

## REQUEST FOR PROPOSAL

The Mead Board of Education will consider proposals for the following services for the buildings and/or grounds owned by the district:

- o **Custodial Services**

General Specifications for the services listed above are as follows. Compliance with the specifications is a condition of the proposal offered.

1. **TERM:** The period covered by contract will begin on September 1 and end on the following August 31.

Specifications and proposal response for the services follows. The board reserves the right to extend a contract for one, two or three years.

The service may be cancelled by giving 30 days written notice by either party to the other. Prior to serving said notice, both parties will agree to work out any difference for a 30 day period.

2. **SERVICES:** The service provider agrees to perform the work set forth with particularity in the attached specifications for the service proposed. Unless otherwise specified, said provider will furnish all labor and equipment necessary to perform said work.

3. **COMPENSATION:** For said services, the Mead Public Schools agrees to pay the amount billed for the service. Bills should be submitted by the 4<sup>th</sup> of each month for payment on the Tuesday following the regularly scheduled board meeting each month.

If Federal, State or Local laws change that would impact this agreement, adjustments will be made by both parties so that this agreement is in compliance with the laws.

4. **INDEPENDENT CONTRACTOR:** It is understood and agreed that the relationship of the service provider to the Mead Public Schools shall be that of an independent contractor and that service provider shall have entire charge, control and supervision of said work. The service provider, shall have the sole right to hire and fire all employees working on the Mead Public School's premises the service provided.

5. **INSURANCE AND INDEMNITY:** Prior to commencing the work, service provider shall obtain and thereafter maintain during the course of the work, insurance with companies acceptable to the Mead Public Schools for the coverage with minimal limits (unless a higher minimal is required by law) as follows:

- A. General Liability, completed operations and contractual coverage for this Agreement.
- B. Workers Compensation Insurance for all employees and/or subcontractors hired by the service provider.

Certificates evidencing such coverage, including the statement to the effect that cancellation or termination of the insurance will not be effective until at least ten (10) days after receipt of written notice by the Mead Public Schools, shall be furnished to the Mead Public Schools before commencement of work.

The service provider shall indemnify, defend, and hold harmless, the Mead Public Schools against all loss, damage or expense (including reasonable attorneys' fees incurred by the Mead Public Schools) arising out of the performance of the work, including injury or death to any person or persons, resulting from the negligent acts or omission of the service provider or its employees, servants, agents or subcontractors. Willful or negligent acts or omissions of the Mead Public Schools shall be excluded from this indemnity.

6. **COMPLIANCE OF LAWS:** The Mead Public Schools agrees to keep the premises, which is the subject of this agreement, in compliance with all applicable laws, rules, regulations, orders and ordinances of the City, County, State and Federal Governments, and departments thereof, insofar as the foregoing in any way affect the performance of this agreement by the service provider.

7. **APPLICABLE LAW:** This agreement shall be governed by the laws of the State of Nebraska.

8. **BINDING EFFECT:** This agreement shall inure to and bind all parties, their successors, assigns, agents or representatives.

9. **ENTIRE AGREEMENT:** This agreement contains the entire agreement between the parties. All prior negotiations between the parties are merged in this agreement, and there are no understandings or agreements other than those incorporated or referred to herein. This agreement may not be modified except by an instrument in writing signed by the parties.

**MEAD PUBLIC SCHOOLS  
CUSTODIAL SERVICE  
SPECIFICATIONS**

The custodial services are to include daily cleaning of the elementary and secondary school buildings, and weekly cleaning of the weight room during the school year and complete cleaning of all three areas during the summer.

Regular School Year Cleaning to Include the Following Areas:

Elementary Building:

All classrooms, kitchen work room, computer lab, library, office areas, restrooms, gym, hallways and entries.

Secondary Building:

All classrooms, restrooms, library, commons, trophy case glass, stage, shop, music room, locker rooms, office areas, hallways and entry ways. Clean locker rooms after games (volleyball, football, and basketball).

Weight Room Building:

Weekly cleaning of floor and wiping down vinyl covered benches with disinfectant. Clean outdoor restrooms regularly.

Daily and Regular Cleaning to Include:

Wipe desks every other day (except during an illness outbreak when they will be cleaned daily), empty wastebaskets daily, vacuum and sweep floors daily, clean and disinfect bathrooms daily, clean and disinfect locker rooms daily, refill dispensers daily, clean door glass daily, general dusting of room, wipe down window sills as needed, remove marks on walls as they appear, remove tape, stickers, gum, etc., from floor and walls. Lockers tops should be wiped weekly and lockers as needed. Daily cleaning in academic areas where students are present should not start until the end of the school day.

Summer Cleaning to Include:

A complete cleaning of each room, ceilings (including rafters in gym, shop and music rooms and other exposed ceilings), lights/vents, radiators, walls, deep cleaning of furniture (including but not limited to all desks, tables, chairs), lockers, trophy cases, windows inside and out, shampoo carpets, strip non-carpet floors and re wax, clean both elementary and secondary gyms. In weight room, summer cleaning to include cleaning of windows and mirrors as well as floor, benches, and rafters.

The school will provide vacuums, carpet extractor, floor scrubber and cleaning supplies. All employees of the service provider will be subject to background checks at the school's expense if so requested by the school. All employees and/or subcontractors of the service provider shall be suitably attired and groomed for work in a school setting.

**CUSTODIAL SERVICES**

**Proposal for 2022-23**

A. Providing Services as specified \$ \_\_\_\_\_

Please indicate any other factors to be included in this proposal:

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Proposal offered by

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ e-mail: \_\_\_\_\_

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