

Alcorn School District Request for Proposal:

Janitorial Services SY20

The Alcorn School District Board of Education invites you to submit a proposal for Janitorial Services for SY20. This invitation will be advertised in the Daily Corinthian and specifications and guidelines may be obtained by contacting Kimberly Woodard, Director of Finance, kwoodard@alcornschools.org or visiting the Alcorn School District website at the following address: www.alcornschools.org.

Proposals should be delivered to the Alcorn School District Administrative Office, 31 CR 401, Corinth, MS 38834, ATTN: Kimberly Woodard. Proposals are to be in a sealed envelope clearly marked: **REQUEST FOR PROPOSALS-JANITORIAL SERVICES SY20**.

Proposals are due no later than **2 PM CST April 26, 2019** at which time they will be opened in the Alcorn School District Board Room. The Board reserves the right to reject any and all bids. Late bids will not be accepted. Bid tabulation and award will be available at www.alcornschools.org on May 14, 2019.

Purpose and Need

The purpose for this RFP is to furnish janitorial services for the Alcorn School District.

Alcorn School District Janitorial Services Proposal

The Alcorn School District is accepting proposals for Janitorial Services for the 2019-2020 term. Attached is a copy of the proposed Contract and Scope of Work. The proposals are due no later than 2:00 PM on April 26, 2019. Proposals should be sealed and clearly marked “**Janitorial Services Proposal**”.

Proposals received after 2:00 PM on April 26, 2019 will not be considered. All proposals will be taken under advisement and a recommendation will be made to the Board of Trustees. The District reserves the right to reject any and all proposals, waive irregularities, and to choose the best proposal for the District.

PLEASE NOTE: Evaluation of the proposals shall be based on the “best overall solution” for the Alcorn School District. The following criteria will be used to evaluate all proposals:

- Experience of Firm/References
- Financial stability
- Employee Benefits
- Training Programs
- Management Plan
- Operational Plan
- Quality Control
- Safety Experience
- Equipment Plan
- Pricing

Please provide proof of insurance coverage with your proposal. The limits of required coverage may be found in the attached contract, item #6. Contractors who do not provide the appropriate insurance certificates to their proposal will not be considered.

A pre-proposal walk-through is recommended for all interested contractors. The walk-through is scheduled for April 18, 2019 beginning at 1:00 PM. Contractors should meet at the Alcorn School District Board Room, located at 31 CR 401, Corinth, MS 38834. An exit conference will be held immediately following the walk through to address any questions.

Scope of work is detailed on Exhibit A of the Contract. Contractor’s staff are under the direction of the building Principals and/or the Assistant Superintendent of Education.

The Alcorn School District asks that current janitorial employees of the District be employed with the contractor unless performance of employee does not meet the contractor standards. Exhibit B lists current employees and current wages. Please provide pricing in your response for the District’s current wages and contractor market wages. The Alcorn School District Board of Education will weigh both options when awarding the bid.

The square footage for the District is approximately 547,680 sq. ft.

Each contractor should submit the following information as part of the RFP for Janitorial Services:

1. Experience/References:

- Provide a detailed listing of experiences in the janitorial industry, to include types of accounts, size of accounts and length of service contract. Please provide a contact and phone number for accounts listed.

2. Financial Stability:

- Furnish copies of three (3) years of financial statements to include bank references.

3. Employee Benefits:

- Provide a copy of the recruiting plan on how staffing will be accomplished.
- Provide a copy of pay levels for staff serving the District.
- Provide information on any incentive plans and benefits for staff.
- Provide information on maintenance of staff's pay schedules and hours.

4. Training Programs:

- Provide information on initial staff training programs.
- Provide information on future staff training opportunities and the frequency that staff will be required to attend.

5. Management Plan:

- Provide an organizational chart for the contractor detailing all staff assigned to the District account.
- Provide a resume on contractor's Supervisor assigned to the District account.

6. Operational Plan:

- Provide a specific plan on how the District account will be serviced in order to maintain the highest level of quality.

7. Quality Control:

- Provide information on your quality control and assurance programs. Include any checklists that may be used with your efforts in the District.

8. Safety Experience:

- Provide information on your safety record to include three years of data.

9. Equipment Plan:

- Provide a detailed listing of the equipment that will be used at each location
- Provide a plan for equipment maintenance that will be followed.

10. Pricing:

- Provide detailed pricing information as required on the attached “Bid Response Form”. Include any terms, discounts, or conditions.

