

Request for Proposal (RFP)

Cleaning Services

For

Menasha Joint School District

School Years 2025-27



Sealed RFP Due NTL 10 a.m., 4 April, 2025

Attention to:

David Elliott

District Supervisor of Facilities and Safety

100 Main St. Suite 300

Menasha WI 54952

Phone: (920) 967-1999

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Table of Contents

Letter of Introduction	4
Specifications	5
Proposal Preparation, Submission, Award, etc.	
Addenda	8
Proposal Award Criteria	8
Duration	9
Errors/Omissions/Discrepancies	9
Preparation	9
Submission	9
Requirements	10
Confidentiality of Proposals	10
Debarment	10
Exceptions to Proposal Specifications	11
Implementation Schedule	11
Performance Bond	11
Verbal Representations	11
Contract Section	
Contract Administration	11
Contract Documents	11
Contract Term	12
Contract Termination	12
Contract Validity	12
Entire Agreement	12
Governing Law	12
Litigation	13
Subcontracting and Assignment	13
Human Resources/Personnel	
Absenteeism	13
Employee Expectations	13
Employee Selection	14
Employee Placement	15
Equal Opportunity Employer Requirements	15
Key Personnel	15
Sexual Harassment	15
Use of Tobacco, Electronic Smoking Device, etc.	16
Staff Outplacement	16
Staffing General Requirements	17
Summer Cleaning	18
Substitute Scheduling	18
Supervision	18
Training Requirements	19
Uniforms and Identification	20

General Provisions	
Billing/Payments	21
Building Opening and Closing Schedule	21
Cleaning Standards	21
Communication	22
Emergency Contacts	22
Emergency Service	22
Equipment and Tools	23
Government Regulations	24
Hazardous Substances	24
Holidays	24
Other Breaks	24
Indemnification Requirements	24
Independent Contractor	24
Insurance Requirements	25
Keys / Swipe Cards	26
Licenses and Permits	27
Maintenance Work	27
Manufacturers' Recommendations	28
Prices	28
Property Damage	29
Property Protection	29
Quality Control/Inspections	29
Record Keeping Requirements	30
Other	30
Safety	30
School Closings	31
Tax Exemption	31
Deductions and Penalties	
Deductions for Temporary School Closures	32
Penalties	32
Appendix A – Alternates	33
Appendix B – Cleaning Scope and Frequencies	34-44
Additional Information	45-46
Proposal Pricing Form	47

February 24, 2025

Dear Potential Service Provider:

The District is requesting proposals for contracted cleaning services which would be effective July 1, 2025. Your firm is invited to submit a proposal to provide contracted cleaning services.

With this letter, you will find a detailed set of specifications for this work. These specifications are detailed for the following reasons:

- Detailed specifications more clearly define the expectations for the District and the Contractor and should reduce the probability of disputes.
- Detailed specifications should help minimize the imposition of additional (and surprise) costs.
- Detailed specifications help “level the playing field” for all service providers and by enabling the District to make a truer “apples to apples” comparison when evaluating each proposal.

Exceptions to Specifications

Any exceptions to the terms and conditions contained in this RFP or any other special consideration or condition requested or required by the vendor shall be enunciated by the vendor and be submitted as part of its proposal, together with an explanation of the reason such terms and conditions cannot be met.

Each vendor shall be required and expected to meet the RFP requirements in its entirety, except to the extent exceptions are expressly noted in the vendor’s proposal. Any such exceptions must be noted within the vendor’s proposal.

Pre-Proposal Meeting

A pre-proposal meeting will be held for all potential proposal submitters at 1:00 P.M. local time on Monday, March 10, 2025 at the address below:

Menasha Joint School District
100 Main Street.
Menasha, WI 54952
Conference Rooms 132/133/134

Attendance at the meeting is optional, but recommended. Attendance at this meeting will:

- To help ensure that all vendors familiarize themselves with the facilities by scheduling a tour
- To answer any questions in regards to the proposal.

Questions

If you have any questions about the proposal specifications before the pre-proposal meeting, please e-mail them to me at elliottd@mjsd.k12.wi.us.

Respectfully,

David Elliott
District Supervisor of Facilities

Proposal Specifications **For Contracted Cleaning Services**

Purpose

The purpose of this Request for Proposals is to enter into a contract with a qualified contractor to provide cleaning services for the Early Learning; Pre-Kindergarten-12th grade schools; Menasha City Center; Nathan Calder Stadium, EPIC Academy and the District Health Clinic comprising Menasha Joint School District in Menasha, Wisconsin.

Introduction

This Request for Proposals (RFP) includes the specifications for contracted cleaning services. This RFP includes the instructions for submitting proposals and the criteria by which a vendor may be selected.

The specifications shall serve as the contractual terms by which the District intends to govern the relationship between itself and the selected contractor.

Definition of Parties:

- Menasha Joint School District will hereinafter be referred to as the "District".
- Respondents to the RFP shall be referred to as "vendor(s)."
- The vendor to whom the contract is awarded shall be referred to as the "Contractor".
- The District's designee referred to throughout this RFP shall refer to the District Facilities Supervisor.

Scope Summary:

The selected service provider shall provide all labor, equipment, cleaning supplies and chemicals necessary to execute all components of this Request for Proposal (RFP) at/in all designated schools/buildings listed in this RFP.

The service shall comply with all applicable OSHA, EPA, Wisconsin and Menasha Joint School District Board of Education standards, policies and procedures for cleaning a public facility.

Cleaning services to be performed according to the *Cleaning Scope and Frequencies* in **Appendix B**.

Proposal Timeline

The District reserves the right to modify any part of this timeline.

The District reserves the right to determine the requirements and specifications comprising this RFP. Vendor feedback is requested to help ensure that this RFP is as clear as possible to all potential proposal submitters.

Request for Proposal meeting and tour scheduling Monday, March 10, 2025 at 1:00 P.M.

Deadline for questions on RFP is Friday, March 17, before 11:00 A.M. (to allow time to issue any last-minute addenda and still provide vendors with time to factor any new information into their proposals)

Proposals are due Friday, March 28 at 10:00 A.M. The school District will privately open, review and select the proposal that best meets the needs of Menasha Joint School District and notify.

Background Information on the District

Building Sizes

The approximate square footage data for the District's buildings is provided in the table below. This is not the amount of space to be cleaned. It is the Contractor's responsibility to determine the minimum number of employees to fulfill all the requirements of these specifications in order to fulfill the cleaning specifications and frequencies specified in **Appendix B**.

Facility Name	Street Address	Ground Acreage	Building Sq. Ft.	Year Built	Additions
Banta Elementary School	328 Sixth St	1.3	36488	1959	n/a
Butte des Morts Elementary	501 Tayco St	6	81548	1927	1962, 1974
Clovis Grove Elementary School	974 Ninth St	7.6	86480	2002	n/a
Jefferson Elementary School	105 Ice St	2.5	39301	1932	1993, 2002
M.J. Gegan Elementary School	675 Airport Rd	7.3	51480	1967	2002
Maplewood School	1600 Midway Rd	21	222430	2025	
Menasha High School	420 Seventh St.	10	270986	1938	1969, 1976, 1998, 2015
Menasha City Center	100 Main St.	1.27	32756	1987	n/a
Epic Academy	1524 Midway Rd	0.59	4450	1991	2001
District Health Clinic	145 W. Calumet Rd	1.0	2500	1999	Leased Building
Nathan Calder Stadium	600 11 th St	9.1	9634	1964	Sports Stadium
	Total's	67.66	838053		

Floor Plans and building tours will be scheduled and provided.

Proposal Specifications (continued)

Questions on Proposal Specifications

Questions about the specifications should be addressed to:

David Elliott

Supervisor of Facilities

Menasha Joint School District

100 Main St. Suite 300

PO Box 360

Menasha, WI 54952-0360

Telephone: (920) 967-1999

E-mail: elliotttd@mjsd.k12.wi.us

All questions on this RFP must be submitted as soon as possible.

Proposal Preparation, Submission, Award, Etc.

Addenda

During the proposal period, vendors may be furnished written addenda to clarify or supplement the RFP. The information included in these addenda is to be included in the proposal and will become part of the contract. Failure of a vendor to acknowledge receipt of any or all addenda may be sufficient cause for rejection of the proposal.

Responses to inquiries received after the pre-proposal meeting, if they change or clarify the RFP in a substantial manner, will be made by written addenda. Addenda will be e-mailed to all vendors (1) who registered for the pre-proposal meeting or (2) are otherwise known by the District to have received a set of these specifications.

Before submitting its proposal, each vendor shall determine that they have received all addenda issued.

The District will not be bound by oral responses to inquiries or written responses other than addenda.

Proposal Award Criteria

The following **non-prioritized** criteria are some or all of the key criteria that will be considered in the evaluation of the proposals:

1. Ability to meet state/federal wage and safety guidelines
2. Experience and past performance – Presented documentation of building cleaning experience including at least five (5) years of experience of cleaning of a minimum of 800,000 square feet of facilities per day
3. Experience providing cleaning service in public school environments
4. Experience working with school events during cleaning periods
5. Manager/account supervisor's qualifications and experience
6. Personnel – Adequacy of staff in size, local availability, and experience to perform the proposed work
7. Vendor's attendance at pre-proposal meeting
8. Cost control – Previous record of meeting budgets and the proposed plan for controlling costs on the project
9. Full and proper completion of the proposal forms
10. Guarantees – Any cost savings guarantees provided for by the proposal.
11. Hazard Communication Program – Documentation of a Hazard Communication Program (HCP) that includes the following:
 - Blood-borne Pathogen Training Program
 - Employee Training Program
 - Personal Protection Equipment
 - Right-to-Know (and Safety Data Sheets)
 - Written Safety Program
12. Quantity and nature of exceptions to the proposal specifications
13. Submission of required alternates
14. Training program – The education and training programs to be provided to staff
15. Work history/performance as reported by references (names and telephone numbers of principle parties)
16. Background checks on all staff working in the buildings and approved by District's designee

17. Supplemental relevant information submitted
18. Cleaning chemicals and equipment used – green products
19. Implementation Schedule
20. Any other information the District’s proposal review team determines to be pertinent

The District will review each proposal using the criteria listed above. The review may include a personal interview with the contract company principle(s).

The District reserves the right to accept or reject any and all proposals in whole or in part, to waive any and all irregularities, and to award the contract to other than the low vendor.

Proposal Duration

All proposals must be irrevocable for ninety (90) calendar days after the time and date of the proposal opening.

Proposal Errors/Omissions/Discrepancies

Proposals shall not be allowed to take advantage of errors, omissions or discrepancies in the specifications.

Proposal Preparation

Vendor assumes all costs of preparation of the proposal and any presentations necessary to the proposal process.

The District does not assume any responsibility for errors, omissions, or misinterpretations resulting from the use of incomplete sets of specifications/contract documents.

