

## CUSTODIAL/MAINTENANCE SERVICES CONTRACT

**THIS CUSTODIAL/MAINTENANCE SERVICES CONTRACT**, (the “Contract”) entered into this [Day] day of [Month], 2023 (the “Effective Date”) by and between Oak Park School District (“School District”), a Michigan general powers school district, whose address is 13900 Granzon, Oak Park, Michigan 48237 and [Insert Custodial Contractor’s Company Name] (“[Insert Short name]”) a [Insert Incorporation Type], whose address is [Insert Custodial Contractor’s Company Address].

### RECITALS

- A. The School District issued a Request For Proposals for Custodial/Maintenance Services dated July 21, 2023 (the “RFP”).
- B. The Contractor submitted a Proposal in response to the RFP dated August 14, 2023 (the “Proposal”), to provide all Custodial/Maintenance Services contemplated by the RFP.
- C. The parties now desire to enter into this Contract whereby Contractor agrees to supply all services necessary to fulfill the requirements set forth in the Request for Proposal and Contractor’s Proposal and the School District agrees to its obligations set forth therein.

**NOW, THEREFORE**, in consideration of the foregoing and the mutual covenants set forth below, the Parties agree as follows:

#### 1. THE CONTRACT

##### (a) Incorporation of Documents By Reference.

The object of this Contract is to formalize in one document the complete agreement between the Parties, and to do so by specifically incorporating by reference into this Contract, the RFP, Addenda to the RFP, if any, the Proposal and other related documents.

#### 2. ORDER OF PRECEDENCE.

As noted above, the Contract Documents, include the following:

- (i) This Contract;
- (ii) Exhibit A to This Contract - The RFP and Addenda (If Any); and
- (iii) Exhibit B to This Contract - Contractor’s Proposal.

To the extent that the terms and conditions of the Contract Documents are in conflict, the terms and conditions shall be interpreted in the above-referenced order from (i) to (iii). Where there is no conflict between any of the terms and conditions contained in the Contract Documents, each of the Contract Documents shall have independent significance and be binding upon both parties.

### **3. CONTRACT TERM**

The term of this Contract shall commence on October 1, 2023 (partial year) and continue through June 30, 2027.

### **4. INVOICING AND PAYMENT TERMS**

#### **(a) Invoices.**

Contractor shall invoice the School District in monthly installments for all Custodial/Maintenance Services rendered under the Contract Documents. Invoices shall itemize charges for labor, equipment and supplies for each Facility. Invoices shall be submitted to Daniel Phillips, Chief Operations Officer, Oak Park School District, Administration Building, 13900 Granzon, Oak Park, Michigan 48237 ([DanielPhillips@OPSK12.org](mailto:DanielPhillips@OPSK12.org)). The Oak Park Schools Accounts Payable Department must also be included on the submittal of invoices at [AccountsPayable@OPSK12.org](mailto:AccountsPayable@OPSK12.org)

#### **(b) Additional Charges.**

Before rendering any services outside the scope of the Basic Custodial/Maintenance Services, Contractor must receive prior written approval from the School District. Invoices for approved Additional Services shall include the date and times the Additional Services were completed, the name of the Facility, the type of Additional Services performed, the number of hours worked and the name of the School District employee who authorized the Additional Services. Invoices for Additional Services shall be separate from the regular monthly invoice but shall be sent to the School District together with the regular monthly invoice. Charges for these Additional Services shall be in accordance with Exhibit B; the Contractor's accepted Proposal.

#### **(c) Payments.**

Payment of the undisputed amounts in each invoice shall be made within thirty (30) days of receipt of the invoice. The School District will issue one payment per month. Disputes regarding amounts contained in any invoice will be communicated to Contractor by the School District, in writing, within ten (10) business days of the receipt of the disputed invoice. Payments of disputed amounts will be delayed unless Contractor is able to resolve the matter to the School District's satisfaction within ten (10) business days prior to the payment due date. The School District will not be assessed any late payment penalties, fines or charges for disputed amounts not timely paid due to Contractor's failure to timely resolve the matter as set forth above.

## **5. SUPPLIES**

The successful Contractor will be allowed to use the Oak Park School District's existing inventory of consumable supplies, which will be at no initial cost. Once consumable supplies have been exhausted, it shall be the Contractor's responsibility to purchase all supplies required to maintain cleanliness standards. The cost for supplies must be included in the base bid. The Contractor must keep track of all supplies consumed at each building and have an order process system that will provide the Oak Park School District a monthly report on each building's consumption. The District has the option to purchase supplies such as facial tissue, paper towel and trash bags provided by District. All chemicals will be provided by the Contractor, however, the District may have a say in which chemicals are used. The Contractor shall procure the necessary supplies, material and/or equipment, in the amounts and quantities deemed appropriate by the Contractor to perform the required Custodial/Maintenance Services. Any and all procurements by Contractor must be in compliance with all applicable laws, rules, regulations, Board policies and procedures, including, but not limited to, compliance with MCL 380.1274. The Contractor shall submit to the School District a monthly report detailing all consumption of supplies (including type, quantity and cost) for each School District Facility.

## **6. EQUIPMENT.**

The Contractor will provide all equipment necessary to maintain the floors, carpets, snow blowing, salt spreading, etc. at each building. Such equipment would include vacuums, scrubbers, lawn mowers, leaf blowers, and snow throwers for the Custodial Staff. The Contractor shall include all repairs necessary to keep the custodial equipment in optimal working order, and all equipment costs are to be included in the base bid. The District will have an inventory of equipment on hand that Contractor may use as a backup, should the Contractor's equipment fail. The Contractor is to have their equipment repaired as quickly as possible so the District equipment can be returned to stock. If awarded the Grounds and Snow/Ice Removal Contract, Contractor will provide all grounds equipment necessary to maintain all District properties to a high standard. This equipment would include, but not be limited to zero turn mowers, high end weed trimmers, edgers, snow pushers, etc. As with the Custodial equipment, the Contractor will have access to this District equipment, solely as a backup. The Contractor shall be liable for any misuse, damage, or injury caused by the operation of the equipment. The Contractor will be responsible for the cleaning and supplies to operate this equipment (hoses, wands, floor pads, etc.). The Contractor will be given access to the Oak Park School District collection of hand tools, such as pliers, drills, hammers, etc. The Contractor will be required to replace any such hand tools due to loss or theft by Contractor employees or by misuse.

## **7. FINGERPRINTING AND CRIMINAL BACKGROUND CHECKS**

The Contractor acknowledges and agrees that unless the School District notifies the Contractor that it is not subject to the provisions of Michigan Public Act 84 of 2006, as amended, the Contractor will have any and all of its agents, employees or representatives who will be on any School District premises to carry out the Custodial/Maintenance Services contemplated by the Contract Documents, fingerprinted and subjected to criminal history and background checks through the Michigan State Police and Federal Bureau of

Investigation, as detailed in Public Act 84 of 2006, as amended, prior to commencing any work under this Contract by presenting themselves, for proper fingerprinting and criminal backgrounds checks, as directed and requested by the School District, with the assistance of the Contractor, or provide written notification to the School District that Contractor or its employee(s) has previously completed fingerprinting and a criminal history and background check in connection with contracting or working for another school district, intermediate school district, public school academy or nonpublic school (each an “Agency”) and consents to the sharing or transferring of the appropriate fingerprinting and criminal history background report from the other Agency. If Contractor wishes to receive a copy of any report, it shall have the employee provide written consent to the School District acknowledging its consent to provide Contractor with a copy of the report. Additionally, unless notified it is not subject to Michigan Public Act 84 of 2006, as amended, the Contractor represents and warrants to the School District that it will at all times during the Initial Term or any Renewal Term of this Contract be in compliance with the provisions of Michigan Public Act 84 of 2006, as amended, including, but not limited to, reporting to the School District within three (3) business days of when it, or any of its agents, employees or representatives who will be on School District premises to carry out the Custodial/Maintenance Services contemplated by the Contract Documents, is/are charged with a crime listed in Section 1535a(1) or 1539b(1) of the Revised School Code, being MCL 380.1535a(1) and 380.1539b(1), or a substantially similar law, and to immediately report to the School District if that person is subsequently convicted, plead guilty or plead no contest to that crime. The Contractor shall indemnify, defend and hold the School District, its employees, Board of Education, and each member thereof, agents and consultants, harmless from and against any and all claims, counter-claims, suits, debts, demands, actions, judgments, liens, liabilities, costs, expenses, including actual attorneys fees and actual expert witness fees, arising out of or in connection with any violation of, or the Contractor’s failure to comply with, the requirements of Michigan Public Act 84 of 2006, as amended, or this paragraph. The Contractor shall be responsible for all costs and expenses associated with the above-required fingerprinting and background checks. The Contractor shall supply all necessary data and information, as requested by the School District, to enable the School District to properly submit Contractor and its employees and agents for inclusion in the State of Michigan Department of Education’s list of “registered educational personnel.”

**8. INSURANCE.**

The Contractor agrees that it shall at all times that this Contract remains in effect maintain insurance coverage in the types and amounts specified in Section 1.27 Insurance Requirements of the RFP.

## 9. INDEMNIFICATION

### (a) General Indemnification.

Contractor agrees to indemnify, defend and hold harmless the School District, its Board of Education, in their official and individual capacities, administrators, employees, agents, contractors, successors and assignees, from and against any and all costs, expenses, damages, and liabilities, including actual attorney's fees, arising out of the:

- (i) Negligent acts or willful misconduct of the Contractor, its officers, directors, employees, successors, assignees, contractors and agents;
- (ii) Any breach of the terms of this Contract by Contractor;
- (iii) Any breach of any applicable Federal, State or local law, rule, regulation or ordinance; or
- (iv) Any breach of any representation or warranty by Contractor under this Contract. The Contractor agrees to notify the School District by certified mail, return receipt requested, immediately upon actual knowledge of any claim, suit, action, or proceeding for which the School District may be entitled to indemnification under this Contract. This paragraph shall survive the expiration or earlier termination of this Contract.

