

March 19, 2010

**SUBJECT: REQUEST FOR PROPOSAL**

**CUSTODIAL SERVICES**

**THE SCHOOL DISTRICT OF NEWBERRY COUNTY**

The School District of Newberry County is seeking proposals for full-service custodial contracts. Interested firms are invited to submit such a proposal in accordance with the attached guidelines and specifications.

Please be sure to read the Instructions to Contractors carefully. Note that there is a mandatory pre-proposal conference on Tuesday, March 30, 2010 at 9:00 AM. The conference will be held at 1903 Nance Street (Southern Management Portable). A tour of school facilities will be conducted immediately following the pre-proposal conference.

Sincerely,

**Jim C. Suber, Jr.**

Assistant Superintendent for Operations and Administration

1539 MARTIN STREET  
PO BOX 718  
NEWBERRY, SC 29108

## **Instructions to Contractors**

### **General Comments**

This document and all appendices are considered part of the required specifications to the School District of Newberry County RFP# 2010-1 Contracted Custodial Services.

The School District of Newberry County reserves the right to modify any part of the document at its discretion.

The School District of Newberry County reserves the right to reject any and all proposals.

The contractor shall furnish all supervision, cleaning personnel, equipment, supplies, tools and other materials as required for custodial services for the School District of Newberry County.

### **Pre-Proposal Conference**

Mandatory Pre-Proposal Conference will be:

Tuesday, March 30, 2010

9:00 AM

1903 Nance Street (SMG Portable)

Newberry, SC

### **Submission Requirements**

**One (1) original and seven (7) copies** of the proposal will be due on:

Wednesday, April 28, 2010 at 2:00 PM.

Sealed Proposals should be delivered by the required date and time to:

Mr. Jim C. Suber, Jr., Assistant Superintendent

The School District of Newberry County

1539 Martin Street

Newberry, SC 29108

Email and/or faxed proposals **will not** be accepted. Late proposals will be disqualified.

### **Presentations**

The School District of Newberry County may invite the most responsive firm(s) to give oral presentations and respond to questions.

### **Start Date/Contract Term**

The successful contractor will begin service on July 1, 2010. Contract will be for one (1) year with the School District of Newberry County having the option to renew for up to four (4) one-year extensions. Notice of intent to extend will be given at least 60 days in advance.

Extensions will be made based upon the recommendations of the authorized representatives of the School District of Newberry County and the contractor. Final

approval for any extensions shall be made by the School District of Newberry County. In case of extensions, the cost per month which was submitted in the contractor's proposal may be increased or decreased due to the addition or deletion of space to be cleaned. Extensions will be based upon the satisfactory performance by the contractor.

Any contract entered into by the School District of Newberry County shall be subject to cancellation without damages of further obligation when funds are not appropriated or are not available to support continuation of the contract.

During extensions this cost figure may be changed in accordance with any change which may have occurred in the United States Consumer Price Index (CPI) not to exceed 5% over the preceding twelve months effective 30 days prior to the termination of the contract period in question or reflect any changes made to the Federal Minimum Wage or applicable State Minimum Wage.

### **Termination/Cancellation**

In the event that contractor is non-compliant with any portion of the contract, the School District of Newberry County will give the contractor 30 days written notice to comply. If compliance is unsatisfactory after 30 days, then final written notice may be given to terminate contract 60 days thereafter. If contract is not to be renewed, the School District of Newberry County will give contractor 90 days written notice.

### **Payments**

After approval the invoice will be forwarded for payment. Payment will be made monthly on a net 30 schedule.

### **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 (1) year after the opening date of the proposals.

A written award, purchase order or contract furnished to the successful offerer, within the time for acceptance specified in the offer, shall be deemed to result in a binding contract without further action by either party.

### **Contract Award**

The selection of a contractor is planned to be finalized and announced by May 14, 2010. This decision will be the one that The School District of Newberry County determines to be in its best interest, most responsive to its needs, and offers the greatest benefit for the proposed cost. Please see **Appendix II** for Evaluation Criteria. The School District of Newberry County reserves the right to reject any or all offers and to waive informalities and minor irregularities in proposals received.

## **Evaluation of Proposals**

Evaluation of proposals submitted in response to the solicitation will be conducted by a committee of officials in the School District of Newberry County. In the process of evaluation the TOTAL vendor's proposal will be considered. However, particular attention will be paid to those criteria/evaluation factors which are referenced in Appendix II of this request. Each response will be assigned a numeric score rating by each evaluator, and the award which will be made by the School District of Newberry County will be predicated upon the composite ratings of officials referenced above with total cost for the program considered.

## **Addenda**

Any "Addenda" or Instructions to Contractors issued by the School District of Newberry County prior to the time for receiving bids shall be covered in the proposal and in closing a contract they shall become a part thereof.

## **Proposal Format**

Proposals must be submitted in the form outlined here. The materials submitted must be in sequence and related to the School District of Newberry County RFP 2010-1 for custodial service. The School District of Newberry County will make no reimbursement for the cost of developing or presenting proposals in response to the Request.

### **A. Company Profile**

History of company, year founded, philosophy or mission statement, description of types and number of accounts served, number of employees, ownership of company, business classification (corporation, partnership, sole proprietorship) and any other names the company has operated under in the past 10 years.

