



REQUEST FOR PROPOSALS

Custodial Services

RFP Issue Date: April 14, 2026
Pre-Bid Meeting: April 21, 2026, 8AM
Proposals Due: May 1, 2026, 3PM
Anticipated Contract Start: August 17, 2026

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5593 Franklin Street, Haslett, MI 48840

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Section 1: Introduction and Overview

1.1 Purpose

Haslett Public Schools (hereinafter referred to as the "District") is soliciting sealed proposals from qualified firms to provide comprehensive custodial services for all District buildings. The District seeks a single Contractor to deliver consistent, high-quality service under a formal, performance-based contract.

1.2 District Overview

Haslett Public Schools is located in Meridian Township, Ingham County, Michigan, serving the greater Haslett community. The District operates the following facilities with a combined gross square footage of approximately 582,776 square feet (estimated cleanable square footage of approximately 489,543 square feet):

Building	Gross SF	Clean. SF	Current Staff	Notes
Haslett High School	242,817	203,966	6	Pool, 2 gyms, auditorium, gymnastics, cafeteria
Haslett Middle School	104,325	87,633	4	2 gyms, cafeteria
Murphy Elementary	64,510	54,189	2	1 gym, multipurpose/cafeteria
Ralya Elementary	55,783	46,858	1	1 gym; 1 HASA, multipurpose/cafeteria
Wilkshire Early Childhood Center	75,210	63,177	3	2 small gyms, cafeteria
Administration Building	9,844	8,269	1	Multi-level; roving coverage
Community Education/Library	29,287	24,601	1	Public library wing, gym; covers bus garage
Bus Garage	1,000	840	Shared	Covered by Community Education/Library

Note: Cleanable square footage is calculated at 84% of gross square footage per industry standard (APPA guidelines). Actual cleanable areas may vary slightly and will be confirmed during the mandatory pre-bid walkthrough.

1.3 Background

The District currently operates a blended staffing model for facilities services, with some positions staffed by District employees and others provided through an outsourced contractor. The District has utilized outsourced custodial services for over ten years. This RFP represents the District's commitment to due diligence in securing the best value and service quality for its facilities operation.

The District plans to employ one custodian who will remain a District employee and is not included in the scope of this RFP. The successful Contractor's staff will work alongside District employees.

1.4 Current Staffing

The current outsourced operation employs approximately 18 to 19 positions across all buildings. Current staffing allocations by building are provided in the table above and are intended as a reference for bidders. The District expects bidders to propose staffing levels based on square footage, building complexity, and the cleaning standards specified in this RFP.

1.5 Submission Deadline

Sealed proposals must be received at the Haslett Public Schools Administration Building, 5593 Franklin Street, Haslett, MI 48840, no later than **4 PM on April 30, 2026**. Late proposals will not be accepted. Proposals submitted by facsimile or email will not be accepted.

Section 2: Definitions

"Board" means the Board of Education of Haslett Public Schools.

"Contractor" means the firm or company awarded the contract resulting from this RFP.

"Contract Year" means July 1 through June 30 of each year.

"District" means Haslett Public Schools.

"District Designee" means the Director of Facilities as authorized by the Superintendent to administer this contract.

"Proposal" or "Bid" means the complete response submitted by a Bidder in response to this RFP.

"Bidder" means any firm or company submitting a proposal in response to this RFP.

"Project Manager" means the Contractor's full-time, dedicated on-site supervisory employee responsible for day-to-day oversight of all Contractor operations within the District, as further described in Section 3.8. Where the District elects the alternate in Section 3.8.1, "Project Manager" shall mean the shared or part-time supervisor described therein.

"RFP" means this Request for Proposals document, including all appendices, exhibits, and addenda.

Section 3: Scope of Work

3.1 General

The Contractor shall provide all labor, supervision, and management necessary to perform the services described in this RFP across all District facilities. The District will provide major cleaning equipment and may, at its option, provide consumable supplies (see Section 3.8). The Contractor is responsible for maintaining the standard of cleanliness, maintenance, and general facility support specified in this RFP and its appendices.

3.2 Custodial Services

The Contractor shall provide daily custodial cleaning services for all District buildings in accordance with the Cleaning Standards set forth in Appendix A. Services include, but are not limited to:

- Daily cleaning of all classrooms, offices, hallways, restrooms, gymnasiums, cafeterias, and common areas
- Trash removal and recycling management
- Floor care including vacuuming (carpet), dust mopping, wet mopping, auto-scrubbing, and floor finish maintenance
- Restroom cleaning and disinfection, including restocking of consumable supplies
- Window and glass cleaning (interior)
- Furniture and fixture cleaning
- Emergency cleanup of spills, bodily fluids, and other incidents per OSHA/bloodborne pathogen protocols
- Gymnasium floor care per manufacturer recommendations (dust mop, damp mop, screen/recoat, refinish)
- Pool deck, locker room, and natatorium area cleaning and disinfection (pool water chemistry and filtration maintenance excluded)
- Snow shoveling and ice removal/treatment for all sidewalks and building entrances
- Litter pickup on all grounds, parking lots, and outdoor areas
- Event setup and teardown support, including custodial coverage for after-school activities, sports events, and community use
- Building opening and closing (unlocking/locking exterior doors, security checks, alarm activation/deactivation)
- Summer deep cleaning per the Summer Cleaning Standards in Appendix B

3.3 Staffing Requirements

The Contractor shall provide adequate staffing at all times to ensure that the cleaning standards and service levels specified in this RFP are met. Key staffing requirements include:

- **Minimum One (1) Day-Shift Custodian Per Building:** Each building shall have at minimum one custodian on duty during school hours to handle setup/teardown, immediate response, event support, and deliveries.
- **Night Cleaning Crews:** All remaining custodial staff shall work evening/night shifts for full building cleaning after school hours.
- **Roving Coverage:** Smaller facilities (Administration Building, Bus Garage, Community Education) may be served by roving staff who cover multiple locations.
- **Substitute Pool:** The Contractor must maintain a pool of trained and background-checked substitutes available on short notice to fill absences.

The District expects bidders to propose staffing levels based on cleanable square footage, building complexity, and the cleaning standards in this RFP. Bidders shall submit a detailed staffing plan indicating the number of employees assigned to each building, their shifts, and hours.

3.4 Equipment

The District owns all major cleaning equipment (floor scrubbers, auto-scrubbers, carpet extractors, burnishers, vacuums, etc.) and will make this equipment available to the Contractor for use in performing services under this contract. The Contractor shall:

- Use all District-provided equipment in accordance with manufacturer instructions
- Maintain and care for all District equipment in good working order
- Report equipment condition, maintenance needs, and replacement recommendations to the District Designee
- Be financially responsible for damage to District equipment caused by Contractor negligence or misuse
- Supplement with Contractor-owned equipment as needed to meet the service requirements of this RFP

District-owned equipment will be available for inspection during the mandatory pre-bid walkthrough.

3.5 Consumable Supplies

The District currently provides all consumable custodial supplies, including but not limited to: toilet paper, paper towels, hand soap, trash liners, cleaning chemicals, and disinfectants.

Base Bid: The base bid shall assume the District continues to provide consumable supplies at its current level. The Contractor will be responsible for proper use, storage, and dispensing of District-supplied consumables.

Optional Add-On: Bidders shall also provide a separate, optional add-on price for Contractor-supplied consumable supplies. If the District elects this option, the Contractor will be responsible for procurement, storage, inventory management, and quality of all consumable supplies. Supplies purchased by the Contractor must be approved by the District for quality and

uniformity. The District shall have free access to records, receipts, checklists, and product specifications to verify compliance.

