

INVITATION TO BID

McKenzie Special School District **Custodial Services**

The McKenzie Special School District is accepting bids for Custodial Services for the following locations: McKenzie High School, McKenzie Middle School, McKenzie Elementary School, and McKenzie Board of Education.

Bids must be sealed and marked "Custodial Bids" and will be accepted until 1:00 PM Friday, May 9, 2025 at which time bids will be opened and read publicly. Proposals may be delivered (hand delivered, express mail services, or mailed) to:

McKenzie Special School District
114 Bell Avenue
McKenzie, TN 38201

Late proposals will not be accepted

Specifications are available at the Board of Education located at 114 Bell Avenue or by contacting:

Justin Barden
Director of Schools
bardej@mckenzieschools.org
731.352.2246

The McKenzie Special School District Board of Education reserves the right to reject any or all bids, any or all portions of specific bids, and to select the best bid which may or may not be the lowest bid.

It is the policy of the McKenzie Special School District not to discriminate on the basis of gender, ethnicity, age, creed, marital status or disability in its educational programs, activities, or employment policies as required by Title VI and the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

Request For Proposal

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REQUEST FOR PROPOSALS

ISSUING AGENCY:

McKenzie Special School District
114 Bell Avenue
McKenzie, Tennessee 38201

Using Agency And/Or Location

Where Work Will Be Performed: Same as above

PERIOD OF CONTRACT: First contract shall be for 12 months (July 1, 2025-June 30, 2026) with McKenzie Special School District, having the option of extension annually up to four additional years. Extension will be based upon the satisfactory performance by the Vendor.

Sealed Proposals will be received until Friday, May 9, 2025 at 1:00 p.m. at the McKenzie Special School District Board Of Education at 114 Bell Avenue, McKenzie, Tennessee 38201 for furnishing the goods/services described herein and opened in public. Late proposals will not be accepted.

It is the responsibility of each bidder to contact each school principal and visit each service site (Attachment B) prior to submitting a bid.

PROPOSALS MAY BE DELIVERED (HAND DELIVERED, EXPRESS MAIL SERVICES, ETC) OR MAILED (BY US MAIL OR CERTIFIED MAIL) to:

McKenzie Special School District
114 Bell Avenue
McKenzie, Tennessee 38201

In compliance with the Request for Proposal and to all the terms and conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal.

Date: _____

Official Representative Signature: _____

Title: _____

Email: _____

Phone: _____

PURPOSE OF REQUEST FOR PROPOSAL

The purpose of this Request for Proposal is to solicit proposals from qualified vendors for custodial, facility maintenance services for McKenzie Special School District (hereafter MSSD or District).

I. NATURE OF PROPOSAL

Each interested vendor shall be responsible for the review of information contained herein, other information that may be requested, site visitation as required, and other efforts as necessary for the submission of a comprehensive proposal that will represent the vendor's best offer as a supplier of custodial services for MSSD.

Each proposal shall be complete, and it shall be outlined and identified by sections of this request to facilitate evaluation and to prevent evaluators from unnecessary search/arranging materials for evaluation purposes. In the preparation of each proposal, attention should be given to the criteria referenced herein, which will be used for purposes of evaluation and award determination purposes.

II. PROGRAM REQUIREMENTS

A. General

The vendor shall furnish all management, supervision, cleaning personnel, equipment, cleaning supplies, tools, and other materials as required for custodial services for MSSD.

B. Level of Cleanliness

It will be the responsibility of the vendor to provide custodial, facility maintenance services for the individual locations in keeping with high standards for an educational institution from the perspectives of sanitation, public relations, and protection of the physical facility. Therefore, the intent of this proposal request is to approach this matter from a level of cleanliness concept, and a detailed cleaning schedule is included.

III. SCOPE OF PROGRAM

A. GENERAL

In general, the overall requirement is to provide complete custodial services as required for MSSD for four School District facilities. List of facilities shall be found in Attachment B.

B. SPACE

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.