### **B. Qualifications**

1. Each vendor shall submit evidence of qualifications which would influence the ability to satisfactorily perform the housekeeping services defined elsewhere in this document (see Evaluation Criteria for additional pertinent details). Vendor must have been in the K-12/Higher Education cleaning business for a minimum of 5 years.
2. Vendor must submit, along with contact name and phone number, at least 5 school accounts serviced by the vendor that are similar in size, type, and/or quality of cleaning to this proposal. One of these references must be a school district with a minimum of 5,000 students and over 1,000,000 sq. ft. of contracted space. The School District of Newberry County reserves the right to contact these businesses, institutions, etc. and requests that contact information be included for each account. Failure to comply will result in rejection of proposal.

3. Vendor is required to list all educational contracts lost in the last 5 years along with reason for cancellation or non-renewal. The School District of Newberry County reserves the right to contact these businesses, institutions, etc. and requests that contact information be included for each account. Failure to comply will result in rejection of proposal.
4. Provide audited financial statements for the last three (3) years.
5. Provide certificate of liability insurance that meets the requirements outlined in these Instructions to Contractors.

### **C. Staffing Plan and Policies**

1. Outline number of proposed day and evening cleaning hours.
2. Explain staffing and management plan for campuses.
3. Provide organizational chart for the School District of Newberry County site.
4. Provide resumes or bios for key corporate employees. Include sample bios for any proposed on-site management.
5. Outline employee benefits package including paid vacation, medical coverage, dental coverage, paid uniforms and retirement benefits.

### **D. Operations Plan and Policies**

1. Explain quality control procedures.
2. Explain how vendor will be accountable for service problems and failures.
3. Explain emergency cleaning procedures.
4. Include training plans and procedures that will be implemented in the School District of Newberry County.
5. List grades, qualities, and brand name of chemicals that would be used in the School District of Newberry County. Provide evidence of a green cleaning program and your plan to implement this plan in the School District of Newberry County.
6. Explain security plans and procedures including your company's background check procedure on all personnel.
7. Provide description of uniforms to be worn by contract personnel.

### **E. Pricing**

1. Please show pricing on an annual, monthly and per square foot basis.
2. List hourly rates for emergency situations and work not included in the original contract price.

### **Expendable Supplies**

The Contractor will furnish all paper towels, soap, hand sanitizer, and toilet paper for restrooms and classrooms. The School District of Newberry County reserves the right to purchase these products "in-house" if there is a significant cost savings to the district.

**Window Cleaning**

Contractor will be responsible for cleaning high exterior and interior windows on an annual basis. All other windows will be cleaned according to the frequencies outlined in **Appendix I**. Annual price provided should include all window cleaning.

**Level of Cleanliness**

It will be the responsibility of the vendor to provide housekeeping 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. See detailed cleaning specifications outlined in **Appendix I**.

**Facilities**

To the extent possible, detailed information on building floor plans and square footage has been furnished to the contractor in **Appendix III and Appendix IV**. It shall be the responsibility of the contractor to verify measurements as deemed applicable for the submission of a proposal.

**Student Population**

Student population by school campus/building provided to contractor in **Appendix V**.

**Insurance**

The contractor shall provide at all times during the contract period the following insurance coverage:

1. Worker's Compensation Insurance, Statutory Benefits and Employer's Liability Insurance with limits of not less than \$500,000.00.
2. Commercial General Liability Insurance with limits of not less than \$1,000,000.00 for bodily injury and \$1,000,000.00 for property damage per occurrence, including Contractual Liability coverage.
3. Motor Vehicle Liability Insurance with an employer's non-ownership endorsement. Limits of liability shall not be less than \$1,000,000.00 combined single limit.
4. Umbrella or excess of loss coverage in the amount of not less than \$5,000,000.00.
5. The bidder shall furnish The School District of Newberry County certificates of insurance within 21 working days after acceptance of a contract.
6. The School District of Newberry County must have 10 days notice of cancellation or change in insurance coverage and give its approval.

**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.

All employees must undergo and pass a thorough background screening and check prior to employment with contractor. Contractor must perform both social security verification and criminal history screenings. Fingerprint background checks are required in applicable states. The contractor shall furnish a copy of a state background check on all applicants to the district prior to employment.

Only those personnel who have been properly trained shall be assigned duties under this contract.

No part of this contract may be subcontracted to any other service provider without the express consent of the School District of Newberry County.

All personnel shall be dressed in uniforms in a manner authorized by the contractor and approved by the School District of Newberry County. The personnel shall be neat and clean in appearance. Uniforms and picture identification badges shall be worn which fully identify the worker as a member of the contractor's work force.

No employee who has a felony police record may be assigned duties under this contract. Contractor shall be responsible for the submission of police clearance records for each employee within 24 hours upon request.

Contractor will pay at least the minimum wage rate. Contractor will pay all taxes pertaining to its employees as required by law.

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

**Office Space, Storage Space and Utilities**

The School District of Newberry County will provide a small, securable office space, limited securable storage space and utilities for contractor's on-site operations. Phone lines and internet access are the sole responsibility of the contractor.

**Safety**

Contractor shall be familiar with, and in complete compliance with, OSHA, AHERA, DHEC, and EPA requirements and shall report any loss time or major injuries to the school district.

