

# Stone County Custodial RFP/Bid

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# Instructions to Proposers

## REQUEST FOR PROPOSAL/BID

FOR: Full-Service Custodial

**PROPOSAL OPENING:** [December 13, 2024](#)

### 1. Notice requesting proposals/bid

- a. Notice is hereby given that proposals for a five-year contract for Custodial Services will be received at 214 Critz Street, Wiggins MS 39577, at the time and date indicated above. The initial contract period will begin February 1 2025, and end February 1, 2026 with successive one (1) year renewals with District approval. It is the intent of the District to exclusively award services, for all building and services described within this RFP, to one single proposer.

### 2. Proposal submission

- a. The sealed proposals/bids shall be delivered to the District Offices any time prior to [December 13, 2024 10am](#). A public opening of the proposals/bids will take place after [December 13, 2024 10am](#). Only the names of the Proposers will be read aloud. No proposal received after said designated time will be considered. The Proposer assumes the risk of any delay in handling or delivery of mail. No proposal/bid by facsimile will be considered.

### 3. Price sheet requirements

- a. The proposed cost of services **must** be presented to the district utilizing the price sheet provided with these specifications (Form A) and **must** be contained in a sealed envelope which shall be endorsed on the outside thereof with the following information:
  - Proposal for Custodial Services
  - Name and address of Proposer
  - Envelope should be addressed to: **Stone County School District (SCSD)**

### 4. Price validity

- a. All proposals submitted must be valid for a minimum period of 90 days after the date set for proposal opening.

### 5. District's rights related to accepting bids

- a. The District reserves the right to reject any and all bids, to accept bids either in whole or in part, and to waive any irregularities or defects in any proposal should it be deemed to be in the best interest of the District to do so. The district reserves the right to negotiate price with selected vendor.

## 6. Pre-proposal conference

- a. All prospective Proposers must attend the pre-proposal conference which will be held at the District office on **November 14, 2024 8am**. If, as a result of the pre-proposal conference, it is necessary to modify these instructions or the specifications, an addendum shall be issued and made available to the public and all parties to the pre-proposal conference. **Failure to attend the pre-proposal conference shall be grounds for the rejection of a proposal.**

## 7. Field Survey Responsibilities

- a. It shall be the responsibility of the Proposer to field survey all facilities prior to proposing. See exhibit 1, "Building List" (Name, Size and Enrollment) for data related to the buildings/areas included in the scope of this Request for Proposal.

## 8. Communication with the SCHOOL DISTRICT

- a. For further information or clarification of specifications for this portion of the RFP, please contact: Dennis Penton or Cassie Hardy. All questions must be submitted in writing no later than noon on **November 21, 2024**.

*Once this RFP is issued, proposers are prohibited to communicate with any member of the faculty, staff, board, student or other individuals perceived to represent the district regarding this RFP. Violation of this restriction may lead to disqualification.*

- b. During the process of evaluation, the committee may need additional information. This need will be communicated through **Stone County, Dennis Penton** and each vendor shall be responsible to respond in written form or by appearance before the committee as requested.

## 9. Timeline

Activity	Date
Release RFP	<b>11/16/2024</b>
Mandatory Pre-Proposal Meeting and Building Tours	<b>11/14/2024</b>
Initial Proposer Questions Due	<b>11/21/2024</b>
Initial Answers to Proposers questions	<b>12/5/2024</b>
Bid Proposals Due	<b>12/13/2024 by 10am</b>
School Committee Award	<b>12/02/2024</b>
Awarded Contract start date	<b>01/01/2025</b>

## 10. Evaluation criteria

- a. The District will award the contract based on the following criteria:

<u>PROPOSAL CRITERIA FORMAT</u>	<u>POINTS</u>
Qualifications	15
• Company Background and ability to perform	
• References	
• Financial Stability	
Human Resources Systems	15
• Recruiting/Hiring ( <i>Employee Transitions</i> )	
• Training	
Proposed Staffing	15
• Proposed Management Personnel	
• Proposed Staffing Levels	
• Corporate Support	
• Proposed Wage Rates	
• Proposed Benefits	
Operations Plans	15
• Implementation Plan	
• Department Programs	
Quality Assurance	15
• Inspection Process	
• Satisfaction Surveys	
• Reporting	
Price	25
• Proposed Capital Equipment	
Total Points	100

Evaluation of proposals submitted in response to the solicitation will be conducted by officials of **Stone County SD**. In the process of evaluation, the total vendor's proposal will be considered. However, particular attention will be paid to those criteria which are referenced in the above section. Each response will be assigned a numeric score rating by each evaluator, and the award which will be made by **Stone County SD** will be predicated upon the composite ratings of officials referenced above with total cost for the program considered.

