

BELLAIRE PUBLIC SCHOOLS

NOTICE

Bellaire Public Schools requests proposals for the implementation of energy management equipment, modernization, maintenance and training services for the buildings in the District, on a performance contracting basis. All proposals shall be funded through annual energy and operational savings.

The requirements for all proposals shall include the following:

- A detailed analysis of each building which shall include the installation of energy saving equipment. The specific nature of this equipment shall be left up to the vendor.
- A written guarantee of energy and operational savings for a term of at least five years must be included. A detailed energy audit for each building must be included each year using base year information to illustrate guaranteed energy savings.
- Performance contractor shall provide project management responsibility and a detailed project completion schedule.
- Performance contractor shall have implemented at least (5) performance contracting programs with Public K-12 school districts in Michigan.
- A mandatory bidder's conference will be held on *December 15, 2004 at 1:00 PM*. You must be present at the meeting to submit a bid on the project. No exceptions will be permitted.
- Final proposals must be received by *January 5, 2005* no later than *1:00 PM*.
- The bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner and / or any employee of the bidder and any member of the board or the superintendent of the school.
- The school district will not accept a bid received after the date and time specified for bid submission. The School district reserves the right to accept or reject any or all proposals. The Board of Education plans to accept the proposal that is in the Bellaire Public School's best interest.
- Bids should be submitted to:
Mr. Jack Wallington
Superintendent
Bellaire Public Schools
204 W. Forest Home Avenue
Bellaire, MI 49615

Proposal and Agreement

Janitorial Services

Runners4U

PO Box 190
Charlevoix MI 49720
Phone: 231-547-9281
Fax: 231-237-0579

July 5, 2004

Bellaire Public School
204 W Forest Home Ave
Bellaire, MI 49615

Thank you for this opportunity to introduce our complete janitorial service. The outline on the accompanying page is a planned maintenance program designed to keep your building in a clean, fresh condition week after week, month after month, all year long.

All materials supplies and equipment needed to perform these services -- not including supplies used and consumed in restrooms, such as hand soap, towels, toilet tissue, etc -- are provided by the janitorial contractor.*

We carry contractor's public liability, janitorial bonding and property damage insurance. All of our employees are covered by workers compensation insurance, and we pay all federal old age benefits and state unemployment insurance tax.

All work is 100% guaranteed. Each day as a required, we will report in via logbook for any comments or suggestions you may wish to offer.

This Agreement will continue in effect from year to year. However, it may be modified from time to time or terminated by either party by giving notice in writing at least thirty days prior to the desired date of termination. Since all work is guaranteed, we look forward to a long and pleasant relationship.

DAILY FEE:

We will perform the service as outlined in a reliable manner for the sum of: Three hundred fifty four dollars and 90 cents (\$354.90) per day.

SCHOOL YEAR AND SUMMER FEE:

Budget for School year will be for 191 days for a sum of: Sixty seven thousand seven hundred eighty five dollars and ninety cents (\$67,785.90)

Budget for Summer Program will be for 22 days or 528 hours for a sum of: Seven thousand eight hundred seven dollars and eighty cents. (\$7,807.80)

Rate of increase for additional years: in order to offset our employee cost of living increase we would request a 4% yearly increase to the current total for years 2 and 3.

Extra hourly rate for additional services \$20.00 per hour

ACCEPTANCE:

The prices, specifications and conditions of this page and accompanying pages of this proposal are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above. In the event that suite or action arises from any provisions of this Agreement, or in the event this matter is referred to an attorney or collection agent, the prevailing party is entitled to reasonable attorney fees and collection cost.

Signature _____

Signature _____

Print Name _____

Print Name _____

Title _____

Date of Acceptance _____

ATTACHMENT H-7

INTENT: The intent of this proposal is to establish a price contract with one source to provide all of the necessary custodial services at the Bellaire Public Schools facilities.

SCOPE OF WORK:

- A. The contractor shall furnish the on-site management, technical support, supervision, and labor to clean the school facilities as indicated in this proposal.
- B. The contractor shall show evidence that it is in good financial condition (evidenced by annual reports from the preceding two (2) years).
- C. The contractor shall have comprehensive general liability insurance coverage of \$2,000,000 provided by a carrier licensed to conduct business in Michigan.
- D. The contractor shall carry Workmen's Compensation Insurance as required by the State of Michigan, provided by a carrier licensed to conduct business in Michigan.
- E. The contractor shall submit an implementation plan for custodial services at the Bellaire Public Schools, including the number of custodial employees to be used.
- F. The contractor shall submit information as to employee screening and evaluation programs.
- G. The contractor shall submit job descriptions for all employees.
- H. The contractor shall submit written procedures or a technical manual detailing standard and emergency cleaning processes.
- I. The contractor shall submit written safety, training and employee development programs including, but not limited to, manuals, audio-visual programs, seminars, etc.
- J. The contractor shall submit documented programs as required by Federal, State, and Local government agencies for items such as hazardous waste management, accident reporting, right-to-know laws, etc., and will maintain on file at the school a record Material Safety Data Sheet on all chemicals used at the school.
- K. The contractor shall submit a list of names, positions, expertise, and telephone numbers of individuals who can provide technical support if necessary regarding emergencies, cleaning problems, cleaning procedures, etc. The contractor shall provide the names and addresses of all employees who will have access to any Bellaire Public Schools facility.
- L. The contractor shall submit daily, weekly, monthly, and annual cleaning duties to be verified by the facilities manager.
- M. The contractor shall supply a written Bloodborne Pathogen Policy and shall comply with all OSHA requirements.
- N. The contractor shall provide a sign-in log book to be used for communication between the contractor's employees and the Bellaire Public Schools.

