

Aubrey Independent School District Request for Competitive Sealed Proposal for Maintenance and Custodial Services

Due: March 2, 2020

The Aubrey Independent School District (“District”) has issued this Request for Competitive Sealed Proposal (“RFCSP”) to receive sealed proposals (“Sealed Proposals”) from prospective Maintenance and Custodial contractors (“Contractor”) for Maintenance and Custodial services (“Maintenance and Custodial Services”) to be performed at all District facilities (“Facilities”) and to award a contract (“Contract”) to a Contractor for Maintenance and Custodial Services.

Sealed Proposals may be mailed to the District, or delivered to the District’s Central Administration Building, located at 415 Tisdell Lane, Aubrey, Texas, 76227. Each Sealed Proposal must receive a date/time stamp from the District’s Central Administration on the date of delivery to the District, which must appear on the outside of the Sealed Proposal.

To obtain a copy of the Maintenance and Custodial Services specifications or for additional information, contact Eric Hough, Chief Financial Officer, at (940) 668-0060.

Timeline:

Pre-Bid Meeting for Facility tours:	1:00 P.M., January 13, 2020
Pre-Bid Questions Due:	1:00 P.M., January 21, 2020
FAQ Posted:	4:00 P.M., January 24, 2020
Deadline for Submission of Sealed Proposals will be:	1:00 P. M., March 2, 2020
The date for the opening of Sealed Proposals will be:	1:15 P.M., March 2, 2020.

All Contractor communications must be directed to:

Eric Hough, Chief Financial Officer
Aubrey Independent School District
Attn: Maintenance/Custodial
415 Tisdell Lane
Aubrey, Texas 76227
Telephone: (940) 668-0060

All Proposals must include five copies of the proposal.

Sealed Proposal envelopes must be clearly marked on the outside as follows:

**DO NOT OPEN – MAINTENANCE AND CUSTODIAL SERVICES CONTRACT
SEALED PROPOSAL TO BE OPENED ON
March 2, 2020.**

PROJECT SCOPE

PURPOSE:

To provide comprehensive “turn-key” facility services, operational support services, routine maintenance (as requested), preventative and predictive maintenance for mechanical assets, required system inspections and maintenance, risk mitigation documentation, technology systems, routine cleaning and sanitation, and other services necessary to maintain the efficient operation of our physical premises, further specified in Exhibit A, Maintenance and Custodial Required Services.

SCOPE:

The premises making up the working area covered by the RFCSP will include the following locations:

- A. Central Administration (4,548) – 415 Tisdell Lane;
- B. Aubrey High School (129,481) – 510 Spring Hill Road;
- C. Aubrey Middle School (115,026) – 815 Sherman Drive;
- D. Brockett Elementary School (55,542sqft) – 900 Chestnut Street;
- E. Monaco Elementary School (68,480) – 9350 Cape Cod Blvd;
- F. Fuller Elementary School (93,000) – 10825 Quicksilver Blvd;
- G. Early Bird Learning Center (15,720)– 415 Tisdell Lane;
- H. Athletic Complex (18,026) – 510 Spring Hill Road;
- I. Agricultural Shop – 510 Spring Hill Road;
- J. DAEP Center (2,500) – 421 Tisdell Lane; and
- K. Agricultural Science Facility – 415 Tisdell Lane.

FACILITY INSPECTIONS:

It is the responsibility of the Proposer to preview all locations at the date and time specified above. Proposals from Contractors that do not personally inspect the District facilities will not be considered.

CONTRACTOR SPECIFICATIONS:

The contractor must meet or exceed: (i) all requirements as contained herein to perform the Maintenance/Custodial Services; and (ii) insurance requirements as set forth in this RFCSP. All applicable insurance must cover all of the Contractor's agents, servants, and employees.

The contractor supervisor shall speak and understand fluent English.

Aubrey ISD reserves the right to procure services outside the standard contract for maintenance needs requiring a specialized technician, ie: roofing, glass replacement, cafeteria equipment repairs, etc.

Staffing

The contractor will be required to hire the number of full-time equivalent employees needed for the operation in accordance with its goals to provide the District with an efficient and successful maintenance and cleaning criteria and which is deemed to be most advantageous to the District. It is the responsibility of the Contractor to maintain staffing levels adequate to complete daily operations.

The contractor must provide a breakdown of full and part-time equivalents (FTE) levels of 8 hours per FTE. The contractor will also specify day and night time hours for each facility location.

The contractor will provide maintenance and custodial staff members year-round, excluding pre-determined holidays, for facility preparation, year-round office areas, and special events. The contractor must provide no less than 60% of the proposed total man-hours during the summer.

The contractor will **not include** the Project Manager within the attachment provided for total man-hours nor FTE totals. **The District will use this attachment for its decision making when considering the Contractor's level of personnel to achieve the successful goals of the District.**

The District will provide for the selected firm suitable central storage facilities and appropriate storage facilities at each work area.

The contractor will provide all necessary equipment for the successful completion of the services required. The Contractor will provide any equipment that needs replacement or any required additional equipment. The cost of equipment required to maintain acceptable maintenance, custodial, and sanitation program should be within the total proposal.

Custodial Requirements for Extracurricular Events

Custodians will be responsible for securing buildings during the normal cleaning day. It will be the responsibility of District coaches and sponsors to secure the building when returning to the building after normal cleaning hours. **The District will determine the time at which the buildings will be secured in the evening.**

Upon notification from the District, the Contractor will reschedule employees to cover clean up duties after any of the District's sponsored activities at night or on weekends at **no additional cost**. This cost will be within the base bid of each vendor.

The gymnasium or any other special event areas will be prepared before each game or school-sponsored event and will be in "game ready" condition. The school lobby outside gymnasiums or auditoriums will be policed and monitored during all athletic and extracurricular activities. The Contractor will be responsible for stadium cleanup. It is the District's responsibility to provide Contractor with event schedules and notification of any events not listed on schedules.

The Contractor will have restrooms ready before each game. The Contractor will be responsible for cleaning restrooms after all the games.

The Contractor will screen and seal wooden gym floors as well as other wooden floors once per year, usually during Thanksgiving Holiday.