- b. A contract will be awarded with the understanding that the Provider will comply with all applicable laws governing the issuance of contracts in the State of Mississippi as well as applicable local regulations and laws.

## 11. Post award scope/price adjustments

- a. Annual price adjustments: July 1 of each year of the contract term, the CONTRACTOR will be eligible to receive an inflationary price adjustment. The percentage of the inflationary adjustment will be consistent with CPI-U National.
- b. Adjustments to Scope: Should **Stone County SD** increase/decrease the square footage/acres requiring services, an adjusted price shall be negotiated between **SCSD** and CONTRACTOR.

- c. Addition of Services: Should **SCSD** request additional facility services, such as building or grounds maintenance, from CONTRACTOR, contract price and monthly payments shall be negotiated by the **SCSD** and CONTRACTOR for such services and added to this RFP for Facilities Services. Such changes will take effect on the date of the change in services.

# Ability to Perform / Insurance Requirements

## 1. Demonstration of Contractor's Ability to Perform Services

- a. Provide five (2) references for which you are currently performing services of similar size and complexity as what is required within this RFP. At least three (2) of these references must be for Districts where Custodial services are provided. For each district listed indicate the type of service provided, enrollment, number of buildings in the district, contact name and phone number.

List each district as one (1) reference. Do not list each school in a district as a separate reference.

- b. Provide a narrative and/or organization chart describing your company's regional and national support and how this support may provide benefit to the district.
- c. Provide a narrative describing your company's experience working with Labor Unions –

## 2. Insurance Requirements

The CONTRACTOR shall purchase and maintain in force the following kinds of insurance for operations under the contract as specified. Insurance certificates in the amounts shown and under the conditions noted shall be provided to the District before the commencement of any work:

- a. Commercial/Comprehensive General Liability
  - \$1,000,000 Bodily Injury Per Person'
  - \$1,000,000 Bodily Injury Aggregate Limit
  - \$ 500,000 Property Damage Per Occurrence
  - \$1,000,000 Property Damage Aggregate Limit
- b. Comprehensive Automobile Liability
  - \$1,000,000 Property Damage Per Occurrence
- c. Workmen's Compensation and Employers' Liability
  - \$ 500,000 Bodily Injury Per Person
- d. Umbrella or Excess of Loss Coverage
  - \$10,000,000 Per Occurrence
- e. The proposer will provide an insurance certificate with 21 days after acceptance of contract.
- f. **SCSD** must have 10 days' notice of cancellation or change in insurance coverage and give its approval.
- g. The District shall be named as an additional insured by Endorsement on the vendor's policy as to the subject contract.

# General Specifications

**Overview:** The General Specifications address contractual issues that are cross-over functional areas (Custodial).

## 1. Staff Considerations

- a. **SCSD** requires that all employees assigned to this contract are required to pass a criminal background check, sex offender's background check and drug screen.
- b. The CONTRACTOR is expected to hire all the incumbent hourly staff that passes the background screening. Hourly employees that are hired during the transition period will be provided a 60-day probation period.

The CONTRACTOR is expected to interview all the incumbent hourly staff.

The **SCSD** plans to retain the employment of employees with 15 years of service or more. These employees will be supervised and managed by the CONTRACTOR. As these employees retire or vacate these positions, the vacant positions will be backfilled by CONTRACTOR's employees. See exhibit 2 for a list of positions that will be retained by the district for the purpose of employing individuals with 15 years of service or more.

The CONTRACTOR is expected to provide wages consistent with the local market and comply with related labor laws.

- c. It is the CONTRACTOR'S discretion what healthcare benefits, if any, are offered. Please describe your company's healthcare plans, including overview of coverage and the amount of the employee contribution of all relevant plans.
- d. The CONTRACTOR will provide an effective method to capture the time worked by the hourly staff. Please describe your company's time tracking methodology.
- e. All employees assigned to **SCSD** must have appropriate license(s) and competencies prior to beginning work. All employees must be engaged in an on-going technical training program. Please describe your company's technical training program.
- f. The CONTRACTOR will provide appropriate uniforms and personal protective equipment to all employees associated within the maintenance, custodial and grounds departments. Please describe the uniforms that **SCSD** should expect the hourly employees to be wearing.

## 2. Mobile Communication Devices (phones, tablets, etc....)

- a. CONTRACTOR will provide mobile phones to facilitate communication with the custodial staff or allow the use of employee's personal phones.

## 3. Computers and Office Equipment

- a. CONTRACTOR will provide computers and printers to support the requirements of this RFP.

