

SERVICE AGREEMENT

AGREEMENT dated December 12, 2014 by and between Snake River School District (hereinafter referred to as "Customer") and GCA Services, Inc. (hereinafter referred to as "GCA")

RECITALS

Based upon its extensive experience in the field, GCA is prepared to and desires to provide custodial services and/or any future services requested by the Customer and mutually agreed upon by the Customer and GCA.

Customer desires to contract with GCA for the performances of these services to be performed on Customer's premises.

NOW, THEREFORE, in consideration of the mutual promises and understandings set forth below, the parties hereto agree as follows:

AGREEMENT

1. Services to be Provided: GCA will provide custodial services (hereinafter referred to as "Services") for Customer according to the specifications set forth in Attachment A for those listed buildings and addresses based on 170 days per year.

In performing such Services, GCA will do the following:

- A. Furnish a management team to ensure the Services are accomplished in accordance with the terms and conditions set forth herein.
- B. Furnish, train manage and direct all GCA employees in the performance of Services. Customer shall have the right, upon written notice to GCA, to require the replacement of any GCA employee employed at the Facility whose continued presence, in the opinion of Customer, is not in the best interest of Customer or its employees, provided such replacement shall not contravene any local, State or Federal law. GCA will take all measure required by law to assure all GCA employees who provide services under this Agreement shall comply with all applicable laws, ordinances, rules and regulations in the performances of Services provided under this Agreement, including but not limited to, all applicable Customer policies and procedures, rules and regulations in the effect at the time, all laws governing appropriate visa and work authorization, any and all applicable Customer policies regarding background information, pre-employment testing and any other applicable requirements deemed appropriate by Customer. Customer shall provide all such policies all such policies and requirements to GCA prior to the commencement of this Agreement. GCA will comply with I.C. 33-130.
- C. Provide additional services (non-repetitive in nature) similar to, but not included in, the Services from time to time as agreed by the parties ("Additional Services")

2. Costs to be Paid by GCA: The following costs will be paid by GCA:

- A. All wages and salaries, including regular pay and, to the extent applicable, vacation pay, sick pay, bereavement, legal holiday pay and 401K for GCA's employees working at facility.
- B. The cost of social security taxes, State and Federal unemployment insurance premiums, general liability and umbrella insurance premiums and workers' compensation premiums, and, to the extent applicable, medical, life, and dental insurance premiums (if any), other applicable fringe benefits, related administrative costs and payroll-based Federal, State and local taxes payable on behalf of GCA's employees working at Facility. GCA shall indemnify and hold harmless Customer from any claim for payment of such items relating to wages and/or salaries paid by GCA under this Agreement.
- C. The cost of all chemicals (floor care/finishing, carpet cleaning/extraction, cleaning chemicals), trash liner bags and equipment and repair of such GCA purchased equipment.
- D. The cost of leasing Customer equipment at \$50.00 a year per school, with the exception of Moreland Elementary and Snake River High School which equipment leasing costs will be \$300.00 a year per each of these two schools. The Customer will be responsible for repairs and maintenance of all equipment leased to GCA. The equipment owned by Customer is listed as Attachment C.
- E. The cost of a computer and printer for GCA's office at Customer's Facility.
- F. The cost of any required uniforms for GCA's employees.
- G. The cost of manuals, forms, training aids, office supplies, and long-distance telephone calls needed in performing Services.
- H. The cost of GCA's supporting operations management, human resources, accounting, legal, training and development and general administrative functions.
- I. The cost of annual gym floor refinishing and annual building deep cleaning.
- J. The cost of any pre-employment testing for GCA employees as required by Customer policies and procedures in effect as of the date of this Agreement and applicable law.

3. Costs to be Paid by Customer: The following costs will be paid by Customer:

- A. The costs of utilities and electric power used by GCA to accomplish the Services.
- B. The provision of a suitable office, office furnishings and secure equipment storage space at customer's facility.
- C. The cost of all custodial paper products and dispensers (paper towels, toilet tissue), hand soap and dispensers, Also cloth towels and dispensers in addition to all waste removal and disposal from Customer's facility. The cost of waste containers, compactors, bins, cans, bailors, shredders, dumpsters and related receptacles used to temporarily store or process waste at Customer's facility.
- D. The cost of copier use, internal Customer e-mail use, local telephone service and internal Customer telephone service.
- E. The cost of commencing the Services per Section 4 (D).

4. Payments to GCA by Customer: In consideration of GCA's performance of its obligations under this Agreement, Customer shall make payments to GCA as described below:

- A. **Contract Price:** The contract price for the first term of the contract shall be one hundred sixty five thousand five hundred dollars. The Contract Price shall be paid in six (6) monthly installments ("Monthly Payments"). From January thru May the monthly amount will be twenty-seven thousand, one hundred and thirty two dollars (\$27,132). In June the monthly installment ("Monthly Payments") will be twenty-four thousand, eight hundred and forty dollars (\$24,840). For each subsequent year after the initial six month term, the annual contract price will be two hundred ninety eight thousand and eighty five dollars (\$298,085.00) unless adjusted in accordance with Subsection 4 (C) below ("Contract Price"). This subsequent annual Contract Price shall be paid in twelve (12) monthly installments from July through June in the amount of twenty-four thousand eight hundred and forty dollars and forty-two cents. (\$24,840). The monthly amount will be billed at the beginning of the month in which the Services are to be rendered. Additional Services will be invoiced at the beginning of each month for such Services provided during the prior month. In the event that any applicable sales taxes or value-added taxes have not been included in the Contract Price and/or Monthly Payments, Customer acknowledges and agrees to pay all such taxes based on rates imposed by the applicable government authority.

