



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Thomas Lamb, Chief Operating Officer
Date: March 27, 2023
Re: Renewal of Agreement with S.J. Services, Inc. to provide part time custodial services

Answer all questions and have a representative ready to present the details of each question during the Finance & Operations meeting or this proposal may not be advanced for consideration by the full Board of Education.

Company Information		
Vendor Name:	S.J. Services Inc.	
Doing Business as: (DBA)		
Vendor Address:	235 Newbury St. Danvers, MA 01923	
Vendor Contact Name:	Dan Shea	
Vendor Contact Email:	Danielshea@sj-services.com	
Is the contractor a minority or women owned small business?	No	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	Renewal Option 1 of 3	
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From July 1, 2023	To June 30, 2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$5,478,259.29	
Funding Source Name: Acct. #:	2023-2024 Operating Budget 19047400-56694	
Contract #: <small>(Local or State)</small>	Year 1 - A22-1682	



NEW HAVEN PUBLIC SCHOOLS

Key Questions:

1. What specific service will the contractor provide:

S.J. Services is to staff four-hour, part time, custodians, and a manager to provide cleaning services to the New Haven Public Schools (NHPS). The Contractor shall provide sufficient four-hour staff to clean the designated buildings.

2. How was the contractor selected? **Attach appropriate supporting documents*

- Quotes
- Sealed Bid # _____
- Sole Source # _____
- RFP# 2022-05-1459
- State Contract # _____
- Exempt Professional
 - Accountant
 - Actuary
 - Appraiser
 - Architect
 - Artist
 - Dentist
 - Engineer
 - Expert Professional Consultant
 - Land Surveyor
 - Lawyer
 - Physician/Medical Doctor

3. If the vendor was selected through Solicitation (Bid/RFQ/RFP) process; answer the following:

a. Please explain how the vendor was chosen? **Attach Vendor Proposal*

RFP 2022-05-1459; S.J. Services is committed to providing the district consistent custodial services for all of the district owned properties.

b. Who were the members of the selection committee? *(Minimum 3 members required)*

Dr. Michael Finley, Chief of Staff
Dr. Paul Whyte, Asst. Superintendent
Thomas Lamb, Chief Operating Officer
Michael Gormany, Acting Controller
Giovanni Zinn, City Engineer



NEW HAVEN PUBLIC SCHOOLS

Key Questions: - Continued

4. If this is a renewal with a current vendor, has the vendor has met all obligations under the existing agreement/contract?

The new part time custodial services team has met the obligations of its agreement.

5. If this agreement/contract is a Renewal, has the cost increase? If yes, by how much?

As proposed in the submission 2022-2023 this renewal year will include an increase of 1.9% or \$105,425.21.

6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?

N/A – Renewal

7. Is this a service that existing staff could provide? Why or why not?

No, this is a service that has always bid out to provide part time custodial services to the district for its properties.



NEW HAVEN PUBLIC SCHOOLS

Agreement/Contract Processing Checklist

To ensure timely processing of the submitted Agreement/Contract it is imperative to collect and provide all of the required documentation noted below and provide with submission to board.

Forms/Documents are available in: Drive G:\F&O Agenda Minutes\Agreement_Contract_Checklist\2022-2023

