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Request for Proposal

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*Custodial Cleaning Services*

Prepared By:

Venus Independent School District  
100 Student Drive  
Venus, TX 76084

**REQUEST FOR PROPOSAL**

Request for Proposals will be received in the office of James Hopper,  
Superintendent, Venus Independent School District,  
Business Office, 100 Student Drive, Venus, TX 76084 for:

**CUSTODIAL CLEANING SERVICES**

**Due Date/Time: Friday, April 30, 2021 @ 3:00 p.m.**

**PRE-PROPOSAL MEETING**

**Monday, April 26, 2021 @ 3:00 p.m.**

**VENUS ISD Administration Office  
100 Student Drive  
Venus, TX 76084**

**SEND IN ORIGINAL RFP DOCUMENTS,  
PROPOSAL ENVELOPES SHALL BE MARKED AS  
FOLLOWS:**

**Attn: James Hopper  
RFP for Custodial Cleaning Services  
Do Not Open Until 3:00 pm, April 30, 2021**

## **Notice to Bidders**

The Venus Independent School District will receive RFP's for **Custodial Cleaning Services** at the Venus ISD Administration Office, 100 Student Drive, Venus, Texas 76084, on April 30, 2021 at 3:00 pm, at which time proposals will be acknowledged and received.

The District reserves the right to reject any or all proposals or any part of a proposal or to accept any proposal or part of a proposal deemed advantageous to the District and to waive any or all informalities.

Return the attached proposal in a sealed envelope plainly marked:

**Attn: James Hopper, Superintendent**  
**Proposal for: Custodial Cleaning Service**  
**Date and Time due: April 30, 2021 3:00 pm**

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## **General Terms and Conditions**

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2.1 The term of this agreement will be mutually agreed upon. All existing facilities including all campuses, Maintenance, Transportation, auxiliary buildings, cafeterias and athletic facilities will be included in the proposal. In addition, any new facilities completed during the term of this agreement will be automatically included.

2.2 Vendor may not assign or transfer this agreement nor its rights and privileges granted under this agreement, either in whole or part, without written consent of VISD.

2.3 VISD reserves the right to accept or reject all or any part of any proposal, waive minor technicalities, and award the proposal to serve the best interest of the VISD.

2.4 All items and service must conform to all appropriate local, state, and federal laws, ordinances and regulations.

2.5 In evaluating qualified proposals, the following considerations will be taken into account for award recommendations: overall quality and value to the district, suitability for the intended purpose, vendor's service and delivery capabilities, overall price and commissions, and service history and any other relevant factor specifically listed in the RFP.

2.6 VISD reserves the right to cancel this agreement without pecuniary risk or penalty upon written notice of the intent. The board reserves the right to cancel this agreement upon written notice of the intent.

2.7 If at any time the vendor fails to fulfill or abide by the terms, conditions, or specifications of this agreement, VISD reserves the right to cancel upon thirty (30) days written notification to the vendor.

2.8 Governing Law: All irreconcilable disputes arising out of this Agreement shall be conducted in Johnson County in the State of Texas. Neither party shall institute any judicial action against the other party in any court located outside the State of Texas. Each party waives any claim of forum non-convenes or other objection to such jurisdiction. This Agreement shall be governed according to the laws of the State of Texas irrespective of the conflicts of laws provision of such state. This Agreement, together with all exhibits, addenda and properly executed amendments, constitute the entire understanding of the parties with respect to the subject matter hereof, and supersede any and all prior agreements, promises, negotiations or representations, whether written or oral, related to the subject matter of the Agreement that are not expressly set forth in the Agreement.

2.9 Agreement Components: Any or all portions of this proposal and all portions of the vendor's proposal shall be incorporated by reference as part of the final agreement.

2.10 VISD Obligations: VISD accepts no obligations for costs incurred by vendors responding to this proposal or the award. VISD reserves the right to select a proposal without discussion with the vendors. It is understood that proposals shall become part of VISD's official files. Retention of these proposals does not obligate VISD to any action. VISD reserves the right to reject any and all proposals received.

2.11 Taxes: VISD is exempt from state, federal, and local taxes, and will not be responsible for any taxes levied on the contractor resulting from this proposal.

2.12 Equal Opportunity: It is the public policy of VISD, at all levels of procurement, to promote equal opportunity in employment and in contracting opportunities, and to promote and encourage the participation of minority, small and other disadvantaged business entities in employment and contracting opportunities involving the State as fully as possible. VISD, therefore, is committed to pursue such avenues in its employment and contracting activities which will further the goals of this policy. Similarly, a demonstrated commitment consistent with the goals of this policy by those with whom the VISD does business, including those vendors responding to the solicitation, is highly desirable by VISD.

2.13 Venus Independent School District (VISD), per the Texas Education Code 44.031(b), will use the following considerations to take into account to determine the best value for the District.

Texas Education Code 44.031(b), states the following considerations shall be taken into account to determine the best value for the District.

1. 15% Purchase price
2. 15% Reputation of the vendor and of the vendor's goods or services
3. 15% Quality of the vendor's goods or services
4. 15% Extent to which the goods or services meet the district's needs
5. 10% Demonstrated ability and willingness to hire, train, supervise and maintain quality custodial staff
6. 10% Total long-term cost to the district to acquire the vendor's goods or services
7. 5% Communication/coordination with appropriate district personnel to meet district needs
8. 5% Vendor's past relationship with the district
9. 5% Impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses
10. 5% Any other relevant factor specifically listed in the request for bids and proposals

## **Insurance**

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**3.1 Vendor shall provide evidence of liability insurance with their proposal. VISD retains the right of approval for insurance coverage.**

3.2 Copies of the successful contractor's liability insurance and workman's compensation certificates will be required.

### **Insurance Requirement Limits:**

A. General Liability	General Aggregate	\$1,000,000
	Products-Comp/or Agg	\$1,000,000
Commercial General Liability	Personal & Adv. Injury	\$1,000,000
Claims Made Occur.	Each Occurrence	\$1,000,000
Owner's Contractor's Prot.	Fire Damage (Any one fire)	\$50,000
	Med. Expense (any one person)	\$5,000
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B. Automobile Liability	Combined Single Limit	\$1,000,000
Any Auto	Bodily Injury	
All Owned Autos	(Per Person)	
Scheduled Autos	Bodily Injury	
Hired Autos	(Per Accident)	
Non-owned Autos	Property Damage	
Garage Liability		
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C. Umbrella from-Excess Liability		
State the limits that your Company carries		
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D. Worker's Compensation And Employer's Liability	Statutory	
	Each Accident	\$500,000
	Disease Policy Limit	\$500,000
	Disease Each Employee	

3.3 The insurance requirements as listed above also apply to any subcontractor in the event that any work is sublet. The contractor is responsible to insure that the subcontractor meets the minimum insurance requirement limits as by law.

3.3.1 Should any of the above described policies be canceled before the expiration date, the issuing company will mail thirty (30) days written notice to the certificate holder, VISD.

3.3.2 The contractor shall agree to waive all right of subrogation against the district, its officials, employees and volunteers for losses arising from work performed by contractor for the district.

3.3.3 Vendor shall indemnify and hold harmless the VISD and its Board of Trustees, officers, agents, and employees from all suits, actions, losses, damages, claims or liability of any character, type, or description, including but not limited to all expenses of litigation, court cost, penalties, and attorney's fees the VISD incurs defending any action, suite, or claim from any source whatsoever and of any kind or nature arising directly or indirectly on the part of vendor, its agents, servants, employees, contractors, and supplies, out of the operation under this agreement.

3.3.4 The selected vendor or vendors will be required to supply an insurance certificate naming VISD as an additional insured.

**\*\*YOU ARE REQUIRED TO SUBMIT A CERTIFICATE OF INSURANCE FOR THE ABOVE INSURANCE REQUIREMENTS WITH YOUR PROPOSAL. \*\***

**DEBARMENT OR SUSPENSION CERTIFICATION FORM**

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transaction to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement of goods or services equal to or in excess of \$100,000. Contractors receiving individual awards of \$100,000 or more and all sub-recipients must certify that the organizations and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, this bidder:

◆ Certifies that no suspension or debarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, Common Rule (§\_.36).

Vendor Name:

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Vendor Address:

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Vendor Telephone:

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Authorized Company Official's Name:

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(printed)



Signature of Company Official:

\_\_\_\_\_

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

**NON-COLLUSIVE BIDDING CERTIFICATE**

By submission of this proposal, the bidder certifies that:

- a) This bid or proposal has been independently arrived at without collusion with another bidder or with any competitor;
- b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other bidder, competitor or potential competitor;
- c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a proposal;
- d) The person signing this bid or proposal certifies that he/she has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the bidder as well as to the person signing in its behalf.
- e) **THE FAILURE TO SIGN THIS CERTIFICATE MAY BE CAUSE FOR YOUR BID TO BE REJECTED.**

\_\_\_\_\_  
Company Name

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

\_\_\_\_\_  
Title

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## FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advanced notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “a school district may terminate a contract with a person or business only if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in a conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

**Vendor’s Name:** \_\_\_\_\_

**Authorized Company Official’s Name (Printed):** \_\_\_\_\_

A. My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.

**Signature of Company Official:** \_\_\_\_\_

B. My firm is not owned nor operated by anyone who has been convicted of a felony:

**Signature of Company Official:** \_\_\_\_\_

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): \_\_\_\_\_

Details of Conviction(s): \_\_\_\_\_

\_\_\_\_\_

**Signature of Company Official:** \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ----- <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
OR
Employer identification number

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).  
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.  
A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

### OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2  Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

\_\_\_\_\_  
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes  No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes  No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes  No

D. Describe each employment or business relationship with the local government officer named in this section.

4

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date

Adopted 06/29/2007

## Specifications and Terms

6.1. The contractor will report to a District Employee named by the Superintendent.

6.2. Payments on an accepted contract for cleaning services will be made monthly after invoicing for all District facilities have been received and reviewed for accuracy. Invoices must be submitted to district designated Contract Manager for approval. Invoices shall be broken down by site and employee type (rating per site), and totaled per site, and grand total per District. Also, in the bill will be a clear breakout of management fees and related costs. District wishes to make one payment only per month based on verified approval invoicing/statement. Contractor must be available to review invoices/statements with the CFO before payments will be made, if necessary. Failure or unwillingness to cooperate in this matter will result in delay in payment without penalty to the District.

