

**Newmarket School District
186A Main Street
Newmarket, NH 03857
603-659-5020**

Request for Proposals

Custodial Services

Proposal Due Date: Monday November 22, 2021, 3:00 P.M.

**Mandatory Contractor Conference: November 15, 2021 at 4:00 P.M.
Newmarket Junior Senior High School
213 South Main St. Newmarket, NH 03857**

Sealed proposals marked “*Sealed Custodial Services Proposal*” must be submitted no later than **Monday November 22, 2021, 3:00 P.M.** to Janna Mellon, Business Administrator, Newmarket School District, 186A Main Street, Newmarket, NH 03857. Faxed and emailed proposals will not be accepted. ***Bidders shall return a full copy of this RFP document with their submittals and initial all pages of this RFP document where indicated.***

The Newmarket School District reserves the right to accept or reject any and all bids or proposals received or any parts thereof for any reason whatsoever, to waive any informalities in any bid or proposal or in any provision in the request for bids or proposals, to negotiate with any or all proposers, to require a modification of the RFP at any time, and to select the proposer whom, the District, in its sole discretion determines is in the best interests of the District even though the proposer may not submit the lowest bid or proposal. Under no circumstances will the District be responsible for the cost of preparing any bid or proposal.

All bids are governmental records subject to public disclosure under the Right-to-Know Law. The District will not accept bids marked confidential in whole or in part.

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Proposals will be publicly opened at the School Administration Office located at 186A Main Street, Newmarket, New Hampshire. The contents of all proposals will be open to inspection by interested parties at the time of opening or by appointment thereafter.

**Newmarket School District
Request for Proposals**

The Newmarket School District (the “District”) is soliciting proposals from qualified Contractors to provide daily custodial services, for three and ½ (3.5) years, beginning January 1, 2022 and continuing through June 30, 2025. No services shall be required on the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

SCOPE OF WORK:

The Newmarket School District is a K-12 public school system, serving approximately 1,000 students with one Elementary School, one Junior Senior High School, and one Annex Building.

The areas to be cleaned consist of three buildings: the Middle School/High School Complex which total approximately 89,206 square feet, the Elementary School which consists of 5,9394 Square feet and the Annex Building which total approximately 1,400 square feet.

The number of square feet of carpeting in the High School/Middle School Complex is approximately 6,416 SF. The Elementary School has approximately 5,425 square feet of carpeting. The Annex has approximately 1,300 square feet of carpeting.

EMERGENCY AND/OR SPECIALTY CLEANING:

The Contractor shall be required to provide personnel 24-hours per day, 7-days per week, for cleaning due to an emergency or special conditions as deemed necessary by the Facilities Director or his/her designee.

AUTHORITY OF THE FACILITIES DIRECTOR AND AUTHORIZED AGENTS:

All work done under this contract shall be done to the satisfaction of the Facilities Director or his/her authorized agent(s), who shall in all cases determine the amount, quality and acceptability of services rendered.

AGENT/OWNER REPRESENTATIVE:

The Newmarket School District’s agent and owner representative, with respect to the daily supervision of the work performed, is the Facilities Director.

CLEANING SERVICES TO BE PROVIDED AS FOLLOWS:

A. SPECIFIC PROVISIONS

1. DAILY CUSTODIAL SERVICES

Classrooms: Services to be performed five nights per week.

- To include all classrooms, science labs, reading rooms, and resource rooms.
- Containers for waste materials will be emptied and waste taken to disposal, replace liners.
- Areas around light switches and waste containers will be cleaned.
- Window ledges and sills will be dusted.
- Chairs must be on top of desk.
- Tile floor will be dust mopped.
- Tile floor will be wet mopped.
- Carpeting will be vacuumed.
- Do not dust or wipe the whiteboards and teachers' desk.
- Wipe all student desks and counter tops.
- Wipe all door handles.
- Fixtures/sinks in labs and classrooms will be cleaned.
- Dispensers will be cleaned, checked, and refilled from the district's stock.
- Clean movable glass for fingerprints and smudges.
- Do not clean/wipe any plexiglass on the desk.
- Do not touch the band equipment, computers in PC lab, and art in the art room.
- Electrostatic spray will be used after cleaning for each classroom: desks, chairs, touchpoints.
- Lights will be turned off as directed.
- All windows will be closed.
- Doors will be secured upon completion of work.