- B. **Payment Terms:** The Monthly Payments and payments for Additional Services shall be either (i) hand delivered to GCA's Site Manager (or another nominee of GCA) from an authorized employee of Customer; (ii) made by electronic transfer to the GCA's designated bank account or (iii) delivered to an address provided by GCA. The first such Monthly Payment shall be made by the end of the month in which this Agreement commences and each subsequent Monthly Payment shall be made by the later of (i) fifteen (15) days from the date of invoice for such Monthly Payment or (ii) the last day of the month to which each such Monthly Payment applies. Each payment for Additional Services will be made no later than net 15 days from date of invoice.
- C. **Contract Price Adjustments:** The Contract Price shall be adjusted as follows:
- i. **Annual CPI Adjustments:** At the end of each twelve (12) month period during the Term, the Contract Price shall be increased by the greater of: (a) two (2) percent, or (b) a percentage equal to the percentage increase in the Consumer Price Index for All Urban Consumers (CPI-U) during the twelve (12) month period immediately prior to the first day of the then current annual period; provided, however, that the percentage of increase in the Contract Price determined under this cause (b) shall never exceed five percent (5%) in any twelve (12) - month period.
 - ii. **Changes in Taxes, Minimum Wage Rate or Other Employee Costs:** In the event of a change in social security taxes or the Federal or State unemployment taxes, or the imposition of new Federal or State payroll taxes or government mandated healthcare costs applicable to any of GCA's employees, the Contract Price shall be changed by the actual change in costs to GCA. In the event of a change in the Federal or State minimum wage rates applicable to any of GCA's employees, the labor cost portion of the Contract Price shall be changed by the actual change in costs to GCA. Any such changes shall be effective from the date such cost changes went into effect.
 - iii. **Collective Bargaining:** In the event of any increases in wages for GCA's employees providing the Services as a result of any collective bargaining by such employees or contained in any collective bargaining agreement governing such employees, the Contract Price shall be changed by the projected change in costs to GCA from the date of such change in wages and/or benefits. However, in the event Customer does not agree to such change in wages and/or benefits, Customer may cancel this Agreement upon thirty (30) days notice to GCA.
 - iv. **Change in Service:** Should Customer request a change in Services for reason of opening new units or buildings or permanent closings of units or buildings or a change tasks or frequencies to be performed or a significant change in the activity or use of Customer's Facility, and should such change result in a change of costs to GCA, the Contract Price and the Monthly Payments shall be changed by the projected change in costs to GCA, such changes taking effect from the date of the change in Services.

- v. Slow Payment: In the event that Customer does not make payments on or before the dates due under this Agreement, Customer shall pay interest at the rate of one and one-half percent (1.5%) per month (provided that if such rate exceeds the maximum permitted by law, then at the highest lawful rate) on overdue, undisputed amounts and unless all undisputed overdue amounts are paid, GCA may, at its option, terminate this Agreement at any time after giving seven (7) days prior written notice to Customer unless all overdue amounts are paid on or before the end of the notice period.

5. Term and Termination of Agreement:

- A. Initial Term: The term of this Agreement shall commence on the 5th day of January, 2015 and shall continue until the 30th of June, 2015 ("Initial Term"). Thereafter, this Agreement will automatically renew on July 1st 2015 to June 30th 2016 as an annual agreement, renewing July 1st to June 30th ("Renewal Term") until the end of the 2018/2019 school year, unless either party provides written notice at least ninety (90) days prior to the expiration date of the Initial Term or any Renewal Term, as the case may be, to the other party of its election not to renew the Agreement. There is no penalty to the District to opt out of the Contract with ninety (90) days notice given in March to end in June.
- B. Termination for Unsatisfactory Service: If, in the sole reasonable opinion of Customer, GCA is not performing the Services in accordance with the requirements of this Agreement, and Customer desires to terminate this Agreement, Customer must give GCA thirty (30) days written notice of its intention to terminate this Agreement if such service deficiencies are not corrected within that time (the "Cure Period"), which notice shall specify the service areas in question. On or before the end of the thirty (30) day Cure Period, Customer shall reasonably determine that either (i) the service deficiencies have been corrected, in which case the Agreement will continue in full force and effect subsequent to the Cure Period, or (ii) the service deficiencies have not been corrected, in which event Customer may, by further written notice, terminate this Agreement sixty (60) days from the end of the Cure Period. In the event that Customer does not act pursuant to either (i) or (ii) above, the service deficiencies shall be deemed corrected and the Agreement shall continue in full force and effect thereafter.
- C. Termination for Material Change in Financial Condition: In the event a petition in bankruptcy is filed by or against either party which is not dismissed within thirty (30) days thereafter, or if either party shall be adjudicated as bankrupt or insolvent, or shall file any petition or answer seeking any reorganization, composition, readjustment, liquidation or similar relief under any present or future statutes, law or regulation, or shall seek or consent to or acquiesce in the appointment of any trustee, or shall make any general assignment for the benefit of creditors, or shall admit in writing its

inability to pay its debts generally as they become due, then the other party may immediately terminate this Agreement in whole or in part.

