

**NORTHWEST ARCTIC BOROUGH
SCHOOL DISTRICT**

744 East 3rd Street
P.O. Box 51
Kotzebue, Alaska 99752
Phone: 907-442-1800
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**REQUEST FOR PROPOSALS
CUSTODIAL SERVICES**

Release Date: February 22, 2021

Address Inquiries to District Contact:

**Megan Williams, Director of Administrative Services
Direct: 907-442-1819
Email: mlwilliams@nwarctic.org**

Terry Walker, Superintendent

GENERAL INSTRUCTIONS AND LOCATIONS

Northwest Arctic Borough School District is seeking proposals for contracting custodial services as specified in this Request for Proposals - Custodial Services.

The Northwest Arctic Borough School District will contract custodial services for the following school facilities:

- Ambler School
- Buckland School
- Deering School
- Kiana School
- Kivalina School
- Kobuk School
- Noatak School
- Noorvik School
- Selawik School
- Shungnak School
- June Nelson Elementary & Kotzebue Middle/High School
- District and Maintenance Offices
- Alaska Technical Center and Dormitory

All buildings are located within the limits of the Northwest Arctic Borough. The contract will be for the initial period of July 1, 2021 through June 30, 2022 and may be renewed annually thereafter for up to four (4) additional one-year periods.

Responsible individuals and/or business entities are invited to submit proposals for custodial services for any or all of the buildings listed above. Proposals are due at the Northwest Arctic Borough School District School, Business Office by March 22, 2021 **no later than 2:00 p.m.**

No verbal statement made by any District employee or representative shall constitute a change in these written specifications.

Any amendment or clarification to the Request for Proposals (RFP) made by the Northwest Arctic Borough School District School District will be transmitted in writing to all interested proposers.

No change in these written specifications is effective unless such change is issued in writing by the Northwest Arctic Borough School District.

PROPOSAL SUBMISSION INSTRUCTIONS

I. CONDITIONS OF SUBMITTAL OF PROPOSAL

- A. All proposals shall be submitted with the attached Northwest Arctic Borough School District (hereinafter referred to as the "District") proposal forms, in a sealed envelope and addressed to:

Northwest Arctic Borough School District
P.O. Box 51
744 3rd Street
Kotzebue, Alaska 99752
ATTN: Megan William, Director of Administrative Services

Proposals must be clearly marked on the outside of envelope:

Request for Proposals for Custodial Services.

The sealed proposals must be received at the District Office located in Kotzebue Alaska no later than **2:00 p.m. on March 22, 2021**. Any corporate proposal must be signed by an officer of the corporation, and proof of authority to bind the corporation must accompany the proposal. At minimum all proposals shall include completed and signed copies of the *Proposal Form*, *Cost Justification Forms* for each building bid, Contractors estimate of number of Custodians required (*Attachment E*), *Certification Statement (Attachment F)*, and all information required by the Proposal Requirements and Submittal Checklist (Attachment A).

- B. All proposals will be opened and reviewed at 2:30 p.m., Northwest Arctic Borough School District time, March 22, 2021 in the Board Room of the District Office. Postmarks and cancellation dates on proposals are irrelevant. Any proposal received after the time and date referenced in *subsection A.* above will not be considered and will be returned unopened to the proposer. No change, alteration, or withdrawal of proposals will be permitted after 2:00 p.m. Kotzebue Alaska on March 22, 2021.
- C. Proposals shall be accompanied by a proposal bond in one of the following forms:
1. A cashier's check in the amount of five thousand dollars (\$5,000.00) drawn on an Alaskan Bank.
 2. A surety bond in the amount five thousand dollars (\$5,000.00) executed by a corporate surety who is authorized and registered to do business in the State of Alaska.

The aforementioned cashier's check or bond shall be payable to the Northwest Arctic Borough School District. The amount of the check or bond shall be retained by or paid to the District as compensation for damages sustained in the event the proposer, to whom the contract is awarded, fails to enter into the tendered contract. Checks and bonds accompanying the proposals will be released and returned to all unsuccessful proposers following acceptance of a proposal by the School Board. The check or bond will be returned to the successful proposer after a contract has been executed and the District has been provided with the performance bond and certificates of insurance as required herein.

- D. All proposals shall be binding and irrevocable for ninety (90) calendar days after the date on which the proposals are opened.

- E. All proposers who submit proposals to provide services for more than one building must quote a comprehensive proposal price for all the buildings covered by the proposal, as well as the individual proposal price for services relating to each separate building.
- F. Each proposer bears the sole responsibility to abide by all State and Federal employment laws. Furthermore, if awarded the contract, the proposer will certify in writing that it will not discriminate against any employee or applicant for employment because of race, religion, color, or national origin, or because of age, physical or mental disability, sex, marital status, changes in marital status, pregnancy or parenthood where the reasonable demands of the position do not require distinction on the basis of age, physical or mental disability, sex, marital status, changes in marital status, pregnancy or parenthood. The successful proposer agrees to post notices setting forth the provisions of this non-discrimination clause and any other legally required notices in a conspicuous place, accessible to employees and applicants for employment.
- G. The submission of a proposal pursuant to this request creates no obligation on the part of the Northwest Arctic Borough School District School Board, the Northwest Arctic Borough School District School District, or the employees, agents, or insurers of these entities to offer or award a contract or to pay any costs incurred by the proposer in preparing its submittal, nor may any liability, financial or otherwise, be assessed against these entities or their employees, agents or insurers for failure to offer or award a contract or to pay costs incurred in preparing a submittal.

II. CERTIFICATION OF PROPOSALS - RESPONSIVENESS

- A. Proposals will be reviewed by the District for conformity with this Request for Proposals. Following this review, the District will determine whether a proposal should be rejected due to a lack of responsiveness. The District reserves the right to reject any or all proposals.
- B. The District may find a proposal non-responsive for any of the following reasons:
 - 1. The proposal does not materially conform to this Request for Proposals.
 - 2. The proposal contains a material alteration or erasure which has not been initialed by the proposer.
 - 3. The proposer omits or is unwilling to provide services described in this Request for Proposals.
 - 4. The proposer fails to include, with its proposal, a signed copy of any Addendum to this Request for Proposals issued by the District.
 - 5. The proposer fails to include, and submit to the District by March 22, 2021 as a part of their proposal, all information and items required by this Request for Proposals.
 - 6. The proposer fails to bid each building individually. Separate *Cost Justification Forms* must be submitted for each building of interest.
 - 7. The District will need assurance that the proposer is responsible (i.e., that the proposer can be depended upon to perform the services required, by this Request for Proposals in a satisfactory manner).

A responsible proposer is one who possesses trustworthiness, skill, judgment, and the necessary equipment and financial resources needed to complete the contract. The additional criteria by which the District will assess responsibility include, but are not limited to, the following:

- a. past performance for the District
- b. past performance for other contracting agencies
- c. reputation
- d. relevant training and/or certification
- e. experience in relevant fields of service
- f. possession of equipment, personnel, and facilities needed for performance
- g. financial solvency
- h. length of time in current business form and location

The responsibility assessment may also utilize information provided in response to the Proposal Requirement and Submittal Checklist (Attachment A) and any additional information requested by the District.

- C. If requested by the District, a proposer may be required to provide a more detailed cost analysis of the proposed contract price. Proposers must provide such an analysis or satisfactory justification of their contract price within five (5) working days of the request. Even though a proposer complies with this subsection, a proposal may still be declared non-responsive.

