

# Muskegon Public Schools

**REQUEST FOR PROPOSAL (RFP)  
CUSTODIAL SERVICES**

**Date of Issuance of RFP:** Monday, April 29, 2024

**Mandatory Pre Bid Meeting:** Friday, May 3, 2024 2:00 p.m.

**Mandatory Walk of Facilities:** Friday, May 3, 2024 2:00 p.m.

**Deadline for Questions via E-Mail :** Tuesday, May 07, 2024 4:00p.m.

**Final Addendum Deadline:** Wednesday May 8, 2024 4:00 p.m.

**Proposal Due Date and Time:** Friday, May 10, 2024 1:00 p.m.

**Address for Pre Bid Meeting and Bid Opening:**

**Charles Poole Administration Building  
1458 5th St  
Muskegon, MI. 49441**

**E Mail Address for Any Communication on this Bid to:**

**John Snyder  
Director of Operations  
jsnyder@mpsk12.net**

**Questions are Welcome Prior to the Pre Bid Meeting via E Mail**

**DO NOT Walk our Facilities prior to the Bid Walk Through**

**Section 1 – The RFP**

**Muskegon Public Schools(the “District”)** is accepting proposals to provide custodial services to the District. This Request For Proposal for Custodial Services (“RFP”) is for a 3 year contract period for which we are seeking guaranteed pricing for July 1, 2024 through June 30, 2027. The District reserves the right to renew the contract for three (3) additional years on a year to year basis. Renewal(s) will depend on pricing and level of service received during the initial contract period.

**BID DUE DATE:** If you desire to bid on these services, please submit your Proposal no later than 1:00 p.m., Friday, May 10, 2024 Proposals will be opened at the Charles Poole Administration Building 1458 5th St, Muskegon MI. 49442

Mail or hand-deliver your **sealed** proposal to:

Charles Poole Administration Building  
1458 5th St  
Muskegon MI 49442  
Attn: Matt Cortez

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

**COPIES:** Each Bidder must submit with the signed original Proposal, four (4) complete copies of the signed original Proposal. Each Proposal must be an original and hard copy, and signed by an authorized Member of the Bidder’s company. This member should be the highest-ranking officer at the local level.

**MANDATORY PRE-BID MEETING AND WALK OF FACILITIES:** All prospective Bidders must attend a mandatory pre-bid meeting. The purpose of the meeting is to provide for questions and answers as required to clarify the requirements and specifications contained in the RFP. Only those prospective Bidders present will be deemed eligible to bid on these services. The pre-bid meeting will be held at Charles Poole Administration Building, Friday May 3, 2024 at 2:00 p.m.. You must walk every site to ensure all contractors see all locations. No other walks will be available.

**QUESTIONS:** All questions regarding the RFP must be directed to John Snyder via e mail before or after the pre-bid meeting. Please do not ask questions on the walk of facilities. The District will respond to all questions in writing via an addendum to the RFP. Questions may be asked via email until the deadline of Tuesday, May 7, 2024 at 4:00 p.m..

**PROPRIETARY INFORMATION:** The information provided in the RFP is intended solely for internal use by the Bidder for preparation of its proposal. All information contained herein is proprietary and shall not be distributed to any third party, except as required by law.

**PROPOSAL COSTS:** Any recipient of the RFP is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a Proposal, or otherwise responding to the RFP, or any negotiations incidental to its Proposal or the RFP.

**RFP/PROPOSAL INFORMATION CONTROL:** The following process described is intended to ensure that all prospective Bidders have equal access to information relative to the RFP. As part of the RFP preparation, every effort has been made to provide prospective Bidders with adequate disclosure. Each Bidder shall prepare their Proposal based only on the information contained in the RFP, notwithstanding any information that may have been previously provided. A prospective Bidder noting any inconsistency between the information contained in the RFP and any information previously

provided should request clarification. No information communicated, either verbally or in writing, to or from a Bidder shall be effective unless confirmed by written communication contained in the RFP, an addendum to the RFP, a request for clarification or written response thereto, or in the Proposal.

