



Stratford Public Schools
1000 East Broadway
Stratford, CT 06615

REQUEST FOR PROPOSAL

RFP No. 2017-024

Issued: June 21, 2017

Subject: Custodial Services; Facility Maintenance Services; Grounds Maintenance Services

PRE-PROPOSAL MEETING: June 28, 2017 at 9:00 am
WALK THROUGH OF SCHOOLS: June 30, 2017 at 8:00 am
DEADLINE FOR QUESTIONS: July 6, 2017 at 3:00 pm
RESPONSE TO QUESTIONS: July 11, 2017
PROPOSAL DUE: July 17, 2017 at 3:00 pm

Proposer's Initials _____

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Proposer’s Initials _____

INVITATION TO SUBMIT PROPOSAL

The Stratford School District through the Office of the Purchasing Agent, Town of Stratford, will receive SEALED PROPOSALS for Custodial Services; Facility Maintenance Services; Grounds Maintenance Services as described in the accompanying specifications, in accordance with the instructions, conditions and reservations that follow:

A. CLOSING DATE:

Proposals will be received until 3:00 pm on July 17, 2017.

Any proposal may be withdrawn prior to the above-scheduled time for receiving proposals or authorized postponement thereof. Any proposals received after the date and time specified shall NOT be considered. No proposer may withdraw a proposal within 45 days after submitting.

B. INSTRUCTIONS:

Proposers are to be submit four (4) hard copies (one original and three copies) plus one electronic version on CD or flash drive in a sealed envelope and clearly marked with the proposal number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc).

Proposals must be delivered to:
Purchasing Department
Stratford Town Hall – Rm 202
2725 Main Street
Stratford, CT 06615

C. CONDITIONS:

Surety: No proposal surety is required.

Payment: Payment options will be determined upon an award, if there is an award.

Taxes: The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

Addendums: All addendums will be posted on the town website, www.townofstratford.com. It is the responsibility of the proposer to check the website for any addendums before submitting their proposal.

F.O.B. Destination: All prices quoted must be net delivered to destination.

Conflict of Interest: No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

D. RESERVATIONS:

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

**Stratford Public Schools
Information for Proposers**

Legal Name of Company / Proposer: _____

Company Representative Name and Title: _____

Legal Address: _____

Town _____ State _____ Zip _____

Telephone _____ Fax _____

Email: _____

Statement by Proposer as to whether Proposer is the Sole Proprietor, a Partnership, a Corporation, or any other legal entity: _____

Name of individual legally authorized to bind the Proposer to a contract
(Please print or type):

Signature of same individual stipulated directly above:

Date: _____

1. OVERVIEW

The Stratford Public Schools, Stratford, Connecticut hereby is seeking Proposals from qualified providers of Custodial Services, Facility Maintenance Services, and Grounds Maintenance Services for all buildings within the School District. The meaning of these terms, for purposes of this Request for Proposals, is explained in detail in the Scope of Services.

The purpose of issuing this Request for Proposals is to assist the School District in determining whether it can meaningfully reduce the cost of custodial services while also requesting proposals for the Facility Maintenance Services and Grounds Maintenance Services. In order to fully consider all cost saving opportunities, the School District requires that Proposers separately address the specifications identified by the School District.

The Board of Education will select the Proposal, if any, which it determines, best meets the needs of the School District. A Contract will be awarded, if at all, to the responsible Contractor that provides the best value, while meeting the specifications that have been identified by the Board. The cost aspect of the Contractor Proposal is very significant, as this is the impetus for issuing the Request for Proposals. The Board will, in addition, also closely consider the proven ability of the Contractor to satisfactorily perform the Contract so that the custodial and maintenance needs of the School District are met.

It must be emphasized that acceptance of a Proposal by the Board of Education through this process does not constitute a Contract. A Contract will be developed through post- acceptance discussions between the School District and the selected Proposer. The Board of Education must formally approve execution of a Contract before the document has any legal effect.

Forms for proposal, certification, conditions, specifications, and any addenda may be obtained from the Town of Stratford website, which is:

<http://www.townofstratford.com/content/39832/39846/39929/40192.aspx>

Any deviations from these conditions or specifications must be listed on a separate sheet attached to the Proposer's detailed conditions and specifications and referred to separately in the proposals. In all cases not indicated by the Proposer as a deviation, it is understood that the conditions and specifications of the Stratford Public Schools shall apply. Proposals will be received until 3:00 P.M. on July 17, 2017 at the Town of Stratford, Purchasing Department, 2725 Main Street, Room 202, Stratford, Connecticut 06615. Interested Proposers are **required** to attend a pre-proposal conference on June 28, 2017 at 9:00 am, at Stratford Public Schools, 1000 East Broadway, Stratford, CT and walk through of schools which will be held on June 30, 2017 at 8:00 am.

Proposals will remain firm for a period of 90 days following the date of the submission and shall thereafter remain firm until the Proposer provides written notice to the Town of Stratford Purchasing Department that the proposal has been withdrawn.

The Stratford Public Schools reserves the right to consider cost, experience, and service in the custodial services field, as well as the financial responsibility and specific qualifications set out herein of the prospective Proposer, in considering proposals and awarding the contracts. The Stratford Public Schools reserves the right to waive technical defects in proposals, to reject any or all proposals, in whole or in part, and to make such awards, in whole or in part, including accepting a proposal or part of a proposal, that in its judgment will be in the best interest of the Stratford Public Schools even if such proposal is not the low cost proposal. The Stratford Public Schools also reserves the right to discuss the scope of services

with one or more Proposers and to make such modifications as the Stratford Public Schools, in its sole discretion, deems to be in its best interest.

If a Proposal is accepted and a contract is issued it will be for a five (5) year term. The contract may be extended on an annual basis for and additional five years based on the mutual agreement of the parties. The District is requesting proposals for the provision of a range of custodial services.

1.1 Instructions to Proposers

Inspect carefully all provisions of this document.

Provide all information requested, be sure to sign in all required places, and initial each page where indicated. It is the District's desire to award the contract for custodial services to one vendor, therefore preference will be given to the best comprehensive proposal that meets the District's operating and financial needs. If no proposal is being submitted on one or more of the requested proposal categories, please so indicate in each space by entering "No Proposal" wherever a price is indicated. All spaces must be completed with either a proposal amount or "No Proposal" designated. Do not enter zero (\$0) if "No Proposal" is being submitted as zero (\$0) is an amount that could be awarded by the District.

Proposers are to submit four (4) hard copies (one original and three copies), including this complete document without removing any sheets, plus one electronic version on CD or flash drive in a sealed envelope and clearly marked with the proposal number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc). Proposals must be delivered to:

Purchasing Department
Stratford Town Hall – Rm 202
2725 Main Street
Stratford, CT 06615

All materials submitted to the District pursuant to this proposal become the property of the District and will not be returned to the Proposer. The Proposer is responsible for making its own copies of any or all parts of this document for its files.

Questions pertaining to these specifications may be addressed at the pre-proposal meeting to be held on June 28, 2017, at 9:00 am at the Stratford Public Schools, 1000 East Broadway, Stratford, CT. All interested Proposers are **required** to attend as the pre-proposal conference will discuss significant information. Attendance at this meeting is restricted to a maximum of three (3) representatives per firm. The pre-proposal meeting will be held at the scheduled date and time unless road closures occur due to emergency conditions being declared. If Stratford School District schools are closed due to weather conditions, but roads remain open, the meeting will be held at the scheduled time. If the meeting is cancelled due to an emergency being declared due to road conditions, the revised meeting date will be posted on the Town's website.

It is the Proposer's responsibility to ensure that all requested information is supplied with the initial proposal. The District will reject any late submissions, and is not responsible for notifying the Proposer of any missing elements of the proposal. Proposers are also encouraged to include additional information about their services or company that will assist the Stratford Public Schools in the review of Proposals and awarding of contracts.

2. STRATFORD SCHOOL DISTRICT PROFILE

The Stratford School District is a comprehensive school district which provides a quality educational experience, addressing the unique interests and needs of its students.

The School District educates nearly 7,500 students. It operates nine (9) elementary school buildings; two (2) middle school buildings – one contains a pool; two (2) high schools; one (1) Administration Building and one (1) location which houses a program for students with special needs.

2.1 Proposal Procedures and Requirements

- 2.1.1 The date and time of proposal submission is given in the Notice to Proposers. All proposals must be submitted by this time and date, regardless of whether the District is “open” due to weather conditions.
- 2.1.2 All proposals must be submitted on and in accordance with forms provided with the Proposal Documents. All proposals must include, as a minimum, the required information as detailed in the Proposal Documents.
- 2.1.3 Where so indicated by the makeup of the Proposal Form, sums shall be expressed in clearly written (ink only) or typed figures. Pencil will not be accepted. Any corrections or changes on the submission forms made by the Proposer should be initialed by the Proposer, and must be clear and readable. The Stratford Public Schools reserves the right to interpret figures where lack of clarity of submission requires such action.
- 2.1.4 Except where specifically noted otherwise, all requested alternates must have a proposal submitted.
- 2.1.5 Proposals may not be considered which purport to qualify, limit, amend or omit any of the minimum requirements as detailed in the Proposal Documents. A determination as to the impact of any proposed change is in the sole determination of the Board.

In case of any ambiguity, inconsistency, or error in any of the Proposal Documents or of a conflict between the provision of a Proposal Document and provisions of a State or Federal Law or regulation, the Proposer is required to draw such matter to the attention of the Stratford Public Schools before he submits his/her Proposal. If the Proposer fails to draw a matter to the attention of the District, her/his proposal will be interpreted by the Stratford Public Schools, and any such interpretation shall be binding on Proposer.

2.1.6 A proposal shall include the legal name of Proposer and a statement whether the Proposer is a sole proprietor, a partnership, a corporation, or other legal entity, and shall be signed by the person or persons legally authorized to bind the Proposer to a Contract. All required signatures shall be handwritten in ink with the full name of the person executing same. No initials, stamp, photocopy or company name may be used in lieu of any required signature. A Proposal by a corporation shall also give the State of Incorporation and have the corporate seal, if any, affixed. A proposal submitted by an agent shall have a current Power of Attorney attached certifying the agent's authority to bind the Proposer. Proposer must be authorized to do business in the State of Connecticut, and must submit proof if requested by the District.

Additionally, the name(s) of the principals of the Sole Proprietorship, Partnership, Corporation, or other legal entity shall be provided to the District on the *Financial and Ownership Information Compliance* form for all those individuals whose ownership is equal to, or is greater than, ten percent (10%) of the entity. In the case of a publicly traded Corporation, the latest annual report listing all officers shall be provided in lieu of the ownership information. If the Proposer operates related companies that may provide services to the District under this proposal, information on these firms must be provided.

The Acknowledgement by Proposer form included in this document must be completed and submitted with the proposal.

2.1.7 Proposer's responses to information requested will be used to evaluate each Proposer's capability to provide proper and satisfactory custodial services as required pursuant to these Proposal Documents. Upon request of the Stratford Public Schools, a Proposer who is under consideration for an award of a contract may be required to submit additional information to support or clarify information previously provided. One or more Proposers may be asked to provide additional information, to meet with the District to discuss their proposal or to address such other issues as deemed important by the District.

2.1.8 Submissions with Proposal:

- a) Proposers will provide, along with the completed proposal package, evidence demonstrating an ability to provide school custodial services, including, if applicable, a list of any and all educational facilities which they have served during the past three years and a summary of their experience over at least three years of successfully operating a complex custodial services program in compliance with the applicable laws, rules and regulations of the State of Connecticut. In lieu of organizational experience, staff experience must be demonstrated.

- b) The Proposer must provide proof, along with the completed proposal package, that it can provide the required insurance coverage as outlined in these proposal documents. This proof can be in the form of a certificate of insurance naming the Stratford Public School District and the Town of Stratford as additional insureds showing all the requested types and levels of coverage required, or a letter from the insurance company (s) (not agent), guaranteeing what types and levels of coverage they will provide in the event the Proposer is awarded the contract. The types and levels of coverage must, of course, meet or exceed the required levels in the proposal specifications.
- c) The Proposer must submit, with the proposal, proof that the Proposer can furnish a Performance Bond for the performance of the Contract should the Board decide to accept the Performance Bond. The proof must be in the form of a bona fide letter of surety from a surety company authorized to do business in the State of Connecticut. The letter must guarantee that the surety company will provide the Performance Bond in the amount of one hundred percent (100%) of the annual contract value in the event the Proposer is awarded the contract, and the District selects the Performance Bond alternate. A determination on the acceptance of the Performance Bond alternate rests solely with the District.

2.1.9 In order to provide the required services envisioned in the Contract, Contractors must have a sufficient number of competent, trained custodial personnel. Proposers shall submit descriptions of their custodian recruitment programs, including *typical* wage and benefit information. The District is particularly interested in the approach(es) that would be undertaken by the Proposer to meet the employment and staffing requirements of this custodial system. The information provided will be an important consideration in the District's review of the Proposal.

2.1.10 All information required in the Proposal Documents, in connection with each item against which a proposal is submitted, must be provided, to constitute an acceptable proposal.

2.1.11 No alteration, erasure, or addition is to be made in the typewritten or printed matter. Any deviations from the conditions and specifications in the Proposal Documents may constitute sufficient grounds for rejection of proposal.

2.1.12 Prices and information required, except signature of Proposer, should be typewritten for legibility. Illegible or vague proposals may be rejected. All signatures must be written. Facsimile, printed, or typewritten signatures are not acceptable.

2.1.13 No charge will be allowed for federal, state, or municipal sales and excise taxes since the school district is exempt from such tax. Exemption certificates, if required, will be furnished on forms provided by the Contractor.

2.1.14 All proposals received after the time stated in the Notice to Proposers will not be considered and will be returned unopened. Amendments or withdrawals of proposals received later than that date and time will not be considered. The Proposer assumes the risk of any delay in the mail or in the handling of the mail by employees of the Town of Stratford. Whether sent by mail or by means of personal delivery, the Proposer assumes responsibility for having its proposal received by the Town's Purchasing Department on time at the place specified.

RIGHT TO ACCEPT / REJECT: AFTER REVIEW OF ALL FACTORS, TERMS AND CONDITIONS, INCLUDING PRICE, THE STRATFORD PUBLIC SCHOOLS RESERVES THE RIGHT TO WAIVE TECHNICAL DEFECTS IN PROPOSALS; REJECT ANY AND ALL PROPOSALS, IN WHOLE OR IN PART; TO RE- ADVERTISE AND INVITE NEW PROPOSALS; TO ACCEPT PARTS OF PROPOSALS FROM MORE THAN ONE PROPOSER; TO MODIFY PROPOSALS BASED UPON NEGOTIATIONS WITH THE PROPOSER(S); AND TO MAKE SUCH AWARDS, IN WHOLE OR IN PART, INCLUDING ACCEPTING A PROPOSAL OR PART OF A PROPOSAL, THAT IN ITS JUDGMENT WILL BE IN THE BEST INTEREST OF THE BOARD AND/OR TOWN OF STRATFORD EVEN IF SUCH PROPOSAL IS NOT THE LOW COST PROPOSAL.

2.1.15 The submission of a proposal will be construed to mean that the Proposer is fully informed as to the extent and character of the services, supplies, materials, or equipment required and a representation that the Proposer can furnish the services, supplies, materials or equipment satisfactorily in complete compliance with the Proposal Documents. The submission of a proposal will also mean that the Proposer is fully informed as to the laws, rules, regulations, policies, procedures, and requirements of the Federal Government, the State of Connecticut and the Stratford Public Schools, and that the Proposer will fully comply with said rules, regulations, policies, procedures, and requirements.