Proposal Submission

One signed original and one copy of the proposal must be submitted to the address specified at the beginning of this RFP.

Proposal Preparation, Submission, Award, Etc. (continued)

Proposals must be submitted in a sealed envelope labeled “**Cleaning Service RFP**” by the time and date due. *To ensure confidentiality of proposals, faxed or e-mailed proposals will **not** be accepted.*

Proposals will be date stamped in order to be considered. Normal business hours are 7:00 A.M. to 4:00 P.M., Monday through Friday. Proposals received after the due date will be returned unopened.

Vendors assume the risk of any delay in the mail or in the handling of the mail by employees of the school district. Whether sent by mail or by means of personal delivery, the vendor assumes responsibility for having the proposal deposited on time at the place specified. Vendors are strongly encouraged to submit proposals before the due date to avoid the possibility of missing the due date because of unforeseen circumstances.

Postmarking by the due date will **not** substitute for receipt of the proposal. If the District is closed due to unforeseen circumstances on the day that a proposal is due, proposals will be due on the next day that the District is open.

Additional time will not be granted to any single vendor; however, additional time may be granted to all vendors when the District determines that circumstances warrant it (e.g., an “act of God”).

Vendors may withdraw their proposals, if they desire, any time before the proposal deadline.

Vendor Requirements

The vendor or franchise company must have been in business for at least the past five years. The vendor must have sufficient experience of cleaning at least 800,000 square feet daily and provide satisfactory evidence that it can perform the services specified in this RFP.

The vendor must have the **HUMAN and financial** resources necessary to perform this work.

Confidentiality of Proposals

The information contained in proposals submitted for the District's consideration will be held in confidence until the proposal opening. At that time, the proposals will be opened and the prices will be reviewed by the District. At that time, the Freedom of Information Act requires that any proposal responses be made available to the public.

Debarment

Submission of a signed proposal in response to this RFP is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also an agreement that the District will be notified of any change in this status.

Exceptions to Proposal Specifications

Any exceptions to the terms and conditions contained in this RFP or any other special consideration or condition requested or required by the Vendor shall be enunciated by the Vendor and be submitted as part of its proposal, together with an explanation of the reason such terms and conditions cannot be met. Each vendor shall be required and expected to meet the RFP requirements in its entirety, except to the extent exceptions are expressly noted in the vendor's proposal.

It is the responsibility of the vendor to inquire about any requirement of this RFP that is not understood.

Implementation Schedule

The Contractor shall include an initial implementation schedule with proposal submittal.

Performance Bond

The Contractor awarded the contract may be required to furnish the Owner with a satisfactory performance bond. The cost for this bond shall be included as an "alternate". This bond must be issued by a quality surety licensed to do business in the state of Wisconsin.

The vendor shall deliver the required performance bond to the District's designee within 10 days after award of this contract.

The proposed bonding company of the vendor shall be acceptable to the District. The District shall be listed as an obligee on the bond.

Verbal Representations

Proposals must contain in writing all the terms and conditions of the offer being made. Verbal representations made before or after proposals are submitted will not be considered unless they were made in answer to questions asked by the District or its representatives.

Contract Administration

The Menasha Joint School District Supervisor of Facilities shall be the District's only authorized representative in all matters pertaining to the administration of this contract.

Contract Documents

The contract entered into by the parties shall consist of this RFP, the letter of introduction accompanying this RFP, the signed response/proposal forms submitted by the Contractor, and all addenda issued.

The parties may adjust the terms of this contract (except pricing) where circumstances beyond the control of either party require modification or amendment upon mutual agreement. Any changes or

modifications to this agreement must be in writing, signed by both parties and attached hereto.

Contract Term

It is the intent of the District to award a contract to a single contractor for the cleaning of all buildings. The contract is expected to commence July 1, 2025f for a period of two (2) years with a two-year price guarantee. With written mutual agreement of the parties, this contract may be extended up to three (3) additional one-year periods. Nothing requires the District to agree to extend the cleaning services contract beyond the initial two-year term.

If the District seeks to have the contract extended beyond the initial two-year term, the Contractor must provide the upcoming fiscal year's fee schedule at least 90 days before the contract anniversary date.

If conditions warrant, and if mutually agreeable between the District and the Contractor, this contract may be temporarily extended for an additional 90 days in order to provide cleaning services to the building(s) until a new contract is awarded.

Contract Termination

For Breach

Each party shall have, in addition to all other remedies available to it, the right to terminate this contract upon written notice to the other party that the other party has committed a breach of any of its obligations herein and such breach shall not have been cured or corrected within seven calendar days following written notice of the same.

For Other Reasons

Either party may terminate the contract for with or without cause by giving written notice by certified mail to the other party at least 120 days before the date of termination.

Contract Validity

If one or more clauses of the contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the contract.

Entire Agreement

This Contract constitutes the entire agreement between the District and the Contractor, and it supersedes any prior communications, representations, or agreements of any kind. This Contract may not be modified except in writing signed by both parties.

Governing Law

This Contract and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Wisconsin. The Contractor agrees that any litigation, action or proceeding arising out of this contract shall be instituted in a state court located in the State of Wisconsin.

The jurisdiction and venue for any suit brought against this agreement shall be in Winnebago County.

Litigation

If either party to this contract initiates a lawsuit against the other to secure or protect its rights under this agreement, the prevailing party shall be entitled to all associated costs of the suit, including reasonable attorney's fees, administrative fees, court costs, and damages as part of any judgment entered in its favor.

Subcontracting and Assignment

The Contractor will not be permitted to assign, sell, transfer or otherwise dispose of the contract or any portion thereof, or his rights, title or interest therein without prior written approval of the District. The Contractor will not be permitted to subcontract any portion of the contract without prior written approval of the District. No subcontract will, in any case, relieve the Contractor of their responsibility under the contract. Written consent to subcontract, assign or otherwise dispose of any portion of the contract shall not be construed to relieve the Contractor of any responsibility for the fulfillment of the contract.

Absenteeism

Employee absenteeism can significantly and adversely affect the quality of services received by the District. The Contractor must maintain a pool of trained and qualified substitutes, available at short notice, to ensure that the District is adequately staffed in the event of illness or injury.

Employee Expectations

All contractors' employees are to present themselves in an appropriate manner and attire consistent with the District's Board policies and the District's administrative guidelines. Any employee whose moral conduct, behavior, health habits or appearance are unsatisfactory will be brought to the Contractor's attention for appropriate action, up to and including discharge.

All of the Contractor's employees assigned to the District must meet the requirements shown below.

They must be unless otherwise approved by the District...

- able to communicate with supervisors and district staff.
- able to inspect, see, and report custodial and maintenance needs.
- able to interact positively and appropriately with students, school employees, and the public.
- able to productively work with minimal supervision.
- able to handle special duties or situations as they arise.
- able to lift at least fifty (50) pounds.
- competent persons who are well trained in the area of work assigned.
- cooperative with District staff and with other contractors' employees.
- sober when arriving for and while on duty. Consuming alcoholic beverages, illegal use of drugs or other substances which may alter the ability to perform work in a safe and orderly manner while on duty by the Contractor's employees shall constitute grounds for termination of employee.

- punctual.
- well-groomed and in uniform that has been approved.

At no time shall the Contractor's personnel do any of the following while working:

- Allow custodial closets to stand open and unattended.
- Congregate or have food/drink in unauthorized areas.
- Disturb papers on desks, open drawers or cabinets, use telephones or computers or tamper with personal property owned by Menasha Joint School District or its employees.
- Leave custodial products and/or equipment unattended.
- Leave custodial carts unattended in corridors for more than a few minutes. (for safety, security, and aesthetic reasons)
- Leave lights on or doors open in unattended sections.
- Play radios, or other similar devices, at a volume that is audible in other areas of the building.
- Use of personal cell phone, watching TV/Videos and all other electronic devices
- Use any District equipment. (i.e.: computers, TV's, tablets) unless authorized by the District.
- Use of tobacco, electronic smoking device and/or consume alcohol or illegal controlled substances on District's properties.

No visitors, spouses or children of the Contractor's employees will be allowed at the work site during working hours unless they are bona fide employees of the Contractor or they receive prior approval from the District's designee.

Employee Selection

All contract personnel will be required to have a criminal background check prior to working on site. The District's designee will be the final authority for all employee placements in the District.

The District reserves the right to interview all Day porters before placement in our schools.

The Contractor shall, at a minimum, perform the following pre-employment screening procedures before recommending the placement of all regular and substitute employees in District facilities:

- Employee background checks
- Drug testing
- FBI and State Police record checks – Any felony, larceny, or misdemeanor assault convictions may disqualify personnel from placement in District. Before any Contractor employees with any of these convictions are placed in the District, the Contractor must obtain written permission from the District's designee.
- Reference checks

All applicants being considered for employment must meet the criteria set forth by the United States Department of Immigration and Naturalization.

The District may request to view the personnel files for the Contractor's employees placed in Menasha Joint School District to ensure the met criteria for working in a public school. The Contractor will work with District's designee to ensure the requested information is reviewed with the District's designee:

- Application

- Drug screening results
- Results of background checks
- FBI and state police record checks from fingerprinting

Employee Placement

The Contractor shall supply the District a list of all employees assigned to each building and their assigned areas of responsibility, along with break and lunch times, and this list shall be updated as employees are hired or terminated.

The District will be given at least a 48-hour notification of new employees before their placement in any District building. This notification shall include the name, current address and former employer information of the proposed employee. The District reserves the right to perform independent background checks on all of the Contractor's employees consistent with applicable laws.

The District reserves the right to request or require the re-assignment or removal of any of the Contractor's employees assigned to the District. The District agrees to provide the reason for any such requests.

Equal Opportunity Employer Requirements

The Contractor must comply with all applicable federal and/or state Equal Opportunity Employer requirements in providing employment and promotion opportunities regardless of age, citizenship status, color, disability, gender, national origin, race, religion, or veteran's status.

The Contractor further agrees to provide reasonable accommodations, upon request, to qualified individuals with disabilities.

Key Personnel

The Contractor shall provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of the work to be performed under this contract. Résumé(s) for the project manager(s)/supervisor(s) must be provided within 21 calendar days upon contract signing. All key personnel assigned by the Contractor are subject to concurrence of the District's Supervisor of Facilities at all times.

If one of the Contractor's key persons is unavailable for work under this contract for any substantial period of time (i.e., over one week), the Contractor shall immediately notify the Administration, and shall inform the District as to why the personnel is unavailable and what action the Contractor intends to do to rectify the situation.

Once assigned to work under this contract, the Contractor shall not remove or replace key personnel without concurrence of the District's Supervisor of Facilities.