Library:

- Containers for waste materials will be emptied and waste taken to disposal, replace liners.
- Areas around light switches and waste containers will be cleaned.
- Window ledges and sills will be dusted.
- Carpeting will be vacuumed.
- Fingerprints and smudges will be removed from glass.
- Tables will be wiped.
- Do not wipe bookshelves.
- Electrostatic spray will be used after cleaning all touch points.

Offices:

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- Containers for waste materials will be emptied and waste taken to disposal, replace liners.
- Window ledges and sills will be dusted.
- Carpeting will be vacuumed.
- Clean movable glass for fingerprints and smudges.
- Open horizontal surfaces will be dusted and damp wiped including open desks, counters, file cabinets, and window ledges. (Personal items, computer equipment, and phones will not be touched)
- Electrostatic spray will be used after cleaning for all touch points.

Gym:

- Containers for waste materials will be emptied and waste taken to disposal, liners replaced.
- Auto scrubber machine on wooden gym floor, spot mop rubber floor.
- Wipe door handles.
- Clean moving glass for fingerprints and smudges.
- Electrostatic spray will be used after cleaning for all touch points.
- 1x week: dust the top of mats on the walls.
- When asked, mop floor mats.

Locker Rooms:

- Containers for waste materials will be emptied and waste taken to disposal, liners replaced.
- Areas around light switches and waste containers will be cleaned.
- Tile floor will be dust mopped.
- Tile floor will be wet mopped.
- Tops of lockers will be dusted.
- Benches will be wiped clean.
- Shower areas and fixtures will be wiped clean.
- Electrostatic spray will be used after cleaning for all touch points.

Cafeteria:

- Containers for waste materials will be emptied and waste taken to disposal, liners replaced.
- Areas around light switches and waste containers will be cleaned.
- Walk off mats will be vacuumed.
- Tile floor will be dry mopped
- Tile floor will be wet mopped.
- Counters and tables will be wiped clean.
- Water fountains will be wiped clean.
- Dispensers will be cleaned, checked, and refilled from the district's stock.

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- Can use auto scrubber machine to clean floors.
- Glass will be cleaned of smudges and fingerprints.
- Electrostatic spray will be used after cleaning for all touch points.

Weight Room:

- Containers for waste materials will be emptied and waste taken to disposal, liners replaced.
- Areas around light switches and waste containers will be cleaned.
- Tile floor will be dust mopped.
- Tile floor will be wet mopped.
- Do not clean/wipe any machines or weights.
- Mirrors will be cleaned, as needed.
- Water fountain and sink will be wiped clean.
- Electrostatic spray will be used after cleaning for all touch points.

Corridors, Entrances, and Stairwells:

- Containers for waste materials will be emptied and waste taken to disposal, liners replaced.
- Drinking fountains will be cleaned with disinfectant.
- Carpeting/walk off mats will be vacuumed.
- Use auto scrubber for floors.
- 1x week: dust the tops of lockers.
- Glass in entrances to be spot cleaned daily to remove fingerprints and smudges.
- Railings, wall stringers, and balusters will be dusted.

Bathrooms:

- Containers for waste materials will be emptied and waste taken to disposal, liners replaced.
- Areas around light switches and waste containers will be cleaned.
- Mirrors will be cleaned for fingerprints and smudges.
- Sinks will be cleaned with disinfectant.
- Counter tops will be cleaned with disinfectant.
- Surfaces of toilets and urinals will be thoroughly cleaned with disinfectant.
- Fixtures will be cleaned.
- Floors will be swept.
- Floors will be wet mopped.
- Dispensers will be cleaned.
- Dispensing units such as paper towels, toilet tissue, and soap containers will be refilled from the District's stock.
- Stall walls and doors will be cleaned, as needed.
- All repair items will be reported to the Facility Director.