Cleaning Frequencies

Cleaning frequencies attached as Exhibit H, list typical frequencies for cleaning. The frequencies may be adjusted to the District's satisfaction.

In addition to these attached frequencies, the District requires the following items as part of the frequencies within the entire cleaning program.

The contractor shall instruct day-shift custodians, Monday through Friday, to check and police lobbies and restrooms, in addition to being available to answer emergency clean up spills, or special events cleaning, etc. in all of the District buildings.

The contractor shall empty all indoor and outdoor waste containers to dumpsters, and shall keep dumpster areas clean and free of debris and litter five days per week.

Custodial personnel may assist the maintenance personnel in clearing snow and ice from entrance and sidewalks.

The contractor shall police trash around the immediate buildings, entrances, and walkways to the curb.

The contractor will respond as necessary and continuously be aware of infectious disease problems within the District's facilities.

Supplies

The Contractor will be responsible for procuring maintenance supplies and materials.

The Contractor will provide and maintain all:

- cleaning chemicals
- floor finishes
- paper goods and dispensers necessary for all restrooms
- plastic trash can liners as needed for cleaning purposes
- soap, and dispensers

The Contractor will not provide paper goods (Kleenex, paper towels, etc.) for the classrooms. The Contractor will not provide classroom trash cans unless requested at additional cost to the District.

The Contractor will not provide any supplies used in kitchen and service preparation areas. The Contractor will provide supplies for cleaning the cafeteria.

Uniforms

The Contractor will provide uniforms for all Contractor personnel with a name badge and Company name easily identifiable.

Key Cards/Access

The district will provide Contractor personnel with appropriate keys and magnetic key cards to access all areas necessary to complete job duties. A \$5.00 replacement fee will be charged to the Contracted Services Provider for each unreturned access badge or building key.

PROJECT SPECIFICATIONS:

These specifications shall cover and include the furnishing of all Maintenance and Custodial services, skilled services, labor, material, tools, consumable supplies, insurance, permits, and fees necessary to accomplish the Maintenance/Custodial Services as hereinafter described. This RFCSP

intends to provide the District with District Facilities that are attractive in appearance within the parameters of the original design intent and to keep all plant material in a healthy and vigorous condition. All District Facilities should have a neat and orderly appearance at all times.

SCOPE AND SCHEDULE:

All Maintenance/Custodial Services shall be rendered in such a manner as shall cause minimum interference with normal operations of the District and with the District's students, employees, visitors, and other persons on or about the District's Facilities., including but not limited to, no non-emergency repairs or routine cleaning in certain areas when students are participating in state testing.

The contractor shall provide any and all certificates required by current and future regulations for federal, state, and local governments.

CONTRACTOR SERVICES:

Terms and conditions are more particularly described in the Maintenance and Custodial Required Services Available, which is attached to the RFCSP as Exhibit A, herein.

Standard Terms and Conditions

1. The successful contractor shall be required to execute a Maintenance and Custodial Services Contract ("Contract"), which is attached to the RFCSP as Exhibit B. The Contract shall incorporate the RFCSP, Project Scope, Project Specifications, Scope and Schedule, and Contractor Services, these terms and conditions, and shall be fully part of the Contract, as if thereto attached, or therein repeated. Any proposed change to the Contract, Project Scope, Project Specifications, Scope, and Schedule, or Contractor Services must be submitted with the RFCSP.
2. Contractors are cautioned to read this RFCSP carefully, to complete all entries and submit all documents or information requested in the RFCSP. Failing to do so may be materially non-responsive and result in non-consideration of the Proposal.
3. Proposals received in the District's Central Administration Office after the date and time specified in the RFCSP will not be considered. The District is not responsible for failure to deliver in a timely manner, or the non-delivery of the Proposal on the part of the mail carrier or courier, and the date/time stamp received in the District Central Administration Office shall be the official date/time of receipt of the Proposal. Proposals may not be submitted by facsimile or electronic mail.
4. The District reserves the right to accept or reject any and all Proposals and to waive any formalities or technicalities if deemed in the best interest of the District. The District additionally reserves the right as the sole judge of quality and equality of the Proposals.
5. All items and services being proposed must conform to all appropriate local, state, and federal laws, ordinances, and regulations.

6. It is understood and agreed that the Contractor, if awarded a Contract to perform Maintenance/Custodial Services, agrees to protect, defend, and hold harmless the District from any and all suits or demands for payment that may be brought against the District for the use of any patented material, process, article, or device that may enter into the manufacture and/or construction or form a part of the work covered by either order or Contract and, Contractor further agrees to indemnify and hold harmless the District from suits or actions of every nature and description brought against the District for, or on account of, any injuries or damages received or sustained by any party or parties by, or for any acts of the Contractor, its servants, agents, or employees.

7. Any interpretations, corrections, additions, or changes to the RFCSP, Project Specifications, Scope and Schedule, and Contractor Services and these terms and conditions shall be made by addenda or an amendment to the RFCSP. The sole issuing authority of addenda or amendment(s) shall be vested in the District's Central Administration Office. Addenda or amendment(s) will be mailed to all who are known to have received a copy of the RFCSP.

8. Each Contractor agrees to hold their offer open for acceptance by the District for no less than sixty (60) days from the RFCSP response date and time.

9. Each Contractor, by making their Proposal, represents they have read and understand the RFCSP.

10. Pay applications shall be issued for only those services rendered unless otherwise agreed to in writing. Payment shall not be due until the invoice(s) are submitted after delivery of the Maintenance/Custodial Services. Pursuant to Texas Government Code 2251.021, payments will be made within thirty (30) days. Invoices shall be mailed directly to:

**Aubrey Independent School District
415 Tisdell Lane
Aubrey, Texas 76227**

or via email to tpayne@aubreyisd.net.

11. The District is exempt from payment of any Texas Sales Tax or Federal Excise Tax allowed by law. Tax exemption certificates will be furnished upon request.

12. All District property and facilities are a "drug-free zone." The Contractor agrees that no one may use, consume, carry, transport, or exchange tobacco, cigarettes, or illegal drugs while in a District building or while on District property. The Contractor, its agents, servants, and employees shall strictly adhere to this policy.

