

# **Kenowa Hills Public Schools**

## **REQUEST FOR PROPOSAL (RFP) CUSTODIAL/MAINTENANCE SERVICES CONTRACT**

**Mandatory Pre-Bid Meeting: April 13, 2021**

**Mandatory Walk of Facilities: April 13, 2021**

**Deadlines for Questions: 1:00 pm April 20, 2021**

**Final Addendum Deadline: April 23, 2021**

**Bid Due Date and Time: April 30, 2021 - Interview May 4, 2021**

**Address for Pre-Bid Meeting: Kenowa Hills High School  
3825 Hendershot NW  
Grand Rapids, MI 49544**

**E Mail Address for Any Communication on this Bid to:**

**Mr. John Gilchrist  
Director of Finance & Support Staff HR  
jgilchrist@khps.org**

**Questions are welcome prior to the Pre-Bid Meeting via E Mail**

**Please do not walk our facilities prior to the Bid Walk**

**April 1, 2021**

**To: Prospective Bidder**

**Subject: Request for Proposal**

<b>Section 1 – Bid Instructions</b>
-------------------------------------

**Kenowa Hills Public Schools** is accepting quotations to provide custodial and maintenance services to the District. This request for proposal is for a 3-year contract period for which we are seeking guaranteed pricing from **July 1, 2021** through **June 30, 2024**. The District reserves the right to renew the contract for three (3) additional years. Renewal(s) will depend on pricing and level of service received during initial contract period.

**BID DUE DATE:** If you desire to bid on these services, please submit your Proposal no later than 2:00 p.m., **April 30, 2021**. Bids will be opened at **Kenowa Hills Administration Building**. Mail or hand-deliver your sealed bid to: **Kenowa Hills Administration 2325 4 Mile Rd NW, Grand Rapids, MI 49544, Attention: John Gilchrist**. Your bid must be received before the bid opening date and time, when all bids will be publicly opened and read aloud. No fax, verbal, e-mail or telephone quotations will be accepted. The District is not responsible for late, lost, misdirected, damaged, incomplete, illegible or postage-due mail bids.

**BID COPIES:** Each Bidder must submit with the signed original Proposal, **three (3) complete copies of the signed original Proposal**. Each Proposal must be an original and hard copy, and signed by an authorized member of the Bidder's company. This member should be the highest-ranking officer at the local level.

**MANDATORY PRE-BID MEETING AND WALK OF FACILITIES:** All prospective Bidders must attend a mandatory pre-bid meeting. The purpose of the meeting is to provide for questions and answers as required to clarify the requirements and specifications contained in the RFP. Only those prospective Bidders present will be deemed eligible to bid on this project. Any assistants or subcontractors in the project are also required to attend the pre-bid meeting to be held at **Kenowa Hills High School 3825 Hendershot NW, Grand Rapids, MI 49544** at **3:00 pm**. You must walk every site to ensure all contractors see all locations. No other walks will be available.

**QUESTIONS:** All questions will be directed to the Contract Administrator via e mail before or after the pre-bid meeting, or during the question/answer period during the pre-bid meeting. Please do not ask questions on the walk of facilities. Instead, write them down and we will respond to these and all questions in addendum format in writing. Questions may be asked via e mail until the deadline of **April 20, 2021 at 1:00 pm**.

**PROPRIETARY INFORMATION:** The information provided in the RFP is intended solely for internal use by the Bidder in response preparation. All information contained herein is proprietary and shall not be distributed to any third party, except as required by law.

**BID GUARANTEE:** Each Proposal must be accompanied by either a certified or cashier's check on an open, solvent bank or a bid bond with an authorized surety company in the amount equal to 5% of the first year's estimated dollar distribution to the district. Bid guarantee must be made payable to Kenowa Hills Public Schools a guarantee of good faith. If the successful Bidder fails to furnish satisfactory bonds and insurance within 10 days after notice of award, or if the bidder has to back out of the project prior to contract signing, such guarantee shall be forfeited as liquidated damages by the District to compensate for losses due to delay and/or increased costs for the project. The guarantees of the three finalist Bidder will be retained until the bond and insurance and start of work of the successful Bidder have been approved by the District. The guarantees of all other Bidders will be returned within ten days after bid opening.

**PROPOSAL COSTS:** Any recipient of the RFP is responsible for any and all costs incurred by it or others acting on its behalf in preparing and/or submitting a Proposal, or otherwise responding to the RFP, or any negotiations incidental to its Proposal or the RFP.

**RFP/PROPOSAL INFORMATION CONTROL:** The following process described is intended to ensure that all prospective Bidders have equal access to information relative to the RFP. As part of the RFP preparation (which may have included previous discussions with selected prospective Bidders), every effort has been made to provide prospective Bidders with adequate disclosure. Each Bidder shall prepare their Proposal based only on the information contained in the RFP, notwithstanding any information that may have been previously provided. A prospective Bidder noting any inconsistency between the information contained in the RFP and any information previously provided should request clarification. No information communicated, either verbally or in writing, to or from a Bidder shall be effective unless confirmed by written communication contained in the RFP, an addendum to the RFP, a request for clarification or written response thereto, or in the Proposal.

**ADDENDA TO THE RFP:** Should it become necessary to revise any part of the RFP, notice of the revision will be given in the form of an addendum to all prospective Bidders on record as having received the RFP. Each Bidder must acknowledge receipt of addenda, but the failure of a Bidder to receive or acknowledge receipt of any addendum, shall not relieve the Bidder of the responsibility for complying with the terms thereof. Acknowledgment shall consist, minimally, of returning a signed copy of all addenda cover sheets as part of the Proposal by the RFP closing date and time. All addenda shall become a part of the RFP. Acknowledgment of all addenda received must be submitted by the RFP closing date and time.

**RESERVATION OF RIGHTS:** The District reserves the right to accept or reject any or all Proposals not withdrawn before the opening date and to waive any irregularity or informality in the Proposal process. The District reserves the right to conduct discussions, request additional information and accept revisions of Proposals from any or all Bidders. The District reserves the right to negotiate with the Bidder whose proposal is deemed strongest by the Selection Committee. Bids may not be withdrawn within 60 days after opening date without forfeiting bid security. The District reserves the right to make such investigations as deemed prudent to determine Bidder's qualifications and eligibility.

## **Section 2 - Requirements**

**FACILITIES:** The District is comprised of eight (8) different buildings throughout the district servicing a pre-K – 12 population. Other buildings support the administration required to fulfill such education. The list of Buildings, addresses and Gross Square Footage for each is attached and will be used in the contract for the initial bid price. Should the District add or reduce square footage, a square footage reduction or addition in price will be established on the pricing form. Maps of Each Facility are also included; they are not to scale.

**SCHEDULE:** The District is providing a list of the start and ending times of each school as well as the current lunch and breakfast schedules. The school reserves the right to change these times. Daytime expected hours of coverage are also included and daytime task requirements are part of the Specification section. Daytime maintenance workers are expected to clean sidewalks during inclement weather one hour prior to the start of school.

**COVER LETTER:** Please prepare on company's business letterhead an executive letter from the leader of the Contracted Organization with authorized signature. This should be limited to a brief narrative highlighting the Proposal and should be aimed at non-technical personnel.

**RESUMES OF KEY PERSONNEL:** The proposal should include profiles identifying specific management personnel (i.e., Direct and Indirect Management, etc.) in your employ that will be assigned to District's campus. The profiles should describe experience, education, and background, specific professional accomplishments and any special qualifications. Final selection of management personnel must be approved by the District.

**ORGANIZATIONAL CHART:** An organizational chart of overall Contractor's management, showing special staff personnel, line supervision, and their relationships to school personnel shall be included.

**LEADERSHIP REQUIREMENTS:** The Contractor will be responsible for On Site Management. The amount of time spent in the District by On Site Management needs to be delineated on the staffing form and will be used as part of our evaluation process. Supervisory positions will be required at all Secondary Schools at all times on second shift and available for District Leaders to access during events and emergencies for coverage throughout the District. Please list the Leadership program you propose for this contract and delineate their production vs. supervisory time on the staffing form.

**QUALITY ASSURANCE PROGRAMS:** Contractor shall provide an outline of Quality Assurance programs, communication systems and follow up to achieve Customer Service and results meet specified tasks. Look at the Specifications for minimal Quality Assurance requirements.

**COMMUNICATION REQUIREMENTS:** The Contractor will maintain e mail service for our contract and cell phone connection with the On-Site Manager at all times. Each Secondary School will have cell phone communication to ensure communication with Supervision who is to be on site at all times during second shift cleaning hours. All Phones and Computers will be at the expense of the Contractor. Please list the communication equipment and processes you plan to include in this District in your proposal.

**TRANSITION PLAN:** The Contractor must provide precise plans for each step-in assuming management control and describe its ability to commit the staff personnel and resources required to develop a quick and effective transition into the responsibilities of this contract. A statement of the Contractor's management philosophy, Mission and/or Vision should be included. All Start Up Costs associated with this contract shall be part of the bid price.

