potentially hazardous materials or substances must be properly labeled in full accordance with the New Jersey Right to Know Law – N.J.S.A. 35:5A-1et.seq. All contractors or vendors who need additional information about the New Jersey Right to Know Law are to call or write the:

**New Jersey Department of Health
Right to know Program
CN 368
Trenton, New Jersey 08625
or
Swedesboro-Woolwich School District**

36. SAMPLES

From time to time the contractor or vendor may be required to submit samples either before or at the time of the bid, at no charge to the Board of Education, in order to ascertain whether or not a product will be suitable for the purpose for which it is intended. If it is specifically stated elsewhere in the proposal documents that samples are required, full size samples must be submitted not later than the official BID OPENING. Failure to submit said samples may be regarded as a basis for rejecting the proposal. Samples may be impounded until satisfactory completion of the contract. Otherwise, all samples must be picked up by the respondent within thirty (30) days of the award of contracts or samples will be presumed abandoned and the Board of Education will dispose of them.

37. STOCKHOLDERS' DISCLOSURE

All respondents are hereby notified that every corporation and partnership, according to the provision of Chapter 33, Laws of 1977 of the State of New Jersey, must submit a statement prior to the receipt of the proposal or accompanying the proposal, setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock, of any class or of all partners in the partnership, who own 10% or greater interest herein, as the case may be. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% Ownership criteria established in this act, has been listed.

38. TAXES

As a New Jersey governmental entity, the Board of Education is exempt from the requirements under New Jersey State sales and use tax (N.J.S.A.54:32 B-1 et. seq.), and does not pay any sales or use taxes. Respondents should note that they are expected to comply with the provisions of said statute and the rules and regulations promulgated thereto to qualify them for examinations and reference to any and all labor, services,

materials and supplies furnished to the Board of Education. Contractors may not use the Board's tax-exempt status to purchase supplies, materials, service or equipment.

39. WITHDRAWAL OF PROPOSALS

Before the Bid Opening: The Board of Education will grant a written request to withdraw a proposal if the written request is received by the School Business Administrator before the advertised time for opening of proposals. Any withdrawn proposal cannot be resubmitted.

After the Proposal Opening: A respondent who discovers a mistake or omission after proposals have been opened may request to withdraw the proposal provided the respondent gives immediate written notice to the School Business Administrator of the mistake and/or omission and certification supported by clear evidence that it exercised reasonable care in the examination of the specifications and preparation of the proposal. The Board reserves total discretion to either grant or deny a request to withdraw a proposal after opening.

40. UNION LABOR

The use of union labor is not required by this RFP. The Board will not be responsible for any increase in the vendor's costs associated with a unionization of the vendor's employees or negotiated agreement between the vendor and its employees. The successful vendor will be bound to the price for the work set forth in its proposal regardless as to any increase costs associated with its labor for whatsoever reason.

EXHIBIT A

R RESPONSE CERTIFICATION/SIGNATURE PAGE

AUTHORIZED SIGNATURE: The response must be signed with the full name and address of the Proposer; if a co-partnership, by a member of the firm with the name and address of each member; if a corporation, by an authorized officer thereof in the corporate name.

The below-named individual, submitting and signing this response, verifies that he/she is a duly authorized officer of the company, and that his/her signature attests that all items and conditions contained in this request for proposal # 26-004 understood and accepted.

DATE

AUTHORIZED SIGNATURE

COMPANY NAME

ADDRESS

CITY/STATE/ZIP CODE

PRINT NAME OF AUTHORIZED SIGNATURE

TELEPHONE NO. WITH AREA CODE

E-MAIL ADDRESS

<p>Subscribed and sworn before me this _____ day of _____, 2_.</p> <p>(Notary Public) My Commission expires:</p>	<p>Certified by:</p> <p>_____</p> <p>(Affiant)</p> <p>_____</p> <p>(Print name & title of affiant)</p> <p>_____</p> <p>(Name of business) (Corporate Seal)</p>
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EXHIBIT B

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

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

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

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

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

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

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

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

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

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

- a. Letter of Federal Affirmative Action Plan Approval
- b. Certificate of Employee Information Report
- c. Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Contractor Initials: _____

EXHIBIT D- AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Swedesboro-Woolwich School District (hereafter "District") do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the District pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the District in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the District, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the District's grievance procedure, the contractor agrees to abide by any decision of the District which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the District, or if the District incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

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

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

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

Contractor Initials: _____

EXHIBIT E – NON-COLLUSION AFFIDAVIT

Title of RFP: "Custodial Services"

RFP #26-004

Re: Proposal for the Swedesboro-Woolwich School District.

Proposal Date: _____

STATE OF (_____), COUNTY OF (_____)

I, _____ of the [Twp.] [City] [Boro.] of _____ in the County of _____ and the state of _____ of full age, being duly sworn according to law on my oath depose and say that:

I am: _____
Position in Company

of the firm of: _____ and the bidder making the Proposal for the above named contract, and that I executed the said Proposal with full authority to do so; that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named bid, and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Swedesboro-Woolwich Board of Education relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said bid.

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

(PRINT NAME OF CONTRACTOR/VENDOR)

Subscribed and sworn to: _____
(SIGNATURE OF CONTRACTOR/VENDOR)

before me this _____ day of _____, 202 .

Print Name of Notary Public
My commission expires

Month/day/Year

Signature of Notary Public
-Seal-

Return with bid.

**EXHIBIT F – STOCKHOLDER/PARTNERSHIP DISCLOSURE & OWNERSHIP
DECLARATION, PARTS I, II, III, IV**

“Custodial Services”

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

Name of Organization: _____

Organization Address: _____

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

Sole Proprietorship (skip Parts II and III, execute certification in Part IV)

Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)

For-Profit Corporation (any type) Limited Liability Company (LLC)

Partnership Limited Partnership Limited Liability Partnership (LLP)

Other (be specific): _____

Part II

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

OR

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent

or greater interest therein, as the case may be. (**SKIP TO PART IV**)

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

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

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

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

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

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent Ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

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

To be completed and signed below and returned with bid

Part IV – CERTIFICATION – (failure to sign and complete both sections may result in rejection of Proposal)

A. CERTIFICATION

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

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

B. Acknowledgement of Addenda

I hereby represent that I have received, reviewed, and agree to comply with all addenda issued to this RFP.

Addendum #	Date Received

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

To be completed and returned with bid

Return with bid

EXHIBIT G – Contractor/Vendor Questionnaire/Certification

Proposal Date: _____

Title of Bid

Name of Company: _____

Street Address: _____ PO Box _____

City: _____ State: _____ Zip: _____

Business Phone No. (____) _____ Ext.: _____

Emergency Phone No. (____) _____ FAX No. (____) _____

Years in Business: _____ Number of Employees _____

References – Work previously done for school systems

<u>Name of District</u>	<u>Contact Person / Telephone No.</u>	<u>Type of Work</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Certification:

I declare and certify that no member of the Swedesboro-Woolwich School District, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education is directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the board has an interest in the bid, etc., then please attach a letter of explanation of this document, duly signed by the president of the firm or company.

President or Head of Firm (Print)

Signature

To be completed and returned with bid

Return with bid

EXHIBIT H – DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

RFP: Custodial Services -RFP #26-004 VENDOR/BIDDER: _____

P

ART 1
CERTIFICATION

VENDOR/BIDDER MUST COMPLETE PART 1 BY CHECKING ONE OF THE BOXES FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract **must** complete the certification below to attest, under penalty of perjury, that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of the Treasury's Chapter 25 list as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a Vendor's/Bidder's proposal**

CHECK THE APPROPRIATE BOX

- A. I certify, pursuant to Public Law 2012, c. 25, that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). Disregard Part 2 and complete and sign the Certification below.
- B. I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such information will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2

PLEASE PROVIDE ADDITIONAL INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

If you checked Box "B" above, provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, engaged in the investment activities in Iran by completing the boxes below.

THE APPROPRIATE BOX A. I certify, pursuant to Public Law 2012, c. 25, that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of the Treasury's Chapter 25 list as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a Vendor's/Bidder's proposal non-responsive.** If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party. **CHECK THE APPROPRIATE BOX** A. I certify, pursuant to Public Law 2012, c. 25, that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). Disregard Part 2 and complete and sign the Certification below.

ENTITY NAME: _____
RELATIONSHIP TO VENDOR/BIDDER: _____
DESCRIPTION OF ACTIVITIES: _____
DURATION OF ENGAGEMENT: _____
ANTICIPATED CESSATION DATE: _____
VENDOR/BIDDER CONTACT NAME: _____
VENDOR/BIDDER CONTACT PHONE NO.: _____

Attach Additional Sheet if Necessary

CERTIFICATION

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

Signature

Date

Print Name and Title

EXHIBIT I – POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant to N.J.S.A. 19:44A-20.26 and N.J.A.C. 6A:23A-6.3

Part I – Contractor Information

Contractor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature

Printed Name

Title

Date

Part II – Contribution Disclosure

Disclosure requirement: This disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities of Middlesex County, New Jersey pursuant to N.J.S.A. 19:44A-20.26.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if the information is continued on subsequent page(s)

To be completed and returned with bid

EXHIBIT J – RESPONDENT’S COMMENT FORM

“Custodial Services”
RFP #26-004

Proposal Date: _____

This form is for respondent’s use in offering voluntary comments intended to afford the Board information or opportunities to improve the quality of future projects, without invalidating the proposal. It may *not* be used to take exception to specific conditions of the project defined in the contract documents which the respondent does not like. The proposal provided must be based upon the plans and specs, and all contract conditions, as stated. If these documents or conditions contain some untenable item, or extremely expensive provision, for example, to which the respondent wishes to raise objection, this must be done at the pre-bid meeting, or in writing to the school business administrator through the question process outlined in the Instructions to Respondents. Such inquiries will have response issued by addendum only, and the resulting decision circulated to all bidders of record. Inquiries raised too close to the proposal date will not be able to be answered. Conditional proposals will be rejected.

Name of Company: _____

Address: _____

City, State, Zip: _____

Name of Authorized Representative: _____

Signature: _____ Title: _____

Date: _____

REMINDER!

To: All Respondents

Did you sign all the bid/proposal documents?

All bid/proposal documents returned to the Board of Education shall be signed with original signatures.

Please use ink. The Board will not accept facsimile or rubber stamp signatures.