13. The Contractor understands and agrees that, pursuant to Texas Education Code §22.0834(d), the Contractor, his agents, servants, or employees will not be allowed to perform any duties in connection with the Maintenance and Custodial services Contract at any District Facility until the District has obtained from the Contractor all National Criminal History Record Information ("NCHRI") for the Contractor and its agents, servants, and employees. This is to include the fingerprinting process through the Texas Department of Public Safety. The Contractor shall, prior to performing any work under the Maintenance/Custodial Services Contract, certify to the District, on the form provided with the RFCSP as Exhibit C, that the Contractor has obtained the NCHRI for the Contractor and its agents, servants, and employees and provide this NCHRI to the District.

The Contractor further understands and agrees that the District may obtain the NCHRI and require the Contractor to pay any costs related to obtaining each NCHRI and fingerprinting for the Contractor, its agents, servants, and/or employees.

Additionally, each Contractor must give notice to the District if a person, owner, or operator of the business has been convicted of a felony on the form provided with the RFCSP as Exhibit C. The District may terminate a contract with a person or a business if the District determines that the person or a business failed to give such notice or misrepresented the conduct resulting in the conviction.

14. The Contractor understands and agrees that the exclusive venue for any litigation arising from this RFCSP or the Contract shall be in Denton County, Texas.

15. Contractors shall submit all questions concerning this RFCSP to Eric Hough, Chief Financial Officer. A reply will be sent to all respondents known to have received an RFCSP if the answer provides clarification or will have an impact on the RFCSP response.

16. The Contractor understands that a gift to a public servant is a Class A Misdemeanor offense if the recipient is a government employee who exercises some influence in the purchasing process of the governmental body.

17. The District reserves the right to utilize other District contracts, State of Texas contracts, contracts awarded by other governmental agencies, other school boards, or cooperative agreements in lieu of any offer received or award made as a result of this RFCSP, or to revise the Contract, if it is in its best interest to do so.

18. The District reserves the right to select multiple vendors to fulfill any and all aspects of the RFCSP if it is in the best interest of the district.

19. The successful Proposer, as Contractor, shall carry and maintain in force the amounts of insurance as set forth in the attached Exhibit D to the RFCSP.

Additionally, the Contractor shall provide an endorsement to the Worker's Compensation policy, which grants a waiver of subrogation in favor of the District. The District shall be listed as an additional insured on the Contractor's General Liability Coverage.

The required insurance must be written by a company licensed to do business in the State of Texas at the time the policy is issued and must be acceptable to the District. The District's representative will contact the State Board of Insurance to confirm that the issuing companies are admitted and authorized to issue such policies in the State of Texas.

The policy or policies so issued in the name of the Contractor shall also name subcontractors if any, and the District as additional insureds, as their respective interests may appear. Such coverage shall be the primary coverage.

If this insurance contract is written with stipulated amounts deductible under the terms of the insurance policy, the Contractor shall pay the difference attributable to deductions in any payment made by the insurance carrier on claims paid by this insurance.

If the District is damaged by the failure of the Contractor to maintain the insurance required pursuant to the RFCSP and fails to notify the District so, then the Contractor shall bear all reasonable costs properly attributable thereto.

20. The Contractor understands and agrees that if the Maintenance/Custodial Services Contract exceeds one (1) year in duration, the District's Board retains the continuing right to terminate the Contract at the end of the budget period during the term of the Contract. The continuation of the Contract is conditioned on a best-effort attempt by the Board to obtain and appropriate funds for payment of the Contract.

21. The Contractor understands that the District is a governmental body subject to the Texas Public Information Act ("Act"). The Contractor understands that the District will comply with the Act, and with all opinions of the Texas Attorney General's office regarding the Act.

22. The School Board has the option to extend the contract for a (1) one-year term, renewable for up to four (4) extended terms with the consent of both parties for a maximum of five (5) years.

Submissions and Evaluation

1. Your Proposal, in order to be considered, must include the adequately executed RFCSP Response form, attached to this RFCSP as Exhibit E, and those other items and/or attachments as specified in this RFCSP. The Board of Trustees reserves the right to consider Proposals not executed on the RFCSP form at their discretion. **Responses must be legible to be considered.**

2. A prospective Contractor must affirmatively demonstrate responsibility via a satisfactory record of performance. The respondent shall submit, with their Proposal, a list of three (3) commercial references for which they have provided Maintenance/Custodial Services within the last two (2) years on the form attached to this RFCSP as Exhibit F. This reference list shall include the institution name, address, contact name, email address, telephone, and fax numbers.

3. Contractors shall indicate on their Response Form their regular hours of operation and schedule of a holiday or other known closures.

4. Contractors will have been actively engaged in Commercial Maintenance/Custodial Services, which is the subject matter of this Proposal for no less than three (3) years. By submitting a Proposal, the Contractor is affirming that this is a true statement about the said Contractor.

5. Contractors will be required to furnish evidence in writing that they maintain permanent places of business, have adequate areas of business, and have sufficient equipment, finances, and personnel to supply the Maintenance/Custodial Services offered satisfactorily and expeditiously.

6. The District will evaluate various factors to determine which Contractor will offer the best value for the District in the performance of Maintenance/Custodial Services. Factors upon which the Contractor will be selected to provide these services are:

- a. *Contract Price – 30%;*

- b. *The reputation of the Contractor and the Contractor's services and references – 25%;*
- c. *The quality of the Contractor's services – 25%;*
- d. *The Contractor's past relationship with the District – 10%;*
- e. *The total long-term cost to the District – 10%;*

The District does not award the Maintenance/Custodial Services Contract based on low Proposal alone.

7. It is the policy of the District not to discriminate on the basis of sex, disability, race, color, or national origin in its educational programs and/or activities, nor in its employment practices.

8. Contractor hereby affirmatively states that it has not participated in any act of collusion, favoritism, gratuity, or inside dealings with any member of the District staff of the Aubrey Independent School District or its Board of Trustees.

9. The District reserves the right to conduct any tests, evaluations, or comparisons it deems necessary to complete the evaluation and Proposal process.

10. The successful Contractor(s) will receive written notification of acceptance by award letter mailed or otherwise furnished.