#### **4. Quality Control**

- a. Contractor will provide a comprehensive Quality Control System
  - Describe your company's program(s) for quality control
- b. Contractor will provide customer satisfaction surveys
  - Describe your company's program(s) for customer satisfaction surveys

#### **6. Reporting**

- a. Contractor will provide routine communication with the **SCSD**.
  - Contractor will provide monthly written reports noting: completed training, future objectives, challenges, quality assurance results and work order completion rates. Please provide a sample monthly report.
  - Contractor will host quarterly meetings with the administration of the **SCSD** to review accomplishments and establish future objectives. These quarterly meetings will be hosted by the contractor's Regional Manager and/or their superiors.

#### **7. Office and Storage Accommodations**

- a. **SCSD** will provide adequate office, work and storage space to support the requirements of this RFP. Utilities, phone and internet services are included in this accommodation.

#### **8. Sub-contracting**

**CONTRACTOR** is required to disclose any intent to sub-contract any portion of this RFP. Rationale for utilizing a sub-contractor and related information should be stated in a prominent manner.

#### **9. Hours of Operations, Events and Emergencies**

- a. Normal operating hours are considered **7AM to 4PM; Monday - Friday**.
- b. Contractor is expected to respond to emergencies within **2** hours; 24 hours per day, 7 days per week (NO exceptions).
- c. Contractor will provide labor and materials to properly support school events.
  - Labor and materials used for events beyond the scope of this RFP will be considered billable. Any billable work needs to be approved by the School District prior to commencement.

# Custodial Operations Specifics

**Overview:** The Custodial Operations Specifications address contractual issues that are uniquely associated with custodial functions.

## **1. Labor Specific to Custodial Operations**

- a. Contractor will provide on-site management personnel sufficient enough to satisfy the attached RFP's specifications. (associated wages, taxes and benefits)

**-AND-**

- b. Contractor will provide on-site administrative personnel sufficient enough to satisfy the attached RFP's specifications. (associated wages, taxes and benefits)  
*\*with the exception of any employees noted in EXHBIT 3 if applicable (Employees remaining on School District's payroll)*

**-AND-**

- c. Contractor will provide on-site custodial technicians sufficient enough to satisfy the attached RFP's specifications. (associated wages, taxes and benefits)  
*\*with the exception of any employees noted in EXHBIT 3 if applicable  
(Employees remaining on School District's payroll)*

## **2. Materials**

- a. The CONTRACTOR is expected to provide all cleaning supplies and hand tools (cleaning chemicals, floor finishes, mops, buckets, brooms, brushes, rags, etc.)
- b. The CONTRACTOR is expected to provide all consumable products (paper towels, toilet tissue, trash bags and hand soaps)

## **3. Custodial Equipment and Vehicles**

- a. The CONTRACTOR is expected to evaluate the **equipment** currently owned by the **SCHOOL DISTRICT** and provide any equipment necessary to augment the current inventory and provide custodial services consistent with this RFP.
- b. The CONTRACTOR is expected to provide any **vehicles** necessary to provide custodial services consistent with this RFP. Maintenance, fuel and insurance provided by vehicles owner.

## **4. Computerized Quality Assurance System**

- a. Contractor will provide a computerized Quality Assurance System
  - Contractor will pay for license fees related to Quality Assurance System
- b. Quality Assurance System must be capable of generating effective efficiency reports
  - Contractor to provide sample reports

- c. Quality Assurance System to support Quality Assurance Inspection data collection via Smartphones and/or Tablets

## **5. Management of Energy Consumption**

- a. Lights should only be turned on in areas where cleaning is taking place and are to be turned off immediately after cleaning each room
- b. Cleaning personnel are not to change or override established heating and cooling temperatures in schools.

## **6. Cleaning Frequencies by area / assignment**

- a. Classrooms

### Daily

- ☐ Empty wastebaskets and replace liners (as needed)
- ☐ Spot Clean desktops (removal of graffiti)
- ☐ Clean and sanitize counters and sinks
- ☐ Dust, mop all composition floors
- ☐ Spot mop composition floors with all-purpose cleaner
- ☐ Vacuum all carpet
- ☐ Spot clean carpet as needed
- ☐ Vacuum walk-off mats

- ☐ **Secure any exterior doors and windows and turn off lights before leaving room**

### Weekly

- ☐ Low dust all horizontal surfaces to hand height (70") including desks, chairs, tables
- ☐ Sweep baseboards
- ☐ Damp clean window ledges
- ☐ Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
- ☐ Spot clean all door glass
- ☐ Vacuum chalk rails and/or damp wipe
- ☐ Mop composition floors

### Monthly

- ☐ High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc. (reachable by 6 ft. ladder)
- ☐ Dust blinds

### Semi-Annually

- ☐ Clean entire surface of student's desks and chairs
- ☐ Clean carpet to remove all stains, spills and soiled spots