3.6 Exclusions

The following services are explicitly excluded from the scope of this RFP:

- **Kitchen cleaning and food service maintenance** — managed by the Food Service Department
- **Pool water chemistry, filtration, and mechanical maintenance** — pool deck and locker room cleaning IS included
- **Major capital maintenance and specialized trades work** (electrical, HVAC, plumbing beyond minor repairs, structural)
- **HASA bargaining unit member position** — one District employee remains in custodial role and is not part of this RFP

3.7 Working Alongside District Employees

The Contractor's staff will work alongside District employees assigned to roles at various buildings. The Contractor shall cooperate professionally with all District employees and coordinate work assignments with the District Designee to ensure seamless coverage. The Contractor's Project Manager shall coordinate daily with the Director of Facilities regarding scheduling, quality, and building-level issues.

3.8 Supervision and On-Site Management

The Contractor shall provide a full-time, dedicated On-Site Project Manager/Site Supervisor responsible for day-to-day supervision of all Contractor staff across the District. Under the base bid, the Project Manager shall:

- Be full-time and dedicated exclusively to Haslett Public Schools, with no other contractor assignments or client responsibilities;
- Serve as non-production management personnel, meaning the Project Manager shall not be counted toward or substitute for the direct custodial labor hours otherwise required under this contract;
- Be clearly identifiable to District staff, students, and the public through uniform, badge, and title;
- Serve as the primary point of contact with the District Designee and with building principals;
- Be physically present in the District during all core operating hours and reachable by phone during all contracted shifts;
- Be approved by the District Designee in writing before assignment; and
- Not be reassigned, replaced, or materially reduced in time commitment without the prior written consent of the District Designee.

3.8.1 Alternate: Shared or Part-Time On-Site Supervisor (Deduct Alternate)

As a deduct alternate to the base bid, Bidders may propose a shared or part-time on-site supervisor in lieu of the full-time dedicated Project Manager required under Section 3.8. Under this alternate, the Bidder shall clearly describe:

- The percentage of the supervisor's time dedicated to Haslett Public Schools and the proposed weekly schedule of on-site presence;
- Other client assignments and geographic territory the supervisor would be responsible for;
- How the supervisor would maintain primary point-of-contact responsibilities with the District Designee and building principals under a reduced on-site schedule; and
- Contingency coverage during periods when the supervisor is off-site.

Bidders shall state the annual deduct from the base bid if the District were to accept this alternate, expressed as a dollar amount and a percentage of the base bid. The District reserves the right to reject this alternate and require the base bid supervision model regardless of the deduct amount offered.

Section 4: Contract Formation and Term

4.1 Contract Formation

This is a Request for Proposals only. Proposals will be treated as offers to enter into a contract with the District. Written acceptance of the successful Bidder's proposal by the Board of Education shall constitute a contract, pending execution of a formal written agreement satisfactory to both parties. The RFP and the successful proposal may be incorporated into the contract by reference.

4.2 Contract Term

The initial contract term shall be three (3) years, commencing **July 1, 2026** and ending **June 30, 2029**. The District reserves the option to extend the contract for up to two (2) additional one-year periods (through June 30, 2031), subject to mutual written agreement and approval by the Board of Education.

This contract is a twelve-month-per-year obligation requiring services during all school breaks and summer periods. If the Contractor seeks to have the contract extended beyond the initial three-year term, the Contractor must provide the upcoming fiscal year's proposed fee schedule at least one hundred twenty (120) days before the contract anniversary date.

4.3 Pricing

The Contractor shall provide a guaranteed annual price for each of the three (3) base contract years. Prices shall include all labor, supervision, insurance, taxes, overhead, profit, and other applicable costs. For optional renewal years (Years 4 and 5), price increases shall be limited to the percentage change in the Consumer Price Index — All Urban Consumers (CPI-U) for the preceding twelve-month period, or three percent (3%), whichever is less.

The District will not consider any other price increases during the term of the contract unless: (a) the District requests a material change in scope; (b) the District significantly increases cleaning frequency requirements; or (c) a federally mandated minimum wage increase is enacted. Any requested increase must be justified with documentation.

4.4 Termination

4.4.1 For Breach

Either party may terminate this contract upon written notice if the other party commits a material breach and fails to cure the breach within seven (7) calendar days of written notice.

4.4.2 For Convenience

Either party may terminate the contract with or without cause by providing written notice by certified mail at least one hundred twenty (120) days before the date of termination.

4.4.3 Temporary Extension

If conditions warrant and if mutually agreeable, this contract may be temporarily extended for up to ninety (90) days to provide continuity of services while a new contract is procured.

4.5 Contract Validity

If any clause of the contract is declared invalid, void, unenforceable, or illegal, that shall not affect the validity of the remaining provisions.

4.6 Entire Agreement

The signed contract shall constitute the entire agreement between the District and the Contractor, superseding all prior communications and representations. The contract may not be modified except in writing signed by both parties.

4.7 Governing Law

The contract shall be governed by and construed in accordance with the laws of the State of Michigan. Any litigation arising from this contract shall be instituted in a court of competent jurisdiction in Ingham County, Michigan.

Section 5: Selection Timeline

The District reserves the right to modify any part of this timeline. Changes will be communicated via addendum to all registered Bidders.

Date	Event
April 14, 2026	RFP issued and available to prospective Bidders
April 21, 2026, 8AM	Mandatory Pre-Bid Meeting and Facility Walkthrough (all buildings)
April 24, 2026, 4pm	Deadline for written questions and requests for clarification
April 27, 2026	Addendum with responses to questions issued to all Bidders
May 1, 2026, 3pm	Proposals due — sealed bids received at Administration Building
Month of May	Evaluation of proposals; interviews/presentations with finalists
June 8, 2026 7pm	Recommendation to Board of Education
June 22, 2026, 7pm	Board of Education vote on contract award
July 1, 2026	Contract executed
August 17, 2026	Contract begins — Contractor assumes full operational responsibility

Section 6: Proposal Requirements and Format

6.1 General Requirements

Proposals must be complete, clearly organized, and demonstrate an understanding of the scope of work. Any proposal not providing the required information or not conforming to the specified format may be disqualified. Four (4) complete copies of the signed original proposal must be submitted in a sealed envelope labeled "Custodial Services Proposal" to:

Haslett Public Schools

Attn: Patrick Malley, Superintendent

5593 Franklin Street, Haslett, MI 48840

6.2 Required Proposal Contents

Each proposal shall include the following, organized in the order listed:

A. Cover Letter and Executive Summary

A cover letter on the Bidder's business letterhead with authorized signatures, including a brief narrative highlighting the proposal. This should be aimed at non-technical reviewers and should not include pricing.

B. Company Profile and Qualifications

- Company history, ownership, and organizational structure
- Relevant experience in K–12 school custodial services, specifically in Michigan
- At least three (3) current K–12 school district references of similar size and scope, including contact names, titles, phone numbers, and email addresses
- Description of corporate support structure and regional/national resources available
- Certified letter of good standing/line of credit from a financial institution in the amount of \$500,000 or more
- Evidence of Hazard Communication Program including bloodborne pathogen training, right-to-know, written safety program, and personal protective equipment policies

C. Management and Technical Capabilities

- Management philosophy and organizational approach
- Profiles of key management personnel (Project Manager, regional support) including experience, education, and qualifications
- Description of how management personnel will operate organizationally within the District
- Employee discipline and performance management procedures
- Quality control and inspection protocols

- Customer satisfaction measurement systems

D. Staffing Plan

- Proposed staffing levels for each building, including number of employees, shifts, and hours
- Proposed pay rates or pay ranges for all positions
- Benefits offered to employees (health insurance, retirement, PTO, etc.)
- Substitute staffing plan and capacity
- Employee retention strategies

E. Training Program

- Orientation program for new employees (before placement in District)
- Ongoing annual training program (minimum 12 hours per employee per year)
- Required training topics: bloodborne pathogens, AHERA/asbestos, sexual harassment, right-to-know/SDS, lock-out/tag-out, floor care, infection control, safety

F. Transition Plan

- Detailed plan for assuming operations by July 1, 2026, including hiring timeline, training schedule, equipment familiarization, and communication plan

G. Cost Proposal

- Annual contract price for each of the three (3) base years
- Separate optional add-on price for Contractor-supplied consumable supplies (annual)
- Hourly rate for additional services beyond the base contract (straight time and overtime)
- Hourly rate for holiday work
- Hourly rate for emergency callout services (after-hours)
- Proposed pricing methodology for renewal years (Years 4–5)
- Itemized breakdown showing: salaries/wages, payroll costs, insurance, supplies (if applicable), equipment costs, administrative expenses, and operating profit

H. Insurance and Legal

- Certificate of insurance meeting the requirements of Section 10.4
- Completed Familial Disclosure form (see Section 14)
- Completed Conflict of Interest disclosure
- Statement regarding debarment status
- Any exceptions to the RFP specifications, with explanations

6.3 Bid Duration

All proposals must remain valid and irrevocable for one hundred twenty (120) calendar days after the proposal submission deadline.

