

# **Request For Proposal Custodial Services**

**December 2011**



**Winton Woods City School District  
1215 W. Kemper Road  
Cincinnati, OH 45240**

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# REQUEST FOR PROPOSAL

**ISSUE DATE:** December 12, 2011

**RFP # 003**

**ISSUING AGENCY:** Winton Woods City School District  
1215 West Kemper Road  
Cincinnati, OH 45240

Using Agency and/or Location  
Where Work Will Be Performed: Same as above

**PERIOD OF CONTRACT:** The Board anticipates that the first year contract shall be for twelve (12) months with Winton Woods City School District commencing on June 1, 2012 and expiring at the end of the 2012 – 2013 school year with a notice of cancellation clause to be included in the contract (in accordance with Ohio law). Extension will be based upon the satisfactory performance by Contractor, with an option to increase to multiple years up to five (5).

**DELIVERY:** TWO (2) sealed Proposals must be received by January 13, 2012 at 3:00 p.m. at the Winton Woods City School District Board of Education Office located at 1215 West Kemper Road, Cincinnati, OH 45240 for furnishing the services herein described – see more detailed instructions below under IV. Scope of Program, G. Copies of Proposal.  
**LATE PROPOSALS WILL NOT BE ACCEPTED.**

PROPOSALS MAY BE DELIVERED (i.e. HAND DELIVER, EXPRESS MAIL SERVICES, etc.) OR MAILED (BY U.S. MAIL OR CERTIFIED MAIL) to Winton Woods City School District, 1215 West Kemper Road, Cincinnati, OH 45240.

**INQUIRIES:** Contractors shall have until January 5, 2012 to make any inquiries. All inquiries for information should be directed in writing to: Steve K. Denny, Executive Director of Accountability & Business Affairs, Winton Woods City School District, 1215 West Kemper Road, Cincinnati, OH 45240 or by phone at (513) 619 – 2400 or by email: [denny.steve@wintonwoods.org](mailto:denny.steve@wintonwoods.org).

In compliance with the Request for Proposal and to all the terms and conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal.

Name and Address of Firm:

\_\_\_\_\_

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

\_\_\_\_\_

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

Signature in Ink

Phone Number: \_\_\_\_\_

Title: \_\_\_\_\_

## I. PURPOSE OF REQUEST FOR PROPOSAL

The Winton Woods City Schools Board of Education is requesting Proposals for the provision of custodial services herein described. The purpose of this Request for Proposal is to solicit proposals from qualified vendors for custodial services for the Winton Woods City School District.

## II. NATURE OF PROPOSAL

### A. General Guidelines

Each interested vendor shall be responsible for the review of information contained herein, other information which may be requested, site visitation as required, and other efforts as necessary for the submission of a comprehensive proposal which will represent the vendor's best offer as a supplier of custodial services.

Each proposal shall be complete, and it shall be outlined and identified by sections of this Request to facilitate evaluation and to prevent evaluators from unnecessary search/arranging materials for evaluation purposes. In the preparation of a proposal, attention should be given to the criteria referenced herein which will be used for purposes of evaluation and award determination.

The specifications below outline all the requirements & conditions for furnishing this service. Any aspects of the service not addressed by the specification are left for the Proposer to address. It is important for the Proposer to state any assumptions on which its Proposal rests. The contract will be awarded to the Proposer as determined by the Board of Education.

### B. Proposal Considerations

It is important to emphasize that the lowest Proposer may not be the best & thus, may be rejected as the winning bid. The Board reserves the right to consider all relevant & reasonable criteria in selecting the Contractor that may or may not be expressed in the specification language.

As a service, this contract is **not** subject to the prescriptive competitive bidding requirements of Ohio Revised Code, section §3313.46 and therefore is not subject to the standard "awarding the bid to the lowest responsible bidder" in compliance with the Ohio Revised Code, section §3313.46.

### C. Proposal Review & Negotiation

The Board reserves the right to conduct negotiations of technical aspects of the Proposals after reviewing all Proposals submitted. The Board also reserves the right to negotiate proposal cost with the representative of the Proposer(s) that the Board deems is

best in terms of the Proposer's capabilities and local janitorial experience. This includes consideration of satisfactory Ohio references of similar project scope and type, performance history, ability to successfully negotiate collective bargaining agreements, work stoppage history, local safety resources and educating programs. The Board may execute a contract with the best Proposer or Proposers under whatever terms and conditions the Board determines to be in its best interest.

D. Waiver of Technicalities or Informalities

The right to reject any and all Proposals and to waive technicalities and minor irregularities in Proposals shall be maintained and preserved by the Board. Technicalities or minor irregularities in Proposals may be waived when the Board determines that it will be in the Board's best interest to do so. The Board may also give a Proposer an opportunity to cure any deficiency where it is advantageous to the Board to do so.

E. Prohibition Against Conflicts of Interest, Gratuities & Kickbacks

Any employee or any official of the Board, elective or appointive, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to, or from, any person, partnership, firm or corporation, offering, proposing for, or in the open market seeking to make sales to the Board, shall be subject to prosecution to the full extent of the law as provided for by the Ohio Revised Code.

Further, any person, firm or corporation offering to make, or pay, or give, either directly or indirectly, any rebate, percentage of contract, money or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, to any employee of the Board, elective or appointive for the purpose of inducing sales to the Board, shall be subject to prosecution to the full extent of the law as provided for by the Ohio Revised Code.

F. Non-Collusion & Non-Conflict of Interest

Proposer, by submission of the Proposal, acknowledges that no officer or employee of the Board shall benefit financially or have any interest in this contract nor has it attempted to influence any public employee to breach ethical conduct standards. Proposer shall state under oath and affirmation if their firm has ever been under investigation, indictment or criminal information for any of the following:

- Attempting to influence a public employee to breach ethical conduct standards;
- Colluding or attempted colluding with other bidders to restrain competition by any means;
- A criminal offense related to the application for or performance of any public or private contract, including, but not limited to, embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, tax fraud and any other offense that directly reflects on the Proposer's business integrity;
- Criminal offense under state or federal antitrust laws;
- Deliberately or willfully submitting false or misleading information in connection with the application for or performance of a public contract; or
- Has been debarred by another state or by any agency or department of the federal government.

#### G. Indemnity

Proposer shall indemnify, defend, and hold the Board, its officers and employees harmless from and against any and all loss, cost, expense, or damage, including attorney fees with respect to any claim, liability, demand, controversy, action at law, equity or administrative proceeding arising out of or in connection with this Agreement, or arising from any and all acts or omissions of Proposer, its agents, employees, licensees, or invitees.

### III. PROGRAM REQUIREMENTS

#### A. General

The service shall include the successful Proposer providing custodians, cleaning expertise, management, employee supervision & the necessary insurance outlined in the language below. The Proposer will also be responsible for the provision of qualified & appropriately screened substitutes in the event of frontline custodial staff absence.

Note that all can liners, trash bags, toilet paper, paper towels, hand soap, hand sanitizer, walk-off mats, paper toilet seat liners, sanitary napkin bags, light bulbs & trash containers will be furnished by the district.