Annually

- ☐ Refinish all floors

b. Offices

Daily

- ☐ Empty wastebaskets and replace liners (as needed)
- ☐ Dust furniture, including desks, chairs, tables, lamps, etc.
- ☐ Dust interior window ledges
- ☐ Dust telephones
- ☐ Spot clean all windows and glass partitions to hand height
- ☐ Spot clean desktops
- ☐ Dustmop all composition floors (with chemically treated dust mop)
- ☐ Spot mop composition floors with all-purpose cleaners
- ☐ Vacuum carpet
- ☐ Spot clean carpet to remove all stains, spills and soiled spots
- ☐ Vacuum walk-off mats
- ☐ Remove fingerprints from doors, frames, light switches, kick plates, handles, railings

Weekly

- ☐ Low dust all horizontal surfaces to hand height (70")
- ☐ Damp clean baseboards
- ☐ Damp clean window ledges

Monthly

- ☐ High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc. (reachable by 6 ft. ladder)
- ☐ Dust blinds

Annually

- ☐ Refinish all floors

c. Teacher Work Area and Duplication Rooms

Daily

- ☐ Empty wastebaskets and replace liners (as needed)
- ☐ Dust furniture, including desks, chairs, tables, lamps, etc.

- ☐ Dust interior window ledges
- ☐ Dust telephones
- ☐ Spot clean all windows and glass partitions to hand height
- ☐ Damp clean counter tops
- ☐ Dustmop all composition floors
- ☐ Spot mop composition floors with all-purpose cleaners
- ☐ Vacuum carpet
- ☐ Spot clean carpet to remove all stains, spills, and soiled spots
- ☐ Vacuum walk-off mats
- ☐ Remove fingerprints from doors, frames, light switches, kick plates, handles and railings

#### Weekly

- ☐ Low dust all horizontal surfaces to hand height (70")
- ☐ Damp clean baseboards

#### Monthly

- ☐ High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc. (reachable by 6 ft. ladder)

#### Annually

- ☐ Clean carpet to remove all stains, spills and soiled spots
- ☐ Refinish all floors

#### d. Library

##### Daily

- ☐ Empty wastebaskets and replace liners (as needed)
- ☐ Dust furniture, including desks, chairs, tables, lamps, etc.
- ☐ Dust interior window ledges
- ☐ Spot clean all window glass and glass partitions to hand height
- ☐ Spot clean desktops
- ☐ Dust mop all composition floors
- ☐ Spot mop composition floors with all-purpose cleaner
- ☐ Vacuum carpet
- ☐ Spot clean carpet to remove all stains, spills and soiled spots
- ☐ Vacuum walk-off mats
- ☐ Remove fingerprints from doors, frames, light switches, kick plates, handles, and railings

### Weekly

- ☐ Replace all plastic liners in waste receptacles
- ☐ Low dust horizontal surfaces to hand height (70")
- ☐ Dust all bookshelves (books to remain in place)
- ☐ Damp clean window ledges

### Monthly

- ☐ High dust above hand height horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, heating outlets, etc. (reachable by 6 ft. ladder)

### Annually

- ☐ Refinish all floors

## e. Cafeteria Areas (Kitchens are cleaned by Food Service staff)

### Daily

- ☐ Remove trash from cafeteria area
- ☐ Clean during lunch periods (empty trash, and clean up spills)
- ☐ Sweep and mop
- ☐ Burnish composition floor (as needed)

### Semi-Annually

- ☐ Refinish all composition floors
- ☐ High dust above hand height horizontal surfaces, including shelves, ceiling, moldings, pipes, ducts, heating outlets, etc. (Reachable by 6ft ladder)

## f. Common Areas (Lobbies/Corridors/Stairs/Elevators)

### Daily

- ☐ Spot clean interior glass partitions and doors
- ☐ Clean and sanitize water fountains
- ☐ Dust interior window ledges
- ☐ Dustmop composition floors
- ☐ Spot mop composition floors with all-purpose cleaner
- ☐ Vacuum carpet
- ☐ Spot clean carpet to remove all stains, spills and soiled spots
- ☐ Vacuum walk-off mats
- ☐ Clean under entrance mats daily, inside and out
- ☐ Sweep underneath stairs

- ☐ Burnish composition floor (as needed)

#### Weekly

- ☐ Damp clean baseboards
- ☐ Damp clean window ledges
- ☐ Dust furniture and fixtures

#### Monthly

- ☐ High dust above hand height horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, heating outlets, etc. (reachable by 6 ft. ladder)
- ☐ Clean all hall walls (more often if needed)

#### Semi-Annually

- ☐ Refinish all composition floors
- ☐ Clean carpet to remove all stains, spills, and soiled spots

### g. Restrooms/Dressing Rooms

#### Daily

- ☐ Check restrooms throughout the school day
- ☐ Empty wastebaskets/dispensers and replace liners
- ☐ Clean, sanitize, and polish all vitreous fixtures including toilet bowls, urinals and hand basins
- ☐ Clean and polish chrome fittings
- ☐ Clean and sanitize toilet seats
- ☐ Clean and polish glass and mirrors
- ☐ Wash and sanitize exterior of containers
- ☐ Remove spots, stains and splashes from wall area and counter tops
- ☐ Sweep floors
- ☐ Mop floors with germicidal disinfectant at least daily
- ☐ Fill expendable supplies in restroom dispensers
- ☐ Wash and sanitize metal partitions
- ☐ Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railing, etc.