2.2 Proposer's Certification, Representations and Qualifications

2.2.1 The Proposer shall submit a completed *Non-Collusive Affidavit (Appendix A9)*.

2.2.2 Qualifications of Proposers: The work and services described in the Proposal Documents include the performance of activities directly affecting the safety of the students served by the District and the public generally. The District may make any investigation necessary to the District with all such information for this purpose as the District may request. **If, in the sole opinion of the District, the Proposer is not properly qualified or responsible to perform any obligations of the Contract proposal, the District reserves the right to reject its proposal.**

The Stratford Public Schools reserves the right to investigate all references and qualifications statements made by the Proposer. Upon investigation and evaluation, the Stratford Public Schools may choose to reject any proposal where the Proposer's stated qualifications are such that the Proposer may not be able to perform the custodial service in a safe and efficient manner. The following information categories will be reviewed, at a minimum, and each Proposer must supply information consistent with the detailed requirements described. The Proposer is encouraged to provide any additional information or data that further demonstrates its experience or qualifications, and/or ensures that high quality services will be provided to the District.

- a) Proposer must include a reference list, setting out the names of all Educational Facilities in which they have performed custodial services in the past three years, or are currently operating. The name and telephone number of each business official or other District liaison must be provided for each district reference listed, along with a description of the type of custodial services provided.
- b) A detailed description of the Proposer's custodial recruitment program, including specific efforts that will be used to recruit qualified personnel in Stratford must be provided. As a part of this submittal, a description of the process that will be used to meet the hiring considerations.
- c) The Proposer should supply details on the typical custodial program that would be utilized in the performance of this contract, including such items as specialized training for new and experienced custodians including specialized training for Asbestos Awareness Program; Blood-borne Pathogens, Basic General Cleaning Procedures, Infection Control, Sexual Harassment, Right-to-Know Safety, including Safety Data Sheets (SDS).
- d) The Board's preference is for one Contractor to provide all custodial services to meet the District needs. To that end, the Proposer shall provide its employment profile (years of service; title in company and training/certifications) for employees in the categories appropriate to the contract(s) being considered by the Proposer. The Stratford Public Schools requires the following as a minimum:
 - Full Time Head Custodians for every location identified by Stratford Public Schools, including coverage time requirement for each location
 - Knowledge of an educational facility and mechanical ability to identify and mitigated a possible hazard and reporting the concern to the Stratford Public School officials as designated
 - CPO® Pool & Spa Certification for Flood Middle School.
 - A group of Head Custodians for backup coverage to ensure no lapse in service
 - Custodial coverage to perform the necessary duties to prepare the

- opening of school on a daily basis – Monday through Friday
 - Custodial coverage for after school activities/sporting events; Town building rental events at school locations
 - Custodial team to perform cleaning and general maintenance such as filter changes during spring school break
 - Custodial team to perform the summer cleaning protocol which includes the maintenance of the gym floors
 - Custodial team for weekend and holiday break building checks with proper notification to Stratford Public School officials as designated for any building concern
 - Emergency Response Team for all alarms with proper notification to Stratford Public Schools officials as designated
- g) A detailed list of terminated contracts over the last three years except those contracts lost as a result of the proposal/proposal bidding process.
- h) Information identifying any pending, threatened and/or outstanding claims, legal issues, or litigation, as well as any outstanding judgments and liens against the Proposer must be provided with the proposal. If the Proposer deems such legal actions not to be material, and consistent with the normal course of business, a statement to this effect must be submitted by an authorized representative of the Proposer. The School District reserves the right to request additional information about any pending legal actions, whether disclosed in this submittal or not.
- i) A description of any bankruptcy filings by the Proposer, any related entities, or principal(s) of the Proposer, within the last seven (7) years. The School District reserves the right to reject any proposal submitted from an entity that has filed for bankruptcy protection within the past seven (7) years. This information must be submitted with the proposal.
- j) A statement as to whether the Proposer, any related entities, or principal(s) of the Proposer, has ever been denied a Performance Bond. If yes, the Proposer must provide information about the situation, the name of the bonding company that denied the bond, explanation for the denial, and what resolution was achieved. This information must be submitted with the proposal.

2.2.3 Proposers may be asked to provide, if they are being considered for a contract award, the following financial information. Failure to provide this information within 72 hours of the request by the District may result in the contract not being awarded to the Proposer.

- a) Professionally prepared (audited or reviewed) financial statements for the past three years, prepared by an independent certified public accountant.

These statements must contain financial information specific to the custodial company that is proposing on this contract, not just a consolidated financial statement for a group of companies (custodial or other) owned by the Proposer. These statements must contain all the formal parts of a financial statement, including, but not limited to, Balance Sheets, Profit & Loss Statements, Statements of Cash Flows, and the notes to the financial statements. If the company has not been financially active for the period requested, or is actually an affiliate of another company, then the Proposer should submit financial statements of the affiliates, updated interim financial reports, and parent and cross-corporate guarantees indicating that the affiliates and the Proposer will be held financially responsible for the Proposer and his/her operations.

The purpose here is to determine whether the Proposer is clearly in a financial position to take on and operate a custodial contract of this size. It is the responsibility of the Proposer to provide the financial proof that the company is financially capable of performing this contract. If the financial statements do not supply that information then the Proposer must include other documents that will provide this proof. The District may have the financial data analyzed by its independent auditor or such other financial advisor as determined by the Stratford Public Schools. If the Proposer cannot provide sufficient information to prove the Proposer has the financial capability to perform this contract, the District has the right to reject the proposal.

2.3 Interpretation of Proposal Documents

No interpretation of the meaning of the Proposal Documents or the Contract will be made to any Proposer orally. Every request for such interpretation should be made in writing or by email, addressed to Stratford Public Schools, Clarence Zachery, Chief Operating Officer, 1000 East Broadway, Stratford, Connecticut 06615, or zacheryc@stratfordk12.org, not later than 3:00 pm on July 6, 2017. Notice of any and all interpretations and any supplemental instructions will be provided to Proposers of record by the District in the form of addenda to the Proposal Documents. All addenda so issued shall be published on the Town's website at: <http://www.townofstratford.com/content/39832/39846/39929/40192.aspx> and shall become a part of the Proposal Documents. Failure of any Proposer to receive any such addendum or interpretation shall not relieve any Proposer from any obligations under his/her Proposal submitted. Proposers are required to acknowledge receipt of and conformance to all published addenda.

3 PROCESS

3.1 Selection Timeline

Stratford School District's anticipated timeline for the selection of a Contractor in connection with this RFP is:

Event	Date	Time
Issue Request for Proposal	June 21, 2017	
Pre-Proposal Meeting	June 28, 2017	9:00 am
Walk Through of Schools	June 30, 2017	8:00 am
Deadline for final questions	July 6, 2017	3:00 pm
Response to questions	July 11, 2017	
Proposal Due	July 17, 2017	3:00 pm

The School District reserves the right to modify any part of the above identified schedule.

3.2 Mandatory Pre-Proposal and Walk Through of Schools

A mandatory Pre-Proposal will be held on June 28, 2017 at 9:00 am at Stratford School District, 1000 East Broadway, Stratford, CT 06615. The walk through of schools will be held on June 30, 2017 at 8:00 am.

3.3 Requests for Clarification

Prospective Proposers may request that the School District clarify information included within this RFP. All such requests must be made in writing, preferably sent by email to Clarence Zachery, Chief Operating Officer (zacheryc@stratfordk12.org) no later than July 6, 2017 at 3:00 pm.

3.4 RFP/Proposal Information Controlling

The School District intends that the Request for Proposals (RFP) contain all necessary information and that all Proposers have equal access to information relative to the RFP. Each Proposer shall prepare its Proposal based only on the information contained in the RFP document itself, notwithstanding any information that may have been previously received. A prospective Proposer noting any inconsistency between the information contained in the RFP and any information previously received should request Clarification (refer to Section 3.3). No information communicated to or from a Proposer, either verbally or in writing, shall be effective unless contained within the RFP, an addendum to the RFP, or a written response provided by the School District to a Request for Clarification.

3.5 Addenda to RFP

If it becomes necessary to revise any part of the RFP, all addendums will be posted on the

town website, www.townofstratford.com. It is the responsibility of the proposer to check the website for any addendums before submitting their proposal.

All addenda shall become a part of the RFP. In order to avoid any miscommunication, each Proposer is expected to include as a part of its Proposal a completed *Appendix A4*, acknowledging any addenda that it has received.

3.6 Restrictions on Communication

From the issue date of the RFP until the Contract is awarded, Proposers shall not communicate about the subject of the RFP or a Proposer's Proposal with the School District, its Board of Education members, administrators or other employees, except for Requests for Clarification submitted in accordance with Section 3.3.

3.7 Irrevocability of Proposals

A Proposal, once submitted, shall not be withdrawn and shall be irrevocable for a minimum period of ninety (90) calendar days following the date and time for receipt of Proposals set forth above.

3.8 Proposal Costs

Each prospective Proposer is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a Proposal, in otherwise responding to the RFP, and for any negotiations incidental to its Proposal or the RFP. Stratford School District will not pay or assume responsibility for any such costs.

3.9 Selection

The intent and purpose of the Request for Proposals is to allow Stratford School District to optimize resources and save costs by contracting for the provision of all of the School District's Custodial and Maintenance Services. Payment of any associated taxes and obtaining and paying for any required licenses or permits will be the responsibility of the Contractor.

Stratford School District may select one or more qualified Proposers to proceed with the interview process from those submitting Proposals. The process will include the review and evaluation of the manner in which the Contractor intends to provide Custodial and Maintenance Services within the scope of this RFP. Past successful experience will be a significant factor and the references supplied by each Contractor may be contacted, as deemed necessary by the School District.

3.10 Reservation of Rights

Stratford School District reserves the right, in its sole discretion, to accept or reject any or all Proposals, in whole or in part, with or without cause. Stratford School District

further reserves the right to waive any irregularity or informality in the RFP process, as well as the right to award the Contract to other than the Proposer submitting the lowest or best financial Proposal. Stratford School District reserves the right to request additional information from any or all Proposers and also reserves the right to negotiate with the Proposers concerning their Proposals.

3.11 Release of Claims

Each Proposer, by submitting its Proposal, releases the School District from any and all claims arising out of, or related to, the RFP process and selection of a Contractor.

3.12 Performance Bond

The Proposer awarded the Contract may be required to furnish Stratford School District with a Performance Bond satisfactory to the School District in an amount equal to the Proposer's base bid for the first year of the Contract. The successful Proposer may bill Stratford School District a lump sum for the same, within the first ninety (90) days of the Contract term, with no price mark-up. The cost for the Performance Bond shall be included as an 'add alternate' on the Proposal.

The purpose of the Performance Bond requirement is to secure the faithful performance of the Contract and to financially protect Stratford School District against the cost to hire a different Contractor to fulfill the Contract requirements, if unfulfilled by the original Proposer. The awarded Contractor must deliver the required Performance Bond to Stratford School District at the time the Contract is executed.

The Performance Bond must be issued by a quality surety licensed to do business in the State of Connecticut. The bonding companies are limited to those listed on the U.S. Department of Treasury Circular 570. The U.S. Department of Treasury Circular 570 can be viewed at the following web site: <https://fms.treas.gov/c570/c570/index.html>. The School District is to be listed as an obligee on any Performance Bond.

If the School District requests that the Contractor provide a Performance Bond in one or more subsequent years of the Contract, the price increase to be paid by the School District will be limited to five (5%) percent per year.

4 PROPOSAL REQUIREMENTS

This portion of the RFP outlines the information that must be provided by each Proposer and the required format for the Proposal. Any Proposal that does not include the required information or does not otherwise conform to the format specified may be rejected.

Proposals must demonstrate an understanding of the scope of the work and the ability to accomplish the tasks set forth and must include information that will enable Stratford School District to determine the Proposer's overall qualifications. Each Proposal shall also include a transition plan to accomplish a change to a contracted service arrangement. Each Proposal may also include any other information that the Proposer feels is significant to enable Stratford School District to make an informed decision relative to the Proposal.

Any exceptions to the terms and conditions contained in the RFP or the Contract, or any other special considerations or conditions requested or required by the Proposer, shall be clearly identified by the Proposer and be submitted as part of its Proposal. The Proposer shall include an explanation of the reason(s) such terms and conditions cannot be met. Each Proposer will be required to meet the RFP requirements in their entirety. All pricing factors must be clearly indicated in the Proposer's pricing schedule provided as part of the Proposal.

4.1 Proposal Format

Forms must be completed and submitted in order for a Proposal to be considered.

4.1.1 Introductory Letter

Proposers should provide a letter on the entity letterhead which serves as an introduction to the entity.

4.1.2 Appendices (Required)

4.1.2.1 Appendix A1 and A 2: Bid Summary

Proposers must complete Bid Summary, clearly identifying Proposer's pricing – A1 - vendor supplying all supplies and equipment and A-2 – Stratford Public Schools supplying all supplies and equipment

4.1.2.2 Appendix A3: Bid Signature Form

Proposers must complete the official Bid Signature Form

4.1.2.3 Appendix A4: Proposer's Signed Acceptance Form; Acknowledgment of Addenda

Proposers must complete the Proposer's Signed Acceptance Form, which includes acknowledgement of the receipt of any addenda to the RFP.

4.1.2.4 Appendix A5: Proposer Background Questionnaire

Proposers must complete the Proposer Background Questionnaire providing background information about their entity and the qualifications of Proposer's personnel who would be involved with Stratford School District.

4.1.2.5 Appendix A6: Subcontractors

Proposers must indicate whether subcontractors are intended to be used and, if so, provide references for the subcontractors.

4.1.2.6 Appendix A7: References

Proposers shall complete the References form, including a contact name, address, phone number, and email address for each. It is suggested that at least two (2) of such references be from other public school districts.

4.1.2.7 Appendix A8: Familial Relationship Affidavit

Proposers must provide a sworn and notarized Familial Relationship Affidavit, disclosing any familial relationship that may exist between the owner or any employee of the Contractor and any member of the Board of Education of Stratford School District or the Superintendent.

4.1.2.8 Appendix A9: Non-Collusion Affidavit

Proposers must provide a sworn and notarized Non-Collusion Affidavit.

4.1.2.9 Appendix A10: Hold Harmless Agreement

Proposers must provide a sworn and notarized Hold Harmless Agreement

4.1.2.10 Appendix A11: Financial and Ownership Information Compliance

Proposers shall complete the Financial and Ownership Information Compliance document.

4.1.3 Additional Information (Required)

The following information is also to be included within the Proposal. No particular format is required.

4.1.3.1 Organizational Chart, Chain of Command

Proposers must provide an organizational chart, reflecting the chain of command and reporting relationships within their entity.

4.1.3.2 Transition Plan

Proposers must provide a summary transition plan to transfer custodial and maintenance services from Stratford School District to the Contractor.

4.1.3.3 Staff Continuity Plan

Proposers must provide a staff continuity plan showing expected turnover rates for staff. The School District requests that the Contractor consider employing current School District personnel who express an interest in employment with the Contractor. It is understood, however, that the Contractor has exclusive decision making authority and control with regard to such employment decisions.

4.1.3.4 Workers Compensation Experience Modification Factor

Proposers must provide a Workers Compensation Experience Modification Factor on a document from the Proposer's Workers Compensation insurance carrier.

4.1.3.5 Written Statement of Current Contracts

Proposers must provide a written statement of current contracts, identifying school districts for which the Contractor is currently providing services similar to those specified in this RFP.

4.1.3.6 Custodial and Maintenance Services and Experience

Proposers must provide a statement and supporting evidence of all aspects of their custodial and maintenance capabilities. These should include human resources services and training programs for management and non-management personnel. The Proposer's initial and on-going training program shall include an itemized list of topics and the number of hours per year each of the Proposer's employees is required to complete.

4.1.3.7 Insurance Certificate

Proposers shall provide an Insurance Certificate providing evidence of ability to obtain adequate insurance coverage to protect the interests of both the Proposer itself and Stratford School District. Proposers must provide evidence of insurance, or ability to obtain insurance, in the as outlined in Section 8.4 - INSURANCE

4.1.3.8 Audited Financial Statements/Audited Financial Report

Proposers shall provide their most recent audited financial statements, which shall include a recent audited Financial Report.

