**ONTONAGON AREA SCHOOL DISTRICT**

**701 Parker Ave.**

**Ontonagon MI 49953**

**Phone (906) 813-0614 FAX (906) 813-0615**

James Bobula, Superintendent/K-12 Principal

To: Prospective Bidder

Subject: Request for Proposals for Custodial Services

The Ontonagon Area School District is accepting proposals for a five-year contract to provide custodial services to the District.

This request for proposal is for a 5-year contract period for which we are requesting guaranteed pricing from July 1, 2015 through June 30, 2020. The Ontonagon Area School District reserves the right to renew the contract. Renewal(s) will depend on pricing, as well as, level and quality of service received during the initial five-year contract period.

If you desire to submit a proposal for these custodial services, please submit your proposal no later than 12:00 p.m., April 15, 2015. Bids will be opened in the Ontonagon Area School District Business Office located at the below address.

Mail or hand-deliver your sealed bid to: Ontonagon Area School District

Attn: James D. Bobula, Superintendent/Principal

701 Parker Avenue

Ontonagon, MI 49953

Your proposal must be received before the bid opening date and time, when all bids will be publicly opened and read aloud. No fax, verbal, e-mail, or telephone quotations will be accepted. The Ontonagon Area School District is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

Thank you for your participation.

Sincerely,

James D. Bobula

Superintendent/PrincipalCleaning Service Specifications

**for**

**Ontonagon Area School District**

1. Supervision

The contractor shall provide competent and adequate supervision as necessary to satisfy the requirements and specifications of the contract. The supervisor shall cooperate fully with the representatives of the Ontonagon Area School District and shall be available for inspection of the buildings at times other than during working hours when requested.

Inspections may occur at anytime before, during, or after the normal school year. The purpose of the inspections will be to determine if the school was properly cleaned to begin the school year, to assure that regular nightly cleaning is being done as per contract terms and that the school is properly cleaned after the end of the school year.

1. Employees

The contractor shall employ competent persons who are well trained in the area of work assigned.

The contractor shall supply the school district a list of all employees assigned to the building and their assigned area of responsibility and this list shall be updated as employees are hired or terminated.

Cleaning service employees are not to disturb papers on desks, open drawers or cabinets, use telephones or computers, or tamper with personal property owned by the Ontonagon Area School District or it’s employees.

All employees are to present themselves in an appropriate manner and attire consistent with school rules and the laws of this state and community. Any employee whose moral conduct, behavior, health habits or appearance are unsatisfactory will be brought to the contractor’s attention for appropriate action, up to and including discharge.

The school district will be given at least a 48-hour notification of new employees prior to their assignment in the building. This notification shall include the name, current address, and former employee information of the proposed employee. The school district reserves the right to do background checks on all employees consistent with applicable laws.

1. Keys

Keys to the building will be supplied by the school district and NO keys are to be duplicated without the permission of the school district supervisor. All keys shall be returned at the termination of the contract.

1. Work Week

The majority of the custodial service responsibilities will be performed between the hours of 5:00 a.m. through 8:00 a.m. and 3:30 p.m. through midnight for five consecutive days on Monday through Friday, except during days when school is cancelled. On cancelled school days, daily services will be reduced or eliminated. On days when school is cancelled, the contractor shall contact the appropriate school district supervisor to determine what cleaning, if any, is to be accomplished. In the event no cleaning is needed, an appropriate reduction to the monthly contract shall be made. Daily cleaning will be needed for up to 260 days of student session days in 2015-2020.

In addition, the school district shall supply the contractor or their building representatives with a schedule of nightly activities and it shall be understood that the cleaning of such areas of the building used for night activities will be performed after the activities are finished and that the cleaning service will secure the building after everyone using the building leaves. The cleaning service is responsible for nightly security of the building during their shift and to secure the building before leaving. Every attempt will be made to provide for a clean building for each school day to begin.

1. Unsatisfactory Performance

All work performed will be subject to inspection and approval. Any work found to be substandard or omitted would be reported to the contractor. Any continued and or repeated offenses may be subject to fines deducted from the monthly contract.

1. Conservation of Energy

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

1. Contract Termination

Either party for just cause may terminate the contract by giving written notice by Certified Mail to the other party within thirty days prior to the date of termination.

Facilities to be Serviced (sq. ft. is approximate)

 I. Ontonagon Area School District, 701 Parker Ave., Ontonagon, MI

 100,000 sq. ft. (includes Gym and CTE building)

# Annual Services

1. Cleaning and waxing of floors.

All hard surface floors (tile, terrazzo, etc.) shall be stripped and refinished each summer a minimum of one week prior to school starting. Sealer and floor finish shall be applied in thin even coats with a minimum of two coats in classroom areas and three coats in high traffic areas. The floor wax or sealer must be of high quality and approved by the school district. Floor finishes shall be anti-slip and buffable.