1. Has this vendor performed service(s) in prior fiscal years?	
If Yes,	Vendor # <u>13876</u>
If No or New,	Vendor must provide completed W9
2. A quotes or proposal submitting regarding the agreement/contract.	
If RFP	Attach Vendor Submitted
Other	Copy of State Contract, Quotes, etc.
<p>3. <u>Certificates of Liability Insurance (COI) are required for ALL agreements/contracts, read the following and select the applicable Rider.</u></p> <p>It is the submitters responsibility to request the COI from the vendor and attach with submission; the COI from the Vendor <u>must match rider specifications outlined.</u></p> <p>Failure to obtain or incorrect COIs will be returned for revision and will delay its processing.</p>	
Rider 300	Professional Services – Onsite Umbrella; w/ Auto; w/ Workers Compensation
Rider 305	Professional Services – Onsite Umbrella; No Auto; No Workers Compensation
Rider 310	Professional Services – Onsite Umbrella; w/ Auto; No Workers Compensation
Rider 315	Professional Services – Onsite Umbrella; w/ Youth under 21
Rider 320	Professional Services – Offsite; No Auto; No Workers Compensation
Rider 325	Professional Services – Offsite; No Auto; No Workers Compensation; w/ Youth under 21
Rider 330	Professional Services – Offsite Attorney; No Auto; No Workers Compensation
Rider 335	Professional Services – Onsite; Physician/Dentist; No Auto
Rider 340	Professional Services – Onsite Physician/Dentist w/ Youth under 21
Rider 345	Professional Services – Onsite Temp Nurses
Rider 350	Professional Services – Cyber – Onsite
Rider 355	Professional Services – Cyber – Offsite
<p>4. The City of New Haven requires the information requested in the <u>Disclosure Affidavit</u> before any City agency, department, or city official seeking agreement/contract shall obtain them, notarized.</p> <p>Emailed Disclosures are acceptable.</p>	

Memorandum

Date: 8/5/2022
To: Dr. Tracey, Finance and Operations Committee, and Members of the Board of Education
From: Dr. Michael Finley, Chief of Staff and Thomas Lamb, Chief Operating Officer
RE: Part Time Custodial Services RFP Award to SJ Services

Introduction

The Part Time Custodial Services Contract providing service to the New Haven Public Schools has been posted through City of New Haven Purchasing for RFP and awarded to JS Services by a multi-disciplinary committee initially consisting of:

Dr. Michael Finely, NHPS Chief of Staff
Thomas Lamb, NHPS COO
Dr. Paul White, Assistant Superintendent
Michael Gormany, CONH Budget Director and Acting Controller
Giovani Zinn, CONH City Engineer

This committee was reduced to Dr. Finley and Michael Gormany, due to scheduling issues with some and the recusal of Thomas Lamb due to perceived issues regarding his previous working relationship as a purchaser of services from Service Management Group, one of the RFP respondents. In consultation with City of New Haven purchasing, there is no requirement for the number or make up of a selection committee only that it includes more than one person. The entire RFP process was guided and directed by the City of New Haven purchasing department. All meeting dates and times were posted to Bonfire with appropriate notice allowable by purchasing department policy. All documentation was posted to the Bonfire RFP management system by city of New Haven Purchasing Department.

Summary of Cost

Five proposals were submitted and evaluated by the committee. All five respondents were asked to present on their proposals. Upon evaluation of proposals and the presentations a best and final offer as well as some additional questions was asked of all five respondents to further level the proposals and ensure that they were being evaluated equally. This resulted in the field being reduced to JS Services and Echo Urban. A detailed comparison of costs is included with this document. Though not the only contributing factor cost was a major consideration in the award of this contract due to the significant difference in costs. Some additions to this contract over previous contracts include the addition of twenty additional part time cleaning positions to accommodate program moves throughout the district, assuming cleaning of the Adult Education program under its new lease, rebalancing of cleaning work load across the district, and a higher level of accountability placed on the quality of work through the management process.

In summary the contract will be for one year with a total of four renewals that include escalation as per the table below. The current Consumer Pricing index at 8.3% which is commonly used to measure contract year over year increases in multi-year contracts:

All in Total Cost over five years

	Echo Urban	JS Services	
Fiscal Year 2022/2023	\$5,734,032.96	\$5,372,834.08	\$361,198.88
Fiscal Year 2023/2024	\$5,989,577.43	\$5,478,259.29	\$511,318.14
Fiscal Year 2024/2025	\$6,310,168.31	\$5,556,973.52	\$753,194.79
Fiscal Year 2025/2026	\$6,625,082.29	\$5,636,915.49	\$988,166.80
Fiscal Year 2026/2027	\$6,880,312.55	\$5,718,162.50	\$1,162,150.05
Total	\$31,539,173.54	\$27,763,144.89	\$3,776,028.65
		% Difference	11.97%

Contract Escalation	Echo Urban	JS Services
Fiscal Year 2023/2024	4.46%	1.96%
Fiscal Year 2024/2025	5.35%	1.44%
Fiscal Year 2025/2026	4.99%	1.44%
Fiscal Year 2026/2027	3.85%	1.44%