III. SUCCESSFUL PROPOSER

- A. The Board shall offer the contract(s) to the proposer(s) whose proposals (individually or multiple contractors combined) are deemed the best value for the District. Value will be based on the combined factors of lowest price, proposal responsiveness (as defined in *Section II* of these Submission Instructions), and the assurance that, when all contracts are considered (individually or multiple contractors combined), all District buildings included in this RFP will receive the necessary service.
- B. The District reserves the right to award separate contracts for services relating to individual District buildings, or to accept a proposal that covers less than all District buildings if the Board determines that it is in the District's best interests to do so.
- C. The District reserves the right to award the contract(s) for services in a manner that will guarantee coverage to all the District's buildings.
- D. The Superintendent or designee shall issue a notice of intent to award to the successful proposer(s) copied to all of the other proposer(s). Any other proposer shall be given (10) ten calendar days to file a written appeal of the notice of intent to award. The appeal must state the basis in support of its challenge. The appeal must be sent to:

Megan Williams, Director of Administrative Services
Northwest Arctic Borough School District
P.O. Box 51
744 East 3rd Street
Kotzebue, AK 99752
mwilliams@nwarctic.org

- E. The Superintendent or designee shall notify the successful proposer(s) of the award of the contract promptly upon the District's obtaining the approval from the Board. The contract to be tendered will incorporate this Request for Proposals, including all attachments and addenda. The phrases "this contract" or "this agreement" found in

places in this Request for Proposals refer to the contract to be tendered. The successful proposer(s) will be required to execute the tendered contract and deliver the same to the District within seven (7) working days of receiving notification of approval by the Board. Within thirty (30) calendar days of receiving notification of approval of the contract award by the Board, the proposer(s) shall submit the required insurance certificates and bonds.

- F. Award of a contract may be voided by the District for the following reasons:
1. Failure on the part of the successful proposer to execute and return the tendered contract in a timely manner, or to provide in a timely manner the information required by this Request for Proposals.
 2. Disclosure of additional information not previously known to the District which in the opinion of the District materially affects the proposer's ability to perform as required.
 3. Failure on the part of the successful proposer to have in place, in timely manner, adequate equipment, supplies, or personnel to enable it to perform its duties as specified in the Request for Proposals.

The reasons outlined in *"Proposal Submission Instructions, Section I., Subsection C.* will also be considered grounds for the proposal bond to be retained by the District.

- G. This contract is not in effect and no obligation of any sort is created, nor may any obligation be asserted, against the District, its Board, employees, agents or insurers, unless and until the Board approves the award of the contract.

GENERAL TERMS AND CONDITIONS

I. SCOPE

- A. This contract is to provide custodial services for specified school buildings with the Northwest Arctic Borough School District (hereinafter referred to as the District) for the period beginning **July 1, 2021 through June 30, 2022**, with optional annual renewal for up to four additional one-year periods, concluding June 30, 2026. However, this contract is subject to Section X: GROUNDS FOR SUSPENSION OF SERVICES AND/OR CANCELLATION OF CONTRACT.
- B. The successful proposer (hereinafter referred to as the Contractor) will provide custodial services for buildings identified by the District in *Attachment C-1*.
- C. The Contractor will provide the necessary management, personnel, and equipment with the authorization of the Superintendent or designee. The Contractor shall implement the schedule of services as outlined in this contract.
- D. The Contractor will provide all supplies needed to carry out this contract and provide for the cleaning and maintenance of District facilities.
- E. The basic custodial services contract shall coordinate with the school year. The work year for the Contractor will commence ten (10) working days before the teacher contract year begins and will conclude five (5) working days after school is out. The District will notify the Contractor by July 1 of each year of the exact start and end dates for Contractor's services during that year.
- F. The Contractor agrees to schedule custodial services so as to maximize cleaning during periods of low or non-occupancy. Custodial services will be provided as specified in *Attachment B (1-4)*.
- G. Custodial services that may be required for extracurricular events or other District sponsored events outside of the regular custodial daily schedule shall be treated as extensions of service, as provided in *Section II. Subsection B*.
- H. The Contractor shall not make any changes in the specifications or other requirements of this contract without the express prior written consent of the District. Any proposed changes shall be presented in writing to the Superintendent or designee not less than ten (10) business days prior to the proposed effective date of the change.
- I. The District may, at its option, renew this contract at the end of each fiscal year for a total period not to exceed five (5) years, including initial year. The parties may negotiate a rate change for the 2022-2023 school year and each successive year of the contract, pursuant to the following procedure:
 - 1. The District shall notify the Contractor in writing at least sixty (60) days before the expiration of the contract of its intention to renew the contract. If the District does not notify the Contractor of its intent to renew, the contract will automatically expire at the end of the contract period.
 - 2. The Contractor shall have thirty (30) days from receipt of such notice to submit a written proposal for a fee increase to the Superintendent of Schools or designee. If

the Contractor fails to provide such written notice within the prescribed time period, the contract shall be renewed at the current rate.

3. The District shall have thirty (30) days from the receipt of a timely written proposal for increase to accept or reject the proposed fee increase.
 - a. Rejection of the proposed increase will cause the contract to expire automatically at the end of the contract period, unless the Contractor notifies the District in writing, within ten (10) days of receiving notice of the District's rejection, that it agrees the contract may be renewed at the current rate.

- J. The District will assume responsibility to remove and pay for removal of all garbage and trash from its collection containers. The District will provide refuse receptacles, including garbage cans, trash compactors, and outside storage. The Contractor's responsibility shall be limited to placing garbage and trash into proper receptacles and collection containers.
- K. All custodial employees of the Contractor shall be expected to perform all custodial duties which are customarily required in the ordinary operation of public-school systems of this size, regional location, and design.
- L. The Contractor shall be responsible to ensure that its employees are keeping accurate time cards and make them available to the District upon request. The District reserves the right to reduce payments proportionately for any lack of performance as defined in this Contract.
- M. The day custodians shall be on duty during normal school hours. The starting and ending times of all other custodial shifts for personnel performing duties under this contract will be as specified by the District after consultation with the Contractor.
- N. All Contractor employees will report to the District Maintenance Director for any custodial related issues. The day custodians shall also be required to respond to reasonable requests as needed by each building principal or supervisor. Any contract or billing concerns should be directed to the District business office.

II. SPECIFICITY OF REQUIREMENTS

- A. It is understood by all parties that the information provided in the Attachments to this contract represent estimates only. The figures, numbers of days, locations, square footage, and buildings reflect the District's current estimate of the service requirements for the 2021-2022 school year. Any of this information may be changed before the execution of the contract, or during the term of the contract.
- B. It is agreed by the Contractor that during the life of the contract additional services or extensions of service may be necessary to accommodate building and programmatic needs. The Contractor shall be responsible for providing any additional personnel, equipment, and supplies needed to perform increased services, as specified by the District, subject to negotiation of an appropriate adjustment to Contractor's compensation as provided in *Section III* below. The Contractor will also be responsible for submitting an itemized summary, with each monthly custodial service report, detailing the extra hours worked. Services may be increased only upon approval of the District. The District may also reduce services in response to funding decreases or changes in service requirements, such as a building or portion of a building being closed for

remodeling or repair. Equitable adjustments to the Contractor's compensation shall be made in response to changes in the District's service requirements as provided in *Section III. Compensation Provisions*.

