

NOTICE OF REQUEST FOR PROPOSALS

For Repair and Maintenance, Lawn Care, Snow Plowing and Salting, and Cleaning and Disinfecting for the Breakthrough Public Schools Network

December 24, 2022, through December 23, 2025

Proposals will be entertained by Friends of Breakthrough, an Ohio non-profit organization (“FOB”), until 5:00 pm local time, on September 6, 2022, at 3615 Superior Ave., Suite 4403A, Cleveland, OH 44114 (email to Facilities@BreakthroughSchools.org is the only acceptable delivery method). Proposals must be for one or more of the three distinct services that make up this RFP:

1. Repair and Maintenance Services;
2. Cleaning and Disinfecting Services; and
3. Landscape and Snow Removal Services.

These services are to be provided at all locations in the Network as outlined in the attached Request for Proposals (“RFP”). For further clarification, please contact Facilities@BreakthroughSchools.org. FOB encourages the bidding company (the “Bidder”) to tour the buildings and offices prior to submitting a bid. Please contact us via email to schedule such a tour.

This RFP does not commit FOB to award a contract or pay any cost incurred in the preparation of a proposal responsive to this request. FOB reserves the right to accept all or part of any proposal or to cancel this RFP in part or in its entirety. FOB further reserves the right to accept the proposal that it considers to be in the best interest of the Network.

Organizational Context

Breakthrough Public Schools is a network of free, public K-8 charter schools in Cleveland, Ohio. Our nationally recognized cohort of schools was formed in 2010 when a group of three charter-school leaders came together to form a network of non-selective, college preparatory, urban public charter schools in Cleveland.

There are five K-8 campuses in the Breakthrough Network (roughly 3,200 students):

- Citizens Glenville, located at 12523 Woodside Ave. Cleveland, OH 44108
- Citizens Southeast, located at 15700 Lotus Drive, Cleveland, OH 44128
- Village Prep and E Prep Woodland Hills, located at 9201 Crane Ave. Cleveland, OH 44105
- Village Prep and E Prep Willard, located at 9401 Willard Ave. Cleveland, OH 44102
- Village Prep and E Prep Cliffs, located at 1417 East 36th St. Cleveland, OH 44114*

Non-Academic spaces:

- Hampden, located at 10118 Hampden Ave. Cleveland, OH 44108
- Office Suites 3615 Superior Ave., Cleveland, OH 44114

The Network of schools are supported by the Breakthrough and Friends of Breakthrough (“BPS”) Home Office Teams. The Home Office Team provides various operational services to the schools, including Accounting and Finance, Facilities and Security, Human Resources and Leadership Development, Information Technology, Marketing & Communications, Network Operations, State and Federal Data Reporting, and Student Recruitment. The FOB team is responsible for fundraising and advocacy, as well as various Real Estate Services.

Services are required year-round. See attached Request for Proposals for further clarification on the scope of work.

**Village Prep and E Prep Cliffs (on E36th) is the only leased property within the Breakthrough Schools network. All other locations are owned by FOB. Scope of work is the same for leased and owned facilities unless otherwise stated below.*

REQUEST FOR PROPOSALS

***NOTE: The Bidder submitting a proposal commits to self-perform at least 80% of the work. Outsourcing more than 20% of the work is not permitted unless otherwise approved by Breakthrough's prior written consent.**

SCOPE OF WORK

In addition to the tasks and scope indicated in this RFP, additional details are provided in the following attachments:

- **Attachment A:** Scope of Work for Maintenance and Repairs of Breakthrough Schools and Office Facilities
- **Attachment B:** Scope of Work for Daytime and After-hours Cleaning and Disinfecting of School and Office Facilities
- **Attachment C:** Scope of Work for Landscaping and Snow and Ice Removal all applicable locations
- **Attachment D:** Bidder Questionnaire

This RFP and all attachments should be reviewed and fully considered when providing a proposal. Proposals must set forth the total costs and, if applicable, separately list the costs for each of the following categories:

1. Maintenance and Repair Annual Costs
2. Daytime and After-Hours Cleaning and Disinfecting of the Schools and Offices Annual Cost
3. Landscaping and Snow and Ice Removal/Salting of Parking Lots and Walkways Annual Cost

There may be a need to further breakout costs as requested within the category.

