

WAKE COUNTY PUBLIC SCHOOL SYSTEM	REQUEST FOR PROPOSAL NO. 17-51	
	Bids will be publicly opened: 04-19-2016	
PURCHASING DEPARTMENT	Contract Type: Contract Cleaning Services	
<i>Refer ALL Inquiries to:</i> Richard J. Reber Telephone No. 919-588-3459 Ext.	Commodity: Service	
E-Mail: rreber@wcpss.net	Using Agency Name: WAKE COUNTY PUBLIC SCHOOL SYSTEM (WCPSS)	
(See page 2 for mailing instructions.)		

NOTICE TO BIDDERS

Proposals, subject to the conditions made a part hereof, will be received at this office (1551 Rock Quarry Road, Raleigh, NC) until 1:00 P.M., EST on the day of opening and then opened, for furnishing and delivering the commodity as described herein. Refer to page 2 for proper mailing instructions.

All bids will be opened and read aloud starting at 1:00 p.m. in Building B, Room 262, 1551 Rock Quarry Road, Raleigh, NC

Proposals submitted via facsimile (FAX) machine in response to this Request for Proposal will not be acceptable. Proposals are subject to rejection unless submitted on this form.

EXECUTION

In compliance with this Request for Proposal, and subject to all the conditions herein, the undersigned offers and agrees to furnish and deliver any or all items upon which prices are proposed, at the prices set opposite each item within the time specified herein. By executing this proposal, I certify that this proposal is submitted competitively and without collusion (G.S. 143-54), that none of our officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that we are not an ineligible vendor as set forth in G.S. 143-59.1. False certification is a Class I felony.

Failure to execute/sign proposal prior to submittal shall render proposal invalid. Late proposals are not acceptable.

BIDDER:		FEDERAL ID OR SOCIAL SECURITY NO.	
STREET ADDRESS:		P.O. BOX:	ZIP:
CITY & STATE & ZIP:		TELEPHONE NUMBER:	TOLL FREE TEL. NO (800)
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE			
TYPE OR PRINT NAME & TITLE OF PERSON SIGNING:		FAX NUMBER:	
AUTHORIZED SIGNATURE:	DATE:	E-MAIL:	

Offer valid for 45 days from date of proposal opening unless otherwise stated here: ____ days Prompt Payment Discount: _____ % _____ days.

MAILING INSTRUCTIONS: Mail only one fully executed proposal document and one copy, and only one proposal per envelope. Address envelope and include RFP number as shown below. It is the responsibility of the bidder to have the proposal in this office by the specified time and date of opening.

DELIVER TO: Richard Reber

RFP NO. 17-51
Wake County Public School System
Purchasing Department
1551 Rock Quarry Road
Raleigh NC 27610-4145

TABULATIONS: Verbal tabulations of proposals and award information can be obtained by calling the purchaser listed on the first page of this document. Tabulations will be made available upon request after award and all notifications have been sent. Requests for lengthy or written tabulations cannot be honored.

Wake County Public School System (WCPSS) is the largest K-12 school system in North Carolina with approximately **170** schools, 20,000 employees and 150,000 students.

WCPSS requests your proposal to provide Custodial Services, per the attached, for 20 schools. It is our intent to award all 20 schools to one provider, however WCPSS reserves the right to award to more than one service provider, as it sees fit, for the most benefit to our school system.

It is requested that your bid be for an initial period of three years , 01 July 2016 – 30 June 2019, with an option to renew for two more one year terms. Total of five years.

It is requested that you return the attached Contractor Qualification Form by 03-29-2016. Failure to respond, by this date, may result in disqualification for further consideration. Email complete form to reber@wcpss.net by 12:00 PM EST.

A Pre-Bid Meeting will be held by from 1:00 p.m. to 3:00 p.m. March 29, 2016 Building B, Room 262, 1551 Rock Quarry Road, Raleigh NC. A walkthrough meeting will be conducted on the following dates: Tuesday: April 5, 2016 at 10 am, and Wednesday: April 6, 2016 at 10 am Questions should be addressed at this time. WCPSS will contact all qualified contractors to schedule walkthrough.

All Proposals will be due as stated on page one of this RFP.

Alternate proposals are encouraged and may be provided but only after all base bid requirements have been addressed.

Your proposal shall provide a package price for all 20 schools as well as a detailed cost for each school.

Bid package should contain 3 copies of your bid, 1 original and 2 copies.

List of Attachments:

Attachment A: Scope-of-Work

Attachment B: Contract Structure / Specifications

Attachment C: Proposal Forms

Attachment D: List of 20 Schools

Attachment E: Copy of Contract (reference only)

Attachment F: Sexual Offender Registry Check Certification Form (reference only)

Attachment G: Contractor Qualification Form **(to be returned by 3-29-2016 for further consideration, see highlighted area)**

Attachment A

SCOPE – OF- WORK

Cleaning Specifications and Frequencies

FY 2016-2017

ENTIRE CAMPUS

Includes classrooms, mobile units, offices, health room, lounge, media center, corridors, hallways, stairwells, restrooms, dressing rooms, locker rooms, athletic facilities, multi-purpose rooms, gymnasiums, auditoriums, cafeteria, elevators, loading docks, service area, custodial area, custodial closets, and grounds

Daily – (Unless otherwise Noted)

1. Unlock and secure facilities
2. Empty wastebaskets and replace liners
3. Clean and disinfect sinks, hand basins, urinals, toilets, sanitary napkin boxes, mirrors, water fountains, door handles and light switch plates
4. Sweep and mop restroom floors, health room floors and locker room floors
5. Refill paper and soap dispensers (disinfect exterior of dispensers)
6. Sweep and mop cafeteria floors
7. Remove Graffiti from all surfaces

B. 3 times Weekly

1. Dust mop/sweep all tile floors
2. Vacuum carpet

C. Weekly

1. Low dust all horizontal surfaces to height of 84"
2. Damp clean window ledges and top of lockers
3. Clean exterior and interior of trash cans
4. Buff all hallways and cafeteria tile floors

D. Monthly

1. High dust areas accessible with 6' ladder to include horizontal surfaces, shelves, ceilings, walls, blinds, moldings, pipes, ducts, HVAC units, etc.
2. Damp clean baseboards
3. Dust Vents

E. Annually

1. Wash all windows and glass partitions (both sides) to height of 84"
2. Clean Blinds

ADDITIONAL CLEANING NEEDS SPECIFIC TO THE FOLLOWING AREAS:

HEALTHROOM

A. Daily

1. Clean area to include desk, telephone, counter tops/exterior of cabinets, file cabinets, sink, bed/cot, furniture, door-handles/site glass, light switch

cover, exterior of sharps container, biohazard trashcan.

B. Monthly

1. Clean and disinfect privacy curtain

LOUNGE

A. Weekly

1. Damp clean exterior of counter tops, appliances and vending machines

I. CORRIDORS / HALLWAYS/ STAIRWELLS

A. Daily

1. Spot clean glass partitions and doors

II. RESTROOMS/DRESSING ROOMS/LOCKER ROOMS/ ATHLETIC FACILITIES

A. Daily

1. Clean and flush floor drains with disinfectant
2. Clean and disinfect shower stalls, curtains, handicap rails and toilet accessories

B. Monthly

1. Machine scrub floors with disinfectant

III. MULTI-PURPOSE ROOMS/GYMNASIUMS/AUDITORIUMS – ELEMENTARY SCHOOLS ONLY

A. 3 Times Weekly

1. Sweep (3) times and mop sports floor (1) per manufacturer's recommendations in elementary schools only as directed.

B. Semi-Annually

1. Auto scrub sports floor according to manufacturer's recommendations

VII. CUSTODIAL CLOSETS

A. Daily

1. Maintain all supplies and materials in neat and orderly fashion
2. Maintain clean closets at all times

VIII. GROUNDS – *Total Contract School/School Serviced by Day Porter with H/C Absent

A. Daily

1. Pick up debris from campus site
2. Replace trashcan liners in all trash cans
3. Sweep outside rugs
4. Sweep/blow off entryways, sidewalks, trailer ramps, courtyards, concrete/asphalt play areas, playgrounds and stage areas
5. Sweep or blow off storm drain covers
6. Report any vandalism before attempting to remove

MISCELLANEOUS

A. When required or when necessary

1. Report all items that need repair to school MAXIMO user
2. Update and maintain Safety Data Sheet (SDS) book
3. Maintain adequate supply of Blood Borne Pathogen materials in all custodial closets

4. Attempt to unclog toilets, urinals and sinks
5. Remove snow from sidewalks, trailer ramps, entryways, etc. in accordance with emergency clean-up plan
6. Work with Building and Grounds Department on leaf removal at campus
7. Assist in clean up facilities related emergencies in accordance with M&O procedures

Non- Specific Task

Non Specific Tasks:

Any task required to fulfill the needs of the school site.

Examples are:

- Filling in for a Vacancy at any school site
- Project work needs: High Dusting , renovation clean up, etc
- Moving furniture, receiving furniture, setting up furniture for a site event
- Seasonal needs at school site i.e. upholstery cleaning, ceiling tile and grid cleaning, etc
- Assisting with emergency clean up of water or fire damage
- Additional hours needed for week end events
- Special Cleaning projects i.e.; Upholstery cleaning, Ceiling tile and grid cleaning, etc.

Note: This is not all inclusive. Items listed give a general idea of duties of a day porter.

FLOOR WORK CLEANING SPECIFICATIONS 2016-2017

The following Cleaning Specifications are the minimum cleaning requirements for cleaning different types of floor surfaces i.e. carpet, VCT, Linoleum and Sports floors. **First and foremost follow the Manufacturer's suggested care plan.**

Carpet Extraction

Extraction machine - Truck mounted or portable extraction machines must meet or exceed C & A minimum specifications. Extraction method is the most effective system for cleaning carpet. Water extraction uses the following basic steps- Vacuum the carpet to remove dirt and grit, spot clean as required, apply a pre-spray to all area of the carpet to be extracted, then use extraction machine. Utilize high velocity drying fans to expedite the drying process making sure carpet is dry before furniture is placed on it. Ideally have the HVAC system set at 70-74 degrees F. for 16-24 hours to prevent mold.

Carpet Bonnet Cleaning

Remove debris and vacuum all carpet before bonnet cleaning. Pre spray carpet before applying bonnet pad with buffer. Let carpet dry. If carpet is extremely dirty, then repeat process. Once carpet is dry, re vacuum carpet.

Stripping & Re-finish Floors

(Resilient tile and Terrazzo)

Follow Manufacturer's care plan for curing time if this is a new installation.

Use an approved stripping agent for removal of factory seal /old wax making sure floors are clean and neutralized prior to floor finish being installed. Application of floor finish should be the following: Hallways receive 8 coats with classrooms and all other locations 6 coats. Recommend using an application system to apply finish. Do not put finish on baseboards.

Scrub and Re-finish Linoleum Floor

Remove all surface soil, debris, sand and grit. Scrub the floor with a neutral cleaner. Do not saturate the floor. Pick up solution as quickly as possible. Apply 2 coats of seal, once dry apply 2 coats of satin finish. Do not put finish on baseboards.