Failure to sign all bid/proposal documents may be cause for disqualification and rejection of bid/proposal.

EXHIBIT K – DOCUMENT SUBMISSION CHECKLIST

CUSTODIAL SERVICES RFP # 26-004

Submission Requirement initial each required entry

Initial

1. Response Certification / Signature Page (Exhibit A)	
2. Mandatory Equal Opportunity Language (Exhibit B)	
3. Mandatory Affirmative Action Questionnaire (Exhibit C)	
4. Americans with Disabilities Act of 1990 Language (Exhibit D)	
5. Non-Collusion Affidavit (Exhibit E)	
6. Ownership Disclosure Certification (Exhibit F – Parts I thru IV)	
7. Contractor Certification (Exhibit G)	
8. Investment in Iran Disclosure Affidavit (Exhibit H)	
9. Political Disclosure Form (Exhibit I)	
10. Respondent’s Comment Form (Exhibit J, if necessary)	
11. Document (This) Checklist (Exhibit K)	
12. State of NJ Business Registration Certificate (primary and subcontractors)	
13. Bid Summary Form/Summary (Years One and Two)	
14. Proof of Proposal Guarantee	
15. Addenda Sheet (If issued)	

BID PROPOSAL FORM 2026/2027 (Year 1)

AND

BID SUMMARY FORM

TO: Swedesboro-Woolwich School District

The Undersigned, having examined the proposed Contract Documents titled: **CUSTODIAL SERVICES RFP #26-004** and having visited the site and examined the conditions affecting the work, hereby proposes and agrees to furnish all labor, equipment and appliances, and to perform operations necessary to complete the work as required by said Contract Documents, for that portion of the work identified as "Base Bid" (**Sections 1A, 1B**) for the stipulated sum of:

\$ _____

Section 1A – Custodian Services

Location

Annual Contract Price

Charles Stratton School _____ dollars (\$ _____)

Walter Hill School _____ dollars (\$ _____)

Charles Harker School _____ dollars (\$ _____)

Section 2A – Total _____ dollars (\$ _____)

Bid Summary Form, Year Two (Continued)

Section 2B – Custodial Equipment- Districtwide

Custodial Equipment: _____ dollars (\$ _____)

BASE BID

Total 1A, 1B _____ dollars (\$ _____)

Authorized Signature

Corporate Seal

Upon award of this contract, the annual, costs will be distributed over (12) twelve equal monthly installments. Activity coverage and any additional requested work will be billed monthly and be approved by the Board of Education representative. Upon approval, the extra costs can be billed on the monthly invoice.

I certify, I have read and understand all of the requirements set forth in this contract specification, of which this page is part. Further, I am authorized to submit this proposal form on behalf of this company. My signature below attests and affirms this statement to be true.

Authorized Signature

Date

Affix Corporate Seal

Corporate Name

Address

City

State

Zip

BID PROPOSAL FORM 2027/2028 (Year 2)
AND
BID SUMMARY FORM

TO: Swedesboro-Woolwich School District

The Undersigned, having examined the proposed Contract Documents titled: **CUSTODIAL SERVICES RFP #26-004** and having visited the site and examined the conditions affecting the work, hereby proposes and agrees to furnish all labor, equipment and appliances, and to perform operations necessary to complete the work as required by said Contract Documents, for that portion of the work identified as "Base Bid" (**Sections 2A, 2B**) for the stipulated sum of:

\$ _____

Section 2A – Custodian Services

<u>Location</u>	<u>Annual Contract Price</u>
Charles Stratton School _____	dollars (\$ _____)
Walter Hill School _____	dollars (\$ _____)
Charles Harker _____	dollars (\$ _____)
<u>Section 2A – Total</u> _____	dollars (\$ _____)

Bid Summary Form, Year Two (Continued)

Section 2B – Custodial Equipment- Districtwide

Custodial Equipment: _____ dollars (\$ _____)

BASE BID
Total 2A, 2B _____ dollars (\$ _____)

Authorized Signature **Corporate Seal**

Upon award of this contract, the annual, costs will be distributed over (12) twelve equal monthly installments. Activity coverage and any additional requested work will be billed

monthly and be approved by the Board of Education representative. Upon approval, the extra costs can be billed on the monthly invoice.

I certify, I have read and understand all of the requirements set forth in this contract specification, of which this page is part. Further, I am authorized to submit this proposal form on behalf of this company. My signature below attests and affirms this statement to be true.

Authorized Signature

Date

Affix Corporate Seal

Corporate Name

Address

City

State

Zip

EXHIBIT M

PROPOSAL SPECIFICATIONS FOR CUSTODIAL SERVICES DELIVERED TO THE SWEDESBORO-WOOLWICH SCHOOL DISTRICT

1. SECTION ONE – START UP CONFERENCE

A. SUMMARY

- i. To help clarify contract administration procedures, the Board will conduct a conference prior to the start of work and weekly operational conferences as described in the specifications.

B. SUBMITTALS

- i. To the maximum extent practicable, advise the Board at least 24 hours in advance of the conference as to items to be added to the agenda.
- ii. The Board will compile minutes of the conference and will furnish a copy of the minutes to the Contractor. The Contractor may make and distribute such other copies as he/she wishes.

C. QUALITY ASSURANCE

- i. For those persons designated by the Contractor, their sub-contractors and suppliers to attend the conference, provide required authority to commit the entities they represent to solutions agreed upon in the conference.

D. CONFERENCE DATE

- i. The Start-Up Conference will be scheduled to be held within twenty (20) working days after the Board of Education has issued a Notice to Proceed, but Prior to the actual start of the work.

Attendance:

- ii. Provide attendance by authorized representatives of the Contractor and major subcontractors. The Board will advise other interested parties and request their attendance if needed.

Minimum Agenda: Topics will be distributed and discussed on:

- A. Organizational arrangement of Contractor's forces and personnel and those of subcontractors, materials, suppliers and the Board.
- B. Channels and procedures for communication.
- C. Work schedules, including sequence of critical work.

- D. Contract documents, including distribution of required copies of revisions.
- E. Processing of data submitted to the Board for review.
- F. Processing of field decisions and change orders.
- G. Rules and regulations governing performance of the work.
- H. Procedures for safety and first aid, security, quality control and related matters.
- I. Quality assurance inspections.
- J. Invoicing and overtime.
- K. Exchange of documents required by contract.

2. SCHEDULES – GENERAL

A. SUMMARY

- i. To assure adequate planning and execution of the work so that the work is completed with the time allotted by the Contract and to assist the Board in appraising the reasonableness of the proposed schedule and in evaluating the progress of the work, prepare and maintain the schedules and reports described in this section.
- ii. Definitions:

“**Day**” as used throughout the Contract, unless otherwise stated, shall mean “**work day.**”

B. SUBMITTALS

- i. Comply with pertinent provisions.
- ii. Work Schedule: During the Start-Up Conference, submit one (1) reproducible copy of a work schedule prepared in accordance with Part iii (3) of this section.

C. QUALITY ASSURANCE

- i. Employ a scheduler who is thoroughly trained and experienced in compiling housekeeping schedule data and in preparing and issuing cleaning schedules and periodic reports as required below:
- ii. Perform data preparation, analysis and updating.
- iii. Cleaning schedules to be submitted and approved by the Board so as not to interfere with the Board’s use of facility.
- iv. Reliance upon the approved schedule:
 - a. The work schedule, as approved by the Board, will be an integral part of the contract and will establish interim completion dates for the various activities under the contract.

- b. Should any activity not be completed within the accepted time frame, i.e. one (1) day for daily activities, one (1) week for weekly activities, etc., the Board shall have the right to require the Contractor to expedite completion of the activity by whatever means the Board deems appropriate and necessary, without additional compensation to the Contractor.
- c. Should any activity not be completed within the accepted time-frame, i.e. one (1) day for daily activities, one (1) week for weekly activities, etc., the Board shall have the right to perform the work or have the work performed by whatever method the Board deems appropriate.
 - i. Costs incurred by the Board in connection with expediting activity under this article shall be reimbursed by the Contractor.
 - ii. It is expressly understood and agreed that failure by the Board to exercise the option either to order the Contractor to expedite an activity or to expedite the activity by other means shall not be considered to set a precedent for any other activities.

3. SCHEDULES – OPERATIONAL

- A.** Graphically show, by bar chart or other means acceptable to the Board, the order and interdependence of all activities necessary to complete the Work, and the sequence in which each activity is to be accomplished, as planned by the Contractor and his/her Project Supervisor in coordination with all Subcontractors whose work is integral to the schedule.

Include, but do not necessarily limit indicated activities to:

- i. Project mobilization.
- ii. Procurement and delivery of equipmen.
- iii. Procurement and delivery of required personnel documents.
- iv. Activity progress throughout the buildings.
- v. Preliminary and final inspections.
- vi. All activities by the Board and the Contractor that affect the progress, required dates for completion, or both, for all and each part of the work.

- B.** Show, using one of the generally accepted formats which is acceptable to the Board, cleaning assignments for all areas of the buildings.

Include but do not necessarily limit indicated activities to:

- i. Cleaning procedures
- ii. Locations

- iii. Daily, weekly, monthly activities
- iv. Equipment requirements
- v. Shift, break and lunch times
- vi. Routine inspections

C. Show, using floor plan outlines, heavy cleaning program and progress schedule updates for all areas of the buildings.

Include, but do not necessarily limit indicated activities to:

- i. Heavy cleaning procedures
- ii. Locations
- iii. Equipment requirements
- iv. Time Lines
- v. Subcontract work
- vi. Preliminary and Final Inspections

4. SCHEDULES – EXECUTION

A. PRELIMINARY ANALYSIS

- i. Contents:
 - a. Show all activities of the Contractor for the period between receipt of Notice to Proceed, but prior to the start of work, complete the work schedule in preliminary form, meet with the Board, review contents of the proposed work schedule and make all revisions agreed upon.
 - b. Show Contractor's general approach to the remainder of the Work.
 - c. Submit in accordance with **Section 3A** above.

B. WORK SCHEDULE

- i. As soon as practicable after receipt of Notice to Proceed, but prior to the start of work, complete the work schedule in preliminary form, meet with the Board's representative, review contents of the proposed work schedule and make all revisions agreed upon.
- ii. Submit in accordance with **Section 3A** above.

