

Kent Intermediate School District

REQUEST FOR PROPOSAL - 2025 Custodial Services

Introduction

This request for proposal for cleaning services for the Lincoln Campus, Empower U South/Kent ISD Adult Education (EUS/Adult Ed) and KEC Oakleigh is for a two (2) year contract period with guaranteed pricing plus two (2) additional optional renewal years which **Kent ISD** reserves the right to renew in one (1) year increments. Pricing for the optional renewal years may either be provided in this bid as guaranteed pricing or may be marked as "To Be Determined". Renewal(s) will depend on pricing and level of service received during contract period. Please see Exhibit C: Scope of Custodial Services for building names and address information.

Timeline for Bid Process (Critical details provided in Specifications section):

- 1) Tuesday, April 22, 2025 at 2:30 pm – Pre-Bid Meeting at Empower U South
 - a. Tour of Empower U South and KEC Oakleigh to follow
- 2) Thursday, April 24, 2025 at 2:15 pm – Tour of Lincoln Campus
- 3) Monday, April 28, 2025 at 10:00 am – Deadline for questions
- 4) Friday, May 2, 2025 at 1:00 pm – Bid submission deadline
- 5) Tuesday, May 20, 2025 - Award bid

Questions: **Monday April 28, 2025 at 10:00 am** is the deadline for questions, which must be submitted in writing through Sigma VSS. Questions submitted after this deadline may not be answered.

Bid Submission: All bids must be provided in **duplicate hard copies** and will be accepted until **1:00 pm on Friday, May 2, 2025**. **All bids must be either mailed or hand delivered in a sealed envelope/package with the wording "2025 Custodial Services" clearly marked on the outside of the envelope/package.** Please address all bids to:

Kent ISD
Attn: Ryan Vander Molen
1655 E Beltline Ave NE
Grand Rapids, MI 49525

Bids may be hand delivered to the Kent ISD Facilities Maintenance Office; 1655 East Beltline Ave NE Grand Rapids, MI 49505, located in parking lot #4 across from the greenhouse and wind turbine. The Maintenance Building front door is labeled E-1. Kent ISD will not consider or accept a bid received after the date and time specified for bid submission.

Awarding Bid: It is Kent ISD's intention to award this bid by **Tuesday, May 20, 2025**.

In compliance with MCL 380.1267, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner and any employee of the bidder and any member of the board, or the superintendent of the school district. All bids shall also be accompanied by a sworn and notarized statement disclosing whether the bidder is an Iran Linked Business in compliance with PA 517 of 2012. The Board has stated that Kent ISD shall not accept a bid that does not include these sworn and notarized disclosure statements.

Kent ISD reserves the right to allow only Michigan Based Businesses to bid on this advertisement. Under 1984 PA 431, MCL 18.1268, our board has elected to enforce the PA as defined.

Kent ISD will be a place where all persons feel welcomed, have a right to be treated equitably and without prejudice, and have a responsibility to treat others the same way. Kent ISD is an equal opportunity institution. Kent ISD does not discriminate on the basis of race, creed, color, national origin, age, sex or physical/mental disability or veteran status in its educational programming, enrollment, employment or contracting.

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GENERAL CONDITIONS

1. It shall be the bidder's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements within.
2. Bid proposals received after the scheduled opening time will not be accepted and will be returned to the bidder unopened.
3. All bid proposals must be mailed or hand-delivered a sealed envelope/package. Telephonic, E-mail, online, or fax bids will not be accepted.
4. All questions regarding the specifics of the bid proposal should be directed via the Question and Answer section of Sigma VSS and answers will be responded to through the same means so that responses can be shared with all bidders.
5. Unless otherwise specified, no bid may be withdrawn, changed or modified in any way for a period of ninety (90) calendar days from the date of the bid opening.
6. Kent ISD is a federally constituted government body and as such is exempt from state and federal taxes.
7. Kent ISD reserves the right to accept or reject any or all bids, to waive irregularities or defects, and accept other than the low bid when deemed to be in its best interest. Kent ISD also reserves the right to establish multiple contracts when it is in its best interest. Kent ISD is looking for the most responsible bidder that will provide us with quality services and consistent staffing. Kent ISD is not necessarily looking for the lowest bidder.
8. The laws of the State of Michigan shall govern the rights, obligations and remedies of the Parties under this bid and any agreement reached through this process.
9. All information included in a bid proposal response is subject to the "Freedom of Information Act" and may be disclosed in its entirety after the formal date bids are due.
10. The successful Bidders shall, within a reasonable time after receipt of written notice, make good any defects in material or workmanship that may develop.
11. Kent ISD shall not be responsible for any cost or expenses incurred by the bidder during the preparation of the bid proposal.
12. A completed Familial Disclosure form and Affidavit of Compliance – Iran Economic Sanctions Act (both attached) must be included with each bid proposal. **Bids that do not include these statements will NOT be accepted.**
13. Accepted bidder shall be required to enter into a contract with Kent Intermediate School District.
14. Bidder shall provide three (3) references for which they have provided similar contracted services. A reference sheet is provided (**Exhibit B**).
15. Bidder shall follow all applicable state codes. All codes and regulations set forth by the state pertaining to the specified equipment included in the scope of work take precedence over the specifications supplied by Kent ISD.

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SPECIFICATIONS

Pre-Bid Meeting and Tours:

Tuesday, April 22, 2025 at 2:30 pm - There will be a pre-bid meeting at Empower U South - starting at the south entrance of EUS/Adult Ed located at 3600 Byron Center Ave SW, Wyoming, MI 49519. Following our meeting, we will tour EUS/Adult Ed and then proceed to KEC Oakleigh at 2223 Gordon Street NW, Grand Rapids, MI 49504 for those interested. Tours should end by approximately 4:30 pm.

Thursday, April 24, 2025 at 2:15 pm - There will be a tour of the three (3) buildings at Lincoln Campus – starting at the south entrance of LCC at 864 Crahen Ave NE, Grand Rapids, MI 49525. Tours should end by approximately 4:30 pm.

Please call (616) 365-2324 in advance of meetings for assistance with directions. **Note: It is strongly recommended, although not mandatory to attend the pre-bid meeting and the tours both days; however; if you are not able to attend, you are required to contact Ryan Vander Molen either via phone at (616) 365-2324 or email at ryanvandermolen@kentisd.org prior to preparing your bid to ensure you receive the same information presented at the pre-bid meeting.**

The intent and purpose of this bid is to establish a custodial services contract with a vendor that can provide full custodial services as outlined in the following section and related exhibits.

1. **Length of Contract:** This will be a two (2) year contract period with guaranteed pricing plus two optional renewal years. Kent ISD reserves the right to negotiate the inclusion of additional district schools and/or additional buildings into this contract at a future date.
2. **Pricing:** Pricing should be provided per the enclosed bid pricing sheet (**Exhibit A**). Alternate pricing options will be considered and should be included on a separate, typed sheet.
3. **Invoicing:** A monthly invoice will be sent to Kent ISD that clearly delineates the dates of cleanings and the charges that apply. If additional services are charged, Kent ISD approval must be noted.
4. **Scope of Custodial Services:** Please Exhibit C: Scope of Custodial Services
5. **Quality Control:**
 - a. All work performed will be subject to inspection and approval of Kent ISD. On a day-to-day basis, any work found to be substandard or omitted will be reported to the Contractor.
 - b. The Contractor will provide services and quality control measures as required to meet the conditions of the contract. Said services must be delivered promptly and efficiently as mutually agreed.
 - c. Failure by the Contractor to maintain quality, service, and/or cleanliness standards as determined by the district will be documented and may result in cancellation of the custodial contract. As a general standard, the Contractor's Supervisor shall perform regular quality control walkthroughs of each facility no less than once per month, and

more frequently if required to maintain the contractual standards specified in the Scope of Custodial Services. The Kent ISD Representative may periodically schedule walkthroughs with the Contractor's Supervisor and/or meetings with the representative Kent ISD staff of each building to verify if contractual standards are being consistently met. Every attempt will be made to provide clean buildings for each school day to begin. If this is not possible, the designated Kent ISD Representative shall be notified at that time.

- d. Kent ISD invites the contractors to present alternate methods of quality control for ensuring compliance with contractual specifications that may be accepted in lieu of the aforementioned general standards if mutually agreed upon in writing.

6. Expectations for Contractor Supervision:

- a. The Contractor shall provide competent and skilled supervision to fulfill expectations of this RFP and the requirements and specifications of the contract.
- b. The supervisor shall cooperate fully with the representatives of Kent ISD and shall be available for inspection of the buildings at times other than during working hours when requested. Inspections and/or meetings with representative Kent ISD building staff may occur at any time before, during or after normal school hours. The purpose of the inspections and meetings will be to determine if the schools are properly cleaned and to assure that regular nightly cleaning is being done as per contract terms.
- c. Contractor's Supervisor shall be held responsible for ensuring their custodial staff secure the building after being cleaned each day (all exterior doors locked, windows shut and latched, designated interior doors locked, and alarm set). **Security of the buildings is a high priority.**
- d. Contractor's Supervisor shall notify the Kent ISD Representative in writing of any staffing changes.
- e. A full copy of this cleaning specification will be maintained by the contractor in the custodial room for access by cleaning staff and users of the site.