**Security**

The contractor shall be responsible for training employees in security requirements of the School District of Newberry County, and shall be responsible for the enforcement of the same.

1. The Contractor shall be responsible for safeguarding against loss, theft, or damage of all School District of Newberry County 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 the campus.
4. Keys will be furnished by the school district. The contractor will not have additional keys duplicated. If additional keys are needed, a request will be made to the school district's representative. It is extremely important that the contractor be responsible and accountable for the keys and security of the buildings. Upon termination of the contract and/or an employee, the contractor shall return all keys to the school district's representative before the final payment is made. The contractor will be held financially responsible to restore the integrity of the key systems and FOB locks due to any prox fob or key that is lost and/or not returned. The contractor must maintain up-to-date key records of all keys issued to custodians and perform semi-annual key control inspections. Key control forms will be provided by the School District of Newberry County.

**Supervision**

Supervision is required at all times when work is performed in campus buildings. A supervisor must be dedicated to both day and night housekeeping operations and should be included in your staffing plan.

**Damage**

Contractor shall be responsible for the repair/replacement to the satisfaction of the School District of Newberry County's representative of any damage to the facility caused by any employee of this contract.

**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 initial equipment proposed for the School District of Newberry County must be all new and wholly owned by the contractor.

The School District of Newberry County will provide locked storage spaces, but it shall not be responsible for losses, which may be incurred due to theft and/or vandalism.



All equipment shall be maintained properly, and kept in clean working condition. A listing of all chemicals and 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 duly authorized.

All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Material Safety Data Sheets (MSDS) will be maintained on each job site for all chemicals used in the cleaning processes. All vacuums must be HEPA approved.

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

### **Emergencies**

All emergency conditions shall be promptly reported to the District's authorized representative. An hourly cost for emergency services occurring after regular work hours should be included in your pricing.

### **Contract Manager**

A minimum of one (1) contract manager shall be appointed within ten (10) days after receipt of contract, and this person shall be available as deemed necessary by the representative for purposes of reporting problems, requesting schedule changes, etc. This individual must be dedicated solely to the School District of Newberry County and shall not be shared with any other entity. The Contract Manager dedicated to the School District of Newberry County shall be the main contact person for routine daily matters. The School District of Newberry County reserves the right to interview proposed candidates prior to contract award.

### **Specialties/Athletic Events**

The contractor shall be responsible for clean up before and after all school activities such as, but not limited to, PTO, SIC meetings, and athletic events. The contractor is responsible for providing adequate custodial coverage for all home football and basketball games. Stadiums and venues for all other sports are to be cleaned before and after events. These activities are included in the base contract pricing.

The contractor shall be available for emergency services. Emergency work will be determined and authorized by the school district. Emergency work will be considered an extra billing and will be added to the monthly invoice at a flat labor rate.

The contractor shall be available for community functions, banquets, or other rentals of school facilities. This work will be billed to the School District of Newberry County at a flat labor rate as applicable.

**Scheduling Housekeeping**

The majority of housekeeping shall be done after school hours to pose a minimum disruption to normal school functions. See **Appendix I** for a detailed cleaning specification listing.

It is the expectation of the district that the vendor will staff each campus with adequate day porter personnel. Day porters and cleaning coverage should be included for summer school coverage where applicable. Day porter duties are outlined in the standard cleaning specs in **Appendix I**.

**Additional Specifications/Summer Events**

Special summer events/camps – daily cleaning schedule should be followed at all facilities during special summer events. Normal cleaning schedule should be followed at locations holding summer school and regular cleaning schedule should be followed daily for all offices.

Whitmire High School---12 man hours for graduation support.

Mid-Carolina High School--16 man hours for graduation support.

Newberry High School – 16 man hours for graduation support.

- General:**
- \* Have a system to replace sick workers timely.
  - \* During the school year, Day Porters work a total of 200 days --- 180 days school, 10 teacher work days -- 5 days prior to teachers returning and 5 days after teachers' last day. Summer schedules included in contract separately.
  - \* Sled/Sexual Offender Registry checks must be completed prior to employment for full/part-time.
  - \* Required safety briefings must be completed prior to employment for full/part time
  - \* Group manager inspects schools as needed (minimum monthly) with school administrator. Make copy available to Director of Buildings/Grounds.
  - \* Provide Director of Buildings/Grounds with man hours used monthly with invoice or separately.

**APPENDIX I**  
**Standard Cleaning Specifications for Daily, Weekly, Monthly,**  
**Semi Annual and Annual Schedules**

**CLEANING SCHEDULE**

General

Replace,daily, all interior (i.e., classroom, offices, lounges, café, kitchen) and entrance foyer light bulbs/tubes as needed with the exception of the following: exit, emergency lights, kitchen hoods, heat lamps, freezers, coolers, serving lines. Custodians will use lights only as required in the area or room being cleaned. The “lights off” method of identifying areas that have not been cleaned will not be allowed. Lights will remain off in all other areas until spaces are actually occupied. Turn lights off immediately when leaving an area or room and secure all exterior doors and windows. Carpet shall be cleaned per manufacturer recommendations. All AC/heat vents must be cleaned weekly.

