



**Request for Proposals:
CUSTODIAL SERVICES &
RELATED MANAGEMENT SERVICES**

Response Due Date: May 16, 2022, by 3:00 PM EDT

Hamilton Southeastern Schools (or “HSE”) intends to solicit responses to this Request for Proposals (RFP) seeking qualified organizations to provide custodial services and related management services for the district. This RFP and addendums are being posted at <https://www.hseschools.org/happenings/public-notices>. Neither this RFP nor any response submitted hereto are to be construed as a legal offer.

I. DUE DATE FOR PROPOSALS

Each respondent must provide six (6) hard copies and one (1) digital copy (.pdf format) on a flash drive of the proposal. All proposals must be delivered and received before May 16, 2022, at 3:00 PM EDT to:

**Hamilton Southeastern Schools Administration Building
Attention: Janet Leamer: Custodial Services Manager
13485 Cumberland Road
Fishers, Indiana 46038**

Contact in this matter is limited to Janet Leamer (jleamer@hse.k12.in.us). Prospective vendors making direct contact with any Hamilton Southeastern School District Employee or Board members risk disqualification in the process.

Regardless of delivery method, all proposals must be sealed and identified with the RFP information. HSE will not accept any unsealed proposals. Any proposal received by HSE after the deadline will not be considered even if postmarked before the deadline.

II. SUMMARY OF MILESTONES

Due to the unpredictable nature of the evaluation period and force majeure events, the estimated dates below are subject to change.

Activity	Date
Post advertisement for RFP in newspapers & District website https://www.hseschools.org/happenings/public-notice	April 18, 20, 25, & 27
Mandatory pre-bid meeting to be held at HSE Administration	May 2 at 10:30am
RFP's due back to HSE Administration by 3:00pm	May 16
Anticipated award date	June 8
Anticipated start date	July 1

III. SUMMARY OF SERVICES

The following are the requirements, specifications, and information about the proposal. It is the intent of Hamilton Southeastern Schools to award a contract to the most responsible and responsive contractor as determined by the District Evaluation Committee. A list of schools can be found on Schedule II of this document. Hamilton Southeastern Schools reserves the right to waive any and all irregularities herein and to reject any and all proposals if considered to be in its best interest.

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this request is to provide for the operation of custodial services. A sample monthly facility operations calendar for a typical elementary, intermediate, junior high, and high school facilities is available online. A link to the sample calendars is included in the exhibit list. The Contractor will provide labor for cleaning, direct supervision, and indirect administration (including but not limited to: bookkeeping, payroll and benefits, human resources, disciplinary actions, worker's compensation, health insurance and substitute pay).

TERM OF CONTRACT

The Contract will be for a period of one (1) year with Hamilton Southeastern Schools and contain an option for two additional one-year (1) renewals at the sole discretion of Hamilton Southeastern Schools. The contract cannot be assigned by the Contractor without the written consent of the Board of School Trustees of Hamilton Southeastern Schools.

IV. PROPOSAL PREPARATION INSTRUCTIONS

PROPOSAL FORMAT

Proposals must be submitted in the format outlined here and above in Section I. This section should constitute the major portion of the proposal and must contain at least the following

information. Hamilton Southeastern Schools will make no reimbursement for the cost of developing or presenting proposals in response to the request.

To facilitate the timely evaluation of proposals, a standard format for proposal submission is described in this section. All Respondents are required to format their proposals in a manner consistent with the guidelines described below:

- Each item requesting information must be addressed in the Respondent's proposal.
- Each item, i.e. Respondent Identification, Staff Plan and Policies, etc., must be separate standalone electronic files on the flash drive. Please do not submit your proposal as one large file.
- The electronic copies submitted via a flash drive of the proposal should be organized to mirror the sections below and the attachments.

Respondent Identification:

- Name of Respondent;
- Year Established;
- Address;
- Phone Number;
- Website Address;
- Brief history of company;
- Description of types and number of accounts served; and
- Number of employees (separate full-time and part-time).

Staffing Plan and Polices:

- Explain staffing and management plan per building.
- Include a table of the Respondent's organization and a plan for the management, supervision, and staffing proposed under this contract. Please include resumes of key figures that will be working on this account.
- Depict the Respondent's organization including all positions that are non-school based.
- Respondent will provide a breakdown of the cost per custodian including factors that may cause pay rate to fluctuate – such as shift differential, years of experience, etc.
- Outline number of proposed day and evening cleaning hours per building if different than Schedule II.
- Provide a summary of employee benefits including, but not limited to, health insurance benefits, vacation, etc., and the effective date(s) benefits begin.

Custodial Operations Plan and Policies:

- Explain quality control procedures
- Explain emergency cleaning procedures
- Explain training plan and procedures that will be implemented
- Explain the transition plan

Cost Proposal:

- Provide a financial quote for the contract.

- Provide data to indicate the financial condition of the Respondent, and audited financial statements for the last two (2) years.
- Specify payment terms and arrangements.
- Provide range of wages that are provided to Respondent's current employees.
- Provide a unit cost per man hour rate if additional services are required.
- Provide hourly wages that will be paid to employees assigned to the HSE account.
- Provide data which indicates the Respondent's employee stability and retention rates for at least the past five years.
- The Respondent will provide the cost of filling custodial positions that come open through attrition within Fishers High School.
- Complete the Schedule III template by adding price per buildings, employees' hourly rate, and recommended number of full-time employees (FTE).

Experience, References, and Service Capability:

- Describe the Respondent's experience providing custodial services in general and particularly in public schools K-12.
 - Include a list of similar operations and locations where the Respondent operates school districts' custodial services. Provide a list of five (5) K-12 educational client references with contact names and information whom the Offeror has worked within the past five years.
- Provide the average square feet cleaned by employees.
- Identify any changes the Respondent proposes to Hamilton Southeastern Schools' current custodial services found on Schedule 1.
- List any pending litigation and Chapter 11 filings for the past ten (10) years.
- Include utilization of minority vendors, employment, and recognition from minority organizations.
- Provide listing of staff development that will be implemented.
- Provide a plan for use of equipment in the facility.

Financial Responsibility:

Evidence of financial responsibility will not exceed one percent (1%) of the contract price, when required to guarantee the performance of the selected Respondent prior to a fully executed contract. The evidence of financial responsibility must, when required by the School, remain in effect for the duration of the contract including any renewals. The evidence of financial responsibility must be in the form of an irrevocable letter of credit, certified check, cashier's check, or a bond acquired from a surety company registered with the Indiana Department of Insurance or other evidence deemed acceptable by School. Notwithstanding any other provisions relating to the beginning of the term, the contract shall not become effective until the evidence of financial responsibility required by the contract is delivered in the correct form and amount to School. The evidence of financial responsibility must be submitted to the following address prior to contract execution:

**Janet Leamer: Custodial Services Manager
Hamilton Southeastern Schools
13485 Cumberland Road
Fishers, Indiana 46038**

This section will indicate the ability to provide the mandatory evidence of financial responsibility. Notwithstanding any other provisions relating to the beginning of the term, any contract will not become effective until the evidence of financial responsibility is delivered in the correct form and amount to the address indicated above.

Proposed Contract/Terms/Clauses

If the Respondent is willing to accept all the terms and conditions set forth in the SAMPLE CONTRACT (Exhibit B), then the Respondent must affirmatively state its acceptance of all the terms and conditions set forth in the SAMPLE CONTRACT when submitting their proposal. If the Respondent is not willing to accept all of the terms and conditions in the SAMPLE CONTRACT, then the Respondent must provide a PROPOSED CONTRACT when Respondent submits their response to Hamilton Southeastern Schools for review. Contract provisions that HSE expects to mandate with the successful Respondent include the those listed below under “Minimum Requirements.”

