

Request For Proposal

INDEX FOR CUSTODIAL SERVICES AT DISTRICT FACILITIES

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REQUEST FOR PROPOSALS

DATE: October 3, 2014

RFP # 1401

Snake River School District
103 South 900 West
Blackfoot, Idaho 83221

Snake River School District 52, hereafter referred to as the "District", is seeking proposals from qualified vendors to provide custodial services for the District.

Sealed Proposals for furnishing the goods/services described herein will be received until 1:00 pm (MST) on Thursday October 30, 2014 and opened in public at the District Office. LATE PROPOSALS WILL NOT BE ACCEPTED. Sealed proposals are to be labeled "Custodial Services RFP # 1401 and delivered to the following address:

Snake River School District
Attn: Terisa Coombs, Board Clerk
103 South 900 West
Blackfoot, Idaho 83221

PERIOD OF CONTRACT: Initial contract will be for 12 months with the District having the option of annually extending it for up to four additional years. Extension will be based upon the satisfactory performance by the vendor.

INQUIRIES: Vendors shall have until 4:00 pm (MST) on Thursday, October 22, 2014 to make any inquiries. District responses to all vendors will by Monday October 27th. All inquiries for information should be directed in writing to:

Snake River School District
Attn: Paul Groesbeck, Facilities Manager
103 South 900 West
Blackfoot, Idaho 83221
Email: groepaul@snakeriver.org

A mandatory pre-proposal meeting for all interested vendors will take place on Friday, October 17 at 8:00 am (MST) at the District Office. Any vendor not in attendance by 8:30 am (MST) will be disqualified. This meeting will conclude no later than 1:00 pm, following tours, led by Paul Groesbeck, of selected buildings. Please refer to the RFP for details.

In compliance with this Request for Proposal and all the terms and conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal.

Name and Address of Vendor:

Name: _____

Date: _____

Address: _____

By: _____

Signature in Ink

Title: _____

Phone Number: _____

I. PURPOSE OF REQUEST FOR PROPOSAL

The purpose of this Request for Proposal is to solicit proposals from qualified vendors for custodial services for Snake River School District, hereafter referred to as the "District". This RFP complies with and follows Idaho Code 67-2801, in which it states political subdivisions of the state shall endeavor to purchase goods and services from vendors with a significant Idaho economic presence. Also following, Idaho Code 67-2803(4), procurement of professional services to be performed by an independent vendor for the political subdivision.

The following shall be deemed to be part of this request for proposal:

- A. The advertisement for RFP.
 - a. The RFP specifications.
 - b. The response RFP by the vendor.
 - c. The notice of award.
 - d. All provisions required by law to be inserted into this agreement, whether actually inserted or not.
- B. The following words and expressions or pronouns used in substitute therefore, shall, wherever they appear in this contract, be construed as follows, unless a different meaning is clear from the context:
 - a. Board shall mean board of trustees of Snake River School District #52, or its duly authorized representative.
 - b. District shall mean Snake River School District #52 or it's duly authorized representative.
 - c. RFP or response to RFP document shall mean each of the various parts of the RFP referred to in section one (A), both as whole and severally.
 - d. Vendor shall mean specific vendor, whether operating as a corporation, firm or individual, or any combination of the same, and the vendor's personal representatives, executors, administrators and assigns or any person, firm or corporation who or which shall at any time be substituted in the vendor's place.
 - e. Law or laws shall mean the Constitution of Idaho, Statues of Idaho, and any ordinance, rule or regulation having the force of law that is applicable to this RFP.
 - f. Notice to the vendor shall mean written notice deposited in the United States mail addressed to the vendor at vendor's current mailing address, or to such other addresses that may appear in an instrument executed by the vendor for that purpose and delivered to the board as a change of address.
 - g. Notice to the board of trustees, shall mean written notice delivered to the chairman of the board.
 - h. Contract or contract document shall mean each of the various parts of the contract referral to Section (VII) A., both as whole and severally.

Nothing contained in this agreement, shall however be deemed to preclude or render inoperative disservice of any notice, direction or other communication on the vendor personally, or if the vender is corporation, on any officer or director of the vendor.

- C. The board agrees to inform the vendor as soon as reasonably possible when schools are to be closed because of weather or by reasoning of any other condition that might arise.

All of the above taken as a whole, shall constitute the contract document.

II. NATURE OF PROPOSAL

Each interested vendor shall be responsible for the review of information contained herein, other information which may be requested, site visitation as required, and other efforts as necessary for the submission of a comprehensive proposal which will represent the vendor's best offer as a supplier of custodial services for the District.

Each proposal shall be complete, and it must be outlined and identified by sections of this Request to facilitate evaluation and to prevent evaluators from unnecessary search/arranging materials for evaluation purposes. In the preparation of each proposal attention should be given to the criteria referenced herein which will be used for purposes of evaluation and award determination purposes. Vendors not adhering to this requested proposal format will be disqualified.

III. PROGRAM REQUIREMENTS

A. General

The vendor shall furnish all management, supervision, cleaning personnel, equipment, cleaning supplies, tools, and other materials as required for custodial services for the District.

B. Level of Cleanliness

It will be the responsibility of the vendor to provide custodial services for the individual locations in keeping with high standards for an educational institution from the perspectives of sanitation, public relations, and protection of the physical facility. Therefore, the intent of this proposal request is to approach this matter from a level of cleanliness concept, and a detailed cleaning schedule is included.

The District may, as a result of budget constraints, change the cleaning schedule in order to reduce costs.

IV. SCOPE OF PROGRAM

A. GENERAL

In general, the overall requirement is to provide complete custodial services as required for the District for all facilities/buildings listed in Attachment E.

B. SPACE

Square footage for each building to be cleaned is listed in Attachment D.

V. SPECIAL REQUIREMENTS FOR THE SUBMISSION OF A PROPOSAL

A. Qualifications

Each vendor shall submit evidence of qualifications which would influence the ability to satisfactorily perform the custodial services defined elsewhere in this document (see evaluation criteria for additional pertinent details.)

1. Vendor must currently be in the custodial services business for a minimum of two (2) years.
2. Vendor's core business must primarily consist of providing custodial services to school districts. Therefore, all vendors must be currently providing services to a minimum of two (2) school districts. Please include within your proposal, a list of at least two (2) current school districts where you are providing custodial services. Within your reference list include the name of the School District, Address, District Liaison/Client (to include name, phone number and email address), number of students enrolled, date custodial contract commenced. Please include any additional information regarding K-12 clients that you serve that would assist the committee in their decision process.
3. Vendor must demonstrate ability to manage a school district with current references and management expertise.