4.1.3.9 Litigation/Regulatory Proceedings List

The Proposer shall provide a litigation/regulatory proceedings list, including all litigation or regulatory proceedings the company has been involved in within the last five (5) years. This information may be limited to proceedings where the Proposer has been a party to a contract with a school district for services similar to those contemplated by this RFP, or in which the Proposer's working conditions and employment practices have been alleged to violate the Occupational Safety and Health Act or other state and federal requirements.

4.1.3.10 Supplemental Information

Proposers may provide supplemental information, not listed above, which further evidences Proposer's ability to provide efficient Custodial and Maintenance Services.

4.2 Evaluation of Proposals

The Proposal must be complete, clear and concise, and include all information specified above. The following factors, not listed in order of importance, are the principal criteria by which Proposals will be evaluated:

1. Ability to meet all applicable federal and state wage and safety requirements.
2. Experience and past performance – Documentation of building cleaning experience, including at least three (3) years of experience in cleaning a minimum of 1,250,000 square feet of facilities per day.
3. Experience providing cleaning services in public and/or private school environments.
4. Experience helping public employers transition from in-house staff to privatized staff.

5. On-site manager or supervisor’s qualifications and experience.
6. Personnel – Adequacy of staff in size, availability, and experience to perform the proposed work.
7. Proposer's attendance at pre-bid meeting and facilities walk-throughs.
8. Cost control – Previous record of meeting budgets and the proposed plan for controlling costs in connection with the Stratford School District work.
9. Full and proper completion of the Proposal forms.
10. Quality and completeness of the following information:
 - Asbestos Awareness Program
 - Blood-borne Pathogens Training Program
 - Basic General Cleaning Procedures
 - Infection Control
 - Right-to-Know (and Safety Data Sheets) Written Safety Program
11. Quality of the oral presentation to the School District interview committee.
12. Quantity and nature of exceptions to the proposal specifications.
13. Training programs – The education and training programs to be provided to staff.
14. Work history/performance as reported by references.
15. Supplemental relevant information submitted by the Proposer.
16. Any other information the School District’s Proposal review team determines to be pertinent.

Stratford School District will evaluate the Proposals, based largely on the above criteria.

4.3 Oral Interview

Stratford School District may invite some or all Proposers to participate in an interview process to discuss their Proposal and to answer questions regarding the Proposal. The School District will notify the qualified Proposer contact person, listed in the Proposal, to arrange the interview.

5 CUSTODIAL AND MAINTENANCE SERVICES REQUIREMENTS

5.0 Scope of Services

5.0.1 The Contractor shall provide at the least Custodial Services with the possibility of Facility Maintenance Services, and Grounds Maintenance Service.

5.0.2 Services shall be performed between the hours listed below:

- a. Elementary Schools 2:30 pm - 11:00 pm
- b. Middle Schools 2:30 pm - 12:00 am
- c. High Schools 2:30 pm - 1:30 am
- d. Administration Office 2:30 pm – 11:00 pm
- e. Day service hours 6:30 am - 6:00 pm

5.0.3 Cleaning must be completed in a manner so as not to disrupt normal school functions as determined by Stratford Public Schools.

5.0.4 Vendors must maintain a minimum daily cleaning level 2 per Stratford Public Schools cleaning standards.

5.0.5 All methods, including but not limited to, equipment, personnel, materials, cleaning approach, etc., used in performing the work herein specified shall be in accordance with the current best practices (IEHA (International Executive Housekeeping Association) and affiliate ISSA-InterClean World Wide Cleaning Group of the building cleaning industry. Standards may be viewed at www.issa.com or www.ieha.org.

5.0.6 Vendor must have experience in APPA, Leadership in Educational Facilities level 2 or a qualifying equivalent cleaning environment.

5.1 Quality of Work and Standards of Cleanliness

5.1.1 The vendor is expected to use first quality workmanship and quality equipment, materials, and supplies in carrying out its duties. Best management practices of the building cleaning industry are required with regard to sanitation, housekeeping, safety, and public relations. Stratford Public Schools requires compliance with Stratford Public Schools cleaning standard Level 2 at a minimum. The Stratford Public Schools cleaning standards Level 1 and Level 2 are defined as follows:

Level 1:

- a. Floors and base moldings shine and/or are bright and clean, colors are fresh
- b. There is no buildup in corners or along walls
- c. All floors are swept daily
- d. All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges or fingerprints
- e. Lights and fixtures are clean (no bugs or dirt observed)
- f. Washroom and shower fixtures and tile shine and are odor free. Supplies are adequate
- g. Trash containers and pencil sharpeners hold only daily waste and are clean and odor free.

Level 2:

- a. Floors and base moldings shine and/or are bright and clean.
- b. There is no buildup in corners or along walls.
- c. All floors are swept daily.
- d. All vertical and horizontal surfaces are clean, but marks, dust, smudges and fingerprints are noticeable upon close observation.
- e. Lights and fixtures are clean (no bugs or dirt observed)
- f. Washroom and shower fixtures and tile shine and are odor-free. Supplies are adequate.
- g. Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

5.1.2 Only single level sub-contracting is allowed, and all subcontractors must be equally qualified and completely understand the scope and terms of the contract. All subcontractors must be approved by Stratford Public Schools prior to starting work under this contract.

5.1.3 Subcontractors and employees of vendor can only be badged by Stratford Public Schools under that specific contract holder.

5.1.4 All special circumstances requiring additional/revised hours must be pre-approved by the Director of Facilities Services or his designee. The sites may include, but are not limited to: elementary, middle, high School, portable classrooms, and administrative locations or a combination thereof.

5.1.5 The sites listed in this solicitation are currently covered by this agreement. Sites may be added or removed from the current roster. Stratford Public Schools is requesting an annual cost for all facilities listed on the price proposal form. Stratford Public Schools will divide this cost by 12 to determine monthly cost. Awards for additional facilities will be determined by Stratford Public Schools based on the performance and cost structure of the pool of awarded vendors. Additionally, Stratford Public Schools seeks pricing for the following scenarios:

- a. Hourly custodians with vendor supplying all supplies and equipment.
- b. Hourly custodians with Stratford Public Schools supplying all supplies and equipment.
- c. Gymnasium Floors - Summer cleaning and waxing
- d. Facilities Services
- e. Groundskeeping Services

5.1.7 All work performed by the vendor and its personnel will, at all times be subject to review and acceptance by Stratford Public Schools who reserves the right to modify these specifications at any time during the terms of the agreement and negotiate cost changes, if any.

5.1.8 The vendor shall be responsible for careless workmanship. If a task is not performed so as to produce the specified standard result, it shall be re-done at the vendor's expense. Rework shall be performed without charge and shall not interfere with nor detract from the performance of regular scheduled work.

5.2 Requirements of Personnel

5.2.1 The vendor is solely responsible for all matters concerning the recruitment, performance and retention of their employees. The vendor must fully comply with all federal, state and local laws and regulations regarding employment and immigration, including nondiscrimination, compensation, taxation,

benefits, etc.

5.2.2 Only persons, who have received the proper screening and training, prior to employment, shall be assigned duties under this contract. All contract personnel will receive training on the Stratford Public Schools Cleaning Standard system for scoring and cleaning schools at level 2 or better. Vendor must provide written documentation that any employee working at a Stratford Public Schools site has received this training.

5.2.3 All personnel shall be dressed in a manner authorized by the vendor, unless otherwise indicated by Stratford Public Schools in writing. A uniform that identifies the person as an employee of the vendor's and identification badge shall be worn at all times while working on an Stratford Public Schools site. The uniform should identify the company's name. Vendors, at their cost, shall provide uniforms to its employees that have been approved by Stratford Public Schools.

5.2.4 The vendor's employees are expected to exhibit professional, courteous conduct and an appropriate appearance at all times. Any conduct or appearance deemed inappropriate by a Stratford Public Schools representative will be grounds for removal from Stratford Public Schools property. Vendor employees are to be respectful to faculty, students and visitors; these employees are prohibited from fraternizing with these groups. Flirtatious behavior, soliciting monies, names, addresses and other such inquiries will be cause for the employee to be removed from the premises. Vendor shall assign the required staff to each location to be serviced.

5.2.5 Vendor must notify Stratford Public Schools if personnel from an assigned school will be utilized at a different location.

5.2.6 All Stratford Public Schools buildings must be staffed to achieve Stratford Public Schools cleaning standard level 2 cleaning or better. The vendor should independently determine their own required hours. Should there be a dispute in the cleaning level of an awarded school, Stratford Public Schools will use these hours as a minimum number of hours required to maintain the acceptable cleaning level of a school. A personnel badge report will be used to determine the number of man hours that are being used for a particular site.

5.2.7 Shifting of cleaning crews will only be allowed on a case by case basis following approval from a designated Stratford Public Schools representative. Stratford Public Schools must be given a one week notice of any staffing changes in order to activate badges, provide security codes and site specific keys.

5.2.8 The vendor shall designate a primary company contact within twenty four (24) hours of notice of award. This representative should be someone other than the job supervisor. They shall be available to attend the regular staff meetings of the Facilities Services department and/or meetings of the Stratford Public Schools Board of Education at the direction of the Owner's Representative designee. These meetings will be attended without any extra costs to Stratford Public Schools.

5.3 Damage, Theft, Illegal or Inappropriate Conduct

5.3.1 The vendor shall be responsible for repairing or replacing, to the satisfaction of Stratford Public Schools, any damage caused by any willful or negligent act of its employees or subcontractors. The vendor is also liable for any theft proven to be either committed by its employees or subcontractors made possible by willful or negligent action of its employees. Stratford Public Schools reserves the right to remove vendor from site based on the severity of the acts committed by the vendor's staff.

5.3.2 The vendor must reimburse any costs incurred by Stratford Public Schools due to illegal or inappropriate conduct by the vendor's employees. Such costs shall include, but are not limited to the following:

- a. Re-keying or restoring of locks; Service charges levied by security alarm vendors, law enforcement agencies, or security companies in response to false alarms;
- b. Payments to law enforcement agencies or security companies for investigations of conduct that prove an employee's inappropriate or illegal conduct;
- c. Replacement costs of items missing or damaged, due to an employee's conduct;
- d. Damages to property due to misuse of cleaning chemicals and cleaning equipment;
- e. Stratford Public Schools reserves the right to remove vendor from site based on the severity of the acts committed by the vendor's staff. The acts would be reviewed by assigned Stratford Public Schools staff members.

5.4 Parking

5.4.1 The vendor's employees may use the facility parking, when on duty. The parking shall not be used for periods of time other than the work shift.

5.5 Trash Disposal

5.5.1 Stratford Public Schools will provide containers for the vendor's use, for the disposal of waste paper, trash, and debris. The vendor shall ensure that all trash and debris, collected each day is placed in these containers on a daily basis and the lids kept closed. If there is a recycling container on the site, the vendor is required to support the recycling program by placing the approved materials in the recycling bin and not in the trash container. This is to be done on a daily basis.

5.6 Utilities

5.6.1 Stratford Public Schools will supply all utilities (electric, gas, water, and sewer) needed for custodial services for each site. Stratford Public Schools utilities shall not be used for any purposes other than for the custodial services required under this contract. Violations of this provision will be considered theft and subsequently treated accordingly.

5.7 Work Hours and Methods

5.7.1 The vendor shall clean the facilities five (5) times per week, on Monday-Friday, in accordance with the schedules issued by Facilities Services. The exception will be for days declared as official Stratford Public Schools holidays. In the event schools are not opened, or in the event schools are closed early, due to inclement weather or emergency conditions, the owner's Representative or her designee will notify the vendor of any needed adjustments. The vendor will typically be required to work in the event of such circumstances as to ensure the readiness of the facility the following day. It is expected that the vendor shall resume their regular schedule on the next available workday. Any work that was left uncompleted due to an unexpected closure must be completed along with regularly scheduled duties, on the next available workday. It is a possibility that after Stratford Public Schools reviews the submitted proposals, that the district will adopt a six (6) day cleaning schedule, Sunday-Friday.

5.7.2 In most cases, the vendor's employees will be reporting sometime after 2:30 p.m. each day (available work hours, 2:30 p.m. to 1:30 a.m.), to begin cleaning duties. Actual hours will be confirmed for each individual facility. Employees are required to complete all required items as outlined in frequency chart.

5.7.3 Vendor must notify Stratford Public Schools if they are not able to remove all trash from building due to circumstances beyond their control. The notification of disruption in service will ensure the day porters are aware of the problem and immediately be dispatched to the areas not completed.

5.7.4 All housekeeping, cleaning and maintenance duties must always be done with a minimum of disruption to normal instruction and other functions. If the vendor feels that the listed available hours for cleaning are not adequate for maintaining clean facilities, they may submit a proposed alternative schedule. Please explain the nature of the change(s) and why the change is an improvement. The vendor should not use the proposed schedule before and unless receiving written approval from Stratford Public Schools. Vendor must notify Stratford Public Schools if they are not able to complete any duties as outlined on the frequency chart due to circumstances beyond their control.

5.7.5 In the event of special evening meetings or activities occurring at the facility, as a general rule, the vendor's cleaning crews should not stay beyond 1:30 a.m. If the vendor plans or is scheduled to do weekend or holiday cleaning, the Owner's Representative or designee must approve in writing. Vendor may not work weekend or extended evening hours without written consent from Facilities Services (Stratford Public Schools). The vendor must ensure that the Stratford Public Schools School Designee and the appropriate Stratford Public Schools Facilities Services personnel are properly notified. The supervisor and vendor's staff must have this approval available on-site. Stratford Public Schools reserves the right to request and expect any adjustment to the work hours of vendor and its staff as needed by school location and situation.

5.7.6 Some Stratford Public Schools facilities have regularly scheduled evening programs or specially scheduled community activities. In such cases, it may be more productive for the vendor's crew to report and to stay later in the day/evening. The Director of Facilities Services or his designee will inform the vendor if such is the case at one of the facilities covered by this contract.

5.7.7 The vendor's employees shall not perform any services not specified in this proposal for the facility faculty and students, which are outside the scope of this contract. At no time, during the work shift, shall the Vendor's employees leave the facility premises on behalf of any Stratford Public Schools employee, student, or visitor. (NOTE: In the event of some extreme, life-or-death emergency the vendor's employee should use his/her own best judgment as to whether to assist the principal or facility administrator. Stratford Public Schools shall not incur any liability that may result from such an action.)

5.7.8 The vendor's site supervisor, after confirming that all daily requirements have been met with regards to a properly cleaned facility, shall ensure that all outside doors and windows are secured and locked daily. Vendor assumes full responsibility in the event the exterior doors and windows are not properly secured upon exiting from the facility. Furthermore, the vendor is totally responsible if the building is left in an unsecured position, including but not limited to, all doors and window being locked, setting of the burglar alarm, immediate notification to the respective assigned School Maintenance Manager office if a problem is encountered, receiving confirmation of "building secure" status from the Stratford Public Schools. Vendor or site supervisor shall coordinate with the Owner's Representative or her designee as to the appropriate times for these actions.

5.8 Procedures for Vendor Staff Changes

5.8.1 Listed below are the procedures to follow for vendor staff changes:

- a. Vendors are required to notify Stratford Public Schools when they make staff changes or add new staff within 24-48 hours. The vendor shall notify Stratford Public Schools by phone with a written follow-up notice by e-mail. The vendor shall turn in the Stratford Public Schools issued badge for the terminated employee within 72 hours of the employee being terminated.
- b. Vendor is to notify Stratford Public Schools via email of names of new personnel and the school they will be assigned to by 2:00 pm on Thursday of each week.
- c. New staff must schedule an appointment with Stratford Public Schools Human Resources department for badge, physical, drug screen and background check BEFORE STARTING ON THE JOB. This must be coordinated through the designated Stratford Public Schools Facilities Service representative.
- d. A notification from HR will be sent to facilities stating whether employee is eligible to work for Stratford Public Schools.
- e. Vendor will be notified and badges will be issued at Facilities Services, East Broadway location.