C. PERIODIC REPORTS

- i. As required under **B(i)** above, update the approved work schedule.
 - a. Indicate actual progress in percent completion for each activity.

- b. Indicate overall completion using a floor plan outline for each building.
- c. Provide a written narrative summary of revisions causing delays and an explanation of corrective actions taken or proposed.

D. REVISIONS

- i. Make only those revisions to approved work schedules as they are approved in advance by the Board.

5. PRODUCTS, DATA AND SAMPLES

A. Make submittals required by the contract documents and revise and re-submit as necessary to establish compliance with the specified requirements as described in this section. **All products initially intended for use by Contractor are to be submitted at the time of the bid.** Submittals to include Manufacturer's literature and SDS sheets in accordance with section. **5 (F).**

B. Related work:

- i. Individual requirements for submittals may be described in pertinent sections of the specifications.
- ii. The process for securing approval of proposed substitutions is described in Section titled "Product Options and Substitutions."

C. Work not included:

- i. Non-required submittals will not be reviewed by the Board.
- ii. The Contractor may require his subcontractors to provide information to help coordinate work, but such data shall remain between the Contractor and his subcontractors and will not be reviewed by the Board unless specifically called for within the Contract documents.

D. SUBMITTALS

- i. Make submittals of product data, samples, substitution requests and other items in accordance with the provisions of this section.

E. QUALITY ASSURANCE

- i. Coordination of submittals:
 - a. Prior to each submittal, carefully review and coordinate all aspects of each item being submitted.
 - b. Verify that each item and the submittal for it conform in all respects with the specified requirements.

- c. By affixing the contractor's signature to each submittal, certify that this coordination has been performed.
- ii. Contractor is responsible for meeting all applicable "Right to Know" standards as they pertain to products and services provided under this contract.

F. MANUFACTURER'S LITERATURE

- i. Where contents of submitted literature from manufacturers include data not pertinent to the submittal, clearly show which portions of the contents are being submitted for review.
- ii. Submit the number of copies which are required to be returned, plus one copy which will be retained by the Board.

6. SCHEDULE OF VALUES

A. Provide a detailed breakdown of the agreed Contract Sum showing values allocated to each of the various parts of the Work, as specified herein and in other provisions of the Contract Documents. This Schedule of Values should be presented on the A.I.A. form G-702 & the Continuation Sheet form G-703. These forms must be presented to the Facilities Manager for approval within ten (10) days of the Board's Notice to Proceed. The breakdown must satisfy the needs of the district.

B. RELATED WORK:

- i. Individual requirements for submittals may also be described in pertinent sections of these specifications.
- ii. Schedule of Values is required to be compatible with the "continuation sheet" accompanying application for payment as described.

C. QUALITY ASSURANCE

- i. Prior to the first application for payment, the Contractor shall:
 - a. Meet with the School Business Administrator and determine additional data, if any, required to be submitted.
 - b. Secure the School Business Administrator's approval of the schedule of values prior to submitting first application for payment.

7. FACILITIES AND TEMPORARY CONTROLS

A. SUMMARY

- i. This section describes facilities and temporary controls required for the Work.

B. REQUIREMENTS

- i. The Board shall provide facilities needed for the Work including but not limited to:
 - a. Work closets for workers at each site.

- b. Lunch, lounge and rest room facilities at each site.

C. DELIVERY, STORAGE AND HANDLING

- i. Maintain facilities and controls in proper and safe condition throughout progress of the work.

D. MAINTENANCE

- i. The Board makes no warranty with respect to quantity or condition of the premises and real property which is the subject of this specification.
- ii. Contractor shall indemnify and save harmless the Swedesboro-Woolwich School District from the Contractor's use and occupancy of the specified premises and real property.
- iii. The Contractor shall be solely responsible for the maintenance and upkeep of the areas specified and associated with or arising out of its' use and occupancy of these premises and real property in accordance with the terms and conditions outlined in these specifications.
- iv. The Board has the right to enter the areas specified for contractor's use and to temporarily occupy said areas, if required, in order to conduct activities essential to the operation of the District or to make inspections, repairs, alterations or modifications deemed necessary for the safety and comfort of occupants or to the preservation of the facility and to enter at any time for emergency repairs necessary for the protection of any person or district assets.
- v. It is expressly agreed and understood that Contractor releases the Board and/or its' agents from any and all damage or injury to person or property of the Contractor suffered upon the facilities described herein and will hold the Board and/or its agents harmless from all damages sustained during the term of this Contract.
- vi. All goods and chattels placed and stored in or about the facility are at the risk of the Contractor.

E. STORAGE AND PROTECTION

- i. Protect products scheduled for use in the Work by means including, but not limited to, those described in this section.

F. QUALITY ASSURANCE

- i. Include within the Contractor's Quality Assurance Program, such procedures as are required to assure full protection of work materials and equipment, for building occupants and personnel.

G. MANUFACTURER'S RECOMMENDATIONS

- i. Except as otherwise approved by the Board, determine and comply with manufacturer's recommendations on product handling, use, storage and protection.

H. PACKAGING

- i. Deliver products to the jobsite in their manufacturer's original container, with labels intact and legible.
- ii. Maintain packaged materials with seals unbroken and labels intact until time of use.
- iii. Promptly remove damaged materials and unsuitable items from the jobsite and promptly replace with material meeting the specified requirements at no additional costs to the Board.
- iv. The Board may reject as non-complying such material and products that do not bear identification satisfactory to the Board as to manufacturer, grade, quality and other pertinent information.

I. PROTECTION

- i. Protect finished surfaces, including jambs and soffits of openings used as passageways, through which equipment and materials are handled.
- ii. Provide protection for finished floor surfaces in traffic areas prior to allowing equipment or materials to be moved over such surfaces.
- iii. Maintain finished surfaces clean, unmarred and properly protected.
- iv. Individual, high value equipment items belonging to the Contractor shall be transported to and from the site(s) by the Contractor. The Board assumes no responsibility for these items.
- v. Maintain open products in their original labeled containers.
- vi. Temporary containers used for distribution of cleaning compounds or which contain mixed compounds must be

appropriately labeled as to their correct contents. Labeling must comply with pertinent “Right to Know” requirements.

J. REPAIRS AND REPLACEMENT

- i. In the event of damage, promptly make replacements and repairs to the approval of the Board at no additional cost to the Board.
- ii. Additional time required to secure replacements and to make repairs will not be considered by the Board.

8. PRODUCT OPTIONS AND SUBSTITUTIONS

- A. This section describes product options available to bidders and the Contractor, plus procedures for securing approval of proposed substitutions.
- B. Related work:
 - i. The form provided in pertinent section of these specifications should be used by bidder for proposing substitutions prior to the award of the Contract.
 - ii. Make submittals in accordance with the proper form when proposing substitutions.
- C. Product options

The Contract is based on standards of quality established in the Contract documents.

- i. In agreeing to the terms and conditions of the contract, the Contractor understands that Swedesboro-Woolwich is responsible for all cleaning products to be delivered and utilized for work purposes.
- ii. The Board has not agreed to the substitution of materials or methods called for in the Contract documents, except as may specifically otherwise state in writing.

D. The following products do not require further approval except for interface with the Work:

- i. Products specified by reference to standard specifications such as ASTM and similar standards.
- ii. Products specified by manufacturer's name and catalog model number.

E. Where the phrase "or equal" or "as approved by the Board" occur in the Contract documents, do not assume that materials, equipment, or methods will be approved as equal unless the item has been specifically so approved for this work by the Board. The decision of the Board shall be final.

9. DELAYS

- A. Delays in the work arising by virtue of the non-availability of a specified material and/or methods will not be considered by the Board.

10. HOUSEKEEPING, STAFFING, CLEANING EQUIPMENT SPECIFICATIONS AND NJ EXECUTIVE ORDER 76 (EPA)

A. Intent

It is the intent of these specifications to provide a complete and first-class cleaning of the buildings which comprise the Swedesboro-Woolwich School District. It is intended that all spaces within these facilities be cleaned whether or not specifically noted in writing. Throughout the contract term, maintain the buildings and sites in accordance with the standard of cleanliness as described in this section.

B. General

“Clean” for the purpose of this contract, and except as may be specifically provided otherwise, shall be interpreted as meaning the level of cleanliness generally provided by skilled cleaners and free from dust, dirt, debris, stains, etc. capable of being removed using commercial quality building maintenance equipment and materials.

C. Related work

- i. In addition to standards described in this Section, comply with requirements for cleaning as described in pertinent other Sections of these specifications.

D. Quality Assurance

- i. Conduct daily inspection, and more often, if necessary, to verify that requirements for cleanliness are being met.
- ii. In addition to the standard described in this Section, comply with pertinent requirements of Governmental Agencies having jurisdiction.

E. Cleaning materials and equipment

- i. Provide required personnel, equipment and materials needed to maintain the specified standard of cleanliness.

F. Execution

- i. Retain stored items in an orderly arrangement allowing maximum access, not impeding traffic or drainage, and providing required protection of materials.
- ii. Do not allow accumulation of scrap, debris, waste material and other items not required for construction of the work.
- iii. Provide adequate storage for all items awaiting removal from the jobsite, observing requirements for fire protection and protection of the ecology.
- iv. Prior to the completion of the work, remove to appropriate facilities all tools, surplus materials, equipment, scrap, debris and waste. Conduct inspections as described in Section 10 (D) above.
- v. Interior – in accordance with approved schedules:
 - a. Visually inspect interior surfaces and remove all traces of soil, waste materials, smudges and other foreign matter.
 - b. Remove all traces of splashed materials from adjacent surfaces
 - c. Remove paint droppings, spots, stains and dirt from finished surfaced.
 - d. Glass – Clean inside and outside as required.
 - e. Polished surfaces: Surfaces requiring routine application of buffed polish, apply the polish as recommended by the manufacturer.

G. All labor, supervision, equipment and materials required in order to maintain the standards set by this specification, unless otherwise specified, shall be furnished by the contractor. The contractor maintains full responsibility of all operational aspects of his/her forces and will make all operational decisions as to their employment within the confines of this specification. **The Board assumes no responsibility for failure on the part of the contractor to adequately staff and equip the forces required to maintain specified standards.**

H. Daily Staffing & Manpower:

The Board of Education recognizes the contractor will be required to provide sufficient manpower to clean all spaces identified under the contract. Staffing and manpower levels are the responsibility of the contractor. However, should the work be unsatisfactory, the Board reserves the right to require the following minimum staffing levels per building.