Cleaning and Sealing Sports Floor

All sports floors are not of the same materials. Always follow manufacturer's recommendations for cleaning and sealing. Do not use any type of abrasive pad on sports floor. Remove all surface soil, debris, sand and grit. Scrub

the floor with a neutral cleaner. Do not saturate the floor. Pick up solution as quickly as possible. The floor should be clean and at a neutral state at the end of machine scrub. Follow manufacturer's recommendation for applying floor seal to floor surface. Do not put seal on baseboards

WEEKLY CHARGE FOR ROUTINE SERVICES: Weekly charge should include cost for all Tools and equipment used for routine services such as vacuum cleaners, buffers, burnishers, carts and spray bottles and their maintenance, service, and replacement costs. Contractor is to provide and maintain all of his own equipment and will not be allowed to use and WCPSS equipment. ***Propane equipment shall not be operated while there are occupants in the buildings, nor shall propane tanks be stored inside the buildings at any time.***

WCPSS will provide chemicals and expendable supplies and related services; i.e. Neutral Cleaners and Disinfectant Cleaners, cleaning cloths, dusting cloths, trash can liners, etc. WCPSS will provide sanitary products, hand soap, paper towels and toilet paper. Dust mop services are provided by WCPSS by a separate contract service. Should the bidder choose to use these dust mops, a credit on the routine service invoice equaling 75% of dust mop costs will be listed and deducted on a quarterly basis.

Contract Structure / Specifications

I. DEFINITIONS

As used in this agreement, the following terms shall have the meanings indicated below:

- A. Contractor: The Company, and its employees that is awarded the contract or service agreement for professional cleaning services for the Wake County Public School System.
- B. Day Porter: Additional contract labor that may be requested by WCPSS to substitute for in-house custodial absences.
- C. WCPSS: The Wake County Public School System.
- D. Custodial Services Administrator: A Wake County Public School System employee who manages the details of the Service Agreement and is the point of contact for the Contractor.
- E. Routine Services: All tasks identified in the "Building Cleaning Specifications" (incorporated herein)
- F. Project Work: Stripping and refinishing floors and cleaning carpets.
- G. Non-specific Tasks: Any task performed outside of Monday through Friday Routine Services.

II. DUTIES AND RESPONSILITIES OF WCPSS

WCPSS shall provide the following:

- A. Reasonable storage and security for supplies and equipment
- B. All normal utilities necessary for the performance of the contract
- C. All paper towels, tissue, hand soap, sanitary bags and bloodbome pathogen kits.

III. DUTIES AND RESPONSILITIES OF CONTRACTOR

The Contractor hereby agrees to work directly with WCPSS, or it's designated Custodial Services Administrator, in connection with carrying out and conducting all of the following duties and responsibilities during the term of this agreement.

- A. The Contractor shall provide all supervision, labor, materials and equipment required and/or implied for the complete and satisfactory performance of custodial services for the location(s) identified in Attachment B. This work shall include, but is not limited to, the performance of all custodial services as specified herein.
- B. The Contractor shall perform all work to the complete satisfaction of WCPSS.
- C. The Contractor shall be responsible for and shall provide a general lead supervisor of all its employees working under the agreement. The Contractor's supervisory personnel shall have at least one (I) year of supervisory experience in cleaning similar type facilities.
- D. The Contractor shall have adequate and appropriate experience to provide the indicated cleaning services under the agreement.
- E. The Contractor shall provide the services required Monday through Friday. Additional special cleaning services may be requested by the Custodial Services Administrator on dates or at times other than indicated which may fall under Non Spec duties. The Custodial Services Administrator will review yearly policies and procedures to follow for Inclement Weather.

The Contractor should adhere to the same procedures established by WCPSS.

F. CONTRACTED CRIMINAL RECORD CHECK FOR CUSTODIANS

Wake County Public Schools will do a Criminal Record Check on all new custodial contract employees assigned to WCPSS facilities. This background check will be for the past fifteen (15) years where applicable. The WCPSS Human Resources Administrator must clear the background check before the contract employee begins work at a WCPSS facility.

1. The contract employee will fill out a waiver and general release form (this form must be notarized in order to be complete.)
2. An application supplement form must be filled out. These forms will be provided by WCPSS and they must be returned to Mickey Fowler, Custodial Services Administrator.
3. The application will be submitted to the WCPSS Human Resources Administrator for approval.
4. Once the application is cleared by WCPSS, the contractor will be notified as to whether or not the employee is cleared to work at a WCPSS facility.
5. The original application supplement will be filed and a copy will be returned to the contractor with a reference number in the top right hand corner of the Application. This number will be a reference number for invoicing the contractor.
6. The contractor will be responsible for paying the CRC costs for all applications submitted during that month.

- G. The Contractor shall wear appropriate identification badges, nametags or uniforms at all times while on any WCPSS property. Contractor employees must be well groomed and neat in appearance, meeting a professional dress code acceptable to WCPSS. Additionally, all contractor employees will be required to sign in and sign out on the employee sign in log each day at the school where they are performing services. The Contractor shall take all measures necessary to comply with the security rules and regulations of WCPSS and all applicable Federal, State and Local rules, laws and regulations. Employees serving hereunder shall not use controlled substances not prescribed for them or illegal substances on or off WCPSS premises. No employee shall report to the work site impaired by or suffering from the effects of drugs or alcohol. WCPSS is a Smoke-Free Workplace.
- H. The Contractor shall not disturb, rearrange or discard any papers, documents, boxes or other materials in any room except that which is deposited in the trash receptacles or in other designated areas for trash unless such materials are properly identified as trash. The Contractor shall not open drawers, files or filing cabinets, desks or tables, or operate computers or computer equipment without the express permission of or by request of the Custodial Services Administrator. The Contractor shall not move, use, clean or otherwise handle any copy machine or other office machine without the express permission of or by request of the Custodial Services Administrator.
- I. The Contractor shall not remove any article, materials, equipment, tools, devices, computer equipment, office equipment, paper products, restroom supplies or items found in any waste or trash receptacle, dumpster or container, without the written permission of the Custodial Services Administrator.
- J. The Contractor shall report any destruction, loss or, or damage to any WCPSS property within 24 hours of the loss or damage. The report shall be provided to the Custodial Services Administrator in writing and shall specify the type, location and extent of loss or damage. Failure to report any destruction, loss or damage may be construed as default on the part of the Contractor and, if so determined, may result in termination of the Service Agreement for that site.
- K. The contractor shall be responsible for all keys/pass cards issued by WCPSS. The Contractor

shall sign for and return keys/pass cards to the Custodial Services Administrator on demand.

Lost keys/pass cards shall be reported to the Custodial Services Administrator and all costs for necessary lock changes and replacement keys/pass cards shall be charged to the Contractor.

- L. The Contractor shall not leave keys in doors or admit anyone into any building or office that is not a designated WCPSS employee, Contractor or contract employee. Any door previously locked and opened by the Contractor shall be re-locked prior to leaving the premises.
- M. All windows and doors shall be closed and locked upon completion of work and the alarm system activated. Interior lights shall be turned off and exit lights shall be turned on prior to leaving the building as applicable.
 - N. Failure of contractor employees to properly deactivate and/or activate security alarm(s) and resulting in false alarm calls and subsequent charges to WCPSS plus any related actual costs incurred by WCPSS will be paid for by the Contractor as instructed.
- O. The following procedures must be followed to eliminate false fire alarms:
 - 1. When preparing to buff floors (or any other activity causing high levels of air borne dust particles) call the fire alarm monitoring company phone number listed on the fire alarm panel and request that the fire alarm be put on "TEST."
 - 2. When specifying a start and stop time for the alarm to be in test mode, be sure to include a one hour period for dust particles to settle.
 - 3. Contractor should monitor building for fire or any security issues while alarm system is on test.
 - 4. Should there be a fire emergency during the time the Alarm system is on test, the Contractor should call 9-911 and alert the Security Tower.

Failure to follow these procedures, resulting in false alarm activation and the dispatching of emergency services and/or WCPSS employees to the site, will result in an assessment on the monthly invoice for that school of actual costs incurred by WCPSS

- O. The Contractor shall not engage in idle conversation or other unnecessary conversation, or otherwise cause disruptions to employees of WCPSS or other visitor and user of the facilities.
- P. The Contractor shall not use any telephone or radio equipment installed in the building or under the jurisdiction of WCPSS for any calls other than to report official business or emergency condition that could cause damage to property or loss of life.
- Q. The Contractor shall operate vacuum cleaners in such a manner as to avoid damaging walls, furniture, carpets and other items within the building. The Contractor shall store vacuum cleaners in the designated locations with electrical cords secured to or stored within the vacuum cleaner in accordance with the manufacturer's instructions or design. All vacuum cleaners shall have and operate with a Hepa filtration system

R. The Contractor shall provide a list of all cleaning chemicals to be used in WCPSS facilities.

1. The following types of chemicals should not be used to perform cleaning services in any Wake County Public School System facility.

- a. Acid based bowl cleaners
- b. Acid based cleaners
- c. Citrus based cleaners
- d. Ammonia
- e. Caustic cleaners
- f. Oil based bathroom cleaners
- g. Butyl chemicals
- h. Zinc based wax or cleaners
- i. Strong scented or high ph caustic strippers
- j. Pumice stones
- k. Powdered cleansers (i.e., Ajax, Comet, etc.)

2. The following list shows examples of chemicals that can be used to perform cleaning services in any Wake County Public School facility.

- a. Non-acid based bowl cleaners
- b. Non-abrasive/creme cleaners
- c. Non-oil based disinfectant cleaner that kill HIV and TB
- d. Low odor stripping products
- e. Neutral floor cleaners
- f. Green cleaning products

S. The Contractor shall provide two copies of the Safety Data Sheets (SDS) for all cleaning chemicals to be used in WCPSS facilities. One copy is to be set in a place that shall be easily accessible to all occupants of each site. One copy is to be provided to the Custodial Services Department.

T. The Contractor shall follow manufacturer's specifications and guidelines for the use and disposal of all cleaning chemicals.

U. The Contractor shall be responsible for off-site disposal of any and all unused cleaning supplies and equipment containing hazardous materials.

V. The Contractor shall provide the services indicated in the Custodial Services Specifications (attached herein), no less frequently than the schedule specifies. The Custodial Services Administrator, or designated WCPSS representatives, may inspect the premises on a random basis, to ascertain whether the services are being provided at a satisfactory level. In addition, planned monthly inspections will be conducted by WCPSS and assigned a grade based on a 100 point scale. A grade below 80% requires immediate corrections.

W. The Contractor shall meet with the Custodial Services Administrator once a month or as needed for a conference and tour to evaluate the performance of the agreement.

IV. SUBCONTRACTING

Work proposed to be performed under this service agreement shall not be subcontracted.

V. DEDUCTIONS

Deductions from monthly invoices will be made in the percentages indicated below if contractor fails to perform duties as specified in this bid document or fails to maintain an 80% or greater grade on monthly inspections.

