

Salem City Schools

Business Office

Mandy C. Hall
Chief Financial Officer

510 South College Avenue
Salem, Virginia 24153
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REQUEST FOR PROPOSAL

April 4, 2025

Third Party Custodial Services-Attrition Model for Salem City Schools

Mailed Proposals Due

April 21, 2025
4:00 PM
(Local Prevailing Time)

GENERAL INFORMATION

Salem City Schools is requesting sealed proposals from qualified companies to provide Third Party Custodial Services (Attrition Model). Salem City Schools invites any qualified proposer to respond to this RFP by submitting a proposal for such work, service, and/or items consistent with the terms and conditions herein set forth. It is the intent of Salem City Schools to award a vendor(s) with a one (1) year contract with four (4) one (1) year renewals as needed, not to exceed five (5) years. The initial contract period will be from the signing of the contract until June 30, 2026.

CALENDAR OF EVENTS

The following is a tentative outline of the schedule for selecting one or more offeror to provide services:

- RFP sent out April 4, 2025
- Pre-Proposal Meeting (voluntary) at Central Office April 9, 2025 at 2 pm
- RFP responses due April 21, 2025 at 4 pm
- Conduct interviews April 24 – May 2, 2025
- Notice of award May 2, 2025
- Board approval May 13, 2025
- Start service July 1, 2025

SUBMISSION OF THE PROPOSAL

One (1) Original and seven (7) complete copies will be accepted at and until April 21, 2025 at 4 PM (local prevailing time) at the Business Office of Salem City Schools, 510 S. College Avenue, Salem, Virginia 24153. Faxed, e-mailed, telephone or oral bids will **NOT** be accepted. Proposals not received by the date and time listed above will be returned to the Offeror unopened. The proposal package must be clearly marked with **“RFP Third Party Custodial Services-Attrition Model for Salem City Schools”**.

Written responses, including any questions will be provided on our Bids and Purchasing Website in the form of an Addendum. It is the responsibility of the Offeror to periodically check our website for any addendum. Questions received within five (5) days of the proposal closing date will be attempted to be answered, but will not be reason to delay the closing time of the proposals.

Multiple options and pricing are encouraged by each vendor, based on what each vendor thinks would be best for the division. Justification for purchase will be made on what is determined to be the best interest of Salem City Schools as determined by the Salem City School Board’s Chief Financial Officer regardless of price, quality or any other factors.

QUESTIONS REGARDING THE PROPOSAL,

Any inquiries regarding submittal of a proposal or any questions concerning specifications shall be in writing and sent via mail, fax or email to:

Mandy C. Hall
Chief Financial Officer
510 S. College Avenue
Salem, Virginia 24153
Telephone: 540-389-0130

e-mail: mhall@salem.k12.va.us

Written responses, including any questions will be provided on our website in the form of an addendum.

NO CONTACT POLICY

After the date and time established for receipt of proposals by the School Division, any contact initiated by any proposer with any school representative, other than the purchasing representative listed herein, concerning this request for proposals is prohibited. Any such unauthorized contact may cause disqualification of the proposer from this procurement transaction.

SCOPE OF SERVICES

A. Purpose

The Purpose and intent of this Request for Proposals (RFP) is to solicit sealed proposals from Offeror's to perform **custodial services, as needed**, for six (6) schools (and associated buildings listed in the chart on page four) in accordance with Terms and Conditions herein. Salem City Schools is also interested in an **alternate proposal for an attrition model for custodial services**, where the Offeror would provide a management level person to oversee all facilities management for the custodial side of the division operations, as well as provide staffing for non-division staffed positions, and fill as vacancies occur. The specifics to follow are more aligned with as needed custodial services, but if the Offeror wishes to provide a proposal to address the attrition model alternate, the proposal would be based on their suggestions.

Salem City Schools, at its discretion, may request a change in services for reasons including, but not limited to opening a new facility, permanently closing a facility, adding additional facilities, changing tasks or adjusting the frequencies of tasks.

B. Program Requirements

1. General – The offeror shall furnish all supervision, supplies, tools, paper products, and other materials as required for custodial services for Salem City Schools. In general, the overall requirement is to provide complete custodial services as required for the schools. The offeror may utilize the equipment Salem City Schools has at each location. The offeror will be responsible for maintaining and replacing the equipment as appropriate. Upon termination of the contract, the offeror will certify the equipment owned by Salem City Schools is in the same condition as it was at the start of the contract.
2. Level of Cleanliness – It will be the responsibility of the offeror to provide custodial services for Salem City Schools in keeping with high standards for an educational institution from the perspectives of sanitation, public relations and protection of the physical facility
3. Facility Space – To the extent possible, additional detailed information will be furnished to the offeror upon request. However, through actual measurements, use of existing drawings and/or other means, it shall be the responsibility of the vendor to verify measurements as deemed applicable for the submission of a proposal. Floor plans are attached as Appendix A.

The Salem City Schools facility square footage, staffing and student levels are as follows:

Facility	Approximate Square Footage	Est. Number of Staff	Number of Students
Salem High School 400 Spartan Drive Salem, VA 24153	281,991	200	1,240
Andrew Lewis Middle School 616 South College Avenue Salem, VA 24153	181,455	150	859
G. W. Carver Elementary School 6 Fourth Street Salem, VA 24153	138,168	100	386
East Salem Elementary School 1765 Boulevard Salem, VA 24153	63,393	100	358
South Salem Elementary School 1600 Carolyn Road Salem, VA 24153	88,000	75	351
West Salem Elementary School 520 North Bruffey Street Salem, VA 24153	59,702	75	368
School Board Office - Central Admin. 510 South College Avenue Salem, VA 24153	16,000		
AIIMS 406 East Fourth Street Salem, VA 24153	8,944		

RESPONSIBILITIES OF THE OFFEROR

1. Personnel – All matters pertaining to the recruitment, screening, hiring, compensation, and retention shall be the exclusive responsibility of the offeror. These matters shall be done fully in compliance with existing statutes and regulations pertaining to non-discrimination, wage and hour and any other statutory requirements for school divisions.
 - a. Only those personnel who have been properly trained shall be assigned duties under this contract.

- b. All personnel shall be dressed in a manner authorized by the offeror. The personnel shall be neat and clean in appearance. Uniforms shall be worn which fully identify the worker as a member of the offeror work force. If badges are provided, they must be worn at all times.
 - c. No employee who has been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child may be assigned duties under this contract. Offeror shall be responsible for submission of employee background checks to Salem City Schools within 24 hours of request.
 - d. Offeror will pay at least the minimum wage rate. Offeror will pay all taxes pertaining to its employees as required by law.
 - e. Any offeror employee whose work habits and/or conduct are deemed objectionable or in violation of Salem City Schools Policy shall be removed from the work force upon request of the authorized Salem City School representative.
 - f. The offeror shall provide the specified hours of employee work time it intends to provide on a daily basis in order to comply with the specifications. Job description attached (Appendix D).
2. Safety – The offeror shall be responsible for the training as necessary in the application of chemicals and the use of equipment to facilitate safe conditions for the employees, and the School Division’s students, staff and faculty. The final decision on what training is used in the division will be that of the school division, and would be discussed with the Offeror at the onset of the contract, with deviations that occur throughout the year approved by the Division, if any. If the training is not comparable to our current practices, we will desire to keep ours, perhaps in addition to, or in place of, the offeror’s.
 - a. The offeror’s day employees may be responsible for opening buildings, ensuring that the school heating and cooling (HVAC) systems are functioning, and reporting any concerns (HVAC, Power, Water) by 6:30 a.m. The offeror’s day employees may need to check parking lots for ice prior to 6:00 a.m. and report any concerns to the Salem City Schools representative.
 - b. The offeror will be responsible for the security of the building during the cleaning operation. The offeror shall secure the building at the end of each shift and secure all doors, close and latch all windows, and turn off all designated lights. If applicable, during weekends and holidays, the offeror will perform a daily check of the commercial freezer and refrigerator, and log the temperature at the time of inspection. The offeror shall contact the authorized Salem City Schools staff to report any deviations from the required temperatures as soon as possible.
3. Security - The offeror shall be responsible for training employees in security requirements of Salem City Schools, and shall be responsible for the enforcement of the same. The offeror shall conduct a background check prior to employment for all employees in compliance with Salem City Schools current procedures and in accordance with § 22.1-296.1 of the Code of Virginia 1950, as amended, shall certify that that neither offeror, offeror's employees nor any person that will provide services under the Contract Documents who will have direct contact with students on school property during regular school hours or during school sponsored activities have been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child. Offeror understands that, pursuant to Code of Virginia § 22.1- 296.1, making a materially false statement

regarding offenses which are required to be included in the certification referenced above is a Class I misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. Salem City Schools shall not be liable for materially false statements regarding the certifications required under the Contract Documents. Offeror shall execute and deliver to the Board upon execution of the Contract Documents the CERTIFICATION OF NO CRIMES AGAINST CHILDREN attached.

Additionally, each employee shall be informed of the following:

- a. The offeror shall be responsible for safeguarding against loss, theft, or damage of all School Division property, materials, equipment and accessories which might be exposed to the offeror's personnel.
 - b. Guns, knives or other dangerous weapons shall not be allowed on any School Division property.
 - c. The use of tobacco products, electronic cigarettes, nicotine dispensers, alcohol and drugs are prohibited on any School Division property.
 - d. Keys and/or badges, which may be distributed at the beginning of each work period, shall be returned to the appropriate supervisor at the end of each work period. Keys and/or badges which will be required by the offeror and employees will be approved by the administration of Salem City Schools and will be controlled by personnel that will be named after award of the contract. In any event the offeror shall be fully responsible for the security and appropriate use of the keys and/or badges which may be issued. Additionally, offeror shall be fully responsible for any charges associated with lost keys/badges.
4. Supervision - All supervision as required for the execution of those contractual responsibilities assumed by the offeror shall be done by the offeror or his/her designated representative.
 5. Damage - The offeror shall be responsible for the repair/replacement to the satisfaction of the Salem City Schools representative of any damage to the facility caused by any employee of the offeror.
 6. Equipment/Supplies/Materials - The procurement and maintenance of all equipment, supplies and materials required for the successful execution of this Contract shall be the offeror's responsibility. The final decision on what is used in the division will be that of the school division, and would be discussed with the Offeror at the onset of the contract, with deviations that occur throughout the year approved by the Division, if any. If the supplies are not comparable to our current standards, we will desire to keep ours, perhaps in addition to, or in place of, the offeror's.
 - a. Salem City Schools may provide locked storage spaces, but shall not be responsible for losses, which may be incurred due to theft and/or vandalism.
 - b. All equipment shall be maintained properly, and kept in clean condition.
 - c. A listing of all chemicals and equipment, which will be used by the offeror, must be submitted to the Salem City Schools representative for approval prior to initial service under the Contract. Changes may be made only after duly authorized by the Salem City Schools representative.
 - d. All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Material Safety Data Sheets will be maintained for all chemicals used in the cleaning processes.

- e. The offeror must furnish all needed safety equipment and protective devices necessary for the safety of all building occupants and property of the Salem City Schools.
 - f. The offeror must maintain commercial grade equipment, in sufficient quantity and design to perform the work as specified. All equipment must be maintained in effective working order throughout the life of the Contract. All equipment must meet applicable electrical codes. The offeror must maintain a list of the equipment (type, quantity, age, manufacturer, and model) to be maintained on-site for the building. The offeror may utilize the equipment Salem City Schools has at each location but may not be transferred from one facility to another. The offeror will be responsible for maintaining and replacing the equipment as appropriate. Upon termination of the contract, the offeror will certify the equipment owned by Salem City Schools is in the same condition as it was at the start of the Contract.
7. Emergencies - All emergency conditions shall be promptly reported to the Salem City Schools authorized representative.
 8. Offeror's Representative – Upon Contract award, a representative of the offeror shall be named and made available for purposes of reporting problems, requesting schedule changes, etc. This individual shall be the sole contact person for all matters.
 9. Scheduling - All custodial work shall be done with a minimum of disruption to normal school functions.
 10. Offeror's Responsibility - The offeror shall be responsible for the following:
 - a. Opening of school year preparation.
 - b. Preparation before summer school.
 - c. Clean up after summer school.
 - d. Empty trash cans, replace liners.
 - e. Dust and disinfect (where appropriate) furniture, including desktops, computer equipment, tables, and chairs.
 - f. Vacuum carpeting and runners (as needed)
 - g. Damp mop floors.
 - h. Clean with sanitary spray soap dispensers, mirrors, sinks and faucets.
 - i. Scrub toilets and urinals with liquid abrasive.
 - j. Filling all dispensers with towels, hand soap, and toilet paper.
 - k. Sweep floor, apply solution, clean around walls, under toilets and urinals.
 - l. Wet mop entire bathroom floor surface.
 - m. Clean and sanitize drinking fountains and door handles.
 - n. Clean and remove fingerprints from door glass and interior office windows and from glass topped furniture.
 - o. Remove trash to appropriate outside dumpster.
 - p. Sweep and dust classroom areas.
 11. Recalling - The offeror must provide service for recall if proper cleaning has not been performed the previous night. If an area is not clean when a Salem City Schools representative reports to work, the offeror must have an employee on the job within one hour to start cleaning. The offeror must include in its proposal the emergency phone number to be used for these recalls and the individual contact name.
 - a. Salem City Schools shall be the sole judge as to whether the offeror has accomplished the custodial specifications outlined in the Contract.
 12. Salem City Schools Activities and Athletic Events - The offeror would be

responsible for clean-up after all Salem City Schools athletic events or activities taking place on the grounds of all school buildings, if assigned/needed, even those before/after the school day and on the weekends.