7. Expectations for Contractor's Custodial Staff:

- a. **Competency:** The Contractor shall employ competent persons, in good physical and mental health, who are well trained in the area of work assigned.
- b. **Character:** Kent ISD is looking for custodial staff who are self-motivated, responsible, respectful, and who understand they are part of a team which provides a safe, clean and presentable building for the students and staff who work there. They must understand that they matter and they are an important part of this team. The Kent ISD Representative will work with the Contractor's Supervisor to ensure custodial staff understand this concept.
- c. **Legal:** Prior to beginning work, all employees of the Contractor assigned to jobs at the school, including periodic assignments, must undergo background checks, including, but not limited to, a criminal background check by the Michigan State Police. These background checks shall be completed in accordance with Kent ISD HR Department requirements. The Contractor certifies that employees of the Contractor have the ability to legally work within the United States as defined by Federal employees, consistent with applicable laws.
- d. **Privacy:** Cleaning service employees are not to read or disturb papers on desks, open drawers or cabinets, use telephones or computers or tamper with personal property owned by Kent ISD or its employees.

- e. **Presentation/ Credentials:** All employees will present themselves in a professional manner. Contract employees will be required to wear clean and neat clothing and appear clean and neat at all times while on the job. All contracted employees must wear, at minimum, a clearly identifiable ID badge. If the contractor does not have an ID badge system, Kent ISD may issue ID badges. A company uniform shirt is preferred, although not mandatory.
 - f. **List of Staff:** The Contractor shall supply the school district with a list of all employees assigned to this building and their assigned areas of responsibility. This list shall be updated within 24 hours as employees are hired or terminated.
 - g. **Expected Behavior While Working at the Facility**
 - i. Contractual employees must not have relatives or other personal visitors at the work site.
 - ii. Contractual employees must not consume food or beverages while on duty. Scheduled breaks and meal periods in designated areas may be used for this purpose, and contractual employees are responsible for ensuring any areas they use for breaks are clean at the end of their shift.
 - iii. Contractual employees must not consume alcoholic beverages or use narcotics while on duty, nor be under their influence when reporting for duty.
 - iv. Contractual employees must not use any kind of tobacco (including vaping) or marijuana products anywhere in the building or on the property.
 - v. Contractual employees must not receive or initiate personal phone calls from Kent ISD telephones. If a landline is required for clocking in, the Kent ISD Representative will designate a specific phone that may be used for this purpose, as long as the number dialed is toll-free. Any phone may be used in the case of an emergency.
 - vi. Contractual employees must not play radios or other sound equipment that can be heard more than 25 feet away so as not to create a nuisance to building occupants, and must turn such devices off if requested by building occupants.
 - vii. Contractual employees must not fraternize with school staff, clients, tenants, or visitors to the building, nor unnecessarily disrupt tenants from their work while performing their work while performing contractual duties.
 - viii. Contractual employees must not use cell phones for personal reasons while on duty. Personal cell phone use during breaks is permitted.
 - ix. All lost and found articles of significant value recovered by contractual employees must be immediately turned in to the building office in the building where the items were found with a note attached indicating the time, date, and location where items were found.
8. **Expectations for Communication:**
- a. **Between Contractor's Supervisor and Kent ISD Representative:** The Contractor's Supervisor shall maintain regular communication (via e-mail and cell phone) with the designated Kent ISD Representative responsible for this contract to affect adjustments in operations and cooperate at all times to maintain maximum efficiency, cleanliness, and good public relations with students, faculty, staff and guests or clients.
 - b. **Between Contractor's Custodial Staff and Kent ISD Staff/Building Tenants:**
 - i. A list of contacts will be provided for the custodial staff so, should they have any emergencies or any immediate questions, they will know who to contact.

- ii. In addition, the Contractor must provide a consistent method of communication for cleaning requests to be made. The preferred method is FMX which is Kent ISD's web-based work order system (an app can also be used for accessing on a phone or tablet). Kent ISD will set up an FMX account for the Contractor's Supervisor, which can provide notifications via text or email (whichever method is preferred). This will allow the Kent ISD Representative or tenants at the facility to communicate with the Contractor's Supervisor any issues, concerns, or special needs daily. The Contractor's Supervisor should check their FMX account daily and be responsible for responding to, addressing, and closing out items in a timely manner. As a general rule, tenants shall only communicate requests to Contractor's Supervisor through FMX or the Kent ISD Representative. This ensures building tenants aren't placing unreasonable requests on Contractor's staff without record or knowledge to the Kent ISD Representative.
- 9. **Work Hours of Custodial Services:** The Contractor must provide the district with an intended cleaning shift schedule at each facility that falls within the cleaning times outlined in the attached Exhibit C1, Section 2: Cleaning Times, as well as the total number of nightly labor hours dedicated to each building. The intended cleaning hours schedule and nightly labor hours are to be filled out in the Exhibit A Bid Sheet. Such schedules will be considered as the minimum acceptable number of work hours. Sufficient reserve staff must be available to meet minimum staffing requirements under contractual conditions without interruption.
- 10. **Termination of Contractor's Staff:** Kent ISD may require the immediate removal of Contractor's employees from the premises for just cause, either through the Contractor or by direct request. Any and all such removals shall be made in the name of the Contractor, and the Contractor will assume all responsibilities. Any employee whose moral conduct, behavior, health habits, or appearance is unsatisfactory to the district will be brought to the Contractor's attention for appropriate action, up to and including discharge from employment at Kent ISD.
- 11. **Health and Safety:**
 - a. Kent ISD takes health and safety very seriously. Contractor shall follow all OSHA requirements and use common sense and good judgment to work in a safe manner.
 - b. All equipment and chemicals used by the contractor shall be cleaned after use and stored in a safe and orderly manner. Custodial storage room and cleaning closets shall be kept clean and tidy. Unless otherwise noted by Kent ISD, the custodial storage room and cleaning closets shall be kept locked when not in use.
 - c. The Contractor shall maintain an onsite binder of Safety Data Sheets for all hazardous chemicals they use on the premises (any chemical that can cause a physical or health hazard) and make the Kent ISD Representative aware of the location of this binder.
 - d. The contractual supervisor is to report potentially hazardous conditions and any needed maintenance repairs to the Kent ISD Representative in a timely manner.
 - e. Contractor's staff will use color coding in cleaning and will adopt methods that ensure, so far as is reasonably practicable, cross-contamination shall not occur. For example, separate colored johnny-mops or microfiber cloths for sinks vs. toilets.
 - f. The contractor must take all reasonable steps to ensure that their staff are fully aware of the implications of lone working, including the possibility of night cleaning, and must implement a system that identifies the risks and includes adequate means of

communication in event of emergency. Evidence that this has been done must be made available if requested.

- g. Care shall be taken by the Contractor at all times, as other building users may be present during the times when cleaning staff are on site, and as such, professional cleaning practices and appropriate warning signs shall be used when appropriate.

12. **Parking** is available at each site.

13. Building Access:

- a. Keys and access cards to the buildings for the areas provided for the operation of custodial services will be furnished by the school district. Control and management of issued keys is the Contractor's responsibility.
- b. Interior building keys issued to the Contractor for use by custodial staff shall be kept in a lock box with a dial code in a location designated by the Kent ISD Representative. Interior building keys for a site supervisor or manager may be kept by the individual if the Contractor's policy allows.
- c. The Contractor shall be responsible for reimbursing the District for the replacement of lost keys/access cards and cost of re-keying and replacement of lock cylinders required as a result of negligence and/or lost keys by its employees.
- d. Keys/access cards are NOT to be duplicated. All keys/access cards issued to the Contractor shall be returned at the termination of the contract.
- e. For buildings equipped with a security alarm system, a unique alarm code will be assigned to the Contractor for each building location, and will be provided to the Contractor's Supervisor, who is responsible for determining which of their staff have access to this code. The code shall not be shared with anyone outside of the Contractor's Supervisory team or custodial staff who work at the building.

14. Cleaning Calendar:

- a. Custodial services shall be provided for the building to clean every weekday during the year, except for holidays/ breaks outlined in the academic calendar and cancelled school days (i.e. snow days). In addition, main office staff work certain days during winter break, spring break and summer break that require cleaning in areas they use (typically main office, staff restrooms and staff lounge/work rooms), and cleaning shall be provided twice a week in these areas during breaks.
 - i. Lincoln School and Lincoln Developmental Center require nightly cleaning for 202 days per year: 196 instructional days (including 20 days in summer) and 6 professional development days.
 - ii. LCC is occupied year-round, although there are several weeks over the summer when approximately half the staff do not work.
 - iii. Empower U South/Kent ISD Adult Education
 - 1. Empower U South portion of 3600 Byron Center Ave requires nightly cleaning for 182 days per year: 176 instructional days and 6 professional development days.
 - 2. Kent ISD Adult Education portion of 3600 Byron Center Ave requires nightly cleaning for 197 days per year: 192 instructional days (including 15 days in summer) and 5 professional development days.
 - iv. KEC Oakleigh requires nightly cleaning for 182 days per year: 176 instructional days and 6 professional development days.

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- v. Typically, each Friday in July all Kent ISD buildings are closed (sometimes this includes the last Friday of June instead of the last Friday in July.)
- b. On professional development days (staff only), cleaning is still required; however, it is typically a lighter load than normal. Such dates will be disclosed to the contractor as well.
- c. Kent ISD will provide a calendar each year that details the academic calendar for each building. It should be noted that functions are different between different buildings, as such, schedules are different depending on the building. Refer to each individual schedule provided by the Kent ISD Representative. Contractor's Supervisor should always check with the Kent ISD Representative if any confusion exists regarding the calendar schedule.
- d. Daily cleaning schedules for the year should be coordinated with the Kent ISD Representative prior to the start of the school year.
- e. There may be evening or weekend events held in the building from time to time (that are either repetitive or individual in nature) where additional cleaning services may be requested (to be billed in addition to the standard contract amount). In such cases, the Kent ISD Representative will work with the Contractor's Supervisor to notify, check availability of, and schedule any additional cleaning services required for such events.
 - i. Evening events (outside of normal evening class scheduling for Adult Education at 3600 Byron Center) are rare and are typically limited to 5 or less at KEC Oakleigh, Lincoln School and Lincoln Developmental Center, and the Empower U Program areas at 3600 Byron Center. LCC typically has less than 20 evening activities; however, they are limited to certain areas within the building and should not disrupt the majority of cleaning.
- f. On cancelled school days (i.e. snow days), daily services may be reduced or eliminated at the discretion of the Kent ISD Representative. On days when school is cancelled, the Contractor shall contact the Kent ISD Representative to determine what cleaning, if any, is to be accomplished. In the event no cleaning is needed, an appropriate reduction to the monthly invoice shall be made. The district will only pay for the employees who are needed for those days.
 - i. Regarding snow days, please note certain buildings may be closed when others remain open, due to the fact that properties are spread across the county. Please verify each school is closed instead of just assuming they all are. The Kent ISD Representative will be as proactive as possible with communication on snow days.