B. Pre-Proposal meeting and tour of facilities

Only those vendors, who attend the mandatory pre-proposal meeting on **October 17**, shall be eligible for submission of a proposal. It shall be the sole responsibility of the vendor to acquaint themselves with the nature and extent of work at each building. Interested vendors may arrange inspection visits to the schools by contacting each school's Principal. A list of the schools, locations, and telephone numbers can be found in Attachment B. The mandatory pre-proposal meeting information is included in Schedule F.

Failure to comply will result in rejection of the proposal.

C. Copies of Proposal

Submit proposals in a sealed envelope with vendor's name and project name clearly indicated. Failure to comply may result in rejection of proposal.

D. Format of Proposal

Each proposal must be tabbed and formatted identically to the outline of this request contained in (VI) B. The intent here is to facilitate evaluation by the committee members with a minimum of effort and delay.

Therefore each proposal must include information/materials that are clearly marked and separately segregated as required for easy and quick location and identification of that section of this request to which it pertains.

E. Acceptance/Rejection of Proposal

1. The contract will be awarded to the qualified vendor whose offer, conforming to the conditions and requirements of this request for proposal will be the most advantageous to the District.

The District is not obligated whatsoever to take the lowest cost or price, but rather to accept the proposal with the most balanced plan and approach that benefits all aspects of the District. The committee's evaluation of criteria, quality, cost, references, and other factors will all be taken into consideration.

2. The District reserves the right to reject any or all offers and to waive informalities and minor irregularities in proposals received.
3. This Request for Proposal does not commit the District to contract for any requirements for this solicitation.
4. A written award or contract furnished to the successful vendor, within the time for acceptance specified in the offer, shall be deemed to result in a binding contract without further action by either party.
5. Once proposals have been received and reviewed, it is at the sole discretion of the committee as to whether a presentation of the proposals by any or all vendors will be necessary. The committee will negotiate a best and final offer with the vendor that they select.
6. Vendors may include an alternate custodial service proposal option (and labeled as Alternate Option) within the submission of their proposal within the Financial submission section.
7. Proposals will not be made public for any requested viewing until after an agreement has been signed between the District and successful vendor.

F. Firm Offer

Each vendor must agree in advance in written form to submit a proposal with cost figures which will be firm for at least one (1) year after the opening of the proposals.

G. Unit and Total Cost

Each proposal's costs is to be submitted based on a single total inclusive annual cost and the monthly total amount the District will be billed for this contract. Please include financial assumptions and what items are included within your submitted budget. Please identify and detail any custodial costs that will not be assumed by the vendor and that will remain as a District expense.

H. Addenda

Any "Addenda" or Instruction to Vendors issued by the District prior to the time for receiving proposals shall be covered in the proposal and, in closing a contract; they shall become a part thereof, following IDAPA 38.05.01.052, any material information given or provided to a perspective vendor with regard to an invitation to bid or request for proposals, shall be made available in writing by the District to all vendor's receiving the original solicitation.

VI. EVALUATION OF PROPOSALS

A. Committee

Evaluation of proposals submitted in response to the solicitation will be conducted by officials of the District. In the process of evaluation the total vendor's proposal will be considered. However, particular attention will be paid to those criteria which are referenced in section (VI.) B of this request. Each response will be assigned a numeric score rating by each evaluator, and the reward which will be made by the District will be predicated upon the composite ratings of officials referenced above.

During the process of evaluation the committee may need additional information. This need will be communicated through the District and each vendor shall be responsible to respond in written form or by appearance before the committee as requested.

B. Criteria

Specific criteria (which will be utilized by the committee referenced above and the relative weight given to each are listed below) must be included with the proposal. Please provide in your proposal in the order listed below, information addressing each item that will be evaluated.

PROPOSAL CRITERIA AND FORMAT REQUIREMENT POINTS

(max per category)

I.	Company Profile	100
	a. Company Overview	
	b. Education Client References	
	c. Key Personnel	
	d. Financial Stability	
II.	Management Systems	300
	a. Transition	
	b. Human Resources	
	c. Training Programs	
	d. Quality Control	
III.	Project Organization and Project Staffing	300
	a. Proposed Organization Chart	
	b. Proposed Staffing Recommendations	
	c. Proposal to Include Assumptions of What Vendor Used for Cost Purposes to Calculate Employee Benefits, Health Insurance and the Percentage Of Employees That Will Enroll in Employee Benefits	
IV.	Standard Cleaning Procedures for K-12	100
V.	Proposed Sample List of Supplies and Equipment List	50
VI.	Copy of Sample Agreement	50
VII.	Financials with Assumptions	100

Total Points 1000

VII. CONTRACT

A. Award

It is the full intent, assuming that satisfactory proposals are received, to award a contract. If an award is made it will be for a one-year period, beginning on the date of the contract, with provisions for four (4) one-year extensions. Extensions will be made based upon the recommendations of the authorized representatives of the District and the vendor. Final approval for any extensions shall be made by the District. In case of extensions, the cost per month which was submitted in the vendor's proposal may be increased or decreased. During extensions this cost figure may be changed in accordance with any change which may have occurred in the United States Consumer Price Index over the preceding twelve months effective 30 days prior to the termination of the contract period in question and not to exceed 5% +/-.

B. Termination/Cancellation

1. Since the RFP and resulting contract concerns a necessary public service, the provisions of the contract relating to the daily schedule and regulations that may be promulgated by the board are of the essence of the contract. Accordingly, the vendor shall prosecute the work diligently to assure adherence to schedules.
2. The vendor shall not assign this contract, or any interest in this contract, without the prior approval in writing of the board.
3. The board shall have the right to declare the vendor in default if:
 - a. The vendor shall become insolvent.
 - b. The vendor shall make an assignment for the benefit of creditors
 - c. A voluntary or involuntary petition of bankruptcy shall be filed by or against the vendor.
 - d. The vendor shall fail to perform any scheduled work when notified to do so by the board.
 - e. The vendor shall abandon the work
 - f. The vendor shall refuse to proceed with the work when and as directed by the board.
 - g. The vendor shall without just cause, reduce the vendor's working force to a number that, if maintained would be insufficient, in the opinion of the board, to carry out the work in accordance with this agreement.
 - h. The vendor shall sublet, assign, transfer, convey or otherwise dispose of this agreement, other than a specified in this agreement.
 - i. A receiver shall be appointed to take charge of the property or affairs of the vendor.
 - j. The vendor shall fail substantially to perform any of the provisions of this agreement.
 - k. Any applicable law shall be valid by the vendor or the vendor's agents, servants, or employees.
 - l. Any vehicle provided by the vendor shall be operated in a safe manner, not to imperil the health, safety, or welfare of the children at the District or near schools.

