

Whiteford Agricultural Schools Request for Proposal for Custodial Cleaning Services

Mandatory Pre Bid Meeting/Walkthrough:April 7, 2026 – 10:00 AM

Deadline for Questions:April 13, 2026 – 3:00 PM

Bid Due Date and Time:April 27, 2026 – 10:00 AM

Bid Opening:April 27, 2026 – 10:15 AM

Address for Pre Bid Meeting / Bid Opening:

Whiteford Agricultural Schools
6655 Consear Rd.
Ottawa Lake, MI 49267
Board Room

All questions regarding the bidding process for the custodial cleaning service
will be directed to (no verbal questions will be permitted):

Charlie Butz
Director of Transportation, Buildings & Grounds
E Mail Address: cbutz@whiteford.k12.mi.us
(734) 856-1443 ext. 107

Whiteford Agricultural Schools Request for Proposal for Custodial Cleaning Services

Facilities to be Serviced (sq. ft. is total square foot area of the building)

Middle School/High School Building 110,700 sq. ft.
6655 Consear Road
Ottawa Lake, MI 49267

Elementary School Building 30,800 sq. ft.
6655 Consear Road
Ottawa Lake, MI 49267

1. **Supervision**

The contractor shall provide competent and adequate supervision as necessary to satisfy the requirements and specifications of the contract. The supervisor shall cooperate fully with the representatives of Whiteford Agricultural Schools and shall be available for inspection of the buildings at times other than during working hours when requested.

Inspections may occur at anytime before, during or after the normal school year. The purpose of the inspections will be to determine if the buildings were properly cleaned to begin the school year, to assure that regular nightly cleaning is being done as per contract terms and that the buildings are properly cleaned after the end of the school year.

2. **Employees**

The contractor shall employ competent persons who are well trained in the area of work assigned.

The contractor shall supply the school District a list of all employees assigned to each building and their assigned areas of responsibility and this list shall be updated as employees are hired or terminated.

Cleaning service employees are not to disturb papers on desks, open drawers or cabinets, use telephones or computers or tamper with personal property owned by Whiteford Agricultural Schools or its employees.

All employees are to present themselves in an appropriate manner and attire consistent with school rules and the laws of this state and community. Any employee whose moral conduct, behavior, health habits or appearance are unsatisfactory will be brought to the contractor's attention for appropriate action, up to and including discharge.

The school District will be given at least a 48-hour notification of new employees prior to their assignment in our buildings. This notification shall include the name, current address and former employer information of the proposed employee.

The school District reserves the right to do background checks on all employees consistent with applicable laws.

3. **Keys**

Keys and key cards to the buildings will be supplied by the school District and NO keys are to be duplicated without the permission of the school District. All keys and key cards shall be returned at the termination of the contract.

4. Work Week

During the school year, which will consist of 185 workdays, the majority of the custodial service responsibilities will normally be performed between the hours of 3:00 PM and midnight for five consecutive nights on Monday through Friday, except on days when school is cancelled.

On cancelled school days, daily services may be reduced or eliminated. On days when school is cancelled the contractor shall contact the school District to determine what cleaning, if any, is necessary. If there are events (i.e., games, concerts, etc.) on staff in-service and cancelled days, coverage will be expected to continue and the building(s) cleaned after any usage to ensure the school(s) are ready for service the following day. In the event no cleaning is needed or a reduced number of staff members are utilized, an appropriate reduction shall be made in the monthly billing.

In addition, the school District shall supply the contractor, or their building representatives, with a schedule of nightly activities for each building and it shall be understood that the cleaning of areas of the building used for night activities will be performed after the activities are over. The custodial service shall be responsible for the setup and tear down for all activities, games and events. The cleaning service is responsible for nightly security of the building during their shift and to secure the building before leaving. Every attempt will be made to provide for clean buildings for each work/school day to begin.

5. Unsatisfactory Performance

All work performed will be subject to inspection and approval. Any work found to be substandard or omitted will be reported to the contractor. Any continued and/or repeated offenses may be subject to fines deducted from the monthly billing.

6. Conservation of Energy

Every effort shall be made to conserve energy whenever possible throughout the cleaning schedule. Only areas in use shall have lights on and doors and windows shall remain closed whenever the heating or cooling systems are operating.

7. Contract Termination

Either party for just cause may terminate the contract by giving written notice by Certified Mail to the other party at least 30 days prior to the date of termination.

8. Staffing Requirements

Each proposal must design a staffing table for each building including shift times, hours to complete the daily, weekly and monthly cleaning requirements during the school year and must include one staff member from 8:00am to 4:30pm.

9. Annual (Summer) Services

A. Cleaning and Waxing of Floors

All Non LVT hard surface floors (tile, etc.) shall be stripped or top-scrubbed and refinished each summer a minimum of three weeks prior to school starting. Sealer and floor finish shall be applied in thin even coats with a minimum of three coats in classroom areas and in high traffic areas. The floor wax or sealer must be of high quality and approved by the School District. Floor finishes shall be anti-slip and buffable.

B. Cleaning of Carpeted Areas

All carpeted areas shall be fully cleaned once during the summer cleaning period.

C. General Cleaning and Building Preparation

(See General Routine Cleaning below.)

10. Christmas and Spring Break

A. Carpet Cleaning

Soiled carpet, rugs and high traffic areas should be spot cleaned during Christmas and Spring breaks.

B. Kitchen Cleaning

Exhaust vents should be thoroughly cleaned during Christmas and Spring breaks.