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Teachers Rooms/Kitchenettes:

- Containers for waste materials will be emptied and waste taken to disposal, liners replaced.
- Counters will be wiped clean with disinfectant.
- Microwaves will be cleaned inside and out.
- Sinks and fixtures will be wiped clean with disinfectant.
- Floors will be mopped or vacuumed.

Custodial Closets/Maintenance Shop:

- Consumable supplies will be organized in available shelving/storage space.
- Janitorial sink and floors will be kept orderly and clean.
- Janitorial equipment, cleaning agents, and other cleaning tools will be properly stored and organized.
- Rechargeable batteries and equipment will be recharged nightly.
- Mops will be stored dry and buckets will be stored empty.

2. VACATION CLEANING

A. Classrooms:

- Dust all light fixtures, dust down all ceiling corners, dust all furniture using treated cloth or yarn duster; wash all desks – top and bottom – removing gum, etc.
- Wash white boards and marker trays, dust tops of whiteboards and other materials mounted on the walls.
- Dust or vacuum all shades and blinds, all overhead pipes, sprinklers, heating baseboard units, and HVAC vents.
- Dust all hanging light fixtures; remove finger marks from doors, door frames, light switches, woodwork in general, and glass.
- Remove all footmarks and other marks from walls.
- Wash waste baskets, wash inside of exterior windows.
- Strip and wax floors.
- Power vacuum carpeted area and spot clean as required.
- Each room and corridor area shall receive a vacation cleaning during the three (3) vacation periods in December, February, and April, as well as over the summer (see Summer Cleaning Section below).

Apply a minimum of 3 coats of finish to VCT floors during December, February, and April vacations and 4 coats during summer (see Summer Cleaning section below).

B. Hallways:

- Clean and sanitize all drinking fountains, remove all finger marks and smudges from doors, door frames, and woodwork in general, including glass.
- Dust all light fixtures, pictures, and other materials mounted on walls.

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- Dust tops and facades of all lockers with treated cloth or yarn duster. Wash all rubber mats and floors.
- Strip and wax floors with a minimum of four coats of floor finish, including buffing and burnishing floors to harden wax.
- Rubberized flooring should be swept and wet mopped.
- Walk off mats will be taken outside and scrubbed using a brush and cleaning solution.

C. All Lavatories/Locker Room Areas:

- Dust all light fixtures, dust ceiling corners with treated cloth or yarn duster, wash partitions and doors, wash all fixtures, hard scrub all epoxy floors.
- Re-stock all supplies such as paper towels, toilet tissue, and liquid hand soap. This will be done during the three (3) vacation periods in December, February, and April.
- Pressure wash shower stall areas using a sanitizing solution, and scrub stairs/landings, applying floor finish as required.

D. Cafetorium/Gym:

- Cafetorium
 - Floors will be cleaned and/or waxed as appropriate for flooring type.
 - Wash glass, spot clean walls and ceilings. Clean all cafeteria furniture top and bottom during summer break.
- Gym
 - The Contractor will auto scrub all flooring in gym.
 - Bleachers shall be cleaned (including behind and underneath).
 - Bleachers should be wet mopped and seating should be cleaned thoroughly.
 - Any gum or similar materials stuck to bleachers shall be scraped off as appropriate and surfaces shall be scrubbed clean where needed.

E. Outside Entranceways:

- Pick up litter and empty outside trash receptacles around entranceways and in the dining area daily. Keep exterior landings by entranceways to the building free of salt and sand after areas are clear of snow and ice. Clean exterior entrance area glass weekly.

SUMMER CLEANING

- A. Shall commence immediately after school closing in June and will consist of items **A-E** listed above under "Vacation Cleaning". All classroom furniture shall be completely cleaned of any gum or foreign objects attached to tops and undersides of same.
- B. All walls and partitions, including ceiling light fixtures, whiteboards, and marker trays, air vents, etc., shall be completely cleaned and washed. All lockers shall be cleaned and washed inside and out. All windows shall be washed inside. All storage, custodial, electrical and telephone/data closet floors shall be vacuumed.