13. Extra Work or Emergency Services - The offeror shall be available to perform extra work or emergency services. Emergency and/or extra work will be determined and authorized by Salem City Schools. Specialties may include community functions, dances, banquets, or other functions.
14. Reporting - The offeror will submit monthly reports to the Salem City Schools representative. This report should be from the offerors record keeping software and will detail:
 - a. hours worked per day by building, by employee
 - b. training accomplished per week by building
 - c. action taken on unsatisfactory inspections, if any, and their results
 - d. special projects or accomplishments

RESPONSIBILITIES OF SALEM CITY SCHOOLS

1. Utilities - All necessary utilities will be furnished by Salem City Schools.
2. Storage – Salem City Schools may provide storage for the equipment and supplies/materials normally required for the types of services to be provided under this Contract.
3. Trash Disposal – Salem City Schools shall furnish in a reasonable convenient location a container for use by the offeror in the removal of waste paper, trash, debris, etc.
4. Keys/Badges – Keys and/or badges which may be required by the offeror and employees for entry will be furnished by Salem City Schools.
5. Salem City Schools Representative - After the award of contract the Salem City Schools representative will be named. This representative shall be available, within reason, any time for consultation and liaison purposes, and communications from the offeror shall be handled through this person.
6. Whiteboards – No whiteboard shall be erased by the offeror. If whiteboards have been erased, they shall be washed by offeror.

PERFORMANCE EVALUATION

1. Monthly Evaluation - On at least a monthly basis, and more often if mutually agreed upon by the Salem City Schools and offeror representatives, a thorough evaluation of each facility shall be made. During the first six months of the Contract an evaluation of each facility shall be completed on a bi-weekly basis.
2. Method of Evaluation –
 - a. Evaluator(s) - The Salem City Schools representative shall complete the evaluation of each facility.
 - b. Procedure - The form entitled "Building Cleanliness Evaluation Form" (Appendix B), or a similar document designed with the mutual consent of Salem City Schools and offeror shall be utilized. The intent will be to document those areas where cleaning services are not satisfactory and to serve as written notification to the offeror that corrective actions are required.
 - c. Rating Scale - The rating scale as shown on the attached Building Cleanliness Evaluation Form shall be interpreted as follows:

- E (Exemplary): A condition indicating continuous care and attention, commendable.
- P (Proficient): A condition indicating care and attention, though improvements may be made.
- N (Needs Improvement): A condition indicating laxity or neglect over a comparatively short time, improvement is needed.
- U (Unsatisfactory): A condition indicating complete neglect over a long period, improvement is required.

3. Standards

- a. Floors - Rating of P or better required. Lower ratings must be corrected within one day.
- b. Restrooms - Rating of E required. Lower ratings must be corrected within one day (school operational day).
- c. Furniture - Rating of P required. Lower ratings must be corrected within two days.
- d. Ledges/Surfaces - Rating of P required. Lower ratings must be corrected within two days.
- e. Entrance Ways - Rating of E required. Lower ratings must be corrected within one day (school operational day).
- f. Walls - Rating of P required. Lower ratings must be corrected within one day.
- g. Venetian Blinds - Rating of P required. Lower ratings must be corrected within two days.
- h. Chalkboards/Whiteboards - Rating of P required. Lower ratings must be corrected within one day.
- i. Waste Containers - Rating of P required. Lower ratings must be corrected within one day.
- j. Janitor's Closets - Rating of P required. Lower ratings must be corrected within one day.
- k. Storage Areas - Rating of P required. Lower ratings must be corrected within one day.
- l. Stairwells - Rating of P required. Lower ratings must be corrected within one day.
- m. Cafeteria/Kitchen – Rating of E required. Lower ratings must be corrected within one school operational day.
- n. Fieldhouse - Rating of E required. Lower ratings must be corrected within one day (school operational day).

PROPOSAL OUTLINE

1. Offeror Profile, Qualifications and Experience - Each Offeror shall submit evidence of qualifications, which would influence the ability to satisfactorily perform the custodial services defined elsewhere in this document. The Offeror must have been in the cleaning business for a minimum of five (5) years.

The Profile should include:

- a. The type and size of the Corporation, and whether it is local, regional, or national in operations.
- b. The founding year for the Corporation and the number of continuous years it has been in the business of providing Custodial Services.
- c. The Corporate Philosophy, Corporate Organizational Chart, and Corporate Management experience.
- d. The headquarters location and the location of the office that would be responsible for the Salem City Schools contract, if awarded.
- e. The number of current contracts for the organization and or annual sales volume.
- f. The number and size of the current contracts for the office that would be responsible for the Salem City Schools contract, if awarded.
- g. A discussion of Training Programs provided to and required of the offeror's staff.

- h. Offeror shall provide a list of any professional relationships involving the Salem City School Board or any of its key staff for the past five (5) years and explain why any such relationship does not constitute a conflict of interest relative to performing the duties prescribed in this RFP.
 - i. The Financial Stability of the Corporation and provide a copy of the latest Annual Financial Report available.
2. Qualifications of Personnel Assigned to this Project - Identify the principal supervisor and management staff who would be assigned as the primary contact and manager of the Salem City Schools Contract, and provide their resumes.
3. Salem City Schools Project Plan – Offeror must provide detailed plan for startup and management of this project. The plan must address a process for providing custodial services to other school facilities as they become available. Please also review the Cleaning Procedure (Appendix C) while responding to this section.

The Project Plan must also include the following:

- a. Personnel
 - 1) Amount of supervision committed to this project
 - 2) Amount of staffing committed to this project. The staffing must state the amount of day time and night time hours
 - 3) Staff uniforms
 - 4) Employee Benefit Programs
 - 5) Recruitment Program
 - 6) Personnel Policy Handbook
 - b. Equipment and Supplies List
 - c. Equipment Replacement Schedule
 - d. Training Programs
 - e. Cleaning Specifications
 - f. Safety Program
 - g. Quality Control Program
 - h. Call Back Plan
 - i. Dispute Resolution Plan
4. Client References – The offeror must provide at least three (3) references and they must be for contracts that are similar in size, type, and quality of cleaning to this proposal. Reference list must include the name, mailing address, phone number, and e-mail address.

Additional Reference Data:

- a. Provide a list of Public School Divisions that you currently provide custodial services to or have provided these services during the last five years.
 - b. Provide a list of contracts that have been added during the last three (3) years.
 - c. Provide a list of contracts that have ended during the last three (3) years and state why those contracts were not renewed.
5. Pricing – Provide pricing for the Base year as well as the renewal years. In case of extensions, the cost per month which is submitted in the Offeror's proposal may be increased or decreased. During extension years, price can be renegotiated on a year to year basis, based on Consumer Price Index and company profit margins, failure to come to a price agreement will result in a new solicitation. The pricing for the renewal years is Non-Binding and may be negotiated each year at renewal time by either party.

Contract Price Adjustments: The Contract Price shall be adjusted as follows:

- a. Annual CPI Adjustment: At the end of each twelve (12) month period during the Term, the Contract Price shall be increased by the greater of: (a) two (2) percent, or (b) a percentage equal to the percentage increase in the Consumer Price Index for All Urban Consumers (CPI-U) during the twelve (12) month period immediately prior to the first day of the then current annual period; provided, however, that the percentage of increase in the Contract Price determined under this clause (b) shall never exceed three percent (3%) in any twelve (12)-month period.
- b. Change in Tax Rates or Minimum Wage Rate: In the event of a change in social security taxes or the Federal or State unemployment taxes, or the imposition of new Federal, State or local payroll taxes applicable to any of the vendor's employees, the Contract Price shall be changed by the projected change in costs to the vendor. In the event of a change in the Federal, State or local minimum wage rates applicable to any of the vendor's employees, the labor cost portion of the Contract Price shall be changed by the percentage increase in the minimum wage rates. Any such changes shall be effective from the date such cost changes went into effect.
- c. Collective Bargaining: In the event of any increases in wages for the vendor's employees providing the Services as a result of any collective bargaining by such employees or contained in any collective bargaining agreement governing such employees, the Contract Price shall be changed by the projected change in costs to the vendor from the date of such change in wages and/or benefits. However, in the event Salem City Schools does not agree to such change in wages and/or benefits, Customer may cancel this Agreement upon thirty (30) days' notice to the vendor.
- d. Change in Services: Should Salem City Schools request a change in Services for reason of opening/adding facilities, closing facilities, adding tasks or the frequencies of tasks, or a significant change in the activity or use of a Salem City Schools facility, and the change result in a change of costs to the vendor, the vendor and the division representative will meet to discuss necessary changes to the contract price and the monthly payments. Any mutually agreed upon changes shall take effect from the date of the change in services.

EVALUATION AND AWARD CRITERIA

1. Committee Evaluation

In accordance with Virginia Code § 2.2-4302.2, the evaluation committee will select a minimum of two (2) Offeror's best suited to meet the needs of Salem City Schools based on the scoring of the evaluation criteria. Negotiations shall then be conducted with each of the offeror's so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the Evaluation Committee shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Should the Evaluation Committee determine in writing and in its sole discretion that only one offeror

is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. Salem City Schools may request additional information or clarification of proposals and hereby reserves the right to select the particular response to this RFP that it believes will best serve its business and operational requirements, considering the evaluation criteria set forth above. Upon completion of the evaluation, a recommendation will be presented to the Salem City School Board.

Award Criteria

Qualification of Offeror a. Experience of Firm and Years in Business b. Corporate Philosophy c. Corporate Management Experience d. Staff Training e. Financial Stability f. Qualifications of Personnel Assigned to this Project	35%
Salem City Schools Project Plan	20%
Client Reference	20%
Pricing	25%

GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS READ CAREFULLY - Proposals must be submitted in accordance with instructions given in this document. All information requested must be submitted. Failure to do so may result in the proposal being considered non-responsive and, therefore, rejected.

Wherever the term Salem City or Schools is used, it is understood to include the Salem City School Board. Salem City Schools does not discriminate against faith-based organizations in accordance with the Code of Virginia, Section 2.2-4343.1. The offeror shall cooperate with school officials in performing the contract to insure minimal interference with the normal school program.

SUBMISSION AND RECEIPT OF PROPOSALS

- (a) To be considered, all proposals must be delivered in a sealed envelope, clearly marked with the words "Proposal Documents", proposal number and the title of the Request for Proposal and received in the Salem City Schools Business Office no later than the specified date and time for the Request for Proposal opening. Failure to timely submit such proposal shall disqualify the Offer and such proposal will be returned to the Offeror unopened. NO FAXED PROPOSALS WILL BE ACCEPTED.
- (b) Unless otherwise specified, Offerors must use the Request for Proposal price form furnished by the County. Failure to do so shall be grounds for rejection of the proposal.
- (c) Proposals having any erasures or corrections must be initialed in ink by the Offeror. An authorized officer of the company must sign proposals in ink. Such authorization shall be a part of the proposal document. All quotations must either be typewritten or printed in ink.

(d) The original proposal response must not be permanently bound as to allow for document scanning for internal recordkeeping.

By submitting a proposal, the Offeror represents that they have read and understood the requirements and goods or services being requested including applicable laws and regulations. The failure of an Offeror to receive or examine any form, addendum, or other documents shall in no way relieve the offeror from any obligations with respect to the proposal or any resulting contract.

Salem City Schools shall provide the mechanism for the evaluation of all information received. The school district reserves the right to make the final determination of responsible Offerors and to waive informalities and/or irregularities and to accept or reject any or all offers. Proposals shall be as thorough and detailed as possible so that the school district may properly evaluate the capabilities of the Offeror to provide the required services. It is not the intent of the specifications to be proprietary, or to exclude any individual, business or firm.

Multiple options and pricing are encouraged by each vendor, based on what each vendor thinks would be best for the division. Justification for purchase will be made on what is determined to be the best interest of Salem City Schools as determined by the Salem City School Board's Chief Financial Officer regardless of price, quality or any other factors.

Individuals with disabilities, who require assistance or special arrangements in order to participate in bidding, please contact us. We require that you provide at least 48 hours' notice so that reasonable efforts may be made to provide the proper arrangements. You may be requested to specify the nature of any accommodation or assistance, which may be required for your participation.

NO CONTACT POLICY

After the date and time established for receipt of proposals by the school district, any contact initiated by any Offeror with any School representative, other than the purchasing representative listed herein, concerning this request for proposals is prohibited. Any such unauthorized contact may cause disqualification of the Offeror from this procurement transaction.

REFERENCES

All Offerors shall include a list of five (5) references, from school districts and/or similar projects only, who could attest to the firm's knowledge, quality of work, timeliness, diligence, flexibility, and overall expertise. Include names, contact persons, email addresses, and phone numbers of all references on the attached form.

References may or may not be reviewed or contacted at the discretion of the school district. Typically, only references of the top ranked short listed Offeror or Offerors are contacted. The school district reserves the right to contact references other than, and/or in addition to, those furnished by an Offeror.