Sexual Harassment

The District is committed to providing a positive environment for all students and staff. Sexual

harassment, whether intentional or not, undermines the quality of this educational and working climate. The District has a legal and ethical responsibility to ensure that all students and staff can learn and work in an environment free of sexual harassment. Consistent with state and federal laws, this right to freedom from sexual harassment has been defined in District policy by the Board of Education. Failure to comply with this policy could result in termination of this contract without advanced notice. Further information regarding this policy is available from the District's designee.

Use of Tobacco, Electronic Smoking Device, Illegal Controlled Substances, and/or Alcohol

The District prohibits the use of tobacco, electronic smoking device, illegal controlled substances and/or alcohol in school buildings or on school grounds. This prohibition applies to all contractors and workers on school grounds. The Contractor shall be responsible for the implementation and enforcement of this requirement.

Staff Outplacement

The District reserves the right to request that the Contractor remove any employee from the District Contract for unsatisfactory performance, poor appearance, and/or behavior. If the District's designee notifies the Contractor that any of the Contractor's employees assigned to Menasha Joint School District is incompetent, disorderly, or otherwise unsatisfactory, the Contractor will remove such employee and will not again assign that employee to work in Menasha Joint School District without the consent of the District's designee.

Staffing Requirements

General Information

The Contractor shall perform the services set forth in this contract at time periods as approved by the District's Supervisor of Facilities. Safety of students and staff and unimpeded delivery of the instructional programs will determine the authorized work periods.

The Contractor shall provide to District a list of standard break and lunch times for each employee on a yearly basis or if permanent changes occur during the year.

The Contractor shall provide a cleaning checklist of expectations according to this agreement that pertains to each particular area every employee is assigned to.

Schedules

The District has two work schedules, one for during-school periods, and one for break periods (i.e., winter break, spring break, and summer break). The "during-school" work schedule will be 6:30 A.M. to 3:00 P.M., and a 3:00 P.M. to 11:30 P.M. During break periods, the District's designee may permit the Contractor's employees to work during the 6:30 A.M. to 3:00 P.M. time window unless needed with an evening activity. The District would also allow a supervised third shift from 9:00 pm to 5:00 am during the school year.

Staffing Levels

Detailed cleaning frequency requirements are included in **Appendix B**. Vendors are required to quote and provide their staffing levels within the schedules listed above.

Regardless of the staffing levels submitted in the RFP or the schedule of work hours specified above, it is the Contractor's responsibility to maintain the standard of cleanliness specified in the contract. It is the responsibility of the Contractor to provide sufficient personnel to ensure that the minimum requirements are met and that each building is effectively cleaned on a daily basis.

The Contractor shall employ only competent and satisfactory personnel and shall provide a sufficient number of employees to perform the required services efficiently and in a manner satisfactory to the District.

Vendors will also be requested to include pricing if staffing is increased or decreased by four hours or eight hours per day (one-half and one full-time position respectively).

Extra-Curricular, Sports, and Facility Rental Activity Summary (not including weekends)

The Contractor will be responsible for furniture setup and take-down, bleacher set up/break down, cleaning, and unlocking/locking of doors (when appropriate) for extra-curricular activity needs, sporting events, or rental agreements that occur at school sites, in addition to the *Cleaning Frequency Requirements* schedule. At the High School, these events are numerous and occur after school hours.

Saturday/Sunday Extra Curricular, Sports, and Facility Rental Activities

Scheduled use of the buildings on the weekend may occur. The Contractor will be responsible to open and prepare the building for scheduled use on a Saturday or Sunday. The Contractors Facility Use Coordinator will manage these activities. These scheduled events may be related to District rental agreements or administrative and staff needs. Hours of service for weekend events would be *invoiced separately* from the monthly contract fee and will be mutually agreed upon prior to the event.

Periodic special events will require the Contractor to modify the cleaning schedule to accomplish set up and breakdown of those special events (parent teacher conferences, ice cream socials, auditorium, home athletic events, etc.). The Contractor may choose to schedule support clean up on the day after the event if the delaying of the clean-up does not detract or interfere with the overall look or environment of the school facility.

Weekend Activities

The Contractor agrees to provide additional custodial services on an as needed basis determined by the District's designee on weekends. Weekend work will be frequently requested at the Middle and High School, much less frequently at Elementary Schools, and rarely at Menasha City Center.

The contracted Day porters are to be scheduled in such a way that:

1. In the Elementary schools, any space, used for an after-school activity, shall be cleaned after the end of that activity, provided it ends by 9:00 P.M.
2. In the High School, any space, used for an after-school activity, shall be cleaned after the end of that activity, provided it ends by 10:30 P.M.
3. Spaces that are to be used for after-school activities are cleaned and set-up at the scheduled times, and efforts are made to ensure that the routine cleaning of the remainder of the building does not interfere with the scheduled activity.

The Contractor will make every effort to provide clean buildings for each school day to begin.

The hourly rate for this service will be requested on the proposal pricing form. The Contractor will be

reimbursed for this work.

Schedule Changes

The District reserves the right to change any and all of the work schedules with advance notice to the Contractor.

The Contractor shall notify the District immediately of conditions, which will limit hours or decrease the daily work crews, such as illness or injury. In addition, the Contractor shall notify the District's designee in advance of any condition or situation, which will affect the performance of the work under this contract. In either case, the Contractor shall communicate how the affected work will be rescheduled.

Summer Cleaning

This contract will include Summer cleaning. The schedule for all summer cleaning shall be coordinated with the District's designee. The schedule is to be developed with the goal of minimizing interference with any scheduled instructional activities or with contracted work being performed by others. Summer cleaning includes a top to bottom cleaning, floor stripping and waxing as needed or scheduled, carpet cleaning, furniture cleaning. Each classroom, office, auxiliary room, hallways, eating and gyms will be completely cleaned in all areas under and over furniture.

Summer cleaning also includes the summer school cleaning during the summer school periods.

Substitute Scheduling

The Contractor will employ, train, provide checklist expectations, and supervise all substitute Day porters for this contract.

Supervision

The Contractor shall provide competent and sufficient supervision as necessary to satisfy the specifications and requirements and of this contract.

The Contractor shall provide the District with a list of all supervisory personnel including the telephone numbers where each person may be reached at all times. In addition, the Contractor will provide the contract manager and/or supervisor assigned to the District with a cell phone and/or pager. The contract manager and/or supervisor will be required to answer each call from the District's designee within 1 hour of the time the call is placed.

The supervisor(s)

- must be able to communicate in English,
- **cannot be assigned cleaning routes,**
- must be authorized by the Contractor to act as the Contractor's agent in all communications with the District's designee, must have at least three (3) years of experience supervising cleaning staff
- is to have full authority from the Contractor to schedule working hours, day porter's assignments, and cleaning procedures,
- shall cooperate fully with District designee, and
- shall be available for inspection of the buildings at times other than during working hours when requested

Training Requirements

The District maintains that a formal training program with regularly scheduled sessions, individual tests for competency and training records is a necessary ingredient in the delivery of effective custodial services. The Contractor is to have, in-place, an on-going, effective and documented training program that consists of two parts, each of which contains, at a minimum:

1. Orientation program before placement in Menasha Joint School District:

AHERA	Infection Control
Asbestos Floor Tile Care	Ladder Safety
Basic General Cleaning Procedures	Lock-out/Tag-out Procedures
Blood-borne Pathogens	Personal Grooming
Carpet Care	Right-to-Know (including Safety Data Sheets)
Handbook Review	Safety
Hard Floor Care	Sexual Harassment

The Contractor will provide written documentation of contract employees who have attended such a program, including date and time, to the District's designee within 30 days after the hire date of the employee.

2. Ongoing training program after placement in Menasha Joint School District:

The Contractor will provide job-related training every year to each employee. Recommended topics are as follows:

ADA	Handbook Review
Asbestos Floor Tile Care	Hazardous Substances
Auto Scrubbing	Infection Control
Basic Restroom Cleaning	Job Preparation and Clean Up
Benefits Review	Ladder Safety
Blood-borne Pathogens	Lifting Techniques
Carpet Extraction	Lock-out/Tag-out Procedures
Carpet Spot Removal	Office Cleaning
Carpet Vacuuming	Personal Grooming
Ceiling/Wall Washing	Restroom Cleaning
Chemical Safety	Right to Know
Cleaning Standards	Safety
Confined Spaces	SDS
Daily Restroom Cleaning	Sexual Harassment
Damp/Wet Mopping	Slips/Trips/Falls
Dust Mopping	Spray Buffing
Equipment Checks	Spray Cleaning Hard Surfaces
Equipment Usage	Stripping/Refinishing Floors
Ergonomics	Team Building
Fabric/Upholstery Cleaning	Window Blind Cleaning
Furniture Cleaning	Window Washing
Menasha Joint School District Emergency Plans and Standard Response Protocol	

Contractor must show proof that it has provided blood-borne pathogen training and sexual harassment prevention training to its personnel at least every other year.

The Contractor will provide the District's designee with training logs and, if requested, training verification.

Uniforms and Identification

The Contractor will provide, and all of the Contractor's employees are required to wear uniforms approved by the District on all work days. All uniform tops must clearly exhibit the Contractor's name and be identical. Uniforms will be provided by the Contractor and must be worn by all regular and substitute employees while working in the District's schools and on the District's grounds.

General Provisions

Billing/Payments

Billing

Regular cleaning services are to be billed in twelve (12) equal monthly payments.

Invoices shall be submitted to Accounts Payable, Menasha Joint School District, 100 Main St. Suite 300, PO Box 360 54952-0360 or emailed to ap@mjsd.k12.wi.us.

Payments

Payment will be made after Contractor's submittal of invoice. One check will be issued per month. Payments will be made on a net 45-day basis unless discount terms are offered and accepted.

Additional Charges

Any work outside the scope of these specifications must be approved and assigned *in advance* by the District's designee.

Invoices for additional work must include the date and times of the work, the name of the building, the type of the work performed, the number of hours worked, and the name of the person who authorized the work.

Building Opening and Closing

Exterior doors are to be unlocked and/or locked at the times specified by the District's designee or by the building administrators (principals).

The Contractor is responsible for the security of the building during the cleaning operation. The Contractor shall secure the building at the end of each shift (secure all doors, turn off all but designated lights, and close all windows).

Office, classroom, and other doors are to be unlocked or opened only during the time that cleaning is actually being done and all are to be relocked as soon as the service has been completed. For the safety of students and the public at large, storage and custodial closet doors are to be kept shut and locked when not in use.

Cleaning Standards

Bleach

The Contractor may use limited bleach for cleaning with written permission from the District's designee.

Carpeted Floor Surfaces

Surfaces, including corners, edges, baseboards, under desks/chairs, shall be free of dust, dirt, debris, spillage, chewing gum, tape and maintained as stated in the *Cleaning Frequency Requirements*.