6.3. There must be a separate invoice for each month.

6.4. Send all invoices to the attention of the CFO.

6.5. Invoices will be accepted only for services that have been approved by Venus Independent School District.

6.6. District Overtime Policy:

The District will **not** pay for any unapproved overtime. Some rental agreements and weekend events may require overtime. Should overtime be necessary approval prior to event is required by the District. Pay for overtime should be time and a half for work over 40 hours per week. The pay scale should be for the employee that works the overtime only.

6.7. Description of Personnel:

A detailed description of the key personnel (resumes are preferred) responsible for the initial service, as well as ongoing customer support services (such as moves, adds, and changes) is requested. Each person's description must include a title as the person relates to the implementation of service and identify their project responsibilities. Uniforms bearing the Contractor's logo or name, along with the employees name must be furnished by the contractor. Uniforms must be distinct from District auxiliary uniforms and must be of high grade and quality.

6.8 Employee Background Checks:

All contracted employees with the District must undergo a background criminal record check at the time hired. The Contractor is responsible for obtaining background checks for all employees. All costs are incurred by the Contractor and are to be included in Contractor's proposal. Lifetime background checks are required vs. seven to ten year checks. No contracted employee with a felony conviction or a conviction of sex crime, crime of moral turpitude or any crime against a child, including but not limited to, sexual misconduct with a minor, child abuse and/or child abduction shall be employed. Copy of contracted employees' criminal background checks must be submitted to the districts HR departments' designated records management employee monthly for all new hires.

6.9 Language Requirement:

- a. English is the recognized language utilized in the District. Although it is not the District's requirement that all contracted employees speak English, it is a requirement that the supervisor or lead person be able to communicate any instructions in the event a contracted employee cannot speak and understand the English language.
- b. All written instructions, including MSDS, postings of notices, etc. will be provided in both English and Spanish.

#### 6.10 Energy Management Program

Venus ISD will provide guidelines and from time to time may expand or alter program.

- a.. The District has an Energy Management Program in place to maximize the most efficient use of energy. The Energy Management System is controlled centrally at the District administration facility and programmed to expand the allowable temperature range (70\*- 75\*) of all or portions of facilities during non-peak times. Peak times are defined as 7:00 am. - 4:00 pm. or amended to coincide with rental agreements, special events and extracurricular activities. HVAC units during summer breaks operate at two hour intervals, three times per week to keep the humidity levels from rising too high. Custodial staff is required to work with lights on only in the areas actually working and use large fans during summer months to circulate air for comfort in order to achieve the highest level of efficiency.
- b. The HVAC units and Energy Management System is programmed to operate in conjunction with summer schools, camps, Community Education Courses and summer in-service event. Air will be kept off at all other times unless night set back brings equipment on to protect the building.
- c. Contractor's general manager will coordinate with District Energy Manager to schedule air conditioning after carpets have been cleaned to aid in drying carpets, keep carpets odor free and preventing the growth of mold or mildew.
- d. As much as 50 percent of a building's energy load is controlled solely by the fingers of the occupants -- on light switches. As a result, custodians have a big responsibility in the area of Energy Management. Below, is a list of energy saving activities to follow:

#### **BEFORE SCHOOL:**

When arriving in the morning, turn on **ONLY** enough lights to do your early morning duties.

Do not turn on lights in the classrooms or office areas. Teachers and Administrators can do this as they arrive.

Cafeteria and Gym lights should not be turned on until shortly before school begins. Note that exterior lighting is controlled by both schedule and photocell. Very overcast or stormy days can be dark enough to allow the lights to be on.

#### **DURING SCHOOL:**

Cafeteria lights should be turned **OFF** during the day **WHEN NOT NEEDED**, and should be turned off as soon as possible following the last lunch period.



When cafeteria is used for an after hour's event, lights should be turned off as soon as occupants leave, and when custodians secure the building.

As you walk through the building during the day, please turn off lights in unoccupied areas (except for metal halide lights).

Turn off your storage/mechanical room lights when the rooms are not in use.

### **AFTER SCHOOL:**

Clean the Gym(s) first (if not in use) and turn off the lights. All lighting in unoccupied areas should be turned off as soon as students and teachers leave school.

At the conclusion of each work day all lights in your area should be turned off before you begin to clean. As you clean, turn on lights ONLY in the specific area in which you are working.

After cleaning the room, turn off the lights BEFORE going to the next area to be cleaned. Please be sure ALL lights are turned off before you leave for the night.

### **GENERAL ITEMS:**

- Report items needing repair to campus secretary ASAP.
  - Report faucet or water fountain leaks to campus secretary ASAP.
  - Report outside lights that are on during the day to campus secretary.
  - Turn off trophy case and accent lights after regular school hours.
  - Keep exterior doors and windows closed and locked
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## **Contract Conditions**

### 6.11 Length of Contract:

This contract will be awarded for a 3 year term, with the option to renew for an additional two (2) one-year terms with the consent of both parties for a total of five (5) years.

### 6.12 Force Majeure:

Neither party shall be held responsible for any losses resulting if the fulfillment of any terms or conditions of this contract are delayed or prevented by any other cause not within the control of the party whose performance is interfered with and which, by the exercise of reasonable diligence, said party is unable to prevent.

### 6.13 Termination of Contract:

If the vendor cannot comply with the terms and conditions in fulfilling its contract as anticipated, the vendor must supply the same services contracted from other sources at the contract price. The vendor's delay in the above will constitute the vendor's material breach of contract, whereupon the VISD may terminate the vendor's contract for cause as provided by the remainder of this section. If any delay or failure of performance is caused by a Force Majeure event as described above in paragraph entitled "Force Majeure," the VISD may, in its sole discretion, terminate this contract in whole or part, provided such termination follows the remaining requirements of this section. Except as otherwise provided for within the Standard Terms and Conditions of this document, this contract

may be terminated in whole or in part by either party in the event of substantial failure by the other party to fulfill its obligations under this contract through no fault of the terminating party; provided that no such termination may be implemented unless and until the other party is given (1) at least ten (10) days written notice (delivered by certified mail, return receipt requested) of intent to terminate, and (2) an opportunity for consultation with the terminating party, followed by a reasonable opportunity, of not more than ten (10) working days, to rectify the defects in services or performance, prior to termination.

Valid causes for termination of this contract will include, but are not limited to:

- (a) The vendor's failure to adhere to any of the provisions of the General Conditions and Standard Terms and Conditions of the Bid Document.
- (b) The vendor delivering any service(s) that fails to meet the Item Specifications included in this Bid Invitation relating to the awarded service(s).
- (c) The vendor delivering any substitution(s) of service(s) different than those originally bid and awarded without the written approval of VISD.
- (d) The bidder's entire response to the Bid Document.
- (e) The bidder's Notice of Award document.

## **6.2 Business Proposal**

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### 6.2.1 General

This section of the Business Proposal may be used to introduce or summarize any information the vendor deems relevant or important to VISD's successful acquisition of the services and products described in the proposal.

### 6.2.2 Vendor Company Structure

The legal form of the vendor's business organization, the state in which incorporated (if a corporation), and the types of business ventures in which the organization is involved.

### 6.2.3 References

This section must include a list of at least three (3) clients to whom the vendor is providing custodial services. The name, address, and telephone number of a person who may be contacted for further information must be included. It is highly desirable that some of these references be other school districts or public sector accounts comparable in size.

### 6.2.4 Authorizing Document

Vendor personnel signing the transmittal letter of its proposal must be legally authorized by the organization to commit the organization. This section shall contain proof of such authority. A copy of corporate bylaws or a corporate resolution adopted by the board of directors indicating this authority will fulfill this requirement.

### 6.2.5 Non-Collusion Affidavit

The authorized person signing the transmittal letter must sign a non-collusion affidavit. A fully executed copy of the required affidavit is contained in RFP. The original signed affidavit is to be included in this proposal.