11. General Routine Cleaning

All floor surfaces are to be swept nightly. Hard surface areas are to be dust mopped with a treated mop and damp mopped as needed. Carpeted areas are to be vacuumed nightly and spot cleaned where needed. All furniture shall be realigned to a useable position appropriate for that room and as requested by the main user of the room.

All wastebaskets and garbage barrels are to be emptied nightly. Classroom wastebaskets may be emptied without changing the liner when possible but shall have new liners at least once per week as needed.

All student desks and table surfaces are to be cleaned daily with a disinfectant/germicidal non-abrasive cleaner.

All interior glass surfaces and entrance glass surfaces are to be kept clean daily.

Exterior glass surfaces are to be cleaned prior to the start of the school year and spot-cleaned as needed.

All shelving, locker tops, sills, furniture, ledges, corners, etc. are to be kept dust free.

Wall surfaces are to be spot cleaned as needed throughout the building.

Soap, towel, tissue and sanitary napkin dispensers are to be refilled as needed to provide a useable amount of product for the next day.

Kitchen and cafeteria floors are to be swept and mopped daily. Mopping of the kitchen might require a pre-mop with a degreaser. Both kitchen and cafeteria floors will be mopped with a germicidal/ disinfectant detergent. All waste receptacles will be emptied nightly and disinfected or scrubbed as needed.

All lavatories and locker rooms are to be swept and mopped nightly. In the event there is an activity or game, cleaning of lavatories and locker rooms will take place after the completion of the event and participants have exited the building. A disinfectant/germicidal detergent shall be used for all surface cleaning. Walls and stalls are to be kept clean nightly and totally cleaned weekly. A non-acid bowl cleaner shall be used for urinals and toilets and these surfaces are to be

wiped dry after cleaning. All sanitary napkin receptacles are to be emptied nightly and disinfected as needed.

Kitchen, lavatory and locker room floors shall be resealed as often as is necessary to maintain the floor and grout seal, but not to the extent of having undo buildup in the grout. In the event of a buildup of floor finish in the grout, then the floor shall be scrubbed or stripped and refinished or sealed.

Washbasins, sinks and drinking fountains throughout the building shall be cleaned nightly with a disinfectant/germicidal non-abrasive cleaner.

All interior walls, locker fronts, doors etc. shall be kept clean of dirt, marks, smudges and writing.

Classroom tables, desks, chairs etc. shall be spot cleaned to remove marks and writing.

(See Attachment 4 for listing of daily, weekly and monthly routine cleaning tasks.)

12. Assignment of Contract

The Contractor shall not assign, transfer, or dispose of the Contract or any part thereof without the written consent of Whiteford Agricultural Schools.

13. Indemnification and Hold Harmless

Contractor agrees to indemnify Whiteford Agricultural Schools from any and all liability, or loss or damage that Whiteford Agricultural Schools may suffer as a result of claims, demands, causes, or judgments against them arising out of custodial services to be performed when the liability, loss or damage is caused by, or arises out of, the actions of the Contractor, his agents or employees.

14. Michigan Right to Know / Hazardous Material Law

It is the Contractor's responsibility to comply with the Michigan Right to Know/ Hazardous Material Law. The Contractor is to provide Whiteford Agricultural Schools with the following information:

- A. Material Safety Data Sheets (MSDS) on all chemicals the company provides and uses in each Whiteford Agricultural School Building.
- B. An inventory of the types of chemicals used, their purpose, and their location in the building.
- C. All cleaning material containers must be properly labeled.

15. Michigan's School Safety Initiative

Contractor shall not assign an individual who is required to be registered under Article 2 of 1994 PA 295, as amended, (Sex Offenders Registration Act) to work within a student safety zone, as that term is defined in 1994 PA 295. Additionally, a Contractor shall not subcontract with a subcontractor who employs an individual who is required to be registered under Article 2 of 1994 PA 295, as amended, (Sex Offenders Registration Act) to work within a student safety zone, as that term is defined in 1994 PA 295.

All personnel of the Contractor or any subcontracted employee assigned to regularly and continuously work under contract at buildings owned or leased by the District shall be produced for fingerprinting upon the execution of the contract, or as soon thereafter as they are identified, so that the District may request a criminal history check from the Criminal Division of the Michigan State Police and a criminal records check from the Federal Bureau of Investigations, as required by MCL 380.1230(1) and MCL 380.1230g.

The Contractor shall pay the cost of each criminal history and records check performed by the District as related to this contract. The Contractor shall not assign any individual nor allow a

subcontracted employee to regularly and continuously work under contract in any of the buildings owned or leased by District if the District has not received the individual's criminal history check from the Michigan State Police and the FBI or if the criminal history check discloses that the individual has been convicted of a listed offense, as that term is defined by Section 2 of the Sex Offenders Registration Act, 1994 PA 295, as amended. Additionally, the Contractor shall not assign any individual or allow a subcontracted employee to regularly and continuously work under contract in any of the buildings owned or leased by the District if that criminal history check discloses the individual has been convicted of any felony other than a listed offense, unless the Superintendent and the Board of the Owner specifically approve of the assignment of that individual in writing.

Violation of the above by the Contractor or a subcontractor shall be the basis for immediate termination of the Agreement. The Contractor shall require language similar to the above in all its agreements with subcontractors and/or consultants who will be assigning personnel to work regularly and continuously on the Owner's property.