11. In accordance with Chapter 176 of the Local Government Code, effective January 1, 2006, a person or entity who contracts or seeks to contract with the District for the sale or purchase of property, goods, or services (as well as agents of such persons) are required to file a Conflict of Interest Questionnaire with the District Central Administration Office. Each covered person or entity who seeks to or who contracts with the District is responsible for complying with any applicable disclosure requirements. The Conflict of Interest Questionnaire is included in this RFCSP as Exhibit G. The current Local Government Officers of the Aubrey Independent School District are Jim Milacek, Dr. Joey Saxon, Colleen Dow, Annette Crooks, Trey Duncan, Jody Gonzalez, Carlos Urquidez, and Superintendent Dr. David Belding.

12. All Contractors must execute the following Exhibits, where appropriate, which are attached to the RFCSP:

- Exhibit A Maintenance & Custodial Required Services
- Exhibit B Sample Contract
- Exhibit C Aubrey Independent School District NCHRI Certification, Fingerprinting and Felony Conviction Disclosure Statement
- Exhibit D Insurance Requirements
- Exhibit E Aubrey Independent School District RFCSP Response Form
- Exhibit F References Aubrey Independent School District Maintenance/Custodial Services Contract
- Exhibit G Conflict of Interest Questionnaire

Exhibit H Cleaning Frequencies

Exhibit I Bid Sheet

The Contractor is invited to submit any additional materials it feels would be of benefit to the District in considering the award of the Contract.

**EXHIBIT A
MAINTENANCE AND CUSTODIAL
REQUIRED SERVICES**

SERVICE	PRICE	UNIT	DESCRIPTION
2 Full time porters			2 employees onsite 236 days per year
2 Company vehicles for porters			Includes maintenance, licensing & fuel
Maintenance - Routine			Experienced with general facility skills
Maintenance - Skilled			Skilled Craftsman & General Electrical
Custodial Services Basic			All basic custodial including construction clean up
Electrical (Licensed)			All electrical requiring licensing
Elevator Preventative Maintenance			Inspections & routine lubricating
Floor Restoration and Refinishing			Small projects billed per hour and large project based on square footage
General Carpentry/Labor			Includes general construction labor
HVAC Preventative Maintenance			Routine inspections (2x per year) of all HVAC units including filter changes and drain purges
HVAC Maintenance			Experienced with formal HVAC training
HVAC Service & Installation			Licensed Technician
Integrated Pest Management			Pest control and documentation
Large Equipment Rental			Includes bucket truck, lifts, all other equipment
Lighting - Exterior			Includes re-lamping
Lighting - Interior			Includes re-lamping
Locksmith			Licensed Locksmith services
Plumbing (Licensed)			All plumbing repair or installation requiring licensing
Project Management			Construction or process-oriented.
Training - Staff Development			All facility support positions
Windows - High			All high glass, including lift equipment, and materials. Price is per pane for large projects

Windows - Low
Consulting - Process and system
design
Consulting - Structural analysis and
space configuration
Upcharge on materials
Trip Charge
24 - 7 Emergency Call Out*

All interior or exterior, including
equipment and materials. Price is per
pane for large projects
Inventory mgmt. Time & Motion, and
communication networks and process
mapping
Structural analysis and evaluation.
Space planning and interior design and
reconfiguration
Percentage or flat rate
Trip Charge
1.5 time Afterhours 2.0 time Holiday

EXHIBIT B

MAINTENANCE AND CUSTODIAL SERVICES CONTRACT

This Maintenance and Custodial Services Contract ("Contract") is entered into this the ___ day of _____, 20___, by and between the Aubrey Independent School District ("District") and _____ ("Contractor',) pursuant to the terms and conditions set forth in this Contract.

In addition to the terms and conditions set forth in this Contract, this Contract incorporates the Request for Competitive Sealed Proposal for Maintenance and Custodial Services and all exhibits and attachments thereto ("RFCSP") as though the RFCSP was set forth and copied at length herein.

In consideration for the mutual promises and covenants contained in this Contract, the District agrees to purchase maintenance and custodial services ("Maintenance and Custodial Services") to be performed at all requested District facilities ("Facilities,") from the Contractor, and the Contractor agrees to perform the Maintenance and Custodial Services at all District Facilities pursuant to the terms and conditions contained in this Contract.

1. Definitions

District: Aubrey Independent School District
415 Tisdell Lane
Aubrey, Texas 76227

District Manager: Eric Hough, Chief Financial Officer

Contractor _____

Project: Maintenance and Custodial Services

Commencement Date: June 1, 2020

Renewal Provision: Renewable for four (4) additional terms

Contract Price: The Contract price is set forth in Attachment 1 to this Contract and is incorporated herein if fully set forth and copied at length herein.

2. Services

- A. The contractor agrees to perform for District the Maintenance and Custodial Services at the District Facilities, as set forth in the RFCSP. The contractor agrees to ensure that each Contractor's employees and subcontractors understand and complies with the specifications contained as well as the other applicable terms and conditions of this Contract.
- B. Contractor acknowledges that the Maintenance and Custodial Services are to be provided on all specified exterior District Facilities, that District shall continue the normal operation and occupancy of the District Facilities, and that such operation and occupancy during the hours Contractor performs the Maintenance and Custodial Services is of critical importance. Contractor shall use its best efforts to minimize any interference with the operation of the

District Facilities by District, or the use and occupancy of the District Facilities by District's students, employees, and guests, including but not limited to: no non-emergency repairs or routine cleaning in certain areas when students are participating in state testing.

- C. The contractor shall perform all work in accordance with good practices and generally accepted methods and standards, free from defects. The contractor shall perform the Maintenance and Custodial Services in accordance with Exhibit A of RFCSP, Maintenance and Custodial Required Services ("Services").

Time is of the essence of this Contract, and the Contractor shall not deviate from the Services without the District's consent. Contractor shall desist immediately from performing the Maintenance and Custodial Services if, in the sole judgment of District, Contractor's activities constitute a nuisance or interruption in the activities of the District Facilities students, employees, or guests. Immediately upon so desisting with the Maintenance and Custodial Services, the Contractor shall contact District to reschedule the Maintenance and/or Custodial Services for a mutually agreeable time.