**ADDENDA TO THE RFP:** Should it become necessary to revise any part of the RFP, notice of the revision will be given in the form of an addendum to all prospective Bidders on record as having received the RFP. Each Bidder must acknowledge receipt of addenda, but the failure of a Bidder to receive or acknowledge receipt of any addendum, shall not relieve the Bidder of the responsibility for complying with the terms thereof. Acknowledgment shall consist, minimally, of returning a signed copy of all addenda cover sheets as part of the Proposal by the RFP closing date and time. All addenda shall become a part of the RFP. Acknowledgment of all addenda received must be submitted by the RFP closing date and time.

**RESERVATION OF RIGHTS:** The District reserves the right to accept or reject any or all Proposals in whole or in part not withdrawn before the opening date and to waive any irregularity or informality in the Proposal process. The District reserves the right to conduct discussions, request additional information and accept revisions of Proposals from any or all Bidders. The District reserves the right to negotiate with the Bidder whose proposal is deemed strongest by the Selection Committee. Bids may not be withdrawn within 60 days after opening date without forfeiting bid security. The District reserves the right to make such investigations as deemed prudent to determine Bidder's qualifications and eligibility.

## **Section 2 - Requirements**

**FACILITIES:** The District comprises 08 different buildings throughout the District servicing a pre-K – 12 education. Other buildings support the administration required to fulfill such education. The list of Buildings, addresses and Gross Square Footage for each is attached. Should the District add or reduce square footage, a square footage reduction or addition in price will be established on the pricing form. Maps of Each Facility will be available upon request; they are not to scale.

**SCHEDULE:** The District is providing a list of the start and ending times of each school as well as the current lunch and breakfast schedules. The school reserves the right to change these times. Daytime expected hours of coverage are also included and daytime task. Daytime workers are expected to clean sidewalks during inclement weather one hour prior to the start of school. Snow removal expectations may include shoveling, snow blowing, and/or salting where the plow cannot reach.

**COVER LETTER:** Please prepare on company's business letterhead an executive letter from the company with authorized signature. This should be limited to a brief narrative highlighting the Proposal and should be aimed at non-technical personnel.

**RESUMES OF KEY PERSONNEL:** The Proposal should include profiles identifying specific management personnel (i.e., Direct and Indirect Management, etc.) in your employ that will be assigned to the District's facilities. The profiles should describe experience, education, and background, specific professional accomplishments and any special qualifications.

**ORGANIZATIONAL CHART:** An organizational chart of overall Contractor's management, showing special staff personnel, supervision, and their relationships to school personnel shall be included.

**LEADERSHIP REQUIREMENTS:** The Contractor will be responsible for management of all custodial services and its personnel. The amount of time spent in the District by On Site Management needs to be delineated on the staffing form and will be used as part of the evaluation process. Supervisory positions will be required at all Secondary Schools at all times on second shift and available for District access during events and emergencies for coverage throughout the District. Please list the leadership program you propose for this contract and delineate their production vs. supervisory time on the staffing form.

**QUALITY ASSURANCE PROGRAMS:** Contractor shall provide an outline of Quality Assurance programs, communication systems and follow up to achieve Customer Service and results meet specified tasks. Look at the Specifications for minimal Quality Assurance requirements.

**COMMUNICATION REQUIREMENTS:** The Contractor will maintain email service for the contract and cell phone connection with the On Site Manager at all times. Each Secondary School will have cell phone communication to ensure communication with contractor management who is to be on site at all times during second shift cleaning hours. All Phones and Computers will be at the expense of the Contractor. Please list the communication equipment and processes you plan to include in this District in your proposal.

**TRANSITION PLAN:** The Contractor must provide precise plans for each step in assuming management control and describe its ability to commit the staff personnel and resources required to develop a quick and effective transition into the responsibilities of this contract. A statement of the Contractor's management philosophy, Mission and/or Vision should be included. All Start Up Costs associated with this contract shall be part of the bid price.