I. Classrooms/Computer Labs

All classrooms are to be fully serviced each of the 180 student days. All classrooms are to be lightly cleaned during each of the 10 teacher in-service days.

1. Daily (five days per week)

- A. Empty wastebaskets and replace.
- B. Dust shelves
- C. Spot clean all glass to hand height
- D. Clean and sanitize counters, sinks, student desktops, door knobs/exit devices and water fountains.
- E. Dust mop, with chemically treated dust mop, all wood and tile floors
- F. Mopping:
  - (1) Spot mop tile floors with an all-purpose cleaner
  - (2) Mop with detergent on Tuesday and Friday
  - (3) Mops are to be cleaned/sanitized/stored upright. Mops/mop water should not be left overnight.
- G. Spot clean all carpet with the manufacturer’s approved method
- H. Vacuum all carpet

- I. Vacuum or shake walk-off mats
- J. Remove graffiti from all surfaces as necessary; clean marker/chalk boards
- K. Insure contractor closets are kept neat and clean
- L. Secure any exterior doors and windows and turn lights off before leaving room.

## 2. Weekly

- A. Remove dust and cobwebs from ceilings
- B. Dust all furniture and horizontal surfaces to hand height (70")
- C. Damp clean baseboards
- D. Damp clean window ledges
- E. Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
- F. Vacuum chalk rails, damp wipe, clean chalk/white boards and erasers
- G. Clean tile/terrazzo floors and buff with high speed machine using a spray wax when necessary
- H. Sanitize trash cans as needed.

## 3. Monthly

- A. High dust all horizontal surfaces including shelving, moldings, pipes, ducts, heating outlets, etc.
- B. Spray buff all tile floors as needed
- C. Dry clean all carpet in high traffic areas
- D. Dust all blinds
- E. Wash windows.
- F. Vacuum all returns/vents

## 4. Semi-annually (Summer 10 days prior to students returning & prior to first day of 2<sup>nd</sup> semester)

- A. Clean entire surfaces of students' desks and chairs
- B. Strip, seal and wax all wood, terrazzo, and tile floors with high quality products (asbestos tile floors are to be cleaned in compliance with AHERA regulations)
- C. Clean carpet (to include area rugs) using the manufacturer's approved method.
- D. All furniture to be placed back in original location when removed for cleaning.

5. Annually (During summer before Aug. 6)

- A. Wash all windows and glass partitions (both sides)
- B. Clean baseboards - remove any wax build-up
- C. Strip, seal, wax all wood, terrazzo, and tile floors
- D. All tile, terrazzo and finished concrete floors shall use the thermal wave system (burnishing method) or an equivalent pre-approved by the school district.
- E. All wood floors shall use Hillyard's recommended maintenance programs for wood floors or a system that has been pre-approved by the school district.
- F. All furniture to be placed back in original location when removed for cleaning.

II. OFFICES

All offices to be serviced daily during the 200 porter days, and per summer schedule.

The district office will be serviced daily for the duration of the contract.

1. Daily (five days per week)

- A. Empty wastebaskets/replace liners
- B. Dust shelves
- C. Spot clean all glass to hand height
- D. Clean and sanitize counters, sinks, and bathrooms
- E. Dust mop, with chemically treated dust mop, all wood and tile floors
- F. Spot mop tile floors with an all-purpose cleaner
- G. Vacuum all carpet
- H. Spot clean as necessary all carpet with the manufacturer's approved method
- I. Vacuum or shake walk-off mats
- J. Remove graffiti from all surfaces as necessary; clean marker/chalk boards
- K. Dust all furniture, including desk, chairs, tables, lamps, window ledges (unless otherwise instructed).

## 2. Weekly

- A. Remove dust and cobwebs from ceilings/ducts/vents
- B. Dust furniture, interior window ledges, and phones
- C. Dust all horizontal surfaces to hand height (70")
- D. Damp clean baseboards
- E. Damp clean window ledges
- F. Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
- G. Vacuum chalk rails and damp wipe
- H. Mop, buff wax/polish tile, terrazzo, and wood floors

## 3. Monthly

- A. High dust all horizontal surfaces including shelving, moldings, pipes, ducts, heating outlets, etc.
- B. Spray buff all tile/terrazzo/wood floors
- C. Dry clean all carpet in high traffic areas
- D. Dust all blinds/fans/light fixtures

## 4. Semi-annually (Summer 10 days prior to students returning & prior to first day of 2<sup>nd</sup> semester)

- A. Clean entire surfaces of chairs/furniture
- B. Strip, seal and wax all wood, terrazzo, and tile floors with high quality products (asbestos tile floors are to be cleaned in compliance with AHERA regulations)
- C. Clean carpet using a manufacturer approved method.

## 5. Annually (During summer before Aug. 6)

- A. Wash all windows and glass partitions (both sides)
- B. Clean baseboards
- C. All tile, terrazzo and finished concrete floors shall use the thermal wave system (burnishing method) or an equivalent pre-approved by the school district
- D. All wood floors shall use Hillyard's recommended maintenance programs for wood floors or a system that has been pre-approved by the school district

### III. LOUNGE AREAS

All lounge areas and lounge restrooms are to be serviced daily during the 200 porter days. During the summer, these areas are to be serviced Tues/Fri each week or in accordance with special schedule.