15. Security:

- a. Custodial staff are responsible for nightly security of the building during their shift and to secure the building before leaving, including closing and locking ALL exterior doors and windows, designated interior doors and setting of alarms. Contractor's Supervisor is responsible for ensuring that cleaning staff are trained and aware of the risks in completing this task.
- b. Every effort will be made to ensure that Kent ISD staff and/or building tenants leave exterior doors and windows secure and locked when they leave the building each day, so that the building is secure when the Contractor's staff arrive. The only exceptions to this policy would be in cases of after-hours use of the building, where a door would be required to be unlocked for building access.
- c. The Contractor's Supervisor is responsible for reporting to the Kent ISD Representative whenever contractor's staff find an element of the building unsecure; for example, an

open or unlatched window, or a propped or barred down door. When alerted of such circumstances, the Kent ISD Representative will address with building occupants.

- d. The Kent ISD Representative shall provide to the Contractor a floorplan showing all the interior doors that shall be locked nightly in each building. Contractor's Supervisor shall be responsible for training staff to lock the doors designated.

16. Energy Conservation:

- a. Every effort shall be made to conserve energy whenever possible throughout the cleaning schedule. Only areas in use shall have lights on. All lights in the building (except 24-7 security lights) shall be turned off prior to securing the building.
- b. Doors and windows shall remain closed whenever the heating or cooling systems are operating. Employees shall not adjust room or area thermostats without permission from Kent ISD.
- c. The HVAC systems are programmed to setback temperatures when the building is not in use by daily occupants.
- d. Please alert the Kent ISD Representative when extensive carpet extraction is scheduled so the HVAC system can be scheduled appropriately to avoid overly humid conditions.

- 17. Owner-Provided Consumable Supplies:** Kent ISD will provide and stock the following consumable supplies: paper products (paper towel, toilet paper, sanitary napkin waxed bags), hand soap (and hand sanitizer for buildings where such dispensers are installed) and trash liners. The Kent ISD Representative will monitor and place regular orders to keep these products stocked in the custodial supply room. Contractor shall communicate to the Kent ISD Representative if supplies are running low.

- 18. Contractor-Provided Cleaning Chemicals and Equipment:** Contractor is responsible for providing their own equipment and cleaning chemicals. Please note, Kent ISD makes every effort to utilize environmentally friendly cleaning techniques and products. In addition, all equipment should utilize HEPA-type filtration. All equipment should be left on site. Prior to the beginning of the contract, the Contractor will provide Kent ISD with a list of chemicals and equipment intended to be utilized as part of this contract. All cleaning solutions (outside of spray bottles) must be freshly prepared daily and changed frequently during use to prevent dirty water being used for cleaning purposes. All solutions in spray bottles shall be clearly marked identifying the product. Unmarked spray bottles and containers will be removed and secured by the Kent ISD Representative until properly identified.

- 19. Kent ISD-Provided Chemicals:** At certain buildings, Kent ISD may supply building occupants with their own spray bottles of disinfectant or neutral cleaner; in these cases, the bottles will be labeled appropriately with "Kent ISD" written on the bottle, to distinguish between the cleaning contractor's bottles and Kent ISD's.

- 20. Property Damage/Environmental Hazards:** The Contractor shall be responsible for any damage to a building or other property caused by his workers or vehicles while performing the work indicated in these specifications. It shall be the responsibility of the Contractor to pay all costs incurred from a cleanup associated with an environmental hazard created by the way of release, spill, leak or other means of contamination caused by accident or negligence.

21. **Termination of Contract:** Kent ISD reserves the right to terminate this contract for any reason with 60-day written notification. Kent ISD reserves the right to terminate its contract immediately for just cause.
22. **Insurance Coverage Requirements:** The successful bidder should provide proof of comprehensive general liability and worker's compensation insurance to Kent ISD before commencement of the contract. The Contractor shall protect, defend and indemnify Kent ISD and Grand Rapids Public Schools, their officers, agents, servants, volunteers, and employees from any and all liabilities, claims, liens, demands, and costs of whatsoever kind and nature which may result from the injury or death to any persons or for the loss or damage to any property, including property owned or in the care, custody, or control of Kent ISD or Grand Rapids Public Schools in connection with this Agreement. This coverage should specifically indicate and include coverage for negligent acts or omissions of the Contractor, any Subcontractor, or any employee, agent or representative of the Contractor or any Subcontractor.

The Contractor shall maintain, at its expense, during the term of this contract, the following insurance:

- a. Worker's Compensation Insurance with statutory limits and Employer's Liability Insurance with a minimum limit of \$2,000,000 each occurrence.
- b. Comprehensive General Liability Insurance with a minimum combined single limit of \$1,000,000 per occurrence in the same amount made for bodily injury and property damage. Policy to include products and completed operations, cross liability, broad form property damage, independent Contractors, and contractual liability coverage. Policy shall be endorsed to provide sixty (60) days' written notice to Kent ISD of any material change of coverage, cancellation, or non-renewal of coverage.
- c. If Subcontractors are likely to be used, the Comprehensive General Liability policy shall include coverage for independent Contractors.
- d. Automobile Liability insurance covering all owned, hired, and non-owned vehicles with personal protection insurance and property insurance to comply with the provisions of the Michigan no-fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each occurrence of bodily injury and property damage.
- e. All insurance policies shall be issued by companies licensed to do business in the State of Michigan. The companies issuing the policies must be domestic (on-shore) companies and have an A rating by AM Best.
- f. The Contractor shall be responsible for payment of all deductibles contained in any insurance policy required in this contract.
- g. Kent ISD will not accept any insurance or other contract language that includes any hold harmless clauses.

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EXHIBIT A:

Bid Sheet (Page 1 of 2)

Company Name: _____

Building	Lincoln School	Lincoln Dev. Center	LCC	EUS/Adult Ed	KEC Oakleigh
Street Address	860 Crahen	862 Crahen	864 Crahen	3600 Byron Center	2223 Gordon
Total Nightly Labor Hours					
Intended Cleaning Shift Schedule*					
Pay scale for each type of position required (i.e. general custodial vs. lead custodian vs. site supervisor)					
Annual Contract Costs					
Year One (7/1/25-6/30/26)					
Year Two (7/1/26-6/30/27)					
Optional Year Three (7/1/27-6/30/28)**					
Optional Year Four (7/1/28-6/30/29)**					

* For example: 3:00 pm-11:30 pm

** Pricing for the optional renewal years may either be provided in this bid as guaranteed pricing or may be marked as "To Be Determined".

Bid Sheet continues on next page.

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EXHIBIT A:
Bid Sheet (Page 2 of 2)

Please provide type, size and quantity of equipment that will be left on each site for this contract (a separate schedule may be attached in lieu of filling out the equipment lists here):

Lincoln School

Lincoln Developmental Center

Empower U South/Kent ISD Adult Education

KEC Oakleigh

Please provide information about your turnover rate:

Please provide a description of your staff care program(s):

Printed Name of Executive Official for Contractor

Date

Signature of Executive Official for Contractor

Date

Exhibit B

References

Company Name: _____

Please provide contact information for three (3) separate references (school accounts preferred) that can comment on your company's performance.

Reference 1:

Account Name _____

Contact Name _____ Phone _____

Start Date _____ End Date _____

Reference 2:

Account Name _____

Contact Name _____ Phone _____

Start Date _____ End Date _____

Reference 3:

Account Name _____

Contact Name _____ Phone _____

Start Date _____ End Date _____

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of _____ (the “Bidder”), pursuant to the compliance certification requirement provided in the Kent Intermediate School District request for proposal for **2025 Custodial Services** hereby certifies, represents and warrants that the Bidder (including its officers, directors and employees) is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event Bidder is awarded a Contract as a result of the aforementioned Invitation To Bid, the Bidder will not become an “Iran Linked Business” at any time during the course of performing under the Contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the Contract or proposed Contract for which the false certification was made, whichever is greater, the cost of the Intermediate School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on an Invitation To Bid for three (3) years from the date it is determined that the person has submitted the false certification.

Contractor:

By: _____

Title: _____

Date: _____

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 2025, by

_____.

_____, Notary Public
_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____

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FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

Important: This disclosure statement must be included with your bid - required by state law (P.A. 232 of 2004)

As required by Public Act 232 of 2004, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the School Board or the Superintendent of Kent ISD.

The undersigned, the owner or authorized officer of _____

(the Bidder), pursuant to the familial disclosure requirement provided in the attached invitation to bid, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member of the School Board or the Superintendent of Kent ISD. If such a relationship exists, please explain:

BIDDER: _____

By: _____

Title: _____

STATE OF MICHIGAN)
)ss.

COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 2025, by

_____.

_____, Notary Public
_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____

Kent Intermediate School District

EXHIBIT C: Scope of Custodial Services

Locations:

Lincoln School (97,884 SF), 150 Students
Special Education, Ages 3-26, Moderate to Severe Mental and Physical Impairments
860 Crahen Ave NE
Grand Rapids, MI, 49525

Lincoln Developmental Center (51,582 SF), 100 Students
Special Education, Ages 3-26, Primarily Severe Mental and Physical Impairments
862 Crahen Ave NE
Grand Rapids, MI, 49525

Kent ISD Early Childhood Center at Lincoln Campus (LCC) (22,445 SF)
Office Building
862 Crahen Ave NE
Grand Rapids, MI, 49525

Empower U South (14,833 SF)/Kent ISD Adult Education (28,659 SF) (43,492 SF Total)
Special Education, Ages 18-26 and Adult Education
3600 Byron Center Ave SW
Wyoming, MI 49519

Kent Education Center - Oakleigh (27,390 SF)
Special Education, Ages 5-15, Emotional Impairments
2223 Gordon St NW
Grand Rapids, MI, 49504

The following is an outline of the documents that define the scope of custodial services for this Request for Proposal:

- 1) Exhibit C1: Cleaning Specifications** contains cleaning standards, times, area definitions, technical definitions of cleaning tasks and definitions of cleaning frequencies.
- 2) Exhibit C2: Cleaning Task & Frequency Matrix** shows the frequency of each cleaning activity.
- 3) Exhibit C3: Floorplan** A floorplan of each of the building(s) including room numbers.
- 4) Exhibit C4: Building Information Matrix** will show at minimum a breakdown of each room number, room cleaning type, and flooring types and square footages for takeoff purposes.

EXHIBIT C1: Cleaning Specifications

1) Cleaning Standard

- a. A good cleaning standard is required with an absence of soil, dust, dirt, stains, marks and odors. It is expected that the required cleaning standard be recognizable to skilled, competent and experienced custodial staff; it should also be dependent upon good practice, suitable materials and equipment, to recognized industry standards. It should be completed by properly trained and supervised staff. Furthermore, the standard should follow the guide to each task set out in the definitions of cleaning tasks and frequencies outlined in this specification.
- b. All surfaces shall be maintained so as to preserve and enhance their existing condition, polished surfaces shall be maintained in a polished state and the building will show a well-cared for, bright and pleasing appearance.

2) Cleaning Times

- a. The building will be available for cleaning each day between the following hours:
 - i. Lincoln School and Lincoln Developmental Center
 1. Monday – Friday: 2:30 pm – 6:30 am the following morning. All regular weekday cleaning should be completed prior to the following morning.
 2. LCC Monday – Friday: 5:00 pm – 6:00 am the following morning. All regular weekday cleaning should be completed prior to the following morning.
 - ii. Empower U South/Kent ISD Adult Education
 1. Empower U South portion of building (approximately 55% of SF)
 - a. Monday – Friday: 2:30 pm – 6:00 am the following morning. All regular weekday cleaning should be completed prior to the following morning.
 2. Adult Education portion of building (approximately 45% of SF)
 - a. Monday-Wednesday: 9:00 pm – 6:00 am the following morning
 - b. Thursday-Friday: 3:30 pm – 6:00 am the following morning
 - iii. KEC Oakleigh
 1. Monday – Friday: 4:00 pm – 7:00 am the following morning. All regular weekday cleaning should be completed prior to the following morning.
 - iv. Saturday & Sunday (weekend): 8:00 am – 5:00 pm NOTE: Weekend work must be approved by the Kent ISD Representative.
 - v. The Contractor will be free to arrange for cleaning work to be carried out each day, as specified within the options detailed in this specification. It should be noted that times of entry might vary between different buildings and the Contractor must ensure that a suitable and sufficient system is in place so that all areas are cleaned during the available times.
 - vi. Whenever there is a requirement to undertake cleaning over weekends, this will be communicated to the Kent ISD Representative prior to the work being carried out.
 - vii. Cleaning undertaken outside of the stated hours is subject to the approval of the Kent ISD Representative
 - viii. All wet cleaning of hard floor surfaces to be completed by 5:30 am to enable drying before 6:30 am.
- b. The Contractor must provide the Kent ISD with a schedule of hours at each facility.

- c. The Contractor shall notify the Kent ISD Representative of any modifications to the regularly scheduled hours, in writing, as soon as they are able to share such information: for example – early or delayed start time due to substitute staff.
 - d. Due to after-hours activities, from time to time, it may be necessary to deny the contractor's staff access to certain areas of a building during the specified times (such as parent-teacher conferences or sports events, for example). It shall be understood that the cleaning of areas of the building used for evening activities will be performed after the activities are finished. In situations where the regularly defined nightly cleaning of these areas cannot be re-scheduled during the specified work hours, the Kent ISD Representative shall work with the Contractor's Supervisor to either define an alternate acceptable scope of work, or make arrangements with Kent ISD's in-house staff to clean up the area prior to building occupancy the following day.
- 3) **Area Definitions** – The following information describes different types of areas found in Kent ISD buildings and the performance expectations for cleaning of said areas.

NOTE: Areas listed as “**Hygiene Areas**” must be cleaned to the required standard and frequency without fail. Cleaning methods should encompass germicidal techniques and the use of appropriate specialized chemicals. The buildup of water deposits, soap residue, urine, fecal matter or other bodily fluids on any surface, including vertical surfaces (e.g. toilet partitions or tiled surfaces behind urinals or basins) is not acceptable at any time.

- a. **Classrooms & 'clean' labs:** Teaching areas used exclusively for the purpose of general teaching which do not generate additional soilage due to equipment use. For example, traditional classrooms, computer labs and IT labs. The presence of IT and related equipment requires cleaners to take extra care in these areas. Excessive use of 'wet' cleaning methods is to be avoided around computer, IT and technology equipment.
- b. **Classroom (multi-use, art rooms, life skills, etc.):** Classrooms used for a wide range of dissimilar teaching activities, which may include art or craft projects or cooking as well as general lessons. Cleaning of vinyl floor mats is included in the Contractor's responsibilities, to be cleaned like a hard floor, using a damp flat mop – string mops may not be used for cleaning these mats as they will be too wet.
- c. **Science Labs and Healthcare Program Rooms:** Teaching areas used for science and health care-related subjects.
 - i. The presence of chemicals and science apparatus requires cleaners to take extra care in these areas. A greater number of sinks will normally be found in rooms of this type.
 - ii. Scientific and healthcare equipment (balances, fume cupboard interiors, experiments, etc.) is not to be cleaned by the contractor.
 - iii. The transference of soilage may occur from these areas to adjacent rooms and corridors and will have to be cleaned as part of the daily requirement.
 - iv. Sharps or biohazard waste disposal in Healthcare rooms is not the responsibility of the cleaning contractor; however, any concerns noted with storage of such containers should be brought to the attention of the Kent ISD Representative.
- d. **Vocational Craft or Technology:** Teaching areas used for a variety of craft-related subjects, such as automotive, heavy equipment, construction, HVAC, Agriscience, metalwork, printing, mechatronics, engineering, aviation, etc.

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- v. All equipment, machine tools, etc. found in these rooms are not to be moved or cleaned by the contractor unless specifically requested by the Kent ISD Representative.
- vi. The presence of high levels of dust and portable cutting equipment requires that cleaners take extra care in these areas during the standard cleaning operation.
- vii. Sinks in these areas are heavily used and all soilage must be removed from all surfaces and surrounds during the cleaning operation. Where substances cannot be removed during the normal routine cleaning operation, then the Contractor's Supervisor shall bring this to the attention of the Kent ISD Representative, who will determine the course of action to be taken.
- viii. The transference of soilage may occur from these areas to adjacent rooms and corridors and will have to be cleaned as part of the daily requirement.
- e. **Assembly and Cafeteria Areas:** Areas used for a variety of functions, which will include student gatherings, large meetings, dining and performing arts activities. These areas typically have higher ceilings and are subjected to heavy use. Students do not always maintain good levels of discipline in these areas and higher levels of soilage should be expected.
- f. **Gymnasiums:** Areas used normally for sports activities, although they may be used for functions as described in the "Assembly and Cafeteria Areas" section above. These areas normally have high ceilings and floors that may require special cleaning methods. Cleaning of vinyl floor mats is included in the Contractor's responsibilities, to be cleaned like a hard floor, using a damp flat mop – string mops may not be used for cleaning these mats as they will be too wet.
- g. **Pools:** Areas where the pool is located. These areas have high humidity levels and pool decks have chemically balanced pool water splashed onto them each day the pool is used. Windows in these areas will be more difficult to clean due to humidity and water splashes. Care must be taken not to spill any cleaning chemicals into pool.
- h. **Offices, Staff Rooms and Libraries:** Standard office accommodation and staff areas, including staff lounges. Such areas normally receive less heavy use and more care from users. These areas may contain IT and other similar equipment requiring the cleaners to take special care. Care should also be taken not to disturb paperwork or personal items.
- i. **Stairs and Landings:** Stairs to include the tread nosing risers and side panels. Attention to the health and safety of cleaning staff and site users is especially important in these areas.
 - i. Stairs, under stair areas and landings are usually prone to high levels of traffic, attracting above average quantities of dust, litter and debris. Cleaning must not only include the surfaces of the stairs but also handrails and balustrades. Ceilings over stairwells may be very high and may require special safety equipment or cleaning methods.
 - ii. Where ground floor areas are included within the defined area of the stairs, the cleaning tasks and frequencies for corridor floors are to be adopted. No cleaning products leaving slippery residues shall be applied to stairs or landings.
- j. **Corridors and Entrances:** Circulation spaces and entrances in a building.
 - i. Corridors and entrances, although normally free from or containing few obstructions, carry high levels of traffic. The cleaning input should reflect these facts.
 - ii. Entrances attract water, mud, leaves, and debris tracked in from outside, which will require extra attention in the late fall and early spring months. Salt and sand will be tracked in during the winter months. Displays and exhibitions may be found in these areas on occasion, and extra

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care must be taken around these. The main reception area is prestigious and must be cleaned as such.