- D. Termination for Convenience: Either party may, without cause and for any reason, terminate this Agreement at any time upon giving sixty (60) days written notice to the other party.
- E. Equipment: In the event of termination of this Agreement by either party for any reason, the Customer will have the option to either purchase/not purchase all janitorial equipment and computer hardware owned by GCA and located at Customer's Facility and used to provide the Services at Customer's Facility under this Agreement. Should the Customer be interested in purchasing such equipment, it will be purchased at Book Value, defined as the purchase price plus sales tax and freight charges, depreciated on a straight-line basis over three (3) years for vacuum cleaners and over five (5) years for all other janitorial and computer equipment.

6. Insurance:

A. Insurance to be carried by GCA: GCA shall procure and maintain during the term of this Agreement, at GCA's sole expense, the following insurance:

- i. Worker's Compensation and Employer's Liability Insurance covering obligations imposed by Federal and State statutes with jurisdiction over GCA's employees, and otherwise having limits of \$1,000,000.00.
- ii. Property Insurance covering GCA's equipment and other personal property now or hereafter located on Customer's Facility against "All Risk" of Loss within an amount at least equal to replacement value. "All Risk" shall mean at a minimum coverage for Special Causes of Loss perils.
- iii. Commercial General Liability Insurance providing coverage for GCA's operations with minimum limits of liability shown below:

Limits:

Each Occurrence:	\$1,000,000.00
General Aggregate:	\$10,000,000.00
Products-Completed Operations Aggregate	\$2,000,000.00
Personal and Advertising Injury	\$1,000,000.00
Automobile Liability	\$1,000,000.00

- iv. Umbrella Liability Insurance providing excess coverage over the underlying Commercial General Liability, Automobile Liability and Employers Liability policies with a limit of at least \$10,000,000.00 per occurrence/aggregate.
- v. Employee Theft Coverage for the acts of GCA's employees with limits of at least \$2,000,000.00.

- B. GCA shall, at Customer's request, furnish a Certificate of Insurance to Customer clearly evidencing the above coverage.
- C. Waiver of Rights of Recovery and Waiver of Rights of Subrogation. Customer and GCA waive all rights of recovery against the other for loss or damage to the extent covered by any insurance maintained by Customer or GCA. Customer and GCA further waive, and shall cause their respective insurance carriers to waive, all rights of subrogation for loss or damage covered by any insurance maintained by Customer or GCA. If any of the policies of insurance required under this Agreement require an endorsement to provide for the waiver of subrogation set forth above, then Customer and GCA, as the case may be, shall cause them to be so endorsed.

7. Indemnification: GCA agrees to indemnify, hold harmless and defend Customer, its officers, employees, and directors from and against any and all liability for loss, damage or expense for which Customer may be held liable by reason of injury (including death) to any person or damage to any property which arises or results from GCA's negligent or intentional acts or omissions arising out of or connected with the Services, except to the extent due to any act or omission of Customer or any of its employees, subcontractors or agents. Pursuant to applicable State law, Customer agrees to indemnify, hold harmless and defend GCA and its officers, employees and directors from and against any and all liability for loss, damage or expense for which GCA may be held liable by reason of injury (including death) to any person or damage to any property which arises or results from Customer's negligent or intentional acts or omissions, except to the extent due to any act or omission of GCA or any of its employees, subcontractors or agents. A party seeking indemnity for any third party claim must promptly notify the other party after becoming aware of any such claim in order to be indemnified for such claim.

8. Force Majeure: Neither party shall be liable for the failure to perform their respective obligations under this Agreement when such failure is caused by fire, explosion, water act of god or unavoidable accident, civil disorder or disturbance, strikes, vandalism, war, riot, sabotage, weather or energy related closings, governmental rules or regulations, or like causes beyond the reasonable control and without the fault or negligence of such party, or for real or personal property destroyed or damaged due to such causes.

9. Ancillary Commitments and Responsibilities:

- A. **Joint Review Committee.** A Joint Review Committee shall be formed and compromised of at least three (3) persons from Customer and three (3) persons from GCA. The purpose of the Committee will be to review the performance by GCA of the Services and facilitate regular communication between Customer and GCA regarding the Services. This Committee shall hold its first meeting not later than thirty (30) days

from the commencement of this Agreement and thereafter shall have regular quarterly meetings.

- B. Confidential and Proprietary Information: Customer may provide GCA and its employees/agents with access to proprietary and confidential business, financial and technical information (hereinafter "Confidential Information") as deemed reasonably necessary by Customer for GCA to carry out its obligations under this Agreement. GCA agrees, on behalf of its officers, agents, directors and employees, to hold in strictest confidence all such Confidential Information that is provided by Customer or that GCA becomes aware of as a result of the Services provided under this Agreement.