IV. SPECIAL REQUIREMENTS FOR THE SUBMISSION OF A PROPOSAL

A. Qualifications

Each vendor shall submit evidence of qualifications, which would influence the ability to satisfactorily perform the custodial services, defined elsewhere in this document.

- Vendors must have been in the custodial services business for a minimum of three (3) years
- Vendor must currently have at least three (3) contracts with school districts
- Vendor must demonstrate ability to manage a school district with current references and management expertise

B. Pre-Proposal Meeting and Tour of Facilities

It shall be the sole responsibility of the vendor to visit each facility to acquaint themselves with the nature and extent of work involved. Interested vendors must arrange inspection visits to the schools by contacting each school principal prior to submission. A list of schools, locations, and telephone numbers can be found in Attachment B. Failure to comply will result in rejection of proposal.

C. Copies of Proposal

Each proposal shall include two (2) completed, separately bound copies. Original Copy shall have prices submitted with it. Submit proposals in a sealed envelope with vendor's name and project name clearly indicated. Failure to comply may result in rejection of the proposal.

D. Format of Proposal

Each proposal shall be formatted identically to the outline of this request. The intent here is to facilitate evaluation by MSSD with a minimum of effort and delay.

Therefore, each proposal should include information/materials that are clearly marked and separately segregated as required for easy and quick location and identification of that section of this request to which it pertains.

E. Acceptance/Rejection of Proposal

- a. The contract will be awarded to the qualified vendor whose offer, conforming to the conditions and requirements of this request for proposal will be more advantageous to MSSD.
- b. MSSD reserves the right to reject any offers and to waive informalities and minor irregularities in proposals received.

c. This Request for Proposal does not commit MSSD to contract for any requirements for this solicitation.

d. A written award or contract furnished to the successful vendor, within the time for acceptance specified in the offer, shall be deemed to result in a binding contract without further action by either party.

F. Firm Offer

Each vendor must agree in advance in written form to submit a proposal with cost figures, which will be firm for at least one (1) year after the opening of the proposals.

G. Unit and Total Cost

Each proposal shall include monthly unit and total cost figures, and the same shall be shown for an annual basis.

H. Noncompliance of the Contract

Upon noncompliance of the contract by the vendor for completeness and thoroughness in the duties as judged by the District, the District shall inform the vendor in writing thereof. The District shall notify the vendor of noncompliance and will reserve the right to have the duties completed by other means. The District shall reduce the vendor's Invoice by an hourly rate of \$25.00 per man-hour for an amount equal to such time as required. Noncompliance shall be cause for the District cancellation of this agreement. The vendor shall be given ninety (90) days' notice of cancellation.

V. EVALUATION OF PROPOSALS

Evaluation of proposals submitted in response to the solicitation will be conducted by officials of MSSD. In the process of evaluation, the total vendor's proposal will be considered. During the process of evaluation, MSSD may need additional information. This need will be communicated through MSSD and each vendor shall be responsible to respond in written form or by appearance before MSSD officials as requested.

A. Award

It is the full intent, assuming that satisfactory proposals are received, to award a contract. If an award is made it will be for a one-year period, beginning on the date of the contract, with provisions for four (4) one-year extensions. Extensions will be made based upon the recommendations of the authorized representatives of MSSD and the vendor. Final approval of any extensions shall be made by MSSD. In case of extensions, the cost per month, which was submitted in the vendor's proposal, may be increased or decreased. During extensions, this cost figure may be changed in accordance with any change, which may have occurred in the United States Consumer Price Index over the preceding twelve

months, effective 30 days prior to the termination of the contract period in question and not to exceed 3%.

B. Termination/Cancellation

MSSD reserves the right to cancel the contract upon ninety (90) days written notice for reasons of non-performance within the terms and conditions of this request for proposal or conditions beyond control, such as inadequate funding.

C. Payments

Payment for services received will be made on a monthly basis. After approval, the Invoice will be forwarded for payment. Approximately fifteen working days will be required for payment.

