

**Ozark City Schools  
Board of Education  
860 Hwy 231 N. Ozark, Alabama 36360  
RFP # 03-2019**

**INSTRUCTIONS TO VENDORS**

**INVITATION TO BID:**

For the purpose of this bid request and contract the Ozark City Schools will be known as the (Board, District or Owner) the bidder will be known as (Bidder) or (Contractor) or (Vendor), with or without capitalization.

The Ozark City Schools invites you to bid for providing Custodial Services for Carroll High School. Sealed proposals will be received until **2:00 p.m., March 12, 2019** at the above address at which time they will be opened publicly and read. The Board reserves the right to reject any and all bids for any reason determined by the board.

**INSTRUCTIONS FOR BIDDER:**

The Board of Education reserves the right to reject any and/or all bids, to waive all formalities in bidding, to be the sole judge of quality and equality of the several bid proposals and to award the contract to the most desirable bidder.

Envelopes containing bids must be sealed and marked on the outside lower left hand corner: **Custodial Services for Ozark City Schools RFP 03-2019, March 12, 2019, 2:00 p.m. and must include your license number and classification on the outside of the envelope.**

All bids must be submitted on the attached Bid Proposal Form and signed by the bidder.

The Ozark City Schools is exempted from all sales and use taxes under the provisions of Title 40, Chapter 23, Section 4(15) Code of Alabama 1975.

All prices submitted on the proposal are to be comprehensive.

Any questions regarding the the bid process or specifications should be directed to:

Vivian Miller  
Chief Financial Officer  
Ozark City Schools  
860 Hwy 231 N.  
Ozark, Alabama 36360  
334-774-5197 ext 2510  
vmiller@ozarkcityschools.net

**DELIVERY:** The services should be delivered as specified in the Supplemental Instructions to Bidders.

**PAYMENT:** The successful bidder can expect payment from the Ozark City Schools on the 10<sup>th</sup> of each month. Invoices must be received in the central office located at 860 Hwy 231 N. Ozark, Alabama, 36360 by the 28<sup>th</sup> day of the month to receive payment by the 10<sup>th</sup> day of the following month. Invoice must be broken down on a line item basis to clearly demonstrate billings. Any invoice simply showing a total amount with out itemization will be returned to the vendor.

## **INSTRUCTIONS TO BIDDERS (VENDORS)**

### **CONTENTS**

#### **1 Preparation of Proposal.**

- 1.1. Any explanation desired by a vendor regarding the meaning or interpretation of any portion of these Documents must be requested in writing and directed to the Board representative in sufficient time for a reply to reach vendors before the submission of their proposals. Oral explanations or instructions given before the opening of the proposals will not be binding. Any information given to one prospective vendor will be furnished to all prospective vendors as a proposal addendum, if such information is necessary to vendors in submitting their proposals or if the lack of such information would be prejudicial to an uninformed vendor.
- 1.2 Each vendor will submit one original RFP and two copies.

#### **2. BID DOCUMENTS**

The Bid Documents consist of the Advertisement for Bids, these Instructions to Bidders, any modifications of or supplements to these Instructions to Bidders, the Proposal Form, and the proposed Contract Documents. The proposed Contract Documents consist of the Payment Bond, the Conditions of the Contract (General, Supplemental, and other Conditions). Bid Documents may be obtained or examined as set forth in the Advertisement for Bids.

### **3. LICENSING REQUIREMENTS:**

The bidder must have the appropriate business license and must show the Owner evidence of license before bidding or the bid will not be received by the Owner. A bid which is for work outside of the type or types of work stipulated in the bidder's license, will not be considered.

### **4. INSURANCE REQUIREMENTS**

As an attachment to the bid document submitted, the bidder must provide proof of current insurance as follows:

- a. General Liability for an amount not less than \$1,000,000.
- b. Workers Compensation for all persons to be employed at the work site.

### **5. QUALIFICATIONS of BIDDERS and PREQUALIFICATION PROCEDURES:**

a. Any special qualifications required of contractors or material suppliers, are set forth in the Bid Documents.

b. The Awarding Authority may have elected to prequalify bidders. Parties interested in bidding for this contract are directed to the Advertisement for Bids and Supplemental Instructions to Bidders to determine whether bidders must be prequalified and how they may obtain copies of the Awarding Authority's published prequalification procedures and criteria.

c. Release of Bid Documents by the Owner to a prospective bidder will not constitute any determination by the Owner that the bidder has been found to be qualified, prequalified, or responsible.

### **6. Walk Through :**

Before submitting a bid for the Work, the bidders shall carefully examine the Bid Documents. A optional site visit may be scheduled if requested by bidder 5 days prior to March 12th. Bidder will contact Larry Williams @ 334-432-0075 to set up an time. The submission of a bid shall constitute a representation by the bidder that the bidder has made such examination and has judged for and satisfied himself or herself as to conditions to be encountered regarding the character, difficulties, quality, and quantities of work to be performed and the material and equipment to be furnished, and as to the contract requirements involved.

### **7. EXPLANATIONS and INTERPRETATIONS:**

a. Should any bidder observe any ambiguity, discrepancy, omission, or error in the specifications, or in any other bid document, or be in doubt as to the intention and meaning of these documents, the bidder should immediately report such to the Owner and request clarification.

b. In the case of inconsistency between specifications or within either document, a bidder will be deemed to have included in its bid the better quality or greater quantity of the work involved unless the bidder asked for and obtained the Owner's written clarification of the requirements before submission of a bid.

## **8. PREPARATION and DELIVERY of BIDS:**

### **a. Proposal Form:**

(1) Bids must be submitted on the Proposal Form as contained in the Bid Documents; one original and two copies are required to be submitted.

(2) All information requested of the bidder on the Proposal Form must be filled in. The form must be completed by typewriter or hand-printed in ink.

(3) Identification of Bidder: On the first page of the Proposal Form the bidder must be fully identified by completing the spaces provided for: sign all documents in the space provided.

(a) the legal name of the bidder,

(b) the state under which laws the bidder's business is organized and existing,

(c) the city (and state) in which the bidder has its principal offices,

(d) the bidder's business organization, i.e., corporation, partnership, or individual (to be indicated by marking the applicable box and writing in the type of organization if it is not one of those listed), and

(e) the partners or officers of the bidder's organization, if the bidder is other than an individual. If the space provided on the Proposal Form is not adequate for this listing, the bidder may insert "See Attachment" in this space and provide the listing on an attachment to the Proposal Form.