**STAFFING REQUIREMENTS:** Each Proposal must design a staffing table for each facility including shift times, hours and starting pay rates to complete the daily, weekly and monthly cleaning requirements during the school year. All hours are NOT to include lunch breaks, on or off the clock, only productive and supervisory time. Staffing is NOT to include Substitute or Fill In Staffing, only regular staffing scheduled to be in the buildings. Staffing is expected to be maintained all School Year.

On all In Service and Snow Days, coverage will be expected to continue full staff on first shift (projects and snow removal), and second shift coverage for all events and to clean after any usage to ensure the schools are ready for service the following days.

Spring, Summer and Winter Schedules may NOT be reduced in staffing levels for the District will expect coverage throughout the summer for all regular cleaning and events as listed in the Specifications as well as the required break work. Team Cleaning is allowed on breaks; all schools must be covered at all times, but staff is expected to remain on the designated shift of service agreed upon with the District. No day shall be left uncovered year round except for the noted holidays. While the Contractor will determine the level of staffing needed during breaks, ALL specifications are to be completed during the actual breaks and in the case of summer, two weeks prior to Labor Day. Cleaning of Athletic areas will continue throughout winter and spring breaks as well as summer during the month of August.

Staffing schedules will be evaluated as part of the RFP process. These are to be utilized as minimum staffing levels to achieve the specifications. **If specifications (both cleaning and subbing) are not being met**, the contractor must provide certified payroll records to the District so it may access (at any time during the contract) service to ensure that staffing levels are being met consistently. If the payroll record audit demonstrates a shortage of staffing of over 5% on any given week for the entire district, or 10% on any given week for the school in question, the District may deduct or the Contractor must reimburse the amount in accordance with the contract. This is to ensure the Contractor's commitment to providing accurate data in the bid for anticipated staffing levels, and to ensure the Contractor's commitment to meeting bid specifications.

Should there be a significant staffing issue on any particular week; detail cleaning may be caught up on weekends so the work doesn't get behind. It is the Contractor's responsibility to keep up on all tasks so as not to fall behind on detail cleaning. Detail cleaning includes any items on the weekly schedule. These are not billable events, simply an acceptable way to keep up with an unexpected staffing illness or transitions. However, any items listed as daily are expected to be completed daily. Missing a Day Shift or Missing a Building is not acceptable, and will result in a \$200.00 or \$500.00 deducted in payment. Please list in your proposal your Substitute/Backup Staffing Plan for the District to prevent short staffing.

The District is expecting to receive the minimal staffing level set forth in the Proposal. If the Contractor finds it needs to put in more time to achieve the Specification levels, then the Contractor must do so at no additional charge to the District. It is the responsibility of the Contractor to be a professional and bid the work accurately. Should the Contractor find it can provide less hours to achieve the Specification levels, then it shall negotiate an agreed upon savings at the end of each anniversary date, benefiting both groups as an incentive to be more cost efficient and share the savings.

**WAGES:** The Contractor is to provide the starting wages for each position on the staffing worksheet. (no wage under \$15.00/hour) The District reserves the right to check the wages at any time through accessing payroll records to ensure the Contractor's employees are indeed being paid the starting wage listed in the Bid document. Wages have a direct correlation to retention and will be evaluated as such in the proposal evaluation. Failure to provide the specified wages to employees hired in that position can result in a deduction of \$500.00/week to the amount owed to the Contractor in accordance with the contract.

**BENEFITS, INCENTIVES, INCREASES:** The Contractor is to provide a detailed outline of all Benefit Packages (including number of employees who qualify, coverage's, copays and deductibles), Financial Incentives and Increase Schedules for their Staff. These will be used in the evaluation processes as the District Recognizes motivated employees increases retention. Additionally, it is the Contractor's obligation to stay within all State and Federal mandated wage and benefit programs.

**PAID TIME OFF:** Give in detail the paid time off including vacation, sick and holiday days for all classification of workers.

**HUMAN RESOURCES SUPPORT:** The Contractor shall provide the Human Resource structure that will support this District in acquiring good candidates for hire and describe the interview, selection, and screening process. All new hires must be fingerprinted and subject to criminal background checks in accordance with MCL380.1230 ed 380.1230a, with results minimally meeting the State of Michigan requirements for staff placed in Public Schools, and a 5 Panel Drug Test Result that came back negative

BEFORE they are to be placed working at the District and may be selected for random testing if there is probable cause for testing. Other Minimal levels of screening are listed in the Specification and Contract language. Please provide your Human Resources Program in your proposal.