Minimum Requirements:

- The Respondent will have an employee who will serve as the main contact for Hamilton Southeastern Schools and the Respondent’s employees.
- The Respondent will provide justification and an alternate quote if they believe that more or less than the number of custodians recommended will be needed to staff the schools.
- The Respondent will provide its custodians training on the proper use of equipment, cleaning procedures, OSHA training, asbestos, proper lifting techniques, use of chemicals, and other training required to fulfill the duties of a custodian. A copy of the training and development program should be provided with the proposal.
- The Respondent will conduct, at its expense, local, state and national criminal background checks, drug screenings, expanded child protection index checks, and Indiana Sex Offender Registry checks on each of its employees and provide a copy of the results of such checks to Hamilton Southeastern Schools before the employee may begin work on the property of Hamilton Southeastern Schools. Respondent will also screen each employee through the E-Verify program.
 - The Contractor will agree to repeat the background checks and E-Verify program annually for the extent of the contract.
 - Respondent agrees to be solely liable and will hold HSE harmless for the actions of any Respondent employee that does not have the required background check completed. Respondent fully indemnifies HSE for any acts or omissions by any Respondent employee that does not have the required background check completed. Respondent agrees to pay for the legal defense of HSE’s choice and any damages ordered against HSE if HSE is named in any action involving alleged acts or omissions by any Respondent employee that does not have the required background check completed. In addition, Respondent agrees to pay HSE \$2,500 for any Respondent employee who enters a HSE school without the required background check completed and submitted to HSE.
- The Respondent will secure and maintain insurance as set forth in Exhibit A.

- The Respondent will indemnify Hamilton Southeastern Schools for any losses arising out of the Respondent's performance or failure to perform.
- The Respondent's employees will work cooperatively with the employees of Hamilton Southeastern Schools without creating disruption to the normal operations of Hamilton Southeastern School's employees, students or other third parties.
- Performance for the first year is secured by a performance bond. After the first year, Hamilton Southeastern Schools may cancel the agreement with 30 days' notice for any reason.
- The Respondent must have a minimum of 5 years' experience cleaning schools.
- Respondent and Respondent's employees will comply with all of Hamilton Southeastern School's policies and administration guidelines.

PROPOSAL EVALUATIONS

HSE has selected personnel to act as a proposal evaluation team. Subgroups of this team will be responsible for evaluating proposals with regard to compliance with RFP requirements. All evaluation personnel will use the evaluation criteria stated in this RFP and allowed under applicable laws. Proposals will be opened so as to avoid disclosure of contents to competing offerors during the process of negotiation. Discussions may be conducted with, and best and final offers obtained from, responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award.

Offerors will be accorded fair and equal treatment with respect to any opportunity for discussion and revisions of proposals. In conducting discussions with a Respondent, information derived from proposals submitted by competing Respondents may be used in discussion only if the identity of the Respondent providing the information is not disclosed to others. HSE will provide equivalent information to all Respondents with which the HSE chooses to have discussions.

When the HSE determines it is in the best interests of the HSE: (1) the solicitation may be canceled or (2) offers may be rejected; in whole or in part as specified in this RFP. Notwithstanding any other law, offers may be opened after the time stated in this RFP if both of the following apply: (1) HSE makes a written determination that it is in the best interest of the HSE to delay the opening and (2) the day, time, and place of the rescheduled opening is announced at the day, time, and place of the originally scheduled opening. The determinations of the HSE are final and conclusive.

The procedure for evaluating the proposals against the evaluation criteria will be as follows:

- Each proposal will be evaluated for adherence to requirements on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration.
- Each proposal will be evaluated on the basis of the categories included below.

- Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to HSE, taking into account all of the evaluation factors, may be selected by HSE and for further action, such as contract negotiations. If, however, HSE decides that no proposal is sufficiently advantageous to HSE, HSE may take whatever further action is deemed necessary to fulfill its needs. If for any reason, a proposal is selected and it is not possible to consummate a contract with the Respondent, HSE may begin contract negotiations with the next qualified Respondent or determine that no such alternate proposal exists or is desirable.

EVALUATION CRITERIA

Proposals will be evaluated based upon the ability of the Respondent to satisfy the requirements of the RFP in a cost-effective manner. If any criteria are found to be inconsistent or incompatible with applicable state or Federal laws, regulations, or policies, that criteria will be disregarded and the responses will be evaluated and scored without taking into account such criteria.

Summary of Evaluation Criteria:

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (All other Provisions of the Proposal)	70 available points
3. Cost (Cost Proposal)	30 available points
Total	100

Proposals will be evaluated using the following approach:

Step 1: In this step, proposals will be evaluated only against Criteria 1 to ensure they adhere to the Mandatory Requirements. Any proposals not meeting the Mandatory Requirements will be disqualified, not considered responsive, and/or rejected.

Step 2: Proposals meeting the Mandatory Requirements will then be scored based on Criteria 2 and 3. This scoring will have a maximum possible score. All proposals will be ranked on the basis of their combined scores for Criteria 2 and 3. This ranking will be used to create a “short list.” Any proposal not making the “short list” will not be considered for any further evaluation. Step 2 may include one or more rounds of proposal discussions, oral presentations, clarifications, demonstrations, etc., focused on cost and other proposal elements. Step 2 may include additional “short lists.”

Step 3: The short-listed proposals will then be evaluated based on the entire evaluation criteria outlined in this RFP. If HSE conducts additional rounds of discussions and a best and final offer round which lead to changes in either the technical or cost proposal for the short listed Respondents, their scores will be recomputed.

The section below describes the evaluation criteria:

Adherence to Requirements – Pass/Fail

Respondents passing this category move to Phase 2 and proposal is evaluated for Management Assessment/Quality and Price.

The following 2 categories cannot exceed 100 points:

Management Assessment/Quality: 70 available points

Respondent must align with Indiana DOE and School standards and have an Indiana presence to be considered. Those without Indiana offices will not be considered for scoring.

Price: 30 available points

In determining whether a Respondent is responsible, HSE may consider the following factors: (1) The ability and capacity of the offeror to provide the supplies or service; (2) The integrity, character, and reputation of the offeror; (3) The competency and experience of the offeror. In determining whether an offeror is responsive, HSE may consider the following factors: (1) Whether the offeror has submitted an offer that conforms in all material respects to the specifications; (2) Whether the offeror has submitted an offer that complies specifically with the solicitation and the instructions to offerors; (3) Whether the offeror has complied with all applicable statutes, ordinances, resolutions, or rules pertaining to the award of a public contract.

The HSE expects the contract award will be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the HSE, taking into consideration price and the other evaluation factors set forth in the request for proposals. Award may be made to more than one (1) offeror whose proposals are determined in writing to be advantageous to HSE, taking into consideration price and other evaluation factors set forth in the request for proposals. Offers will be received and contracts may be awarded separately or for any combination of a line or a class of supplies or services contained in this RFP.

An offeror does not gain a property interest in the award of a contract by HSE unless: (1) the offeror is awarded the contract by the School's Board; and (2) the contract is completely executed by the offeror and HSE.

Exhibit List

Exhibit A Insurance Requirements
Exhibit B Contract

Schedule I Routine Cleaning Duties

Schedule II School list, address, square footage, suggested number of full-time employees.

Schedule III Base Quote – Breakdown of price per school, hourly wage, and number of full-time employees.

Alternative Quote - Breakdown of price per school, hourly wage, and number of full-time employees if Respondent supplies tools, cleaning supplies, and equipment.

Alternative Quote II - Breakdown of price per schools if Respondent employs and manages current HSE head custodians, while keeping whole those employees' wages, benefits, and compensation package.