**STAFFING REQUIREMENTS:** Each proposal must design a staffing table for each facility including shift times, hours and starting pay rates to complete the daily, weekly and monthly cleaning requirements during the school year. All hours are NOT to include lunch breaks, on or off the clock, only productive and supervisory time. Staffing is NOT to include Substitute or Fill In Staffing, only regular staffing scheduled to be in the buildings. Staffing is expected to be at School Year Levels starting the week prior to Labor Day until the Last Day of School.

On all In Service and Snow Days, coverage will be expected to continue full staff on first shift (projects and snow removal), and second shift coverage to ensure the schools are ready for service the following days.

Spring, Summer and Winter Schedules may reduce staffing levels with District approval but the District will expect coverage throughout the summer for all regular cleaning and events as listed in the Specifications as well as the required break work. Team Cleaning is allowed on breaks; not all schools must be covered at all times, but staff is expected to remain on the designated shift of service agreed upon with the District. No day shall be left uncovered year-round except for the noted holidays. While the Contractor will determine the level of staffing needed during breaks, with District Approval ALL specifications are to be completed during the actual breaks and in the case of summer, two weeks prior to Labor Day. Cleaning of Athletic areas will continue throughout winter and spring breaks as well as Summer during the month of August.

Staffing schedules will be evaluated as part of the bid process. These are to be utilized as minimum staffing levels to achieve the specifications. **If specifications are not being met, payroll records may be accessed at any time during the contract for the most recent two months of service to ensure those staffing levels are being met consistently.** If the payroll record audit demonstrates a shortage of staffing of over 5% on any given week for the entire district, or 10% on any given week for the school in question, (excluding non-student day and break schedule reductions), the District may fine the Contractor up to \$1000.00 per week during that two-month period. This is to ensure the Contractor's commitment to providing accurate data in the bid for anticipated staffing levels, and to ensure the Contractor's commitment to meeting bid specifications. **This audit will only be conducted if the specifications are not being met.**

Should there be a significant staffing issue on any particular week, detail cleaning may be caught up on weekends so the work doesn't get behind. It is the Contractor's responsibility to keep up on all tasks so as not to fall behind on detail cleaning. Detail cleaning includes any items on the weekly schedule. These are not billable events, simply an acceptable way to keep up with an unexpected staffing illness or transitions. However, any items listed as daily are expected to be completed daily. Missing a Day Shift or Missing a Building is not acceptable, and will result in a \$200.00 or \$500.00 fine respectively. Please list in your proposal your Substitute/Back Up Staffing Plan for the District to prevent short staffing.

As with any cleaning personnel, mistakes may be made. The intent of the above penalties is to prevent a lowering of the specifications or completely missing daily frequencies as a result of short staffing.

The District is expecting to receive what was bid as a minimal staffing level. If the Contractor finds it needs to put in more time to achieve the Specification levels, then the Contractor must do so at no additional charge to the District. It is the responsibility of the Contractor to be a professional and bid the work accurately. Should the Contractor find it can provide less hours to achieve the Specification levels, then it shall negotiate an agreed upon savings at the end of each anniversary date, benefiting both groups as an incentive to be more cost efficient and share the savings.

**WAGES:** The Contractor is to provide the starting wages for each position on the staffing worksheet. The District reserves the right to check the wages at any time through accessing payroll records to ensure the Contractor's employees are indeed being paid the starting wage listed in the Bid document. Wages have a direct correlation to retention and will be evaluated as such in the proposal evaluation. Failure to provide the starting wage to employees upon their hire in that position can result in a fine up to \$500.00/week to the Contractor to be taken off their monthly billing. Once again, the intent is simply to ensure the Contractor is indeed stating accurate wages in their bid.

**BENEFITS, INCENTIVES, INCREASES:** The Contractor is to Provide a Detailed Outline of all Benefit Packages (including number of employees who qualify, coverage's, co pays and deductibles), Financial Incentives and Increase Schedules for their Staff. These will be used in the evaluation processes as the District Recognizes motivated employees increase retention. Additionally, it is the Contractor's obligation to stay within all State and Federal mandated wage and benefit programs.

**PAID TIME OFF:** Give in detail the paid time off including vacation, sick and holiday days for all classification of workers, including PMLA benefits under Michigan Public Act 338 of 2018.

**HUMAN RESOURCES SUPPORT:** The Contractor shall provide the Human Resource structure that will support this District in acquiring good candidates for hire and describe the interview, selection, and screening process. All new hires must be FBI fingerprinted with results minimally meeting the State of Michigan requirements for staff placed in Public Schools, and a 5 Panel Drug Test Result that came back negative BEFORE they are to be placed working at the District. Other Minimal levels of screening are listed in the Specification and Contract language. Please provide your Human Resources Program in your proposal.

**SAFETY:** The Contractor shall use a proactive safety program for its employees and operations at the schools, as well as comply with all District safety rules that apply to custodial services operations. The contractor shall include the corporate safety program in the proposal.

**TRAINING PROGRAMS:** The proposal shall include a description of training programs used for ALL levels that will be employed by the District, and will be expected to comply with all MIOSHA/OSHA training to schedule.

**EQUIPMENT PURCHASE:** The contractor will be expected to provide the necessary equipment to meet the demands of the Custodial Services Specifications in this document. The equipment list including make, model, number at each location and value of equipment must be included in the bid. Failure to include this Equipment List will result in being excluded from the bid process.

All equipment is to be purchased new for this contract. The initial equipment purchase invoice will be required in the first month of the contract start date to ensure the equipment was purchased to the level listed in the bid document. Failure to do so will result in the District Purchasing the Equipment and charging the cost of the equipment to the Contractor through the reduction of billing during the first

three months of service plus a 10% penalty on the equipment price for handling, administration and financing.

Repair and Replacement of the Equipment during the length of the contract and any subsequent renewal terms are the responsibility of the Contractor. Equipment is to be maintained in such a manner to ensure the frequencies of the specification are maintained, and the quality is not compromised due to equipment neglect, failure or absence. To that end, back up equipment must be readily available to the District at no extra charge to ensure specification frequency and quality is met.

It is understood and agreed that the District shall in no way be responsible for any theft, disappearances or other misappropriation of any equipment to be supplied by the contractor, nor for the theft, disappearance, or other misappropriation of any supplies or any other property of the contractor.

Please include in your Proposal your Equipment Preventative Maintenance, Repair and Replacement Processes. For the Purpose of this section, please include all Battery Operated, Propane and Electrical Equipment. All Non-Battery Operated, Propane and Electrical Equipment needed for this contract will be considered part of the Cleaning Supply Section.

**CONSUMABLE SUPPLIES:** The District will provide all Toilet Paper, Paper Toweling, Soap, Trash Can Liners, Air Fresheners, Hand Sanitizer, Sanitary Products, Ice Melt, Light Bulbs, Chalk, Dry Erase Cleaner, etc. for use in the District. The Contractor may be asked to provide pricing for said items as well as receiving, storing and inventorying of said items in each building.

**CLEANING SUPPLIES:** All Cleaning Chemicals, Small Tools, Microfiber, Mops, Dust Mops, Laundry, Mop Buckets, Vacuums, Carts, Handles, etc. are the responsibility of the Contractor and as such, supplied in a timely manner to ensure the specification frequency and quality are met. Please list in your proposal your cleaning supply program.

**GREEN PROGRAMS AND ENERGY CONSERVATION:** The District believes in Green Cleaning Programs which include the use of micro fiber, green seal certified chemicals and equipment, low moisture systems and recycling participation. The District does not expect a 100% Green Program, but does value a partner committed to Green processes. Include the Contractor's Green Cleaning Program for School Districts in the Proposal.

The Contractor agrees to keep energy consumption at a minimum and will comply with energy conservation practices and policies in keeping with the District's efforts. Include an energy conservation program in your proposal.

**FINANCIAL STABILITY:** The Contractor shall provide a certified letter of good standing for a line of credit from a reputable financial institution in the amount of \$750,000.00 or more. This letter must be dated as current within the last six months prior to this RFP.

**OPERATING STATEMENT:** The Contractor shall submit a complete estimated operating statement for the proposed contract period(s), indicating the following estimated costs by category.