**SAFETY:** The Contractor shall use a proactive safety program for its employees and operations at the schools, as well as comply with all District safety rules that apply to custodial services operations. The contractor shall include the corporate safety program in the proposal.

**TRAINING PROGRAMS:** The proposal shall include a description of training programs used for ALL levels that will be employed by the District, and will be expected to comply with all MIOSHA/OSHA training to schedule.

**EQUIPMENT PURCHASE:** The contractor will be expected to provide the necessary equipment to meet the demands of the Custodial Services Specifications in this RFP. The equipment list including make, model, number at each location and value of equipment must be included in the proposal. Failure to include this Equipment List will result in being excluded from the bid process.

Repair and Replacement of the Equipment during the length of the contract and any subsequent renewal terms are the responsibility of the Contractor. Equipment is to be maintained in such a manner to ensure the frequencies of the specification are maintained, and the quality is not compromised due to equipment neglect, failure or absence. To that end, back up equipment must be readily available to the District at no extra charge to ensure specification frequency and quality is met.

It is understood and agreed that the District shall in no way be responsible for any theft, disappearances or other misappropriation of any equipment to be supplied by the contractor, nor for the theft, disappearance, or other misappropriation of any supplies or any other property of the contractor.

Please include in your Proposal your Equipment Preventative Maintenance, Repair and Replacement Processes. For the Purpose of this section, please include all Battery Operated, Propane and Electrical Equipment. All Non Battery Operated, Propane and Electrical Equipment needed for this contract will be considered part of the Cleaning Supply Section.

**CONSUMABLE SUPPLIES:** The District will provide all Toilet Paper, Paper Toweling, Soap, Trash Can Liners, Air Fresheners, Hand Sanitizer, Sanitary Products, Ice Melt, Light Bulbs, Chalk, Dry Erase Cleaner, etc. for use in the District. The Contractor may be asked to provide pricing for said items as well as receiving, storing and inventory for said items in each building.

**CLEANING SUPPLIES:** All Cleaning Chemicals, Small Tools, Microfiber, Mops, Dust Mops, Laundry, Mop Buckets, Vacuums, Carts, Handles, etc. are the responsibility of the Contractor and as such, supplied in a timely manner to ensure the specification frequency and quality are met. Please list in your proposal your cleaning supply program.

**GREEN PROGRAMS AND ENERGY CONSERVATION:** The District believes in Green Cleaning Programs which include the use of micro fiber, green seal certified chemicals and equipment, low moisture systems and recycling participation. The District does not expect a 100% Green Program, but does value a partner committed to Green processes. Include the Contractor's Green Cleaning Program for School Districts in the Proposal.

The Contractor agrees to keep energy consumption at a minimum and will comply with energy conservation practices and policies in keeping with the District's efforts. Include an energy conservation program in your proposal.

**FINANCIAL STABILITY:** The Contractor shall provide a certified letter of good standing for a line of credit from a reputable financial institution in the amount of \$750,000.00 or more. This letter must be dated as current within the last six months prior to this RFP.

**Additional Information:** The Contractor shall submit detailed information for the proposed contract period(s) for the following:

- Salaries and Wages for this Contract
- Evidence of General Liability and Workers Compensation Insurance & Modification Rate
- Will there be an Hourly Wage Increase(s) over 3 Years
- Other Fringe Benefits Example: Health Benefits, Annual Vacation/Holiday/Personal Day
- Current Paid Holidays: Christmas Day, New Years Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, and Thanksgiving
- Training and Motivation Program
- Custodial and Office Supplies including Uniforms and Laundry for this Contract
- Equipment Purchase/or provided for this Contract
- Repair and Replacement of Equipment for this contract
- IT/Communication Equipment for this contract
- Contracted Window Cleaning to be provided by vendor for 2<sup>nd</sup> & 3<sup>rd</sup> floor/catwalk
- Direct & Indirect Management
- Marketing and Hiring for this Contract