6.4 Bid Preparation Costs

The Bidder assumes all costs of preparing the proposal and any presentations necessary to the bidding process. The District is not responsible for any costs incurred by Bidders.

6.5 Pre-Bid Meeting

A mandatory pre-bid meeting and facility walkthrough will be held on **April 21, 2026 at 8am**, beginning at the Haslett Public Schools Administration Building, 5593 Franklin Street, Haslett, MI 48840. The walkthrough will include all District buildings. Only firms represented at the mandatory pre-bid meeting will be eligible to submit proposals.

6.6 Questions and Clarifications

All questions regarding this RFP must be submitted in writing via email to **malleypm@haslettschools.org** no later than **April 24, 2026**. Responses will be issued to all registered Bidders via written addendum. Verbal representations will not be binding.

Section 7: Evaluation Criteria

Contract award will be based upon a comprehensive review and analysis of the proposals that best meet the needs of Haslett Public Schools. The District reserves the right to accept or reject any and all proposals, to waive irregularities, and to award the contract to other than the lowest-cost Bidder. The following weighted criteria will be used in evaluation:

Criterion	Weight	Max Points
Experience, Qualifications, and References	25%	25
Staffing Plan and Employee Compensation	20%	20
Cost Proposal	25%	25
Cleaning Plan, Standards, and Training	20%	20
Transition Plan and Management Approach	10%	10
Total	100%	100

A selection committee will evaluate all proposals. The committee may request oral presentations from the top-ranked Bidders. Presentations, if requested, should be no longer than one (1) hour with time for questions and answers.

The District believes that a well-trained staff with low turnover that receives fair wages meeting industry standards is a necessity for quality custodial service. Bidders who demonstrate investment in employee compensation and retention will be viewed favorably in the evaluation process.

Section 8: Contract Specifications

8.1 Contract Administration

The Director of Facilities, or the Superintendent's designee, shall be the District's authorized representative in all matters pertaining to the administration of this contract.

8.2 Assignment and Subcontracting

The Contractor shall not assign, sell, transfer, or subcontract any portion of this contract without prior written approval of the District. No subcontract shall relieve the Contractor of its responsibilities under this contract.

8.3 Health, Safety, and Environment

The Contractor shall comply with all applicable health and safety requirements imposed by federal, state, and local law, including OSHA, MIOSHA, and AHERA regulations. The Contractor shall maintain sanitary work areas and shall comply with all District safety policies.

The Contractor shall state its corporate commitment to recycling and shall participate in existing and future recycling programs established by the District. The Contractor shall employ all reasonable measures to reduce and prevent waste. The Contractor shall use a proactive safety program for its employees and operations.

8.4 Communication

The Contractor's Project Manager shall maintain regular, open communication with building principals, the Director of Facilities, and District administration. The Contractor shall provide the District Designee with an emergency contact person and telephone number for each building. During school hours, calls from the Superintendent, Director of Facilities, or building principals must be answered or returned within fifteen (15) minutes.

8.5 Quality Control and Inspections

The Contractor's Project Manager, the District Designee, and other personnel as deemed appropriate will perform periodic inspections of each building to ensure tasks are completed according to cleaning standards, work quality is satisfactory, and the Contractor is in compliance with contract terms. The District shall have the right to access and inspect all custodial service areas at any time with or without notice.

8.6 Record Keeping

The Contractor shall maintain the following records at each building:

- Daily cleaning logs and checklists (see Appendix C for forms)
- Material Safety Data Sheets (SDS) for all chemicals used, stored in labeled binders in the principal's office and custodial office
- Equipment maintenance logs
- Employee attendance records indicating clock-in and clock-out times

- Training records for all employees

8.7 Schedules

The Contractor shall provide custodial coverage on a work schedule that meets the operational needs of the District throughout the year, including regular school days, half days, non-student days, holidays, scheduled breaks, and summer.

Prior to the start of each contract year, and prior to the start of any extended break or summer period, the District Designee and the Contractor shall confer regarding the proposed work schedule for the upcoming period. The Contractor may propose schedule modifications based on operational efficiency, coverage needs, or staffing considerations, but **final authority over work schedules rests with the District Designee**. The District reserves the right to direct changes to work schedules with reasonable advance notice, and the Contractor shall implement such changes without additional cost to the District, provided that total scheduled hours remain materially consistent with the base bid.

Extra-curricular, sports, facility rental, weekend events, and other activities occurring outside the regular base contract schedule may require additional custodial coverage. Such services shall be requested and approved in advance by the District Designee and shall be invoiced separately at the Contractor's event rate specified in the pricing schedule (see Section 7).

Section 9: Human Resources and Personnel

9.1 Employee Selection and Background Checks

All Contractor employees assigned to the District must undergo pre-employment screening including:

- Criminal background check (Michigan State Police and FBI)
- Sex offender registry check
- Drug screening
- Verification of legal work authorization (I-9 compliance)
- Reference checks

Any felony conviction will disqualify personnel from placement in District facilities. The District Designee shall have final authority for all employee placements. The District reserves the right to interview custodial candidates before placement and to perform independent background checks consistent with applicable law.

The Contractor must inform the District Designee at least 48 hours before new employees are placed in any District building. Background check documentation must be provided to the District's Human Resources office.

9.2 Employee Requirements

All Contractor employees must:

- Be at least 18 years of age
- Be able to read, write, and speak English fluently and use courteous language
- Be competent and well-trained in their area of work
- Interact positively and appropriately with students, staff, and the public
- Work productively with minimal supervision
- Be alcohol and drug free when arriving for and while on duty
- Wear clean, identifiable uniforms and prominently displayed photo ID badges at all times
- Comply with all District Board policies and administrative guidelines

9.3 Employee Conduct

Contractor employees shall not:

- Allow custodial closets to stand open and unattended
- Disturb papers on desks, open drawers or cabinets, use telephones or computers, or tamper with property
- Leave custodial products, equipment, or carts unattended
- Leave lights on or doors open in unattended areas
- Play radios or devices at a volume audible in other areas

- Use any District equipment not required for their duties
- Use tobacco products on District property
- Bring visitors, spouses, or children to the worksite during working hours

The District reserves the right to request removal of any Contractor employee for unsatisfactory performance, poor appearance, or poor behavior. The Contractor must remove such employee within one (1) shift.

9.4 Employee Compensation

The Contractor shall provide hourly pay rates (or pay rate ranges) and a list of benefits offered to all employees assigned to the District. This information shall be updated semi-annually and provided to the District Designee.

9.5 Absenteeism and Substitutes

The Contractor must maintain a reasonable pool of trained, background-checked substitutes available at short notice. The Contractor is required to inform the District Designee when there will be a change of employees for absence purposes. If an absence is expected to last more than three (3) consecutive workdays, the Contractor must inform the District Designee. The District reserves the right to audit payroll records and time cards.