Hard Floor Surfaces

Surfaces, including edges, baseboards, and corners, shall be free of dust, dirt, debris, spillage, chewing gum and wax build-up and have a maintained protective finish as stated in the *Cleaning Frequency Requirements*.

All hard surface floors shall be stripped/buffed and/or refinished each summer at least two weeks before the start of each school year. (The *Cleaning Frequency Requirements* may require some floors to be stripped and refinished more than once per year.) **Prior to resurfacing any hard floor surfaces, the Contractor shall confer with District's designee to ensure the proper products, technique and machinery are adhered to and used.**

Horizontal/Vertical Surfaces

All surfaces, including, but not limited to blinds, walls, windows, doors, mirrors, chalkboards, desk tops, chairs, tables, window sills, shall be free of spillage, fingerprints, dust, body oils, streaks, smears, graffiti, heel marks, and cobwebs.

Restrooms

Mirrors and fixtures shall be free of water spots, fingerprints, streaks and smears. Sinks, urinals and commodes shall be sanitized, free of spots, stains, dirt, dust, inside and out, underneath and top and sides. Paper, soap and sanitary napkin dispensers shall be fully stocked and free of dust, fingerprints, dirt, body oils, etc. Trash and sanitary napkins receptacles shall be free of debris and have clean liners. All tasks according to the frequency shown on the *Cleaning Frequency Requirements* schedule.

A disinfectant/germicidal detergent shall be used for all surface cleaning in the restrooms.

A log shall be posted and maintained in each restroom by Contractor of date, time, and cleaning employee.

Trash Receptacles

Interior/Exterior trash receptacles shall be free of debris and spillage, and be equipped with clean liners. Liners shall be replaced when dirty or according to the frequency shown on the *Cleaning Frequency Requirements* schedule.

Communication with Building Representative

To ensure customer satisfaction, the Contractor's employees will be required to maintain regular, open communication with the Building Representative designated by the District Supervisor of Facilities.

Emergency Contacts

The Contractor will be responsible to provide the District's designee with an emergency contact person and telephone number.

If the need arises for the District's designee to contact one of the Contractor's employees, there must also be a system in place to accomplish this task: cell phone system, a radio system, email system, or other acceptable communication system to be in place to contact contract personnel at all buildings. Therefore, the District will require a sign in log with contract information.

Emergency Service

The Contractor may respond to any emergency requests for water pick-ups and/or mop-ups made necessary by rain, plumbing failure, leaks, or accidents, 24 hours per day, 7 days per week, 365 days per year. Hourly pricing for this after-hours, emergency service will be requested.

Any additional services of this nature must be **pre-approved** by the District's designee. Any invoice for this type of service must include the school, date, area(s) affected, scope of work performed, hours

expended by contract personnel, and name of person authorizing the work.

Equipment and Tools

It will be the Contractor's responsibility to ensure that its employees use the equipment, tools, and supplies in a safe and orderly manner and in accordance with the manufacturer's instructions and guidelines and within all local, state, and federal regulations.

Tools/Equipment

The Contractor will provide all cleaning tools including (but not limited to) the following at each school:

- Brooms
- Dry/Dust mops
- Dusters
- Dustpans
- Flashlights and batteries
- Mop buckets and wringers
- Mop heads/handles
- Squeegees
- Street (push type) brooms, at least 24" wide
- Wet mops
- All walk behind or riding auto scrubber machines needed to accomplish the work within this proposal
- And ANY other tools necessary to perform all services specified in this document

Maintaining cleaning equipment will be the responsibility of the Contractor. It does not include snow shovels, blowers, snowplows or salt distributing equipment.

The Contractor may use electric, natural gas, or propane-burning cleaning equipment upon prior approval is obtained from District's designee.

The District will provide a reasonable amount of equipment storage space in each school.

Government Regulations

The contractor must have a working knowledge of, and must comply with, all of the following:

- Asbestos Hazard Emergency Response (AHERA) regulations
- All other applicable federal and state laws, codes, and regulations
- Menasha Joint School District Board policies and administrative guidelines.

Hazardous Substances

The Contractor will ensure that any substances defined as hazardous by state or federal law will be properly labeled, delivered, used, or disposed of in a way that does not violate state or federal laws.

Holidays

The District is closed on, and the Contractor is not required to provide cleaning or other services on the holidays listed below; however, work crews are to be scheduled in such a way as to ensure that all buildings are clean and ready to open the next business day:

New Year's Eve Day	New Year's Day
Memorial Day	Independence Day
Labor Day	Thanksgiving Day
Friday after Thanksgiving	Christmas Eve Day
Christmas Day	Day after Christmas

The District reserves the right to request some work on any or all of these holidays. If such work is requested by the District's designee and Contractor accepts, the Contractor may bill the District for this work at the hourly rate quoted on the proposal pricing form.

Other Breaks

Christmas, Spring, and Summer Breaks

The Contractor will be required to provide custodial services in all schools over these breaks to accomplish those cleaning tasks that cannot feasibly be performed while students and staff members are in the buildings (hallway refinishing, carpet extraction, minor painting, etc.). A specific break cleaning and task list will be provided to the District's designee for those break periods.

Indemnification Requirements

The Contractor agrees to indemnify and hold harmless and defend District, its Board and its Board members in their official and individual capacities, its successors, assignees, employees, contractors, and agents from and against any and all claims, costs, expenses, damages, and liabilities including reasonable attorney's fees, arising out of the (1) negligent acts or willful misconduct of the Contractor, its officers, directors, employees, successors, assignees; (2) any breach of the terms of this Agreement by Contractor; or (3) any breach of any representation or warranty by Contractor under this Agreement.

The District agrees to notify Contractor by certified mail, return receipt requested, immediately upon knowledge of any claim, suit, action, or proceeding for which it may be entitled to indemnification under this Agreement. The Contractor agrees to accept full responsibility for any and all damages, including damage to the District's property and/or to other persons as a result of their operations thereon. The Contractor further agrees to promptly repair any such damage in accordance with the District's instructions.

Independent Contractor

It is expressly agreed between the Contractor and the District that the Contractor will act as an independent contractor in the performance of its duties under this contract and under no circumstances shall any of the employees of any party be deemed the employees of the other for any purpose.

The Contractor shall be wholly responsible for paying all of its own taxes including federal and state income taxes, FICA, workers' compensation, unemployment, Affordable Care Act, and single business taxes to the extent that any or all of the foregoing are applicable. The Contractor shall defend, indemnify and hold harmless the District from and against any claims by any taxing authority, for any taxes, interest or penalties relating to the Contractor or his/her employees or agents, if any.

The Contractor shall acquire worker's compensation insurance for himself/herself, his/her employees or agents, and shall defend, indemnify and hold harmless the District from and against any claim for worker's compensation brought by or on account of the Contractor or by any of its employees or agents.

The Contractor shall not be entitled to participate in any of the District's retirement programs or fringe benefits and, unless otherwise agreed to in writing by the District's designee, the Contractor shall be required to pay for his/her own professional dues, seminars, convention costs, and any other business-related expenses.

Whether the Contractor is a corporation, partnership, another legal entity, or an individual, the Contractor is an independent contractor. If the Contractor is an individual, the Contractor's duties will be performed with the understanding that the Contractor is a self-employed person, has special expertise as to the services which the Contractor is to perform and is customarily engaged in the independent performance of the same or similar services for others.

The manner in which the services are performed shall be controlled by the Contractor; however, the nature of the services and the results to be achieved shall be specified by the District. The Contractor is not to be deemed an employee or an agent of the District, and has no authority to make any binding commitments or obligations on behalf of the District except as expressly provided herein.

Insurance Requirements

Vendors must provide a certificate of insurance from an insurance company acceptable to the District in the RFP proposal. Within five calendar days after receiving notification from the District that it is the finalist in the selection process, the Contractor must provide certificates of insurance naming the District as an additional insured with the coverage types and minimum limits specified later in this section.

The Contractor will provide the District with the required insurance certificates before the Contractor begins providing services and annually thereafter. These certificates of insurance shall be submitted to the District's designee.

Minimum Required Insurance Limits

Minimum Commercial General Liability Limits

Fire Damage	\$100,000
Medical Expenses	\$10,000
Personal & Adv. Injury	
Each Occurrence	\$1,000,000
Aggregate	\$2,000,000
Products - Comp/Op Agg.	\$1,000,000

Property Damage

Each Occurrence	\$1,000,000
Aggregate	\$2,000,000
Excess Liability (Umbrella)	
Each Occurrence	\$5,000,000
Aggregate	\$10,000,000
Fidelity/Employee Dishonesty Bond	\$50,000

To include the following:

Extended Property Damage - This coverage redefines property damage to include theft and mysterious disappearance for which the Contractor is legally liable; i.e., the Contractor's employees throw out important papers or neglect to lock the premises after they have completed their day/night work, etc.

The certificates of such insurance shall carry an endorsement that states that the Contractor's insurance company will defend the owner (the Contractor) if the Contractor is named a defendant in litigation resulting from the activities of the Contractor or of any direct or indirect employee of the Contractor under the terms of this contract for injuries to property or persons.

The Contractor must also maintain Comprehensive Automobile Liability Insurance throughout the term of this agreement to cover owned automobiles; leased, hired or rented automobiles; employers' non-ownership liability; medical payments and uninsured motorists. This same coverage is understood to extend to all trucks and motorized equipment owned and operated by the Contractor's employees. The following types of coverage must be maintained, and at least at the levels specified in the table that follows:

Minimum Limits

Automobile Liability (Including Hired & Non-Owned)	
<u>Personal Injury/Bodily Injury</u>	
Each Occurrence	\$1,000,000
Or Combined Single Limit	\$1,000,000
<u>Property Damage</u>	
Each Occurrence	\$500,000

The Contractor must also provide all of its employees working on this contract with workers' compensation insurance. The District will not be responsible for any job-related injuries to the Contractor's employees. Contractor will provide the District with proof of insurance.

Keys / Swipe Cards

Keys / swipe cards to the buildings will be supplied by the District. All keys / swipe cards will be issued to, and must be signed out by the Contract supervisor and District's designee.

Initial Furnishing of Keys / Swipe Cards

The District will provide the contract supervisor with appropriate keys / swipe cards for all contract employees after receipt of employee list is supplied by the Contractor.

Copying of Keys / Swipe Cards

At no time shall copies be made of any keys / swipe cards issued. If additional copies are needed, the Contractor must request keys / swipe cards from the District's Supervisor of Facilities.

Key / Swipe Card Inventory

The Contractor will inventory keys monthly and the District reserves the right to inventory the Contractor's keys / swipe cards at any time.

Lost Keys / Swipe Cards

All lost building keys / swipe cards assigned to the Contractor or to any of the Contractor's employees, (whether interior or exterior keys / swipe cards), must be reported to the District's designee within 24 hours of discovery of the loss.

Key / Swipe Card Replacement

There will be a \$25.00 charge for the replacement of any lost or stolen key / swipe card.