As the District we understand that industry recognized minimum staffing for cleaning averages **20,000 square feet per man/woman** in most areas. The table below indicates the minimum staffing expected per building. While the Board is not requiring this level of staffing, should the buildings not be cleaned satisfactorily for five (5) consecutive days, the Board reserves the right to require the Contractor to provide this level of staffing until the buildings are cleaned satisfactorily for five (5) consecutive days.

1. This imposition of the level of staffing as described in section 10(I)(1) shall not be in lieu of any other sanctions or penalties allowed by any other sections of this contract. This remedy is not punitive. The sole purpose of requiring the minimum levels is to provide a clean, safe, healthy environment for the occupants of each school and building owned by the Swedesboro-Woolwich School District.

Suggested Housekeeping Staffing Levels

Charles Stratton School:	90,274 sq. ft.	5 men @ 7 hrs.	35-man hours
Walter Hill School:	71,374 sq. ft.	4 men @ 7 hrs.	28-man hours
Charles Harker School	100,748 sq ft.	5 men @ 7 hrs	35-man hours

- I.** The routine cleaning is to be performed, except where otherwise indicated five (5) nights per week, each night, the night prior to a scheduled school day, except in the case of holidays and weekends at which time the work will be accomplished after the last school day for the building but not necessarily the night prior to the next school day.
- J.** Due to the nature of the school operation, work is to be completed during those hours which are most convenient for the Board at a time to be approved by the Board's Representative. Services may be provided by whatever method the contractor deems beneficial as long as the services are conducted between the hours of 4:00 PM and 11:00 PM, Monday through Friday.
- K.** In the event that scheduled work or scheduled activity in various parts of the facilities interferes with the normal scheduled cleaning of that area, the cleaning schedule will be altered in such a way as to permit the cleaning after such activity has been completed.
- L.** The contractor shall perform all services specified using qualified workers and in strict conformity with the best acceptable standards and practices. The contractor shall have exclusive control over the manner and methods for performing the work except as otherwise noted in these specifications and shall have full responsibility for the manner, methods and for personnel involved in the work.
- M.** In the event the Board desires to make changes to the work specified, procedures outlined in other pertinent sections of this specification shall apply.
- N. RELATED WORK**
- i. Related work outlined in Section 23 (B) and identified as "Heavy Cleaning" shall be completed in accordance with the standards set in the above sections.
 - ii. Heavy cleaning is to be performed, except where otherwise specified, **two (2) times** per year. The **first Heavy Cleaning** will be performed during the period of July 1st through and including August 20th.
 - iii. Cleaning will take place Monday through Friday between the hours of 7:00 AM and 11:00 PM. The contractor will provide the Board with a schedule showing how the contractor intends to fulfill this requirement. The schedule shall consider any and all school related activities.
 - iv. The Board will schedule the **2nd Heavy Cleaning** with sufficient notice of dates and times which will be given to the contractor.

- v. No activities shall take place on mutually agreed upon, normally recognized holidays. Contractor shall provide the Board with a list of the contractor's recognized holidays for review. The contractor will provide services during all other specified times.

O. QUALITY ASSURANCE

- i. Use adequate numbers of skilled workers who are thoroughly trained and experienced in the necessary skills and who are completely familiar with the specified requirements and methods needed for the proper performance of the work in this section.
- ii. Provide, at a minimum, **One (1) Site Supervisors** who will be present at the site while work is being performed. At the contractor's expense, a method of contact must be provided for the on-site Supervisor to enable the Board or its representative to contact said Supervisor/Manager and/or at any time during the course of the work within the facilities outlines. This may be accomplished through the use of a cellular telephone or message center available to the Board, from which the Site Supervisor/Site Manager may receive messages to respond to either in person or via telephone. The Site Supervisor will be required to clock in and out using the time-clock in each facility and sign in and out using the log sheets provided.
- iii. The Site Supervisor shall report to the Maintenance Coordinator daily to improve quality control and address any Board's concerns during specified hours of cleaning. The Site Supervisor shall both meet daily with the Board's Representative five (5) days per work week at a time mutually agreed upon by all parties.
- iv. The Board will have the right to require the contractor to remove any employee deemed by the Board to be incompetent, careless, insubordinate or any employee whose actions are deemed to be contrary to the best interest of the Board, district and students.
- v. The contractor shall maintain an adequate number of relief personnel in each job category where numbers and classification of personnel are specified who are thoroughly familiar with the routine and requirements of this specification. The contractor will ensure that relief personnel are trained to the maximum extent possible to ensure that the use of relief personnel does not in and of itself, constitute or create a program deficiency.

- vi. Within ten (10) days of bid award, the contractor shall provide the Board with copies of training manuals, lesson plans, standard operating procedures, and/or training manuals, lesson plans, standard operating procedures, and/or training program outlines. Contractor shall also provide a current year training schedule which demonstrates the Contractor's commitment to initial and refresher training.
- vii. Once per week, at a time convenient to both parties, the contractor shall schedule a meeting between the Site Supervisor and the Board's Representative. At the meeting, the Board's Rep and the Site Supervisor shall exchange written communication to include but not limited to:
 - a. A detailed inspection report from the contractor which allows for a comments section to be completed by the Board as well as a section outlining remedial action taken by the contractor with respect to unsatisfactory performances noted by the Board.
 - b. A detailed inspection report from the Board which allows for a comments section to be completed by the contractor.
 - c. Contractor's work schedules and facility activity schedules.
 - d. Once per month, at a time convenient to both parties, the contractor shall schedule a meeting between the Site Supervisor(s) and the Board's Representative and any representatives of the Board or contractor deemed necessary to enhance communication and program effectiveness. During this meeting, the contractor and the Board shall exchange views and information concerning the overall scope and effectiveness of the program. The intent of this meeting is to keep communication open between the two parties and to address the concerns of both regarding the quality of services and the terms and conditions of the contract.
- viii. It is the responsibility of the Contractor to promptly address the concerns of the Board and to make all necessary changes in scheduling, quality control, personnel, etc., which may be required to effect same.
- ix. Contractor shall submit a written report of unusual circumstances, malfunctions or damages to Board property in a timely manner whenever noticed.
- x. Contractor will immediately report all fires and hazardous conditions, items in need of repair such as toilet and sink

stoppage, leaky faucets, broken windows, etc. All such items shall be reported to the Board's representative within twenty-four (24) hours of the time the condition is first observed.

- xi. Contractor shall ensure that his employees will not eat in the offices, lobbies, corridors or any other location other than those specifically described in these specifications.
- xii. Contractor shall abstain from the use of tobacco in any form whatsoever within the confines of the facilities and any other Board owned property.
- xiii. In the event that the contractor fails to fulfill its obligations under this Contract, such non-performance shall be a material breach of the Contract. Accordingly, the Board shall have the right to pursue any action in law or in the right to withhold payment for failure on the part of the contractor to correct program deficiencies. The Board will provide direction to the Contractor concerning the deficiencies prior to or contemporaneous with any withholding of compensation due the Contractor, so that the Contractor can correct such deficiencies within an adequate amount of time. The Board shall determine what is "adequate time" on a case-by-case basis. The decision of the Board in these matters shall be final. The Board also reserves, unto itself, the right to correct any deficiencies not satisfactorily addressed by the Contractor at the Contractor's expense. Expenses incurred by the Board shall be deducted from the next progress payment due to the Contractor as Liquidated Damages not intended as penalty but as fair compensation for Contractor's failure to remedy such breach. The Board's expenses shall be determined based on labor and materials actually expended plus fifteen percent (15%) to cover the Board's administrative expenses. This provision shall apply to all work required by the specifications, regardless as to which section of subsection this provision may be placed.
- xiv. The Contractor shall fully comply with all applicable Federal, State and Local Codes, Statutes, Rules, Regulations and Ordinances as pertain to the implementation of this contract.
- xv. **Employee Qualifications** – Prior to entering into a contract for services, all requirements of N.J.S.A. 18A:6-7.1 et. seq. must be met by the Contractor which indicates that no criminal history record information exists on file in the Federal Bureau of Investigation Division or the State Bureau of Identification which would disqualify the Contractor and/or any of his employees and/or subcontractors from being utilized in a capacity that involves regular contract with pupils. Further, the contractor and all employees and any subcontractors shall

submit his/her name, address and fingerprints in accordance with N.J.S.A. 18A:6-7.2 et seq. and the procedures established by the Commissioner of Education. Contractor must provide all information necessary for compliance with N.J.S.A. 18A:6-7.7 et seq. for any person serving in a position which involves regular contact with students.

- xvi. The expense of this requirement shall be paid by the Contractor. The Contractor shall remove from the site, any employee who fails to be approved for employment in a school as determined by the State and/or Federal Agencies.
- xvii. In addition to the above, the Contractor will complete and submit the "Statement of Assurance Regarding Non-Criminal Employment check."
- xviii. All Contract employees must receive annual training in the following areas:
 - a. Right to Know
 - b. Exposure Control
 - c. Asbestos Awareness
 - d. Integrated Pest Management
- xix. Training is to be conducted at the Contractor's expense. Contractor shall present appropriate documentation certifying that these requirements have been met at the Start Up Conference and/or within thirty (30) days of the hire.

Certified training schedules of completion shall be submitted by the Contractor on a monthly basis.

- xx. All custodians must attend training for all cleaning chemicals, equipment and/or programs implemented as a result of this specification. This includes but is not limited to cleaning chemicals, floor care, restroom care, etc. Refresher training to be provided as needed.
- xxi. Contractor's training requirements shall be met by employing trainers certified to provide the specific training required.

11. SECURITY

- A. Contractor shall ensure that proper measures are instituted to ensure the security of the facility at all times.