City of New Haven

Bureau of Purchases

200 Orange Street, Room 301

New Haven, CT 06510

Tel: 203-946-8201 Fax: 203-946-8206

Honorable Justin Elicker
Mayor

Michael V. Fumiatti, Sr
Purchasing Agent

The City of New Haven ("City") is accepting sealed
Request for Proposals (RFP) for the following:

Request for Proposal

Project Summary

RFP Title: **Part-Time Custodial Services for New Haven
Public School**

RFP #: **2022-05-1459**

Projection Description: The purpose of this RFP is to solicit proposals from qualified firms to staff four-hour, part time, custodians, and a manager to provide cleaning services to the New Haven Public Schools (NHPS). The Contractor shall provide sufficient four-hour staff to clean the designated buildings. The Contractor may propose an alternate cost / staff structures for the NHPS' consideration should other schools or properties become available. The NHPS intends to contract with a qualified vendor or person whose proposal is deemed to be most advantageous. No contract shall be awarded solely based on price. Only those proposals determined to meet all requirements will be given consideration.

Department: **BOE**

RFP/Advertise Date: **May 24, 2022**

Intent to Respond Due Date **June 13,2022**

RFP Due Date: **June 14, 2022**

Opening Time: **11:00 AM**

Pre-Proposal Meeting Date: **June 6, 2022**

Meeting Time: **9:00 AM**

Pre-Proposal Meeting Location: **Start at Wilbur Cross High School, 181 Mitchell Drive, New Haven**

Contract Term: **1** year **3** Renewals Option(s) (at the sole discretion of the CONH)

Insurance Requirements: Refer to Rider **100** (This Rider is attached)

Local Preference: **X** **YES** **NO**

Pricing Sheet: **Respondent Supplied**

Responses must be submitted in the form and manner specified in this request.

Part Time Custodial Cleaning Scope of Services

The purpose of this specification is to solicit proposals from qualified firms to staff four-hour, part time, custodians and a manager to provide cleaning services to the New Haven Public Schools (NHPS). The Contractor shall provide sufficient four-hour staff to clean the designated buildings in Exhibit I attached hereto and made a part hereof. The Contractor may propose an alternate cost / staff structures for the NHPS' consideration should other schools or properties become available. The NHPS intends to contract with a qualified vendor or person whose proposal is deemed to be most advantageous. No contract shall be awarded solely on the basis of price. Only those proposals determined to meet all requirements will be given consideration.

The NHPS reserves the right to schedule interviews based upon the proposals received. The scoring of the proposals will be based upon the "Award Criteria" listed below. An evaluation committee will review the proposals submitted in response to this RFP. The committee will be comprised of personnel from NHPS and other technically qualified professionals or designees as determined by the Chief Operating Office in consultation with and under the direction of the Superintendent.

Award Criteria

- a) Vendor shall have demonstrated commitment and ability to hire a qualified workforce who is reflective of City of New Haven ethnicity. (20 points)
- b) Vendor shall demonstrate competence, understanding of work to be performed and qualifications of their organization. (20 points)
- c) Corporate experience, capacity and financial resources of the organization. (15 points)
- d) Demonstrate ability to provide experienced and acceptable staffing levels as well as in-kind services, which should be described in detail (such as technical and other support and resources provided at no additional cost. (20 points)
- e) Cost (20 points)
- f) Quality assurance and quality control. (5 points)
- g) Adherence in providing information required by this Request for Proposal.
- h) Vendor shall maintain insurance that meets or exceeds the requirements required by the City of New Haven Purchasing department current policies.
- i) Vendor Contact person. We will require an experienced, successful program manager, custodial supervisor and management plan. Subcontracting will be permitted with prior approval of the New Haven Public Schools provided the contractor provides adequate supervision of subcontracted staff.