#### 6.2.6 Felony Conviction Notification

The authorized person must sign a felony conviction notification. A fully executed copy of the required affidavit is contained in RFP. **The original signed affidavit is to be included in the proposal in order for the proposal to be considered.**

#### 6.2.7 Conflict Of Interest

The authorized person must sign a conflict of interest affidavit. A fully executed copy of the required affidavit is provided in RFP. **The original signed affidavit is to be included in the proposal in order for the proposal to be considered.**

## **7.1 Submission of Proposals**

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**All proposals must be received at the address below in the VISD Superintendent** no later than April 30, 2021 at 3:00 pm. Three copies of the proposal shall be delivered to VISD on or before the due date and time. The proposal must follow the format indicated in this section. Unnecessarily elaborate proposals beyond that sufficient to present a complete effective responsive proposal are not desired. Repetition reference to a catalog, or brochure, which is not relevant to the questions posed in this proposal, may be considered non-responsive. All proposals must be addressed to:

Venus Independent School District  
Attn: James Hopper  
100 Student Drive  
Venus Texas 76084

All proposals must be clearly marked **Custodial Cleaning Services RFP, DUE DATE April 30, 2021 at 3:00 pm**. Any proposal that is received by VISD after the due date and time will **not** be considered for award. Late RFPs will be rejected as non-responsive. Any late proposals will be returned unopened to the vendor upon request only.

#### 7.2 **Inquires** About the Request for Proposals:

All inquiries and requests for information affecting this proposal must be submitted in writing to the VISD Administration Office no later than April 26, 2021. VISD will respond to all questions within 24 hours, if possible. If questions are answered, written copies of the questions and answers will be shared with all prospective vendors who received a copy of the proposal. Please email questions to [james.hopper@venusisd.net](mailto:james.hopper@venusisd.net) and [liz.groo@venjusisd.net](mailto:liz.groo@venjusisd.net).

No negotiations, decisions, or actions shall be initiated by any vendor or as a result of any verbal discussion with any VISD employee.

#### 7.3 Pre-Proposal Conference:

Since we know questions arise as to the content of the proposal, VISD will have a Pre-Proposal meeting with all vendors. This meeting will not be for vendor presentation, but rather to allow vendors to ask questions regarding proposal content. **The Pre-Proposal Meeting will be held on April 26, 2021 3:00 pm at the VISD Administration Office located at 100 Student Drive in Venus. After the meeting, the schools will be available for walkthroughs.**

#### 7.4 Withdrawal of Offers:

Responses to the proposal may be withdrawn by written notice received prior to the due date and time specified for receipt of the proposal.

#### 7.5 Confidential Information:

Vendors to the proposal are advised that materials contained in their proposals are subject to the Public Information Act and may be viewed and/or copied by any member of the public, including news agencies and competitors.

7.6 Life of the Proposal:

All proposals made in response to this proposal must remain open and in effect for a period of not less than one hundred twenty (120) calendar days after the due date for proposals. Any proposal selected by VISD for negotiations shall remain open and in effect beyond one hundred twenty (120) calendar days until superseded by a fully executed contract or until VISD notifies the vendor in writing that contract negotiations have ended and the proposal has been rejected.

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**SCOPE OF WORK**

Vendors are invited to submit proposals in accordance with the requirements of this document for “full” custodial/janitorial services on all campuses and auxiliary facilities owned by the Venus Independent School District. Offers by proposers shall be for a stated annual sum for a three (3) year primary contract period, with the option for two additional mutually agreed extensions, starting from the date of the award of this proposal.

The purpose of the scope of work and specifications contained herein is to define the requirements of the successful Contractor. It is the responsibility of the contractor to provide Venus Independent School District (henceforth referred to as VISD) with clean professionally maintained facilities. These specifications were written with the minimum expectations for the contracted cleaning services. The scope of frequencies noted in this document, are the minimum that are expected and may increase if necessary to achieve the standards set forth herein. Any items or services not mentioned in this document which are required to provide a professionally maintained facility will be the responsibility of the Contractor at no additional cost to VISD.

VISD is structured into five categories. These categories along with their grade alignments and instructional hours are as follows:

CATEGORY	GRADE	OPERATING HOURS
Primary School	PK-1	7:45 am – 3:30 pm
Elementary School	2-5	7:45 am – 3:30 pm
Middle School	6-8	7:45am – 3:30pm
High School	9-12	7:45 am – 3:30 pm
Ag. Facility		7:00am – 6:00pm
Athletic Facilities	7-12	7:00 am – 10:00 pm
Administration and Auxiliary Facilities		8:00 am – 4:30 pm

A listing of all VISD facilities and square footage are included.

This specification is to obtain a proposal price for representative facilities in each category. The proposed prices listed in the proposal will serve as the Contractor's cost to VISD for servicing any facility within that category.

It should be noted that VISD reserves the right to utilize a Contractor's service for any or all of the facilities included on the proposal form. Addition of facilities to the contractor services during the course of the contract period will be at the unit cost submitted for the specific category.

### **CONTRACTOR RESPONSIBILITIES**

The contractor is an Independent Contractor in its relationship to VISD.

Contractor must submit a written transition plan for assuming custodial duties for VISD facilities, including personnel recruitment, screening, hiring and training. Plans for the deployment of equipment, cleaning products and paper goods must also be included.

### **CONTRACTOR SERVICES**

Contractor agrees to provide all services as set forth in "Cleaning Specification".

Contractor agrees to provide services set forth in the specifications more frequently than stated if need arises.

Contractor will furnish daily and nightly cleaning services five (5) days per week as specified by VISD except on those holidays as specified by VISD. Work hours shall conform to the building requirement. Contractor shall use reasonable efforts not to interfere with the normal routine of the school or facility. The Contractor shall be present at the facility during all school-related functions including holiday events. The Contractor shall be entitled to extra compensation for all hours worked outside of the designated staffing hours.

The Contractor shall provide services at those VISD locations listed and to other facilities VISD designates during the contract period.

Cleaning assignments will be according to building hours as specified by VISD. Contractor agrees to provide routine cleaning services after normal working hours of the various departments within VISD, Contracted services are to be performed in accordance to the following table.

Administration Bldg.	Cleaned daily between 6:00 a.m. and 6:00 p.m. Mon. – Friday.
Maintenance/Transportation facilities, including portables	Cleaned daily between 6:00 a.m. and 4:00 p.m. Mon. – Friday.
Ag Barn	Cleaned twice a week- restrooms only

Football, Baseball, and Softball complexes, Concessions, Press box and Restrooms	Prior to and following any use
All School Facilities	Cleaned daily between 6:00 a.m. and 6:00 p.m. Mon. – Friday.
Gymnasium Concessions and Restrooms	Prior to and following any use in addition to standard campus cleaning.
All portable classrooms	Included in regular campus cleaning schedule
Primary and Elementary Campuses	6:00 a.m. – 6:00 p.m.
Middle School and High School Campuses	6:00 a.m. – 6:00 p.m.

Contractor must maintain personnel within the facilities on days that service center is open and maintenance personnel are working. VISD will provide to Contractor prior to August 1st of each calendar year of the contract a list of probable holidays.

During breaks; Thanksgiving, Winter, Spring and Summer; the Contractor is allowed to team clean or assemble specialty teams for items such as carpets, restrooms and resilient flooring. A member of each facility’s assigned staff shall remain on duty during regular office hours when VISD staff is scheduled to be present or school related functions are on site. During periods that facility staff is not scheduled to be present, custodial staff is not required to be present, but each facility shall be checked daily by Contractor for vandalism, building problems, and building security. Cleaning schedules and level of cleanliness shall be maintained at desired levels during these periods.

The Contractor shall also provide periodic cleaning services for special assignments as requested by VISD within a minimum time frame. Under normal circumstances notice will be given eight hours prior, but can be subject to a faster response time when required. If these services fall outside of normal staffing hours, these extra services may be charged to VISD in accordance to the unit prices listed on the proposal form. Any work performed by Contractor outside the Scope of Work, Cleaning Specifications, or normal scheduled hours and is not billable to an outside organization or group may be charged to VISD in accordance to the unit prices listed on the Contractors Proposal Form after the total number of billable hours exceeds .00125 hours per cleanable square foot. The Contractor will be responsible for activation of the lighting and insuring that the building or area in use is unlocked at the specified times that the building is to be occupied

The Contractor will be responsible for activation of the lighting, and deactivation of security systems, at the specified times that the building is to be occupied. Additionally, the Contractor may be required to deactivate such systems when the building is not in general use. The Contractor will only use lights in the areas being serviced. HVAC equipment will not be operated after the normal operating hours of the building, or when school is not in session.

The Contractor shall provide personnel to staff VISD facilities during inclement weather. Contract personnel are expected to man buildings even during days in which school is closed for bad weather. During inclement weather, it shall be the Contractor’s

responsibility to maintain main entries, teacher entries, and bus drop entries. Parking lots and other extended areas shall be the responsibility of VISD.

Contractor will be responsible for following all VISD energy management guidelines as set forth in the district's Energy Management Plan.

Contractor will be responsible for cleaning all windows, inside and outside, a minimum of four (4) times a year or more often as needed.

Most VISD facility doors are controlled by electronic control and are locked according to established Security schedule from a central location. Contractor is still required to check doors of all VISD.