An initial sixty (60) day probationary period shall be in place to allow vendor to resolve any problems, as a right to cure. However, if the attempts by vendor are not satisfactory at the end of the probationary period, the contract can be vacated, so long as the thirty (30) day written notice was given during the sixty

(60) day period of time and before thirty (30) days of the end of the probationary period.

Before the board shall exercise its right to declare the vendor in default, it shall give the vendor an opportunity to be heard, on seven (7) days written advance notice. The right to declare the vendor in default for any of the grounds specified or referred to in this section, shall be exercised by sending the vendor a notice signed by the chairman or secretary of the board, setting forth the ground or grounds in which each default is declared as to the issues listed above (3) a-l.

The District reserves the right to cancel the contract upon thirty (30) days written notice for reasons of non- performance within the terms and conditions of this request for proposal or conditions beyond control, such as inadequate funding.

C. Payments

Payment for services received will be made on a monthly basis by the 15th day according to the schedule in the contract.

D. Insurance

The vendor shall purchase and maintain in force the following kinds of insurance for operations under the contract as specified. Insurance certificates in the amounts shown and under the conditions noted shall be provided to the District before the commencement of any work:

1. Commercial/Comprehensive General Liability
 - a. \$1,000,000 Bodily Injury Per Person'
 - b. \$1,000,000 Bodily Injury Aggregate Limit
 - c. \$ 500,000 Property Damage Per Occurrence
 - d. \$1,000,000 Property Damage Aggregate Limit
2. Comprehensive Automobile Liability
 - a. \$1,000,000 Property Damage Per Occurrence
3. Workmen's Compensation and Employers' Liability
 - a. \$ 500,000 Bodily Injury Per Person
4. Umbrella or Excess of Loss Coverage
 - a. \$3,000,000 Per Occurrence
5. The vendor will provide an insurance certificate with 21 days after acceptance of contract.
6. The District must have *thirty (30)* days notice of cancellation or change in insurance coverage.
7. The District shall be named as an additional insured by Endorsement on the vendor's policy as to the subject contract.

E. Bond

The vendor must have a bond in the amount of \$50,000.00 and a copy of that bond provided to the District before the commencement of any work.

VIII. RESPONSIBILITIES OF VENDOR:

A. Personnel

All matters pertaining to the recruitment, screening, hiring, and retention shall be the exclusive responsibility of the contractor. These matters shall be done fully in compliance with existing statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour and any other stipulations germane to prudent personnel management.

Only those personnel who have been properly trained shall be assigned duties under this contract. All personnel shall be dressed in a manner authorized by the contractor. The personnel shall be neat and clean in appearance. Name tags shall be required and furnished by vendor and worn at all times. No employee who has a police record other than minor traffic violations may be assigned duties under this contract. Vendor shall be responsible for the submission of a police clearance record before any employee begins work. Furthermore, all school bus drivers employed by the vendor must submit to a criminal history background check pursuant to Idaho Code 33-130.

B. Safety

The vendor shall be responsible for the training as necessary in the application of chemicals and the use of equipment to facilitate safe conditions for the employees and the District's students, staff, and faculty.

C. Security

The vendor shall be responsible for training employees in security requirements of the District, and shall be responsible for the enforcement of the same. The District will provide the training as to security, to the vendor.

Additionally, each employee shall be informed of the following:

1. The vendor shall be responsible for safeguarding against loss, theft, or damage of all District property, materials, equipment, and accessories which might be exposed to the vendor's personnel.
2. Guns, knives, or other dangerous weapons shall not be allowed on campus.
3. Alcohol and drugs are prohibited on campus.
4. Tobacco use (smoking/chewing/etc.) is prohibited on campus.
5. Keys, which may be distributed at the beginning of each work period, shall be returned to the appropriate supervisor at the end of each work period. Keys which will be required by the vendor and employees will be approved by the District and will be controlled by a person to be named after award of contract. In any event, the vendor shall be fully responsible for the security and appropriate use of the keys which may be issued. Additionally, the vendor shall be fully responsible for the replacement of any keys that are lost and any additional cost resulting due to loss of keys.

6. Vendor's personnel shall not allow any unauthorized persons in school buildings (children, friends, or anyone else not authorized by the District.)
7. When it is determined that a building has been left unsecured due to negligence on the part of the vendor, there will be a charge-back of \$50.00 per incident.

D. Supervision

All supervision as required for the execution of those contractual responsibilities assumed by the vendor shall be done by the contractor or his/her designated representative.

E. Damage

The vendor shall be responsible for the repair/replacement to the satisfaction of the District representative of any damage to the facility and/or its contents caused by any employee of the vendor.

F. Equipment and Supplies/Materials

The procurement and maintenance of all equipment required for the successful execution of this contractual obligation shall be the vendor's responsibility. The District will provide locked storage spaces, but not be responsible for losses which may be incurred due to the theft and/or vandalism. All equipment shall be maintained properly, and in clean condition. The vendor shall be responsible for the acquisition of all chemicals, trash liner bags, and equipment necessary to fulfill all specifications stated herein. All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Material Safety Data Sheets will be maintained on each job site for all chemicals used in the cleaning processes. The vendor must furnish all needed safety equipment and protective devices necessary for the safety of all building occupants and property of the District. Vendor may lease District equipment for \$50.00 a year per school. Excluding Moreland and High School, which will be \$300.00 a year. The equipment will be defined as Attachment E.

G. Training

Vendor must have a training program specifically designed for employees, including training to meet all Local, State, and Federal guidelines.

H. Emergencies

All emergency conditions shall be promptly reported to the District authorized representative.

I. Vendor's Representative

A representative of the vendor shall be appointed within 24 hours after receipt of the contract, and this person shall be the sole contact person for routine matters and needed repairs and/or maintenance items. The vendor's representative shall have a weekly meeting with the District Facilities Director.

J. Scheduling Custodial

All custodial scheduling shall be done with a minimum of disruption to normal school functions (approved by District Representative).

K. Program Responsibility

The vendor shall assume full responsibility for the custodial services program as defined herein on **January 1, 2015**.

L. Specialties

The vendor shall be responsible for clean up after all school activities, i.e. basketball games, PTA meetings, as well as after community functions, banquets, or other rentals of school facilities. Vendor shall be available for emergency services. Emergency work will be determined and authorized by the District Representative. Emergency work will be considered an extra billing and will be invoiced separately.

M. Portables

If a need arises to add portables during the school year, the vendor will be required to maintain additional square footage.

IX. RESPONSIBILITIES OF DISTRICT

A. Utilities

All necessary utilities will be furnished by the District.

B. Storage

The District shall provide storage for the equipment and supplies/materials and chemicals which are required to be locked in District provided lockable storage closets and stores correctly per the label of the cleaners.