Requirements and General Conditions

- a) This RFP is to provide a skilled, experienced, and trained part time (four-hour shift) custodial crew and management support services at a competitive rate for the locations as set forth in Exhibit 1 and as noted elsewhere in the specifications to the satisfaction of NHPS. The prospective vendor must furnish all necessary labor and supervision to perform janitorial services, event set-ups and clean-up as well as assist in other activities such as snow shoveling as needed at the direction of NHPS Facilities Services Department. Other duties that may be assigned include coordination of AV equipment and needs and warehouse duties. If the Contractor believes that additional part time staff is needed above that indicated at a particular school in Exhibit 2. The Contractor is free to amend Exhibit 2 to reflect proposed needs of the NHPS buildings for approval by the Chief Operating Officer or the Facilities Management Services department. The contractor will utilize only green cleaning products provided by the New Haven Public Schools, unless otherwise approved by Facilities Management Services department.
- b) This Contract shall cover a period beginning on or about July 1, 2022 and run through June 30, 2023. The NHPS reserves the right to extend the term of the Contract for up to four (4) one (1) year renewals annually under the same terms, conditions and provisions at the sole discretion of the NHPS effective July 1, 2022 through June 30, 2023 and thereafter as appropriate.
- c) The cleaning staff shall sign in and out at the building manager's office whenever entering or leaving there assigned location. The Contractor shall provide a call-in process that confirms staff are where they are scheduled to be at the time they are scheduled to be there. Contractor shall work with the NHPS Facilities Management Services department to plan, schedule, and implement the planned building cleaning schedule as outlined in Exhibit 3. Changes or deviations from the cleaning schedule must be approved and planned with Facilities Management Services department. Contractor cleaning staff shall not clock in/punch in more than 10 minutes early or 10 minutes late and shall adhere to a 4-hour shift unless additional hours are authorized in advance by the NHPS Chief Operating Officer or Facilities Management Services department.
- d) Monthly invoicing will be based on detailed reports of actual cleaning staff hours provided and are to be provided to the NHPS Chief Operating Officer and the Facilities Management Services department within ten days of the end of each month.
- e) The Contractor will utilize the cleaning equipment located within each school building and be responsible for its maintenance, using the school district's repair contract. If the Contractor determines that replacement or supplemental equipment is necessary, he will communicate this to facilities management. The Contractor's staff must be experienced in custodial equipment use.
- f) The Contractor will use Exhibit 2, Cleaning Schedule, as the minimum requirement for the scope of cleaning services to be performed; daily, weekly, monthly, yearly. The list is not meant to be all inclusive. If the Contractor believes there are other cleaning services that should be performed, this should be brought to the attention of Facilities Management Services department.

- g) The Contractor will be held to examine and continually improve the cleanliness of all New Haven Public School locations as set forth in Exhibit 1 and to have made all necessary inspections in coordination with NHPS Facilities Management Services department, in order to be thoroughly and fully informed as to buildings to be cleaned and be familiar with all difficulties that may be encountered in complete execution of all work.

Employee Recruitment & Management

- a) The Contractor shall be required to perform at their expense and provide copies of all background checks through the FBI, State Police or equivalent to NHPS Facilities Management Services department.
- b) Any persons with any history of sexual misconduct, drugs, violence of any type including weapons violations, theft of any type, fraud and/or forgery shall not be assigned to work at the NHPS. Violation of this requirement will be cause for contract termination.
- c) All Contractor staff assigned to NHPS will upon hire and annually thereafter sign an attestation that they understand that any violation of sexual misconduct, drugs, violence of any type including weapons violations, theft of any type, fraud and/or forgery even in the smallest of circumstances will be grounds for immediate removal from all New Haven Public School locations.
- d) The use of progressive discipline is to be used by the Contractor to address performance and attendance issues with staff in coordination with NHPS Facilities Management Services department. All contractor staff disciplinary documentation will be and shared with NHPS Facilities Management Services department.
- e) The Contractor must demonstrate the ability to provide trustworthy, reliable employees and shall make a good faith effort to retain the same employees on the same schedule in the same area for as long as possible. If a change of staff is to occur, the Facilities Management Services department shall be notified prior to the change or as quickly as possible thereafter. In addition, contractor staff shall have the ability to: speak and understand the English language; have the necessary public relations skills to deal with staff and students in a professional, courteous and business-like manner; understand written and oral rules and regulations and apply them in a tactful and non-confrontational manner; and maintain poise, self-control, tact, diplomacy and mature judgment under stress. In addition, Contractor staff will be expected to follow protocols and procedures that may be established by NHPS and the Facilities Management Services department.
- f) No consideration or allowance will be granted for failure to visit the NHPS buildings, or for any alleged misunderstanding of materials to be furnished, or work to be performed, it being understood that when the proposal is delivered to and received by the NHPS and the City of New Haven Purchasing department, such action carries with it an agreement to fully comply with and to fully perform all requirements set forth in the Requirements and General Conditions and the Specifications as set forth herein.

