



# **Salem City Schools**

## **Business Office**

**Mandy C. Hall**  
**Chief Financial Officer**

510 South College Avenue  
Salem, Virginia 24153  
Phone: (540) 389-0130  
[mhall@salem.k12.va.us](mailto:mhall@salem.k12.va.us)

### **REQUEST FOR PROPOSAL**

**August 30, 2023**

Supplemental Custodial Services for Salem City Schools

**Mailed Proposals Due**

September 20, 2023  
4:00 PM  
(Local Prevailing Time)

## **GENERAL INFORMATION**

Salem City Schools is requesting sealed proposals from qualified companies to provide Supplemental Custodial Services. 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, 2024.

## **CALENDAR OF EVENTS**

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

- |                      |                       |
|----------------------|-----------------------|
| • RFP sent out       | August 30, 2023       |
| • RFP responses due  | September 20, 2023    |
| • Conduct interviews | September 25-28, 2023 |
| • Notice of award    | September 29, 2023    |
| • Board approval     | October 10, 2023      |
| • Start service      | October 11, 2023      |

## **SUBMISSION OF THE PROPOSAL**

One (1) Original and four (4) complete copies will be accepted at and until September 20, 2023 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 Supplemental Custodial Services 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](mailto: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 in accordance with Terms and Conditions herein.

Salem City Schools, at its discretion, may request a change in services for reasons of opening a new facility, permanently closing a facility, adding additional facilities or change tasks for frequencies performed.

#### **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.

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

2. 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:

<b>Facility</b>	<b>Approximate Square Footage</b>	<b>Est. Number of Staff</b>	<b>Number of Students</b>
Salem High School 400 Spartan Drive Salem, VA 24153	281,991	200	1,228
Andrew Lewis Middle School 616 South College Avenue Salem, VA 24153	183,000	150	896
G. W. Carver Elementary School 6 Fourth Street Salem, VA 24153	83,000	100	415
East Salem Elementary School 1765 Boulevard Salem, VA 24153	56,308	100	374
South Salem Elementary School 1600 Carolyn Road Salem, VA 24153	88,000	75	365
West Salem Elementary School 520 North Bruffey Street Salem, VA 24153	73,000	75	399

#### 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.
2. Only those personnel who have been properly trained shall be assigned duties under this contract.
3. 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.
4. No employee who has a police record other than minor traffic violations 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.
5. Offeror will pay at least the minimum wage rate. Offeror will pay all taxes pertaining to its employees as required by law.
6. 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.

7. 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).
8. 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 offeror's day employees may be responsible for opening up all buildings and to ensure that the school heating and cooling (HVAC) systems are functioning and report to the Salem City Schools representative by 6:30 a.m. of any problems with the HVAC system. The offeror's day employees may need to check the parking lots for ice prior to 6:00 a.m. and report any problems to the Salem City Schools representative.
9. 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.
10. Additionally, each employee shall be informed of the following:
  - a. The offeror shall be responsible for safeguarding against loss, theft, or damage of all Salem City Schools 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 Salem City Schools property.
  - c. The use of tobacco products, electronic cigarettes, nicotine dispensers, alcohol and drugs are prohibited on any Salem City Schools 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 the cost of replacement of any keys and/or badges that are lost.

11. 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.
12. 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.
13. 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.
14. 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.
15. All equipment shall be maintained properly, and kept in clean condition.
16. 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.
17. 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.
18. 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.
19. Emergencies - All emergency conditions shall be promptly reported to the Salem City Schools authorized representative.
20. 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.
21. Scheduling - All custodial work shall be done with a minimum of disruption to normal school functions.
22. 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.
23. 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.

24. Salem City Schools shall be the sole judge as to whether the offeror has accomplished the custodial specifications outlined in the Contract.
25. Salem City Schools Activities and Athletic Events - The offeror may be responsible for clean-up after all Salem City Schools athletic events or activities taking place on the grounds of all school buildings, as needed.
26. 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.
27. 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.
28. 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.
29. The offeror will submit monthly reports to the Salem City Schools representative. This report will detail:
  - a. hours worked per day by building
  - b. training accomplished per week by building
  - c. action taken on unsatisfactory inspections, if any, and their results
  - d. special projects or accomplishments
30. The offeror shall be responsible for the training in the application of chemicals and the use of equipment to facilitate safe conditions for employees.

#### 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 new units or buildings or permanent closings of units or buildings or a change tasks or frequencies to be performed or a significant change in the activity or use of Salem City Schools facility, and should such change result in a change of costs to the vendor, the Contract Price and the Monthly Payments shall be changed by the projected change in costs to the vendor, such changes taking 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-RFP (04/12/2012)**

**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 is used it is understood to include the Salem City School Board, in addition, any contract awarded from this solicitation may be used by Salem City Schools and any other public entity for which the Salem City Schools acts as a fiscal or purchasing agent.