Re-keying of Locks

If the District deems it necessary to re-key any locks due to inadequate key or swipe card control/management by the Contractor, the cost will be deducted from the monthly payment.

Security of Keys / Swipe Cards

The Contractor is prohibited from lending District building keys / swipe cards to anyone other than authorized employees. The Contractor and its employees are also prohibited from leaving facilities with any keys. When the keys are in their possession they will be on lanyards on the employee at all times.

Termination of Employee or Contract

Keys / swipe cards shall be returned at the termination of an employee. All Keys / swipe cards must be returned at the end of the contract period.

Trading of Keys / Swipe Cards

Keys / swipe cards shall not be traded between employees nor forwarded to new employees; instead, the keys / swipe cards must be returned to the District to be re-issued.

Licenses and Permits

The contractor shall obtain, at its own expense, any necessary licenses and permits to provide the services specified in this contract.

Maintenance Work

Day porters will be required to occasionally perform minor maintenance tasks, as needed. These tasks can typically be performed with a hammer, screwdriver, small drill, pliers, or adjustable wrench, which the District will provide. Some sample tasks include the following:

- Hanging a pencil sharpener on the wall
- Hanging pictures
- Installing legs on a table
- Other occasional furniture assembly
- Replacing light bulbs
- Repairing or replacing a door lock
- Replacing floor glides on student desks

- Movement of furniture
- Cleaning or replacing ceiling vents and/or tiles
- Replacing light covers

Manufacturers' Recommendations

The Contractor shall ensure that all applicable equipment manufacturers' recommendations on cleaning are followed. Some examples include wood floor care in gyms, new furniture cleaning, drinking fountains, etc.

Prices

The prices proposed by the Contractor shall include all charges including all labor, insurance, tools, taxes, overhead, profit, and other applicable costs, except for those specified as alternates.

Charges not specified in the proposal but included on invoices will not be paid.

The District may periodically request the Contractor to perform work that is not specified in this contract. Any such work will be classified as "extra work" and will be billed according to the rate specified in the RFP proposal. Any extra work for which additional charges will be billed to the District must be pre-approved in writing by the District's designee.

Price Increases

The prices proposed by the Contractor shall remain the same for the first two years of the contract. If the contract is extended beyond two years, the Contractor agrees not to increase labor, supply, or equipment at a rate that is no higher than the change in the Consumers Price Index.

The District will not consider any other price increases during the term of the contract (including extensions), unless one or more of the following occur:

- The District requests a change in the scope of the project, the cost of which exceeds five percent (5%) of the total contract price
- The District increases the size of its facilities to be cleaned by the Contractor by more than 3,000 square feet district-wide. If the cleanable area increases by this amount or more, the cost to provide cleaning services beyond this minimum additional scope will be negotiated.
- When the District significantly increases the cleaning frequency requirements
- If a federally mandated minimum wage increase is enacted during the term of this contract, the Contractor will have the option to negotiate the amount necessary to cover the increased payroll costs. Requested increases must be justified by providing a copy of the payroll identifying the employees who are below the new minimum wage standards.

The contractor shall notify the District in writing at least 60 calendar days before any price increase is to be effective.

Price Reductions

If the District reduces the scope of the work by more than 3,000 square feet district-wide during the contract period, the contract price shall be reduced proportionally.

Property Damage

The Contractor shall be responsible for reporting and paying for any damages to any of the District's buildings, equipment, and/or contents caused by the Contractor's employees. The Contractor shall report, in writing, any damage that occurs as a result of this contract. In addition, the Contractor shall report, in writing, any items *that they did not damage* but that require maintenance or repair.

Property Protection

The Contractor shall continuously maintain adequate protection of all work covered by the contract from damage or loss and shall protect the property from injury or loss arising in connection with this contract, and shall make good any such damage, injury or loss.

The Contractor is to secure each section of the school as it is completed.

The Contractor is responsible for the conduct of its personnel. The Contractor shall cooperate fully with the District and with any Law Enforcement authorities in the investigation of any unlawful activities suspected of the Contractor's employees while working on the District's sites. If personnel employed by the Contractor are found to have committed theft or other unlawful activities on any of the District's sites, the Contractor shall be responsible to the District for restitution which will include, but not be limited to, all actual losses, damages, costs of investigation, and costs of prosecution.

Quality Control/Inspections

Contract supervisors or company operations personnel will perform inspections of each building (1) to ensure tasks are completed according to the *Cleaning Frequency Requirements*, (2) to ensure that the quality of work is satisfactory, and (3) to ensure the Contractor's compliance with all terms of the contract.

These inspections conducted by the contract supervisor(s) will be conducted at least once per week. In addition, an inspection of all buildings will be conducted 2 weeks prior to each school year. This requirement is not intended to limit the Contractor's responsibility to inspect or control his own work, nor does it limit the District's right to inspect any building at any time.

Separate inspections are required to be conducted with the District's designee and/or the building principals on a monthly basis. The contract supervisor(s) will use pre-printed forms mutually agreed upon between the District and the Contractor

Twice annually a cleaning survey will be sent to all district employees requesting cleaning quality feedback from employees.

Additional inspections may be requested at the discretion of the District's designee. Prior notification of inspections may or may not be furnished to the Contractor.

The District's designee, and the Principals will also periodically inspect the buildings and may report any deficiencies and all unsatisfactory performance to the Contractor. The Contractor will be granted a reasonable time to correct the deficiencies. Where it's necessary, in the District designee's opinion, to

correct unsatisfactory performance to conduct school activities in a clean and safe environment, all costs incurred by the District to correct the deficiencies will be deducted from the monthly payment to the Contractor.

Record Keeping Requirements

OSHA

Before bringing any chemicals onsite, the Contractor must provide one copy of the Safety Data Sheets (SDS) to the District's designee.

The Contractor must maintain a complete and up-to-date inventory of Safety Data Sheets (SDS's) for all chemicals used in each school. This inventory must be stored in two duplicate notebooks labeled "SDS", one stored in each maintenance office and one stored in the custodial area. In addition, a master SDS notebook with a section for each school in the District must be provided to and kept current in the District's designee. The SDS notebook must also include Wisconsin's Right-To-Know procedures.

Procedures

The Contractor shall maintain, in each building, a Procedures Manual, indexed and containing the following sections, specific for that building that shall include, at a minimum:

1. Contractor's standard policies and procedures
2. Daily routines or schedules for those assigned to the building
3. Emergency and safety procedures
4. List of equipment maintained in the building.
5. Maintenance and use manuals for all custodian equipment in the building
6. List of all assigned to each school (for contact purposes)
7. Standard cleaning procedures
8. Employee cleaning checklist

Other

The Contractor shall report, in writing, any damage that occurs as a result of one or more of the Contractor's employees.

The Contractor shall inform the District's designee of any vandalism, evidence of attempts to force entry, and all other damages to any buildings.

The Contractor's employees shall report, in writing, any items that require maintenance or repair that are discovered during the process of this contract.

Safety

The Contractor shall be responsible for compliance with all applicable federal and state laws, codes, and regulations, including but not limited to OSHA and the Right-to-Know. The Contractor shall be responsible and liable for the safety, injury and health of its personnel while its employees are performing the service for Menasha Joint School District. The Contractor and Owner shall have a procedure in place for injured employees.

School Closings

Day porters are required to work on “snow days” unless mutually agreed upon between District’s designee and Contractor. In addition to snow removal in the building entrances, they will be required to perform select other tasks listed on the *Cleaning Frequency Requirements*. On snow (or ice) days, the District may permit the afternoon shift Day porters to begin work at an early time. instead of their afternoon start time.

Day porters may be requested to work on all other days that school is closed due to other inclement weather or due to boiler failure, electrical outages, etc. On these days, they should expect to work their regular schedule unless otherwise directed by the District’s designee.

Seasonal Grounds Maintenance

The Contractor may also be responsible for other outside ground maintenance, including but not limited to trash pick-up, leaf clean up, and weed eradication.

The Contractor will be responsible for clearing snow and ice, and for distributing ice-melt around doorway entrances and all exits, sidewalks including handicap access on sidewalks.

Supplies to Be Provided by Contractor

The proposal shall include all cleaning chemicals, supplies and equipment. The District will provide paper towels, toilet tissue, hand soap and sanitizer for dispensers and plastic bags for can lining based on the previous year’s usage and in monthly increments. If additional supplies are needed, the Contractor must inform the District’s designee, indicating the type, quantity needed and reason.

If chemicals, including stripper and wax, are applied or used by Contractor improperly, and requires re-doing, the Contractor will re-do at their expense.

Tax Exemption

For most purchases, the District is exempt from state and use taxes. If requested, the District will provide the vendor with a copy of the Wisconsin sales tax exemption certificate.

Contractor Employee Wage

The district believes that in order to help the contractor hire and keep quality staff, a wage above the federal or state minimum wage needs to be provided to the contractor’s employees. For the purpose of this RFP the minimum wage would be set at \$16.50 an hour to be paid to hourly employees.

Deductions and Penalties

Deductions for Temporary School Closures

If one or more schools are closed for more than three consecutive work days for “acts of God”, pandemics, endemics, building renovations, and/or a problem with the building, the District’s designee may request that cleaning services be temporarily suspended in the applicable school(s). If this occurs, the District’s bill for that month will be reduced by 1/20th for each day of work that cleaning services are cancelled in the applicable school(s). If any such service reductions can be reasonably anticipated by the District, the District’s designee will provide as much lead time to the Contractor as possible.

Penalties

The following financial penalties shall be applied, and will be deducted from the next monthly invoice.

Swipe card replacements – There will be a \$25 charge for the replacement of building swipe cards.

Fines for OSHA violations – If the District is assessed any fines for OSHA violations rising out of these contract services and attributable to the Contractor, the Contractor shall reimburse the District for these fines by commensurately reducing the charges on the monthly invoice.

Improper chemical use – If the Contractor uses chemicals or methods that damage the District’s property, the Contractor shall pay for the property’s replacement.

Keys / swipe cards – Please refer to the “Keys” section of this RFP (specifically, the “Security of Keys” and “Replacement” subsections).

Non-approved personnel – If a Contractor’s employee is observed working in the District and has not been authorized by the District’s designee to work in the District, the Contractor will be in non-compliance with the contract and a \$30 dollar per hour deduction for each hour the Non-approved employee is working in the district will be made on the monthly invoice.

Missing Cleaning Route personnel – If a route does not have a competent substitute contractor employee approved by the District Supervisor of Facilities when a route is open due to staff no show, the Contractor will be in non-compliance with the contract and a \$50 dollar per hour deduction for each hour the route is open with a non-approved employee anywhere in the district will be made on the monthly invoice.

Appendix A

Alternates

This appendix details the requirements for required alternates. Pricing for alternate should be included on the proposal pricing form separately.