(4) Where indicated by the format of the Proposal Form, the bidder must specify lump sum prices in both words and figures. In case of discrepancy between the prices shown in words and in figures, the words will govern.

(5) All bid items requested in the Proposal Form, including alternate bid prices and unit prices for separate items of the Work, must be bid. If a gross sum of bid items is requested in the Proposal Form, the gross sum shall be provided by the bidder.

(6) In the space provided in the Proposal Form under "Bidder's Alabama License", the bidder must insert his or her current contractor's state license number, current bid limit, and type(s) of work for which bidder is licensed.

(7) The Proposal Form shall be properly signed by the bidder. If the bidder is:

(a) **an individual**, that individual or his or her "authorized representative" must sign the Proposal Form;

(b) **a partnership**, the Proposal Form must be signed by one of the partners or an "authorized representative" of the Partnership;

(c) **a corporation**, the president, vice-president, secretary, or "authorized representative" of the corporation shall sign and affix the corporate seal to the Proposal Form. As used in these Instructions to Bidders, "authorized representative" is defined as a person to whom the bidder has granted written authority to conduct business in the bidder's behalf by signing and/or modifying the bid. Such written authority shall be signed by the bidder (the individual proprietor, or a member of the Partnership, or an officer of the Corporation) and shall be attached to the Proposal Form.

(8) Interlineation, alterations or erasures on the Proposal Form must be initialed by the bidder or its "authorized representative".

## **(9) WITHDRAWAL or REVISION of BIDS:**

- a. A bid may be withdrawn prior to the time set for opening of bids, provided a written request, executed by the bidder or the bidder's "authorized representative", is filed with the Owner prior to that time. The bid will then be returned to the bidder unopened.
- b. A bid which has been sealed in its delivery envelope may be revised by writing the change in price on the outside of the delivery envelope over the signature of the bidder or the bidder's "authorized representative". In revising the bid in this manner, the bidder must only write the amount of the change in price on the envelope **and must not reveal the bid price.**
- c. Written communications, signed by the bidder or its "authorized representative", to revise bids will be accepted if received by the Owner prior to the time set for opening bids. The Owner will record the instructed revision upon opening the bid. Such written communication may be by facsimile if so stipulated in Supplemental Instructions to Bidders. In revising the bid in this manner, the bidder must only write the amount of the change in price **and must not reveal the bid price.**
- d. Except as provided in Article 12 of these Instructions to Bidders, no bid shall be withdrawn, modified, or corrected after the time set for opening bids.

#### **10. OPENING of BIDS:**

Bids will be opened and read publicly at the time and place indicated in the Advertisement for Bids. Bidders or their authorized representatives are invited to be present.

#### **11. INCOMPLETE and IRREGULAR BIDS:**

A bid that is not accompanied by data required by the Bid Documents, or a bid which is in any way incomplete, may be rejected. Any bid which contains any uninitialed alterations or erasures, or any bid which contains any additions, alternate bids, or conditions not called for, or any other irregularities of any kind, will be subject to rejection.

#### **12. BID ERRORS**

**a. Errors and Discrepancies in the Proposal Form.** In case of error in the extension of prices in bids, the unit price will govern. In case of discrepancy between the prices shown in the figures and in words, the words will govern.

**b. Mistakes within the Bid.** If the low bidder discovers a mistake in its bid, the low bidder may seek withdrawal of its bid without forfeiture of its bid guaranty under the following conditions:

**(1) Timely Notice:** The low bidder must notify the Awarding Authority in writing, within three working days after the opening of bids, that a mistake was made. This notice must be given within this time frame whether or not award has been made.

**(2) Substantial Mistake:** The mistake must be of such significance as to render the bid price substantially out of proportion to the other bid prices.

**(3) Type of Mistake:** The mistake must be due to calculation or clerical error, an inadvertent omission, or a typographical error which results in an erroneous sum. A mistake of law, judgment, or opinion shall not constitute a valid ground for withdrawal without forfeiture.

**(4) Documentary Evidence:** Clear and convincing documentary evidence of the mistake must be presented to the Awarding Authority as soon as possible, but no later than three working days after the opening of bids. The Awarding Authority's decision regarding a low bidder's request to withdraw its bid without penalty shall be made within 10 days after receipt of the bidder's evidence or by the next regular meeting of the Awarding Authority. Upon withdrawal of bid without penalty, the low bidder shall be prohibited from (1) doing work on the project as a subcontractor or in any other capacity and (2) bidding on the same project if it is re-bid.

### **13. DISQUALIFICATION of BIDDERS:**

Any bidder(s) may be disqualified from consideration for contract award for the following reasons:

**a. Collusion.** Any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition to bid at a fixed price or to refrain from bidding or otherwise shall render the bids void and shall cause the bidders or prospective bidders participating in such agreement or collusion to be disqualified from submitting further bids to the Awarding Authority on future lettings. (See § 39-2-6, Code of Alabama 1975, for possible criminal sanctions.)

**b. Advance Disclosure.** Any disclosure in advance of the terms of a bid submitted in response to an Advertisement for Bids shall render the proceedings void and require readvertisement and rebid.

**c. Failure to Settle Other Contracts.** The Awarding Authority may reject a bid from a bidder who has not paid, or satisfactorily settled, all bills due for labor and material on other contracts in force at the time of letting.

### **14. CONSIDERATION of BIDS:**

**a.** After the bids are opened and read publicly, the bid prices will be compared and the results of this comparison will be available to the public. Price is but one consideration, contract will be awarded in accordance with the award factor sheet below. Until the final award of the contract, however, the Awarding Authority shall have the right to reject any or all bids, and it shall have the right to waive technical errors and irregularities if, in its judgment, the bidder will not have obtained a competitive advantage and the best interests of the Awarding Authority will be promoted.

### **15. DETERMINATION OF THE WINNING BID SHALL BE DETERMINED BY THE POINTS SCORED ON THE EVALUATION SHEET. ANY OR ALL ALTERNATES MAY OR MAY NOT BE ACCEPTED BY THE BOARD**

The Awarding Authority request for alternate bid prices (alternates) to facilitate either reducing the base bid to an amount within the funds available for the project or adding items to the base bid within the funds available for the project. Alternates, may be taken or may be added at a later date to supplement custodial services at individual schools.