#### Weekly

- ☐ Low dust horizontal surfaces to hand height (70")

- ☐ Clean walls thoroughly with cleaning and sanitizing solution

#### Monthly

- ☐ High dust above horizontal surfaces, including shelves, ceilings, moldings, ledges, pipes, ducts, heating outlets, etc. (reachable by 6 ft. ladder)
- ☐ Machine scrub floors with germicidal disinfectant

#### h. Multi-purpose/Gymnasium

##### Daily

- ☐ Empty wastebaskets
- ☐ Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.
- ☐ Dust mop floors and/or vacuum all carpeted areas
- ☐ Spot mop composition floors
- ☐ Spot clean carpeted areas and remove any stains, spills or soiled spots

##### Weekly

- ☐ Replace all plastic can liners in waste receptacles
- ☐ Low dust horizontal surfaces to hand height (70")
- ☐ Sweep baseboards
- ☐ Clean bleachers, remove all trash, sweep, and clean floor underneath

##### Annually

- ☐ High dust above hand height (70") all horizontal surfaces including shelves and molding

\*Note: Scrub composition floors as needed

#### i. Grounds Maintenance immediately surrounding the building (within 15 feet)

##### Daily

- ☐ Remove trash and debris around entrances
- ☐ Empty trash containers

#### j. Day porter duties

- ☐ Monitor all restrooms after each class break-mop floor, spot clean sinks, vanities, counter tops, mirrors, floors, and walls, pick up paper and flush commodes and urinals, and take out trash
  - ☐ Pick up trash outside of building at least one (1) time per day
  - ☐ Change light bulbs and tubes (reachable by 6 ft. ladder)
  - ☐ Clean and mop any accident that may occur during the day
  - ☐ Respond to clean up request by Account Manager or Principal
  - ☐ Clean electrical rooms and storage closets
- k. Special Events (Athletic events, Theater productions, Concerts, PTO Meetings, Board Meetings, etc.)
- ☐ Check and maintain clean restrooms, halls, lobbies, etc.

# Exhibit 1

## BUILDING LIST

Example:

Building Name	Address	Enrollment	Square Feet	Acreage
Stone County High School	400 E. Border Ave. Wiggins, MS 39577	739	133,325	NA
Stone County Middle School	532 E. Central Ave Wiggins, MS 39577	575	94,700	NA
Stone County Elementary School	1652 E. Central Ave Wiggins, MS 39577	716	75,400	NA
Perkinston Elementary School	40 2 <sup>nd</sup> Street Perkinston, MS 39573	505	58,442	NA
StoneCounty Alternative School	327 S. First St. Wiggins, MS 39577	15	4,000	NA
Stone County CTE	1376 Tomcat Trail Wiggins, MS 39577	105	26,931	NA

