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Request for Proposals
Dove Academy of Detroit
Janitorial Services Specifications
June 23, 2017

Legal Notice:

Dove Academy of Detroit, a public school academy (charter school), issues this Request for Proposal for Janitorial Services to the Academy, located at 20001 Wexford Street, Detroit, MI 48234. The scope of services is to provide after school hours janitorial services for the Academy. Interested vendors are to contact Sidney L. Faucette, Manager, by e-mail at sidfaucette@choiceschools.com or fax at 616-785-8455 to receive a copy of the RFP for Janitorial Services. Proposals must be received no later than Friday, June 30, 2017, 4:00 PM, at the Academy Office.

Scope of Work:

This is a performance based, all-inclusive, janitorial service contract that is not based on custodians/hours needed to perform janitorial services at the Academy.

The Contractor shall perform custodial services at all buildings on the campus of Dove Academy that are utilized for education and shall provide the necessary personnel, cleaning supplies, paper and soap products, various types of dispensing equipment, and power cleaning equipment necessary to clean the buildings. All services are to be provided during evening hours and priced as evening hours. If daytime cleaning is required, pricing for such a conversion is available to compensate the Contractor.

The Academy has three buildings on the school site that are subject of this RFP. Service area include, but are not limited to, administrative offices, conference/multipurpose rooms, classrooms, auditoriums/sanctuary, cafeteria, gymnasium, library, media center, corridors, lobbies, patio areas, stairways, ramps, and decks, entranceways, handicap ramps, employee lounges, storage rooms, and restrooms. Cleaning tools used in restrooms shall not be utilized in other cleaning areas.

General Specifications:

Regular school operating hours are from 7:00 AM to 4:00 PM, Monday through Friday and may be adjusted for educational and extracurricular programs. The school calendar governs operation of the school for students.

There will be the times when the Contractor must be called out to perform emergency cleaning requests due to storms, floods, vandalism, or extra services not covered for regular janitorial services. The Contractor must agree to respond to emergency requests in an agreed upon time.

The Contractor shall be notified of any infectious biohazardous waste contamination (blood, other body fluids, etc.), and shall provide trained personnel for such cleanup. Materials used to cleanup such spills shall be disposed of into an approved OSHA infectious biohazards disposal bag, following all guidelines established by OSHA for packaging and removal. It shall be the Contractor's responsibility to dispose of any contaminated bag, unless agreed upon by the Academy. The Contractor shall keep fresh unused bags readily available in each janitorial closet. Should the Contractor discover infectious biohazard use waste contamination, the Contractor shall notify the Academy Principal immediately and shall proceed cleanup in the same manner.

The Contractor shall furnish all necessary labor, supervision, tools, equipment, supplies, transportation, and all other effort necessary to perform required services at Academy buildings.

The Academy's Management Company, Choice Schools Associates LLC, shall decide all questions or interpretations that may arise as to the quality and acceptability of work performed under this contract. The Area Superintendent shall handle disputes between the Contractor and the Academy Principal, or his or her designee. The decision of the Area Superintendent designated representative shall be final.

The Management Company reserves the right to complete the work to its satisfaction and deduct the cost from any

monies due the Contractor if the work is not corrected within the allotted time frame.

If the Contractor fails to provide satisfactory floor care, the Academy reserves the right to acquire floor services of another janitorial contractor, who will perform the work, and the difference in cost deducted from the prime Contractor's monthly invoice.

Daily work not completed will be noted in the inspection log and will be considered as a criterion in performance assessment and in contract administration.

The Contractor shall provide Material Safety Data Sheets (MSDS) that comply with OSHA requirements for all chemicals used at the Academy. When chemical products are used, the Contractor is responsible for reviewing the MSDS with employees and to ensure that all employees understand and are trained in the safe use of all materials. The MSDS sheets must be legible and printed in English. MSDS sheets for chemicals/cleaners used on-site are to be displayed. Published books containing all industry MSDS sheets are not acceptable. A notebook of MSDS sheets will be kept in the Principal's Office.

All containers of cleaning materials, both stored and used, must be properly labeled as per OSHA requirements. The Academy will confiscate all cleaning agents that are not properly labeled.