9.6 Training

9.6.1 Orientation (Before Placement)

All employees must complete an orientation program before being placed in District facilities, covering at minimum:

- Bloodborne pathogens and infection control
- AHERA asbestos awareness
- Right-to-Know / Safety Data Sheets (SDS)
- Lock-out/tag-out procedures
- Basic cleaning procedures and chemical safety
- Sexual harassment prevention
- District handbook and policies review
- Personal grooming and professional conduct

9.6.2 Ongoing Training

The Contractor shall provide at least twelve (12) hours of job-related training per year to each employee, covering topics such as: floor care techniques, carpet care, restroom sanitation, equipment operation, chemical safety, ladder safety, and other relevant subjects. Training records must be maintained and provided to the District upon request.

9.7 Equal Opportunity

The Contractor must comply with all applicable federal and state Equal Opportunity Employer requirements and shall not discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, disability, genetic information, or any other protected classification.

9.8 FERPA Compliance

The Contractor and its employees agree to comply with the Family Education Rights and Privacy Act (FERPA) regarding the confidentiality of student records and personally identifiable student information.

Section 10: General Provisions

10.1 Independent Contractor

The Contractor is an independent contractor. Under no circumstances shall any Contractor employee be deemed an employee of the District. The Contractor is wholly responsible for all taxes, FICA, FUTA, workers' compensation, unemployment, and other applicable obligations. Contractor employees are not entitled to participate in District retirement programs or fringe benefits.

10.2 Indemnification

The Contractor shall indemnify, hold harmless, and defend the District, its Board of Education, Board members (in official and individual capacities), employees, and agents from and against all claims, costs, expenses, damages, and liabilities including reasonable attorney's fees arising out of: (1) negligent acts or willful misconduct of the Contractor or its employees; (2) any breach of the contract; or (3) any breach of representation or warranty. The Contractor accepts full responsibility for any damages to District property or persons resulting from Contractor operations.

10.3 Property Damage

The Contractor shall report and pay for any damages to District buildings, equipment, and contents caused by the Contractor's employees. The Contractor shall also report, in writing, any items requiring maintenance or repair that the Contractor did not damage.

10.4 Insurance Requirements

The Contractor shall maintain the following minimum insurance coverage for the duration of the contract:

Coverage Type	Minimum Limit
Commercial General Liability — Each Occurrence	\$1,000,000
Commercial General Liability — General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$1,000,000
Excess/Umbrella Liability — Each Occurrence	\$5,000,000
Excess/Umbrella Liability — Aggregate	\$10,000,000
Automobile Liability (including hired/non-owned)	\$1,000,000
Workers' Compensation — Coverage A	Statutory
Workers' Compensation — Each Accident	\$500,000
Fidelity/Employee Dishonesty Bond	\$50,000

Haslett Public Schools shall be named as an additional insured under all liability policies. Certificates of insurance must be provided before the Contractor begins services and annually thereafter. All policies must contain a provision requiring thirty (30) days' written notice to the District before cancellation.

10.5 Keys and Building Security

Keys and/or keycards will be issued by the District to the Contractor's Project Manager. Keys shall not be copied, lent, traded between employees, or left unattended. Lost keys must be reported within 24 hours. There will be a \$50 charge for lost/replacement keys. If re-keying is required due to Contractor negligence, the cost will be deducted from the monthly payment. All keys must be returned upon contract termination.

10.6 Building Opening and Closing

The Contractor shall secure each building at the end of each shift (lock all doors, turn off lights/fans, close windows, activate alarms). Office and classroom doors shall be relocked as soon as cleaning is completed. Failure to properly secure a building will result in a non-compliance penalty per Section 13.

10.7 Billing and Payments

Cleaning services shall be billed in equal monthly installments. Invoices shall be submitted to the District's Finance office by the 5th of each month. Payment will be made on a net thirty (30) day basis. Additional work beyond the base contract must be invoiced separately with date, time, school, type of work, hours, and name of District approving authority.

10.8 Asbestos

Some District buildings contain asbestos-containing materials. Asbestos management plans are available at each building. Contractor employees must familiarize themselves with asbestos locations and shall not disturb asbestos-containing materials. Wet-stripping methods are required for asbestos-containing floor tile.

10.9 Energy Conservation

The Contractor shall make every effort to conserve energy. Only areas in active use shall have lights on. Doors and windows shall remain closed when heating/cooling systems are operating.

10.10 Holidays

The District is closed on the following holidays, and the Contractor is not required to provide services: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Work crews shall be scheduled to ensure buildings are clean for the next business day. The District reserves the right to request holiday work at the hourly rate quoted in the bid.

10.11 Emergency Services

The Contractor shall respond to emergency requests (water damage, vandalism, etc.) 24 hours per day, 7 days per week, 365 days per year. Response time shall be within two (2) hours of notification. Emergency service shall be billed at the rates quoted in the cost proposal.

10.12 Contractor Protection

Neither party shall negotiate with or hire personnel employed by the other during the term of the contract without written permission.

10.13 Conflict of Interest and Familial Disclosure

Bidders shall provide full disclosure of all conflicts of interest and familial relationships in compliance with MCL 380.1267. The bid must be accompanied by a sworn and notarized statement disclosing any familial relationship between any Bidder employee and any member of the Board of Education or Superintendent. Proposals without this disclosure will not be considered.

10.14 Debarment

Submission of a signed proposal certifies that the firm is not currently debarred, suspended, or excluded from participation by any state or federal department or agency.

Section 11: Cleaning Standards

The Contractor shall perform all custodial services in accordance with the cleaning standards, procedures, and frequencies described in this section and the referenced appendices. These standards represent the District's expectations for building cleanliness and shall serve as the basis for quality inspections and performance evaluation.

11.1 Daily Cleaning — During School Year

Refer to Appendix A for detailed daily cleaning procedures by area type. The following is a summary of key daily requirements:

Classrooms (Carpeted)

- Vacuum all carpet daily
- Spot clean carpet stains daily
- Empty wastebaskets and pencil sharpeners
- Clean and disinfect desks and tables
- Dust horizontal surfaces, TVs, and computer equipment weekly (Mondays)
- Clean whiteboards/chalkboards and rails
- Clean interior windows and glass as needed
- Lock windows and doors upon completion

Classrooms (Hard Surface / Science Labs)

- Sweep floors using corner broom; dust mop large areas daily
- Wet mop as needed
- All other tasks same as carpeted classrooms

Hallways (Tile/Terrazzo/LVT)

- Sweep with corner broom; dust mop with 72-inch mop and sweeping compound daily
- Spot mop daily as needed
- Run auto-scrubber twice per week (water only or very light detergent)
- Disinfect and clean drinking fountains daily
- Clean doors and glass daily
- Dust hallway surfaces weekly (Tuesdays)

Restrooms and Locker Rooms

- Clean and disinfect all toilets, urinals, and sinks daily
- Use quaternary disinfectant on Mondays, Wednesdays, and Fridays
- Sweep and mop floors daily with appropriate disinfectant
- Refill paper towels, toilet paper, and soap daily
- Clean mirrors daily

- Disinfect partitions, chrome fixtures, and walls daily
- Clean shower stalls weekly (locker rooms)
- Dust all surfaces weekly (Wednesdays)
- **Clean any bodily fluids immediately** per OSHA bloodborne pathogen protocols

Gymnasiums

- Sweep gym floors daily using appropriate floor preserver
- Auto-scrub gym floors once weekly and before all games/events
- Sweep and mop bleachers after every use

Offices and Administrative Areas

- Vacuum daily
- Spot clean carpet as needed
- Dust surfaces weekly (Fridays)
- Empty wastebaskets daily

Entryways

- Empty interior and exterior trash cans daily
- Sweep/vacuum floors daily
- Clean doors and windows daily
- Clear ice and snow from sidewalks and entries as needed

11.2 Periodic Cleaning

In addition to daily tasks, the following shall be performed on a periodic basis:

- Carpet extraction: annually during summer deep clean, and as needed during inclement weather
- Hard floor stripping and refinishing: annually during summer deep clean
- Gym floor screening, recoating, and refinishing: per manufacturer schedule
- Wall washing: annually during summer
- Window washing (exterior): twice annually minimum
- Light fixture cleaning and lamp replacement: annually during summer
- HVAC unit vent servicing (filter replacement, coil vacuuming, damper check): annually during summer
- Furniture deep cleaning: annually during summer
- Blind/shade cleaning: annually during summer

11.3 Floor Types

The District's buildings contain the following general floor types. Bidders should plan cleaning approaches accordingly:

Area Type	Floor Type	Care Requirements
Regular Classrooms	Carpet	Vacuum daily; extract annually
Science Labs	Hard Surface (VCT/Tile)	Mop daily; strip/refinish annually
Hallways/Corridors	Terrazzo / LVT	Dust mop/auto-scrub daily; buff as needed
Gymnasiums	Hardwood	Dust mop daily; screen/recoat annually
Restrooms	Hard Surface (Tile)	Mop/disinfect daily
Pool Deck	Non-Slip Tile/Concrete	Mop/disinfect daily; specialized chemicals

Section 12: Summer Cleaning and Maintenance Standards

Refer to Appendix B for the detailed Summer Cleaning and Maintenance Policy, including the 12-point checklist. Each room/area shall be deep-cleaned during the summer period. The Building Head shall sign off on completion of each room. The following summarizes the key summer deep-cleaning tasks:

1. **Walls:** Wipe down all walls ceiling to floor, including rubber base.
2. **Windows:** Wash all windows, vacuum window tracks, wipe down shades/blinds, make necessary repairs.
3. **Unit Vents/HVAC:** Remove and date-mark filters, check damper operation, oil motor and lubricate damper linkage, vacuum coils and interior components, replace cover and wipe exterior.
4. **Carpet:** Remove furniture, vacuum thoroughly, spot treat heavy soil areas, extract per manufacturer directions.
5. **Hard Surface Floors:** Remove furniture, dust mop, scrub or strip (strip only if surface is damaged or dirt-embedded beyond salvage), apply appropriate coats of floor finish.
6. **Baseboards:** Clean all baseboards during wall washing.
7. **Furniture:** Clean before removal from room. Wipe down desks, power-wash chairs where applicable, wipe down bleachers (perform prescribed maintenance on bleacher mechanisms while extended), clean file cabinets and wall maps.
8. **Marker Boards and Rails:** Clean with appropriate solutions. Wash chalkboards and chalk rails.
9. **Lavatories and Locker Rooms:** Deep clean and disinfect all surfaces including undersides. Wash partitions. Clean flooring per type. Check dispensers and dryers. Wipe down lockers inside and out. Lubricate locker hinges and slides. Repair/replace bent shelves and missing hardware.
10. **Painting:** As directed by the building principal or District Designee (rooms/areas identified before summer).
11. **Additional Maintenance:** Any work necessary to put the room/area in proper order, including servicing pencil sharpeners, re-securing loose tiles, ceiling tile replacement, cabinet/desk repairs, etc.

Summer cleaning checklists (Appendix B) shall be displayed on the entry door of each room during the cleaning process. Upon completion, the Building Head shall sign off.

Section 13: Deductions and Penalties

The following penalties are intended to provide reasonable contract compliance incentives. The District Designee has the authority to waive up to \$500 in penalties per contract year. Penalties will be deducted from the next monthly invoice unless otherwise noted.

Violation	Penalty	Basis
Unfilled day shift absence (school days)	\$300	Per incident
Unfilled non-day shift absence	\$100	Per incident
Failure to properly secure a building	\$250	Per incident
Non-approved employee working in District	\$250	Per incident
Employee without ID badge or uniform	\$25	Per occurrence
Lost/shared building alarm code or keycard	\$50	Per occurrence
Key left unattended or lent to unauthorized person	\$50	Per occurrence
Equipment listing not maintained on premises	\$100	Per occurrence
Failure to return Project Manager call within 15 min	\$25	Per incident
MIOSHA fine attributable to Contractor	Full amount	Per fine
Improper chemical use causing property/health damage	\$5,000 + costs	Per incident

Snow Days / Building Closures: If buildings are closed for acts of God (e.g., snow days), renovations, or building problems, the District may request temporary suspension of services. The monthly bill will be reduced by 1/20th for each day services are cancelled in the applicable building(s).

Section 14: Required Bid Documents

The following documents must be included with each proposal submission. Incomplete proposals may be rejected.

#	Document	Included?
1	Signed cover letter on company letterhead	☐
2	Company profile and qualifications	☐
3	Three (3) K–12 school district references with contact information	☐
4	Certified letter of good standing/line of credit (\$500,000+)	☐
5	Management personnel profiles and organizational chart	☐
6	Detailed staffing plan by building (employees, shifts, hours)	☐
7	Employee pay rates/ranges and benefits summary	☐
8	Training program description (orientation and ongoing)	☐
9	Transition plan with timeline	☐
10	Cost proposal (3-year base + consumables add-on + hourly rates)	☐
11	Itemized cost breakdown (labor, insurance, overhead, profit)	☐
12	Cleaning plan describing approach by building type	☐
13	Certificate of insurance meeting Section 10.4 requirements	☐
14	Sworn familial disclosure statement (MCL 380.1267) — notarized	☐
15	Conflict of interest disclosure	☐
16	Debarment certification statement	☐
17	List of exceptions to RFP specifications (if any)	☐
18	Signed copies of all addenda (if applicable)	☐
19	Hazard Communication Program documentation	☐
20	Four (4) complete copies of the entire proposal	☐

Section 15: Appendices

The following appendices are incorporated by reference into this RFP:

Appendix A: Daily Custodial Cleaning Procedures and Standards — Detailed cleaning procedures by area type (classrooms, hallways, restrooms, gymnasiums, offices, pool deck), including chemical rotation schedules and frequency requirements.

Appendix B: Summer Cleaning and Maintenance Policy — 12-point deep-cleaning protocol with detail sheet, checklist forms, and Building Head sign-off requirements.

Appendix C: Daily Cleaning Checklists — Weekly (M–F) tracking forms for classrooms, restrooms/locker rooms, entryways, hallways, pool area, and specialty areas.

Appendix D: School Calendar — [Current school year calendar including start/end dates, breaks, holidays, and event schedule]

Appendix E: Cost Proposal Form — [Standardized form for pricing submission]

Appendix F: Familial Disclosure Form — Required per MCL 380.1267

All appendices will be made available to registered Bidders at the mandatory pre-bid meeting and/or electronically upon request.

Appendix A — Daily Custodial Cleaning Procedures and Standards

This appendix sets forth the daily custodial cleaning procedures, standards, chemical rotation schedules, and frequency requirements that the Contractor shall meet or exceed at all District facilities. The procedures in this appendix reflect current District practice and serve as the baseline cleaning standard under the contract. The Contractor may propose improvements, but may not reduce the scope or frequency of any task without the prior written approval of the District Designee.

All cleaning chemicals, equipment, and procedures shall comply with applicable Safety Data Sheet (SDS) requirements, Hazard Communication standards, and the District's Integrated Pest Management and green cleaning policies where applicable.

A.1 General Duties — Day Program

Security

Security of the facility consists of opening only the areas of the building the Contractor is responsible for, inspecting the facility for discrepancies, reporting findings to the District Designee, and correcting any safety issues identified during rounds. Security checks shall be performed throughout the day and prior to departure. Building administration shall determine which areas remain open once students arrive.

Inspection

The Project Manager and head custodians are responsible for the general cleanliness and upkeep of the entire facility. An inspection of each facility shall be completed weekly. Communication with District administration and building administration shall take place weekly to reduce potential problems.