5.8.2 The vendor is responsible for being aware of when the building is occupied with others beyond the vendor's staff. It is the vendor's responsibility (via the supervisor) to notify the School Maintenance Manager or designee if there are persons in the building at the completion of the scheduled work shift. Failure to do so will constitute a "failure to properly secure" violation. The vendor assumes all liability under this situation for any damage done to the facility after the vendor has left the premises. The content of this section shall serve as the only warning with regards to this matter. This type of exposure is unacceptable and cannot be tolerated. The vendor will also be held totally responsible for any damage to the facility or its contents during the period of the deficiency. After the third occurrence, a determination will be made in regards to possible removal of the vendor from the respective facility. The alarm procedure shall be as follows:

5.8.3 Normal routine should include but not limited to:

- a. Once the building is cleaned and made ready for the next day, the contractor should walk the building and ensure all windows and doors are secure and there are no other persons in the building prior to setting the alarm.
- b. Using the provided PIN, set the alarm, noting the time and date. (Invalid PIN constitutes negligence by the vendor/contractor).
- c. It is recommended that the vendor keeps a security log with the company name, person alarming the location's name, the time and date the alarm was set, the security officer's name.

5.9 Notification of Influenza/ H1N1 Outbreaks a School

5.9.1 Following the notification of a known case of H1N1 with in Stratford Public Schools facility the vendor will be notified and will be required to conduct the following:

- a. Clean and disinfect all areas of the known case at the school/facility.
- b. Be prepared to show verification of disinfectant measures to custodial inspector.
- c. Disinfectant measures will continue until notification from the Stratford Public Schools Custodial Services Specialist to resume normal cleaning.

5.10 Supplies and Equipment

5.10.1 The vendor shall provide:

- a. All labor, supervision, equipment, materials, supplies, tools, etc. as are required for undertaking custodial services for the schools/facilities under contract.
- b. All cleaning materials and equipment to be used by the vendor are to be supplied and maintained by the vendor at its sole cost and expense.
- c. Adequate storage space for supplies and equipment will be provided for the vendor. These areas shall be kept clean and organized by the vendor.
- d. Stratford Public Schools reserves the right to provide all supplies and equipment. Stratford Public Schools may provide supplies and equipment and the vendor will provide the labor.

5.10.2 Vendor shall use environmentally safe cleaning products certified by a qualifying green seal agency.

5.10.3 Vendor must have updated equipment and said equipment must be available for inspection when requested by Stratford Public Schools personnel. All floors must be dust mopped before wet mopping using 18” or 24” dust mops for class rooms and 36” or 48” for large rooms, gyms and hallways. If upon inspection improper equipment is being used to complete a cleaning task the Stratford Public Schools staff member identifying the misuse will notify the Custodial Services Specialist.

5.10.4 All sanitary chemicals shall have UL approved label. Abrasive cleaners and polishes shall not be used routinely. When these are essential they shall be used with great care and caution.

5.10.5 The restrooms are to be stocked by the day cleaning personnel and verified by after school custodial personnel.

5.10.6 The vendor shall submit samples of these chemicals to Stratford Public Schools upon request for approval prior to implementation. The vendor shall not use any hazardous materials.

5.10.7 Prior to implementation, vendor must supply a detailed listing of all chemical to be used during the custodial services contract and the list of chemical must be approved by Stratford Public Schools prior to use in an Stratford Public Schools facility or school (approval in writing is the only acceptable method of approval). This applies to any new products that the vendor wishes to use in addition to the original list submitted.

5.10.8 Vendor will use an odor control counteractant with enzymes for restroom care. This is to help combat the smell of urine salt within the schools/facilities serviced by the vendor.

5.10.9 Vendor will use disinfectants daily in restrooms and cafeterias. This product must be kept on site at the facility/school at all times.

5.10.10 No bleach is allowed on Stratford Public Schools sites.

5.10.11 In the event that indoor air quality (IAQ) concerns develop, the vendor must be prepared to assist in the resolution of the concern by providing wet wiping, carpet extraction and removing flood waters from VCT (12 x 12 flooring) or carpet as directed by Stratford Public Schools facilities representative at no additional expense to the system. Vendor will use Stratford Public Schools approved cleaning supplies including wax and stripper products.

5.11 Floors

5.11.1 Hard surface floors shall be maintained without the accumulation of dirt in the corners and/or scuff marks throughout. Floors should be free from discoloration or build-up throughout the building and under desks, chairs, sinks, and other furnishings. All floors shall be swept free of debris and litter daily.

5.11.2 The vendor's chosen floor finish material shall provide a long-lasting appearance and meet the slip resistance requirements of Underwriters' Laboratories or other approved testing agency. Finish or sealer materials should not discolor light-colored floor materials and shall not have an objectionable odor.

5.11.3 Vendor must properly maintain floors throughout the year and during winter, spring and summer break. The vendor is required to top scrub and recoat to return the floors to a high gloss shine with six (6) coats of wax per classroom and eight (8) coats of wax per corridor to protect the floors and maintain a high-gloss shining wet look at all times. This will require the vendor to apply wax throughout the school year. During Summer Break the vendor will apply six (6) new coats of wax per classroom and eight (8) new coats of wax per corridor.

5.11.4 The EPA (Environmental Protection Agency) requires the use of the custodial closet deep sink to dispose of stripper water by flushing with warm water into the sewer system. Dumping stripper water onto ground or in storm drains is prohibited and subject to fine. Kitchen drains cannot be used to dispose of stripper water.

5.11.5 Vendor must provide with their proposal a list of all types of cleaning chemicals to be used on the different types of floors found in Stratford Public Schools facilities.

5.11.6 Vendor must submit to Stratford Public Schools for approval the brand of floor finish to be used on all floors.

5.11.7 All floors that are stripped must get approval from Stratford Public Schools before applying finish.

5.11.8 Cleaning of kitchen and cafeteria floor must include deep cleaning and not just mop clean; moreover, vendor must state the number and frequency of deep cleaning schedule.

5.11.9 Vendor should not use any dust mop treatment chemicals that leave a residue.

5.12 Carpet and Area Rugs

5.12.1 Vendor shall maintain the carpet and area rugs free of spots and soiled areas.

5.12.2 All areas shall be vacuumed on a daily basis.

5.12.3 Vendor shall maintain the carpet and area rugs free of spots and soiled areas. They shall also be spot cleaned as frequently as needed (daily if needed).

5.12.4 Carpet extraction shall be done on a monthly basis for pre-k areas.

5.12.5 Steam cleaning with a truck mount or like unit shall occur two (2) times per year during the following:

- a. Winter break
- b. Summer break.

5.13 Walls

5.13.1 Walls shall be cleaned in accordance with the schedule shown on the frequency chart.

5.13.2 Scuff marks and other marks or dirt on the walls shall be removed to maintain a clean appearance.

5.13.3 If the appearance of the wall is altered after spot cleaning the entire wall must be cleaned.

5.14 Windows and Windows Frames

5.14.1 Both inside and outside of window and window frames shall be cleaned as specified in the frequency chart. Vendor is responsible for any windows up to a height of 10 feet.

5.14.2 All windows and frames shall be cleaned in accordance with the schedules laid out in frequency chart.

5.15 Cleaning Desk and Furniture

5.15.1 Vendor must understand and will ensure their cleaning personnel understands no computer equipment is to be unplugged at any time without written approval from Facilities Services management. Vendor should have Stratford Public Schools personnel unplug all equipment.

5.16 Horizontal Surfaces

5.16.1 All horizontal surfaces, including desks, chairs, casework, and furnishings shall be kept free of dust and soil. Cleaners shall be used in a manner that imparts a glossy look, without leaving a discernible residue or without damaging the surface material.

5.17 Restrooms

5.17.1 All restroom surfaces, including toilet seats, face bowls, mirrors, vent fans, floors, walls and partitions, etc. shall be cleaned thoroughly each night with a disinfectant cleaner. They shall be maintained in a condition free of noxious odors and residues.

5.17.2 All restroom floors shall be cleaned in accordance with the schedule shown on Frequency Chart, or as often as is necessary to maintain a sanitary condition, free of noxious odors or residues.

5.17.3 All restrooms are to be deep cleaned and scrubbed weekly. Deep clean shall be done with a low speed and scrub brush or a pressure washer.

5.17.4 All trash shall be emptied on a nightly basis.

5.18 Other Appurtenances

5.18.1 Blinds, curtains, drapes, vents, fountains, stage curtains and all other appurtenances shall be cleaned as specified in the schedule frequency chart.

5.19 Mechanical and Electrical Equipment Rooms

5.19.1 These areas shall not be cleaned or entered, unless otherwise stated in the attached cleaning schedule Frequency chart. These areas should be cleaned on a semiannual basis and needs to be coordinated with the site manager.

5.20 Kitchens and Cafeterias

5.20.1 All food service kitchens shall receive a deep scrub cleaning to the walls and floors one (1) time per month. All cafeterias or other areas in which faculty or students eat food shall be cleaned in accordance with the frequency chart. Vendor must provide checkpoints to ensure kitchen areas are deep cleaned and deep scrubbed.

5.21 Summer Cleaning

It is the expectation of Stratford Public Schools that the schools will be deep cleaned and fresh wax put down during the summer. The vendor will be given a specified time period in which this is to happen. This time period will typically range from 3-4 weeks if possible, based on the schedule for school usage. Any changes to the schedule after that point will be recorded and reported to Stratford Public Schools facilities representative with reason noted. Stratford Public Schools expects this cleaning to be done in a certain specified sequence. This sequence is as follows:

5.21.1 Classrooms

- a. Area rugs removed to an area for cleaning. No dirty rugs are to be stacked on the clean furniture that is in the hallways.
- b. All trash shall be removed from the school.
- c. All furniture cleaned inside the classrooms. The cleaning of the furniture includes the removal of marks, graffiti, and gum. Once cleaned, the furniture may be moved out into the hallways. No dirty furniture is to be placed in the hallways.
- d. Do not remove computer tables or unplug any equipment.
- e. Hi-low dusting shall be performed. This is to include all light lenses and fixtures.
- f. Walls shall be wiped down and scrubbed where necessary. This is to include all spills and marks, and graffiti removed. No tape residue or staples should be remaining.
- g. Windows shall be washed. Windows shall be cleaned with no tape residue or marks remaining.
- h. All horizontal surfaces wiped down. This includes sinks and dry erase board trays.
- i. Once all other areas are complete in the classroom, the floors may be stripped. There should be no old wax, tape, or other residue or foreign objects visible on the floors once the stripping has been completed.
- j. At this time, a Stratford Public Schools representative shall be notified that the room is ready to be inspected for approval for laying wax. Once the Stratford Public Schools representative has given their approval, the vendor may proceed with the laying the 6 coats of wax on the floor.
- k. Once the wax has dried, the furniture is to be moved back into the room.

5.21.2 Hallways

- a. Hi-low dusting shall be performed. This is to include all light lenses and fixtures.
- b. Walls shall be wiped down and scrubbed where necessary. This is to include all spills and marks, and graffiti removed. No tape residue or staples should be remaining.
- c. Windows washed. Windows shall be cleaned with no tape residue or marks remaining.
- d. All horizontal surfaces wiped down. This includes any student lockers.
- e. Once all other areas are complete in the hallways, the floors may be stripped. There should be no old wax, tape, or other residue or foreign objects visible on the floors once the stripping has been completed.
- f. At this time, a Stratford Public Schools representative shall be notified that the room is ready to be inspected for approval for laying wax. Once the Stratford Public Schools representative has given their approval, the vendor may proceed with the laying the eight (8) coats of wax on the floor.

5.21.3 Restrooms

- a. Hi-low dusting shall be performed. This is to include all light lenses and fixtures.
- b. Walls wiped down and scrubbed where necessary. This is to include all spills and marks, and graffiti removed.
- c. All partitions shall be wiped down and scrubbed.
- d. All fixtures shall be wiped and scrubbed down.
- e. Windows shall be washed. Windows shall be cleaned with no tape residue or marks remaining.
- f. All horizontal surfaces shall be wiped down.
- g. Floors shall be deep cleaned and scrubbed. This deep cleaning shall be done with a low speed and grout brush or a pressure washer.
- h. Floor drains shall be cleaned.

5.22 Need Servicing

5.22.1 It shall be noted as a warning when performance is showing deterioration from the standard. Where the latter is noted, the vendor is required to take corrective action. It is the vendor's responsibility to correct the noted deficiencies within the allotted time frame.

5.22.2 Inspection and Evaluation Documentation

- a. Vendor must have a written inspection and corrective action program included with all proposals submitted;
- b. Vendor must state the inspections frequency and time table to ensure corrective actions are complete;
- c. Vendor must provide Stratford Public Schools with written documentation regarding all inspection (Time table to be determined by Stratford Public Schools);
- d. Stratford Public Schools reserves the right to adjust the time table regarding written inspections and corrective actions to be taken as required.

5.22.3 Stratford Public Schools will follow the following steps for corrective action when conducting Custodial Audits on a school or facility:

- a. Audit 1- below Stratford Public Schools standard of level 2 cleanliness, written warning and request for plan of action from vendor to bring facility back to Stratford Public Schools standards.
- b. Audit 2 –below Stratford Public Schools standards of level 2 cleanliness, request for plan of action from vendor to bring facility back to Stratford Public Schools standards.

- c. Audit 3- below Stratford Public Schools standard of level 2 cleanliness, removal from that school or facility.

5.23 Vendor Performance Indicators

5.23.1 The vendor will be evaluated based on the random audits performed by Stratford Public Schools in adherence to the Stratford Public Schools frequency charts and cleaning standards. An average score of 90% must be obtained during these random audits for the vendor to be in compliance with the contract. These audits will evaluate how well a company performs in key areas such as communication with Stratford Public Schools, quality control and following procedures according to the contract. How well a vendor performs in these key areas are to be tracked and rated on a semi annual basis using a 1-5 scale for scoring. (1 being poor and 5 being best)

5.23.2 In addition to monthly meetings, authorized Stratford Public Schools personnel shall make a written “negative performance report” each time vendor’s work performance falls below acceptable standards, as determined by Stratford Public Schools. The negative performance report shall detail each area in which the vendor’s performance is deficient. After each negative performance report is issued, the vendor will have an allotted time to demonstrate marked improvement. After the issuance of a negative performance report for substandard performance, Stratford Public Schools has the option to:

- a. Wait for a reasonable amount of time for vendor’s cure; or
- b. Terminate vendor’s services at a particular premises; or
- c. Terminate vendor’s contract with Stratford Public Schools in its entirety.

5.24 Additional Requested Services

5.24.1 Non-standard or unscheduled projects may occur. The vendor is expected to perform these services at no additional charge. Some examples of these projects are:

- a. Dignitary visits-i.e. Senatorial visit
- b. Disinfectant for health concerns

5.24.2 Emergency On-Call Services

The vendor may be required to perform emergency on-call cleaning services as requested by Stratford Public Schools. The services required may include but not be limited to the following:

- a. Floor restoration
- b. Fire and smoke damage
- c. Mold clean-up, wipe down and removal

5.24.3 Temporary Custodial Services

The vendor must provide trained temporary personnel for custodial vacancies within the Stratford Public Schools system per the following:

- a. Up to (10) ten trained custodial personnel daily for temporary fill-in for Stratford Public Schools day custodians, between the hours of 6:30 a.m. and midnight.
- b. The vendor will insure the custodial personnel are transported to and from the school or facility assigned.
- c. Custodial personnel must be in company uniform or other identifiable clothing and picture ID Badge.
- d. Custodial personnel must report to designated school or facility within two (2) hours of receiving the request.

- e. Vendor must ensure that personnel have been fully trained in best practices for school and administration building cleaning and provide verification of the machines and equipment the temporary personnel are trained to operate.
- f. Vendor must identify upfront if personnel are limited with regards to operating standard cleaning equipment.
- g. All temporary custodial staff must undergo a physical with drug screen and background check conducted by Stratford Public Schools HR Dept.
- h. Vendor must provide all necessary insurance on temporary custodial personnel.

5.25 Other Services

5.25.1 Stratford Public Schools may elect, during the term of this contract to add other facilities to the scope of this contract. Should Stratford Public Schools elect to use the vendor for emergency services; the vendor should itemize clearly the distinction between the emergency services and standard services. In all other regards, payment for contingency services or for additional services under this contract shall be handled as a regular payment.