GCA further agrees that any and all confidential information provided to GCA by Customer under this Agreement, as well as any documents or data prepared by GCA which reflect such Confidential Information, shall remain the sole property of Customer and cannot be used by GCA for any activity outside of this Agreement, except with the express written consent of Customer. GCA further agrees that it shall not disclose, transfer, self-publish or otherwise make to any other person or entity any such Confidential Information without prior written consent of Customer, except as required by law.

- C. Independent Contractor: The parties agree that in all aspects their relationship will be that of an independent contractor, and that neither party will act or represent that it is acting as an agent or incur any obligation on the part of the other party.
- D. Employment Commitment: GCA and Customer agree that at no time during the term of this Agreement, and for a period of ninety (90) days immediately following the termination or expiration of this Agreement, will either in any way directly or indirectly, for themselves or on behalf of, or in conjunction with any other person, firm, partnership, corporation or association, approach, solicit, hire, employ or take away any of the other's management personnel, or otherwise interfere with the contractual relationship or employment of the other's management personnel.
- E. Non-Discrimination: GCA agrees that it is an equal opportunity employer and it shall not discriminate against any of its employees or applicants for employment on the basis of race, color, creed, sex, national origin, age or any other protected factor.
- F. Affordable Care Act Compliance: Customer and GCA acknowledge, represent and warrant that each party is aware of and understands the Patient Protection and Affordable Care Act ("PPACA") enacted on March 23, 2010 and that both parties are complying with all laws, rules and regulations under the PPACA as it related to their respective employees. Each party hereby assumes the entire responsibility and liability for any and all damages or claims of any nature whatsoever related to its noncompliance or participation in the PPACA as it relates to their respective

employees.

10. Miscellaneous Provisions:

- A. Severability: If any provision of this Agreement is held invalid for any reason, the other provisions of this Agreement will remain in effect, insofar as consistent with law.
- B. Interpretation and Applicable Law: This Agreement has been negotiated at arm's length between the parties hereto, both of which are sophisticated and knowledgeable in the matters dealt with in this Agreement. Accordingly, any rule of law or legal decision that would require ambiguities in this Agreement to be interpreted against the party that drafted it are not applicable and are hereby waived. This Agreement shall be subject to, and enforceable under, the laws of the State of Idaho, and any dispute arising out of this Agreement shall be submitted to a court of competent jurisdiction in Bingham County, Blackfoot, Idaho. GCA and Customer agree that attorney's fees and costs shall be awarded to be prevailing party in any dispute arising out of this argument, per I.C. 12-120(3), IRCP 54(4) and 54(e).
- C. Mediation: Notwithstanding the foregoing (Section 10 (B)), GCA and Customer hereby agree to submit all controversies, claims and matters of difference to non-binding mediation in Blackfoot, Idaho, as directed by the scheduling order of the District Court Judge.
- D. Limitation of Liability: Notwithstanding anything to the contrary contained in this Agreement, in no event shall either party be liable to the other for any of the following: (i) indirect damages, punitive damages, incidental damages, or consequential damages including without limitation lost profits, opportunity, use, or savings, or injury to business goodwill or reputation; or (ii) damages for any other claim or liability arising out of or relating to the Services of this Agreement in an aggregate amount which exceeds the amount actually paid by Customer for the Services under this Agreement during the six (6) month period immediately preceding the event giving rise to such claim or liability.
- E. Binding: This Agreement shall inure to and bind all parties, their successors, assigns, agents or representatives of GCA and the Snake River School District 52 School Board.
- F. Waiver:
 - 1. No Waiver in Failure to Exercise Right: No failure to exercise and no delay in exercising any right, power or privilege under this Agreement will operate as a waiver thereof, nor will any single or partial exercise of any right, power or privilege under this Agreement preclude any further exercise of the same or any other right, power or privilege hereunder.

2. No Oral Waiver: The parties agree that this document is the final extent of their Agreement.
- G. Survival: The indemnification provision in Section 7 and each representation, covenant and warranty of the parties shall survive the termination or expiration of this Agreement for a period of one (1) year.
- H. Authorization: GCA represents and warrants that it has full corporate power to make, execute and deliver this Agreement; and neither the execution nor delivery of this Agreement nor the consummation of any transaction contemplated hereby has constituted or resulted in, or will constitute or result in, a default or violation of any term or provision of any document or instrument to which GCA is a party or by which their representative assets are bound. The Snake River School District 52 School Board Trustees have authority to make by-laws, rule and regulations for its government and that of the district, consistent with the laws of the State of Idaho and the rules and regulation of the State board of education. I.C. 33-506(1).
- I. Void Contracts: GCA is aware that it is unlawful for any trustee to have a pecuniary interest directly or indirectly in any contract or other transaction pertaining to the maintenance or conduct of the School District. I.C. 33-507.
- J. Entire Agreement: This Agreement contains the entire agreement between the parties. All prior negotiation between the parties are merged in this Agreement, and there are no understandings or agreements other than those incorporated or referred to herein. This Agreement may not be modified except by an instrument in writing signed by both parties. This Agreement may not be assigned by either party without the written consent of the other party. Consent to an assignment to a wholly owned subsidiary or affiliate of the assignor shall not be unreasonably withheld.
- K. Headings: The headings of the sections or sections herein are for convenience only and shall not restrict or affect the meaning or application of any provision.
- L. Notices: All notices, requests, demands, and other communication hereunder shall be in writing and shall be deemed to have been duly given if delivered personally or if sent by courier, registered or certified mail, return receipt requested, properly addressed and postage prepaid, or by overnight mail by a reputable carrier, and addressed as follows:

To GCA: **GCA Education Services, Inc.**
 1350 Euclid Avenue, Suite 1500
 Cleveland, Ohio 44115
 Attention: Legal Dept.