16. Miscellaneous

Slop sinks and janitorial closets or storage areas assigned to the cleaning service shall be kept clean and orderly.

The cleaning service shall be responsible for securing the building each day after the regular school/work day (time to be set by the building administrator) and to unlock the building for scheduled activities and re-secure the building after scheduled activities.

CONSUMABLE SUPPLIES: The District will provide all toilet paper, paper towels, soap, trash can liners, sanitary products, tissues, air fresheners, hand sanitizer, etc. for use in the District. The Contractor may be asked to provide pricing for said items as well as receiving, storing and inventory for said items in each building.

CLEANING SUPPLIES: All cleaning chemicals, small tools, microfiber, mops, dust mops, laundry, mop buckets, vacuums, carts, floor scrubbers, carpet scrubbers etc. are the responsibility of the Contractor and as such, supplied in a timely manner to ensure the specification frequency and quality are met. Please list in your proposal your cleaning supply program. All supplies must be approved by the District prior to use.

CLEANING EQUIPMENT: The cleaning service contractor shall provide all equipment. Repair and replacement of the equipment during the length of the contract and any subsequent renewal terms are the responsibility of the Contractor. Equipment is to be maintained in such a manner to ensure the frequencies of the specification are maintained, and the quality is not compromised due to equipment neglect, failure or absence. To that end, back up equipment must be readily available to the District at no extra charge to ensure specification frequency and quality is met. Arrangements may be made for leasing or purchasing of any District-owned equipment.

It is understood and agreed that the District shall in no way be responsible for any theft, disappearances or other misappropriation of any equipment to be supplied by the contractor, nor for the theft, disappearance, or other misappropriation of any supplies or any other property of the contractor.

Workers Compensation Insurance supplied by the contracting cleaning service shall cover the employees of the cleaning service.

The cleaning service shall secure the proper liability insurance for the term of this contract and shall provide Whitford Agricultural Schools with the certificates of insurance.

17. Contractor's Experience and Capabilities

The Proposal must include a description of the general background, experience and qualification of the Contractor in TK-12 locations. The Contractor must list at least three operations presently serviced that are similar in nature to that of the District's. One of these references must be for a TK-12 complete District with Custodial Service contract needs similar to this District within the State of Michigan. List the Square Footage of the Districts that the Contractor is responsible for cleaning, the number of full time employee's servicing that District and the period of time the Contractor has served the District. This information shall include the names, titles, addresses, and telephone numbers of individuals who are in a position to evaluate the general quality of the operation at their facilities. More references are welcome.

18. Contract Requirement

A proposed contract is attached (see Attachment #5). Please read over all documents carefully and list any exceptions to the documentation together with an explanation as to the reason for the exception and the suggested change to be negotiated. Otherwise, the Contractor shall be required and expected to meet the documentation in its entirety, except to the extent exceptions are expressly noted in its proposal.

CUSTODIAL RFP CLARIFICATIONS

SAFETY

The Contractor shall use a proactive safety program for its employees and operations at the schools, as well as comply with all District safety rules that apply to custodial services operations.

BUILDING OCCUPANCY

High School/Middle School Building: 512 students, 51 staff members on site all day
Elementary Building: 324 students, 32 staff members on site all day

INSURANCE REQUIREMENTS TO BE MET BY THE SUCCESSFUL VENDOR(S)

Contractor agrees, at its sole cost and expense, to purchase, prior to the commencement of services, and maintain the following insurance coverage in the minimum amounts indicated for the entire duration of the contract. All coverage shall be with insurance carriers licensed and admitted to do business in Michigan and acceptable to Whiteford Agricultural Schools.

Commercial General Liability Insurance: On an "Occurrence Basis" with limits of liability not less than \$1,000,000 each occurrence, \$3,000,000 aggregate, combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions:

- A) Contractual Liability;
- B) Products and Completed Operations;
- C) Independent Contractor's Coverage;
- D) Broad Form General Liability Extensions or equivalent;
- E) Deletion of all Explosion, Collapse and Under group (XCU) Exclusions, if applicable.

Professional Liability Insurance (Errors & Omissions) of \$1,000,000 each occurrence and \$3,000,000 annual.

Workers' Compensation including Employer's Liability Coverage of \$100,000 each accident, \$500,000 annual aggregate, in accordance with all applicable Michigan law.

In addition, Contractor shall include the following as Additional Insured: Whiteford Agricultural Schools including its elected and appointed officials, employees, and volunteers.

The required coverage as described above shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days advance Notice of Cancellation, Non-Renewal, Reduction and/or Material change shall be sent to: Scott Huard, Superintendent, Whiteford Agricultural Schools, 6655 Consear Road, Ottawa Lake, MI 49267. If such insurance is not in force, Whiteford Agricultural Schools may, at its option terminate and cancel the contract.

CONTRACT DURATION

This is a one (1) year fixed contract, with an option for Whiteford Agricultural Schools to renew annually for a two (2) year term. The first year contract will begin approximately July 1, 2026 and continue through June 30, 2027.

**Whiteford Agricultural Schools
Cleaning Service Bid Form**

Proposal Deadline: April 27, 2026 – 10:00 AM

Bidding Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Company Representative Placing this Bid: _____

All bids will be submitted based on a breakdown of summer cleaning and per diem cleaning charge for the school year. The school year day-to-day charge shall be based on 185 work days. Billing and payment will be made on a monthly basis.

Whiteford Agricultural Schools reserves the right to reject any and all bids submitted.