All cleaning chemicals, floor stripper, floor finish, cleaning supplies, tools & equipment will be provided by the proposer.

All of Proposer's employees will have been screened with FBI & BCI background checks & will have been found to be cleared for work in schools as defined by O.R.C. § 3319.392 within the five-year period

immediately preceding the date on which the person will begin working in the District.

School Employee Retirement System (SERS) payments are to be included in each Proposer's pricing proposal. The SERS surcharge above the mandatory 14% for part-time employees must also be calculated into the *overall* cost of the submitted proposal.

B. Level of Cleanliness

It will be the responsibility of the vendor to provide custodial services for the individual locations in keeping with high standards for an educational institution from the perspectives of sanitation, public relations, and protection of the physical facility. Therefore, the intent of this proposal request is to approach this matter from a level of cleanliness concept, and a detailed cleaning schedule is included (see Attachment D).

C. Sub-contracting

The contractor shall furnish all management, supervision, cleaning personnel, equipment, cleaning supplies, cleaning chemicals, tools, protective or safety gear & other materials as required for custodial services.

**Under no circumstances is subcontracted work or contracting to be permitted.**

No proposals will be accepted, which are not submitted by the vendor conducting the day-to-day cleaning of the district. No subcontracting of custodial services will be permitted by the Winton Woods City School District.

All employees must receive a W-2 from the winning bidder & no 1099 forms are permitted to be issued to employees by the winning bidder.

D. Performance Bond

The Board may require that the Proposer provide a performance bond in an amount not less than one year's estimated custodial costs under the Contract for Custodial Services. The decision to require a performance bond rests in the sole discretion of the Board. If a bond is required, it shall be written in a form acceptable to the Board. The bonds must be signed or countersigned by an agent who resides in the State of Ohio. This performance bond may be waived by the Board upon the completion of a satisfactory period of service by the Vendor.

Proposer will be required to deliver any required performance bond to the Board no later than the date of execution of the Contract for the Custodial Services.

#### IV. SCOPE OF PROGRAM

##### A. General

In general, the overall requirement is to provide complete custodial services as required for Winton Woods City School District for eight (8) Winton Woods City School District facilities in a safe, effective & efficient manner for a total of one-hundred-eighty-five (185) work days. The list of facilities shall be found in Attachment C.

A Day Porter (or first shift or “head” custodian as they are currently called in the present custodial operations of the Winton Woods City School District) is to be provided at each of the six (6) front-line school sites as follows: Winton Woods Primary North School, Winton Woods Primary South School, Winton Woods Elementary School, Winton Woods Intermediate School, Winton Woods Middle School & Winton Woods High School. The current job description of a WWCS D Custodian is attached in Attachment A.

##### B. Space

Through actual measurements, use of existing drawings and/or other means, it shall be the responsibility of the Proposer to verify measurements as deemed applicable for the submission of a proposal. It is the responsibility of the Proposer to determine the difference between gross square footage & cleanable square footage and price their proposal accordingly. Gross square footages of each building are provided in Attachment C. Also, see Attachment E. – Facility Scale Drawings.

##### C. Alternates

Please review & address the following alternatives when submitting a proposal:

Alternate 1: Summer cleaning of all buildings listed in Attachment C. See Attachment D for a more detailed listing of cleaning specifications.

Alternate 2: Winter Break & Spring Break cleaning of all buildings listed in Attachment C. See Attachment D for a more detailed listing of cleaning specifications.

Alternate 3: Stadium Cleaning. See Attachment D for a more detailed listing of cleaning specifications.

##### D. Program Growth

The Board will reserve the right to increase or decrease the number of days over the life of the contract. The cost of days added, if needed, will be at



the per diem or pro-rated cost approved in the contract. Should the program significantly change in scope, then either party may request that appropriate pricing adjustments be considered.

## V. REQUIREMENTS FOR THE SUBMISSION OF A PROPOSAL

### A. Qualifications

Each Proposer shall submit evidence of qualifications which would influence the ability to satisfactorily perform the custodial services defined elsewhere in this document.

- ◆ Five (5) years in the custodial services business preferred.
- ◆ Five (5) or more contracts with schools/districts of similar size and scope in Ohio preferred.

### B. References

Proposer shall supply with the Proposal a list of references and contracts currently held describing its experience in providing custodial services to schools or other large organizations. Please detail the length of time each contract has been in effect and the number and square footage of buildings served. Names, addresses and phone numbers of the references must be included. Proposer shall also supply with its Proposal a list of the contracts it has lost during the past five years (see next section).

### C. Terminated Accounts

Proposers must include a listing of all custodial contracts terminated, non-renewed or otherwise ended in the past five (5) years. Proposers must include the agency name, address, contact person, and phone number.

### D. Financial Statements

Proposer shall provide with its Proposal a copy of its most recent annual report and audited financial statements.

### E. Cost Figures & Pricing Form

The cost Proposal shall be submitted on the Pricing Form attached as Exhibit 1. This completed Pricing page shall be included in the sealed envelope along with the Proposal. Alternative pricing methods may be considered. A detailed schedule that replicates the current system of cleaning & provides adequate explanation for computing the annual cost must also be included with any alternates. Cost figures shall be firm for one-hundred-twenty (120) days.

F. Pre-Proposal Tour of Facilities

The Board has designated a predetermined building tour for all Proposers to attend, which will take place on **December 21, 2011** starting at 8:00 AM at the Winton Woods City Schools Board of Education Office located at 1215 West Kemper Road, Cincinnati, Ohio 45240. Representative(s) from Proposing firms must be present not later than 8 AM to participate in the tour. Please note, proposing firms not present at the aforementioned time & date will not be permitted to conduct building tours.

G. Copies of Proposal

Each proposal shall contain two (2) completed separately bound copies. One copy shall be marked **Master Copy**. Submit proposals in a sealed envelope with vendor's name, RFP number, and project name clearly indicated. Failure to comply may result in rejection of proposal.

H. Sealed Envelope

The envelope containing the Proposal and a completed Exhibit 1 shall be addressed as set forth above and shall be identified with the Proposer's name and address. If the Proposal is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with notation "PROPOSAL ENCLOSED" on the face thereof. Again, please submit two (2) complete sealed copies.

I. Format of Proposal

Each proposal shall be formatted identically to the outline of this request. The intent here is to facilitate evaluation by the committee members with a minimum of effort and delay.

Therefore each proposal should include information/materials that are clearly marked and separately segregated as required for easy and quick location and identification of that section of this request to which it pertains.

J. Corrections

All prices & quotations must be in ink or typewritten. No pencil figures will be permitted. Mistakes are to be crossed out & corrections inserted adjacent thereto & initialed by the person signing the proposal. Also, corrections made with correction tape or fluid are to be initialed.

K. Proposal Response Date & Location

Proposers shall assume full responsibility for timely delivery at the location designated for receipt of Proposals. Proposals received after the closing time and date for receipt of Proposals will not be considered.