Schedule IV Sample facility operations calendar for a typical elementary, intermediate, junior high, and high school facilities can be found at the following web address Schedule IV - [schedule IV sample calendars 4 13 22.docx](#)

Link to video tours of sample buildings: [Custodial RFP video Tour.docx](#)

Link to school maps: [Maps - simple 4 11 2022](#)

Exhibit A

Hamilton Southeastern Schools
INSURANCE REQUIREMENTS

COVERAGE	LIMITS
I. <u>COMMERCIAL GENERAL LIABILITY</u>	\$ 1,000,000 Each Occurrence \$ 2,000,000 Aggregate
<u>POLICY TO BE ENDORSED TO PROVIDE:</u>	
1. Hamilton Southeastern Schools and any other contractually required entities as additional insureds, including coverage for Completed Operations.	
2. Waiver of Subrogation in favor of Hamilton Southeastern Schools and its Insurers.	
3. Subcontractor's/Vendor's insurance as primary and non-contributory.	
4. A Per Project and Per Location Aggregate.	
II. <u>BUSINESS AUTOMOBILE LIABILITY</u>	\$ 1,000,000 Each Accident
<u>POLICY TO BE ENDORSED TO PROVIDE:</u>	
1. Hamilton Southeastern Schools and any other contractually required entities as additional insureds.	
2. Liability coverage for all owned, non-owned and hired automobiles.	
3. Waiver of Subrogation in favor of Hamilton Southeastern Schools and its Insurers.	
4. Subcontractor's/Vendor's insurance as primary and non-contributory.	
IV. <u>WORKER'S COMPENSATION Sr EMPLOYER'S LIABILITY</u>	
COV. A - WORKER'S COMPENSATION	STATUTORY
COV. B - EMPLOYER'S LIABILITY	\$ 1,000,000 EACH ACCIDENT \$ 1,000,000 DISEASE - EACH EMPLOYEE \$ 1,000,000 DISEASE - POLICY LIMIT
<u>POLICY TO BE ENDORSED TO PROVIDE:</u>	
1. Waiver of Subrogation in favor of Hamilton Southeastern Schools and its Insurers	
2. Coverage to be valid in All States covered by Contract	
V. <u>UMBRELLA LIABILITY</u>	\$ 5,000,000 EACH OCCURRENCE \$ 5,000,000 AGGREGATE
<u>POLICY TO BE ENDORSED TO PROVIDE:</u>	
1. "Follow Form" Coverage (Including Coverage Enhancements) on the General, Automobile and Employer's Liability Policies	

APPLICABLE TO ALL POLICIES:

Subcontractor/Vendor shall maintain Insurance Policies comparable in coverage and limits (at the minimum) to the above listed requirements or those required by Hamilton Southeastern Schools whichever provides greater coverages, limits or enhancements. The referenced policies shall provide such coverage to fulfill Subcontractor's/Vendor's obligations with regard to the indemnification requirements contained in this document and any claim, damage, loss, or expense described in this contract. Liability Insurance shall be carried on an occurrence basis.

Additional Insured status shall include Hamilton Southeastern Schools and all entities required by the contract and the respective officers, directors, consultants, agents and employees of each. Prior to commencing work, and in no event later than 14 days after execution of the contract, Subcontractor/Vendor shall deliver a Certificate of Insurance from Insurance Company(ies) acceptable to Hamilton Southeastern Schools. Said Certificate shall confirm compliance with ALL Insurance requirements and shall stipulate that no cancellation or non-renewal of any of the required policies shall be effective until thirty (30) days written notice to Hamilton Southeastern Schools.

The amounts of insurance (including endorsements thereto) carried in compliance with these requirements are not to be construed as either a limitation or satisfaction of the Subcontractor's/Vendor's liability.

Exhibit B

**SAMPLE CONTRACT
CUSTODIAL SERVICES AGREEMENT**

THIS CUSTODIAL SERVICES AGREEMENT (“Agreement”) this 1 day of _____ July____, 2022, by and between _____ (“Contractor”), and the **Hamilton Southeastern Schools, Hamilton County, Indiana** (the “School District”).

RECITALS:

WHEREAS, the School District wishes to retain Contractor to provide certain custodial and related services attached hereto as Schedule I at the School District’s premises located at all the campuses within the jurisdiction of the School District attached hereto as Schedule II (collectively the “Facility”);

NOW, THEREFORE, in consideration of the mutual agreements set forth below and other good and valuable consideration, acknowledged by each of the parties to be satisfactory and adequate, Contractor and the School District agree as follows.

Section 1. Purpose of the Contract

Appointment of Contractor. The School District hereby retains Contractor and grants to Contractor the exclusive right to provide and manage the School District’s custodial services at the designated Facilities for the term set forth in this Agreement.

General Purpose. Contractor will be responsible for all of the School District’s custodial services, as more particularly described herein.

Independent Contractor. Contractor will act as an independent contractor in the performance of its duties under this Agreement and shall retain control over its employees and agents. Under no circumstances shall any of the employees of any party be deemed the employees of the other for any purpose. Contractor shall be free to perform services for any other school corporation, company or organization during the term of this Agreement.

Contractor shall be wholly responsible for paying all taxes related to its employees, including, but not limited to, federal and state income taxes, FICA, FUTA, and unemployment taxes to the extent that any or all of the foregoing are applicable. Contractor shall defend, indemnify and hold harmless the School District from and against any claims by any taxing authority, for any taxes, interest or penalties relating to Contractor or its employees or agents, if any.

Contractor shall acquire worker’s compensation insurance for itself, its employees or agents, and shall defend, indemnify and hold harmless the School District from and against any claim for worker’s compensation brought by or on account of Contractor or by any of its employees or agents. Contractor or any of its employees or agents shall not be entitled to participate in any of the School District’s retirement programs or fringe benefits and, unless otherwise agreed to in writing by the School District.

Contractor shall control the manner in which the services are performed, while the School District shall specify the nature of the services and the results to be achieved. Contractor is not to be deemed an employee or an agent of the School District, and has no authority to make any binding commitments or obligations on behalf of the School District except as expressly provided herein.

Section 2. Commencement & Termination

Commencement and Term. The term of this Agreement shall be for one (1) year beginning on 1, July 2022 and continuing until June 30, 2023, unless terminated by either party for cause as hereinafter provided. The School District may, in its sole discretion, renew this Agreement for up to two (2) successive one (1) year renewal periods as long as notice is provided at least thirty (30) days prior to the end of the current term or the first renewal term, as applicable. During any such renewal period, the School District may cancel the Agreement with at least thirty (30) days notice for any reason.

Performance Bond. Upon commencement of this Agreement, Contractor shall obtain a performance bond in the amount of Two Hundred Fifty Thousand Dollars (\$250,000.00). If the School District decides to renew the Agreement for future years, Contractor will not be required to obtain a performance bond for the renewal periods.

Breach. If either party breaches a material provision hereof (“Cause”), the non-breaching party shall give the other party written notice of such Cause. If the Cause is remedied within thirty (30) days of receipt of notice, the notice shall be void. If such Cause is not remedied within thirty (30) days of receipt of notice, the party giving notice shall have the right to terminate the Agreement upon expiration of such remedy period. However, neither party shall be responsible to the other for any losses or failure to perform its respective obligations under the Agreement when such failure is caused by conditions beyond the party’s control such as fire, explosion, water, act of God, civil disorder or disturbances, vandalism, war, riot, sabotage, weather and energy related closings, governmental rules, and regulations or like causes beyond the reasonable control of such party or the damage or destruction of real or personal property.

Liquidated Provision. The Parties agree that if Contractor fails to perform services under this Contract, the School District will suffer damages that are difficult to measure. If Contractor has breached the terms of this Agreement, and Contractor has not cured the breach, the School District may elect to pursue any available administrative, contract, or legal remedy.

Section 3. Employees

Personnel Obligations. Contractor shall be responsible for its employees on its payroll, including, but not limited to, responsibility for recruitment, employment, promotion, payment of wages, pension benefits, health insurance, layoffs, disciplinary action and termination and shall comply with all applicable laws and regulations related thereto. Contractor shall prepare and process the payroll for its employees and shall withhold and pay all applicable federal and state employment taxes and payroll insurance relating to its employees including, but not limited to, income, social security and unemployment taxes and workers’ compensation costs and charges.

Head Custodians. The School District shall continue to employ a Head Custodian at most of its facilities. The Contractor will provide a day shift head custodian for Durbin Elementary-FOCUS Day Program, Fishers Elementary, and Hamilton Southeastern High School. The Head Custodians shall serve as the day-today liaison between Contractor’s employees and the school district. If School District Head Custodian leaves, the Contractor may be asked to staff the position.

