

PENTWATER PUBLIC SCHOOLS
 600 E. PARK STREET
 PENTWATER, MI 49449
 TEL: (231) 869-4100 FAX: (231) 869-4535
 FED. ID# 38-6003162

Purchase Order No. 011715

DATE 6-26-02	REQUISITION NO.
-----------------	-----------------

TO
Muskegon Chronicle
Fax 231-728-3330

SHIP TO

REQUISITION NO.	SHIP BY	SHIP VIA	FOB POINT	TERMS
CITY ORDERED	CITY RECD	STOCK NO./DESCRIPTION	UNIT PRICE	TOTAL
		<i>Classified Ad - Help wanted</i> <i>Please run for 5 days</i>		
		PENTWATER PUBLIC SCHOOL WILL TAKE BIDS FOR CONTRACTED CUSTODIAL SERVICES STARTING LATE AUGUST 2002. FOR SPECS CALL 231-869-4100. DEADLINE FOR BIDS JULY 11, 2002.		

1. Please send _____ copies of your invoice.
2. Order is to be entered in accordance with prices, delivery and specifications shown above.
3. Notify us immediately if you are unable to ship as specified.

.00 AUTHORIZED BY: *[Signature]*

PENTWATER PUBLIC SCHOOLS
 600 E. PARK STREET
 PENTWATER, MI 49449
 TEL: (231) 869-4100 FAX: (231) 869-4535
 FED. ID# 38-6003162

Purchase Order No. 011714

DATE 6-26-02	REQUISITION NO.
-----------------	-----------------

TO
Grand Rapids Press Ads
Fax 616-222-5502

SHIP TO

REQUISITION NO.	SHIP BY	SHIP VIA	FOB POINT	TERMS
CITY ORDERED	CITY RECD	STOCK NO./DESCRIPTION	UNIT PRICE	TOTAL
		<i>Classified Ad - Help wanted</i> <i>Please run for 5 days</i>		
		PENTWATER PUBLIC SCHOOL WILL		

PENTWATER PUBLIC SCHOOL
SPECIFICATIONS FOR CUSTODIAL SERVICES

DAILY SERVICES

1. Sweep or dust mop all hard surface floors. Use appropriate applications on mop.
2. Vacuum all carpeted areas.
3. Spot wet mop hard surface floors as necessary.
4. Spot clean walls, doors, switch plates, glass doors, interior window and trophy case glass throughout including cafeteria.
5. Empty, clean and reline wastepaper baskets.
6. Clean and disinfect drinking fountains.
7. Clean and disinfect telephones.
8. Clean entrance area (including vacuum mats, sweep floors, sweep steps and sidewalk in front of entrance.
9. Clean and dust teachers' lounge.
10. Dust chalkboards, empty pencil sharpeners and erase and clean chalkboards.
11. Return chairs to normal position after cleaning. (Chairs will be put on top of desk by teaching staff prior to daily departure.)

WEEKLY SERVICE

1. Dust and wet clean all office and classroom desks.
2. Clean window sills.
3. Wash chalkboards with appropriate materials twice (per week).
4. Scrub and wax one room in elementary and high school, avoiding buildup on floor and mopboards.
5. Dust tables and file cabinets in offices and classrooms.

MONTHLY SERVICE

1. Clean and maintain all custodial and maintenance closets
2. Clean and polish all bright metal work including brass on doors.
3. Clean and wash all interior windows.
4. Wall washing of dirty areas will be maintained on a monthly basis.
5. Shampoo carpet hallways and classrooms.
6. Clean trophy cases including glass.
7. Check/replace/use deodorizers in bathrooms.
8. Use appropriate terrazzo sealer and buff high school hallway.

DAILY RESTROOM SERVICES

1. Clean and disinfect fixtures, shelves and ledges using a non-acid quaternary disinfectant.
2. Clean and disinfect stools and urinals.
3. Replenish toilet tissue, soap and paper towels.
4. Clean and wet mop floor with disinfectant.
5. Clean and polish mirrors.
6. Empty trash receptacles.
7. Spot clean walls and partitions.

LOCKER ROOMS AND SHOWERS

1. Sweep and disinfect floors daily.
2. Clean locker exteriors monthly.
3. Clean and disinfect shower walls weekly.
4. Carpet areas should be treated as prescribed above.

West Michigan Janitorial & Supply Company having discussed the cleaning requirements with a responsible Pentwater Public Schools representative, hereby agrees to perform the above stated cleaning responsibilities for a monthly charge of \$5,725.00. Bi-weekly charge of \$2,862.50.

Any and all other labor requested other then mentioned above will be charged at an hourly rate of \$25.00 per hour plus materials. Tile and carpet will be done per schedule by the hour times and charged at an hourly rate of \$25.00 per hour plus materials.