BID FOR YEAR ONE:

Bid Price

Day-to-Day Cleaning (Attachment #4)
Per Diem Cost (based on 185 days) \$ _____ total \$ _____
Weekly Hours _____

Summer Cleaning/Outside Window Cleaning (Attachment #6)
Per Diem Cost (based on 44 days) \$ _____ total \$ _____
Weekly Hours _____

Total Yearly Bid \$ _____

*Extra Rate Work – (Special Events)
Saturday Hourly Rate \$ _____

Sunday Hourly Rate \$ _____

Alternates from Bids: (use additional sheet if necessary)

Signature of Bidder: _____

Date: _____

Attachment 1

Compliance with School Safety Initiative Legislation

The undersigned, the owner or authorized officer of _____ (the "Bidder"), certifies to Whiteford Agricultural Schools (the "School District"), that any and all persons who will work directly or indirectly for the Bidder, including, but not limited to, Bidder's employees, agents, vendors, subcontractors or consultants, and who will work at or on any School District Property, shall at all times be in compliance with MCL 380.1230, 380.1230a, 380.1230c, 380.1230d, and 380.1230g and have not been convicted of any "listed offenses".¹ The Bidder further warrants and represents that all persons who will work directly or indirectly for the Bidder, including, but not limited to, Bidder's employees, agents, vendors, subcontractors or consultants, and who will work at or on any School District property, shall at all times be in compliance with MCL 380.1230, 380.1230a, 380.1230c, 380.1230d, and 380.1230g. In this regard, Bidder agrees, without limitation, to report within 3 business days to the School District when any such person is charged with a crime listed in Section 1535a(1) of the Revised School Code² or a substantially similar law, and to immediately report to the School District if that person is subsequently convicted, plead guilty or plead no contest to that crime.

BIDDER: _____

By: _____

Its: _____

Date: _____

¹ The term listed offenses means those defined in Section 2 of the Sex Offenders Registration Act (SORA), MCL 28.722

² MCL.380.1535a(1).

Attachment 2

Familial Disclosure Form

The undersigned, the owner or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Whiteford Agricultural Schools (the "School District") Request for Proposals for Custodial Cleaning Services, hereby represent and warrant, except as provided below, that no familial relationships exist between Bidder(s) or any employee of the School District, and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

BIDDER: _____

By: _____

Its: _____

Date: _____

Attachment 3

CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named company (the "Company") hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event the Company is awarded a contract by Whiteford Agricultural Schools as a result of an RFP, the Company is not and will not become an "Iran Linked Business" at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of Whiteford Agricultural School's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

Name of Company

Name and Title of Authorized Representative

Signature

Date

Attachment 4 Daily task sheet (School Year 185 Days)

General Routine Cleaning Chart:								
Classrooms, Office Areas, Library, Lounges/ Meeting Rooms, etc.					Daily	Weekly	Monthly	Other
1.	Empty and re-line all wastebaskets with plastic liners				X			
2.	Vacuum carpet and entry rugs, remove spots				X			As Needed
3.	Clean horizontal surfaces of all furniture/desks, ledges, and windowsills				X			As Needed
4.	Spot clean furniture, walls, switch plates and door hardware				X			
5.	Dust mop and damp mop hard surface floors				X			
6.	Clean and disinfect telephones				X			
7.	Clean and disinfect sinks				X			
8.	Clean and refill soap dispensers as necessary				X			
9.	Clean whiteboards/chalkboards, unless "save" is written on the board				X			
10.	Set up events and tear down immediately after							As Needed
11.	Clean interior/exterior glass (Classroom door)				X			As Needed
12.	Dust and damp wipe vertical surfaces of all furniture				As Needed	X		
13.	Dust and damp wipe all ledges and windowsills				As Needed		X	
14.	Clean all desktops that are cleared of papers				X			
15.	Wash student seating areas				X			
16.	Spot clean walls				X			As Needed
17.	Feather dust computer monitors				X			
18.	Vacuum upholstered furniture and cushions				As Needed		X	
19.	High dust ceilings including vents and walls				As Needed		X	
Restrooms, Locker rooms, Gyms, etc.					Daily	Weekly	Monthly	Other
1.	Sweep and wet mop floors with disinfectant cleaner				X			
2.	Stools, seats, and urinals shall be thoroughly washed inside & out w/ disinfectant cleaner. Touch up bathrooms at mid-day				X			
3.	Clean and disinfect sinks and wipe free of all water marks				X			
4.	All mirrors, shelves, chrome fixtures, pipes and dispensers shall be damp wiped and wiped dry				X			
5.	Special attention shall be given to floors around toilets & urinals for elimination of odors and stains				X			
6.	Empty, clean and disinfect trash containers				X			
7.	Empty, clean and disinfect sanitary napkin receptacles				X			
8.	Replenish all paper toweling, toilet tissue, hand soap, etc.				X			
9.	Spot clean walls, kick plates, doors, etc.				X			
10.	Toilet partitions, doors, walls, sills, and ledges shall be completely cleaned with a disinfectant cleaner				X			
11.	Sweep and clean gym floors				X			
12.	Fill floor traps with water/disinfectant solution					X		
Hallways, Lobbies, Entrances					Daily	Weekly	Monthly	Other
1.	Dust mop hard surface floors				X			
2.	Vacuum all carpet areas and mats				X			
3.	Remove scuff marks				X			
4.	Clean all glass on interior and entrance area				X			
5.	Clean and disinfect door handles and telephones				X			
6.	Clean displays, pictures, lockers and furniture				As Needed		X	
7.	Damp wipe vinyl furniture				X			
8.	Empty and re-line all trash containers				X			
9.	Clean and disinfect drinking fountains				X			
10.	Clean and Burnish floors						X	As Needed
11.	Empty trash bins within 25' of facilities				As Needed	X		
12.	Pick up debris within 10' of bldg. and within 25' of entrances				As Needed	X		
13.	Scrub hard surface floors				As Needed	X		