BASIS FOR AWARD

Information and/or factors gathered during interviews, negotiations and any reference checks, in addition to the evaluation criteria stated in the RFP, and any other information or factors deemed relevant by the school district, shall be utilized in the final award. Respondents are encouraged to submit proposals that the respondent feels best meets the needs of Salem City Schools. The school district will make the final determination of the proposal that best meets the needs of

Salem City Schools.

COOPERATIVE PROCUREMENT

The procurement of goods and/or services provided for in this Invitation for Bid is being conducted pursuant to Virginia Code, Section 2.2-4304.

Therefore, the Offeror or Bidder is advised, and by submitting a response to this procurement, such Offeror or Bidder agrees that any resulting contract from this procurement may in addition to the Salem City Schools, may also be extended to other public agencies or bodies in the Commonwealth of Virginia to permit those public agencies or bodies to purchase such goods and/or services at contract prices, in accordance with the terms, conditions, and specifications of this procurement. The successful Offeror or Bidder shall deal directly with each public agency or body seeking to obtain any goods and/or services pursuant to any contract that may result from this procurement and in accordance with Virginia Code, Section 2.2-4304.

Salem City Schools shall not be responsible or liable for any costs, expenses, or any other matters of any type to either the successful Offeror or Bidder or the public agency or body seeking to obtain any goods and/or services pursuant to this cooperative procurement provision.

PRICES TO BE FIRM:

The proposer warrants, by virtue of proposal, that the prices, terms and conditions quoted in his proposal will be firm for a period of 60 days from the date the proposals are due. Net 30 after receipt of invoice. Price should include shipping.

INVOICES:

The vendor must send all invoices directly to the payment address shown on the purchase order/contract and must submit invoices for the items ordered, delivered and accepted by Salem City. All invoices must show the purchase order/contract number. All vendors need to be properly registered as a payment vendor for the City in order to receive payment and not as an employee of the school division. All vendors previously registered are still in the system as a payment vendor. If no prior business had been conducted, please provide a W-9 form with bid.

DELIVERY POINT:

Unless otherwise indicated, all items shall be delivered F. O. B. with destination and delivery charges included in the proposal price. F. O. B. destination is interpreted to mean unloading and placing in the building or area as directed by the Schools.

CASH DISCOUNTS:

In determining the award of a proposal, cash discounts for prompt payment will be considered. Discount time period computations shall commence from and after complete delivery, in satisfactory condition, and receipt of a properly documented invoice.

BRAND NAMES:

When a brand name appears in the specifications, it is solely for the purpose of establishing a grade or quality of material. The Schools do not wish to rule out other brands or manufacturers; therefore, the words "EQUIVALENT TO" are automatically included. However, if a product other than that specified is proposed, it is the vendor's responsibility to prove to the Schools that said product is equivalent to that specified in the proposal.

QUALITY:

All materials used for the manufacture or construction of any supplies, materials, or equipment covered by this proposal shall be of the best quality available.

ACCEPTANCE OF MATERIAL:

Until such time as all the conditions in the contract are fulfilled, Salem City Schools reserves the right to refuse and return material, at the seller's expense.

WARRANTY/RETURNS:

Clearly specify your warranty of products and handling of returns, including turnaround time on faulty equipment. Warranties and other technical data are to be included.

DELIVERY:

Time is of the essence for delivery of any items, products or service procured as a result of this proposal. If delivery is not made at the time specified, Salem City Schools reserves the right to call in any and all bonds or other security given for performance, to cancel the order, or any part thereof, without obligation, to declare the seller in default, and to disqualify the seller from bidding on future School contracts.

DEFAULT PROVISION:

In case of default by the vendor, the Schools shall have the sole discretion to procure the articles or services from other sources. The defaulting vendor shall be liable for any and all costs in excess of the contract price occasioned by or resulting from such default whether directly or indirectly, which sums may be paid or credited from any forfeited bond or other security. Upon written notice, the vendor will have 20 calendar days to remedy the default.

PRICING:

In the event of discrepancy between the total pricing and unit prices, the Schools in its sole discretion, shall determine the proposal price.

PROPOSAL:

A proposal may be withdrawn or modified prior to the time and date set for the receipt of proposals. The offeror shall notify the school division of its intent in writing. If a change in the proposal is requested, the modification must be worded to clearly indicate the new amount and to not reveal the original amount. Modified or withdrawn proposals may be resubmitted to the Chief Financial Officer up to the time and date set for receipt of proposals. No proposal can be withdrawn after the time set for the receipt of proposals and for sixty (60) days thereafter.

Any material changes to the proposal by the school division will be made in writing and distributed by facsimile or mail. Each offeror is responsible for determining that all addenda have been received before submitting the proposal.

COPYRIGHTS OR PATENT RIGHTS:

The proposer warrants that there have been no violations of copyrights or patent rights in the manufacture, production or sale of the goods shipped or ordered as a result of this proposal. The proposer agrees that Salem City Schools shall be indemnified and held harmless from any and all liability or expense occasioned by any such violations.

FEES INCLUDED IN PROPOSAL PRICE:

Submitted proposals shall include in the price, the cost of any Business and/or Professional licenses, permits or fees as required by law.

TAX EXEMPTION:

Salem City Schools is exempt from any taxes imposed by State and/or Federal Government. Upon notification, the Schools will furnish a certificate of tax exemption.

CERTIFICATION AND ABILITY:

Salem City Schools reserves the right to request from the proposer, a separate manufacturer's certification of all statements made in the proposal. The Schools may request any or all proposers to furnish proof of experience, ability and financial standing.

SIGNED PROPOSAL CONSIDERED AN OFFER:

This RFP must be signed as herein provided. Submission of this signed RFP shall be considered an offer by the proposer or contractor to sell the items or services as required in the specifications. All proposals are subject to approval by the Salem City School Board. In the case of default by the proposer or contractor after acceptance, the Salem City School Board may take such action, as it deems appropriate, including forfeiture of any and all bonds or security and legal action for damages or specific performance.

COMPLIANCE WITH LAWS:

The proposer is responsible for compliance with all Local, State and/or Federal laws and regulations. Salem City Schools shall be held harmless from any liability.

AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA:

A vendor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described herein that enters into a Contract with Salem City Schools pursuant to the Virginia Public Procurement Act 2.2-4300 et seq. shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 of Title 50 of the Code of Virginia, to be revoked or cancelled at any time during the term of the Contract. The Schools may void any Contract with a business entity if the business entity fails to remain in compliance with the provision of this section.

By my signature on this solicitation, I certify compliance with federal, state, and local laws and regulations applicable to the performance of the services described herein.

ACCEPTANCE OR REJECTION OF PROPOSALS:

Salem City Schools reserves the right to accept or reject any or all proposals/offers. The Schools also reserve the right to award the contract for any such materials, goods or services the Schools deem will best serve its interest. It further reserves the right to award the contract on a split order basis, lump sum or individual basis, or such combination as shall best serve the interest of the Schools. Salem City Schools reserves the right to make a site visit to the facility prior to bid award.

RULING LAW:

This RFP and any contract executed pursuant hereto of which this RFP shall be an internal part

shall be governed, controlled and interpreted in accordance with the laws of the Commonwealth of Virginia without reference to its conflict of law principles. Each party to such contract shall thereby submit to the exclusive jurisdiction of the Circuit Court of the City of Salem or, in the event that jurisdiction is authorized, to the United States District Court for the Western District of Virginia, sitting at Roanoke, Virginia.

NONDISCRIMINATION PROVISIONS:

During the performance of this contract, the vendor will not discriminate against any employee or applicant for employment because of age, race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the vendor. The vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting for the provisions of this nondiscrimination clause. The vendor, in all solicitations or advertisements for employees placed by or on behalf of the vendor, will state that such vendor is an equal opportunity employer. The offeror shall include the provision of the foregoing paragraph in every purchase order over \$10,000 so that the provisions will be binding upon each vendor.

INSURANCE:

The VENDOR shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the VENDOR'S execution of the work, whether such execution be by himself or by any SUBCONTRACTORS or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

Claims under workmen's compensation, disability benefit and other similar employee benefit acts; and

Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees, and

Claims for damages because of bodily injury, sickness liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the VENDOR, or (2) by any other person; and

Claims for damages because of bodily injury, sickness, or disease, or death of any person other than his employees, and

Claims for damages because of injury in or destruction of tangible property, including loss of use resulting there from.

Certificates of insurance acceptable to the Salem City Schools shall be filed with the Salem City Schools prior to coverage's afforded under the policies will not be canceled unless at least fifteen (15) days prior WRITTEN NOTICE has been given to the Salem City Schools.

The VENDOR shall procure and maintain, at his own expense, during the CONTRACT TIME, liability insurance as hereinafter specified:

CONTRACTOR'S General Public Liability and Property Damage Insurance including vehicle coverage issued to the CONTRACTOR and protecting him from all claims for personal injury, including death, and all claims for destruction of or damage to property,

arising out of or in connection with any operations under the CONTRACT DOCUMENTS, whether such operations be by himself or by any SUBCONTACTOR under him, or anyone directly or indirectly employed by the VENDOR or by a SUBCONTRACTOR under him. Insurance shall be written with a limit of liability of not less than \$1,000,000 for all damages arising out of bodily injury, including death, at any time resulting there from, sustained by any one person in any one accident; and a limit of liability of not less than \$1,000,000 aggregate for any such damages sustained by two or more persons in any one accident.

The VENDOR shall procure and maintain, at his own expense, during the CONTRACT TIME, in accordance with the provisions of the laws of the state in which the WORK is performed. Workmen's Compensation Insurance, including occupational disease provisions, for all of his employees at the site of the project and in case any work is sublet, the VENDOR shall require each SUBCONTRACTOR similarly to provide Workmen's Compensation Insurance, including occupational disease provisions for all of the latter's employees unless such employees are covered by the protection afforded by the VENDOR. In case any class of employees engaged in hazardous WORK under this CONTRACT at the site of the PROJECT is not protected under Workmen's Compensation statute, the VENDOR shall provide, and shall cause each SUBCONTRACTOR to provide, adequate and suitable insurance for the protection of his employees not otherwise protected.

ANTI-DISCRIMINATION:

By submitting their proposals, respondents/offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPS)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious beliefs, refusal to participate in a religious practice, or on the basis of race, age, color, gender, or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; if the faith-based organization segregates public funds into separate accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.IE).

In every contract over \$10,000 the provisions in 1, and 2 below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employment placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule of regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The contractor will include the provisions of 1 above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

NONDISCRIMINATION OF CONTRACTORS:

A respondent, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the respondent or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternate provider.

SPECIAL INSTRUCTIONS:

ANTITRUST

By entering into a contract, the Offeror conveys, sells, assigns and transfers to Salem City Schools all rights, title, and interest in and to all causes of the action it may now or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by Salem City Schools under said contract.

AVAILABILITY OF FUNDS

It is understood and agreed between the parties herein that Salem City Schools shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this contract.

ASSIGNMENT OF CONTRACT

A contract shall not be assignable in whole or in part without the written consent of Salem City Schools.

IMMIGRATION REFORM AND CONTROL ACT OF 1986:

By signing this proposal, the proposer certifies that the firm does not and will not during the performance of this contract employ illegal alien workers or otherwise violate the Federal Immigration Reform and Control Act of 1986.

ANTI-COLLUSION CERTIFICATION:

By my signature on the face of this proposal, I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies, equipment, or services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the Governmental Frauds Act and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the proposer.

KICKBACKS

I certify and warrant that by my signature on this solicitation, neither I nor the Offeror for whom I am authorized to act has offered or received any kickback from any other Offeror, supplier, manufacturer, or Subcontractor in connection with proposal on this contract, Subcontractor in order, in the form of any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchanged. Further, no person shall demand or receive any payment, loan, subscription, advance, and deposit of money, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

DEBARMENT

By my signature on this solicitation, I certify that this person/firm/corporation is not currently barred from bidding on contracts by any agency of the Commonwealth of Virginia or the federal government of the United States of America, nor is this person/firm/corporation a part of any firm/corporation that is currently barred from bidding on contracts by any agency of the Commonwealth of Virginia or the federal government of the United States of America. I have attached an explanation of the previous debarment(s) and copies of notice(s) of reinstatement(s).

INDEMNIFICATION

To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless Salem City Schools and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to, attorneys' fees, arising out of or resulting from the performance of the Work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting there from, and (2) is caused in whole or in part by any negligent act or omission of the Vendor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.

The school district cannot legally agree to any clause indemnifying the Vendor from any damages arising out of the contract or holding the Vendor harmless. The submission of a bid or proposal means that the Vendor agrees not to request such language in the resulting contract.

CONTRACT

Any contract resulting from this proposal shall consist of the following documents: the General Terms and Conditions and the Specifications, both of which are contained in the Request for Proposal, together with the Offeror's response, which consists of this document, the Price Schedule and other related documents attached hereto or submitted with this Request for Proposal. The City of Salem Schools reserve the right to terminate the contract/purchase order immediately in the event the contractor discontinues or abandons operation, if it is adjudged bankrupt, or is reorganized under any bankruptcy law, or fails to maintain adequate insurance.

CANCELLATION OF CONTRACT

The City of Salem Schools reserves the right to cancel and terminate any resulting contract upon ninety (90) day written notice to the contractor. Any contract cancellation notice will not relieve the contractor of the obligation to deliver and /or perform all services prior to the effective date of

cancellation. Cancellation of the contract would become effective the ninety-first day after notification.