A proposal for a required alternate which does not meet the specifications may be declared non-responsive.

The Board of Education reserves the right to accept or reject any and all alternates, to waive any and all irregularities, and to award alternates to other than the low vendor. The Board also reserves the right to award the purchase of alternates to the same vendor awarded the cleaning contract and/or to other vendors.

Alternate – Performance Bond

Please quote the cost to provide a performance bond for the first-year cost of the contract (for labor only).

After the award, the Contractor may be required to provide the District with a performance bond, in the amount of 100% of the annual contract price on forms acceptable to the District, prior to the commencement of any work.

Appendix B

Cleaning Scope and Frequencies

The Contractor shall be responsible for maintaining the Menasha Joint School District facilities in a APPA Level 2 state of ordinary tidiness, neat, clean, sanitary, and safe condition as specified herein or as directed by the District.

Contractor employees are expected to be flexible with their work schedule. As needed, schedules and responsibilities may be shifted to accommodate daily needs of the building. When requested by the District's representative, reasonable adjustments to work schedules must be accommodated by the Contractor for planned or unanticipated events. The duties listed are not comprehensive, additional duties may be assigned as needed.

1. Safety items, maintenance emergencies, and snow and ice removal take priority over routine cleaning responsibilities.
2. The District may request specialized tasks be completed by the Contractor as needed. For example, special cleaning may be requested for health-related concerns, such as head lice, Methicillin-resistant Staphylococcus aureus (**MRSA**), COVID 19 and bodily fluid cleanup.
3. In addition to cleaning duties, the Contractor may be assigned tasks, which may include set-up and take down for special events, moving of furniture and supplies, painting, unloading trucks, and maintenance, and any other task related to the facility operation.

Along with the daily Contractor cleaning services, the following is a listing of contracted service expectations:

1. Look and be professional at all times.
2. Set-up, take down and monitor after school activities and building usage reservations.
3. Report any building abuse or after school activity problems.
4. Accompany unwanted or unauthorized visitors out of the building.
5. Report all unusual or unsafe conditions.
6. Report any vandalism.
7. Report any malicious graffiti/vandalism immediately. After District notification and permission, remove graffiti promptly so as not to allow the impression that this is an acceptable practice.
8. Report any maintenance problems or needs.
9. Move supplies and equipment.
10. Lock all exterior windows and interior doors as directed.
11. Turn off all lights and other equipment as directed.
12. Lock exterior doors as directed.
13. The last custodian to leave the building must check all exterior doors and windows, make sure all occupants left the building.
14. Perform other duties as assigned.

Specifications for Cleaning Service

1. Services to be provided at:
 - a. Menasha High School, 420 7th St, Menasha, WI 54952
 - b. Maplewood School, 1600 Midway Rd, Menasha, WI 54952
 - c. Clovis Grove Elementary School, 974 9th St, Menasha, WI 54952
 - d. Gegan Elementary School, 675 Airport Rd, Menasha, WI 54952
 - e. Butte Des Mort Elementary School, 501 Tayco St, Menasha, WI 54952

- f. Jefferson Elementary School, 105 Ice St, Menasha, WI 54952
- g. Banta Elementary School, 328 6th St, Menasha, WI 54952
- h. Menasha City Center, 100 Main St, Menasha, WI 54952
- i. EPIC Academy, 1524 Midway Rd, Menasha, WI 54952
- j. District Health Clinic, 145 W. Calumet St., Appleton WI 54915
- k. Nathan Calder Stadium, 611 11th St, Menasha, WI 54952

2. Contractor Work Schedule:

The contractor will provide a full detailed schedule and colored cleaning route sheets to the District Supervisor of Facilities. These routes will be approved by the District Supervisor of Facilities in regards to when and how the work will be performed on site. Contractor must schedule work so as not to interfere with classes or student activities. The staffing positions and typical times are shown below. All positions will be in the buildings 2 weeks prior to school start date and remain for 1 week after the school year end date. Positions hours, terms and typical work hours can be adjusted with the approval from the District Supervisor of Facilities.

Menasha Joint School District may halt work if it deems that the work will impact school operations or student learning.

3. Scope of work at each location:

The Contractor shall be responsible for the following services:

School Locations and required services:

Menasha High School, 420 7th St, Menasha, WI 54952

- Day porter/Maintenance Position
- Lunch Clean-up
- Full building cleaning service and Summer Cleaning
- Event staff assigned employee specifically to handle all evening events

Maplewood Middle School, 1600 Midway Rd, Menasha, WI 54952

- Day porter/Maintenance Position
- Lunch Clean-up
- Full building cleaning service and Summer Cleaning
- Event staff assigned employee specifically to handle evening events

Clovis Grove Elementary School, 974 9th St, Menasha, WI 54952

- Day porter/Maintenance Position
- Lunch Clean-up
- Full building cleaning service and Summer Cleaning

Gegan Elementary School, 675 Airport Rd, Menasha, WI 54952

- Day porter/Maintenance Position
- Lunch Clean-up
- Full building cleaning service and Summer Cleaning

Butte Des Mort Elementary School, 501 Tayco St, Menasha, WI 54952

- Day porter/Maintenance Position

- Lunch Clean-up
- Full building cleaning service and Summer Cleaning

Jefferson Elementary School, 105 Ice St, Menasha, WI 54952

- Full building cleaning service and Summer Cleaning

Banta Elementary School, 328 6th St, Menasha, WI 54952

- Day porter/Maintenance Position
- Lunch Clean-up
- Full building cleaning service and Summer Cleaning

Menasha City Center, 100 Main St, Menasha, WI 54952

- Full building cleaning service and Summer Cleaning

EPIC Academy, 1524 Midway Rd, Menasha, WI 54952

- Full building cleaning service and Summer Cleaning

District Health Clinic, 145 W Calumet St., Appleton, WI 54915

- Full building cleaning service

Nathan Calder Stadium, 600 11th St, Menasha, WI 54952

- Event operations and support during any athletic events at Nathan Calder Stadium Complex
- Building cleaning service after events

4. Cleaning Scope:

- All cleaning chemicals, including soaps, waxes, disinfectants, etc. shall be supplied by the contractor. All cleaning supplies including rags, mops, carts, brooms, etc. shall be provided by and maintained by the contractor. All equipment shall be supplied by the contractor along with supplies to use with the equipment. All maintenance of the equipment will be the responsibility of the contractor. The District will provide all hand soaps and sanitizers, paper toweling, toilet tissue, sanitary napkin bags and can liners.
- Any damage done to physical property of the district by the contractor while using equipment or supplies is the responsibility of the contractor and shall be reported immediately to the district.
- The district facilities department will have access to any equipment the contractor has and be able to, on occasion, use the equipment. The district will be responsible for any damage done to equipment as well as any injury that is sustained during use of the equipment.
- Safety data sheets must be available at all sites for each product in the contractor's inventory. Contractor will also load their SDS into the District MSDS Online profile. Failure to comply with is will cause the contract to be null and void.
- If, at any time, the district feels that a product that is being used by the contractor is not sufficient the district can request that the product no longer be used. If the district feels a piece of equipment is not safe or acceptable for use in a public school setting the district can request that the contractor stop using the equipment.
- A reasonable supply of hot water will be provided at the various existing slop sinks and

hose bibs throughout the building. The contractor is expected to make judicious use of this water and not run it off to waste unnecessarily. The district will strive to provide a minimum temp of 105 Deg F.

- g. The contractor shall make reasonable use of the available lighting. Classrooms and labs will be cleaned using one-half or less of available lights if possible. Lights will not be left on in rooms where there is no work being done.

5. Staffing Positions – Positions in **BOLD** are considered key positions. Evening cleaning positions can be adjusted.

Location	Position	Position Hours	Work Days	Work Hours	Full Year/School Year
All Schools - Salaried Position	District Manager/Facilities Use Coordinator	8	M-S	7:00am - 3:30pm	12 Month
All Schools	Evening Supervisor	8	M-F	3:00pm - 11:30pm	10 Month - School Year
Menasha High School	Day Porter @ MHS all day	8	M-F	5:00am - 1:30pm	12 Month
Menasha High School	Lunch @ MHS plus cleaning route	8	M-F	1:30pm - 10:00pm	9 Month - School Year
Menasha High School	MHS School Events/Maint – Works under direction of School Staff	8	M-F	3:00pm - 11:30pm	12 Month
Menasha High School	MHS School Cleaning Lead	8	M-F	3:00pm - 11:30pm	9 Month - School Year
Menasha High School	MHS Evening Cleaning Staff 1st West	8	M-F	3:00pm - 11:30pm	9 Month - School Year
Menasha High School	MHS Evening Cleaning Staff LKRM/Kit	8	M-F	3:00pm - 11:30pm	9 Month - School Year
Menasha High School	MHS Evening Cleaning Staff 2nd West	8	M-F	3:00pm - 11:30pm	9 Month - School Year
Menasha High School	MHS Evening Cleaning Staff Office Suite/Aud/Prefunction	8	M-F	3:00pm - 11:30pm	9 Month - School Year
Menasha High School	MHS Evening Cleaning Staff Library/Stairwell/3rd Fl	8	M-F	3:00pm - 11:30pm	9 Month - School Year
Menasha High School	MHS Evening Cleaning Staff 1st & 2nd Science Wing and Girls Locker Room	8	M-F	3:00pm - 11:30pm	9 Month - School Year
Clovis Elementary	Day Porter @ CLO all day	8	M-F	6:30am - 3:00pm	10 Month - Summer School
Clovis Grove Elementary	CLO Evening Cleaning Staff 2nd Fl	8	M-F	3:00pm - 11:30pm	10 Month - Summer School
Clovis Grove Elementary	CLO Evening Cleaning Staff 1st Fl	8	M-F	3:00pm - 11:30pm	10 Month - Summer School
Clovis Grove Elementary	CLO Evening Cleaning Staff Bath/Entry/Kit	8	M-F	3:00pm - 11:30pm	10 Month - Summer School
Banta Elementary	Day Porter @ BAN all Day	8	M-F	6:30am - 3:00pm	9 Month - School Year
Banta Elementary	BAN Evening Cleaning Staff	8	M-F	3:00pm - 11:30pm	9 Month - School Year