C. Trash Disposal

The District shall furnish, in a reasonably convenient location, a container for use by the vendor in the removal of waste paper, trash, debris, etc.

D. Keys

Keys which may be required by the vendor and employees will be furnished by the District. Fees for replacement of lost or damaged keys will apply.

E. Expendable Supplies

The School District will be responsible for providing all paper supplies, i.e. toilet tissue, paper towels, and hand soap.

F. Chalkboards

"DO NOT ERASE" and the date will be written on all chalkboards that are not to be cleaned.





ATTACHMENT A



X. CALENDARS 1 AND 2

**1. DISTRICT CALENDARS FOR 2014 – 2015
WITH NUMBER OF SCHOOL DAYS PER MONTH**

**2. SAMPLE ANNUAL SPORTS EVENT CALENDARS
WITH EVENTS SHOWN MONTHLY**

Snake River School District 52 2014-2015

 Teacher Days (Some No School K-6 Only)	 Inservice	 School Days	 No School
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 School Begins/Ends
 P/T Conference

August 2014 K-9 (8) 10-12 (7)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September 2014 (11)						
S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2014 (16) K-6 (15)						
S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2014 (14)						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

December 2014 (14)						
S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

August

- 13 Teachers Start
- 14 "Open House" Grades 2-6: 2:30 – 4:30 p. m., K-1: 4:00-6:00 p.m.
- 15 Teacher Inservice
- 18 Student's First Day (Freshman Day: No School Grades 10, 11, 12)
- 19 School Start for Grades 10, 11, 12
- 27 Moreland Parent Night @ 7:00 p.m.

September

- 1 Labor Day (No School)
- 12 Teacher Inservice
- 23-30 Harvest Break (No School)

October

- 1-2 Harvest Break (No School)
- 6 Return to School
- 9 High School and Jr. High 1st Trimester Mid-Term
- 10 Teacher Inservice
- 16 Parent/Teacher Conf @ Jr. High & High School @ 4:30-8:30 p.m.
- 30 End of 1st Nine Weeks (K-6)
- 30 K-6 Teacher Prep (No School K-6 Only)

November

- 5-6 Parent/Teacher Conference @ Middle School @ 4:30-7:30 p.m.
- 5-6 Parent/Teacher Conference @ Riverside @ 4:30-7:30 p.m.
- 6 Parent/Teacher Conference @ Rockford @ 4:30-7:30 p.m.
- 7 Parent/Teacher Conference @ Rockford @ 8:00-11:00 a.m.
- 10-13 Kindergarten P/T Conferences @ Moreland @ 4:30-7:30 p.m.
- 12-13 1st Grade P/T Conferences @ Moreland @ 4:30-7:30 p.m.
- 20 End 1st Trimester @ High School and Jr. High
- 21 Teacher Inservice
- 26-27 Thanksgiving Break (No School)

December

- 12 Teacher Inservice
- 24-31 Christmas Break (No School)

January

- 1 New Years (No School)
- 5 Return to School
- 9 Teacher Inservice
- 14 High School and Jr. High 2nd Trimester Mid-Term
- 15 End of First Semester (K-6)
- 15 K-6 Teacher Prep (No School K-6 Only)
- 21-22 Parent/Teacher Conference @ Middle School @ 4:30-7:30 p.m.
- 22 Parent/Teacher Conf @ Jr. High & High School @ 4:30-8:30 p.m.
- 26-27 Parent/Teacher Conference @ Riverside @ 4:30-7:30 p.m.
- 26-29 Kindergarten P/T Conferences @ Moreland @ 4:30-7:30 p.m.
- 28-29 1st Grade P/T Conferences @ Moreland @ 4:30-7:30 p.m.
- 29 Parent/Teacher Conference @ Rockford @ 4:30-7:30 p.m.
- 30 Parent/Teacher Conference @ Rockford @ 8:00-11:00 a.m.

February

- 6 Teacher Inservice
- 16 Presidents' Day (No School)

March

- 3 End of 2nd Trimester @ High School and Jr. High
- 13 Teacher Inservice
- 19 End 3rd Nine Weeks (K-6)
- 19 K-6 Teacher Prep (No School K-6 Only)

April

- 1-6 Spring Break (No School)
- 15 High School and Jr. High 3rd Trimester Mid-Term
- 17 Teacher Inservice
- 23 Parent/Teacher Conf @ Jr. High & High School @ 4:30-8:30 p.m.
- 23 Kindergarten Registration @ Moreland @ 4:30 p.m. & 7:00 p.m.

May

- 8 Teacher Inservice
- 21 Senior's Last Day
- 25 Memorial Day (No School)
- 27 Graduation
- 28 Students Last Day
- 29 Teachers Last Day

January 2015 (16) K-6 (15)						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2015 (15)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2015 (18) K-6 (17)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2015 (15)						
S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015 (15)						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Snake River High School - August 2014

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1 VB GYM 7-10 VB WT Room 7-8:30 am	2
3	4 VB WT Room 7-8:30 am VB WT Room 7-8:30 am 7:00 AM-9:00 AM GYM DANCE TEAM	5 VB WT Room 7-8:30 am 8:00 am - 12:00 pm Room 118 Sub Training	6 VB WT Room 7-8:30 am 7:00 AM-8:00 AM GYM DANCE TEAM	7 VB WT Room 7-8:30 am 8:00 AM-9:00 AM GYM DANCE TEAM	8 VB GYM 7-10 VB WT Room 7-8:30 am	9
10	11 1st Day Football + Soccer Practice VB WT Room 7-8:30 am 7:00 AM-9:00 AM GYM DANCE TEAM	12 VB WT Room 7-8:30 am 8:00 AM-9:00 PM SCIENCE BUILDING AND FOOTBALL FIELD HEALTH CAREER EXPO	13 Teachers Start VB WT Room 7-8:30 am 10:00 AM-1:00 PM CAFETERIA/AUDITORIUM OPENING MEETING 7:00 AM-9:00 AM GYM DANCE TEAM	14 Cafeteria Health Fair 7 - 9:30 am VB WT Room 7-8:30 am 1 to 2PM Lunch Room SRHS Annual Head Coaches Meeting 8:00 AM-9:00 AM GYM DANCE TEAM	15 1st Day VB + CC Practices 8AM to 12 Gym #1 + 2 VB Practices VB GYM 7-10 VB WT Room 7-8:30 am	16 8AM to 12 Gym #1 + 2 VB Practices
17	18 9th Grade Only First Day 8 to 8AM + 4 to 7PM All athletic facilities for fall practice	19 8 to 8AM + 4 to 7PM All athletic facilities for fall practice 1st Day of School	20 8 to 8AM + 4 to 7PM All athletic facilities for fall practice	21 8 to 8AM + 4 to 7PM All athletic facilities for fall practice 4 - 11PM Aud. Chamber Singers Retreat	22 8AM to 12 Gym #1 + 2 VB Practices 4 - 11PM Aud. Chamber Singers Retreat VB GYM 7-10	23 5PM to 8PM High School Comm Area, Football Field: Activities Foundation
24	25 8 to 8AM + 4 to 7PM All athletic facilities for fall practice	26 8 to 8AM + 4 to 7PM All athletic facilities for fall practice	27 8 to 8AM + 4 to 7PM All athletic facilities for fall practice	28 8 to 8AM + 4 to 7PM All athletic facilities for fall practice TBA B JV FB @ South Fremont 4:30PM B CT FB Bonneville	29 8AM to 12 Gym #1 + 2 VB Practices VB GYM 7-10 TBA BG V XC @ Pocatello Challenge 7:00PM B V FB South Fremont	30 TBA G V VLB @ Leabreaker Tournament @ SR 11:00AM BG V SOC @ South Fremont
31						