Proposals shall be deposited at the designated location prior to the time and date for receipt of Proposals or any extension thereof made by addendum. Oral, electronic, telephonic or telegraphic Proposals are INVALID and will not receive consideration. **Proposals shall be due no later than 3:00 PM on January 13, 2012 to 1215 West Kemper Road, Cincinnati, Ohio 45240.** PROPOSALS MAY BE DELIVERED (i.e. HAND DELIVER, EXPRESS MAIL SERVICES, ETC. OR MAILED (BY U.S. MAIL OR CERTIFIED MAIL) to Winton Woods City School District, 1215 West Kemper Road, Cincinnati, OH 45240.

L. Alternative Proposals

Alternative proposals may be submitted, provided that they are clearly identified as alternative proposals and that the base Proposal is clearly identified as the base Proposal. Separate costs shall be specified for the base Proposal and for each alternative proposal submitted.

M. Withdrawn Proposals

Withdrawn Proposals may be resubmitted up to the closing time designated for the receipt of Proposals provided that they are then in full compliance with these Instructions to Proposers.

N. Proposer's Representative

Each Proposer by making his Proposal represents that:

- He/she has read and understands these Specification documents and his/her Proposal is made in accordance therewith.
- He/she understands the district's scope of work and has familiarized himself/herself with the local conditions under which the work is to be performed.
- His/her price Proposal is based upon personnel and equipment described in these Specifications and in accordance with all Specification conditions and terms or clearly described as an alternative to the requirements of these Specifications.

O. Acceptance/Rejection of Proposal

1. Award

- a. The intent of the Board will be to award a contract to the qualified vendor whose offer, conforming to the conditions and requirements of this request for proposal will be most advantageous to the Winton Woods City School District. An evaluation of criteria (15%), proposal completeness (10%), cost (30%), management plan (20%), references

(20%) and other factors (5%) will be taken into consideration.

- b. Winton Woods City School District solely reserves the right to reject any or all offers and to waive informalities and minor irregularities in proposals received.
- c. This Request for Proposal does not commit Winton Woods City School District to contract for any requirements for this solicitation.
- d. A written award or contract furnished to the successful vendor, within the time for acceptance specified in the offer, shall be deemed to result in a binding contract without further action by either party.
- e. It is the intent of the Board to seek to contract with the best Proposer in due course and after a reasonable Proposal evaluation period. This decision is made at the Board's sole discretion **and pending** realizable & significant cost savings for the District in so doing. The Board reserves the right to reject in whole or in part, any & all proposals that it determines will not be in the interest of the Board & District.
- f. The District reserves the right to reject in whole or in part, any & all proposals where the Proposer takes exception to the terms & conditions of the RFP or fails to meet the terms & conditions, including but not limited to, standards, specifications & requirements as specified in this RFP.

P. Firm Offer

Each vendor must agree in advance in written form to submit a proposal with cost figures which will be firm for at least one-hundred-twenty (120) days after the submission of proposals.

Q. Authorized Signature

The Proposal shall include the legal name of the Proposer and a statement whether the Proposer is a sole proprietor, a partnership, a corporation or other legal entity, and each copy shall be signed by the person or persons legally authorized to bind the Proposer to a contract.

Each Proposer shall provide the address of the firm's headquarters and a description of its ownership structure. If Proposer is a wholly owned or controlled subsidiary of another entity, the parent entity(ies) and its (their) ownership structure shall also be described in detail including the CEO, CFO & Board of Directors. If a Proposal submitted by an agent shall have

current Power-of-Attorney, certificate of authorization, or board resolution attached certifying agent's authority to bind the Proposer in contract.

R. Preparation Costs

Neither the Board nor its representatives will be liable for any expenses incurred in conjunction with preparation of a response to this request for proposal. Proposers should prepare their responses simply & economically, providing straightforward & concise responses.

S. Supporting Information

The Proposal and any supporting data to be submitted with the Proposal shall be enclosed in the same envelope. Again, two (2) complete, separately sealed & clearly marked & identified copies of the Proposal are to be submitted by the deadline indicated above.

T. Clarification

Proposers desiring clarification or interpretation of this Request for Proposal shall make a written request to the District at least seven (7) days prior to the deadline for receipt of Proposals. See above on page 2 for contact information.

VI. CONTRACT

A. Award

It is the full intent, assuming that satisfactory proposals are received, to award a contract. If an award is made it will be for a three year period, beginning on the date of the contract, with provisions for two one-year extensions. Extensions will be made based upon the recommendations of the authorized representatives of Winton Woods City School District and the selected Proposer. Final approval for any extensions shall be made by Winton Woods City School District.

B. Rejection of Proposals

The Board of Education of the Winton Woods City School District reserves the right to reject any & all Proposals based upon its sole discretion and to reissue this RFP if it so chooses. Contractors who meet the Board's criteria are requested to submit two (2) sealed Proposals for this work. All work will be performed under any & all applicable statutes & regulations of the State of Ohio, the Ohio Department of Education and the Board as they relate to custodial services in public schools.

C. Termination/Cancellation

Winton Woods City School District reserves the right to cancel the contract upon ninety days written notice for reasons of non-performance within the terms and conditions of this request for proposal or conditions beyond control, such as, but not limited to, inadequate funding.

D. Payments

Payment for services received will be made on a monthly basis. After approval the invoice will be forwarded for payment. Approximately 15 working days will be required for payment.

E. Insurance

The contractor shall obtain and maintain in force the following policies of insurance at all times during the term of the Contract and through any applicable statute of limitations, the following insurance coverage as outlined below. The Insurance Company(s) providing such coverage must have a rating of at least A, Financial Size Category "VIII" (\$100 million to \$250 million of adjusted policyholder's surplus) as defined by A.M. Best Company and be "admitted" in the State of Ohio.:

a. **Insurance Requirements.**

- i. **Property Insurance.** Each party during the initial term of this Agreement and any applicable extended terms of this Agreement, shall have full responsibility for any loss or damage to its respective real and/or personal property and property of others and shall keep such property insured against loss or damage arising from the perils of fire, extended coverage and other perils as usually covered by an "all-risk" of loss coverage policy.
- ii. **Commercial General Liability (CGL).** CGL insurance (which includes, but is not limited to, premises and operations, products and completed operations, personal and advertising injury and contractual liability coverage) covering claims for bodily injury and property damage with limits of at least \$1,000,000 per occurrence and \$3,000,000 aggregate. Such policy shall include in the policy terms and conditions or through special policy endorsement coverage for sexual abuse or misconduct. Additionally, such policy shall provide for a waiver of subrogation in favor of the other party, its parents, subsidiaries, affiliates, directors, officers and employees and shall provide for thirty (30) days prior written notice to the other party of any cancellation or material change.