### **16. AWARD of CONTRACT:**

**a. The Board reserves the right to reject any and all bids. The Board also reserves the right to cancel this contract for lack of funding without penalty from the vendor.** The contract shall be awarded in accordance with evaluation factors as stated below. A responsive bidder is one who submits a bid that complies with the terms and conditions of the Advertisement for Bids and the Bid Documents. Minor irregularities in the bid shall not defeat responsiveness. It is the Boards intent to open bids on the established bid date and time, award an exceptable bid at the next board meeting. The contractor will be required to begin work on May 1, 2019 and will end April 30, 2020. The Board may at its discretion extend the contract for an additional two years. Should the winning contractor fail to begin on the start date the contractor agrees to reimburse the Board for all expenses incurred in obtaining custodial services for the interim period.

**b.** A bidder to whom award is made will be notified following board meeting by confirmed facsimile ,email, or letter to the address shown on the Proposal Form at the earliest possible date. Unless other time frames are stipulated in Supplemental Instructions to Bidders, the maximum time frames allowed for each step of the process between the opening of bids and the issuance of an order to proceed with the work shall be as follows:

1. Contractor's return of the fully executed contract, with evidence of insurance, to the Awarding Authority by April 12<sup>th</sup>, 2019.
2. Notice To Proceed issued to the contractor prior to start date. The time frames stated above, or as otherwise specified in the Bid Documents, may be extended by the board. Failure by the Awarding Authority to comply with the time frames stated above or stipulated in Supplemental Instructions to Bidders, or agreed extensions thereof, shall not be just cause for the withdrawal of the contractor's bid.

**END of INSTRUCTIONS TO BIDDERS**

## Evaluation Factors

1. "Most Advantageous Proposal". Ozark City Schools will award contracts to the vendor who submits the "**Best Value Proposal**" for Custodial Services to **Ozark City Schools for**; Carroll High School. Carroll High School consists of the Main Building, Gym 1 and 2, ROTC Facility and Football Locker Room.

1.2. **Proposals should contain all components of "Proposal Requirements"**. The following criteria will be used to evaluate all proposals with relative weighted value:

- |                                   |           |                  |
|-----------------------------------|-----------|------------------|
| • Experience                      | 20 points |                  |
| • Financial Stability             | 15 points |                  |
| • Training & Employee Development | 05 points |                  |
| • Management/Supervisory Plan     | 05 points |                  |
| • Operational Plan                | 05 points | Total 100 points |
| • Equipment Plan                  | 05 points |                  |
| • Transition for Startup          | 05 points |                  |
| • References                      | 15 points |                  |
| • Price                           | 25 points |                  |

1.2.1 Evaluation of proposals shall be based on what **is the best overall solution** for the Board. As noted above, cost will be only one factor used in determining what the "best value proposal" is.

1.2.2 The Board expressly reserves the right to waive minor deviations from the specification when it is determined that total cost to the Board of the deviating proposal is lower than the lowest conforming proposal which meets all aspects of the specifications, and the overall function of the goods or services, or both, specified in the deviating proposal is equal to or greater than that of the conforming bid. In conjunction, the Board also reserves the right to:

1.2.3 Waive any defect, irregularity or informality in any proposal procedures.

1.2.4 Reject any or all RFPs.

1.2.5 Award the entire RFP to one vendor

1.2.6 Award the RFP under the most beneficial terms for the Board

1.2.7 Extend the opening time and date.

1.2.8 Procure any item of the RFP by other means.

1.2.9 Vendor must provide their last full year fiscal or calendar year audited or reviewed financial statement. (Last full year complete tax return may be accepted in lieu of financial statement. Should you be chosen for final review the Board may require the last filed tax return)



**Ozark City Board of Education  
CUSTODIAL SERVICES**

**CONTRACT DOCUMENT  
STANDARD TERMS AND CONTRACT CONDITIONS**

**Standard Terms**

1. Purchases by the Board of goods, services, or both, shall be governed by the following terms and conditions, except to the extent that such terms, and conditions are specifically modified or altered by the terms and conditions of the Request for Proposal Sheet, Instructions to Vendors, Standard Terms, Contract Conditions, Contract Form, Cost Proposal Sheet, and Exhibits, relating to the subject of the Request for Proposal Packet (“RFP” and/or “Proposal”). The RFP, Instructions to Vendors, Standard Terms, Contract Conditions, Contract Form, Cost Proposal Sheet and Exhibits A-E constitute and are referred to hereafter collectively as the “Contract” document.
2. Gratuities: The Board may, by written notice to the Vendor, cancel this contract without liability to the Vendor if it is determined by Board that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Vendor, or any agent, or representative of the Vendor, to an officer or employee of Board with a view toward securing a contract or securing favorable treatment with determinations with respect to the performance of such contract. In the event this contract is canceled by Board pursuant to this provision, Board shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Vendor in providing such gratuities.
  - Prohibition against Personal Interest in Contracts: If any member of the Board or any employee of the Board has any interest, either direct or indirect, in the business of the Vendor, such interest must be disclosed in Vendor’s bid. At the discretion and interpretation of the Board, such interest may disqualify the Vendor as meeting the requirements of this RFP.
3. Special Tools and Test Equipment: If the price stated in the Proposal includes the cost of any special tooling or special equipment fabricated or required by Vendor for the purpose of fulfilling Vendor’s obligations, such special tooling equipment and any process sheets related thereto shall become the property of the Board, to the extent feasible, shall be identified by the Vendor as such. Any and all special tooling will have prior approval from the Board’s contract representative prior to installation and use.
4. Warranty of Price:

- The price to be paid by the Board shall be contained in Vendor proposal which Vendor warrants to be no higher than Vendor's current prices on order by other for products/services of the kind a specification covered by this agreement for similar quantities under similar or like conditions and methods of purchase.
  - The Vendor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for commission, percentage, brokerage, or contingent fee exception bona fide employees of bona fide established commercial or selling agencies maintained by the Vendor for purpose of securing business. For breach or violation of this warranty, the Board shall have the right in addition to any other right or rights to cancel this contract without liability and to deduct from the contract price, or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.
5. Warranty Products: Vendor shall not limit or exclude any implied warranties. Any attempt to do so shall render this contract void at the option of the Board. Vendor warrants that the goods/services furnished will conform to the specification, drawings and descriptions contained in the Contract Documents and to the sample/s furnished by Vendor, if any.
6. Safety Warranty: Vendor warrants that the product sold/distributed under this contract shall conform to the standards promulgated by the U. S. Department of Labor under the Occupational Safety and Health Act (OSHA) of 1970. In the event the product does not conform to OSHA standards, Board may discontinue the use of services/products at the Vendors expense. Vendor shall provide all MSDA sheets for all chemicals in use and proposed for use.
7. No Warranty by Board against Infringements: As part of this contract for sale, Vendor agrees to ascertain whether goods manufactured in accordance with the specifications attached to the agreement will give rise to the rightful claim of any third person by way of infringement or the like. Board makes no warranty that the production of goods according to the specification will not give rise to such a claim, and in the event shall the Vendor shall indemnify the Board. In the event the Vendor is sued on the grounds of infringement or the like will. The Vendor will notify Board to the effect in writing within two weeks after the notification of infringement. If Board does not receive notice and is subsequently held liable for the infringement or the like, Vendor will indemnify and hold Board harmless from any loss, attorney cost, cost or expense. If Vendor ascertains that production of the goods in accordance with the specifications will result in infringement or the like, this contract shall be null and void.
- The Vendor at the end of the warranty period shall deliver to the Board any and all documents and operating manuals for technology, equipment, telecommunication access/passwords systems and training to maintain the equipment to continue to operate the systems.

8. Termination: The performance of work under this contract may be terminated in whole or in part by the Board at its discretion. Termination of work hereunder shall be effected by the delivery to the Vendor of a "Notice of Termination" specifying the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective. Board reserves the right and shall have the right to terminate this Contract for any reason determined by the Board in its sole and absolute discretion, including, but not limited to, lack of funding. Such right of termination is in addition to and not in lieu of rights of Board.
9. Commitment of Current Revenue: The Board by law reserves the right to terminate the contract at the expiration of each budget year. The contract is conditioned on a best effort attempt by this governing body to obtain and appropriate funds for payment of the contract and the continuing right to terminate. This contract is a commitment of the local government's current revenues only. This contract may be renewed for two additional years with Board approval. Additional summer and holiday cleaning may be approved by the Board.
10. Force Majeure: If for reason a Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under the Contract Documents, then such party shall give notice and full particulars of Force Majeure, in writing to the other party within thirty (30) days after occurrence of the event or cause. The obligation of the party giving such notice, so far as it is affected by Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.
  - The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States of the State of ALABAMA or any civil or military authority, insurrections, riots, epidemics, landslides, earthquakes, fires, hurricanes, storms, floods, washouts, droughts, arrests, restraint of government and people, civil disturbances, explosions, breakage, or accidents to machinery, pipelines, canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty.

11. Advertising: Vendor shall not advertise or publish, without Board's prior consent, the fact that Board has entered into this contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local government.
12. Right to Assurance: Whenever one party to this contract in good faith has reason to question the other party's intent to perform, he may demand that the other party give written assurance of this intent to perform. In the event that a demand is made and no assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation of the contract.
13. Independent Contractor: Vendor shall perform the services required by the Contract Document as an independent contractor and shall furnish such services in its own manner and method, and under no circumstances or conditions shall any agent, servant, or employee of Vendor be considered as an employee of the Board. All contractor employees working on Ozark City Schools will have a ABI, and FBI background check and a suitability report from the State of Alabama Department of Education. All contractor employees will wear name badges approved by Ozark City Representative. All employees will be trained in universal precautions.
14. Hold Harmless: Vendor shall fully indemnify, save and hold harmless the Board, its officers, employees, and agents (hereafter "the indemnities) against any and all liability, damage, loss, claims, demands and actions of any nature whatsoever on account of personal injuries (including, without limitation on the foregoing, worker's compensation and death claims), or property loss or damage of any kind whatsoever, which arise out of or in any manner connected with, or are claimed to arise out of or be in any manner connection with, the performance of the contract. Vendor shall, at its own expense, investigate all such claims and demands, attend to their settlement or other disposition, defend all actions based thereon and pay all charges of attorneys and all other costs and expenses of any kind arising from any such liability, damage, loss, claims, demand and actions.
15. Insurance requirements: No activities shall be commenced under this contract until a Certificate of Insurance of proof of the required insurance coverage is delivered to the Contract Administrator (Director of Finance and Operations) as specified in the attached section titled "Minimum Insurance Requirements Schedule". Additionally, should need arise for insurance to be cancelled prior to acceptance of completion of project, the Certificate must state that the Board will be given at least thirty (30) days prior notice of cancellation, material change in the coverage, or intent not to renew any of the policies.
  - The Board shall be named as an additional insured. Copies of the insurance policies shall be furnished to the Board upon request.
  - A Worker's Compensation Insurance certificate is required. A copy of a certificate of insurance, a certificate of authority to self-insure issued by the

ALABAMA Insurance Commission, or a coverage agreement showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

- The Board shall not pay any obligations due Vendor to any other firm, subsidiary or central billing entity in relation to insurances.

16. Assignment Delegation: No right or interest in this contract shall be assigned or delegation of any obligation made by Vendor without the written approval of the Board. No contract or its provisions may be assigned, sublet or transferred without the written consent of the Board. The performance of this contract by Vendor is of the essence of the contract and the Board's right to withhold consent to such assignment or delegation by Vendor shall wholly void and hold totally ineffective for all purposes unless made in conformity with this paragraph.

17. Waiver: No claim or right arising out of a breach of this contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved.

18. Modifications: The signed contract can be modified or rescinded only by a written request signed by both parties and their duly authorized agents.

19. Applicable Law: This contract shall be governed by the ALABAMA Code as enacted by legislature which is effective and in force on the date of this contract together with any other laws of the United States, The State of ALABAMA, Ordinances of the County of DALE, and the policies and procedures of OZARK CITY SCHOOL SYSTEM, which may be applicable to the contract.