Snake River High School - September 2014

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Labor Day No School	2 6 to 8AM + 4 to 7PM All athletic facilities for fall practice 4:00PM BG V SOC Shelley	3 6 to 8AM + 4 to 7PM All athletic facilities for fall practice	4 6 to 8AM + 4 to 7PM All athletic facilities for fall practice TBA BG V XC @ Sugar Salem 4:30PM BG V SOC @ Teton	5 VB Gym 7-10 TBA G V VLB @ Pag Peterson Tournament @ Highland 11:00AM BG V SOC Marsh Valley	6 TBA G V VLB @ Pag Peterson Tournament @ Highland
7	8 6 to 8AM + 4 to 7PM All athletic facilities for fall practice	9 6 to 8AM + 4 to 7PM All athletic facilities for fall practice 4:00PM BG V SOC @ Sugar Salem	10 6 to 8AM + 4 to 7PM All athletic facilities for fall practice	11 6 to 8AM + 4 to 7PM All athletic facilities for fall practice 4:00PM BG V SOC Aberdeen 4:30PM B CT FB Sugar Salem 6:30PM B JV FB Sugar Salem	12 Teacher In Service VB Gym 7-10 TBA BG V XC @ Tiger / Gitz TBA G V VLB @ Skyline Tournament TBA G JV VLB @ Idaho Falls JV Tournament 7:00PM B V FB @ Sugar Salem	13 TBA G V VLB @ Skyline Tournament TBA G JV VLB @ Idaho Falls JV Tournament
14	15 6 to 8AM + 4 to 7PM All athletic facilities for fall practice	16 6 to 8AM + 4 to 7PM All athletic facilities for fall practice 3:30PM BG V SOC @ American Falls 4:30PM G 9V VLB @ Teton	17 6 to 8AM + 4 to 7PM All athletic facilities for fall practice 4:30PM BG V SOC @ Malheur (Girls Only) 4:30PM BG V SOC @ North Fremont (Boys Only)	18 6 to 8AM + 4 to 7PM All athletic facilities for fall practice 4:30PM B CT FB Preston 4:30PM G 9V VLB Sugar Salem 6:30PM B JV FB Preston	19 VB Gym 7-10 TBA BG V XC Snake River Invite 7:00PM B V FB @ Preston	20 4AM to 11PM Aud. + Lunch Room Choir 11:00AM BG V SOC South Fremont 11:30AM G 9V VLB American Falls
21	22 VB Gym 7-10	23 Harvest Break No School VB Gym 7-10 TBA BG V SOC @ Shelley 4:30PM G 9V VLB @ South Fremont	24 Harvest Break No School VB Gym 7-10	25 Harvest Break No School VB Gym 7-10 4:00PM BG V SOC Teton 4:30PM B CT FB Jerome 4:30PM G 9V VLB Shelley 6:30PM B JV FB Jerome	26 Harvest Break No School VB Gym 7-10 11:00AM BG V SOC @ Marsh Valley 7:00PM B V FB @ Jerome	27 Harvest Break No School TBA BG V XC @ Boise Bob Firman
28	29 Harvest Break No School VB Gym 7-10	30 Harvest Break No School VB Gym 7-10 4:00PM BG V SOC Sugar Salem 4:30PM G 9V VLB Marsh Valley				

Snake River High School - October 2014

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 Harvest Break No School VB GYM 7-10	2 Harvest Break No School VB GYM 7-10 3:30PM B V SOC @ Aberdeen 4:30PM B CT FB @ Shelley 4:30PM G 9V VLB @ North 6:30PM B JV FB @ Shelley	3 Harvest Break No School VB GYM 7-10 7:00PM B V FB Shelley	4 Harvest Break No School TBA BG V XC @ Challis Mile High Classic 11:00AM BG V SOC American Falls 4:30PM G 9V VLB @ American Falls
6 Harvest Break No School	6 6 to 8AM + 4 to 7PM All athletic facilities for fall practice	7 6 to 8AM + 4 to 7PM All athletic facilities for fall practice 4:00PM BG V SOC Maead (Girls Only) 4:30PM G 9V VLB @ Super Salmon 6:30PM BG V SOC North Fremont (Boys Only)	8 6 to 8AM + 4 to 7PM All athletic facilities for fall practice Band Concert Auditorium TBA BG V XC @ American Falls Invite	8 Mid-Term H.S. 6 to 8AM + 4 to 7PM All athletic facilities for fall practice TBA BG V SOC @ Girls Dist. 9, 11, 14, 15, 16 @ High Seed 4:00PM B CT FB @ North Gam 4:30PM G 9V VLB South Fremont 6:30PM B JV FB American Falls	10 Teacher Insevice ISU Choral Invitational VB GYM 7-10 12-11PM SREF Carnival SRHS building 7:00PM B V FB @ American Falls	11 ISU Choral Invitational 7AM - 8PM SREF Carnival SRHS building TBA BG V SOC @ Boys Dist. 11, 14, 15, 16 @ High Seed TBA BG V SOC (Practice)
12	13 6 to 8AM + 4 to 7PM All athletic facilities for fall practice CHILDRENS MUSICAL	14 6 to 8AM + 4 to 7PM All athletic facilities for fall practice CHILDRENS MUSICAL TBA BG V SOC (Practice) TBA G 9V VLB @ Shelley	15 6 to 8AM + 4 to 7PM All athletic facilities for fall practice CHILDRENS MUSICAL TBA BG V XC @ Praton TBA BG V SOC (Practice) TBA BG V SOC (Practice)	16 4:30 to 8:30PM JR + H.S Parent Teacher Conf CHILDRENS MUSICAL 6AM to 8 and 4 to 7PM All Athletic Facilities for Spring Sport Practices TBA B JV FB @ Teton TBA BG V SOC (Practice) TBA BG V SOC (Practice) 4:00PM B CT FB @ Maead 4:30PM G 9V VLB @ Marsh Valley	17 CHILDRENS MUSICAL VB GYM 7-10 7:00PM B V FB Teton	18 CHILDRENS MUSICAL Homecoming Dance TBA BG V SOC @ State Play In Game
19	20 6 to 8AM + 4 to 7PM All athletic facilities for fall practice	21 6 to 8AM + 4 to 7PM All athletic facilities for fall practice TBA G 9V VLB @ Dist. @ High Seed	22 6 to 8AM + 4 to 7PM All athletic facilities for fall practice	23 6 to 8AM + 4 to 7PM All athletic facilities for fall practice TBA B JV FB @ Marsh Valley TBA BG V SOC @ State @ Twin Falls TBA G 9V VLB @ Dist. @ High Seed	24 VB GYM 7-10 TBA BG V XC @ District @ Bear TBA BG V SOC @ State @ Twin Falls 7:00PM B V FB Marsh Valley	25 TBA BG V SOC @ State @ Twin Falls
26	27 6 to 8AM + 4 to 7PM All athletic facilities for fall practice	28 6 to 8AM + 4 to 7PM All athletic facilities for fall practice	29 6 to 8AM + 4 to 7PM All athletic facilities for fall practice	30 SREF Carnival Entire School 4-11 6 to 8AM + 4 to 7PM All athletic facilities for fall practice	31 TBA G 9V VLB @ State @ Twin Falls	