- a) The minimum limits of coverage required by this Contract may be satisfied by a combination of primary and excess or umbrella insurance policies; provided that any such excess or umbrella insurance policies follow the form of the primary insurances and contain a drop down provision in case of exhaustion of underlying limits and/or aggregates. Policies provided hereunder shall provide for thirty (30) days prior written notice of any cancellation or material change.
- b) Such insurance shall name the other Party, its parents, subsidiaries, affiliates, directors, officers and employees as additional insureds thereunder, and will be primary and non-contributory to any other insurance or self-insurance available to such other Party, its parents, subsidiaries and Affiliates as insureds or otherwise.
- iii. **Workers' Compensation.** Workers' Compensation insurance shall be provided as required by any applicable law or regulation for any and all employments of Proposer under this Contract. Additionally, Employer's Liability insurance shall be provided in amounts not less than \$1,000,000 each accident for bodily injury or disease.
- iv. **Vehicle Liability Insurance.** Each party will, at all times during the term hereof and at its own expense, keep in full force and effect automobile liability insurance, in amounts of at least \$1,000,000 each accident for property damage, bodily injury or death. Such coverage shall cover all owned, leased or borrowed vehicles operated by each respective party hereunder.
- v. **Vehicle Physical Damage.** Each party to this agreement hereby assumes and shall bear the entire risk of loss or damage to its respective vehicle(s) and related vehicle equipment as part of this Contract.
- b. **Insurance Companies.** All policies required herein shall be procured from insurance companies licensed admitted in Ohio is located and shall be listed in the current "A.M. Best's Insurance Guide" as possessing a minimum policyholder's rating of "A" and a Financial Size Category no lower than "VIII" (\$100 million to \$250 million of adjusted policyholder's surplus).
- c. **Proof of Coverages.** Such policies shall provide for thirty (30) days prior written notice to the other party of any cancellation or material change. Each party shall provide the other party with copies of policies or certificates of insurance thereof, evidencing coverage being provided hereunder.

F. Addenda  
Any "Addenda" or Instruction to Bidders issued by Winton Woods City School District prior to the time for receiving proposals shall be covered in the proposal and, in closing a contract, they shall become a part thereof.

G. Noncompliance to the Contract

Upon noncompliance of the contract by the contractor for completeness and thoroughness in the duties as judged by the District, the District shall so inform the contractor in writing thereof. The District shall notify the contractor of noncompliance and will reserve the right to have the duties completed by other means. The District shall reduce the contractor's invoice by an hourly rate of \$15.00 per man-hour for an amount equal to such time as is required. Non-compliance shall be cause for the District cancellation of this agreement. The contractor shall be given ninety (90) days notice of cancellation.

## VII. RESPONSIBILITIES OF CONTRACTOR:

A. Personnel

All matters pertaining to the recruitment, screening, hiring, and retention shall be the exclusive responsibility of the Contractor. These matters shall be done fully in compliance with existing statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour and any other stipulations germane to prudent personnel management.

Only those personnel who have been properly trained shall be assigned duties under this contract. All personnel shall be dressed in a manner authorized by the contractor. The personnel shall be neat and clean in appearance. Name tags shall be required and furnished by contractor and worn at all times. No employee who has a police record other than minor traffic violations may be assigned duties under this contract. Prior to the Contractor's employee beginning work, the Contractor shall present proof to the Director of Business Affairs that all employees have been screened & cleared with FBI & BCI background checks within the last five (5) years.

All employees shall be carefully selected as to character and ability and must pass all requirements and tests provided for by the Ohio Department of Education, Ohio Revised Code and the Ohio Administrative Code. All custodians will be qualified, competent and trained in the operation of all custodial equipment. All employees should have undergone a criminal records check as required of school employees pursuant to Ohio Revised Code Section § 3319.392. Contractor shall maintain copies of conviction record transcripts and references on all drivers, all of which shall be



made available to Board upon request.

Contractor shall provide the necessary on-site management personnel to carry out the Board operation in an effective & efficient manner. Board reserves the right of interview over Contractor provided management personnel.

Any employee whose work habits and/or conduct is deemed objectionable shall be removed from the work force upon request of the authorized Winton Woods City School District representative.

Contractor will pay at least minimum wage rate.

B. Existing Employees

When hiring employees to fulfill its terms under the Contract for Custodial Services, the Proposer awarded this contract shall consider & offer employment to those custodial employees it deems qualified who are/were employed by the Board during the 2011 – 2012 school year or the preceding 2010 – 2011 school year and who would be displaced near the close of the 2011 – 2012 school year as a result of this accepted Proposal. Said employment shall be on the terms & conditions satisfactory to the Proposer.

C. Equal Employment & Non-Discrimination

The Board is committed to a policy of providing equal job opportunities on public contracts and prohibiting discrimination against any employee, applicant or subcontractor because of age, color, creed, disability, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their age, color, creed, disability, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. Such action shall include, although not limited to, the following: Employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places notices setting forth the provisions of this Equal Opportunity clause.

The Contractor shall in all solicitations and/or advertisements for employees placed by or on behalf of the Contractor; state that all qualified applicants shall receive consideration for employment without regard to age, color, creed, disability, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. The Contractor shall cause any subcontractor

engaged to perform any services required by the contract to include this Equal Opportunity clause in all solicitations, advertisements employment practices it shall perform. Please note prohibited distinction described in III.C. above in subcontracting for actual custodial services described in this RFP.

D. Custodian Conduct

Contractor will promptly investigate all complaints of improper conduct on the part of any custodian or supervisor and will report the complaint and the results of the investigation to the Board or designee. Contractor shall take reasonable steps to prevent its employees from exposing anyone to impropriety of word or conduct. Contractor shall not permit its custodians or supervisors to use tobacco or to drink any intoxicating beverage or to be under the influence of drugs or alcohol while performing duties.

E. Dismissal

The Board reserves the right, subject to Proposer's collective bargaining obligations, if any, to request the dismissal or transfer of any of the Proposer's employees whose performance or actions are detrimental to the Board program. Proposer shall dismiss any employee involved in misconduct, drugs, alcohol consumption, use or possession of firearms on Board premises, upon learning of such problem, or at the Board's request.

F. Taxes & Payroll Deductions

Contractor will pay all taxes pertaining to its employees as required by law. The Contractor shall accept liability for payment (for its employees) of all applicable payroll taxes or deductions required by local and federal law, social security, State Employees Retirement System (including the SERS surcharge), Medicare, and unemployment.

Worker's Compensation Insurance through the State of Ohio Bureau of Worker's Compensation and employer's liability insurance shall be carried by Contractor to the full amount as required by law.

G. Day Porters

There will be a minimum of one (1) Full-time Day Porter in each school. General job duties detailed in Attachment D.

H. Safety

The Contractor shall be responsible for the training as necessary in the application of chemicals and the use of equipment to facilitate safe conditions for the employees and the District's students, staff, and faculty.

I. Security

The Contractor shall be responsible for training employees in security requirements of Winton Woods City School District, and shall be responsible for the enforcement of the same.

Additionally, each employee shall be informed of the following:

1. The Contractor shall be responsible for safeguarding against loss, theft, or damage of all District property, materials, equipment, and accessories which might be exposed to the contractor's personnel.
2. Guns, knives, or other dangerous weapons shall not be allowed on campus.
3. Alcohol and drugs are prohibited on campus.
4. Tobacco use (smoking/chewing/etc.) is prohibited on campus.
5. Keys, which may be distributed at the beginning of each work period, shall be returned to the appropriate supervisor at the end of each work period. Keys which will be required by the Contractor and employees will be approved by the District and will be controlled by a person to be named after award of contract. In any event the Contractor shall be fully responsible for the security and appropriate use of the keys which may be issued. Additionally, the Contractor shall be fully responsible for the replacement of any keys that are lost and any additional cost resulting due to loss of keys.
6. Contractor's personnel shall not allow any unauthorized persons in school buildings (children, friends, or anyone else not authorized by the District.)
7. When it is determined that a building has been left unsecured due to negligence on the part of the Contractor, there will be a charge-back of \$15.00 per hour, time determination being from when our on-call person leaves home until when he returns home from securing the building.