D. Insurance

The vendor shall purchase and maintain in force the following kinds of insurance for operations under the contract as specified. Insurance certificates in the amounts shown and under the conditions noted shall be provided to the District before the commencement of any work:

1. Commercial/Comprehensive General Liability
 - a) \$1,000,000 Bodily Injury Per Person
 - b) \$1,000,000 Bodily Injury Aggregate Limit
 - c) \$ 500,000 Property Damage Per Occurrence
 - d) \$1,000,000 Property Damage Aggregate Limit
2. Comprehensive Automobile Liability
 - a) \$1,000,000 Property Damage Per Occurrence
3. Workmen's Compensation and Employers' Liability
 - a) \$ 500,000 Bodily Injury Per Person
4. Umbrella or Excess of Loss Coverage
 - a) \$10,000,000 Per Occurrence
5. The bidder will provide an insurance certificate within 21 days after acceptance of contract.
6. MSSD must have 10-days' notice of cancellation or change in insurance coverage and give its approval.

MSSD shall be named as an additional insured by Endorsement on the vendor's policy as to the subject contract.

E. Addenda

7. Any "Addenda" or Instruction to Bidders issued by MSSD prior to the time for receiving proposals shall be covered in the proposal and, in closing a contract; they shall become a part thereof.

VI. RESPONSIBILITIES OF CONTRACTOR

A. Personnel

All matters pertaining to the recruitment, screening, hiring and retention shall be the executive responsibility of the contractor. These matters shall be done fully in compliance with existing statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour and any other stipulations germane to prudent personnel management.

Only those personnel who have been properly trained shall be assigned duties under this contract. All personnel shall be dressed in a manner authorized by the contractor. The personnel shall be neat and clean in appearance. Name tags/badges shall be required and furnished by the contractor and worn at all times.

Contracting With Entities Who May Have Contact with Children: Tennessee Code Annotated 49-5-413 requires that any entity who enters into or renews a contract with a local board of education must comply with certain requirements. Listed below, in its entirety is the new language for TCA 49-5-413, which became effective September 1, 2007:

SECTION 1. Tennessee Code Annotated, Section 49-5-413, is amended by adding the following new subsection:

(d) (1) Any person, corporation or other entity who enters into or renews a contract with a local board of education or child care program as defined in § 49-1-1102 on or after the effective date of this act shall be required to comply with the provisions of this subsection if the contract requires:

(A) The person or an employee of the person, corporation or other entity to have direct contact with school children or to children in a child care program; or

(B) The person or employee who has access to the grounds of a school or childcare center when children are present.

(2) It is the duty of the person, corporation or other entity who employs a person described in subdivision (1) to require such applicant to supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee

Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds.

(3) (A) No employer, or employee of such employer to whom this subsection applies shall come in direct contact with school children or to children in a child care program or enter the grounds of a school or child care center when children are present until the criminal history records check has been conducted on such person.

(B) No employer, or employee of such employer, to whom this subsection applies shall come in direct contact with school children or to children in a child care program or enter the grounds of a school or child care center when children are present if the criminal history records check indicates that the employer or employee has been convicted of an offense that, if committed on or after July 1, 2007, is classified as a sexual offense in § 40-39-202(17) or a violent sexual offender in § 40-39-202(25).

(C)

(i) If an employee is convicted of an offense that, if committed on or after July 1, 2007, is a sexual offense as defined in § 40-39-202(17) or a violent sexual offense as defined in § 40-39-202(25), after the employer has conducted a criminal history records check on such employee, the employee shall notify the employer of such conviction within seven (7) days from the date of conviction.

(ii) An employee commits a Class A misdemeanor, punishable by fine only, who knowingly fails to disclose to the employer within the required seven (7) days that the employee has been convicted of an offense specified in subdivision (C)(i).

(4) The provisions of this subsection shall only apply if the employer or employee of such employer comes in direct contact with school children, children in a childcare program or enter the grounds of a school or childcare center when children are present during the ordinary course of performing a function required or permitted by the terms of the contract. Any action involving direct contact or entry by an employee which is outside such ordinary course of performing a function required or permitted by the terms of the contract shall not in any way be deemed to be authorized or approved by the employer and such employer shall not in any way be deemed to be liable for such contact or entry, vicariously or otherwise. However, nothing in this subsection shall authorize such contact or entry by an employer or employee of such employer if contact or entry is prohibited by any other provision of law; provided that with respect to such contact or entry, the person, corporation or other entity who employs a person described in subdivision (1) shall not in any way be deemed to be liable, vicariously or otherwise, for any such actions taken by the employee unless such employer has actual knowledge that such other provision of law prohibits contact or entry by an employee.