- i. All security gates which do not adversely impact scheduled activities, shall be closed each night at a time designated by the Board.
 - ii. The Contractor shall only open areas which are being occupied and/or cleaned and shall properly secure all doors and windows immediately upon leaving each individual area and shall shut off all interior lights except for those specifically designated by the Board's Representative.
 - iii. The Contractor shall be fully insured and bonded for the protection of the Board.
- B. The Board shall issue to Contractor keys for the purpose of obtaining access to spaces to be cleaned and/or utilized by activity groups. It is the contractor's responsibility to ensure the security of said keys when not in use and to safeguard said keys during use.
- C. Should a key become lost, stolen, etc. from the Contractor's possession, the Contractor will be responsible for the cost of re-coring and locksets which correspond to the missing key(s). Payment will not be made to the Contractor until all issued keys are accounted for and returned to the Board's Representative.
- D. Contractor's employees are to remain in their assigned areas during work periods, keeping all spaces locked in which they are not working unless otherwise instructed.
- E. The Board will have the right to require the Contractor to remove any employee deemed by the Board to be a risk to the security of the Board, its property and/or building occupants.
- F. Contractor shall provide each employee with a picture identification badge which shall be worn by all employees during work shifts. Picture identification badges will be provided within one (1) week of the employee's start date. In addition, all employees shall be provided uniforms for identification and security purposes and shall be worn on a daily basis.

12. PRODUCTS, MATERIALS, EQUIPMENT

- a. **Cleaning solutions and Floor Finishes:**
 - i. **Swedesboro-Woolwich will be responsible for all cleaning and paper supplies as set forth below in Exhibit A.**
 - ii. Products used for the purpose of cleaning and sanitizing kitchens, Home Economics and other food preparation and food

handling areas must meet USDA, OSHA, and EPA regulations for the use in these areas.

- iii. The contractor shall furnish and be responsible for all flooring machines, wax, sealers, and stripper.
- b. Contractor to provide Safety Data Sheets (SDS) on all products to be used in the execution of this agreement as per other pertinent sections of this specification.
- c. The Contractor is solely responsible for the operation and maintenance of its equipment and is required to maintain an adequate number and type of standby equipment which would be immediately available in case of a breakdown, accident or other unforeseen equipment difficulties. Break-downs, accidents, or other equipment difficulties do not relieve the Contractor of his/her responsibilities as outlined in these specifications.

d. Machine Specifications

District requests that the following minimum amount of the following equipment be maintained at each school. Alternate specifications must be submitted with bid for approval.

- i. Swedesboro-Woolwich School
 - a. (2) Restroom Cleaning Machines.
 - b. (3) Upright Vacuums with HEPA filtration and disposable filter bags.
 - c. (1) Corded burnisher (on site for Heavy Cleaning Only).
 - d. (1) Corded Floor Polishers (Stripping Machines) w/shower Feed (on site for Heavy Cleaning Only).
 - e. (1) Large Area Carpet Vacuum.
 - f. (1) Wet Vac 21 Gallon
 - g. (2) Air Blower
 - h. (1) Small area carpet extractor/spotter.
 - i. (3) Double Bucket Mopping Systems.
 - j. (1) Walk behind Flooring Machine (Harker must be ride on).
- ii. Administration Office –
 - a. (1) Upright Vacuums with HEPA filtration and disposable filter bags
 - b. (1) Small area carpet extractor/spotter.
 - c. (1) Double Bucket Mopping Systems.
- e. Any damage to the Board's property due to faulty or damaged equipment belonging to the Contractor shall be corrected at the Contractor's expense.

- f. It is the desire of the Board to implement cleaning materials that allow for color-coding for specific cleaning areas. Specifically, the use of color coded microfiber hand towels for specific areas to prevent cross contamination. Contractor must develop and implement color-coding of items such as microfiber hand towels, mops, etc. to be used globally at each location covered under this specification. If the Contractor currently has a color-coded program in place, program must be submitted with bid.
- g. On-site supervisors shall be responsible for inventory minimums, equipment control and damages/repairs. The Facilities Manager must be notified of any down equipment.

13. ROUTINE CLEANING

- a. Routine cleaning is to be conducted five (5) days per week in accordance with the procedures and frequencies outlined in Exhibit 1. All maintainable spaces designated in Exhibit A are to be included for the purposes of routine cleaning.
- b. Should additional services be unable, due to the circumstances surrounding the need for additional services, to comply with the Change Order Procedure as a result of these circumstances, the Contractor shall provide the services outlined by the Board's Representative with the change order to follow within forty-eight (48) hours.

14. ADDITIONAL WORK

- a. Should additional services be required by the Board and should the Board be unable, due to the circumstances surrounding the need for additional services; to comply with the Change Order Procedure as a result of these circumstances, the Contractor shall provide the services outlined by the Board's Representative with the Change Order to follow within forty-eight (48) hours.
- b. All additional services will be billed in accordance with the Schedule of Values presented by the Contractor at the time of the Bid. The Contractor shall provide any and all services required within the scope of these specifications that may be necessary to maintain the efficient operation of the facilities specified herein. The Contractor shall be compensated accordingly as per the Schedule of Values presented.

15. DEDUCTIONS

- a. Deductions from the monthly progress payment shall be made for all work not completed by the Contractor in accordance with pertinent provisions of this specification. Deductions will be made in accordance with the "per square foot costs" outlined in the Schedule of Values as presented by the Contractor. This will include all concerns not addressed by the Contractor

in a timely manner, or any areas which continue to remain unsatisfactory after corrective action has taken place.

- b. Any areas which do not receive cleaning accordance with these specifications as determined by the Board's Representative or which may have been overlooked, forgotten, skipped, etc., through no fault of the Board, shall be deducted from the monthly progress payment in accordance with the Schedule of Values.
- c. Should the Board be required, due to failure on the part of the contractor to correct program deficiencies which were explained to the Contractor or which could reasonably have been expected to have been known to the Contractor, the Board shall make appropriate deductions from the monthly progress payment in accordance with the Schedule of Values or at the actual cost to the Board for labor and materials plus fifteen percent (15%) for administrative costs, whichever is more advantageous to the Board.
- d. Should any area be deemed by the Board's Representative to be deficient with regards to the requirements set down in Exhibit 1 for the purposes of this section, the entire area shall be deemed deficient and not in compliance with the requirements of this specification. As such, deductions shall be based on the entire area and not just the unsatisfactory portion of the area or the applicable process.

16. ROUTINE CLEANING DEFICIENCY DEDUCTIONS

The routine cleaning is to be performed except where otherwise indicated, five (5) nights per week, each night, the night prior to a scheduled school day, except in the case of holidays and weekends when the work will be accomplished after the last school day for the building, but not necessarily the night prior to the next school day. If work is not performed as per contract requirements, see the section of these specifications regarding deductions.

A. Floors:

Perform routine floor maintenance in accordance to these specifications

- i. High speed burnish Terrazzo and VCT floors at a minimum monthly - **\$200.00**
- ii. Clean all floors daily, with the appropriate method for the surface (i.e. wet mop, dust mop, vacuum, floor scrubber) - **\$200.00**
- iii. Refinish, if required to maintain appearance.

B. Trash/Recycling:

- i. Empty all trash receptacles daily, replace liners if needed - **\$25.00**
- ii. Remove all trash to the dumpster daily.

C. Bathrooms:

- i. Clean and disinfect all sinks, toilets, stalls, floors and walls daily. All bathrooms are to be cleaned as per schedule D - **\$50.00**
- ii. Bi-weekly cleaning with Kaivac and/or other mechanical restroom cleaning machine. If the Kaivac and/or other mechanical restroom cleaning machines are out of service for more than 3 days and/or if there is a schedule deficiency, it shall result in a **\$200.00** deduction per day after the third day and/or until back in service as per contracted schedule.
- iii. Daily cleaning of restrooms must be achieved incorporating double-bucket mopping systems to reduce risk of cross-contamination and to achieve higher levels of cleanliness in restrooms by removing bacteria and soils. Color coded materials, i.e. microfiber hand towels, mops, etc. are to be used. **Reference Schedule F - \$200.00**

17. CUSTODIANS

It is the intent of this section to provide custodial services as described in this section.

- A. All labor for the proper performance of this work, unless otherwise specified, shall be furnished by the Contractor.
- B. Custodial services shall be provided five (5) days per week, twelve (12) months per year. Times and locations listed below include a one-half hour unpaid lunch:

Charles Stratton School
Walter Hill School
Charles Harker

4:00 PM-11:00 PM Monday-Friday
4:00 PM-11:00 PM Monday-Friday
4:00 PM-11:00 PM Monday-Friday

- C. Custodians shall abide by the daily, weekly, and monthly checklist to determine the work needing to be completed for the work shift. **Note: See outline of job duties for Day Custodian.**
- D. All custodial personnel are expected to arrive at the aforementioned time, and leave by the aforementioned time listed under 18-B.
- E. In the event the Board desires to make changes to the work, hours, locations specified, procedures in other sections of this specification shall apply.
- F. Use adequate numbers of skilled workers who are thoroughly trained and experienced in the necessary skills and who are completely familiar with the specified requirements and methods needed for the proper performance of the work of this section.
- G. Comply with all the applicable procedures and requirements set out in these specifications.
- H. Items in need of repair such as toilet and sink stoppage, leaky faucets, broken windows, etc. shall be reported to the Board's Representative (**Facilities Director**) within 24 hours from the time the condition is first observed.

- I. Contractor shall ensure that proper measures are instituted to ensure the security of the facility at all times. The Contractor shall properly secure all doors and windows upon leaving each area and shall shut off all interior lights except for those specifically designated by the Board's representative (Facilities Director). The Contractor shall be fully insured and bonded.
- J. The Contractor shall fully comply with all applicable Federal, State and Local codes, statutes, rules, regulations and ordinances as pertain to the implementation of the contract.
- K. Contractor shall deny access to the facility and to facility equipment by non-authorized persons and shall report any and all violations to the Board's Representative (Facilities Director).

18. ADDITIONAL WORK

- A. Application for payment shall be presented as specified in other sections of this specification.
- B. For the purpose of this section, a day is to be considered one seven (7) hour work shift.

19. DEDUCTIONS

- A. Deductions from the monthly progress payment shall be made whenever the Contractor fails to provide appropriate custodial coverage as specified in this section.
- B. Deductions shall be made based on the Board's actual labor cost plus fifteen percent (15%) to cover the Board's administrative costs.
- C. For the purpose of this section, partial shifts will not be considered.

20. OUTLINE OF ROUTINE JOB DUTIES FOR CUSTODIANS AND CLEANING SPECIFICATIONS- SEE EXHIBIT TWO FOR SPECIFICATIONS

The Swedesboro-Woolwich School District has attempted to cover all required areas. In the event an area wasn't specifically mentioned, the District reserves the right to require the Contractor to clean the area to industry standards.