- g) There will be a mandatory pre-proposal conference in conference room 5B on the 5th Floor of 54 Meadow Street at 10:00 am on June 6th, 2022.

Scheduled Coverage

- a) The NHPS “normal” business hours are defined as 6:00 a.m. to 11:00 p.m., Monday through Friday. Business hours may be adjusted at New Haven Public Schools discretion. In addition, building use/permits that require additional services may fall outside those hours and include weekends. These hours will be included in the contractor’s pool of monthly hours. Actual cleaning schedules will be developed with NHPS Facilities Management Services department and the Contractor.
- b) The NHPS is seeking proposals for part time four-hour work shifts including evenings and weekends, as well as a full-time day manager to ensure all schools are staffed fully, manage staff call-outs, and and a full-time night supervisor for custodial cleaning services for the school district. Special events/activities which may impact the cleaning schedule include weather related events (snow/ice) or other larger activities occurring during the week that requires additional coverage above and beyond day-to-day maintenance services.

Staffing and Services

- a) The NHPS part-time staffing plan includes 186 part time workers. The staffing assignments may change by school, but NHPS plans to stay consistent with the total number of part time workers. The Contractor may propose an alternative staffing plan for the NHPS’ consideration.
- b) All Contractor staff assigned to schools shall report to and take direction regarding daily activities from the building manager/assistant building manager on-site and building principal. Disciplinary issues must be addressed timely by the Contractor’s management staff and documentation of the same shall be made available to the NHPS Facilities Management Services department. The security and protection of all materials, tools and equipment stored at any work location are the sole responsibility of the Contractor.
- c) The NHPS Facilities Management Services department will be the sole judge of the efficiency and acceptability of each janitorial employee’s performance while on site. The NHPS reserves the right to require the Contractor to remove any janitorial personnel from further duty at NHPS, without cause and without the right to recover damages by such janitorial employee or by the Contractor from the NHPS.
- d) The selected Contractor’s employees shall be neat and clean in appearance and shall wear a uniform or other identification that clearly identifies them as an employee of the Contractor.

Contractor Responsibility

- a) The Contractor will work with the assigned Building Manager/Assistant Building Manager to maintain Safety Data Sheets (SDS) for all chemicals used or stored in the buildings. In addition, the Contractor will provide hazardous chemical communications and other OSHA-required training to Contractor’s personnel and provide documentation to the NHPS upon completion of

the same annually or more frequently, if required. The Contractor will provide adequate field supervision to ensure janitorial staff arrive at assigned post on time, perform their duties throughout their assigned shift, and provide backup as needed during all required hours. A detailed plan for providing supervision must be included with the proposal.