- First instance – Contractor and Custodial Services Administrator (CSA) perform on-site review of areas of concern and CSA provides written documentation to contractor of findings.
- Second instance – 5% reduction of monthly routine charge
- Third instance – 10% reductions of monthly routine charge
- Fourth instance – Termination of contract

VII. TERMINATION

WCPSS may terminate this agreement without penalty at any time by notice in writing from WCPSS to the Contractor

VIII. ESCALATION CLAUSE

Prices offered herein shall be firm from the date of the initial contract until June 30, 2018.

IX. EVALUATION OF PROPOSALS

A. The proposal will be evaluated for completeness, content, and ability of the contractor based on the following factors.

1. Overall experience
2. Qualifications
3. References provided
4. Financial Stability
5. Pricing
6. Total labor hours per day

B. The award to one Contractor does not mean the other proposals lack merit but, with all factors considered, the chosen proposal is deemed to provide the best value to WCPSS. WCPSS reserves the right to award contract in whole or part as it deems necessary to provide the best value for WCPSS.

X. SERVICE AGREEMENT PERIOD

The service agreement period is July 1 thru June 30. The initial agreement shall be for three years, with an option to renew for two more consecutive one year periods, for a total of five years. Again, Pricing shall be held as firm for the initial three year period.

XI. INVOICES

Invoices for services provided by the Contractor to WCPSS shall be submitted on monthly basis with separate invoices submitted for each site.

XII. ASSIGNMENT

No assignment of the Contractor's obligations or the Contractor's right to receive payment hereunder shall be permitted.

PROPOSAL FORM (return with proposal)

Commodity: Custodial Contract Cleaning Services

Site: Apex Middle Bid #: CS 17-51-1 M

Please provide prices for the following items as referenced in the bid documents.

Net Cleanable Building Square Footage: 127,436 \$ _____/wk

VCT 55,276

Carpet 56,018

Cost per Mobile classroom: 0 classroom Modular \$ _____/wk

Include in net cleanable 0 sq ft

Routine Services: \$ _____/wk

***See pages 2 & 3**

Day Porter Services/Non Specific \$ _____/hr

***See page 4**

Provide Cost Per Event:

B1. Dustmop/sweep all tile floors, steps and stairwells. \$ _____

B2. Vacuum Carpet \$ _____

C1. Low dust all horizontal surfaces to height of 84" \$ _____

C2. Damp clean window ledges and top of lockers \$ _____

C3. Clean exterior and interior of trash cans \$ _____

C4. Mop all VCT floors and stairwells \$ _____

C5. Buff all hallways and cafeteria tile floors \$ _____

C6. Spot clean carpet \$ _____

D1. High dust all horizontal & vertical surfaces accessible with 6' ladder \$ _____

D2. Damp clean baseboards \$ _____

D3. Dust vents \$ _____

E1. Wash all windows and glass partitions (both sides) to height of 84" \$ _____

E2. Clean blinds \$ _____

Project Work: Labor Cost only per square foot.

***See page 5**

Shampoo carpet (bonnet method): \$/sq.ft. _____

Shampoo carpet (extraction method): \$/sq.ft. _____

Strip and refinish floors (resilient tiles): \$/sq.ft. _____

Clean and reseal Linoleum floor: \$/sq.ft. _____

Clean and reseal Sports floor: \$/sq.ft. _____

PROPOSAL FORM (return with proposal)

Commodity: Custodial Contract Cleaning Services

Site: Beaver Dam Elementary Bid #: CS 17-51-10E

Please provide prices for the following items as referenced in the bid documents.

Net Cleanable Building Square Footage: 89,443 \$ _____/wk

VCT 46,734

Carpet 38,236

Cost per Mobile classroom: classroom Modular \$ _____/wk

Include in net cleanable sq ft each

Routine Services: \$ _____/wk

***See pages 2 & 3**

Day Porter Services/Non Specific \$ _____/hr

***See page 4**

Provide Cost Per Event:

B1. Dustmop/sweep all tile floors, steps and stairwells. \$ _____

B2. Vacuum Carpet \$ _____

C1. Low dust all horizontal surfaces to height of 84" \$ _____

C2. Damp clean window ledges and top of lockers \$ _____

C3. Clean exterior and interior of trash cans \$ _____

C4. Mop all VCT floors and stairwells \$ _____

C5. Buff all hallways and cafeteria tile floors \$ _____

C6. Spot clean carpet \$ _____

D1. High dust all horizontal & vertical surfaces accessible with 6' ladder \$ _____

D2. Damp clean baseboards \$ _____

D3. Dust vents \$ _____

E1. Wash all windows and glass partitions (both sides) to height of 84" \$ _____

E2. Clean blinds \$ _____

Project Work: Labor Cost only per square foot.

***See page 5**

Shampoo carpet (bonnet method): \$/sq.ft. _____

Shampoo carpet (extraction method): \$/sq.ft. _____

Strip and refinish floors (resilient tiles): \$/sq.ft. _____

Clean and reseal Linoleum floor: \$/sq.ft. _____

Clean and reseal Sports floor: \$/sq.ft. _____

PROPOSAL FORM (return with proposal)

Commodity: Custodial Contract Cleaning Services

Site: Cary Elementary Bid #: CS 17-51-1E

Please provide prices for the following items as referenced in the bid documents.

Net Cleanable Building Square Footage: 86,986 \$ _____/wk

VCT 45,450

Carpet 37,186

Cost per Mobile classroom: 0 classroom Modular \$ _____/wk

Include in net cleanable 0 sq ft

Routine Services: \$ _____/wk

***See pages 2 & 3**

Day Porter Services/Non Specific \$ _____/hr

***See page 4**

Provide Cost Per Event:

B1. Dustmop/sweep all tile floors, steps and stairwells. \$ _____

B2. Vacuum Carpet \$ _____

C1. Low dust all horizontal surfaces to height of 84" \$ _____

C2. Damp clean window ledges and top of lockers \$ _____

C3. Clean exterior and interior of trash cans \$ _____

C4. Mop all VCT floors and stairwells \$ _____

C5. Buff all hallways and cafeteria tile floors \$ _____

C6. Spot clean carpet \$ _____

D1. High dust all horizontal & vertical surfaces accessible with 6' ladder \$ _____

D2. Damp clean baseboards \$ _____

D3. Dust vents \$ _____

E1. Wash all windows and glass partitions (both sides) to height of 84" \$ _____

E2. Clean blinds \$ _____

Project Work: Labor Cost only per square foot.

***See page 5**

Shampoo carpet (bonnet method): \$/sq.ft. _____

Shampoo carpet (extraction method): \$/sq.ft. _____

Strip and refinish floors (resilient tiles): \$/sq.ft. _____

Clean and reseal Linoleum floor: \$/sq.ft. _____

Clean and reseal Sports floor: \$/sq.ft. _____

PROPOSAL FORM (return with proposal)

Commodity: Custodial Contract Cleaning Services

Site: Cary High Bid #: CS 17-51-2H

Please provide prices for the following items as referenced in the bid documents.

Net Cleanable Building Square Footage: 249,282 \$ _____/wk

VCT 137,105

Carpet 92,234

Cost per Mobile classroom: classroom Modular \$ _____/wk
Include in net cleanable sq ft each

Routine Services: \$ _____/wk

***See pages 2 & 3**

Day Porter Services/Non Specific \$ _____/hr

***See page 4**

Provide Cost Per Event:

B1. Dustmop/sweep all tile floors, steps and stairwells. \$ _____

B2. Vacuum Carpet \$ _____

C1. Low dust all horizontal surfaces to height of 84" \$ _____

C2. Damp clean window ledges and top of lockers \$ _____

C3. Clean exterior and interior of trash cans \$ _____

C4. Mop all VCT floors and stairwells \$ _____

C5. Buff all hallways and cafeteria tile floors \$ _____

C6. Spot clean carpet \$ _____

D1. High dust all horizontal & vertical surfaces accessible with 6' ladder \$ _____

D2. Damp clean baseboards \$ _____

D3. Dust vents \$ _____

E1. Wash all windows and glass partitions (both sides) to height of 84" \$ _____

E2. Clean blinds \$ _____

Project Work: Labor Cost only per square foot.

***See page 5**

Shampoo carpet (bonnet method): \$/sq.ft. _____

Shampoo carpet (extraction method): \$/sq.ft. _____

Strip and refinish floors (resilient tiles): \$/sq.ft. _____

Clean and reseal Linoleum floor: \$/sq.ft. _____

Clean and reseal Sports floor: \$/sq.ft. _____

PROPOSAL FORM (return with proposal)

Commodity: Custodial Contract Cleaning Services

Site: Cedar Fork Elementary Bid #: CS 17-51-2E

Please provide prices for the following items as referenced in the bid documents.

Net Cleanable Building Square Footage: 90,868 \$ _____/wk

VCT 54,996

Carpet 32,115

Cost per Mobile classroom: 7 single classroom 2 Modular \$ _____/wk

Include in net cleanable 21,792 sq ft

Routine Services: \$ _____/wk

***See pages 2 & 3**

Day Porter Services/Non Specific \$ _____/hr

***See page 4**

Provide Cost Per Event:

B1. Dustmop/sweep all tile floors, steps and stairwells. \$ _____

B2. Vacuum Carpet \$ _____

C1. Low dust all horizontal surfaces to height of 84" \$ _____

C2. Damp clean window ledges and top of lockers \$ _____

C3. Clean exterior and interior of trash cans \$ _____

C4. Mop all VCT floors and stairwells \$ _____

C5. Buff all hallways and cafeteria tile floors \$ _____

C6. Spot clean carpet \$ _____

D1. High dust all horizontal & vertical surfaces accessible with 6' ladder \$ _____

D2. Damp clean baseboards \$ _____

D3. Dust vents \$ _____

E1. Wash all windows and glass partitions (both sides) to height of 84" \$ _____

E2. Clean blinds \$ _____

Project Work: Labor Cost only per square foot.

***See page 5**

Shampoo carpet (bonnet method): \$/sq.ft. _____

Shampoo carpet (extraction method): \$/sq.ft. _____

Strip and refinish floors (resilient tiles): \$/sq.ft. _____

Clean and reseal Linoleum floor: \$/sq.ft. _____

Clean and reseal Sports floor: \$/sq.ft. _____

PROPOSAL FORM (return with proposal)

Commodity: Custodial Contract Cleaning Services

Site: East Cary Middle Bid #: CS 17-51-2M

Please provide prices for the following items as referenced in the bid documents.

Net Cleanable Building Square Footage: 116,174 \$ _____/wk

VCT 59,742

Carpet 48,880

Cost per Mobile classroom: 1 single classroom Modular \$ _____/wk

Include in net cleanable 864 sq ft

Routine Services: \$ _____/wk

***See pages 2 & 3**

Day Porter Services/Non Specific \$ _____/hr

***See page 4**

Provide Cost Per Event:

B1. Dustmop/sweep all tile floors, steps and stairwells. \$ _____

B2. Vacuum Carpet \$ _____

C1. Low dust all horizontal surfaces to height of 84" \$ _____

C2. Damp clean window ledges and top of lockers \$ _____

C3. Clean exterior and interior of trash cans \$ _____

C4. Mop all VCT floors and stairwells \$ _____

C5. Buff all hallways and cafeteria tile floors \$ _____

C6. Spot clean carpet \$ _____

D1. High dust all horizontal & vertical surfaces accessible with 6' ladder \$ _____

D2. Damp clean baseboards \$ _____

D3. Dust vents \$ _____

E1. Wash all windows and glass partitions (both sides) to height of 84" \$ _____

E2. Clean blinds \$ _____

Project Work: Labor Cost only per square foot.