Snake River High School - November 2014

Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1 Fine Arts Entire Building 10:00 - midnight TBA BG V XC @ State @ Boise Eagle Island TBA G BV VLB @ State @ Twin Falls 7:00PM Ryen Shupe/Rubber Band Auditorium
2	3 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice	4 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice 6 to 8PM Commons Youth Basketball Sign-Ups	5 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice 6 to 8PM Commons Youth Basketball Sign-Ups	6 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice	7	8
9	10 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice 6 to 8PM Commons Youth Basketball Sign-Ups	11 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice	12 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice 7 to 9PM Commons Youth BB Team Selections	13 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice	14	15 Buddy Dance
16	17 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice	18 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice 4:30PM G BV BKB @ Teton	19 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice Band Concert Auditorium	20 End of 1st Trimester HS + JRHS 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice Choir Concert Auditorium	21 Teacher Inservice Teacher In Service	22
23	24 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice	25 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice 4:30PM G BV BKB Flier	26 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice Thanksgiving Vacation	27 Thanksgiving Break No School 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice	28	29
30						

Snake River High School - December 2014

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice	2 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice 4:30PM G 8V BKB @ Sugar Salem	3 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice 4:30PM G 8V BKB South Fremont	4 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice 5:00PM B V WR Poly / Highland	5 11:30AM to 12:30 Gym #1 + #2 Boys Basketball Practice 4:30PM B 8V BKB @ Buhl	6 1 to 4:00PM Gym #1 + #2 Boys Basketball Practice 4:30PM B 8V BKB Bear Lake
			10 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice 4:30PM G 8V BKB Teton 5:00PM B V WR @ @ Sugar / South Fremont	11 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice Community Orchestra Auditorium	12 Teacher In Service 12:30 to 1:30PM Gym #1 + #2 Boys Basketball Practice 4:30PM B 8V BKB @ Bear Lake 4:30PM G 8V BKB @ Shelley 7:30PM Community Orchestra Concert	13 7 to 2PM Gym 1 + 2 SR Youth Basketball League 2 to 4:00PM Gym #1 + #2 Boys Basketball Practice 4:30PM B 8V BKB Shelley 4:30PM G 8V BKB @ South Fremont
14	15 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice	16 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice 4:30PM B 8V BKB @ Kimberly 4:30PM G 8V BKB Sugar Salem	17 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice Choir Concert Auditorium	18 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice TBA B JV WR @ Bonneville JV Duels 4:30PM B 8V BKB @ Teton	19 TBA B V WR @ Bonneville Duels 4:30PM G 8V BKB Soda Springs Duels	20 7 to 2PM Gym 1 + 2 SR Youth Basketball League 1 to 3:00PM Gym #1 + #2 Boys Basketball Practice TBA B V WR @ Bonneville Duels 4:30PM G 8V BKB Kimberly
21	22 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice	23 6AM - 8 + 4PM- 7 All Athletic Facilities for Practice 4:30PM B 8V BKB Sugar Salem 4:30PM G 8V BKB @ Malad	24 Christmas Break	25 Christmas Break No School	26 Christmas Break No School	27 Christmas Break No School TBA B JV WR @ Fifth Tournament
28 Christmas Break No School	29 Christmas Break No School	30 Christmas Break No School 4:30PM G 8V BKB Malad	31 Christmas Break No School			

Snake River High School - January 2015

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1 NO SCHOOL New Years Day 7 to 8:00PM Gym #1 + #2 Boys Basketball Practice	2 New Years Break No School 10AM to 1:00PM Gym #1 + #2 Boys Basketball Practice	3 New Years Break No School 12:30 to 1:30PM Gym #1 + #2 Boys Basketball Practice 4:00PM B V WR @ Soda Springs
4 New Years Break No School	5 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice	6 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice	7 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice 4:30PM B 8V BKB South Fremont 4:30PM G 8V BKB @ Kimberly 6:00PM B V WR @ Shelley	8 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice 4:30PM G 8V BKB Shelley	9 Teacher Inservice 2 to 4:00PM Gym #1 + #2 Boys Basketball Practice TBA B V WR @ Buhl Tournament 4:30PM B 8V BKB Teton	10 7 to 2PM Gym 1 + 2 SR Youth Basketball League TBA B V WR @ Buhl Tournament 4:00PM G 8V BKB @ Soda Springs
11	12 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice	13 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice 4:00PM B 8V BKB @ Sugar Salem	14 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice 2nd Trimester Mid Term 4:30PM G 8V BKB American Falls 6:00PM B V WR @ Fith	15 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice 4:30PM B 8V BKB Soda Springs	16 TBA B V WR @ Danke Tournament 4:30PM G 8V BKB @ Filer	17 7 to 2PM Gym 1 + 2 SR Youth Basketball League Caterline/Choir Room DWI 8-2 2 to 4:00PM Gym #1 + #2 Boys Basketball Practice TBA B V WR @ Danke Tournament 4:30PM B 8V BKB Buhl
18	19 Martin Luther King Day No School	20 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice 4:30PM G 8V BKB @ Marsh Valley 5:00PM B V WR Challs / Salmon	21 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice 4:30PM B 8V BKB @ Shelley	22 4:30 to 8:30PM Parent Teacher Conf. HS + JHS 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice 4:30PM G 8V BKB @ American Falls	23 1:15 to 2:15PM Gym #1 + #2 Boys Basketball Practice TBA B V WR @ Tiger / Griz 4:30PM B 8V BKB @ South Fremont	24 7 to 2PM Gym 1 + 2 SR Youth Basketball League 2 to 4:00PM Gym #1 + #2 Boys Basketball Practice TBA B V WR @ Tiger / Griz 4:30PM B 8V BKB Kimberly
25	26 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice	27 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice 4:30PM B 8V BKB American Falls	28 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice 5:00PM B V WR @ @ AF / Marsh Valley	29 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice 5:00PM B V WR @ @ North Fremont / Teton / Malad	30 TBA B V WR @ Minico Tournament 4:30PM G 8V BKB Marsh Valley	31 7 to 2PM Gym 1 + 2 SR Youth Basketball League 1 to 3:00PM Gym #1 + #2 Boys Basketball Practice TBA B V WR @ Minico Tournament