SECTION 2. This act shall take effect September 1, 2007, the public welfare requiring it and shall apply to all applicable contracts entered into or renewed on or after the effective date of this act.

- A. Contractor will pay at least the minimum wage rate.

Contractor will pay all taxes pertaining to his employees as required by law. Any employee whose work habits and/or conduct are deemed objectionable shall be removed from the work force upon request of the authorized MSSD representative.

Day Porters - There will be a minimum Full Time Day Porter(s) in each school based on the following:

McKenzie Elementary School (1.0)

McKenzie Middle School (1.50)

McKenzie High School (1.75)

*Job description (page 14)

- B. Safety

The vendor 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 District's students, staff, and faculty.

- C. Security

The vendor shall be responsible for training employees in security requirements of MSSD, and shall be responsible for the enforcement of the same.

Additionally, each employee shall be informed of the following:

1. The vendor shall be responsible for safeguarding against loss, theft, or damage of all district property, materials, equipment, and accessories that might be exposed to the contractor's personnel.
2. Guns, knives or other dangerous weapons shall not be allowed on campus.
3. Alcohol and drugs are prohibited on campus.
4. Tobacco use (smoking/chewing/etc.) is prohibited on campus.
5. Keys and 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 badges which will be required by the vendor, and employees, will be approved by the District and will be controlled by a person to be named after award of contract. In any event, the vendor shall be fully responsible for the security and appropriate use of the keys and badges that may be issued. Additionally, the vendor shall be fully responsible for the replacement of any keys and/or badges that are lost and any additional cost resulting due

to loss of keys and/or badges.

6. The vendor's personnel shall not allow any unauthorized persons in school buildings (children, friends, or anyone else not authorized by the District.)

7. When it is determined that a building has been left unsecured due to negligence on the part of the Contractor, there will be a chargeback of \$25.00 per hour, time determination being from when our on-call person leaves home until when he returns home from securing the building.

D. Supervision

All supervision as required for the execution of those contractual responsibilities assumed by the vendor shall be done by the vendor or his/her designated representative.

E. Damage

The vendor shall be responsible for the repair/replacement to the satisfaction of the District representative of any damage to the facility caused by any employee of the vendor.

F. Equipment and Supplies/Materials

The procurement and maintenance of all equipment required for the successful execution of this contractual obligation shall be the vendor's responsibility. The District will provide locked storage spaces, but not be responsible for losses which may be incurred due to the theft and/or vandalism. All equipment shall be maintained properly, and in clean condition. The Vendor shall be responsible for the acquisition of all chemicals and equipment necessary to fulfill all specifications stated herein. A listing of all chemicals and equipment which will be used by the successful vendor must be submitted for approval prior to initial service under the contract. Changes may be made only after being duly authorized. All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Material Safety Data Sheets will be maintained on each job site for all chemicals used in the cleaning processes, with copies given to District personnel and updated regularly.

The vendor must furnish all needed safety equipment and protective devices necessary for the safety of all building occupants and property of the District.

G. Training

Contractor must have a training program specifically designed for school technicians, including training to meet all Local, State and Federal guidelines.

H. Emergencies

All emergency conditions shall be promptly reported to the District authorized

representative.

I. Vendor's Representative

A representative of the vendor shall be appointed within 24 hours after receipt of the contract, and this person shall be available as deemed necessary by the representative for purposes of reporting problems, requesting schedule changes, etc. This individual shall be someone other than the job supervisor and he/she shall be the sole contact person for routine matters.