[Alternative Language to be included if Contractor and HSE elect to have Contractor employ and manage current HSE Head Custodians with understanding that Contractor will maintain those employees’ wages, benefits, and compensation package at or above their current status.]

Contract Supervisor. Contractor shall designate a person who will serve as the School District’s primary contact and primary supervisor for Contractor’s employees. Before Contractor hires an individual for the supervisor position, it will present that person to the School District for approval. Noncompliance will be considered a breach of this Agreement.

Equal Opportunity Employer. The School District and Contractor shall comply with Executive Order 11246, entitled “Equal Employment Opportunity”, as amended by Executive Order 11375, and as supplemented in Department of Labor Regulations.

Contractor shall remain an Equal Opportunity Employer and shall comply with Title VII of the Civil Rights Act of 1964, as amended, the Americans With Disabilities Act, the Age Discrimination in Employment Act and such other federal, state or local statutes, ordinances or executive orders as may pertain thereto.

Compliance With Law. Contractor agrees that it shall comply with all applicable law.

Hours. Contractor is expected to recommend the number of work hours and the number of positions required at each facility. Contractor will provide the School District with adequate staffing as contractor sees fit and as agreed upon

by School District. The School District reserves the right to deduct a fair amount of compensation from payment due to Contractor for failure to provide adequate staffing.

The Contractor must anticipate employee absences and provide the District with an adequate backup plan for loss of work time associated with terminations, sick-time, and vacation. It is the expectation of the District that the minimum staff levels will be always maintained during the school year. Therefore, an adequate supply of substitutes must be kept ensuring full cleaning coverage during the school year.

Training. Contractor will establish and conduct management and staff training programs that will insure staff development, proper supervision and consistent quality control in custodian operations. Specific topics shall include proper use of equipment, cleaning procedures, OSHA training, asbestos, proper lifting techniques, use of chemicals, general lawn maintenance and other training required to fulfill the duties of a custodian. Documentation of the training will be provided to the School District on a semi-annual basis. The School District reserves the right to request and receive copies of sign-in sheets.

Background Checks and Drug Screening. All prospective employees shall undergo a criminal history/background check that meets or exceeds the requirement of Indiana law for school employees at the expense of Contractor. Such checks shall include, but are not limited to, local, state and national criminal background checks, expanded child protection index checks, and Indiana Sex Offender Registry checks. Copies of such criminal history/background checks for each employee must be provided to the Custodial Supervisor of Hamilton Southeastern Schools prior to the start of the employee's work at a building of the School District. As a matter of strict adherence and agreement between the parties, no person may be employed by Contractor whose criminal history/background checks yield information pertaining to felony convictions, verbal/mental, physical, or sexual abuse of any kind, or dealing in a controlled substance at any time in any jurisdiction, local or otherwise. Contractor shall background check each employee on his/her anniversary date at the expense of the Contractor and provide HSE an affidavit stating the name of the employee and confirming that the background check did not yield information which would preclude the continued employment of this employee.

Contractor shall also conduct a drug screen on each of its employees to determine if they have used illegal drugs. Copies of such drug screens for each employee must be provided to the Facilities Manager of Hamilton Southeastern Schools prior to the start of the employee's work at a building of the School District. As a matter of strict adherence and agreement between the parties, no person may be employed by Contractor who tests positive for the use of illegal drugs.

Contractor agrees to be solely liable and will hold HSE harmless for the actions of any Contractor employee that does not have the required background check completed. Contractor fully indemnifies HSE for any acts or omissions by any Contractor employee that does not have the required background check completed. Contractor agrees to pay for the legal defense of HSE's choice and any damages ordered against HSE if HSE is named in any action involving alleged acts or omissions by any Contractor employee that does not have the required background check completed. In addition, Contractor agrees to pay HSE \$2,500 for any Contractor employee who enters a HSE school without the required background check completed and submitted to HSE.

Employee Expectations. All employees are to present themselves in an appropriate manner and attire consistent with the School District's policies and administrative guidelines. All of Contractor's employees assigned to the School District must meet the following requirements:

- Able to perform all expected duties as set forth Schedule I
- At least 18 years of age.
- No cell phone use during work hours.
- Fraternalization with students and staff are prohibited.
- Firearms and knives on school property are prohibited.
- High school graduate or equivalent GED.
- U.S. citizen or authorized to work in the U.S. verified by E-Verify.
- Able to read, write, and speak English fluently, and to use courteous language.
- Able to inspect, see, and report maintenance needs to the Head Custodian and/or the building principal.
- Able to interact positively and appropriately with students, School District employees and the public.

- Able to productively work with minimal supervision.
- Competent and well trained in the area of work assigned.
- Alcohol and drug free when arriving for and while on duty. Contractor's employees are prohibited from the manufacturing of, being in possession of; using, distributing, or dispensing of any controlled substance, including alcohol, while on school grounds.
- Tobacco free, including e-cigarette, when arriving for and while on duty. No smoking is tolerated at any time or on any place on school property.
- Punctual.
- Well groomed and in uniform.
- Able to work at the Facility without creating any disruption to the normal operations there and without creating disharmony among the School District's employees.

Cooperation with the School District. Contractor's employees shall work at the Facility cooperatively with the School District's employees without disrupting the normal operations of the School District's employees, students or other third parties.

Attendance Logs. Contractor shall maintain attendance records which indicate when its employees "log in" at the beginning of their shift and "log out" at the end of their shift each day at a designated location. This requirement is to enable the School District staff to determine which of Contractor's staff is in each school building at any given time. The School District reserves the right to request in writing access to attendance logs of contracted custodial employees.

Substitutes. Contractor is responsible for scheduling and providing substitute employees in the event the assigned employee is unable to perform his/her duties for any reason. Substitutes are required to comply with the expectations set forth under Employee Expectations.

Uniforms. All Contractors' employees shall be required to wear a uniform shirt or vest with Contractor's name on it along with his/her School District picture ID badge. Long pants and proper footwear shall be worn when performing work within the buildings. Shorts may be allowed during summer recess as approved by the School District.

Visitors. No visitors, spouses or children of Contractor's employees will be allowed at the work site during working hours unless they are bona fide employees of Contractor or they receive prior approval from the School District.

Regulations. Contractor shall instruct its employees to abide by the policies, rules, and regulations with respect to its use of the School District's premises as established by the School District from time to time and which are furnished in writing to Contractor.

Removal of Employee. The School District may provide Contractor with written notice that it requires the removal of an employee of Contractor if such employee conducts himself/herself in a manner which the School District's Facilities Director or designee believes is detrimental to the physical, mental or moral well-being of students, employees, or other stakeholders in the School District. In the event of the removal of any such employee, Contractor shall immediately restructure its staff without disruption in service.

Emergency Devices. All Contractors' employees assigned to each school shall be instructed on the use of all emergency switches, fire and safety devices in his/her assigned location.

Section 4. Custodial Services

Specific Tasks. Contractor will be responsible for providing the School District with the custodial services described on Schedule I attached hereto.

Inspection. Contractor is responsible for quality assurance inspections of all areas of responsibility, and to provide documentation of the inspections to the School District on a monthly basis. Joint inspections with the contractor's supervisor and a school representative may be scheduled at any time without additional fees being charged. The Contractor will use the evaluation template provided by HSE to inspect the buildings. HSE is currently utilizing CleanTelligent software to audit the District. If it is observed or reported that one or more of the Services have not

been performed adequately, Contractor will be notified, and the occurrence will be documented. If the problem is not immediately corrected and/or becomes a continuous occurrence, the School District reserves the right to deduct a fair amount of compensation from payments due to Contractor for failing to perform that Service and/or terminate this Agreement.

Storage. Storage spaces provided within the buildings for cleaning equipment and supplies will be kept clean and organized at all times. Doors to these areas must be kept closed and locked when students are present in the building.

Calendar. Except during the Summer Schedule period described in Section 4.5 of this Agreement, Services will normally take place during the General Cleaning Schedule set forth on Schedule I except for scheduled non-emergency closing days; subject to the monthly schedule. The schedules for the various buildings within the School District will be provided 5 days in advance of the beginning of the following month and will be similar to those provided as examples to Contractor during the request for proposals process.