5.25.2 Services that are not defined in the current contract but need to be incorporated into the list of vendor requirements will be added as a one-off adjustment to be quoted and processed as needed until a new contract is implemented.

5.26 Safety / Security / Criminal History Background Checks / Physical and Drug Screening

5.26.1 Stratford Public Schools policy requires that all contractors, consultants, or vendors providing services on Stratford Public Schools premises be fingerprinted and submit to a criminal record check, have physical and drug screening initiated by Stratford Public Schools prior to providing services to Stratford Public Schools. There is a fee of approximately \$125 per individual payable by money order. The payment of this fee is the sole responsibility the contractor, consultant, vendor or the employing company. Any contract awarded pursuant to this solicitation is contingent upon compliance with this requirement and a satisfactory background check / physical and drug screening as determined by Stratford Public Schools.

5.26.2 Vendor shall comply with the following:

- a. Vendor shall not employ for the services of Stratford Public Schools, any person who does not pass the drug screen or criminal history background check. No person, who has been convicted of a crime of moral turpitude, may be assigned duties under this contract.
- b. Vendor is responsible for ensuring that all workers have the correct immigration status.

5.26.3 The vendor shall provide to the Facilities Services Department, the names of **all** personnel assigned to perform services for Stratford Public Schools, **prior** to the start of work.

5.26.4 Employees and their personal items (i.e. Purses, lunch bags, etc.) may be subject to a security inspection upon entering or leaving an Stratford Public Schools facility.

5.26.5 Lunches and breaks are to be taken only in designated areas.

5.26.6 Use of Stratford Public Schools property and equipment (phones, computers, copy machines, etc.)

by employees is prohibited. The consumption of food, drinks, candy, etc. on district property that was not purchased or brought from home by employees is also prohibited.

5.26.7 Employees are not allowed to remove any items from district buildings. This includes food, trashed items, etc.

5.27 Badges

5.27.1 All vendor employees deemed eligible to perform services for Stratford Public Schools shall wear photo ID badges and clothing identifying the name of the company. Contract employees shall not report to any Stratford Public Schools school or facility at any time to perform services without an ID badge and identifiable clothing. If so, the employee will not be allowed to enter the building to perform services. Badges and identifiable clothing shall be worn at all times when on Stratford Public Schools property. Vendor must enforce the badge policy throughout the term of the awarded contract. This process also includes the use of Temporary Staffing agencies employees.

5.27.2 All vendor employees are required to badge in upon arrival for work at any Stratford Public Schools site and badge out upon leaving any Stratford Public Schools site after work.

5.27.3 All vendor employees must display Stratford Public Schools issued credentials at all times when working at any Stratford Public Schools site.

5.27.4 Upon termination of a contract employee, the vendor shall immediately retrieve the badge and identifiable clothing from the ex-employee, inform the Stratford Public Schools Director of Facilities immediately with a follow-up notification in writing, as well as, provide immediate notification to the on-site Contract Administrator, (i.e., Principal, etc.) of such, and turn in a copy of the photo identification of the respective former employee. Any property belonging to the Stratford Public Schools must be returned immediately.

5.27.5 Vendor shall require all vendor employees to sign an agreement to wear a photo ID badge when on Stratford Public Schools property. The following fines for violations: (1) \$50.00 fine for working without a badge; (2) \$500.00 fine for using a badge belonging to someone else; and (3) \$1,000.00 fine for repeatedly using a badge belonging to someone else. Stratford Public Schools shall have the right to permanently bar from Stratford Public Schools property any vendor employee that is found to have used a badge belonging to someone else on two occasions or more. Stratford Public Schools may, in its discretion, terminate the vendor's contract for repeated violations.

5.28 Keys

- a. Upon award of a contract, Stratford Public Schools may provide keys and an access code to the lead custodian, to allow entrance to and exit from the school.
- b. If keys and codes are provided, they shall be given ONLY to the lead custodian.
- c. Neither the keys nor the access codes shall be duplicated, not given to other contracted employees in the non-working supervisor's absence, unless the contractor has obtained written permission to do so from the authorized Stratford Public Schools representative.
- d. Any vendor's employee or supervisor found to have duplicated a key will be immediately removed from Stratford Public Schools property and this contract.
- e. The vendor is fully responsible for the cost of replacing lost keys, and the cost of replacing the facility locks, if this becomes necessary. Upon termination of a lead custodian or other

management staff, the vendor shall immediately retrieve the keys from the ex-employee and inform the Stratford Public Schools' Owner's Representative.

- f. Also immediately, the vendor must follow-up with written notification which shall be provided to the Owner's Representative, assigned School Maintenance Manager, and the on-site Contract Administrator.
- g. The vendor must also immediately forward the keys immediately to the Owner's Representative or her designee.
- h. The keys shall be formally reassigned and a new access code shall be given to the new lead custodian by the Stratford Public Schools.

5.29 Code Compliance/Safe Operating Environment

5.29.1 The vendor shall be solely responsible for compliance with all applicable federal, state, and local safety regulations, including training employees in the proper use of chemicals and equipment needed to perform their work. Any act or condition, created by the vendor's employees, which affects the health or safety of Stratford Public Schools faculty, students or visitors, may be grounds for immediate termination of the contract.

5.29.2 The vendor shall keep safe and clean any work and/or storage area assigned for their use. The vendor agrees to indemnify and hold harmless the Stratford Board of Education, the Stratford Public Schools, and/or their employees from any loss, claim, or liability used by the failure of the vendor or its employees to do so.

5.29.3 Whenever and wherever the vendor's work creates a potential hazard to the public (e.g. slipping or tripping), the vendor shall place appropriate barriers and warning signs to provide and ensure adequate protection.

5.30 Buildings

5.30.1 The vendor shall be responsible for training employees in the security requirements of the school or facility in which he or she is working. The vendor is also responsible for enforcing these requirements.

5.30.2 The vendor shall secure the building after completion of work or other activities. All rooms are to remain locked at all times, unless in use or being cleaned at that time. This includes locking all doors and windows.

5.30.3 In the event doors or window are left unsecured by the vendor's employees, vendor will be subject to disciplinary action as specified in section 5.23.2.

5.30.4 The building shall be locked, if left unattended; the security alarm shall be set, before leaving the school campus or administrative facility. In the event the school is occupied and the alarm cannot be set, the Vendor's supervisor must notify the Stratford Public Schools designee and the respective Region Manager prior to leaving the school campus or administrative facility.

5.31 Weapons

5.31.1 Guns, knives or any other recognized weapons or any tools or instruments intended for use, as weapons are not allowed upon Stratford Public Schools' property. Possession of a weapon on the grounds or property of the Stratford Public Schools, regardless of whether the weapon is on the person of the employee or in a location of the employee's knowledge, shall be cause for the immediate removal of the

employee from Stratford Public Schools property and from any further work under this contract.

5.32 Alcohol and Drugs

5.32.1 Possession and/or use of alcohol, tobacco or illegal drugs are prohibited on Stratford Public Schools property. Being under the influence of illegal drugs and alcohol, while on Stratford Public Schools property or grounds, is prohibited. Violation of this provision shall be cause for the immediate removal of the employee from Stratford Public Schools property and from any further work under this contract.

5.32.2 Use or possession of legally prescribed or over-the-counter medication is not prohibited. However, the vendor is cautioned to closely monitor and supervise employees taking medication, such that they will not endanger themselves or others by being unable to work effectively and safely, while under the medication.

5.32.3 Stratford Public Schools is a smoke-free and vape-free district. Both smoking and vaping are not permitted on district property at any time.

5.33 Accessing Desks and Furnishings

5.33.1 The vendor's employees shall not disturb papers on desks or on other office furnishings. They shall not open drawers of desks, furnishings, or cabinets, under any circumstances, unless otherwise directed by an authorized Stratford Public Schools representative.

5.34 Visitations

5.34.1 The vendor's employees shall not be assisted, accompanied, or visited by family, friends, or associates, during their work shift, unless specific, written authorization has been granted by an authorized Stratford Public Schools representative.

5.35 Chemicals, Equipment and Supplies

5.35.1 Wherever possible and reasonable, Stratford Public Schools will provide locked storage at each facility covered under this contract, for the vendor's use. The vendor is solely responsible for the protection and safekeeping of his/her equipment, materials and supplies.

5.35.2 The vendor must submit a list with their proposal of all chemicals that will be used at Stratford Public Schools sites, along with two copies each of their Safety Data Sheets (SDS). The vendor must also keep a list of the chemicals and SDS copies at each facility in which they are providing service.

5.35.3 Vendor will supply all cleaning materials. Vendor shall use environmentally safe cleaning products certified by a qualified green seal agency. It is a possibility that after Stratford Public Schools reviews the submitted proposals, that Stratford Public Schools will supply all supplies and equipment.

5.36 Soaps, Towels, Tissues

5.36.1 Stratford Public Schools shall supply all hand soap, paper towels, toilet tissue and storage area for cleaning equipment and supplies. These shall be made available to the vendor's employees in a designated storage area at each facility. It is a possibility that after Stratford Public Schools reviews the submitted proposals, that Stratford Public Schools will have the vendor supply all hand soap, paper towels, toilet tissue.

5.37 Inspections and Performance Evaluations

5.37.1 The vendor shall remain mindful that Stratford Public Schools expects the vendor to be proactive and to operate as a strategic partner in its effort to maintain a very high level of cleanliness within all of its facilities.

5.37.2 Stratford Public Schools does not intend to engage the services of a vendor and then be required to fulfill the vendor obligations for daily supervision, daily inspections of full compliance upon the completion of the work, verification that the performance of the cleaning duties have met the standards of the contract, securing the facility each evening, verification of the readiness of the facility for the next day, etc.

5.37.3 All awarded buildings will be inspected in accordance with the cleaning frequency chart by the awarded contractor's dedicated inspection team. The awarded vendor is expected to have a minimum of one dedicated full time certified custodial inspector per 625,000 square feet awarded. These inspectors will be inspecting and evaluating the performance of both the night and day custodians. These inspections must be documented on a Stratford Public Schools approved form or approved equivalent. The use of software by the contractor is the sole responsibility of the contractor. The results of each inspection shall be documented by the designated inspector, on a Facilities Services Inspection Report. The purpose of this document is to develop and maintain a record of the vendor's performance under this contract.

5.37.4 Stratford Public Schools will conduct random inspections of the facilities maintained by the vendor as a part of its standard operating procedures.

5.37.5 All deficiencies shall be communicated to the cleaning vendor in writing along with documented follow-up actions. All documentation shall be made available to all Stratford Public Schools personnel when requested.

5.37.6 In the event a deficiency or concern regarding the potential drop in the outlined standard is noted, a copy of respective assessment sheet identifying the deficiency shall be provided to the vendor within twenty four (24) hours of the inspection. Twenty four (24) hour turn around on non-waxing issues is strictly enforced. Floors sited for waxing or stripping will be evaluated based on the size and scope of the problem and turnaround time rendered. The sheet will denote areas of satisfactory performance and areas of unsatisfactory performance.

5.37.7 The vendor's supervisor shall meet, at a minimum, once a week with the principal, or their designee, of each of the vendor's awarded schools to discuss service level being provided.

6.2 Custodial Services Program

6.2.1 If a contract is awarded, the Contract will be awarded for a period of five (5) years. The contract may be extended for additional years based on the mutual agreement of the parties. The Contract will include custodial services and coverage for all public school locations as identified, including after school or weekend activities.

The current 2016-2017 custodial services program is utilizing the following staff

Bldg Sq Ft	Quantity	School	Title	Shift	Daily Activity
192,600	1	Bunnell High School	Head Custodian	6:30 am to 3:30 pm	
	1	Bunnell High School	Custodian	7:00 am to 4:00 pm	
	5	Bunnell High School	Night Custodians	2:30 pm to 11:00 pm	
184,766	1	Stratford High School	Head Custodian	6:30 am to 3:30 pm	
	1	Stratford High School	Custodian	7:00 am to 4:00 pm	
	5	Stratford High School	Night Custodians	2:30 pm to 11:00 pm	
166,000	1	Flood Middle School	Head Custodian	7:00 am to 4:00 pm	
		Flood Middle School	Night Custodians – Vendor		
116,200	1	Wooster Middle School	Head Custodian	7:00 am to 4:00 pm	
	4	Wooster Middle School	Night Custodians	2:30 pm to 11:00 pm	
71,853	1	Chapel Elementary	Head Custodian	7:00 am to 4:00 pm	4:00 pm to 6:00 pm
63,240	1	Eli Whitney Elementary	Head Custodian	7:00 am to 4:00 pm	4:00 pm to 6:00 pm
50,400	1	Franklin Elementary	Head Custodian	7:00 am to 4:00 pm	4:00 pm to 6:00 pm
25,900	1	Honeyspot House	Head Custodian	7:00 am to 4:00 pm	
118,400	1	Johnson Elementary	Head Custodian	6:30 am to 4:00 pm	
	3	Johnson Elementary	Night Custodians	3:00 pm to 11:30 pm	4:00 pm to 6:00 pm
39,086	1	Lordship Elementary	Head Custodian	7:00 am to 4:00 pm	
48,833	1	Nichols Elementary	Head Custodian	7:00 am to 4:00 pm	4:00 pm to 6:00 pm
85,100	1	Second Hill Lane Elementary	Head Custodian	7:00 am to 4:00 pm	4:00 pm to 6:00 pm
	1	Second Hill Lane Elementary	Night Custodian	2:30 pm to 11:00 pm	
36,000	1	Victoria Soto Elementary	Head Custodian	6:30 am to 4:00 pm	4:00 pm to 6:00 pm
40,500	1	Wilcoxson Elementary	Head Custodian	6:30 am to 4:00 pm	4:00 pm to 6:00 pm
14,600	1	Administration Building	Head Custodian	2:30 pm to 11:30 pm	Varies

6.3 Proposal Submissions

6.3.1 Once the District receives proposals, a Custodial Services Proposal Review Committee will review each element of the submission. In order to clarify certain elements of a Proposal, or in an effort to modify certain elements in order to better meet the District's needs, the Review Committee may meet with one or more Proposers to discuss their Proposals. Any changes to the Proposals that are agreed to by the Proposer will be placed in writing and acknowledged by the Proposer, and will then serve as both a formal modification to the original Proposal and as the basis for any Contract(s) awards.

6.3.2 No cash discount may be offered or quoted by any Proposer.

7. Award of Contract

- 7.1 Each proposal will be received with the understanding that its acceptance, in writing, by the School District, approved by the Board of Education, to furnish any or all of the items described shall constitute the terms of a Contract between the successful Proposer and the School District. The Board will present the final Contract to the Successful Proposer/Contractor, and these Proposal Documents, along with any agreed upon modifications, be incorporated into and made a part of the Contract.

- 7.2 The Proposer shall provide specific information on the person(s) that will provide safety and custodial training to the staff serving the Stratford Public Schools.

- 7.3 As a part of the submission required with this Proposal, the Proposer shall submit to the School District a copy of its dress code applicable to custodians and overseers.

- 7.4 Proposers are required to provide upon Contract Award vehicle information for all personnel who will be on school premises. Provide vehicle owner, make, model and license plate number for all vehicles to Vendor's personnel.

- 7.5 Transition Plan will contain information of what will be completed, when and how it will be done, and performance indicators to ensure that everything will be completed fully and timely. While the School District will provide whatever assistance it can, the responsibility for the development and implementation of the Transition Plan will rest fully with the successful Proposer.

Failure to provide a satisfactory Transition Plan within fifteen (15) days after being notified that it is eligible for the Contract(s), may cause the Contractor to forfeit its eligibility for the Contract(s).

8. SPECIFICATIONS

8.1 SCOPE

The Contractor shall provide custodial services for the Stratford Public Schools. The Custodial Services Program varies each year based upon a number of factors, including but not limited to, classroom locations, placements, and student enrollment.