J. Supervision

All supervision as required for the execution of those contractual responsibilities assumed by the contractor shall be done by the contractor or his/her designated representative.

K. Damage

The Contractor shall be responsible for the repair/replacement to the satisfaction of the District representative of any damage to the facility caused by any employee of the Contractor.

L. Equipment and Supplies/Materials

The procurement and maintenance of all equipment required for the successful execution of this contractual obligation shall be the Contractor's responsibility. The District will provide locked storage spaces, but not be responsible for losses which may be incurred due to the theft and/or vandalism. All equipment shall be maintained properly, and in clean condition. The Contractor shall be responsible for the acquisition of all equipment, cleaning chemicals & cleaning supplies necessary to fulfill all specifications stated herein. A listing of all equipment which will be used by the successful contractor must be submitted for approval prior to initial service under the contract. Changes may be made only after being duly authorized. All equipment must meet or exceed OSHA requirements and commonly recognized safety requirements.

Material Safety Data Sheets will be maintained on each job site for all chemicals used in the cleaning processes, with copies given to District personnel and updated regularly.

The Contractor must furnish all needed safety equipment and protective devices necessary for the safety of all building occupants and property of the District.

The Contractor will be responsible for providing all cleaning supplies. e.g., mops, mopheads, brooms, snowshovels, brushes, sponges, razor blades, tools, scrapers, wax applicators, buckets, cleaning rags, towels, latex gloves, etc. The Contractor will also be responsible for providing all cleaning chemicals including but not limited to floor stripper, floor finish, etc.

M. Training

Contractor must have a training program specifically designed for school technicians, including training to meet all Local, State, and Federal guidelines.

N. Emergencies

All emergency conditions shall be promptly reported to the District's authorized representative.

O. Contractor's representative

A representative of the Contractor shall be appointed within 24 hours after receipt of the contract, and this person shall be available as deemed necessary by the representative for purposes of reporting problems, requesting schedule changes, etc. this individual shall be someone other than the job supervisor and he/she shall be the sole contact person for routine matters.

P. Scheduling Housekeeping

All housekeeping shall be done with a minimum of disruption to normal school functions (approved by District Representative).

Q. Program Responsibility

The Contractor shall assume full responsibility for the housekeeping program as defined herein on date of **June 1, 2012**.

R. Specialties

The Contractor shall be responsible for clean up after all school activities, e.g., basketball games, PTA meetings, dances, etc. Contractor shall be responsible for community functions, banquets, special events, sporting events or other rentals/usages of school facilities as specifically requested by authorized district staff and as covered by Proposer's assigned & existing custodial staff. If usages fall outside the hours custodial staff are assigned to be present or if the scope of said activities or events is of sufficient size so as to impede assigned custodial staff from completing their otherwise assigned duties on-site, hourly charges to the District will apply. These costs, once realized by the District, will be passed on to the outside facility user by the district whenever possible.

Stadium cleaning will be handled separately.

Contractor shall be available for emergency services. Emergency work will be determined and authorized by the District. Emergency work will be considered an extra billing and will be added to invoice.

S. Additional Portables

If a need arises to add additional portables during the school year, the Contractor will be required to maintain additional square footage.

IX. Responsibilities of the Winton Woods City School District.

A. Utilities

All necessary utilities will be furnished by the District.

B. Storage

The District shall provide storage for the equipment and supplies/materials normally required for the types of services to be provided under this contract.

C. Trash Disposal

The District shall furnish in a reasonably convenient location a container for use by the Contractor in the removal of waste paper, trash, debris, etc.

D. Keys

Keys which may be required by the Contractor and employees will be furnished by the District.

E. Chalkboards & Whiteboards

Not cleaned as a part of this proposal.

EXHIBIT 1

Winton Woods City Schools Board of Education

PRICING FORM

WINTON WOODS CITY SCHOOL DISTRICT BOARD OF EDUCATION

EXHIBIT 1

**PRICING FORM**

Daily Rate based on 185 days \_\_\_\_\_

Total Annual Cost \_\_\_\_\_

Alternate 1: Summer Cleaning

Total Cost: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Alternate 2: Winter & Spring Break Cleaning

Total Cost: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Alternate 1: Stadium Cleaning

Hourly Rate: \_\_\_\_\_

Total Hours per clean: \_\_\_\_\_

Daily Rate: \_\_\_\_\_

Other:

Hourly Rate for Additional Work: \_\_\_\_\_

Please fill in the information requested in the areas below, which apply to your company:

Years in Business \_\_\_\_\_

Only clean in schools? \_\_\_\_\_

Local Company/Headquarters \_\_\_\_\_

Average Length of Cleaning Contract \_\_\_\_\_

CIMS Certified? CIMS Certified Green (GB)? \_\_\_\_\_

School References (please attach to proposal) \_\_\_\_\_

Number of School/District Contracts in Ohio \_\_\_\_\_



ATTACHMENT A

Winton Woods City Schools

CUSTODIAN

JOB DESCRIPTION

# Winton Woods City Schools

## Position Description

Position Title: Custodian  
Department: Buildings & Grounds  
Reports To: Principal and Custodial Supervisor  
Board Approved: January 24, 2000

**SUMMARY:** Keeps the district's school buildings in such a state of operating excellence that they provide a pleasant environment in which learning can occur.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

- Cleans and preserves designated areas, equipment, etc. in the building.
- Assists in maintaining seasonal grounds work (snow, lawn, minor landscaping)
- Performs occasional simple maintenance work.
- Restocks disposable items and provides lead custodian with inventory usage and data.
- Maintains buildings and grounds security each school day.
- Assists visiting public utilizing the facilities with directions within the building, in controlling activities within the building and in obtaining and setting up needed equipment.
- Assists other school staff in any reasonable way to insure safe and efficient operation of the school.

### **SUPERVISORY**

**RESPONSIBILITIES:** None

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **EDUCATION and/or EXPERIENCE:**

High school education or general education degree (GED) is preferred.

### **CERTIFICATES, LICENSES,**

**REGISTRATIONS:** None required

### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate ideas clearly and effectively, both orally and in writing.

### **MATHEMATICAL SKILLS:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to do calculations using units of American money and weight measurement, volume and distance.

### **REASONING ABILITY:**

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to solve practical problems and deal with a variety of variables in situations that may arise.

