

April 20, 2026

Request for Proposal

Sir or Madam:

The Grinnell-Newburg Community School District hereby invites your organization to submit a competitive Proposal for Custodial Services. The Proposals Package is attached.

Please confirm receipt of this RFP and indicate your intention to Proposal by returning the Acknowledgement of Receipt via fax to 641-236-2699 by May 1, 2026. At that time, we will schedule a time for your facility tour and investigation on May 6, 2026. If you do not intend to proceed with the Proposal, please send acknowledgement with written indication that you do not intend to proceed via fax to 641-236-2699. Your courtesy of formally declining to Proposal is appreciated.

All information contained in this RFP is confidential and proprietary information of Owner and must be treated as such by your organization and not used for any purpose whatsoever except for assessing whether or not you will Proposal and for preparing your response.

For direction in completing your Proposal, please refer to the Instructions to Bidders and attached form of Proposal letter. It is important that you comply with all requirements by completing the documentation as specified and submitting a Proposal in accordance with the RFP. Failure to do so may result in your Proposal not being considered.

Each bidder will be informed as to whether or not its Proposal was successful.

All Proposals must be received at the address noted in the "Instructions to Bidders" no later than 1 p.m. CST on May 21, 2026. The Grinnell-Newburg Community School District is currently seeking requests for proposals for a new custodial service. We would be pleased if you could look over our request for proposal for consideration.

Many thanks,

Tim Bloom
Chief Financial Officer
Grinnell-Newburg Community School District
tim.bloom@grinnell-k12.org

Grinnell-Newburg Community School District
1520 Penrose St
Grinnell, Iowa 50021

CUSTODIAL SERVICES SPECIFICATIONS REQUEST FOR PROPOSALS PACKAGE

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SCHEDULE OF EVENTS

Activity

Release Proposal Request	April 20, 2026
Pre-Bid Meeting & Campus Tour (mandatory)	May 6, 2026
Bid Package Questions Submitted	May 8, 2026
Proposals Due and Bid-Opening	May 21, 2026
Interviews with Finalists (optional)	May 22, 2026
Contract Award	May 27, 2026 or June 10, 2026
Service Begins	July 1, 2026

INSTRUCTIONS TO BIDDERS

SECTION I

1.1 EXAMINATION OF DOCUMENTS

Grinnell-Newburg Community Schools (herein "Owner") is requesting proposals (herein "Bid") for custodial services on its campus. All bidders are cautioned to examine and thoroughly read all specifications, proposed Bidding Documents, and other data provided, inform themselves and become familiar with the nature and extent of all divisions of work necessary to fully perform under the Bidding Documents. The bidding Documents shall consist of all documents included in the Bid Specifications and all documents referenced therein, by submitting a Bid, it is understood that a Bidder received a complete set of the Bidding Documents and is familiar with the foregoing

1.2 INVESTIGATION OF SITE AND EXISTING FACILITY

Before submitting a Bid, each Bidder shall thoroughly examine the premises and become fully informed regarding conditions under which Bidder will be obliged to operate, or that in any way may affect the work under Bidder's contract. Bidders who do not attend the mandatory facility pre-bid meeting and tour will be disqualified. Please see attached Building Tour Schedule.

If there are Bid package questions, Bidder must contact:

Shawn Edelen via e-mail at shawn.edelen@grinnell-k12.org

Responses will be sent to all bidders.

A Bidder's submission of a Bid will be representation and warrant that the Bidder has become fully informed and understands and accepts the existing conditions and the Bidding Documents. No claim for extra compensation will be allowed by reason of anything concerning that which the Bidder should have known prior to the bidding.

1.3 AMENDMENTS

Any interpretation, correction, or change to the Bid will be made by written Amendment issued by Owner. Interpretations, corrections, or changes made in any other manner will not be binding. Amendments will be forwarded to all Bidders who have returned the attached *Acknowledgment of Receipt and attended the Mandatory Pre-Bid Meeting & Campus Tour.*, Bidder shall acknowledge receipt of amendment(s) to bids by signing and returning the signature page: Acknowledgement of Receipt. Amendment acknowledgement(s) must be submitted with the Bid reply. Amendment(s) shall be received before the Bid due date and time.

1.4 PREPARATION COSTS

Owner will not be liable for any costs associated with the preparation of the Bid for Bidders submission.