Summer Schedule. Once the School District is in summer recess, Contractor and the Facilities Manager of Hamilton Southeastern Schools shall mutually agree in writing upon any changes to the staffing patterns.

School Cancellations. If a full school day is cancelled due to weather or other natural causes, cleaning services will be provided. The School District will notify Contractor if certain services are not needed on such days.

Building Use After School Hours. Certain groups and organizations use the School District's buildings after normal school hours. Contractor will coordinate with the School District to maintain building security and handle any services that may be required as a result of use of such facilities by such groups or organizations. The School District will be responsible for renting out the facilities and processing payments for use.

Section 5. Equipment & Supplies

Safety. It will be Contractor's responsibility to ensure that its employees use the equipment, tools, and supplies in a safe and orderly manner and in accordance with the manufacturer's instructions and guidelines and within all local, state, and federal regulations.

Tools and Cleaning Supplies. School District shall provide all cleaning tools, including, but not limited to, the following at each school: Vacuums, brooms, dry mops, dusters, dustpans, flashlights and batteries, mop buckets and wringers, mop heads/handles, floor strippers/finishers, snow shovels, squeegees, street (push type) brooms at least 24" wide, wet mops, exterior brooms, custodial carts/barrels, micro-fiber supplies & equipment, plungers and other tools necessary to perform the Services. School District will also supply all soaps, wax, and cleaning supplies.

Maintenance of Cleaning Equipment. Contractor shall be responsible for maintaining all cleaning equipment and tools. Contractor must appropriately maintain all equipment to ensure its proper operation and preserve its expected life cycle. The School District reserves the right to inspect and inventory equipment to ensure its proper use and care.

Contractor's Use of the School District's Equipment. Contractor may use equipment owned by the School District if permitted by the School District. However, if the School District's equipment is found to be in inappropriate condition due to misuse and/or insufficient maintenance or repair may be required to be restored and/or replaced, such will be at Contractor's expense. Title to such equipment shall be retained by the School District. Contractor shall be responsible for any damage caused to Hamilton Southeastern School buildings or equipment while employees of their company are performing assigned duties.

Damage Caused by Contractor

Any repairs to District buildings, equipment, supplies or deliveries, which in the District's opinion, are the result of the Contractor's action, shall be promptly made by Contractor, upon receipt of notice from the District, at the Contractor's own cost and expense.

In the event the Contractor fails to make timely repairs, the district may deduct all costs associated with repairs from the monies due to the Contractor.

Section 6. Payment, Records & Audits

Payment. [HERE CONTRACTOR WILL INSERT ITS PAYMENT TERMS.]

Invoices. Contractor shall invoice the School District monthly. Payment shall be due within forty-five (45) days of the date of the monthly invoice.

Invoice Statement. All invoices submitted by Contractor must represent services rendered before payment can be made to Contractor.

Detailed Description. All invoices submitted by Contractor must include a detailed description of the services or other items being submitted for reimbursement.

Reduction of Compensation: The Contractor agrees that if Contractor's employee's absences become excessive as determined in the sole discretion of the District, if quality assurance rating scores drop below a level acceptable to the District, or the number of total services hours in a month falls below an acceptable threshold as determined by the District, the District may reduce the amount of any invoice then due by up to fifteen percent (15%).

Section 7. Insurance & Indemnity

To the extent permitted by law, each party shall indemnify, defend, and hold harmless the other from any and all losses, claims or expenses, of whatever kind, including reasonable attorney fees, arising out of, or resulting from the performance, or failure to perform, of each party of the provisions contained herein. By way of explanation and not by way of limitation such losses may include bodily injuries, death, sickness, property damage or other injury which arises out of the performance of the provisions of this contract. Notwithstanding the foregoing, neither Contractor nor the School District shall be required to indemnify the other for any claim brought by its own employee against the other party.

Notification of an event giving rise to an indemnification claim ("Notice") must (a) be received by the indemnifying party on or by the earlier of a date 30 days subsequent to the date which such event was or should have been discovered or 90 days subsequent to the effective termination date of this Agreement and (b) shall include a brief factual summary of the damage and cause thereof. An indemnification claim is expressly subject to and conditioned upon compliance with the Notice provisions hereunder.

Insurance. Contractor shall purchase from and maintain with a company or companies, lawfully authorized to do business in the State of Indiana, such insurance as will protect Contractor from claims arising out of or resulting from Contractor's operations under this Agreement, and for which Contractor may be legally liable, whether such operation be by Contractor or by a subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Contractor shall file Certificates of Insurance prior to the commencement of this Agreement and on the date of any renewal. Contractor shall include the School District as an additional insured on a primary and non-contributory basis in its General Liability policy and provide at least 30 days notice to the School District in the event of policy cancellation.

Types and Amounts of Insurance Coverage. Contractor shall secure and maintain the various insurance policies which, at a minimum, meet the requirements set forth herein. Coverage shall be maintained without interruption from date of commencement of work until date of final payment.

Section 8. Energy Conservation

Every effort shall be made to conserve energy whenever possible throughout the cleaning schedule. Only areas in use shall have lights on, and exterior doors and windows shall remain closed whenever the heating or cooling systems are operating.

Section 9. General Terms & Conditions

Governing Law. This Agreement, its construction, validity, effect, performance and enforcement shall be governed by and construed under the laws of the state of Indiana. Further, the parties consent to venue in Hamilton County, Indiana.

Entire Agreement. This Agreement constitutes the entire agreement between the parties pertaining to the Services and supersedes all prior or contemporaneous negotiations, discussions or understandings. There are no representations, inducements, promises, agreements, arrangements or undertakings, oral or written, between the parties relating to the matters covered by this Agreement other than those set forth in this Agreement.

Severability. Each article, paragraph, subparagraph, term and condition of this Agreement, and any portions thereof, will be considered severable. If, for any reason, any portion of this Agreement is determined to be invalid, contrary to, or in conflict with, any applicable present or future law, rule or regulation in a final ruling issued by any court, agency or tribunal with valid jurisdiction, that ruling will not impair the operation of, or have any other effect upon, any other portions of this Agreement; all of which will remain binding on the parties and continue to be given full force and effect.

Captions. All captions in this Agreement are intended solely for the convenience of the parties and none shall be deemed to affect the meaning or construction of any provision of this Agreement.

Construction and Effect. No failure of either party to exercise any power reserved to it by this Agreement or to insist upon strict compliance by the other party with any obligation or condition hereunder and no custom or practice of the parties at variance with the terms hereof shall constitute a waiver of either party’s right to demand exact compliance with any of the terms of this contract. Waiver by either party of any particular default shall not affect or impair either party’s right to exercise any or all of its rights and powers herein, nor shall that constitute a waiver by that party of any right hereunder, or of its right upon any subsequent breach or default to terminate this Agreement prior to the expiration of its terms.

Transfer and Assignment. Contractor may not transfer or assign, including, but not limited to, subcontracting, this Agreement or any part thereof without the consent of the School District. Notwithstanding the foregoing, Contractor may assign this Agreement to an affiliated company or wholly owned subsidiary with prior approval and without being released from any of its responsibilities hereunder.

Notices. If any notice or other correspondence is required to be delivered under this Agreement, it shall be given in writing, and shall be delivered personally, by overnight delivery service, or by United States mail, postage prepaid, certified mail, return receipt requested, in which event it shall be deemed given upon receipt, to the parties at the following addresses (or to such other address as a party may designate by notice):

To School District: Hamilton Southeastern Schools
 ATTN: Custodial Supervisor
 Administration Building
 13485 Cumberland Road
 Fishers, IN 46038

To Contractor: Contractor
 ATTN: _____
 ADDRESS
 CITY, STATE ZIP CODE

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the respective dates first written below.