Material Safety Data Sheets on ALL chemicals stored and used must be kept in EVERY janitorial or storage closet in which chemicals are kept. NO EXCEPTIONS. If there are no janitorial closets in a building, the Contractor must keep MSDS sheets readily available on the service cart. MSDS sheets are to be readily accessible and visible, preferable attached to wall or door. Contractor shall be responsible for any fines imposed for lack of performance regarding MSDS sheets.

The Academy will provide a storage room for supplies if possible. Storage areas used by the Contractor are to be kept in a neat manner by the Contractor. Supply areas will be kept free of any offensive odor.

At not time shall the Contractor inhibit access to fire extinguishers, fire controls, electrical control panels,

entrances and exits, safety equipment, defibrillators, o
other emergency area/equipment.

All cleaning materials, scouring powders, etc. shall be
stored at eye level or lower to prevent accidental spilling
into the eyes or face. Heavy items shall be stored on the
lower shelves.

Rubber gloves shall be worn when handling any solution that
warns of skin irritation. If there are no Blood Borne
Pathogens present or other disposal warnings, rubber gloves
may be disposed of within normal trash procedures.

The Contractor shall use "Caution" floor signs, which are
in English and Spanish, at no cost to the Academy.

Class I flammable liquids, such as gasoline, benzene,
naphtha, alcohol, turpentine, etc., shall not be stored at
the Academy.

The Contractor shall provide a responsible training program
to employees to appropriately manage situations involving
hazardous chemicals and infectious biohazard waste, and
shall provide certification to the Academy of such employee
training.

The Contractor shall provide services in such a way to
minimize disruption to the normal operation of the
Academy's building use. Upon completion of work, the
Contractor is responsible for cleaning and removing from
the job site all debris, materials, and equipment
associated with the work performed.

The Contractor's staff shall not be responsible to move
heavy equipment for the purpose of floor cleaning.

The Contractor is to provide a crewmember that can⁴
speak, read, and write English. The requirement is
necessary due to the following reasons:

- Warnings of emergencies and hazards.
- Preparation of reports as specified.
- Communication with Academy personnel and
Management Company.

No one except authorized employees of the Contractor is
allowed on Academy property. Contractor's employees are

not to be accompanied in their work area by acquaintances, family members, assistants, or any other person unless the person is an authorized employee of the Contractor. Failure of the Contractor to meet this requirement will result in permanent removal of custodial employee from Academy buildings.

The Contractor must have all staff performing work at the Academy pass the same security screening as employees of the Academy. The cost of this screening shall be paid by the Academy.

The Contractor shall provide the Area Superintendent with a current employee register upon commencing work and must inform the Area Superintendent in writing immediately when changes occur. The register must contain the name, social security number, phone number, and address of all employees assigned under this contract.

The Contractor shall designate an experienced Supervisor, who is acceptable to the Area Superintendent and Principal, that is responsible for all work required under the contract. The Supervisor shall be readily accessible to Management Company representatives at all times and have communication equipment (cell phone with text message capability). The Supervisor shall make regular contact with the Principal to ensure adequate communications concerning contracted services. The Supervisor shall be responsible for Custodian Sign-in and Sign-out sheets. The purpose is for security and monitoring.

The Supervisor will be trained in the procedures related to the electrical surveillance system and will be provided essential security system codes. Outside doors and windows must be locked at all times. The Supervisor is responsible for the building being vacant during work hours and for activating the alarm system before leaving the premises.

All employees must wear a uniform that clearly identifies the employee with the Contractor at all times. At the request of the Principal, and his or her designee, an employee must identify himself or herself. The Contractor and the Principal will agree upon proper uniform and identification of employees.

The Contractor agrees to utilize only trained, responsible, and capable people in the performance the work. The

Academy may require the Contractor to remove any employee who endangers persons or property or whose continued employment under this contract is inconsistent with the interest of the Academy.

The use of tobacco products, alcoholic beverages, and prescription and non-prescription drugs prior to or during work activities is prohibited and at the sole discretion of Dove Academy of Detroit may result in immediate termination of the contract. The Contractor must not permit employees who report for work showing evidence of any impaired conditions must not be allowed to remain of school owned property at any time.