Cafeteria					Daily	Weekly	Monthly	Other
1.	Dust mop and wet mop hard surface floors				X			
2.	Remove scuff marks				X			
3.	Clean horizontal surfaces, ledges, window sills, etc.				As Needed	X		
4.	Empty and re-line all trash containers				X			
5.	Spot clean exterior of stoves, vending machines, refrigerators, microwaves, cabinets, coffee machines, etc.				X			
6.	Clean tables and chairs thoroughly				X			
7.	Clean and Scrub floors after lunch				X			
Periodic Work					Summer Break	Winter Break	Spring Break	Provide Pricing Separately
1.	Strip and refinish all tile floors, applying a minimum of 3 coats of appropriate sealant.				X			
2.	Strip and Seal coat kitchen floor areas in both buildings				X			
3.	Maintain the floor finish annually as needed, either by stripping or top scrubbing and applying sealant. Sealant must be removed completely at least every two years.				X			
4.	Shampoo all carpeting and mats				X			
5.	Shampoo all high traffic carpeting and mats					X		
6.	Clean and resurface Gym floor							X
7.	Wash windows, inside and out				X			
8.	Thoroughly deep clean all furniture-desks, chairs, tables, etc.				X			
9.	Dust all light fixtures				X			
As Scheduled								
Special Events Set Up / Tear Down and Clean Up								
1.	Throughout the year for sporting events							
2.	Throughout the year for rentals							
3.	Throughout the year for after school functions							
4.	Daily breakfast set ups							
5.	Anytime the building is used for activities other than educational							
6.	Open facility 15 min prior to each event and secure when all event attendees have left the facility							
7.	Not responsible during away games or events to clean up after team or group as they arrive back at school							
Day Staff								
1.	Hall and food area dust mop and spot mop after breakfast and lunch							
2.	Touch up all restrooms at mid-day and after school has dismissed (High school/Middle School/Elem.)							
3.	Other related activities required by the school district							
4.	Periodic clean-ups due to student illness and Spills							
5.	Check-in w/central office daily for event schedule							
6.	Set-up tables for lunches if needed							
7.	Answer calls for support from offices							
8.	Dust trophy cases (HS hallways and HS gym entrance)							
9.	Wet mop gym floor edges (Aux/MS/HS)							
10.	Clean main door glass (Elem-B; MS-D; HS-A/F; HS-Gym)							
11.	Football concession restrooms							
12.	Organize/clean storage areas							
13.	All bathrooms/locker rooms - check paper products, wipe down walls that show marks/dirt, pick up trash, etc.							

Attachment 5 (School Year 185 Days)

SAMPLE
CONTRACT

PROPOSED CUSTODIAL SERVICES CONTRACT (School Year 185 Days)

This Custodial Services Contract (the “Contract”) is made and entered into as of this _____ day of _____, 2026 (the “Effective Date”), by and between WHITEFORD AGRICULTURAL SCHOOLS (“School”), a Michigan general powers school district organized and operating under the provisions of the Revised School Code, MCLA 380.1, *et seq.*, as amended, whose principal office is located at 6655 Consear Road, Ottawa Lake, MI 49267, and _____ (“Contractor”), a corporation whose principal place of business is _____.

In consideration of the mutual promises set forth below, the parties agree as follows:

1. **Services and Location of Services.** Contractor agrees to provide the services described in the attached RFP for Custodial Cleaning Services. In the event that School desires to modify the specifications subject to this Contract, the parties will negotiate a mutually acceptable modification of the price set forth in paragraph 2 below which modification will be evidenced by a writing executed by both parties.
2. **Payment.** In consideration of these services, School shall pay to Contractor during the term of this Contract, the sum of \$_____ per day for cleaning services during the school year (185 total days). Due to uncertainty of future needs, summer work will be specified and performed under a separate service agreement. The first monthly payment shall be due thirty (30) days after the School’s first receipt of an invoice from the Contractor and subsequent invoices shall be paid within thirty (30) days from the School’s receipt.
3. **Performance.** Both parties agree to address repeated, ongoing, and uncorrected lapses in service, due to _____ actions or inactions. Examples would be repeatedly missing areas of service, and/or failing to provide adequate staff to complete the work on consecutive days. This excludes small, infrequent, and/or corrected lapses in service, which may be reasonably anticipated in the provision of janitorial services. Both parties agree to regular conversations to determine the successful performance of this agreement.
4. **Equipment.** The Contractor will provide the necessary equipment, and will maintain, repair, and replace as needed, to perform the Services specified in this contract. Arrangements may be made for leasing or purchasing any District-owned equipment.
5. **Consumable Supplies.** The School will provide all toilet paper, paper towels, soap, trash can liners, sanitary products, tissues, Ice Melt, light bulbs, air fresheners, hand sanitizer, etc. The Contractor will work with the school on ordering and inventory of said product.
6. **Cleaning Supplies.** The Contractor is responsible for the purchase, delivery, receiving, storage and inventory of all custodial supplies and will pay for all cleaning supplies related to custodial service under this Contract. All custodial supplies shall be delivered in proper transportation containers at School approved times and shall be accompanied by or have on the Properties in designated areas, the proper Material Safety Data Sheets for the School’s files.
7. **Standards.** Failure by the Contractor to maintain quality services, and/or cleanliness standards in accordance with the terms of this Contract, including the RFP attached hereto, may result in termination of part or this entire Contract by School.