- Salaries and Wages for this Contract

- FUTA and Tax Estimates for this Contract
- General Liability and Workers Compensation Insurance for this Contract
- Hourly Increases Prorated over 3 Years for this Contract
- Health Benefits Paid by Employer for this Contract
- Annual Vacation/Holiday/Personal Day Budgets for this Contract
- Training and Motivation Program Costs for this Contract
- Custodial and Office Supplies including Uniforms and Laundry for this Contract
- Equipment Purchase for this Contract
- Repair and Replacement of Equipment for this contract
- IT/Communication Equipment for this contract
- Contracted Window Cleaning Costs for this Contract
- Direct Management Costs Expenses for this Contract
- Indirect Management and Administration Expenses for this Contract
- Sales Commission and Marketing Expenses for this Contract
- Other – List Specific Items for this Category if included for this Contract
- Operating Profit for this Contract

**CONTRACTOR'S EXPERIENCE AND CAPABILITIES:** The Proposal must include a description of the general background, experience and qualification of the Contractor in K-12 locations. The Contractor must list at least three operations presently serviced that is similar in nature to that of the District's within the State of Michigan. One of these references must be for a PK-12 complete District with Custodial Service contract needs similar to this District within the State of Michigan. List the Square Footage of the Districts that the Contractor is responsible for cleaning, the number of FTE's servicing that District and the period of time the Contractor has served the District. This information shall include the names, titles, addresses, and telephone numbers of individuals who are in a position to evaluate the general quality of the operation at their facilities. More references are welcome.

**PRESENTATIONS:** To assist in the evaluation process, a minimum of three (3) Bidders will be invited for an interview and opportunity to give an oral presentation of their Proposal to the District's Selection Committee. The presentation should be no longer than forty-five (45) minutes in length, with additional time allocated for questions and answers (30 minutes). Specific appointments will be scheduled with the invited Bidders.

**CONTRACT REQUIREMENT:** A Proposed Contract is Attached. The Expectation is the Contract will include the School Facility List, Specification, The Contractor's Proposal and this RFP. Please read over all documents carefully and list any exceptions to the documentation together with an explanation as to the reason for the exception and the suggested change to be negotiated. Otherwise, the selected Contractor shall be required and expected to meet the documentation in its entirety, except to the extent exceptions are expressly noted in its Proposal.

**UNIFORMS:** Contractor will provide each employee with 5 shirts which will have Kenowa Hills approved Logo on left shoulder of the shirt. The contractor may have their Name/Logo on the shirt sleeve. The contractor will maintain shirts that are in good appearance and will be replaced when necessary at no expense to the employee.



### **Section 3 – Evaluation Criteria**

Contract award will be based upon a comprehensive review and analysis of the Proposals that best meet the needs of District. The specific evaluation criteria will include the following and is listed in order of importance to the District:

- Overall Sustainability of the Program – Likelihood of a Successful Transition and Consistent Performance to the Specifications for three to six+ years of expected contract length. The analysis of these criteria takes into consideration the entire proposal documentation as a sum of its parts.
- Price VALUE measured against the Sustainability over time, a contract that does not go well or has to end early is much more expensive than doing it right the first time
- Employee Wage, Benefit and Incentive Structure to promote Employee Retention and Satisfaction
- Past Experience in custodial service operations of a similar nature with References supporting positive, problem solving, result oriented relationships
- Presentation and Interview, Company demonstrates program in action and answers all questions on how they achieve results in all areas
- Staffing Levels Reasonable to Specification Completion
- Equipment Purchase meets the needs of the District
- All Data is Complete in all other Sections as asked, omission or nebulous information suspicious by nature.
- Contract Exceptions are Reasonable and Negotiable

#### **Section 4 – School Facility List**

1. High School - 3825 Hendershot Rd., NW, Grand Rapids, MI 49544, number of students is 974, Square Footage is 263,000, Start Time is 7:45am, End Time is 2:17pm, 7:50am - 8:30am, Lunch Time is from 10:20am - 11:55am,
2. Middle School – 3950 Hendershot Rd., NW Grand Rapids, MI 49544 number of students is 696, Square Footage is 128,000, Start Time is 7:45am, End Time is 2:17pm, Breakfast Time is 7:50am -8:30am, Lunch Time is 10:20am -11:55am,
3. Central Elementary- 4252 Three Mile Rd., NW Grand Rapids, MI 49544, number of students is 565, Square Footage is 91,073, Start Time is 8:35am, End Time is 3:02pm, Breakfast Time is 8:15am - 8:30am, Lunch Time is 11:00am - 1:15pm,
4. Alpine Elementary - 4730 Baumhoff, NW, Comstock Park, MI 49321, number of students is 332, Square Footage is 56,545, Start Time is 8:35am, End Time is 3:32pm, Breakfast Time is 8:15am -8:30am, Lunch Time is 11:20am - 1:05pm, Hours of Expected Day Coverage
5. Zinser Elementary - 3949 Leonard NW, Grand Rapids, MI 49534, number students is 404, Square Footage is 51,171, Start Time is 8:35am, End Time is 3:32pm, Breakfast Time is 8:15am - 8:30am, Lunch Time is 11:20am - 1:05pm, Hours of Expected Day Coverage
6. Administration – 2325 Four Mile Rd NW, Grand Rapids, MI 49544, number of staff is 16, Square Footage is 11,102, Start Time 7:00am, End Time 5:00pm,
7. Early Childhood Center- 3971 Richmond Ct., NW, Grand Rapids, MI 49544, number of students is 213, Square Footage 27,433, Start Time 6:30am, End Time 6:00pm,
8. Transportation Building - 4353 Remembrance Rd., NW, Grand Rapids, MI 49534, Square Footage 5,000, start time 6:00 am, End time 6:00 pm.



Kenowa Hills Public Schools  
**Education inspired.**

<u>Building</u>	<u>Year Built</u>	<u>Sq. Ft.</u>
High School (9-12)	1999/2017	263,000
Middle School (6-8)	1963/2018	128,000
Alpine Elementary (K-5)	1969/2018	56,545
Central Elementary (K-5)	1966/2018/2020	91,073
Zinser Elementary (K-5)	1956 / 1970 2018/2019	51,171
Early childhood (Pre-K)	1952 / 1957 / 1970 2018	27,433
Administration	1970	11,102
Transportation	1966/1999/2020	<u>5,000</u>
TOTAL sq. ft. to maintain		625,324

Extra Events and Summer Regular Cleaning	Daily	Weekly	As Needed			Summer
Summer School Classrooms, Cafeteria, Restrooms, Halls, Entrance	X					
Clean Weight Rooms, Locker Rooms and Gymnasium from August 1 to Start of School	X					
Clean After M-F School Events as Scheduled, open and lock doors for facility use as requested all summer	X					
Principal's and Administrative Office of Each School During Summer		X				
Dust mop Halls, Clean Hall and Office RR Halls During the Month of August all Schools		X				
Remove Trash from Trash Cans within 25' of Building	X					
All summer work to be completed 2 weeks prior to school starting, all areas of the school to be cleaned daily during the 2 weeks prior to school starting.						X
Summer Classroom Moves inside buildings only, not from building to building.						X

Miscellaneous	Daily	Weekly	As Needed	At All	Annual	Upon Request
Sustainability/Green Program Required, give company's program				X		
Energy Cost Saving Program Required, give company's program				X		
Training and Motivation Programs Required, outline programs				X		
On Site Supervision (lead person) at all Schools on second shift				X		
E Mail Communication Available for all Schools with professional follow up				X		
Weekly Meetings from Custodial Manager with Building Administrator		X				
Set Up for Athletic Events/ Building Events			X			
Set Up and Clean Up After Each School Sponsored Event Use M-Sun				X		
All Quality Assurance and Client Visit Reports Available to Client for Audit				X		
Biohazard Clean Ups, staff to be trained				X		
All staff must have FBI fingerprinting and clearance verified by school district prior to placing on site				X		X

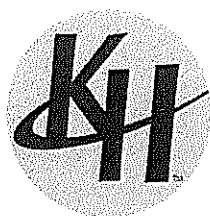
Restrooms, Locker rooms	Daily	Weekly	As Needed	Winter	Spring	Summer
Restock toilet paper, paper towel, feminine products, soap, etc.	X					
Remove Trash and Reline	X					
Clean and Disinfect Sinks, Counters	X					
Clean Mirrors and Dispensers	X					
Clean and Disinfect Toilets and Urinals	X					
Sweep and Mop Floors	X					
Clean Splashes on Walls/Partitions	X					
Clean Graffiti on Walls, report to maintenance if graffiti remover ineffective	X					
Power Wash or Kalvac Shower Rooms			x			
Kalvac Restrooms			X	X	X	X
Wipe Down Lockers Exterior			X	X	X	X
Wash Walls, Scrub Floors			X	X	X	X
Wash Interior/Exterior Lockers						X
DAY CUSTODIAL REQUIEMENTS Per Elementary, Middle School and High School	Daily	Weekly	As Needed	Winter Break	Spring Break	Summer Break
Clean Cafeteria, Reline Trash Cans, Sweep Floors, Spot Mop	X					
Snow Removal from all doorways and use ice melt when needed			X			
Restroom Policing for stock/Spills	X					
Entrance touch up for mat vacuuming and glass spotting	X					
On Site for Biohazard Clean Ups	X					
Complete set ups/take downs			X			
Graffiti removal during the day	X					
Cafeteria Set Up	X					
Breakfast Program Set Up/Clean Up	X					
Light Maintenance Requests	X		X			
Outside playground debris pick up		X				
Outside Grounds Pick Up		X				
Getting Items off the roof			X			