### (b) Environmental Indemnification.

Throughout the Initial Term, or any Renewal Term of this Contract, Contractor shall not permit itself or any third party to use, generate, handle, store or dispose of any Hazardous Substances in, on, under, upon or affecting any School District property in violation of any applicable law or regulation. Without limiting any other provisions of the Contract Documents, Contractor shall indemnify, defend and hold harmless the School District, its Board of Education, in their official and individual capacities, administrators, employees, agents, contractors, successors and assignees, from and against all liabilities, claims, losses, costs and expenses (specifically including, without limitation, attorneys', engineers', consultants' and experts' fees, costs and expenses) arising from (i) any breach of any representation or warranty made in this paragraph and/or (ii) environmental conditions or noncompliance with any applicable law or regulation that result, in the case of Contractor, from operations or Custodial/Maintenance Services in or about any School District property by Contractor or its agents or employees. As used herein, the term "Hazardous Substances" shall mean (i) any hazardous or regulated substance as defined by all federal, state and local environmental laws, including, but not limited to, Federal Water Pollution Control Act (33 USC 1251 *et seq.*) ("Clean Water Act"), the Resource Conservation & Recovery Act (42 USC 6901 *et seq.*) ("RCRA"), Safe Drinking Water Act (42 USC 300f-j-26), Toxic Substances Control Act (15 USC 2601 *et seq.*), Clean Air Act (42 USC 7401 *et seq.*), the Comprehensive Environmental Response, Compensation

and Liability Act (42 USC 9601 *et seq.*) (“CERCLA”), the Emergency Planning and Community Right to Know Act, 42 USC 11001 *et seq.* (“EPCRA”), the Michigan Natural Resources and Environmental Protection Act (MCL 324.101 *et seq.*) the administrative rules and regulations promulgated under such statutes, or any other similar federal, state or local law or administrative rule or regulation of similar effect, each as amended and as in effect and as adopted as of the date of execution of this Lease, (ii) any other pollutant, contaminant, hazardous substance, solid waste, hazardous material, radioactive substance, toxic substance, noxious substance, hazardous waste, particulate matter, airborne or otherwise, chemical waste, medical waste, crude oil or any fraction thereof, radioactive waste, petroleum or petroleum-derived substance or waste, asbestos, PCBs, radon gas, all forms of natural gas, or any hazardous or toxic constituent of any of the foregoing, whether such substance is in liquid, solid or gaseous form, or (iii) any such substance the release, discharge or spill of which requires activity to achieve compliance with applicable law. This paragraph shall survive the expiration or earlier termination of this Contract.

**10. ASSIGNMENT.**

This Contract and any interest herein may not be assigned or transferred, in whole or in part, by either party without the prior written consent of the other party, and any assignment or transfer without such consent shall be null and void.

**11. NOTICES.**

All notices or communications required or permitted as a part of this Contract shall be in writing, unless otherwise expressly provided in this Contract and shall be considered delivered:

- (a) Upon receipt, when personally delivered; or
- (b) Five (5) days after deposit in the U.S. Mail with proper postage (certified mail, return receipt requested).

Notices shall be provided at the following respective addresses, unless changed by either party:

To the School District:

Oak Park School District  
Attn: Daniel Phillips,  
Chief Operations Officer  
Administration Building  
13900 Granzon  
Oak Park, Michigan 48237

To the Contractor:

[To Be Inserted].

**12. TERMINATION.**

**(a) Right to Terminate on Breach.**

Each party shall have, in addition to all other remedies available to it, the right to terminate this Contract immediately upon written notice to the other party that the other party has committed a material breach of any of its obligations herein and such material breach shall not have been cured or corrected within ten (10) days following written notice of the same.

**(b) Events upon Termination.**

Upon termination of this Contract by either party for breach or default of the other party, each party shall be entitled to exercise any other right, remedy or privilege which may be available to it under applicable law or proceed by appropriate court action to enforce the terms of the Contract or to recover damages for the breach of this Contract. Upon termination of this Contract, the Contractor shall immediately provide the School District with all current information and documentation regarding its service to the School District. Contractor shall immediately return all keys to the School District's designee.

**(c) Termination by Oak Park School District for Convenience.**

Notwithstanding anything otherwise herein contained, Oak Park School District may terminate this Contract for any reason or no reason, with or without cause upon ninety (90) days advance written notice to the Contractor.

**13. INSOLVENCY.**

In the event the Contractor becomes insolvent or seeks the protection of the U.S. Bankruptcy Court, then at the School District's option, this Contract may be immediately terminated by the School District.

**14. NO WAIVER.**

The failure of either party to enforce at any time any of the provisions of this Contract, or the failure to require at any time performance by the other party of any of the provisions of this Contract, shall in no way be construed to be a present or future waiver of such provisions, nor in any way affect the ability of either party to enforce each and every such provision thereafter.

**15. SEVERABILITY.**

If any provision or provisions of this Contract shall be held invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions, shall not, in any way, be affected or impaired thereby and shall remain in full force and effect.

**16. GOVERNING LAW.**

This Contract shall be subject to and interpreted under the laws of the State of Michigan. The applicable law for any legal disputes arising out of this Contract shall be the law of the State of Michigan, and the forum and venue for any such disputes shall be based upon the presence of the Oak Park School District in Oakland County, Michigan.

**17. ENTIRE AGREEMENT.**

This Contract, together with its attachments, constitutes the entire agreement between the parties, supersedes all previous agreements, written or oral, and there are no understandings, representations or warranties of any kind, express, implied or otherwise, not expressly set forth herein.

**IN WITNESS WHEREOF** the Parties have executed this Contract on the dates affixed next to their respective names.

OAK PARK SCHOOL DISTRICT

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Its: Superintendent of Schools

[INSERT CONTRACTOR'S COMPANY  
NAME]

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Its:



## Appendix B

### Oak Park Public Schools Cleaning Standards & Frequencies including Summer Cleaning

**Job Descriptions: Day and Night Custodian, General Maintenance Worker and Supervisor, HVAC Helper.**

#### Cleaning Standards and Frequencies:

**Definitions:** The following definitions will be considered the minimum acceptable standard for the activities performed under this Contract.

##### A. Wet Mopping and Scrubbing

1. The floors shall be properly prepared, thoroughly swept to remove all loose dirt and debris, gum, tar and other foreign substances.
2. Upon completion of wet mopping or scrubbing, the floor shall be clean, free of dirt, stains, spills, mars, mop marks, and properly rinsed and dry mopped to present a clean appearance.
3. All surfaces shall be dry with corners, cracks, and splice joints clean. Cove base, walls, furniture, doors, etc., shall be wiped clean to remove any streaks or splashes.
4. Germicidal disinfectant cleaner shall be used on all restroom, floors, walls, partitions, fixtures and equipment when cleaning.

##### B. Floor Finishing and Buffing

1. Floor finish shall be applied in a thin, even coat. The number of coats applied will depend on the use and condition of the floor but in no case will be less than two coats be applied.
2. At the stated frequencies, floors shall be wet mopped and buffed between regular floor finishing operations. The floor shall be properly swept free of all loose dirt prior to mopping.
3. Upon completion of wet mopping, the floor shall be clean and free of dirt, water streaks, mop marks and properly rinsed, and dry mopped to present a clean appearance.
4. All surfaces shall be dry with corners, cracks, and splice joints clean after wet mopping.
5. The floor area will be machine spray buffed to restore the gloss to the floor. Finish floor as necessary to restore floor to clean, bright appearance. Do not allow floor finish buildup at edges or corners and blend floor finish into existing floor finish leaving no demarcation line between the two.

##### C. Stripping and Sealing

1. There shall be complete removal of all dirt, old floor finish and other substances in returning floor to its original surface. All corners, edges, cracks, splice joints and around other floor mounted appurtenances shall be completely cleaned.
2. A minimum of four (4) coats of appropriate floor finish shall be applied with caution to prevent streaking or bleaching of the floor surface. This application shall be applied in accordance with the manufacturer's recommendation and shall be compatible with the floor finish to be used.

##### D. Carpet Shampooing

All carpets shall be thoroughly cleaned twice (2) per year, by the contractor using steam-water extraction method with water pick up capable of reducing remaining water to a minimum of 10 percent (10%) by weight moisture content.

CONTRACTOR SHALL PROVIDE THE Facilities Manager WITH A WRITTEN SCHEDULE OF AREAS TO BE CLEANED BY (DATE) AND (DATE) OF EACH YEAR.

Prior to cleaning all floors, all severe spots and stains shall be removed so as to present a uniform appearance after cleaning. Contractor is responsible for removing furniture prior to cleaning and replacing furniture to original location after cleaning and carpeting has dried.

##### E. Rugs/Mats, Carpets, and Upholstery

1. After vacuuming, all rugs/mats and carpets shall be free from dust balls, dirt and other debris. All areas not reached by vacuum, shall be hand cleaned using appropriate cleaning equipment.
2. Soft upholstery shall be free of all lint, dust and other debris. Fabric or nap shall not be damaged by cleaning procedure.

## **F. Dusting**

1. Dusting residue shall not be moved from spot to spot but removed directly from the area in which it lies by the most effective means appropriate; treated dusting cloths, hand duster or vacuum tools.
2. There shall be no dust streaks remaining on any surface, including corners, ledges, shelves, molding, etc.
3. There shall be no oils, spots, smudges, or residue from dusting aids on dusted surfaces.

## **G. Damp Wiping**

This task consists of using a clean, damp cloth or sponge to remove all dirt spots, streaks from walls, glass or other specified surfaces, and then drying to provide a polished appearance.