8. **Limitation of Use.** The Contractor will not be authorized to utilize the School Facilities for any other custodial service or purpose not specified in this Contract. Only custodial services for School Facilities will be performed in School Facilities.
9. **Keys.** The Contractor is responsible for control of the keys obtained from the School. The Contractor shall be responsible for reimbursing the School for the replacement of lost keys and the cost of rekeying and replacement of lock cylinders required as a result of negligence and/or lost keys by Contractor or Contractor's employees.
10. **Term and Termination.** The initial term of this Contract will end _____. If at any time, the School believes the Contractor is in breach of this Contract, including without limitation, failure to comply with the required standards of cleanliness, the Contractor shall be notified in writing and provided with details of said breach. The Contractor will then be provided thirty (30) days time to remediate the breach. If the Contractor does remediate the breach, then the Contractor will be deemed to be in compliance with the terms of the Contract. The School may terminate this Contract upon thirty (30) days written notice to the Contractor if the Contractor fails after the prescribed thirty (30) days to remedy the breach. The Contractor may terminate this Contract upon thirty (30) days written notice to School for breach of the School's obligations under this Contract and the breach is not corrected within that thirty (30) day period. For each renewal term under this Contract, the parties will negotiate a mutually acceptable modification of the price set forth in paragraph 2 above. If at any time during the initial term of this contract, the Contractor is required by local, state or federal governing bodies to increase pay or add benefits in excess of current levels, then the Contractor will have the right to open the contract for renegotiations for such additional compensation.
11. **Health and Safety Requirements.** It shall be the sole responsibility of the Contractor to require its employees to abide by all health and safety requirements imposed by law. The Contractor and all of its employees shall abide by safety and health regulations set forth by the School, and shall comply with all federal, state and local health and sanitation regulations that apply to custodial service operations.
12. **Inspection of Contractor's Workspace.** The School reserves the right to inspect all cleaning areas, storage areas, offices and any other space under the Contractor's control at any time, with or without notice.
13. **Inspection of Work.** The School shall have the right at all times to determine by inspection whether School Facilities meet the standard of cleanliness and maintenance required by the specifications set forth in the RFP.
14. **Licenses.** The Contractor shall obtain all required licenses and permits required by law for the operation of this Contract. The Contract shall pay all required fees, taxes and other charges applicable.
15. **Laws, Rules and Regulations.** The policies of the school are applicable to the Contractor as they are to the school district. The Contractor must comply with all School policies, County ordinances and/or state and federal laws that may be applicable to its performance under the Contract.
16. **Staffing.** The Contractor shall maintain an adequate staff at all times to ensure compliance with the Specifications set forth in the RFP including expert personnel for administration, purchasing, equipment consulting, and supervision.

17. **Management Staff.** Contractor shall provide management staff made known to the School by name, to review and inspect operations, consult with the School on current and future custodial service programs and to act with full authority on the Contractor's behalf in any and all matters pertaining to the specifications of this Contract. The Contractor will make provision for a manager to be accessible when needed. Such management shall be clearly identified as the individual in charge of the operation and available to give assistance.
18. **Employee Regulations.** Personnel or agents of the Contractor shall observe all School traffic and parking regulations. Drinking of alcoholic beverages or the use of illegal drugs or being under the influence of either on the job by the Contractor's employees will not be permitted. In compliance with P.A. 140 of 1993, no person at any time shall smoke, chew, or otherwise use tobacco products, of any kind, in any school building, at school sponsored events, or on School District property. Contractor must comply with all School District policies and regulations.
19. **Inspection of Contractor Employees.** The School shall have the access to all of the Contractor employees with respect to the quality of procedures, safety standards, appearance and conduct of the Contractor's employees, operating hours, and general housekeeping and upkeep of the Facilities. The parties may, by mutual agreement, make reasonable regulations with regard to all such matters and the Contractor agrees to comply with such regulations.
20. **Advertising.** The Contractor agrees not to use this Contract as part of any commercial advertising without prior written approval of School.
21. **Federal, State and Local Law Compliance.** School shall use its best efforts as reasonably requested by the Contractor to assist the Contractor in complying with any applicable federal, state or local laws, rules and regulations. The Contractor shall, in the exclusive provision of Custodial Service and in the performance of services pursuant to the Contract, fully comply with all applicable federal, state, or local laws, rules and regulations and shall indemnify, defend and hold the School, administrators, Board, Board Members, its officers, employees, agents and assignees harmless from any liability from failure of such compliance. Contractor warrants that this Contract is in compliance with all applicable federal and state law.
22. **Federal, State and Local Licenses, Permits and Fees.** Contractor shall give all notices and secure and pay for all licenses, permits and fees required by law for the proper completion of the Contract. Contractor shall comply with all laws, ordinances and codes applicable to the Contract, and to policies and procedures promulgated by the School, including but not limited to parking, traffic, no smoking, safety and security. The Contractor shall pay the cost of each criminal history and records check performed by the District as related to this contract.
23. **Taxes.** Contractor is responsible for personal property taxes and other applicable taxes related to the services provided under the Contract.