Butte Des Mort Elementary	Day Porter @ BDM all day	8	M-F	6:30am - 3:00pm	9 Month - School Year
Butte Des Mort Elementary	BDM Evening Cleaning Staff 1st Fl	8	M-F	3:00pm - 11:30pm	9 Month - School Year
Butte Des Mort Elementary	BDM Evening Cleaning Staff 2nd Fl/Base	8	M-F	3:00pm - 11:30pm	9 Month - School Year
Gegan Elementary	Day Porter @ GEG all day	8	M-F	6:30am - 3:00pm	9 Month - School Year
Gegan Elementary	GEG Evening Cleaning Staff 1st/Kit	8	M-F	3:00pm - 11:30pm	9 Month - School Year
Gegan Elementary	GEG Evening Cleaning Staff 2nd Fl	8	M-F	3:00pm - 7:00pm	9 Month - School Year
Jefferson Elementary	JEFF Evening Cleaning Staff	8	M-F	3:00pm - 11:30pm	9 Month - School Year
Maplewood	Day Porter @ MPW all day	8	M-F	5:30am - 2:00pm	12 Month
Maplewood	MAP School Events/Maint – Works under direction of School Staff- Main Bath/Phy Ed/ Fitness	8	M-F	2:00pm - 10:30pm	12 Month
Maplewood	MAP School Cleaning Lead – Office/Music/Tech/Main Corridor and floors	8	M-F	3:00pm - 11:30pm	10 Month - Summer School
Maplewood	MAP Evening Cleaning Staff – 5 Grade	8	M-F	3:00pm - 11:30pm	10 Month - Summer School
Maplewood	MAP Evening Cleaning Staff – 6 Grade	8	M-F	3:00pm - 11:30pm	10 Month - Summer School
Maplewood	MAP Evening Cleaning Staff – 7 Grade	8	M-F	3:00pm - 11:30pm	10 Month - Summer School
Maplewood	MAP Evening Cleaning Staff – 8 Grade	8	M-F	3:00pm - 11:30pm	10 Month - Summer School
Maplewood	MAP Flex Cafés (all), Kitchen and Culinary Arts Cleaner	8	M-F	11:00am - 7:30pm	10 Month - Summer School
Menasha City Center	Menasha City Center	8	M-F	3:00pm - 11:30pm	12 Month
Menasha City Center	Menasha City Center Stairwells and Bathrooms	4	M-F	3:00pm - 7:00pm	12 Month
Epic Academy	EPIC Academy Cleaning Staff	4	M-F	3:00pm - 7:00pm	9 Month - School Year
District Health Clinic	Bluejay Clinic Cleaning Staff	4	M-F	7:30pm - 11:30pm	12 Month
All Schools	Weekend Staff/Building Security	8	S-S	12:00pm - 8:30pm	12 Month
Any School	Floater - used where district needs	8	M-F	6:30am - 3:00pm	9 Month - School Year
Any School	Floater - used where district needs	8	M-F	3:00pm - 11:30pm	9 Month - School Year
All Schools / Calder Stadium	Office/Calder Cleaner during the 3-month Summer break	8	M-F	6:30am - 3:00pm	3 Months during Summer

6. Specific Job Descriptions

a. Facility Use Coordinator/Manager Responsibilities:

The Facility Coordinator coordinates all non-instructional / co-curricular use of facility usage in the district. The Facility Coordinator also is responsible for daily custodial/cleaning operations including, but not limited to, programming doors, assigning work requests to Day Porters, Contracted supervisors and serving as the Account Manager for the Contracted Cleaning Service onsite.

Required Abilities:

- Ability to interact tactfully and effectively with all persons encountered on the job
- Experience in using MS Office Software
- Ability to learn scheduling and maintenance software
- Ability to supervise and manage public events
- Flexibility to work nights and weekends of events
- Ability to effectively communicate with staff, administrators, students and community members
- Ability to demonstrate strong leadership skills
- Ability to complete tasks and manage in a timely fashion
- Ability to maintain a high level of confidentiality

Duties Include but not limited to:

- Central point of contact for use of facility requests district wide
- Approve or deny use of facility requests in consultation with District Supervisor of Facilities and Building Principals
- Issue approved use of facility permits per school board guidelines
- Input and manage district facility schedule for all facilities
- Coordinate event scheduling with Building Administrators and secretaries in their respective buildings
- Program District doors for all building needs
- Schedule cleaning staff for special events
- Oversee district contracted cleaning duties as the onsite manager
- Communicate event requests to district staff
- Maintain inventory of general cleaning supplies
- Oversee all daily activity of contracted services
- Review and assign daily work requests to Day Porters and cleaners
- Ensure all events in the MHS Auditorium are executed with proper staffing
- Other duties assigned by the District Supervisor of Facilities and Safety.

Work Schedule: The position hours are flexible to ensure all events are managed properly.

Reports to: District Supervisor of Facilities and Safety for anything related to Menasha Joint School District.

a. Day Porter Specific Responsibilities:

Day Porters are one of the most important positions. The Day porter will be the first contact for most day to day typical school operations. This position replaces the typical school Custodian. Some of the duties include:

- Complete minor repairs and building improvements as directed by lead facilities or principal.
- Prepare conference rooms or event set ups as directed during the day

- Clean areas as identified in route specific sheet
- When applicable, place safety hazard signs in the building including wet paint and wet floor warning signs.
- Monitor, clean and service restrooms as needed.
- Respond to any major spills or other cleaning crises
- Remove garbage and recycling as needed
- Deliver supplies required for facility as needed
- First responder to building daily needs
- Work closely with facilities staff to ensure smooth operations
- Assist in snow removal and clean up as requested by facilities staff
- Route sheet will be provided by supervisor and approved by the District Supervisor of Facilities

b. Weekend Specific Responsibilities:

The weekend position ensures we have available employees to handle weekend events and building security. Some of the duties include:

- Complete building checks to include doors, boiler rooms and basements looking for any condition that would require attention.
- Prepare conference rooms or event set ups as directed
- Clean areas as directed on weekend duties sheet
- When applicable, place safety hazard signs in the building including wet paint and wet floor warning signs.
- Monitor, clean and service restrooms as directed.
- Assist with weekend events in buildings
- Remove garbage and recycling around all properties as needed
- Any additional items needed for weekend activities.

c. Menasha High School and Maplewood Middle School Event Lead Responsibilities:

This position ensures any evening activity or event to include athletics are set up, broken down and cleaned up after the event. This position is the lead for the school for the contracted cleaning service reporting to the night supervisor or district manager. This position is critical and important to have a stable, flexible employee that understands the athletic set up requirements and has patience.

7. Frequencies of Tasks

1. Classroom and Instructional Areas

a. Daily

- i. Empty and reline, if needed, trash containers, damp clean and reline as needed.
- ii. Empty recycling containers and damp clean if needed.
- iii. Clean/disinfect touch locations (door handles, towel and sanitizer/soap dispenser handles, pencil sharpener, faucet handles, and any other major touch points)
- iv. Clean student desktops, tables and counter-tops.
- v. Spot clean glass, walls, doors, furniture, tabletops, carpet, hard floors, sinks and countertops.
- vi. Pickup large debris, paper, pencils, crayons and other large items.
- vii. Vacuum carpet or dust mop hard floor in traffic areas or where needed.

- viii. Replenish paper towel and soap dispensers if needed.
 - ix. Wet mop/wipe hard floors as needed including desk mats.
 - x. Close and lock windows, turn off lights, close and lock door(s).
 - b. Weekly
 - i. Dust furniture, ledges and all horizontal surfaces.
 - ii. Vacuum or dust mop non-traffic areas (entire room wall to wall)
 - iii. Wet mop/auto scrub hard floor areas wall to wall
 - iv. Wet clean chalk boards/trays and marker boards with an appropriate cleaner if not marked "save".
 - v. Clean interior glass doors and sidelights.
 - vi. Clean sinks thoroughly
 - c. Two Weeks
 - i. High dust louvers, grilles, walls.
 - ii. Spot clean chairs and other furniture as needed.
 - d. Monthly
 - i. Extract traffic area carpets or as needed
- 2. Administrative/Office Areas
 - a. Daily
 - i. Empty and reline, if needed, trash containers, damp clean and reline as needed.
 - ii. Empty recycling containers and damp clean if needed.
 - iii. Clean/disinfect touch locations (door handles, towel and sanitizer/soap dispenser handles, pencil sharpener, faucet handles, and any other major touch points)
 - iv. Clean tables, counter-tops, sinks and desk tops (desktops if requested and cleared).
 - v. Spot clean glass, walls, doors, furniture, carpet, hard floors, and sinks.
 - vi. Pickup large debris, paper, pencils, and other large items.
 - vii. Vacuum carpet or dust mop hard floor in traffic areas.
 - viii. Replenish paper towel and soap dispensers if needed or applicable.
 - ix. Wet mop/wipe hard floors as needed including desk mats.
 - x. Close and lock windows, turn off lights, close and lock door(s).
 - b. Weekly
 - i. Dust furniture, ledges and all horizontal surfaces.
 - ii. Wet mop/auto scrub hard floor areas wall to wall
 - iii. Wet clean chalk boards/trays and marker boards with an appropriate cleaner if not marked "save".
 - iv. Clean interior glass doors and sidelights.
 - v. Clean sinks thoroughly
 - c. Two Weeks
 - i. High dust louvers, grilles, walls.
 - ii. Spot clean chairs and other furniture as needed.
 - d. Monthly
 - i. Extract carpets or as needed
- 3. Restrooms/Health Rooms
 - a. Daily
 - i. Empty trash containers. Damp clean/disinfect as needed. Reline as needed.
 - ii. Clean/disinfect all touch points (Door handles and push plates, towel, soap,

- tissue, dispensers, partition handles, faucet, toilet and urinal handles).
 - iii. Clean/disinfect all fixtures, countertops, hand dryers.
 - iv. Polish chrome and stainless-steel fixtures.
 - v. Clean mirrors, report/clean/remove graffiti.
 - vi. Spot clean/disinfect partitions.
 - vii. Spot clean/dust walls, doors, ledges, and countertops.
 - viii. Replenish tissue, towels, soap, and hygiene materials.
 - ix. Clean/disinfect floors by wet mop or auto scrub.
 - x. Respond to immediate needs of cleaning as incidents occur.
 - b. Weekly
 - i. High dust louvers, grilles, walls and ceilings.
 - ii. Clean/disinfect all partitions.
 - c. Monthly
 - i. Deep scrub or power-wash floors, fixtures, walls.
4. Locker Rooms /Showers
- a. Daily
 - i. Empty trash containers. Damp clean/disinfect as needed. Reline as needed.
 - ii. Clean/disinfect all touch points (Door handles and push plates, towel, soap, tissue, dispensers, partition handles, faucet, toilet and urinal handles).
 - iii. Clean/disinfect all fixtures, countertops, hand dryers.
 - iv. Polish chrome and stainless-steel fixtures.
 - v. Clean mirrors, report/clean/remove graffiti.
 - vi. Spot clean/disinfect partitions.
 - vii. Spot clean/dust walls, doors, ledges, and countertops.
 - viii. Replenish tissue, towels, soap, and hygiene materials.
 - ix. Clean/disinfect locker room and shower floors, walls and benches.
 - x. Respond to immediate needs of cleaning as incidents occur.
 - b. Weekly
 - i. High dust louvers, grilles, walls and ceilings.
 - ii. Dust locker tops, ledges and horizontal surfaces.
 - c. Monthly
 - i. Deep scrub or power-wash floors, fixtures, walls.
5. Cafeterias/Cafes/Commons
- a. Daily
 - i. Empty trash containers. Damp clean as needed. Reline container.
 - ii. Empty recycling containers. Damp clean as needed.
 - iii. Set-up or take down tables/ benches/chairs before and after activities.
 - iv. Move furniture and equipment as needed
 - v. Dust mop or sweep floor – time depending on schedule
 - vi. Auto Scrub floor after any activities or as needed.
 - vii. Spot clean walls, doors, and glass.
 - viii. Clean/sanitize drinking fountains. Polish stainless-steel fountains.
 - ix. Monitoring students, handing out milk, cleaning/ sanitizing tables after breakfast/lunch is the responsibility of others.
 - b. Weekly
 - i. Dust furniture, ledges and all horizontal surfaces.