Classrooms, Offices, Media Centers	Daily	Weekly	As Needed	Winter	Spring	Summer
Remove Trash, Replace Liner if ripped or soiled by food spills	X					
Sweep/Dust Mop hard flooring	X					
Mop hard flooring	X					
Check Soap/Paper Towel Stock	X					
Clean Restrooms	X					
Clean Sinks, Drinking Fountains	X					
Complete Vacuum Carpet		X				
Clean Desk Tops, Work Stations, Phones, Dry Dust Computer Screens		X				
Dust Sills, Book Cases, Counters, Blinds		X				
Clean Dry Erase Board /Trays		X				
Wipe Chairs for Spills			X			
Remove Graffiti			X			
Clean Carpet Stains			X	X	X	X
Scrub/Recoat Tile, 2 Coats Approved Finish				X		
Strip/Wax Tile, 4 Coats Approved Finish						X
Wash Windows Interior						X
Wash Walls, Dust Blinds						X
Wash all Furniture						X
Remove Gum from Under Desks						X
Wash Light Shields if spots or bugs, inside and Out						X
Kitchens, Cafeterias, Multi Purpose	Daily	Weekly	As Needed	Winter	Spring	Summer
Remove Trash, Replace Liners Daily	X					
Sweep/Dust Mop	X					
Completely Mop Floors	X					
Check/Restock Soap/Paper Towel Stock	X					
Straighten Tables/Chairs	X					
Clean Carpet Stains			X	X	X	X
Scrub/Recoat Tile (Alpine Cafeteria)				X	X	
Wash Windows Interior						X

**Kenowa Hills Public Schools**  
Specifications

Exterior Areas/Restrooms/Stadium	Daily	Weekly	As Needed	Winter	Spring	Summer
Empty Trash Bins within 25' of the facilities	X					
Reline when ripped or food spills in them (Liners Provided by School)	X					
Pick Up Debris within 10' of bldg	X					
Pick Up Debris within 25' of entrances	X					
Remove Trash and Reline Trash Cans	X		X			
Clean and Sanitize Sinks, Counters	X		X			
Clean Mirrors and Dispensers	X		X			
Clean and Sanitize Toilets and Urinals	X		X			
Sweep and Mop Floors with Disinfectant	X		X			
Clean Splashes on Walls/Partitions	X		X			
Restock toilet paper, paper towel, soap, etc.	X		X			
Clean Graffiti on Walls, report to maintenance if graffiti remover ineffective	X		X			
First Floor Exterior Windows complete clean						X

Common Areas, Halls, Gyms	Daily	Weekly	As Needed	Winter	Spring	Summer
Confirm that all exterior doors secure at the end day/event	X					
Spot Clean Hallway and Entrance Windows for Prints, Splashes, Smears	X					
Remove Trash, Replace Liners that are ripped or soiled by food spills (Liners to be provided by school)	X					
Sweep/Dust Mop all halls, gym, lobbies	X					
Vacuum Carpet in hall/gyms/lobbies, media centers	X					
Vacuum Entrance Mats	X					
Spot Mop for Spills Halls, Lobbies, Gyms	X					
Run Automatic Scrubber in Halls	X					
Remove Graffiti	X					
Run Automatic Scrubber in Gyms			X			
Complete Mop All Hard Surface Floors			X			
Mop all edges and coves			X			
Edge Vacuum all Carpet		X				
Extract Mats in Winter			X			
Clean Carpet Stains			X			
Clean and Sanitize Carpet Complete			X	X	X	X
Wash Windows Interior, all floors			X			X
Wash all Lockers, inside and out			X			X



# Kenowa Hills Public Schools **Education inspired.**

## **DISTRICT MAINTENANCE**

**REPORTS TO:** Director of Operations

**SUPERVISORY RESPONSIBILITIES:** N/A

**JOB GOAL:** Maintenance of all School properties in an efficient, economical manner.

### **QUALIFICATIONS:**

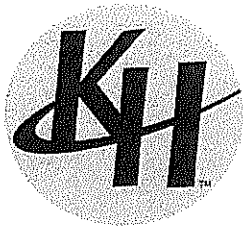
1. High school diploma
2. Physical ability to perform assigned job duties lift 75 pounds
3. Must possess a valid Michigan Drivers Licenses
4. Demonstrated aptitude or competence for assigned responsibilities
5. Possesses a working knowledge of building maintenance and facility needs
6. Ability to work with computers.

### **PERFORMANCE RESPONSIBILITIES:**

Duties include but are not limited to the following:

- 1) Performs the following services, in a safe, and efficient manner
  - Carpentry
  - Plumbing
  - Door hardware
  - Wiring and electrical
  - Motors and switches
  - Other services as assigned by the proper authorities
- 2) Is able to determine what is needed to complete assigned tasks and skillfully and efficiently uses time and resources to execute those tasks
- 3) Is available for any work assignment as deemed necessary to resolve maintenance and/or operational problems within the District
- 4) Possesses knowledge of safe work habits and practices same
- 5) Reports to the proper authority any unsafe or dangerous conditions existing on school properties or within the buildings and any irregular use of buildings and grounds
- 6) Presents a record of work accomplished daily
- 7) Continually attempts to increase his/her skills and is knowledgeable about updated equipment and methods by attending school, seminars, etc
- 8) Participates on emergency work crews whenever needed
- 9) Performs other duties as assigned by the Director of Operations





## **Kenowa Hills Public Schools** **Education inspired.**

**POSITION:** Athletic Fields and Grounds Maintenance

**LOCATION:** High School

**HOURS:** Variable base on season Monday –Friday (March – October 7:30 am – 4:00 pm)  
(November – February 5:30 am – 2:00 pm) 40 hrs. /week; 52 weeks/year

**RATE OF PAY:** \$ 15.00 per hour

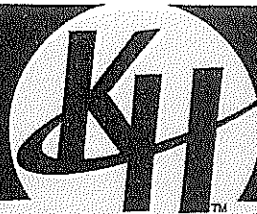
### **QUALIFICATIONS:**

1. High school diploma
2. Must have the ability work flexible hours as the work load changes with seasons.
3. Ability to be self-motivating, able to multi task, work independently, and be organized
4. Physical ability to perform assigned job duties lift 50 pounds
5. Must be detailed oriented and have an understanding of Athletic field layouts
6. Must possess a valid Michigan Drivers Licenses
7. Demonstrated aptitude or competence for assigned responsibilities
8. Basic knowledge of and care for lawn care equipment, and field marking equipment
9. Possesses a working knowledge of building maintenance and facility needs
10. Ability to work with computers to check schedules and work requests
11. Reliable work attendance

### **ESSENTIAL DUTIES:**

1. Maintain the turf and facilities of all athletic field
2. Layout field lines for Athletic/Band completion and maintain the lines during seasons
3. Cut fields on a regular schedule to maintain turf playing height
4. Maintain the lawn equipment with blade exchange, oil changes, and general care of equipment by performing minor service and repairs
5. Assist in snow removal and salting
6. Assist the maintenance staff when needed on projects
7. Other tasks assigned by the District representative

# KENOWA HILLS PUBLIC SCHOOLS



# 2020-2021 CALENDAR

## AUGUST

S	M	T	W	T	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						

## NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22						28
29	30					

## FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14						20
21	22	23	24	25	26	27
28						

## MAY

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

### Elementary Schools

Full Day Schedule: 8:35AM – 3:02PM

1/2 Day Schedule: 8:35AM – 12:05PM

Fall Conferences: October 22, 23, 27

Spring Conferences: March 2, 3, 9

## SEPTEMBER

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

## DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15				19
20						26
27						

## MARCH

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

## JUNE

S	M	T	W	T	F	S
		1		3	4	5
6				10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### Middle and High School