***See page 5**

Shampoo carpet (bonnet method): \$/sq.ft. _____

Shampoo carpet (extraction method): \$/sq.ft. _____

Strip and refinish floors (resilient tiles): \$/sq.ft. _____

Clean and reseal Linoleum floor: \$/sq.ft. _____

Clean and reseal Sports floor: \$/sq.ft. _____

PROPOSAL FORM (return with proposal)

Commodity: Custodial Contract Cleaning Services

Site: Knightdale High Bid #: CS 17-51-1H

Please provide prices for the following items as referenced in the bid documents.

Net Cleanable Building Square Footage: 232,259 \$ _____/wk

VCT 112,661

Carpet 68,299

Cost per Mobile classroom: 8 classroom Modular \$ _____/wk

Include in net cleanable 7,872 sq ft

Routine Services: \$ _____/wk

***See pages 2 & 3**

Day Porter Services/Non Specific \$ _____/hr

***See page 4**

Provide Cost Per Event:

B1. Dustmop/sweep all tile floors, steps and stairwells. \$ _____

B2. Vacuum Carpet \$ _____

C1. Low dust all horizontal surfaces to height of 84" \$ _____

C2. Damp clean window ledges and top of lockers \$ _____

C3. Clean exterior and interior of trash cans \$ _____

C4. Mop all VCT floors and stairwells \$ _____

C5. Buff all hallways and cafeteria tile floors \$ _____

C6. Spot clean carpet \$ _____

D1. High dust all horizontal & vertical surfaces accessible with 6' ladder \$ _____

D2. Damp clean baseboards \$ _____

D3. Dust vents \$ _____

E1. Wash all windows and glass partitions (both sides) to height of 84" \$ _____

E2. Clean blinds \$ _____

Project Work: Labor Cost only per square foot.

***See page 5**

Shampoo carpet (bonnet method): \$/sq.ft. _____

Shampoo carpet (extraction method): \$/sq.ft. _____

Strip and refinish floors (resilient tiles): \$/sq.ft. _____

Clean and reseal Linoleum floor: \$/sq.ft. _____

Clean and reseal Sports floor: \$/sq.ft. _____

PROPOSAL FORM (return with proposal)

Commodity: Custodial Contract Cleaning Services

Site: North Garner Middle Bid #: CS 17-51-3M

Please provide prices for the following items as referenced in the bid documents.

Net Cleanable Building Square Footage: 122,588 \$ _____/wk

VCT 78,056

Carpet 14,116

Cost per Mobile classroom: 5 single classroom \$ _____/wk

Include in net cleanable 4,320 sq ft

Routine Services: \$ _____/wk

***See pages 2 & 3**

Day Porter Services/Non Specific \$ _____/hr

***See page 4**

Provide Cost Per Event:

B1. Dustmop/sweep all tile floors, steps and stairwells. \$ _____

B2. Vacuum Carpet \$ _____

C1. Low dust all horizontal surfaces to height of 84" \$ _____

C2. Damp clean window ledges and top of lockers \$ _____

C3. Clean exterior and interior of trash cans \$ _____

C4. Mop all VCT floors and stairwells \$ _____

C5. Buff all hallways and cafeteria tile floors \$ _____

C6. Spot clean carpet \$ _____

D1. High dust all horizontal & vertical surfaces accessible with 6' ladder \$ _____

D2. Damp clean baseboards \$ _____

D3. Dust vents \$ _____

E1. Wash all windows and glass partitions (both sides) to height of 84" \$ _____

E2. Clean blinds \$ _____

Project Work: Labor Cost only per square foot.

***See page 5**

Shampoo carpet (bonnet method): \$/sq.ft. _____

Shampoo carpet (extraction method): \$/sq.ft. _____

Strip and refinish floors (resilient tiles): \$/sq.ft. _____

Clean and reseal Linoleum floor: \$/sq.ft. _____

Clean and reseal Sports floor: \$/sq.ft. _____

PROPOSAL FORM (return with proposal)

Commodity: Custodial Contract Cleaning Services

Site: Oakview Elementary Bid #: CS 17-51-8E

Please provide prices for the following items as referenced in the bid documents.

Net Cleanable Building Square Footage: 89,443 \$ _____/wk

VCT 46,734

Carpet 38,236

Cost per Mobile classroom: classroom Modular \$ _____/wk
Include in net cleanable sq ft each

Routine Services: \$ _____/wk

***See pages 2 & 3**

Day Porter Services/Non Specific \$ _____/hr

***See page 4**

Provide Cost Per Event:

B1. Dustmop/sweep all tile floors, steps and stairwells. \$ _____

B2. Vacuum Carpet \$ _____

C1. Low dust all horizontal surfaces to height of 84" \$ _____

C2. Damp clean window ledges and top of lockers \$ _____

C3. Clean exterior and interior of trash cans \$ _____

C4. Mop all VCT floors and stairwells \$ _____

C5. Buff all hallways and cafeteria tile floors \$ _____

C6. Spot clean carpet \$ _____

D1. High dust all horizontal & vertical surfaces accessible with 6' ladder \$ _____

D2. Damp clean baseboards \$ _____

D3. Dust vents \$ _____

E1. Wash all windows and glass partitions (both sides) to height of 84" \$ _____

E2. Clean blinds \$ _____

Project Work: Labor Cost only per square foot.

***See page 5**

Shampoo carpet (bonnet method): \$/sq.ft. _____

Shampoo carpet (extraction method): \$/sq.ft. _____

Strip and refinish floors (resilient tiles): \$/sq.ft. _____

Clean and reseal Linoleum floor: \$/sq.ft. _____

Clean and reseal Sports floor: \$/sq.ft. _____

PROPOSAL FORM (return with proposal)

Commodity: Custodial Contract Cleaning Services

Site: Penny Road Elementary Bid #: CS 17-51-3E

Please provide prices for the following items as referenced in the bid documents.

Net Cleanable Building Square Footage: 70,408 \$ _____/wk

VCT 28,415

Carpet 36,567

Cost per Mobile classroom: 5 single classroom 1 Modular \$ _____/wk
Include in net cleanable 8,704 sq ft

Routine Services: \$ _____/wk

***See pages 2 & 3**

Day Porter Services/Non Specific \$ _____/hr

***See page 4**

Provide Cost Per Event:

B1. Dustmop/sweep all tile floors, steps and stairwells. \$ _____

B2. Vacuum Carpet \$ _____

C1. Low dust all horizontal surfaces to height of 84" \$ _____

C2. Damp clean window ledges and top of lockers \$ _____

C3. Clean exterior and interior of trash cans \$ _____

C4. Mop all VCT floors and stairwells \$ _____

C5. Buff all hallways and cafeteria tile floors \$ _____

C6. Spot clean carpet \$ _____

D1. High dust all horizontal & vertical surfaces accessible with 6' ladder \$ _____

D2. Damp clean baseboards \$ _____

D3. Dust vents \$ _____

E1. Wash all windows and glass partitions (both sides) to height of 84" \$ _____

E2. Clean blinds \$ _____

Project Work: Labor Cost only per square foot.

***See page 5**

Shampoo carpet (bonnet method): \$/sq.ft. _____

Shampoo carpet (extraction method): \$/sq.ft. _____

Strip and refinish floors (resilient tiles): \$/sq.ft. _____

Clean and reseal Linoleum floor: \$/sq.ft. _____

Clean and reseal Sports floor: \$/sq.ft. _____

PROPOSAL FORM (return with proposal)

Commodity: Custodial Contract Cleaning Services

Site: Pine Hollow Middle Bid #: CS 17-51-7M

Please provide prices for the following items as referenced in the bid documents.

Net Cleanable Building Square Footage: 127,772 \$ _____/wk

VCT 65,534

Carpet 53,618

Cost per Mobile classroom: classroom Modular \$ _____/wk
Include in net cleanable sq ft

Routine Services: \$ _____/wk

***See pages 2 & 3**

Day Porter Services/Non Specific \$ _____/hr

***See page 4**

Provide Cost Per Event:

B1. Dustmop/sweep all tile floors, steps and stairwells. \$ _____

B2. Vacuum Carpet \$ _____

C1. Low dust all horizontal surfaces to height of 84" \$ _____

C2. Damp clean window ledges and top of lockers \$ _____

C3. Clean exterior and interior of trash cans \$ _____

C4. Mop all VCT floors and stairwells \$ _____

C5. Buff all hallways and cafeteria tile floors \$ _____

C6. Spot clean carpet \$ _____

D1. High dust all horizontal & vertical surfaces accessible with 6' ladder \$ _____

D2. Damp clean baseboards \$ _____

D3. Dust vents \$ _____

E1. Wash all windows and glass partitions (both sides) to height of 84" \$ _____

E2. Clean blinds \$ _____

Project Work: Labor Cost only per square foot.

***See page 5**

Shampoo carpet (bonnet method): \$/sq.ft. _____

Shampoo carpet (extraction method): \$/sq.ft. _____

Strip and refinish floors (resilient tiles): \$/sq.ft. _____

Clean and reseal Linoleum floor: \$/sq.ft. _____

Clean and reseal Sports floor: \$/sq.ft. _____

PROPOSAL FORM (return with proposal)

Commodity: Custodial Contract Cleaning Services

Site: Pleasant Grove Elementary Bid #: CS 17-51-9E

Please provide prices for the following items as referenced in the bid documents.

Net Cleanable Building Square Footage: 89,443 \$ _____/wk

VCT 46,734

Carpet 38,236

Cost per Mobile classroom: classroom Modular \$ _____/wk
Include in net cleanable sq ft each

Routine Services: \$ _____/wk

***See pages 2 & 3**

Day Porter Services/Non Specific \$ _____/hr

***See page 4**

Provide Cost Per Event:

B1. Dustmop/sweep all tile floors, steps and stairwells. \$ _____

B2. Vacuum Carpet \$ _____

C1. Low dust all horizontal surfaces to height of 84" \$ _____

C2. Damp clean window ledges and top of lockers \$ _____

C3. Clean exterior and interior of trash cans \$ _____

C4. Mop all VCT floors and stairwells \$ _____

C5. Buff all hallways and cafeteria tile floors \$ _____

C6. Spot clean carpet \$ _____

D1. High dust all horizontal & vertical surfaces accessible with 6' ladder \$ _____

D2. Damp clean baseboards \$ _____

D3. Dust vents \$ _____

E1. Wash all windows and glass partitions (both sides) to height of 84" \$ _____

E2. Clean blinds \$ _____

Project Work: Labor Cost only per square foot.

***See page 5**

Shampoo carpet (bonnet method): \$/sq.ft. _____

Shampoo carpet (extraction method): \$/sq.ft. _____

Strip and refinish floors (resilient tiles): \$/sq.ft. _____

Clean and reseal Linoleum floor: \$/sq.ft. _____

Clean and reseal Sports floor: \$/sq.ft. _____

PROPOSAL FORM (return with proposal)

Commodity: Custodial Contract Cleaning Services

Site: Powell Elementary Bid #: CS 17-51-6E

Please provide prices for the following items as referenced in the bid documents.