11. Submittal Package:

- The District requests that three (3) copies of the bid package be submitted in binder format with tabs labeling each section as numbered above. If the RFP is being submitted electronically; the District requests that the bid be organized in the order above listing items #1-10 as listed in the proposal package.

EXHIBIT "A"

Janitorial Specifications/Requirements:

Daily

1. Floors - Hard Surface - Dust mop with chemically treated cloths and remove all spills and wet mop as needed during the day and cleaned thoroughly each night. This includes all hallways, lobbies and classrooms.

Floors - Carpets - Vacuum and spot clean all carpets for spills. Vacuum in traffic lanes and around desks in classrooms.

2. Dusting - Desks will be thoroughly dusted on all horizontal surfaces, and wood desktops are to be dusted with soft, treated dust cloths. Vinyl, formica, and glass tops may be dusted with a treated or damp cloth. Bottle and cup rings and/or any other spillage are to be cleaned as needed. Services to desktops will be limited to those tops which are reasonably clear of work papers. Desktops that are heavily laden with papers are to be dusted only in the exposed areas. Chairs will be dusted on all horizontal surfaces. Fabric-upholstered seats and arms and side chairs are to be spot whisked. All chairs are to be replaced in original positions to maintain an overall orderly and neat appearance. Cabinets, window sills, coat racks, ledges and shelves under six feet, telephones, and other desktop accouterments will be hand dusted using a treated cloth or, when needed, a damp cloth.
3. Restrooms - Clean and sanitize restroom fixtures, commodes, lavatories, and urinals. Seats will be cleaned on both top and bottom. Refill dispensers for toilet tissue, paper towels, and soap. Mirrors will be cleaned and dry shined. Remove streaks, marks, splashes, graffiti from partitions and walls as well as litter from ceilings. Bright metal parts are to be dry shined. Washbasins will be cleaned and dried inside and outside. Dust and clean mirrors, tops of mirrors, dispensers, sills and partitions. Unclog toilets as needed.

Floors will be swept to remove loose paper and debris. Floors will be wet mopped with a detergent disinfectant solution, using a scrapper or steel wool pad for stains and adherents.

Waste Receptacles will be emptied and interiors wiped out. Sanitary napkin waste disposal containers will be emptied, sprayed with an approved disinfectant spray, and wiped dry.

Note: The Alcorn School District has made a substantial investment in upgrading restroom facilities and requires them to be kept clean and properly stocked. Restrooms include restrooms in classroom areas, gym areas, auditoriums, cafeterias, playgrounds, softball field/field house and multipurpose areas.

4. Receptacles - Empty waste receptacles and remove trash to provided trash dumpsters. Containers will be returned to the original location. Replace plastic receptacle liners only as needed. Sanitize as needed.
5. Spot clean walls around light switches, doorknobs, hand dryers, and water fountains. Spot clean corridor walls. Spot clean lockers for marks and graffiti.
6. Glass - Clean all entrance glass-interior and exterior, partition glass and door glass.
7. Water Fountains - The dispensing area and bowls of fountains are to be washed with a disinfectant solution and dry shined. The sides of the metal housing will be damp wiped to remove streaks and runs.
8. Sweep (or vacuum, if carpet) all walks adjacent to all entrances.
9. Sweep, dust mop, or vacuum all stairwells and landings.
10. All ledges, handrails and other surfaces prone to dust accumulation will be dusted and disinfected.
11. Gym floors must be swept/dust mopped at least once at night. All trash and floor debris must be removed to garbage dumpsters. Furniture and ledges will be dusted.
12. Wash white boards as requested.
13. Must be available and clean up all spills and accidents including Cafeteria emergencies.
14. Sidewalks, building entrances, courtyards and playgrounds will be free of trash and debris. Sidewalks and entrances will be swept or blown and all trash containers emptied to the dumpster.
16. Fabric-coated entrance mats are to be vacuumed. Rubber or vinyl mats are to be swept or brushed, as the situation warrants.

Weekly

1. Floors – All carpeted floor areas are to be thoroughly vacuumed. Accessory tools should be used in hard to reach areas. Spot cleaning is to be performed as needed to remove spillage. All tile/vinyl in halls and corridors will be buffed twice weekly and re-coated in traffic areas as needed. Classroom and office area composition flooring will be auto-scrubbed and re-coated in traffic areas where needed with an approved floor finish. Steps and landings will be thoroughly cleaned vacuumed or swept. Stair treads will be wet mopped and risers spot

cleaned to remove shoe polish scuffs. Gym and weight room floors will be scrubbed on a weekly basis.