MANAGEMENT REQUIREMENTS:

- A. The contractor shall provide an on-site management team that will be assigned to work at the Bellaire Public Schools.
- B. The on-site management team should have a minimum of two years experience, preferably at an educational institution site.
- C. The Bellaire Public Schools may require the contractor to remove any member of the site management staff at any time without reason.

LABOR UTILIZED

- A. All of the employees utilized by the contractor shall be employees of the contractor and not be paid as contractor labor.
- B. All of the employees utilized by the contractor shall be thoroughly screened using the contractor's standard procedures. A copy of the State Police record check and background check shall be submitted to the Bellaire Public Schools for all of the employees assigned to the facilities.
- C. All of the employees utilized by the contractor shall be given a thorough orientation to the Bellaire Public Schools facilities, the school's procedures, and the contractor's procedures prior to beginning any work at the Bellaire Public Schools.
- D. All of the employees utilized by the contractor shall be given a thorough review of their job description, cleaning schedule, and safety procedures prior to beginning any work at the Bellaire Public Schools.
- E. The Bellaire Public Schools may require the contractor to remove any employee assigned to the facilities at any time without reason.
- F. The contractor shall ensure that their employees conform to the following basic procedures:
 - They shall report any property loss or damage to their supervisor immediately, and to the Bellaire Public Schools within 12 hours.
 - They shall not dispose papers, boxes, materials, etc., except to designated trash receptacles.
 - They shall not open drawers, file cabinets, etc., or use any Bellaire Public Schools telephone without permission.
 - They shall not leave keys in doors nor admit anyone into any office or building who is not an authorized employee of the contractor. All locked doors shall be locked immediately after the area is cleaned.
 - They shall not clean, move or use any office equipment or lab equipment.
 - They shall not remove any article or materials from the Bellaire Public Schools property regardless of value, including items found in trash cans or dumpsters.
 - They shall obey all Bellaire Public Schools safety rules.
 - They are to wear a badge or easily observed insignia identifying the company to which employed with the employee name.

STANDARD CLEANING FREQUENCIES

- A. General Classrooms and Library (Daily)
 - dust teacher's desk and counters
 - clean chalk board
 - empty pencil sharpener
 - spot wash door glass and around door handles
 - dust window ledges
 - dust mop floor
 - spot wet tile floor
 - vacuum high traffic areas of carpet

- spot clean small spills and spots from carpet
- arrange student desks and chairs in orderly fashion
- empty trash can and replace liner if necessary
- inspect room, do final cleaning, turn out lights, close/lock door
- set up for meetings as requested by school administration

B. General Classrooms and Library (Weekly)

- wet wipe and remove fingerprints from doors, jams, woodwork, and light switches
- wipe trash cans
- remove all cobwebs
- wet mop floor
- vacuum entire carpet

C. General Classrooms and Library (Monthly)

- spray clean and buff floor
- dust mop floor
- dust air supply and return grates and vents

D. General Classrooms and Library (Fall/Winter/Spring breaks)

- thoroughly clean carpet using heat extraction method if needed
- spot clean remaining carpet stains

E. General Classrooms and Library (Annually)

- hot water extraction clean carpet during summer break
- apply 3M scotchguard during summer break
- scrub and refinish floor during winter break (tile floor)
- strip and refinish floor during summer break (tile floor)

F. Offices and Lounges (Daily)

- spot clean walls and doors
- spot clean carpet
- vacuum carpet
- empty trash can and replace liner if necessary
- dust desks, files, counters, ledges
- dust mop hard surface floor
- spot mop hard surface floor
- inspect room, do final cleaning, turn out lights, close/lock door

- G. Offices and Lounges (Weekly)
 - wet mop bathroom floor
- H. Offices and Lounges (Monthly)
 - dust mop floor
 - wet mop hard surface floor
- I. Offices and Lounges (Fall/Winter/Spring break)
 - wash trash cans
 - hot water extraction clean carpet if needed
 - apply 3M scotch guard
 - clean upholstered office furniture
- J. Offices and Lounges (Annually)
 - strip and refinish floor during summer break
 - hot water extraction clean carpet if needed
- K. Hallways, Corridors and Lobbies (Daily)
 - dust all ledges and fire extinguishers
 - spot clean walls and doors
 - dust locker tops
 - wash any graffiti from locker fronts
 - spot clean glass, windows, and doors
 - empty trash and replace liners
 - neatly arrange furniture
 - dust mop
 - spot mop with neutral cleaner
 - vacuum entrance mats
 - clean and sanitize water fountains
 - spot clean carpet
 - Vacuum carpet
- L. Hallways, Corridors, Lobbies (Weekly)
 - auto scrub floor
 - burnish floors
 - dust mop floors
 - dust locker tops and sills
 - auto scrub/extract carpet as needed