## **Exhibit 2**

**List of employees in district (15 or more years' experience) and  
Employees still on the District payroll.**

Sharon Rebecca Arrington

Kimberly Ellison

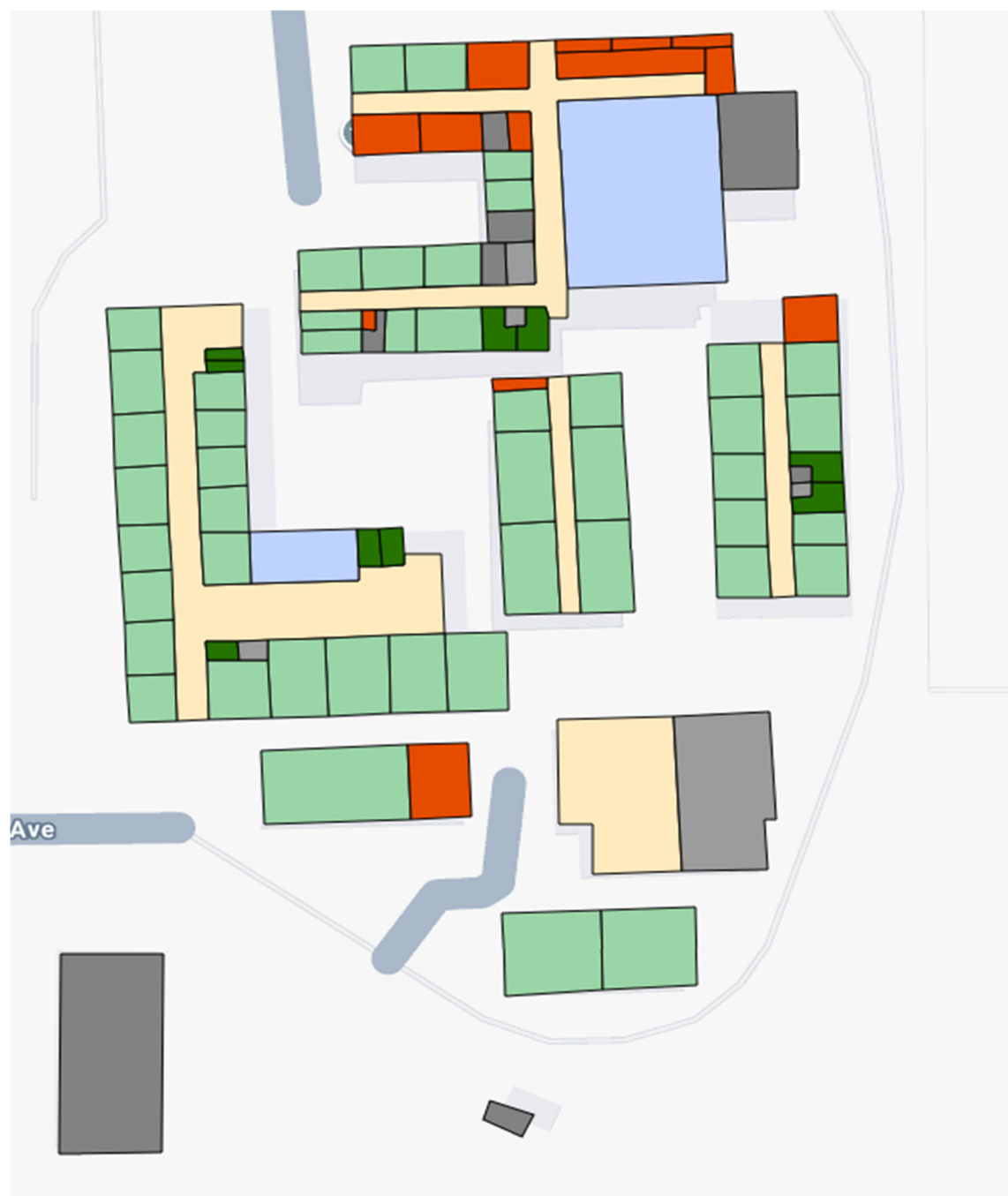
## Exhibit 3

## DISTRICT AND/OR CAMPUS MAPS

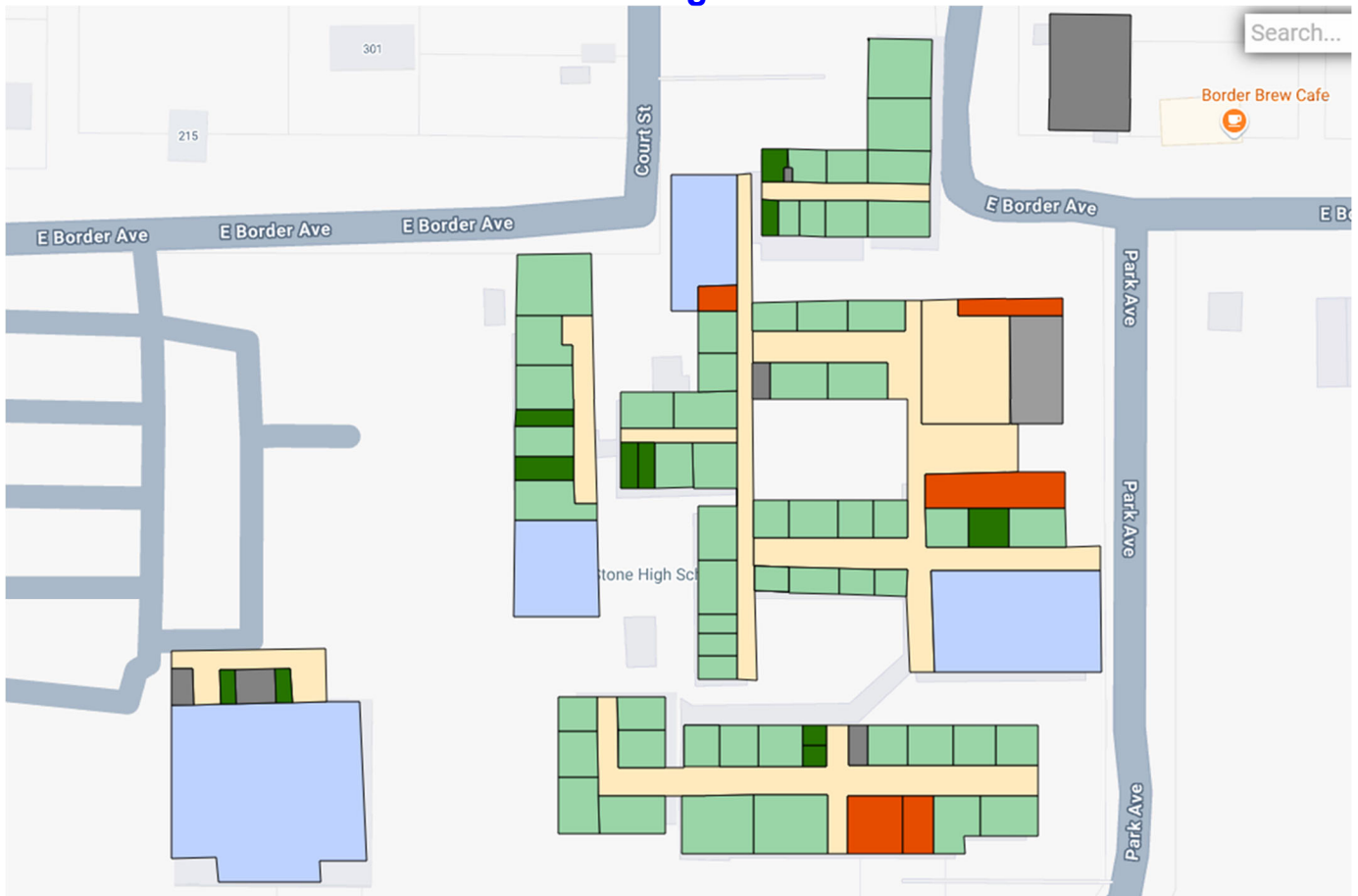
# Perkinston Elementary School



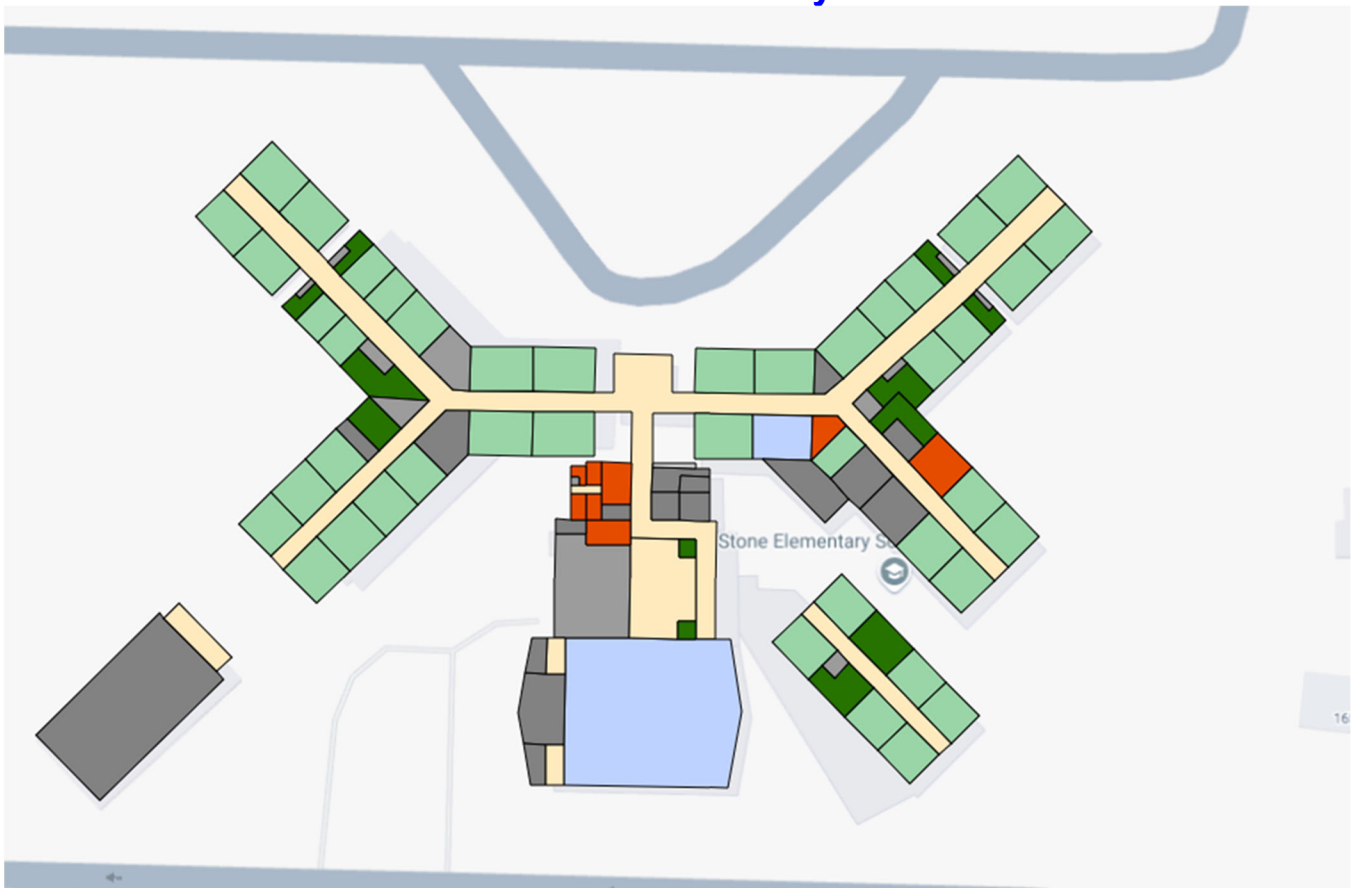
## Stone Middle School



## Stone High School



## Stone Elementary School



## SCHOOL CALENDARS

APPROVED

**Stone County School District**

FEB 05 2024

**2024 - 2025 School Calendar (A)**

Stone Co. School Board

**July '24**

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-2 PD Days/No students  
5 Students' first day

**August '24**

Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2 PD Days/No students  
5 Students' first day

**September '24**

Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Labor Day/No school

**October '24**

Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

7-9 Fall Break/No School  
10-11 PD Days/No students  
14 End of 9 Weeks Term

**November '24**

Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

25-29 Thanksgiving Holidays/No school

**December '24**

Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 60% Day  
23-31 Christmas Holidays/No school

**January '25**

Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 Christmas Holidays/No school  
6 PD Day/No students  
7 Students return/End of 9 Weeks Term  
20 Martin Luther King Day/No school

**February '25**

Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