## **H. Furniture Upkeep**

1. Desks, files, tables, cabinets, etc., shall be kept free of fingerprints, stains, smudges, etc. Chrome legs and edgings shall be cleaned free of marks and polished to a bright appearance.
2. Water fountains shall be disinfected with germicidal disinfectant cleaner; the chrome, stainless steel and cabinets polished to a clean, bright appearance.
3. Elevators shall be kept polished to a clean, bright appearance and free of fingerprints, stains, smudges, etc.

## **I. Monthly Tasks**

Tasks which are to be completed in their entirety each month. The Contractor is expected to work on part of these tasks daily.

## **J. Quarterly Tasks**

Tasks which are to be completed in their entirety four (4) times per year, once each quarter. Contractor is expected to work on part of these tasks daily.

## **K. Semi-Annual Tasks**

Tasks which are to be completed each six (6) months. Contractor is expected to work on these activities each week so as to complete them at the conclusion of each six (6) month period.

## **L. Annual Tasks**

To be completed in their entirety one (1) time per year. Contractor is expected to work on these activities in an ongoing fashion throughout the year.

## **CUSTODIAL CLEANING TASK AND FREQUENCY SCHEDULE**

### **1. OFFICE/CLERICAL, AUDITORIUM, LIBRARY, MEETING ROOMS, AND CLASSROOM AREAS:**

#### **A. Daily Cleaning**

1. Empty and reline all wastebaskets with plastic liners.
2. Vacuum all traffic areas and any obvious soil in area. Clean and remove all spots, stains, etc. from carpeting.
3. Clean horizontal surfaces of all furniture, ledges, and window sills.
4. Spot clean furniture, walls, partition glass, wall, switch plates and door hardware.
5. Dust mop and damp mop hard surface floors.
6. Clean and disinfect telephones.
7. Sinks shall be cleaned and wiped free of all water marks.
8. Clean and refill paper towel/soap dispensers as necessary.
9. Clean whiteboards unless save is written on it.
10. Setup meeting rooms, opening/closing wall(s) dividers, wiping off tables and straighten up chairs/tables.

#### **B. Weekly Cleaning**

1. Vacuum all carpets thoroughly on a five-night rotation.
2. Dust and damp wipe vertical surfaces of all furniture.
3. Dust and damp wipe all ledges and window sills.
4. Wash or polish all desk tops that are cleared of work papers.
5. Spray buff resilient tile floors on a five night rotation.
6. Thoroughly clean interior glass.
7. High dust ceilings including vents and walls.
8. Dust computer monitors.
9. Clean and remove all debris from roof and roof drains.

### C. Monthly Cleaning

1. Vacuum upholstered furniture and cushions.
2. Wash and dry vents and light fixtures.
3. Pile lift if carpeted area.

### D. Semi-Annually Cleaning

1. Strip and refinish all resilient tile floors. Apply minimum of two (2) coats floor finish.
2. Shampoo carpet.

## 2.. RESTROOMS

### A. Daily Cleaning

1. Floors shall be swept and wet mopped with germicidal disinfectant cleaner.
2. Stools, seats, and urinals shall be thoroughly washed inside and out with a germicidal disinfectant cleaner. Seat shall be left in a raised position. Wash basins shall be cleaned and wiped free of all water marks. All mirrors, shelves, chrome fixtures, pipes and dispensers shall be damp wiped and wiped dry. Special attention shall be given to floors around toilets and urinals, for elimination of odors and stains to provide a uniformly clean and sanitary appearance throughout.
3. Empty and clean all trash containers using germicidal disinfectant cleaner prior to relining with plastic liners.
4. Clean all furniture using germicidal disinfectant cleaner.
5. Empty and disinfect all sanitary napkin receptacles with germicidal disinfectant cleaner. Reline with wax bag.
6. Wash and wipe dry all paper dispensers using germicidal disinfectant cleaner.
7. Replenish all paper toweling, toilet tissue, feminine sanitary products and hand soap. Contractor shall replenish and maintain an adequate supply of these items at all times.
8. Dust window sills, ledges, grills, and partitions, etc. Spot clean with germicidal disinfectant cleaner wall surfaces, partitions, and doors. Splashes about lavatories and urinals shall be removed. Switch plates, door push plates, and kick plates shall be maintained in a polished condition.
9. Floor traps shall be maintained free of odor.

### B. Weekly Cleaning

1. Toilet partitions, doors, walls, sills, and ledges shall be completely cleaned with a germicidal disinfectant cleaner not harmful to the surface.
2. Fill floor traps with water/disinfectant solution.
3. De-scale toilets and urinals.

### C. Monthly Cleaning

1. Machine scrub and wet vac floors using germicidal disinfectant cleaner.
2. Wash and dry vents and light fixtures

### D. Semi-Annual Cleaning

Strip and refinish resilient tile floors. Apply minimum of two (2) coats of sealer and floor finish.

## 3. HALLWAYS, CORRIDORS, LOBBIES, AND ENTRANCES

### A. Daily Cleaning

1. Floors shall be dust mopped and wet mopped.
2. Floors to be maintained to a high gloss and uniform appearance. Obvious scuff marks and/or floor damage to be repaired utilizing spot floor restoring or spray buff method.
3. Clean all interior and entrance glass.
4. Clean and disinfect telephones.
5. Clean and disinfect water fountains.
6. Clean and polish elevators.
7. All displays, pictures, lockers, and furniture to be cleaned. Vinyl furniture to be damp wiped.
8. Vacuum all rugs/mats and carpeting. Clean and remove all spots, stains, etc., from carpeting and furniture.
9. Remove all litter and debris from exterior entrance approach (front, rear and sides). Empty and reline all trash containers in areas with plastic liners.
10. Empty and reline all wastebaskets with plastic liners.

### B. Weekly Cleaning

1. Floors shall be wet mopped, scrubbed, refinished, and spray buffed to create a uniform and high gloss appearance free of any scuff marks, abrasions, etc.

2. Shampoo rugs/mats.
3. Machine scrub and wet vac tile floors.

#### C. Monthly Cleaning

1. Vacuum upholstered furniture and cushions.
2. Pile lift where carpeted.
3. Wash and dry vents and light fixtures.

#### D. Semi-Annually Cleaned

1. Strip and refinish all resilient tile/vinyl sheet floors using a minimum of two coats of floor finish.
2. Shampoo carpet.

### 4. DINING/CAFETERIA AND KITCHEN AREAS

#### A. Daily Cleaned

1. Dust mop tile floor.
2. Damp mop floor with germicidal disinfectant solution.
3. Vacuum all traffic areas and any obvious soil in area. Clean and remove all spots, stains, etc., from carpeting.
4. Floors to be maintained to a high gloss and uniform appearance. Obvious scuff marks and/or floor damage to be repaired utilizing spot floor restoring or spray buff method.
5. Clean horizontal surfaces, ledges, window sills, etc., with germicidal disinfectant cleaner.
6. Spot clean exterior of stoves, vending machines, refrigerators, microwaves, cabinets, coffee machines and interior door glass with germicidal disinfectant cleaner.
7. Thoroughly wash and scrub sinks and fixtures and sanitize with germicidal disinfectant cleaner.
8. Dust and damp wipe all furniture tables, chairs, and tops utilizing germicidal disinfectant cleaner.
9. Empty and clean all waste containers using germicidal disinfectant cleaner prior to relining with plastic liners.
10. Clean and refill paper towel dispensers using germicidal disinfectant cleaner.

#### B. Weekly Cleaning

1. Floor shall be wet mopped, scrubbed, refinished, and/or spray buffed to create a uniform and high gloss appearance free of any scuff marks, abrasions, etc.
2. Vacuum all carpeting thoroughly.
3. Empty and clean interior of refrigerators utilizing germicidal disinfectant cleaner.
4. Clean table and chair legs thoroughly on a five-night rotation.

#### C. Monthly Cleaning

1. Vacuum upholstered furniture and cushions.
2. Wash and dry vents and light fixtures.

#### D. Semi-Annually Cleaning

1. Strip and refinish tile floor. Apply a minimum of four (4) coats of floor finish.
2. Shampoo carpeting.

### 5. BLINDS THROUGHOUT BUILDING

#### A. Weekly Cleaning

Dust all blinds on a rotation basis.

#### B. Quarterly Cleaning

Thoroughly clean all blinds on a rotation basis, taking care not to break or damage fastenings.

### 6. DOOR KICK PLATES THROUGHOUT BUILDING

Weekly Cleaning - Clean thoroughly eliminating all scuff marks, etc.

### 7. CUSTODIAL CLOSET

#### A. Daily Cleaning

1. Empty, clean, and reline all waste containers with plastic liners.
2. Dust mop and damp mop floor.
3. Clean service sinks.
4. Place all supplies in the proper location.
5. Clean all equipment and store in proper location.

#### B. Weekly Cleaning

1. Scour service sinks inside and out.
2. Spot clean walls, doors, frames, etc.
3. Wet mop with disinfectant solution.
4. Spray buff floor.
5. Clean and refill paper towel dispensers.

### 8. COMPUTER ROOMS

#### A. Daily Cleaning

1. Empty and reline all wastebaskets with plasticliners.
2. Clean and disinfect telephones.
3. Clean horizontal surfaces of all furniture, ledges, window sills, and equipment (extreme care/caution shall be exercised when cleaning surfaces to ensure that computer equipment operation is not interrupted, moved, or changed). Feather dust equipment only.
4. Spot clean furniture, walls, carpeting, partition glass, wall switch plates, and doorhardware.
5. Dust mop and damp mop (as needed) computer floor. (Extreme caution shall be exercised when damp mopping to ensure that excessive mop water does not leak on to subfloor and wiring).

#### B. Weekly Cleaning

1. Dust and damp wipe vertical surfaces of all furniture. Feather dust equipment.
2. Dust and damp wipe all ledges and window sills.
3. Wash or polish all desktops that are cleared of workpapers.
4. Clean chalkboards and whiteboards (unless in use).
5. High dust ceilings, including vents and walls.
6. Damp mop and buff floor (Extreme caution shall be exercised when damp mopping to ensure that excessive mop water does not leak on to subfloor and wiring.)