Event Setups

Event setups requiring custodial assistance shall be completed in a timely fashion. The Contractor shall check the building schedule and online facility-use permit system daily to ensure events are covered. Building administration shall be informed of any time delays or conflicts that may affect event coverage.

Customer Service

The Contractor shall be responsible for handling customer requests and complaints at each building and for receiving and distributing deliveries within the building. Work orders shall be completed in a timely fashion and documented daily.

Restroom Checks

All restrooms shall be inspected and maintained throughout the day. Dispensers shall be kept fully stocked. Toilets, urinals, sinks, counters, and stalls shall be cleaned and disinfected as discrepancies are found. Graffiti shall be removed immediately.

Storage and Support Areas

Custodial closets, storage areas, mechanical rooms, and receiving areas shall be kept clean, organized, and secured at all times. Equipment, chemicals, boxes, and trash shall not be left unattended or within public reach.

A.1.1 Frequency Summary

Task Category	Description	Frequency
Security checks	Open/secure assigned areas; identify and correct safety issues	Daily + pre-departure
Inspections	Facility-wide walkthrough for cleanliness and systems	Weekly
Event setups	Setup/teardown for scheduled building use	Daily as scheduled
Customer service	Work orders, deliveries, building requests	Daily
Restroom checks	Stocking, cleaning, graffiti removal	Throughout the day
Storage areas	Cleaning, organizing, securing	Weekly
Supply inventory	Chemicals, liners, paper products	As needed

A.2 Chemical Rotation Schedule

The following chemical rotation schedule reflects current District practice and shall be maintained by the Contractor unless modified in writing by the District Designee. Alternate chemicals of equivalent or superior performance may be proposed by the Contractor subject to District approval, provided that SDS sheets and green-cleaning compliance are submitted in advance.

Area	Mon / Wed / Fri	Tue / Thu	Notes
Restrooms — fixtures	Quat Disinfectant	Speed Soap	Toilets, urinals, sinks
Restrooms — floors	Straight Up Floor Cleaner	Speed Soap	Swept and mopped daily
Locker rooms — fixtures	Quat Disinfectant	Speed Soap	Showers scrubbed weekly
Locker rooms — floors	Straight Up Floor Cleaner	Speed Soap	Daily sweep and mop
Hallways — hard floor	Auto-scrub (water or light Speed Soap)	Spot mop as needed	Auto-scrub 2× per week
Gymnasiums	Gym Tac Floor Preserver	Daily sweep	Auto-scrub weekly + before games

Important: Any bodily fluids (vomit, feces, blood, etc.) shall be cleaned immediately using appropriate disinfectants and personal protective equipment in accordance with bloodborne pathogen protocols.

A.3 Weekly Dusting Schedule

Dusting shall be performed according to the following weekly rotation to ensure comprehensive coverage of all District facilities during each work week:

Day	Area
Monday	Classrooms (all horizontal surfaces, technology, shelving)
Tuesday	Hallways, lockers, drinking fountains, trophy cases
Wednesday	Restrooms, locker rooms (including stalls and partitions)
Thursday	Specialty areas (libraries, cafeterias, media centers, computer labs)
Friday	Office areas, conference rooms, administrative spaces

A.4 Area-Specific Cleaning Standards

A.4.1 Classrooms

- Empty all waste receptacles and recycling; replace liners as needed (daily).
- Dust horizontal surfaces, technology, and shelving (per weekly rotation).
- Clean and disinfect student desks, tables, and high-touch surfaces (daily).
- Clean whiteboards and chalkboards (daily).
- Vacuum carpeted floors; spot clean as needed (daily).
- Sweep and spot mop tile floors (daily); full wet mop as needed, minimum weekly.
- Clean sinks, drinking fountains, and countertops (daily).
- Spot clean walls, doors, and light switches around entranceways (as needed).
- Check and replace burned-out light bulbs (as needed).
- Close and lock all windows and doors upon completion (daily).

A.4.2 Hallways

- Dust lockers, bulletin boards, and drinking fountains per the weekly rotation.
- Vacuum carpeted hallways daily; clean spots as needed.
- Sweep hard-surface hallways daily using corner broom and 72" dust mop with sweeping compound.
- Run auto-scrubber on all hard-surface hallways twice per week.
- Clean drinking fountains daily with disinfectant.
- During inclement weather, large carpet-to-tile transitions shall be cleaned using a pull-back carpet extractor as needed.
- Elementary custodians shall use the wide-area vacuum on hallways daily.

A.4.3 Restrooms and Locker Rooms

- Clean and disinfect toilets, urinals, and sinks (daily, per chemical rotation schedule).
- Sweep and mop floors daily (per chemical rotation schedule).
- Refill all dispensers: soap, paper towels, toilet paper, seat covers, feminine hygiene products.
- Remove all graffiti immediately upon discovery.
- Dust stalls, partitions, and ledges weekly (per rotation).

- Clean mirrors and chrome fixtures daily.
- Scrub shower walls using green scotch pad weekly (locker rooms).
- Inspect and maintain throughout the school day; re-clean and restock as needed.

A.4.4 Gymnasiums

- Sweep daily using Gym Tac Floor Preserver.
- Run auto-scrubber weekly and before all scheduled athletic events.
- Sweep and damp mop bleachers after every use.
- Clean gymnasium entry mats daily.
- Inspect bleacher mechanisms and report any defects to the Director of Facilities.

A.4.5 Office Areas, Conference Rooms, and Board Rooms

- Empty all waste receptacles and recycling (daily).
- Dust horizontal surfaces, electronics, and furniture (per weekly rotation).
- Vacuum carpeted floors and clean carpet spots as needed (daily).
- Clean glass on doors, cabinets, and interior windows (as needed).
- Spot clean light switches, door frames, and waste container areas (daily).
- Clean kitchen counters, sinks, and staff break areas using neutral cleaner or cleaner-disinfectant as directed (daily).

A.4.6 Pool and Natatorium (Haslett High School)

- Pool deck shall be swept and hosed down daily during operating periods.
- Locker rooms serving the pool shall be cleaned and disinfected per restroom/locker room standards.
- Pool water testing and chemical balance shall be the responsibility of the District's Certified Pool Operator. If the pool operator is unavailable, the Project Manager or designated head custodian shall perform required tests under the District's supervision.
- Contractor staff shall not place chemical orders for the pool; all pool chemical ordering shall remain with the District.
- Deck drains, gutters, and skimmer baskets shall be inspected and cleaned daily.
- Humidity, ventilation, and dehumidification equipment rooms shall be inspected daily and discrepancies reported immediately.

A.4.7 Weight Room and Fitness Areas

- Sweep daily.
- Mop hard surfaces Tuesdays and Thursdays.
- Vacuum carpeted areas Wednesdays.
- Disinfect all high-touch equipment surfaces daily.
- Sweep stairs at both ends of the gymnasium daily.

A.5 Custodial Support for Building Systems

The Contractor's custodial staff shall provide the following first-line building-systems support. Repairs beyond the scope of custodial capability shall be reported promptly to the Director of Facilities for handling by District maintenance staff or contracted trades.

HVAC

Heating, ventilation, and air conditioning units shall be visually inspected twice daily (minimum) to ensure proper operation. Filter changes, lubrication, and belt replacements shall be performed in accordance with the District's preventative maintenance schedule. Rooftop units, air intakes, cooling towers, and condenser coils shall be inspected for debris, cottonwood, and other obstructions, particularly during spring and summer months.

Plumbing

Custodial staff shall handle general plumbing issues including toilet, sink, and drain clogs, and replacement of gaskets, seals, and o-rings where specialized equipment is not required. Replacement or rebuild of fixtures shall be coordinated with the District's Director of Facilities.

Electrical

Custodial staff shall handle lamp replacement, outlet and switch inspection, and general ballast replacement where trained and qualified. All work shall follow the District's Lock-Out/Tag-Out procedures. Repairs beyond custodial capability shall be reported to the Director of Facilities.