1.5 BID SUBMITTAL

All Bid proposals must be submitted in writing. No oral or telephone Bids, modifications, or amendments will be considered. All documents submitted with the Bid which require a signature must be signed by an authorized individual. Bids that are not signed will be rejected. All Bidders are required to submit three (3) copies of the following:

- Bid Form Response
- Response to Appendix A: Technical Requirements
- A signed and notarized Appendix B: Pricing Proposal
- A list of three (3) Iowa K12 references including district name, contact person, and phone number.
- Copies of any required licenses and bonds.
- A list of proposed subcontractors, if any, who shall be duly registered and licensed with appropriate federal, state, and local agencies, along with a description of the scope of work to be undertaken by such proposed Subcontractor. Owner may request information as it deems necessary to examine the qualifications, experience and financial responsibility of such proposed Subcontractor.
- Any alterations to format made within the bidder's proposal may be cause for rejection.

Bids shall be sent to the office of:

Tim Bloom
Grinnell-Newburg Community School District
1520 Penrose St.
Grinnell, IA 50021

Bid must be received by May 21, 2026, at 1:00 p.m. They will be privately opened. Bids not received by this date and time will be considered as a "No Bid."

It is the Bidders responsibility, by whatever method he/she chooses, to ensure that his/her Bid is received before the time set and at the place identified for receipt of Bids. Any Bid submitted shall be enclosed in an envelope clearly marked "*Bid Enclosed - Do Not Open.*"

Time is of the essence for these instructions. Bids received after the time and date for receipt of Bids will be returned unopened.

1.6 BID EVALUATION

The Owner will evaluate each proposal based upon the contents submitted within the Bid Form, Appendix A: Technical Requirements and Appendix B: Pricing Proposal according to following criteria:

a) Cleaning processes	30 Points
b) Cost of services	25 Points
c) Management processes	20 Points
d) Personnel/Organization	15 Points
e) Financial capacity	10 Points

Bidders may, at the sole discretion of Owner, be given the opportunity to personally present their total package to Owner.

1.7 ERRORS & OMISSIONS - BIDDERS PROPOSAL

The Owner may accept or reject any Bidder's proposal, in part or its entirety, if such proposal contains errors, omissions, or other problematic information. The Owner shall decide on the materiality of such errors, omissions, or other problematic information.

1.8 REJECTION OF BIDS

The Owner reserves the right to reject any or all Bid Proposals and to waive any irregularities/error for a period of ninety (90) days after the Bid opening.

1.9 NOTIFICATION OF NON-SELECTION

Owner will notify in writing the Bidders who are not selected.

1.10 AWARD OF CONTRACT

The successful Bidder will be notified in writing of the decision of the Owner to award the Custodial Services Contract on or before June 10, 2026. If awarded the contract, Bidder hereby agrees to furnish all labor and materials for the total compensation of slated services not to exceed the cost guaranteed by this Bid. Anticipated start for this contract will be July 1, 2026. No contract award shall exist until executed in writing.

1.11 EXECUTION OF CONTRACT

The successful Bidder will be presented with the Custodial Services Contract for execution. Within seven (7) calendar days after contract award, Bidder shall deliver to the Owner the required number of the signed contracts, insurance certificate(s) and other pre-job submittals identified in the contract documents. The contract will consist of the Owner's Bid package, the Bidder's response with any and all revisions, award letter, and executed contract between the parties.

1.12 WARRANTY

Bidder warrants to Owner that all goods and services will conform in all respects to the terms of this Bid, including any drawings, specifications, and/or defects in materials, workmanship, and free from such defects in design.

1.13 TAXES

Grinnell-Newburg Community Schools is a tax exempt institution. A tax exemption form will be provided by the business department upon execution of contract.

1.14 INSURANCE

I. The successful Bidder shall provide the following minimum insurance coverage:

A. Commercial General Liability

Combined Single Limit - \$1,000,000 per occurrence and \$2,000,000 annual aggregate per location. Such insurance shall be broad form and include, but not be limited to, contractual liability, independent contractor's liability products and completed operations liability and personal injury liability. A combination of primary and excess policies may be utilized. Policies shall be primary and noncontributory.

B. Worker's Compensation - Statutory Limits

C. Employer's Liability

With minimum liability limits of \$1,000,000 bodily injury by accident each accident, \$1,000,000 bodily injury by disease policy limit, \$1,000,000 bodily injury each employee.