With Copy To: GCA Education Services, Inc.
 4702 Western Ave., Suite 101

Knoxville, TN 37921
Attention: Buddy Helton, President

To Customer: Mark Gabrylczyk, Superintendent
Snake River School District
103 South 900 West
Blackfoot, Idaho 83221

11. **Execution of Contract:** The parties to this Agreement have executed this Agreement as of the day and year first written above.

GCA EDUCATION SERVICES, INC.

By Buddy Helton
Name Buddy Helton
Title Pres. Education Div.
Date 12-16-14

SNAKE RIVER SCHOOL DISTRICT

By Mark Gabrylczyk
Name Mark Gabrylczyk
Title Superintendent
Date 12-12-14

ATTACHMENT A

SERVICE TO THE FOLLOWING BUILDINGS

1) GCA will provide the Services to the following Customer buildings.

A) District Office
103 S 900 W
Mark Gabrylczyk, Superintendent
Phone: 684-3001 680-7188; Email: mark@snakeriver.org

Riverside Elementary, 280 Students
16 S 700 W
Bryce Salmon, Principal
Phone: 684-5102 604-3698; Email: Bryce@snakeriver.org

Rockford Elementary, 120 Students
1152 W. Highway 39
Dean Bonney, Principal
Phone: 684-4451 681-3062; Email: Dean@snakeriver.org

Moreland Elementary, 260 Students
185 N 750 W
Jane Reynolds, Principal
Phone: 684-5115 681-5115; Email: Jane@snakeriver.org

Snake River Middle School, 240 Students
1060 W 110 S
David Kerns, Principal
Phone: 684-5171 681-3419; Email: Kerndavi@snakeriver.org

Snake River Junior High School, 240 Students
918 W Highway 39
Olida Conica, Principal
Phone: 684-3018 317-6317; Email: odi@snakeriver.org

Snake River High School, 580 Students
922 W Highway 39
Ed Jackson, Principal 690-9180
Ray Carter, Assistant Principal
Phone: 681-3061; Email: ed@snakeriver.org; Ray@snakeriver.org

2) BUILDING SQUARE FOOTAGE

	School Built	Remodeled	Sq. Footage
District Office	1918		3,672
Riverside Elementary	1966	2010	27,859
Rockford Elementary	1974	2010	22,196
Moreland Elementary	1960	2010	37,260
Snake River Middle School	1944	1995	42,579
Snake River Junior High	1943	1995	58,677
Snake River High School	1980	2010	115,886
Science Building	1995		18,052
Vocational/Ag Building	1981		11,010

ATTACHMENT B

SPECIFICATIONS/FREQUENCIES

General Duties

DAILY:

- Check Building for any safety and security issues
- Change light tubes as needed
- Check all outside entries for security
- Pick up articles/trash outside entrance areas
- Inspect the building exterior for possible unauthorized entrance and/or vandalism
- Make minor repairs, tighten loose screws
- Be familiar with all emergency fire alarms
- Take care of emergencies and any other work as directed by the District Representative.
- Know where all breaker boxes and light switches are located, so circuits can be cut off immediately in the event of a fire.

MONTHLY:

- Check fire extinguishers

Cleaning Schedule

Classrooms

DAILY:

- Empty wastebaskets and replace liners as needed
- Spot clean desk tops (remove graffiti)
- Clean and sanitize counters and sinks
- Dust mop all composition floors
- Spot mop composition floors with all-purpose cleaner
- Vacuum walk-off mats
- Secure any exterior doors and windows and turn off lights before leaving room
- Spot clean all windows and door glass
- Vacuum chalk rails
- Spot clean walls
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings

WEEKLY:

- Low dust all horizontal surfaces to hand height (60") including desks, chairs and tables.
- Sweep baseboards
- Damp clean window ledges
- Damp wipe chalk rails
- Mop composition floors

MONTHLY:

- High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc.
- Dust blinds.
- Check fire extinguishers

SEMI- ANNUALLY

- Clean entire surface of student desks and chairs
- Clean carpet to remove all stains, spills and soiled spots

ANNUALLY

- Refinish hard floors and deep clean carpeting

Offices

DAILY:

- Empty wastebaskets and replace liners (as needed)
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust interior window ledges
- Dust and sanitize telephones
- Spot clean all windows, glass on doors, and glass partitions to hand height
- Spot clean desk tops
- Dust mop all composition floors with all purpose cleaners
- Vacuum carpet
- Spot clean carpet to remove all stains, spills and soiled spots
- Vacuum walk-off mats
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings.
- Spot clean walls

WEEKLY:

- High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc.