- b) The Contractor will provide an internal monitoring system that will be used to ensure service quality which shall include regularly scheduled written inspections with a copy to NHPS or use inspection mechanism required by the NHPS. The Contractor will report vandalism and/or damage of the NHPS to the assigned NHPS Building Manager immediately upon discovery. In addition, the Contractor will report at least monthly on training conducted, in-kind services provided, work assignments and attendance, hours used, resolution to management concerns, disciplinary issues, permit/weekend coverage, etc. in a format to be approved by the NHPS Chief Operating Officer and Facilities Management Services department. Personnel records shall be made available, including but not limited to, hiring and termination of staff, disciplinary issues, background and screening process to the NHPS Chief Operating Officer and Facilities Management Services department.
- c) The Contractor will allow for flexible employee scheduling in coordination with the Facilities Management Services department that covers building operations from 6:00 a.m. to 11:00 p.m. Monday through Friday as well as coverage for building use permits which may go beyond those hours and have varied hours on weekends. It is the responsibility of the Contractor to track individual hours to ensure employees remain in a part-time status. The Contractor is responsible to open and close the buildings (disarm/arm, turn lights on/off, make sure windows are closed and doors locked) where they are assigned to provide weekend coverage. The Contractor will provide basic OSHA certification training to assigned employees including, but not limited to: slip, trip and fall protection, record keeping, blood borne pathogens and equipment operations.
- d) The Contractor will provide to the NHPS Facilities Management Services department monthly staffing plans of what staff will be assigned at each NHPS building .
- e) The Contractor will provide back office support or equivalent that shall be responsible for the performance of the contract and remain the Contractor's contact person for the duration of the contract. Such back-office support shall establish a routine for communications with the NHPS Facilities Management Services department to provide a prompt and timely response to any concerns that may arise and to engage in daily staffing and attendance reporting as well as all necessary employee record keeping and documentation. The Contractor will initiate and schedule with NHPS Facilities Management Services monthly meetings to discuss contract performance. Monthly meetings shall review overall performance, receive special instructions regarding cleaning items, or discuss other pertinent items regarding the contract and the Contractor's performance.
- f) The Contractor will train his employees in the NHPS security protocols and procedures including confrontation avoidance, team work and team building, and ensure employees abide by said procedures.
- g) Keys to various areas of the facilities will be made accessible to the Contractor but shall not be removed from the premises. All costs accrued by the NHPS in reinstating facility security

occasioned by loss of facility keys due to the Contractor's and/or its employees' negligence will be billed to the contractor.

- h) The Contractor will be given instructions on NHPS' security alarm procedures. It shall be the Contractor's responsibility to assure procedures are strictly followed. Upon completion of activities each day, the Contractor shall be responsible for securing all entries to offices and to buildings prior to departure.
- i) The Contractor shall ensure that only their properly identified employees listed with the NHPS are permitted on the premises during the performance of daily duties. The Contractor will be held strictly accountable for damages or breaches of security caused by its employees.
- j) Items on this list should be used as minimum requirements, but not considered all-inclusive of the requirements according to industry standards, which the Contractor is expected to follow. The NHPS and the City of New Haven's interpretation of the Requirements and General Conditions are final and binding.

Competency and Qualifications of Contract

The importance of maintaining clean school buildings in a safe and satisfactory operating condition demands that the Contractor, in order to qualify in addition to the other requirements herein provided, shall prove to the satisfaction of the NHPS, the following:

- a) The firm shall have five years' experience or equivalent in providing part time hourly and full-time management staff in cleaning services to a school district, municipality or similar experience. References must be available upon request.
- b) The firm must have trained, reliable staff available, including qualified back office and management staff,
- c) Each Bidder shall be capable of responding to on-call and emergency calls via telephone and/or via email within 2 hours (normal working hours) of receipt of a call from the Chief Operating Officer or Facilities Management Services department.
- d) All contractors must have the ability to speak English and communicate with staff and students.
- e) All bidders must be in compliance with all Local, State and Federal wage and labor requirements, including but not limited to the City of New Haven Livable Wage Ordinance throughout the term of the contract.
- f) NHPS and the City of New Haven do not oppose unionization efforts of employees therefore the vendor must be prepared to meet its contractual proposal in the event that a Unionization effort takes place.
- g) Assignment of Subcontracting /The contractor selected to do the work as set forth herein shall not assign nor subcontract all or any part of said work without prior written notice to the City of New Haven identifying its proposed subcontractor and the task that is to be assigned to such subcontractor. City of New Haven's sub-contracting policy is to be strictly enforced.