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- C. Cafeteria chairs and tables should be scrub cleaned, top and bottom, with antibacterial soap and water, and rinsed prior to the opening of school.
- D. Summer cleaning shall be completed **no later than one week prior to the opening of the school year**. The Contractor shall submit a schedule of cleaning to the Facilities Director and perform a final walk-through with the Facilities Director, prior to beginning work.
- E. All areas used during the summer school program including classrooms, offices, lavatories, and corridors will be cleaned daily. Immediately after the summer school term is concluded, these areas will be given a summer cleaning to be completed no later than the last week in August.
- F. Carpeting in all buildings shall be cleaned by the wet extraction method during the summer vacation. All furniture, including file cabinets, shall be moved by the Contractor before cleaning and placed back in the same position after cleaning is finished.

CLEANING SUPPLIES AND EQUIPMENT

- a. The Newmarket School District shall provide all cleaning supplies, paper goods, and equipment.
- b. Training on the use of existing equipment, if needed, shall be provided to Contractor's lead representative. Contractor's representative shall provide training to all custodial staff including training on use of cleaning supplies, chemicals, equipment, accident prevention, asbestos awareness, blood borne pathogens, and other safety hazards. Contractor shall document all training and provide the records to the District upon request.

3. MANDATORY CONTRACTOR CONFERENCE

Prospective Contractors are required to attend the Contractor Conference on Monday November 15, 2021 at 3:30 P.M. at the Newmarket Junior Senior High School. At this meeting, the Facilities Director or his/her representative(s) will respond to written and/or oral questions, if the information is available.

4. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn prior to the time established for the Opening of Proposals only on written request to the Business Administrator. No Contractor shall withdraw a proposal within a period of sixty (60) days after the date set for the Opening of Proposals.

5. RFP DOCUMENTS

The documents comprising this RFP and any Addenda Provisions that may have been issued will be incorporated into the contract.

B. GENERAL PROVISIONS

- 1. The Newmarket School District shall make a good faith effort to negotiate a contract incorporating the requirements of this RFP with the selected Contractor. If a contract cannot be reached to the

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District’s satisfaction, the District reserves the right to terminate negotiations with no obligation to the apparently selected Contractor and to enter into a contract with any other Contractor of its choosing.

2. Awarding of the contract by the School Board will be within forty-five (45) days from the proposal opening.
3. All proposals must be submitted on the forms attached, sealed, labeled “Sealed Custodial Services Proposal”, and delivered to Janna Mellon, Business Administrator, SAU Office, 186A Main Street, Newmarket, NH 03857 on or before 3:00 P.M., **Monday November 22, 2021.**
4. All proposers shall submit, with their proposals, evidence from an insurance or surety company, licensed to do business in the State of New Hampshire.
5. To the maximum extent permitted by law, the Contractor shall, at its own expense, defend, indemnify and hold harmless the Newmarket School District, School Board, SAU and their respective officials, agents, employees, and volunteers from any and all claims, including but not limited to, any and claims for personal injury, debt and property damage which may, in any way, arise from or out of the operations of the Contractor pursuant to the terms of the Agreement, whether such operations be performed by the Contractor itself, or anyone directly or indirectly employed by it or any other person or company retained in any way by it to carry on all or a portion of the operations necessary to abide by the terms of the Agreement. The indemnification provision shall survive termination or expiration of the Agreement.
6. Certificates of insurance and policy endorsements shall be filed with the SAU #31 Office prior to the effective date of the Agreement and shall be subject to approval by SAU #31 and its insurance carrier for adequacy of protection. The Contractor shall file updated insurance certificates as coverage becomes effective. Insurance shall not be cancelable without thirty (30) days prior written notice to the District. The District is to be named as an additional insured. The Contractor agrees to maintain insurance in the following **minimum** amounts:

Workers’ Comp Insurance – As required by State law

Liability Insurance

General Liability – (Contractor’s) \$1,000,000 Occurrence/ 3,000,000 General Aggregate

Umbrella Liability – (Contractor’s) \$2,000,000 Occurrence/ 2,000,000 General Aggregate

With no exclusions for sexual abuse or misconduct.