20. Interpretation Evidence: The Contract Documents are intended by the parties as the final expression of their agreement and are intended also as a complete and exclusive statement of the terms of their agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this agreement. Acceptance or acquiescence in a course of performance rendered under this agreement shall not be relevant to determine the meaning of this agreement even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection. Whenever a term defined by codes, is used in this agreement, the definition contained in the code is to control.

21. Venue: Both parties agree that venue for any litigation arising from this contract shall lie in DALE County, ALABAMA.

### **Contract Conditions**

22. Security: The vendor will be responsible for securing all interior doors, exterior doors and insuring that windows locked are during the afternoon and night cleaning periods. Only the room being cleaned should be unlocked with lights on. The night custodian shall secure the buildings and check all doors and windows prior to clocking out. There will be a \$50.00 deduction per day for each door or window left unsecured at the conclusion of the daily cleaning period. The contractor's personnel shall monitor unauthorized entry and report the same to the administration of each site. Only doors designated by the site administration shall be unlocked during day operations. All keys issued for Vendor use shall be accounted for by the vendor and returned to the chief of maintenance of the Board when not in use, and the Vendor agrees to reimburse the cost of rekeying the entire facility if all keys are not returned.
23. Contract Management: The Vendor shall furnish with their proposal response, a detailed organizational chart of his proposed supervisor structure to be used in the performance of the duties identified herein. The chart should indicate the levels of supervision to be used at each facility.
- The vendor shall designate one person at each facility as a building supervisor. Communications from/to the building administrator or his designee will be open and serve as an opportunity to discuss any condition, deterioration issues, damage, safety hazard or condition which could affect the operational functions of the facility or the vendor. The building manager will be responsible for the daily custodial operations at their assigned facilities. The building manager will be responsible for security at their assigned facilities in respect to custodial operations. Building managers must possess good communications skills and possess the ability to perform all custodial tasks and operate all custodial equipment expected of the custodial crew.
  - The vendor shall provide weekly inspections of all facilities under contract and confer with the building administrator or his designee during the inspection.
  - The vendor shall provide one (1) local manager (preferably the Operations Manager/Supervisor) who will reside locally and represent the vendor in all aspects related to the contract award. Further, the local manager will serve as the main contact for the Board Administration and be subject to call twenty-four (24) hours a day and seven (7) days a week throughout the contract period. The local manager will be responsible for the successful completion of all aspects of the contract. The local manager will interact with the Board's Administrator, the Board Maintenance Supervisor, or his designee to keep the Board personnel knowledgeable of all conditions and activities of the facilities under contract.
  - The vendor will provide an adequate force of skilled work persons who are thoroughly trained and experienced in the necessary crafts

and skills and at least (18) years of age. The vendor shall be responsible for the hiring, training, discharging, and disciplining of custodial personnel.

- Vendor will provide all training necessary for their employees in the use of their equipment and all chemicals and supplies.
- All vendor personnel performing work on board property shall have a background review, conducted by the Alabama Bureau of Investigation (ABI) and the Federal Bureau of Investigation (FBI), using finger prints pursuant to the Alabama Child Protection Act of 1999 and Act No. 2002-457, at vendor expense.
- Vendor will provide the Alabama required E-Verify for all employees working on Board property.

24. Daily Schedule of Operations: A daily schedule of operations will be established at each Board site by the Board's site administrator. The schedule will be created in correlation with specifications identified in the "Contract" and in conjunction with the building custodial supervisor.

25. Emergency Conditions: In the event of emergency conditions, the contractor will direct his employees from their normal assigned work schedules to correct the condition. When the employee is no longer needed for the special work, they shall be directed to return to normal work schedules.

**26. Equipment & Cleaning Supplies: For the base bid price the vendor will provide all equipment and cleaning supplies needed (the board will provide expendables items; *tissue paper, waste can liners, paper towels and hand soap*).**

The vendor will provide a list of all equipment, materials and supplies that will be used in performing the tasks of the contract. The list of equipment will detail the types and quantities of equipment, materials, supplies and all things necessary that are anticipated to accomplish custodial services in accordance with the RFP. The list should accompany the RFP as an attachment.

- Materials and supplies shall not be used in performance of the contract or placed or stored in the Board until the applicable Material Safety Data Sheets (MSDS) for all hazardous materials have been presented to the Board Administrator. Vendor shall use environmentally safe products when possible. Vendor will not use any material that Ozark City Schools determines to be unsuitable or harmful to the surfaces intended for its use. Costs for correcting damage caused by misused or unauthorized materials will be the sole responsibility of and borne by the vendor. The vendor shall purchase and issue all chemicals in their original containers.
- Materials that require precautionary warnings shall have affixed to all containers such labels or markings as are prescribed by law, regulatory

agencies or this contract. Markings or labeling of materials containing hazardous or toxic substance or wastes shall be in accordance with all Federal, State, and County laws ordinances, rules and regulations.

- No bleach or ammonia products will be used in the operations of the custodial services.
- All vendors will provide the type and grade of wax to be used for the floors.
- The vendor will ensure that dispensers are kept full at all times.

27. Samples: When required, samples must be furnished at the vendor's expense. Samples are to be tagged or labeled. Samples not used or destroyed in evaluation will be returned to the vendor at the vendor's request and at the vendor's expense.

28. Delivery of Services: All prices are for services delivered to the location specified in the RFP. If the services have not been completed by the specified time and no written extensions of such completion date has been granted by the District, the District reserves the right to cancel the proposal for services and the contract. The vendor may not fulfill any request by others, including school principals, teachers, coaches, without prior approval by the District representatives for this contract

29. Invoicing: Payment will be made by the District after completion and acceptance of services. However, final acceptance will not be made until after inspection and approval by the District's authorized representative.

- The successful vendor will be required to supply an original and two copies of each invoice.
- No invoice will be processed for payment until such time as all contractual obligations have been met and/or items ordered have been received and approved by the District's authorized representative. Invoices for payment must be received in the Central Office of Ozark City Schools by the 28<sup>th</sup> of the month for payment the by the 10<sup>th</sup> of the following month.

All invoices and/or financial correspondence should be directed to: OZARK CITY SCHOOL SYSTEM, Chief Schools Financial Office, 860 Hwy 231 N. Ozark, Alabama 36360.