IT IS THE RESPONSIBILITY OF THE BIDDER OFFERING A PROPOSAL TO SEEK CLARIFICATION, PRIOR TO MAKING ITS SUBMISSION. ONCE AWARDED, THE BIDDER IS RESPONSIBLE TO PERFORM ALL TASKS REQUESTED BY FOB AND AT SUCH TIMES AS REQUESTED BY FOB.

Day-time staff may also be asked to assist in other areas (such as the moving of desks/chairs, etc., as needed). Any repair or task in this RFP or its attachments that the Bidder is not able to perform must be specifically excluded in the proposal (for example, if the Bidder cannot do roof repairs or cannot charge air conditioners, etc.).

All employees of the selected Bidder must obtain a BCI and FBI background check within 30 days of hire, at the sole expense of the Bidder (or their employee). We will accept an existing background check from a previous employer provided it was completed within the past 12 months. Certain offenses (including but not limited to violent offenses or those of a sexual nature) may

result in the immediate disqualification of said employee from working in or around our school buildings and offices.

FOB and/or BPS will work with the Bidder to navigate any personnel conflicts resulting from interactions within the Bidder's staff, with FOB and/or BPS staff, with scholars, or with parents of scholars, however, FOB reserves the right to stipulate if an individual can continue to work at a certain building, location or anywhere within the network if there are unresolvable complaints between FOB (and/or BPS) and Bidder personnel. Such determinations by FOB shall be final and at FOB's sole discretion.

Additional Tasks:

At times we may need the assistance of Bidder's employees at periods outside of normal scheduled hours (for example during parent/teacher conferences, graduation time, assemblies or sports events). At these times we will provide advance notice so arrangements can be made and schedules flexed as needed.

In addition, we may need help moving furniture, supplies, and materials, between buildings. We will work with the Bidder and when necessary, may hire outside companies to offset labor needs if/when the amount of additional work would prevent the Bidder from fulfilling other responsibilities within the RFP and attachments.

INSURANCE AND INDEMNITY

The Bidder shall indemnify, defend, and hold harmless Breakthrough from all damage caused to Breakthrough's property as a result of the negligent actions or wrongful acts of the Bidder, its employees, and agents, and from all claims, demands, actions, suits, or proceedings by third parties arising from the negligence or wrongful acts of the Bidder, its employees, and agents. Upon approval of a proposal, the Bidder shall provide proof of general commercial liability insurance in an amount of no less than \$1,000,000, worker's compensation insurance as required under federal law and state law, and other insurance as reasonably required by Breakthrough, naming Breakthrough as additional insured on each policy as requested.

PREPARATION OF PROPOSALS

Bidder shall submit all proposals by email transmission to Facilities@BreakthroughSchools.org. A Bidder that is a corporation or limited liability company shall sign its proposal with the legal name of the corporation or company followed by the name of the state of incorporation and the legal signature of an officer authorized to bind the corporation or company to a contract. A company must otherwise sign in his/her individual capacity and disclose all persons working for them.

Bidder shall submit the following information with its proposal (at least 1 of the first 3):

1. Proposed quote for Maintenance and Repair Scope as outlined in the RFP and attachments,

2. Proposed quote for all Cleaning and Disinfecting as outlined in the RFP and attachments,
3. Proposed quote for Landscaping and Snow Removal as outlined in the RFP and attachments,
4. Most recently quarterly as well as year-end fiscal statements,
5. At least three professional references for each category of service (R&M; Cleaning/Disinfecting; and Landscape/snow removal),
6. Anticipated staffing matrix (number of employees per location, number of hours per employee per week) in order to accommodate scope, and
7. Completed bidder questionnaire, which can be found in Attachment D.

We welcome additional scope recommendations based on industry knowledge and/or site visits. Incomplete proposals will not be considered.

EVALUATION AND SELECTION PROCESS

All proposals shall remain open for acceptance through **5:00 PM on September 6, 2022**. FOB may request additional information from any Bidder and may negotiate the final terms and compensation with the Bidder. The Bidder expressly acknowledges FOB's right to reject any or all proposals, to reject any incomplete or irregular proposals, to request additional information from any Bidder, and to negotiate terms and prices further with the Bidder selected as submitting the best proposal. Bidders must furnish all information requested on or accompanying the proposal form. Failure to do so may result in disqualification of the proposal.