DRUG-FREE WORKPLACE

During the performance of this contract, the vendor agrees to (i) provide a drug-free workplace for the Vendor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in violation of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Vendor that the Vendor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each Subcontractor or Vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a Vendor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

DATA ON CONVICTIONS FOR CERTAIN CRIMES AND CHILD ABUSE AND NEGLECT

Prior to awarding a contract for the provision of services that require the Vendor or his employees to have direct contact with students, the school board shall require the Vendor and, when relevant, any employee who will have direct contact with students, to provide certification that (i) he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child, or the solicitation of any such offense; and (ii) whether he has been convicted of a crime of moral turpitude. (§22.1-296.1 (C).

PROPRIETARY INFORMATION

Ownership of all data, materials, and documentation originated and prepared for the Salem City Schools pursuant to the REQUEST FOR PROPOSAL shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted.

The Offeror must specifically identify the data or materials to be protected and state the reasons why protection is necessary on the "Notice of Proprietary Information Form" below. In addition, the proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining in the Proposal and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information.

The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

**NOTICE OF PROPRIETARY INFORMATION FORM
THIRD PARTY CUSTODIAL SERVICES-ATTRITION MODEL FOR
SALEM CITY SCHOOLS**

Confidentiality References Protection in Accordance with the Code of Virginia, Section 2.2-4342

Section Title	Page #	Reason(s) for Withholding from Disclosure

INSTRUCTIONS: Identify the data or other materials to be protected and state the reasons by using the codes listed below. Indicate the specific words, figures, or paragraphs that constitute trade secrets or proprietary materials. The classification of an entire bid or proposal document, line item prices, and/or total bid or proposal prices as proprietary or trade secret is not acceptable and will result in rejection of the bid or proposal.

- A) This page contains information relating to "trade secrets", and "proprietary information" including processes. Operations, style of work, or apparatus. Identify confidential statistical data. Amount or source of any income...of any person (or) partnership. See Virginia Public Procurement Act. Section 2.2-4342. Unauthorized disclosure of such information would violate the Trade Secrets Act 18 U.S.C. 1905.

- B) This page contains proprietary information including confidential, commercial or financial information, which was provided to the Government on a voluntary basis and is of the type that would not customarily release to the public. See Virginia Public Procurement Act, Section 2.2-4342; 5 U.S.C. 552 (b) (4); 12 C.F.R. 309.5(c) (4).

- C) This page contains proprietary information including confidential, commercial or financial information. The disclosure of such information would cause substantial harm to competitive position and impair the Government's ability to obtain necessary information from contractors in the future. 5 U.S.C. See Virginia Public Procurement Act. Section 2.2-4342; 552 (b) (4); 12 C.F.R. 309.5(c) (4).4342; 552 (b) (4); 12 C.F.R. 309.5 (c) (4).

SIGNATURE SHEET

THIRD PARTY CUSTODIAL SERVICES-ATTRITION MODEL FOR SALEM CITY SCHOOLS

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in the RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia, 1950 as amended, Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, The Virginia Government Bid Rigging Act, and Virginia Antitrust Act and Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the Salem City Schools, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the Salem City Schools, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the Salem City Schools.

I hereby certify that I am authorized to sign as a Representative for the Firm:

COMPANY NAME _____

ADDRESS _____ PHONE # _____

_____ FAX # _____

_____ EMAIL _____

FEIN _____ VA BUSINESS LICENSE NO. _____

STATE CONTRACTOR'S NUMBER (IF APPLICABLE) _____

VIRGINIA SCC # OR STATEMENT DESCRIBING WHY FIRM IS NOT REQUIRED TO BE SO
AUTHORIZED PER VA CODE §2.2-4311.2 _____

SIGNATURE _____ DATE _____

NAME _____ TITLE _____

REFERENCE FORM
THIRD PARTY CUSTODIAL SERVICES-ATTRITION MODEL FOR SALEM CITY SCHOOLS

Name of Entity _____

Contact _____ Title _____

Telephone _____ Length of Business Relationship _____

Name of Entity _____

Contact _____ Title _____

Telephone _____ Length of Business Relationship _____

Name of Entity _____

Contact _____ Title _____

Telephone _____ Length of Business Relationship _____

Appendix A: Floor Plans



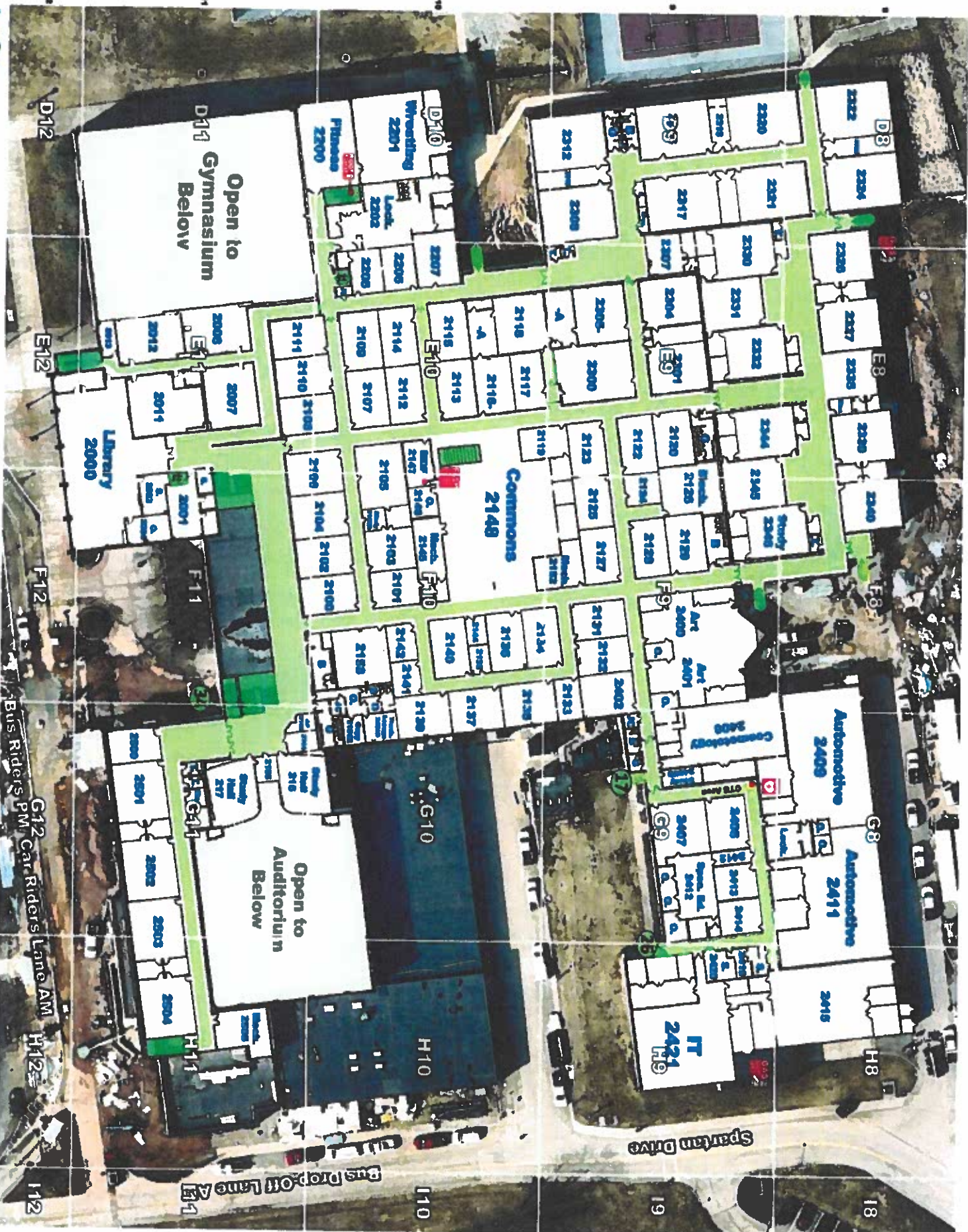
Appendix A



First Floor - Micro