The Above Charges Include:

Liability and Compensation Insurance
Social Security
Supervision
Labor
Equipment and Repairs
Payroll Charges
Cleaning Materials
Miscellaneous Company Benefits

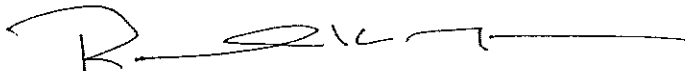
The life of this proposal shall be for 1 years from starting date and shall be revised each year unless either party requests any changes, such as increased or decreased services or changes in local or federal wage laws.

This contract is subject to a 3% increase every year based on the cost of living increase.

West Michigan Janitorial is fully covered under Workmens Compensation and has personal and public liability insurance.

We appreciate this opportunity and we are looking forward to continuing our business relationship.

Sincerely,



Rick Krueger,
West Michigan Janitorial & Supply Company

Pentwater Public Schools,

West Michigan Janitorial
&

Supply Company
5160 West River Drive
Comstock Park, MI 49321
(616) 647-0552
Fax (616) 647-0559

Cleaning Proposal 2002

for

Pentwater Public Schools
600 E. Park St.
Pentwater, MI 49449



Hi-Tec

Building Services

6578 Roger Drive Suite B
Jenison, Michigan 49428
P 616.662.1623
F 616.662.2166

Pentwater Public School
600 Park St
Pentwater, MI

July 11, 2002

We have enclosed our proposal to provide cleaning and other periodic services.

We have prepared a Scope of Services from information gathered during our site visit on July 3, 2002. If the information is incorrect please let us know and we will revise our estimated cost for any material change in the Scope of Services.

We have prepared pricing on an annual basis based on a 184 day schedule of service for a 10 month period comprising 43 weeks beginning the week of August 19, 2002 (one week before school begins) and ending the week of June 11, 2003.

Annual cost	\$41,925.00
Monthly cost 10 months	\$ 4,192.50
Weekly cost 43 weeks	\$ 975.00
Bi-Weekly Billing Amount	\$ 1950.00

The cost includes the cost of cleaning supplies and chemicals as well as labor and equipment to perform the services. Billing will occur every two weeks with payment one week thereafter as outlined in the "Specifications for Janitorial Services."


You have also requested a separate quotation of performing a weekly scrubbing of the kitchen floor of approximately 1,225 square feet, which includes a foaming heavy-duty grease-release cleaner made by Johnson Wax called "Break-up (recommended for kitchens and utilized by our company in other kitchen type facilities.) We would stick scrub detail around and under all objects completing the floor cleaning with a final swing machine scrub. The cost for this would be:

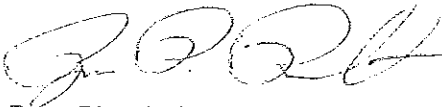
\$95 per week of service

If you have any questions, please contact us.

Thank you for the opportunity to be of service.

Sincerely,


Brian Hogan, Vice President
Hi-Tec Building Services, Inc.
(616) 437-3234


Ryan Rinvelt, Account Manager
Hi-Tec Building Services, Inc.
(616) 291-3743

October 17, 2002

Pentwater Public School
600 Park St
Pentwater, MI

While providing cleaning services for Pentwater School over the past two month we have found numerous irregularities in the scope of service that we agreed too when we bid on and accepted the contract for Pentwater schools. These include but are not limited too the following:

1. Significantly more after school activities requiring substantially more cleaning hours in the facility.
2. The lack of general care of the facilities by school staff demands significantly more man-hours from our staff daily to keep the facility clean
3. The desire of on-site school staff to manage our cleaning crews to their own specific requirements using different cleaning processes adds additional hours to daily cleaning.

We are currently operating the school cleaning at 20 hours daily which is 35% over what our historic average is for a similar sized school. This average is a result of our past experience with 37 other school facilities in which we have been actively involvement in the management of the cleaning services. We believe based on our initial walk-through that the school should be cleaned in 13 hours daily, however based on the past two months experience as noted in the issues listed above we are now resolved that Pentwater Schools must be allocated the 20 hours daily to clean and maintain the floor care in the facility.

We have prepared pricing for the increase of hours for cleaning and floor care at your facility and they are as follows:

Annual cost:	\$56,420.00
Monthly cost 10 months:	\$5,642.00
Weekly cost 43 weeks:	\$1,312.09
Bi-Weekly Billing Amount:	\$2,624.18

We would like to have this increase take place no later than November 17th, 2002 and should you re-bid the cleaning services, this amount should be considered our new bid amount. If this new pricing schedule is not acceptable, under our contract we herewith