## **CONTRACTOR STAFFING**

Contractor shall interview, screen and train all personnel. Contractor's personnel shall be neat and clean in appearance and uniformed for easy identification while on VISD premises. All Contractor personnel are subject to provisions of Senate Bill 9, requiring fingerprint background security checks. The Contractor must provide VISD photo identification card and name tag for their employees. Uniforms and ID cards must be worn by employees at all times. Contractor will purchase each ID card at a cost of \$5 per card per person from VISD after proof of background check is submitted to and approved by VISD's Human Resource Department. All ID cards will be turned back into VISD within 24 hours upon termination. Custodial staff assignments and schedules shall be provided in writing to VISD and updated within 24 hours of any changes.

Contractor shall provide personnel in accordance with the Daily Minimum Staffing Requirements set forth herein for the respective facilities covered under the Contract together with such additional personnel as Contractor or VISD shall determine are necessary to meet the requirements of the Contract.

All lead custodians must have public school janitorial experience or training, or written approval from the VISD contract administrator and must speak and understand English.

Contractor agrees that cleaning services covered by this contract shall be performed by qualified, responsible, trained employees in the strictest conformity with the best practices and standards as may be prescribed by VISD and the industry throughout the duration of this contract. VISD and the Contractor agree that the conduct of cleaning personnel is to be guided by a set of rules agreed upon by VISD and the Contractor and any special written instructions deemed applicable by VISD. It shall be agreed that cleaning personnel grooming habits will be subject to standards set by VISD's dress code.

Contractor shall have drug testing policies & procedures in place and for review by VISD.



Contractor shall insure that all personnel shall abide by all safety rules and regulations either set forth by VISD or by the Federal, State or Local governments.

Contractor further agrees that, upon request by VISD, Contractor will immediately remove from service any employee who, in VISD's opinion, is guilty of improper conduct, is not qualified or needed to perform the work assigned, or whose presence is not in the best interest of VISD or is related to immoral or criminal activities.

The Contractor will employ supervisory personnel. It is the Contractor's responsibility to provide an adequate supervisory personnel structure to insure the direction of cleaning employees and insure quality standards are met.

The Contractor will provide on-site supervision at all times during cleaning operations to make daily inspections and be responsible for maintaining the overall quality of housekeeping. Supervisors must be on call 24 hours per day, seven (7) days per week. The Contractor will provide home and cellular telephone numbers of supervisory personnel to VISD facility management. Such supervisors will, upon reasonable notice, be available to report and confer with designated agents of VISD with respect to the services provided.

All cleaning services supervisory and lead personnel will be required to communicate verbally in English, project a professional image in their duties and deal with all people in a courteous manner.

**Contractor will have sufficient office personnel to insure the following:**

- Administrative Personnel
- Maintain accurate and timely billing.
- Coordinate all activities and special events as requested by VISD.
- Provide calendars that reflect all events/activities occurring at VISD facilities on weekly basis.
- Insure that personnel are on site at designated times each day by the operation of a call-in system.
- Provide system for the handling of all emergencies.

**Contractor will furnish VISD with a detailed staffing list of personnel in the assigned buildings, by the first week of the contract period. The Contractor will provide such a list for each facility added to the Contractor's scope within one week of the assignment.**

Contractor shall keep detailed records regarding the staffing of each VISD facility including personnel records, staffing records, timesheets, billing etc. and shall make such records available to VISD for periodic review.

The Contractor will maintain the same personnel on the specified campuses unless VISD requests, or approves in writing, the changes. In the event of absence, the Contractor is required to provide qualified substitutes.

Shortages in staffing will result in a credit returned to VISD for labor not provided.

Contractor must show detail budget and staffing plan.

Contractor must present "sample" job description and task list.

Contractor must present a comprehensive outline of training and re-training procedures used to prepare its employees, including supervisors, to perform their assigned tasks. Contractor must include within this list those training procedures designated as "safety training". VISD reserves the right to review Contractor's training procedures in their entirety.

Contractor shall meet with VISD Director of Maintenance or designee monthly or more frequently when requested.

Contractor must provide additional staffing or extra employees for absenteeism, sick leave, special projects, and vacation coverage.

Activities related to school events, Monday through Friday per Contractor normal staffing hours, are not to be billed to the District at any time. Awarded vendor should establish a monthly report to be submitted to VISD. Saturday and Sunday activities are billable at the set price per bid sheet.

Supervisory or lead personnel should monitor all activities covered on weekends or after hours during the week. **The Contractor is responsible for opening and closing facilities and communicating with VISD Administration.**

Contractor must provide Supervisory personnel with cellular phones, pagers, and radios in order to insure efficient and rapid communication with VISD personnel.

Contractor will be responsible for providing to Contract Administrator nightly reports related to late workers, alarms and security problems, vandalism and periodic work.

Contractor will develop a calendar program that will, on a weekly basis, inform VISD of events and activities during evenings and weekends, and report any problems related to non school functions.

**Contractor will provide cell phone numbers of all Supervisor personnel to VISD Contract Administrator.**

Contractor will provide cellular phones to all supervisors and lead personnel. This roster will be updated periodically and made available to VISD Contract Administrator. Contractor must provide each lead custodian with a pager or cellular phone.

## SUPPLIES AND EQUIPMENT

**A list will be provided that outlines all custodial equipment that is currently owned by the district that may be utilized by the awarded vendor.** Any equipment purchased by district and used by the awarded contractor shall become the property of the district after a five (3) year period.

Contractor will provide all tools and equipment necessary to maintain the facilities per the specifications including, but not limited to, standard custodial equipment but also lifts, ladders, tool boxes, lock boxes, key boxes, desks, and bulletin/information boards.

Contractor will keep all equipment operating in a safe and efficient manner.

VISD will inspect all equipment used by the Contractor in VISD facilities. Equipment determined by VISD to be unacceptable will be repaired or removed and replaced immediately by the Contractor.

The Contractor will furnish necessary and appropriate supplies for the maintaining of VISD facilities. Contractor will use chemicals approved by VISD providing MSDS safety sheets in each facility in the event of emergency.

Contractor is required to provide storage for all paper and plastic products in an orderly environment subject to VISD approval.

Contractor agrees to provide all lavatory dispenser supplies including paper towels, toilet tissue, hand soap and trash can liners, and recycle liners. **All products shall be at the approval of VISD** and shall conform to existing dispenser equipment. Contractor will be responsible for the neatness and proper storage of all equipment and chemicals. Contractor will be responsible for stocking the lavatory dispenser supplies and for maintaining storage in an orderly environment. Contractor is required to supply all other items necessary to clean all areas in accordance with proposal specifications. After initial installation of dispensers, Contractor is responsible for replacing batteries, repairing or replacing defective dispenser equipment.

VISD is interested in any alternative, (Green), cleaning methods that utilize environmentally friendly materials and cleaners or do not use chemicals at all. Non-chemical or alternative cleaning methods must maintain an acceptable cleaning and sanitation levels as determined by VISD, must not damage VISD facilities or fixtures, and do not incur additional expense to VISD.

## **LIFE SAFETY**

**In the event any Contractor's employee presents a problem or is undesirable to VISD, that employee will be removed from the job site immediately and not returned without VISD's prior written authorization.**

Contractor shall conduct routine training and retraining of personnel to insure they maintain an acceptable knowledge level of procedures and safety to insure proper performance.

The Contractor shall furnish VISD, for their approval, a list of all chemicals that will be used by the Contractor. All chemicals will be environmentally safe. A material safety data sheet (MSDS) for all chemicals will accompany this list. **This list will be provided to VISD before the commencement of services.**

## **CONTRACTOR COSTS RESPONSIBILITIES**

Contractor costs include, but are not limited to the following:

- All wages, salaries, benefits, and training
- Social Security taxes, state and federal unemployment taxes, general liability and umbrella insurance premiums, worker's compensation insurance premiums, and medical and hospitalization insurance premiums if applicable
- Janitorial supplies, paper towels, toilet paper, hand soap, plastic liners for trash and recycle containers.
- Laundering and treating custodial supplies
- Uniforms for Contractor's employees
- Payroll preparation and all other accounting functions
- Contractor's corporate overhead costs including support staff, office equipment, vehicles, radios, cellular phones and pagers
- Litter removal from interior and exterior grounds to street or property line.
- Offsite storage for bulk janitorial supplies
- Criminal background check, drug testing, finger printing and physical examinations of Contractor's employees as required or requested by VISD.

## **VISD RESPONSIBILITIES**

VISD agrees to provide adequate secured storage at each facility for Contractor's equipment and supplies.

VISD agrees to provide adequate water and electrical facilities for use by the Contractor.

VISD agrees to provide initial keys and/or proxy cards for access into the premises. Any keys or other access items will be replaced at the Contractor's expense if lost, including but not limited to the master or sub-master system.

VISD will be responsible for removal of trash from compactors and dumpsters in a timely fashion.

The District's costs include, but are not limited to, the following:

- Providing suitable storage in each location for supplies and equipment
- Trash removal from compactors and dumpsters
- No overtime or any other form of reimbursement payment shall be made unless specifically authorized in writing by VISD.

## **DURATION/TERMINATION OF CONTRACT**

This Contract shall be for a period of three (3) years with two (2) one-year extension options, commencing fourteen (14) days from the date of receipt of notice to proceed. Anything contrary contained herein or in any other document relating to these proposal specifications notwithstanding, VISD reserves the continuing right to terminate this Contract at the expiration of each budget period during the terms of this Contract if the financial resources of VISD are insufficient to meet the financial liabilities of the Contract.