Net Cleanable Building Square Footage: 53,177 \$ _____/wk

VCT 27,785

Carpet 22,733

Cost per Mobile classroom: classroom Modular \$ _____/wk
Include in net cleanable sq ft

Routine Services: \$ _____/wk

***See pages 2 & 3**

Day Porter Services/Non Specific \$ _____/hr

***See page 4**

Provide Cost Per Event:

B1. Dustmop/sweep all tile floors, steps and stairwells. \$ _____

B2. Vacuum Carpet \$ _____

C1. Low dust all horizontal surfaces to height of 84" \$ _____

C2. Damp clean window ledges and top of lockers \$ _____

C3. Clean exterior and interior of trash cans \$ _____

C4. Mop all VCT floors and stairwells \$ _____

C5. Buff all hallways and cafeteria tile floors \$ _____

C6. Spot clean carpet \$ _____

D1. High dust all horizontal & vertical surfaces accessible with 6' ladder \$ _____

D2. Damp clean baseboards \$ _____

D3. Dust vents \$ _____

E1. Wash all windows and glass partitions (both sides) to height of 84" \$ _____

E2. Clean blinds \$ _____

Project Work: Labor Cost only per square foot.

***See page 5**

Shampoo carpet (bonnet method): \$/sq.ft. _____

Shampoo carpet (extraction method): \$/sq.ft. _____

Strip and refinish floors (resilient tiles): \$/sq.ft. _____

Clean and reseal Linoleum floor: \$/sq.ft. _____

Clean and reseal Sports floor: \$/sq.ft. _____

PROPOSAL FORM (return with proposal)

Commodity: Custodial Contract Cleaning Services

Site: Root Elementary Bid #: CS 17-51-7E

Please provide prices for the following items as referenced in the bid documents.

Net Cleanable Building Square Footage: 53,976 \$ _____/wk

VCT 28,202

Carpet 23,074

Cost per Mobile classroom: classroom Modular \$ _____/wk
Include in net cleanable sq ft each

Routine Services: \$ _____/wk
***See pages 2 & 3**

Day Porter Services/Non Specific \$ _____/hr
***See page 4**

Provide Cost Per Event:

B1. Dustmop/sweep all tile floors, steps and stairwells. \$ _____

B2. Vacuum Carpet \$ _____

C1. Low dust all horizontal surfaces to height of 84" \$ _____

C2. Damp clean window ledges and top of lockers \$ _____

C3. Clean exterior and interior of trash cans \$ _____

C4. Mop all VCT floors and stairwells \$ _____

C5. Buff all hallways and cafeteria tile floors \$ _____

C6. Spot clean carpet \$ _____

D1. High dust all horizontal & vertical surfaces accessible with 6' ladder \$ _____

D2. Damp clean baseboards \$ _____

D3. Dust vents \$ _____

E1. Wash all windows and glass partitions (both sides) to height of 84" \$ _____

E2. Clean blinds \$ _____

Project Work: Labor Cost only per square foot.

***See page 5**

Shampoo carpet (bonnet method): \$/sq.ft. _____

Shampoo carpet (extraction method): \$/sq.ft. _____

Strip and refinish floors (resilient tiles): \$/sq.ft. _____

Clean and reseal Linoleum floor: \$/sq.ft. _____

Clean and reseal Sports floor: \$/sq.ft. _____

PROPOSAL FORM (return with proposal)

Commodity: Custodial Contract Cleaning Services

Site: Salem Elementary Bid #: CS 17-51-4E

Please provide prices for the following items as referenced in the bid documents.

Net Cleanable Building Square Footage: 80,909 \$ _____/wk

VCT 42,838

Carpet 32,165

Cost per Mobile classroom: 9 classroom 1 Modular \$ _____/wk

Include in net cleanable 13,899 sq ft

Routine Services: \$ _____/wk

***See pages 2 & 3**

Day Porter Services/Non Specific \$ _____/hr

***See page 4**

Provide Cost Per Event:

B1. Dustmop/sweep all tile floors, steps and stairwells. \$ _____

B2. Vacuum Carpet \$ _____

C1. Low dust all horizontal surfaces to height of 84" \$ _____

C2. Damp clean window ledges and top of lockers \$ _____

C3. Clean exterior and interior of trash cans \$ _____

C4. Mop all VCT floors and stairwells \$ _____

C5. Buff all hallways and cafeteria tile floors \$ _____

C6. Spot clean carpet \$ _____

D1. High dust all horizontal & vertical surfaces accessible with 6' ladder \$ _____

D2. Damp clean baseboards \$ _____

D3. Dust vents \$ _____

E1. Wash all windows and glass partitions (both sides) to height of 84" \$ _____

E2. Clean blinds \$ _____

Project Work: Labor Cost only per square foot.

***See page 5**

Shampoo carpet (bonnet method): \$/sq.ft. _____

Shampoo carpet (extraction method): \$/sq.ft. _____

Strip and refinish floors (resilient tiles): \$/sq.ft. _____

Clean and reseal Linoleum floor: \$/sq.ft. _____

Clean and reseal Sports floor: \$/sq.ft. _____

PROPOSAL FORM (return with proposal)

Commodity: Custodial Contract Cleaning Services

Site: Turner Creek Elementary Bid #: CS 17-51-4E

Please provide prices for the following items as referenced in the bid documents.

Net Cleanable Building Square Footage: 72,206 \$ _____/wk
VCT 38,103
Carpet 34,060
Cost per Mobile classroom: 2 single classroom 1 Modular \$ _____/wk
Include in net cleanable 7,851 sq ft

Routine Services: \$ _____/wk
***See pages 2 & 3**

Day Porter Services/Non Specific \$ _____/hr
***See page 4**

Provide Cost Per Event:

B1. Dustmop/sweep all tile floors, steps and stairwells. \$ _____
B2. Vacuum Carpet \$ _____
C1. Low dust all horizontal surfaces to height of 84" \$ _____
C2. Damp clean window ledges and top of lockers \$ _____
C3. Clean exterior and interior of trash cans \$ _____
C4. Mop all VCT floors and stairwells \$ _____
C5. Buff all hallways and cafeteria tile floors \$ _____
C6. Spot clean carpet \$ _____
D1. High dust all horizontal & vertical surfaces accessible with 6' ladder \$ _____
D2. Damp clean baseboards \$ _____
D3. Dust vents \$ _____
E1. Wash all windows and glass partitions (both sides) to height of 84" \$ _____
E2. Clean blinds \$ _____

Project Work: Labor Cost only per square foot.

***See page 5**

Shampoo carpet (bonnet method): \$/sq.ft. _____
Shampoo carpet (extraction method): \$/sq.ft. _____
Strip and refinish floors (resilient tiles): \$/sq.ft. _____
Clean and reseal Linoleum floor: \$/sq.ft. _____
Clean and reseal Sports floor: \$/sq.ft. _____

PROPOSAL FORM (return with proposal)

Commodity: Custodial Contract Cleaning Services

Site: Wendell Middle Bid #: CS 17-51-6M

Please provide prices for the following items as referenced in the bid documents.

Net Cleanable Building Square Footage: 124,772 \$ _____/wk

VCT 64,164

Carpet 52,497

Cost per Mobile classroom: classroom Modular \$ _____/wk
Include in net cleanable sq ft

Routine Services: \$ _____/wk

***See pages 2 & 3**

Day Porter Services/Non Specific \$ _____/hr

***See page 4**

Provide Cost Per Event:

B1. Dustmop/sweep all tile floors, steps and stairwells. \$ _____

B2. Vacuum Carpet \$ _____

C1. Low dust all horizontal surfaces to height of 84" \$ _____

C2. Damp clean window ledges and top of lockers \$ _____

C3. Clean exterior and interior of trash cans \$ _____

C4. Mop all VCT floors and stairwells \$ _____

C5. Buff all hallways and cafeteria tile floors \$ _____

C6. Spot clean carpet \$ _____

D1. High dust all horizontal & vertical surfaces accessible with 6' ladder \$ _____

D2. Damp clean baseboards \$ _____

D3. Dust vents \$ _____

E1. Wash all windows and glass partitions (both sides) to height of 84" \$ _____

E2. Clean blinds \$ _____

Project Work: Labor Cost only per square foot.

***See page 5**

Shampoo carpet (bonnet method): \$/sq.ft. _____

Shampoo carpet (extraction method): \$/sq.ft. _____

Strip and refinish floors (resilient tiles): \$/sq.ft. _____

Clean and reseal Linoleum floor: \$/sq.ft. _____

Clean and reseal Sports floor: \$/sq.ft. _____

PROPOSAL FORM (return with proposal)

Commodity: Custodial Contract Cleaning Services

Site: West Millbrook Middle Bid #: CS 17-51-4M

Please provide prices for the following items as referenced in the bid documents.

Net Cleanable Building Square Footage: 123,837 \$ _____/wk

VCT 54,992

Carpet 48,110

Cost per Mobile classroom: 9 single classroom \$ _____/wk

Include in net cleanable 7,776 sq ft each

Routine Services: \$ _____/wk

***See pages 2 & 3**

Day Porter Services/Non Specific \$ _____/hr

***See page 4**

Provide Cost Per Event:

B1. Dustmop/sweep all tile floors, steps and stairwells. \$ _____

B2. Vacuum Carpet \$ _____

C1. Low dust all horizontal surfaces to height of 84" \$ _____

C2. Damp clean window ledges and top of lockers \$ _____

C3. Clean exterior and interior of trash cans \$ _____

C4. Mop all VCT floors and stairwells \$ _____

C5. Buff all hallways and cafeteria tile floors \$ _____

C6. Spot clean carpet \$ _____

D1. High dust all horizontal & vertical surfaces accessible with 6' ladder \$ _____

D2. Damp clean baseboards \$ _____

D3. Dust vents \$ _____

E1. Wash all windows and glass partitions (both sides) to height of 84" \$ _____

E2. Clean blinds \$ _____

Project Work: Labor Cost only per square foot.

***See page 5**

Shampoo carpet (bonnet method): \$/sq.ft. _____

Shampoo carpet (extraction method): \$/sq.ft. _____

Strip and refinish floors (resilient tiles): \$/sq.ft. _____

Clean and reseal Linoleum floor: \$/sq.ft. _____

Clean and reseal Sports floor: \$/sq.ft. _____

PROPOSAL FORM (return with proposal)

Commodity: Custodial Contract Cleaning Services

Site: White Oak Elementary Bid #: CS 17-51-11E

Please provide prices for the following items as referenced in the bid documents.