Certification of insurance and policy endorsements acceptable to the District shall be prior to the commencement of work and not later than fifteen (15) calendar days from notice of contract award. Insurance shall remain enforced during the full term of the contract.

During the term of the Agreement, the Contractor agrees to maintain Workers’ Compensation insurance on all employees engaged in the performance of the Agreement.

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7. The Contractor shall, at all times, employ and maintain adequate staff for consistent and efficient operation of services specified under the Agreement. The Contractor shall also provide sufficient backup in times of staff shortages due to vacations, illnesses, and inclement weather.
8. The Contractor shall keep full and accurate records in connection with the services provided by it under the Agreement.
9. The terms, conditions, representations, and warranties contained in the Agreement shall survive the termination or expiration of the Agreement.
10. Neither party may assign or subcontract any of its rights or obligations under the Agreement in whole or in part. Any attempted assignment under the Agreement shall be void and of no effect.
11. The District reserves the right, at any time during the term of the Agreement, and after consultation with the Contractor, to cancel said Agreement when the terms of the Agreement have been violated. The District shall have the right to declare the Contractor in default if (a) the Contractor becomes insolvent; (b) the Contractor makes an assignment for the benefit of creditors; (c) a voluntary or involuntary petition of bankruptcy is filed by or against the Contractor; or (d) the Contractor is unable to provide evidence of required insurance coverage as set forth below. If the Contractor is declared in default for any reason, the District shall have the right to terminate the Agreement. In the event of a contractual termination, the District reserves the right to employ another Contractor to complete the term of the Agreement. The original Contractor shall be responsible for any extra or additional expense or damages suffered by the District. In that event, the Contractor will be required to indemnify the District for any loss that may be sustained.
12. The District also reserves the right to terminate the Agreement for its convenience by providing Contractor thirty (30) days written notice.
13. Any termination of the Agreement by the District shall be without cost or penalty to the District. The District shall be liable to pay the Contractor only such amounts as are due of the date of termination.
14. The Agreement will include a liquidated damage provision in recognition of the expense and difficulties in proving the actual loss suffered by the District if the Contractor does not perform the services specified or comply with the conditions of the Agreement by, for example, not providing the required number custodial service staff. Accordingly, instead of requiring such proof, the Contractor will be required to pay the District the sum of the daily rate of the annual awarded contract for each violation of the contract. The liquidated damages shall be deducted from the District's next payment to the Contractor.
15. Any notice required under the Agreement shall be in writing and may either be given by personal delivery or sent by certified mail.
16. The Agreement, and all matter or issued collateral to it, shall be governed by, and construed in accordance with the law of the State of New Hampshire. If any provision of the Agreement, as applied to either party or to any circumstance, shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of the Agreement or the validity or enforceability of the Agreement.

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17. In the event either party is unable to perform its obligations under the Agreement because of any act of God, civil disturbance, fire, riot, war, terrorism, governmental action, epidemic or any other emergency or condition or cause beyond the party's control (except strikes), the party's performance under the Agreement shall be excused.
18. The Contractor and its employees shall comply with all applicable federal, state and local laws and regulations.

C. STAFF

The Contractor shall be required to provide custodial service staff who possess the following qualifications prior to the appointment:

1. The Contractor agrees to be fully compliant with RSA 189:13-a and District policies on background investigations and criminal history records checks. Any fees incurred for completion of the background investigation and criminal history records check for the employees will be the Contractor's sole responsibility.
2. All custodial service shall be careful, courteous, of good health and reputable character, and must be capable of maintaining good public relations with students, parents, and the public.
3. All of the Contractor's employees furnishing services under the Agreement shall be deemed employees solely of the Contractor and shall not be deemed for any purposes whatsoever employees or agents of, acting for or on behalf of, the Board and/or District. Contractor shall perform all services as an independent contractor and shall discharge all its liabilities as such. No acts performed or representations, whether oral or written, made by the Contractor with respect to third parties shall be binding upon the District.
4. If any employee of the Contractor shows evidence of intoxication or other unacceptable behavior, the Contractor shall immediately remove the employee from his or her duties and shall take appropriate follow-up disciplinary or administrative action.
5. The Contractor agrees that persons working for or on behalf of Contractor whose duties bring them upon the District's premises shall obey the rules and regulations that are established by the District and shall comply with the reasonable directions of the District's officers and/or agents.
 - (a) The Contractor shall be responsible for all damages to persons, any damage that it, or any of its employees or agents, may cause to the District premises or equipment; on Contractor's failure to do so, the Board may repair such damage and Contractor shall reimburse the District promptly for the cost of repairs at a reasonable and prudent cost. If the Contractor fails to pay the District within fifteen (15) days, the District may deduct this amount from any payments due to the Contractor.
 - (b) The Contractor shall perform the services contemplated in the Agreement without interfering in any way with the activities of the District's faculty, pupils, staff, or visitors.
 - (c) If the Contractor knows or should have known that a custodial service provider assigned by the Contractor to perform services under the Agreement is charged and/or convicted of crime, the Contractor shall notify the Superintendent in writing within twenty-four (24) hours

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of the charge and/or conviction and specify the name of the staff member, date of violation or crime, and nature of the violation or crime.

6. The Contractor shall be required to furnish to the Superintendent or designee, prior to the annual opening of school, and thereafter before the employment, the following information:
 - a. Name of Custodian
 - b. Residence Address
 - c. Telephone Number
7. Custodial service providers shall not use any tobacco or alcohol products or illegal substances while on District grounds or in District facilities.
8. The District's expectation is that Contractor will assign the same individuals to provide services for the District.
9. The Contractor shall not use employees of temporary employment agencies, but actual employees of the Contractor.
10. The Contractor must have back-up staff immediately available to work in the event of sick leave replacement, staff turnover, overtime, etc.
11. The Contractor agrees that no person other than its employees, executives or administrators, shall be brought onto the premises unless the District grants permission in advance.
12. The District shall have the right to require the Contractor to remove and/or replace any of its personnel working on the premises and the Contractor agrees to comply with such request. The District shall be under no obligation to provide a reason for such request.

EMPLOYEE IDENTIFICATION:

Identification tags with the name of employee and the company shall be worn at all times. Name tags shall be provided by the District and shall be acceptable to the Newmarket School District.

SAFETY PRECAUTIONS:

The Contractor shall employ all necessary safety precautions to prevent injury to persons, property, and equipment.

SECURITY CONDITIONS:

It shall be the responsibility of the Contractor to close and secure any and all open windows and exterior doors at the completion of the job each day. Any damage done to the building, equipment, and/or materials due to the negligence of the Contractor's personnel by not closing said windows and doors, shall be assumed by the Contractor. It shall be the responsibility of the Contractor to see that all lights, which have been turned on by employees, are turned off when leaving the area. All areas that require unlocking to enter for cleaning or washing and waxing shall be re-locked at the completion of the job in that particular area.

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The Contractor's employees shall only use those spaces identified by the Newmarket School District when they stop for meal/rest breaks. The Newmarket School District's computers, phones, and other equipment or appliances must not be tampered with or used. The Contractor shall assume any damages or charges to such equipment or appliance due to the Contractor's personnel.

The Contractor shall take all proper precautions to protect the Newmarket School District's property from damage. Should any damage to the Newmarket School District's property be caused by the Contractor or the Contractor's personnel, the Contractor will be required to make immediate repairs. The District may, however, elect to make repairs or replacement of damaged property itself and deduct the cost from monies due the Contractor.

Just prior to leaving the buildings that do not have Newmarket School District employees working, Contractor's cleaning personnel shall secure all doors, close all windows, turn off lights, and activate security alarms, if applicable.

SUPERVISION:

The Contractor shall provide his own on-site supervision for the total and complete janitorial services specified throughout the Agreement. Supervisors shall be responsible for all of the buildings to be serviced and shall be employed for the sole purpose of supervising the janitorial services specified in the Agreement. The Contractor shall equip the Supervisor with a cellular phone so that the District's personnel may contact him/her during the hours of cleaning. The Supervisor shall inspect all work in each building to ensure his/her staff accomplishes nightly cleaning. If work is not completed, he/she is to have proper personnel return to the job site and finish cleaning. All work is to be completed before the start of the next school day.