- k. **Custodial storage areas:** Rooms or areas within rooms that are exclusively used for storage of custodial equipment and supplies. Custodial storage areas should be kept neat, clean and orderly. Bags of trash, recycling and empty boxes should be disposed of daily. Dustpans should be emptied daily. Cobwebs should be removed and floor swept weekly.
- l. **Toilet Rooms, Showers and Locker Rooms (Hygiene Area):** Such areas include toilets, showers, changing rooms, and all similar where there is a higher risk of cross-infection and therefore, a specific requirement for a safe, healthy and hygienic environment. These areas may be located near to teaching areas where the spread of debris and soilage is likely. All such debris is to be expected and effectively removed. Cleaning of vinyl floor mats is included in the Contractor's responsibilities, to be cleaned like a hard floor, using a damp flat mop – string mops may not be used for cleaning these mats as they will be too wet.
- m. **Storage Rooms:** Areas used for storage; typically checked daily and cleaned weekly or as-needed.
- n. **Instructional Kitchens or Staff Kitchens (Hygiene Area):** Instructional kitchen areas used for 'domestic' related subjects such as cooking and includes areas such as staff lounges and shared classroom kitchens. Staff kitchens are defined as areas where meals are prepared by food service staff for building occupants on a daily basis.
 - i. **Staff Kitchens:** Cleaning of commercial food service equipment is excluded from the scope of the cleaning contractor; cleaning of such equipment is the responsibility of the food service staff. The only sinks to be cleaned in staff kitchens are handwashing sinks.
 - ii. **Instructional Kitchens:** Interiors of appliances and cooktops of stoves and food service equipment are all excluded from the scope of the cleaning contractor. Contractor shall be responsible to clean and disinfect exterior touchpoints on refrigerators, microwaves, dishwashers and stoves, as well as clean exterior surfaces of these appliances as needed to maintain a neat and orderly appearance.
- o. **Sensory Rooms (Hygiene Area):** Specialized areas used for sensory equipment. Students are often on the floors or lying on soft furniture in these areas. Many students have limited control over their bodily functions, and as such, bodily fluid accidents such as vomit, urine, or feces happen from time to time. Students often salivate or spit on equipment. Daily cleaning of soft sensory therapy furniture (bean bags, mattresses), mats and sensory equipment is excluded from the scope of the cleaning contractor; however, cleaning of vinyl floor mats is included, to be cleaned like a hard floor, using a damp flat mop – string mops may not be used for cleaning these mats as they will be too wet. Special care must be given to keeping flooring and equipment free of debris.
- p. **Gross Motor Rooms, Fitness Rooms (Hygiene Area):** Areas where specialist training equipment, weight machines, exercise machines, etc. are present. Cleaning of such equipment is excluded from the scope of the cleaning contractor; however, cleaning of vinyl floor mats is included, to be cleaned like a hard floor, using a damp flat mop – string mops may not be used for cleaning these mats as they will be too wet.
- q. **Nursing Stations (Hygiene Area):** Rooms or alcoves used by nursing staff as offices, treating students, and storage of medical supplies. In such rooms, there is a higher risk of cross-infection and therefore, a specific requirement for a safe, healthy and hygienic environment. These areas may be located near

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teaching areas where the spread of debris and soilage is likely. All such debris is to be expected and effectively removed. These rooms should always be locked at night after cleaning.

- r. **Sinks and drinking fountains (Hygiene Area):** Sinks and drinking fountains may be located in various classrooms, offices, hallways, nurse's rooms, etc., throughout the building. These fixtures should always be treated as hygiene areas with regard to cleaning.

- 4) **Technical Definitions of Cleaning Tasks:** The descriptions that follow are intended as a guide to achieving the required standard; however, they are not necessarily an exhaustive list. Please clarify any questions regarding cleaning tasks with Kent ISD prior to bidding.

- a. **General Notes:**

- i. Methods used by the contractor will be those recognized within the cleaning Industry as professional and suitable for the named task. The contractor will perform their duties at all times in an efficient and professional manner.
- ii. It is the contractor's responsibility to ensure that suitable method, materials and equipment are used at all times. Any information supplied regarding specific care standards or cleaning processes (for example, floor coverings) is done so in good faith, but its accuracy cannot be guaranteed, and should, at all times, be verified by the contractor prior to cleaning specialized equipment or materials.

- iii. **Moving Furniture and Equipment**

- 1. During regular cleaning tasks, heavy furniture is not expected to be moved; only chairs and easily moved wheeled furniture. However, when carrying out annual deep cleaning, all movable furniture and fittings are required to be removed (by the contractor's staff) during the cleaning of floor and wall surfaces and returned to their original position on completion of the task. Contractors must ensure that staff are capable and trained in manual handling techniques.
- 2. Toileting devices in restrooms that are not permanently installed (primarily Lincoln Developmental Center with some at Lincoln School) will be the responsibility of Kent ISD school staff to be moved away from toilets nightly to provide access for cleaning toilets per specification.
- 3. Other wheeled equipment, when used at student desks and tables, will be the responsibility of Kent ISD school staff to unlock wheels nightly so that Contractor's staff may easily move said equipment to clean under desks and tables.
- 4. At Lincoln Developmental Center and Lincoln School, there is a large amount of student equipment that takes up space along walls of classrooms and in hallways. Kent ISD staff may periodically move equipment during the day to leave different areas of flooring open for cleaning at night. It is expected that the Contractor will clean all available areas of flooring each night.

- iv. Moveable furniture includes tables, chairs, desks, freestanding workbenches, wheeled furniture, empty filing cabinets or small under desk filing cabinets that are not empty, cleared shelving and items of a similar nature.

- b. **Floors:** NOTE – Care must be taken at all times to avoid creating slippery floor conditions. When other occupants are in the building, safety signs must be displayed to alert site users of trailing cables and damp or wet floors that shall not be removed until such time as the floor is dry.

- i. **Litter-pick:** The removal of larger, dry debris by hand. Items, other than dirt, soilage, debris, trash etc. found lying on the floor shall be placed on the nearest table or desk.
- ii. **Dry vacuum:** The systematic dry cleaning of a specified area using an industrial vacuum cleaner that is best suited to the task.
 - 1. All exposed floor surfaces are to be cleaned free of debris and soils on a daily basis.
 - 2. All exposed floor surfaces are to be vacuumed edge to edge no less than weekly.
 - 3. Particular attention is to be given to traffic lanes, edges and corners to prevent buildup of dust and soilage.
 - 4. Where un-fixed rugs and mats are found on floor surfaces (with the exception of entry mats; see Section 4.b.xii for details), the surface of such are to be cleaned appropriate to their finish, as is the surface of the floor beneath. Rugs and mats are to be replaced in their normal position after cleaning.
- iii. **Spot-clean carpets:** The use of the appropriate method to remove marks, stains, chewing gum, etc. from carpets so as to prevent the soilage from becoming permanent. There is no maximum size definition of “spot”. For example, it could be a dime-sized piece of chewing gum, a basketball-sized vomit stain, or a 20-foot-long stain from a leaking garbage bag that was dragged across the floor. Spots and spillages are to be removed first with wet extraction. Orbital bonnet mopping is only to be used if the stain remains after several failed attempts with carpet extraction.
- iv. **Deep-clean carpets & soft floor coverings:** The use of the appropriate method (dry foam, hot water extraction, etc.) to remove ground-in dirt and soilage from carpeted areas. Surface cleaning methods such as orbital bonnet mopping are not acceptable if the required standard cannot be achieved using that method. When other building occupants are present, safety signs must be displayed to alert site users of trailing cables and damp floors. Deep cleaning of carpets edge to edge requires movement of chairs, tables, desks and all other easily movable furniture during extraction and until carpet is dry (to avoid rust spots).
- v. **Sweep/dry mop hard floors:** The use of a dust control sweeper (dust mop) to remove dry debris and litter from the floor surface, to include the removal of chewing gum or similar substances with the appropriate tool. Visible spots and stains are to be removed with a damp cloth or damp mop as part of the sweeping process. The contractor will ensure that the floor surface is not damaged or marked up during the cleaning process. Alternatively, use of an appropriate vacuum cleaner with a hard floor tool is acceptable.
- vi. **Damp mop hard floors:** After first sweeping (or litter picking to remove debris in toilet rooms), the mopping of a floor surface using a suitable solution of germicidal detergent or floor maintenance product (depending on whether or not the area is a “Hygiene Area”) to remove dirt and soilage, without over wetting the floor and leaving a smear free surface. Floors are to be left as dry as possible. All exposed floor surfaces are to be cleaned.
- vii. **Spot mop hard floors:** A ‘spot-check’ cleaning method used to maintain an acceptable standard, usually adopted for additional cleans during the school day. Floors are not mopped in their entirety, but spillages and soilage is removed using as little moisture as possible.