Full Day Schedule: 7:45AM – 2:17PM

1/2 Day Schedule: 7:45AM – 11:14AM

Fall Conferences: October 20, 22, 23

Spring Conferences: March 2, 3, 4

## OCTOBER

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

## JANUARY

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

## APRIL

S	M	T	W	T	F	S
						3
4						10
11	12	13	14	15	16	17
18	19	20		22	23	24
25	26	27	28	29	30	



1st Day of School - Full Day



1/2 Day - Staff Development



Staff Development - No School



Labor Day Break - No School



Count Day



Thanksgiving Break - No School



Winter Holiday Break - No School



Mid Winter Break - No School



Spring Break - No School



Memorial Day - No School



High School Commencement

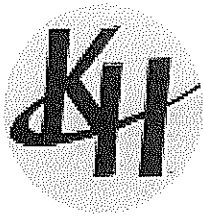


Last Day of School - Half Day

# KENOWA HILLS PUBLIC SCHOOLS

## 2020-2021 Calendar

<b>August</b>	19	Staff Professional Development (7.0 PD hours) – Online Learning (K-12)		
	20	Staff Professional Development (7.0 PD hours) – Bridges (Elementary); Canvas (Secondary)		
	24	Staff Professional Development (7.0 PD Hours) – Online Learning (K-12)		
	31	First Day of School for Students*	1S	4 T
<b>September</b>	04	No School for Students & Staff		
	07	No School for Students & Staff – Labor Day		
	25	No School for Students; Staff PD (5 hours); PLC (2 hours)	19 S	20 T
<b>October</b>	07	Count Day		
	12	No School for Students; Staff PD (7.0 hours) – Staff PD (5 hours); PLC (2 hours)		
	20	Secondary Parent/Teacher Conferences (4:00-7:30 p.m.)**		
	22	K-12 Parent/Teacher Conferences (4:00-7:30 p.m.)**		
	23	½ Day for Students; Parent/Teacher Conferences in p.m. (12:30-2:30p); End of 1 <sup>st</sup> Quarter (High School)		
	27	Elementary Parent/Teacher Conferences (4:00-7:30 p.m.)**	21 S	23 T
<b>November</b>	20	End of 1 <sup>st</sup> Trimester (K-8)		
	23	No School for Students; Staff PD (5 hours); PLC (2 hours)		
	24	No School for Students; SafeSchools PD (5 hours) & K-8 Staff Records (3 hours)***		
	25-27	No School for Students & Staff - Thanksgiving Break	16 S	18 T
<b>December</b>	16	½ Day for Students, HS Exams; Staff PLC (3 hours)		
	17	½ Day for Students, HS Exams; HS Staff Records in p.m. (3 hours)***		
	18	½ Day for Students & Staff; End of 2 <sup>nd</sup> Quarter/First Semester (HS)		
	21-31	No School for Students & Staff – Winter Holiday Break	14 S	13.5 T
<b>January</b>	01	No School for Students and Staff – Winter Holiday Break		
	04	School Resumes		
	18	No School for Students; Staff PD (7.0 hours) – Staff PD (5 hours); PLC (2 hours)	19S	20T
<b>February</b>	09	Count Day		
	12	End of 2 <sup>nd</sup> Trimester (K-8)		
	15	No School for Students and Staff – Midwinter Break		
	16	No School for Students - Staff Records (K-8) ***	18 S	18.5T
<b>March</b>	02	K-12 Parent/Teacher Conferences (4:00-7:30 p.m.)**		
	03	½ Day for Students; (K-8) Parent/Conferences in p.m. (12:30-2:30p)		
	04	Secondary Parent/Teacher Conferences (4:00-7:30 p.m.)**		
	09	Elementary Parent/Teacher Conferences (4:00-7:30 p.m.)**		
	17	½ Day for Students; HS Records in p.m. ***		
		End of 3 <sup>rd</sup> Quarter (High School)	23 S	24 T
<b>April</b>	01	½ Day for Students & Staff		
	02-09	No School for Students & Staff – Spring Break		
	21	½ Day for Students; Staff PLC (3 hours)	16 S	15.5 T
<b>May</b>	05	½ Day for Students; Staff PLC (3 hours)		
	28	½ Day for Students & Staff		
	31	No School for Students & Staff – Memorial Day Holiday	20 S	19.5 T
<b>June</b>	07	½ Day for Students, High School Exams; Staff PLC (3 hours)		
		High School Commencement (High School Staff Must Attend**		
	08	½ Day for Students, High School Exams; Staff Records in p.m. ***		
	09	½ Day for Students & Staff, Secondary Exams		
		End of 3 <sup>rd</sup> Trimester (K-8), Fourth Quarter/Second Semester (High School)		
		Last Day of School****	7 S	6.5 T
<b>Total Days</b>			<b>174 S</b>	<b>182.5 T</b>
			<b>180 I</b>	
<b>S - Student days</b>			<b>T – Teacher Days</b>	
			<b>I - Instructional days (Student Days + PD Reportable Days)</b>	



## Kenowa Hills Public Schools **Education inspired.**

### Required Staff of Kenowa Hills Public Schools

**Custodial staff will be determined by the Contractor with District approval for staffing levels**

#### Supervision:

Supervision will be provided by an account manager and a second shift supervisor.

#### Building Level:

- 1- Elementary and Early Childhood are to have one (1) lead each with necessary support to provide custodial support for the buildings
- 2- Middle School is to have one (1) lead with necessary support to provide custodial support for the building and all extra activities at the building
- 3- High School is to have one (1) lead with necessary support to provide custodial support for the building and all extra activities at the building

### Voluntary Alternate to ADD Day custodial support

(½ hour before school to ½ hour after scheduled school day ONLY. No coverage over extended school breaks more than two (2) days or summer)

- 1- Split between Zinser ELeментарy and Early Childhood
- 1- Central Elementary
- 1- Alpine Elementary
- 1- Middle School
- 1- High School

## Kitchen Responsibilities

Bathrooms – Cleaned daily to include stocking of paper products and soap

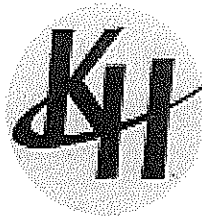
Kitchen Floors – Swept/vacuumed and mopped daily. Includes cleaning out of floor drains as needed

Kitchen Mats – Cleaned at least once a week but generally done twice a week

Hand Wash Sinks – Cleaned daily to include stocking of paper products and soap

Kitchen Trash – All trash remaining in the kitchen area removed daily

All other cleaning is the responsibility of the Food Service staff



**Kenowa Hills Public Schools**  
**Education inspired.**

Required Staff of Kenowa Hills Public Schools

**Maintenance Hours 6:00 am - 2:30 pm but must be flexible with seasonal changes and job demands**

High School - One (1) Maintenance Person

Zinser and Central Elementary, Early Childhood - One (1) Maintenance Person

Delivery and General Maintenance - One (1) Maintenance Person

Athletic Fields and Grounds - One (1) Maintenance Person

Alpine Elementary and Middle School - One (1) Maintenance Person (presently covered by Edustaff) will maintain contract with Edustaff.

**Kenowa Hills Pubic Schools****DISTRICT WIDE CUSTODIAL SERVICES PROPOSAL**

**Year One, 07/01/2021 – 06/30/2022**                      \$ \_\_\_\_\_

**Year Two, 07/01/2022 – 06/30/2023**                      \$ \_\_\_\_\_

**Year Three, 07/01/2023 – 06/30/2024**                      \$ \_\_\_\_\_

**If Square Footage is deducted from the Contract, the price/sq. foot reduced is: \$\_\_\_\_\_**

**If Square Footage is added to the Contract, the price/sq. foot increased is: \$\_\_**

\_\_\_\_\_  
**Printed Name of Executive Official for Contractor      Date**

\_\_\_\_\_  
**Signature of Executive Official for Contractor      Date**

## Affidavit of Bidder – Familial Relationships Form

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Kenowa Hills Public Schools (the "School District") advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the bidder(s) or any employee of \_\_\_\_\_, and any member of the Board of Education of the School District or the Superintendent of the School's District.

List any Familial Relationships:

**BIDDER:** \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MICHIGAN        )

) ss.

COUNTY OF Kent\_\_        )

The instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, by \_\_\_\_\_.