24. **Equal Employment Opportunity Requirements.** The Contractor shall comply with all laws and all published rules, regulations, reporting requirements, directives and orders of the Michigan Civil Rights Commission relevant to 1976 PA 453, as amended which may be in effect prior to the taking of bids for any individual project. This may include providing information as to the practices, policies, and employment statistics of the Contractor and each subcontractor, and will permit access to any books, records and accounts by the School and/or its designee and its agents. For purposes of investigating compliance with this Contract and with rules, regulations, and orders of the School and Michigan Civil Rights Commission. A finding by the School or Michigan Civil Rights Commission that Contractor has not complied with the contractual obligations under this agreement may result in the cancellation of the Contract or ineligibility for future contracts with the School. The Contractor will include, or incorporate by reference, these provisions in every subcontract or purchase order and will be binding upon each subcontractor. Breach of this covenant may be regarded as a material breach of the Contract.
25. **Discrimination.** The Contractor will not discriminate against any individual because of race, religion, color, national origin, age, or sex. The Contractor will take affirmative action to ensure that applicants for employment and employees during employment are treated without regard to their race, religion, color, national origin, age, or sex. Such action shall include, but not be limited to, employment, upgrading, demotion or transfer, recruitment advertising, solicitations or advertisements for employees, layoff or termination, rates or pay or other forms of compensation, and selection for training and apprenticeship.
26. **OSHA and MIOSHA Compliance.** All goods or services to be furnished by the Contractor shall meet all applicable State and Federal requirements of the Occupational Safety and Health Act. Alleged violations or deviations from said State and Federal requirements pertaining to any goods or services to be furnished by the Contractor or the Contractor's working conditions or employment practices, must be corrected and penalties levied by OSHA paid by the contractor. All School Facilities shall meet all applicable State and Federal requirements of the Occupational Safety and Health Act. Alleged violations or deviations from said State and Federal requirements pertaining to facilities pertaining to the safety of the Contractor's employees must be corrected and penalties levied by OSHA paid by the School.
27. **Warranty.** Unless otherwise specified, all Services performed and goods supplied by Contractor shall be of good quality and merchantability and in conformance with this Contract.
28. **Business Relationship Affidavit.** The Contractor certifies that no elected or appointed official or employee of the School has benefited or will benefit financially or materially from any consideration of its Proposal, the selection of the Contractor, or the Contract.
29. **Repairs to Property Damage.** School shall be notified of any damage to School properties caused by the Contractor, its agents or employees and such damage shall be repaired so that the School properties are in as good condition as they were prior to the damage. All such repairs shall be accomplished at no cost to the School and shall meet standard building practices.
30. **Contract Assignment or Sub-Contract.** This Contract shall not be assigned, transferred, or subcontracted in whole or in part without the prior written approval of the School. The Contractor shall not subcontract with any entity or person with whom the School has a reasonable objection. The Contractor shall not change subcontractors without the consent of the School. The Contractor shall ensure that each subcontractor be bound to the Contractor, to the Contract, and to the terms and rights of these documents, including all General and Supplementary Conditions. Notwithstanding the above, no subcontract will relieve the Contractor of its responsibility under this Contract.

31. **Indemnification by Contractor.** The Contractor shall indemnify, defend and hold harmless the School, its Board and its Board Members in their official capacities, its agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorneys fees, arising out of the services to be performed pursuant to this Contract by Contractor. Contractor shall not be obligated to indemnify, defend or hold harmless School, its Board and its Board Members in their official capacities, its agents and employees, from and against claims, damages, losses and expenses arising from the acts or omissions of the School or its employees.
32. **Indemnification by School.** The Contractor acknowledges that the School is a Michigan general powers school district organized and operating under the provisions of the Revised School Code, MCLA 380.1, et seq., as amended, and as a general powers school district, may not have the legal authority to indemnify the Contractor. Subject to the foregoing and to the extent permitted by law, the School shall indemnify, defend and hold harmless the Contractor, its agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorneys fees, arising out of the obligations of School under this Contract. This obligation of School to indemnify Contractor includes any claims made by any union representing past or present employees of School against Contractor for its proposal to school for providing these Services or for entering into this Contract or for performing services pursuant to this Contract. Examples of these claims include, but are not limited to, tortious interference with contractual or business relations and breach of contract. The School shall indemnify, defend and hold harmless the Contractor, its agents and employees, from any and all claims, damages, losses and expenses, including reasonable attorney's fees arising out of any claim with regards to asbestos materials of any type or kind in any School facility. School shall not be obligated to indemnify, defend or hold harmless Contractor, claims, damages, losses and expenses arising from the acts or omissions of the Contractor or its employees.
33. **Hazardous Substance; Pre Existing Conditions.** The Contractor. has no duty to investigate, detect, prevent, handle encapsulate, remove, or dispose of, and will have no responsibility to the District or others for any non-negligent exposure of persons or property to asbestos, lead, fuel storage tanks or contents, indoor air pollutants or contaminants, poor air quality, or hazardous, toxic or regulated waste substances, mold, fungi, mildew, pollutants, or contaminants (collectively, the "Hazardous Substance") at District's Facilities or their surrounding premises; and such duties have not been included in the Contractor's Fee. The School will comply with all applicable federal, state and local laws and regulations, which have been or will be enacted during the Term of this Agreement, regarding such Hazardous Substances. The Contractor has advised the School that it does not provide or assume any responsibility to monitor or remediate mold, fungi, mildew, indoor air quality or any similar conditions, and that all determinations and corrective actions regarding mold, fungi, mildew, indoor air quality and any similar conditions shall be made by the School or a third party retained by the School. In no case will any Contractor act in the capacity of a "Designated Person" (within the meaning of the Asbestos Hazard Emergency Response Act, AHERA) which duties remain solely with the District. Notwithstanding the foregoing, the Contractor shall promptly advise the School in writing if it becomes aware of the presence of a Hazardous Substance on or at the District Facilities.
34. **Insurance Requirements.** Contractor shall purchase and maintain for the life of the Contract insurance with limits of liability as required by law or as set forth below, whichever is greater:
- a. **Workmen's Compensation and Employers** liability at a minimum of \$100,000 per incident, \$500,000 annual aggregate or at statutory limits if greater.