## **CHANGES**

VISD may authorize changes in the scope of the services, issue additional instruction, require additional services or direct the omission of services previously agreed upon. The Contractor shall not under any circumstances proceed with any change involving an additional charge without prior written authorization from VISD in accordance with the terms of this contract.

## **INSPECTION/QUALITY CONTROL**

Contractor is subject to weekly inspections and evaluations by representatives of both Contractor and VISD. Contractor is required to furnish evidence of completion within one week of all punch list items resulting from inspections. Failure to correct deficiencies or to provide a level of service satisfactory to VISD will result in a credit adjustment to VISD. VISD reserves the right to determine the credit adjustments.

### **Definition of Cleaning Service Requirements**

- There shall be a site-specific scope of work or performance outcome describing cleaning service requirements

- Changes to the service requirements shall be documented.
- Cleaning service requirements shall be consistent with District's stated mission and values

### **Quality Plan**

- The contractor shall have a written Quality Plan. The Plan is written process for determining whether cleaning service requirements are met and for identifying improvement opportunities. It commits the contractor to attaining the level of service as defined by cleaning specifications included in this Request for Proposal.
- The contractor shall communicate the plan to all materially interested parties
  - Director of Maintenance and Campus Principal
  - Contractors District Manager
  - Contractor's Area Supervisors
  - Contractor's Site Lead
  - Contractor's Staff
- The plan shall define roles and responsibilities of Contractor's operational personnel.
- Operational personnel shall receive documented training related to the Plan

### **Service Quality measurement/metrics**

The Venus Independent School District expects all district facilities to be maintained at Association of Physical Plant Administrators (APPA) Level 2 (Ordinary Tidiness) by the contractor. APPA Level 2 is defined as;

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days' worth of dirt, dust, stains or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges and fingerprints are noticeable with close observation.
- Washroom and shower tile and fixtures gleam and are odor-free, and supplies are adequate.
- Trash containers and pencil sharpeners are empty, clean and odor-free.

This is the level at which cleaning should be maintained. A lower level for washrooms, changing/locker rooms, and similar type facilities is not acceptable.

Quarterly service evaluations surveys shall be submitted to facility Principal or designee to review level of service and customer satisfaction. Surveys grades are expected to maintain at least a 4 on a scale of 1-5. Any survey submitted to the VISD Contract administrator with score below 4 will also be accompanied by a written plan of actions to remedy deficiencies.

Contractor General Manager or zone managers are required to inspect facilities on a routine basis and submit monthly reports on compliance with APPA Level 2 guidelines.

90% compliance is expected by the district and any inspections submitted with a grade below 90% must also be accompanied by a written plan to correct deficiencies.

Records of Principal surveys and inspections shall be maintained by contractor for a minimum of 2 years and are subject to inspection or viewing by VISD administrators. Copies of surveys and inspections shall be submitted to the VISD contract administrator at each quarterly review.

## **PAYMENTS/INCREASES**

District agrees to pay Contractor the yearly price per sq. ft. Vendor has the option to increase pricing after year one using the following formula:

First Year (July 1, 2021) contract price per sq. ft.

Second Year (July 1, 2022) contract price per sq. ft. = (Year 1 proposal price per sq. ft. (less first year start up cost) - x  $1 \pm$  CPI Year End 2021)

Third Year (July 1, 2023) contract price per sq. ft. – (Year 2 price per sq. ft. x  $1 \pm$  CPI Year End 2022)

Fourth Year (July 1, 2024) contract price per sq. ft. – (Year 3 price per sq. ft. x  $1 \pm$  CPI Year End 2023)

Fifth Year (July 1, 2025) contract price per sq. ft. – (Year 4 price per sq. ft. x  $1 \pm$  CPI Year End 2024)

Note: The Consumer Price Index (CPI) is defined as the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index for all Urban Consumer (CPI-U) U.S. City Average, Dallas – Fort Worth, [year indicated]. Index Item “All Item”, Dallas – Fort Worth: 12-month. Percent Change. This report is identified by the Bureau of Labor Statistics as Report Code #9140. The 12 month period runs from July 1st through June 30th of the previous contract year.

The payment for the service within this proposal will extend over the contract period with payments invoiced every month. Each invoice amount will be determined by the amount of square feet serviced during that invoice period.

Adjusted square footages shall be provided by the District. When adding additional square footage during a contract year, new contract cost addition will be based upon the following formula:

Current year's category contract price per square foot per month X new square footage X remaining months in current year = New Contract Cost Addition.

District agrees to pay Contractor for other special cleaning services and/or work order requests, upon written approval by the District's Authorized Representative. This list might include, but is not limited to:

- Construction clean-up
- Renovation/Remodel clean-up
- Kitchen floors clean/wax annually
- Gym floors

Increase in Minimum Wage: commencing with a second Annual Period and continuing for each succeeding Annual Period thereafter, in the event of an increase in the Federal Minimum Wage, the Contract Price shall be increased on an annual basis by the actual amount of the resultant increase in labor cost to Contractor related to not only wages, but FICA, FUTA, General Liability and Workers Compensation. Only these costs may be passed through to the District. VISD reserves the right to review any and all documents, calculations, and justifications associated with proposed pass through costs for increases in Minimum Wage.

**PLEASE USE PRICING BASED UPON THE \$15 BEGINNING PAY WITH CURRENT BENEFITS.**

**PLEASE SUBMIT YOUR PROPOSAL AS PRICE PER SQUARE FOOTAGE.**



## DEFINITION OF TERMS

TERM	DEFINITION
<b>Contractor</b>	Shall refer to the custodial company and/or service provider.
<b>Exhibit</b>	Shall refer to information, examples, or formats provided by vendor and/or VISD.
<b>Item</b>	Shall refer to information, or examples of information provided by the owner/VISD
<b>Owner</b>	Shall refer to Venus Independent School District (VISD)
<b>VISD</b>	Venus Independent School District

## DEFINITION OF SERVICES

<b>After Hours</b>	Weekends and holidays approved by VISD will be considered after hours.
<b>As Needed</b>	As determined by VISD.
<b>Clean</b>	Remove dirt, stains and other matter, sanitize, leave in orderly fashion consistent with VISD expectations.
<b>Damp Mop</b>	Remove additional dirt and spots with a moist cloth.
<b>Damp Wipe</b>	Remove surface dirt with a soft damp cloth.
<b>Disinfectant</b>	Wash with disinfectant cleaner or spray with disinfectant cleaner.
<b>Dust</b>	Remove surface dirt with soft treated cloth
<b>Maintenance</b>	Limited to minor repairs or replacement of items such as the following: <ul style="list-style-type: none"> <li>● Assist in moving materials</li> <li>● Report needed maintenance supplies furnished by VISD to school office.</li> <li>● Report noted maintenance deficiencies to the school office to be forwarded to the Service Center via a work order.</li> </ul>
<b>Polish</b>	Clean with a polishing compound, or rub with a dry cloth to gloss
<b>Scrub</b>	Clean with detergent, scrub brush, or floor machine.
<b>Seal</b>	Apply one or more coats of floor sealer to floors after stripping operations.
<b>Spot Clean</b>	Remove spots, fingerprints and marks by washing or using cleaning compounds
<b>Spot Mop</b>	Clean isolated areas with a damp mop.

<b>Strip</b>	Remove accumulation of wax or finish.
<b>Sweep</b>	Remove surface dirt with a broom, treated dust mop or mechanical sweeper.
<b>Vacuum Clean</b>	To sweep carpet with cleaning apparatus.
<b>Wash</b>	Remove surface and/or other accumulations with detergent or cleaning product.
<b>Wax or Finish</b>	Apply wax or finish after the surface has been stripped, scrubbed or wet mopped.
<b>Wet Mop</b>	Remove dirt with a mop thoroughly wet with cleaning solution.
<b>Wipe</b>	Remove surface dirt with a soft cloth.

#### DEFINITION OF STAFFING

<b>General Manager</b>	Communicates with Principals, sets up weekly schedules, trains and hires staff, coordinates project work with Zone Managers, and works with VISD representatives.
<b>Zone Managers</b>	General cleaning, travel from location to location- coordinate work orders, set up special events such as basketball games, concerts, night school, and meetings; follow up on complaints, inspect facilities and train staff
<b>Supervisors</b>	Coordinate with designated school personnel in each school, daily activities, periodic cleaning special events, quality control inspections and nightly cleaning.
<b>Day Lead Cleaners</b>	Police all areas, move furniture, provide emergency clean up, clean cafeteria, police outside grounds, work with principals and teachers, and open schools at designated times.
<b>Day Cleaners</b>	General policing/cleaning including restrooms, offices, and cafeteria, outside work and special assignments as set forth in specifications.
<b>Night Lead Cleaners</b>	Assist supervisor with periodic projects, cover for supervisor when absent.
<b>Night Cleaners</b>	General cleaners responsible for day-to-day cleaning of facilities under the direction of lead and supervisory personnel.

**Extra/Weekend**      Lead or supervisor covers seven days. Needs to be able to communicate with sponsors using facility during the weekend. Unlock and lock doors, turn on lights. In many instances, two or more employees will be needed. Some weeks very little overtime is needed and some weeks overtime requirements are high. The schools have several basketball tournaments during the year. Also, schools use another school's auditorium, cafeteria, and gym (An example would be an elementary school using a middle school for a fine arts presentation or graduation exercise). These activities could be classified as school or non-school functions.