#### C. Monthly Cleaning

1. Vacuum upholstered chairs and cushions.
2. Wash and dry vents and lightfixtures.
3. Wash and dry all interiorglass.

### 9. STAIRWELLS AND ELEVATORS

#### A. Daily Cleaned

1. Dust mop and damp mop hard surface floors.
2. Clean elevator threshold (tracks).
3. Dust stairwell railings as needed.

#### B. Weekly Cleaning

1. Clean and polish metal and sills.
2. Dust ledges.

#### C. Monthly Cleaning

1. Wipe clean stairwell doors and doorjamb.
2. Wet mop stairs, stair landings and cleanbaseboards.
3. Dust and clean lights, vents and fixtures.
4. Test emergency lighting and phone.

#### D. Semi-Annually Cleaning

Strip and refinish all resilient tile floors. Apply minimum of two (2) coats floor finish.

### 10. TRASH REMOVAL

The trash is to be removed on a daily basis from the building to a dumpster/trash disposal area.

### 11. RECYCLE PAPER

In buildings that are in a recycle program recycle paper is to be removed on a daily basis from centrally located containers to a dumpster/recycle disposal area located on the site at the rear of the building.

## **12. MAIL SERVICE**

One custodian shall be assigned to the JWE Administration Building to perform daily delivery of interschool mail. Pickup and delivery of school mail between school buildings and the local MEA office is required every day during the school year. During the summer months the mail route is reduced.

## **Oak Park Public Schools Summer Cleaning Standards:**

Summer Cleaning Standards: All cleaning is to be performed from top to bottom.

### **A. Classrooms / Offices Cleaning**

1. Make a diagram of room, to ensure that all furniture, supplies and equipment are put back in the correct locations. Classroom cleaning includes all adjoining offices, mudrooms, prep rooms, closets, etc. 2. Clean all furniture (desks, files, tables, cabinets, etc., shall be kept free of fingerprints, stains, smudges, gum, etc.). Chrome legs and edgings shall be cleaned free of marks and polished to a bright appearance.
2. Shampoo any and all furniture.
3. Remove all furniture after being cleaned and place in the hall. (Or, remove furniture and clean same in the hall.)
4. Open and replace all burned out light bulbs.
5. Clean all light covers.
6. Clean/dust ceiling
7. Replace all damaged ceiling tiles.
8. Clean all walls, including all baseboards.
9. Baseboard should be cleaned of scuff marks, excess floor finish, etc.
10. Clean switch plates and door hardware.
11. Clean whiteboards/blackboards
12. Clean all blinds.
13. Clean all ledges and window sills.
14. Clean all glass.
15. Open and clean out all un-vents.
16. Replace all air filters.
17. Clean and disinfect telephones
18. Clean all sinks
19. Deep clean all restrooms.
20. Clean and refill paper towel/soap dispensers
21. Steam clean all wastebaskets and reline with plastic liners.

### **B. Strip and Refinish**

1. Strip and refinish all floors as need.

### **C. Shampooing**

1. Shampoo all carpeting.
2. Shampoo all rugs and mats

### **D. Restrooms Deep Cleaning**

1. Deep clean all restroom throughout the building.

### **E. Hallways Deep Cleaning**

### **F. Lockers Deep Cleaning**

1. Clean all lockers inside and out.
2. Re-set lockers combination.

### **G. Deep Cleaning Kitchen**

1. Clean all hood vents, inside and out.
2. Clean all hood vent filters.
3. Clean out all grease traps.
4. Scrub or refinish floor.

### **H. Clean Blinds throughout the Building**

## **I. Clean Doors and Door Kick Plates throughout the Building**

### **J. Deep Clean All Custodial Closets**

1. Clean ceiling, walls, doors, frames, etc.
2. Place all supplies in the proper location.
3. Clean all equipment and store in proper location.
4. Scour service sinks inside and out.
5. Refinish floor.

### **K. Elevators**

1. Clean elevator threshold (tracks).
2. Clean and polish metal and sills.
3. Strip and refinish floors.

### **L. Stairwells**

1. Clean ceiling and walls
2. Clean lights, vents and fixtures.
3. Clean stairwell railings.
4. Clean all ledges.
5. Clean baseboards.
6. Strip and refinish all floors.

### **M. Filter Change**

1. Change all filter throughout the building.

### **O. Building Exterior**

1. Roof
    - a. Check Roof vents.
    - b. Check Roof vents motors.
    - c. Make sure all roof drains are free from debris.
  2. Outside Windows
    - a. Clean all outside windows.
  3. Grounds
- a. Regularly pick up litter, sticks, debris from beds, walks, drives, lawn, play areas and parking lots.

### **P. Miscellaneous**

1. Check and clean all gutters.
  2. Check and clean all downspouts.
  3. Check and clean all splash blocks.
  4. Check and clean all covered walkways.
  5. Check and clean all catch basin grates for accumulation of trash, etc.
  6. Immediately report any and all problems that may cause damage to the areas.
  7. Check operating and cleaning boilers and pumps.
  8. Change all air circulation belts.
  9. Change outlets and switches as needed.
  10. Replace small sections of floor tile.
  11. Boiler cleaning (this is scheduled by our HVAC technicians, but if asked, custodian will be required to assist.)
  12. Clean Fresh air supply and return (diffuser/grill).
-

## **Job Descriptions: Day and Night Custodian**

### **QUALIFICATIONS:**

1. Ability to follow oral and written instructions.
2. Able to accomplish tasks which require physical strength over a long period of time.
3. Basic knowledge of cleaning methods, materials and equipment and procedures.
4. Basic knowledge of the operation of lawn care equipment, (i.e. mower and string trimmer).

### **RESPONSIBILITIES** (Include but not limited to):

1. To perform all tasks with the safety and well-being of the students in mind. Careless, sloppy or unsafe work practices will not be tolerated for this reason. Custodial personnel must always conduct themselves in a professional manner. Intimidation, harassment or abuse of any kind toward a student will be dealt with quickly and severely. Custodians are encouraged to be friendly and helpful however they should refrain from unnecessary fraternization with student, staff or faculty.
  2. Perform all duties in accordance with applicable safety requirements. This primarily affects the operation of equipment and use of cleaning chemicals. Should a question arise concerning the safe use of equipment or chemicals it is the custodian's responsibility to seek assistance prior to their use.
  3. Assist in receiving, storing and distributing school supplies and equipment as needed or directed. Keep all storage areas neat and clean and arranged in an orderly manner at all times.
  4. Keep all stairwells, halls, boiler rooms, and walkways free of furniture, equipment, etc.
  5. Clean all classrooms thoroughly. Classroom cleaning will include a combination of the following: removing trash, dusting furniture and equipment, emptying pencil sharpeners, cleaning marker boards and trays, sweeping and mopping floors and polishing metal fixtures.
  6. Follow proper procedure and developed work schedules for scrubbing, stripping, waxing, and buffing of resilient classroom floors and corridors in accordance.
  7. Follow proper procedures and developed work schedules for extracting, bonneting, spot cleaning and vacuuming carpeted areas.
  8. Clean all restrooms daily. Each restroom should be checked several times daily to provide clean restroom facilities. All toilet fixtures and floors will be cleaned and disinfected daily. An adequate supply of toilet tissue, paper towels and soap will be available in all restrooms at all times.
  9. Office and staff and special purpose areas, (i.e. health rooms, guidance, lounge, etc.) will be cleaned daily.
  10. School grounds will be checked daily to remove trash, rocks, sticks, bottles, cans, and other items that could become a safety hazard or detract from the general appearance of the school.
  11. The grass will be maintained, (i.e. cut, raked, trimmed, etc.) inside of sidewalks or within 300 feet of the building. Custodians will coordinate with grounds personnel to insure all areas of the school grounds are being maintained.
  12. School buildings will be secured after school hours, holidays and weekends unless otherwise directed by the principal.
  13. Replace all burned out light bulbs, tubes, air filters, and damaged ceiling tiles as needed or as directed, as quickly as possible.
  14. Report all equipment failures, damage to school furniture or building, etc. to the lead custodian.
  15. Routinely checks all gutters, downspouts, splash blocks, covered walkways, and catch basin grates for accumulation of trash, rocks, bottles or anything that may cause drainage problems and immediately cleans any effected areas.
  16. Remove all snow and ice from steps and walks prior to student's arrival. This may require schedule adjustments as deemed necessary. Custodian will be responsible for clearing snow and ice, and for distributing ice-melt around doorway entrances and on all sidewalks on District property. When snow continues to fall after the District snow removal crew has plowed, custodial staff may be required to clear sidewalks leading to the building entrances as needed to assure maximum safety for building users. Where available; assigned staff will be responsible for operation of powered snow removal equipment.
  17. Immediately correct situations deemed an emergency by the principal or head custodian.
  18. Maintain interior courtyards of buildings with interior courtyards. This includes mowing, weeding, and trash & leaf pickup.
  19. Custodian assigned to the J.W.E. Administration Building delivers and picks up inter-school mail to all District Buildings each day. The District provides a vehicle. This task takes approximately 4 hours per day. Interschool mail service is required in the summer months at a reduced schedule.
  20. Other duties as assigned.
-



## **Job Description: General Maintenance Worker and Leader**

### **QUALIFICATIONS:**

1. Ability to follow oral and written instructions.
2. Able to accomplish task which require physical strength over a long period of time.
3. Basic knowledge of cleaning methods, materials, equipment and procedures.
4. Basic knowledge of the operation of lawn care equipment, (i.e. mower and string trimmer).
5. Valid driver's license and good driving record. Note: District will supply vehicle.
6. Stamina to perform tasks that involve frequent bending, stooping, climbing and heavy lifting.
7. Basic knowledge to perform routine plumbing, electrical, heating and air-conditioning repairs.