The Contractor shall furnish all equipment, materials, and cleaning supplies including but not limited to toilet tissue and dispensers, hand towels and dispensers, toilet/urinal bowl deodorizers, hand soap and dispensers, waste container liners, etc. to properly perform the requirements under this contract.

All equipment and supplies shall conform to all current Federal, State, Local, and OSHA rules and regulations.

The Contractor is expected to be cognizant of the importance of using vacuum machines that meet indoor air quality health standards. The Contractor must utilize upright vacuum cleaners with replacement paper filters, which will remove soil, contain dust within filtration bag and the machine itself keeping dust out of the air, and does not damage carpet and helps keep its appearance looking good.

All supplies and chemicals used by the Contractor on commencement of service must be pre-approved by the Area Superintendent. The Contractor shall not change any supply or chemical without receiving approval of the Area Superintendent.

All electrical powered equipment must be available for inspection and in optimum operating condition. The Area Superintendent reserves the right to condemn Contractor's equipment if equipment is determined to be unsafe for use, posing a health and or safety matter.

Electrically powered machines, portable tools, and extension cords shall be three wired cords with ground.

Machines shall be plugged into empty wall outlets. Do not unplug office equipment, computers, radios, etc. to gain access to power.

Machines used by the Contractor must be safe and in good repair. Machines unsafe for operation must be removed immediately from Academy property until properly repaired or replaced.

Equipment shall not be left plugged-in and unattended. Exit ways shall be clear at all times.

Damage incurred to Academy property by use of unsafe machines will be repaired by the Academy, with all associated costs for repair deducted from the Contractor's payment.

Stairwells, walkways, corridors, elevators, and landings must never be used for storing of equipment, supplies, or debris. All combustible materials must be stored in covered metal containers and disposed of daily.

First-aid containers shall be provided by Contractor and be available to all Contractor's employees during cleaning hours. These are to be kept in the janitorial closet or on the service cart.

The Contractor shall be provided keys to Academy buildings. The Contractor shall propose a written key security plan for approval of the Principal.

Contractor shall be responsible for securing all buildings, offices, and facilities at the time of their service and for returning signed-out keys upon departure of dismissal/departure of employees. Failure to comply will make Contractor responsible for losses at Academy.

All entrance doors shall be locked after hours. This includes interior doors that connect rooms regularly open to the public and restricted quarters.

Contractor's employees entering and leaving the building after hours shall make sure entrance doors are locked at all times. Employees shall be alert upon entering and leaving buildings to ensure that no unauthorized persons are waiting to gain access to the building. Doors shall

not be unlocked for anyone at anytime, for any reason, while cleaning buildings. Janitor and storage closet doors shall be locked at all times.

Janitorial hours shall be performed in the evening hours, unless otherwise specified or requested.

Non-scheduled work, that is, work requested that is not covered under the normal day-to-day cleaning activities, shall be billed at time and materials. All additional work must be billed separately. The Contractor must receive a letter of Authorization to Proceed from the Area Superintendent.

Prior to a contract award, the selected Contractor shall provide a proposed work schedule to accomplish services called for in this contract. The schedule shall be set on an annual calendar identifying tasks and frequency of work.

As part of the contract administration process, the Principal or his designee will inspect each site weekly to ensure Contractor is in compliance with specifications and agreed upon work schedule. Performance shall be reviewed at the end of each month with the Contractor if there are concerns with performance.

The Contractor shall carry on janitorial services in such manner that does not damage Academy property. In the event damage occurs to Academy property by reason of janitorial services performed under this contract, the Contractor shall repair or replace the same at no cost to the Academy. If damaged caused by the Contractor has to be replaced or repaired by the Academy, the cost of such work shall be deducted from monies due the Contractor.

Electrically controlled refrigeration units containing food or other perishable items, wherein contents have been damaged due to electrical source of refrigerated unit circuit breaker being manually tripped off (as an on/off switch) or kicking out due to unsafe equipment or other improper use such as circuit overload, or equipment unplugged by Contractor's staff, shall be the Contractor's responsibility to immediately replace food or other perishable items if damaged.

Contractor's staff shall not use telephones except for an emergency. Contractor shall be responsible for any unauthorized phone charges made by Contractor's staff.