III. COMPENSATION PROVISIONS

- A. Payment will be made to the Contractor in accordance with the contract rate.
- B. The following compensation provisions apply to all service provided under this contract:
 - 1. The annual District School Calendar will specify the days when services are required. The Contractor will be provided with the school calendar no later than 20 days prior to the start of each school fiscal year. The Contractor shall provide approximately 210 days of regular custodial service per year and approximately 80 days of weekend custodial service as provided in *Attachment E*. If the number of days of service required for a given year varies by more than four days from the total specified in this subsection, the Contractor's compensation shall be adjusted as provided in *Part 4* below.
 - 2. The Contractor will be paid for services rendered on a monthly basis. Payments will be made upon the District's receipt of the monthly custodial service report. This report is due in the Office of the Superintendent or designee within ten (10) working days after the end of the month. Payment shall be issued to the Contractor within thirty (30) working days after the receipt of the monthly report (billing invoice). As a part of this Request for Proposals process, the Contractor will provide the District a copy of the form which its monthly report will take. Such form is subject to review, revision, and acceptance by the District. Inaccurate reports may cause a delay in payment.
 - 3. Contractor's annual compensation shall be apportioned so that approximately five percent (5%) of the total compensation due shall be paid to the Contractor following submission of Contractor's service report for the month of August, approximately ten percent (10%) of the total contract compensation shall be paid following submission of each Contractor service report for the months of September - May, and the remaining portion of Contractor's annual compensation due shall be paid following submission of Contractor's service report for the month of June.
 - 4. Compensation will be paid only for those services the District has authorized in writing. If the District authorizes increases or decreases in services, the parties agree to negotiate an equitable adjustment to the Contractor's compensation. The District will give the Contractor a minimum of ten (10) working day notice of any change in service. The District will incur no obligation with respect to a change in service other than to provide said notice and to negotiate an equitable adjustment to the Contractor's compensation.
 - 5. If all services are not performed in their entirety as defined by the contract, the District reserves the right to discount payments proportionately based on the rates defined in the Attachments.

IV. SCHEDULING AND OPERATION

Work schedules will be established by the Superintendent of Schools or designee in consultation with the Contractor. Once schedules are established, they will not be changed or deleted without approval of the Superintendent or designee. All work schedules are subject to modification, extension, or deletion by the District at any time during the life of the contract.

V. CONTRACTOR RESPONSIBILITIES

- A. **Access to District Facilities** The Contractor and its employees or agents shall have the right of access only to those facilities of the District that are necessary to perform services under this contract and shall have no right of access to any other facilities of the District without the prior approval of the Superintendent or designee.
- B. **Publicity** The Contractor shall not make any reference to the District, or use any pictures of District buildings, or data derived from service with the District, in its advertising, marketing, or other promotional efforts without the express written consent of the Superintendent or designee.
- C. **Labor Relations** The contractor agrees to take immediate and reasonable steps to maintain its provision of service under this contract in the event of any labor action involving its employees on District premises or elsewhere.
- D. **Addresses and License** Contractor shall furnish the address of its principal or corporate offices and the address of its closest office.
1. The Contractor shall maintain a current office in the State of Alaska.
 2. The Contractor shall be prepared to demonstrate that it is currently in business and has on file the licensing from the appropriate authority from the State of Alaska.
 3. The Contractor shall be prepared to demonstrate that it has been in business in its present form for at least the last three years, or that it has the necessary financial backing and expertise to carry out a contract of the scope contained herein.
- E. **Facilities and Equipment** The Contractor agrees to maintain District facilities and both the Contractor's and District's equipment in conformance with federal, state and local laws, ordinances, and regulations, including OSHA and AISHA, and agrees to defend, indemnify, and hold harmless the District from any loss or liability including reasonable attorney's fees, caused by the Contractor's failure to comply with any applicable legal or regulatory requirement.
- F. **Capital Equipment** The Contractor shall provide, operate, insure, and maintain all items of capital equipment necessary to perform the services identified herein. Equipment requirements are specified in *Attachment D*.
- G. **Consumable Supplies** The Contractor shall provide all chemical and cleaning supplies to be used by its employees, which shall include, but not be limited to, cleaning compounds, washing and waxing materials, brushes, mops, brooms. The Contractor will supply specifications of all chemical cleaning supplies to be used in the district for District approval. The Contractor assumes responsibility for any damage to District property caused by use of chemicals or supplies not approved by the District. The Contractor shall provide supplies customarily supplied by the provider of custodial services. The District will provide trash facilities, light globes, bulbs. Contractor will be responsible for management of all supplies referenced above whether provided by District or Contractor. The Contractor is responsible for the proper and efficient distribution of said supplies. The District will provide storage facilities for consumable supplies at various points in the District as required.

VI. REPORTING REQUIREMENTS

The Contractor shall conform to the reporting deadlines specified by the District or federal and state agencies, and submit the following reports and documents to the District.

- A. **Work Schedules** Work schedules must be completed for each school site at the beginning of each school year before the start of classes. Any change in a work schedule must be approved by the District before being implemented.
- B. **In-Service Training** The Contractor must provide a program of in-service training which will keep staff updated in areas including, but not restricted to, cleaning methods, proper use of cleaning compounds and equipment, minor maintenance, and safety, including blood borne pathogens. The contractor shall before the start of each school year provide the equivalent of two days (16 hours) of training for all employees. For employees hired after the start of the school year, the contractor shall provide such training as soon as possible, but no later than 30 days after the date of hire. The Contractor shall file a report with the District outlining its program of in-service topics to be covered.
- C. **Alaska Business License** The Contractor must submit to the District a copy of its current State of Alaska Business License and any other applicable licenses within thirty (30) days of official notice of award of this contract, and by January 31st of each subsequent contract year.
- D. **Certificate of Insurance** The Contractor must submit to the District a certificate of liability insurance from an insurance company authorized to do business in the State of Alaska that covers the Contractor and all persons working for the Contractor under this contract. Insurance coverage must satisfy the minimum insurance requirements of the District as set forth in *Section XIII INSURANCE AND INDEMNITY REQUIREMENTS*. Contractor's certificate of liability insurance coverage must be received by the District within thirty (30) days of official notice of award, and by July 1st of each subsequent schoolyear.
- E. **Personnel Reports** The Contractor must submit a personnel report on each regular and substitute worker. These personnel reports will be required at the beginning of each contract year for every worker and thereafter at the time of hire for each new worker hired during the year. A worker's personnel reports must be forwarded to the District prior to the worker's assuming custodial duties.
- F. **Health Certificate** Contractor must submit a copy of a health certificate for each employee providing services under this contract demonstrating that the employee has obtained a physical examination within ninety (90) days prior to the employee's commencement of services pursuant to this contract, and as defined by 4 AAC 06.050. The Contractor shall bear any expense for complying with this provision.
- G. **Custodial and Minor Maintenance Schedule** The Contractor shall meet with the Director of Maintenance and each building principal annually to review the schedule of custodial services and minor maintenance for each building covered under this contract. Other meetings to review such schedules may be arranged as needed.
- H. **Building/Shift Checklists** The Contractor will provide a checklist that clearly defines all required duties for each individual building and shift. The checklists will be completed at the end of every shift, kept on file, and made available to District upon request.
- I. **Restroom Timesheets** The Contractor will provide and maintain a timesheet in each restroom to indicate the time and date of each cleaning to ensure regular attention is maintained.
- J. **Other** The Contractor may be required to submit other documentation and reports as specified by the District during the term of this contract. All monthly reports are due by the 10th of the month unless otherwise specified.