Salem High School



SALEM

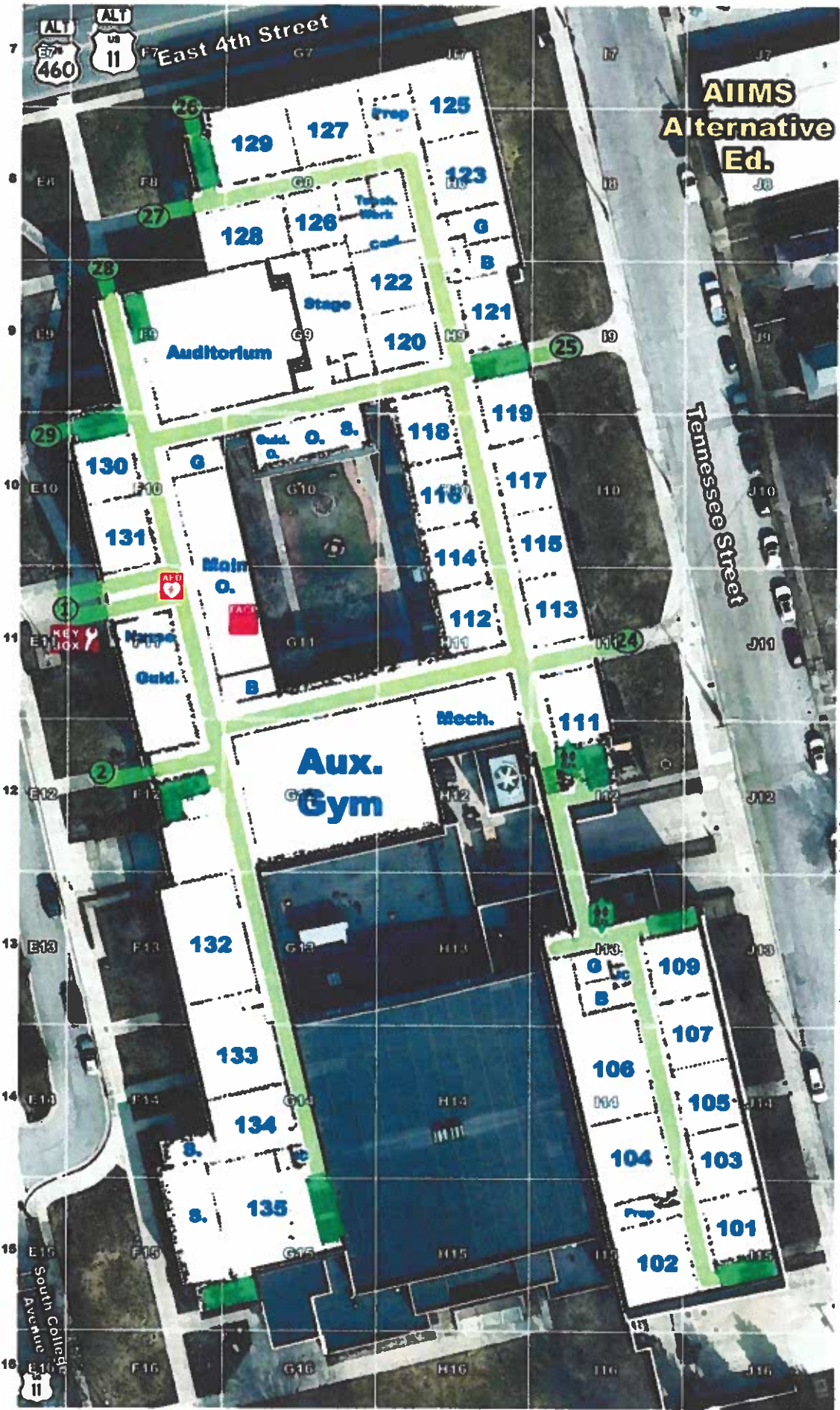


Appendix A



Second Floor - Micro
Salem High School





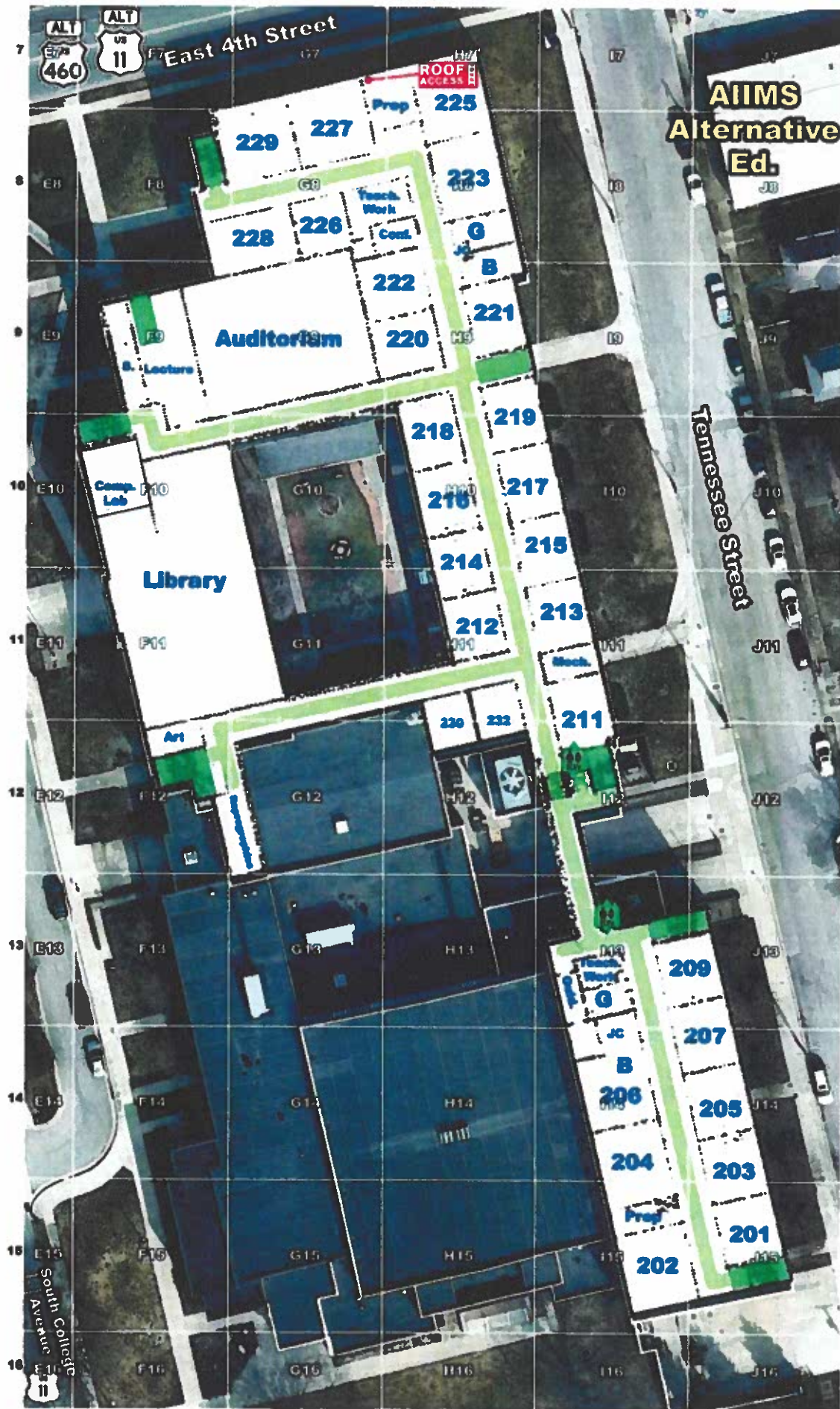
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Appendix A



First Floor - Micro
Andrew Lewis Middle School
 818 South College Ave. Salem VA 24153





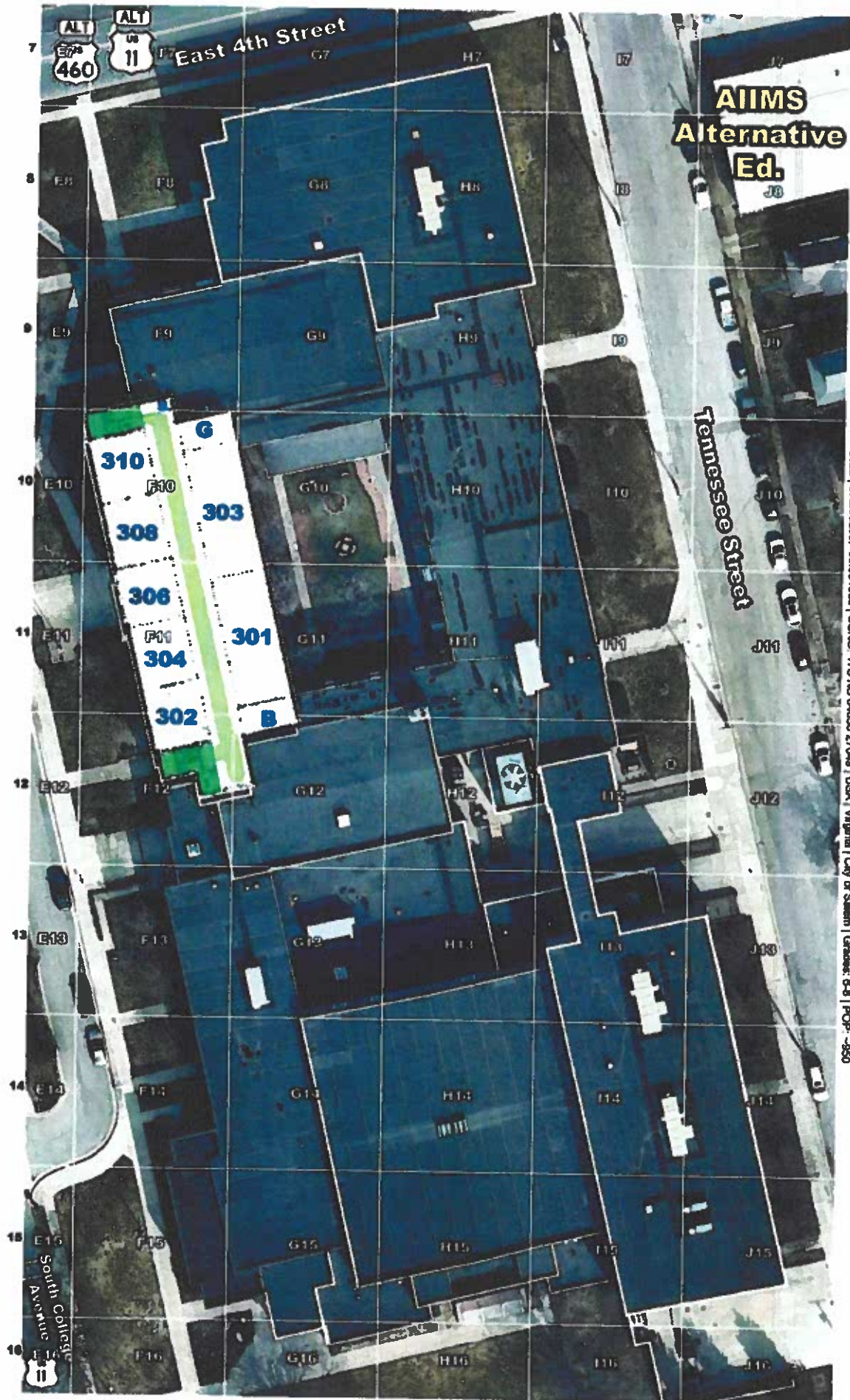
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Appendix A



UP **Second Floor - Micro**
Andrew Lewis Middle School
 416 South Collins Ave. Salem VA 24153



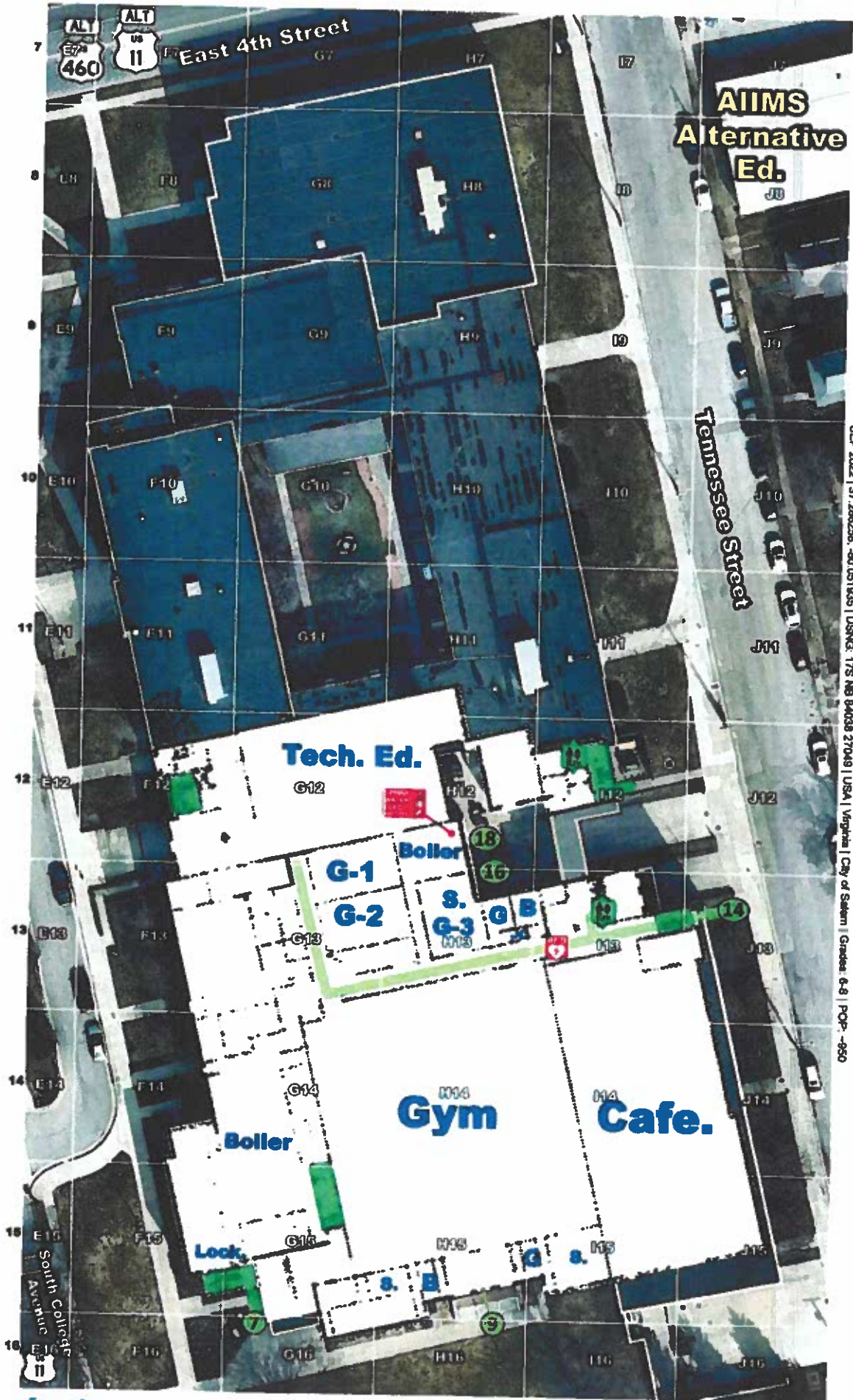


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Third Floor - Micro
Andrew Lewis Middle School
 818 South College Ave. Salem, VA 24153





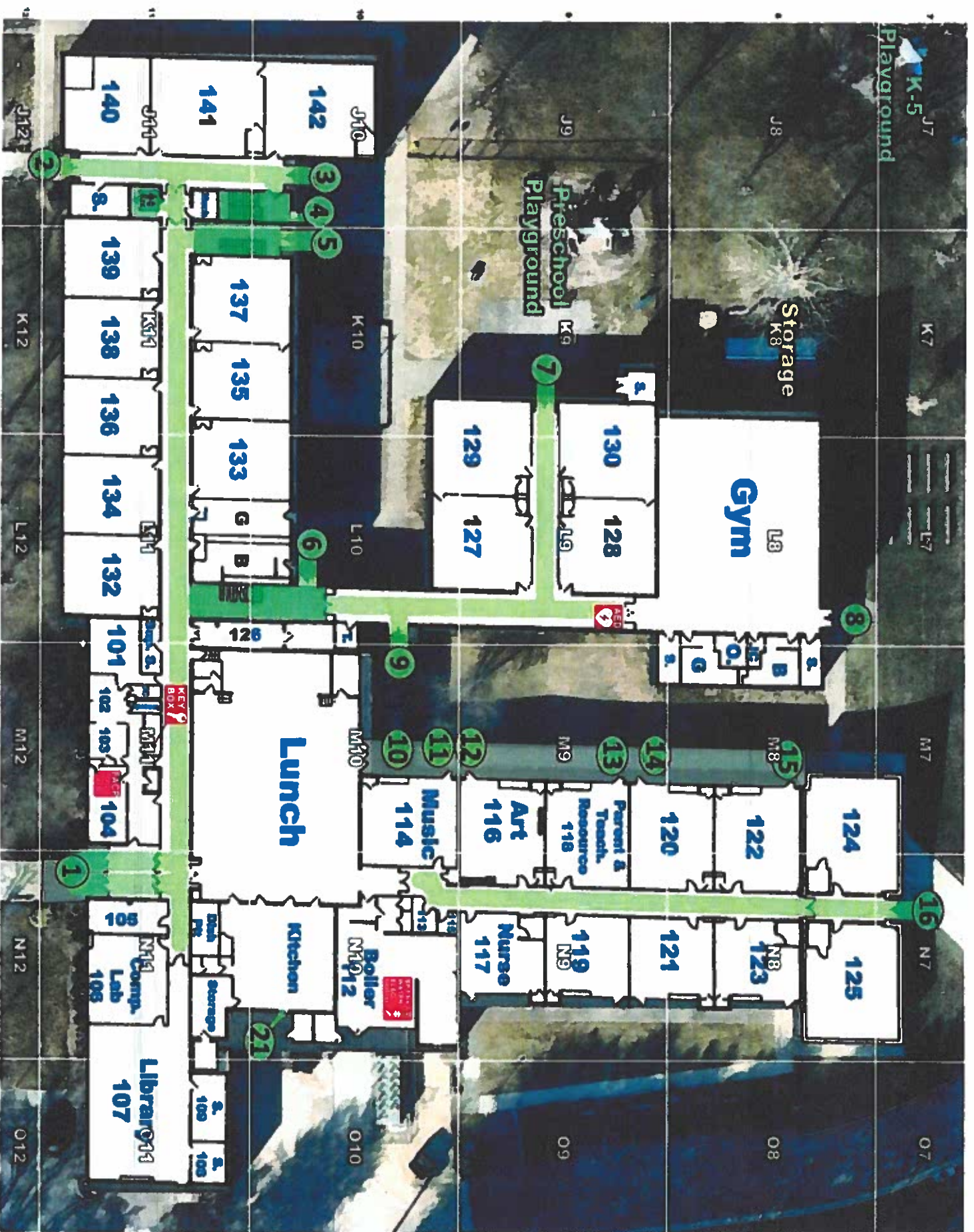
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Appendix A