#### 1. Daily (five days per week)

- A. Empty wastebaskets/replace liners
- B. Damp clean counter tops
- C. Spot clean all glass to hand height
- D. Clean and sanitize counter, sinks, and bathrooms
- D. Dust mop, with a chemically treated dust mop, all wood, terrazzo, and tile floors.
- F. Spot mop tile floors with an all-purpose cleaner; mop on Friday
- G. Vacuum all carpet
- H. Spot clean all carpet with the manufacturer's approved method
- I. Vacuum/shake walk-off mats
- J. Remove graffiti from all surfaces as necessary
- K. Clean mirrors

#### 2. Weekly

- A. Remove dust and cobwebs from ceilings
- B. Dust all furniture, telephones, and horizontal surfaces to hand height (70")
- C. Damp clean baseboards
- D. Damp clean window ledges
- E. Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
- F. Vacuum chalk rails, damp wipe/clean boards
- G. Mop floors

#### 3. Monthly

- A. High dust all horizontal surfaces including shelving, moldings, pipes, ducts, heating outlets, etc.
- B. Spray buff all tile floors as needed
- C. Clean all carpet in high traffic areas with the manufacturer's approved method

- D. Dust all blinds/fans/light fixtures
4. Semi-annually (Summer 10 days before students return & prior to first day of 2<sup>nd</sup> semester)
- A. Clean entire surfaces of desks and chairs
  - B. Strip, seal and wax all wood and tile floors with high quality products (asbestos tile floors are to be cleaned in compliance with AHERA regulations)
5. Annually (During summer before Aug. 6)
- A. Wash all windows and glass partitions (both sides)
  - B. Clean all carpet and treat with soil retardant using the manufacturer's approved method
  - C. Clean baseboards
  - D. All tile, terrazzo and finished concrete floors shall use the thermal wave system (burnishing method) or an equivalent pre-approved by the school district
  - E. All wood floors shall use Hillyard's recommended maintenance programs for wood floors or a system that has been pre-approved by the school district

#### IV. LIBRARY/MEDIA CENTER

To be serviced during the 200 porter days and special summer schedule.

1. Daily (five days per week)
- A. Empty wastebaskets and replace liners
  - B. Damp clean counter tops
  - C. Spot clean all glass to hand height
  - D. Clean and sanitize counter and sinks
  - E. Dust mop with chemically treated dust mop all wood and tile floors
  - F. Spot mop tile floors with all-purpose cleaner
  - G. Vacuum all carpet
  - H. Spot clean all carpet with the manufacturer's approved method
  - I. Vacuum or shake walk-off mats



- J. Remove graffiti from all surfaces as necessary
- K. Dust furniture, etc.

2. Weekly

- A. Remove dust and cobwebs from ceiling
- B. Dust all furniture, bookshelves, window ledges, and horizontal surfaces to hand height (70")
- C. Damp clean baseboards
- D. Damp clean window ledges
- E. Remove fingerprints from doors, frames, light switches, kick plates, handles and railing
- F. Vacuum chalk rails, damp dust/clean boards
- G. Mop floors/ spray buff

3. Monthly

- A. High dust all horizontal surfaces including shelving, moldings, pipes, ducts, heating outlets, etc.
- B. Spray buff all tile/terrazzo floors
- C. Clean all carpet in high traffic areas using the manufacturer's approved method
- D. Dust all blinds

4. Semi-Annually (Summer 10 days prior to students returning & prior to first day of 2<sup>nd</sup> semester)

- A. Clean surfaces of furniture as needed
- B. Strip, seal and wax all wood and tile floors with high quality products (asbestos tile floors are to be cleaned in compliance with AHERA regulations)

5. Annually (During summer prior to Aug. 6)

- A. Wash all windows and glass partitions (both sides)
- B. Clean all carpet using the manufacturer's approved method
- C. Clean baseboards
- D. All tile, terrazzo and finished concrete floors shall use the thermal wave system (burnishing method) or an equivalent pre-approved by the school district.

- E. All wood floors shall use Hillyard's recommended maintenance programs for wood floors or a system that has been approved by the Maple Floor manufactures Association (MFMA) and pre-approved by the school district.

V. STAIRWELLS/CORRIDORS

To be serviced during the 200 porter days and special summer schedule.

- 1. Daily (five days per week)
  - A. Spot clean glass partitions and doors
  - B. Clean and sanitize water fountains
  - C. Sweep steps and landings
  - D. Dust mop with chemically treated dust mop all wood, terrazzo, and tile floors
  - E. Spot mop tile floors with all-purpose cleaner
  - F. Vacuum all carpet
  - G. Spot clean all carpet with manufacturer's approved method
  - H. Vacuum or shake walk-off mats
  - I. Clean under entrance mats, inside and outside
  - J. Remove graffiti from all surfaces as necessary
- 2. Weekly
  - A. Damp clean hand rails
  - B. Damp mop tile/terrazzo floors
  - C. Low dust all horizontal surfaces to hand height (70")
  - D. Damp clean baseboards
  - E. Damp clean window ledges
  - F. Damp clean lockers, including tops
  - G. Spray buff tile/terrazzo floors twice weekly (Tue./Wed. and Fri./Sat.)
  - H. Remove fingerprints from doors, frames, light switches, kick plates, handles and railing
  - I. Spot clean walls
  - J. Dust interior window ledges
  - K. Dust lockers
- 3. Monthly
  - A. High dust all horizontal surfaces including shelving, moldings, pipes, ducts, heating outlets, etc.