Subject to the right of FOB to reject any or all proposals, FOB plans to enter into the agreement for the services with the Bidder submitting the best proposal. In evaluating proposals, FOB may consider the qualifications of the Bidder whether or not the proposals comply with the prescribed requirements, and any and all other factors FOB deems relevant, prudent, or desirable.

By submitting a proposal, the Bidder agrees that FOB's determination of which Bidder submitted the best proposal shall be final and conclusive, and that if the Bidder or any person on its behalf challenges such determination in any legal proceeding or claims, the Bidder will indemnify and hold FOB/BPS, its employees, directors, officers, affiliates and agents harmless from any claims included or related to such legal proceeding, whether or not proven, and from legal fees and expenses incurred by the them that arise out of or are related to such proceedings or claims.

FOB reserves the right to disqualify proposals, before or after opening, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Bidder.

FOB will select the Bidder determined to be capable of providing the best services outlined in this RFP and attachments and then must approve an agreement with that Bidder. The agreement with the selected Bidder will be a binding agreement only after FOB acts to select the Bidder and approves the agreement for the services.

ALL PROPOSALS MUST CONTAIN FIRM COSTS.

FOB reserves the right to interview any Bidders, and to seek any additional information in order to make a determination on any proposal.

CHANGES TO THE REQUEST FOR PROPOSALS

FOB reserves the right to issue changes to this RFP prior to the proposal submission deadline. **Bidder shall email all questions no later than 5:00 PM on August 12, 2022**, in advance of the proposal submission deadline to allow sufficient time for FOB to respond. All changes will be issued and mailed or otherwise furnished to persons who have obtained a copy of this RFP.

Bidders are responsible for notifying FOB in a timely manner of any ambiguities, inconsistencies, errors, or omissions in this RFP, its attachments, or any other related document. The Bidder shall not, under any circumstances, be compensated for a claim alleging insufficient data or information, or incorrectly assumed conditions regarding the nature or character of the services, and hereby waives any and all such claims.

EXECUTION OF AGREEMENT

Within the time designated by FOB after selection of the Bidder, the selected Bidder shall execute and deliver to FOB the required number of copies of the agreement and all accompanying documents requested, including, but not limited to, rules and regulations of the Network and any insurance certificates.

Attachment A

SCOPE OF WORK FOR MAINTENANCE AND REPAIRS OF BREAKTHROUGH SCHOOLS AND OFFICE FACILITIES

As it pertains to maintenance and repairs, the Contractor will supply all labor to maintain and repair the mechanical systems, structure, roofing, inside walls and furnishings, and outside envelope as needed. Larger scale enhancements and/or complete renovations (see examples below) are NOT considered part of the Contractor's scope.

- Example one: Contractor may be called on to perform paint touch-ups, up to and including painting several rooms, but the contractor is not responsible for painting the entire school at one time.
- Example two: Contractor may be called on to perform a patch or small repair to a roof, but a complete tear-off of a roof and/or membrane replacement would be out of scope and be handled by a licensed roofing contractor.
- Example three: Contractor may be called on to partition off a room by adding a wall, but a building addition would be handled by an outside construction manager.

These are just examples and not an exhaustive list of what is in or out of scope.

While the majority of the repairs would fall under that "handyman" category, it is understood that, when required, the Contractor will have proper trade license or certification for carrying out the repair.

Equipment/Tools:

General repairs (including HVAC, plumbing, electrical, etc.) can make use of all tools and equipment owned by FOB or supplied by Contractor. Contractor repair team will need vehicles (trucks or vans) to move between properties and to pick-up and deliver materials as needed.

If the Contractor does not already have the tools needed to perform a certain task and it is not practical for the Contractor to purchase the tools (that would remain the possession of the Contractor), FOB may provide said tools and/or parts to do the repairs. Said tools/parts (when purchased by FOB) would remain the property of FOB. For example, if a motor on a PTAC unit or compressor on a split unit are needed, FOB will purchase the parts requested by the Contractor (Contractor is responsible for identifying and calling out the correct part) and the Contractor will make the repair.