2. Dusting – Phones are to be damp wiped with a disinfectant solution. Walls, pictures and wall adornments are to be dusted. Baseboards, low vents, and blinds are to be dusted. Sides of desks, credenzas, and other furniture are to be dusted. Chalk/marker boards will be damp cleaned with a treated cloth.

Monthly

1. Floors – Floors in classrooms, lounges, and office tile will be buffed.
2. Dusting – All high ledges, door frames, etc., will be dusted in halls and lobbies. Ceiling vents, air duct vents, and ledges above six feet are to be thoroughly dusted in classroom and office areas. All upholstered furniture will be vacuumed with proper attachments.
3. Restroom floors will be machine scrubbed with a detergent disinfectant solution and rinsed thoroughly. Lavatory walls and stall dividers will be cleaned and disinfected. Ceilings, ceiling vents, and walls will be dusted.
4. Scrub restroom floors, walls, and fixtures to ensure strict sanitary conditions and prevent build-up.

Christmas Break - Semi-Annual

1. Buff all hallways
2. All common area floors will be scrubbed and recoated with floor finish. Common areas include office lobbies, entry lobbies, athletic lobbies and cafeterias.
3. All classrooms will be detail cleaned to include all low and high dusting. All waste receptacles will be washed and disinfected.
4. All walls, fixtures and partitions in restrooms will be fully detailed and disinfected. All locker room lockers will be cleaned and wiped out.
5. All entrance areas will be detail cleaned and entrance glass cleaned.

Summer (Annual)

1. Wash all plate glass windows, inside and out.

2. Shampoo and extract all carpets.
3. Machine strip and apply minimum of three coats of sealer and three coats of wax to all hard surface floors making sure all baseboards are clean and all corners are cleaned. If a combination product is used, six layers must still be applied.
3. Wash/Clean all classroom furniture including removal of gum.
4. All walls, fixtures and partitions will be fully detailed and disinfected.
5. Wash/Clean all lockers inside and out.
6. All blinds will be detail cleaned.
6. Wash all walls.
7. Other tasks as agreed to by Contractor and Customer. Examples are:
 - Set-up or take-down for special events
 - Arrangement of building contents (tables, chairs, desks)
 - Pick up trash around the building, including parking lot, playground, and fence line

Miscellaneous

1. Lights will be turned off as each area is completed, except for designated security lights.
2. Doors will be locked upon entering area and double-checked upon completion of duties.
3. Janitorial areas must be kept neat and clean at all times.
4. Gymnasium and fields will be free of debris and trash before and after athletic events. Trash containers will be emptied before and after events.
5. Building exit doors will be secured and locked each night.
6. All maintenance deficiencies will be reported to the Principal and/or Assistant Superintendent of Education.
7. Weekly walk-throughs will be performed with the school Principal. Daily, Weekly and Monthly cleaning lists will be provided to the school Principal.

Additional Specifications:

During the school year, porter service will be provided as follows on all student days because of the cleaning that has to be done during the day and for emergencies when students are present.

Alcorn Central Elementary	7:20 - 3:20
Alcorn Central Middle & High	7:20 - 3:20
Biggersville Elementary & High	7:20 – 3:20
Kossuth Elementary	7:20 – 3:20
Kossuth Middle & High	7:20 – 3:20
Alcorn Career & Technical Center	7:00 – 3:00 (shared with Alt. & Admin location)

During Holiday periods, no porter service will be provided.

The District Office Administration and Alternative School buildings must all be cleaned according to the Exhibit “A” as listed above. Porter service for these locations should be shared with the Alcorn Career & Technical Center location.

All equipment, chemicals, and supplies used are the responsibility of the Contractor.