Net Cleanable Building Square Footage: 86,141 \$ _____/wk

VCT 45,009

Carpet 36,825

Cost per Mobile classroom: classroom Modular \$ _____/wk
Include in net cleanable sq ft each

Routine Services: \$ _____/wk

***See pages 2 & 3**

Day Porter Services/Non Specific \$ _____/hr

***See page 4**

Provide Cost Per Event:

B1. Dustmop/sweep all tile floors, steps and stairwells. \$ _____

B2. Vacuum Carpet \$ _____

C1. Low dust all horizontal surfaces to height of 84" \$ _____

C2. Damp clean window ledges and top of lockers \$ _____

C3. Clean exterior and interior of trash cans \$ _____

C4. Mop all VCT floors and stairwells \$ _____

C5. Buff all hallways and cafeteria tile floors \$ _____

C6. Spot clean carpet \$ _____

D1. High dust all horizontal & vertical surfaces accessible with 6' ladder \$ _____

D2. Damp clean baseboards \$ _____

D3. Dust vents \$ _____

E1. Wash all windows and glass partitions (both sides) to height of 84" \$ _____

E2. Clean blinds \$ _____

Project Work: Labor Cost only per square foot.

***See page 5**

Shampoo carpet (bonnet method): \$/sq.ft. _____

Shampoo carpet (extraction method): \$/sq.ft. _____

Strip and refinish floors (resilient tiles): \$/sq.ft. _____

Clean and reseal Linoleum floor: \$/sq.ft. _____

Clean and reseal Sports floor: \$/sq.ft. _____

PROPOSAL FORM (return with proposal)

Commodity: Custodial Contract Cleaning Services

Site: Zebulon Middle Bid #: CS 17-51-5M

Please provide prices for the following items as referenced in the bid documents.

Net Cleanable Building Square Footage: 132,700 \$ _____/wk

VCT 68,241

Carpet 55,833

Cost per Mobile classroom: 4 single classroom \$ _____/wk

Include in net cleanable 3,456 sq ft

Routine Services: \$ _____/wk

***See pages 2 & 3**

Day Porter Services/Non Specific \$ _____/hr

***See page 4**

Provide Cost Per Event:

B1. Dustmop/sweep all tile floors, steps and stairwells. \$ _____

B2. Vacuum Carpet \$ _____

C1. Low dust all horizontal surfaces to height of 84" \$ _____

C2. Damp clean window ledges and top of lockers \$ _____

C3. Clean exterior and interior of trash cans \$ _____

C4. Mop all VCT floors and stairwells \$ _____

C5. Buff all hallways and cafeteria tile floors \$ _____

C6. Spot clean carpet \$ _____

D1. High dust all horizontal & vertical surfaces accessible with 6' ladder \$ _____

D2. Damp clean baseboards \$ _____

D3. Dust vents \$ _____

E1. Wash all windows and glass partitions (both sides) to height of 84" \$ _____

E2. Clean blinds \$ _____

Project Work: Labor Cost only per square foot.

***See page 5**

Shampoo carpet (bonnet method): \$/sq.ft. _____

Shampoo carpet (extraction method): \$/sq.ft. _____

Strip and refinish floors (resilient tiles): \$/sq.ft. _____

Clean and reseal Linoleum floor: \$/sq.ft. _____

Clean and reseal Sports floor: \$/sq.ft. _____

Custodial Services

<u>17-51</u>	<u>Cleaning Services - Wendell MS</u>	<u>SA</u>
<u>17-51</u>	<u>Cleaning Services - Cary ES</u>	<u>SA</u>
<u>17-51</u>	<u>Cleaning Services - Cedar Fork ES</u>	<u>SA</u>
<u>17-51</u>	<u>Cleaning Services - Apex MS</u>	<u>SA</u>
<u>17-51</u>	<u>Cleaning Services - East Cary MS</u>	<u>SA</u>
<u>17-51</u>	<u>Cleaning Services - Knightdale HS</u>	<u>SA</u>
<u>17-51</u>	<u>Cleaning Services - North Garner MS</u>	<u>SA</u>
<u>17-51</u>	<u>Cleaning Services - Penny Road ES</u>	<u>SA</u>
<u>17-51</u>	<u>Cleaning Services - Salem ES</u>	<u>SA</u>
<u>17-51</u>	<u>Cleaning Services - Turner Creek ES</u>	<u>SA</u>
<u>17-51</u>	<u>Cleaning Services - Cary HS</u>	<u>SA</u>
<u>17-51</u>	<u>Cleaning Services - West Millbrook MS</u>	<u>SA</u>
<u>17-51</u>	<u>Cleaning Services - Powell ES</u>	<u>SA</u>
<u>17-51</u>	<u>Cleaning Services - Zebulon MS</u>	<u>SA</u>
<u>17-51</u>	<u>Cleaning Services - Root ES</u>	<u>SA</u>
<u>17-51</u>	<u>Cleaning Services - Beaver Dam ES</u>	<u>SA</u>
<u>17-51</u>	<u>Cleaning Services - Oak View ES</u>	<u>SA</u>
<u>17-51</u>	<u>Cleaning Services - Pleasant Grove ES</u>	<u>SA</u>
<u>17-51</u>	<u>Cleaning Services - White Oak ES</u>	<u>SA</u>
<u>17-51</u>	<u>Cleaning Services - Pine Hollow MS</u>	<u>SA</u>

WAKE COUNTY PUBLIC SCHOOL SYSTEM

This contract (the "Contract") is made and entered into this [DATE] day of [MONTH], 201[], between the Wake County Board of Education (the "School System"), 5625 Dillard Drive, Cary, North Carolina 27518, and [CORPORATE NAME OF PROVIDER] (the "Provider"), [PROVIDER'S ADDRESS].

For and in consideration of the mutual promises set forth in the Contract the parties do mutually agree as follows:

1. Obligations and Representations of Parties. Provider hereby agrees to provide the following services to the School System: [INCLUDE A DESCRIPTION OF DETAILED SERVICES OR ATTACHMENT "EXHIBIT A" WITH SCOPE OF SERVICES, OR BID AWARD NUMBER; AS APPLICABLE] at designated times and sites as specifically requested and authorized by the School System. The work will be completed in a manner acceptable to the School System and in full compliance with the terms and conditions of this Contract, including any documents incorporated by reference. All agents or employees of Provider who will provide services under this Agreement will be fully qualified, possess any requisite licenses, and otherwise be legally entitled to perform the services provided, and shall exercise the skill and care customarily exercised by duly licensed and qualified providers of the same or similar services. The parties acknowledge that the Wake County Board of Education has authorized the Superintendent or his designee to enter into service contracts involving expenditures of up to \$100,000. The parties further acknowledge that the School System may perform all or part of its obligations pursuant to this Contract through the Superintendent or his designee.
2. Compensation. The School System hereby agrees to compensate Provider in the amount of \$[] once all services have been rendered in accordance with the terms of this Contract. Provider shall provide School System with invoice(s) itemized by service provided, the number of hours worked and by whom, the date(s) that services were provided, and the amount owed, along with any supporting documentation that may be requested in advance by School System. The School System shall process payments to Provider within thirty (30) days of submission of such invoice(s).
 - 2.1. In the event of inclement weather, fire, power failure, or other similar occurrence, which may necessitate the cancellation of the delivery of the service(s), and an alternate date cannot be agreed upon, the School System will be under no obligation to compensate Provider for services not rendered.
3. Term. The services described in the Contract will be provided from [] through [], unless sooner terminated as herein provided.
4. Termination for Convenience. The School System may terminate this Contract at any time at its complete discretion upon ten (10) calendar days' notice in writing from the School System to Provider prior to the date of termination. In addition, all finished or unfinished documents and other materials produced by Provider pursuant to this Contract shall, at the request of the School System be turned over to it and become its property. If the Contract is terminated by the School System in accordance with this section, the School System will provide a prorated payment for all services performed as of the date of termination.
5. Insurance. Provider agrees to maintain \$1,000,000 in general and or professional liability, \$1,000,000 in automobile liability, and other appropriate insurance, as well as Workers Compensation in the required statutory amount, for all employees participating in the provision of services under this Contract. The Wake County Board of Education shall be named by endorsement as an additional insured on the General Liability policy. Certificates of such insurance shall be furnished by Provider to the School System and shall contain an endorsement to provide the School System at least 10 days' written notice of any intent to cancel or terminate by either Provider or the insuring company. Failure to furnish insurance certificates or maintain such insurance shall be a default under this contract and shall be grounds for immediate termination of this Contract.
6. Taxes. Provider shall pay all federal, state and FICA taxes for all employees participating in the provision of services under this Contract. Provider agrees to maintain sales tax records associated with the purchase of material pertaining to this contract. Upon completion of work, the Provider must complete the Contractor's Sales Tax Report N.C. State & Local Sales Taxes Paid Affidavit and submit with the total project invoice for payment to the School System.
7. Monitoring and Auditing. Provider shall cooperate with the School System, or with any other person or agency as directed by the School System, in monitoring, auditing, or investigating activities related to this Contract.

Provider shall permit the School System to evaluate all activities conducted under this contract as dictated by the School System. Provider shall provide auditors retained by the School System with access to any records and files related to the provision of services under this Contract.

8. Confidentiality of Student Information. Provider agrees that all student records or personally identifiable information contained in student records that may be obtained in the course of providing services to the School System under this Contract shall be subject to the confidentiality and disclosure provisions of applicable federal and state statutes and regulations as well as the School System's policies. All student records shall be kept in a secure location preventing access by unauthorized individuals. Provider will maintain an access log delineating date, time, agency, and identity of individual accessing student records who is not in the direct employ of Provider. Provider shall not forward to any person other than parent or the School System any student record or personally identifiable information obtained from a student record (including, but not limited to, the student's identity) without the written consent of the School System. Upon termination of this Contract, Provider shall turn over to the School System all student records or personally identifiable information about students obtained by Provider while providing services under this Contract. Nothing in this Contract gives Provider any right to access any student records or personally identifiable information.
9. Lunsford Act/Criminal Background Checks. Provider acknowledges that G.S. § 14-208.18 prohibits anyone required to register as a sex offender under Article 27A of Chapter 14 of the General Statutes from knowingly being on the premises of any school. Provider shall provide certification that it has conducted sexual offender registry checks on each of its owners, employees, agents or subcontractors who will engage in any service on or delivery of goods to School System property or at a School System sponsored event (checks can be conducted at no cost at <http://www.nsopw.gov/>). Provider shall not assign any individual to deliver goods or provide services on School System property or at a School System sponsored event if said individual appears on any of the listed registries.
10. Indemnification. Provider shall indemnify and hold harmless the School System and its agents and employees from and against all claims, actions, demands, costs, damages, losses, and/or expenses of any kind whatsoever resulting from the omission or commission of any act, lawful or unlawful, by Provider or its agents and/or employees, including but not limited to court costs and attorney's fees, incurred in connection with the defense of said matters. The parties agree that this indemnification clause is an "evidence of indebtedness" for purpose of N. C. Gen. Stat. § 6-21.2.
11. Relationship of Parties. Provider shall be an independent contractor of the School System, and nothing herein shall be construed as creating a partnership or joint venture; nor shall any employee of Provider be construed as an employee, agent, or principal of the School System. Provider shall not assign, subcontract, or otherwise transfer any interest in this contract without the prior written approval of the School System.
12. Applicable Laws. Provider shall comply with all applicable laws and regulations in providing services under this Contract. In particular, Provider shall not employ any individuals to provide services to the School System who are not authorized by federal law to work in the United States. Provider represents and warrants that it is aware of and in compliance with the Immigration Reform and Control Act and North Carolina law (Article 2 of Chapter 64 of the North Carolina General Statutes) requiring use of the E-Verify system for employers who employ twenty-five (25) or more employees and that it is and will remain in compliance with these laws at all times while providing services pursuant to this Contract. Provider shall also ensure that any of its subcontractors (of any tier) will remain in compliance with these laws at all times while providing subcontracted services in connection with this Contract. North Carolina law will govern the interpretation and construction of the Contract. Provider shall comply with the Affordable Care Act and accompanying IRS and Treasury Department regulations.
13. Applicable Wake County Board of Education Policies. Provider acknowledges that the Wake County Board of Education has adopted policies governing conduct on School System property and agrees to abide by any and all relevant WCPSS policies while on School System property. The Provider acknowledges that it has received copies of and will abide by the following Wake County