ANNUALLY:

- Deep clean carpet to remove all stains, spills and soiled spots.
- Refinish hard floors

School Libraries

DAILY:

- Empty wastebaskets and replace liners (as needed)
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust interior window ledges
- Spot clean all window glass and glass partitions to hand height
- Spot clean desk top
- Dust mop all composition floors

- Spot mop composition floors with all-purpose cleaner
- Vacuum carpet
- Spot clean carpet to remove all stains, spills and soiled spots.
- Vacuum walk-off mats
- Remove fingerprints from doors, frames, light switches, kick plates, handles, and railings.
- Spot clean walls

WEEKLY:

- Replace all plastic liners in waste receptacles
- Low dust horizontal surfaces to hand height (70")
- Dust all book shelves (books to remain in place)
- Damp clean window ledges

MONTHLY:

- High dust above hand height horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, heating outlets, etc.

ANNUALLY:

- Refinish hard floors

Cafeteria Areas

DAILY:

- Remove trash from cafeteria area
- Empty trash and clean up spills
- Sweep and mop

WEEKLY:

- Burnish hard surface floors

SEMI-ANNUALLY:

- Refinish all composition floors
- High dust above hand height horizontal surfaces, including shelves, ceiling, moldings, pipes, ducts, heating outlets, etc.

Common Areas (LOBBIES/CORRIDORS/STAIRS/ELEVATORS)

DAILY:

- Spot clean interior glass partitions and doors
- Clean and sanitize water fountains
- Dust interior window ledges
- dust mop composition floors
- Spot mop composition floors with all-purpose cleaner
- Vacuum carpet
- Spot clean carpet to remove all stains, spills and soiled spots.
- Vacuum walk-off mats

- Clean under entrance mats daily, inside and out
- Spot clean walls

WEEKLY:

- Damp clean baseboards
- Damp clean window ledges
- Dust furniture and fixtures
- Burnish hard surface floors

MONTHLY:

- High dust above hand height horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, heating outlets, etc.
- Clean all hall walls (more often if needed)

SEMI-ANNUALLY:

- Refinish all composition floors
- clean carpet to remove stains, spills and soiled spots
- check walls for deep cleaning

Restrooms/Dressing Rooms

DAILY:

- Remove spots, stains and splashes from wall area and counter tops
- Empty wastebaskets/dispensers and replace liners
- Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals and hand basins
- Clean and polish chrome fittings
- Clean and sanitize toilet seats
- Clean and polish glass and mirrors
- Wash and sanitize exterior of containers (toilet paper, soap, towel cabinets, handicap bars, etc.)
- Clean metal partitions.
- Sweep floors
- Mop floors with germicidal disinfectant
- Fill expendable supplies in restroom dispensers
- Wash and sanitize metal partitions.
- Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.

WEEKLY:

- Use general cleaner on floors to prevent stickiness
- Low dust horizontal surfaces to hand height (70")
- Clean walls thoroughly with cleaning and sanitizing solution.

MONTHLY:

- High dust horizontal surfaces, including shelves, ceilings, moldings, ledges, pipes, ducts, heating outlets, etc.

- Machine scrub floors with germicidal disinfectant
- Add vinegar to urinals to help keep drain pipes clear (weekend)

ANNUALLY

- Wash walls

Multi- Purpose/Gymnasium/Auditorium

DAILY:

- Empty wastebaskets
- Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.
- Spot clean door glass
- Dust mop floors and/or vacuum all carpet areas
- Spot mop floors
- Spot clean carpeted areas and remove any stains, spills or soiled spots.
- Clean bleachers, remove all trash, sweep
- Clean floor under bleachers

WEEKLY:

- Replace all plastic can liners in waste receptacles
- Low dust horizontal surfaces to hand height (70")
- Sweep base boards

MONTHLY:

- High dust above hand height (70") all horizontal surfaces including shelves and molding
- Scrub composition floors as needed

ANNUALLY:

- Refinish all hardwood gym floors

Special events during & after regular cleaning operation hours (Ball games, Plays, Concerts, PTA Meeting, Board Meetings, etc.)

- Check and maintain clean restrooms, halls, lobbies, etc
- Empty waste receptacles
- Clean bleachers, remove all trash
- Clean floor under bleachers

ANNUALLY FOR ALL SCHOOLS:

- Completely strip or scrub tile and refinish composition floors applying a minimum of six (6) coats of wax on all hallways, cafeterias and high traffic areas and minimum of four (4) coats of wax in all classrooms
- Wash all windows and glass partitions on the inside and outside

Notification of Needed Repairs:

- Cleaning personnel and/or supervisor to advise Account Manager of all needed repairs at the end of each day or sooner if appropriate.

Light Maintenance

Vendor will be required to accomplish minor maintenance within each individual facility. The responsibilities will be accomplished on a required basis and will have specific instructions from the school Principal. All maintenance related supplies, equipment and/or tools will be provided by the District. The following job responsibility outline is a sample overview for the nature of maintenance activities and responsibilities that will be required of and performed by the daytime custodians, at each location.

1. Replace light bulbs.
2. Replace ceiling tiles when required.
3. Cut off water supply until maintenance employees can respond.
4. Clean all HVAC ,return and supply air grills in all classrooms and common areas on a monthly basis.