M. Hallways, Corridors, Lobbies (Monthly)

- spray/buff/burnish
- dust mop entire floor after burnishing

N. Hallways, Corridors, Lobbies (Semi-annually)

- hot water extraction clean carpet
- apply 3M scotch guard to carpet
- clean locker surfaces

O. Hallways, Corridors, Lobbies (Annually)

- wash walls
- wash all exterior windows, inside and out
- clean inside trophy case glass and trophies during summer break
- clean interior of lockers

P. Janitor and Supply Closets (Weekly)

- spot clean walls and sinks
- sweep and wet mop

Q. Janitor and Supply Closets (Annually)

- scrub sink and walls
- scrub and recoat floors

R. Rest Rooms and Locker Rooms (Daily)

- dust lockers, partitions and other fixtures
- spot clean partitions of graffiti
- spot clean walls and doors
- wet wipe mirrors and all dispensers
- polish metal fixtures and hardware
- clean and sanitize inside and outside of wash bowls, counters, commodes, and urinals
- clean and sanitize all shower stalls
- refill hand towels, soap, paper towels, and sanitary products (school supply)
- empty trash cans and sanitary napkin receptacles, wet wipe, replace liner (school supply)
- sweep floor and wet mop using disinfectant

S. Rest Rooms and Locker Rooms (Weekly)

- wash partitions
- T. Rest Rooms and Lockers Rooms (Monthly)
- spray clean and buff floors
- U. Rest Rooms and Locker Rooms (Fall/Winter/Spring breaks)
- scrub and refinish floors
- V. Rest Rooms and Locker Rooms (Annually)
- strip and refinish floors during summer break
 - wash all exterior windows, inside and out
- W. Gymnasium and Multipurpose Room (Daily)
- dust mop
 - wet mop spills
 - clean and sanitize fountains
 - vacuum entrance mats
- X. Gymnasium and Multipurpose Room (Weekly)
- auto scrub
- Y. Gymnasium and Multipurpose Room (Winter/Spring/Summer breaks)
- wet mop bleachers
 - wash basketball backboards
 - summer only – strip and refinish gymnasium floor
 - summer only – strip and refinish multipurpose room as needed
- Z. Gymnasium and Multipurpose Room (as requested by school)
- set up gym for activities
- AA. Cafeteria (Daily)
- sweep floors
 - auto scrub floors
 - spot clean walls and doors
 - empty trash cans and replace liners if necessary
 - dust counters, ledges and fire extinguishers

- wash any graffiti from walls or whiteboard
- spot clean glass and windows
- neatly arrange tables

BB. Cafeteria and Kitchen (Winter/Spring/Summer breaks)

- wash walls
- wash trash cans
- strip and refinish floors

CC. Storage and Mechanical Rooms (Fall/Winter/Summer breaks)

- sweep floors
- wet mop floors

DD. Exterior (daily, monthly)

- clean door surfaces as needed
- wash windows as needed

Amendment to Current Contract between Bellairie Public Schools and Runners4U

Contract to be amended as follows:

1. Delete Daily responsibility for Locker Rooms, Gymnasium and Multipurpose Room in Elementary School. Bellaire Public Schools shall be responsible for cleaning of Locker Rooms and hallway from Gym to Door exiting to hallway near locker Rooms of Elementary School
In exchange Runners4U will now be responsible for clean up after all football games, track and field events including exterior building which house concession area, Runners4U will also collect trash from area and dispose in dumpster. Runners4U will also be responsible for final fall clean up of bleachers, concession and bathrooms at football field
2. Contract shall be amended to delete Daily cleaning of Kitchen and multipurpose room, this shall be deleted for both schools. Annual duties of these areas shall remain the responsibility of Runners4U, this includes washing of walls, washing of trash cans, stripping and refinishing of floors.
3. Bellaire Public Schools shall secure all exterior doors of Elementary Building, Runners4U shall secure front entrance door of building no later than 6pm each weeknight.
4. Bellaire Public Schools shall be responsible for pulling out bleaches prior to all games hosted in Gymnasium. Runners4U shall clean up after all sporting events and Runners4U shall push bleachers back after sporting event.
5. General Classroom and Library daily cleaning shall be amended to vacuum entire carpet areas in Elementary Building, prior contract was to only vacuum high traffic carpet areas.
6. These changes shall take effect December 14, 2004.

Nancy Zelbert
Runners 4U
12/14/04

Jack B. Waller
Bellairie Public Schools
12-15-04