- D. Before commencing Maintenance and Custodial Services, the Contractor shall secure and pay for all permits, approvals, governmental fees, certificates, licenses, and inspections, if any, necessary for the proper performance of the Maintenance and/or Custodial Services. The originals of all such permits, approvals, licenses, and certificates, if any, shall be delivered to District upon receipt by Contractor. If the Contractor observes that this Contract is at variance with any applicable code, rule, or regulation, the Contractor shall immediately notify District in writing.
- E. District reserves the right to procure services outside the standard contract for maintenance needs requiring a specialized technician, ie: roofing, glass replacement, cafeteria equipment repairs, etc.

3. Term

- A. The term of this Contract is as described above, commencing on the Commencement Date and will be for a (1) one-year term, renewable for up to four (4) extended terms with the consent of both parties for a maximum of five (5) years. Notice of intent to extend will be given at least 60 days in advance from the expiration of the initial term. Notwithstanding the preceding, either party hereto shall have the right, at its sole election, to terminate this Contract after the Commencement Date, for any cause whatsoever, upon the delivery of thirty (30) days written notice to the other party.

The Contractor understands and agrees that if the Maintenance and Custodial Services Contract will exceed one (1) year in duration, the District's Board retains the continuing right to terminate the Contract at the end of the budget period during the term of the Contract. The continuation of the Contract is conditioned on a best-effort attempt by the Board to obtain and appropriate funds for payment of the Contract.

- B. The district can terminate the Contract upon three (3) business days written notice to the Contractor for the following reasons if Contractor has not cured the default/problem within three (3) business days of receiving the notice:
 - i. Contractor fails to perform scheduled Maintenance and Custodial Services;
 - ii. Contractor fails to provide competent and adequate labor to perform the Maintenance and Custodial Services;
 - iii. The contractor fails to furnish sufficient quantities of materials to complete the Maintenance and Custodial Services as set forth in this Contract; or
 - iv. The contractor fails to pay subcontractors, material men, or other individuals or entities

to whom the Contractor is obligated in connection with the Contract.

Additionally, District may terminate the Contract immediately upon giving written notice if any of the following occurs and the District determines that Contractor is unable to continue full performance of the Contract:

- i. The contractor is insolvent, files any petition in bankruptcy, or is forced into bankruptcy by a creditor;
- ii. The contractor makes a general assignment for the benefit of collectors;
- iii. A receiver is appointed for all or substantially all of the Contractor's assets;
- iv. Execution is levied upon any material part of Contractor's property; or Contractor disregards or violates any applicable law, statute, ordinance, regulation or any order of any public authority or otherwise does not comply with the terms and conditions of any permit, license, or approval required to perform the Maintenance and Custodial Services under this Contract.

If the Contract is terminated for any of the reasons under Section B, District will be entitled to reimbursement for damages or losses sustained by District by reason of the Contractor's default. District may deduct any amount payable to Contractor under this Contract in any amount sufficient to cover such damages or losses.

4. Payment.

District agrees to pay Contractor for all Maintenance and Custodial Services performed by Contractor, as Maintenance and Custodial Services are completed, and in accordance with Exhibit 1. The contractor may bill District monthly, but not more frequently. Payment in full is due thirty (30) days from the date of billing.

5. Relationship of Parties.

Contractor's relationship with District is that of an independent contractor, and nothing in this Contract shall be construed to designate Contractor, or any of its employees, as employees, agents, joint ventures or partners as employees of District. The contractor shall exercise its discretion on the method and manner of performing its duties, and District will not exercise control over Contractor, its employees, equipment, or facilities except insofar as may be reasonably necessary to ensure performance and compliance with this Contract. The District's failure to require cessation of the Maintenance and Custodial Services shall not be deemed an acceptance of the Maintenance and Custodial Services or an admission that the Maintenance and Custodial Services are acceptable. None of the benefits provided by District to District's employees, including, but not limited to, compensation insurance and unemployment insurance, are available from District to Contractor or the employees, agents, or servants of Contractor.

6. Labor and Materials.

The contractor shall furnish, at its own expense, all labor, materials, and consumables necessary to carry out the terms of this Contract. It is the responsibility of the Contractor that any equipment provided by the Contractor or its employees shall be kept in good repair and proper working order. Any inspection, maintenance, repairs, modifications, or replacement of this equipment shall be the sole responsibility of the Contractor.

7. Compliance with Laws and Regulations.

Contractor agrees to comply with all federal, state, county, municipal, and other local laws, rules, regulations, and District Board policies which are now, or may in the future, become applicable to Contractor or Contractor's business, equipment and personnel engaged in operations covered by this Contract or accruing out of the performance of such operation.

8. Insurance.

At all times during the term of this Contract, the Contractor shall, at Contractor's expense, procure the insurance coverage hereinafter described and set forth in Exhibit D to the RFCSP. All such policies (except workers' compensation and employers' liability) shall name District and Manager as additional insured's. Further, each insurance policy shall contain an endorsement requiring the insurer to provide District with thirty (30) days written notice prior to the cancellation of the policy. Insurance coverage shall be as follows:

- A. Workers Compensation insurance in kind and amount as prescribed by statute. Additionally, the Contractor shall provide an endorsement to the Worker's Compensation policy, which grants a waiver of subrogation in favor of the District.
- B. Employers Liability insurance with a limit of not less per occurrence than that indicated on Exhibit D hereof.
- C. Commercial General Liability insurance with a combined single limit of not less than that indicated on Exhibit D hereof, per occurrence, applying to bodily injury and property damage, with Broad Form Liability Endorsement on an occurrence basis and including coverage for the hazards of operation, independent contractors, products and completed operations (for two (2) years after the date of final acceptance of the Maintenance and Custodial Services by District) and contractual liability specifically covering the indemnification provisions of Paragraph 8 hereof. Such insurance shall include an endorsement providing that the insurance afforded under Contractor's policy is primary insurance as respects District and that any other insurance maintained by District is excess and non-contributing with the insurance required hereunder. Additionally, such insurance shall include legal liability coverage for the dishonest acts of Contractor's employees.
- D. Commercial Automobile Liability insurance covering all owned, non-owned, and hired automobiles with a combined single limit of not less than that indicated on Exhibit D hereof, per occurrence, for bodily injury and property damage.
- E. Umbrella Liability insurance with a combined single limit of not less than that indicated on Exhibit D hereof, per occurrence, for bodily injury and property damage.
- F. All insurance policies required above are subject to the District's approval and shall be written with solvent insurance companies authorized to do business in the State of Texas. Contractor shall furnish, or cause to be furnished, original certified copies of certificates or (at District's option) policies of insurance to District, prior to or upon execution of, this Contract, evidencing the insurance coverage described above, and shall furnish such evidence of all renewals to District, as District shall reasonably require, at least thirty (30) days prior to the expiration thereof.