Attachment C
Snake River School District
Equipment Inventory

High School- South Closet

- 2- Cleaning carts
- 2- Pro Team Coach Back Pack Vacuums with wands
- 1- Pro Team Quarter Back Pack vacuum with wand
- 1- Minuteman Back Pack Vacuum
- 1- Battery powered floor vacuum
- 1- Tornado upright vacuum
- 1- Minuteman (Gotcha) extractor
- 1- Numatic Extractor
- 2- Unger flat mop buckets with press
- 2- Micro fiber flat mops
- 1- 24" dust mop
- 1- 48" dust mop
- 1- Rubbermaid mop bucket with press
- 1- String mop
- 3- Kitchen brooms
- 1- 6' Ladder
- 2- Small dust pans with hand brooms
- 2- Lambs wool dusters (microfiber covers)
- 4- Wet floor caution signs

Small South Closet

- 1- Cleaning cart
- 1- Pro Team Quarter Back Pack with wand
- 1- Minuteman Hako Canister Vacuum with wand
- 1- Unger flat mop bucket with press
- 1- Microfiber flat mop
- 1- 24" dust mop
- 1- Kitchen broom
- 1- Small dust pan with hand broom
- 1- Lambs wool duster (microfiber cover)
- 1- Wet floor caution sign
- 1- Stove pipe duster
- 1- String mop handle

High School- North Closet

- 2- Tornado upright vacuums
- 1- Super Coach Back Pack vacuum with wand
- 1- Bandit Quarter Vacuum with wand
- 2- Hand trucks
- 1- Tom Cat Floor Scrubber (Ride on)

- 1- High Speed propane floor butter (The Answer)
- 2- Cleaning carts
- 1- Big Black garbage cart
- 3- Lobby dust pans
- 4- Kitchen brooms
- 2- Lambs wool dusters (microfiber covers)
- 1- Stove pipe duster
- 1- Push broom
- 2- 24" dust mops
- 1- 48" dust mop
- 2- 8' ladders
- 1- 12' ladder
- 1- Window cleaning mop
- 1- Window cleaning squeegee
- 1- Window cleaning bucket
- 1- Leaf blower
- 3- Wet floor caution signs
- 2- Unger flat mop buckets with press
- 2- Microfiber flat mops

Small North Closet

- 1- Rubbermaid mop bucket with press
- 2- String mops
- 1- 48" dust mop
- 1- Kitchen broom
- 1- Large dust pan

Jr. High- Downstairs Closet

- 1- Pro Team Quarter Back Pack vacuum with wans
- 1- Cleaning Cart
- 1- Tornado upright vacuum
- 1- Unger flat mop bucket
- 1- Microfiber flat mop
- 1- 24" dust mop
- 1- 48" dust mop
- 1- Window squeegee
- 1- Kitchen broom
- 3- String mop handles
- 2- Stove pipe dusters
- 1- Lobby dust pan
- 2- Wet floor caution signs
- 1- Lambs wool duster (microfiber cover)

Jr. High- Upstairs Closet

- 1- Cleaning Cart
- 1- Pro Team Quarter ack Pack vacuum with want

- 1- Unger flat mop bucket with press
- 1- Microfiber flat mop
- 2- Kitchen brooms
- 1- Stove pipe duster
- 1- Lambs wool duster (microfiber cover)
- 1- 24" dust mop
- 1- 48" dust mop
- 1- Push broom
- 2- Wet floor caution signs
- 1- Small dust pan with hand broom

Jr. High- Gym Closet

- 1- Pro Team Coach Back Pack vacuum with wand
- 1- Cleaning Cart
- 1- Metal mop bucket with press
- 1- String mop
- 2- String mop
- 1- 24" dust mop

Jr. High- Cafeteria Closet

- 1- Top Cat- Mini Mag floor scrubber

Jr. High Basement

- 1- Pro Team Coach Back Pack vacuum
- 1- Pro team Quarter Back Pack vacuum with wand
- 1- "George" extractor
- 2- Push brooms
- 1- Window cleaning mop
- 1- Window cleaning squeegee
- 1- Window cleaning bucket
- 1- 8' ladder

Science Building

- 1- NSS BP Ranger extractor
- 1- Hand truck
- 1- 6' ladder
- 1- Minuteman (Gotcha) extractor
- 1- Bandit Back Pack vacuum with wand
- 1- Tornado upright vacuum
- 1- Rubbermaid mop bucket with press
- 1- Unger flat mop bucket with press
- 1- Window cleaning mop
- 1- Window cleaning squeegee
- 1- Window cleaning bucket
- 1- String mop
- 1- Kitchen broom

- 1- 24" dust mop
- 1- Lambs wool duster (microfiber cover)
- 1- Small dust pan with hand broom

Ag/Shop Closet

- 1- Cleaning cart
- 1- Minuteman Back Pack vacuum with wand
- 1- Metal mop bucket
- 1- 24" dust mop
- 1- Kitchen broom
- 1- Lambs wool duster (microfiber cover)
- 1- String mop
- 1- Small dust pan with hand broom