- B. Remove dust and cobwebs from ceiling
  - C. Dust all blinds
4. Semi-Annually (Summer 10 days prior to students returning & prior to first day of 2<sup>nd</sup> semester)
- A. Clean carpet using the manufacturer's approved method.
  - B. Strip, seal and wax all wood and tile floors with high quality products (asbestos tile floors are to be cleaned in compliance with AHERA regulations).
5. Annually (During summer prior to Aug. 6)
- A. All tile, terrazzo and finished concrete floors shall use the thermal wave system (burnishing method) or an equivalent pre-approved by the school district.
  - B. All wood floors shall use Hillyard's recommended maintenance programs for wood floors or a system that has been approved by the Maple Floor manufactures Association (MFMA) and pre-approved by the school district.

VI. RESTROOMS/LOCKER ROOMS/DRESSING ROOMS/SHOWER ROOMS/WEIGHT ROOMS

General: To be serviced the 180 student days and the 10 teacher In-service days. (See summer schedule) Should persistent odors be detected, it is the responsibility of the contractor to correct problem or report problem if source is a malfunction of the school district's equipment. All areas should be cleaned and disinfected with approved solution on a daily basis.

Exceptions: Restrooms at the District Office will be serviced daily for the duration of the contract.

1. Daily (five days per week)
- A. Check and clean as needed all restrooms after class changes
  - B. Provide and replace plastic trash can liners
  - C. Clean and sanitize all bathroom fixtures and water fountains/coolers

- D. Clean and polish all chrome fittings/clean water coolers
- E. Clean and sanitize toilet seats
- F. Clean and polish all mirrors
- G. Wash and sanitize exterior of all containers
- H. Damp wipe partitions
- I. Spot clean walls and partitions
- J. Sweep floors
- K. Damp mop floors with germicidal disinfectant
- L. Re-supply expendable restroom dispensers
- M. Remove any foreign materials from urinals, commodes, and sinks before cleaning as necessary
- N. Remove graffiti from all surfaces as necessary
- O. Deodorize
- P. Refill all dispensers to normal limits
- Q. Clean and disinfect all shower stalls

2. Weekly

- A. Dust all horizontal surfaces to hand height (70")
- B. Damp clean baseboards
- C. Remove fingerprints from doors, frames, light switches, kick plates, handles and railing
- D. Clean floors, fixtures using hoses/brooms on Tues/Fridays

3. Monthly

- A. Dust above hand height all horizontal surfaces
- B. Remove dust and cobwebs from ceiling
- C. Wash and sanitize partitions
- D. Machine scrub floors with germicidal disinfectant
- E. Dust all blinds/clean fans/light fixtures

## VII. GYM

General – Replace all interior light bulbs/tubes as needed.

To be serviced the 180 student and the 10 teacher In-service days at all schools with gyms; special events and summer scheduled separately.

### 1. Daily

- A. Empty wastebaskets, replace liners
- B. Dust as needed
- C. Spot clean glass to hand height
- D. Dust mop all tile and hardwood floors a minimum of twice daily during school hours; clean after school events
- E. Clean or shake mats inside and out
- F. Special events- clean under bleachers
- G. Spot mop as needed.

### 2. Weekly

- A. Remove dust and cobwebs from ceiling
- B. Dust all horizontal surfaces to hand height (70")
- C. Damp clean baseboards and window ledges
- D. Remove fingerprints from doors, frames, light switches, kick plates, handles and railing, etc.
- E. Sweep/clean under bleachers
- F. Mop gym floor Tues/Fri
- G. Spray buff tile floors

### 3. Monthly

- A. Dust above hand height (70") all horizontal surfaces
- B. Dust all blinds/fans/light fixtures
- C. Clean gym seats

### 4. Semi-Annually and Annually (Summer 10 days prior to students returning and Winter prior to Jan. 1)

- A. Clean/screen/recoat hardwood floors using Hillyard Methods and products.

- B. Wash/clean walls as needed in gym, dressing rooms and bathrooms.
- C. Dust, clean fans, light fixtures, windows, air returns in gym area.
- D. Clean gym seats.

### VIII. AUDITORIUM/MINI-THEATER/STAGES

All the above are to be serviced during the 180 student days and the ten (10) teacher in-service days.

1. Daily (five days per week)
  - A. Empty waste containers/replace liners
  - B. Remove paper/debris
  - C. Spot clean/vacuum as needed
  - D. Clean mats
2. Weekly
  - A. Clean/dust
  - B. Vacuum/dust/mop/clean floors/carpet
  - C. Note: Report repairs needed
  - D. Clean mats/carpet
3. Monthly
  - A. Dust seats
  - B. Treat wood floors
  - C. Clean Walls
  - D. Dust/clean blinds/fans/light fixtures/ducts
4. Semi-Annually (Summer 10 days prior to students returning & prior to first day of 2nd semester)
  - A. Strip, seal, and wax all wood and tile floors with high quality products (asbestos tile floors are to be cleaned in compliance with AHERA regulations).
  - B. Clean all carpet with the manufacturer's approved method.