General Carpentry

Custodial staff shall handle minor general carpentry including bulletin board mounting, furniture assembly and minor repairs, ceiling tile replacement, and minor structural repairs.

Appendix B — Summer Cleaning and Maintenance Policy

This appendix sets forth the 12-point summer deep-cleaning and maintenance protocol that the Contractor shall perform in each classroom, office, and applicable specialty space during the summer break period, unless otherwise directed by the District Designee. The protocol represents current District practice and shall serve as the baseline summer cleaning standard under the contract.

Each room shall be signed off by the Building Head (principal or designee) upon completion using the Summer Cleaning Checklist form included below. The Contractor shall display a completed checklist form on the entry door of each room during the summer cleaning cycle.

B.1 Twelve-Point Summer Cleaning Protocol

1. Light fixtures and lenses. Open lens covers; replace lamps with blackened ends; inspect and clean lamp holders; wipe inside and outside of lens and the reflective panel with a damp cloth; verify fixture is secure in the ceiling grid.
2. Walls. Wash all walls ceiling-to-floor using an approved cleaner, including rubber base.
3. Windows. Wash all windows and frames using an approved cleaner. Vacuum window tracks. Wipe down shades or blinds. Repair shades, blinds, and adjacent walls as necessary.
4. Univents / unit ventilators. Remove filters; check damper for proper operation; mark and date replacement filters; oil motors and lubricate damper linkages with silicone or approved lubricant; vacuum coils and interior components; replace cover and wipe down exterior.
5. Carpet. Remove furniture. Vacuum carpet thoroughly. Spot-treat heavy soil, particularly in doorways and high-traffic areas. Extract carpet per manufacturer directions.
6. Hard-surface floors. Remove furniture. Dust mop. Scrub (and strip only when surface damage or embedded soil warrants). Apply an appropriate number of coats of floor finish.
7. Baseboards and rubber base. Clean all baseboards and rubber base per item 2.
8. Furniture. Clean all furniture before removing from the room. Wipe desks using approved cleaner; chairs may be removed outside for power washing where applicable. Wipe bleachers per approved cleaner while extended to allow inspection and maintenance of underside mechanisms. Wipe down file cabinets and hanging maps.
9. Marker boards and chalkboards. Clean dry marker boards with appropriate solutions. Wash chalkboards including chalk rails.
10. Lavatories and locker rooms. Clean and disinfect including undersides of sinks, toilets, and basins. Wash partitions. Remove graffiti. Clean flooring per surface type (ceramic tile with approved cleaner). Check toilet tissue and towel dispensers and hand dryers for proper operation. Wipe interior and exterior of all lockers. Lubricate hinges and slides. Repair or replace bent shelves, missing bolts, and missing hooks.
11. Painting (elective). Performed only when directed by the Building Head, based on rooms/areas identified before the summer period.
12. Additional maintenance (elective). Any additional work to return the room to proper order, including servicing pencil sharpeners, re-securing rubber base or loose floor tiles, ceiling tile replacement, and minor cabinet or desk repairs.

B.2 Summer Cleaning Checklist Form

The following checklist form shall be printed and displayed on the entry door of each room during the summer cleaning cycle. Upon completion, the Building Head shall sign and date in the space indicated.

#	Job	Initials	Date Completed
1	Light fixtures and lenses		
2	Walls (ceiling to floors)		
3	Windows (screens and shades)		
4a	Unit vents — filters		
4b	Unit vents — oil/lubricate		
4c	Unit vents — vacuum and damp wipe		
5	Carpet — spot and extract		
6a	Hard-surface floors — scrub or strip		
6b	Hard-surface floors — finish coat		
7	Baseboards cleaned		
8a	Furniture — desks cleaned		
8b	Furniture — chairs / bleachers scrubbed		
8c	Furniture — cabinets washed		
8d	Furniture — wall maps, etc. wiped down		
9	Marker boards and rails cleaned		
10	Lavatories / locker rooms		
11	Painting (as assigned)		
12	Additional maintenance (as assigned)		

Room Number: _____ Start Date: _____ End Date: _____

Building Lead Signature: _____ Date Completed: _____

Appendix C — Daily Cleaning Checklists

This appendix contains the weekly tracking forms the Contractor shall use to document daily cleaning completion by area. A separate form shall be maintained for each classroom, restroom/locker room, entryway, hallway, pool area, and specialty area. Completed forms shall be retained at each building and available for inspection by the District Designee at any time.

Each form covers one work week (Monday through Friday) and shall be signed by the assigned custodian at the end of the week.

C.1 Classroom — Weekly Tracking Form

Week of: _____ Building: _____ Custodian: _____

Task	M	T	W	Th	F	Notes
Dust horizontal surfaces, TV, and computer						
Empty pencil sharpener						
Empty waste baskets and recycling						
Clean whiteboards / chalkboards						
Disinfect and clean desks and tables						
Vacuum carpet						
Sweep floor (if no carpet)						
Disinfect and clean sink and drinking fountain						
Clean windows						
Close and lock windows and doors						
Floors mopped						
Spot clean walls and doors						
Spot clean carpeting						
Replace burned out bulbs						

C.2 Restroom / Locker Room — Weekly Tracking Form

Week of: _____ Building: _____ Custodian: _____

Task	M	T	W	Th	F	Notes
Clean and disinfect toilets and						

Task	M	T	W	Th	F	Notes
urinals						
Clean and disinfect sinks and counters						
Clean mirrors and chrome fixtures						
Refill soap, paper towel, and toilet paper dispensers						
Refill feminine hygiene dispensers						
Refill seat cover dispensers						
Sweep and mop floors						
Empty and sanitize waste receptacles						
Wipe down stalls and partitions						
Remove graffiti (if present)						
Inspect and clean drinking fountains						
Mid-day restock and spot check						

C.3 Entryway / Hallway — Weekly Tracking Form

Week of: _____ Building: _____ Custodian: _____

Task	M	T	W	Th	F	Notes
Sweep or dust mop entryways and vestibules						
Vacuum carpet mats at building entries						
Sweep hallways with dust mop and compound						
Vacuum carpeted hallways						
Spot mop hallways						
Auto-scrub hallways (as scheduled)						
Clean drinking fountains						

Task	M	T	W	Th	F	Notes
Clean trophy cases and bulletin boards						
Clean display glass						
Empty hallway waste receptacles						
Spot clean walls, lockers, and door frames						

C.4 Pool Area — Weekly Tracking Form

Week of: _____ Building: _____ Custodian: _____

Task	M	T	W	Th	F	Notes
Sweep pool deck						
Hose down pool deck						
Clean deck drains and gutters						
Clean skimmer baskets						
Stock and clean pool-area restrooms						
Stock and clean pool locker rooms						
Wipe down pool equipment and railings						
Inspect humidity and ventilation equipment						
Verify with Certified Pool Operator on water testing						

C.5 Specialty Areas — Weekly Tracking Form

Week of: _____ Building: _____ Custodian: _____

Task	M	T	W	Th	F	Notes
Cafeteria — wipe tables and benches						
Cafeteria — sweep and mop floors						
Cafeteria — empty waste and recycling						

Task	M	T	W	Th	F	Notes
Library — vacuum, dust, empty waste						
Media center — wipe technology and surfaces						
Computer lab — wipe workstations and disinfect keyboards						
Auditorium — sweep and spot clean (as needed)						
Gymnasium — sweep with Gym Tac						
Weight / fitness room — sweep and disinfect equipment						

Appendix E — School Calendar

This appendix provides the current (2025-26) Haslett Public Schools calendar as a reference for Bidders developing their proposals. The 2025-26 calendar illustrates the District's typical annual rhythm of student days, half days, breaks, and holidays, and is representative of the scheduling patterns the Contractor should anticipate.