**OTHER SKILLS and ABILITIES:**

Ability to establish and maintain effective working relationships with students, staff and the community. Maintains a neat personal appearance. Ability to perform duties with awareness of all requirements and Board of Education policies. Pass the Civil Service examination for Custodian classification or an equivalent in-house test and meet all other Civil Service qualifications.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, tools or controls, talk and hear. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach and lift items above the head and reach forward. The employee continuously uses hand strength to grasp tools and climb onto 10 foot ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 75 lbs. such as salt and bulk furniture. Sometimes an employee will lift and/or move items more than 75 lbs. with several other employees. The employee will sometimes push/pull items such as tables, bleachers and scrubbing machines.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level in the environment is usually moderate.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

ATTACHMENT B

CALENDAR FOR 2011 – 2012

**2 0 1 1 / 2 0 1 2**  
**SCHOOL CALENDAR**  
**WINTON WOODS CITY SCHOOL DISTRICT**

<b>AUGUST, 2011</b>	<b>STUDENTS</b>	<b>STAFF</b>
15 Monday, District Convocation, Staff Inservice		
16 Tuesday, Teacher Contract Day/No Students		
17 Wednesday, First Day for Students		
 <b>SEPTEMBER</b>		
5 Monday, Labor Day (No School)		
 <b>OCTOBER</b>		
14 Friday, First Quarter Ends	41	44
14 Friday, Professional Day/No Students		
21 Friday, K-12 Parent Conferences (No Students)		
 <b>NOVEMBER</b>		
23 Wednesday, Conference Exchange Day (No School)		
24 Thursday, Thanksgiving Recess (No School)		
25 Friday, Thanksgiving Recess (No School)		
 <b>DECEMBER</b>		
16 Friday, Second Quarter Ends	41/82	43/87
19 Monday, Winter Holidays Begin (No School)		
 <b>JANUARY, 2012</b>		
2 Monday, Professional Day/No Students		
3 Tuesday, School Reopens		
16 Monday, Martin Luther King Day (No School)		
 <b>FEBRUARY</b>		
20 Monday, Presidents' Day (No School)	47/129	48//135
 <b>MARCH</b>		
9 Friday, Third Quarter Ends		
 <b>APRIL</b>		
2 Monday, Spring Break Begins/No School		
9 Monday, School Reopens		
 <b>MAY</b>		
24 Thursday, Last Day for Students		
25 Friday, Teacher Record Day		
28 Monday, Memorial Day/No School	49/178	50//185

ATTACHMENT C

LIST OF SCHOOLS, LOCATIONS, TELEPHONE NUMBERS  
AND  
GROSS SQUARE FOOTAGES

XII. LIST OF SCHOOLS, LOCATIONS, TELEPHONE NUMBERS & SQ. FT.

**Primary School North:** 73 Junefield Avenue, Greenhills, OH 45218 (513) 619-2390  
40,300 ft<sup>2</sup>

**Primary School South:** 825 Lakeridge Road, Cincinnati, OH 45231 (513) 619-2470  
38,975 ft<sup>2</sup>

**Elementary School:** 1501 Kingsbury Drive, Cincinnati, OH 45240 (513) 619-2490  
58,050 ft<sup>2</sup>

**Intermediate School:** 825 Waycross Road, Cincinnati, OH 45240 (513) 619-2450  
81,200 ft<sup>2</sup>

**Middle School:** 147 Farragut Road, Greenhills, OH 45218 (513) 619-2440  
113,750 ft<sup>2</sup>

**High School:** 1231 West Kemper Road, Cincinnati, OH 45240 (513) 619-2420  
158,705 ft<sup>2</sup>

**Board Office:** 1215 West Kemper Road, Cincinnati, OH 45240 (513) 619-2300  
6,100 ft<sup>2</sup>

**Greenhills Community Building:** 8 Enfield, Greenhills, OH 45218 (513) 619-2320  
97,400 ft<sup>2</sup>

ATTACHMENT D  
SPECIFICATIONS



# CLEANING SCHEDULE

## Classrooms

### DAILY

- Empty wastebaskets
- Spot clean desk tops (removal of graffiti)
- Clean and sanitize counters and sinks
- Dust mop all composition floors
- Spot mop composition floors with all-purpose cleaner
- Vacuum all carpet
- Spot clean carpet as needed
- Vacuum walk-off mats
- Secure any exterior doors and windows and turn off lights before leaving room

### WEEKLY

- Replace all plastic trash liners in waste receptacles or more frequently if needed
- Low dust all horizontal surfaces to hand height (60") including desks, chairs and tables
- Sweep baseboards
- Damp clean window ledges
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
- Spot clean all door glass
- Vacuum chalk rails and/or damp wipe
- Mop composition floors

### MONTHLY

- High dust above hand height ( 60") horizontal surfaces, including shelves, pipes, moldings, etc. Maintenance personnel will clean areas only reachable from higher than a 6-foot ladder.
- Remove dust and cobwebs from ceiling areas and lights
- Dust window blinds

## CLEANING SCHEDULE

### Classrooms

#### **SPECIAL EDUCATION ROOMS**

**-Special Ed classrooms with carpeted areas must be vacuumed every day and carpet spot clean as needed. More frequent shampooing of the carpet may be required during the normal school year due to unforeseen soiling. Principal will make the request to the contractor's supervisor. Hard surface floors must be fully mopped daily.**

#### **ANNUALLY – June 15 - August 1**

**-Wash all windows and glass partitions (both sides)**

**-Top scrub & refinish all composition floors (stripping as needed based on wear)**

**-Wash Classroom Walls**

**-Wash all student desks & remove gum & debris**

**-Clean carpeting and apply soil retardant fabric coating**

- NOTES:
1. Annual services to be performed prior to the start of the school year.
  2. Schedules for cleaning must be approved by each building's chief administrator.
  3. Any job requiring the use of a propane buffer must be done at night or at times when the building is inactive.
  4. Will need to coordinate, plan & manage around Summer school, summer camps during June 15 – August 1

## **CLEANING SCHEDULE (continued)**

### **Offices**

#### **DAILY (Five days per week)**

- Empty wastebaskets
- Spot clean furniture, including chairs and tables
- Spot clean all window glass and glass partitions to hand height
- Dust mop all composition floors
- Spot mop composition floors with all-purpose cleaner
- Vacuum carpet
- Spot clean carpet as needed
- Vacuum walk-off mats
- Secure any exterior doors and windows and turn off lights before leaving room

#### **WEEKLY (to be accomplished each Friday)**

- Replace all plastic trash liners in waste receptacles weekly or more frequently if needed
- Low dust all horizontal surfaces to hand height (60") including all furniture, chairs, tables and telephones
- Sweep baseboards
- Damp clean window ledges
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings

#### **MONTHLY**

- High dust above hand height (60") horizontal surfaces, including shelves, moldings, pipes, etc. Maintenance personnel will clean areas only reachable from higher than a 6 foot ladder.
- Remove dust and cobwebs from ceiling areas and lights
- Dust window blinds

#### **SEMI-ANNUALLY**

- Scrub and refinish all composition floors (or annually as needed)
- Wash all windows and glass partitions (both sides)

## CLEANING SCHEDULE (continued)

### Offices

<b>ANNUALLY - June 15 - August 1</b>
<ul style="list-style-type: none"><li>-Wash all windows and glass partitions (both sides)</li><li>-Strip and refinish all composition floors</li><li>-Wash all windows and glass partitions (both sides)</li><li>-Clean carpeting and apply soil retardant fabric coating</li></ul>