Snake River High School - February 2015

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2 6AM - 8 + 4PM-7 All Athletic Facilities for Practice	3 6AM - 8 + 4PM-7 All Athletic Facilities for Practice TBA G 9V BKB @ Dist. 3, 5, 7, 10, 12 @ High Seed	4 6AM - 8 + 4PM-7 All Athletic Facilities for Practice 4:30PM B 9V BKB Marsh Valley 5:00PM B V WR @ Marsh Valley /AF	5 6AM - 8 + 4PM-7 All Athletic Facilities for Practice TBA G 9V BKB (Practice) 6:00PM B V WR @ Blackfoot	6 Teacher Inservice 1:30 to 2:30PM Gym #1 + #2 Boys Basketball Practice 4:30PM B 9V BKB @ American Falls	7 7 to 2PM Gym 1 + 2 SR Youth Basketball League TBA G 9V BKB (Practice)
8	9 6AM - 8 + 4PM-7 All Athletic Facilities for Practice	10 6AM - 8 + 4PM-7 All Athletic Facilities for Practice TBA G 9V BKB (Practice)	11 6AM - 8 + 4PM-7 All Athletic Facilities for Practice 6:00PM B V WR AF / Marsh Valley	12 6AM - 8 + 4PM-7 All Athletic Facilities for Practice TBA G 9V BKB (Practice)	13 1:30 to 2:30PM Gym #1 + #2 Boys Basketball Practice 4:30PM B 9V BKB @ Marsh Valley	14 Sweetheart Dance
15	16 President's Day No School	17 6AM - 8 + 4PM-7 All Athletic Facilities for Practice TBA B 9V BKB @ Dist. 17, 19, 24, 26, 27 @ High Seed	18 6AM - 8 + 4PM-7 All Athletic Facilities for Practice TBA B V WR Dist. @ SR	19 6AM - 8 + 4PM-7 All Athletic Facilities for Practice TBA B 9V BKB (Practice) TBA G 9V BKB @ State 19, 20, 21 @ Skyview	20 TBA G 9V BKB (Practice)	21 TBA G 9V BKB (Practice)
22	23 6AM - 8 + 4PM-7 All Athletic Facilities for Practice	24 6AM - 8 + 4PM-7 All Athletic Facilities for Practice TBA B 9V BKB (Practice)	25 6AM - 8 + 4PM-7 All Athletic Facilities for Practice Band Concert Auditorium	26 6AM - 8 + 4PM-7 All Athletic Facilities for Practice Choir Tour @ Provo TBA B 9V BKB (Practice)	27 First Day Spring Sport Practice Choir Tour @ Provo TBA B 9V BKB (Practice) TBA B V WR @ State @ Holt Arena	28 Cafe/Aud/Choir Room DWI 7-4 Choir Tour @ Provo TBA B V WR @ State @ Holt Arena

Snake River High School - March 2015

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2 6AM - 8 + 4PM-7 All Athletic Facultys for Practice	3 End of 2nd Timemaster HS + JPHS 6AM - 8 + 4PM-7 All Athletic Facultys for Practice Choir Concert, Auditorium	4 6AM - 8 + 4PM-7 All Athletic Facultys for Practice	5 6AM - 8 + 4PM-7 All Athletic Facultys for Practice 8:30 AM Gym #2 Boys Basketball Practice for State Bus: 9:30 TBA B 9V BKB @ State 6, 7, @ Meridian	6 TBA B 9V BKB (Practice)	7 TBA B 9V BKB (Practice)
8	9 6AM - 8 + 4PM-7 All Athletic Facultys for Practice	10 6AM - 8 + 4PM-7 All Athletic Facultys for Practice MUSICAL	11 6AM - 8 + 4PM-7 All Athletic Facultys for Practice MUSICAL	12 6AM - 8 + 4PM-7 All Athletic Facultys for Practice MUSICAL	13 Teacher Inservice MUSICAL MUSICAL MUSICAL	14 MUSICAL
15	16 6AM - 8 + 4PM-7 All Athletic Facultys for Practice	17 6AM - 8 + 4PM-7 All Athletic Facultys for Practice	18 6AM - 8 + 4PM-7 All Athletic Facultys for Practice	19 6AM - 8 + 4PM-7 All Athletic Facultys for Practice Senior Project Open House Gym 5-8	20 Senior Project Boards 8-1	21 All Area Dance
22	23 6AM - 8 + 4PM-7 All Athletic Facultys for Practice DYW Auditorium 4:15-10:00	24 6AM - 8 + 4PM-7 All Athletic Facultys for Practice DYW Auditorium 8-10	25 6AM - 8 + 4PM-7 All Athletic Facultys for Practice DYW Auditorium 5-10	26 6AM - 8 + 4PM-7 All Athletic Facultys for Practice DYW Cafeteria/Auditorium 4-10	27 DYW Auditorium ALL DAY	28 DYW Auditorium
29	30 6AM - 8 + 4PM-7 All Athletic Facultys for Practice	31 6AM - 8 + 4PM-7 All Athletic Facultys for Practice				