D. Commercial Automobile Liability

Combined Single Limit - \$1,000,000 per accident.

Such insurance shall cover injury (or death) and property damage arising out of the ownership, maintenance or use of any private passenger or commercial vehicles and of any other equipment required to be licensed for road use.

E. Property Insurance

All-risk replacement cost property insurance to protect against loss of owned or rented equipment and tools brought onto and/or used on any Property by the Bidder.

II. Policies described in Sections I-A and I-D above shall include the following as additional insured, including their officers, directors and employees. A GL-2010 Endorsement shall be utilized for the policy(ies) described in Section I-A above. Please note that the spelling of these parties must be exactly correct or the Contract Duties will not be allowed to commence.

1. Grinnell-Newburg Community School District

III. All policies will be written by insurance companies licensed to do business in the State of Iowa and which have a rating by Best's Key Rating Guide not less than - "A-/XII".

IV. Bidder shall furnish to the Owner Certificate(s) of Insurance evidencing the above coverage. Original Certificate(s) of Insurance must be provided before Bidder commences Contract Duties or Contract Duties will not be allowed to commence.

V. Certificate(s) of Insurance relating to policies required under this Agreement shall contain the following words verbatim:

“Should any of the described policies be canceled before the expiration date thereof, the issuing insurer must give 30 days’ written notice to the certificate holder named to the below, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives.”

An additional copy to be sent by certified mail return/receipt to:

Grinnell-Newburg Community Schools
Attn: Tim Bloom
1520 Penrose St.
Grinnell, IA 50021

In addition, the language set forth in this Paragraph V shall also be added to each policy in the form of an endorsement.

1.15 DELIVERIES

Unless otherwise specified and agreed to by the Owner, no items shall be delivered to the Owner’s premises unless an employee of Bidder is on-site to accept the delivery. Owner is not responsible for any items delivered.

1.16 PERSONNEL

The Bidder will be wholly responsible for supervision, compensation, and direction of its employees. The Bidder’s employees shall adhere to the Owner’s rules and regulations while on the school grounds, but control and direction of the Bidder’s employees shall remain at all times with the Bidder. The Bidder shall indemnify and defend and agrees to hold Owners and its trustees, officer, directors, employees, and agents, harmless from and against any and all liabilities, claims, demands, suits, and costs of settlement arising out of or in connection with (i) a claim that any person employed by the Bidder is an employee of the District or (ii) any discriminatory, negligent or intentional conduct, acts or omissions to act, by the Bidder or its employees or agents. The foregoing indemnification obligations of the Bidder shall survive the expiration or termination of Agreement.

1.17 INDEPENDENT CONTRACTOR

The Bidder is an independent contractor and not an employee of the school district. Neither the Bidder, nor any agent, employee, or subcontractor of the Bidder, shall be deemed to be an agent or employee of Grinnell-Newburg Community Schools. The Bidder shall pay, when due, all required employment taxes and income tax withholding, shall provide and keep in force worker’s compensation insurance in the amounts required by law, and shall be solely responsible for the acts of the Bidder, its employees, agents, and subcontractors.

1.18 NONDISCRIMINATION

In connection with the performance of work under this Contract, the Bidder agrees not to discriminate against any employee or applicant for employment because of race, religion, sex, color, or national origin. The aforesaid provision shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff or termination, rates pay or other forms of compensation, and selection for training, including apprenticeship. The Bidder agrees to post hereafter in conspicuous places, available for employee's applicants for employment, notice setting forth the provisions of the nondiscrimination clause. The Bidder further agrees to insert the foregoing provision in all Subcontractors hereunder, except Subcontractors for standard commercial supplies or raw materials.

1.19 IMMIGRATION STATUS

Compliance Certification: Bidder must certify they comply with all immigration laws and properly complete Form I-9s for all workers, stating they won't hire unauthorized workers.

E-Verify: Bidder is required to E-Verify all employees working in the Grinnell-Newburg Community School District facilities (or all employees) and provide proof of enrollment (e.g., E-Verify Company Page).

Notification & Cooperation: Bidder shall provide prompt written notice of any government inquiries, investigations, or changes in employee visa/work status. Require full cooperation and access to records (I-9s, payroll, etc.) for audits.

Indemnification: Bidder agrees to defend and indemnify the Grinnell-Newburg Community School District against any fines, liabilities, or costs from immigration violations.