- NOTES:
1. Annual services to be performed prior to the start of the school year.
  2. Schedules for cleaning must be approved by each building's chief administrator.
  3. Any job requiring the use of a propane buffer must be done at night or at times when the building is inactive.
  4. Will need to coordinate, plan & manage around Summer school, summer camps & summer office operations during June 15 – August 1

### Lounge

<b>DAILY (Five Days Per Week)</b>
<ul style="list-style-type: none"><li>-Empty wastebaskets and replace liners</li><li>-Spot clean all window glass and glass partitions to hand height</li><li>-Damp clean counter tops</li><li>-Damp clean vending machines</li><li>-Dust mop all composition floors</li><li>-Spot mop composition floors with all-purpose cleaner</li><li>-Vacuum carpet</li><li>-Spot clean carpet</li><li>-Vacuum walk-off mats</li><li>-Secure any exterior doors and windows and turn off lights before leaving room</li></ul>

<b>WEEKLY (to be accomplished each Friday)</b>
<ul style="list-style-type: none"><li>-Low dust all horizontal surfaces to hand height (60") including furniture, tables and chairs, window ledges and telephones</li><li>-Sweep baseboards</li><li>-Remove fingerprints from doors, frames, light switches, kick plates, handles and railings</li></ul>

## CLEANING SCHEDULE (continued)

### Lounge

#### MONTHLY

- High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc. Maintenance Personnel will clean areas reachable from higher than 6 foot ladder.
- Remove dust and cobwebs from ceiling areas and lights
- Dust window blinds

#### ANNUALLY - June 15 - August 1

- Strip and refinish all composition floors
- Clean windows inside and out
- Damp clean all washable surfaces
- Clean all carpet and apply soil retardant fabric coating

- NOTES:
1. Annual services to be performed prior to the start of the school year.
  2. Schedules for cleaning must be approved by each building's chief administrator.
  3. Any job requiring the use of a propane buffer must be done at night or at times when the building is inactive.

### Library

#### DAILY (Five Days per Week)

- Empty wastebaskets
- Spot clean all window glass and glass partitions to hand height
- Spot clean table and counter tops
- Dust mop all composition floors
- Spot mop composition floors with all-purpose cleaner
- Vacuum carpet
- Spot clean carpet
- Vacuum walk-off mats
- Secure any exterior doors and windows and turn off lights before leaving room

## CLEANING SCHEDULE (continued)

### Library

#### **WEEKLY (to be accomplished each Friday)**

- Replace all plastic liners in waste receptacles
- Low dust horizontal surfaces to hand height (60") including furniture, desk, chairs and tables
- Dust all book shelves (books to remain in place)
- Sweep baseboards
- Damp clean window ledges
- Remove fingerprints from doors, frames, light switches, kick plates, handles and rails

#### **MONTHLY**

- High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc. Maintenance personnel will clean areas reachable from higher than a 6 foot ladder
- Remove dust and cobwebs from ceiling areas

#### **ANNUALLY – June 15 - August 1**

- Clean windows inside and out
- Clean all carpet and apply soil retardant fabric coating
- Strip and refinish all composition floors

- NOTES:
1. Annual services to be performed prior to the start of the school year.
  2. Schedules for cleaning must be approved by each building's chief administrator.
  3. Any job requiring the use of a propane buffer must be done at night or at times when the building is inactive.

## CLEANING SCHEDULE (continued)

Cafeteria (Common Areas)  
See also: Day Porter Cleaning Schedule

<b>DAILY (Five days per week)</b>
<ul style="list-style-type: none"><li>-Dust mop composition floors (Day Porter)</li><li>-Damp mop composition floors (Day Porter)</li><li>-Spot clean interior glass to hand height (60")</li><li>-Remove trash from cafeteria area (Day Porter)</li><li>-Put tables up and down (Day Porter)</li><li>-Spot clean walls in tray return areas (if applicable) (Day Porter)</li></ul>

<b>WEEKLY (to be accomplished each Friday)</b>
<ul style="list-style-type: none"><li>-Spray buff/high speed burnish composition floors</li></ul>

<b>MONTHLY</b>
<ul style="list-style-type: none"><li>-High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc. Maintenance personnel will clean areas reachable from higher than 6- foot ladder</li><li>-Remove dust and cobwebs from ceiling areas</li></ul>

<b>SEMI-ANNUALLY</b>
<ul style="list-style-type: none"><li>-Clean windows inside and out</li><li>-Scrub and refinish composition floors</li></ul>

<b>ANNUALLY – June 15 - August 1</b>
<ul style="list-style-type: none"><li>-Strip and finish composition floors</li><li>-Wash Cafeteria Walls</li><li>-Clean windows inside and out</li></ul>

- NOTES:
1. Annual services to be performed prior to the start of the school year.
  2. Schedules for cleaning must be approved by each building's chief administrator.
  3. Any job requiring the use of a propane buffer must be done at night or at times when the building is inactive.
  4. Will need to coordinate, plan & manage around Summer school & summer camps during June 15 – August 1

## **CLEANING SCHEDULE (continued)**

### **Corridors, Stairways & Entryways**

#### **DAILY (five days per week)**

- Spot clean glass partitions and doors
- Clean and sanitize water fountains
- Dust mop all composition floors, stairwells & landings
- Spot mop composition floors with all-purpose cleaner
- Vacuum carpet
- Spot clean carpet
- Vacuum walk-off mats
- Clean under entrance mats daily, inside and out

#### **TWO TIMES WEEKLY**

- Spray buff/high speed burnish all composition floors
- Dust furniture, window ledges, and all lockers, if building is equipped, after buffing floors
- Sweep baseboards

#### **WEEKLY (to be accomplished each Friday)**

- Damp clean window ledges
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
- Remove graffiti from walls and lockers
- Sanitize door handles

#### **MONTHLY**

- High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc. Maintenance personnel will clean areas reachable from higher than a 6- foot ladder
- Remove dust and cobwebs from ceiling areas



## **CLEANING SCHEDULE (continued)**

### **Corridors, Stairways & Entryways (continued)**

<b>SEMI-ANNUALLY</b>
----------------------

- |   |
|---|
| <ul style="list-style-type: none"><li><b>-Refinish all composition floors</b></li><li><b>-Clean all carpet and apply soil retardant fabric coating</b></li><li><b>-Clean lobby windows (both sides)</b></li></ul> |
|---|

<b>ANNUALLY – June 15 - August 1</b>
--------------------------------------

- |  |
|--|
| <ul style="list-style-type: none"><li><b>-Strip and finish composition floors</b></li><li><b>-Clean carpeting and apply soil retardant fabric coating</b></li><li><b>-Clean glass partitions, doors &amp; windows (inside &amp; outside)</b></li></ul> |
|--|

- NOTES:
1. Annual services to be performed prior to the start of the school year.
  2. Schedules for cleaning must be approved by each building's chief administrator.
  3. Any job requiring the use of a propane buffer must be done at night or at times when the building is inactive.
  4. Will need to coordinate, plan & manage around Summer school & summer camps during June 15 – August 1