**HAMILTON SOUTHEASTERN SCHOOLS
HAMILTON COUNTY, INDIANA**

(CONTRACTOR)

By: _____
Dr. Yvonne Stokes

By: _____

Title: Superintendent of Schools _____

Title: _____

Date: _____

Date: _____

By: _____

Title: School Board President _____

Date: _____

Schedule I Routine Cleaning Duties

Routine Cleaning Duties

Restrooms

Empty wastebaskets/replace liners	Daily
Mop and disinfect floors	Daily
Clean and disinfect sinks	Daily
Clean and disinfect mirrors	Daily
Clean and disinfect toilet bowls-seats, urinals, & pipes	Daily
Empty sanitary napkin receptacles	Daily
Check hand soap, paper towel, & tissue supplies. Restock as needed.....	Daily
Check that toilets, urinals, faucets & drain are working	Daily
Clean doors and partitions	Daily
Check deodorant blocks	Weekly
Maintain water in floor drains to keep traps full	Weekly
Spot clean walls, ceiling and vents	As Needed
Replace lights	As Needed
Clean baseboards	As Needed
Clean light fixtures	As Needed
Clean exterior of all dispensers (tissue, soap, etc.)	Daily

Locker Rooms

Empty wastebaskets/replace liners	Daily
Mop and disinfect floors	Daily
Clean and disinfect sinks	Daily
Clean and disinfect mirrors	Daily
Clean and disinfect toilet bowls-seats & pipes	Daily
Empty sanitary napkin receptacles	Daily
Check hand soap, paper towel, & tissue supplies. Restock as needed.....	Daily
Check that toilets, urinals, faucets & drain are working	Daily
Clean doors and partitions	Weekly
Check deodorant blocks	Weekly
Maintain water in floor drains to keep traps full	Weekly
Spot clean walls, ceiling and vents	As Needed
Replace lights	As Needed
Clean baseboards	As Needed
Clean light fixtures	As Needed
Clean exterior of all dispensers (tissue, soap, etc.)	Daily

Classrooms

Vacuum all carpeted areas	Monday, Wednesday, and Friday
Mop all tiled areas.....	Monday, Wednesday, and Friday
Sweep all tiled floors with dust mop	Daily
Empty wastebaskets. Replace liner if needed.....	Daily
Clean sinks and faucets	Daily
Empty pencil sharpeners	Daily
Clean window glass on doors	Daily
Straighten desks and chairs.....	Daily
Clean chalkboards at the end of the week	Weekly
Dust all ledges and other surfaces	Weekly
Disinfect desk tops.....	Weekly
Clean shades or blinds	As Needed

Hallways, Entryways, and Utility Rooms

Clean/check front door glass in main entryway.....	Multiple Times Daily
Sweep all halls and entryways with a dust mop	Daily

Vacuum entryway carpets	Daily
Clean and disinfect drinking fountains	Daily
Spot clean walls, light switches and doors	Daily
Dust all ledges, tops of coat racks, and tops of lockers	Weekly
Clean door glass & steel plates on gym doors and entryways	Daily
Replace light bulbs	As Needed
Clean light fixtures	As Needed
Sweep stairs and floors of utility rooms (non-classrooms)	Daily
Clean stairs	Daily
Clean display cases.....	As Needed
Wet mop hallways	Daily

Gym and Stage

Sweep entire gym floor	Daily
Clean water fountains.....	Daily
Remove trash.....	Daily
Machine mop entire gym floor	Weekly
Clean gym door glass	Daily
Sweep stage	Weekly
Spot clean walls of gym	As Needed

Offices

Sweep office floors and vacuum any carpets	Daily
Empty wastebaskets. Replace liner if needed.....	Daily
Dust all ledges and other surfaces	Daily
Clean and dust phone	Daily
Spot clean walls, light switches and doors.....	Daily
Clinic – wet mop floors, disinfect cots.....	Daily
Dust all ledges, furniture and other surfaces	Weekly

Stadium Complex

Clean restrooms in stadium complex and concession stands	As Needed
General cleaning including windows, counter tops, walls, lockers, stadium seating, press box, cleanup after an event, etc.	As Needed
Collect and remove trash	Daily
Prepare building(s) for an event including setting up chairs, tables, equipment, etc.	As Needed

Cafeteria

Collect and remove trash	Daily
Spot clean walls, switches and doors/clean glass.....	Daily
Clean and sanitize sinks.....	Daily
Spot clean carpets as needed.....	Daily
Dust mop all hard surface floors.....	Daily
Damp mop all hard surface floors.....	Daily
Vacuum all carpeted area.....	Daily
Clean lunch room tables and chairs (schools w/o monitors).....	Daily
Dust high and low.....	Weekly
Hot water extract carpet	As Needed

Miscellaneous as needed

Signs of vandalism or abuse of facilities should be reported to the principal.
 Minor repairs should be done as needed or upon request.
 Larger repairs will be reported to head custodian.
 Custodians shall make sure the school building is adequately heated for the school day.

Custodians are responsible for snow removal from school entryways. Entryways and walkways may also need to be salted if icy.

Custodians are responsible for sports, meetings, events, and other set-ups and tear downs.

Replace ceiling tiles and clock batteries as needed.

Clean inside of light fixtures as needed.

Vents should be cleaned monthly.

Custodians are responsible for ensuring lights are off, doors and windows are secured, and alarm is set (if applicable).

Pick up trash at front entrance and empty outside trash barrels, grounds, and parking lots.

Empty outside trash barrels daily

Raise and lower flags.

Change out light bulbs when burned out.

Receiving, tracking, and distributing of supplies and deliveries.

Summer Cleaning and Maintenance

Floor Maintenance

All tiled floors are to be stripped, sealed, and waxed.

During Winter Break, heavily used areas are to be stripped and waxed.

During Spring Break, the custodian and principal will evaluate which areas need to be stripped and waxed.

All carpeted areas should be shampooed.

All baseboards should be cleaned thoroughly.

Walls - All walled surfaces should be spot cleaned throughout the school year. During the summer months the walls should be cleaned thoroughly.

Lockers - All lockers are to be cleaned and disinfected over the summer months.

Classrooms

Thorough cleaning of chalkboards and trays - remove tape or other substances.

All glass (on both sides) is thoroughly cleaned once each year during the summer.

All desks and chairs should be thoroughly cleaned during the summer.

All classroom HVAC units and return air vents are to be vacuumed of all dust and foreign materials.

Blinds or shades are to receive a good cleaning.

Walls, baseboards, and bookshelves should be cleaned.

Miscellaneous

Custodians will use the summer months to thoroughly clean the school building.

General Cleaning Schedule

The majority of the cleaning should be completed during unoccupied hours. Morning duties can include spot cleaning, "as needed" items, temperature checks, minor repairs, office cleaning, utility rooms cleaning.

Schedule II School list, address, square footage, suggested number of full-time employees.