9. Hold Harmless.

CONTRACTOR SHALL INDEMNIFY, DEFEND, AND HOLD HARMLESS THE INDEMNIFIED PARTIES (HEREINAFTER DEFINED) FROM AND AGAINST ALL CAUSES OF ACTION, CLAIMS, INCLUDING, BUT NOT LIMITED TO CAUSES OF ACTION AND CLAIMS FOR NEGLIGENCE, STRICT LIABILITY AND GROSS NEGLIGENCE, DAMAGES, LIENS, DEMANDS, COSTS, EXPENSES, AND LIABILITIES, INCLUDING REASONABLE ATTORNEYS' FEES AND COURT COSTS, (COLLECTIVELY, "CLAIMS" AND INDIVIDUALLY, A "CLAIM"), ARISING IN FAVOR OF ANY PERSONS (INCLUDING ANY INDEMNIFIED PARTY) WHICH, IN WHOLE OR IN PART, ARISES OUT OF OR RESULTS FROM OR IS IN ANY WAY RELATED TO

- (I) ANY ACT OR OMISSION OF CONTRACTOR OR CONTRACTOR'S EMPLOYEES, AGENTS, LICENSEES OR SUBCONTRACTORS,
- (II) THE OPERATION OF CONTRACTOR'S EQUIPMENT AT THE PROJECT, OR
- (III) ANY FAILURE BY CONTRACTOR OR ITS EMPLOYEES, AGENTS OR SUBCONTRACTORS TO COMPLY WITH THE TERMS AND OBLIGATIONS OF THIS CONTRACT. THESE OBLIGATIONS TO DEFEND, INDEMNIFY AND HOLD HARMLESS SHALL BE VALID AND BINDING REGARDLESS OF ANY CLAIMS, ALLEGATIONS OR FINDINGS OF NEGLIGENCE AGAINST ANY INDEMNIFIED PARTY, BUT SHALL NOT APPLY IF THE CLAIM RESULTS SOLELY FROM THE NEGLIGENCE OF AN INDEMNIFIED PARTY. CONTRACTOR SHALL KEEP THE PROJECT FREE OF ALL LIENS REPRESENTING CLAIMS, WHICH PURPORT TO BE BASED ON ANY MAINTENANCE AND CUSTODIAL SERVICES OR MATERIALS ALLEGEDLY PROVIDED AT THE REQUEST OR ON THE AUTHORITY OF THE CONTRACTOR OR ANY OF ITS SUBCONTRACTORS. "INDEMNIFIED PARTIES" MEANS THE DISTRICT, ITS ADMINISTRATORS, EMPLOYEES, AGENTS, SERVANTS, TRUSTEES, AND ATTORNEYS.

10. Limit of Liability.

Notwithstanding any other provision in this Contract to the contrary, Contractor specifically agrees to look solely to the District's interest in the Maintenance and Custodial Services for the payment or performance of any of District's obligations hereunder, and District, its partners, shareholders and/or other direct or indirect equity Districts of District, shall never be personally liable for such payment or performance.

11. Binding Effect.

The parties intend that the terms, conditions, and provisions of this Contract shall be legally binding upon and inure to the benefit of and be enforceable by each of the parties hereto and their respective successors and assigns.

12. Default.

If either party defaults in the performance of any of its obligations, the non-defaulting party may send a written notice reasonably describing the default. If the defaulting party, within a reasonable time (not to exceed three (3) days after receipt of the notice) does not cure the default, the non-defaulting party may with three (3) days written notice, terminate this Contract and/or pursue all other available remedies as may be available at law or in equity.

13. Attorneys' Fees.

Pursuant to Texas Local Government Code §271.159, attorneys' fees incurred by either the District or the Contractor shall not be awarded to any party in any legal proceedings or dispute involving this Contract.

14. Venue.

The Contractor understands and agrees that the exclusive venue for any litigation arising from this Contract shall be in Denton County, Texas, and the Contractor consents to such exclusive jurisdiction.

15. Taxes.

The Contractor understands and agrees that the District is exempt from payment of any Texas Sales Tax or Federal Excise Tax as allowed by law.

16. Non-Assignment.

Neither the District nor the Contractor may assign their duties or obligations under this Contract without the express written permission of the other party.

17. Entire Agreement.

This Contract and the Exhibits hereto constitute the full understanding between the District and Contractor as of the date of execution of this Contract.

18. Amendments.

This Contract may not be altered, changed or amended, except by an instrument in writing signed by both parties hereto.

19. Authority.

Each person signing this Contract on behalf of a party hereto represents and warrants that such person has full authority to enter into this contract on behalf of that party.

20. Notices.

Any notice, approval, or other communication required hereunder must be in writing and shall be deemed given if delivered by hand or mailed by registered mail or certified mail addressed to the parties hereto indicated above. Either party may change its address upon thirty (30) days' written notice to the other party.

21. Severability.

In case anyone or more provisions set forth in this Contract shall for any reason be held invalid, illegal or unenforceable in any respect, any such invalidity, illegality or unenforceability shall not affect any other provision of this Contract, and this Contract shall be construed as if such invalid, illegal or unenforceable provision had never been incorporated therein.

22. No Discrimination.

The contractor will not discriminate against any employee or applicant for employment by Contractor because of race, creed, color, age, sex, marital status, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, sex, marital status, or national origin. The contractor agrees to post in conspicuous places notices setting forth the provision of this Section.

23. Confidentiality.

Except as otherwise provided herein, Contractor shall hold in confidence and not disclose to others, business or technical information disclosed to Contractor by District or acquired by Contractor in the course of performing the Maintenance and Custodial Services hereunder for District. The obligations of confidentiality do not apply to information that (i) is or becomes part of the public domain, or (ii) is required to be publicly disclosed under law.