\_\_\_\_\_, Notary Public  
\_\_\_\_\_, County, Michigan

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_

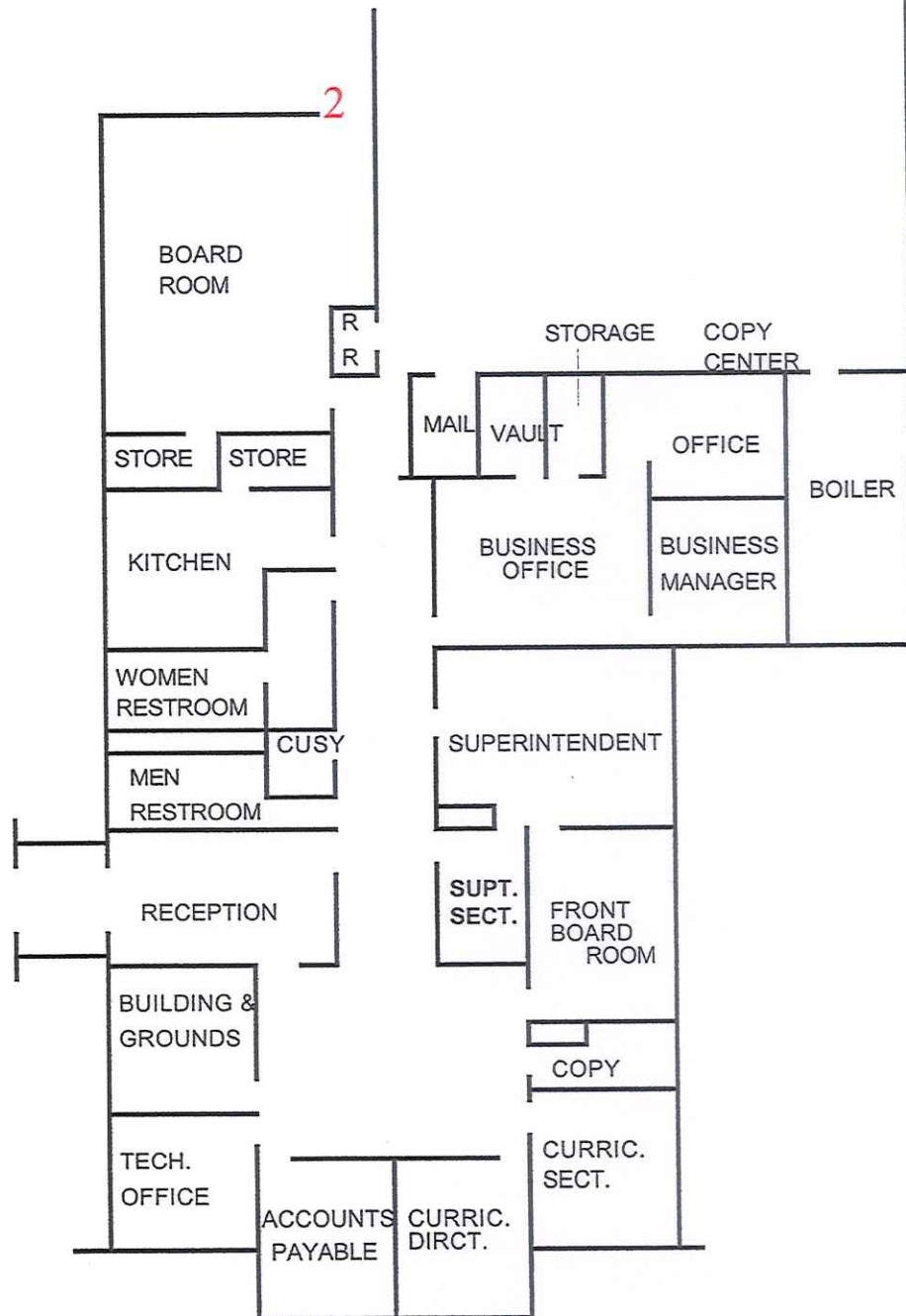


# Kenowa Hills Administration Building

Total Sq. Ft. 11,102

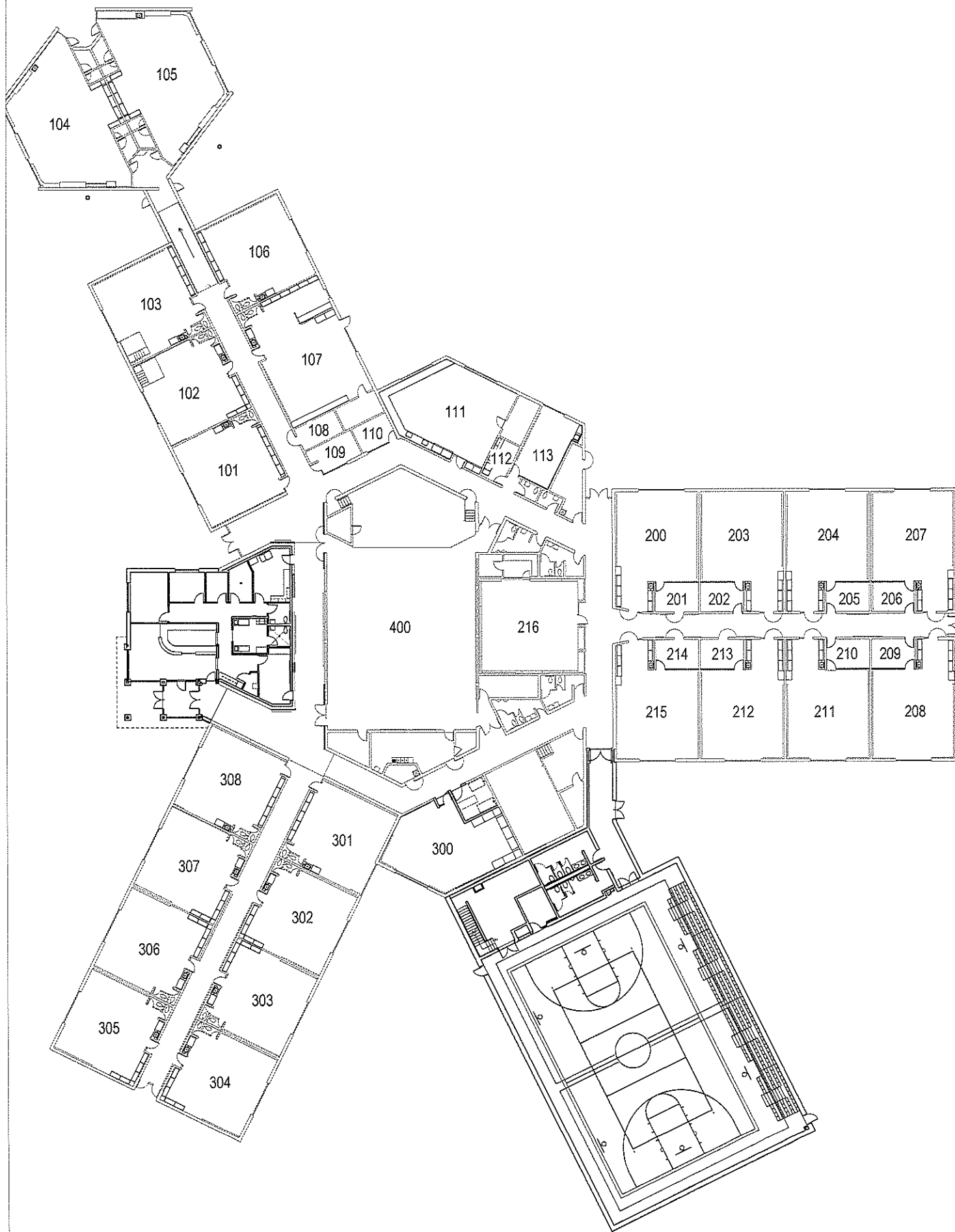