**CONTRACTOR'S EXPERIENCE AND CAPABILITIES:** The Proposal must include a description of the general background, experience and qualification of the Contractor in K-12 locations. The Contractor must list at least three operations presently serviced that is similar in nature to that of the District's within the State of Michigan. One of these references must be for a PK-12 complete District with Custodial Service contract needs similar to this District within the State of Michigan. List the Square Footage of the Districts that the Contractor is responsible for cleaning, the number of FTE's servicing that District and the period of time the Contractor has served the District. This information shall include the names, titles, addresses, and telephone numbers of individuals who are in a position to evaluate the general quality of the operation at their facilities. More references are welcome.

**PRESENTATIONS:** To assist in the evaluation process, accepted Bidders will be invited for an interview and opportunity to give an oral presentation of their Proposal to the District's Selection Committee. The presentation should be no longer than thirty (30) minutes in length, with additional time allocated for questions and answers (15 minutes). Specific appointments will be scheduled with the invited Bidders.

### **Section 3 – Evaluation Criteria**

Contract award will be based upon a comprehensive review and analysis of the Proposals that best meet the needs of the District. The specific evaluation criteria will include the following (inclusive listing not exclusive) and is listed in order of importance to the District:

- Overall Sustainability of the Program – Likelihood of a Successful Transition and Consistent Performance to the Specifications for three to six+ years of expected contract length. The analysis of these criteria takes into consideration the entire proposal documentation as a sum of its parts.
- Price value measured against the Sustainability over time, a contract that does not go well or has to end early is much more expensive than doing it right the first time
- Employee Wage, Benefit and Incentive Structure to promote Employee Retention and Satisfaction
- Past Experience in custodial service operations of a similar nature with References supporting positive, problem solving, result oriented relationships
- Presentation and Interview, Company demonstrates program in action and answers all questions on how they achieve results in all areas
- Staffing Levels Reasonable to Specification Completion
- Equipment meets the needs of the requested services
- Contract Exceptions are Reasonable and Negotiable

### **Section 4 – School Facility List (All schools within Muskegon City Limits)**

1. High School Campus – 80 Southern Ave. 994 students, Gross Square Footage 350,000, Bell Times 08:20a.m.-2:00 p.m., Lunch 11:04 to 12:41, Hours of Coverage 6:00 a.m.-11:00 p.m.
2. Charles Hackley Middle School Campus- 1700 Clinton St., 710 students, Gross Square Footage 133,000, Bell Times 08:20a.m.-2:00 p.m., Lunch 11:20 to 12:52, Hours of Coverage 6:00 a.m.- 11:00 p.m.



3. Glenside Elementary - 1213 West Hackley, 186 students, Gross Square Footage 32,000, Bell Times 08:40 a.m.- 3:11 p.m., Hours of Coverage 06:00 a.m. – 11:00 p.m.
4. Bunker Elementary – 2312 Denmark Ave., 441 students, Square Footage 130,000, Bell Times 08:40 a.m.- 3:11 p.m., Lunch 11 to 1, Hours of Coverage 6:00 a.m.-11:00 p.m.
5. Marquette Elementary- 480 Bennett Ave. 310 students, Square Footage 84,000, Bell Times 08:40 a.m.- 3:11 p.m , Lunch 11:20 to 1:20, Hours of Coverage 06:00 a.m.-11:00p.m..
6. MCEC- 1826 Hoyt St. 112 students, Square Footage 43,000, Bell Times 08:20a.m.-2:00 p.m, Lunch 11 to 1, Hours of Coverage 6:00 a.m.-11:00 p.m.
7. Oakview Elementary – 1420 Madison, 500 students, Square Footage 57,000, Bell Times 08:40 a.m.- 3:11 p.m., Lunch 10:40 to 1:20, Hours of Coverage 6:00 a.m.-11:00p.m.
8. District Service Building (DSB)- 1800 East Laketon Avenue, No Students, Square Footage 50,000 No Bell Time. Hours of coverage can vary and not all of the building needs cleaning.