The Contractor's employees shall not use any part of the building and or grounds other than for purposes expressly stated in the contract.

A Janitorial Discrepancy Log shall be posted at each location on the exterior door of the janitorial closet. The log shall be used to write down any discrepancies noted by Academy staff. The Contractor shall remedy discrepancies as rapidly as possible and shall enter the date, his/her initials, and comments when discrepancy is remedied. At the end of each month, the Contractor shall obtain the signature of the Principal, or his or her representative, to certify that services have been provided for that month, but are not necessarily acceptable, and payment can be processed.

All monthly services must be provided first, and then invoiced at the beginning of the next month. Invoices shall be submitted by the Principal to Area Superintendent.

After award of this RFP, the Contractor shall be required to participate in a post award conference for the purpose of ensuring complete understanding of the requirements of the contract. At this meeting, the Contractor shall present any information required in the proposal.

Special Terms and Conditions:

The Contractor shall be familiar and in complete compliance with Dove Academy of Detroit procedures, OSAH, AHERA, EPA, and local Fire Department requirements and shall immediately report any compliance issues or loss of time or injuries to an employee.

The Contractor shall submit a written Chemical Hygiene and Safety Plan, documented proof of compliance with OSHA mandated employee training, and demonstrated history of compliance with all aspects of OSHA's Hazard Communication Standard.

The Contractor shall submit a written Exposure Control Plan; documented proof of compliance with OSHA

mandated employee training, Hepatitis-B vaccination requirements, and a demonstrated history of compliance with all aspects of OSHA's Blood Borne Pathogens Standard. Contractor is responsible for the cost of meeting all OSHA requirements.

The Contractor shall submit a written plan of Quality of Assurance, which includes the philosophy and methodology to ensure quality janitorial services are provided.

The Contractor shall submit its employee discipline and reward program, its employer/employee resolution practices, and its turnover rate for management and janitorial staff.

The Contractor shall submit a list of power equipment utilized to perform janitorial services and its plan to ensure indoor air quality when using vacuum equipment.

Contract Length and Option to Extend:

This Request for Proposals is for awarding a fixed price contract to cover the remainder of the academic year that ends on June 30, 2017, with the right of annual renewal. The Academy may, with the approval of the Contractor, extend the period of this agreement up to a maximum of five (5) one (1) year options. The Contractor shall be notified in writing by the Academy Board's Area Superintendent of the Academy's intention to extend the contract period at least thirty (30) calendar days prior to expiration of the original contract period.

Indemnification and Insurance:

To the fullest extent allowed by law, the Contractor shall defend, indemnify, and hold harmless the Academy, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the acts, errors, omissions or mistakes relating to performance of this contract. Contractor's duty to defend, indemnify and hold harmless the Academy, its agents, representatives, officers, directors,

officials, and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property, including loss of use resulting therefrom, caused by any acts, errors, omissions or mistakes in the performance of this contract including any person for whose acts, errors, omissions or mistakes, the Contractor shall be legally liable.

The Contractor, at Contractor's own expense, shall purchase and maintain insurance with companies licensed in the State of Michigan with policies acceptable to the Academy. All required insurance shall be in full force and effect until all work or service required to be performed under this contract is satisfactorily completed and formally accepted. Failure to maintain acceptable insurance may, at the sole discretion of the Academy, constitute a material breach of this contract.

The Contractor shall be responsible for insurance deductible(s) as coverage relates to the Academy. Deductibles and self-insurance retention shall not affect coverage afforded under the insurance policies to protect the Academy.

The Academy reserves the right to receive certified copies of any and all required insurance policies and or endorsements. The Academy is not obligated to review or advise the Contractor on adequacy of such policies and endorsements.

The insurance policies required by this contract, except Workers' Compensation, shall name the Academy, its agents, representatives, officers, directors, officials and employees as additional insureds.

The required insurance policies, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against the Academy, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

Commercial General Liability with a limit not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and \$2,000,000 General Aggregate Limit, with a severability of

interest provision, without any provision that would limit third party action over claims, and with coverage for subcontractor's work.

Automobile Liability with an individual single limit of no less than \$1,000,000 each occurrence, with respect to Contractor's vehicles used in the performance of this contract.