**March '25**

Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3-4 Mardi Gras/No school  
14 End of 9 Weeks Term

**April '25**

Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24		

14-18 Spring Break/No school

**May '25**

Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16 Graduation  
23 Student's last day/60 % Day  
26 Memorial Day  
27-28 PD Days

**June '25**

Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

End of 9 Weeks Term  
\*Jan. 7 & May 23 - End of Term &

**Students Return to School**

60% Day /  
\*May 23 (60% day & students' last day  
of school of the 2024-25 SY)

**School Closed/Holiday**

Progress Reports/Report Cards  
\*May Report Cards - Parents will be  
notified of distribution.

**Graduation**

**Professional Development Days**

End of 9 Weeks Term  
\*Jan. 7 & May 23 - End of Term &

## **Exhibit 5**

### **REQUIRED SUBMITTALS**

1. References
2. Company Profile
3. Company Finances
4. Corporate Support
5. Organization Chart
6. Implementation / Startup Plan
7. Operations Plan for Custodial Services
8. Equipment List(s)
9. Specific Proposer Information Form
10. Proof of Insurance

### Services that Exceed the Scope Agreement

*The **SCSD** may request the Contractor to perform services that exceed the scope of the contract. The contractor is expected to invoice the **SCSD** for services that exceed the scope of this RFP. All invoices require prior approval via a Purchase Order number from the **SCSD**.*

- Please indicate the fully loaded cost per hour for additional “special request” work. Materials to be invoiced at cost.