ATTACHMENTS:

Exhibit 1- Building Inventory to be Serviced & Building Staffing Calculations

Exhibit 2- Cleaning Schedule Minimum Requirements

Part Time Custodial School Sampling Tour

A sampling of four of our schools has been scheduled for Thursday 5/26/2022 beginning:

9:00 am

Wilbur Cross High School	181 Mitchell Drive
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10:30 am

Katherine Brennan School	200 Wilmot Road
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12:00 pm

Celentano Magnet School	400 Canner Street
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1:30 pm

James Hillhouse High School	480 Sherman Avenue
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EXHIBIT 2 - Cleaning Schedule Minimum Requirements

Area/Location	Daily	Weekly	Monthly	Yearly	As Required
I. Classrooms					
A. Floors - Vinyl Tile					
1. Sweep	X				
2. Damp Mop	X				
3. Auto scrub/recoat				3X	DEC/FEB/APR
4. Strip & Wax				1X	AUG
5. Replace burned out light bulbs	X				
6. Wash Furniture Monthly		X			
B. Dusting					
1. Ledges	X				
2. Counters	X				
3. Window Sills	X				
4. Light Fixtures				2x	AUG / FEB
C. Miscellaneous					
1. Glass- Inside and doors	X				
2. Empty trash, replace liner, sanitize	X				
II. Bathrooms					
A. Wash & Sanitize					
1. Fixtures, Including stall walls	X				
2. Mirrors	X				
3. Dispensers	X				
4. Floors	X				
5. Walls		X			
6. Fill Dispensers	X				
7. Empty Trash, replace liners	X				
8. Scrub floors			X		
9. Power wash			X		
III. Hallways, including stairwells					
A. Floors					
1. Sweep	X				
2. Damp Mop	X				
3. Buff		2X			
4. Strip & Wax				1X	AUG
5. Auto Scrub/Recoat				3X	DEC/FEB/APR
6. Auto Scrub		2X			
B. Miscellaneous					
1. Clean door glass	X				
2. Clean doors & metal	X				
3. Wash drinking fountains	X				
4. Spot Clean Walls	X				
IV. Offices/Library/Media Center					
A. Floors					

EXHIBIT C - SCOPE OF SERVICES

Area/Location	Daily	Weekly	Monthly	Yearly	As Required
1. Vacuum Rugs	X				
2. Spot Clean Rugs	X				
3. Shampoo Rugs				3X	AUG/DEC/FEB
B. Dusting					
1. Ledges	X				
2. Counter	X				
3. Window Sills	X				
4. Light Fixtures				1X	AUG
C. Miscellaneous					
1. Empty Trash	X				
2. Clean Glass Doors	X				
3. Clean Glass Doors & Metal		X			
V. Kitchen					
1. Empty Trash Daily	X				
2. Wash Trash Barrels & Sanitize		X			
VI. Cafeteria, Staff Lounge					
A. Floors					
1. Sweep	X				
2. Wash/Auto Scrub	X				
3. Buff		2X			
4. Auto Scrub/Recoat				3X	AUG/DEC/APR
5. Strip & Wax				1X	AUG
B. Furniture, Staff Lounge					
1. Scrub Tables			X		
2. Scrub Chairs			X		
C. Trash					
1. Empty Trash, Replace Liners	X				
2. Wash & Sanitize Trash Receptacles		X			
D. Miscellaneous					
1. Clean Drinking Fountain	X				
2. Scrub Chairs				2X	AUG/DEC
3. Scrub Tables				2X	AUG/DEC
VII. Gym					
A. Floors					
1. Sweep	X				
2. Damp Mop	X				
3. Buff			X		
B. Locker Rooms/ Bathrooms					
1. Clean	X				
2. Disinfect	X				
C. Miscellaneous					
1. Empty Trash, Replace Liner	X				

EXHIBIT C - SCOPE OF SERVICES

Area/Location	Daily	Weekly	Monthly	Yearly	As Required
VIII. Special					
A. Wash All Windows, Inside & Out				X	AUG
B. Wash Foyer Door Glass	X				
IX. Secure Building & Active Alarm					
A. Check All Doors	X				
B. Activate Alarms	X				
X. Grounds/Seasonal Outside Work*					
C. Snow Shoveling As Requested					X

**It is important to note that all vendors must supply personnel capable of performing outside maintenance activities and that the NHPS will supply all necessary equipment to perform these duties. It should be understood by all vendors that these services should be included as part of vendors' base bid and staffing plan and should NOT be viewed as an "extra" service for each occurrence.*

** Weekly: Apr-Jun; Bi-Weekly: Jul-Aug

Total Square Footage Cleaned 3,887,407
 Total Part Time Custodians 186
 Total Square foot cleaned per staff 20,900.04
 Day Shift 9 AM to 1 PM
 Evening Shift 5 PM to 9 PM