BUILDING	ADDRESS	BLDG SQ FT	RECOMMENDED CUSTODIAN FTE'S PER BLDG.	STUDENT HOURS
Brooks School Elementary (BSE)	12451 Brooks School Road Fishers, IN 46037	93,333	2.5 (2 nd shift*)	7:40 a.m. – 2:10 p.m.
Cumberland Road Elementary (CRE)	13535 Cumberland Road Fishers, IN 46038	79,140	2.0 (2 nd shift*)	7:40 a.m. – 2:10 p.m.
Durbin Elementary / FOCUS Day Program (DES)	18000 Durbin Road Noblesville, IN 46060	60,061	1.75 (1 st & 2 nd shift##)	8:15 a.m. – 2:50 p.m.
Fall Creek Elementary (FCE)	12131 Olio Road Fishers, IN 46037	81,425	2.0 (2 nd shift*)	7:40 a.m. – 2:10 p.m.
Fishers Elementary (FES)	11442 Lantern Road Fishers, IN 46038	66,000	2.5 (1 day, 1.5 - 2 nd shift**)	7:40 a.m. – 2:10 p.m.
Geist Elementary (GES)	14051 E. 104 th Street Fishers, IN 46040	87,498	2.5 (2 nd shift*)	7:40 a.m. – 2:10 p.m.
Harrison Parkway Elementary (HPE)	14135 Harrison Parkway Fishers, IN 46038	78,921	2.0 (2 nd shift*)	7:40 a.m. – 2:10 p.m.
Hoosier Road Elementary (HRE)	11300 E. 121 st Street Fishers, IN 46037	78,850	2.0 (2 nd shift*)	7:40 a.m. – 2:10 p.m.
Lantern Road Elementary (LRE)	10595 Lantern Road Fishers, IN 46037	78,921	2.0 (2 nd shift*)	7:40 a.m. – 2:10 p.m.
New Britton Elementary (NBE)	8660 E. 131 st Street Fishers, IN 46038	78,886	2.0 (2 nd shift*)	7:40 a.m. – 2:10 p.m.
Sand Creek Elementary (SCE)	11420 E. 131 st Street Fishers, IN 46038	94,000	2.5 (2 nd shift*)	7:40 a.m. – 2:10 p.m.
Southeastern Elementary (SES)	12500 Cyntheanne Road Fishers, IN 46037	93,000 + 7 portables	3 (1 mid, 2 - 2 nd *)	7:40 a.m. – 2:10 p.m.
Thorpe Creek Elementary (TCE)	14642 E. 126 th Street Fishers, IN 46037	94,528	2.5 (2 nd shift*)	7:40 a.m. – 2:10 p.m.
Deer Creek Elementary (DCE) <i>(Opens fall of 2022)</i>	12698 156 th Steet Noblesville, IN 46060	102,787	3 (2 nd shift*)	7:40 a.m. – 2:10 p.m.
Fall Creek Intermediate (FCI)	12011 Olio Road Fishers, IN 46037	137,218	4 (1 mid, 3 – 2nd shift)	9:15 a.m. – 4:00 p.m.
Sand Creek Intermediate (SCI)	11550 E. 131 st Street Fishers, IN 46038	137,218	4 (1 mid, 3 – 2 nd shift)	9:15 a.m. – 4:00 p.m.
Fall Creek Junior High (FCJ)	12001 Olio Road Fishers, IN 46038	183,000	5 (1 day, 4 – 2nd shift)	9:15 a.m. – 4:00 p.m.
Fishers Junior High (FJH)	13257 Cumberland Road Fishers, IN 46038	186,000	5 (1 day, 4 – 2nd shift)	9:15 a.m. – 4:00 p.m.
HSE Intermediate/Junior High (HIJ)	12278 Cyntheanne Road Fishers, IN 46037	200,700	6 (1-day, 5-2 nd shift)	9:15 a.m. – 4:00 p.m.
Riverside Intermediate/Junior High (RSI/RJH)	10910/11014 Eller Road Fishers, IN 46038	338,039	11 (1 – day, 2 – mid, 8 – 2nd shift)	9:15 a.m. – 4:00 p.m.

Fishers High School (FHS)	13000 Promise Road Fishers, IN 46038	733,865	As needed (1 st , 2 nd or 3 rd shifts)	8:30 a.m. – 3:00 p.m.
Hamilton Southeastern High School (HHS)	13910 E. 126 th Street Fishers, IN 46037	813,000	25 (1 st , mid, 2 nd shift***)	8:30 a.m. – 3:00 p.m.
HSE Administration Building (ADM)	13485 Cumberland Road Fishers, IN 46038	40,772	2 (Noon – 8:30p.m.) 1 (2:00 – 10:30p.m.) 1	7:30 a.m. – 4:30 p.m.
HSE Transportation Building (located behind ADM Building)	13337 Cumberland Road Fishers, IN 46038	18,580	.5 After 5:00 p.m.	6:00 a.m. – 5:00 p.m.
HSE/F Academy (HSFA)	14044 Britton Park Drive Fishers, IN 46038	4,493	.25 After 5:00 p.m.	7:00 a.m. – 4:00 p.m.
Classroom at Conner Prairie	Conner Prairie Museum 13400 Allisonville Road Fishers, IN 46038	2,000	.25 After 4:00 p.m.	9:00 a.m. – 3:00 p.m.
TOTAL		3,962,235	95.25	

*Most elementary schools require at least one (1) 2nd shift employee to report at 1:30 p.m.

Durbin Elementary will be converting to an Exceptional Learner facility with approximately 40 students. Will require one (1) 8-hour employee working approximately 6:45 a.m. – 2:45 p.m. as a shift leader, and one (1) 6-hour employee working approximately 2:30 p.m. – 8:30 p.m.

**Fishers Elementary requires one (1) day shift lead person, 5:45 a.m. – 1:45 p.m., and at least one (1) 2nd shift employee to report at 1:30 p.m.

“Mid” refers to mid-shift, beginning approximately 10:30 a.m.

***Hamilton Southeastern High School requires custodial staffing between 5:30 a.m. and 12:00 midnight, on 1st shift, mid shift, and 2nd shift. Requires a dedicated head custodian on 1st shift, and a dedicated shift lead on 2nd shift.

Schedule III Base Quote – Breakdown of price per school, hourly wage, and number of full-time employees.

Please complete the chart below and include it within your proposal response.

Base Bid - Breakdown of price per school, hourly wage, and number of full-time employees.				
BUILDING	BLDG SQ FT	Price to clean building (monthly and annual amount)	Recommended full time custodians per building.	Hourly wage for custodian
Brooks School Elementary (BSE)	93,333			
Cumberland Road Elementary (CRE)	79,140			
Durbin Elementary (DES)	60,061			
Fall Creek Elementary (FCE)	81,425			
Fishers Elementary (FES)	66,000			
Geist Elementary (GES)	87,498			
Harrison Parkway Elementary (HPE)	78,921			
Hoosier Road Elementary (HRE)	78,850			
Lantern Road Elementary (LRE)	78,921			
New Britton Elementary (NBE)	78,886			
Sand Creek Elementary (SCE)	94,000			
Southeastern Elementary (SES)	93,000 + 7 portables			
Thorpe Creek Elementary (TCE)	94,528			
Deer Creek Elementary (DCE) <i>(Opens fall of 2022)</i>	102,787			
Fall Creek Intermediate (FCI)	137,218			
Sand Creek Intermediate (SCI)	137,218			
Fall Creek Junior High (FCJ)	183,000			
Fishers Junior High (FJH)	186,000			
HSE Intermediate/Junior High (HIJ)	200,700			
Riverside Intermediate/Junior High (RSI/RJH)	338,039			
Fishers High School (FHS)	733,865			
Hamilton Southeastern High School (HHS)	813,000			

HSE Administration Building (ADM)	40,772			
HSE Transportation Building (located behind ADM Building)	18,580			
HSE/F Academy (HSFA)	4,493			
Classroom at Conner Prairie	2,000			
TOTAL	3,962,235			

Schedule III Alternative Quote - Breakdown of price per school, hourly wage, and number of full-time employees if Respondent supplies tools, cleaning supplies, and equipment.

Please complete the chart below and include it within your proposal response.

Alternative Bid - Breakdown of price per school, hourly wage, and number of full-time employees if Respondent supplies tools, cleaning supplies, and equipment.				
BUILDING	BLDG SQ FT	Price to clean building (monthly and annual amount)	Recommended full time custodians per building.	Hourly wage for custodian
Brooks School Elementary (BSE)	93,333			
Cumberland Road Elementary (CRE)	79,140			
Durbin Elementary (DES)	60,061			
Fall Creek Elementary (FCE)	81,425			
Fishers Elementary (FES)	66,000			
Geist Elementary (GES)	87,498			
Harrison Parkway Elementary (HPE)	78,921			
Hoosier Road Elementary (HRE)	78,850			
Lantern Road Elementary (LRE)	78,921			
New Britton Elementary (NBE)	78,886			
Sand Creek Elementary (SCE)	94,000			
Southeastern Elementary (SES)	93,000 + 7 portables			
Thorpe Creek Elementary (TCE)	94,528			
Deer Creek Elementary (DCE) <i>(Opens fall of 2022)</i>	102,787			
Fall Creek Intermediate (FCI)	137,218			
Sand Creek Intermediate (SCI)	137,218			
Fall Creek Junior High (FCJ)	183,000			
Fishers Junior High (FJH)	186,000			
HSE Intermediate/Junior High (HIJ)	200,700			
Riverside Intermediate/Junior High (RSI/RJH)	338,039			
Fishers High School (FHS)	733,865			
Hamilton Southeastern High School (HHS)	813,000			

HSE Administration Building (ADM)	40,772			
HSE Transportation Building (located behind ADM Building)	18,580			
HSE/F Academy (HSFA)	4,493			
Classroom at Conner Prairie	2,000			
TOTAL	3,962,235			

Schedule III Alternative Quote II- Breakdown of price per schools if Respondent employs and manages current HSE head custodians, while keeping whole those employees' wages, benefits, and compensation package.