Building List:

- Alcorn Central Elementary – 53,207 square feet
- Alcorn Central Middle & High – 136,977 square feet
- Biggersville Elementary – 20,372 square feet
- Biggersville High – 63,261 square feet
- Kossuth Elementary – 59,008
- Kossuth Middle & High – 149,208
- Alcorn Career & Technical Center – 39,302
- Alcorn Alternative School & Administrative Building – 26,345

Exhibit "B"

Alcorn Central Elementary	Custodian	\$8.90
Alcorn Central Elementary	Custodian	\$8.70
Alcorn Central Elementary	Custodian	\$11.10
Alcorn Central Middle	Custodian	\$8.82
Alcorn Central Middle	Custodian	\$8.50
Alcorn Central High	Custodian	\$10.50
Alcorn Central High	Custodian	\$10.70
Biggersville Elementary	Custodian	\$13.50
Biggersville High	Custodian	\$12.10
Biggersville High	Custodian	\$12.50
Kossuth Elementary	Custodian	\$10.70
Kossuth Elementary	Custodian	\$11.90
Kossuth Elementary	Custodian	\$8.70
Kossuth Middle	Custodian	\$11.50
Kossuth Middle	Custodian	\$10.70
Kossuth Middle	Custodian	\$11.50
Kossuth High	Custodian	\$12.30
Kossuth High	Custodian	\$11.90
ACTC	Custodian	\$13.30

BUILDING SERVICES CONTRACT

This agreement entered into between:

(Hereinafter referred to as "Contractor")

AND

Alcorn School District
Post Office Box 1420
Corinth, MS 38835

(Hereinafter referred to as "Customer")

For the Buildings:

Alcorn Central Elementary,
Biggersville Elementary,
Kossuth Elementary,
Alcorn Central Middle,
Kossuth Middle School,
Alcorn Central High School,
Biggersville High School,
Kossuth High School,
Alcorn Career & Technical Center
Alcorn Alternative School
Alcorn Administrative Building

(Hereinafter referred to as "Building")

IN CONSIDERATION of mutual benefits and covenants contained herein, Contractor and Customer agree as follows:

1. Employment. The nature of this contractual agreement is for an independent contractor to provide janitorial services to the above referenced Buildings.
2. Scope of Work. In consideration of the employment and compensation described herein, Contractor shall perform the services set forth in Exhibit "A", which is attached hereto and incorporated herein by reference. Contractor agrees to supply all labor, equipment, and material necessary to perform such services. Customer or its agent shall notify Contractor of any change in the areas to be serviced and the date such change shall become effective, said notice to be in writing and received by Contractor before the effective date of the change.
3. Customer Warranty. Customer warrants that the total cleanable area for the Building is approximately 547,680 square feet understanding that the Contractor's compensation is based on servicing an area not greater in size than warranted. If said area is greater

in size than warranted, Contractor shall be entitled to a pro-rata increase in compensation based on the actual cleanable footage. The Contractor warrants that the services will be performed in a professional manner and in order to assure compliance with the terms set forth herein, supervisory personnel of the Contractor will make regular inspections of work done by their employees.

4. Contractor Employees. Contractor shall perform the following duties:
 - (a) Contractor shall use reasonable efforts to employ only persons skilled in the performance of janitorial services;
 - (b) Contractor shall ensure all employees working in the Alcorn School District will have a clear criminal history background check as required by Mississippi Code Section 37-9-17. This will be at the contractor's expense;
 - (c) Contractor shall be willing to work with police and submit employees to polygraph tests upon demand of the Alcorn School District if police department feels it may help in solving cases involving the Alcorn School District;
 - (d) Contractor shall furnish each employee with a uniform clearly identifying the name of the Contractor. Upon request the Customer will provide badges to the Contractor, which the Contractor is required to wear while on Customer's campuses;
 - (e) Contractor shall direct its employees to be neatly attired during the performance of services hereunder;
 - (f) Contractor shall insure no smoking, interactions with students, foul language, yelling or fighting will be permitted on the Alcorn School District properties;
 - (g) Contractor shall inform its employees of safety and health requirements necessary to comply with the 1970 Williams-Steiger Occupational Safety and Health Act (OSHA);
 - (h) Contractor shall obtain fidelity bonds on its employees;
 - (i) Contractor shall comply with the Immigration Reform and Control Act of 1986.
 - (j) Contractor shall furnish each employee with training required by AHERA (Asbestos Hazard Environmental Removal Act).
 - (k) Contractor must maintain a license to do business in the State of Mississippi;
 - (l) Contractor shall, at each location, keep MSDS information in the storage areas.