- Final inspection of all services for acceptance or rejection will be made by the District. Final inspection resulting in acceptance or rejection of service will be made as soon as practical, but failure to inspect shall not be construed as a waiver by the District of its right to reject such services or to claim reimbursement or damages for such services which are later found to be defective or not in conformance with the required specifications.
- The District may levy a charge in the amount of \$200.00 per day for each day beyond the required completion date that the successful vendor fails to complete the services. The charge will be deducted from the invoice cost. Such charge is not a penalty, rather it is the agreed upon liquidated



damages representing the estimated damages that will be incurred by the District as a result of the vendor's failure to complete the services as required. Partial completion will not exempt the vendor from this charge. The District further has the right after assessing such charge, after the continuing failure of the vendor to make complete, to terminate services and contract.

- Payment for services will begin as directed in the "Contract Form" (section "Payment Schedule").

30. Specifications: All specifications for cleaning and custodial tasks will be found in Exhibit A attached to the RFP packet. This contract the contractor will be required to begin work on May 1, 2019 and will end April 30, 2020, less any and all Board approved Holidays. Contract may be extended for two additional years with District approval (to include one hundred eighty (180) working days with students in attendance and Ten (10) working days with staff only, no students in attendance). The District may choose holiday cleaning at a later date without rebidding for this service.

- Any deviation from the specifications must be clearly identified in a letter accompanying the proposal. The furnishing of cuts, catalogs or printed descriptions will not relieve the vendor of this requirement. The District shall determine in its sole discretion whether substitution or modifications of the requested specifications is comparable to that contained within the Request for Proposal. If the District determines that modifications or deviations from the specifications are not in compliance, they may reject the proposal.
- The vendor's failure to deliver the services according to the specifications set forth in their proposal may result in cancellation of the purchase and permanent removal from the vendor's list. If any items do not meet these specifications, the items will be picked up at the vendor's expense and removed from the premises of the District at the sole cost to the vendor.
- The amount of services (hours required per school site) on the Request for Proposal are based on presently identified needs of the District. Vendors are advised that the future requirements may increase (or decrease) from those on the RFP depending on the needs of the District and the funds available.

31. Contracts: Any additional contracts or right to work forms shall be submitted with the proposal. The full contents of the RFP, any literature and/or materials presented as part of the interview process, the signed contract form, and any additional contracts or rights of work forms (if any), will become active parts of the "Contract" for services throughout the contract period.

32. Signature: My signature below certifies that, as agent for:

\_\_\_\_\_  
Company/Firm Name

I have read and will abide by each component of the  
RFP for "Custodial Services for OZARK CITY SCHOOL SYSTEM

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date

## EXHIBIT A

### Cleaning Specifications – Regular (Non – Summer Schedule)

#### I. OFFICE AREAS, CLASSROOMS, LOUNGES AND WORK ROOMS FIVE (5) DAYS PER WEEK (DURING SCHOOL TERM)

##### NIGHTLY

- A. **WASTEBASKETS AND TRASH CONTAINERS:** Wastepaper containers and other waste receptacles will be emptied and returned to original locations. Plastic liners will be furnished as needed, if requested. All waste will be collected and removed to a central waste disposal area.
- B. **CARPETS:** Carpets will be vacuumed in high traffic areas. (4 nights per week)
- C. **TILE FLOORS:** CVT tile floor areas are to be swept. Spills and stains are to be spot mopped on a daily basis.
- D. **GLASS PARTITIONS:** Interoffice glass panels are to be spot cleaned to remove fingerprints and smudges.
- E. **CLASSROOMS:** Marker board trays will be cleaned daily unless instructed otherwise.
- F. **CLEAN GRAFFITI:** Clean graffiti from walls, floors and toilet partitions as necessary.

##### WEEKLY

- A. **DESKS, CHAIRS, AND FILE CABINETS, OFFICE AREA ONLY:** Desks will be thoroughly dusted on all horizontal surfaces, and wood desktops are to be dusted with soft, treated dust cloths. Vinyl, Formica, and glass tops may be dusted with a treated or damp cloth. Bottle and cup rings and/or any other spillage are to be cleaned as needed. Services to desk tops will of necessity be limited to those tops which are reasonably clear of work papers. Desktops that are heavily laden with papers are to be dusted only in the

exposed areas. Chairs will be dusted on all horizontal surfaces. Fabric-upholstered seats and arms and side chairs are to be spot whisked. All chairs are to be replaced in original positions to maintain an overall orderly and neat appearance.

**B. CARPETS:** All carpeted floor areas are to be thoroughly vacuumed. Accessory tools will be used in hard-to-reach areas. Operator will exercise care to ensure that vacuum does not bump or mar furniture. Spot cleaning is to be performed as needed to remove spillage.

**C. PICTURES:** All wall pictures and other wall adornments are to be dusted.

**D. LOW VENTS:** Low vents are to be dusted.

### **MONTHLY**

**A. HIGH DUSTING & BASEBOARDS:** Baseboards, Ceiling vents, air duct vents, and ledges above six feet are to be thoroughly dusted; either with treated cloths, soft dust cloths, or vacuums may be used for this operation.

**B. UPHOLSTERED FURNITURE:** All upholstered furniture will be vacuumed with proper attachments designed for this purpose.

**C. VERTICAL FURNITURE SURFACES:** Sides of desks, credenzas, and other furniture are to be dusted with a treated cloth.

**D. GENERAL DUSTING:** The following surfaces and items will be hand dusted, using a treated cloth or, when needed, a damp cloth: miscellaneous cabinets, window sills, coat racks, ledges and shelves under six feet, telephones, and other desktop accouterments. NOTE: Handling of desktop personal effects, such as vases and other decorations will be held to a minimum. Glass-top desks will be damp wiped and polished.

## **II. HALLS AND LOBBIES**

### **NIGHTLY**

**A. WASTEBASKETS AND TRASH CONTAINERS:** Wastepaper containers and other waste receptacles will be emptied and returned to original locations. Plastic liners will be furnished as needed, if requested. All waste will be collected and removed to a central waste disposal area.

**B. WALLS:** Wall surfaces around light switches, handrails, door knobs, and other heavy traffic areas are to be spot cleaned as needed.

**C. WATER FOUNTAINS:** To ensure a clean, healthy condition at water fountains, the dispensing area and bowls are to be washed with a disinfectant solution and dry

shined. The sides of the metal housing will be damp wiped to remove streaks and runs.