## ***Cleaning Specifications***

### **I. CLASSROOMS**

#### **A. Daily (Five Days Per Week)**

1. Empty wastebaskets and replace liners
2. Spot clean all window
3. Clean and sanitize counters and sinks
4. Spot clean desktops
5. Sweep and spot mop VCT floors and rubber
6. Vacuum high traffic carpet areas and any trash on the floor
7. Spot clean carpet
8. Report to school secretary any fixtures that needs lamps replaced
9. Report roof leaks and ceiling tiles requiring replacement that have a device within the ceiling tile.

#### **B. Weekly**

1. Low dust all horizontal surfaces to hand height (6 ft), desks, tables, cabinets
2. Dust computers and monitors, clean monitor screen with feather duster
3. Dust interior window sills and blinds
4. Dust all vertical surfaces such as walls, partitions, doors and grilles
5. Spot clean walls and doors around light switches, plates, door handles and any other areas that need to be cleaned.
6. Clean marker boards and trays
7. Wet mop VCT and rubber floors
8. Vacuum entire room

#### **C. Monthly**

1. Clean window(s) inside
2. High dust above hand height including sills, moldings, ledges, shelves, frames, cabinets, storage units, air conditioning diffusers and return air vents
3. Remove dust and cobwebs from ceiling areas and lights
4. Damp clean baseboards and window sills
5. Remove dead bugs from light fixtures up to 12 ft
6. Clean and sanitize desks, tables, and counter tops
7. High speed buff VCT floors

8. Clean air conditioning diffusers and return vents

**D. Annually**

1. Clean interior and exterior windows and glass partitions
2. Clean interior window sills and blinds
3. Clean and sanitize entire surfaces of desks, chairs and tables, counters and sinks
4. Clean marker boards and trays
5. Clean surfaces of teachers cabinets and storage units
6. Remove dust and cobwebs from ceiling areas
7. Machine scrub and strip VCT floors and reseal
8. Clean carpeting
9. Clean light fixtures, reflectors and lenses
10. Clean walls and remove staples

**II. SCIENCE AND ART LABS**

**A. Daily (Five Days Per Week)**

1. Empty wastebaskets and replace liners
2. Spot clean all windows
3. Clean and sanitize counters, sinks, demo tables, goggles cabinets, eye wash station and emergency shower station.
4. Spot clean tables
5. Sweep and spot mop VCT and rubber floors
6. Report to school secretary any fixtures that needs lamps replaced
7. Report roof leaks and ceiling tiles requiring replacement that have a device within the ceiling tile.

**B. Weekly**

1. Low dust all horizontal surfaces to hand height (6 ft), desks, tables, cabinets
2. Dust computers and monitors, clean monitor screen
3. Dust interior window sills and blinds
4. Dust all vertical surfaces such as walls, partitions, doors and grilles
5. Spot clean walls and doors around light switches, plates, and door handles
6. Clean marker boards and trays
7. Sweep and wet mop storage rooms, kiln rooms and lab prep rooms
8. Wet mop VCT and rubber floors

**C. Monthly**

1. Clean window(s) inside
2. High dust above hand height including sills, moldings, ledges, shelves, frames, cabinets, storage units, air conditioning diffusers and return air vents
3. Remove dust and cobwebs from ceiling areas and lights

4. Damp clean baseboards and window sills
5. Remove dead bugs from light fixtures up to 12 ft
6. Clean and sanitize desks, tables, and counter tops
7. High speed buff VCT floors
8. Clean air conditioning diffusers and return vents
- D. **Annually**
  1. Clean interior and exterior windows and glass partitions
  2. Clean interior window sills and blinds
  3. Clean and sanitize entire surfaces of desks, chairs and tables, counters and sinks
  4. Clean marker boards and trays
  5. Clean and polish surfaces of teachers cabinets and storage units
  6. Remove dust and cobwebs from ceiling areas
  7. Machine scrub and strip VCT floors and reseal, do not seal the floor mounted electrical and data outlets
  8. Clean light fixtures, reflectors and lenses
  9. Clean walls and remove staples
  10. Clean storage rooms, kiln rooms and science prep rooms

### III. **OFFICES, WORK ROOMS, COPIER ROOMS**

#### A. **Daily (Five Days Per Week)**

1. Empty wastebaskets and replace liners
2. Spot clean all window glass and glass partitions
3. Dust clean all horizontal surfaces, including desks, files, window sills, pictures, tables, telephones, etc., being careful not to disturb papers on these surfaces
4. Clean all glass furniture tops, damp wipe and polish as necessary
5. Sweep and spot mop VCT and rubber floors
6. Vacuum high traffic carpet areas
7. Spot clean carpet
8. Report to school secretary any fixtures that needs lamps replaced
9. Report roof leaks and ceiling tiles requiring more than one cut

#### B. **Weekly**

1. Dust all picture frames, charts, graphs and similar wall hangings not reached in nightly cleaning.
2. Dust computers and monitors. Clean monitor screen with feather duster
3. Dust all vertical surfaces such as walls, partitions, doors and grilles
4. Dust window sills and frames

5. Spot clean walls and doors around light switches, plates, and door handles
6. Wet mop VCT and rubber floors
7. Vacuum all carpet areas

#### **C. Monthly**

1. Clean interior window(s) and glass partitions
2. High dust above hand height (6 ft) including sills, moldings, ledges, shelves, frames, cabinets, storage units, air conditioning diffusers and return air vents
3. Remove dust and cobwebs from ceiling areas and light fixtures
4. Damp clean baseboards and window sills
5. Remove dead bugs from light fixtures up to 12 ft
6. High speed buff VCT floors
7. Clean air conditioning diffusers and return air vents

#### **D. Annually**

1. Clean all interior and exterior windows and glass partitions
2. Clean interior window ledges and blinds
3. Clean surfaces of desks, cabinets, chairs and tables
4. Remove dust and cobwebs from ceiling areas
5. Machine scrub and strip VCT floors and reseal
6. Clean carpet ( hot water extraction)
7. Clean light fixtures, reflectors and lenses
8. Clean walls and remove staples

### **IV. LOUNGE, MULTI PURPOSE ROOMS, AND COMMUNITY ROOMS**

#### **A. Daily (Five Days Per Week)**

1. Empty wastebaskets and replace liners
2. Spot clean all window glass and glass partitions to hand height (6 ft)
3. Dust furniture, including desks, chairs, and tables
4. Dust interior window ledges
5. Damp clean counter tops
6. Damp clean table tops
7. Damp clean vending machines
8. Sweep and spot mop VCT and rubber floors
9. Vacuum high traffic carpet areas
10. Spot clean carpet
11. Report to school secretary any fixtures that needs lamps replaced

12. Report roof leaks and ceiling tiles as previously stated.
13. Report broken or defective items

**B. Weekly**

1. Low dust all horizontal surfaces to hand height (6 ft)
2. Damp clean baseboards
3. Damp clean window ledges
4. Spot clean walls and doors around light switches, plates, and door handles
5. Wet mop VCT floors
6. Vacuum carper areas

**C. Monthly**

1. Clean window(s) inside
2. High dust above hand height (6 ft) all horizontal surfaces including shelves, moldings, ledges, pipes, ducts, heating outlets, etc.
3. Remove dust and cobwebs from ceiling areas and lights
4. Remove dead bugs from light fixtures up to 12 ft
5. Dust blinds
6. Clean and sanitize table tops, counter tops and sinks
7. Clean interior of microwaves, refrigerators and dishwashers
8. High speed buff VCT floors
9. Clean air conditioning diffusers and return air vents

**D. Annually**

1. Clean interior and exterior windows and glass partitions
2. Clean window sills and blinds
3. Clean and sanitize surfaces of tables, counters and sinks
4. Damp clean all washable furniture
5. Clean and polish surface of cabinets
5. Remove dust and cobwebs from ceiling areas
6. Machine scrub and strip VCT and rubber floors and reseal
7. Clean carpet ( hot water extraction)
8. Clean light fixtures, reflectors and lenses
9. Clean walls and remove staples

**V. LIBRARY**

**A. Daily (Five Days Per Week)**

1. Empty wastebaskets and replace liners

2. Clean entry glass, windows and glass partitions
3. Dust clean all horizontal surfaces, including desks, files, window sills, pictures, tables, telephones, etc., being careful not to disturb papers on these surfaces
4. Dust interior window sills
5. Spot clean desk and table tops
6. Sweep and spot mop VCT and rubber floors
7. Vacuum high traffic carpet areas
8. Spot clean carpet
9. Report to school secretary any fixtures that needs lamps replaced
10. Report roof leaks and ceiling tiles requiring more than one cut, as previously stated

**B. Weekly**

1. Low dust horizontal surfaces to hand height (6 ft)
2. Dust computers and monitors, clean monitor screen with feather duster
3. Dust and polish bookshelves, checkout desk and tables (books to remain in place)
4. Dust all vertical surfaces such as walls, partitions, doors and grilles
5. Spot clean walls and doors around light switches, plates, and door handles
6. Clean smart boards and trays with approved cleaner
7. Wet mop VCT and rubber floors
8. Vacuum all carpeted areas