Important notice regarding 2026-27 and future calendars: The calendar for the 2026-2027 school year and subsequent contract years is subject to ongoing collective bargaining between the District and its employee associations and has not yet been finalized. Bidders shall base their proposals on the 2025-26 calendar as a representative schedule, with the understanding that final adopted calendars for contract years will be provided to the Contractor as soon as they are ratified.

The Contractor shall adjust work schedules in coordination with the District Designee based on the adopted calendar for each contract year, consistent with Section 8.7 of the main RFP. Adjustments within the normal range of calendar variation shall not constitute a change in scope or basis for price adjustment.

E.1 Scheduling Information Required

Each adopted annual calendar will include the following information relevant to custodial scheduling:

- First student day and last student day
- Teacher in-service and professional development days (non-student)
- Half days and early release days
- Holidays and breaks (fall break, winter break, mid-winter break, spring break)
- Summer break start and end dates
- Board of Education meeting dates
- District-wide testing windows
- Graduation and major event dates

E.2 2025-26 Haslett Public Schools Calendar (Reference)

The following dates are from the adopted 2025-26 Haslett Public Schools calendar and are provided for reference only:

Date(s)	Event
August 20	Classes begin (half day for elementary only)
August 22	No school
August 29 – September 1	No school — Labor Day recess
October 1 – 2	Half day for elementary only
October 10 – 13	No school — Autumn break
October 31	No school — Professional development day
November 26 – 28	No school — Thanksgiving recess

Date(s)	Event
December 22 – January 2	No school — Winter recess
January 5	Classes resume
January 14 – 16	Half day for secondary only (high school exams)
January 19	No school — MLK Jr. Day
February 3 – 4	Half day for elementary only
February 13 – 16	No school — Mid-winter break
March 27 – April 3	No school — Spring recess
April 6	No school — Professional development day
April 7	Classes resume
May 25	No school — Memorial Day
June 3 – 4	Half day for secondary only (high school exams)
June 5	Last day of school — half day (high school exams)

Source: 2025-26 Haslett Public Schools District Calendar, as adopted by the Board of Education.

Appendix F — Cost Proposal Form

Bidders shall complete this Cost Proposal Form in its entirety and include it with their proposal submission. Incomplete or unsigned forms may result in disqualification. All pricing shall be stated in United States dollars and shall remain firm for the guaranteed Year 1 period as set forth in Section 4 of the main RFP. All pricing shall be inclusive of labor, supervision, insurance, taxes, overhead, profit, and all other costs necessary to perform the work, except where explicitly stated otherwise.

F.1 Bidder Information

Bidder (Legal Name): _____

Doing Business As (if applicable): _____

Street Address: _____

City, State, ZIP: _____

Authorized Representative: _____

Title: _____

Phone: _____ Email: _____

Federal Tax ID (EIN): _____

State License No. (if applicable): _____

F.2 Base Bid — Annual Pricing by Building

Bidders shall provide annual pricing by building for the Base Bid. The Base Bid reflects the full scope of custodial services described in the main RFP, including a full-time, dedicated On-Site Project Manager as required by Section 3.8.

Building	Cleanable SF	FTE	Annual Base Bid (\$)
Haslett High School	203,966		\$
Haslett Middle School	87,633		\$
Wilkshire ECC	63,177		\$
Murphy Elementary	54,189		\$
Ralya Elementary	46,858		\$
Community Education / Library	24,601		\$
Administration Building	8,269		\$
Bus Garage	840		\$
On-Site Project Manager (Section 3.8)	—	1.0	\$
TOTAL ANNUAL BASE BID	489,543		\$

F.3 Multi-Year Base Bid Pricing

Bidders shall provide total annual pricing for each year of the initial three-year term and for each of the two optional renewal years. Year 1 pricing is guaranteed firm. Years 2-5 pricing shall describe the mechanism for any annual adjustment (fixed percentage, CPI-capped, or other).

Contract Year	Period	Annual Price (\$)
Year 1	July 1, 2026 – June 30, 2027	\$
Year 2	July 1, 2027 – June 30, 2028	\$
Year 3	July 1, 2028 – June 30, 2029	\$
Option Year 4	July 1, 2029 – June 30, 2030	\$
Option Year 5	July 1, 2030 – June 30, 2031	\$
Pricing adjustment mechanism (Years 2-5):		

F.4 Priced Alternates

Bidders shall provide pricing for the following alternates. The District reserves the right to accept or reject any alternate at its sole discretion.

#	Alternate	Amount (\$)
1	ADD — Contractor-supplied consumables (toilet paper, soap, paper towels, trash liners, cleaning chemicals). Base bid assumes District-supplied consumables. State annual add for contractor-supplied.	\$ _____ / yr
2	DEDUCT — Shared or part-time On-Site Supervisor (Section 3.11.1) in lieu of the full-time dedicated Project Manager required in Section 3.11. Bidder shall also state the proposed percentage of supervisor time dedicated to HPS. State annual deduct and percentage of base bid.	\$ _____ / yr (____%)

F.5 Event and After-Hours Rates

Bidders shall provide hourly rates for event support and after-hours coverage required beyond the base contract schedule. These rates will apply to events, rentals, and other work requested and approved in advance by the District Designee in accordance with Section 8.7 of the main RFP.

Service	Hourly Rate (\$)	Minimum Hours
Custodian — straight time	\$	
Custodian — overtime (weekends, holidays, after-hours)	\$	
Supervisor / lead custodian	\$	

F.6 Transition Costs

Bidders shall state any one-time transition costs associated with startup of the contract, including but not limited to recruiting, hiring, training, uniforms, and initial equipment familiarization. Transition costs shall be stated separately from the recurring Base Bid.

Total one-time transition cost: \$ _____

Description of transition costs: _____

F.7 Bidder Certification

By signing below, the undersigned certifies that: (1) the Bidder has carefully examined the RFP and all addenda; (2) the prices stated herein are firm and inclusive of all costs; (3) the Bidder has visited all District facilities and is familiar with the scope and conditions of the work; (4) the Bidder is not suspended, debarred, or otherwise ineligible for award of a public contract; and (5) the Bidder will execute a contract in substantial conformance with the terms of this RFP if awarded.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Appendix G — Familial Disclosure Form (MCL 380.1267)

This Familial Disclosure Form is required for all contracts for services with a school district pursuant to Section 1267 of the Revised School Code, MCL 380.1267. The completed form shall be submitted with the Bidder's proposal. Award of any contract is contingent on the Board of Education's acceptance of the disclosures made on this form in an open meeting.

G.1 Statutory Requirement

Pursuant to MCL 380.1267, a school district may not enter into a contract with a sole proprietor, partnership, limited liability company, limited liability partnership, or corporation for the purchase, lease, or erection of any school district facility, or for services, unless the Bidder first files a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the Bidder and any member of the Board of Education or the Superintendent of the District. The Board may not accept a bid that does not include this sworn and notarized disclosure.

G.2 Disclosure Statement

The undersigned, being duly sworn, hereby certifies as follows with respect to familial relationships between the owner or any employee of the Bidder and any member of the Haslett Public Schools Board of Education or the Superintendent of the District, as required by MCL 380.1267:

- ☐ No familial relationship exists between the owner or any employee of the Bidder and any member of the Haslett Public Schools Board of Education or the Superintendent.
- ☐ A familial relationship exists as disclosed below:

Name of Bidder Owner / Employee: _____

Position with Bidder: _____

Name of Board Member or Superintendent: _____

Nature of Familial Relationship: _____

Additional disclosures (if any):

G.3 Attestation and Notary

I certify under penalty of perjury that the information provided on this form is true and complete to the best of my knowledge, and that I am authorized to make this disclosure on behalf of the Bidder.

Name of Bidder (Legal Entity): _____

Signature of Authorized Representative: _____

Printed Name: _____

Title: _____

Date: _____

STATE OF _____)

) ss.

COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public Signature

My commission expires: _____

Acting in the County of: _____