- D. **ENTRANCE AREAS:** All glass doors are to be cleaned on both sides. Side panels are to be spot cleaned as needed
- E. **FLOORS:** Carpeted floors are to be thoroughly vacuumed. Tile areas will be dust mopped and damp mopped daily.
- F. **ENTRANCE MATS:** Fabric-coated entrance mats are to be vacuumed. Rubber or vinyl mats are to be swept or brushed, as the situation warrants.

### **MONTHLY**

- A. **HIGH DUSTING AND CLEANING:** All high ledges, door frames, etc., will be dusted.
- B. **LEDGES AND HANDRAILS:** All ledges, handrails, and other surfaces prone to dust accumulation will be dusted.

## **III. RESTROOMS AND LOCKER ROOMS**

### **NIGHTLY**

- A. **COMMODOES AND URINALS:** Commodes and urinals will be cleaned thoroughly. Seats will be cleaned on both top and bottom. This work will be performed using an acceptable non-pungent germicidal disinfectant solution. Bright metal parts are to be dry-shined. Commodes and urinals are to be plunged and snaked before notification of owner.
- B. **WASHBASINS:** Washbasins will be cleaned and dried inside and outside. Bright metal parts will be dry-shined.
- C. **WASTE RECEPTACLES:** All waste receptacles will be emptied and interiors wiped out as needed. Sanitary napkin waste disposal containers will be emptied, sprayed with an approved disinfectant spray, and wiped dry. The contents of these containers will be emptied into special carryout containers for removal from the premises.
- D. **PAPER PRODUCTS:** Toilet tissue, paper and/or cloth hand towels, facial tissues, liquid hand soap or bar soap, and sanitary napkins will be installed by the cleaner. It will be the Contractor's responsibility to assist the Customer in keeping an accurate inventory of these items. All dispensing units will be kept clean. Both day

and night custodial staff will maintain toilet tissue, hand towel, soap and sanitizer dispensers daily.

- E. MIRRORS:** Mirrors will be cleaned and dry shined.
- F. WALLS:** Walls will be spot cleaned to remove water splashes and runs, soap splashes, fingerprints, and smudges.
- G. STALL PARTITIONS:** The tops of all partitions will be dusted. Partition walls will be spot cleaned with a detergent disinfectant solution.
- H. FLOORS:** Loose paper and debris will be swept from floors. Floors will be wet mopped with a rinse free product designed to leave no residue.

#### **SUMMER, CHRISTMAS BREAK AND SPRING BREAK**

- A. FLOORS:** Floors will be machine scrubbed with a detergent disinfectant solution and rinsed thoroughly.
- B. LOCKERROOM WALLS:** Walls will be scrubbed with a detergent disinfectant solution and rinsed thoroughly.
- C. LAVATORY WALLS AND STALL DIVIDERS:** All tile walls and stall dividers will be cleaned and disinfected.
- D. HIGH DUSTING:** Ceilings, ceiling vents, and walls will be dusted.

#### **IV. STAIRWELLS**

##### **NIGHTLY**

- A. STEPS AND LANDINGS:** Steps and landings will be swept or vacuumed.

#### **V. GYM/WEIGHT ROOM/FOOTBALL COMPLEX**

##### **NIGHTLY**

- A. GYM FLOORS:** Gym floors will be swept daily. Gym floors will be mopped weekly.
- B. FLOORING:** Flooring will be spot mopped to remove spillage etc.
- C. FOOTBALL COMPLEX FLOORS:** Flooring is to be vacuumed and mopped.
- D. TRASH:** All trash receptacles will be emptied and liners replaced.
- E. FURNITURE:** All furniture and ledges will be dusted.

## **VI. MISCELLANEOUS**

- A. LEDGES AND BANISTERS:** All ledges and banisters will be dusted weekly.
- B. MAINTENANCE DEFICIENCIES:** Any building maintenance or repair problems that the contractor's workers note will be reported on a as needed basis to the Board designated representative by issuing a request form.
- C. JANITORIAL CLOSETS:** Workers' closets will be neat and orderly, reflecting a professional approach to business.
- E. KEY SECURITY:** All keys will be assigned a coded number and secured.

## **VII. OTHER SERVICES**

A Customer Service Representative must be available, at the Customer's convenience, to tour the premises with a building representative, for whatever reason.

The Contractor's Manager assigned to the Board will inspect the building once a week and will submit a mutually agreed upon form to report progress to the Board. These reports must be available to the Board at all times upon request.

## **VIII. SUPPLIES AND EQUIPMENT**

The Contractor will furnish all janitorial supplies and equipment necessary to perform the above work. Restroom supplies (paper towels, toilet tissue, toilet seat covers, hand soap, deodorants, or plastic liners) will be provided by the Ozark City School District

## **IX. DAY PORTER RESPONSIBILITIES (Includes High School, Career Center and Accelerated Learning Center)**

- A. Police entrance for debris and inspect all entryways for unauthorized entrance and/or vandalism.
- B. Spot check rest rooms, morning and throughout the day.
- C. Check consumables for inventory order request.
- D. Check janitor's closets, make sure they are orderly and locked.

- E. Report to Principal, Assistant Principal for Special Request.
- F. Update request form for any specific request to night shift.
- G. Post Lunch Cafeteria Duty (Including picking up debris, spot mopping and cleaning tables.
- H. Clean up after sick children and other spills.
- I. Keep janitorial closets clean and free of dust and debris.
- J. Be familiar with all emergency fire alarm procedures.
- K. Assist in receiving deliveries of storeroom materials.
- L. Assist in setting up furniture for special events.
- M. Handle other routine cleaning duties.
- N. Empty outside trash containers including Courtyard as needed.
- O. Clean trash and debris from the exterior areas.

## **EXHIBIT B**

### **SPECIFICATIONS FOR SUMMER CLEANING INCLUDE:**

**(Services to be performed during the summer even when class is not in session.)**

#### **Applies to All Areas:**

##### **Daily:**

- A. Wastebaskets and Trash Containers:** Waste containers and other waste receptacles will be emptied and returned to original locations. Plastic liners will be furnished as needed. All waste will be collected and removed to a central location.
- B. Carpets:** Carpets will be vacuumed in high traffic areas.
- C. Tile Floors:** Tile floor areas are to be swept. Spills and stains are to be spot mopped.
- D. Glass Partitions:** Interoffice glass panels are to be spot cleaned to remove fingerprints and smudges.
- E. Classrooms:** Cleaned as needed.
- F. CLEAN GRAFFITI:** Clean graffiti from walls, floors and toilet partitions as necessary.
- G. Water Fountains:** The dispensing area and bowls are to be washed with a disinfectant solution and dry shined. The sides of the metal housing will be damp wiped to remove streaks and runs.