All other items (wire, conduit, etc.) will be purchased from a list of FOB approved vendors on an FOB account or using a FOB issued credit card. The Contractor is responsible for maintaining all receipts for material purchased and will submit receipts with supporting documentation to the FOB Director of Facilities monthly. Any unauthorized purchase made on a FOB account or with an FOB credit card will be repaid to FOB by the Contractor as soon as discovered. FOB reserves the right to deduct the unauthorized amount charged from the next payment due to the Contractor (if not rectified by then). FOB reserves the right to determine if an individual making unauthorized

purchases on our accounts or with our credit cards can continue to work on FOB properties. If circumstances require that Contractor to purchase items by other means FOB will reimburse the Contractor for reasonable expenses at FOB sole discretion.

NOTE: FOB is a tax-exempt 501(c)3 organization. Contractor will be provided with a copy of the BPS Certificate of Sales Tax Exemption and must provide for all FOB approved purchases to avoid the payment of sales tax. The Contractor is responsible for the removal of sales tax or will be responsible for repayment of any paid sales tax via a deduction in the Contractor's monthly service fee.

Further clarification regarding maintenance and repair of all facility's equipment, interior lines and walls as well as exterior envelope and minor roof repairs

Maintenance and repair of HVAC fleet:

The Contractor shall carefully and diligently inspect and examine the HVAC system at each facility throughout the year and provide immediate feedback of any repair needed. The Contractor will provide all maintenance and upkeep on equipment in line with manufacturer's recommendations. It is understood that certain large equipment would need to be repaired by commercially licensed contractors.

The following is a partial list of the equipment that we consider to be a part of the HVAC system and to what extent repairs are part of the scope for Contractor to repair:

- Boiler (hot water or steam)- Out of Scope (beyond blow downs and minor repairs or adjustments)
- Chiller (for relevant schools)- Out of Scope (beyond minor repairs or adjustments)
- Air Handling Unit Fan- Out of Scope (beyond minor repairs or adjustments)
- Circulating Pump- Out of Scope (beyond minor repairs or adjustments)
- Package Rooftop Unit- In Scope (all repairs. Replacement by HVAC contractor)
- Unit Ventilator - In Scope (all repairs/replacement as needed)
- Associated Pipes and Traps- In Scope (all repairs/replacement as needed)
- Control Valves and Dampers- In Scope (all repairs/replacement as needed)
- PTAC units- In Scope (all repairs/replacement as needed)
- HVAC Split Units- In Scope (all repairs/replacement as needed)
- HVAC Mini-Splits- In Scope (all repairs/replacement as needed)

Maintenance and repair of electrical:

Contractor will replace light switches, dimmers, electrical receptacles, etc. as needed. From time to time moving equipment or addition of new equipment may also require running new electrical lines from breaker boxes. Contractor will handle these runs as well. Low voltage runs for HVAC equipment may also be installed by the Contractor as needed. Installation of main electrical panels and transformers will be handled by a licensed electrician selected and hired by FOB.

Maintenance and repair plumbing:

The Contractor will be responsible for all plumbing repairs (faucets, toilets, sinks, etc.) and adding limited pipe runs as requested. Fire suppression systems are out of scope as are exterior sewer or storm drain work. Snaking using existing or acquired equipment will be handled by the Contractor. Jetting will be done by a licensed plumbing contractor selected and hired by FOB. All required annual inspections will be handled by a licensed plumbing contractor selected and hired by FOB.

Maintenance and repair roofing:

At present we have varying roofing materials (including tar and gravel, membrane systems, foam, shingles, etc.) Any smaller leaks discovered should be repaired by the Contractor (if system is not under warranty). Larger scale repairs or replacements will be handled by a contractor selected and hired by FOB.

Maintenance and repair exterior paving and concrete (drives and walkways):

The contractor can apply cold-patch and make concrete and other smaller repairs. Larger resurfacing projects will be handled by a contractor selected and hired by FOB.

Maintenance and repair carpentry:

Contractor will repair and finish all interior wall damage as directed. Also make window and door hardware repairs as needed (glass repair will depend on material and location, in some cases will be done by others). Summer projects may include the addition of or removal of non-load bearing walls. Some tuck pointing of brick surfaces (inside and out) may also be the responsibility of the Contractor. Full scale tuck pointing of an entire exterior would be handled by an outside contractor selected and hired by FOB. The contractor may also be called upon to make repairs to floors or add LVT or other surfaces as needed. The contractor will repair and install ceiling systems (drywall or acoustic grid systems as requested by FOB).