UP
 THE URBAN
 AND COUNTRY
Ground Floor - Micro
Andrew Lewis Middle School
 818 South Collins Ave. Salem VA 24143





Appendix A



Main Floor - Micro
East Salem Elementary School





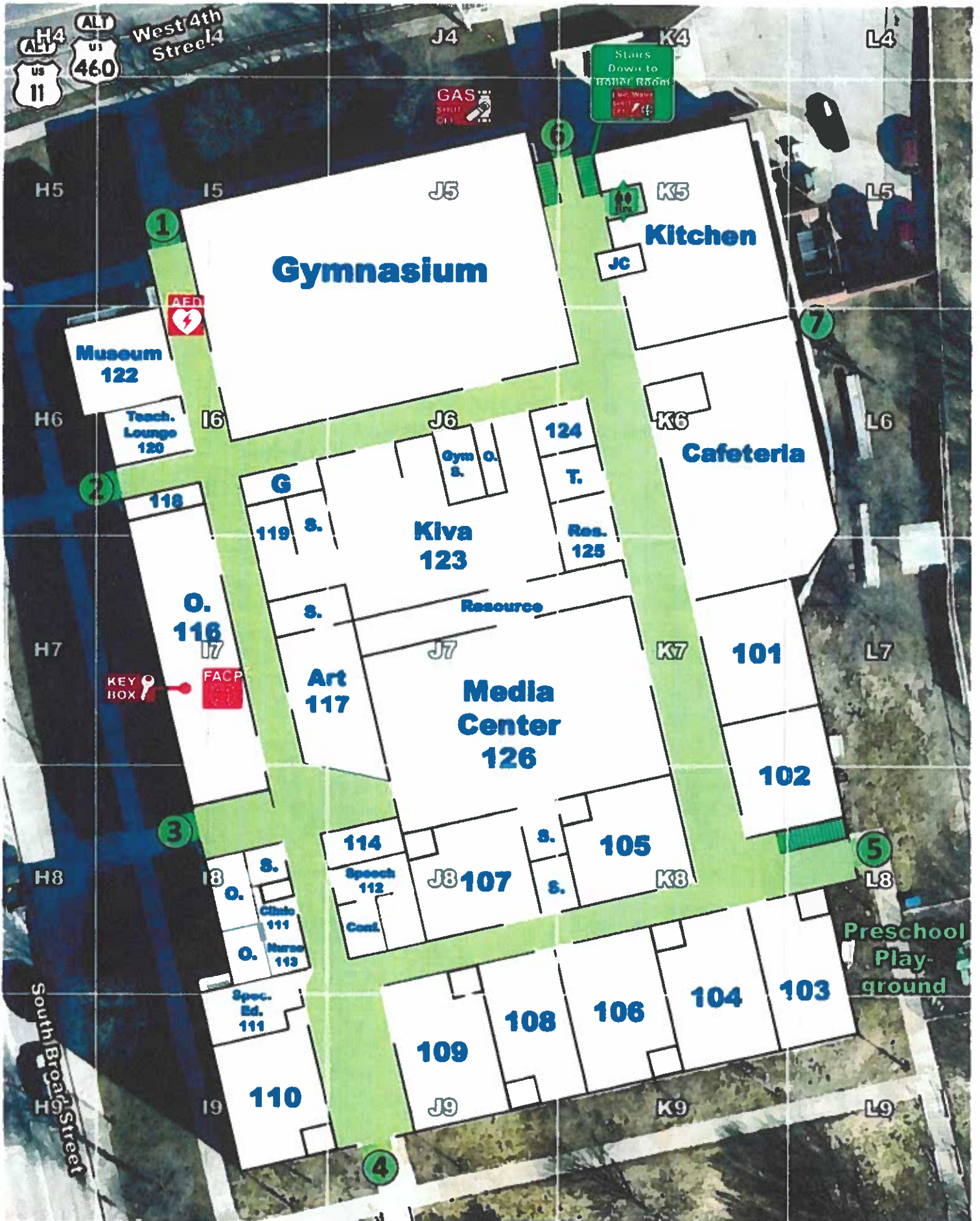
Appendix A

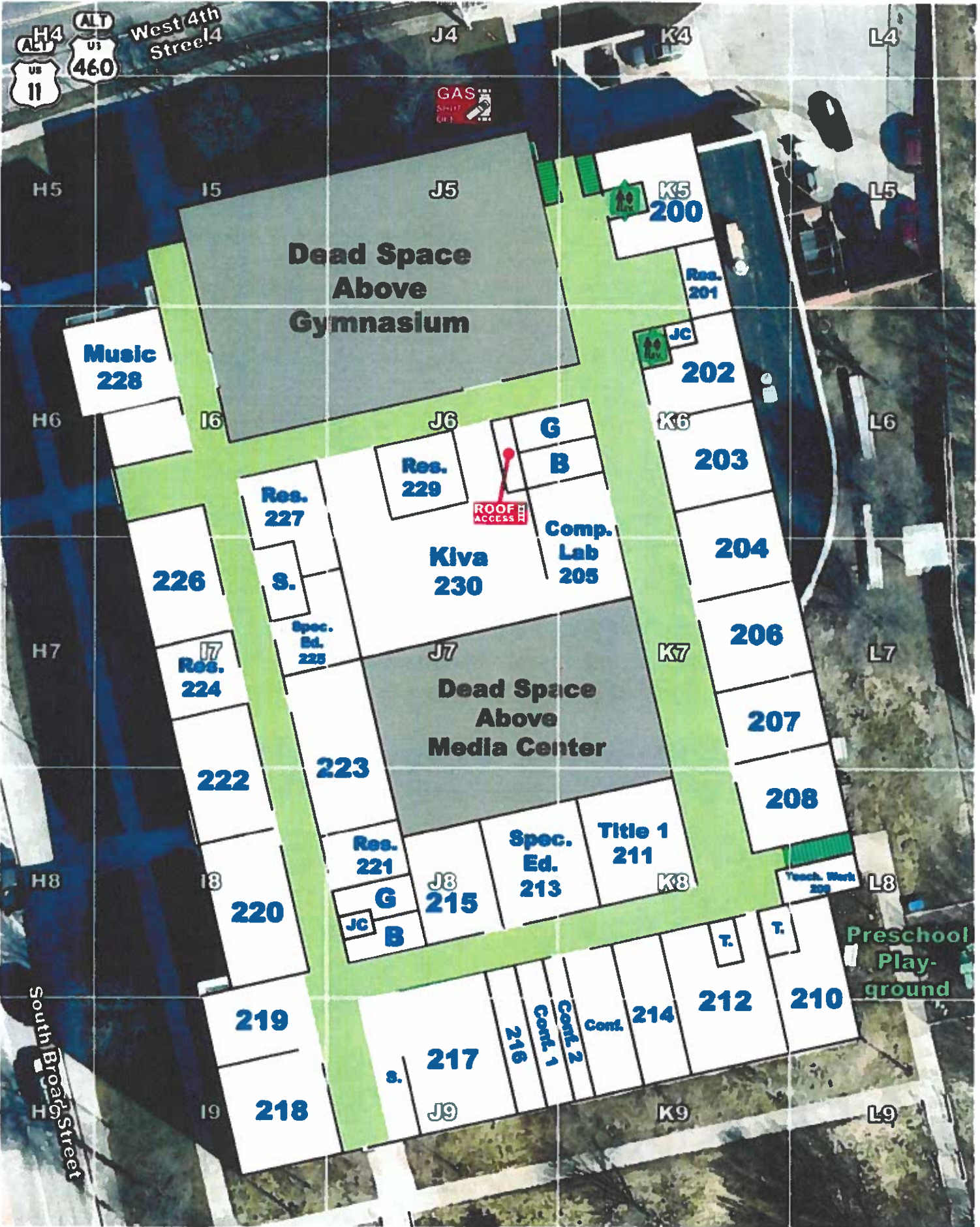


Second Floor - Micro
East Salem Elementary School



SALEM



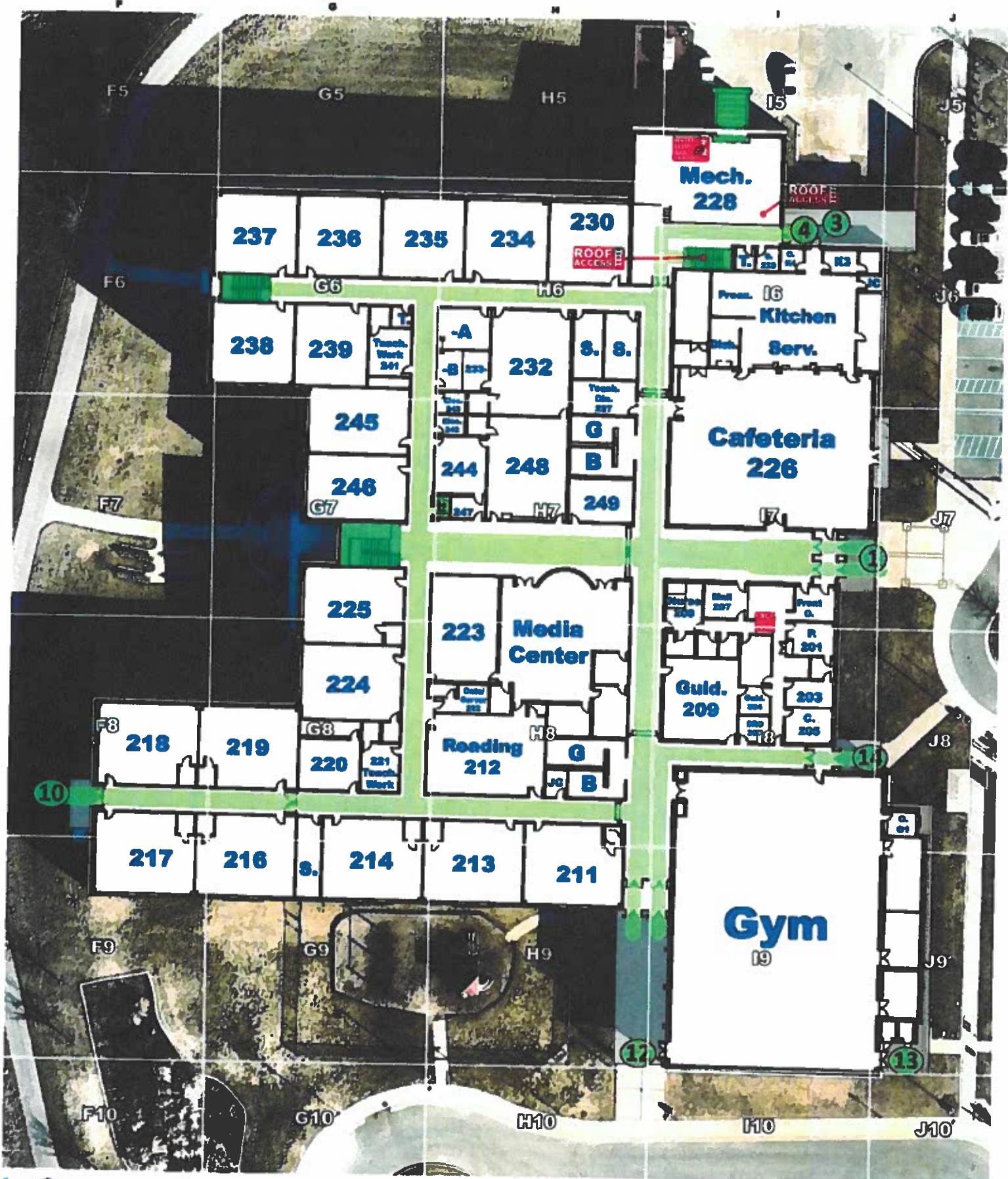


Appendix A

North UP
Version Control # V1.0

Second Floor - Micro
G.W. Carver Elementary School



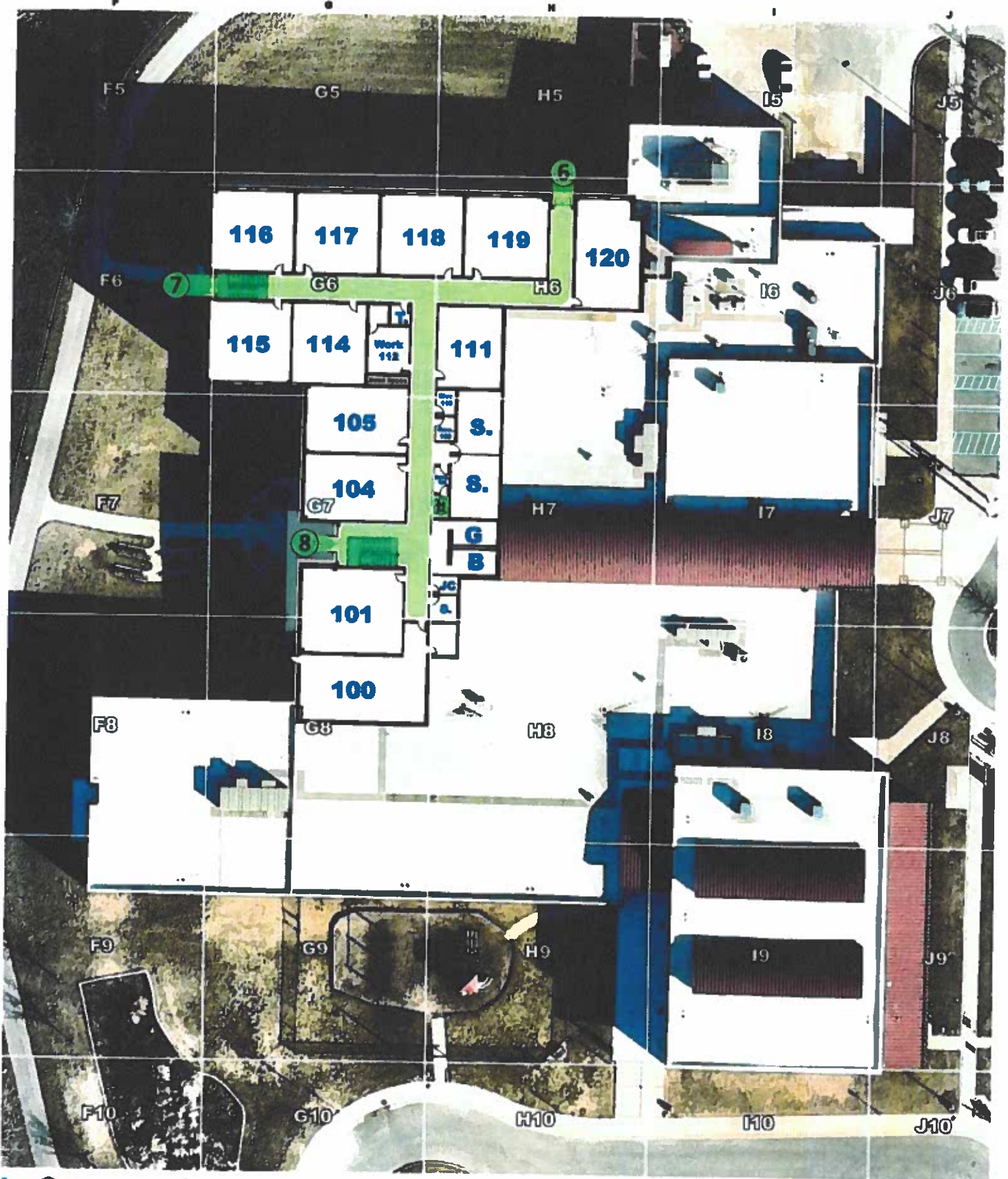


North UP
Version Control &
25
V1.0

Upper Level - Micro
South Salem Elementary School
1600 Carolyn Rd, Salem, VA 24153

VA School Code
VA-130-0680



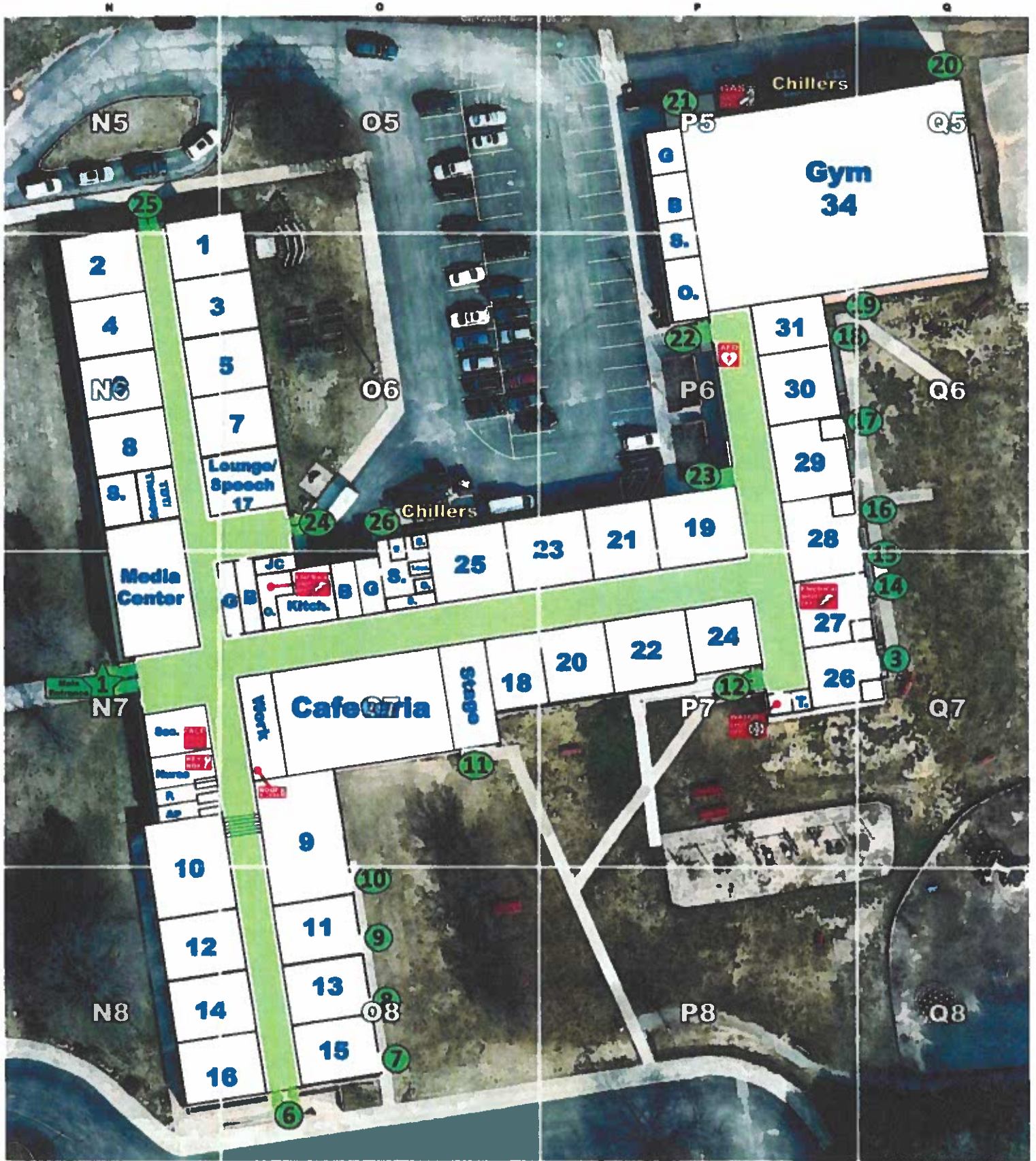


North UP
 Version Control #
V1.0

Lower Level - Micro
 South Salem Elementary School
 1800 Carolyn Rd, Salem, VA 24163

VA School Code
 VA-128-0880





North UP Version Control 6
40 GRID **V1.0**

Micro
 West Salem Elementary School
 520 Bruffey St, Salem, VA 24153



BUILDING CLEANLINESS EVALUATION FORM

Building: _____

Date: _____

Area	Exemplary	Proficient	Needs Improvement	Unsatisfactory
Floors				
A. Entrances				
B. Auditorium				
C. Gymnasium				
D. Library				
E. Classrooms/Offices				
F. Conference Rooms				
G. Hallways				
H. Stairwells/Elevators				
I. Bathrooms				
J. Locker Rooms				
Restrooms				
A. Toilets				
B. Urinals				
C. Sinks/Faucets				
D. Drains				
E. Mirrors				
F. Showers				
G. Partitions				
H. Vents				
I. Dispensers				
J. Trash Cans				
K. Hardware				
Furniture				
A. Surfaces				
B. Upholstery				
C. Desks				
D. Chalk/White Boards				
E. Computer/Office Equipment				

BUILDING CLEANLINESS EVALUATION FORM

Area	Exemplary	Proficient	Needs Improvement	Unsatisfactory
Ledges/Surfaces				
A. Horizontal				
B. Window Sills				
Entrance Ways				
A. Side Walks				
B. Doors – Plates, Knobs				
C. Glass				
D. Mats				
Walls				
Blinds/Shades				
Waste Containers				
Janitor’s Closet				
Storage Area/Mechanical Rooms				
Watercoolers				
Stairwells – Ledges/Rails				
Vents				
Elevators				
Cafeteria/Kitchen				

Comments: _____

Evaluator’s Signature: _____

Title: _____

Date: _____

Offeror’s Signature: _____

Title: _____

Date: _____

CLEANING PROCEDURE

1. The tasks outlined and the frequencies discussed are not meant in any way to limit the scope of the Offeror's work, but rather as a guide to express the expectations and establish minimum acceptable standards.
2. For purposes of establishing a clear and organized outline, these tasks are broken down into three (3) sections:
 - a) Routine Cleaning
 - b) Periodic Cleaning
 - c) Annual (summer) Cleaning

It is not the intent of the Division to limit, in any way, the responsibility of the offeror to perform all tasks necessary to deliver a clean and safe building daily.

3. Routine Cleaning: This work is regularly completed daily, weekly, monthly, or as required, as a part of the "daily routine", as established by the offeror, to maintain the standard acceptable to **Salem City Schools**. Weather and building use may dictate that additional tasks be completed to maintain this standard.
4. Periodic Cleaning: These tasks are more intensive and time consuming cleaning, regularly scheduled for periods when students are not in school. Weather and building use may dictate that additional tasks be completed to maintain this standard. Besides opportunities available in the school schedule, it is expected that the winter and spring breaks will be available for periodic tasks.
5. Annual Cleaning: This is the most intense level of cleaning; primarily scheduled during the summer break. The schedule for this work must be coordinated with the Division's Representative and the Building Principal to insure that the work does not interfere with scheduled summer activities and to insure completion.

Routine Cleaning

1. Classrooms, Preparation Areas, and Laboratories
2. Auditorium, Library, Offices, and Conference Rooms
3. Custodial and Storage Closets, and Mechanical Spaces
4. Restrooms, Watercoolers, Locker Rooms, and Shower Rooms
5. Gymnasium
6. Entrances, Lobbies, Hallways, Corridors, and Stairwells
7. Cafeterias, Lunchrooms, Multi-Purpose Room, and Lounges
8. Special Building Instructions

Standard Custodial Procedures are to be developed by the offeror and submitted to the Division's Representative for review to insure these tasks are effectively completed in accordance with the specifications of the custodial products/equipment being used and the surface/building component on which it is being used.

Daily Custodial Routines (or schedules) are to be developed by the offeror and submitted to the Division representative for review to insure these tasks are uniformly and effectively completed in accordance with these specifications.

MSDS sheets are to be properly displayed. All other Right-To-Know procedures are to be strictly followed.

Spot Wet Mop means to mop floor with a minimum of furniture moving/removal.

Wet Mop Entire Floor means to move/remove all the furniture and clean the entire area.

Markerboards, whiteboards, chalkboards, trays, and erasers are to be cleaned twice a week, where applicable.