Workers' Compensation to cover obligations imposed by federal and state statutes having jurisdiction over Contractor's employees engaged in the performance of work or services, as well as Employer's Liability Insurance of no less than \$1,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.

In case any work is subcontracted, the Contractor will require the Subcontractor to provide Workers' Compensation and Employer's Liability insurance to at least the same extent required of the Contractor.

Prior to commencing work or services, the Contractor shall furnish the Academy with Certificates of Insurance as evidence that policies comply with requirements and are in full force and effect.

In the event any insurance policy is written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of the Contractor's work or services as evidenced by annual Certificates of Insurance.

If a policy expires during the life of the Contract, the Contractor must submit a renewal certificate to the Academy fifteen days prior to the expiration date.

Insurance required shall not expire, be canceled, or materially changed without thirty days prior written notice to the Academy.

Contract Bonds:

Concurrently with submittal of the Contract, the Contractor shall furnish the Academy with a Performance Bond and a Payment Bond, both in an amount equal to the full Contract amount. Such Performance Bond shall be solely for protection of the Academy and must be for the contract

length. Such Payment Bond shall protect claimants supplying labor and materials to the Contractor or his Subcontractors in the prosecution of work provided under this contract.

Each such bond shall include a provision allowing the prevailing party in a suit on such bond to recover as part of his judgment such reasonable attorney's fees as may be fixed by a judge of the court.

Each such bond shall be executed by a surety company or companies holding a certificate of authority to transact surety business in the State of Michigan.

Prompt Payment Discount:

The Academy will consider prompt pay discounts, if offered by the Contractor, in the evaluation price analysis process.

Evaluation Criteria:

The Academy will use the following criteria in the ranking of proposals:

Qualifications of Company

Capability to Provide Services

Submission and Quality of Requested Documentation

Costs

References

Clarity of the Proposal

Contract Terms and Conditions:

Offerors signify their understanding and agreement of this proposal by signing this document.

This proposal and Offerors' responses do not guarantee that any purchases will be made.

The Academy may terminate the resultant Contract for convenience by providing sixty (60) calendar days advance notice to the Contractor.

The Contractor shall present proposed contract for review by Academy's legal counsel within ten days of offer of contract by the Academy.

The Academy reserves the right to suspend, terminate, or modify the Contract immediately upon written notice to the Contractor in the following events: nonperformance of stated objectives or other material breach of contractual obligations, failure to provide requested services within specified time frame, refusal or failure to provide enough properly skilled workers or proper materials, persistent disregard for laws and ordinances, or substantial violation of any provision of the Contract.

Appropriation Contingency:

The Contractor and the Academy recognize that continuation of any agreement after the close of any given fiscal year of the Academy, which fiscal year ends on June 30 of each year, shall be subject to approval of the school operating budget for or covering such contract item as an expenditure approved by the Academy Board of Directors.

Contract Amendments:

All amendments to the Contract must be in writing and signed by both parties.

Conformity with the Law:

This service shall be accomplished in conformity with laws, ordinances, rules, regulations and zoning restrictions of the United States of America, the State of Michigan, County of Kent, and City of Walker.

Retention of Records:

The Contractor agrees to retain all financial books, records, and other documents relevant to this Contract for five years after final payment or until after the resolution of any audit questions which could be more than five years, whichever is longer. The Contractor further agrees to grant full access to as well as the right to

examine, copy and make use of any and all said documents to Academy, Federal, or State auditors or any other persons duly authorized by the Academy.

Rights in Data:

The Academy shall have the use of data and reports resulting from this contract without additional cost or other restrictions. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and performance hereunder.

Severability:

Any provision of a Contract that is determined to be invalid, void, or illegal shall in no way affect, impair, or invalidate any other provision, and remaining provisions shall remain in full force and effect.

Contractor Responsibility:

The Contractor will be responsible for any damages whatsoever to Academy property as applicable when such property is the responsibility or in the custody of the Contractor, his Employees, or Subcontractors. All employees of the Contractor, including Subcontractor's Employees, shall be considered employees of the Contractor, and not employees of the Academy or its Management Company.

Quotations:

The Contractor's quotation must be signed by an authorized officer of the Company appearing on the Offer of Proposal. The signature represents a binding commitment upon the company to provide such goods and or services offered to the Academy should it be selected as the provider of janitorial services to the Academy.