J. Scheduling Custodial Service

All custodial service shall be done with a minimum of disruption to normal school functions (approved by District Representative),

K. Program Responsibility

The vendor shall assume full responsibility for the custodial services program as defined herein on Date of July 1, 2025,

L. Specialties

The vendor shall be responsible for clean up after all school-sponsored activities, (ballgames, parent nights, in-service, band competitions, etc.). Vendor shall not be responsible for community functions, banquets, or other rentals of school facilities. Vendor shall be available for emergency services. Emergency work will be considered an extra billing and will be added to invoice.

M. Additional Portables

If a need arises to add additional portables during the school year, the vendor will be required to maintain additional square footage.

N. The vendor will be responsible for providing all expendable supplies (i.e. toilet paper, paper towels, hand soap, and trash liners).

VII. RESPONSIBILITIES OF MCKENZIE SPECIAL SCHOOL DISTRICT

A. Utilities

The District will furnish all necessary utilities.

B. Storage

The District shall provide storage for the equipment and supplies/materials normally required for the types of services to be provided under this contract.

C. Trash Disposal

The District shall furnish, in a reasonably convenient location, a container for use by the vendor in the removal of waste paper, trash, debris, etc.

D. Keys/Badges

The District will furnish keys and/or badges, which may be required by the vendor and employees.

VIII. DAY PORTER JOB DESCRIPTION

GENERAL DUTIES

JOB GOAL: To contribute to the efficient operation of the school by performing custodial duties along with requests from building staff.

PERFORMANCE RESPONSIBILITIES:

1. Open the building each morning. Ensure exterior doors are locked and properly secured.
2. Check heat and cooling equipment.
3. Inspect the building exterior for possible unauthorized entrance and/or vandalism.
4. Dust mop halls and clean entrance mats after children are in the classroom.
5. Pick up paper and other debris from inside building, parking areas, and other areas on school property.
6. Sweep interior and exterior entranceways.
7. Make minor repairs, tighten all loose screws, and replace light bulbs (or notify maintenance staff), as required.
8. Keep the boiler room clean, as applicable.
9. Clean up after sick children.
10. Assist in receiving deliveries of storeroom materials.
11. Know where all fuse boxes, breaker boxes, and light switches are located so circuits can be cut off immediately in the event of fires, emergencies, and/or natural disasters.
12. Be familiar with all the emergency fire alarms in the building.
13. Spray/buff main halls a minimum of once a week.
14. Take care of emergencies and any other work as directed by the Principal.
15. Routinely check and maintain restrooms throughout the day.
16. Clean high traffic areas and cafeteria during the school day.

IX. CALENDAR FOR 2025-2026 SCHOOL YEAR - ATTACHMENT A

McKenzie Special School District 2025 - 2026 School Calendar

July 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

School in Session

No School

Inservice/Admin./Prof. Development

Parent-Teacher Conference (MES/MMS)&Data Day

August 2025

S	M	T	W	T	F	S
					1	2
3	4	1/2	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Parent-Teacher Conference--MHS, 3:30-6:30

July 28-Aug. 4 Inservice/Admin.
September 1- Labor Day
September 12 - Prof. Development
October 13-17 - Fall Break
November 26 -28 - Thanksgiving
December 22-January 2- Christmas
January 5 - Prof. Development
January 19 - MLK, Jr. Day
February 16- President's Day
March 23-27 Spring Break
April 3 - Good Friday
May 22- Administrative Day

September 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23*	24*	25
26	27	28	29	30	31	

November 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	1/2	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8*	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19*	20*	21
22	23	24	25	26	27	28
29	30	31				

Progress Reports: Sept 11, Nov 20, Feb 5&12, Apr 16
(Feb 3-MES/MMS; Feb 12-MHS)

Grading Period Ends: Oct 7, Dec 19, Mar 11

*Report Cards:

Oct 21 (MHS), Oct 23 (MES,MMS)

January 8

March 19 (MES/MMS), March 20 (MHS)

May 20 (MES), May 22 (MMS/MHS)

No school for all students October 23 & March 19

McKenzie High School Graduation: May 17

August 5, December 19, and May 21
are 1/2 days of school

Make-up days in excess of 6 cancelled
school days

Make-up days: Feb 16, March 23-27
(School Board's Discretion)