### **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.

### **ACCEPTANCE OR REJECTION OF PROPOSALS**

Salem City Schools reserves the right to accept or reject any or all offers. Salem City Schools also reserves the right to award the contract for any such materials, goods or services the County deems will best serve its interests. It further reserves the right to award the contract on a split order basis, lump sum or individual basis, or such combinations as shall best serve the interest of the Division. Salem City Schools reserves the right to make a site visit to the facility prior to proposal award.

### **PROPOSAL GUARANTY**

The Offeror must guarantee not to withdraw a proposal during the period of ninety (90) days following the due date or until a contract is signed; that if such proposal is accepted the Offer will accept and perform under the terms of this RFP, the proposal and any subsequent negotiation and resulting contract.

Modification or withdrawal of a proposal will be executed as outlined in the Salem City Procurement Code.

Salem City Schools encourages free and open competition. Whenever possible, specifications, proposal invitations, and conditions are designed to accomplish this objective, consistent with the necessity to satisfy Salem City Schools needs and the accomplishment of a sound economical operation. The Offeror's signature on this proposal guarantees that the price offered has been established without collusion with other eligible Offeror's and without effort to preclude Salem

City Schools from obtaining the lowest possible competitive price. The award (s) will be made to the responsible Offeror(s) whose proposal is determined to be most advantageous to Salem City Schools based on the evaluation factors set forth in this Request for Proposal.

Costs of developing and delivering responses to the Request for Proposals are entirely the responsibility of the Offeror.

All materials submitted in response to the RFP become the property of Salem City Schools upon delivery to the Salem City Schools Business Office and are subject to public inspection in accordance with the Virginia Freedom of Information Act.

### **EVALUATION CRITERIA**

*Several factors, in addition to costs, will be taken into account when evaluating proposals:*

Salem City Schools shall provide the mechanism for the evaluation of all information received, the final determination of responsible Offeror's, and reserves the right to waive informalities and to accept or reject any or all proposals.

### **SELECTION PROCESS/AWARD OF CONTRACT**

As this is a Request for Proposal, no information regarding the identity of neither the vendors nor the contents will be released until after the negotiation process.

Proposals may be ranked without interviews; hence, firms are encouraged to submit their initial proposals as comprehensively as possible.

The selection process will be in accordance with **Section 2.2-4301** of the Code of Virginia:

**3(a). Procurement of Professional Services.** *The public body shall engage in individual discussions with two or more Offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Repetitive informal interviews shall be permissible. The Offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts. The Request for Proposal shall not, however, request that Offerors furnish estimates of man-hours or cost for services. At the discussion stage, the public body may discuss nonbinding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for services. Proprietary information from competing Offerors shall not be disclosed to the public or to competitors.*

*At the conclusion of discussion, outlined in this subdivision, on the basis of evaluation factors published in the Request for Proposal and all information developed in the selection process to this point, the public body shall select in the order of preference two or more Offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the Offeror ranked first. If a contract satisfactory and advantageous to the public body can be negotiated at a price considered fair and reasonable, the award shall be made to that Offeror. Otherwise, negotiations with the Offeror ranked first shall be formally terminated and negotiations conducted with the Offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Notwithstanding the foregoing, if the terms and conditions for multiple awards are included in the Request for Proposal, a public body may award contracts to more than one Offeror.*

*Should the public body determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Offeror.*

**3(b). Procurement of other than professional services.** Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal, including price if so stated in the Request for Proposal. Negotiations shall then be conducted with each of the Offerors 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 public body shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. When the terms and conditions of multiple awards are so provided in the Request for Proposal, awards may be made to more than one Offeror.

*Should the public body 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.*

### **INVOICES**

The contractor must send all invoices directly to the payment address shown on the purchase order/contract and must submit invoices for items ordered, delivered and accepted by Salem City Schools. All invoices must show the purchase order/contract number. A W-9 must be on file before any payment can be made.

### **PERFORMANCE BOND**

At the time of or prior to the execution of the contract, the Salem City Schools reserves the right to require the successful Offeror to furnish a performance and/or labor and material payment bond with corporate surety, satisfactory to the Salem City Schools, in the amount of the contract price.

### **QUALITY**

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

### **ACCEPTANCE OF MATERIAL**

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

### **WARRANTY/RETURNS**

Clearly specify your warranty of product 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 contract. If delivery is not made at the time specified on the Request for Proposal or subsequent negotiations, 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 Salem City Schools contracts.

### **DEFAULT**

In case of failure to provide goods/services as specified herein, Salem City Schools, after due

written notice, may procure goods/services from other sources and hold the contractor responsible for any and all excess cost occasioned thereby.