### **RESPONSIBILITIES:**

1. Assist District skilled trades worker as a helper in electrical, carpentry, plumbing, HVAC.
  2. Tree care using District-owned and maintained tree-trimming equipment, saws, etc.
  3. Snow removal using District-owned and maintained trucks, plows, shovels, etc. at closed district buildings.
  4. Furniture and supplies delivery using District-owned and maintained trucks and moving equipment.
  5. Minor door and door hardware repair/replacement.
  6. Minor window and window frame repair/replacement.
  7. Minor carpentry including wall framing, bathroom partition replacement/repair, molding installation, shelf repair, build partitions, etc.
  8. Asphalt patching/repair.
  9. Bulletin board removal, replacement or repair.
  10. Cleaning and caring for tools and equipment.
  11. Miscellaneous duties including plaster or drywall repairs, carpet repair, minor floor, roof repair, minor electrical repair, minor plumbing repair, i.e. unclog drains.
  12. Inspect and diagnose problems and determine the best way to correct them, frequently checking blueprints, repair manuals, and parts catalogs. Use common hand and power tools such as screwdrivers, saws, drills, wrenches, and hammers, as well as specialized equipment and electronic testing devices.
  13. Perform routine preventative maintenance on machines and building systems. Follow a checklist to assist the District's skilled trades staff, and inspect drives, motors, and belts, check fluid levels, replace filters, and perform other maintenance actions. Maintain records.
  14. Report to duty as called during emergency situations, such as snow or weather-related conditions. Day or afternoon shift work may be required.
  15. Use district work order system, FMX, enter and close work orders in system.
  16. Closed building upkeep.
  17. General Maintenance Leader: assist Facilities Manager with daily assignment of job tasks, pull district work orders from FMX system and input completion of tasks into system.
  18. Other duties as assigned.
-

## **Job Description: HVAC Helper – (If Applicable)**

### **QUALIFICATIONS:**

1. Ability to follow oral and written instructions.
2. Able to accomplish tasks which require physical strength over a long period of time.
3. Basic knowledge of cleaning methods, materials and equipment and procedures.
4. Adhere to all health and safety precautions

### **REQUIREMENTS:**

1. High school diploma or G.E.D. equivalent
2. Two to five years of experience in a similar job profile
3. Must have mechanical skills by nature (works well with hands and understands how things work)
4. Willingness to take instruction and learn the trade is preferred
5. The ability to withstand long hours, weather, and very physical work

### **RESPONSIBILITIES** (Include but not limited to):

1. Assist District Heating and Cooling Maintenance Personnel
  2. Power vacuuming of furnace systems
  3. Filter replacement
  4. Performs preventive maintenance and minor repairs for various HVAC systems
  5. Lifts/moves heavy objects, climbs ladders, and works at heights
  6. Take and adhere to all health and safety precautions
  7. Operate associated equipment and other related duties as assigned
  8. Other duties as assigned.
-

**ATTACHMENT C: Custodial Staffing**

		6:00 a.m. - 2:30 p.m.	6:30 a.m. - 3:00 p.m.	9:00 a.m. - 5:30 p.m.	11:00 a.m. - 7:30 p.m.	2:30 p.m. - 11:00 p.m.	3:00 p.m. - 11:30 p.m.
<b>Oak Park High School</b>							
	13701 Oak Park Blvd.	X		X			X
<b>OPPA Middle School</b>							
	23261 Scotia		X	X			X
<b>NOVA/CASA/MI Work</b>							
	22180 Parklawn		X	X			X
<b>Einstein Elementary</b>							
	14001 Northend		X			X	
<b>Key Elementary</b>							
	23400 Jerome		X			X	
<b>Lessenger Pre-K</b>							
	12901 Albany		X				
<b>Pepper Elementary</b>							
	24301 Church		X			X	
<b>Administration Bldg</b>							
	13900 Granzon					X	
<b>Annex</b>							
	22180 Parklawn		X			X	

<b>Custodians (xx)</b>		<b>Maintenance (1)</b>		<b>Grounds (3)</b>	
AM shift	xx	AM shift	xx	AM shift	xx
PM shift	xx	PM shift		PM shift	
Mid Shift	xx	Mid shift		Mid shift	
<b>Director of Operations and Maintenance (x)</b>					
<b>Mail Delivery (x)</b>					
<b>Shift Definition</b>					
8 hours per day.		Monday thru Friday		Overtime as necessary.	
AM shift	6:00 a.m. - 2:30 p.m. or 6:30 a.m. - 3:00 p.m.				
PM shift	2:30 p.m. - 11:00 p.m. or 3:00 p.m. - 11:30 p.m.				
Mid shift	9:00 a.m. - 5:30 p.m.				

**ATTACHMENT D: Facility Usage Hours**  
Sample School Calendar

- To Be Provided Once Developed -

**ATTACHMENT E: Custodial Equipment Inventory by Building (to be updated)**

**Key Elementary**

1-walk behind auto scrubber  
2-upright carpet vacuums  
1-snow thrower  
1-lawn mower

**Einstein Elementary**

1-swing scrubber  
1-walk behind auto scrubber  
1-wet/dry vacuum  
3-upright carpet vacuums  
1-wide area vacuum  
1-snow thrower  
1-lawn mower

**Pepper Elementary**

1-walk behind auto scrubber  
1-wet/dry vacuum  
2-upright carpet vacuums  
1-propane buffer  
1-snow thrower  
1-lawn mower

**Annex/Administration**

1-upright vacuum

**Snow Removal**

2016 GMC Sierra 4x4 p/up w/  
Plow  
2018 GMC Sierra 4x4 p/up w/

**Oak Park Preparatory Academy**

1-riding scrubber  
2-wet/dry vacuums  
2-upright carpet vacuums  
1-snow thrower  
1-lawnmower

**OPFI/NOVA/CLINTON**

1-auto scrubber  
1-propane buffer  
1-wet/dry vacuum  
1-wide area vacuum  
1-carpet shampooer/extractor  
3-upright carpet vacuums  
1-lawn mower  
1-snow thrower

**Oak Park High School**

1-riding auto scrubber  
2-walk behind auto scrubbers  
2-wet/dry vacuums  
3-upright carpet vacuums  
1-propane buffer  
1-lawn mower  
1-snow thrower

**Grounds**

3-riding mowers  
3-power edgers  
2-hedge trimmer  
1-leaf blower  
2-push mowers  
3-weed whips  
1-chain saw

**ATTACHMENT F: Custodial Supply List**

Minimal supplies remain in School District inventory. Supplies are ordered as needed.

# ATTACHMENT G: 2023-2024 School Year Calendar

## OPEA CALENDAR - 2023-2024

JULY 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
<i>T=0, S=0</i>						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					
AUGUST 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21-PD	22-PD	23-PD	24-PD*	25-❖	26
27	28 FDS	29	30	31	<i>T=9, S=4</i>	
SEPTEMBER 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
<i>T=19, S=19</i>					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 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12 PT	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 @	28
29	30	31	<i>T=22, S=22</i>			
NOVEMBER 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7-PD	8	9	10	11
12	13	14	15	16	17	18
19	20 =	21 =	22 =	23 =	24 =	25
26	27	28	29	30	<i>T=17, S=16</i>	
DECEMBER 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
<i>T=16, S=16</i>					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25 =	26 =	27 =	28 =	29 =	30
JANUARY 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
	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	<i>T=17, S=17</i>		

FEBRUARY 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
<i>T=16, S=16</i>				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		
MARCH 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
<i>T=16, S=16</i>					1	2
3	4	5	6	7	8	9
10	11	12	13	14 PT	15	16
17	18	19	20	21	22	23
24/31	25 =	26 =	27 =	28 =	29 =	30
APRIL 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
	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	<i>T=22, S=22</i>			
MAY 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
<i>T=22, S=22</i>			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	
JUNE 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
<i>T=10, S=10</i>						1
2	3	4	5	6	7	8
9	10	11	12	13	14 @	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

LEGEND: Staff = T Students = S	
PD	Professional Development - Staff Only
PD*	AM - Opening Day Summit; PM - PD
❖	Classroom Setup; Teacher Work Day
FDS	First Day of School
=	Scheduled Breaks - No Staff or Students
PT	Parent/Teacher Conferences 1/2 day Students
@	Card Marking Period Ends
@	Card Marking Period Ends 1/2 day Students
@	Card Marking Period Ends 1/2 day Students (Last Day of School)

<b>Total Staff Days (T) = 186</b> <b>Total Student Days (S) = 180</b>
--

## **SCHOOL HOURS**

**2023-2024**

**(Tentative)**

Secondary Schools shall begin no earlier than 8:35 a.m.

Secondary Schools shall end no later than 3:35 p.m.

Elementary Schools shall begin no earlier than 8:25 a.m.

Elementary Schools shall begin no earlier than 3:25 p.m.



**Appendix A**  
Required Response Forms

Instructions: The RFP forms section contains the following documents that **MUST to submitted** with your RFP response.

Page #	Form
	<b>BASE PROPOSAL &amp; ADDITIONAL ALTERNATE FORMS</b> The following forms MUST be submitted as a part of your RFP Response
	Appendix A1: Bid Summary
	Appendix A2: Bid Signature Form
	Appendix A3: Contractor's Signed Acceptance Form
	Appendix A4: Contractor Background Questionnaire
	Appendix A5: Comply / Exception Form
	Appendix A6: References & Subcontractors
	Appendix A7: Non-Familial Relationship Affidavit
	Appendix A8: Non-Collusion Affidavit
	Appendix A9: School Safety Legislation Affidavit
	Appendix A10: Intent to Propose / Statement of Non-Proposal

Your bid response must include a completed copy of each form above, in the order listed above. Failure to submit each of the above forms may be cause for rejection of the bid response.