Middle School- Main Closet

- 2- Tornado upright vacuums
- 1- Raven Back Pack vacuum
- 1- Pro Team Quarter Back Pack vacuum with wand
- 1- Battery powered floor vacuum
- 1- Minuteman (Gotcha) extractor
- 1- Push broom
- 1- 24" dust mop
- 4- Kitchen brooms
- 1- String mop
- 1- Microfiber flat mop
- 1- Unger flat mop bucket with press
- 1- Window cleaning mop
- 1- Window cleaning squeegee
- 1- Window cleaning bucket
- 1- Small dust pan with hand broom
- 1- Stove pipe duster
- 1- Lambs wool duster (microfiber cover)
- 1- Wet floor caution sign
- 1- Leaf blower
- 1- 6' ladder
- 1- Cleaning cart

GYM AREA

- 1- 48" mop
- 1- Dust pan with hand broom

Small Closet (5th Grade)

- 1- Cleaning cart
- 1- Pro Team Quarter Back Pack vacuum with wand
- 1- Unger flat mop bucket with press
- 1- Microfiber flat mop

- 1- Lambs wool duster (microfiber cover)
- 1- Wet floor caution sign
- 1- Dust pan with hand broom
- 1- Kitchen broom

Rockford Closet

- 2- Tornado upright vacuums
- 1- Larger upright Tennant floor vacuum
- 1- Minuteman Hako canister vacuum with wand
- 1- Minuteman (Gotcha) extractor
- 1- Unger flat mop bucket with press
- 1- Rubebermaid mop bucket with press
- 1- Cleaning cart
- 1- Microfiber flat mop
- 2- Kitchen brooms
- 2- String mop handles
- 1- 24" dust mop
- 1- 48" dust mop
- 2- Wet floor caution signs
- 1- Stove pipe duster
- 1- Dust pan
- 1- Window squeegee
- 1- Lambs wool duster (microfiber cover)
- 1- 6' ladder

Riverside- Main Closet

- 1- SSN Pacer30 floor vacuum
- 1- Pro Team Quarter Back Pack vacuum with wand
- 1- Tornado upright vacuum
- 1- Minuteman (Gotcha) extractor
- 1- Lambs wool duster (microfiber cover)
- 1- Stove pipe duster
- 1- Window cleaning mop
- 1- Window cleaning squeegee
- 1- Hand squeegee
- 1- Window cleaning bucket
- 1- 24" dust mop
- 1- 48" dust mop
- 1- String mop
- 1- Microfiber flat mop
- 1- Unger flat mop bucket with press
- 2- Large dust pans
- 1- Plastic dust pan
- 2- Wet floor caution signs
- 1- Kitchen broom
- 1- Wet/dry vacuum

- 1- 6' ladder
- 1- Cleaning cart

Other Closet

- 1- "Pig" canister vacuum
- 1- Large Castex upright floor vacuum
- 1- Windster Sensor upright vacuum
- 1- Raven Back Pack vacuum
- 1- Pro Team Coach Back Pack vacuum
- 1- Rubbermaid mop bucket with press
- 1- Metal mop bucket with 2 presses
- Various mop handles and wands

Moreland- Main Closet

- 1- Pro Team Coach Back Pack vacuum with wand
- 1- Minuteman (Gotcha) extractor
- 1- Unger flat mop bucket with press
- 1- Rubbermaid mop bucket with press
- 1- String mop
- 1- Microfiber flat mop
- 1- Lambs wool duster (microfiber cover)
- 1- Push broom
- 1- Large dust pan
- 1- Small dust pan with hand broom
- 1- 18" dust mop
- 2- Wet floor caution signs
- 1- Window cleaning mop
- 1- Window cleaning squeegee
- 1- Window cleaning bucket
- 1- Sprayer
- 1- Cleaning Cart
- 1- Kitchen broom
- 1- Plastic Dust pan

Gym

- 1- Tom Cat floor scrubber (smaller walk behind)
- 1- 48" dust mop
- 1- Small dust pan with hand broom

Small South Closet

- 1- Viper extractor
- 1- Minuteman Upright Vacuum
- 1- Tornado upright Vacuum
- 1- Unger flat mop bucket with press
- 1- Microfiber flat mop
- 1- Kitchen broom

- 1- Push broom
- 1- 18" dust mop
- 1- 6' ladder
- 1- Cleaning cart
- 1- Small dust pan with hand broom
- 1- Lambs wool duster (microfiber cover)

Central Office- Upstairs Closet

- 1- Windsor Versamatic upright vacuum
- 1- Minuteman Back Pack vacuum with wand
- 1- Kitchen broom
- 1- Cleaning Caddie

Downstairs Closet

- 1- Unger flat mop bucket with press
- 1- Rubbermaid mop bucket with press
- 1- String mop
- 1- Microfiber flat mop
- 1- Kitchen broom
- 1- Window Cleaning mop
- 2- Window cleaning squeegees
- 1- Window cleaning bucket
- 1- Hand held squeegee
- 1- Large metal dust pan with hand broom
- 1- Rainbow duster

Jr. High- Supply and Storage Area

- 1- New Tornado upright vacuum
- 1- New Minuteman (Gotcha) extractor
 - Kitchen brooms
 - Various push brooms, mop handles, dust mop handles, frames and dust mop heads
 - Dust pans, toilet brushes, hand brooms, etc.
 - Small garbage cans
 - Various old vacuums and equipment.