- C. All tile, terrazzo, and finished concrete floors shall use the thermal wave system (burnishing method) or an equivalent pre-approved by the school district.
- D. All wood floors shall use Hillyard's recommended maintenance programs for wood floors or a system that has been approved by the Maple Floor Manufactures Association (MFMA) and pre-approved by the school district.

IX. CAFETERIA/KITCHEN/LOADING DOCK

To be serviced the 180 student days and ten (10) teacher in-service days at all schools with kitchens/cafeterias/loading docks.

X. KITCHEN/LOADING DOCK/CAN WASH

1. Daily

- A. Empty trash/garbage into dumpsters after breakfast and lunch
- B. Wash garbage/trash cans, replace liners after lunch
- C. Clean can/mop wash area
- D. Sweep/clean, mop floor/mats
- E. Sweep/clean office area
- F. Clean/wash loading dock
- G. Clean/sanitize mops and mop buckets; air dry; hang mops
- H. Store brooms off ground
- I. Release pressure from can wash hose. Water must be turned off daily.
- J. **Clean under all kitchen equipment.**

2. Weekly

- A. Scrub floors with low-speed machine—Tuesday and Friday.
- B. Clean windows and ledges
- C. Clean walls & baseboards
- D. Mop office area
- E. Dust horizontal surfaces to hand height (70")
- F. Clean all glass
- G. Clean all stainless steel with stainless steel cleaner

3. Monthly
  - A. Remove dust/cobwebs from ceiling
  - B. Clean fans/light fixtures/hoods
  - C. Wash windows inside/outside
  - D. Remove wax/dirt build up along baseboards, serving lines, & dish return areas
  - E. Dust canopies over serving lines and dish return areas and in open cafeteria.
4. Semi-Annually/Annually
  - A. Kitchen floor to be machine scrubbed- during the summer before the opening of school; Christmas break.
  - B. Wash/clean walls
  - C. Dust, clean mats, fans, light fixtures, ducts

## XI. CAFETERIA

To be serviced in the following manner:

1. Daily
  - A. Empty wastebaskets/containers
  - B. Spot clean all glass
  - C. Spot mop floor (during and after breakfast and lunch)
  - D. Mop floor after noon meal
  - E. Damp clean, with disinfectant, all tables (during, after breakfast and lunch)
  - F. Spot clean floor with all-purpose cleaner
  - G. Vacuum walk-off mats
  - H. Auto scrub floors with machine.
2. Weekly
  - A. Dust all horizontal surfaces/interior window ledges to hand height (70")
  - B. Damp clean baseboards and window ledges
  - C. Remove fingerprints from doors, frames, light switches, kick plates, handles and railing, etc.
  - D. Clean all chair seats/back with disinfectant
  - E. Spray buff tile/terrazzo floors twice weekly.
  - F. Remove dust and cobwebs from ceiling/windows/awnings



3. Monthly
  - A. Dust above hand height (70") all horizontal surfaces including shelves, moldings pipes, ducts, heating outlets, etc.
  - B. Dust all blinds
  - C. Clean fans/light fixtures/ducts
  - D. Clean windows
  - E. Clean chairs/stools/table legs/chair legs
  
4. Annually/Semi-Annually (Summer 10 days prior to students returning & prior to first day of 2<sup>nd</sup> semester)
  - A. Strip, seal and wax tile floors with high quality products (asbestos tile floors are to be cleaned in compliance with AHERA regulations)
  - B. Clean fans/light fixtures/ducts
  - C. Wash walls/partitions/windows

5. General

All tile, terrazzo and finished concrete floors shall use the thermal wave system (burnishing method) or an equivalent pre-approved by the school district.

XII. DISTRICT ADMINISTRATION OFFICE

The District Office building is to be serviced daily year-round (240 working days). Procedures for servicing restrooms are as described in item VI.

1. Daily (five days per week)
  - A. Empty wastebaskets, provide & replace liners
  - B. Damp clean counter tops
  - C. Spot clean all glass to hand height
  - D. Clean and sanitize counters, sinks, and water coolers
  - E. Dust mop with chemically treated dust mop all wood and tile floors
  - F. Spot mop tile floors with all-purpose cleaner
  - G. Vacuum all carpet

- H. Spot clean all carpet with the manufacturer's approved method
- I. Vacuum or shake walk-off mats
- J. Yard & ground sweeps

2. Weekly

- A. Provide and replace all plastic liners in waste receptacles.
- B. Dust all horizontal surfaces to hand height (70")
- C. Damp clean baseboards
- D. Damp clean window ledges
- E. Remove fingerprints from doors, frames, light switches, kick plates, handles and railing
- F. Mop tile floors/wax/buff wood floors
- F. Dust all furniture including table legs, chairs, shelves, bookcases
- H. Dust interior window ledges
- I. Dust telephones
- J. Remove dust and cobwebs from ceiling

3. Monthly

- A. High dust all horizontal surfaces including shelving, moldings, pipes, ducts, heating outlets, etc.
- B. Spray buff all tile/terrazzo/wood floors
- C. Clean all carpet in high traffic areas with the manufacturer's approved method
- D. Dust all blinds
- E. Dust/clean lights/fans
- F. Wash windows

4. Semi-Annually (Summer 10 days prior to students returning & prior to first day of 2<sup>nd</sup> semester)

- A. Strip, seal and wax all wood and tile floors with high quality products (asbestos tile floors are to be cleaned in compliance with AHERA regulations)
- B. Clean and polish all fine wood furniture with an acceptable lemon oil cleaner and polish
- C. Wash all windows and glass partitions (both sides)
- D. Clean and treat with soil retardant all carpet using manufacturer's approved method

5. General

All tile, terrazzo and finished concrete floors shall use the thermal wave system (burnishing method) or an equivalent pre-approved by the school district.