5. Customer Inspection. Labor, materials, and supplies furnished by Contractor shall be subject to inspection at any time by the Customer, his agent or representative. Customer shall notify Contractor in writing of any objections it has to the services performed within (5) days after the day such services in question were performed. Contractor shall have the right to improve said services within five (5) days from the date of the Customer's notice to conform to the Customer's desires as specified in said notice without being in default. Failure of the Customer to give notice in writing objecting to Contractor's performance hereunder shall constitute acceptance of Contractor's performance and Customer shall have no right to withhold payment of any amounts due hereunder for the past failure to perform on the part of the Contractor. If notice is given and Contractor fails to perform, the Customer has right to withhold payment until such time as proper service is performed.

6. Insurance. Contractor shall maintain insurance of the following types and amounts which shall insure the actions of personnel, employees, agents, etc.:
 - (a) Commercial General Liability - Combined Single Limit in an amount of \$1,000,000.00 per occurrence with \$2,000,000.00 aggregate;

- (b) Commercial Automobile Liability - Combined Single Limit in amount of \$1,000,000.00;
 - (c) Workers' Compensation and Employer's Liability Insurance: Workers' Compensation Limits: Statutory - State of Mississippi Policy shall include in favor of Alcorn School District with a waiver of subrogation; Employers' Liability: \$100,000.00 Each Accident; \$500,000.00 Disease Policy Limit; \$100,000.00 Disease Each Employee;
 - (d) The Alcorn School District shall be named as an additional insured on the General Liability Policy and Automobile Policy;
 - (e) Fidelity bonds shall be secured on all of Contractor's employees in amounts not less than \$5,000.00 per individual and \$25,000.00 per occurrence; and,
 - (f) Proof of coverage must be placed on file with the school district by the Contractor and kept current throughout the term of this contract.
 - (g) Failure to provide insurance set forth herein shall constitute default and the Customer may terminate the contract without penalty by providing five (5) days written notice to the Contractor.
7. Customer Non-Interference. The parties hereby mutually acknowledge that Contractor has a substantial investment in the training and preparation of its employees in order for Contractor to fulfill its obligations hereunder.
- (a) Contractor must advise and discipline its employees for discussing employment matters with the Customer's personnel;
 - (b) During the term of the Contractor's employment and for a period of (3) months following termination thereof, Customer agrees not to employ for the purpose of performing janitorial services on the Buildings, any employee of Contractor who performed services pursuant to this contract;
 - (c) Contractor shall waive the terms of the above items, in consideration of a mutually agreed fee paid to the Contractor for the employment of Management and/or Supervision staff.
8. Liability for Loss. Contractor shall be responsible for and shall indemnify and hold harmless Customer from and against any and all claims, demands, liabilities, or damages which may be suffered by, accrued against, be charged to, or recoverable from the Customer including attorney's fees, expenses, and costs which may arise out of or in connection with the Contractor's performance of duties, actions of his employees and agents, for dishonesty of any employee of the Contractor.
9. Miscellaneous.
- (a) This Contract shall be construed in accordance with the laws of State of Mississippi.
 - (b) This Contract constitutes the entire agreement of the parties and all additions or changes hereto shall be in writing;
 - (c) The continuing covenants of the parties contained in this contract shall survive the termination thereof;
 - (d) By the signature below, the individual executing this Contract on behalf of Customer warrants to Contractor that he has full power and authority to execute this Contract and thereby bind, jointly and severally, Customer (if other than owner of Building) and owner of Building to the terms of this Contract;
 - (e) If any portion of this Contract be legally adjudicated invalid or unenforceable, the parties do hereby covenant and agree that such portion or portions are absolutely

and completely severable for all other portions of this Contract, and such other provisions shall constitute the agreement of the parties.