\*\* Courier Service (not a building) Coverage- a few hours per day- this person will deliver mail to all the buildings and possible other emergency situations where coverage may be needed.

\* Bell times are subject to change at the discretion of the Muskegon Public Schools Administration.

**SECTION - 5  
CUSTODIAL SERVICES LEVEL OF  
SERVICE PROVIDED  
PROPOSAL**

The contractor will provide services for ALL custodial employees and necessary substitute custodians to provide custodial coverage to Muskegon Public Schools. This will include our current **Custodians to the District. The following FTE are in place in each building and must be provided at a minimum:**

<b>Building</b>	<b>Hours</b>	<b>FTE</b>
High School	320	8.0
CHMS	220	5.5
Bunker	220	5.5
Glenside	80	2.0
Marquette	180	4.5
Moon	80	2.0
Oakview	140	3.5
Courier/DSB	20	.5

Total Custodians	1,260 hours	31.50 FTE
Onsite Manager/Assistant Manager	80 hours	2.0 FTE

\*\*Vendor may submit other alternatives based on experience for District to consider.

These positions will also cover light grounds keeping, pick up of trash, weed whip certain areas, and shovel entrances and walkways with in certain parameters as part of the expectations of the positions.

### Muskegon Public Schools Specifications

Exterior Areas/Hackley Stadium	Daily	Weekly	Monthly	As Needed	Winter	Spring	Summer
Empty Trash Bins within 25' of the facilities	X						
Reline when ripped or food spills in them(Liners Provided by School)	X						
Pick Up Debris within 10' of bldg	X						
Pick Up Debris within 25' of entrances	X						
Remove Trash and Reline	X			X			
Clean and Sanitize Sinks, Counters	X			X			
Clean Mirrors and Dispensers	X			X			
Clean and Sanitize Toilets and Urinals	X			X			
Sweep and Mop Floors with Disinfectant	X			X			
Clean Splashes on Walls/Partitions	X			X			
Restock toilet paper, paper towel, soap, etc.	X			X			
Clean Graffiti on Walls, report to maintenance if graffiti remover ineffective	X			X			
Provide clean up of the Football Stadium following Football games (Saturday)				X			
First Floor Exterior Windows complete clean							X

<b>Common Areas, Halls, Gyms</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>As Needed</b>	<b>Winter</b>	<b>Spring</b>	<b>Summer</b>
Lock Entrances 30 minutes after school ends for the day, or when requested after an event	X						
Check Doors from the outside end of shift	X						
Spot Hallway and Entrance Windows for Prints, Splashes, Smears Interior	X						
Remove Trash, Replace Liners that are ripped or soiled by food spills (Liners to be provided by school)	X						
Sweep/Dust Mop all halls, gym, lobbies	X						
Vacuum Carpet in hall/gyms/lobbies, media centers	X						
Vacuum Entrance Mats	X						
Spot Mop for Spills Halls, Lobbies, Gyms	X						
Run Automatic Scrubber in Halls		X		X			
Remove Graffiti	X						
Run Automatic Scrubber in Gyms		X		X			
Complete Mop All Hard Surface Floors		X					
Mop all edges and coves		X					
Edge Vacuum all Carpet		X					
Extract Mats in Winter				X			
Clean Carpet Stains				X			
Clean and Sanitize Carpet Complete				X	X	X	X
Scrub/Recoat Tile, 2 Coats Approved Finish					X	X	
Strip/Refinish Tile, 4 Coats Approved Finish							X
Wash Windows Interior, all floors							X
Wash Walls/Vac Blinds and Vents							X
Wash Furniture, Remove Gum							X
Wash all Lockers, Inside and Out							X