Construction Date: 1970

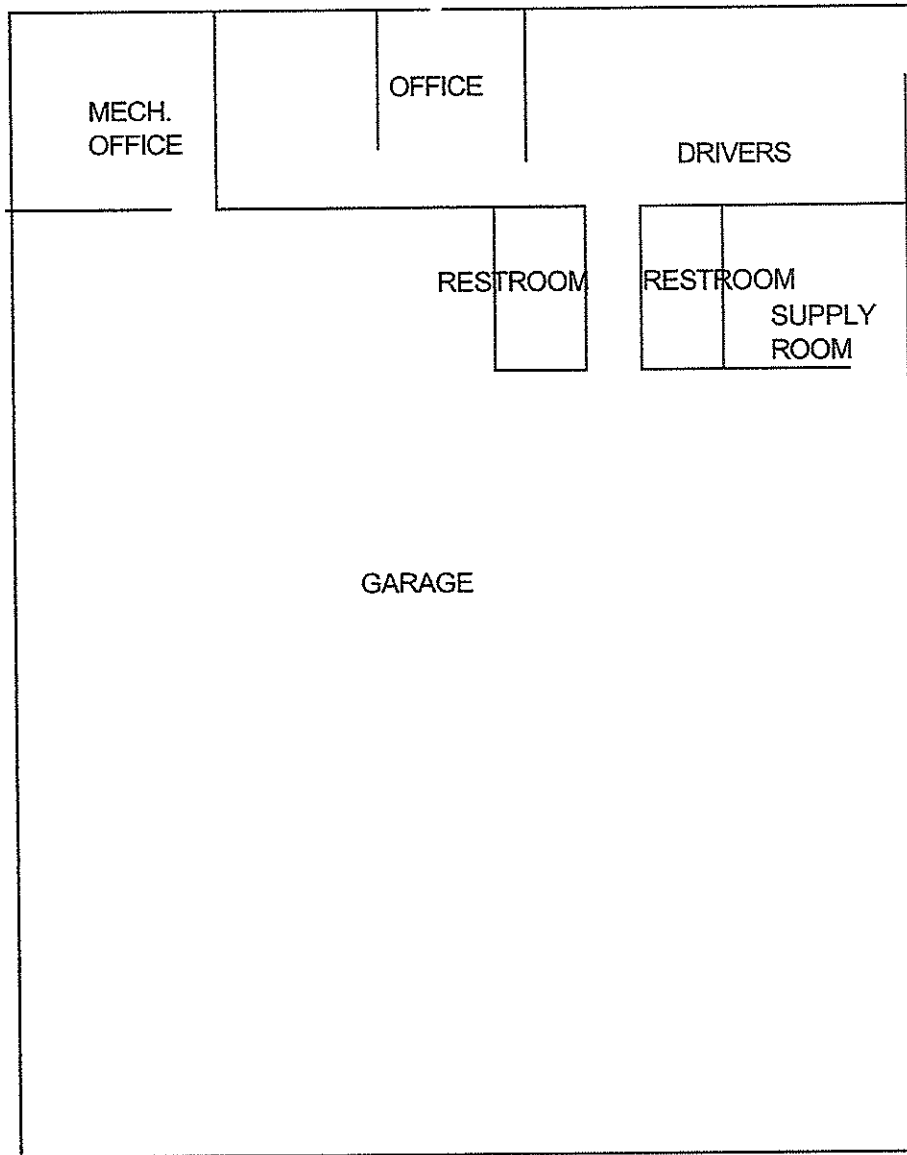
1



3

4





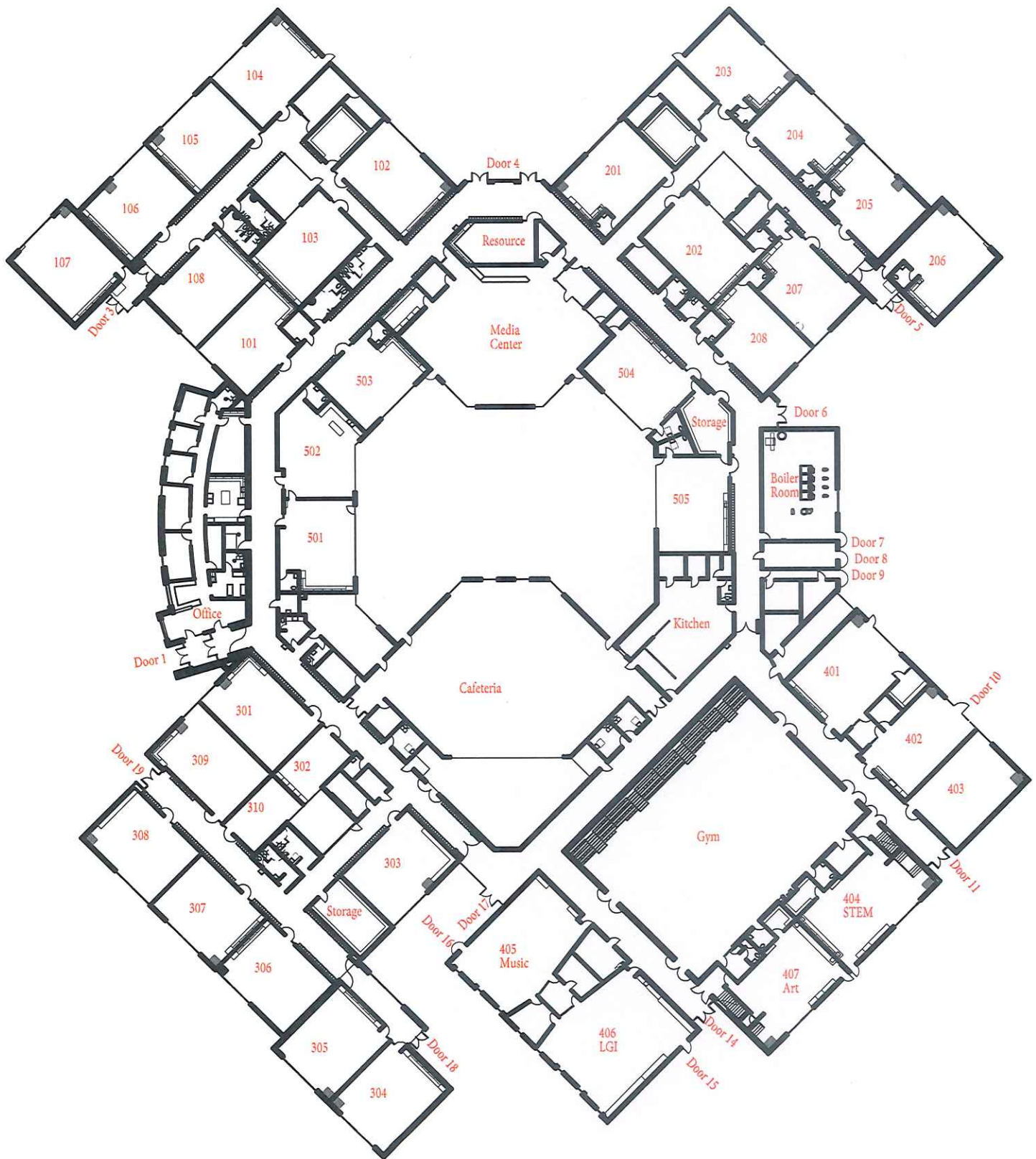
# **BUS GARAGE**

**5000 Total Sq. Ft.**

**Construction Dates: 1966, 1999**

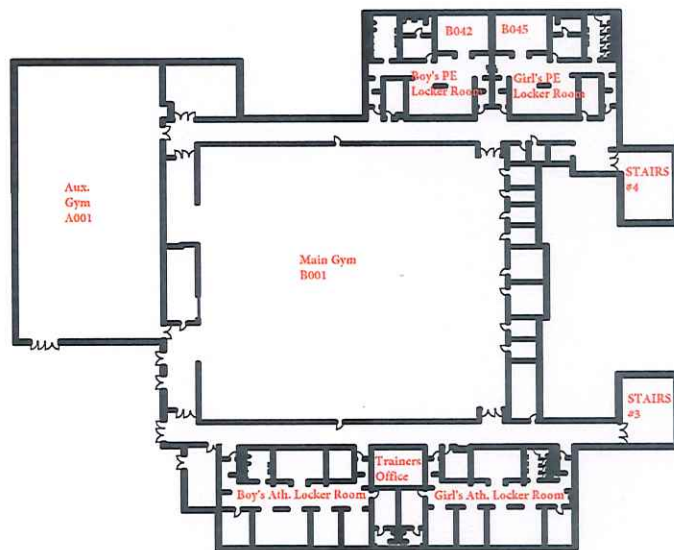
Last updated: 11-27-06