April 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20*	1/2	22*	23
24	25	26	27	28	29	30
31						

X. LIST OF SCHOOLS, LOCATIONS AND TELEPHONE NUMBERS - ATTACHMENT B

McKenzie Elementary School
160 Brooks Avenue
McKenzie, TN 38201
731-352-5272
Principal: Mrs. Tonya Brown

McKenzie Middle School
80 Woodrow Avenue
McKenzie, TN 38201
731-352-2792
Principal: Ms. Dorethea Royle

McKenzie High School
23292 Hwy. 22
McKenzie, TN 38201
731-352-2133
Principal: Mr. Kelly Spivey

McKenzie Board of Education
114 Bell Avenue
McKenzie, TN 38201
731-352-2246

XI. SPECIFICATIONS - ATTACHMENT C

Offices, Nurses' Areas, Lounges, Media Centers, and Classroom Areas

1. Daily Monday-Friday
 - a. Empty trashcans and replace liners.
 - b. Clean and disinfect all student desks, tables, doorknobs, and switch plates.
 - c. Clean and disinfect sinks and countertops.
 - d. Dust mop and spot mop hard surface floors.
 - e. Vacuum carpet as needed.
 - f. Spot clean glass and doors.
 - g. Spot clean walls (especially near trashcans).
 - h. Empty pencil sharpeners and dry dust wall area around it.
 - i. Remove stickers and gum upon discovery.
 - j. Remove graffiti from all surfaces.
2. Weekly
 - a. Low dusting—all horizontal surfaces to hand height (i.e. no ladders) including bookshelves in Media Center areas.
 - b. Dust all window sills and/or ledges.
 - c. Wipe down all doors and door frames.
 - d. Mop all hard surface floors.
 - e. Vacuum all carpet areas.
 - f. Spot clean carpet.
3. Monthly
 - a. High dusting—above hand height includes shelves, molding, ledges, blind frames, ducts, heating outlets, vents, lockers, and ceiling areas.
 - b. Sweep baseboards.

Restrooms/Locker Rooms, including Multi-Purpose Facility at McKenzie High School

1. Daily Monday-Friday
 - a. Empty trashcans and replace liners.
 - b. Empty sanitary napkin disposal units and replace liners.
 - c. Clean and disinfect commodes, urinals and sinks.
 - d. Polish all chrome fixtures.
 - e. Clean and disinfect toilet seats.
 - f. Clean all mirrors.

- g. Disinfect all dispensers (towel, tissue, soap, and disposal units).
 - h. Disinfect all partitions.
 - i. Remove spots, stains and splashes from wall areas adjacent to sinks, commodes and urinals).
 - j. Refill all dispensers, (soap, toilet paper, paper towel, etc.).
 - k. Sweep and mop (germicidal disinfect.)
 - l. Remove stickers and gum upon discovery.
 - m. Remove graffiti from all surfaces.
2. Weekly
- a. Dust all tops of partitions.
 - b. Spot clean all walls.
3. Monthly
- a. Wash all partitions and walls.
 - b. Clean vents.
 - c. Scrub floors.
 - d. Dust top of lockers

Cafeteria

1. Daily Monday-Friday
- a. Empty trashcans and replace liners.
 - b. Clean all the door glass.
 - c. Clean and disinfect tables and chairs.
 - d. Clean, disinfect, and polish all water fountains.
 - e. Spot clean doors.
 - f. Sweep and mop all floors.
 - g. Vacuum all entrance mats.
 - h. Spot clean walls.
 - i. Remove stickers and gum upon discovery.
 - j. Remove graffiti from all surfaces.
2. Weekly
- a. Clean walls.
 - b. Buff floors.
 - c. Dust all window sills and/or ledges.
 - d. Wipe down all doors and door frames.
3. Monthly
- a. High dusting—above hand height includes molding, ledges, blinds frames,

- ducts, heating outlets, vents and ceiling areas.
- b. Sweep baseboards.

Special Note: Areas behind serving lines and all kitchens will be maintained by school kitchen personnel. Serving line is defined as the area where kitchen personnel serve food.