<b>Classrooms, Offices, Media Centers</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>As Needed</b>	<b>Winter</b>	<b>Spring</b>	<b>Summer</b>
Remove Trash, Replace Liner if ripped or soiled by food spills	X						
Sweep/Dust Mop	X						
Spot Mop for Spills	X						
Spot Vacuum Carpet Visible Debris, Pick up all items too big for vacuum	X						
Check Soap/Paper Towel Stock	X						
Clean Restrooms in Classrooms	X						
Clean Sinks, Drinking Fountains in Rooms	X						
Clean Kindergarten and Special Ed Rooms Daily	X						
Complete Vacuum Carpet		X					
Clean Desk Tops, Work Stations, Phones, Dry Dust Computer Screens		X					
Dust Sills, Book Cases, Counters, Blinds		X					
Clean Chalkboards/Dry Erase/Trays		X					
Empty Pencil Sharpeners	X						
Wipe Chairs for Spills				X			
Complete Mop Tile		X					
Remove Graffiti				X			
Clean Carpet Stains				X	X	X	X
Clean and Sanitize Carpet Complete					X	X	X
Scrub/Recoat Tile, 2 Coats Approved Finish					X		
Strip/Wax Tile, 4 Coats Approved Finish							X
Wash Windows Interior							X
Wash Walls, Dust Blinds							X
Wash all Furniture							X
Remove Gum from Under Desks							X
Wash Light Shields if spots or bugs, Inside and Out							X
<b>Kitchens, Cafeterias, Multi Purpose</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>As Needed</b>	<b>Winter</b>	<b>Spring</b>	<b>Summer</b>
Remove Trash, Replace Liners Daily	X						

Sweep/Dust Mop	X						
Completely Mop Floors with Degreaser	X						
Check Soap/Paper Towel Stock	X						
Wipe Tables/Chairs	X						
Straighten Tables/Chairs	X						
Clean Carpet Stains				X	X	X	X
Clean and Sanitize Carpet Complete					X	X	X
Scrub/Recoat Tile, 2 Coats Approved Finish					X	X	
Strip/Wax Tile, 4 Coats Approved Finish							X
Wash Windows Interior							X
<b>Restrooms, Locker rooms</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>As Needed</b>	<b>Winter</b>	<b>Spring</b>	<b>Summer</b>
Restock toilet paper, paper towel, feminine products, soap, etc.	X						
Remove Trash and Reline	X						
Clean and Sanitize Sinks, Counters	X						
Clean Mirrors and Dispensers	X						
Clean and Sanitize Toilets and Urinals	X						
Sweep and Mop Floors with Disinfectant	X						
Clean Splashes on Walls/Partitions	X						
Clean Graffiti on Walls, report to maintenance if graffiti remover ineffective	X						
Power Wash or Kaivac Shower Rooms		X					
Kaivac Restrooms				X	X	X	X
Wipe Down Lockers Exterior				X	X	X	X
Wash Walls, Scrub Floors				X	X	X	X
Wash Interior/Exterior Lockers							X
<b>DAY CUSTODIAL REQUIEMENTS 8.5 hours Per Elementary, Middle and High School Building, with half hour break off the clock for lunch</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>As Needed</b>	<b>Winter Break</b>	<b>Spring Break</b>	<b>Summer Break</b>

Clean Cafeteria, Reline Trash Cans, Sweep Floors, Spot Mop	X						
Snow Removal from all doorways and use ice melt when needed				X			
Restroom Policing for stock/Spills	X						
Entrance touch up for mat vacuuming and glass spotting	X						
On Site for Biohazard Clean Ups	X						
On Radio for Immediate Communication	X						
Complete set ups/take downs				X			
Graffiti removal during the day	X						
Cafeteria Set Up	X						
Breakfast Program Set Up/Clean Up	X						
Light Maintenance Requests	X			X			
Air Filter Changing/Unit Vents Cleaned				X Annually through all building s			x
Outside playground debris pick up		X					
Outside Grounds Pick Up		X					
Getting Items off the roof				X			
<b>Summer Regular Cleaning</b>	Daily	Weekly	Monthly	As Needed			Summer
Summer School Classrooms, Cafeteria, Restrooms, Halls, Entrance	X						
Clean Weight Rooms, Locker Rooms and Gymnasium from August 1 to Start of School	X						
Clean After M-F School Events as Scheduled, open and lock doors for facility use as requested all summer	X						
Principal's and Administrative Office of Each School During Summer		X					