**APPENDIX A1: BID SUMMARY**

	<b>Response</b>
Name of Company	
Name of Proposal Preparer	
Phone Number	
Fax Number	
Email Address	

**APPENDIX A1: BASE BID (TARGET)**

Please provide total annual costs for your proposed services.

	<b>Cost</b>
Year 1 Cost (10/1/23 – 6/30/24)	
Year 2 Cost (7/1/24 – 6/30/25)	
Year 3 Cost (7/1/25 – 6/30/26)	
Year 4 Cost (7/1/26 – 6/30/27)	
<b>Grand Total</b>	\$
Performance Bond – First 12 months only. (Do not include in above)	\$

**APPENDIX A1: HOURLY RATES – CUSTODIANS (BASE BID)**

<b>Building</b>	<b>Custodian Positions in Scope of Bid</b>	<b>Hours Per Day</b>	<b>Hourly Labor Rate</b>	<b>Hourly Benefit Rate</b>
Oak Park High School				
OPPA Middle School				
NOVA/CASA/MI Works				
Einstein Elementary				
Key Elementary				
Pepper Elementary				
Administration Building				
Lessenger Pre-K				
Annex				

**APPENDIX A1: SALARY RATES – NON-HOURLY EMPLOYEES (BASE BID)**

List salary information for all non-hourly employees to be assigned to Oak Park School District.

<b>Position</b>	<b>Annual Salary</b>	<b>Benefits</b>	<b>Total</b>

**APPENDIX A1: EMERGENCY, WEEKEND AND HOLIDAY RATES**

	<b>Hourly Labor Rate</b>	<b>Hourly Benefit Cost</b>
Emergency Rate - Weekday		
Emergency Rate - Weekend		
Emergency Rate - Holiday		
After Hours Rate – Weekday		
After Hours Rate - Weekend		
After Hours Rate - Holiday		

**APPENDIX A1: HOURLY RATES – CUSTODIANS (NON-TARGET UNIT COST)**

<b>Building</b>	<b>Custodian Positions in Scope of Bid</b>	<b>Hours Per Day</b>	<b>Hourly Labor Rate</b>	<b>Hourly Benefit Rate</b>
Oak Park High School				
OPPA Middle School				
OPFI/NOVA/MI Works				
Einstein Elementary				
Key Elementary				
Pepper Elementary				
Administration Building				
Lessenger Pre-K				
Annex				

**APPENDIX A1: SALARY RATES - NON-HOURLY EMPLOYEES  
(NON-TARGET UNIT COST)**

List salary information for all non-hourly employees to be assigned to Oak Park School District.

<b>Position</b>	<b>Annual Salary</b>	<b>Benefits</b>	<b>Total</b>
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

**APPENDIX A1: EMERGENCY, WEEKEND AND HOLIDAY RATES**

	<b>Hourly Labor Rate</b>	<b>Hourly Benefit Cost</b>
Emergency Rate – Weekday		
Emergency Rate – Weekend		
Emergency Rate - Holiday		
After Hours Rate – Weekday		
After Hours Rate - Weekend		
After Hours Rate - Holiday		

**APPENDIX A1: VOLUNTARY ALTERNATE – SNOW REMOVAL**

Please provide total annual costs for your proposed services.

	<b>Cost</b>
Year 1 Cost (10/1/23 – 6/30/24)	
Year 2 Cost (7/1/24 – 6/30/25)	
Year 3 Cost (7/1/25 – 6/30/26)	
Year 4 Cost (7/1/26 – 6/30/27)	
<b>Grand Total</b>	\$

**APPENDIX A1: HOURLY RATES – SNOW REMOVAL  
(VOLUNTARY ALTERNATE – SNOW REMOVAL)**

<b>Building</b>	<b>Custodian Positions in Scope of Bid</b>	<b>Hours Per Day</b>	<b>Hourly Labor Rate</b>	<b>Hourly Benefit Rate</b>
Oak Park High School				
OPPA Middle School				
OPFI/NOVA/MI Works				
Einstein Elementary				
Key Elementary				
Pepper Elementary				
Administration Building				
Lessenger Pre-K				
Annex				

**APPENDIX A1: SALARY RATES - NON-HOURLY EMPLOYEES  
(VOLUNTARY ALTERNATE – SNOW REMOVAL)**

List salary information for all non-hourly employees to be assigned to Oak Park School District.

<b>Position</b>	<b>Annual Salary</b>	<b>Benefits</b>	<b>Total</b>
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

**APPENDIX A1: EMERGENCY, WEEKEND AND HOLIDAY RATES**

	<b>Hourly Labor Rate</b>	<b>Hourly Benefit Cost</b>
Emergency Rate – Weekday		
Emergency Rate – Weekend		
Emergency Rate - Holiday		
After Hours Rate – Weekday		
After Hours Rate - Weekend		
After Hours Rate - Holiday		

**APPENDIX A1: HOURLY RATES – GROUNDS  
(VOLUNTARY ALTERNATE – GROUNDS MAINTENANCE)**

List salary information for all non-hourly employees to be assigned to Oak Park School District.

<b>Position</b>	<b>Annual Salary</b>	<b>Benefits</b>	<b>Total</b>
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

**APPENDIX A1: EMERGENCY, WEEKEND AND HOLIDAY RATES**

	<b>Hourly Labor Rate</b>	<b>Hourly Benefit Cost</b>
Emergency Rate – Weekday		
Emergency Rate – Weekend		
Emergency Rate - Holiday		
After Hours Rate – Weekday		
After Hours Rate - Weekend		
After Hours Rate - Holiday		

**APPENDIX A1: VOLUNTARY ALTERNATE – GROUNDS MAINTENANCE**

Please provide total annual costs for your proposed services.

	<b>Cost</b>
Year 1 Cost (10/1/23 – 6/30/24)	
Year 2 Cost (7/1/24 – 6/30/25)	
Year 3 Cost (7/1/25 – 6/30/26)	
Year 4 Cost (7/1/26 – 6/30/27)	
<b>Grand Total</b>	\$

Building	Custodian Positions in Scope of Bid	Hours Per Day	Hourly Labor Rate	Hourly Benefit Rate
Oak Park High School				
OPPA Middle School				
OPFI/NOVA/MI Works				
Einstein Elementary				
Key Elementary				
Pepper Elementary				
Administration Building				
Lessenger Pre-K				
Annex				

**APPENDIX A1: SALARY RATES - NON-HOURLY EMPLOYEES  
(VOLUNTARY ALTERNATE – GROUNDS MAINTENANCE)**

List salary information for all non-hourly employees to be assigned to Oak Park School District.

Position	Annual Salary	Benefits	Total
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

**APPENDIX A1: EMERGENCY, WEEKEND AND HOLIDAY RATES**

	Hourly Labor Rate	Hourly Benefit Cost
Emergency Rate – Weekday		
Emergency Rate – Weekend		
Emergency Rate - Holiday		
After Hours Rate – Weekday		
After Hours Rate - Weekend		
After Hours Rate - Holiday		

**APPENDIX A2: BID SIGNATURE FORM**

The undersigned declares that he/she has carefully examined all the requirements of this RFP and that he/she fully understands those requirements.

**Proposal: Custodial/Maintenance Services**

Total Price – Base Bid: \_\_\_\_\_  
(Written Format)

Total Price – Base Bid: \$ \_\_\_\_\_  
(Numeric Format)

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

**THIS BID WILL BE IRREVOCABLE UNTIL THE EARLIER OF 120 DAYS FROM THIS DATE OR THE DATE OF THE BID AWARD.**

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Person executing bid and official capacity)

\_\_\_\_\_  
(Names of Principal Officers: Designate Official Capacity)  
(If Partnership or assumed name, indicate name of owner(s)).



**APPENDIX A3: CONTRACTOR’S SIGNED ACCEPTANCE FORM  
ACKNOWLEDGMENT OF ADDENDA**

<u><b>Addendum #1</b></u>	<u><b>Addendum #2</b></u>	<u><b>Addendum #3</b></u>
Dated: _____	Dated: _____	Dated: _____
Initials: _____	Initials: _____	Initials: _____

**OTHER ACKNOWLEDGMENTS**

On this day of August 14, 2023, the undersigned declares that he/she has carefully examined the Instructions/Conditions for this Bid and will honor all purchase orders, prices and specifications set forth in the Request for Proposal. The undersigned acknowledges that:

- The Oak Park School District reserves the right to withhold Proposals for a period of time (120 days) from Proposal opening date.
- The Oak Park School District reserves the right to accept or reject any or all Proposals in whole or in part, or to waive any informality therein. If, in the Oak Park School District’s opinion, it is in the School District’s best interest, the Contract may be awarded to other than the lowest Proposer.
- If award is made to us under this Proposal, we agree to enter into a Contract with the Oak Park School District to furnish professional services for Contract Custodial/Maintenance Services, in strict accordance with this Proposal.

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

My signature also certifies that this firm has no business or personal relationships with any other companies or person that could be considered as a conflict of interest or potential conflict of interest to Oak Park School District, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relations with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to Oak Park School District, pertaining to any and all work or services to be performed as a result of this RFP and any resulting contract with Oak Park School District.

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

Authorized Signature:	_____
Name of Company:	_____
Printed /Typed Name of Authorized Signer	_____

## APPENDIX A4: CONTRACTOR BACKGROUND QUESTIONNAIRE

This form must be completed in full by every respondent proposing to provide services in response to this RFP.

Question	Contractor Response
<b>Contractor Information</b>	
Contractor Name:	
Address:	
Contact:	
Telephone Number:	
E-Mail Address:	
Fax Number:	
Year in which company was founded	
Is Company wholly owned? If not, identify the parent company	
Gross sales of the company's last fiscal year	
Total # of custodial contracts in Oakland, Macomb or Wayne counties	
Total # of custodial contracts in Michigan	
Total # of K-12 educational custodial contracts	
Total # of K-12 educational custodial contracts in Michigan	
Average onsite employee turnover rate	
Average years of service per onsite employee	
Where is your closest support facility/sales office?	
Where is your headquarters office?	
Is your company an equal opportunity employer?	