Board of Education policies:

- Policy 2302: Weapons Prohibited on School Property
- Policy 2305: Code of Ethics and Standard of Conduct
- Policy 2306: Drug and Alcohol Testing of Commercial Motor Vehicle Operators
- Policy 2308: Tobacco-Free Environment
- Policy 2321: Conduct of Employees Toward Students

- Policy 3012: Prohibited Conduct on School Property and at School Events

14. Order of Precedence. The Parties do hereby agree that in the event of conflict between the terms and conditions of the WCPSS agreement and the **(INSERT THE NAME OF THE VENDOR AGREEMENT)** that the terms and conditions in the WCPSS agreement shall prevail.
15. Entire Agreement. This Contract may be amended only by written amendments duly executed by and between the School System and Provider. This Contract, including the purchase order, if any, used in connection herewith and any other document(s) expressly incorporated by reference as a part of this Contract, constitutes and expresses the entire agreement and understanding between the parties concerning its subject matter. This Contract supersedes all prior and contemporaneous discussions, promises, representations, agreements and understandings relative to the subject matter of this contract. To the extent there may be any conflict between the four corners of this Contract and other documents incorporated by reference herein, the terms of this Contract will control. If any provision of this Contract shall be declared invalid or unenforceable, the remainder of the Contract shall continue in full force and effect.
16. Authority to Enter Contract. The person(s) executing this Contract on behalf of Provider have authority to do so as an official, binding act of Provider.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first indicated above.

Wake County Board of Education

_____(Seal)
Thomas C. Benton
Board Chair

_____(Seal)
James G. Merrill
Secretary

(Copy and paste the appropriate contractor/vendor signature block here)

Sexual Offender Registry Check Certification Form

PLEASE SUBMIT THIS FORM TO YOUR SCHOOL SYSTEM CONTACT PERSON WITH RESPECT TO THIS AGREEMENT

Check the appropriate box to indicate the type of check:

Initial Supplemental Annual

I, _____ (insert name), _____ (insert title) of _____ (insert company name) hereby certify that I have performed all of the required sexual offender registry checks required under this Agreement for all contractual personnel (employees, agents, ownership personnel, or contractors) who may be used to deliver goods or provide services under this Agreement, including the North Carolina Sex Offender and Public Protection Registration Program, the North Carolina Sexually Violent Predator Registration Program, and the National Sex Offender Registry. (Note: all of the required registry checks may be completed at no cost by accessing the United States Department of Justice Sex Offender Public Website at <http://www.nsopw.gov/>). I further certify that none of the individuals listed below appears on any of the above-named registries and that I will not assign any individual to deliver goods or perform services under this Agreement if said individual appears on any of the sex offender registries. I agree to maintain all records and documents associated with these registry checks, and that I will provide such records and documents to the school system upon request. I specifically acknowledge that the school system retains the right to audit these records to ensure compliance with this section at any time in the school system’s sole discretion. I acknowledge that I am required to perform these checks and provide this certification form before any work is performed under the Agreement (initial check), any time additional contractual personnel may perform work under the Agreement (supplemental check), and at each anniversary date of the Agreement (annual check).

Contractual Personnel Names

Job Title

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |

I attest that the forgoing information is true and accurate to the best of my knowledge.

_____ (print name)

_____ (signature / date)

WAKE COUNTY PUBLIC SCHOOL SYSTEM CUSTODIAL CLEANING CONTRACTOR QUALIFICATION FORM

Purpose: This form and the submittals furnished in the contractor qualification process will be held in confidence by the Wake County Board of Education for use by the Owner to determine bid sources and those contractors that will be interested in the projects executed by Wake County Public Schools.

Instructions: Complete the requested information and elaborate or submit additional information deemed to be useful for evaluation of your company's capabilities. WCPSS projects may require more current information and the re-submission of this form by your firm. **You may email this form before 12:00 PM 3/29/2016 to rreber@wcpss**

Submittal Instructions: Please submit originals (no copies or faxes) to the following address:

Wake County Public School System
Maintenance and Operations Building
Custodial Services
1551 Rock Quarry Road
Raleigh, NC 27610

Contractor Information:

Company Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone No.: _____ Fax No.: _____

Date Company Began: _____ Federal Tax ID: _____

(Circle One)
Corporation Sub S Corp. Partnership Sole Proprietorship Other: _____

Former Company Name(s): _____

Years Performing Cleaning Services: _____

Bank Reference: _____ Contact: _____

Bank Address: _____

City: _____ State: _____ Zip Code: _____

Is Company in compliance with all Equal Employment Opportunity requirements? YES NO
If the answer to the above question is "NO," please provide explanation on separate sheet.

Has Company ever failed to complete a contract? YES NO

Has Company ever been involved in a bankruptcy or reorganization?
(including under any former company names) YES NO

Does Company have any judgments, claims, or suits pending against them? YES NO
If the answer to any of the above 3 questions is "YES," please provide explanation of a separate sheet.

WAKE COUNTY PUBLIC SCHOOL SYSTEM CUSTODIAL CLEANING CONTRACTOR QUALIFICATION FORM

Has Company worked for the WCPSS in the past? YES NO
(including under any former company names)

If "YES" list all projects below (attach separate sheet if needed):

School/Department/Project	Date Completed

What is the primary geographic area of Company's operation? _____

What size (square footage) contract is Company capable of completing at this time? _____

Please check all services Company has expertise in:

_____ Total Routine Cleaning Service (5 days per week)

Project Cleaning Services

- _____ Stripping and waxing floors
- _____ Cleaning Tile/VCT flooring
- _____ Cleaning ceramic flooring
- _____ Synthetic flooring
- _____ Portable unit carpet extraction
- _____ Truck mount carpet extraction
- _____ Bonnet carpet cleaning

Emergency Cleaning Services

- _____ Flood clean up
- _____ Mold clean up
- _____ Fire clean up

Company Staff:

Provide number employed in each category:

_____ Managers _____ Cleaning Staff _____ Other: _____

_____ Supervising Staff _____ Carpet/Floor Techs _____

_____ Total Staff Employed

Documentation must be available for any of the following:

Does Company provide Bloodborne Pathogen Training, , for all employees? YES NO

Does Company have an orientation program for new hires? YES NO

Does Company have a drug screening program? YES NO

WCPSS requires a criminal background check for all employees that have access to any WCPSS property. The criminal background checks will be performed at the expense of the contracting company.

The Contractor shall not manufacture, transmit, conspire to transmit, possess, user or be under the influence of any alcoholic or other intoxicating beverage, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or counterfeit, possess, use, transmit, or conspire to transmit drug paraphernalia on any property owned by the Owner (Wake County Board of Education). From Article 4.16.4 of WCPSS General Conditions

WAKE COUNTY PUBLIC SCHOOL SYSTEM CUSTODIAL CLEANING CONTRACTOR QUALIFICATION FORM

Safety:

- Does Company have a written safety program? YES NO
- Within the past (three) 3 years, has Company been cited for any serious violations (as defined by O.S.H.A.)? If "YES," please explain on an attach separate sheet: YES NO
- Does Company have a training program ? YES NO
- Have employees been trained on most current diabetic legislation? YES NO
- Does Company provide Hepatitis B shots? YES NO
- Does Company provide/require TB testing? YES NO
- Does Company provide training class on sexual harassment? YES NO

Please attach log and summary of occupational injuries and illnesses, as required by the U.S. Department of Labor, for the last twelve (12) months (O.S.H.A. Form No. 200).

Credentials and Experience:

List the most significant accounts Company has managed within the last five (5) years (attach separate sheet if needed):

Name & Location	Contract Amount	Square Footage Covered	Dates of Service	Account Contact & Phone Number

Financial Statement:

WAKE COUNTY PUBLIC SCHOOL SYSTEM CUSTODIAL CLEANING CONTRACTOR QUALIFICATION FORM

Submission of a financial statement is not required at this time; however, WCPSS may request it at any time following the submission of this form.

The financial statement should contain reasonably current data and reflect the general current financial condition of the firm and include:

Current Assets: Cash, joint venture accounts, accounts receivable, notes receivable, accrued interest on notes, deposits, and material and prepaid expenses, net fixed assets and other assets.

Current Liabilities: Accounts payable, notes payable, accrued interest on notes, provision for income taxes, advances received from owners, accrued salaries, accrued payroll taxes, other liabilities and capital, capital stock, authorized and outstanding shares par values, earned surplus, etc.

This form must be signed by an Officer or an individual so authorized by an Officer of the Company, acknowledging the information provided is current and correct.

Signature: _____

Date: _____

(Please Print Clearly)

Name: _____

Title: _____

The following data is to be furnished by the WCPSS to the Office for Historically Underutilized Businesses, NC Dept. of Administration.