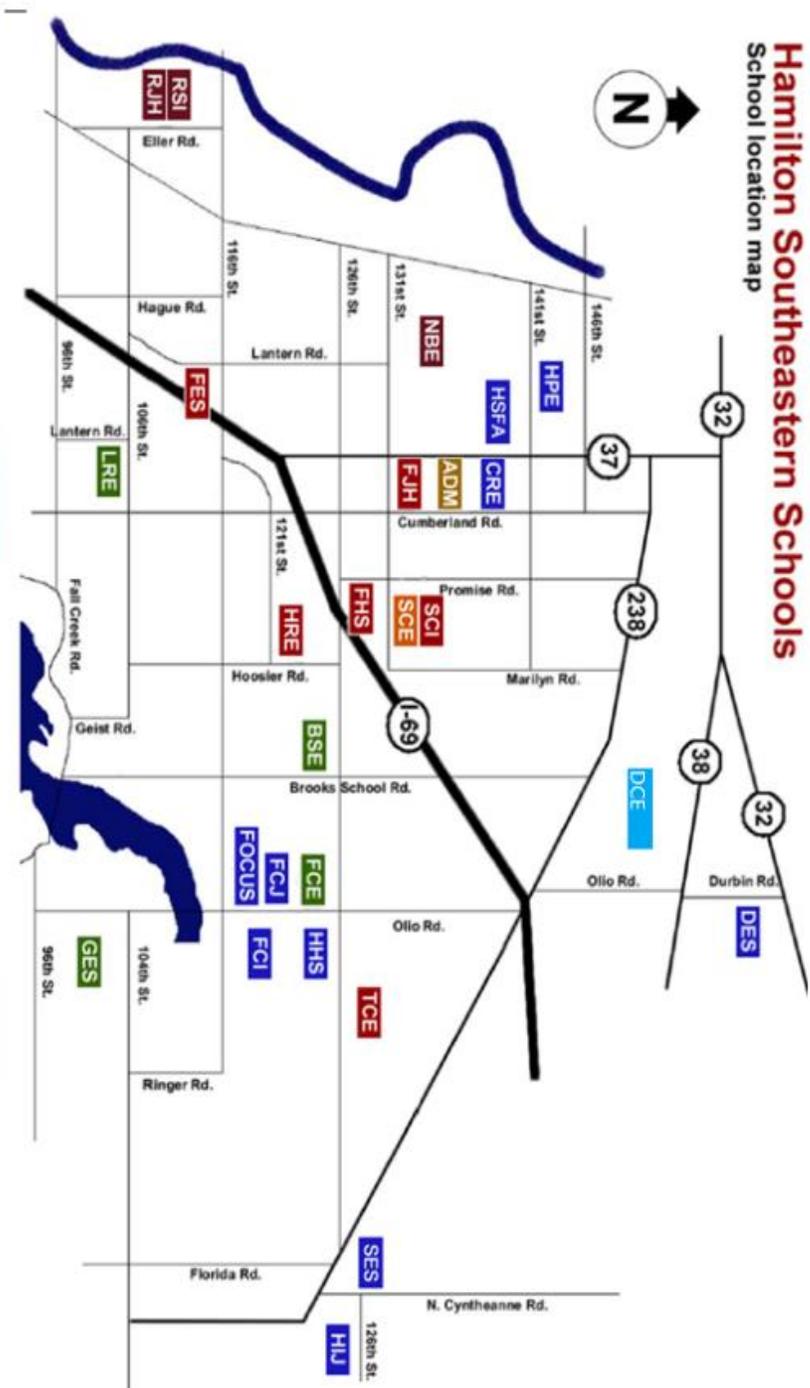
Please complete the chart below and include it within your proposal response.

Alternative Bid - Breakdown of price per schools if Respondent employs and manages current HSE head custodians, while keeping whole those employees' wages, benefits, and compensation package.				
BUILDING	BLDG SQ FT	Price to clean building (monthly and annual amount)	Recommended full time custodians per building.	Hourly wage for custodian
Brooks School Elementary (BSE)	93,333			
Cumberland Road Elementary (CRE)	79,140			
Durbin Elementary (DES)	60,061			
Fall Creek Elementary (FCE)	81,425			
Fishers Elementary (FES)	66,000			
Geist Elementary (GES)	87,498			
Harrison Parkway Elementary (HPE)	78,921			
Hoosier Road Elementary (HRE)	78,850			
Lantern Road Elementary (LRE)	78,921			
New Britton Elementary (NBE)	78,886			
Sand Creek Elementary (SCE)	94,000			
Southeastern Elementary (SES)	93,000 + 7 portables			
Thorpe Creek Elementary (TCE)	94,528			
Deer Creek Elementary (DCE) <i>(Opens fall of 2022)</i>	102,787			
Fall Creek Intermediate (FCI)	137,218			
Sand Creek Intermediate (SCI)	137,218			
Fall Creek Junior High (FCJ)	183,000			
Fishers Junior High (FJH)	186,000			
HSE Intermediate/Junior High (HIJ)	200,700			
Riverside Intermediate/Junior High (RSI/RJH)	338,039			
Fishers High School (FHS)	733,865			

Hamilton Southeastern High School (HHS)	813,000			
HSE Administration Building (ADM)	40,772			
HSE Transportation Building (located behind ADM Building)	18,580			
HSE/F Academy (HSFA)	4,493			
Classroom at Conner Prairie	2,000			
TOTAL	3,962,235			

Hamilton Southeastern Schools

School location map



ADM	Central Office	FIH	Fishers Junior High	LRE	Lantern Road Elementary
BSE	Brooks School Elementary	FOCUS	FOCUS Building	NBE	New Britton Elementary
CRE	Cumberland Road Elementary	GES	Geist Elementary	RHJ	Riverside Junior High
DES	Durbin Elementary	HHS	HSE High School	RSI	Riverside Intermediate
FCE	Fall Creek Elementary	HJU	HSE Intermediate / Junior High	SCE	Sand Creek Elementary
FCI	Fall Creek Intermediate	HSFA	HSE Fishers Academy	SCI	Sand Creek Intermediate
FCJ	Fall Creek Junior High	HPE	Harrison Parkway Elementary	SES	Southeastern Elementary
FES	Fishers Elementary	HRE	Hoosier Road Elementary	TCE	Thorpe Creek Elementary
FHS	Fishers High School	DCE	Deer Creek Elementary		

HAMILTON SOUTHEASTERN SCHOOLS 2022-2023 DISTRICT CALENDAR

T = Number of Teacher Days

S = Number of Student Days

Month	T	S
August	23	21
September	21	21
October	16	16
November	19	19
December	12	12

Month	T	S
January	20	18
February	19	19
March	22	22
April	15	15
May	18	17
June	1	2

Month	T	S
July	27	27
August	29	30
September	26	27
October	31	31
November	28	29
December	29	30
January	30	31
February	27	28
March	27	28
April	24	25
May	25	26
June	27	28
July	27	28

Event	Date	Teacher Days (T)	Student Days (S)
First Semester Total Student Days		89	
Second Semester Total Student Days		91	
Total Teacher Days			185

Board Adoption: April 28, 2021

calendar consists of in-person or no video conference lessons but rather more independent work/lessons. Virtual instruction days consist of students following their typical in-person schedule and participate in video conference lessons with their teachers.

calendar (for grades PreK-6) and virtual learning (for grades 7-12) days will be used as instructional days to make up for any cancellation days.