24. Public Information Act.

The Contractor understands that the District is a governmental body subject to the Texas Public Information Act ("Act"). The Contractor understands that the District will comply with the Act, and with all opinions of the Texas Attorney General's office regarding the Act.

25. Force Majeure.

Contractor will not be held responsible or liable for any breach, loss, damage, detention or delay caused by fire, explosion, theft, lightning, windstorm, earthquake, floods, storms, riots, civil commotion, malicious mischief, acts of God, or by any other cause beyond Contractor's reasonable control, whether or not the same is herein specified. Strikes or lockouts will not affect the terms and conditions outlined within this Contract.

26. Criminal History Records.

The Contractor understands and agrees that, pursuant to Texas Education Code §22.0834(d), the Contractor, his agents, servants, or employees will not be allowed to perform any duties in connection with the Maintenance and Custodial Services Contract at any District Facility until the District has obtained from the Contractor all National Criminal History Record Information ("NCHRI") and fingerprinting process through the Texas Department of Public Safety for the Contractor and its agents, servants, and employees. The Contractor shall, prior to performing any work the Maintenance and Custodial Services Contract, certify to the District that the Contractor has obtained the NCHRI and fingerprinting for the Contractor and its agents, servants, and employees and provide this NCHRI to the District.

Executed in Denton County, Texas on this ____ day of _____, 20____.

Contractor

By: _____

(Printed Name)

(Title)

State of Texas
County of Denton

Before me, a notary public, on this day personally appeared the above signed, known to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that he/she has read the above document and any statements therein contained are true.

Notary Public in and for the State of Texas

Dr. David Belding, Superintendent
Aubrey Independent School District

State of Texas
County of Denton

Before me, a notary public, on this day personally appeared the above signed, known to be to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that he/she has read the above document and any statements therein contained are true.

Notary Public in and for the State of Texas

CONTRACTORS PROPOSED FTE AND STAFFING TOTALS

Please fill in FTEs and man-hours proposed for each facility location for day and night shifts and District-wide totals. FTE totals will not include Project Manager as required by proposal specifications. The District will utilize this part of the proposal in its decision-making process to determine adequate staffing by the Contractor. FTEs equal to 8 man-hours.

	<u>Day Hrs</u>	<u>Night Hrs</u>	<u>Day FTE</u>	<u>Night FTE</u>
H.L Brockett Elementary				
James A. Monaco Elementary				
Jackie Fuller Elementary				
Aubrey Middle School				
Aubrey High School				
AHS Stadium/Field House				
Aubrey ISD Agriculture Science Facility				
Aubrey ISD Central Administration				
Totals	Total Day	Total	Total Day	Total Night
	Total District Man Hours		Total District FTE's	

The contractor will provide not less than 60% of man-hours as required by proposal specifications for summer cleaning.

EXHIBIT C

**AUBREY INDEPENDENT SCHOOL DISTRICT
NCHRI CERTIFICATION
FELONY CONVICTION DISCLOSURE STATEMENT**

NCHRI Certification

Pursuant to Texas Education Code §22.0834(d), the undersigned Contractor certifies that the Contractor has obtained all National Criminal History Record Information (“NCHRI”) for the Contractor and its agents, servants, and employees.

The Contractor further certifies that the Contractor has provided the NCHRI for the Contractor and its agents, servants, and employees to the District.

Fingerprinting Certification

The Contractor certifies that each employee has completed the fingerprinting process through the Texas Department of Public Safety. Any individual that has committed a criminal offense that would exclude that employee from working for a school district under Texas Education Code or Texas State Law shall not be assigned to any job within this contract.

Felony Conviction Disclosure Statement

Section 44.034, Texas Education Code, Notification of Criminal History, Subsection (a), states, "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator has been convicted of a felony. A notice must include a general description of the conduct resulting in the conviction of a felony."

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

This notice is not required of a publicly-held corporation.

I, the undersigned agent for the firm named below, certify that: (i) I have obtained the NCHRI for the Contractor, its agents, servants, and employees; (ii) I have provided the NCHRI for the Contractor, its agents, servants, and employees to the District; and, (iii) the information concerning notification of felony conviction for the Contractor, its agents, servants, or employees has been reviewed by me and the following information furnished is true to the best of my knowledge.

Company Name

Signature of Authorized Company Official

Authorized Company Official’s Name (Please print)

- My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.
- My firm is not owned or operated by anyone who has been convicted of a felony.
- My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction(s): _____

Signature of Company Official: _____

EXHIBIT D

The selected Vendor must maintain the following insurance policies, at the minimum policy limits set forth below throughout the entire term of its contract and/or service with AISD. Such policies shall be written on an occurrence basis, with companies with an A.M. Best Rating of A-VII or better. **AISD shall be named as an additional insured on all such policies.** Proof of insurance must be submitted with RFCSP.

Insurance Requirement Limits:

A. General Liability	General Aggregate	\$4,000,000
	Products-Comp/ or Aggregate	\$4,000,000
Commercial General Liability	Personal & Adv. Injury	\$2,000,000
Claims Made Occur.	Each Occurrence	\$2,000,000
Owner's Contractor's Prot.	Damage to Rented Premises	\$300,000
	Med. Expense (any one person)	\$10,000
B. Automobile Liability	Combined Single Limit	\$1,000,000
Any Auto	Bodily Injury (per person)	
Any Auto	Bodily Injury (per accident)	
Any Auto	Property Damage (per accident)	
C. Umbrella from Excess Liability	Each Occurrence	\$4,000,000
	Aggregate	\$4,000,000
D. Worker's Compensation	Statutory Limits	
	Each Accident	\$1,000,000
	Disease Policy Limit	\$1,000,000
	Disease Each Employee	\$1,000,000
E. Third-Party Crime	Employee Theft	\$1,000,000

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

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

EXHIBIT E

**AUBREY INDEPENDENT SCHOOL DISTRICT RFCSP RESPONSE FORM
MAINTENANCE AND CUSTODIAL SERVICES**

Proposal Open Date & Time:

February 17, 2020, at 10:00 A.M.