The specifics of the Custodial Program are contained in Section 5

Generally, "*Custodial Services*" is intended to encompass and include the following:

- All janitorial services necessary to clean and sanitize all spaces of the School District's Facilities in accordance with this RFP, the School District's requirements and industry standards.
- Responsibility to clean, maintain, provide set ups, safeguard and service the Facilities and occupants of the Facilities.
- Perform minor maintenance at each Facility, perform snow removal of areas adjacent to each Facility as directed, which includes those maintenance duties that do not require licensed or skilled tradespersons and can be completed with the use of ladders, hand tools (powered or manual).
- The selection, evaluation, training, compensation, and retention of employees, including all labor, supervision, recordkeeping and management, necessary to clean and maintain the Facilities in accordance with this RFP and the Contract and applicable laws, regulations and ordinances.
- Effective communication with the School District including, but not limited to, the School District administration and Board of Education, building administrators, teachers and students.
- All duties and tasks set forth in the Attachments to the RFP, which are incorporated herein by reference. These shall include both daily cleaning and summer cleaning programs, except as otherwise expressly noted.
- Cleaning of seating areas, bathrooms and athletic grounds after events, including pick-up and removal of rubbish and debris.
- General painting as required by the School District.
- All Preventative Maintenance services necessary to maintain all the School District's Facilities in accordance with this RFP, the Contract, the School District's requirements, industry standards, in a safe operating condition. As used throughout this RFP and the Contract, the term "Preventive Maintenance" consists of a planned maintenance activity on the equipment/system that is designed to maintain equipment/system in the proper operating condition. This

includes, but is not limited to, cleaning, lubrication of parts, changing of filters and belts and customary adjustments of all machinery and equipment/systems. This Preventative Maintenance includes all costs for any needed labor to perform such Preventative Maintenance on the School District's equipment/systems. The School District shall approve all Preventative Maintenance prior to it being performed and the School District shall be responsible for the cost for all parts for such Preventative Maintenance.

The successful Proposer shall support School District Safety and Security Protocols, including, but not limited to:

- Carry handheld radios
- Follow secured entry procedures
- After-hours activity monitoring of schedule, unlocking door
- Alarm response – i.e. fire alarms (turn off/reset) drills, etc...
- After hour Alarm response – match current protocol of custodial response and supervisory response
- Swimming pool

Generally, "**Grounds Services**" means all labor necessary to perform mowing, weeding and edging, minor tree trimming, snow removal, athletic field striping and management of natural and artificial turf surfaces and other specified services, including, but not limited to, the following:

- Responsibility to maintain, safeguard and service the grounds of Facilities, including grass maintenance, athletic field maintenance and snow removal at the specified Facilities.
- The removal of all snow from and application of salt/ice melt to parking lots, driveways and entrances at specified Facilities.
- Perform all aspects of the Grounds Services utilizing licensed or skilled tradespersons where required by law.
- The selection, evaluation, training, compensation and retention of employees, including all labor, supervision, recordkeeping and management, necessary for the maintenance of the grounds of the Facilities in accordance with this RFP and the Contract.
- Effective communication with the School District including, but not limited to, the School District Liaison, School District administration and building administrators.
- Those duties and tasks set forth in the Attachments to this RFP which are incorporated herein by reference, as well as those set forth in the Contract.

Generally, "*Facility Maintenance Services*" encompass the following:

- All Corrective Maintenance services as requested by the School District to maintain all the School District's Facilities in accordance with this RFP, the Contract, the School District's requirements, industry standards, in a safe operating condition. As used throughout the RFP and the Contract, the term "*Corrective Maintenance*" consists of a planned or unplanned maintenance activity designed to repair/replace an entire component of the equipment/systems, and return the equipment/systems to its normal operating condition, if said component of the equipment/systems has failed or is not operating properly. The School District shall be responsible for the costs for all parts for such Corrective Maintenance. If requested, the Contractor will provide the labor for such Corrective Maintenance at no additional charge, if the Corrective Maintenance can be accomplished during Contractor's normal shifts/hours. Labor needed during non-business hours (*e.g.*, emergency) shall be at an additional charge at an hourly rate as set forth in the Contract, or as pursuant to a quoted price from the Contractor for a specific project. The School District shall approve any requested Corrective Maintenance prior to it being performed, and may elect, in its sole and absolute discretion, to contract with other outside entities to perform any necessary Corrective Maintenance. Any Corrective Maintenance performed by Contractor without prior authorization will not be paid for by the School District.
- Responsibility to maintain and service the Facilities and occupants of the Facilities.
- Perform all aspects of the Facility Maintenance Services utilizing licensed or skilled tradespersons and obtain all permits as required by, and in accordance with, all applicable laws.
- The selection, evaluation, training, compensation and retention of employees, including all labor, supervision and management necessary to maintain the Facilities in accordance with this RFP and the Contract.
- Effective communication with the School District including, but not limited to, the School District's Designee, the School District administration and building administrators.
- Utilize the School District's "Work Order System" to receive and assign "Work Orders" and Preventative Maintenance activities for the School District's Facilities in cooperation with the School District's Designee. No Preventative Maintenance shall be performed without a Work Order unless in case of an emergency approved by School District's Designee.
- Maintenance of swimming pool and related equipment.
- Manufacturers' Recommendations – The Contractor shall ensure that all

applicable equipment manufacturers' recommendations on cleaning and repair and maintenance are followed for all equipment and systems.

- The Contractor shall be responsible for providing personnel to assist the School District with accepting deliveries and moving School District property between Facilities, as requested by the School District, to accommodate scheduled functions at the Facilities.

In addition to these general specifications, the scope of the Custodial Services, Grounds Services and Facility Maintenance Services and other obligations of the Contractor are set forth in this RFP. It is the intent of these specifications that the Facilities are kept neat, clean, and safe, and in a condition that enhances the School District's educational environment at all times. These specifications should, therefore, be referred to as a minimum guide for, rather than a limitation to, the Contractor to clean, maintain, service, and safeguard the Facilities.

8.1.1 Other Items Included

Except as may be expressly provided in this RFP, Custodial Services, Grounds Services and Facility Maintenance Services shall include providing all labor, materials, taxes, permits, equipment repairs, licenses, management and clerical support necessary to clean and maintain the buildings as specified in this RFP and in the Contract.

8.2 SCHOOL DISTRICT REPRESENTATIVE

The Superintendent or his/her designee will represent the Board of Education in all matters pertaining to the performance of this Contract.

8.3 INDEMNIFICATION

The Contractor shall indemnify and hold the Board, the Town and their respective officers, employees and agents harmless from any and all loss, liability, damage, penalty, expense or fee, including attorneys' fees, or other costs or obligations which result from, or arise out of the performance of Contractor, any employee, agent or personnel or breach of the obligations of Contractor, any employee, agent or personnel under this Contract.

8.4 INSURANCE

The Contractor shall provide the following insurance:

8.4.1 The insurance carrier must be licensed to do business in Connecticut and must be rated in A.M. Best's *Insurance Guide* as a "secured carrier" with a minimum rating of "A-". A non-admitted carrier would be acceptable for sexual misconduct coverage if written on a separate policy, and may, at the District's sole discretion, be acceptable for the upper levels of excess coverage if the Contractor needed to secure multiple layers of coverage to meet the required limits.

8.4.2 The following Minimum insurance must be maintained in force during the term of the Contract by the Contractor at its own expense:

- a) Commercial General Liability with limits of at least \$1,000,000 per occurrence/\$2,000,000 aggregate. Coverage is to be provided for bodily injury, property damage, products/completed operation, personal injury and advertising injury. Coverage is to be at least equal to ISO form CG 0001. An additional endorsement, equivalent to CG 2026 or CG 2010 naming the Stratford Board of Education, Town of Stratford and any of their respective public officials, agents and employees must be included. A Waiver of subrogation in favor of the additional insured must apply.
- b) \$5,000,000 umbrella or excess liability coverage is required. Must be at least follow form over the Auto Liability, General Liability, Sexual Misconduct Liability (if separate coverage not endorsed on General Liability), and Employers Liability.
- c) The liability limits can be accomplished by a combination of primary and excess policies, if needed.
- d) Workers Compensation and Employers Liability is required covering all employees and

meeting the requirements of Connecticut law. A waiver of subrogation in favor of the Stratford Board of Education, Town of Stratford and any of their respective public officials, agents and employees must be included.

- e) Sexual Misconduct and molestation insurance must be provided with limits of at least \$1,000,000 and must include an additional insured endorsement naming Stratford Board of Education and Town of Stratford. This can be either a separate policy or as an endorsement to the General Liability. If endorsed on the General Liability, it must be clearly stated that the Automobile exclusion on the General Liability policy does not apply to this coverage.

- 8.4.3 Said policy or policies shall be primary to any policies of insurance available to the District, and the Contractor shall attempt to obtain an endorsement or other provision that contains thirty (30) days prior notice to the District of cancellation or reduction of such insurance.

The District and/or its representative retain the right to make inquiries to the Contractor, its agents or broker and insurer directly.

- 8.4.4 The limits as outlined herein are strictly minimum amounts. The District encourages the use of higher limits and assumes no liability in the event that claims are presented against the Contractor for amounts in excess of these minimum limits.

- 8.4.5 The Contractor shall deposit with the District satisfactory evidence of insurance (including renewals) showing minimum coverage as required above with proof of premiums paid up-to-date. Annual binders evidencing insurance coverage shall be provided to the Stratford Public Schools no later than August 1st of each contract year. It is the Contractor's responsibility to initiate this submission, and the lack of any specific request from the District does not eliminate the mandate. Failure to provide binders in a timely manner shall be considered a contract default.

- 8.4.6 All insurance certificates shall show the name and address of the insured Contractor, the policy number, the type of coverage, the inception and expiration dates, and it shall clearly state what, if any, coverage is excluded by special or manuscript endorsement or otherwise excepting such as appear in the standard ISO policies as they relate to this Contract. The District reserves the right to make direct inquiry to the insurance carrier for an explanation of coverage and the Contractor agrees to assist in obtaining any such desired information. Contractor acknowledges that failure to provide the mandated insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District.

- 8.4.7 In fulfilling the obligations of the Contract(s), care must be exercised by the Contractor to avoid damage to or disfigurement of the buildings, equipment, driveways, or other property of the District. The Contractor shall be required to make the necessary repairs at its expense, as soon as possible after the damage occurs, for any property damaged by the Contractor or its employees.

8.5 BOOKS AND RECORDS

The Contractor shall consent and agree to audits of any and all financial records relating to the Contract by the Stratford Public Schools. It is also understood that any records maintained by the Contractor in connection with the performance of obligations arising out of the Contract may be examined at a

mutually agreeable time by duly authorized representatives of the District, and all records shall be kept for a minimum of 3 years following expiration of the Contract. The Contractor shall also allow School District representatives proper access to cleaning and or maintenance records and for purposes of review and inspection.

8.6 CONTRACTOR'S RESPONSIBILITIES

8.6.1 Personnel Matters

All custodial personnel shall be the responsibility of the Contractor and shall be the Contractor's employees. All supervisory personnel and custodians must meet all legal and regulatory requirements for holding their respective positions, and shall in all respects be in compliance with all requirements of law, ordinance or regulations including all required licensing, training and certification. In addition, the Contractor will be responsible for fulfilling the fingerprinting requirements, background check requirements, and drug and alcohol testing requirements pursuant to all State Department of Education, State law, and Board of Education policy. (Refer to Section 5.26)

8.6.1.1 It is recognized that for the protection of the children, custodians and all other persons coming in contact with the children must be of stable personality and of the highest moral character. The District places upon the Contractor, and the Contractor agrees to accept, the full responsibility of assuring such qualities in personnel. The Contractor agrees to not allow any person to enter any of the Stratford Public Schools whose moral character is not of the highest level or whose conduct might in any way expose any child to any impropriety of word or conduct whatsoever. Nor shall the Contractor allow any person to enter any of the Stratford Public Schools who is not physically and/or emotionally capable of performing the essential functions of their job, with or without reasonable accommodation. All custodial personnel must understand and speak English. No person who is serving a sentence in a penal or correctional institution shall be employed or work under this Contract.

8.6.1.2 The responsibility for hiring and discharging personnel with respect to all obligations arising from the Contract shall rest entirely upon the Contractor, and the Contractor agrees not to enter into any agreement or arrangement with any employee, person, group or organization which will in any way interfere with the ability to comply with this requirement, except as otherwise required or permitted by law. The Contractor further agrees that the School District, solely in its discretion, shall have the right to remove, reject, or direct replacement of any manager, supervisor, or custodian.

The Board reserves the right, in the exercise of its sound discretion, to reject managers, supervisors or custodians, or to direct that they be replaced. Such custodians shall be removed from schools immediately upon notice from the Board to the Contractor.

8.6.1.3 The Contractor shall provide preferential hiring for those positions that may exist to current contracted employees who are serving the Stratford Public Schools and who choose to apply for custodial positions. These persons must meet the Contractor's employment requirements.

- 8.7 ACTS NOT IN CONTROL OF CONTRACTOR:** The Contractor shall not be held responsible for any losses resulting if the fulfillment of the terms of the Contract shall be delayed or prevented by wars, acts of public enemies, fires, floods, acts of God, or for any other acts not within the control of the Contractor, and which by exercise of reasonable diligence it is unable to prevent, except for strikes or labor unrest.
- 8.8 NO ASSIGNMENT BY CONTRACTOR:** It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of the Contract or its right, title, or interest herein, or its power to execute such Contract, or any part thereof to any person, company or corporation, without the prior written consent of the School District. A sale of stock in a corporation, a change in partners in a partnership, or a change in membership in a LLC, which results in a change in the controlling interest of the Contractor shall be an action that will be considered a contract assignment under this provision.
- 8.9 INCORPORATION OF DOCUMENTS:** All of the Proposal Documents listed in the Table of Contents to the Specifications and Proposal Forms, to include the General Conditions, Specifications, Notice to Proposer, and Addenda shall form a part of the Contract and the provisions thereof shall be binding upon the parties hereto.
- 8.10 NO WAIVER:** No action or failure to act on the part of the School District to enforce its rights or remedies under the Contract shall constitute a waiver of any right or remedy to which the School District is entitled, nor shall such action or failure to act on the part of the School District waive any duty on the part of the Contractor to perform under the Contract nor shall such action or failure to act constitute approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.
- 8.11 GOVERNING LAW:** This Contract shall be governed by, and construed and enforced in accordance with, the laws of the State of Connecticut without regard to its conflicts of laws principles.
- 8.12 FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT ("FERPA"), 20 U.S.C. 1232g:**

The Contractor and its employees must be aware of the required confidentiality of student records under federal law. Contractor and its employees may not communicate or release any personally identifiable student information to any other person without the prior consent of a School District administrator.