Termination Rights: Grinnell-Newburg Community School District retains the right to immediately terminate the contract for any failure to comply with immigration laws.

Proof of Compliance: Grinnell-Newburg Community School District has the right to request proof of compliance and conduct audits of hiring records.

BID FORM

SECTION II

2.1 CAPABILITIES PROPOSAL

We encourage you, in your proposal, to tell us about your company and how you would, if selected, prepare for and handle the Custodial Service obligations. Certain subjects are of particular importance to us and we request a detailed outline of the items addressed below. Please do not feel restricted to these items, as we wish to know as much as possible about your company and its operation. Failure to respond to any items in the Bid Form may result in rejection of the Bid.

A. GENERAL BACKGROUND

- Please provide background information about your company including number of employees, areas of expertise, number of years in the business, types of facilities serviced, qualifications of team (including subcontractors) assigned to the project, management structure, appropriate licensing, etc.

B. FINANCIAL STABILITY

- Provide a history of the company's growth and proof of financial stability.

C. CLIENT RELATIONS

- How will your company work with us to ensure client satisfaction?
- What value added benefits will the Owner realize if it enters into a contract with your company?

D. LITIGATION

- Provide a list of litigations with the last five (5) years in which your company has been named as a:
 - Defendant in a lawsuit for breach of contract
 - Respondent in an administrative action for deficient performance on a project
 - Defendant in a criminal action
 - Defendant in a civil action for loss to client's property or person
 - Defendant in a civil action for conduct of an employee

E. ADDITIONAL INFORMATION

- Green Initiatives that support the Healthy Schools Campaign
- Method of employee background and social security number verifications
- Cleaning process used
- Training Outline
- List of Equipment & supplies to be provided
- Transition/implementation plan
- Copy of Certificate of Insurance
- Dun & Bradstreet number
- Equal Opportunity Employer Certificate
- Drug free workplace

OPTIONAL PRE-BID BUILDING TOUR SCHEDULE

SECTION III

Bidders are invited to attend an optional building tour on May 6, 2026 at 1:00 p.m. Bidders will meet with Shawn Edelen at the Grinnell-Newburg CSD District Office located at 1520 Penrose St, Grinnell, IA.

APPENDIX A: TECHNICAL REQUIREMENTS

I. SCOPE OF SERVICES

Grinnell-Newburg Community Schools is requesting proposals from qualified vendors for a contract to provide custodial services on its campus. Bidder is to examine the list of requirements provided below and provide a written response, signed by an authorized representative, indicating its ability to meet these requirements or can comply with the requirements with exceptions. A written detailed response is required.

SERVICES TO BE PERFORMED

A. The Bidder (Contractor) will be required to provide professional custodial services for Grinnell-Newburg Community Schools at its campus in Grinnell, Iowa. The listing of buildings on the campus included in the scope is as follows:

1. High School
2. Middle School (optional)
3. Fairview Elementary School (optional)
4. Bailey Park Elementary School (optional)

B. Contractor shall be responsible for cleaning academic and office space as defined by the specifications. Specifications are attached as part of Appendix A. Additional information regarding floor plans will be given at the optional tour on May 6, 2026. All custodial services to be performed are subject to inspection by Owner. All questions that arise regarding the quality and acceptability of materials used, work performed or the rate of work progress shall be decided by the Owner. During the contract term, all deficiencies will be verbally reported to the Contractor with a written report to follow. All deficiencies must be corrected within a reasonable time frame to the satisfaction of the Owner.

C. Contractor shall furnish labor and vacuum cleaners required for the adequate performance of work for this contract. Cleaning supplies shall be provided by owner. Contractor will ensure that employees are trained, reliable, and quality conscious. All custodial employees shall be mentally and physically competent to perform all the services as required.

D. Contractor shall provide adequate coverage to ensure a clean, safe environment for the campus community. Janitorial coverage will be provided Monday through Friday. In addition, there may also be the occasion for the Owner to request employees to work overtime, over the weekend, or provide seasonal support. Contractor will provide a working Lead Custodian to supervise or facilitate interactions with the night custodial employees.