21. ADDITIONAL GENERAL CONDITIONS OF THE CONTRACT

a. TERMINATION OF CONTRACT

- i. For Convenience: Notwithstanding any provision or language in this contract to the contrary, the District may terminate this contract at any time, in whole or in part, for the convenience of the District, upon 60 days written

notice to the Contractor. The District shall also have the right, at any point during the term of the contract, with or without cause, to cease ordering goods and/or services from the Contractor without providing formal notice of termination to the Contractor.

- ii. For cause: Where a Contractor fails to perform or comply with the Contract Documents, the District may terminate the Contract, in whole or in part, after ten (10) days' notice to the Contractor with an opportunity to cure; provided, however, that in the case of emergency or imminent hazard to persons or property, both as determined by the District in its sole discretion, the District may take immediate action to protect its interests and may terminate the Contract without prior notice or opportunity to cure.
- iii. In the event of termination, the Contractor will be compensated for work performed in accordance with the Contract, up to the date of termination. Such compensation shall be subject to adjustments as follows. If the unpaid balance of the Contract sum exceeds the sum of the cost of finishing the Work and damages incurred by the District, such excess shall be paid to the Contractor following completion of the Contract. If such costs and damages exceed the unpaid balance, the Contractor shall pay the difference to the District upon demand. This obligation shall survive termination of the Contract.

- b. **ASSIGNMENT AND SUBCONTRACTS** – The Contract may not be assigned or subcontracted by the Contractor, in whole or in part, without the prior written consent of the District. Such consent, if granted, shall not relieve the Contractor of any of his responsibilities under the Contract except to the extent agreed in writing, by the District. Failure of the Contractor to solicit and/or obtain the District’s consent prior to assigning or subcontracting any or all of the Work shall be deemed just cause sufficient for the Board to terminate the Contract, in the Board’s sole discretion. No assignee, subcontractor or other third party shall be entitled to receive payments directly from the Board; only the Contractor awarded the contract by Board resolution shall be entitled to payments from the Board.
- c. **STATUS AS INDEPENDENT CONTRACTOR** – The Contractor is an independent Contractor and while performing work on or off the District’s premises neither it nor any of its employees shall be considered agents or employees of the District.
- d. **LEGAL COMPLIANCE** – The Contractor shall observe and comply with all federal, state and local laws, rules and regulations effecting goods and services under this Contract.
- e. **AMERICAN GOODS** – In accordance with N.J.S.A. 18A:18A-20, only manufactured products of the United States, wherever available, and where possible be used with this project.
- f. **GOVERNING LAW** – This agreement shall be construed and interpreted according to the laws of the State of New Jersey. Jurisdiction and venue shall in the appropriate courts in the County of Gloucester, New Jersey.
- g. **MAINTENANCE OF RECORDS** – The Contractor shall maintain records for products and/or services delivered against the Contract for a period of five (5) years from the date of final payment. Such **records** shall be made available to the District and the State of New Jersey Office of the Comptroller upon request for purposes of conducting an audit or for ascertaining information regarding dollar volume or number of transactions.
- h. **MERGERS, ACQUISITIONS** – If, subsequent to the award of any Contract, the Contractor shall merge with or be acquired by another firm, the following documents must be submitted to the District:
 - i. Corporate resolutions prepared by the awarded Contractor and new entity ratifying acceptance of the original contract, terms, conditions and prices.
 - ii. All updated District disclosure information.
 - iii. Contractor Federal Employer Identification Number (Form W-9).

The documents must be submitted within thirty (30) days of completion of the merger or acquisition. Failure to do so may result in termination of Contract.

If subsequent to the award of the Contract, the Contractor’s partnership or corporation shall dissolve, the District must be so notified. All responsible parties of the dissolved partnership/corporation must submit to the District in writing, the names of the parties proposed to perform the Contract, and the names of the parties to whom

payment should be made. No payment should be made until all parties to the dissolved partnership or corporation submit the required documents to the District.

- i. **PREVAILING WAGE** – If the performance of the Work requires the performance of “public work” as defined by N.J.S.A. 34:11-56.26, Contractor is responsible for payment of prevailing wages pursuant to N.J.S.A. 34:11-56.25 et seq. and for the filing of all required payroll reports. Prevailing wage information may be found at <https://nj.gov/labor/>. The Contractor shall not be entitled to an increase in the Contract price based upon the Contractor’s failure to determine whether prevailing wage rates apply to the Work.
- j. **CHANGES** – No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the District.

WARRANTIES – Contractor expressly warrants that all goods delivered shall:

- i. Be free from defects in workmanship, material, and manufacturing (including without limitation defects which could create a hazard to life or property),
- ii. Be new, not refurbished or reconditioned, unless otherwise stated in this Contract,
- iii. Be of merchantable quality and shall be fit for the purposes intended by the District,
- iv. Comply with the requirements of this Contract,
- v. Be, and remain, in compliance with all applicable laws and regulations, and District policies and procedures, and
- vi. Ensure that all Work performed under this Contract is in conformity with the Contract Documents. These expressed warranties shall not be waived by reason of acceptance or payment by the District. This Contract incorporates by reference all terms of the Uniform Commercial Code as adopted in the State of New Jersey (the “UCC”) providing any protection to District, any protection to District, including but not limited to all warranty protection (express or implied) and all of District’s remedies under the UCC. All goods and work shall also be subject to any stricter warranties specified in the Contract.

24. INSPECTION

This section describes an orderly and efficient transfer of the completed work to the Board.

a. Quality Assurance

- i. Prior to requesting final inspection of any segment of the Work by the Board, use adequate means to assure that the Work is completed in accordance with the specific requirements and is ready for the required inspection.

B. PROCEDURES

1. Verify that the Work is completed including, but not necessarily limited to the items mentioned in these specifications.
2. **Contractor's Inspection:**
 - a. Contractor's Project Supervisor/Manager shall conduct weekly inspections using contractor's standard inspection format. These inspections will include a minimum of **five (5)** areas per night per building.
 - b. Contractor will present a copy of the weekly inspections to the Board at the monthly conference.
 - c. Certify that:
 - i. Contract Documents have been reviewed.
 - ii. Work has been inspected by the Contractor for compliance with the Contract documents.
 - iii. Work has been completed in accordance with Contract Documents.
 - iv. Work is completed and ready for the final inspection.
 - d. Upon notification by the Contractor that the requirements specified in Paragraph b. 1 and 2 above have been met, the Board will schedule an inspection and verify status of completion.
 - e. Should the Board determine that the Work is incomplete or unacceptable, the Board will promptly notify the Contractor, in writing listing the incomplete and/or defective work.
 - f. The Contractor shall promptly remedy deficiencies identified by the Board and notify the Board when ready for re-inspection.
 - g. Re-inspection of the Work will follow the same procedures specified for inspection.
 - h. When the board determines that the Work is acceptable under the Contract Documents, it will request that the Contractor make application for payment for that portion of the Work as described in other sections of the contract.

22. Contract Closeout

- A. Verify that the Work is completed including the items mentioned in the specifications:
- B. Certify that:
 - 1. Contract Documents have been reviewed.
 - 2. Work has been inspected by the Contractor for compliance with the Contract documents.
 - 3. Work has been completed in accordance with Contract Documents.
 - 4. Work is completed and ready for final inspection.
- C. Upon notification by the Contractor that the requirements specified in Paragraph b. 1 and 2 above, have been met, the Board will schedule an inspection and verify status of completion.
- D. Should the Board determine that the Work is incomplete or defective,
 - 1. The Board will promptly so notify the Contractor, in writing, listing the incomplete or defective work.
- E. The Contractor shall promptly remedy deficiencies identified by the Board, and notify the Board when ready for re-inspection.
- F. Re-inspection of the Work will follow the same procedures specified for final inspection.
- G. When the Board determines that the Work is acceptable under the Contract documents, it will request that the Contractor make closeout submittals and application for payment as described in other sections of the contract.
- H. Contractor shall be required to remove all equipment and supplied from Board property and clean all spaces, as described in other sections of this specification, used by Contractor prior to final payment.
- I. Submittals:**
 - 1. Closeout submittals include, but are not necessarily limited to:
 - a. Warranties and bonds
 - b. Keys and/or FOBS, access cards
 - c. Evidence of compliance with Governmental Agencies having jurisdiction including, but not necessarily limited to:
 - i. Certificates of Inspection and Compliance
 - ii. Certificate of Occupancy when required

2. Certificates of insurance and products and completed operations.
 - a. Evidence of payment and release of liens.
 - b. List of subcontractors, service organizations and principal vendors, including names, addresses and telephone numbers where they can be reached for emergency service at all times including nights, weekends and holidays.

J. Final adjustment of accounts:

1. Submit a final statement of accounting to the Board, showing all adjustments to contract sum.
2. Prepare a final change order showing adjustments to the contract sum which were not made previously by change orders.

EXHIBIT ONE
REQUEST FOR INFORMATION (RFI) FORM
SWEDESBORO-WOOLWICH SCHOOL
DISTRICT RFP #26-004

This form is to be used to submit all inquiries pertaining to above listed RFP.
Copy this form, complete and fax or e-mail as an attachment to Korey Jeffries.
Fax: 856-803-1006 or E-mail: kjeffries@swsdk6.com

Name of Proposer: _____	Phone No.: ____ Fax No.: _____
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Section No. – _ Date of submission: __	Proposer's RFI No. – _____ (District Use Only)
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Inquiry:
--

Printed name of Proposer Representative

Date of Request

Signature of Proposer Representative

Date of Response

TECHNICAL SPECIFICATIONS

Specifications for Custodial Services

Cleaning shall be done daily (Monday through Friday) starting at 4:00 PM and lasting minimally seven hours, unless other arrangements are made with the School Business Administrator or designee. The Custodial Service will complete the cleaning of all three facilities on a daily basis and work around any after school facility activities, unless approved by the School Administration. A facility utilization calendar will be provided and updated monthly or as necessary.