Proposal Open Location:

**Aubrey Independent School District
Administration Office
By Eric Hough, Chief Financial Officer**

RESPOND TO:

Eric Hough, Chief Financial Officer
Aubrey Independent School District
Attn: Maintenance/Custodial
415 Tisdell Lane
Aubrey, Texas 76227
Telephone: (940) 668-0060

Company Information:

Company Name

Address

State/City/Zip

Area Code & Telephone Number

Area Code & Fax Number

Authorized Representative

Authorized Representative Title

Email Address

I, the undersigned, as the owner or legally authorized representative of the above named company, by signing the following statement, agree that I have read and understand all of the Instructions and Specifications contained herein, and that if accepted by the Aubrey Independent School District, all of the provisions will be incorporated as part of a binding contract between Aubrey Independent School District and our company. I also certify that this Proposal is made without previous understanding, agreement, or connection with any person, firm, or corporation making a proposal for the same contract, and is in all ways fair and without collusion or fraud.

Authorized Signature

Signature Date

EXHIBIT F

**REFERENCES
AUBREY INDEPENDENT SCHOOL DISTRICT
MAINTENANCE/CUSTODIAL SERVICES CONTRACT**

List below three (3) references for which you have completed projects for in the past 12 months.

1. _____
Institution Name

Street Address

City/State/Zip

Contact

Telephone Number

Email Address

2. _____
Institution Name

Street Address

City/State/Zip

Contact

Telephone Number

Email Address

3. _____
Institution Name

Street Address

City/State/Zip

Contact

Telephone Number

Email Address

EXHIBIT G

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law, this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

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

2]

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

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

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

Name of Officer

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

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

Yes No

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

Yes No

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

Yes No

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

4]

Signature of person doing business with the governmental entity

Date

Exhibit H Cleaning Frequencies

CLASSROOMS/OFFICES

Sweep	Sweep all hard surfaced floors with dust control tool
Vacuum	Vacuum carpeted areas
Spot mop	All classroom tiled areas
Dust	Baseboards and lower ledges
Wipe and disinfect	Door handles, hand rails, banisters, crash bars, call buttons, etc
Clean, disinfect, polish	Hand basins, urinals, commode seats and covers, mirrors, towel and paper dispensers
Spot Clean	Carpet stains & spots
Monitor & Replenish	Soap, towels, toilet paper, etc.
Police and remove trash	All interior and exterior waste containers, take to dumpster and police area

HALLWAYS/RESTROOMS

Vacuum	Vacuum all runners, mats, etc
Damp mop	Mop entries, lobbies, corridors, stairwells
Dust	Baseboards and lower ledges
Clean	Glass entrance doors, partitions, panels
Spot wash	Restroom walls, doors, partitions to remove marks
Wipe and disinfect	Door handles, hand rails, banisters, crash bars, call buttons, etc
Water fountains	Clean and polish
Police and pick up	Trash at doorway entrances and hallways
Police and pick up	Trash of immediate exterior of buildings, sidewalk and curb

Daily

CAFETERIA

	<i>Both interior and exterior areas</i>
Sweep	Sweep floors
Mop	Mop floors
Clean and disinfect	Table tops (kitchen provides rags and cleaning solution)
Police and remove trash	Trash taken out to dumpsters (kitchen provides bags)

GYMNASIUMS (INCL PRESS BOX)

Police and pick up	Police bleachers, empty all waste containers and take to dumpsters
Clean glass	Clean all glass windows
Wipe and disinfect	Door handles, hand rails, banisters, crash bars, call buttons, etc
Spot clean	Spot clean walls as needed

LOCKER ROOMS (INCL FIELD HOUSE)

Clean and sanitize	Ceramic tile, showers, commodes, wash basins, mirrors and partitions with approved disinfectant
Damp mop	Weight room
Spot wash	Restroom walls, doors, partitions to remove marks
Sweep, mop, vacuum	Floors

Weekly	Dust	Light fixtures not normally done daily
	Dust & polish	Wood furniture, desks, podiums, shelves, etc with suitable polish
	Dust and polish	Pictures, trophy cases, sculptures, decorative fixtures
	Clean and wash	Interior walls as needed
	Dust	High ledges and surfaces
	Dust	Restroom vents and tops of partitions
	Wash	Window ledges and door frames
	Clean and disinfect	Weight room equipment

Annually	Strip and finish	Hard surfaced floors
	Carpet shampoo	Shampoo and extract
	Wash	Interior reflecting surfaces, lamps, shades, louvers, etc
	Damp cloth	Wood and venetian blinds
	Wash	Interior and exterior windows (2x yr)
	Dust and damp wipe	Any ceiling fans and vents (4x yr)
	Disinfect athletic areas	Complete disinfect of all athletic areas including lockers

NEVER SPRAY CLEANSER AROUND COMPUTERS OR TECHNOLOGY

****CUSTODIAL CLOSETS AND CARTS SHOULD BE KEPT CLEAN AND ORGANIZED, DAILY**

**Exhibit I
Bid Sheet**

To The Aubrey ISD:

I have received a Request for Proposal as prepared by the District for Maintenance and Custodial Services for its operations. I agree and submit all documents as required by the RFCSP, and its specifications, and our Company submits the following price quotes for your complete maintenance and custodial needs.

Cost Breakdown of Contractor's Proposal is as follows:

Annual Cost per Year for five (5) Contract Years

SY 2020-2021	\$	_____
SY 2021-2022	\$	_____
SY 2022-2023	\$	_____
SY 2023-2024	\$	_____
SY 2024-2025	\$	_____

Cost Per Sq. Ft for Each School Year

SY 2020-2021	\$	_____
SY 2021-2022	\$	_____
SY 2022-2023	\$	_____
SY 2023-2024	\$	_____
SY 2024-2025	\$	_____

Company Name _____

Address and State of Corporate Offices _____

Authorized Signature: _____ Date: _____

Telephone: _____ Fax: _____

Email: _____

I have attached all pages of this RFCSP, signed all required areas, and enclosed my certificate of insurance, felony conviction notification, proof of experience required, and list of references. **This total RFCSP will become the basis of any agreement between the District and the Contractor.**