E. Contractor shall be responsible for the supervision, direction, and safety training (including Right to Know, Blood borne Pathogens, etc.) of employees. Contractor shall supervise employees to maximize performance. All equipment utilized by the Contractor must be maintained in safe operating condition at all times. All electrical equipment must be properly grounded. All employees must wear proper protective equipment while working on the campus. All employees must wear attire/credentials that identify them as members of the contractor team, and wear an Owner supplied key card access identification.

F. Upon request Contractor shall provide support for special events (e.g., weekend activities) which shall include but not be limited to, cleaning during events, restoring rooms and common areas to original condition, room set-ups, or other needs as specified. Owner will notify the Contractor of such needs at least 24 hours in advance. A separate Purchase Order will be issued for special events cleaning. Work that is required but outside the scope of the contract will be quoted under regular purchasing procedure.

G. Contractor will provide separate itemized bids providing the necessary staffing to service the agreed upon areas of the following buildings/areas:

1. High School
2. Middle School (optional)
3. Fairview Elementary School (optional)
4. Bailey Park Elementary School (optional)
5. New Grinnell Elementary School (optional and to be completed November 2027)
9. High School stadium (optional – for events)

Liability

The contractor shall be responsible for the acts of its employees and agents while on Owner premises. Accordingly, the Contractor agrees to take all necessary measures to prevent injury and loss to persons or property located on Owner premises. Contractor shall be responsible for all damages to persons or property caused by Contractor or any of its agents or employees. Contractor shall promptly repair, to the specifications of District, any damage that it or its employees or agents, may cause to the District premises or equipment; on Contractor's failure to do so within the timeframe established by the District, the District may repair such damage and Contractor shall reimburse the college promptly for the cost of repair. The Contractor agrees that, in the event of an accident of any kind, Contractor will immediately notify the Grinnell-Newburg Community School District facilities director and thereafter furnish a full written report of such accident.

Payments

Grinnell-Newburg Community Schools will pay all invoices net thirty (30) days. No late charges will be assessed prior to the thirty (30) days. Contractor will submit one monthly invoice which clearly identifies the monthly base contract work along with any additional scope items by the 10th of the month services. Invoices shall be sent to Shawn Edelen, facilities director and the Grinnell-Newburg Business Office. Payment will be processed based on approval from the Owner's Representative.

II. SPECIFICATIONS

Specifications and Scope of Service

Cleaning Task Standards

Standards and expectations shall be further defined in the Job Cards for each task at each school, but may include things such as the following:

Dusting

A properly dusted surface is free of dirt and dust streaks, lint and cobwebs.

Plumbing Fixtures and Dispenser Cleaning

Plumbing fixtures and dispensers are clean when free of deposits and stains so that the item is left without dust streaks, film, odor, or stains and have been properly sanitized.

Sweeping

A properly swept floor is free of dirt, dust, grit, lint, and debris, except embedded dirt and grit. Corners and edges shall be clean.

Spot Cleaning

A surface adequately spot cleaned is free of stains, deposits and is substantially free of cleaning marks.

Damp Mopping

A satisfactorily damp mopped floor is without dirt, dust, marks, film, streaks, debris or standing water.

Metal Cleaning

Cleaned metal surfaces are without deposits or tarnish, and with a uniformly bright appearance. Cleaner is to be removed from adjacent surfaces.

Glass Cleaning

Glass is clean when glass surfaces are without streaks, film, deposits, and stains, and has a uniformly bright appearance and adjacent surfaces have been wiped clean.

Seasonal Floor Finish Removal (Stripping)

Finish removal is accomplished when surfaces have finish removed down to the flooring material, are free of dirt, stains, deposits, debris, cleaning solution and standing water and the floor has a uniform appearance when dry. Plain water rinse and pickup must follow finish removal operation immediately.

Scrubbing

Scrubbing is satisfactorily performed when surfaces are without imbedded dirt, cleaning solution, film, debris, stains, marks, and standing water, and the floor has a uniformly clean appearance. A plain water rinse will follow the scrubbing process.

Buffing of Finished Floor Surfaces

Finished floor areas will be buffed sufficiently for maximum gloss, removal of surface dirt and have a uniform appearance.

Carpet Cleaning

Periodic cleaning of carpets, sometimes referred to as shampooing; shall be accomplished by steam cleaning or any other method now in use, or which may be developed in the future.

Floor Finishing

Normally performed by powered machines. Finishing and sealing includes:

- Proper cleaning and preparation of surface including removal of residue of previous washing.
- Proper rinsing of floors to remove soap residue.
- Application of two evenly distributed coats of slip proof floor finish.