### **COPYRIGHT OR PATENT RIGHTS**

The Offeror 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 Offeror agrees that Salem City Schools shall be indemnified and held harmless from any and all liability or expense occasioned by any such violations.

### **TAX EXEMPTION**

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

### **CERTIFICATION AND ABILITY**

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

### **COMPLIANCE WITH LAWS**

The Offeror 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 Contractor organized as a stock or non stock 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 the School Board 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 or Title 50 of the Code of Virginia, to be revoked or cancelled at any time during the term of the Contract. Salem City Schools may void any Contract with a business entity if the business entity fails to remain in compliance with the provisions of this section. All corporations, LLC's and LLP's shall be registered with the State Corporation Commission. To determine whether your firm should register, please contact the SCC.

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.

### **RULING LAW**

This request for proposals and any contract executed pursuant hereto of which this request for proposal shall be an internal part shall be governed, controlled and interpreted in accordance with the law of the Commonwealth of Virginia without reference to its conflict of law principles. Each party to such contract shall there by 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 contractor 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 nation origin 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. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

## **INSURANCE**

The CONTRACTOR shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the CONTRACTOR'S execution of the WORK, whether such execution be by himself or by any SUBCONTRACTOR 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 CONTRACTOR, 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 OWNER shall be filed with the OWNER 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 OWNER.

The CONTRACTOR 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 SUBCONTRACTOR under him, or anyone directly or indirectly employed by the CONTRACTOR 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. Insurance shall be written with a limit of liability of not less than \$1,000,000 for all property damage 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 damage sustained by two or more persons in any one accident.



The CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR. 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 CONTRACTOR shall provide, and shall cause each SUBCONTRACTOR to provide, adequate and suitable insurance for the protection of his employees not otherwise protected.

#### **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 by the in whole or in part without the written consent of Salem City Schools.

##### **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.

##### **MODIFICATION OF CONTRACT**

This RFP and any subsequent contract constitute the entire agreement between the Offer or and Salem City Schools. No alteration, amendment, or modification in the provisions of the contract shall be effective unless it is put in writing, signed by all parties and attached.

##### **CANCELLATION OF CONTRACT**

Salem City Schools reserves the right to cancel and terminate any resulting contract, with a 30-day written notice to the contractor. Any contract cancellation notice will not relieve the contractor of the obligation to deliver and/or perform on all services prior to the effective date of cancellation. Cancellation of the contract would become effective the thirty-first day after notification. Data for cancellation of the contract will be gathered by Salem City Schools. The opinion of Salem City Schools as to lack of performance will be final and without appeal.

##### **IMMIGRATION REFORM AND CONTROL ACT OF 1986**

By signing this proposal, the Offeror 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.

### **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 the 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.

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

### **DRUG-FREE WORKPLACE**

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor'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 contractor that the contractor 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 contractor 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 contractor or his employees to have direct contact with students, the school board shall require the contractor 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; 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  
SUPPLEMENTAL CUSTODIAL SERVICES 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**  
**SUPPLEMENTAL CUSTODIAL SERVICES 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**  
**SUPPLEMENTAL CUSTODIAL SERVICES FOR SALEM CITY SCHOOLS**

Name of Entity \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Length of Business Relationship \_\_\_\_\_

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Name of Entity \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Length of Business Relationship \_\_\_\_\_

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Name of Entity \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Length of Business Relationship \_\_\_\_\_

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Name of Entity \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Length of Business Relationship \_\_\_\_\_

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Name of Entity \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Length of Business Relationship \_\_\_\_\_

**BUILDING CLEANLINESS EVALUATION FORM**

Building: \_\_\_\_\_

Date: \_\_\_\_\_

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

**BUILDING CLEANLINESS EVALUATION FORM**

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

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.**

<b>ROUTINE CLEANING</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>	<b>AS REQUIRED</b>
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

<b>ROUTINE CLEANING</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>	<b>AS REQUIRED</b>
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

## Appendix C

### 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:**

<b>ROUTINE CLEANING</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>	<b>AS REQUIRED</b>
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**

<b>ROUTINE CLEANING</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>	<b>AS REQUIRED</b>
Vacuum Floor	X			
Spot Clean	X			
Extract Entire Floor		X		

### **Periodic Cleaning**

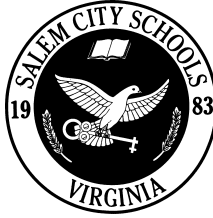
1. Offeror is to develop and submit to the Division Representative for approval, a “Hard Surface Floor Care Plan” for the building, for surfaces such as: Terrazzo, VCT, VAT, and Tile. The plan to include:
  - a) A schedule showing the floors being stripped and finished yearly so that all classroom floors 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.

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**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**


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.