Gymnasium

1. Daily Monday-Friday
 - a. Sweep and mop all hard surfaces.
 - d. Empty trashcans and replace liner.
 - e. Clean, disinfect, and polish all water fountains.
 - f. Clean glass doors.
2. Weekly
 - a. Low dusting—all horizontal surfaces to hand height (i.e. no ladders).
 - b. Spot clean walls.
 - c. Auto scrub the gym floor at least 2 times per week.
 - d. Spot clean bleachers (if applicable).
 - e. Clean trash under bleachers (if applicable).
3. Monthly
 - a. High dusting—above hand height includes molding, ledges, blinds frames, ducts, heating outlets, vents and ceiling areas.
 - b. Sweep baseboards.
 - c. Clean backboards

Corridors and Entrances

1. Daily Monday-Friday
 - a. Empty trashcans and replace liners.
 - b. Dust mop hard surface floors.
 - c. Sweep out corners and thresholds.
 - d. Auto scrub all hard surfaces.
 - e. Vacuum all entrance mats and other mats around water fountains.
 - f. Sweep and mop underneath entrance mats.
 - g. Clean all the glass in doors.
 - h. Spot clean walls.
 - i. Remove graffiti.
 - j. Remove stickers and gum upon discovery.
 - k. Clean, disinfect, and polish all water fountains.

2. Weekly
 - a. Low dusting—all horizontal surfaces to hand height (i.e. no ladders).
 - b. Buff all hard surfaces.
 - c. Wipe down all doors and door frames.
3. Monthly
 - a. High dusting—above hand height includes molding, ledges, blinds frames, ducts, heating outlets, vents and ceiling areas.
 - b. Sweep baseboards.

Custodial Closets and Storage Areas

1. Daily
 - a. Keep custodial closets and or storage areas organized and swept.
 - b. Clean drop sink area (remove debris from drain).
2. Weekly
 - a. Remove all empty containers.
 - b. Sweep and mop.
3. Monthly
 - a. Wipe down shelving units.
 - b. Clean walls & baseboards.
 - c. Scrub floor.

Semi-Annually (During Christmas Break)

1. Only Common Areas will be done at this time.
 - a. Classroom Carpet cleaned. (If applicable)
 - b. Main-Office hard surface areas cleaned & rebuffed.
 - c. Main corridors Auto Scrubbed and buffed. Re-coat as needed.
 - d. Restrooms scrubbed.
 - e. Cafeteria Auto Scrubbed and buffed. Re-coat as needed.
 - f. Scrub out custodial closets and or storage areas.
 - g. Replace HVAC filters (or notify maintenance of the need).

Fall/Spring Break

- a. Gym bleachers cleaned.
- b. Gym hallways buffed and recoated.
- c. Restrooms thoroughly cleaned.
- d. Clean all return vents in classrooms and restrooms.

Annually (During Summer Break)

1. Offices, Lounges, Classrooms, Cafeteria, Corridors and Entrance Areas
 - a. Clean all furniture to include file cabinets, bookshelves, student desks and chairs, and teachers' desk.
 - b. Clean and remove all foreign matter from underside of tables, desks, and chairs.
 - c. Clean all heating and cooling equipment cabinets.
 - d. Clean all sinks and countertops.
 - e. Clean all blinds.
 - f. Clean all window sills and ledges.
 - g. Dust all areas high and low.
 - h. Wash all windows (interior and exterior), high and low.
 - i. Wash all walls and scrub all baseboards.
 - j. Extract and clean all carpet.
 - k. Strip and re-coat all hard surfaces using appropriate floor wax.
 - l. Strip and re-coat stage areas. Make sure to protect stage curtains from splatter. (If applicable)
2. Restrooms
 - a. Clean and disinfect commodes, urinals, and sinks.
 - b. Clean and polish all chrome fixtures.
 - c. Clean all mirrors.
 - d. Wash and disinfect all trashcans (interior and exterior).
 - e. Clean and disinfect all dispensers including tissue, towel, soap, and napkin disposal unit.
 - f. Dust all high fixtures.
 - g. Wash all walls and partitions (top to bottom).
 - h. Pressure wash all floors and baseboards.
3. Gymnasium
 - a. Wash all windows interior and exterior: If any windows are inaccessible, they are to be identified before contract is signed and their locations made a part of the contract.
 - b. Extract all rugs/carpet.
 - c. Clean all walls and baseboards.
 - d. High dusting to include all ductwork, backboards, walls, and beams.