- viii. **Scrub unfinished hard floors:** The systematic scrubbing of an unfinished floor surface (such as LVT or sheet vinyl) using an appropriate product and a suitable floor maintenance machine. The floor is to be rinsed thoroughly after scrubbing to leave a clean surface.
 - ix. **Spray clean/burnish finished hard floors:** The spraying of the appropriate dilution of floor maintenance product onto a floor surface and, using a high-speed floor machine, burnishing the surface to a polished finish.
 - x. **Strip and refinish (or diamond polish) hard floors:** Includes VCT, wood, concrete and terrazzo floors that are maintained by either stripping and refinishing or diamond polishing. Stripping and refinishing is defined as the stripping of old finish, dirt and soilage from a floor surface paying particular attention to floor edges and corners using the appropriate materials and methods as defined by Kent ISD and applying new finish (number of coats to be agreed upon ahead of time between Contractor and Kent ISD). Please confirm the finishes to be used with the Kent ISD Representative.
 - 1. NOTE: Lincoln Developmental Center has terrazzo hallways that have been maintained with a diamond polishing process and the cost of diamond polishing going forward shall be included in the annual contract for this RFP. See Exhibit C4: Building Information Matrix for SF.
 - 2. NOTE: Empower U South has a wood gym floor and the cost of maintaining and refinishing that floor shall be included in the annual contract pricing for this RFP. See Exhibit C4: Building Information Matrix for SF.
 - xi. **Deep clean tile and grout:** Porcelain and ceramic tile and grout shall be deep cleaned annually to remove grout stains and ground-in dirt.
 - xii. **Clean entrance mats:** Entrance mats are to be thoroughly vacuumed to remove debris and loose soilage. After cleaning, mats should be replaced to their original locations in a neat and orderly fashion. During annual deep cleaning, entrance mats with wells should be lifted from their wells and vacuumed underneath and mats without wells are to be vacuumed, extracted, moved, and the floor beneath cleaned in the appropriate manner and the mat replaced. When moving mats, care must be taken, as mats may be large and heavy.
 - xiii. **Floor drains:** All floor drains will be flushed with water weekly and have a bacteriostatic cleaner or digester added as needed for odor control. When adding cleaner or digester to drain, the cover must be rinsed off to prevent corrosion or oxidation of cover.
- c. **Walls, ceilings, doors and internal glass**
- i. **Spot clean:** The removal of marks, stains, chewing gum and similar from a surface using the appropriate method and materials to avoid same becoming permanent, to a height of 8'. Any light bulbs found that are out should be reported to Kent ISD Representative for replacement.
 - ii. **Spot clean doors, interior glass & wall mounted contact points:** Inclusive of both sides of door glass panels and door side lite glass panels and interior windows, as well as light switches and similar contact points. Particular attention should be given to doors and glass in main entry area.
 - iii. **Fully clean interior glass:** Wash, squeegee and dry glass up to a height of 8'. Inclusive of both sides of door glass panels and door side lite glass panels and interior windows. This task to be

- completed as needed to keep glass residue and film-free; typically not less than every 1-2 months.
- iv. **Wall and ceiling dusting/cobweb removal:** Removal of all cobwebs and dust from floor to a height of 8'. Removal of visible cobwebs and dust from 8' to ceiling height (to a maximum of 12'). Extension dusters or vacuum wands may be necessary to fulfill this requirement. Special attention should be paid to high-visibility areas such as air diffusers and light covers.
 - v. **Wall splatter marks & debris removal:** Wall areas around sinks, above counter tops, trash cans, wheeled carts, under soap and paper towel dispensers and pencil sharpeners should be checked daily and cleaned as necessary to remove soilage and debris from walls. For example: splatter marks above trash can or sink, or dust/shavings from pencil sharpener.
 - vi. **Clean/disinfect touch points:** Door handles, push plates should be cleaned and disinfected daily. Note: Other categories of touch points to be cleaned and disinfected daily are noted in other sections such as section e. Hygiene Areas.
 - vii. **Spot clean doors:** The removal of marks, stains, smears and similar from door handles, push-plates, kick plates, name plates and other door fittings on an as-needed basis.
 - viii. **Remove graffiti from walls:** The cleaning of easily removable graffiti using the appropriate methods and materials to a height of 8'. In instances where graffiti is not easily removable or where damage has been caused to the surface, the contractor must report to the Kent ISD Representative.
 - ix. **Deep clean walls and ceilings:** The thorough cleaning of all surfaces and fittings (including doors) to ceiling height using the methods, equipment and materials appropriate to the surface being cleaned. Includes removing tape and poster putty and associated residue.
- d. **Furniture, fixtures, equipment and miscellaneous items:** Following is a list of different types of cleaning activities for furniture and fixtures typically found in each building. This list is not all-inclusive. When questions arise on how or how often to clean items not found in this list, this should be brought to the attention of the Kent ISD Representative to make the decision.
- i. **Dust horizontal surfaces:** (i.e. desktops, countertops, tables, locker tops, cabinet tops, windowsills and ledges, wall-mounted items, stationary sensory, gross motor and fitness equipment) shall be completed as needed, but no less than weekly.
 - ii. **Damp clean and disinfect horizontal touch-point surfaces:** Specifically, desktops, countertops, tabletops and locker room benches. Be sure to clean the edges of tops as well. Papers, books and other miscellaneous items (other than trash, debris, dirt, etc.) that are left on desks and countertops should be left in place and cleaned around. It will be made clear to staff that if they desire such surfaces to be cleaned in their entirety, they should be clear of items.
 - iii. **Damp clean and disinfect sensory room:** Clean and disinfect sensory room equipment, furniture and touch points. While not part of the daily cleaning requirement, this service may be requested on occasion, to be paid for under a separate quote from the contract price.
 - iv. **Damp clean chairs, cabinet and locker fronts:** These surfaces are to be checked weekly and cleaned on an as-needed basis to keep such surfaces free from smears, debris and soilage.
 - v. **Clean bleachers:** Open bleachers monthly and clean exterior surfaces free from graffiti, dust, dirt and debris. Kent ISD Representative will train Contractor's Supervisor in operation of bleachers.

- vi. **Deep clean bleachers:** Entire bleacher area (including underneath) should be cleaned free of graffiti, dust, dirt and debris.
 - vii. **Clean white boards:** Any parts of whiteboards that have been erased will be cleaned at least once a week on Friday. Teachers will be required to erase any portions of the board they want cleaned. The cleaning of white boards, including channels/ledges, shall use an approved cleaning agent to remove all traces of marker pens, dust, dirt and soilage, leaving a clean and dry surface.
 - viii. **Empty pencil sharpeners:** Empty wall-mounted sharpeners only. Wipe off shavings and dust from outside of collection case after replacing case.
 - ix. **Clean computers & associated IT equipment:** Computers, printers and associated IT equipment (inclusive of photocopiers) are to be cleaned only using dry cleaning methods, and only on the visible surfaces to remove dust and dry debris from surfaces of monitors, computer towers, copiers and other similar equipment. Screens, keyboards and other surfaces are not the responsibility of the cleaning staff. If there is any doubt about the cleaning of any such equipment then this is to be brought to the attention of the Kent ISD Representative.
 - x. **Dust blinds:** The dusting of all surfaces of blinds to ceiling height with a dry cloth, duster or vacuum attachment to leave a clean and dust-free finish while ensuring that dust does not migrate to other surfaces.
 - xi. **Deep clean blinds:** Condensation and other marks are to be removed. The thorough cleaning of all blinds leaving them clean and smear-free, using the appropriate methods and materials.
 - xii. **Deep clean furniture, fixtures & equipment:** The thorough cleaning of all surfaces (including insides of lockers) of furniture, bleachers, blinds, fixtures, sills, ledges, etc. to ceiling height, using the appropriate methods and materials. Includes inspection for and removal of gum on undersides of desks, tables and chairs. This will include the thorough vacuuming and full extraction of upholstered furniture.
- e. **Hygiene:**
- i. **Clean/disinfect hygiene areas:** All sanitary fixtures including toilets, urinals, sinks, drinking fountains, dispensers, sanitary napkin receptacles, partitions, mirrors, benches, grab bars, hard surfaces, showers, fittings, sills, ledges, etc. will be cleaned to a standard which will encompass germicidal techniques, giving a hygienic result with a complete absence of soilage, waste matter, mold, mildew, hard water deposits and the like. Partition handles and hooks and partition areas and walls adjacent to toilets and urinals, showers and benches in locker rooms, shall be disinfected and wiped down daily to clean residue and splatters from toilet use. Remainder of partitions and walls to be disinfected and cleaned as needed.
 - ii. **Check and refill dispensers:** All dispensers (paper towels, toilet paper, foam and liquid soap, hand sanitizer where applicable) and feminine hygiene bags, are to be checked on a daily basis and refilled as necessary. Touch points on dispensers (including feminine hygiene receptacles) must be cleaned and disinfected on a daily basis. Non-touch points of dispensers shall be cleaned as needed to keep dispensers free from soilage and residue.
 - iii. **Hard water/mineral buildup:** There will be a requirement for the descaling of sinks, toilets and urinals to avoid a build-up of scale deposits. Appropriate chemicals are to be used so as to avoid discoloring or deteriorating the finish of items being cleaned. Descaling of all sanitary fixtures,

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including faucets, handles, overflows, other chromed parts, etc., forms part of the daily cleaning regime. It is not acceptable to allow the buildup of deposits on any surface.