Cleaning Tasks by Area**Corridors, Main Lobby and Entrance****Daily**

- Empty wastebaskets and other designated receptacles, and dispose of in building trash bin.
- Spot clean marks on walls/vertical surfaces.
- Spot clean exterior/interior doors and glass.
- Clean and sanitize drinking fountains.
- Sweep hard surface floors with dust mop and scrub with floor scrubber.
- Vacuum and spot clean carpets.
- Vacuum carpet runners.
- Sanitize door handles and other high touch surfaces.

Weekly

- Dust horizontal surfaces.

Monthly

- Machine polish hard surfaced floors.

Restrooms

Daily

- Empty wastebaskets and other designated receptacles, and dispose of in building trash bin.
- Spot clean marks on walls/vertical surfaces.
- Replace liners in wastebaskets, if dirty or torn
- Clean and refill restroom dispensers.
- Clean mirrors.
- Clean and sanitize restroom sinks, fixtures, toilets, urinals, floors, partitions and doors with Cleaning Companion using appropriate disinfectant/cleaning chemicals.
- Clean hand dryers.
- Sanitize door handles and other high touch surfaces.

Offices/Conference Rooms

Daily

- Empty wastebaskets and other designated receptacles, and dispose of in building trash bin.
- Spot clean marks on walls/vertical surfaces and chairs.
- Sweep hard surface floors with dust mop and scrub with floor scrubber.
- Vacuum and spot clean carpets.
- Sanitize door handles and other high touch surfaces.

Weekly

- Sanitize phones.
- Dust horizontal surfaces (no working papers will be disturbed).

Monthly

- Vacuum upholstered furniture.

Cafeteria

Daily

- Clean lunchroom after each breakfast and lunch shift.
- Empty wastebaskets and other designated receptacles, and dispose of in building trash bin.
- Spot clean marks on walls/vertical surfaces and chairs.
- Clean interior door and spot clean glass.
- Clean and sanitize drinking fountains.
- Sweep hard surface floors with dust mop and scrub with floor scrubber.
- Clean/sanitize table tops.
- Clean/sanitize wipe chairs.
- Sanitize door handles and other high touch surfaces.

Classrooms/Instructional Areas

Daily

- Clean and sanitize desk/table tops.
- Sweep high traffic areas of hard surface floors with dust mop.
- Vacuum high traffic areas of carpeted floors.
- Clean and erase white boards.
- Spot clean doors, and glass.
- Empty wastebaskets and other designated receptacles, and dispose of in building trash bin.
- Sanitize door handles and other high touch surfaces.
- Clean and sanitize sinks, water fountains, and restrooms when present.

Weekly

- Dust horizontal and vertical surfaces.
- Sweep non-high traffic areas of hard surface floors with dust mop.
- Vacuum non-high traffic areas of carpeted floors.

Note: Instructional areas are defined to include special subject areas, such as music, art, industrial arts, science labs, home economics and business education, etc.

Facility Areas That Require Special Attention

Media Center

Daily

- Clean and sanitize desk/table tops.
- Sweep high traffic areas of hard surface floors with dust mop.
- Vacuum high traffic areas of carpeted floors.
- Spot clean doors, and glass.
- Empty wastebaskets and other designated receptacles, and dispose of in building trash bin.
- Sanitize door handles and other high touch surface

Weekly

- Dust horizontal surfaces.

Gymnasium

Daily

- Sweep hard surface floors with dust mop and scrub with floor scrubber.
- Empty wastebaskets and other designated receptacles, and dispose of in building trash bin.
- Spot clean marks on walls/vertical surfaces and chairs
- Spot clean doors and glass.
- Vacuum carpet runners.
- Sanitize door handles and other high touch surfaces.
- Clean and sanitize sinks, water fountains, and restrooms when present.

Weekly

- Sweep/dust bleachers.

School Breaks: Cleaning and Refinishing Projects

Contractor may be asked to work during school breaks. Plans will be implemented to complete as many cleaning projects as possible, depending upon the length of the break taken, and the events or activities scheduled that could conflict with cleaning projects. Efforts will be concentrated in the following areas.

- Scrubbing and/or recoating hard surfaces.
- Deep cleaning carpeted surfaces.