Question	Contractor Response
How many total employees does your company have?	
Please list your company's annual revenue for:	2020: 2021: 2022:
The Contractor may be required to submit audited financial information for the past TWO (2) completed fiscal years that includes	
Privately-held companies wishing to maintain confidential financial information must provide information detailing the company's long-	
Please provide your complete reference list. (in addition to references requested in Appendix A6)	
Will you serve as the primary contractor and take responsibility for coordinating the efforts of any/all third parties?	
If the Contractor is proposing to use a subcontractor on this project, please provide background information on the subcontractor, contractor relationship with that firm and the specific services and/or products that the subcontractor will be providing on the project. A complete list of subcontractors is required. The District has the right to approve all subcontractors of the Vendor at any time.	
Please provide descriptions of the services proposed, including staffing description and key assumptions.	
Please indicate what training is provided to your staff. Type: Annual hours:	
Please confirm that you will provide a dedicated team of employees for the District ( <i>i.e.</i> , they will not work in other districts or companies for the duration of their assignment to the School District).	

Question	Contractor Response
Please indicate the average number of years each level of staff has with YOUR organization. Supervisor: Staff:	
Please describe your recruitment process including background and reference checks.	
Do you anticipate changing the hourly staffing levels to meet the requirements of the base bid? If so, please explain fully?	
Please suggest any additional areas that you foresee potential cost savings and identify what those savings would be. For example, if the cleaning schedule were to change, identify what would change and what cost savings would be passed on to the School District.	

Authorized Representative Initials: \_\_\_\_\_

## APPENDIX A5: COMPLY / EXCEPTION FORM

Each Proper must clearly indicate whether it will either comply or take an exception to each of the sections in this RFP. A completed form MUST be submitted with every response.

Please respond by placing either a “Yes” or “No” in the “Comply?” column. If responding “No” to “Comply?” for any section or subsection, please state the exception and provide a reason.

Section	RFP Item	Comply?	If “No” to “Comply?” for any section or sub-section, please state the exception and a reason.
1	GENERAL CONDITIONS		
1.1	Intent		
1.1.1	Target Price - BASE BID		
1.1.2	Non-Target Unit Cost		
1.1.3	Voluntary Alternate-Snow Removal		
	Voluntary Alternate-Grounds Maint.		
1.2	Submission Deadline and Requirements		
1.3	Opening of Proposals		
1.4	Process		
1.5	Proprietary Information		
1.6	Intent to Propose		
1.7	Mandatory Pre-Proposal Meeting		
1.8	Additional Requests for Clarification		
1.9	Restrictions on Communication		
1.1	Addenda to RFP		
1.11	RFP/Proposal Information Controlling		
1.12	Bid Bond		
1.13	Performance Bond		
1.14	Proposer Experience		
1.15	Reservation of Rights		
1.16	Proposal Costs		
1.17	Irrevocability of Proposals		
1.18	Oak Park School District Profile		
1.19	Contract		
1.2	Form of Contract and Duration		
1.20.1	Contract Form		

Section	RFP Item	Comply?	If “No” to “Comply?” for any section or sub-section, please state the exception and a reason.
1.20.2	Term		
1.21	Contract Assignment Or Sub-Contract		
1.21.1	Target and Non-Target Services		
1.22	Employees		
1.23	Legal Interpretation Provision		
1.23.1	Definitions		
1.23.2	Severability		
1.24	Compliance with Federal, State and Local Law and Oak Park School District Board of Education Policies		
1.25	Taxes		
1.26	MIOSHA & OSHA Compliance		
1.27	Insurance Requirements		
1.28	Contractor Management		
1.29	Nondiscrimination in Employment		
1.3	Selection Timeline		
2	PROPOSAL REQUIREMENTS		
2.1	Proposal Format		
2.1.1	Introductory Letter		
2.1.2	Appendix A1: Bid Summary		
2.1.3	Appendix A2: Bid Signature		
2.1.4	Appendix A3: Contractor’s Signed Acceptance		
2.1.5	Appendix A4: Contractor Background Questionnaire		
2.1.6	Appendix A5: Comply/Exception		
2.1.7	Appendix A6: References & Subcontractors		
2.1.8	Appendix A7: Non-Familial Relationship Affidavit		
2.1.9	Appendix A8: Non-Collusion Affidavit		

<b>Section</b>	<b>RFP Item</b>	<b>Comply?</b>	<b>If “No” to “Comply?” for any section or sub-section, please state the exception and a reason.</b>
2.1.10	Appendix A9: Compliance with School Safety Legislation Affidavit		
2.1.11	Appendix A10: Intent to Propose/Statement of Non-Proposal		
2.1.12	Schedule 1: Organizational Chart, Chain of Command		
2.1.13	Schedule 2: Transition Plan		
2.1.14	Schedule 3: Staff Continuity Plan		
2.1.15	Schedule 4: Workers Compensation Experience Modification Factor		
2.1.16	Schedule 5: Written Statement of Current Contracts		
2.1.17	Schedule 6: Ability to Secure Necessary Supplies		
2.1.18	Schedule 7: Custodial Management and Expertise		
2.1.19	Schedule 8: Insurance Certificate		
2.1.20	Schedule 9: Audited Financial Statements/Audited Financial Report		
2.1.21	Schedule 10: Supplemental Documentation		
2.1.22	Schedule 11: Litigation/Regulatory Proceedings List		
2.1.23	Schedule 12: Bid Bond		
2.2	Proof of Qualifications		
2.3	Oral Interview		
2.4	Evaluation of Proposals		
3	CUSTODIAL/MAINTENANCE SERVICES REQUIREMENTS		
3.1	Scope of Services - BASE BID		
3.1.1	Services Included		
3.1.2	Other Items Included		

Section	RFP Item	Comply?	If “No” to “Comply?” for any section or sub-section, please state the exception and a reason.
3.1.3	Specific Services		
3.1.4	Maintenance Items		
3.1.5	Cost Projections		
3.2	Scope of Services - VOLUNTARY ALTERNATE		
3.3	Contractor’s Obligations		
3.3.1	Staffing Levels		
3.3.2	Uniforms and Identification		
3.3.3	Activities Outside of the Regular School Day		
3.3.4	Weekend Activities		
3.3.5	Cleaning Schedules		
3.3.6	Building Security		
3.3.7	Communication		
3.3.8	Energy Conservation		
3.3.9	Licenses and Permits		
3.3.10	Snow and Ice Management		
3.3.11	Building Closures		
3.4	Absenteeism		
3.5	Operational Efficiency		
3.6	Equipment		
3.7	Supplies		
3.8	Schedule		
3.9	Oak Park School District - Contractor Communications		
3.9.1	Oak Park School District - Contractor Liaison		
3.9.2	Provision of Notice		
3.1	Management		
3.11	Operations		
3.11.1	Operating Requirements		
3.11.2	Scheduling		



Section	RFP Item	Comply?	If “No” to “Comply?” for any section or sub-section, please state the exception and a reason.
3.11.3	Changes in Assignment		
3.11.4	Changes in Established Facility Time Schedules		
3.11.5	Changes in School Schedules		
3.12	Requirements for Custodial/Maintenance Workers		
3.12.1	Oak Park School District Philosophy		
3.12.2	Pre-Employment Screening		
3.12.3	School Safety Initiative Legislation		
3.12.4	Drug Testing		
3.12.5	Other Requirements		
3.13	Custodial Training Requirements		
3.13.1	Pre-Service Training and Ongoing Training		
3.13.2	Safety Program		
3.14	Mandated and Requested Equipment Modifications		
3.15	Physical Locations and Control of Equipment		
3.16	Maintenance Standards		
3.17	Responsible Party		
3.18	Supplies		
3.19	Contractor’s Records And Reporting Requirements		
3.19.1	Records to be Maintained by the Contractor		
3.19.2	Reports to be Submitted Regularly to the Oak Park School District by the Contractor		
3.2	Building Alarm Codes		
3.21	Keys And Identification/Door Access Badges		

Section	RFP Item	Comply?	If “No” to “Comply?” for any section or sub-section, please state the exception and a reason.
3.21.1	Initial Issuing of Keys and Identification/Door Access Badges		
3.21.2	Copying of Keys		
3.21.3	Key and Identification/Door Access Badge Replacement		
3.21.4	Key and Identification/Door Access Badge Inventory		
3.21.5	Lost Keys and Identification/Door Access Badges		
3.21.6	Re-keying of Locks		
3.21.7	Security of Keys and Identification/Door Access Badges		
3.21.8	Termination of Contract		
3.21.9	Trading of Keys and Identification Badges		
3.22	Property Damage and Protection		
3.23	Quality Control/Inspections		
4	Oak Park School District’s Rights		
4.1	Oak Park School District Designee		
4.2	Discipline of Contractor’s Employees		
4.3	Removal of Equipment from Service		
4.4	Authority to Approve, to Reject and to Require Removal of Contractor’s Employees from Oak Park School District Service		
4.5	Deductions for Temporary School Closures		
4.6	Liquidated Damages		
4.6.1	Facility Alarm Code Replacements		
4.6.2	Equipment		
4.6.3	ID/Door Access Badges/Uniforms		
4.6.4	Fines for MIOSHA Violations		

<b>Section</b>	<b>RFP Item</b>	<b>Comply?</b>	<b>If “No” to “Comply?” for any section or sub-section, please state the exception and a reason.</b>
4.6.5	Improper Chemical Use		
4.6.6	Improperly Securing Facilities		
4.6.7	Non-Inspection		
4.6.8	Unfilled Employee Absences		
5	Obligations of the Oak Park School District		
5.1	Oak Park School District Obligations in the Event of Non-Appropriation of Funds		
<b>Attachments</b>	<b>Description</b>	<b>Comply?</b>	<b>If “No” to “Comply?” to any section or sub-section, please state your exception and a reason.</b>
A	Tentative Contract		
B	Daily Cleaning Standards		
C	Custodial Staffing		
D	[TBD]		
E	Custodial Equipment Inventory By Building		
F	Custodial Supply List		
G	2009-10 School Year Calendar		
H	Facility Usage Hours		