1. Cleaning of Carpeted Area’s

All carpeted areas shall be professionally cleaned once during the summer break.

# Christmas and Spring Break

1. Scrubbing and Waxing of floors

All hard surface floors shall be reconditioned at Christmas and Spring breaks. Reconditioning might include scrubbing and rewaxing, mopping and waxing, or burnishing to restore surfaces to a clean mar free luster consistent with pre-school year condition as outlined under annual services.

1. Carpet Cleaning

All carpeted areas shall be professionally cleaned during Christmas Break.

# General Routine Cleaning

All floor surfaces are to be swept nightly. Hard surface area’s are to be dust mopped with a treated mop and damp mopped where needed. Carpeted area’s are to be vacuumed weekly and spot cleaned where needed. All furniture shall be realigned to a useable position appropriate for that room and as requested by the main user of the room.

All wastebaskets and garbage barrels are to be emptied nightly. Classroom wastebaskets may be emptied without changing the liner when possible but shall have new liners at least once per week as needed.

All interior glass surfaces and entrance surfaces are to be kept clean as needed.

# General Cleaning Continued

All shelving, locker tops, sills, furniture, ledges, corners, etc. are to be kept dust free.

Wall surfaces are to be spot cleaned as needed throughout the building.

Soap, towel, and tissue dispensers are to be refilled as needed to provide a usable amount of product for the next day.

Cafeteria floors are to be swept and mopped daily. Mopping of the cafeteria might require a pre-mop with a degreaser. Cafeteria floors will be mopped with a germicidal/disinfectant detergent. All waste receptacles will be emptied nightly and disinfected or scrubbed as needed.

Lavatory and locker room floors shall be resealed as often as is necessary to maintain the floor and grout seal, but not to the extent of having undo buildup in the grout. In the event of a buildup of floor finish in the grout, the floor shall be scrubbed or stripped and refinished or sealed.

Washbasins, sinks, and drinking fountains throughout the building shall be cleaned nightly with a disinfectant/germicidal non-abrasive cleaner.

All interior walls, locker fronts, doors, etc. shall be kept clean of dirt, marks, smudges, and writing.

Classroom tables, desks, chairs, etc. shall be spot cleaned to remove marks and writing.

Bleachers shall be swept and mopped as needed after each use. The area behind the bleachers will also need to be swept and mopped on a regular basis.

# Weekly Services

Hard floor surfaces in corridors, cafeteria’s and other high traffic area’s shall be mopped weekly to maintain a uniform higher luster appearance.

Hard surface floors in classrooms and other areas of the building shall be mopped.

Gymnasium floors will be scrubbed and/or mopped as required or as needed.

# Miscellaneous

Slop sinks and janitorial closets or store area’s assigned to the cleaning service shall be kept clean and orderly.

The cleaning service shall be responsible for securing the building each day after the regular school day (time to be set by the building administrator) and to unlock the building for scheduled activities and resecure the building after scheduled activities.

All cleaning supplies are to be supplied by the cleaning service unless other arrangements are made. All supplies must be approved by the district prior to use.

The cleaning service contractor shall provide all equipment.

Worker’s Compensation Insurance supplied by the contracting cleaning service shall cover the employees of the cleaning service.

The cleaning service shall secure the proper liability insurance for the term of this contract and shall provide the Ontonagon Area School District with the certificates of insurance.

ONTONAGON AREA SCHOOL DISTRICT

James D. Bobula, Superintendent/Principal

701 Parker Avenue

Ontonagon, MI 49953

Tele. (906) 813-0614

**Cleaning Service Bid Form**

Bidding Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_

Company Rep. Placing this Bid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building Bid Price

Ontonagon Area School District 2015-2016 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2016-2017 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2017-2018 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2018-2019 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2019-2020 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternative Bid:

The Ontonagon Area School District would like an alternate bid proposal of having classrooms cleaned every other night, but all other area’s (corridors, lavatories, locker rooms, offices, etc.) cleaned nightly.

Ontonagon Area School District (Alternative Bid): 2015-2016 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2016-2017 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2017-2018 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2018-2019 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2019-2020 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Alternates from Bids: (use additional sheet if necessary)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit proposal by 12:00 p.m., April 15, 2015 in a sealed envelope marked**“Proposal for Cleaning Services.”**