Supervisors shall be present at all meetings scheduled by the Facilities Director or his representative.

NOTE: Supervisors will respond to all calls within four (4) hours.

INSPECTIONS:

The Contractor shall prepare a checklist for all building areas to be cleaned. This list shall be submitted to the District's agent for his/her approval on a daily basis (A copy of the list shall be provided with this proposal). A 6:00 A.M. inspection shall be conducted by the District's agent and the Contractor's Supervisor, utilizing this checklist. If work performance is deemed satisfactory during the first three (3) months of the Agreement, the inspections may be reduced to one (1) per week; however, the frequency of these inspections can be increased at the sole discretion of the District.

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Following the inspection, immediate steps shall be taken by the Contractor's Supervisor to correct any deficiencies noted. A copy of the inspection report will be given to the Contractor's Supervisor and a copy will be filed with the Facilities Director. Again, this checklist will be provided with the Contractor's bid.

The owner or a corporate officer of the company to whom the contract is awarded shall be expected to visit all areas covered by the Agreement on a bi-weekly basis to determine that all requirements are effectively being carried out.

There shall be a meeting of the Contractor or their Supervisor at least once a week with the Facilities Director or his representative for the purpose of monitoring all aspects of the Agreement and the performance of the Contractor.

CLEANING PERSON DAYS:

The Contractor shall provide one (1) person per building, daily, Monday thru Friday, between the hours of 7:00 A.M. and 3:30 P.M., with a ½ hour meal break. This person shall perform general cleaning duties, as designated by the Facilities Director. Such duties may include, but not limited to cleaning of all entry areas, dry mopping all main hallways and staircases, cleaning litter around entire building exterior, glass cleaning, and general cleaning of corridors, stairwells, elevators, lockers, graffiti, cleaning and restocking lavatories, cafeteria cleaning and trash removal, etc. This person is only required during regular school days (181-day school year). This daily position is not intended to lessen the cleaning responsibilities of the evening cleaning crew, which arrives later in the day, but rather to maintain a high standard of cleanliness throughout the day. This person must speak, read, and write in English proficiently, and must carry with them a District issued handheld radio or Contractor issued cell phone.

D. SUBMITTAL REQUIREMENTS

1. Description of business including number of years in operation.
2. Describe the Contractor's qualifications to provide custodial services including but not limited to certifications, licenses, training, and knowledge of safety standards.
3. List of contracts for the past five (5) years.
4. At least five (5) business references.
5. Detail the current minimum wage and benefits package the Contractor provides to its custodians.
6. Detail any litigation, mediations, or arbitrations for the past five (5) years including the other party, attorneys involved (if any), and disposition.

CUSTODIAL SERVICES BID FORM

(This form becomes Schedule A upon signature of a contact)

The undersigned agrees to furnish Custodial Services as described in the Specifications for Custodial Services at the following Costs:

Type of Service	Cost (\$) January–June 2022 (1/2 year)	Cost (\$) FY 2022-2023	Cost (\$) FY 2023-2024	Cost (\$) FY 2024-2025
Total Annual Service as described above				
Hourly service (per employee) for possible additional services				

Name of Contractor: _____

Address: _____

Contact Person: _____

Telephone: _____

Enclosed are:

- _____ List of Contracts for Past 5 Years
- _____ Description of Business and Contractor Qualifications
- _____ Business References (at least 5)
- _____ State of Current Minimum Wage and Benefits Package for Custodians
- _____ Details of Litigation, Mediations, Arbitrations within past 5 years

AUTHORIZED NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

This Bid Form and the above stated Enclosures should be submitted in a **sealed envelope**, addressed as follows: “Sealed Custodial Services Proposal” to Janna Mellon, Business Administrator, Newmarket School District SAU #31, 186A Main Street, Newmarket, NH 03857, on or before Monday November 22, 2021 at 3:00 P.M.