<b>Appendices</b>	<b>Description</b>	<b>Comply?</b>	<b>If “No” to “Comply?” to any section or sub-section, please state your exception and a reason.</b>
Appendix A	Requires Response Forms		
Appendix A1	Bid Summary		
Appendix A2	Bid Signature		
Appendix A3	Contractor’s Signed Acceptance		
Appendix A4	Contractor Background Questionnaire		
Appendix A5	Comply/Exception		
Appendix A6	References & Subcontractors		
Appendix A7	Non-Familial Relationship Affidavit		
Appendix A8	Non-Collusion Affidavit		
Appendix A9	Compliance with School Safety Legislation Affidavit		
Appendix A10	Intent to Propose / Statement of Non-Proposal		
<b>Schedules</b>	<b>Description</b>	<b>Comply?</b>	<b>If “No” to “Comply?” to any section or sub-section, please state your exception and a reason.</b>
1	Organizational Chart, Chain of Command		
2	Transition Plan		
3	Staff Continuity Plan		
4	Workers Compensation Experience Modification Factor		
5	Written Statement of Current Contracts		
6	Ability to Secure Necessary Supplies		
7	Custodial Management and Expertise		
8	Insurance Certificate		
9	Audited Financial Statements/Audited		

	Financial Report		
10	Supplemental Documentation		
11	Litigation/Regulatory Proceedings List		
12	Bid Bond		

Name of Company: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed /Typed Name of Authorized Signer \_\_\_\_\_

## APPENDIX A6: REFERENCES & SUBCONTRACTORS

### REFERENCES

Please list the K-12 school districts for which your company currently provides this type of service. Attach an additional sheet if necessary.

List five (5) school districts for which this service is currently being performed by your company, or has been performed within the past three (3) years by your company, and the person(s) we may contact as references.

School District Reference #1	Response
School District Name:	
Contact Name:	
Contact Phone Number:	
Date of Service Initiation:	
Services Provided:	

School District Reference #2	Response
School District Name:	
Contact Name:	
Contact Phone Number:	
Date of Service Initiation:	
Services Provided:	

School District Reference #3	Response
School District Name:	
Contact Name:	
Contact Phone Number:	
Date of Service Initiation:	
Services Provided:	

School District Reference #4	Response
School District Name:	
Contact Name:	
Contact Phone Number:	
Date of Service Initiation:	
Services Provided:	

School District Reference #5	Response
School District Name:	
Contact Name:	
Contact Phone Number:	
Date of Service Initiation:	
Services Provided:	

Attach any additional experience of note as an attachment following this page.

<b>SUBCONTRACTORS</b>	
Will a subcontractor be used?	
If Yes, name of subcontractor:	
Have you worked with this subcontractor within the last 12 months?	
Subcontractor responsibilities to include:	
Provide three (3) customer references for this subcontractor (including contact names and phone numbers).	1. 2. 3.

Authorized Signature:	_____
Name of Company:	_____
Printed /Typed Name of Authorized Signer	_____



**APPENDIX A7: NON-FAMILIAL RELATIONSHIP AFFIDAVIT**

**THE AFFIDAVIT SET FORTH BELOW MUST BE EXECUTED ON BEHALF OF  
THE PROPOSER AND FURNISHED WITH EVERY BID**

**The Board of Education will not accept this bid without this completed,  
signed and notarized form.**

**FAMILIAL RELATIONSHIP AFFIDAVIT**

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ ) ss

TAX ID #: \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and says that he/she is the “Proposer,” which has submitted to the Oak Park School District a Proposal to provide Custodial/Maintenance Services, and hereby represents and warrants, except as provided below, that no familial relationships exist between the Proposer or any employee of the Proposer, and any member of the Board of Education of the Oak Park School District or the Superintendent of the School District.

\_\_\_\_\_  
(If no exceptions, please state).

**List any Familial Relationships:**

\_\_\_\_\_  
(If no exceptions, please state).

\_\_\_\_\_  
Affiant's Signature

On this day of \_\_\_\_\_, 2023, before me, a Notary public, in and for the above- referenced county, personally appeared \_\_\_\_\_, who made oath that he/she has read the foregoing Affidavit of Proposer – Familial Relationships, by him/her signed and that the contents thereof are true, except as to those matters stated therein to be based on information and belief, and as to those matters, he believes same to be true.

\_\_\_\_\_, Notary Public  
State of Michigan, County of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_  
Acting in the County of \_\_\_\_\_



\_\_\_\_\_ being duly sworn, deposes and says that the "Proposer," which has submitted to the Oak Park School District a Proposal to provide Custodial/Maintenance Services. Except as specified below, the Proposer constitutes the only firm having any interest in the Proposal or in any contract, benefit or profit which may, might or could accrue as a result of said Proposal, said exceptions being as follows:

---

(If no exceptions, please state).

Affiant further states that said Proposal is, in all respects, fair and is submitted without collusion or fraud, and that no employee, administrator or Board member of the Oak Park School District is directly or indirectly interested in the Proposal.

---

Affiant's Signature

On this day of \_\_\_\_\_, 2023, before me, a Notary public, in and for the above-referenced county, personally appeared \_\_\_\_\_, who made oath that he/she has read the foregoing Non-Collusion Affidavit, by him/her signed and that the contents thereof are true, except as to those matters stated therein to be based on information and belief, and as to those matters, he/she believes same to be true.

---

, Notary Public

State of Michigan, County of  
My Commission Expires:  
Acting in the County of

APPENDIX A9: SCHOOL SAFETY LEGISLATION AFFIDAVIT

THE AFFIDAVIT SET FORTH BELOW MUST BE EXECUTED ON BEHALF OF THE PROPOSER AND FURNISHED WITH EVERY BID

The Board of Education will not accept this bid without this completed, signed and notarized form.

COMPLIANCE WITH SCHOOL SAFETY INITIATIVE LEGISLATION AFFIDAVIT

STATE OF \_\_\_\_\_ )
COUNTY OF \_\_\_\_\_ ) ss

TAX ID #: \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and says that he/she is the "Proposer," which has submitted to the Oak Park School District a Proposal to provide Custodial/Maintenance Services and warrants and represents that any and all persons who will work directly or indirectly for the Proposer, including, but not limited to, Proposer's employees, agents, vendors, subcontractors or consultants, and who will work at or on any School District property, shall at all times be in compliance with MCL 380.1230, 380.1230a, 380.1230c, 380.1230d, and 380.1230g and have not been convicted of any "listed offenses."1 In this regard, Proposer agrees, without limitation, to report within three (3) business days to the School District when any such person is charged with a crime listed in Section 1535a(1) of the Revised School Code2 or a substantially similar law, and to immediately report to the School District if that person is subsequently convicted, pleads guilty or pleads no contest to that crime. Proposer further agrees that it will require any and all persons who will work directly or indirectly for the Proposer in the furtherance of this bid to present themselves for fingerprinting to permit criminal history and criminal background checks to satisfy the legal provisions cited in this paragraph. Proposer will bear the full cost of any such fingerprinting.

\_\_\_\_\_
Affiant's Signature

1 The term listed offenses means those defined in section 2 of the Sex Offenders Registration Act ("SORA"), MCL 28.722.

2 MCL 380.1535a(1).

On this day of \_\_\_\_\_, 2023, before me, a Notary public, in and for the above-referenced county, personally appeared \_\_\_\_\_, who made oath that he/she has read the foregoing Compliance with School Safety Initiative Legislation Affidavit, by him/her signed and that the contents thereof are true, except as to those matters stated therein to be based on information and belief, and as to those matters, he/she believes same to be true.

\_\_\_\_\_, Notary Public  
State of Michigan, County of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_  
Acting in the County of \_\_\_\_\_

**APPENDIX A10: INTENT TO PROPOSE / STATEMENT OF NON-PROPOSAL**

**INTENT TO PROPOSE**

Prospective Contractors are required to submit a written “Intent to Propose” via regular first class mail or e-mail before **4:00 p.m., Friday, April 4, 2023**. Submitting an “Intent to Propose” does not obligate the Contractor to submit a Proposal and it is not mandatory that a Proposal be submitted. By submitting an “Intent to Propose,” a prospective Contractor will receive amendments and notices concerning this RFP.

The written “Intent to Propose” must include the company name, mailing address, phone number, fax number and email address of the Proposer’s main contact for communications regarding this RFP. Prospective Proposers should email this information to the following contact:

Oak Park School District  
Attn: Daniel Phillips, Chief Operations Officer  
Administration Building  
13900 Granzon  
Oak Park, Michigan 48237

Written responses to written questions and requests for clarifications regarding the RFP will be sent to all Contractors who have submitted an “Intent to Propose” by mail or email. Late receipt of “Intent to Propose” from Contractors will not have any impact on dates, deadlines, or timeframes set forth in this Request for Proposal.

**STATEMENT OF NO PROPOSAL**

If you DO NOT intend to submit a Proposal, please complete and return this page as soon as possible. Your response will assist us in evaluating all responses for this important project and improve our bid solicitation process.

Our company does not intend to submit a proposal because:

- Specifications are unclear (explain below)
- We are unable to meet specifications
- Insufficient time to respond to this Request for Proposal
- Our schedule would not permit us to perform the requested services
- We are unable to meet the insurance requirements
- We do not offer a complete solution
- We do not compete in this geographic area
- Other: \_\_\_\_\_

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Dated: _____	By: _____ (Signature of Authorized Signor)
Print Name:	
Title:	
Name of Company:	
Address:	
Phone:	
Fax:	
Email:	

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