10. Storage Facilities. Customer shall make adequate storage space available in the Building to Contractor throughout the term of this Contract for current supplies and equipment to be used on a daily basis.
11. Terms of Service. The terms of this Contract shall commence July 1, 2019 and shall continue until June 30, 2020. The Customer and the Contractor may mutually agree on or before June 30, 2020 to extend the terms of the contract for a period of four successive years, subject to the approval of the Board of Trustees on an annual basis. In the event the Contract is extended, the terms set forth herein shall remain in full force and effect unless modified in writing by both parties. The Alcorn School District may terminate this Contract by providing the Contractor with forty-five (45) days advanced notice of the intent to terminate. Upon serving written notice to the Contractor, the Contractor shall comply with all terms set forth herein until the expiration of the forty-five (45) day period.
12. Work Hours. Contractor shall schedule its services so as to conform to the reasonable requirements of the Building and Contractor shall use reasonable efforts not to interfere with the normal routine of the Building's tenants.
13. Compensation. Throughout the terms of this Contract, Customer shall pay to the Contractor the sum of \$_____ per month (prorated for partial months) based on specifications for the period from July 1, 2019 through June 30, 2020 in accordance with the following terms:
 - (a) Payment will be made no later than forty-five (45) days after the month that the contract begins assuming:
 1. There are no unresolved problems with the service as outlined in the Exhibit A attached;
 2. There is a duplicate copy of a bill for the appropriate amount presented to the Alcorn School District Business Office no later than five days after the end of the service month;
 3. There are no additional charges on the bill that were not specifically approved by the Superintendent or the Director of Finance;
 4. There are no liability and/or insurance problems with required insurance coverage and limits.
 - (b) Customer acknowledges that Contractor's compensation is based on Contractor not working these days: Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, Independence Day, Thanksgiving Day, Thanksgiving Friday, Memorial Day, Labor Day, and three days at Easter/Spring Break. Contractor acknowledges that workers will be present on all days in which school is in session.
 - (c) Extra labor must be specifically authorized by the Superintendent or Director of Finance at the costs listed below:

Extra labor:

\$ _____ per hour with 48-hour notification

\$ _____ per hour without 48-hour notification.

- 14. It shall be the sole responsibility of the Contractor to obtain all necessary licenses and permits required by federal, state, county and municipal laws, ordinances and regulations.
- 15. Neither party may assign or transfer any right set forth herein without prior written consent of the other.
- 16. In the event the Contractor shall file bankruptcy, the Customer shall be entitled to terminate the Contract upon providing five (5) days written notice to the Contractor.
- 17. In the event that the Contractor shall fail to provide written notice of an intent to terminate the Contract in accordance with the terms set forth herein and/or shall fail to provide employees to perform the services set forth herein, the Contractor shall be responsible to the Customer for the sum of \$ 2,500.00 per day as liquidated damages and agrees that the liquidated damages shall not be discharged in bankruptcy.
- 18. All prices will remain firm for the base term of the Agreement period. Any de-escalation/escalation in prices may be approved on an annual basis thereafter at the sole discretion of the Customer. Requests for price adjustment must be made by the Contractor in writing at least 60 days in advance of the expiration of the base term and any subsequent option terms, if exercised.

IN WITNESS WHEREOF, this contract has been executed on the dates listed under the signatures of the parties below and shall become binding when the fully executed contract is received by the Contractor.

Contractor:

Alcorn School District

Date: _____

Date: _____

**Alcorn School District
Janitorial Services Proposal - Assurances**

Please initial each item listed below. If an item is not signed, it will be noted that the Contractor does not accept that item. These items will be considered as part of the proposal package.

- _____ 1. Contractor acknowledges receipt of Contract language, Exhibit A, Evaluation Sheet, and Scope of Work.

- _____ 2. Contractor acknowledges receipt of Exhibit B and agrees to provide a separate proposal for each scenario.

- _____ 3. Contractor agrees to be in compliance with MS Code Section 37-9-17 as it relates to background check on all its employees.

- _____ 4. Contractor agrees to maintain the proposed prices for the duration of the contract period.

- _____ 5. Contractor acknowledges receipt and has reviewed any addendums, if issued, in regard to this RFP.

Evaluation Sheet

Evaluation Sheet	Maximum Points
Assurances Signed	
Proposal Signed	
Proof of Insurance Attached	
Experience of Firm/References	20
Financial Stability	15
Employee Benefits	10
Training Programs	10
Management Plan	10
Operational Plan	10
Quality Control	15
Safety Experience	15
Equipment Plan	15
Pricing	20
Annual Cost	
Cost/HR Additional Duty w/notice	
Cost/HR Additional Duty no notice	
Total Points	

Bid Response Form

Item No.	Item Description	Bid Response
Item 1	Janitorial Services for entire district – Market Wages	
Item 2	Janitorial Services for entire district – Current Wages	
Item 3	Cost for extra labor per hour (with 48-hr notice)	
Item 4	Cost for extra labor per hour (without 48-hr notice)	
Item 5	<u>Acknowledge addendum received, if posted</u>	

Bid Submitted By: _____

Name of Company: _____

Mailing Address: _____

City, State, Zip: _____

Telephone Number: _____

Email Address: _____

Signature of Authorized Representative: _____

Date: _____