Company Name		Primary Contact	
Mailing Address		City	State
Business Phone	Mobile Phone	Fax Number	

I certify status as a minority business (at least 51% of business is owned by):
(check all that apply)

- Black (B)
- Hispanic (H)
- Asian American (A)
- American Indian (I)
- Female (F)

Not Applicable

TERMS AND CONDITIONS

1. **READ, REVIEW AND COMPLY:** It shall be the bidder's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein.
2. **NOTICE TO BIDDERS:** All bids are subject to the provisions of special terms and conditions specific to this Invitation for Bids, the specifications. Wake County Public School System (WCPSS) objects to and will not evaluate or consider any additional terms and conditions submitted with a bidder response. This applies to any language appearing in or attached to the document as part of the bidder's response. **DO NOT ATTACH ANY ADDITIONAL TERMS AND CONDITIONS.**
By execution and delivery of this document, the bidder agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect.
3. **DEFINITIONS:**
 - **BIDDER:** Company, firm, corporation, partnership, individual, etc., submitting a response to an Invitation for Bids.
 - **TERM CONTRACT:** A contract generally intended to cover all normal requirements for a commodity for a specified period of time based on estimated quantities only.
 - **OPEN MARKET CONTRACT:** A contract for the purchase of a commodity not covered by a term contract.
4. **EXECUTION:** Failure to sign under EXECUTION section will render bid invalid.
5. **ORDER OF PRECEDENCE:** In cases of conflict between specific provisions in this bid, the order of precedence shall be (1) special terms and conditions specific to this bid, (2) specifications, and (3) Instructions to Bidders.
6. **TIME FOR CONSIDERATION:** Unless otherwise indicated on the first page of this document, bidder's offer shall be valid for 45 days from the date of bid opening. Preference may be given to bids allowing not less than 45 days for consideration and acceptance.
7. **SPECIFICATIONS:** Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and bidder will be held responsible therefore. Deviations shall be explained in detail. **The bidder shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.**
8. **INFORMATION AND DESCRIPTIVE LITERATURE:** Bidder is to furnish all information requested and in the spaces provided in this document. Further, if required elsewhere in this bid, each bidder must submit with their bid sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with a previous bid will not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection.
9. **RECYCLING AND SOURCE REDUCTION:** It is the policy of WCPSS to encourage and promote the purchase of products with recycled content to the extent economically practicable, and to purchase items which are reusable, refillable, repairable, more durable, and less toxic to the extent that the purchase or use is practicable and cost-effective.
We also encourage and promote using minimal packaging and the use of recycled/recyclable products in the packaging of commodities purchased. However, no sacrifice in quality of packaging will be acceptable. The company remains responsible for providing packaging that will protect the commodity and contain it for its intended use.
Companies are strongly urged to bring to the attention of WCPSS which issued the solicitation document, those products or packaging they offer which have recycled content and that are recyclable.
10. **CLARIFICATIONS/INTERPRETATIONS:** Any and all questions regarding this document must be addressed to the purchaser named on the cover sheet of this document. Do not contact the school or department directly. Any and all revisions to this document shall be made only by written addendum from WCPSS Purchasing Department. The bidder is cautioned that the requirements of this bid can be altered only by written addendum and that verbal communications from whatever source are of no effect.
11. **ACCEPTANCE AND REJECTION:** WCPSS reserves the right to reject any and all bids, to waive any informality in bids and, unless otherwise specified by the bidder, to accept any item in the bid. If either a unit price or extended price is obviously in error and the other is obviously correct, the incorrect price will be disregarded.
12. **REFERENCES:** WCPSS reserves the right to require a list of users of the exact item offered. WCPSS may contact these users to determine acceptability of the bid. Such information may be considered in the evaluation of the bid.
13. **AWARD OF CONTRACT:** As directed by statute, qualified bids will be evaluated and acceptance may be made of the lowest and best bid most advantageous to WCPSS as determined upon consideration of such factors as: prices offered; the quality of the articles offered; the general reputation and performance capabilities of the bidders; the substantial conformity with the specifications and other conditions set forth in the bid; the suitability of the articles for the intended use; the related services needed; the date or dates of delivery and performance; and such other factors deemed by WCPSS to be pertinent or peculiar to the purchase in question. Unless otherwise specified by WCPSS or the bidder, WCPSS reserves the right to accept any item or group of items on a multi-item bid. WCPSS also reserves the right to reject any and all bids. In addition, on TERM CONTRACTS, WCPSS reserves the right to make partial, progressive or multiple awards: where it is advantageous to award separately by items; or where more than one supplier is needed to provide the contemplated requirements as to quantity, quality, delivery, service, geographical areas; other factors deemed by WCPSS to be pertinent or peculiar to the purchase in question.
14. **HISTORICALLY UNDERUTILIZED BUSINESSES:** Pursuant to General Statute 143-48 and Executive Order #150, WCPSS invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.
15. **CONFIDENTIAL INFORMATION:** As provided by statute and rule, WCPSS will consider keeping trade secrets which the bidder does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the bidder. Cost information shall not be deemed confidential. In spite of what is labeled as a trade secret, the determination whether it is or not will be determined by North Carolina law.

Part B	By Accident	\$500,000 each accident
	By Disease	\$500,000 policy limit
		\$500,000 each employee

- b. **Public liability and Property Damage Insurance** - The Contractor shall procure insurance coverage for direct operations, contractual liability and completed operations with limits not less than those stated below:

	Occurrence:
General Aggregate	\$2,000,000
Premises Operations	\$1,000,000
Personal & Advertising Injury	\$1,000,000

- c. **Comprehensive Automobile Liability Insurance**, including coverage for owned, hired and non-owned vehicles: A Combined Single Limit for bodily injury and property damage limit of not less than \$1,000,000; and \$2,000 medical payments.
- d. **Certificates of Insurance** acceptable to the Owner shall be filed with the Owner prior to commencement of the Work. These Certificates shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days' prior written notice has been given to the Owner, and that the Wake County Board of Education is listed as additional insured on general liability.

The successful bidder agrees to hold harmless and indemnify the Wake Count Board of Education (WCBOE) for any liability that may arise from the negligent or illegal acts of the bidder's employees or agents.

31. **GENERAL INDEMNITY:** The provider shall hold and save WCPSS, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses, accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the provider in the performance of this contract and that are attributable to the negligence or intentionally tortious acts of the provider. The provider represents and warrants that it shall make no claim of any kind or nature against WCPSS agents who are involved in the delivery or processing of contractor goods to WCPSS. The representation and warranty in the preceding sentence shall survive the termination or expiration of this contract.
32. **CANCELLATION (TERM CONTRACTS ONLY):** All contract obligations shall prevail for at least 180 days after the effective date of the contract. After that period, in addition to the provisions of the paragraph entitled Price Adjustments, for the protection of both parties, this contract may be canceled in whole or in part by either party by giving 30 days prior notice in writing to the other party.
33. **QUANTITIES (TERM CONTRACTS ONLY):** The award of a term contract neither implies nor guarantees any minimum or maximum purchases there under.
34. **PRICE ADJUSTMENTS (TERM CONTRACTS ONLY):** Any price changes, downward or upward, which might be permitted during the contract period must be general, either by reason of market change or on the part of the contractor to other customers.
- a. **Notification:** Must be given to WCPSS, in writing, concerning any proposed price adjustments. Such notification shall be accompanied by copy of manufacturer's official notice or other acceptable evidence that the change is general in nature.
- b. **Decreases:** WCPSS shall receive full proportionate benefit immediately at any time during the contract period.
- c. **Increases:** All prices shall be firm against any increase for 180 days from the effective date of the contract. After this period, a request for increase may be submitted with WCPSS reserving the right to accept or reject the increase, or cancel the contract. Such action by WCPSS shall occur not later than 15 days after the receipt by WCPSS of a properly documented request for price increase. Any increases accepted shall become effective not later than 30 days after the expiration of the original 15 days reserved to evaluate the request for increase.
35. **Invoices:** It is understood and agreed that orders will be shipped at the established contract prices in effect on dates orders are placed. Invoicing at variance with this provision will subject the contract to cancellation. Applicable North Carolina sales tax shall be invoiced as a separate item.
36. **LUNSFORD ACT/CRIMINAL BACKGROUND CHECKS:** The Provider shall conduct at its own expense sexual offender registry checks on each of its employees, agents, ownership personnel, or contractors ("contractual personnel") who will engage in any service on or delivery of goods to school system property or at a school-system sponsored event. The checks shall include at a minimum checks of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the National Sex Offender Registry ("the Registries"). For the Provider's convenience only, all of the required registry checks may be completed at no cost by accessing the North Carolina Sex Offender Registry website at <http://sexoffender.ncdoj.gov/>. The Provider shall provide certification on Sexual Offender Registry Check Certification Form that the registry checks were conducted on each of its contractual personnel providing services or delivering goods under this Agreement prior to the commencement of such services or the delivery of such goods. The Provider shall conduct a current initial check of the registries (a check done more than 30 days prior to the date of this Agreement shall not satisfy this contractual obligation). In addition, Provider agrees to conduct the registry checks and provide a supplemental certification form before any additional contractual personnel are used to deliver goods or provide services pursuant to this Agreement. Provider further agrees to conduct annual registry checks of all contractual personnel and provide annual certifications at each anniversary date of this Agreement. Provider shall not assign any individual to deliver goods or provide services pursuant to this Agreement if said individual appears on any of the listed registries. Provider agrees that it will maintain all records and documents necessary to demonstrate that it has conducted a thorough check of the registries as to each contractual personnel, and agrees to provide such records and documents to the school system upon request. Provider specifically acknowledges that the school system retains the right to audit these records to ensure compliance with this section at any time in the school system's sole discretion. Failure to comply with the terms of this provision shall be grounds for immediate termination of the Agreement. In addition, the school system may conduct additional criminal records checks at Provider's expense. If the school system exercises this right to conduct additional criminal records checks, Provider agrees to provide within seven (7) days of request the full name, date of birth, state of residency for the past ten years, and any additional information requested by the school system for all contractual personnel who may deliver goods or perform services under this Agreement. Provider further agrees that it has an ongoing obligation to provide the school system with the name of any new contractual

personnel who may deliver goods or provide services under the Agreement. WCPSS reserves the right to prohibit any contractual personnel of Provider from delivering goods or providing services under this Agreement if WCPSS determines, in its sole discretion, that such contractual personnel may pose a threat to the safety or well-being of students, school personnel or others.

37. **ACCESS TO PERSONS AND RECORDS:** The State Auditor and the WCPSS internal auditors shall have access to persons and records as a result of all contracts or grants entered into by WCPSS in accordance with General Statute 147-64.7 and Session Law 2010-194, Section 21 (i.e., the State Auditors and WCPSS may audit the records of the contractor during the term of the contract to verify accounts and data affecting fees or performance).
38. **COMPLIANCE WITH E-VERIFY:** Provider shall comply with all applicable laws and regulations in providing services under this Contract. In particular, Provider shall not employ any individuals to provide services to the School System who are not authorized by federal law to work in the United States. Provider represents and warrants that it is aware of and in compliance with the Immigration Reform and Control Act and North Carolina law (Article 2 of Chapter 64 of the North Carolina General Statutes) requiring use of the E-Verify system for employers who employ twenty-five (25) or more employees and that it is and will remain in compliance with these laws at all times while providing services pursuant to this Contract. Provider shall also ensure that any of its subcontractors (of any tier) will remain in compliance with these laws at all times while providing subcontracted services in connection with this Contract.
39. **COMPLIANCE WITH AFFORDABLE CARE ACT:** Provider is responsible for providing affordable health care coverage to all of its full-time employees providing services to the School System. The definitions of “affordable coverage” and “full-time employee” are governed by the Affordable Care Act and accompanying IRS and Treasury Department regulations.

Non EP T&C

December 2013

Attachment I

Bid Addendum (effective 3/17/16)

All bid responses shall take into consideration the below requirements.

Insurance. Provider agrees to maintain Commercial General Liability in amount of \$1,000,000 each occurrence, \$1,000,000 each occurrence in Personal & Advertising Injury with \$2,000,000 General Aggregate, and \$2,000,000 Products/Completed Operations Aggregate. Provider shall maintain \$1,000,000 in automobile liability, and other appropriate insurance, as well as Workers Compensation in the required statutory amount for all employees participating in the provision of services under this Contract. The Wake County Board of Education shall be named by endorsement as an additional insured on the General and Automobile Liability policies. Certificates of such insurance shall be furnished by Provider to the School System and shall contain an endorsement to provide the School System at least 10 days' written notice of any intent to cancel or terminate by either Provider or the insuring company. Failure to furnish insurance certificates or maintain such insurance shall be a default under this contract and shall be grounds for immediate termination of this Contract.