- iv. **Moving appliances for deep cleaning:** The annual cleaning of floors and surfaces in certain hygiene areas, such as instructional kitchens or staff lounge areas will include the removal and replacement of easily movable domestic appliances, such as refrigerators and countertop appliances, etc. Where movement is restricted due to wiring, plumbing, etc., or wherever the contractor does not feel comfortable moving such equipment on their own (such as industrial kitchen equipment), the Contractor's Supervisor shall request the Kent ISD Representative arrange for in house maintenance staff to move such appliances if these areas are to be cleaned, and replace them after cleaning. Care must be taken when moving the equipment to ensure no damage occurs to the flooring, as well as gain the best possible access to floors and surfaces to be cleaned.
- v. **To prevent cross-contamination:** All cleaning cloths, mops, johnny mops and buckets shall be clearly identified by the following color coding system. Any alternative color coding system must be presented to and approved by the Kent ISD Representative in writing prior to being placed into use. The Kent ISD Representative and/or Kent ISD in-house custodial and maintenance staff will remove any item from use that is not clearly color coded. Failure to use and apply the color code system will be brought to the attention of the Contractor's Supervisor. No alternative to this system is acceptable other than either the following Kent ISD standard or an alternative (approved in writing) system. The color code system to be adopted is as follows:

BLUE	Sinks, basins, drinking fountains
YELLOW	General purpose (desks, counters, tables, chairs, etc.
GREEN	Glass
RED	Toilets and urinals only

- vi. **Occupancy of hygiene areas while cleaning:** The contractor will ensure that employees responsible for cleaning toilets, showers and changing/locker rooms are not in these areas when they are occupied. If there are other occupants in the building, the area should be closed off when cleaning is in progress, and a sign indicating that cleaning is taking place shall always be displayed, and persons excluded when practicable to do so. This is particularly pertinent during any cleaning operations during the time when students are on site.
- vii. **Bodily fluids/substances:** On occasion (often daily in special-needs buildings) cleaning staff will discover bodily fluids during the cleaning operation. Such soilage may be found in non-hygiene areas as well as hygiene areas; however, it must always be cleaned in a hygienic manner using germicidal cleaning techniques. All OSHA-required cleaning techniques must be followed with proper PPE and training for the contractor's staff. The removal of blood, vomit and fecal matter will normally be undertaken by Kent ISD in-house custodial or maintenance staff when such

incidents occur and are reported to Kent ISD staff early enough in the work day to clean them up. However, when found during the time when the contractor's staff are engaged in other duties (including when notes are left for the cleaners by in-house staff, or when the Kent ISD Representative notifies the Contractor's Supervisor) then the contractor's cleaning staff will be expected to undertake this task.

- f. **Exterior glass and entrances:** Different types of cleaning and different frequencies are as follows, depending on the area.
 - i. **Spot clean entrance door glass:** Exterior entrance door glass to be spot cleaned daily on both sides.
 - ii. **Fully clean entrance door glass:** Wash, squeegee and dry glass on both sides. This task to be completed as needed to keep glass free of residue and film buildup; typically not less than every 1-2 months.
 - iii. **Fully clean glass at exterior entrances:** Defined as external entrance (and exit) glass including windows to both sides of the door(s) and up to a height of 8' (or to the top of the doors, whichever is lower) shall be washed and cleaned, soilage, streak and film-free 3 times/year (generally August, November, April). NOTE: this does overlap with cleaning all exterior glass in August and April.
 - iv. **Clean all exterior entry and exterior window glass:** Glass entrance areas larger than the defined area above (up to a height of 20') and all exterior windows shall be washed and cleaned, soilage, streak and film-free 2 times/year (August, April).
 - v. **Exterior entrance area:** Cobwebs and debris should be cleared from entrance areas as-needed, to maintain a neat appearance and avoid harboring insects or rodents.
- g. **Pools:** Pool deck should be spot-mopped daily and scrubbed a minimum of once a week with an automatic floor scrubber. Glass 8' and lower should be spot-cleaned daily and washed and cleaned as needed when a visible film is present on the window. Care should be taken not to dump cleaning chemicals into the pool. Walls should be spot cleaned daily and washed annually.
- h. **Waste disposal:** Bin liners in hygiene areas are to be changed daily. Bin liners in all other areas are to be changed as they become soiled or torn; however, they must be changed weekly at minimum.
 - i. Bins should be checked daily for soilage and cleaned as needed to remove debris, residue and soilage. Bins should be disinfected whenever cleaning a wet or moist spill from bin. Any broken bins should be brought to the attention of the Kent ISD Representative for replacement.
 - ii. When replacing liners, the correct sized liner should be used for each bin, and liners should either be knotted or cinched around the top lip of the bin to keep the liner from falling into the bin.
 - iii. **Standard waste collection and disposal:** Will be collected by the contractor into plastic bags and deposited in wheeled bins (to eliminate leaking of bags onto floors while transporting), ensuring bags are pierced to release air when transferring to the dumpster. Any alternative requirements to this standard will be provided by the Kent ISD Representative.
 - iv. **Recycling waste collection and disposal:** Procedures will vary by building. Certain buildings have programs where students or staff collect a variety of recycling items. Other buildings only collect paper and cardboard products. Please confirm with Kent ISD what the recycling procedure is for each building.

5) **Frequency Definitions:**

- a. **D Daily:** Cleaning tasks to be completed as specified on a daily basis, Monday to Friday.
- b. **W Weekly:** Cleaning tasks to be completed once per week, on a consistent day each week whenever possible. The Contractor's Supervisor may determine which weekly tasks should be completed which day each week.
- c. **M Monthly:** Cleaning tasks to be completed once per month, on a consistent week each month.
- d. **ASN As Needed:** Cleaning task to be completed as needed; sometimes paired with a minimum frequency; for example. Dust as needed but no less than weekly would be represented on the Cleaning Task/Frequency Matrix as "ASN/W".
- e. **Y1 Annually:** Cleaning tasks to be completed annually, typically during summer deep cleaning in August.*
- f. **Y2 Two times per year:** Cleaning tasks to be completed twice per year; typically once during summer deep cleaning and once over Christmas break. The one exception is exterior windows which shall be cleaned during spring break and during deep summer cleaning in August.*
- g. **Y3 Three times per year:** Cleaning tasks to be completed three times per year; typically once during summer deep cleaning, once over Christmas break and once over spring break.*
- h. Anywhere a conflict is found between frequencies of cleaning tasks, the frequency or task with a higher standard shall be adopted.
- i. *Historically, Y-1, Y-2 and Y-3 periodic cleaning tasks are carried out only during holiday or break periods as outlined above. At the discretion of the Kent ISD Representative, a more flexible approach to periodic cleaning may be developed to suit the Contractor's availability.

Exhibit C2: Cleaning Task/Frequency Matrix

Task*	Area Type >>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FLOORS																			
Litter-pick		D	D	D	D	D	D	D	D	D	D	D	D	W	D	D	D	D	D
Dry vacuum carpets		D	D	D	D	D	X	X	D	D	D	X	X	W	X	D	D	D	X
Spot-clean carpets		ASN	ASN	ASN	ASN	ASN	X	X	ASN	ASN	ASN	X	X	ASN	X	D	D	D	X
Deep clean carpets/soft floor coverings		Y1	Y1	Y1	Y1	Y3	X	X	Y1	Y1	Y3	X	X	Y1	X	Y3	Y3	Y1	X
Sweep/dry mop hard floors		D	D	D	D	D	D	D	D	D	D	W	D	W	D	D	D	D	X
Damp mop hard floors		D	D	D	W	D	W	W	D	W	D	W	D	W	D	D	W	D	X
Spot mop hard floors		X	X	X	ASN	X	D	D	X	D	X	X	X	ASN	X	X	D	X	X
Scrub unfinished hard floors		Y3	Y3	Y3	Y3	W	W	W	Y3	Y3	D	X	Y3	Y1	W	Y3	Y3	Y3	X
Spray clean/burnish finished hard floors		Y3	Y3	Y3	Y3	Y3	Y3	X	Y3	Y3	Y3	X	Y3	Y1	Y3	Y3	Y3	Y3	X
Strip and refinish (or diamond polish) hard floors		Y1	Y1	Y1	Y1	Y1	Y1	X	Y1	Y1	Y1	X	Y1	Y1	Y1	Y1	Y1	Y1	X
Deep clean tile & grout		X	X	Y1	X	X	X	Y1	X	Y1	Y1	Y1	Y1	Y1	Y1	X	X	Y1	X
Clean entrance mats		X	X	X	D	D	D	X	X	X	D	X	X	X	X	X	X	X	X
Floor drains		W	W	W	W	W	W	X	X	X	X	W	W	W	W	X	X	X	X
WALLS, DOORS & INTERNAL GLASS																			
Spot clean door glass, interior glass & wall-mounted contact points		D	D	D	D	D	D	D	D	D	D	X	D	X	D	D	D	D	X
Fully clean interior glass		ASN	ASN	ASN	ASN	ASN	ASN	ASN	ASN	ASN	ASN	X	ASN	X	ASN	ASN	ASN	ASN	X
Wall & ceiling dusting/cobweb removal		W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	X

KEY TO ROOM TYPES					
1	Classrooms, Computer & IT Labs	7	Pools	13	Storage Rooms
2	Classroom : Multi-Use	8	Offices, Staff Rooms, Libraries	14	Instructional & Staff Kitchens
3	Science Labs/Health Career	9	Stairs & Landings	15	Sensory Rooms
4	Vocational Craft/Technology	10	Corridors & Entrances	16	Gross Motor & Fitness Rooms
5	Assembly/Cafeteria	11	Custodial Storage	17	Nursing Stations
6	Gymnasiums	12	Toilet, Shower & Locker Rooms	18	Sinks/Drinking Fountains
*Full cleaning task and area type definitions are included within the cleaning specification					

KEY TO FREQUENCIES**			
X	Not required	Y1	Annually
D	Daily	Y2	2 times/year
W	Weekly	Y3	3 times/year
M	Monthly		
ASN	As Needed		
**Full details are included in the specification			