Summer Cleanup

Potential tasks for specific summer clean-up

Classrooms and Instructional Areas

- Floors stripped as needed, removing build up and ground-in soil.
- Refinish tile and terrazzo floors, applying necessary seal and anti-slip, black mark resistant, metal interlock floor finish (per manufacturers recommendations).
- Deep clean carpets.
- Walls cleaned free of pencil, ink and other type marks and dirt. Desks and chairs washed inside and out.
- Remove gum.
- Desk tops cleaned and free of pencil and ink marks.
- Ledges, window sills, light fixtures, chalkboards, bookcases, coat racks, and other flat surfaces washed and cleaned.
- Ceilings will be swept free of debris.
- Glass areas cleaned.
- Trash containers to be washed and disinfected.

- Hallways, Stairways, and Landings
- Floors stripped as needed, removing build up and ground-in soil.
- Refinish tile and terrazzo floors, applying necessary seal and anti-slip, black mark resistant, metal interlock floor finish (per manufacturer's recommendations).
- Entry windows and door glass to be cleaned and polished.
- Hand prints, marks and dirt to be removed from walls.
- Rails, ledges, light fixtures to be washed and cleaned.
- Clean and shampoo entrance carpets.
- Scrub stairs and landings.

Library

- Clean and shampoo carpets.
- Remove dust and dirt on window sills, ledges, flat surfaces, light fixtures.

Restrooms

- Scrub floors - strip down to bare tile or terrazzo if a finish has been applied - reseal with a high quality terrazzo floor sealer (per manufacturers recommendations).

Locker and Shower Rooms

- Scrub floors - strip down to bare tile or terrazzo if a finish has been applied - reseal with a high quality terrazzo floor sealer (per manufacturer's recommendations).

Additional Tasks

In addition to the standard cleaning duties, the contractor may be asked to perform any tasks normally required by the District of its custodians beyond the scope of the contract. These tasks will be charged at the rate shown on the Agreement page.

Examples of additional duties

Weekend events unable to be covered by adjusting the normal cleaning schedule.

Athletic Fields and Tracks

- Clean and disinfect toilets and urinals.
- Clean press box.
- Dump trash barrels.
- Clean stadium.
- Clean concession stands.
- Sweep walkways.

APPENDIX B: PRICING PROPOSAL

This Appendix and successful Bidder's response will be incorporated into the final Contract (find Copy attached as Appendix D). The specification listed below is a mandatory requirement of the Bid. Bidders are required to include pricing for the equipment listed. Failure to provide pricing for mandatory items will be cause for rejection.

The scope for this project includes all custodial service for buildings listed under Appendix A: Technical Requirements. The square footage provided as a part of Appendix A is an estimate of the total and cleanable square footage for the purpose of evaluation of proposals. The successful Bidder shall be required to verify the exact cleanable square footage to the Owner in writing prior to executing the contract and issuance of invoices for commencement of the work. Pricing Proposals for this Bid shall consist of the following:

A. Total cost of "cleaning services"

1st year _____

2nd year _____

3rd year _____

Optional

4th year _____

5th year _____

B. Additional costs for labor for special events/projects (outside the contract scope)

Regular time hourly cost per hour _____

Overtime hourly cost per hour _____

Overtime MUST be preapproved by Owner representative or will not be paid

APPENDIX C: ACKNOWLEDGMENT OF RECEIPT

THE UNDERSIGNED:

Acknowledges receipt of:

Bid package including specifications and floor plans for the work indicated above.

Yes ____ No ____ dated _____

Addenda:

Yes ____ No ____ dated _____

Having examined the site(s) of the work, and having familiarized itself with local conditions affecting the cost of the work and all the requirements of the bidding documents including instructions to Bidders, floor plans, specifications, and duly issued addenda, hereby agrees to perform all work and furnish all labor, material and equipment specifically required by the Bidding documents.

Agrees:

- To furnish the described equipment and services at a cost not to exceed the prices provided above by the Bidder in Appendix B: Scope, Specifications, and Pricing Proposal.
- To hold Bid prices constant for a period of twelve months.
- To furnish all bonds and insurance required by the bidding documents, if awarded contract.
- To complete all work in accordance with the contract and within the time constraints herein specified.

Signature: _____

Respectfully submitted this _____ day of _____, 2026

Firm Name: _____

Address: _____

Telephone number: _____

Bidder's signature: _____

Bidder's Title: _____