**C. Monthly**

1. High dust above hand height, including sills, moldings, ledges, shelves, cabinets, storage units, air conditioning diffusers and return air vents
2. Damp clean baseboards and window sills
3. Remove dust and cobwebs from ceiling areas
4. Remove dead bugs from light fixtures up to 12 ft
5. High speed buff VCT floors
6. Clean air conditioning diffusers and return air vents

**D. Annually**

1. Clean interior and exterior windows and glass partitions
2. Clean interior window sills and blinds
3. Clean and sanitize desks, tables, chairs and counters
4. Remove dust and cobwebs from ceiling areas and corners
5. Machine scrub and strip VCT floors and reseal
6. Clean all carpet (hot water extraction)
7. Damp clean all washable furniture
8. Clean light fixture reflectors and lenses
9. Clean walls and remove staples



## **VI. COMMON AREAS – INSIDE & OUTSIDE**

### **A. Daily (Five Days per Week)**

1. Keep all sidewalks free of gum and debris
2. Pick up all trash from building to street
3. Clean glass doors and store front at main entrance and office
4. Spot clean other glass partitions and doors
5. Clean and sanitize water fountains
6. Dust horizontal surfaces including desks, tables, files, sills and pictures
7. Sweep and spot mop VCT and rubber floors
8. Vacuum carpet
9. Spot clean carpet
10. Vacuum walk-off mats
11. Clean under entrance mats daily, inside and out
12. Report to school secretary any fixtures that needs lamps replaced
13. Report roof leaks and ceiling tiles requiring more than one cut, as previously stated
14. Dust vents up to 12 ft tall
15. Empty and wipe clean entrance trash receptacles to curb
16. Report broken or defective items
17. Raise and Lower flags
18. Report any problems with any exterior doors.
19. Report any landscape and irrigation issues observed.

### **B. Weekly**

1. Dust window sills and frames
2. Dust all vertical surfaces such as walls, partitions, doors and grilles
3. Dust all picture frames, charts, graphs and similar wall hangings not reached in nightly cleaning.
4. Clean glass at other exterior and interior hallway entrances
5. Spot clean walls and doors around light switches, plates and door handles
6. Sanitize water fountains
7. Wet mop VCT and rubber floors
8. High speed buff VCT floors

### **C. Monthly**

1. High dust above hand height (6 ft) all horizontal surfaces including shelves, moldings, ledges, pipes, air conditioning diffusers and return air vents

2. Remove dust and cobwebs from ceiling areas and interior/exterior light fixtures
3. Damp clean baseboards and window sills
4. Remove dead bugs from light fixtures up to 12 ft
5. Pressure wash entrances
6. Clean walk off mats
7. Clean air conditioning diffusers and return air vents

**D. Annually**

1. Clean all interior and exterior windows and glass partitions
2. Clean interior window sills and blinds
3. Clean and polish surfaces of desks, tables, cabinets and chairs
4. Remove dust and cobwebs from ceiling areas and light fixtures
5. Clean walls and remove staples
6. Clean light fixtures reflectors and lenses
7. Machine scrub and strip VCT floors and reseal
8. Clean carpets (hot water extraction)
9. Hot pressure wash all exterior entrance ways and awnings/overhangs
10. Dust interior window ledges
11. Deep clean walk-off mats

**VII. RESTROOMS**

**A. Daily**

1. Check restrooms throughout the school day
2. Empty wastebaskets and replace liners
3. Clean, sanitize, and polish all vitreous fixtures including toilet bowls, urinals, and hand wash basins
4. Clean and polish chrome fittings
5. Clean and sanitize toilet seats
6. Clean and polish glass and mirrors
7. Wash and sanitize exterior of containers
8. Dust stall partitions
9. Remove spots, marks, stains, and splashes from wall areas
10. Spot clean partitions
11. Sweep floors
12. Damp mop floors with germicidal disinfectant
13. Re-supply expendable restroom dispensers
14. Remove fingerprints from doors, frames, light switches, kick plates, plush plates, handles, railings, etc.

15. Report to school secretary any fixtures that needs lamps replaced
16. Report ceiling leaks and ceiling tiles requiring more than one cut, (as previously stated)
17. Report **any** broken or defective items related to but not limited to plumbing, hardware or any unusual odors.

**B. Weekly**

1. Clean all vertical surfaces such as walls, partitions, doors and grilles
2. Dust all light fixtures, vents, louvers and air conditioning diffusers
3. Pour 1 gallon of clean water down floor drains

**C. Monthly**

1. High dust above hand height (6 ft) all horizontal surfaces including shelves, moldings, ledges, pipes, air conditioning diffusers and return air vents
2. Remove dust and cobwebs from ceiling areas
3. Wash and sanitize stall partitions
4. Machine scrub floors with germicidal disinfectant
5. Remove dead bugs from light fixtures up to 12 ft

**D. Annually**

1. Steam clean and sanitize walls, floors, partitions, toilets, urinals and hand wash basin.
2. Clean light fixture reflectors and lenses
3. Remove dust and cobwebs from ceiling areas and corners

## **VIII. GYMNASIUM**

**A. Daily (Five Days Per Week)**

1. Empty wastebaskets and replace liners
2. Spot clean walls and doors around light switches, plates and door handles
3. Dust mop floors
4. Spot mop VCT rubber and tile floors at entrances
5. Report broken or defective items found during normal duties

**B. Weekly**

1. Remove all trash and debris under in and around bleachers
2. Low dust all horizontal surfaces to hand height
3. Sweep baseboards
4. Clean and sanitize water fountains

**C. Monthly**

1. High dust above hand height all horizontal surfaces including shelves and Moldings
2. Remove dead bugs from light fixtures up to 12 ft

**D. Annually**

1. Wash all windows and glass partitions
2. Thoroughly clean and dust under and behind bleachers
3. Damp wipe bleacher seating area
4. Sweep and spot clean aisles and foot spaces in bleacher
5. High dust air conditioning ducts, sills and high walls
6. Clean and vacuum (hot water extraction) carpet walls

**OFFICES**

See instructions Section II. Offices

**RESTROOMS**

See instructions Section VI. Restrooms

**LOCKER ROOMS**

**A. Daily**

1. Sweep, wet mop and disinfect all flooring
2. Wash and polish all mirrors, power shelves, bright work, and enameled surfaces, etc., including but not limited to flush valves, piping, faucets, handles and toilet seat hinges
3. Wash, disinfect and wipe dry both sides of all toilet seats
4. Wash and disinfect all basins, bowls, urinals and showers
5. Wipe clean all toilet tissue, soap, towel and sanitary napkin dispensers and disposal units
6. Clean underneath sinks, bowls and urinals
7. Fill toilet tissue holders, soap dispensers and paper towel dispensers
8. Clean and disinfect all water fountains
9. Report to school secretary any fixtures that needs lamps replaced
10. Report roof leaks and ceiling tiles requiring more than one cut, as previously stated.

**B. Weekly**

1. Clean and disinfect all partitions, tile walls and enamel surfaces
2. Pour one gallon of clean water down floor drains

3. Dust all horizontal and vertical surfaces, including but not limited to walls, partitions, dispensers, all surfaces of lockers, fire extinguishers, mirrors, vents, and grilles
4. Spot clean walls and doors around light switches, plates and door handles
5. Remove dust and cobwebs from ceiling areas and light fixtures
6. Remove dead bugs from lights fixtures up to 12 ft

**C. Monthly**

1. Disinfect shower areas, and shower curtain
2. Clean and polish shower fixtures
3. Clean fronts of lockers
4. Wipe down benches
5. Remove gum and graffiti from walls and partitions
6. Clean air conditioning diffusers, return air vents and exhaust vents

**D. Annually**

1. Clean light fixtures reflectors and lenses
2. Steam clean and sanitize walls, floors, partitions, toilets, urinals and hand wash basins.
3. Remove dust and cobwebs from ceiling areas and corners

## IX. CAFETERIA

**A. Daily (Five Days Per Week)**

1. Empty trash cans and replace liners
2. Clean well around trash cans
3. Spot clean windows and glass areas
4. Dust sills and frames
5. Dust mop/sweep floors
6. Damp mop floors, including stage and stairs
7. Vacuum walk off mats
8. Clean and sanitize water fountains
9. Damp clean cafeteria tables and seats
10. Report to school secretary any fixtures that needs lamps replaced
11. Report roof leaks and ceiling tiles requiring more than one cut, as previously stated
12. Report broken or defective items
13. Set up and tear down for all events

**B. Weekly**

1. Spot clean wall and doors around light switches, plates and door handles
2. Low dust all horizontal surfaces to hand height
3. Dust vertical surfaces such as walls, partitions, doors and grilles
4. Dust blinds and sills

5. Clean interior windows and glass areas
6. Clean and sanitize cafeteria tables and seats
7. High speed buff VCT floors

**C. Monthly**

1. High dust above hand height (6 ft) all horizontal surfaces including shelves, moldings, ledges, pipes, air conditioning diffusers and return air vents
2. Clean wall surfaces to hand height
3. Damp clean baseboards and sills
4. Remove dead bugs from light fixtures up to 12 ft
5. Clean air conditioning diffusers and return air vents

**D. Annually**

1. Clean interior and exterior windows and glass partitions
2. Clean interior window sills and blinds
3. Remove dust and cobwebs from ceiling areas and corners
4. Clean and sanitize surfaces of tables and chairs
5. Machine scrub and strip VCT floors and reseal
6. Clean light fixtures reflectors and lenses
7. Clean walls and remove staples

**X. STORAGE ROOMS /JANITOR CLOSETS**

**A. AS NEEDED**

1. All storage rooms and custodial closets will be kept in a neat and orderly manner
2. Custodial material and cleaning products shall be kept in the proper containers, MSDS sheets will be onsite
3. Walls will be kept clean and free of dust and cobwebs
4. Floors will be swept and mopped on a regular basis
5. Clean air conditioning diffusers and return air vents

**B. Annually**

1. Walls and baseboards will be damp wiped
2. Machine scrub and strip VCT floors and reseal. Mop rubber floors
3. Remove dust and cobwebs from ceiling areas and corners
4. Clean light fixtures reflectors and lenses
5. Clean storage shelves

## **XI. ELECTRICAL/MECHANICAL ROOMS**

### **Electrical Rooms**

Storage is prohibited in electrical rooms per fire and electrical code.