### **Multi-purpose/Gymnasium/Auditoriums**

<b>DAILY (Five days per week)</b>
-----------------------------------

- |  |
|--|
| <ul style="list-style-type: none"><li><b>-Empty wastebaskets</b></li><li><b>-Dust mop floors</b></li><li><b>-Spot mop composition floors</b></li><li><b>-Replace all plastic can liners in waste receptacles</b></li><li><b>-Spot clean bleachers after school events and functions</b></li><li><b>-Spot mop spills in bleachers, if necessary</b></li><li><b>-Spot clean all window glass to hand height</b></li><li><b>-Work with &amp; work around any district events or outside groups using/renting facilities as needed &amp; as notified – complete facility usage report form &amp; turn it in to school office</b></li></ul> |
|--|

CLEANING SCHEDULE (continued)

Multi-purpose/Gymnasium/Auditoriums

<b>WEEKLY (to be accomplished each Friday)</b>
<ul style="list-style-type: none"><li>-Low dust all horizontal surfaces to hand height</li><li>-Sweep baseboards</li><li>-Clean stage areas if applicable</li><li>-Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.</li><li>-Check bleachers before events and clean (daily if necessary)</li><li>-Clean under bleachers after school events (daily if necessary)</li><li>-Spot mop all bleachers and under bleachers</li><li>-Remove graffiti from walls, bleachers and lockers</li><li>-Sweep bleachers/stands (daily if necessary)</li></ul>

<b>MONTHLY</b>
<ul style="list-style-type: none"><li>-High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc. Maintenance personnel will clean areas reachable from higher than a 6-foot ladder.</li><li>-Remove dust and cobwebs from ceiling areas and lights. Maintenance personnel will clean areas located above reachable from 6-foot ladder.</li></ul>

<b>ANNUALLY – June 15 - August 1</b>
<ul style="list-style-type: none"><li>-Wash all windows and glass partitions</li><li>-Clean bleachers/stands in Gym/Multi-Purpose Rooms</li><li>-Wash gym &amp; locker room walls to hand height – spot clean higher as needed</li><li>-Strip and refinish composition floors</li><li>-Strip and wax stage areas as needed with District approval &amp; with negotiated added cost</li><li>-Refinish Wood Gym floors as needed with District approval &amp; with negotiated added cost</li></ul>

- NOTES:
1. Annual services to be performed prior to the start of the school year.
  2. Schedules for cleaning must be approved by each building's chief Administrator & authorized district staff.
  3. Any job requiring the use of a propane buffer must be done at night or at times when the building is inactive.

## **CLEANING SCHEDULE (continued)**

### **Non-Serviced Areas**

- Food Preparation Area in Kitchen and service line- clean up of this area will be the responsibility of Food Service personnel.
- Mulch beds & exterior landscaping (all sites)
- Lawn mowing (exception – Winton Woods Primary North & South and Winton Woods Middle School – small section in courtyard of each school mowed during spring to fall growing season with push mower)
- Basement of Greenhills Community Building – maintained by District Maintenance staff
- Greenhills Community Building – Rooms 106, 107, 210, 211, 212, 213, 214, 215, 218, 219, 220
- Winton Woods High School & Winton Woods Middle School Auditoriums – checked & cleaned as needed once per week or after an event ... usually less than once per week
- No snow removal or salting in parking lots (this is done by Maintenance)
- Maintenance work or repair work above “light-duty” – Proposer’s custodial staff should be prepared to write-up work orders for maintenance as needed to report facility needs & request work

### **Day Porter’s Responsibilities**

- Police restrooms after each class break & clean as needed
- Police outside main entrance of building at least one time per day
- Change light tubes (furnished by school system – report bad ballasts to maintenance for repair)
- Wipe down, clean & sanitize tables after lunch
- Dust mop and/or sweep floor following lunch
- Wet mop composite flooring following lunch
- Clean and mop any accident that may occur during the day
- Convey trash to dumpster – including lunch waste & Food Service waste
- Separate recycled paper & cardboard from solid waste trash & convey recyclables to recycling bins
- Unlock building in morning
- Respond to requests made by Principal
- Clean all entrance doors and windows
- Handle deliveries to school & convey shipped boxes within building accordingly or as requested
- Dust furniture, window ledges, and lockers (if building equipped) following night crew buffing of composition floors in corridors
- “Light Duty” maintenance work or repair work – past this, Day Porter writes-up work orders for maintenance as needed to report facility needs & request work
- Move furniture as requested (e.g., student desks, teacher desks, cabinets, etc.) using appropriate equipment & safety standards
- Remove graffiti & marks from walls, partitions, commodes & urinals as needed/requested
- Set-up for activities & special events and facilitate & assist with scheduling and/or covering any special district events or usage/rental of facilities by outside groups; route facility use reports to office

## **CLEANING SCHEDULE (continued)**

Restrooms/Dressing Rooms/Locker Rooms/Restrooms in Lounges and Offices

### **DAILY**

- Check restrooms throughout the school day
- Empty wastebaskets and replace liners
- Clean and sanitize all vitreous fixtures including toilet bowls, urinals and hand basins
- Clean and polish chrome fittings
- Clean and polish glass and mirrors
- Remove spots, stains and splashes from walls, commodes, partitions and urinals
- Spot clean metal partitions
- Sweep floors
- Damp mop floors with germicidal disinfectant
- Re-supply expendable restroom dispensers
- Remove graffiti and marks from walls, partitions, commodes, urinals

### **WEEKLY**

- Low dust horizontal surfaces to hand height (60")
- Sweep baseboards
- Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.
- Thoroughly clean floors and walls with germicidal disinfectant
- Dust metal partitions and lockers
- Clean and sanitize exterior of containers
- Flush and check floor drains
- High dust above hand height (70") horizontal surfaces, including shelves, pipes, moldings, etc. Maintenance personnel will clean areas located above reachable from 6-foot ladder

### **MONTHLY**

- Remove dust and cobwebs from ceiling areas and lights. Maintenance personnel will clean areas located above reachable from 6-foot ladder
- Machine scrub all restroom and locker room floors with germicidal disinfectant solution including baseboards and corners

## **CLEANING SCHEDULE (continued)**

### **Stadiums**

(Following home football games or scheduled special events at this location)  
(Prior notice will be given – approximately once per month outside football season ...  
during football season, several times each month)

### **Restrooms on Football Field/Stadiums**

- Make sure all dispensers are supplied before and after events**
- Check Friday to ensure they are clean and odors do not build up**
- Damp mop floors with germicidal disinfectant on Friday ( or before games)**
- Before and after events: empty wastebaskets and replace liners; clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals and hand basins; clean and polish all chrome fittings; clean and sanitize toilet seats; clean and polish glass and mirrors; wash and sanitize exterior of containers; remove spots, marks, stains and splashes from wall areas; sweep floors; damp mop floors with germicidal disinfectant**
- Lock & secure area**
- Ensure that all utilities & power are shut-off following usage & cleaning**

### **Football Bleachers/Stadiums**

- Use high power blower or sweep stands after each event**
- Sweep/blow trash under bleachers. Bag this debris & dispose of this trash.**
- Spot clean spills on bleacher seats & remove gum or similar as needed from bleacher seats**
- Report needed repairs or bad sections of bleacher to Maintenance for service**

ATTACHMENT E  
FACILITY SCALE DRAWINGS