- K. **Access to Records** The Contractor agrees that the District or any of its duly authorized representatives, at any time during the term of this contract, shall have access to and the right to audit and examine any pertinent books, documents, papers, and records of the Contractor including, but not limited to, sales receipts, salary schedules, itemized expenses and disbursements, time reports, equipment charges and overtime reports related to the Contractor's charges and performance under this contract. Such records shall be kept by the Contractor for a period of three (3) years after final payment unless the Superintendent or designee authorizes their earlier disposal. The Contractor agrees to refund to the District any overpayments disclosed by such audits.

VII. PERSONNEL

The Contractor shall comply with the following requirements for all employees. The Contractor shall make all employees aware of this section by reviewing and explaining these provisions at the initial annual in-service training meeting of employees or upon employment during the course of the year.

- A. The Contractor will notify the District prior to an offer of employment being made to any applicant and supply the District a copy of the application and any supporting documents.
- B. The District reserves the right to approve or reject any of the Contractor's personnel assigned job responsibilities with the District. This right shall be exercised by the Superintendent of Schools or designee.
- C. Absolutely no employee will assume work responsibilities in any District building without first submitting to a physical examination that determines fitness both to handle the work and to work in the school environment.
- D. The Contractor shall familiarize each employee with the work schedule assigned and shall notify the employee that no deviations to the work schedule are to be made except those approved by the District.
- E. No employee shall consume, be under the influence of, distribute, or have in his or her possession alcohol, a controlled substance or prescription medication that would impair the employee's ability to perform custodial duties, while performing any service under this contract. Any employee who violates this paragraph may, at the District's discretion, be prohibited from performing custodial services for the District.
- F. The Northwest Arctic Borough School District is a smoke-free zone; no employee shall use tobacco products anywhere or at any time on school property.
- G. The Contractor shall notify each employee that acceptance of an assignment under this contract shall constitute implied consent to testing for alcohol or controlled substances if there is cause to believe that one of these substances is affecting the work or behavior of the employee.
- H. The Contractor will assure that each employee adheres to all applicable rules and regulations of the District and exhibits personal conduct that is appropriate to working in a public-school environment. The Contractor agrees to, and shall make all employees aware of, the fact that the interactions of their employees with students and staff will have a bearing on their employment under this contract.
- I. The Contractor shall provide for a criminal record check and finger printing for each employee

prior to the employee's performing services under this contract. The Contractor shall bear all costs incurred in this process and promptly provide the resulting information to the District.

- J. The Contractor shall have a supervisor in charge of the scheduled work force who shall represent the Contractor and coordinate work with the Superintendent or designee. The supervisor shall be approved by the Superintendent or designee and shall not be replaced without prior consent of the Superintendent or designee.
- K. The Contractor's work force shall be neat and clean in appearance. All personnel shall wear an identification badge or patch. The identification shall include the employee's name and company name in approximately ½ inch characters. The identification shall be worn above the employee's waist in plain sight at all times while the employee is on District premises.
- L. All employees of the Contractor shall be trained in proper cleaning and janitorial methods and techniques. The Contractor shall maintain responsibility for filing all necessary and required federal, state, and local forms. The Contractor shall be familiar with and comply with all applicable laws and regulations, specifically including all applicable health and safety standards.

VIII. CONTRACT AMENDMENTS

This contract is administered by the District according to applicable laws and regulations. If at any time it becomes apparent that any of the provisions of the contract conflict with applicable laws or regulations, the Contractor agrees that the District may make the necessary amendments to the contract to bring the contract into compliance with the law or regulations.

IX. ASSIGNMENT AND SUBCONTRACTING OF CONTRACT

The Contractor shall under no circumstances assign or subcontract this agreement or any portion thereof without the prior, written permission of the Superintendent of Schools.

X. GROUNDS FOR SUSPENSION OF SERVICE AND/OR CANCELLATION OF CONTRACT

If, in the opinion of the Superintendent of Schools and at any time during the period of this contract or any subsequent extensions, the Contractor fails to perform the work called for under this contract satisfactorily or otherwise materially fails to comply with the terms of this contract, the District may terminate this contract and/or make arrangements to obtain the work or services elsewhere and hold the Contractor responsible and liable for damages sustained by the District on account of the Contractor's failure, neglect, or misconduct in performing any of the terms and conditions of the contract.

Additionally, the Contractor agrees that the District may unilaterally cancel this contract, without liability to the District other than to provide payment for authorized services already performed if, in the District's judgement, there are substantial changes in the District's custodial service requirements or there is a lack of adequate funding to support the custodial services specified by this contract.

This contract may be terminated by mutual written agreement. Termination under this provision is immediate.

If this contract is terminated for any reason prior to the end of the initial or any renewal contract period, the Contractor's bonding and insurance requirements shall remain in full force and effect through the end of the contract period, unless the parties otherwise agree in writing.

XI. SEVERABILITY

If any term or provision of this contract, or the application thereof to any person or circumstances, shall to any extent be invalid or unenforceable then the remainder of this contract, or the application of such terms or provisions to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term and provision of this contract shall be valid and enforced to the fullest extent permitted by law.

XII. STATEMENT OF RELATIONSHIP

It is expressly understood and agreed by the Contractor and the District that the Contractor, its officers, employees and agents are not employees or agents of the Northwest Arctic Borough School District or the City and Borough of Northwest Arctic Borough. The Contractor's relationship to the Northwest Arctic Borough School District and City and Borough of Northwest Arctic Borough is that of an independent contractor.

Further, it is understood that as an independent contractor, the Contractor's responsibilities include, but are not restricted to the following:

- A. To provide for appropriate insurance, proposal deposits, and performance bonds as required.
- B. To comply with all applicable federal and state laws, borough ordinances, District policies, and administrative procedures.
- C. To comply fully with the contract specifications set out herein.
- D. To accept demands to defend, indemnify, and hold harmless the District and to preserve the District and its property from all harm as required by this contract. This obligation survives the expiration of the contract term.
- E. Any district equipment replaced or removed by the Contractor shall remain the property of Northwest Arctic Borough School District unless the Superintendent or designee notifies the Contractor otherwise. Any and all such equipment shall be delivered by the Contractor to the District Director of Maintenance for storage or salvage.

XIII. INSURANCE AND INDEMNITY REQUIREMENTS

The Contractor shall defend, indemnify and hold harmless the District, its employees, board members, agents and assigns from any and all claims, damages, losses, and expenses, including but not limited to reasonable attorney's fees, arising out of, relating to, in connection with, on account of or resulting from, the Contractor's performance of or failure to perform its obligations under this contract, excepting only claims or losses attributable to the sole negligence or willful

misconduct of the District, its employees, agents or board members.

The Contractor shall purchase and maintain liability insurance in a form acceptable to the District that will protect against claims, damages, losses, and expenses arising out of, relating to, in connection with, on account of, or resulting from the Contractor's performance, or failure to perform the obligations of this contract. Such insurance shall name the District, its employees, and agents as additional insured and shall be for a minimum of the following amounts:

1. Commercial General Liability

| | |
|-------------------|-------------|
| Each Occurrence | \$1,000,000 |
| General Aggregate | \$1,000,000 |
2. Business Automobile

| | |
|--|-------------|
| Owned, Non-owned, and Hired Auto Liability | \$1,000,000 |
|--|-------------|

The Contractor shall secure and maintain Worker's Compensation insurance as required by Alaska statues and regulations of the Alaska Department of Labor.