# Kenowa Hills Central Elementary

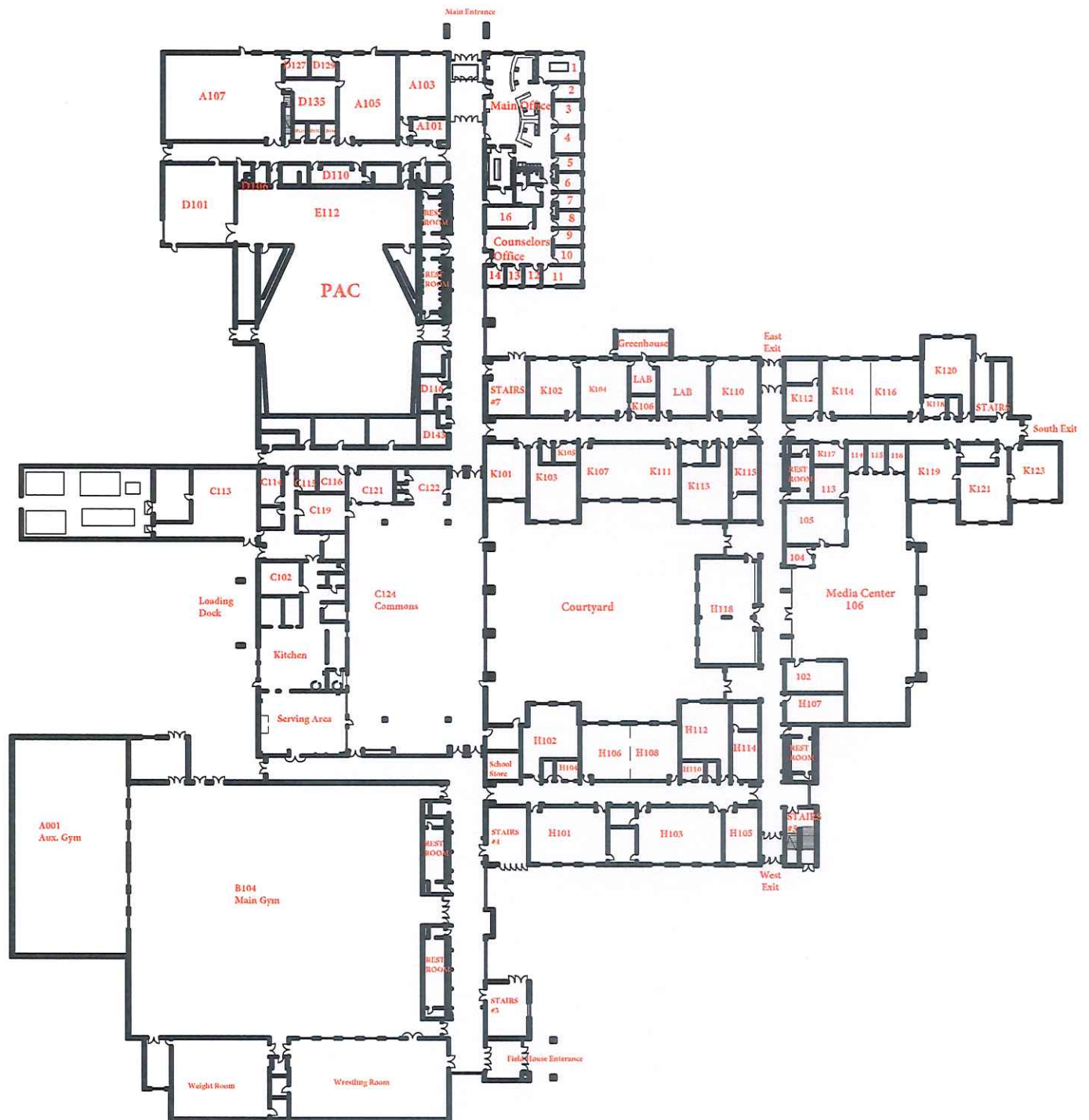


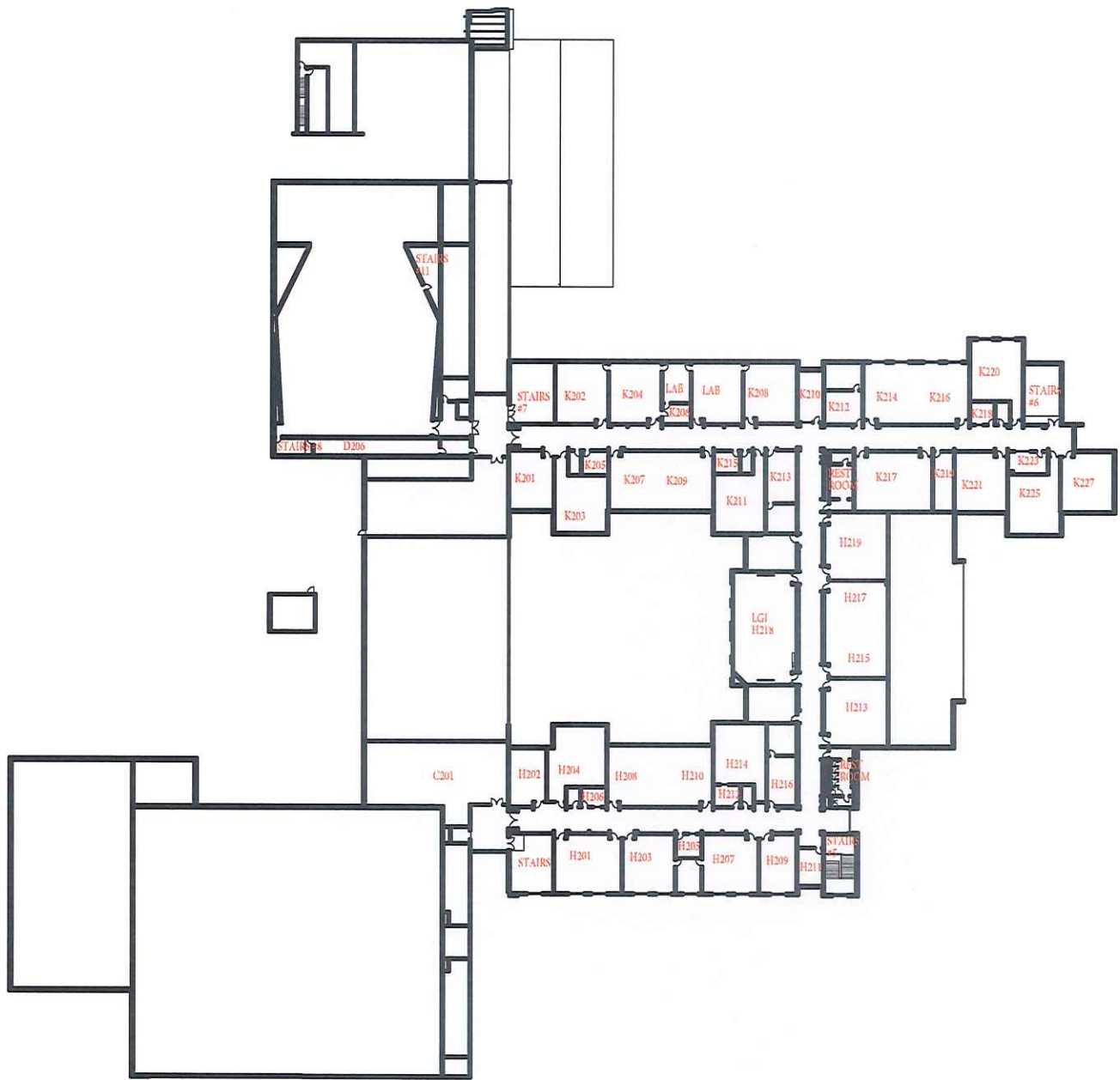
# Kenowa Hills Early Childhood Center





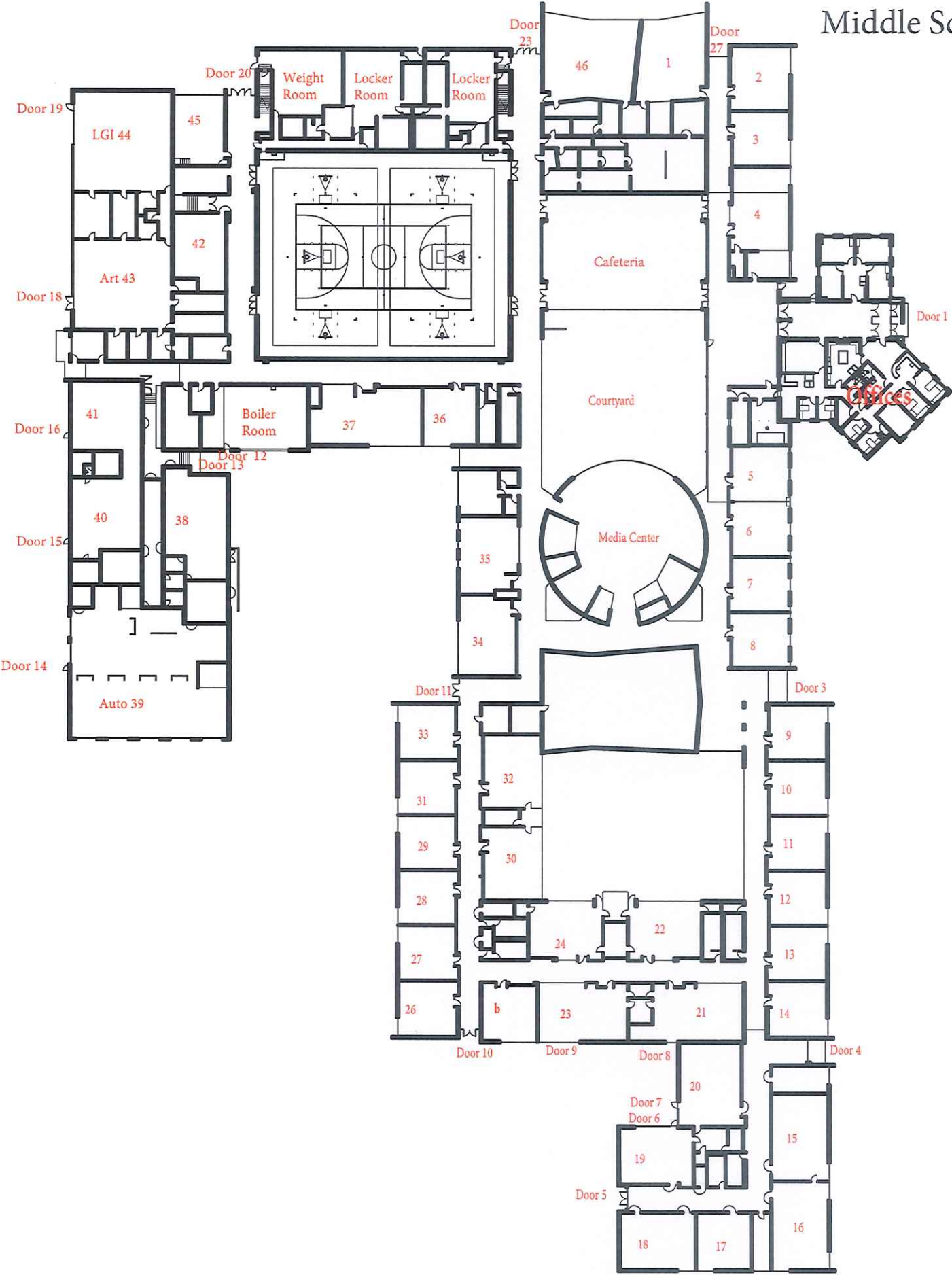








Kenowa Hills  
Middle School



# Kenowa Hills Zinser Elementary