Custodial Service employees are to be on school grounds during cleaning. **No friends, relatives, or children of cleaning service employees are to be on the school property;** unless directly participating in an after school event. Employees of the cleaning service must have name tags and clothing which identifies them with the cleaning firm, and compliance with the criminal history record disclosure forms as required by statute. **(Approved Substitutes will be utilized when personnel are out sick. They are also required to have a criminal history check as well).**

The Custodial Service shall be responsible for assuring that all doors and windows are closed and locked, all lights (except as designated night lights) are off prior to leaving. **No personal bags, totes or nap sacks are to be brought into the schools.**

The Custodial Service will provide, organize and maintain all equipment necessary for completing their work properly and efficiently. The Board of Education will provide the necessary paper products and trash lines, as well as all the necessary products needed to clean the facilities.

The Custodial Service will provide an employee list (employees, supervisors, etc.) to the Board Office upon the start of the term of the contract and will regularly provide updated employee lists when there are changes within the service's organization.

Safety

The contractor shall be responsible for instructing his/her employees in safety measures considered appropriate by the Board of Education; as well as other State of New Jersey training mandated for employees. In addition, the Contractor shall not permit the placing or use of mops, brooms, or other equipment in traffic lanes or other locations in such a manner as to create safety hazards; and shall provide appropriate signs for slippery floor areas caused by cleaning or waxing operations.

Supervision

Daily and continuous supervision by competent and experienced supervisors shall be provided for each school location by the Contractor in accordance with the staffing schedule accepted by the Board in the awarded contract. **The supervisor(s) must ensure completion of required work each shift (see next paragraph for Incomplete Work).** Contractor shall designate and notify the Board in writing the names of the person(s) in charge of each of the facilities of the work force. **They will be responsible for the lockdown and security of the school facilities.**

Inspections and Incomplete Work

The Board reserves the right to call to the attention of the Contractor and Supervisor any incomplete or defective work and will require necessary corrective measures to be taken immediately. In the nightly review, if areas are erroneously missed, the Supervisor and/or supervising worker and nightly staff personnel must remain until the school is adequately cleaned for students and school personnel the next day. There is no excuse that classrooms, hallways, stairwells, bathrooms, etc. go uncleaned prior to the close of that shift. The individual's time is at the cost of the contractor, since it is his/her responsibility to adequately clean the facilities, and review such prior to leaving nightly. **The school district reserves the right to charge back any incurred expense that requires school district personnel to complete this work.**

A. Cleaning shall be as follows for all areas daily:

(Projected work to include but not limited to)

- 1) Empty/wipe waste containers and replace liners. Remove any trash in hallways.
- 2) Recycling: (Recycling containers are supplied by the school district).
 - i. Cardboard (to be made flat) and placed in recycled container.
 - ii. Paper products are to be placed in recycling container.
 - iii. Bottles/Plastic (all recyclables) to be separated and removed from classrooms/offices.
- 3) Carpeted Floors including mats-Vacuumed and spot cleaned (include office areas).
- 4) Floors/tile: Sweep all on-carpeted areas and foyers.
- 5) Stairs/stairwells: dust/spot
- 6) Clean and disinfect all drinking fountains, classroom countertops and sinks, doorknobs, flat surfaces, including desktops. Student desks/tables and chairs to be wiped/disinfected **every day**.
- 7) Clean and sanitize lavatory: walls, floors, and all fixtures.
- 8) Replenish toilet tissue and paper towels. **(Supplied by District)**
- 9) Kitchens and Nurse's office areas, floors to be washed with germicidal detergent **(Supplied by District)**.
- 10) Health/Nurse office countertops, sinks, beds, chairs, etc., are to be cleaned with a germicidal cleaner **(Supplied by District)**.
- 11) Clean tables in staff lounges.
- 12) Janitor supply closets must be kept clean and organized each shift every day.

B. Cleaning to be done as identified. (Two times a week: preferably Wednesdays & Fridays):

(Projected work to include but not limited to)

- 1) Floor/Tile: Remove scuff marks.
- 2) Floors/tile wet mop/auto scrub all non-carpeted areas, stairwells, and foyers.
- 3) Stairs/stairwells: dust/spot & wet mop.
- 4) Clean mirrors and glass at entranceways, stairways/Hallways, and office dividers.
- 5) Dust and/or damp wipe fixtures, desks, credenzas, counters, conference tables, windowsills, ledges, wall fixtures (i.e., Fire extinguishers, alarm boxes, power failure lights, pictures, bulletin boards, tack strips, etc.), window blinds, curtains, bookshelves, clothes racks, etc.
- 6) Clean and sanitize telephones and intercom phones.
- 7) Any special surfaces must be cleaned and treated according to manufacturers' specifications.
- 8) Spot clean walls, doors, cabinet fronts, clothing racks, switch plates, dispensers, etc.
- 9) Chalk trays damp wiped.
- 10) The stages are to be swept.
- 11) Walter Hill stairwells swept and mopped.

C. Cleaning to be down as identified. Monthly:

(Projected work to include but not limited to)

- 1) Floors: Resilient tile floors (Halls) are to be high speed burnished.

D. Cleaning to be done Fall/Winter/Spring Break:

(Projected work to include but not limited to)

- 1) Carpet: Spot cleaned.
- 2) Blinds/shades dusted.
- 3) Classroom Floors: High speed burnished.

E. Cleaning to be done during Summer Break

(Projected work to include but not limited to)

- 1) Furniture: all furniture cleaned.
- 2) Floors: Resilient tile floors are to be stripped and waxed.
- 3) Walls: wash/cleaned/wiped.
- 4) Ceilings/air vents dusted.
- 5) Carpet: deep cleaned with extractor.
- 6) Windows/blinds/shades cleaned.
- 7) Door, kick plates/Door hardware cleaned.
- 8) Stairways refinished, with the exception of painted stairs @ Walter Hill School

F. Inventory and Equipment

- 1) A proper inventory is to be maintained. All materials are on-hand and supplied by the School District.
- 2) Specific types of equipment mandated by the Swedesboro-Woolwich School District for this bid. The equipment must be of commercial grade, and equivalent to the equipment specifications (see-attached document). This includes;
 - i. Carpet vacuum cleaners
 - ii. Specialty equipment – all surface cleaner machine **(One for each Building)**.
 - iii. Rider Auto Scrubber **(One for each Building)**.
 - iv. Walk-Behind Auto Scrubbers not less than 20” radius, **(One for each Building, except Harker)**.
 - v. Floor burnishing equipment not less than 24” radius **(One for each Building)**.
 - vi. Wet mops, dry mops, dust mops, etc.
 1. **Build will not be accepted if unable to provide equipment that is specified.**
 2. **Equipment must be repaired within 5 business days**

TECHNICAL SPECIFICATIONS CONTINUED

Technical Specifications Custodial Scope of Work, Services and Responsibilities				
Area and Task	Daily	Weekly	As Needed	Monthly, Semi-Annual, & Annual
V1 - Classroom, Libraries, Laboratories, Auditorium, etc.				
a. Empty and then damp wipe receptacles and replace plastic liners when soiled.	X			
b. Spot-clean glass in doors, partitions and on the inside of windows.	X			
c. Empty pencil sharpeners.	X			
d. Spot clean walls, doors and ledges as needed.	X			
e. Vacuum traffic patterns on carpeted floors four days each week.	X			
f. Vacuum clean the entire carpeted areas, moving all furniture and rearranging as needed.		X		
g. Dust mop smooth floors. Sweep rough wood or concrete floors.	X			
h. Spot-mop floors as necessary, except carpeted areas.	X			
i. Clean and sanitize sinks, replenish paper towels and soap dispensers.	X			
j. Spot clean stains in carpets.	X			
k. Rearrange furniture as needed.		X		
l. Thoroughly mop/auto scrub smooth flooring surfaces with a mild sanitizing solution				
m. Damp wipe doors.	X			
n. Dust window ledges, sills, displays and decorations. Dust horizontal furniture surfaces, inspect student desktops and spot-clean to remove heavy soil, heavy markings or graffiti. Report any inappropriate graffiti.		X		
o. Dust vertical furniture surfaces, computer monitors, wall vents and vertical wall trim.		X		
p. High dust, check for and remove all cobwebs.		X		
q. Sanitize and clean doorknobs, handles, push plates and desktops.	X			
r. Clean doorknobs/handles, door glass; push plates, and kick plates.		X		
s. Clean and damp wipe chalk/marker/smart boards. When requested do daily.		X		
t. Clean and damp wipe chalkboards trays.	X			
u. In areas that have terazzo or resilient tile floors, strip old finish, apply three coats of new finish and burnish the floors. Any sealed concrete floors coated with floor finish/wax these should be burnished monthly.			X	SA
v. Scrape gum, glue and remove any debris that will not sweep up.	X			
w. Clean and sanitize telephones.	X			
x. Empty recycling container and clean as needed.		X	X	
y. Check for and replace and missing chair and desk glides.		X		
z. Turn off all lights and non-essential electrical equipment.	X			
aa. Close and lock all windows and doors.	X			
bb. Lower/raise all shades and/or blinds to an even half open position.	X			

Technical Specifications			
Custodial Scope of Work, Services and Responsibilities			
Area and Task	Daily	Weekly	As Needed
			Monthly, Semi-Annual, & Annual
V2 - Rest Rooms			
a. Thoroughly sanitize rest rooms after school each evening, and police as necessary (but at least twice daily) then lock and secure if not scheduled to be used.	X		
b. Empty rest room trash and damp wipe receptacles as required, replace plastic liners when soiled, and remove trash to collection point.	X		X
c. Check and refill dispensers, i.e., paper towel, soap, toilet paper containers, etc.	X		
d. Clean mirrors, bright work, and soap dispensers.	X		
e. Damp wipe partitions, vertical surfaces, and floors with sanitizing disinfectant.	X		
f. Spot-clean walls.	X		
g. Clean & disinfect soiled basins, toilet seats or any other fixtures or partitions.	X		
h. Clean and disinfect any spillage or soiled spots on the floors.	X		
i. Clean soap dispensers	X		
j. Remove graffiti. Report any inappropriate graffiti.	X		
k. Check to be sure plumbing is operational; that there aren't stoppages or leaks.	X		
l. Clean and sanitize doorknobs/push plates.	X		
m. Clean kick plates.		X	
n. High dust, check for and remove all cobwebs.		X	
o. Dust ledges, vents, partitions, and light fixtures above sinks.		X	
p. Machine-scrub restroom floor with a mile sanitizing disinfectant.		X	X
q. Sweep floors.	X		
r. Sanitize, clean and flush all urinal and toilets, de-lime if necessary.	X		
s. Sanitize, clean walls, stalls, fixtures and floors. Vacuum excess water.	X		
t. Lower/raise al shades and/or blinds to an even half open position.	X		
u. Turn off all lights and non-essential electrical equipment.	X		
v. Close and lock all windows and doors.	X		
w. Damp wipe vertical surfaces with a sanitizing disinfectant.	X		
x. Must project clean entire bathrooms with bathroom cleaning machine monthly.			X
			M