Maintenance and repair of appliances:

The Contractor will troubleshoot and when possible repair an appliance (ovens, refrigerators, washing machines, etc.) that stop working. However, it is understood that in some instances the technical skills needed may require another trained technician. We will handle these on a case by case basis.

Attachment B

SCOPE OF WORK FOR DAYTIME AND AFTER-HOURS CLEANING AND DISINFECTING OF SCHOOL AND OFFICE FACILITIES

Contractor will supply sufficient staffing levels to maintain the degree of cleanliness called out and shall follow all disinfecting protocols as stipulated in this attachment. It is understood that prioritization of tasks is needed. For example, while a daytime cleaner may be doing one task, such as mopping the front entrance, a child may become sick in a classroom and the cleaner will need to change course and prioritize the classroom area so that schooling can continue with minimal interruption.

If needed, the individual can ask for clarity on which task(s) takes priority, but it is understood that the Contractor will provide sufficient training so that the Contractor's staff are able to navigate the tasks with minimal additional direction. The Contractor will need to ensure that all after-hours cleaning is completed in accordance with specification and that the schools and offices are ready for the next day's activities. It is the responsibility of the Contractor to inspect and ensure that all tasks are completed. Any item missed by the after-hours cleaning staff will need to be addressed as soon as possible before the school day begins the following day. It is understood that the contractor may need to move or adjust staffing based on demand and to balance resources but all tasks are expected to be completed as outlined in this RFP and attachments.

After-Hours Office Cleaning (BPS and FOB Offices)

BPS Main Office (follow the same process for **FOB but only on a Mon/Wed/Fri Schedule**)

1. Kitchen (DAILY)
 - Floor swept and mopped
 - Tables wiped down (with disinfectant cleaner)
 - Sink items put into dishwasher
 - Run dishwasher at the beginning of the shift so that cleaned dishes can be removed and put away before leaving the office.
 - Trash removed and disposed of in exterior dumpster
2. Bathroom (DAILY)
 - Floor swept and mopped
 - Toilets cleaned
 - Paper products restocked when needed
 - Soap added when needed
 - Trash removed
3. Offices and Cubicle Spaces (DAILY or as noted)
 - Trash removed
 - Dust mop
 - Damp mop (weekly-recommend 1/5/day)
 - Work surfaces wiped down (weekly-recommend 1/5/day)
 - Glass cleaned monthly or touched-up when needed

4. Conference Rooms (DAILY or as noted)

- Check Garbage Daily
- Sweep and mop Mon/Thurs
- Wipe down tables Mon/Thurs
- Glass cleaned monthly or touched-up when needed

In addition to the cleaning tasks noted above, all common area, high touch surfaces (door pulls and plates, light switches, water faucet handles, etc.) are to be wiped down daily with a disinfectant cleaner following product manufacturer's direction and/or best practices to achieve a disinfected surface.

Cleaning the School Buildings

Cleaning Services

The Contractor may have after-hours staff perform a portion of the listed tasks while having daytime employees handle other parts. The daytime staff will also handle additional tasks of a less technical nature (hanging bulletin boards, installing/replacing paper towel dispensers, moving desks in and out of classrooms to adjust for class size or needs, changing air and water filters, etc.). Day time staff schedule may need to flex from time to time based on school's needs or during breaks to maximize work that can be accomplished during these times.

Spills or other debris that could pose a health concern or otherwise be unsightly should be cleaned up as soon as possible (same-day) by daytime staff. In addition, daytime staff may be asked to assist in cleaning cafeterias and will empty trash cans and remove waste from classrooms, bathrooms and hallways as needed throughout the day. Also, restocking consumable products if these run out during the day will be handled by the Contractor's daytime staff.

During inclement weather additional mopping and vacuuming of entrance vestibules and other areas may be needed to keep walking surfaces clean and dry.

While the schools will hire pest exterminators to routinely treat the buildings, the Contractor's staff may be asked to deploy mouse and/or ant traps. Or spray down smaller areas that may be experiencing a bee or fruit fly infestation.