9. GUARANTEES BY THE CONTRACTOR

- 9.1 The District may at any time during the contract term, by a written order, require the performance of such extra work or changes in the work as it may find necessary or desirable. The School District reserves the right to add to, delete from, or otherwise change the school locations. The amount of compensation to be paid to the Contractor for any increase or decrease in work or services as so ordered shall be determined by the applicable prices, set forth in the Contract. The District shall not be liable for any extra work or increased compensation unless authorized in advance by the District's written order.
- 9.2 All material, services, and workmanship shall be subject to inspection, examination and test by the District. The selection of experts, bureaus, laboratories and/or agencies for the inspection, examination and tests of services, supplies, materials, and equipment shall be made by the District.
- The District reserves the right to reject all material, supplies and workmanship that does not meet its standards.
- 9.3 The Contractor represents, warrants and guarantees:

- 9.3.1 That Contractor is financially solvent and the Contractor is experienced in and competent to perform the type of work and to furnish the materials, supplies, and equipment to be performed or furnished by it.
- 9.3.2 That Contractor shall procure and maintain solely at its own expense Workers Compensation, Connecticut Disability Insurance, and Connecticut Unemployment Insurance in amounts as required by law for all of its employees engaged in the performance of the Contract. That it shall procure and maintain, solely at its own expense, such insurance coverages in the amounts and under the conditions set forth in Section 8.4 of the Specifications. Certificates of Insurance, where applicable, will be submitted to the District Office no later than 30 days prior to the initiation of each Contract year.
- 9.3.3 That it will comply with Federal and State Fair Labor Standards Act minimum wage standards set by law as to all of its employees while they are engaged in work under any Contract between Contractor and School District.
- 9.3.4 That it will comply with the Occupational Safety and Health Act (“OSHA”) and the “Toxic Substances Act” (“Right To Know Act”) with respect to all operations or activities on School District premises, and all other federal, state or local laws, rules or regulations concerning the handling and disposal of toxic or hazardous substances and wastes.
- 9.3.5 The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, religion, sex, national origin, ancestry, age, disability, sexual orientation, or marital status. Such action shall be taken with reference but not limited to: recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth provisions of this nondiscrimination clause.
- 9.3.6 The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, country of national origin, age, disability, sexual orientation, or marital status.
- 9.3.7 The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies.
- 9.3.8 The Contractor will comply with all Federal and State provisions for drug and alcohol testing and be responsible for any and all fines related thereto, and that Contractor will comply with the Drug and Alcohol Testing Policy of the District.
- 9.3.9 The Contractor will comply with any and all other applicable Federal, State, and/or Local laws, rules, and regulations, and the policies and procedures of the Stratford Public Schools.
- 9.3.10 That in the performance of this contract, Contractor is an independent contractor, the School District

being interested having the custodial services performed and with the potential of Facilities Maintenance and Grounds Maintenance. For all purposes of this contract, all custodians and others engaged by Contractor for the performance of this contract shall be considered employees of Contractor and not the Stratford Public Schools, unless otherwise specifically designated by the District. In certain instances the District may employ

The Contractor(s) shall maintain records during the term of the Contract(s) and for 3 years thereafter of the daily services provided to the District on a school by school basis, and shall submit such records upon request by the District for audit in support of each of the monthly invoices.

STRATFORD B.O.E SCHOOL INFORMATION – Attachment A

SCHOOL	ADDRESS	Square Footage	PHONE	Reg Hours	Extended Hours	Grade	Gym Flooring
ADMINISTRATION CENTER	1000 East Broadway	14,600	385-4210	8:00 am to 4:30 pm	Evening Meetings as scheduled	Administrative	Not Applicable
BUNNELL High School	1 Bulldog Blvd.	192,600 **Includes 4 modulars**	385-4250	7:40 am to 2:10 pm	Sporting Events as Scheduled	9th - 12th	Main Gym - Oil Based Aux Gym - Oil Based
CHAPEL Elementary School	380 Chapel Street	71,853	385- 4192	8:45 am to 3:15 pm	After School Program 4:00 pm to 6:00 pm	K - 6th	Gym - Oil Based
ELI-WHITNEY Elementary School	1130 Huntington Rd.	63,240 **Includes 2 modulars**	385-4198	8:45 am to 3:15 pm	After School Program 4:00 pm to 6:00 pm	K - 6th	Not Applicable
FLOOD Middle School	490 Chapel Street	166,000	385-4280	8:15 am to 2:45 pm	This School Has the Pool for the Town of Stratford - used as scheduled and for school swim practice and meets	7th - 8th	Main and Aux Gym - Water Based
FRANKLIN Elementary School	1895 Barnum Ave.	50,400	385-4190	8:45 am to 3:15 pm	After School Program 4:00 pm to 6:00 pm	PreK - 6th	Not Applicable
HONEYSPOT Special Needs Program	55 Fotch Street	25,900	385-4188	7:40 am to 2:10 pm		IPP Program	Not Applicable
JOHNSON HOUSE Elementary School	719 Birdseye Street	118,400	385- 4180	8:45 am to 3:15 pm	Before School Program begins at 6:30 - also has After School Program from 4:00 pm to 6:00 pm	3rd - 6th	Gym - Water Based
LORDSHIP Elementary School	254 Crown Street	39,086 **Includes 2 modulars**	385- 4170	8:45 am to 3:15 pm		K - 6th	Not Applicable
NICHOLS Elementary School	396 Nichols Ave.	48,833 **Includes 2 modulars**	385- 4294	8:15 am to 2:45 pm	After School Program 4:00 pm to 6:00 pm	K - 6th	Not Applicable

SCHOOL	ADDRESS	Square Footage	PHONE	Reg Hours	Extended Hours	Grade	Gym Flooring
SECOND HILL Elementary School	65 Second Hill La.	85,100	385- 4292	8:45 am to 3:15 pm	After School Program 4:00 pm to 6:00 pm	PreK - 6th	Gym - Water Based
STRATFORD HIGH SCHOOL High School	45 North Parade St.	184,766 **Includes 2 modulares**	385-4230	7:40 am to 2:10 pm	Sporting Events as Scheduled	9th - 12th	Main Gym - Oil Based Aux Gym - Water Based
VICTORIA SOTO Elementary School	699 Birdseye	36,000	375-2206	8:45 am to 3:15 pm	Before School Program begins at 6:30 - also has After School Program from 4:00 pm to 6:00 pm	PreK - 2nd	Gym - Water Based
WILCOXSON Elementary School	600 Wilcoxson Ave.	40,500	385- 4196	8:15 am to 2:45 pm	After School Program 4:00 pm to 6:00 pm	K - 6th	Gym - Water Based
WOOSTER Middle School	150 Lincoln Street	116,200	385-4275	8:15 am to 2:45 pm	Sporting Events as Scheduled	7th - 8th	Gym - Water Based

Stratford Public Schools - Frequency Chart – Attachment B

AREA	DAY PORTER	NIGHTLY	AS NEEDED	WEEKLY
GROUNDS (if applicable)				
I. Policing				
-Pick up paper (perimeter of facility)	X			
- Empty trash cans (perimeter of facility)	X			
- Sweep/Blow (all entrance/exit to facility)	X			
- Sweep/Blow (sidewalks leading to main entrance of facility)	X			
-Empty trash cans (parking lots, fields, etc.)	X			
CAFETERIAS				
I. Ceilings				
- Remove cobwebs/dust			X	
2. Light fixtures				
- Dust			X	
- Damp clean/Wipe down thoroughly			X	
3. Vents, Horizontal Surfaces				
-Dust			X	
- Damp clean/Wipe down thoroughly			X	
4. Blinds or Shades				
- Dust			X	
- Damp clean/Wipe down thoroughly			X	
- Clean windows	X			
5. Walls and Doors				
- Spot wash-remove marks & scuffs	X			
- Clean glass	X	X		
- Wash thoroughly			X	
- Clean & disinfect push plates, knobs, handles			X	
- Clean/polish kick plates			X	
6. Sinks, Counters, Water fountain				
- Disinfect and clean	X	X		
7. Furniture and Equipment				
- Wash tables thoroughly & disinfect. Remove gum.	X	X		
8. Trash Can				
- Empty and replace liners.	X			
-Wash thoroughly & disinfect	X			X
9. Baseboards				
- Scrub clean			X	
10.Floors				
- Sweep. Wet mop/auto scrub	X	X		
-Burnish			X	
- Machine scrub & recoat			X	

AREA	DAYPORTER	NIGHTLY	ASNEEDED	WEEKLY
RESTROOMS				
1. High & Low Cleaning				
- Remove debris from ceiling			X	
- Clean windows			X	
- Dust, remove cobwebs			X	
2. Exhaust, ventilation grills, light fixtures				
- Dust			X	
- Damp clean/Wipe down thoroughly			X	
3. Walls, partitions				
-Wash thoroughly & disinfect		X		
- Remove graffiti	X	X		
- Remove gum	X	X		
4. Fixtures-urinals, sinks, commodes, pipes				
- Clean and Disinfect		X		
5. Counters, bright metal				
- Wash thoroughly & disinfect		X		
6. Dispensers-replenish supplies				
- Soap	X			
- Paper	X			
7. Waste receptacles				
-Empty	X	X		
- Replace liners	X	X		
-Wash thoroughly & disinfect			X	X
8. Floor				
- Sweep		X		
-Wet mop & disinfect		X		
- Deep clean with low speed using tile and grout brush or pressure washer.				X
- Floor drains -Clean				X
9.Doors				
- Clean & disinfect push plates, knobs, handles			X	

AREA	DAY PORTER	NIGHTLY	AS NEEDED	WEEKLY
CLASSROOMS, ART ROOMS, LABS				
1. High & Low Cleaning				
- Dusting/removing cobwebs			X	
2. Exhaust, Vents, Grills, Lights Fixtures				
- Dust			X	
- Damp clean/wipe down thoroughly			X	
3. Walls				
- Spot wash-remove marks & scuffs		X	X	
4. Chalkboards/Marker boards Trays				
-Clean		X		
5. Windows				
- Spot Clean (inside) classrooms		X	X	
- Dust 'window seals remove cobweb		X	X	
6. Blinds and Shades				
-Dust			X	
7. Furniture/Fixture- Desks, Counters, Sinks, Fount.				
- Dust			X	
- Damp Wipe/disinfect		X	X	
- Disinfect sinks and water fountains		X		
8. Waste Receptacles, Pencil Sharpeners				
-Empty (includes pencil sharpener)		X		
- Wash thoroughly & disinfect			X	X
9. Floors				
- Dust Mop/spot mop		X		
- Machine scrub & recoat (25% per schedule)				X
10. Floor (Carpeted)				
-Vacuum/Remove Gum		X		
- Spot Clean /Shampoo/Extract			X	
11. Doors				
- Clean glass			X	
- Clean & disinfect push plates. knobs. handles			X	

AREA	DAY PORTER	NIGHTLY	AS NEEDED	WEEKLY
CORRIDORS, COMMON AREAS				
1. Diffusers, Vents, Light Fixture's				
- Dust/Wipe down thoroughly			X	
2. Walls/Furnishings				
-Dust/ Spot wash-remove marks & scuffs			X	
3. Foyer				
- Dust ledges, sills			X	
- Dust displays			X	
4. Doors				
- Damp wipe/clean			X	
5. Water Fountains				
- Clean and disinfect	X			
6. Waste Receptacles				
-Empty		X		
7. Cove Base				
- Clean and remove scuffs			X	
8. Mats (Inside/Outside)				
- Vacuum	X			
9. Floors				
- Dust Mop/spot mop		X		
-Auto scrub/Burnish				X
10. Glass				
- Clean windows	X			
STAIRWELLS				
1. High & Low Cleaning				
- Dust. remove cobwebs			X	
2. Steps				
- Sweep/spot mop		X		
- Scrub			X	
3. Hand Rails				
- Dust/damp wipe			X	
4. Glass				
- Clean windows			X	

AREA	DAY PORTER	NIGHTLY	AS NEEDED	WEEKLY
MEDIA CENTER				
1. High & Low Cleaning				
- Dust, remove cobwebs			X	
2. Exhaust, Vents, Grills, Lights Fixtures				
- Dust/wipe down thoroughly			X	
3. Walls and Doors				
-Damp wipe/spot Clean			X	
- Clean push plates, knobs, handles			X	
4. Windows				
- Spot Clean (inside) classrooms			X	
- Dust window seals remove cobweb			X	
5. Blinds and Shades				
-Dust			X	
6. Furniture				
- Dust/Damp wipe	X			
- Disinfect sinks and water fountains		X		
7. Waste Receptacles, Pencil Sharpeners				
- Empty (includes pencil sharpener)		X		
- Wash thoroughly & disinfect			X	
8. Floors (non-carpeted)				
- Dust mop/spot mop		X		
- Machine scrub/burnish				X
9. Floors (carpeted)				
- Vacuum		X		
- Spot Clean		X		

AREA	DAY PORTER	NIGHTLY	AS NEEDED	WEEKLY
AUDITORIUMS/THEATERS				
1. High & Low Cleaning				
- Clean windows			X	
Fixtures				
- Dust			X	
- Damp clean/wipe down thoroughly			X	
3. Walls and Doors				
- Damp wipe/spot Clean			X	
- Clean glass			X	
- Clean & disinfect push plates, knobs, handles			X	
4. Blinds or Shades				
-Dust			X	
5. Furniture				
-Dust			X	
- Vacuum			X	
- Spot Clean			X	
6. Mechanical Equipment				
- Dust			X	
7. Baseboards				
-Damp clean			X	
8. Floors (non-<carpeted)				
- Dust mop/spot mop		X		
- Machine scrub/burnish				X
9. Floors (carpeted)				
-Vacuum/spot clean		X	X	
10. Wastebaskets				
- Empty		X		
- Wash thoroughly & disinfect			X	
Multipurpose Areas and Gyms				
1. High & Low Cleaning				
- Clean windows	X			
- Dust, remove cobwebs	X	X		
2. Walls				
- Spot wash & remove marks			X	
3. Bleacher				
-Sweep		X		
- Spot wash & remove marks			X	
4. Under Bleachers				
-Sweep/spot mop		X		
- Remove debris		X		
5. Floors				
- Dust mop/spot mop		X		
- Machine scrub				X
6. Waste Cans				
- Empty and clean		X		
-Wash thoroughly & disinfect			X	X

AREA	DAY PORTER	NIGHTLY	AS NEEDED	WEEKLY
SHOWER ROOMS (GIRLS & BOYS)				
1. High & Low Cleaning				
- Remove debris from ceiling			X	
- Dust. remove cobwebs			X	
2. Exhaust, ventilation grills, light fixtures				
- Dust/damp clean/Wipe down thoroughly			X	
3. Walls, partitions				
- Clean & disinfect		X		
- Remove graffiti	X	X		
4. Fixtures-urinals, sinks, commodes, pipes				
- Clean and Disinfect		X		
5. Counters, bright metal				
- Clean and Disinfect		X		
6. Dispensers-replenish supplies				
- Soap/paper	X			
7. Waste receptacles				
- Empty		X		
- Wash thoroughly & disinfect			X	
8. Floor				
- Sweep/mop		X		
- Machine scrub (thoroughly rinse)				X
- Floor drains - clean				X
9. Doors				
- Clean & disinfect push plates, knobs, handles			X	
- Clean/polish kick plates			X	

AREA	DAY PORTER	NIGHTLY	AS NEEDED	WEEKLY
OFFICES				
1. High & Low Cleaning				
- Dusting / removing cobwebs			X	
2. Exhaust, Vents, Grills, Lights Fixtures				
- Dust/damp clean/Wipe down thoroughly			X	
3. Walls				
- Damp wipe/spot Clean			X	
4. Windows				
-Clean	X			
- Dust \window seals remove cobweb			X	
5. Blinds and Shades				
- Dust			X	
6. Furniture				
- Dust/damp wipe		X		
7. Waste Receptacles				
- Empty		X		
- Wash thoroughly & disinfect			X	X
8. Floors (non-carpeted)				
- Dust mop/spot mop		X		
- Machine scrub/burnish				X
9. Floors (carpeted)				
-Vacuum/spot clean		X		
10. Doors				
- Clean glass		X		
- Clean & disinfect push plates, knobs, handles			X	
CUSTODIAL CLOSETS				
1. High & Low Cleaning				
- Dusting/removing cobwebs			X	
2. Exhaust, Vents, Grills, Lights Fixtures				
- Damp clean/wipe do\l.' thoroughly			X	
3. Walls				
- Damp wipe/spot clean			X	
4. Fixtures, Shelves, Tools				
- Clean Sinks		X		
5. Equipment				
Clean, rinse off/out, wipe down				
6. Floor				
- Sweep			X	
- Wet mop &disinfect			X	
- Floor drains - clean				X
7.Doors				
- Clean & disinfect push plates, knobs, handles			X	
KITCHENS				
All food service kitchens shall receive a deep cleaning to the walls and floors one(1) time per month. However, all cafeterias, or other areas in which faculty or students eat food shall be cleaned in accordance with the cleaning schedule/frequency chart				
Monthly				

**APPENDIX A REQUIRED
RESPONSE FORMS**

Instructions: The following forms **MUST be completed and submitted** as part of the Proposal.