Routine Cleaning**1. Classrooms, Preparation Areas, and Laboratories.**

ROUTINE CLEANING	DAILY	WEEKLY	MONTHLY	AS REQUIRED
Dry Mop Floor	X			
Spot Wet Mop	X			X
Wet Mop Entire Floor		X		
Scrub & Re-coat Floor				X
Spray, Buff & Polish				X
Wash Tables/Desks/Chairs*	Spot Clean	X		Flu Season
Remove Graffiti from Desks				X
Empty Pencil Sharpener(s)	X			
Empty Trash/Recycle Containers	X			
Clean/Dust Windowsills, Baseboard, & Moldings		X		
Wash Chalk/White Boards/ Trays		Twice/ Wk		
Clean Windows, Interior		Spot Clean		Twice/Yr
Clean Door(s)* Glass & Hardware (interior & exterior)	X			
Spot Wash Walls, Remove Graffiti				X
Clean/ Dust Window Blinds			Twice/ Mo.	
Clean/ Dust Fan Blades			Twice/ Mo.	
Clean Vents			X	
Clean Trash Cans*			X	
Clean Lights				X
Clean Sinks & Sanitize Fountains*	X			
Clean Shelving Furniture*		X		
Complete High Dusting			X	

*Clean using disinfecting
detergent

**CARPETED
SPACE**

ROUTINE CLEANING	DAILY	WEEKLY	MONTHLY	AS REQUIRED
Vacuum Floor	X			
Spot Clean	X			
Extract Entire Floor				X

Routine Cleaning

2. Auditoriums, Libraries, Offices, and Conference Rooms:

ROUTINE CLEANING	DAILY	WEEKLY	MONTHLY	AS REQUIRED
Dry Mop Floor	X			
Spot Wet Mop	X			
Wet Mop Entire Floor		X		
Scrub & Re-coat Floor				X
Spray, Buff & Polish			Twice/Mo.	
Wash Tables/Desks/Chairs*			X	Flu Season
Remove Graffiti from Desks				X
Empty Pencil Sharpener(s)	X			
Empty Trash/Recycle Containers	X			
Wash Chalk/White Boards/ Trays		Twice/ Wk		
Clean Windows, Interior		Spot Clean	X	
Clean Door(s) * Glass & Hardware (interior & exterior)	X			
Spot Wash Walls, Remove Graffiti				X
Clean/ Dust Window Blinds			Twice/ Mo.	
Clean/ Dust Fan Blades			Twice/ Mo.	
Clean Vents			X	
Clean Trash Cans*			X	Flu Season
Clean Lights				X
Clean Sinks*	X			
Dust Shelving & Cleaning Furniture*		X		
Spot Clean Upholstered Furniture				X
Complete High Dusting			X	

*Clean using disinfecting detergent

CARPETED SPACE

ROUTINE CLEANING	DAILY	WEEKLY	MONTHLY	AS REQUIRED
Vacuum Floor	X			
Spot Clean	X			
Extract Entire Floor				**

**Once during the winter break, in addition to the summer cleaning, at a minimum.

Routine Cleaning

3. Custodial and Storage Closets, and available Mechanical Spaces:

ROUTINE CLEANING	DAILY	WEEKLY	MONTHLY	AS REQUIRED
Clean, Dry & Odor Free	X			
Dry Mop Floor		X		
Spot Wet Mop		X		
Wet Mop Entire Floor			X	
Scrub & Re-coat Floor				X
Remove Graffiti				X
Empty Pencil Sharpener(s)				X
Empty Trash/Recycle Containers	X			
Clean Mops and Equipment (maintenance to reduce odor)	X			
Clean Windows, Interior				X
Clean Door(s)* Glass & Hardware (interior & exterior)		X		
Spot Wash Walls, Remove Graffiti				X
Clean Vents			X	
Clean Trash Cans*				X Flu Season
Clean Lights				X
Clean Sinks*	X			
Complete High Dusting			X	

*Clean using a disinfecting
detergent

Routine Cleaning

4. Restrooms, Locker Rooms, and Shower Rooms:

ROUTINE CLEANING	DAILY	WEEKLY	MONTHLY	AS REQUIRED
Dry Mop Floor	X			
Wet Mop Entire Floor*	X			
Clean and Sanitize all Fixtures*	X			
Scrub & Re-coat Floor				X
Remove Graffiti				X
Empty Trash/Recycle Containers	X			
Clean* and Re-fill Soap & Paper Dispensers	X			
Clean Mirrors	X			
Clean Windows, Interior		Spot Clean	X	
Clean Door(s)* Glass & Hardware (interior & exterior)	X			
Spot Wash Walls*, Remove Soap, Stains, & Graffiti	X			
Clean All Vertical Surfaces (walls & stalls)*		X		
Machine Scrub/ Power Wash/ Disinfect Floors		X		
Scrub/ Power Wash/ Disinfect Walls & Stalls; Remove Residue, Soap Scum & Marks		Shower Room	X	
Clean & Scrub Lockers (exteriors)*			X	
Clean Vents			X	Flu Season
Clean Trash Cans*		X		
Clean Lights				X
Complete High Dusting			X	

*Clean using a disinfecting detergent

Routine Cleaning

5. Gymnasium:

ROUTINE CLEANING	DAILY	WEEKLY	MONTHLY	AS REQUIRED
Dry Mop Floor using mop treated with approved solution	X			
Wet Mop Spills/ Spots (cold/ damp mop & dry)	X			
Extend Bleachers, Damp Mop Floorboards & Isles, Damp Wipe Seats*		X		X
Clean and Sanitize all Fountain/ Fixtures*	X			
Remove Graffiti				X
Empty Trash/Recycle Containers	X			
Clean Windows, Interior			X	
Clean Door(s)* Glass & Hardware (interior & exterior)	X			
Clean & Scrub Vertical* Surfaces (walls & stalls)		X		
Clean Vents			X	
Clean Trash Cans*		X		Flu Season
Clean Lights (accessible)				X
Complete High Dusting			X	

*Clean using a disinfecting detergent

Routine Cleaning

6. Entrances, Lobbies, Hallways, Corridors, and Stairwells:

ROUTINE CLEANING	DAILY	WEEKLY	MONTHLY	AS REQUIRED
Dry Mop Floor	X			
Spot Wet Mop				X
Wet Mop Entire Floor	X			
Scrub & Re-coat Floor				X
Clean Walk-off Mats (incl. Exterior)	X			
Clean, Scrub, Extract Walk-off Mats (incl. Exterior)		X		X
Sweep Ext. Entrance Area	X			
Spray, Buff & Polish	X			
Clean/ Sanitize Water Fountains	X			
Empty Trash/Recycle Containers	X			
Clean/ Scrub Trash Cans*		X		Flu Season
Clean Windows, Interior		X		
Clean Door(s)* Glass & Hardware (interior & exterior)	X			Flu Season
Spot Wash Walls, Remove Graffiti	X			
Dust Mop/ Spot Clean Stair Treads, Risers, Landings, Railings, Balusters & Base	X			
Wet Mop/ Scrub Stair Treads, Risers, Landings, Railings, Balusters & Base		X		
Clean Vents			X	
Clean Lights				X
Complete High Dusting			X	

*Clean using a disinfecting
detergent

CARPETED
SPACE

ROUTINE CLEANING	DAILY	WEEKLY	MONTHLY	AS REQUIRED
Vacuum Floor	X			
Spot Clean	X			
Extract Stairway/Landings			X	
Extract Entire Floor				X

Routine Cleaning

7. Cafeterias, Lunchrooms, Multi-Purpose Rooms, and Lounges:

ROUTINE CLEANING	DAILY	WEEKLY	MONTHLY	AS REQUIRED
Dry Mop Floor	X			
Spot Wet Mop	X			X
Wet Mop Entire Floor	X			X
Spray, Buff and Polish	X			
Clean Lunch Tables*	After each lunch period			
Scrub & Re-coat Floor				X
Empty Trash/Recycle Containers	X			
Clean/ Scrub Trash Cans*		X		Flu Season
Clean Windows, Interior		X		
Clean Door(s)* Glass & Hardware (interior & exterior)	X			
Spot Wash Walls, Remove Graffiti	X			
Clean/ Scrub Walls, Base & Moldings*			X	
Clean Vents			X	
Clean Lights				X
Clean Sinks & Sanitize Fountains*	X			
Complete High Dusting			X	

*Clean using a disinfecting
detergent

**CARPETED
SPACE**

ROUTINE CLEANING	DAILY	WEEKLY	MONTHLY	AS REQUIRED
Vacuum Floor	X			
Spot Clean	X			
Extract Entire Floor		X		

Periodic Cleaning

1. Offeror is to develop and submit to the Division Representative for approval, a “Hard Surface Floor Care Plan” for the building, for surfaces such as: Terrazzo, VCT, VAT, and Tile. The plan to include:
 - a) A schedule showing the floors being stripped and finished yearly so that all classroom floors are completely stripped and refinished each year.
 - b) A schedule showing that main Entrances, Lobbies, and Hallway floors are stripped and re-finished annually and scrubbed and re-coated an additional three (3) times a year at a minimum, as weather and building use may dictate.
 - c) A schedule showing a minimum of half of the other less traveled Hallways and Passageway floors stripped and re-finished annually and all scrubbed and re-coated at least one (1) additional time during the year, as weather and building use may dictate. This is in no way to limit the Offeror’s responsibility to strip and refinish any floor that is in such a condition that refinishing is required.
 - d) Custodial procedure(s) used to execute the plan.

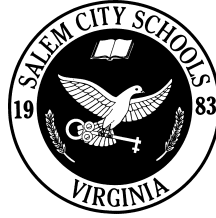
2. Offeror to develop and submit to the Division Representative for approval, a “Carpeted Floor Care Plan” for each building. The plan to include:
 - a) A schedule showing that Entrances, Lobbies, and main Hallway floors are properly extracted each summer and an additional two (2) times a year at a minimum, as weather and building use may dictate.
 - b) A schedule showing all of the other Hallways and Passageway floors being properly extracted during the summer and at least one (1) additional time during the year, as weather and building use may dictate. This is in no way to limit the Offeror’s responsibility to extract any carpeted floor that is in such a condition that it is required.
 - c) All classroom floors to be properly extracted during the summer and as weather and building use may dictate.
 - d) Custodial procedure(s) used to execute the plan.

Annual Cleaning

The schedule for all summer cleaning shall be coordinated with the building Principal and the Division Representative. The schedule is to be constructed in such a way as not to interfere with building summer activities and bearing in mind the fact that maintenance and renovation may be occurring in various sections of the building at the same time. Where possible, spaces are to be cleaned after such maintenance/ renovations are completed.

In addition to thoroughly and carefully completing all the tasks outlined in Routine Cleaning and Periodic Cleaning, the following is to be completed:

1. Clean and wash all interior and exterior surfaces of all lockers with disinfecting detergent, remove all graffiti.
2. Clean, wash, scrub, power wash, and disinfect the floors, walls and stalls of all restrooms, locker rooms, and shower rooms; removing all stains, soap scum, graffiti, and other marks and dirt.
3. Clean auditorium and stage, properly clean and finish and/or extract the floor. Clean and/or extract seating; removing all marks and graffiti.
4. Clean and wash the interior and exterior of all light fixtures and lenses. Task will require "high-lift" equipment in certain areas. Damage, if any, must be reported to the Division Representative, in writing.
5. Clean and wash all desks, inside and out, exterior surfaces of all file cabinets, tables, and bookcases.
6. Vacuum and extract upholstered furniture; polish wooden furniture. Remove all graffiti, gum, and other foreign substances.
7. Clean and wash all walls, top to bottom. Clean and wash all switch plates, ledges, sills, wall clocks, intercoms, woodwork, whiteboards, chalkboards and trays, and all baseboards and moldings.
8. Clean and wash, inside and out, all windows. It is the Offeror's responsibility to remove and replace all grills, screens and other such items necessary to complete this task. The windowsills and other spaces between these features are to be washed at this time. Damage, if any, is to be reported to the Division Representative, in writing.
9. Clean and wash all doors, sills, frames, glazing, and hardware.
10. Clean and wash all radiators and vent covers.
11. Clean from all ceilings: pins, pencils, paperclips, gum, candy, tape and paper, and all other foreign substances. Reset ceiling tiles as required.
12. Clean and wash all wall and ceiling fans, HVAC vents and diffusers.
13. Remove, clean and wash all blinds and shades, top to bottom, inside and out. Damage, if any, is to be reported to the Division Representative, in writing.
14. All other washing, cleaning, and coating procedures necessary to return the building to a clean, safe and inviting condition ready for Division use as an educational facility.



Appendix D

CUSTODIAN (FULL TIME) – 5.90

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate unskilled custodial work in the care and cleaning of school buildings; does related work as required. Work is performed under the regular supervision of a Building Manager and/or Principal. This is a non-exempt position as defined by the Fair Labor Standards Act.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, and observing general surroundings and activities; the worker is subject to inside environmental conditions, hazards, and atmospheric conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Cleaning of school building interiors. The Custodian also.....

- Sweeps, vacuums, buffs, strips, waxes and dust mops assigned areas;
- Removes trash from rooms and buildings and puts in containers and dumpster;
- Scrubs and cleans toilets including mirrors, wash basins, urinals, commodes, slop sinks, etc.; fills tissue, towel and soap dispensers; disinfects as needed;
- Dusts furniture, walls, window sills and other woodwork;
- Stacks cafeteria chairs and/or tables as required;
- Washes windows, walls and woodwork, dusts venetian blinds;
- Cleans drinking fountains;
- Polices school grounds, as needed;
- Assists with snow and ice removal including operation of snow blower;
- Secures windows and classroom doors daily and checks alarms;
- Sets up rooms and spaces for special events;
- Moves furniture, equipment and supplies;
- Performs basic maintenance work including minor plumbing, desk, chair and locker repairs and the replacement of

ceiling tiles and lights;

- Cleans storage rooms and equipment and orders, unloads and stores supplies and deliveries;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of cleaning methods, materials and equipment; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to read; thoroughness, cleanliness.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to completion of the eighth grade.

Revised May 2004

Salem City Schools
Contractor Certification Form (Can be completed at time of Contract)

The Code of Virginia (Section 22.1-296-1) requires contractors who provide services to schools with employees who will have direct contact with students on school property during regular school hours or during school-sponsored activities to provide certification that all such persons (contractor and employees) have not been convicted of the crimes listed below

I. Certification Section to be Signed by CEO or Designee

I certify to Salem City Schools that to the best of my knowledge that no employee of my company having direct contact with students during regular school hours or during school-sponsored activities has been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

Name of Company CEO or Designee _____

Title of CEO or Designee _____

Name of Company _____

Signature of Company CEO or Representative _____

Phone Number () _____

Date _____

If the company is unable to provide the certification due to a conviction, please return the form and attach an explanation.

+++++

II. Certification Section to be Signed by Each Individual Employee Who Will Physically Work on Salem School Property During Regular School Hours or School-Sponsored Activities

By signing below, I certify to Salem City Schools that I have never been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

<u>Printed Employee Name</u>	<u>Signature</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Printed Employee Name

Signature

Date

_____	_____	_____
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Note: Any person making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and upon conviction, the fact of such conviction will be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of the person's license to provide such services. The School Board will not be liable for materially false statements regarding the required certifications.