**H. Entrance Mats:** Fabric coated entrance mats are to be vacuumed. Rubber or vinyl mats are to be swept or brushed, as the situation warrants.

**I.** Pressure wash Courtyard concrete.

**J. Restrooms and Locker Rooms:**

**COMMODOES AND URINALS:** Commodes and urinals will be cleaned thoroughly. Seats will be cleaned on both top and bottom. This work will be performed using an acceptable non-pungent germicidal disinfectant solution. Bright metal parts are to be dry-shined. Commodes and urinals are to be plunged and snaked before notification of owner.

**WASHBASINS:** Washbasins will be cleaned and dried inside and outside. Bright metal parts will be dry-shined.

**WASTE RECEPTACLES:** All waste receptacles will be emptied and interiors wiped out as needed. Sanitary napkin waste disposal containers will be emptied, sprayed with an approved disinfectant spray, and wiped dry. The contents of these containers will be emptied into special carryout containers for removal from the premises.

**PAPER PRODUCTS:** Toilet tissue, paper and/or cloth hand towels, facial tissues, liquid hand soap or bar soap, and sanitary napkins will be installed by the cleaner. It will be the Contractor's responsibility to assist the Customer in keeping an accurate inventory of these items. All dispensing units will be kept clean. Both day and night custodial staff will maintain toilet tissue, hand towel, soap and sanitizer dispensers daily.

**MIRRORS:** Mirrors will be cleaned and dry-shined.

**WALLS:** Walls will be spot cleaned to remove water splashes and runs, soap splashes, fingerprints, and smudges.

**STALL PARTITIONS:** The tops of all partitions will be dusted. Partition walls will be spot cleaned with a detergent disinfectant solution.

**FLOORS:** Loose paper and debris will be swept from floors. Floors will be wet mopped with a rinse free product designed to leave no residue



## **K. STAIRWELLS**

**STEPS AND LANDINGS:** Steps and landings will be swept or vacuumed.

**LEDGES AND BANISTERS:** All ledges and banisters will be dusted.

## **L. GYM/WEIGHT ROOM/FOOTBALL COMPLEX**

**GYM FLOORS:** Gym floors will be swept daily.

**FLOORING:** Flooring will be spot mopped to remove spillage etc.

**FOOTBALL COMPLEX FLOORS:** Flooring is to be vacuumed and mopped.

**TRASH:** All trash receptacles will be emptied and liners replaced.

**FURNITURE:** All furniture and ledges will be dusted.

### **Weekly:**

**I. Floor Maintenance – Carpet:** All carpet will be thoroughly vacuumed, and cleaned.

**II. Floor Maintenance – Hardwood:** Dust mopped and dampmop.

**III. Floor Maintenance –VCT:** Floors will be swept and kept free of dirt and debris.

**IV. Stairs:** All stair surfaces will be dust mopped and wet mopped. All railings will be thoroughly cleaned including all stair treads and risers.

**V. Doors/Partition Glass:** Clean all door and partition glass both sides.

**VI. Windows:** Interior and exterior window surfaces cleaned.

**VII. Blinds and Shades:** Damp wipe all blinds to remove all dust and all shades will be spot cleaned as needed.

**VIII. Classrooms:** Empty all trash cans. Clean all boards and trays (clean water only). Damp wipe all window ledges and sills. Clean student desks and/or tables. Dust computer surfaces.

**IX. DESKS, CHAIRS, AND FILE CABINETS:** Desks will be thoroughly dusted on all horizontal surfaces, and wood desktops are to be dusted with soft, treated dust cloths. Vinyl, Formica, and glass tops may be dusted with a treated or damp cloth. Bottle and cup rings and/or any other spillage are to be cleaned as needed. Services to desk tops will of necessity be limited to those tops which are reasonably clear of work papers. Desktops that are heavily laden with papers are to be dusted only in the exposed areas. Chairs will be dusted on all horizontal surfaces. Fabric-upholstered seats and arms and side chairs are to be spot whisked. All chairs are to be replaced in original positions to maintain an overall orderly and neat appearance.

**X. GENERAL DUSTING:** The following surfaces and items will be hand dusted, using a treated cloth or, when needed, a damp cloth: miscellaneous cabinets, window sills, coat racks, ledges

and shelves under six feet and other desktop accouterments. NOTE: Handling of desktop personal effects, such as vases and other decorations will be held to a minimum. Glass-top desks will be damp wiped and polished.

**XII. TELEPHONES:** Phones are to be damp wiped with disinfectant solution.

**XIII. PICTURES:** All wall pictures and other wall adornments are to be dusted.

**XIV. BASEBOARDS AND LOW VENTS:** Baseboards and low vents are to be dusted.

**XV. VERTICAL FURNITURE SURFACES:** Sides of desks, credenzas, and other furniture are to be dusted with a treated cloth.

### **ADDITIONAL SUMMER REQUIREMENTS:**

**Floor Maintenance –VCT:** Floors will be stripped and waxed with five (5) coats and machine buffed to a high gloss in all areas.

**Lockerroom Walls, Lavatory Walls, and Stall Dividers:** All walls and dividers are to be scrubbed with a detergent disinfectant solution and rinsed thoroughly.

### **ADDITIONAL REQUIREMENTS:**

**Hallways and Cafeteria will be deep scrubbed and recoated with two coats of wax during the Christmas Break.**

## **EXHIBIT C**

<u>School Name</u>	<u>Grade Level</u>	<u># of Mobile Units</u>	<u>Square Feet</u>
Carroll High School	9-12	0	171,000

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## **EXHIBIT D BASE BID SHEET**

**BASE BID per Exhibit A & B**



For the Contractor/Vendor, my signature below certifies that, as agent for:

\_\_\_\_\_  
Company/Firm Name

I am authorized to submit the above pricing and I have read and will abide by each component of the RFP for "Custodial Services for OZARK CITY SCHOOL SYSTEM

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date