School	Address	Bldg Type	Square Feet	Part Time Custodial Day	Part Time Custodial Eve	Staff Total	Staff / Sqft
Cross, Wilbur High School	181 Mitchell Drive	School	258,300	3	9	12	21,525.00
Hillhouse, James High School	480 Sherman Parkway	School	216,000	4	7	11	19,636.36
Fair Haven School	164 Grand Avenue	School	180,362	2	6	8	22,545.25
Hill Regional Career High School	140 Legion Avenue	School	165,000	1	6	7	23,571.43
Cooperative Arts & Humanities	177 College St	School	145,000	1	6	7	20,714.29
Troup Magnet Academy of Science	259 Edgewood Ave.	School	113,200	1	4	5	22,640.00
Conte, Harry	511 Chapel Street	School	110,000	1	4	5	22,000.00
Engineering & Science University Magnet School	500 Boston Post Road West Haven	School	109,186	1	4	5	21,837.20
Ross/Woodward School	185 Barnes Ave	School	108,000	1	4	5	21,600.00
King/Robinson Magnet School	150 Fournier Street	School	105,900	1	4	5	21,180.00
Truman School	114 Truman Street	School	101,700	1	4	5	20,340.00
Martinez, John S. School	100 James Street	School	101,529	1	4	5	20,305.80
Mauro, Sheridan School	191 Fountain Street	School	101,322	1	4	5	20,264.40
Clinton Avenue School	293 Clinton Avenue	School	100,960	1	4	5	20,192.00
Ross, Betsy Arts Magnet School	150 Kimberly Avenue	School	98,475	1	4	5	19,695.00
Hale, Nathan School	480 Townsend Avenue	School	94,853	1	3	4	23,713.25
Bassett, Lincoln School	130 Bassett Street	School	94,749	1	3	4	23,687.25
Celentano Museum Academy	400 Canner Street	School	92,530	1	3	4	23,132.50
Wexler/Grant Community School	55 Foote Street	School	91866	1	3	4	22,966.50
Beecher, L.W. School	100 Jewell Street	School	90,740	1	3	4	22,685.00
Daniels, John School	569 Congress Street	School	90,700	1	3	4	22,675.00
Jepson, Benjamin Magnet School	15 Lexington Avenue	School	90,200	1	3	4	22,550.00
Barnard Magnet School	170 Derby Avenue	School	90,000	1	3	4	22,500.00
Clemente, Roberto	360 Columbus Ave.	School	79,177	1	3	4	19,794.25
Hill Central	140 Dewitt Street	School	78,768	1	3	4	19,692.00
Metro Business Academy	Water St	School	78,768	1	3	4	19,692.00
Dr. Mayo	185 Goffe Street	School	77,606	1	3	4	19,401.50
East Rock Magnet School	133 Nash Street	School	77,598	1	3	4	19,399.50
Davis School	35 Davis Street	School	77,240	1	3	4	19,310.00
FAME	255 Blatchley Avenue	School	74,600	1	3	4	18,650.00
Bishop Woods	1481 Quinnipiac Avenue	School	72,240	1	3	4	18,060.00
High School in the Community	175 Water Street	School	72,000	1	3	4	18,000.00
New Haven Academy	444-448 Orange St	School	67,100	0	3	3	22,366.67
Barack H. Obama	69 Farmhand Ave	School	64,000	0	3	3	21,333.33
Sound School	South Water Street	School	63,541	1	3	4	15,885.25
Hooker, Worthington School	691 Whitney Avenue	School	61,003	0	3	3	20,334.33
Brennan, Katherine School	200 Wilmot Road	School	57,216	0	2	2	28,608.00
Edgewood Magnet School	737 Edgewood Avenue	School	47,688	0	2	2	23,844.00
Adult Education	580 Ella Grosso Boulevard	Outbuilding	44,000	2	2	4	11,000.00
Rogers, Clarence School	199 Wilmot Road	School	35,500	0	1	1	35,500.00
School Choice	21 Wooster Place	Outbuilding	8,790	0	1	1	8,790.00