4. Custodial Closets and Storage Areas
 - a. Scrub all sink areas.
 - b. Scrub all walls and baseboards.
 - c. Scrub floor
5. Restrooms & Locker Rooms
 - a. Clean and disinfect commodes, urinals, and sinks.
 - b. Clean and polish all chrome fixtures.
 - c. Clean all mirrors.
 - d. Wash and disinfect all trashcans (interior and exterior).
 - e. Clean and disinfect all dispensers including tissue, towel, soap, and napkin disposal unit.
 - f. Dust all high fixtures.
 - g. Wash all walls and partitions (top to bottom).
 - h. Pressure wash all floors and baseboards.
 - i. Clean carpet. (If applicable)
6. Gymnasium
 - a. District will be responsible for finishing all wooden gym floors.
 - b. Clean all walls and baseboards.
 - c. High dusting to include all ductwork, backboards, walls, and beams.
 - d. Clean and remove all graffiti from bleachers to include foreign matter.
 - e. Dust mop and damp mop underneath all bleachers.
 - f. Strip and wax (using appropriate wax) all tile floors. (If applicable)
7. Custodial Closets and Storage Areas
 - a. Scrub all sink areas.
 - b. Scrub all walls and baseboards.
 - c. Scrub floor.

Management of Energy Consumption

- Lights should only be turned on in areas where cleaning is taking place and are to be turned off immediately after cleaning each room
- Cleaning personnel are not to change or override established heating and cooling temperatures in schools.
- At the conclusion of each day, custodial staff will make sure all lights, scoreboards, etc. are turned off.

Summer Cleaning

Annually for all schools (Note: Annual summer services are to begin immediately following the end of each school year and be completed no later than July 15 of each year)

- Completely strip or scrub tile and refinish composition floors applying a minimum of six (6) coats of wax on all hallways, cafeterias, and high traffic areas and a minimum of four (4) coats of wax in all classrooms
- Wash all windows and glass partitions on the inside and outside
- Annual carpet care on all carpeted areas to include shampooing to remove all stains, spills, and soiled spots.
- Clean Field House Athletic Facilities as directed by the Principal/Coach.

Additional Requirements:

- Restrooms at each sporting event site are to be supplied and cleaned before and after each event. Restrooms are to be checked before each event.
- Basketball/Football Bleachers/Stadium areas are to be cleaned after each event by sweeping or using a high power blower, spot mopping may be needed.

Notification of Needed Repairs

- Cleaning personnel and/or supervisor to advise Account Manager of all needed repairs at the end of each day or sooner, if appropriate.

Securing Building

- Day porters will unlock building(s) each day. Cleaning supervisor, or a designated cleaning employee, will secure building(s) at the end of each day.

Light Maintenance

- Vendor will be required to accomplish minor maintenance within each individual facility. The responsibilities will be accomplished on an “as required” basis and will be at the specific instruction of the School Principal. All maintenance related supplies, equipment and/or tools will be provided by MSSD. The following Job responsibility outline is a sample overview for the nature maintenance activities and responsibilities that will be required of and performed by the daytime custodians at each location.
- Notify Maintenance of need to replace light bulbs
- Notify Maintenance of need to replace ceiling tiles
- Cut off water supply until maintenance employees can respond
- Assist Maintenance employees in monitoring mechanical and boiler rooms for mechanical problems
- Clean all HVAC return and supply air grills in all classrooms, restrooms, and common areas on a monthly basis

Current Employee Retention:

MSSD reserves the right to request of successful vendor to retain current custodial employees who are desired by District administration to continue their employment in MSSD. Employee list can be provided upon request, or at time of contract negotiation. Rates and hours determined by vendor and employee.