As evidence of coverage, the Contractor shall file with the District certificates of the insurance coverage required in this contract. All certificates of insurance provided by the Contractor shall bear a statement providing for a minimum of sixty (60) days advance written notice to the District of cancellation of, or material changes to, the policy.

XIV. BONDING/SECURITY REQUIREMENTS

- A. **Performance Bond/Security:** The Contractor shall provide a security equal to one quarter (25%), or as closely approximates to that amount as possible of the annual contract amount for providing custodial services under this Request for Proposals. This requirement may take such forms as are acceptable to the District to protect its interest resulting from the award of this Request for Proposals. Options include:
1. a performance bond from a company licensed to do business in the State of Alaska on standard form
 2. a cashier's check made payable to the Northwest Arctic Borough School District School District
 3. a certificate of deposit made payable to the Northwest Arctic Borough School District
 4. a letter of credit upon which the Northwest Arctic Borough School District may make demand for payment.

If the successful Contractor fails to enter into a contract and furnish a performance bond within thirty (30) calendar days from the date on which notification of acceptance of the Request for Proposals is received, the Request for Proposals bond or cashier's check for \$5,000.00 may be forfeited to the District as fixed and liquidated damages. The performance bond requirement may be waived at the option of the District.

- B. **Fidelity Bond:** The Contractor shall be required to provide evidence of a blanket fidelity bond for all employees assigned to the District. It shall be in an amount of not less than \$5,000 per employee, of standard form, issued by a company licensed to do business in the State of Alaska and drawn in favor of Northwest Arctic Borough School District.

XV. PERFORMANCE EVALUATION

The District expects contract performance to meet certain quality standards.

The District will retain the right to inspect from time to time without prior notice the quality and quantity of service provided. The Contractor agrees to provide weekly and/or monthly summaries of work performed and to attend weekly or monthly meetings to review the Contractor's performance, as required by the District.

The Contractor will remedy any deficiency in its work or supplies at its own expense when the deficiency is brought to the Contractor's attention.

In the event the overall performance of the Contractor is deemed inadequate as determined by the Superintendent or designee, the District may enforce its right to terminate this contract as provided in *Section X, GROUNDS FOR SUSPENSION OF SERVICE AND/OR CANCELLATION OF CONTRACT.*

XVI. SPECIAL TERMS AND CONDITIONS

- A. **Surrender of Premises and Equipment** On termination or expiration of this contract, the Contractor shall vacate all parts of the District's premises it occupied. The Contractor shall restore the all areas and equipment furnished by the District to the same condition as when originally made available to the Contractor, with reasonable wear and tear excepted. The Contractor and the District shall jointly conduct a closing inventory and Contractor shall replace or repair all lost, damaged, or destroyed District supplied equipment and make up any deficiency between opening and closing inventories, if any. Surrendered premises and equipment shall be left in a clean, orderly state satisfactory to the Superintendent or designee.
8. **Responsibility for Tools, Materials, and Other Property** The District shall not be responsible for the loss, theft, mysterious disappearance of or damage to equipment, tools, batteries, materials, supplies and other personal property of Contractor or its employees or subcontractors.
- C. **Extra and Overtime Work** The Contractor shall respond to emergency situations, such as flood, fire or other physical damage to the District's premises with extra service as required. The parties shall negotiate an equitable adjustment to the Contractor's compensation for the extra services provided. The Contractor shall supply an itemized invoice of services supplied.
- D. **Venue** Any action brought as a result of this Request for Proposals or contract resulting from this Request for Proposals shall be in the District or Superior Court (as determined by the amount of damages in question) of the State of Alaska, in Kotzebue, Alaska.
- E. **Attorney's Fees** If either party brings suit to enforce any of the provisions of this contract, the prevailing party shall be entitled to recover its full, reasonable attorneys' fees incurred in prosecuting or defending the suit.
- F. **Lost Keys** The Contractor will be charged \$50.00 per key, for any keys lost by an employee of the Contractor. Further, the Contractor agrees to pay in total the cost of re-keying any facility or facilities necessary due to the loss of a key or keys. All keys issued to the Contractor will be turned into the District at the end of each school year.

ATTACHMENT A

PROPOSAL REQUIREMENTS AND SUBMITTAL CHECKLIST

| | INFORMATION | YES | NO |
|----|---|-----|----|
| 1 | Business information provided (name, address, license, authorized agent)? | | |
| 2 | Proposal bond provided as required? | | |
| 3 | Non-discrimination statement accepted? | | |
| 4 | Custodial Services RFP, addendum and all attachments included? | | |
| 5 | Has the contractor failed within the last three (3) years at any point to render substantial performance of a contract with any client? If so, has explanation for failure been provided? | | |
| 6 | Does the Proposal materially conform to the RFP specifications? | | |
| 7 | Are there any material alterations to the Proposal? | | |
| 8 | Are there any erasures that have not been initialed by the Proposer? | | |
| 9 | Has a statement that the Proposal includes all terms and conditions of the invitation been included? | | |
| 10 | Are the type of security being proposed and the company issuing such security been included as required? | | |
| 11 | Is a copy of the monthly custodial service report (billing invoice) to be rendered to the District each month included? | | |
| 12 | Did the contractor show evidence of financial stability by providing copies of the last three (3) annual financial statements as prepared and certified by an independent Certified Public Accountant, or an affidavit describing in detail those assets that could be applied to satisfy obligations under this contract including all encumbrances to said assets? (Note: Personal property used as an asset must be accompanied by an independent appraisal.) | | |
| 13 | Did the Contractor provide a list of all college, school district, hospital, municipal, and commercial accounts including the dollar amount of the contract and square footage serviced? | | |
| 14 | Was a list of accounts lost during the last three (3) years and reasons for the loss; statement as to whether servicing any of the lost accounts again; for each account, whether recovered or not, the name, title, and phone number of client liaison officer provided? | | |
| 15 | Did the Contractor provide an analysis of improvements the Contractor would recommend for the custodial services program? (optional) | | |
| 16 | Was a thorough analysis of on-site labor to include the following provided: 1. list of job titles, including all management positions, hourly wage/salaried employees 2. proposed distribution of these positions 3. hourly wage/salary range for all positions 4. total annual personnel services budget (include all expenses) | | |
| 17 | Was the completed proposal including all terms, conditions and attachment returned as part of submittal and signed as required? | | |

ATTACHMENT B-1

DAY CUSTODIAN DAILY DUTIES

The daily duties of the day custodian at each building include, but are not limited to:

1. Unlock building, turn on lights, and check for vandalism inside and outside of building.
2. Report any vandalism or necessary repairs to building principal or contact.
3. Clean sidewalks, drives, and, entry ways (all sides of building).
4. Shovel snow and de-ice sidewalks and steps as needed from all exit doors.
5. Perform emergency repairs or cleaning.
6. Change burned out light bulbs, within 12 feet of the floor, as needed.
7. Set up before and clean up after daily lunch program.
 - a) Clean and maintain tables before, during and after lunch.
 - b) Replace tables and chairs, and mop or vacuum floors after meals.
 - c) Dispose of lunch garbage to appropriate receptacles and replace plastic liners.
8. Remove finger prints, dirt smudges, and any other debris from doors, windows, and walls.
9. Remove graffiti and repair minor vandalism
10. File requests for maintenance through Contractor's supervisor and building Principal.
11. Pick up trash and litter from parking lots, playgrounds, and common areas.
12. Pick up trash and litter from building perimeter and all building entrances.
13. Monitor and maintain cleanliness of all building bathrooms including, but not limited to: cleaning mirrors, sinks and soap dispensers; ensure toilet paper, paper towel dispensers, and soap dispensers remain filled.
14. Perform other reasonable custodial requests of building Principal and/or Director of Maintenance.
15. Ensure all doors to boiler rooms and supply closets remain locked when not in direct use. Any doors directed locked by order of the Fire Marshall must remained locked at all times.