REQUIRED RESPONSE FORMS
Appendix A1: Bid Summary – Vendor supplying all supplies and equipment
Appendix A2: Bid Summary – Stratford Public Schools supplying all supplies and equipment
Appendix A3: Bid Signature Form
Appendix A4: Proposer's Signed Acceptance Form; Acknowledgment of Addenda
Appendix A5: Proposer's Background Questionnaire
Appendix A6: Subcontractors
Appendix A7: References
Appendix A8: Familial Relationship Affidavit
Appendix A9: Non-Collusion Affidavit
Appendix A10: Hold Harmless Agreement
Appendix A11: Financial and Ownership Information Compliance

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

APPENDIX A1: BID SUMMARY

****Vendor supplying all supplies and equipment****

	Response
Name of Company	
Name of Proposal Preparer	
Phone Number	
Email Address	

APPENDIX A1: BASE BID

Please provide total annual costs for your proposed services.

Term	Custodial	Facility Maintenance	Grounds Maintenance	Summer Cleaning – Including Stripping and Waxing of Floors	Gymnasium Floors – Cleaning and Resealing
Year 1 Cost	\$	\$	\$	\$	\$
Year 2 Cost	\$	\$	\$	\$	\$
Year 3 Cost	\$	\$	\$	\$	\$
Year 4 Cost	\$	\$	\$	\$	\$
Year 5 Cost	\$	\$	\$	\$	\$
GRAND TOTAL	\$	\$	\$	\$	\$
Performance Bond – First 11 months only. (Do not include in above)			\$		

APPENDIX A1: EMERGENCY, WEEKEND AND HOLIDAY RATES

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

APPENDIX A2: BID SUMMARY

**** Stratford Public Schools supplying all supplies and equipment ****

	Response
Name of Company	
Name of Proposal Preparer	
Phone Number	
Email Address	

APPENDIX A2: BASE BID

Please provide total annual costs for your proposed services.

Term	Custodial	Facility Maintenance	Grounds Maintenance	Summer Cleaning – Including Stripping and Waxing of Floors	Gymnasium Floors – Cleaning and Resealing
Year 1 Cost	\$	\$	\$	\$	\$
Year 2 Cost	\$	\$	\$	\$	\$
Year 3 Cost	\$	\$	\$	\$	\$
Year 4 Cost	\$	\$	\$	\$	\$
Year 5 Cost	\$	\$	\$	\$	\$
GRAND TOTAL	\$	\$	\$	\$	\$
Performance Bond – First 11 months only. (Do not include in above)			\$		

APPENDIX A2: EMERGENCY, WEEKEND AND HOLIDAY RATES

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

APPENDIX A3: BID SIGNATURE FORM

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

Proposal: Custodial - **Vendor supplying all supplies and equipment**

Total Price – Bid Numeric: \$ _____

Written: _____ Dollars

Proposal: Custodial - **Stratford Public Schools supplying all supplies and equipment**

Total Price – Bid Numeric: \$ _____

Written: _____ Dollars

Proposal: Facility Maintenance Services

Total Price – Bid Numeric: \$ _____

Written: _____ Dollars

Proposal: Groundskeeping Maintenance Services

Total Price – Bid Numeric: \$ _____

Written: _____ Dollars

Firm Name: _____

Address: _____

Telephone: _____

THIS BID WILL BE IRREVOCABLE UNTIL THE EARLIER OF 90 DAYS FROM THIS DATE OR THE DATE OF THE BID AWARD.

Dated: _____ **Signature:** _____

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

**APPENDIX A4: PROPOSER’S SIGNED ACCEPTANCE FORM AND
ACKNOWLEDGMENT OF ADDENDA**

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

OTHER ACKNOWLEDGMENTS

On this day _____ of July, 2017, the undersigned declares that he/she has carefully examined the Instructions/Conditions for this Proposal and will honor all specifications set forth in the Request for Proposal, except as expressly noted in this Proposal, and will honor all pricing included within this Proposal. The undersigned acknowledges that:

- Stratford School District reserves the right to hold Proposals for a period of time (90 days) from Proposal submission date.
- Stratford School District reserves the right to accept or reject any or all Proposals in whole or in part, or to waive any informality therein. The Contract may be awarded to other than the lowest Proposer if, in Stratford School District's sole opinion, it is in the School District's best interest.
- If an award is made to (Name of Company) under this Proposal, the Company agrees to enter into a Contract with Stratford School District to furnish Custodial and Maintenance Services in strict accordance with this Proposal.

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

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

I hereby certify that I am authorized to sign as a Representative for the Company.

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

APPENDIX A5: PROPOSER BACKGROUND QUESTIONNAIRE

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

Question	Contractor Response
Contractor Information	
Contractor Name:	
Address:	
Contact:	
Telephone Number:	
E-Mail Address:	
Year in which company was founded	
Is company wholly owned? If not, identify the parent company	
Gross sales of the company's last fiscal year	
Total # of custodial contracts	
Total # of custodial contracts in Connecticut	
Total # of K-12 educational custodial contracts	
Total # of K-12 educational custodial contracts in Connecticut	
Average onsite employee turnover rate	
Average years of service per onsite employee	
Where is your closest support facility/sales office?	
Where is your headquarters office?	
Is your company an equal opportunity employer?	
How many total employees does your company have?	
Please provide your complete reference list (in addition to references requested in Appendix A7).	
Will you serve as the primary contractor and take responsibility for coordinating the efforts of any/all third parties?	

Question	Contractor Response
<p>If the Contractor is proposing to use a subcontractor on this project, please provide background information on the subcontractor, the nature of the relationship with that firm and the specific services and/or products that the subcontractor will be providing in connection with the Contract. A complete list of subcontractors is required. The School District has the right to approve all subcontractors of the Contractor at any time.</p>	
<p>Please provide descriptions of the services proposed, including staffing description and key assumptions.</p>	
<p>Please indicate what training is provided to your staff. Type: Annual hours:</p>	
<p>Please confirm that you will provide a dedicated team of employees for the District (<i>i.e.</i>, they will not work in other districts or companies for the duration of their assignment to the School District).</p>	
<p>Please indicate the average number of years each level of staff has with YOUR organization. Supervisor: Staff:</p>	
<p>Please describe your recruitment process including background and reference checks.</p>	
<p>Please suggest any additional areas where you foresee potential cost savings and identify what those savings would be. For example, if the cleaning schedule were to change, identify what would change and what cost savings would be passed on to the School District.</p>	

Authorized Representative Initials: _____

APPENDIX A6: SUBCONTRACTORS

SUBCONTRACTORS	
Subcontractor?	
Name of subcontractor:	
Have you worked with this subcontractor within the last 12 months?	
Subcontractor responsibilities to include:	
Provide three (3) customer references for this subcontractor (including contact names and phone numbers).	1. 2. 3.

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

APPENDIX A7: REFERENCES

REFERENCES

Please list the K-12 school districts for which your company currently provides any of the services contemplated by this RFP. Attach an additional sheet if necessary.

List three (3) school districts for which this service is currently being performed by your company, or has been performed within the past three (3) years by your company, and complete the following:

School District Reference #1	Response
School District Name:	
Contact Name:	
Contact Phone Number:	
Date of Service Initiation:	
Services Provided:	
School District Reference #2	Response
School District Name:	
Contact Name:	
Contact Phone Number:	
Date of Service Initiation:	
Services Provided:	
School District Reference #3	Response
School District Name:	
Contact Name:	
Contact Phone Number:	
Date of Service Initiation:	
Services Provided:	

APPENDIX A8: FAMILIAL RELATIONSHIP AFFIDAVIT

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

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

FAMILIAL RELATIONSHIP AFFIDAVIT

STATE OF _____)
COUNTY OF _____)

TAX ID#: _____

_____ being duly sworn, deposes and says that he/she is the _____ (title) of "Proposer," which has submitted to Stratford School District a Proposal to provide Custodial and Maintenances Services, and hereby represents and warrants, except as provided below, that no familial relationships exist between the Proposer or any employee of the Proposer, and any member of the Board of Education of Stratford School District or the Superintendent of the School District.

(If no exceptions, please state.)

List any Familial Relationships:

Affiant's Signature

On this _____ day of July, 2017, before me, a Notary Public, in and for the above-referenced county, personally appeared _____, who made oath that he/she has read the foregoing Affidavit of Proposer – Familial Relationships, by him/her signed and that the contents thereof are true, except as to those matters stated therein to be based on information and belief, and as to those matters, he believes same to be true.

, Notary Public
State of Connecticut, County of _____
My commission expires:
Acting in the County of _____,
Connecticut

APPENDIX A9: NON-COLLUSION AFFIDAVIT

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

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

NON-COLLUSION AFFIDAVIT

STATE OF _____) COUNTY
OF _____)

TAX ID#: _____

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

(If no exceptions, please state.)

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

Affiant's Signature

On this _____ day of July, 2017, before me, a Notary Public, in and for the above-referenced county, personally appeared _____, who made oath that he/she has read the foregoing Non-Collusion Affidavit, by him/her signed and that the contents thereof are true, except as to those matters stated therein to be based on information and belief, and as to those matters, he believes same to be true.

_____, Notary Public
State of Connecticut, County of _____
My commission expires: _____
Acting in the County of _____,
Connecticut

APPENDIX A10

THIS FORM MUST BE SIGNED AND NOTARIZED = = = = SUBMIT WITH PROPOSAL = = = =

HOLD HARMLESS AGREEMENT

IT IS HEREBY AGREED AND UNDERSTOOD THAT THE CONTRACTOR AGREES TO DEFEND, HOLD HARMLESS AND INDEMNIFY STRATFORD PUBLIC SCHOOL DISTRICT, STRATFORD PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION, TOWN OF STRATFORD, OR ANY OFFICER, AGENT, SERVANT OR EMPLOYEE OF THE STRATFORD PUBLIC SCHOOL DISTRICT OR TOWN OF STRATFORD FROM ANY LAWSUIT, ACTION, PROCEEDING, LIABILITY, JUDGMENT, CLAIM, OR DEMAND WHICH MAY ARISE OUT OF:

- (A) ANY INJURY TO PERSON OR DAMAGE TO PROPERTY SUSTAINED BY THE CONTRACTOR, ITS AGENTS, SERVANTS OR EMPLOYEES OR BY ANY PERSON, FIRM, OR CORPORATION EMPLOYED DIRECTLY OR INDIRECTLY BY THEM UPON OR IN CONNECTION WITH THEIR PERFORMANCE OR FAILURE TO PERFORM UNDER THE CONTRACT, EXCEPT FOR SUCH INJURY OR DAMAGE WHEREIN IT IS FINALLY DETERMINED THAT THE STRATFORD PUBLIC SCHOOL DISTRICT, ITS OFFICERS, AGENTS, SERVANTS OR EMPLOYEES WERE GROSSLY NEGLIGENT OR COMMITTED WILLFUL MISCONDUCT;
- (B) ANY INJURY TO PERSON OR DAMAGE TO PROPERTY SUSTAINED BY ANY PERSON, FIRM, OR CORPORATION, CAUSED BY ANY NEGLIGENT ACT, DEFAULT, ERROR OR OMISSION OF THE CONTRACTOR, ITS AGENTS, SERVANTS, OR EMPLOYEES OR OF ANY PERSON, FIRM, OR CORPORATION, DIRECTLY OR INDIRECTLY EMPLOYED BY THEM UPON OR IN CONNECTION WITH PERFORMANCE UNDER THE CONTRACT;
- (C) FINES, PENALTIES, COSTS AND EXPENSES WHICH MAY BE INCURRED BY OR LEVIED AND ASSESSED AGAINST THE STRATFORD PUBLIC SCHOOL DISTRICT, THE STRATFORD PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION, THE TOWN OF STRATFORD n, OR ANY OFFICER, AGENT, SERVANT OR EMPLOYEE OF THE STRATFORD PUBLIC SCHOOL DISTRICT IN CONNECTION WITH THE CONTRACTOR'S PERFORMANCE OR FAILURE TO PERFORM UNDER THE CONTRACT.

THE CONTRACTOR AT ITS OWN EXPENSE AND RISK SHALL DEFEND ANY LEGAL PROCEEDINGS THAT MAY BE BROUGHT AGAINST THE STRATFORD PUBLIC SCHOOL DISTRICT, Stratford Public Schools BOARD OF EDUCATION, THE TOWN OF STRATFORD n, OR ANY OFFICER, AGENT, SERVANT, OR EMPLOYEE OF THE STRATFORD PUBLIC SCHOOL DISTRICT ON ANY SUCH CLAIM OR DEMAND, AND SHALL SATISFY ANY JUDGMENT, FINE OR PENALTY WHICH MAY BE RENDERED OR ASSESSED AGAINST THE STRATFORD PUBLIC SCHOOL DISTRICT, Stratford Public Schools BOARD OF EDUCATION, THE TOWN OF STRATFORD, OR ANY OFFICER, AGENT, SERVANT, OR EMPLOYEE OF THE STRATFORD PUBLIC SCHOOL DISTRICT ARISING OUT OF ANY SUCH CLAIM OR DEMAND.

THE ASSUMPTION OF DEFENSE, INDEMNITY, LIABILITY AND LOSS HEREUNDER SHALL SURVIVE CONTRACTOR'S COMPLETION OF SERVICE OR OTHER PERFORMANCE HEREUNDER AND ANY TERMINATION OF THIS CONTRACT.

THIS INDEMNIFICATION, DEFENSE AND HOLD HARMLESS AGREEMENT SHALL APPLY TO ANY LAWSUIT, ACTION, PROCEEDING, LIABILITY, JUDGMENT, CLAIM OR DEMAND, OF WHATEVER NAME OR NATURE, NOTWITHSTANDING THAT CONTRACTOR MAY DEEM THE SAME TO BE

FRIVOLOUS OR WITHOUT MERIT. IT IS INTENDED THAT THIS AGREEMENT BE INTERPRETED IN THE BROADEST MANNER POSSIBLE SO AS TO INSULATE ALL OF THE ENTITIES, PARTIES AND INDIVIDUALS NAMED ABOVE FROM ANY LIABILITY, COST OR JUDGMENT, MONETARY OR OTHERWISE, AS THE SAME MAY RELATE TO THE PERSONNEL AND SERVICES PROVIDED BY THE CONTRACTOR; PROVIDED HOWEVER, THIS INDEMNIFICATION, DEFENSE, AND HOLD HARMLESS AGREEMENT SHALL NOT APPLY TO ANY LAWSUIT, ACTION, PROCEEDING, LIABILITY, JUDGMENT, CLAIM, DEMAND, FINE OR PENALTY WHEREIN IT IS FINALLY DETERMINED THAT THE STRATFORD PUBLIC SCHOOL DISTRICT, ITS OFFICERS, AGENTS, SERVANTS OR EMPLOYEES WERE NEGLIGENT OR COMMITTED WILLFUL MISCONDUCT.

Signature _____ Date _____

Sworn to before me this __day of _____, 2016

(NOTARY PUBLIC)

APPENDIX A11 - FINANCIAL AND OWNERSHIP INFORMATION COMPLIANCE

1. **The Stratford Public Schools Facilities request for proposal, dated, the undersigned hereby acknowledges the following:**
- a. If requested, the stipulated financial information will be provided within 72 hours of the District’s request.
 - b. Information relative to any pending lawsuits, judgments and/or liens has been provided. YES NO
 If NO, the Proposer stipulates by initialing in the following space that there are no lawsuits, judgment and/or liens.

Initials: _____

- c. Information on any bankruptcy filings has been submitted. YES NO
 If NO, the Proposer stipulates by initialing in the following space that there are no applicable bankruptcy filings.

Initials: _____

- d. Information on any denials of Performance Bonds has been submitted. YES NO
 If NO, the Proposer stipulates by initialing in the following space that there are no Performance Bond denials to report.

Initials: _____

2. The Stratford Public Schools Facilities request for proposal, dated June 21, 2017, the following represents individuals or entities with 10% or more ownership of the entity submitting the proposal and identified in the signature section below (attached additional sheets if more space is required):

FULL NAME	ADDRESS	% OWNERSHIP

Signature: _____

Name: _____

Title: _____

Company: _____

Date: _____