In addition to the cleaning tasks indicated in this attachment, **all common area, high touch surfaces** (stair handrails, door pulls and push plates, light switches, water faucet handles, etc.) **are to be wiped down daily with a disinfectant cleaner** following product manufacturer's direction and/or best practices to achieve a disinfected surface. Also, **all student desks are to be disinfected on a daily** basis.

The following is a basic review of how general cleaning (apart from spills, disinfecting procedures, etc.), is to be handled.

Gymnasium (in buildings where applicable)

1. Dust mop floor (Mon-Wed-Fri)
2. Clean bleachers (Mon-Wed-Fri)
3. Damp Mop (as needed – but at least once a month)
4. Buff waxed surfaces (2x annually)
5. Wipe-down/dust walls (below 8 feet) and moldings once a month

Auditorium (in buildings where applicable)

1. Dust mop floor (Mon-Wed-Fri)
2. Clean chairs (Mon-Wed-Fri)
3. Damp Mop (as needed – but at least once a month)
4. Buff waxed surfaces quarterly
5. Wipe-down/dust walls (below 8 feet) and moldings once a month
6. Scrape up Gum from under seats and any other areas (as needed/quarterly)

Administrative / Office Spaces (Mon-Wed-Fri or as indicated)

1. Empty Trash Daily (replace liners as needed)
2. Remove large debris from floor Daily
3. Wipe Walls behind Trash Cans (as needed)
4. Clean Door knobs and Light Switches
5. Wipe Desks (that are cleaned off) (weekly)
6. Feather Dust seats (twice a month)
7. Vacuum once a week (no moving)
8. Damp Mop (as needed – but at least once a week)
9. Wipe-down/dust walls (below 8 feet) and moldings once a month

Staff Restrooms (Daily)

1. Dust Mop
2. Wet Mop
3. Empty Trash (replace liners as needed)
4. Sanitize sinks and countertops
5. Sanitize urinals and toilets
6. Clean Glass/mirrors
7. Wipe door knobs and Light Switches
8. Clean under hand dryers and soap dispensers

Student Restrooms (Daily)

1. Dust Mop
2. Wet Mop
3. Empty Trash (replace liners as needed)
4. Sanitize sinks and countertops
5. Sanitize urinals and toilets
6. Clean Glass/mirrors

7. Wipe door knobs and Light Switches
8. Clean under hand dryers and soap dispensers

Stairways/Stairwells and landings, Elevators and Lifts (Daily or as indicated)

1. Dust Mop (Daily)
2. Spot Mop (full mop once a month)
3. Scrape up Gum (as needed but at least monthly)
4. Wipe down rails

Entrances (Daily or as indicated)

1. Empty Trash (replace liners once a week)
2. Clean all Glass
3. Vacuum Rugs
4. Dust Mop
5. Wet Mop
6. Wipe Tables/Chairs
7. Feather Dust for cobwebs (once a week)

Classrooms (Daily or as indicated)

1. Empty Trash Daily (replace liners as needed)
2. Remove large debris from floor (Daily)
3. Wipe Walls behind Trash Cans (as needed)
4. Clean Door knobs and Light Switches (Daily)
5. Clean Classroom Door Glass (once a week)
6. Vacuum/dust mop room around desks and tables – 2x/week (no moving)
7. Vacuum/dust mop room aisles daily (no moving)
8. Mop floors once a week (spot mop daily)
9. Desks will be wiped free of food and other liquids after lunch and during the day.
 - a. In the event some desks are heavily soiled in the evening, the Contractor's staff will wipe/clean these as needed.

Cafeteria

1. Dust Mop
2. Spot Mop (full mop or run scrubber twice a week)
3. Feather Dust (twice a month)
4. Scrape up Gum (as needed)
5. Wipe down tables (daily)
6. Wipe-down/dust walls (below 8 feet) and moldings as needed

Kitchen and Staff Lounge

1. Dust Mop (daily)

2. Damp Mop (daily)
3. Sanitize tables and all work areas (daily)
4. Wipe-down/dust walls (below 8 feet) and moldings once a week
5. Feather Dust (twice a month)
6. Wipe down tables (daily)

Summer-deep cleans

In addition to a thorough and complete floor to ceiling cleaning of all surfaces in and out of classrooms, hallways, offices and other spaces we anticipate the following tasks to also be completed during summer break.