6. Staff Lounges

a. Daily

- i. Empty trash containers. Damp clean as needed. Reline container.
- ii. Empty recycling containers. Damp clean as needed.
- iii. Clean tables, countertops, and sinks
- iv. Replenish tissue, towels, and soap.
- v. Move furniture and equipment as needed
- vi. Dust mop or sweep floor.
- vii. Auto Scrub floor or mop.
- viii. Spot clean walls, doors, and glass.
- ix. Clean/sanitize drinking fountains. Polish stainless-steel fountains.
- x. Clean/sanitize tables and countertops.
- xi. The cleaning of the inside of microwaves, ovens, toasters, refrigerators, coffee makers, will be by others.

b. Weekly

- i. High dust louvers, grilles, walls and ceilings.

c. Monthly

- i. Deep scrub and extract carpets as needed.

7. Kitchens

a. Daily

- i. Empty trash container. Damp clean container if needed. Reline if needed.
- ii. Remove recycling. Damp clean container if needed. Reline if needed.
- iii. Sweep and wet mop/auto scrub floor – move mats to clean.
- iv. Spot clean glass, walls, doors, furniture, touch points.
- v. Cleaning of kitchen equipment, carts, countertops, freezers, coolers will be by others.

b. Weekly

- i. High dust louvers, grilles, walls and ceilings.

8. Corridor/Stair

a. Daily

- i. Empty trash container. Damp clean container if needed. Reline if needed.
- ii. Remove recycling. Damp clean container if needed. Reline if needed.
- iii. Disinfect touch points including, but not limited to, doorknobs, push plates, handrails.
- iv. Dust mop/sweep floors or vacuum carpets. (Do not vacuum up moisture unless using a wet/dry vacuum)
- v. Spot clean glass, walls, doors, lockers, fixtures, display cases, carpet and hard floors.
- vi. Wet mop/auto scrub floors as needed.
- vii. Clean/sanitize drinking fountains. Polish stainless-steel fountains.

b. Weekly

- i. Clean glass on doors and sidelights.
- ii. Dust locker tops and horizontal surfaces.
- iii. Wet mop/auto scrub floors.
- iv. High dust louvers, grilles, walls.

c. Monthly

- i. Extract carpets. (Winter months or as needed).

9. Entrance

- a. Daily
 - i. Vacuum entrance mats (do not vacuum up moisture unless using a wet/dry vacuum).
 - ii. Wet mop as needed.
 - iii. Clean door/ sidelight glass as needed.
 - iv. Disinfect touch points.
 - v. Sweep, snow shovel, de-ice, pick-up litter/debris, and leaves up to 25 feet on exterior side of entrance doors.
 - vi. Set-up wet floor signs or drying fans if needed.
- b. Weekly
 - i. Clean glass on interior and exterior of doors and sidelights.
 - ii. Dust horizontal surfaces, louvers and grilles.
 - iii. Extract entrance runners as needed.
- c. Monthly
 - i. Extract entrance runners (during winter months).

10. Gymnasium/Field-house

- a. Daily
 - i. Empty trash containers. Damp clean containers if needed. Reline if needed.
 - ii. Remove recycling. Damp clean containers if needed. Reline if needed.
 - iii. Disinfect touch points.
 - iv. Dust mop floor and spot mop.
 - v. Clean/disinfect drinking fountains. Polish stainless-steel fountains.
 - vi. Spot clean glass, walls, doors, furniture and other equipment.
 - vii. Auto scrub wood gym floors bi-weekly.
 - viii. Wet tack or wet mop wood gym floors as needed.
 - ix. Operate dividers as directed for events and activities.
 - x. Set-up/take down of bleachers, chairs, risers, staging, and other equipment for events and building usage. Clean behind bleachers before moving back into wall.
 - xi. Clean/Disinfect wrestling/gymnastic mats (during season) and record date, time, and product used.
- b. As needed and after events
 - i. Clean bleachers, gymnasium equipment and floors.
- c. Weekly
 - i. Dust horizontal surfaces, louvers and grilles within reach.
 - ii. Auto scrub wood floors or as needed

11. Custodial Closets/Receiving Areas/Equipment Care

- a. Daily
 - i. Clean and keep custodial areas organized.
 - ii. Remove trash and recycling
 - iii. Remove chemicals from dilution dispensers after use.
 - iv. Sweep floor and wet mop.
 - v. Empty, clean, prepare and organize carts and equipment.
 - vi. Change vacuum bags, filters, brushes, belts, and pads as needed.
 - vii. Clean sinks and drains.
 - viii. Restock supplies as needed.
 - ix. Set up wet floor signs and drying fans.

Additional Information

Contractors: It will greatly help the District to evaluate your ability to perform under this RFP if you provide additional information to help us in considering your RFP. Examples of helpful information might include:

1. Identification
 - a. Name of Firm providing proposal
 - b. Year Organized
 - c. Where incorporated
 - d. Vendor's Address
 - e. Contact Name
 - f. Telephone Number and E-mail
 - g. Do you currently have local presence for management and control of staff?
 - h. If you have a local office, please give us the address and phone number
 - i. What are the normal business hours of the local office with staff present?
2. Experience
 - a. How many years has your firm been engaged in the cleaning contracting business under the present firm name?
 - b. Do you have experience or current contracts working in a Wisconsin school setting?
 - i. If so, provide information on present school contracts including the term of current contracts, length of service, gross amount of each contract, school district names, and scope of work for each contract.
 - c. Has your firm ever failed to complete work awarded to you?
 - i. If yes, attach statement showing when, where and why.
 - d. Has your firm ever defaulted on a contract?
 - i. If yes, attach statement showing when, where and why.
 - e. A list of references for current or past contracts. School contract contacts are highly desired.
 - i. Include business names, contact names, phone numbers and e-mail addresses.
3. Employees
 - a. Provide any employee information that is relevant to this Request for Proposal.
 - b. How many fulltime equivalent employees work for your firm?
 - c. How many employees work in the Menasha/Appleton area?
 - d. What is your average turnover rate for your employees?
 - e. Indicate fulltime turnover percentage rate
 - f. Indicate part time employee percentage turnover.
 - g. Incentives you provide to retain employees and reduce the turnover rate
4. Training
 - a. Explain your training program for all your employees that could work under this Request for Proposal?
 - b. List all training topics covered and methods of training provided each employee.
 - c. How do you assure a new employee shows up to work at a district facility ready to work and able to complete all the assignments?
 - d. How do you complete power equipment training such as auto floor scrubbers and other power equipment for your employees?
 - e. How do you complete training for proper disinfecting and cleaning?

5. Inspections
 - a. Explain your procedures for inspection of the work by your employees?
 - b. How often do you conduct inspections of each employee?
 - c. Who completes inspections of work?
 - d. How do you record inspections and provide feedback to employees and the district?
 - e. Do you use a third-party inspection service? If so, explain the procedure and benefits to the both the district and to your firm.
6. Hiring
 - a. Who conducts interviews for your firm?
 - b. How do you recruit to get the best-qualified candidates?
 - c. Is the Account Manager a team member and decision maker when interviewing candidates?
 - d. What agencies or vendors do you use for background checks?
 - i. What are your guidelines used to decline a person employment for our school district?
 - ii. Do you complete periodic background checks of employees?
 1. If so, how often to complete an additional background check?
7. Supervision
 - a. Indicate how you manage and supervise all staff on multiple shifts and multiple locations listed in this RFP?
 - b. What is your plan on filling employee positions that are vacant due to vacancies, illness or time off?
 - c. How do you handle an employee not completing the required tasks or having discipline problems?
8. Customer Service
 - a. How does your firm provide exceptional customer service? Please provide examples.
 - b. Explain how you handle a complaint on employee quality or productivity?
 - c. What is the turn-around time on a complaint or concern?
9. Timekeeping
 - a. Explain your timekeeping program and procedures for recording employee time worked?
 - b. How do you monitor and assure to the district that all contract employees are on time and working the full shift assigned?
10. Management
 - a. What type of certifications or training do your managers and supervisors required to have?
11. Emergencies
 - a. How does your company respond to calls or emergencies during non- business hours?
 - b. List contacts that will be available for after business hour calls.
12. Contract
 - a. Tell us why your firm should be awarded the contract for custodial services at the Menasha Joint School District.

PROPOSAL PRICING FORM

AFFIRMATION OF SUBMITTER

The undersigned submitter affirms and declares:

- 1) That this proposal is executed and signed by said contractor/vendor with full knowledge and acceptance of the provisions of the General terms & Conditions which are made a part of the contract when/if awarded.
- 2) That should any part of this proposal be accepted in writing by the Menasha Joint School District within ninety (90) calendar days from the date of proposal opening, said proposal submitter will furnish and deliver the commodities and/or services for which this proposal is made, in the quantities and at the prices in the proposal, and in compliance with the Specifications unless otherwise specified in writing by the District Supervisor of Facilities.

Proposal Pricing:

- i. Period beginning July 1, 2025 and ending June 30, 2026: \$ _____
- ii. Period beginning July 1, 2026 and ending June 30, 2027: \$ _____
- iii. Per hour rate for additional staffing: \$ _____
- iv. Per hour rate for additional services: \$ _____
- v. Performance Bond price - Appendix A \$ _____
- vi. I acknowledge receiving all addendums Signature: _____

PROPOSAL: The undersigned, accepting the conditions set forth herein, hereby agrees in strict accordance therewith, to furnish and deliver the commodities and/or services to the town agency or agencies named at the price's proposal herein if awarded the contract.

Type of Business	<input type="checkbox"/> Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sub Chapter S Corp.	<input type="checkbox"/> Corporation
Company Name		Doing Business As (Trade Name)		
Business Address		City	State	Zip Code
Signature of Person Authorized to Sign This Proposal		Title	Date	
Print Name of Signer		Phone	Fax	
Further information and references on any individual or company placing a proposal may be required by the Menasha Joint School District prior to the awarding of a proposal.				