Electrical rooms should be swept periodically

Electrical rooms should be dusted as needed to provide a dust free environment

Precautions should be taken when cleaning around electrical equipment, never open or dust inside electrical equipment

### **Mechanical Rooms**

Mechanical rooms may not be used as storage rooms or staging areas for supplies or products. Venus ISD and local campus administration is responsible for the removal of school related supplies, surplus, furniture, etc. in accordance with local, state, and federal safety guidelines.

#### **Quarterly**

1. Rooms shall be swept or dust mopped
2. Remove dust and cobwebs from walls, ceilings and corners
3. Clean light fixture reflectors and lenses

## **XII. AUDITORIUM/CAFETORIUM STAGES**

- **AFTER EACH USE** (or more frequently if need arises)
  1. Sweep and damp mop all hard surface floor areas.
  2. Vacuum carpeted areas. Spot clean carpet as needed.
  3. Remove all trash daily or after each usage.
  4. Dust mop and mop stage area as needed.
  5. Remove gum from carpet and seats.
  6. Quarterly clean control rooms, video rooms. Vacuum and mop floors, dust equipment without disturbing equipment settings.
- **SEMI-ANNUALLY** (or more frequently if needed)
  1. Dust side walls.
  2. Shampoo aisle areas as needed.
  3. Detail Clean auditorium seats.
- **ANNUALLY**
  1. High Dusting - clean and dust air ducts, vents ceiling fans, and surrounding areas.

## **STADIUMS**

**Football stadium, Baseball-Softball Complexes.**

## **PRESSBOX**

### **As Needed Per Event Schedule- Prior to Athletic Contest**

1. Empty wastebaskets and replace liners
2. Spot clean all window glass and glass partitions to hand height (6 ft)
3. Dust furniture, including desks, chairs, and tables
4. Dust interior window ledges
5. Damp clean counter tops
6. Sweep and spot mop VCT and rubber floors
7. Vacuum high traffic carpet areas
8. Spot clean carpet
9. Report to school secretary any fixtures that needs lamps replaced
10. Report roof leaks and replace ceiling tiles
11. Report broken or defective items

### **Post Athletic Event**

1. Empty waste baskets and replace liners
2. Spot clean window glass and glass partitions
3. Damp clean counter tops
4. Sweep and spot mop VCT and rubber floor
5. Vacuum high traffic areas
6. Report any broken or defective items

### **Quarterly**

1. Clean window(s) inside
2. High dust above hand height including sills, moldings, ledges, shelves, frames, cabinets, storage units, air conditioning diffusers and return air vents
3. Remove dust and cobwebs from ceiling areas and lights
4. Damp clean baseboards and window sills
5. Remove dead bugs from light fixtures up to 12 ft
6. Sweep and mop VCT floors
7. Vacuum carpet areas

### **Annually**

1. Clean interior and exterior windows and glass partitions
2. Clean and sanitize counters, tables and chairs
3. Clean walls and baseboards
4. Machine scrub and strip VCT floors and reseal
5. Clean light fixtures reflectors and lenses



6. Clean carpeting (hot water extraction method)

### **RESTROOMS**

#### **As Needed Per Event Schedule- Prior to Athletic Contest**

1. Empty wastebaskets and replace liners
2. Clean, sanitize, and polish all vitreous fixtures including toilet bowls, urinals, and hand wash basins
3. Clean and polish chrome fittings
4. Clean and sanitize both sides of toilet seats
5. Clean and polish glass and mirrors
6. Wash and sanitize exterior of receptacles
7. Dust stall partitions
8. Remove spots, marks, stains, and splashes from wall areas
9. Spot clean partitions
10. Sweep floors
11. Damp mop floors with germicidal disinfectant
12. Re-supply expendable restroom dispensers
13. Remove fingerprints from doors, frames, light switches, kick plates, plush plates, handles, railings, etc.
14. Report broken or defective items

#### **Post Athletic Event**

1. Empty wastebaskets and replace liners
2. Clean, sanitize, and polish all vitreous fixtures including toilet bowls, urinals, and hand wash basins
3. Clean and polish chrome fittings
4. Clean and sanitize toilet seats
5. Clean and polish glass and mirrors
6. Wash and sanitize exterior of waste receptacles
7. Remove spots, marks, stains, and splashes from wall areas
8. Spot clean partitions
9. Sweep floors
10. Damp mop floors with germicidal disinfectant
11. Re-supply expendable restroom dispensers
12. Report broken or defective items

#### **Quarterly**

1. Clean all vertical surfaces such as walls, partitions, doors and grilles

2. High dust above hand height (6 ft) all horizontal surfaces including shelves, moldings, ledges, pipes, air conditioning diffusers and return air vents
3. Remove dust and cobwebs from ceiling areas
4. Machine scrub floors with germicidal disinfectant
5. Remove dead bugs from light fixtures up to 12 ft

**Annually**

1. Steam clean and sanitize walls, floors, partitions
2. Clean light fixture reflectors and lenses
3. Remove dust and cobwebs from ceiling areas and corners
4. Clean grilles
5. Clean, sanitize, and polish all vitreous fixtures including toilet bowls, urinals, and hand wash basins
6. Clean and polish chrome fittings
7. Clean and sanitize toilet seats
8. Clean and polish glass and mirrors
9. Wash and sanitize exterior of receptacles

**CONCESSION STAND**

Prior to beginning of season that respective facility is designed for; the contractor will clean and sanitize the concession stand and storage areas to assist student nutrition in passing city health inspection prior to first game or scrimmage. Items included but not limited to:

1. High dust above hand height including sills, moldings, ledges, shelves, frames, cabinets, storage units, vents, and hoods
2. Remove dust and cobwebs from ceiling areas, walls, floors and light fixtures
3. Damp clean walls, baseboards and sills
4. Clean and sanitize counters, tables, equipment and food prep surfaces
5. Clean light fixtures reflectors and lenses
6. Sweep, mop and sanitize floors

**DAY STAFF RESPONSIBILITIES**

The lead custodian shall strive to contribute to the efficient operation of the school or site by performing custodial duties and act as a liaison between the evening custodial staff and District personnel. Duties include:

1. Inspect building exterior for possible unauthorized entrance or vandalism
2. Spot check classrooms and restrooms to make sure night custodians completed duties
3. Turn lights on in hallway and main restrooms at 7:00 am. Allow teachers and administrators to turn on lights in classrooms and offices when they arrive.

4. Set up cafeteria tables for breakfast
5. Raise and lower flags
6. Pick up paper and other debris inside building, school grounds and parking areas to curb or property lines.
7. Sweep entrances and walk off mats after students arrive
8. Clean glass store front at main entrance and office
9. Spot clean cafeteria after breakfast
10. Set up cafeteria, multipurpose room or gym for special events as directed by Principal
11. Clean up after sick children
12. Police restrooms throughout the day, at least three times, pick up trash and spot clean as needed
13. Set up cafeteria for lunch
14. Monitor cafeteria during lunch, police trash, clean up spills, clean tables between groups.
15. Clean tables and store after lunch
16. Sweep and mop cafeteria floor
17. Assist with delivery of storeroom materials
18. Be familiar with breaker panels and switches in case of emergency
19. Complete other small tasks or duties assigned during day by Principal
20. Advise custodians of special situations or set up for events

## VISD CLEANABLE SQUARE FOOTAGE

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<u>Facility</u>	<u>Square Footage</u>
Venus Primary School	62,349
Venus Elementary School	82,537
Venus Middle School	111,999
Venus High School	105,059
Daycare	8,760
Administration	4,965
Agriculture Facility Restrooms	500
Technology Bldg.	4,032
Transportation/Food Service (2)	4,216
Trans Maintenance Restrooms	500
Athletics Facilities	<u>23,037</u>
	407,954

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## PROPOSAL FORM

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NOTE: This proposal form must be used for proposal to be considered. Attachments can be made to this form. Failure to do so may result in disqualification.

### **BASIC REQUIREMENTS:**

All unit prices (except overtime rate per hour, first year startup costs, extended contract cost, and the performance bond) shall be computed based upon square feet established by VISD. Any work specified outside and around the facility will be included in the cost of interior square feet per year. The specifications require the Contractor to maintain clean, safe, orderly campuses.

Attended Pre-Proposal Conference?	Yes _____	No _____
Completed Tour of VISD facilities:	Yes _____	No _____

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Signature

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Date