Snake River High School - April 2015

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 6AM - 8 + 4PM- 7 All Athletic Facultys for Practices NO SCHOOL Spring Break	2 NO SCHOOL Spring Break	3 Spring Break No School	4 Spring Break No School
5 Spring Break No School	6 Spring Break No School	7 6AM - 8 + 4PM- 7 All Athletic Facultys for Practices	8 6AM - 8 + 4PM- 7 All Athletic Facultys for Practices Choir Concert Auditorium	9 6AM - 8 + 4PM- 7 All Athletic Facultys for Practices	10	11 MORP
12	13 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice	14 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice	15 Mid-Term HS + JRHS 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice Band concert Auditorium	16 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice Community Orchestra Auditorium 4PM Lunch Room Choir	17 Teacher Inservice 4PM Lunch Room Choir 7:30PM Community Orchestra Concert	18 6AM to 4PM All of Building Princess Party
19	20 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice	21 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice	22 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice	23 4:30 to 8:30pm Parent Teacher Conf. HS + JRHS 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice	24	25
26	27 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice	28 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice	29 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice	30 6AM - 8 + 4PM- 7 All Athletic Facultys for Practice		

Snake River High School - May 2015

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4 8AM - 8 + 4PM- 7 All Athletic Facultys for Practice	5 8AM - 8 + 4PM- 7 All Athletic Facultys for Practice	6 8AM - 8 + 4PM- 7 All Athletic Facultys for Practice	7 8AM - 8 + 4PM- 7 All Athletic Facultys for Practice	8 Teacher In Service	9 FROM
10	11 8AM - 8 + 4PM- 7 All Athletic Facultys for Practice	12 8AM - 8 + 4PM- 7 All Athletic Facultys for Practice	13 8AM - 8 + 4PM- 7 All Athletic Facultys for Practice	14 8AM - 8 + 4PM- 7 All Athletic Facultys for Practice Strings Concert Auditorium	15	16
17	18	19	20 Band Concert Auditorium	21 Seniors Last Day Choir Concert Auditorium	22	23
24	25 Memorial Day No School	26	27 Graduation	28 Students Last Day	29 Teachers Last Day	30
31						

ATTACHMENT B

XI. LIST OF SCHOOLS, LOCATIONS, ENROLLMENT, PRINCIPAL NAMES, TELEPHONE NUMBERS, EMAIL ADDRESS

District Office

103 S 900 W

Mark Gabrylczyk, Superintendent

684-3001 680-7188

mark@snakeriver.org

Riverside Elementary 280 students

16 S 700 W

Bryce Salmon, Principal

684-5102 604-3698

Bryce@snakeriver.org

Rockford Elementary 120 students

1152 W Highway 39

Dean Bonney, Principal

684-4451 681-3062

dean@snakeriver.org

Moreland Elementary 260 students

185 N 750 W

Jane Reynolds, Principal

684-5115 681-5115

jane@snakeriver.org

Snake River Middle School 240 students

1060 W 110 S

David Kerns, Principal

684-5171 681-3419

kerndavi@snakeriver.org

Snake River Junior High 240 students

918 W Highway 39

Odila Conica, Principal

684-3018 317-6317

odi@snakeriver.org

Snake River High School 580 students

922 W Highway 39

Ed Jackson, Principal 690-9180

Ray Carter, Assistant Principal 681-3061

684-3061

ed@snakeriver.org

ray@snakeriver.org

ATTACHMENT C

XII. 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.
- Take care of emergencies and any other work as directed by District Representative

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 all carpet
- Spot clean carpet as needed
- 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 chemically treated dust mop)
- Spot mop 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

- Low dust all horizontal surfaces to hand height (70")
- Damp clean baseboards
- Damp clean window ledges

Monthly

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

Annually

- Refinish hard floors and deep clean carpeting

TEACHER WORK AREA AND DUPLICATION ROOMS

Daily

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

- Low dust all horizontal surfaces to hand height (70")
- Damp clean baseboards

Monthly

- 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

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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 tops
- 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 all 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 above 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 carpeted 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 baseboards

Monthly

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

Annually

- Refinish all hardwood gym floors

Special Events During & After Regular Cleaning Operation Hours (Ballgames, Plays, Concerts, PTA Meetings, 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 a 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 an as required basis and will be at the specific instruction of 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 D

XII. BUILDING SQUARE FOOTAGE

Snake River School District Schools	School Built	Remodeled	Sq Footage
District Office	1918		3,672
Riverside Elementary	1966	2010	27,589
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 E

XIV. CURRENT ESTIMATED LIST OF DISTRICT OWNED CUSTODIAL EQUIPMENT

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 covers)
- 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 buffer (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 wand

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 Back Pack vacuum with wand

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- Kitchen brooms
- 1 – 24" dust mop

JR. HIGH – CAFETERIA CLOSET

- 1 – Tom 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 CLOSET – Continued next page

- 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 – Sprayer

1 – 6' ladder

1 – Cleaning cart

GYM AREA

1 – 48" dust 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 – Rubbermaid 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 – Windsor 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 – Tornado upright vacuum

- 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

ATTACHMENT F

XV. MANDATORY PRE-PROPOSAL ONSITE MEETING DETAILS

1. All interested vendors must attend the mandatory pre-proposal onsite meeting in order to submit a proposal. Any vendor not attending this meeting will not be allowed to provide a proposal for this bid.
2. The Date and Location of the meeting is as follows:
 - The Date is **Friday, October 17 at 8:00 am (MDT)** at District Office.
 - District Office for the Mandatory Pre-Proposal Meeting:

**Snake River School District
Attn: Paul Groesbeck
103 South 900 West
Blackfoot, Idaho 83221**

Agenda

1. Vendors will designate one member on their team as the lead contact individual. On the sign in sheet, this lead contact individual will sign in. It will be this vendor's lead contact individual who will receive all information, addendums, updates and correspondences from the District
2. The meeting will begin with a District overview and the purpose of the RFP (approx. 10 minutes)
3. Vendors will ask any questions or necessary points of clarification. These will be recorded by the District scribe attending this meeting. No answers will be provided to these questions at this meeting. All answers will be emailed to all vendors within 4 business days following the meeting. Following the mandatory meeting, all further questions will need to be emailed to the District representative named within this RFP.
4. Following questions, site tours will be conducted of selected schools. Vendors will be provided with a list of schools and addresses, along with times to meet at each school. Vendors will be responsible for their own transportation and utilizing GPS, meet at the assigned school at the designated time in the main lobby. The vendors will tour as a group. 15 minutes will be allowed per school that is toured. Vendors will receive badges at each school upon their arrival.
5. The objective of the tours is as follows:
 - a) To see a typical classroom, hallway, restroom, gymnasium, staircase, cafeteria and custodial closet in order to provide vendors an overall understanding of the current custodial quality level.
 - b) If schools are similar, then tours will not necessarily be conducted at all schools. Rather an example school will be toured and then reference made to the other similar-like schools. It is our intent to point out to vendors any unique areas within each school (if applicable), as related to custodial services.

- c) During the tour, all vendors are asked to write down their questions and to email them to the District liaison named within this RFP. Answers will then be provided to all vendors, regardless of which vendor asked the question