1. Strip and wax all VCT flooring (as needed, it may be possible to scrub and add wax where a complete stripping is not deemed necessary)
2. Top scrub and buff all hard surfaces as needed
3. Extract all carpets
4. Clean all glass surfaces, including all interior windows, etc.

Attachment C

SCOPE OF WORK FOR LANDSCAPING AND SNOW AND ICE REMOVAL

The Landscaping portion of this proposal needs to have two parts that will have their own distinct and separate costs:

1. A complete spring and fall clean-up of all planting beds, parking lots, grounds, and hard surface sweeping (parking lots and sidewalks), including mulching (please indicate cost of mulching and number of yards to be applied. This does **not** include playground surfaces that have engineered wood fiber.
2. Seasonal grass cutting and weeding of all beds and removal of weeds from cracks in hard surfaces.

Snow and ice removal is explained in greater detail below. Parking lot salting will be needed whenever plowing is done and could also be called on when ice storms or other conditions dictate.

NOTE: Village/E Prep Cliffs campus is a leased building. There is no grass cutting at this site and the responsibility for snow removal and treatment of icy surfaces will be limited to our entrances and exits (two doorways on E36th Street, Cafeteria egress point-southeast, all gym doors, and entrance at the northeast section of the building).

Additional details on Landscaping portion of the quote will be broken out into two (2) sections.

Landscaping

Section 1: task to be done during growing season

- Grass is cut weekly
- Edging is done once per month
- Weeding of beds and walkway/parking lot cracks is done at least once per month or as needed

Section 2: Spring Tasks

- Early in spring all beds are cleaned and edged
- Once spring flowers have bloomed, all beds are mulched

Section 3: Fall Tasks

- Leaves are cleared from property (at least twice before Winter)
- Beds are prepared for winter (tall grasses cut, etc.)

Snow and Ice Removal

The services that will need to be included in the quoted are:

Snow Event:

When we have a snowfall of 2-inches or greater all lots are to be plowed and salted. If the event takes place overnight the lots must be cleared by 7:00 AM (unless school is closed due to the storm, which is typically decided by 6:00AM).

If the snow event is happening during the day, we may call for multiple plowing of the lots. Critical to the school is to have the best possible clearing during arrival and dismissal times at the school.

Clearing and salting of walkways is to be handled by the Contractor's daytime staff (not specifically quoted separately). All surfaces must be cleared by 7:00 AM.

Ice Removal:

While the Contractor's daytime staff can handle some salting in main walkways and parts of the parking lots that could have runoff and ice forming, during ice storms or after clearing a lot of snow there may be times when the whole lot needs to be salted to ensure as safe a place as possible to walk.

We will need a price to salt our lots. Please provide this aspect of the quote as a per time salting and break it out into a per lot and then total. Generally we may not need to salt every location during a given event so we would like to see the cost to salt the entire parking lot as a per location cost.

Attachment D

BIDDER QUESTIONNAIRE

All Bidders must provide answers to the following questions, in the order below. Attachments to the questionnaire answers should reference the question number.

1. Provide the full name and address of your organization.
2. Contact person for information concerning this offer: name, title, office phone, cell phone, email address.
3. What form of business is your organization (e.g. proprietorship, partnership, and corporation) and is your organization local only, statewide or nationwide?
4. For how many years has your organization provided these services?
5. List all the names under which this company has operated in the last ten years in the State of Ohio.
6. How many employees work for your organization in the greater Cleveland area?
7. Describe your organization's requirements for employment and training.
8. Does your organization hold contracts with other organizations for service that might result in delaying our services?
9. What is your largest account? What percentage of your overall business is represented by that account?
10. How many other schools do you support? What is the overall student count for the schools that you are supporting? (example: We support 2 schools, total 1,000 students [if 500, school])
11. Provide copies of certificates and licenses that your organization holds from the State of Ohio, City of Cleveland, and any other governing body having jurisdiction over any service you provide (if required to provide services).
12. Do you currently have any investigations or court proceedings pending by or on behalf of a government entity or other licensing entity?
13. Have you had investigations or court proceedings by or on behalf of a government entity or other licensing entity in the past?
14. Please list any current or threatened legal proceedings against you or your organization.