**All cleaning products used must be approved by the Northwest Arctic Borough School District Director of Maintenance*

ATTACHMENT B-2

EVENING CUSTODIAN DAILY DUTIES

The nightly duties of the evening custodian at each building include, but are not limited to:

1. **Carpet surfaces** Vacuum all carpets in entire building interior, halls, classrooms, teachers work areas, multipurpose rooms, teacher lounge areas, all offices.
2. **Hard Floors** Dust mop all hard floor surfaces, hallways, class rooms, multipurpose rooms, teachers work areas, teacher lounge areas, offices in entire building.
3. **Gymnasiums** All gymnasium floors, including wood and synthetic are to be dust mopped daily.
4. **Restrooms locker and shower rooms** All restrooms, showers and locker rooms must be cleaned daily with an institutional or hospital grade disinfectant cleaner (Hillyard Q.T. or equal) This includes all sinks, counters, toilets, toilet partitions, urinals, urinal wall area, urinal partitions, soap dispensers, towel dispenser mirrors, floors, and any other restroom surfaces. Replace all urinal and toilet deodorizers as needed.
5. **Drinking fountains** Clean and disinfect all drinking fountains in all schools (Hillyard Q.T. or equal).
6. **Dispenser maintenance** All paper towel dispensers and hand soap dispensers must be cleaned, checked, and kept full daily.
7. **Trash** Collect trash from all receptacles, then compact and dispose of daily.
8. **Entry area** Clean all entry areas daily.
9. **Ventilating System** Vacuum vents in all rooms as needed, at least once per month.
10. **Spot Cleaning** Spot cleaning shall occur daily or when visible signs of dirt, soil, gum, liquid stains, or other marks are present on any floor, ceiling, or wall surface, including lockers, painted walls, rubber base, wainscoting, and vinyl wallpaper.
11. Perform other reasonable requests of the building Principal or Director of Maintenance.
12. Clean and maintain custodial closets in an orderly fashion.
13. Ensure all doors to boiler rooms and supply closets remain locked when not in direct use. Any doors directed locked by order of the Fire Marshall must remained locked at all times.
14. All building exterior doors and windows shall be checked and locked, and all building lights shall be turned off before the evening custodian leaves.

**ATTACHMENT B-3
OTHER CUSTODIAL DUTIES**

**EVENING CUSTODIAN
WEEKLY DUTIES**

The contractor shall ensure that the following duties are performed as specified:

1. Twice a week all white board and chalk board trays shall be vacuumed, all hard floor surfaces, all gymnasiums, and all synthetic sports floors will be damp mopped. Shelves and window ledges shall be dusted. Bleachers shall be set up, swept, cleaned, and damp mopped (areas shall be treated as hard floor surfaces).
2. Twice a week all restrooms and locker rooms shall be disinfected with a quaternary disinfectant cleaner that is sprayed covering floors, walls, benches, sinks, under sinks, toilets, under toilets, fixtures, etc.
3. Before leaving, check that all exterior doors boiler room doors, and supply closets have been locked and secured. Any doors directed locked by order of the Fire Marshall must remained locked at all times.

**FLOAT/WEEKEND CUSTODIAN
ALL DUTIES**

1. Check to be sure all buildings are secure.
2. Clean areas used for Community Schools and sporting activities on weekends based on the Community Schools weekly calendar or upon request.
3. Remove refuse as needed.
4. Before leaving, check that all exterior doors, boiler room doors, and supply closets have been locked and secured and all lights have been shut off.
5. Any doors directed locked by order of the Fire Marshall must remained locked at all times.

ATTACHMENT B-4
QUARTERLY AND SEMI-ANNUAL CUSTODIAL DUTIES

QUARTERLY CUSTODIAL DUTIES

The following duties must be done once every three (3) months:

1. Clean (shampoo) carpets in high traffic areas, including but not limited to hallways, entries, and general common areas.

SEMI ANNUAL CUSTODIAL DUTIES

All of the following duties must be done prior to the beginning of the teacher contract year and during the winter break (The District will notify the Contractor of the start date and the winter break dates):

1. Strip, clean and wax or seal all tile and vinyl floors (including kitchen areas) and stairs using product approved by the Director of Maintenance (See *Attachment 0*).
2. Clean wood floors as directed by the Director of Maintenance (See *Attachment 0*).
3. Clean (shampoo) all carpeted areas (See *Attachment 0*).
 - a. Move all furniture including, but not limited to: desks, cabinets, shelves, chairs, and tables.
 - b. Thoroughly vacuum the carpet.
 - c. Clean carpets using equipment specified in *Attachment D*.
 - d. Replace all furniture after carpets are completely dry.
4. Wash windows inside and out.
5. Wash whiteboards/chalkboards
6. Clean student desks and chairs.

**All cleaning products used must be approved by the Northwest Arctic Borough School District Director of Maintenance.*

ATTACHMENT C-1
SQUARE FOOTAGE
INFORMATION

| <u>SITE</u> | <u>FLOOR PLAN SQ FT</u> |
|---|--------------------------------|
| Ambler | 25,699 |
| Buckland | 44,922 |
| Deering | 11,286 |
| Kiana | 34,058 |
| Kivalina | 19,024 |
| Kobuk | 5,419 |
| Noatak | 44,327 |
| Noorvik | 61,300 |
| Selawik | 54,556 |
| Shungnak | 19,700 |
| June Nelson Elementary & Kotzebue Middle/High | 158,781 |
| District & Maintenance Offices | 22,007 |
| Alaska Technical Center & Dormitory | <u>48,500</u> |
| TOTAL SQUARE FOOTAGE | 549,579 |

ATTACHMENT D

EQUIPMENT AND MATERIAL SPECIFICATIONS

1. Any chemical used for cleaning in the District must be a nationally known brand intended for use in public institutions, with at least a ten-year history in government facilities.
2. All products used on floors including cleaners, disinfectants, sealers, polishes, finishes, dust mop treatments, must be U.L. rated for slip resistance.
3. All disinfectants must be EPA registered as an institutional or hospital grade germicide.
4. All equipment must be a nationally known brand, intended for institutional use, and have at least a ten-year history in government facilities.
5. Material safety data sheet, product sheets and product labels must be provided for all materials and products used in cleaning District facilities.

REQUIRED EQUIPMENT

All equipment must be commercial grade

1. Vacuum Cleaners At each school building there must be at least one (1) wide area commercial vacuum of not less than a 26-inch cleaning path. At each school building there must be at least one (1) dual motor upright commercial vacuum, 14 inches to 16-inch cleaning path. Vacuum must have at least 70 inches of static water lift.
2. Carpet Extractor Walk behind style, self-propelled, 28-gallon capacity, affixed with power brush and must be compatible with attachments for confined areas.
3. Carpet Spotting Machine For carpets or upholstery, 2 gallon mini- extractor, briefcase style and portable.
4. Wet/Dry Vacuum Commercial, 10 gallon minimum with at least 90 inches of static water lift, with attachments for picking up liquid and/or stripper solution
5. Floor Machine 17-to-20-inch, 175 rpm for stripping, scrubbing, spray buffing, sanding or bonnet buffing floors 1.5 horse power
6. Burnisher 2,000 rpm or greater, 20 inches for buffing polished floors.
7. Automatic Scrubber At least 20-inch cleaning path, for cleaning tile floors.
8. Miscellaneous Supplies All products necessary to fulfill contract requirements, including brooms, mops, buckets, dust mops, window equipment, rags, sponges, toilet bowl equipment, cleaners, etc.