Technical Specifications Custodial Scope of Work, Services and Responsibilities				
Area and Task	Daily	Weekly	As Needed	Monthly, Semi-Annual, & Annual
V3 - Offices, Lounges, and Conference Rooms				
a. Empty and then damp wipe receptacles and replace plastic liners when soiled.	X			
b. Clear dust from areas of furniture tops, computer monitors, shelves, sills and ledges.	X			
c. High dust, check for and remove all cobwebs.	X			
d. Clean and sanitize telephones.	X			
e. Spot-clean cabinets, glass in doors and partitions. Wipe dry as needed.	X			
f. Clean and sanitize any sinks or other rest room fixtures in offices.	X			
g. Dust vertical furniture surfaces, wall vents and vertical wall trim.		X		
h. Sanitize and clean doorknobs/handles and push plates.	X			
i. Clean kick plates.		X		
j. Spot mop floors (except carpeted floors and nurses' offices) to remove heavy soil.	X			
k. Nurses' offices - mop and sanitize all floors.	X			
l. Nurses' offices - clean and sanitize exam beds.	x			
m. Rearrange furniture.			X	
n. Vacuum traffic patterns on carpeted floors four days each week.	X			
o. Vacuum the entire carpeted area, moving all furniture and rearranging as needed.		X		
p. In areas that have ceramic, concrete, terrazzo or resilient tile floors, dust mop or sweep non-carpeted floors then damp mop the entire area.	X			
q. Check and refill dispensers, i.e., paper towel, soap, toilet paper, etc.	X			
r. Clean outside of refrigerator and defrost freezer section annually.	X			
s. In areas that have terrazzo or resilient tile floors, strip old finish, apply three coats of new finish (or as directed by the District) and burnish the floors. Any sealed concrete floors coated with floor finish/wax; these should be burnished monthly.			X	SA
t. Turn off all lights and non-essential electrical equipment.	X			
u. Lower/raise all shades and/or blinds to an even half open position.	X			
v. Close and lock all windows and doors.	X			

Technical Specifications			
Custodial Scope of Work, Services and Responsibilities			
Area and Task	Daily	Weekly	As Needed
			Monthly, Semi-Annual, & Annual
V4 - Entrances, Lobbies, Hallways and other Public Areas that have been Occupied			
a. Empty a damp wipe receptacles and replace plastic liners when soiled.	X		X
b. Clean smudges and soil from glass in partitions and doors.	X		X
c. Vacuum any carpets or mats and check carpets for spot-cleaning.	X		
d. Sweep and dust mop non-carpeted floors.	X		
e. Spot-mop floors as necessary to remove heavy soil.	X		X
f. Clean any spillage or soiled spots on floors and carpets.	X		X
g. Clean and sanitize water fountains and pay phones.	X		
h. Spot-clean smudges and graffiti on walls, door facings and doors.	X		X
i. Sweep and police outside steps or nearby sidewalks.	X		X
j. Keep matting and runners clean and dry at entrance. Vacuum and or spot-mop these areas to remove tracked-in water or soil.	X		X
k. Pick up any items that have been dropped on floors.	X		X
l. Clean entranceways and entranceway glass. (main entranceways daily).	X		
m. Damp mop ceramic, concrete, terrazzo, and resilient tile floors.	X		
n. Dust vertical furniture surfaces, wall vents, and vertical wall trim.		X	
o. Dust windowsills, ledges, and furniture tops.		X	
p. Clean, police and sanitize doorknobs, rails, push-plates on doors, kick plates on doors.	X		
q. High dust, check for and remove all cobwebs.		X	
r. Shampoo all carpeted areas on a semiannual basis or as needed.			X SA
s. Wipe baseboards.		X	
t. Spray buff or burnish resilient tile and terrazzo floors. After burnishing, dust mop the floor as necessary.		X	X
u. Damp mop ceramic concrete, terrazzo, and resilient tile floors.	X		
v. Dust vertical furniture surfaces, wall vents, and vertical wall trim.		X	
w. Scrape up gum and debris that cannot be removed by sweeping or mopping.	X		
x. Clean all classroom door glass, doors, and door jams. (Spot Clean Daily).	X	X	
y. Clean interior of fire extinguisher and display cabinets, clean shelves, dust contents, and clean glass doors.	X		
z. Extract carpeted areas as needed.		X	X
aa. In areas that have terrazzo or resilient tile floors strip old finish, apply a minimum of one coat of sealer and four coats of new finish (or as directed by the District) and burnish the floors.			X SA
bb. Replace any light bulbs that are not working.	X		
cc. Lower/raise all shades and/or blinds to an even half open position.	X		

Technical Specifications				
Custodial Scope of Work, Services and Responsibilities				
Area and Task	Daily	Weekly	As Needed	Monthly, Semi-Annual, & Annual
V5 - Cafeterias and Lunchrooms When School is in Session				
a. Empty then damp wipe receptacles and replace plastic liners when soiled.		X	X	
b. Spot clean walls, ceilings, and arrange furniture.		X		
c. Clean glass partitions and doors.		X		
d. Vacuum carpeted areas thoroughly.		X		
e. Clean and sanitize drinking fountains.		X		
f. Clean tables and chairs.		X		
g. Damp wipe and sanitize vertical surfaces that are coated with floor finish or wax.		X		
h. Vacuum upholstered furniture.		X		
i. Sanitize and clean doorknobs and push-plates.		X		
j. Clean door kick plates.		X		
k. High dust, check for and remove all cobwebs.		X		
i. Using a machine with proper cleaning solution, scrub floor clean, wet vacuum any residue, wet mop, and rinse clean.		X		
j. Scrape up gum and debris that cannot be removed by sweeping or mopping.		X		
k. In areas that have terrazzo or resilient tile floors strip old finish, apply one coat of sealer and four coats of new finish and burnish the floors. Any sealed concrete floors coated with floor finish/wax; these should be burnished monthly.			X	M
l. Lower/raise all shades and/or blinds to an even half open position.		X		
V6 - Kitchens When School was in Session				
a. Empty and wash trash cans then insert new plastic liner in can.	X			
b. Empty recycling containers and clean as needed.	X			
c. Sweep all floors, under counters, ovens, refrigerators, under floor mats, in walk-in freezers, pick up debris and discard in garbage can.	X			
d. Check to make sure all appliances and exhaust fans are off.	X			
e. Wet mop floor with neutral cleaner; change water frequently then set out wet floor signs.	X			
f. Clean and sanitize kitchen bathrooms.	X			
g. Close and lock doors.	X			
h. Clean and scrub rubber mats with hot water and all-purpose cleaner. Rinse with hot, clean water, and air dry.		X		
i. Clean exhaust fan filters and vacuum refrigeration compressor coils.				M
V7 - Gyms and Stages				
a. Empty and damp wipe receptacles and replace plastic liners when soiled.	X			
b. Dust and spot mop floor daily.	X			
c. Scrape up gum and debris that cannot be removed by sweeping or mopping.	X			
d. Thoroughly sweep under bleachers.	X			
e. Remove all marks on walls and wall mats.	X		X	
f. Check that all light fixtures are lit. Report anything that needs to be replaced.	X			
g. Close and lock doors.	X			
h. Scrub clean floor using floor machine, proper solution and pad.		X		
i. Thoroughly mop under bleachers.			X	M
j. Clean and disinfect mats and materials that students utilize.	X			

Technical Specifications				
Custodial Scope of Work, Services and Responsibilities				
Area and Task	Daily	Weekly	As Needed	Monthly, Semi-Annual, & Annual
V8 - Stairways, Landings and Elevators				
a. Spot-clean walls and doors.	X			
b. Spot-mop treads which are heavily soiled.	X			
c. Vacuum carpets and spot-clean.	X		X	
d. Dust and sweep all hard floor surfaces.	X			
e. Dust handrails and any windowsills or ledges.		X		
f. Completely damp mop treads and landings.		X		
g. Wash and sanitize handrails.	X			
h. High dust, check for and remove all cobwebs.		X		
i. Wash stair risers monthly to remove soil, dirt, scuffs, and show marks.				M
j. Scrape up gum and debris that cannot be removed by sweeping or mopping.	X			
k. Wash and clean elevator walls, doors, and door tracks.		X		
l. Clean and sanitize elevator operation buttons & switches and clean door tracks.	X			
m. Lower/raise all shades and/or blinds to an even half open position.	X			
V9 - Project Cleaning Will Be Scheduled for All Areas During the School Year Breaks and Summer Recess				
a. Floor care - Strip and wax all terrazzo and resilient flooring surfaces that are coated with floor finish or wax (one coat of sealer and three coats for all areas other than hallways - hallways and lunchrooms, at Harker & Clifford, will have one coat of sealer and five coats of wax).			X	A
b. Clean and strip wax from baseboards.			X	A
c. Carpet Care - Extract all carpeted flooring surfaces and utilize pile lifter in heavily traffic areas,			X	A
d. Wash and clean or polish all furniture.			X	A
e. Wash all walls, wall mats, locker exteriors and waste receptacles.			X	A
f. Clean window shades and wash window blinds.			x	A
g. Vacuum and extract upholstered furniture.			X	A
h. Wash all interior windows and first floor exterior windows.			X	A
i. Clean and wash lighting and mechanical diffusers.			X	A
j. Remove all cobwebs, low and high dust.			X	A
k. Clean and wash all heating grids, grills, and all air vents.			X	A
l. Kitchen - Project clean entire kitchen (equipment, counters, walls, and floors).				A
m. Empty and clean with a sanitizing solution all interior and exterior locker surfaces.				A
n. Clean and disinfect on top and under all cafeteria tables and classroom desks.				SA
q. Wash and project clean all bleachers.				A
V10 - Miscellaneous Custodial Responsibilities				
a. Incidental graffiti removal	X			
b. Reporting safety hazards and marking/blocking off hazardous area.	X			
c. Comply with District's recycling policy.	X			