- b. Commercial General Liability Insurance: On an "Occurrence Basis" with limits of liability not less than \$1,000,000 each occurrence, \$3,000,000 aggregate, combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: A) Contractual Liability; B) Products and Completed Operations; C) Independent Contractor's Coverage; D) Broad Form General Liability Extensions or equivalent; E) Deletion of all Explosion, Collapse and Under group (XCU) Exclusions, if applicable.
 - c. Professional Liability Insurance (Errors & Omissions) of \$1,000,000 each occurrence and \$3,000,000 annual.
 - d. School shall be identified as an additional insured under the coverage. Certificates of insurance shall be on standard format acceptable to the School and shall be filed with the School before commencing the Contract. These certificates shall contain a provision that coverage provided under the policies will not be canceled until at least thirty (30) days prior written notice has been given to the School. The Contractor shall require its subcontractors to maintain equivalent coverage. In the event of termination of any of the policies, the School District may, at its option, obtain a policy of insurance with similar coverage and deduct the amount of premium from the amount due the Contractor under Section 2, above.
35. **Specifications and Criteria for Custodial Contract.** The terms conditions and requirements contained in the RFP, attached hereto are hereby incorporated into this Contract. In the event of a conflict on language, the order of precedence is the Contract, RFP that shall govern and control.
36. **FERPA Compliance.** The contractor and its employees and agents agree to comply with the requirements of the Family Education Rights and Privacy Act (FERPA), 20 USC 1232g with respect to the confidentiality of student records and personally identifiable student information, including but not limited to the requirement not to disclose any student record or personally identifiable student information to any other party without the prior written consent of the student's parent or legal guardian or from an eligible student who has reached majority age.
37. **Entire Agreement.** This Contract (including the RFP) sets forth the entire understanding between the parties with respect to the subject matter of this Contract and supersedes all previous oral or written agreements and understandings on the subject matter between the parties. No provision of this Contract, including the obligations of Contractor, may be modified except in writing executed by the parties.
38. **Notices.** Any notice to be given to a party under this Contract shall be in writing and shall be deemed to have been given when personally delivered or sent by First Class Mail, postage prepaid or by facsimile to such party at the address set forth in the first paragraph of this Contract.
39. **Governing Law.** This Contract and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Michigan.

- 40. **Independent Contractor Status.** The terms of this Agreement shall not be construed in any manner whatsoever so as to create a joint employer relationship between the Contractor and the School. The Contractor, its employees, officers or agents shall NOT be considered employees of the School at any time during the term of this Contract, but shall be deemed independent contractors. Contractor shall be exclusively responsible for hiring, retaining, compensating, evaluating, disciplining and otherwise regulating its employees. Contractor’s employees and agents shall not be considered agents of the School. Notwithstanding the foregoing, the School may request removal of any employee of the Contractor upon two weeks’ notice. The parties agree to discuss promptly and address any such request.

- 41. **Waiver.** Failure by either party at any time to require performance by the other party or to claim a breach of any provision of this Contract shall not be construed as a waiver of any subsequent breach, shall not affect the validity and operation of this Contract, and shall not prejudice either party with regard to subsequent action to enforce the terms of this contract.

- 42. **Illegality.** If any provision of this Contract should be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions of this Contract shall not be affected, impaired, or prejudiced thereby, unless the provision(s) removed materially impact the basic intent of the Contract.

- 43. **Counterparts.** This contract may be executed in one or more counterparts, including facsimile copies, each of which shall be deemed to be an original, but all of which constitute one and the same agreement.

- 44. This Contract has been executed by the duly authorized officers of the parties as of the date first above written.

**Whiteford Agricultural Schools,
a Michigan General Powers School District:**

Contractor Name: _____

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Its: _____

Its: _____

Date: _____

Date: _____

Attachment 6 (Summer)

Summer Cleaning

Crew will work, billed hourly, through the summer to achieve deadlines.

Tasks will include:

- All routine summer cleaning tasks, including but not limited to:
 - Moving furniture
 - Emptying and cleaning lockers
 - Deep cleaning of classrooms, offices and hallways
 - Carpet extraction and stain removal
 - Machine scrub the floors in restrooms and locker rooms
 - Organizing closet space and removing clutter
 - Strip and seal with 3 coats, or top scrub and seal with 2 coats
 - Customer will provide chemicals for stripping and sealing floors
 - All windows cleaned inside and out
 - Twice/Week. Tuesday and Friday
 - Areas include offices in elementary, middle/high school, central office, and all restrooms.
 - Maintain current specification for office and restroom cleaning, except on a twice a week basis.
 - Other tasks as reasonably required