XIII. PROSPERITY KIT CENTER

1. Weekly

- A. Provide and replace all plastic liners in waste receptacles.
- B. Dust all horizontal surfaces to hand height (70")
- C. Damp clean baseboards
- D. Damp clean window ledges
- E. Remove fingerprints from doors, frames, light switches, kick plates, handles and railing
- F. Mop tile floors/wax/buff wood floors
- G. Dust all furniture including table legs, chairs, shelves, bookcases
- H. Dust interior window ledges
- I. Dust telephones
- J. Remove dust and cobwebs from ceiling

2. Semi-Annually (Summer 10 days prior to students returning & prior to first day of 2<sup>nd</sup> semester)

- A. Strip, seal and wax all wood and tile floors with high quality products (asbestos tile floors are to be cleaned in compliance with AHERA regulations)
- B. Clean and polish all fine wood furniture with an acceptable lemon oil cleaner and polish
- C. Wash all windows and glass partitions (both sides)
- D. Clean and treat with soil retardant all carpet with manufacturer's approved method

XIV. YARDS AND GROUNDS

Entrances

All entrances/exits shall be swept and kept clean, clear of debris, trash, and leaves at all times. Ceilings must also be kept clean.

School Grounds and District Office (Including: lawns, playgrounds, parking lots, and roadside adjacent to school grounds & around dumpsters)

These areas are to be kept clear and free of debris other than limbs and leaves at all times, including special events after normal school hours.

XV. STADIUMS AND OUTDOOR FACILITIES

Prior to the first scheduled event and on days of events thereafter (Seasonal: Football, Baseball, Soccer, Tennis, Band, Softball and Track) the restrooms and general area shall be cleaned as specified in the section titled Restrooms/Locker Rooms and Yards/Grounds.

Ticket booths and press boxes will be swept and dusted prior to the first scheduled event and after each subsequent event.

## APPENDIX II

### Evaluation Criteria Worksheet

Each respondent will be evaluated based upon the following criteria below. The highest scoring respondent may be awarded but the district reserves the right to choose any contractor deemed as the best overall value for the needs of School District of Newberry County.

<b>Criteria</b>	<b>Points Available</b>	<b>Points Scored</b>
1. Qualifications (corporate)		
a. Experience	5	
b. Financial Stability	5	
2. Personnel		
a. Supervisors		
1. Qualifications of Supervisors	5	
2. Experience of Supervisors	5	
3. Amount of supervision committed to this project	5	
b. Management		
1. Qualifications	10	
2. Experience	10	
3. Supplies proposed for General Cleaning	5	
4. Equipment	10	
5. Training Program	5	
6. Recruitment Program	5	
7. Personnel Handbook	5	
8. Quality Control Program	5	
9. Price - Value	20	
<b>Total</b>	<b>100</b>	

**APPENDIX III**  
**Buildings to be Cleaned with Square Footages**  
**(Provided by School District of Newberry County)**

<u>School</u>	<u>Square Feet Cleaned Daily</u>	<u>Square Feet Cleaned Weekly</u>
District Administrative Bldg.	<u>6,698</u>	
Newberry Middle	<u>129,337</u>	
Newberry Elementary	<u>87,217</u>	
Gallman Elementary	<u>68,000</u>	
Gallman Ed. Ctr. (incl. portables)	<u>51,605</u>	
Boundary Street	<u>77,574</u>	
Reuben Elementary	<u>38,244</u>	
Old Whitmire High Gymnasium (Old WHS additional facilities)	<u>10,764</u>	<u>8,655</u>
Whitmire Comm. School	<u>103,505</u>	
Pomaria/Garmany	<u>70,658</u>	
Little Mountain	<u>69,121</u>	
Mid-Carolina High	<u>161,695</u>	
Mid-Carolina Middle (including old MCHS/rd. bldg.)	<u>146,957</u>	
Prosperity/Rikard (including portables)	<u>42,928</u>	
Newberry County Career Center (including one portable)	<u>51,794</u>	
Newberry II Learning Center (including one portable)	<u>10,834</u>	

Buildings and Grounds		<u>850</u>
Prosperity Kit Center		<u>5,819</u>
Newberry High School	<u>144,599</u>	
<b>TOTALS</b>	<b><u>1,271,530</u></b>	<b><u>15,324</u></b>

**APPENDIX IV**  
**Campus and Building Maps**  
**(Provided by School District of Newberry County)**



**APPENDIX V**  
**Student Population by Building**  
**(Provided by School District of Newberry County)**