Dust mop Halls, Clean Hall and Office RR Halls During the Month of August all Schools		X					
Remove Trash from Trash Cans within 25' of Building	X						
Change Light Bulbs to 10' that are out, all should be working or reported ballast				X			X
All summer work to be completed 2 weeks prior to school starting, all areas of the school to be cleaned daily during the 2 weeks prior to school starting.							X
Summer Classroom Moves inside buildings only, not from building to building.							X
<b>Miscellaneous</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>As Needed</b>	<b>At All</b>	<b>Annual</b>	<b>Upon Request</b>
Sustainability/Green Program Required, give company's program					X		
Energy Cost Saving Program Required, give company's program					X		
Training and Motivation Programs Required, outline programs					X		
On Site Supervision at all times in High and Middle Schools on second shift					X		
E Mail Communication Available for all Schools with professional follow up					X		
Weekly Meetings from Custodial Manager with Building Administrator		X					
Set Up for Athletic Events/ Building Events				X			
Change Light Bulbs to 10'				X			
Set Up and Clean Up After Each School Sponsored Event Use M-Sun					X		
All Quality Assurance and Client Visit Reports Available to Client for Audit					X		
Biohazard Clean Ups, staff to be trained					X		
All staff must have annual PSOR and 5 panel drug Screening						X	X

All staff must have FBI fingerprinting and clearance verified by school district prior to placing on site					X		X
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**Muskegon Public Schools**

**DISTRICT WIDE CUSTODIAL SERVICES PROPOSAL**

Based on the RFP the said Vendor is providing a proposal for Custodial/Management services to include all direct and indirect costs in said RFP. The RFP is bidding on minimum staffing of 30.55 FTE or 1,222 hours of custodial and 2.0 FTE of onsite Managerial/Supervisors or 80 hours.

**Year One, July 1, 2024 - June 30, 2025 \$ \_\_\_\_\_**

**Year Two, July 1, 2025 - June 30, 2026 \$ \_\_\_\_\_**

**Year Three, July 1, 2026 - June 30, 2027 \$ \_\_\_\_\_**

**Savings for reducing a Full FTE \_\_\_\_\_ .50 FTE \_\_\_\_\_**

**Cost for adding a Full FTE \_\_\_\_\_ .50 FTE \_\_\_\_\_**

**Cost for additional hourly above and beyond at request of district**

**Hourly M-F \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_**

**If Square Footage is deducted from the Contract, the price/sq foot reduced is: \$ \_\_\_\_\_**

**If Square Footage is added to the Contract, the price/sq foot increased is: \$ \_\_\_\_\_**



**Printed Name of Executive Official for Contractor**

\_\_\_\_\_  
**Signature of Executive Official for Contractor**

\_\_\_\_\_  
**Date**

**Affidavit of Bidder – Familial Relationships Form**

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Muskegon Public Schools (the "School District") advertisement for janitorial bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the bidder(s) or any employee of \_\_\_\_\_, and any member of the Board of Education of the School District or the Superintendent of the School's District.

List any Familial Relationships:

**BIDDER:** \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MICHIGAN

COUNTY OF   Muskegon  

The instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, by \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
\_\_\_\_\_, County, Michigan

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_

**AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT**  
**Michigan Public Act No. 517 of 2012**

The undersigned, the owner or authorized officer of the below-named contractor (the “Contractor”), pursuant to the compliance certification requirement provided in the Muskegon Public Schools’ (the “School District”) Request For Proposals For Custodial Services (the “RFP”), hereby certifies, represents and warrants that the Contractor (including its officers, directors and employees) is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event Contractor is awarded a contract as a result of the aforementioned RFP, the Contractor will not become an “Iran linked business” at any time during the course of performing any services under the contract.

The Contractor further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

**CONTRACTOR:**

\_\_\_\_\_  
Name of Contractor

By: \_\_\_\_\_

Its: \_\_\_\_\_

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

STATE OF \_\_\_\_\_)

)ss.

COUNTY OF \_\_\_\_\_)

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 2024, by  
\_\_\_\_\_.

\_\_\_\_\_  
, Notary Public

\_\_\_\_\_ County, \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Acting in the County of : \_\_\_\_\_