Award of Contract:

The Academy reserves the right to reject any and all bids if it is determined by the Academy's Area Superintendent that the best interest of the Academy will be served by doing so. In determining an award, the Academy will consider qualifications of the Offeror, conformity with specifications, cost, and delivery of services.

Receipt of Proposals:

The Offeror is responsible that proposals are received at the location and prior to the date and time specified in the RFP. This responsibility rests solely with the Offeror. Late bids will not be accepted except under the following two circumstances: bids received on time do not meet specifications or no other bids are received.

Non-Discrimination Clause:

In the performance of any Contract or purchase resulting from a Contract with the Academy, the Offeror agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, sex, age, height, weight, marital status, physical or mental or disability unrelated to the individual's ability to perform the duties of the particular job or position. This Non-Discrimination Provision must also apply to Subcontractors and must be incorporated into agreements with Subcontractors.

State Laws:

All contracts or purchase orders issued as a result of this solicitation are subject to, shall be governed by, and construed in accordance with the laws of the State of Michigan. Any dispute arising herein shall be resolved in the State of Michigan.

Unfair Labor Practices:

The Academy will not award a Contract or Subcontract to an employer whose name appears in the current register of employers failing to correct an unfair labor practice in accordance with laws of the State of Michigan. The Academy may void any Contract if the name of the Contractor as an employer, or the name of the Subcontractor, appears in the register.

Dove Academy
Offer of Proposal

Offeror: _____

Date: _____ Time Received: _____

In compliance with this RFP, and subject to the conditions stated, the undersigned offers and agrees to furnish all services, supplies, materials, and documents at the prices quoted in this proposal.

The Offeror's signature affirms that he or she has not given, offered to give, nor intends to give at anytime hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted proposal. Failure to sign the offer, or signing it with a false statement, shall void the submitted offer or any resulting contracts.

The Offeror's signature certifies that the firm, corporation, partnership, etc. has not violated any laws of the State of Michigan or United States of America. If there is a past Federal or State action, the Offeror is to inform the Academy of the nature and disposition of the matter.

The Offeror's signature certifies that the Offeror is licensed to do business and to provide janitorial services in the State of Michigan.

Proposer/Company: _____

Signature (in Ink): _____

Name (Typed/Printed): _____

Title: _____

Street: _____

City/State/Zip Code: _____

Telephone No.: _____ Fax: _____

Email Address: _____

PROPOSAL CONTENTS AND FORMAT

Responses to the RFP must be organized in accordance with the outline, which follows:

1. Title Page

Include the vendor's name, address, contact person name and telephone/fax and electronic mail address and location of the office that will provide janitorial services to the Academy.

2. Table of Contents

Include a table of contents identifying major sections with page numbers.

3. Letter of Transmittal

Include a statement of your understanding of the work to be performed and qualifying experience. State names or the person(s) who will be authorized to make representations for the firm, their titles, addresses and phone numbers.

4. Profile of the Vendor

Provide an overview of your business, size, experience and key personnel (as required). Describe your experience working in schools. Include a copy of your license to do business in Michigan.

5. Summary of Janitorial Service Provider's Qualifications

Identify the personnel who will supervise work at Dove including their training, background, experience, and suitability for work in schools. Please provide a record of any violations of OSHA, EPA, AHERA, and other health related laws and regulations and the resolution of the violation.

6. Services to be Provided

Express agreement to meet the requirements of the engagement as stated in the Request for Proposals, including Custodial Routine Cleaning—Frequency Chart. Please note any reservations about the scope of work as described.

8. Fee Structure

Provide proposed annual fee for janitorial services, including any add on costs. The fee should include out-of-pocket expenses, including report production costs. Anticipated add on costs should be outlined in the proposal. Please include an outline of a proposed three (3) year fee structure.

9. References

Please provide a list of all clients in the past three years, including address and contact information, and note those clients who are currently under contract. Identify five active clients who may be contacted as references.

10. Additional Information

Since data not specifically requested should not be included in the foregoing sections, give any additional information considered essential to the proposal in this section. If there is no additional information, please note: "There is no additional information to present."