○ Custodial \$ \_\_\_\_\_

*The **SCSD** may request the Contractor to support of after hour functions. In instances where the **SCHOOL DISTRICT** is renting facilities to an external party, the Contractor will be permitted to invoice the **SCSD** for the expenses directly related to the event. All invoices require prior approval via a Purchase Order number from the **SCSD**.*

- Please indicate the fully loaded labor cost per hour for additional “building coverage” work. Materials to be invoiced at cost.

○ Custodial \$ \_\_\_\_\_

### Inflationary Price Adjustment Terms

**For the period July 1, 2024 through June 30, 2025,** At the end of each annual period, the Contract Price may be increased by the lesser of five (5) percent or a percentage equal to the percentage increase in the Consumer Price Index for All Urban Consumers (CPI-U) during the contiguous twelve (12) month period immediately predating the first day of the current annual period. Should the applicable CPI-U over the most recently published twelve (12) month period decrease, the Contract Price shall not change from the previous annual period. Any changes in price are subject to the approval of the SCSD.

# Form A

## SPECIFIC PROPOSER INFORMATION

***Name of firm***

***Address***

***Street***

***Street***

***City, State, Zip***

***Partnership or Corporation under state  
laws of***

***Name of authorized individual*** (type /  
print)

***Authorized Signature***

***Title***

***Date***

***Contact person regarding this bid***

***E-mail address***

***Phone number***