ATTACHMENT E

TOTAL NUMBER OF CUSTODIANS REQUIRED

These numbers are based on current/past custodial usage and the District's opinion of the minimum number of custodians required for adequate services to District buildings at the time of the RFP. It is the Contractors responsibility to determine the actual number of custodians required to satisfy this Contract.

Full Time Equivalency (FTE) for the purpose of this Contract is 7.50 hours per day/37.5 hours per week. (For example, 1.0 FTE works 37.5 hours per week. 0.5 FTE works 25 hours per week)

| School | Monday - Friday Type | FTE | Contractor Weekly Cost Estimate |
|---|------------------------------|------------------|------------------------------------|
| Ambler | 1 day & 1 evening custodian | 2 | \$ - |
| Buckland | 1 day & 2 evening custodians | 3 | \$ - |
| Deering | 1 day/evening combo | 1 | \$ - |
| Diana | 1 day & 1 evening custodian | 2 | \$ - |
| Kivalina | 1 day & 1 evening custodian | 2 | \$ - |
| Kobuk | 1 custodian | 1 | \$ - |
| Noatak | 1 day & 2 evening custodians | 3 | \$ - |
| Noorvik | 2 evening custodian | 2 | \$ - |
| Selawik | 1 day & 2 evening custodians | 3 | \$ - |
| Shungnak | 1 day & 1 evening custodian | 2 | \$ - |
| JNES/KMHS | FOREMAN | 1 | \$ - |
| JNES/KMHS | 3 day & 3 evening custodians | 6 | \$ - |
| District Office/Maint | 1 evening | 1 | \$ - |
| ATC/Dorm(s) | 1 day custodian | 1 | \$ - |
| ATC/Dorm | 1 day/evening combo | 1 | \$ - |
| Total Minimum number of custodians | | 31.00 FTE | |
| Minimum number of custodial hours per week | | 1162.5 | \$ - |

Authorized Signature

Date

ATTACHMENT F
CERTIFICATION STATEMENT

I, the undersigned, having carefully examined the General Information, Terms and conditions, specifications and all related material and information provided by the Northwest Arctic Borough School District in connection with its Request for Proposals for Custodial Services dated February 22, 2022 and any addenda thereto and having inspected the actual physical facilities, hereby agree to furnish custodial services as specified to the Northwest Arctic Borough School District. I acknowledge receipt of the Request for Proposals referenced above and the following addenda thereto, if any:

Copies of these documents have been submitted with my proposal.

I further agree that this offer to supply custodial services will remain in effect at the fee quoted for a period of not less than ninety (90) calendar days from the date of the proposal opening, I understand and agree that this offer may not be withdrawn or modified during that time. I understand that contingent proposals cannot be accepted and represent that the fee quoted is not contingent.

If this offer or portion thereof is accepted by the Northwest Arctic Borough School Board and an award is made thereon, I agree to enter into a contract with the Northwest Arctic Borough School District to furnish custodial services as specified for the fee quoted.

I hereby certify that this proposal is genuine, that I have not colluded with any other proposer or any person, and that I am authorized to bind the firm identified below to this agreement and to any resulting contract for Custodial Services.

Authorized Signature Date

Printed Name Title

Name of Firm

Address

Contract Phone Number

PROPOSAL FORM
CUSTODIAL SERVICES ANNUAL FEE AMOUNT

The proposer must complete this form and the cost justification form and return it with the proposal package.

Enter the total annual amount of the fee proposed for custodial services for any or all of the buildings listed below:

| | | |
|---|------------|----------|
| Ambler | \$ | - |
| Buckland | \$ | - |
| Deering | \$ | - |
| Kiana | \$ | - |
| Kivalina | \$ | - |
| Kobuk | \$ | - |
| Noatak | \$ | - |
| Noorvik | \$ | - |
| Selawik | \$ | - |
| Shungnak | \$ | - |
| JNES/KMHS | \$ | - |
| District & Maintenance Offices | \$ | - |
| ATC & Dormitory | \$ | - |
| | | |
| TOTAL FEE PROPOSAL | \$ | - |
| | | |
| Extra Curricular Activities - hourly cleaning fee | Per Hour : | \$ |
| Emergency Cleaning - hourly cleaning fee | Per Hour : | \$ |

Attach proposal BOND here

I agree by the submittal of this proposal that if awarded a contract pursuant to the Request for Proposals, I will comply with all the terms and conditions contained in the Request for Proposals, including any addenda thereto.

 Authorized Signature

 Date

**FEE COST JUSTIFICATION
FORM
Ambler SCHOOL**

CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

| Cost Explanation | Annual Total |
|---|---------------------|
| Management Salary | \$ - |
| Day Custodial Salary | \$ - |
| Night Custodial Salary | \$ - |
| Employer Medicare & SS | \$ - |
| Other Benefits | \$ - |
| Total Employee Costs | \$ - |
| Custodial Supplies | \$ - |
| Other Supplies | \$ - |
| Insurance | \$ - |
| Bonding | \$ - |
| Taxes and Licenses | \$ - |
| Building rental, utilities, maintenance, etc. | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Profit | \$ - |
| Total All Costs | \$ - |

The total should agree with the total submitted on the proposal form.

Authorized Signature

Date

**FEE COST JUSTIFICATION
FORM
Buckland SCHOOL**

CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

| Cost Explanation | Annual Total |
|---|---------------------|
| Management Salary | \$ - |
| Day Custodial Salary | \$ - |
| Night Custodial Salary | \$ - |
| Employer Medicare & SS | \$ - |
| Other Benefits | \$ - |
| Total Employee Costs | \$ - |
| | |
| Custodial Supplies | \$ - |
| Other Supplies | \$ - |
| Insurance | \$ - |
| Bonding | \$ - |
| Taxes and Licenses | \$ - |
| Building rental, utilities, maintenance, etc. | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Profit | \$ - |
| | |
| Total All Costs | \$ - |

The total should agree with the total submitted on the proposal form.

Authorized Signature

Date

**FEE COST JUSTIFICATION
FORM
Deering School**

CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

| Cost Explanation | Annual Total |
|---|---------------------|
| Management Salary | \$ - |
| Day Custodial Salary | \$ - |
| Night Custodial Salary | \$ - |
| Employer Medicare & SS | \$ - |
| Other Benefits | \$ - |
| Total Employee Costs | \$ - |
| | |
| Custodial Supplies | \$ - |
| Other Supplies | \$ - |
| Insurance | \$ - |
| Bonding | \$ - |
| Taxes and Licenses | \$ - |
| Building rental, utilities, maintenance, etc. | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Profit | \$ - |
| | |
| Total All Costs | \$ - |

The total should agree with the total submitted on the proposal form.

Authorized Signature

Date

**FEE COST JUSTIFICATION
FORM
Kiana School**

CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

| Cost Explanation | Annual Total |
|---|---------------------|
| Management Salary | \$ - |
| Day Custodial Salary | \$ - |
| Night Custodial Salary | \$ - |
| Employer Medicare & SS | \$ - |
| Other Benefits | \$ - |
| Total Employee Costs | \$ - |
| Custodial Supplies | \$ - |
| Other Supplies | \$ - |
| Insurance | \$ - |
| Bonding | \$ - |
| Taxes and Licenses | \$ - |
| Building rental, utilities, maintenance, etc. | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Profit | \$ - |
| Total All Costs | \$ - |

The total should agree with the total submitted on the proposal form.

Authorized Signature

Date

**FEE COST JUSTIFICATION
FORM
Kivalina School**

CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

| Cost Explanation | Annual Total |
|---|---------------------|
| Management Salary | \$ - |
| Day Custodial Salary | \$ - |
| Night Custodial Salary | \$ - |
| Employer Medicare & SS | \$ - |
| Other Benefits | \$ - |
| Total Employee Costs | \$ - |
| Custodial Supplies | \$ - |
| Other Supplies | \$ - |
| Insurance | \$ - |
| Bonding | \$ - |
| Taxes and Licenses | \$ - |
| Building rental, utilities, maintenance, etc. | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Profit | \$ - |
| Total All Costs | \$ - |

The total should agree with the total submitted on the proposal form.

Authorized Signature

Date

**FEE COST JUSTIFICATION
FORM
Kobuk School**

CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

| Cost Explanation | Annual Total |
|---|---------------------|
| Management Salary | \$ - |
| Day Custodial Salary | \$ - |
| Night Custodial Salary | \$ - |
| Employer Medicare & SS | \$ - |
| Other Benefits | \$ - |
| Total Employee Costs | \$ - |
| Custodial Supplies | \$ - |
| Other Supplies | \$ - |
| Insurance | \$ - |
| Bonding | \$ - |
| Taxes and Licenses | \$ - |
| Building rental, utilities, maintenance, etc. | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Profit | \$ - |
| Total All Costs | \$ - |

The total should agree with the total submitted on the proposal form.

Authorized Signature

Date

**FEE COST JUSTIFICATION
FORM
Noatak School**

CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

| Cost Explanation | Annual Total |
|---|---------------------|
| Management Salary | \$ - |
| Day Custodial Salary | \$ - |
| Night Custodial Salary | \$ - |
| Employer Medicare & SS | \$ - |
| Other Benefits | \$ - |
| Total Employee Costs | \$ - |
| | |
| Custodial Supplies | \$ - |
| Other Supplies | \$ - |
| Insurance | \$ - |
| Bonding | \$ - |
| Taxes and Licenses | \$ - |
| Building rental, utilities, maintenance, etc. | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Profit | \$ - |
| | |
| Total All Costs | \$ - |

The total should agree with the total submitted on the proposal form.

Authorized Signature

Date

**FEE COST JUSTIFICATION
FORM
Noorvik School**

CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

| Cost Explanation | Annual Total |
|---|---------------------|
| Management Salary | \$ - |
| Day Custodial Salary | \$ - |
| Night Custodial Salary | \$ - |
| Employer Medicare & SS | \$ - |
| Other Benefits | \$ - |
| Total Employee Costs | \$ - |
| | |
| Custodial Supplies | \$ - |
| Other Supplies | \$ - |
| Insurance | \$ - |
| Bonding | \$ - |
| Taxes and Licenses | \$ - |
| Building rental, utilities, maintenance, etc. | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Profit | \$ - |
| Total All Costs | \$ - |

The total should agree with the total submitted on the proposal form.

Authorized Signature

Date

FEE COST JUSTIFICATION FORM
Selawik School

CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

| Cost Explanation | Annual Total |
|---|---------------------|
| Management Salary | \$ - |
| Day Custodial Salary | \$ - |
| Night Custodial Salary | \$ - |
| Employer Medicare & SS | \$ - |
| Other Benefits | \$ - |
| Total Employee Costs | \$ - |
| Custodial Supplies | \$ - |
| Other Supplies | \$ - |
| Insurance | \$ - |
| Bonding | \$ - |
| Taxes and Licenses | \$ - |
| Building rental, utilities, maintenance, etc. | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Profit | \$ - |
| Total All Costs | \$ - |

The total should agree with the total submitted on the proposal form.

 Authorized Signature

 Date

**FEE COST JUSTIFICATION
FORM
Shungnak School**

CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

| Cost Explanation | Annual Total |
|---|---------------------|
| Management Salary | \$ - |
| Day Custodial Salary | \$ - |
| Night Custodial Salary | \$ - |
| Employer Medicare & SS | \$ - |
| Other Benefits | \$ - |
| Total Employee Costs | \$ - |
| | |
| Custodial Supplies | \$ - |
| Other Supplies | \$ - |
| Insurance | \$ - |
| Bonding | \$ - |
| Taxes and Licenses | \$ - |
| Building rental, utilities, maintenance, etc. | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Profit | \$ - |
| | |
| Total All Costs | \$ - |

The total should agree with the total submitted on the proposal form.

Authorized Signature

Date

FEE COST JUSTIFICATION FORM
June Nelson Elementary School
Kotzebue Middle/High School

CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

| Cost Explanation | Annual Total |
|---|---------------------|
| Management Salary | \$ - |
| Day Custodial Salary | \$ - |
| Night Custodial Salary | \$ - |
| Employer Medicare & SS | \$ - |
| Other Benefits | \$ - |
| Total Employee Costs | \$ - |
| Custodial Supplies | \$ - |
| Other Supplies | \$ - |
| Insurance | \$ - |
| Bonding | \$ - |
| Taxes and Licenses | \$ - |
| Building rental, utilities, maintenance, etc. | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Profit | \$ - |
| Total All Costs | \$ - |

The total should agree with the total submitted on the proposal form.

 Authorized Signature

 Date

FEE COST JUSTIFICATION FORM
Kotzebue District & Maintenance Offices

CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

| Cost Explanation | Annual Total |
|---|---------------------|
| Management Salary | \$ - |
| Day Custodial Salary | \$ - |
| Night Custodial Salary | \$ - |
| Employer Medicare & SS | \$ - |
| Other Benefits | \$ - |
| Total Employee Costs | \$ - |
| Custodial Supplies | \$ - |
| Other Supplies | \$ - |
| Insurance | \$ - |
| Bonding | \$ - |
| Taxes and Licenses | \$ - |
| Building rental, utilities, maintenance, etc. | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Profit | \$ - |
| Total All Costs | \$ - |

The total should agree with the total submitted on the proposal form.

 Authorized Signature

 Date

FEE COST JUSTIFICATION FORM
Alaska Technical Center and Dormitory

CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

| Cost Explanation | Annual Total |
|---|--------------|
| Management Salary | \$ - |
| Day Custodial Salary | \$ - |
| Night Custodial Salary | \$ - |
| Employer Medicare & SS | \$ - |
| Other Benefits | \$ - |
| Total Employee Costs | \$ - |
| Custodial Supplies | \$ - |
| Other Supplies | \$ - |
| Insurance | \$ - |
| Bonding | \$ - |
| Taxes and Licenses | \$ - |
| Building rental, utilities, maintenance, etc. | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Other - Specify | \$ - |
| Profit | \$ - |
| Total All Costs | \$ - |

The total should agree with the total submitted on the proposal form.

 Authorized Signature

 Date