Exhibit C2: Cleaning Task/Frequency Matrix

Task*	Area Type >>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Wall splatter mark/debris removal		ASN	ASN	ASN	ASN	ASN	ASN	ASN	ASN	ASN	ASN	ASN	ASN	W	ASN	ASN	ASN	ASN	X
Clean/disinfect touch points		D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
Spot clean doors (non-glass surfaces)		ASN	ASN	ASN	ASN	ASN	ASN	ASN	ASN	ASN	ASN	ASN	ASN	W	ASN	ASN	ASN	ASN	X
Remove graffiti from walls		ASN	ASN	ASN	ASN	ASN	ASN	ASN	ASN	ASN	ASN	X	ASN	ASN	ASN	ASN	ASN	ASN	X
Deep clean walls & ceilings		Y1	Y1	Y1	Y1	Y1	Y1	Y1	Y1	Y1	Y1	Y1	Y1	Y1	Y1	Y1	Y1	Y1	X
FURNITURE AND FIXTURES																			
Dust horizontal surfaces		ASN/ W	ASN/ W	ASN/ W	M	ASN/ W	ASN/ W	ASN/ W	ASN/ W	ASN/ W	ASN/ W	X	ASN/ W	W	ASN/ W	ASN/ W	ASN/ W	ASN/ W	X
Damp clean/disinfect horizontal touch-point surfaces		D	D	D	D	D	X	D	D	X	X	X	D	X	D	D	D	D	X
Damp clean chairs & cabinets/locker fronts		ASN	ASN	ASN	ASN/ M	ASN	X	X	ASN	X	ASN	X	ASN	X	ASN	ASN	ASN	ASN	X
Clean/deep clean bleachers		X	X	X	X	X	M/A1	X	X	X	X	X	X	X	X	X	X	X	X
Clean white boards		ASN/ W	ASN/ W	ASN/ W	ASN/ W	ASN/ W	X	X	ASN/ W	X	X	X	X	X	ASN/ W	ASN/ W	ASN/ W	ASN/ W	X
Pencil sharpeners		W	W	W	W	X	X	X	W	X	X	X	X	X	W	X	X	X	X
Clean computers/IT equipment		Y3	Y3	Y3	Y3	X	X	X	Y3	X	X	X	X	X	X	X	X	Y3	X
Dust blinds		Y1	Y1	Y1	Y1	Y1	Y1	X	Y1	X	X	X	X	X	Y1	Y1	Y1	Y1	X
Deep clean furniture, fixtures & equip.		Y1	Y1	Y1	Y1	Y1	Y1	Y1	Y1	Y1	Y1	X	Y1	Y1	Y1	Y1	Y1	Y1	X
Hygiene Areas																			
Clean per definitions in Section 4: Tech. Definitions of Cleaning Tasks		X	X	X	X	X	X	X	X	X	X	X	D	X	D	D	D	D	D
Check and refill dispensers		D	D	D	D	X	X	X	D	X	X	X	D	X	D	D	D	D	X
Bodily fluids/substances		ASN	ASN	ASN	ASN	ASN	ASN	ASN	ASN	ASN	ASN	X	ASN	X	ASN	ASN	ASN	ASN	ASN

KEY TO ROOM TYPES					
1	Classrooms, Computer & IT Labs	7	Pools	13	Storage Rooms
2	Classroom : Multi-Use	8	Offices, Staff Rooms, Libraries	14	Instructional & Staff Kitchens
3	Science Labs/Health Career	9	Stairs & Landings	15	Sensory Rooms
4	Vocational Craft/Technology	10	Corridors & Entrances	16	Gross Motor & Fitness Rooms
5	Assembly/Cafeteria	11	Custodial Storage	17	Nursing Stations
6	Gymnasiums	12	Toilet, Shower & Locker Rooms	18	Sinks/Drinking Fountains
*Full cleaning task and area type definitions are included within the cleaning specification					

KEY TO FREQUENCIES**			
X	Not required	Y1	Annually
D	Daily	Y2	2 times/year
W	Weekly	Y3	3 times/year
M	Monthly		
ASN	As Needed		
**Full details are included in the specification			

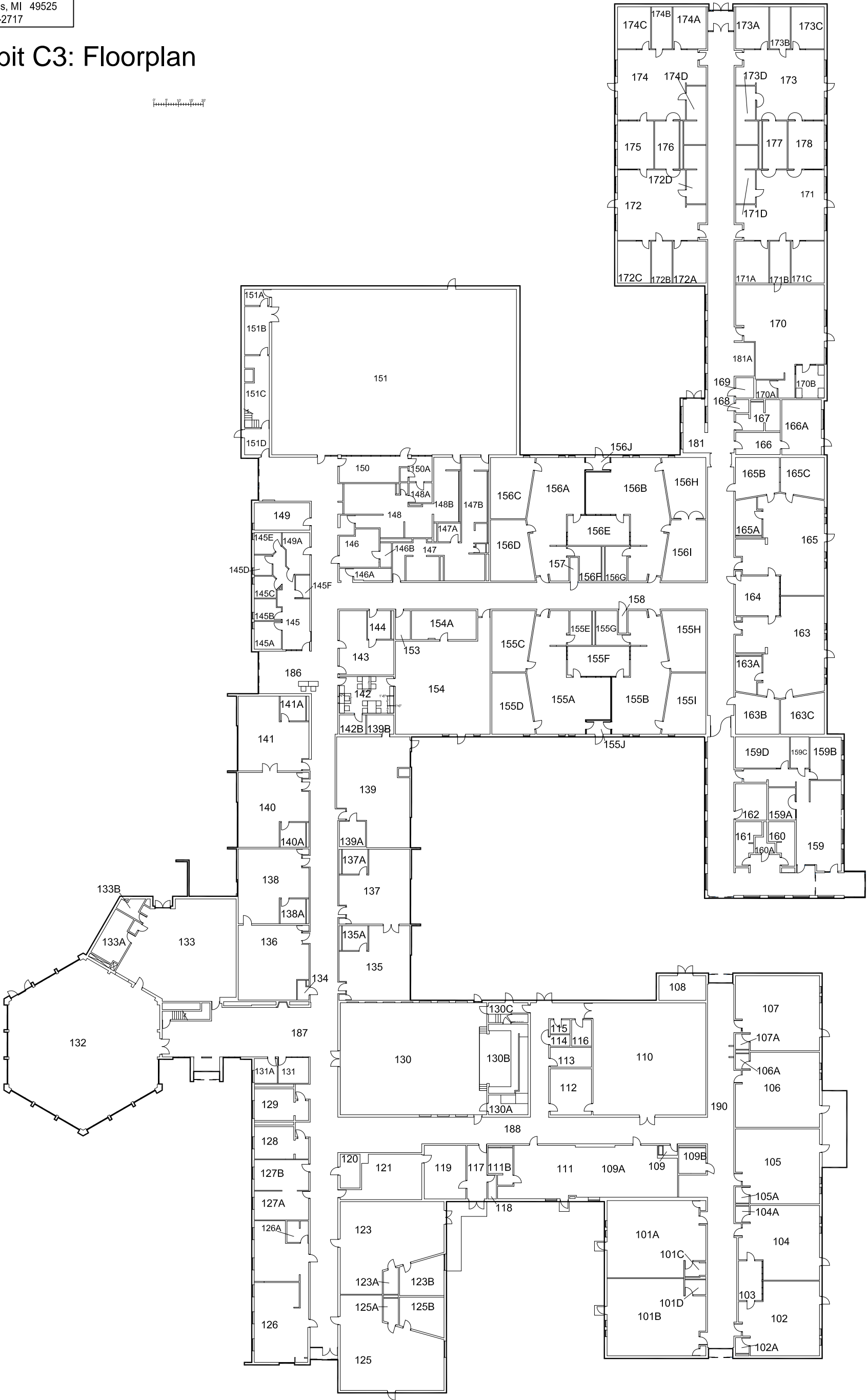
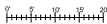
Exhibit C2: Cleaning Task/Frequency Matrix

Task*	Area Type >>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Exterior Glass & Entrances																			
Spot clean entrance door glass		X	X	X	X	X	X	X	X	X	D	X	X	X	X	X	X	X	X
Fully clean entrance door glass		X	X	X	X	X	X	X	X	X	ASN	X	X	X	X	X	X	X	X
Fully clean glass at exterior entrances		X	X	X	X	X	X	X	X	X	Y3	X	X	X	X	X	X	X	X
Clean all exterior glass		Y2	Y2	Y2	Y2	Y2	Y2	X	Y2	Y2	Y2	X	Y2	X	X	X	X	X	X
Clean exterior entrance area		X	X	X	X	X	X	X	X	X	ASN	X	X	X	X	X	X	X	X
Miscellaneous Items																			
Check and refill dispensers as needed		D	D	D	D	X	X	X	D	X	X	X	D	X	D	D	D	D	X
Waste disposal per definitions in Section 4: Tech. Definitions of Cleaning Tasks		D	D	D	D	D	D	D	D	X	D	D	D	D	D	D	D	D	D

KEY TO ROOM TYPES					
1	Classrooms, Computer & IT Labs	7	Pools	13	Storage Rooms
2	Classroom : Multi-Use	8	Offices, Staff Rooms, Libraries	14	Instructional & Staff Kitchens
3	Science Labs/Health Career	9	Stairs & Landings	15	Sensory Rooms
4	Vocational Craft/Technology	10	Corridors & Entrances	16	Gross Motor & Fitness Rooms
5	Assembly/Cafeteria	11	Custodial Storage	17	Nursing Stations
6	Gymnasiums	12	Toilet, Shower & Locker Rooms	18	Sinks/Drinking Fountains
*Full cleaning task and area type definitions are included within the cleaning specification					

KEY TO FREQUENCIES**			
X	Not required	Y1	Annually
D	Daily	Y2	2 times/year
W	Weekly	Y3	3 times/year
M	Monthly		
ASN	As Needed		
**Full details are included in the specification			

Exhibit C3: Floorplan



LDC (BLDG. L2)
862 Crahen Ave NE
Grand Rapids, MI 49525
Ph. 616-819-2717

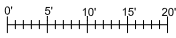


Exhibit C3: Floorplan

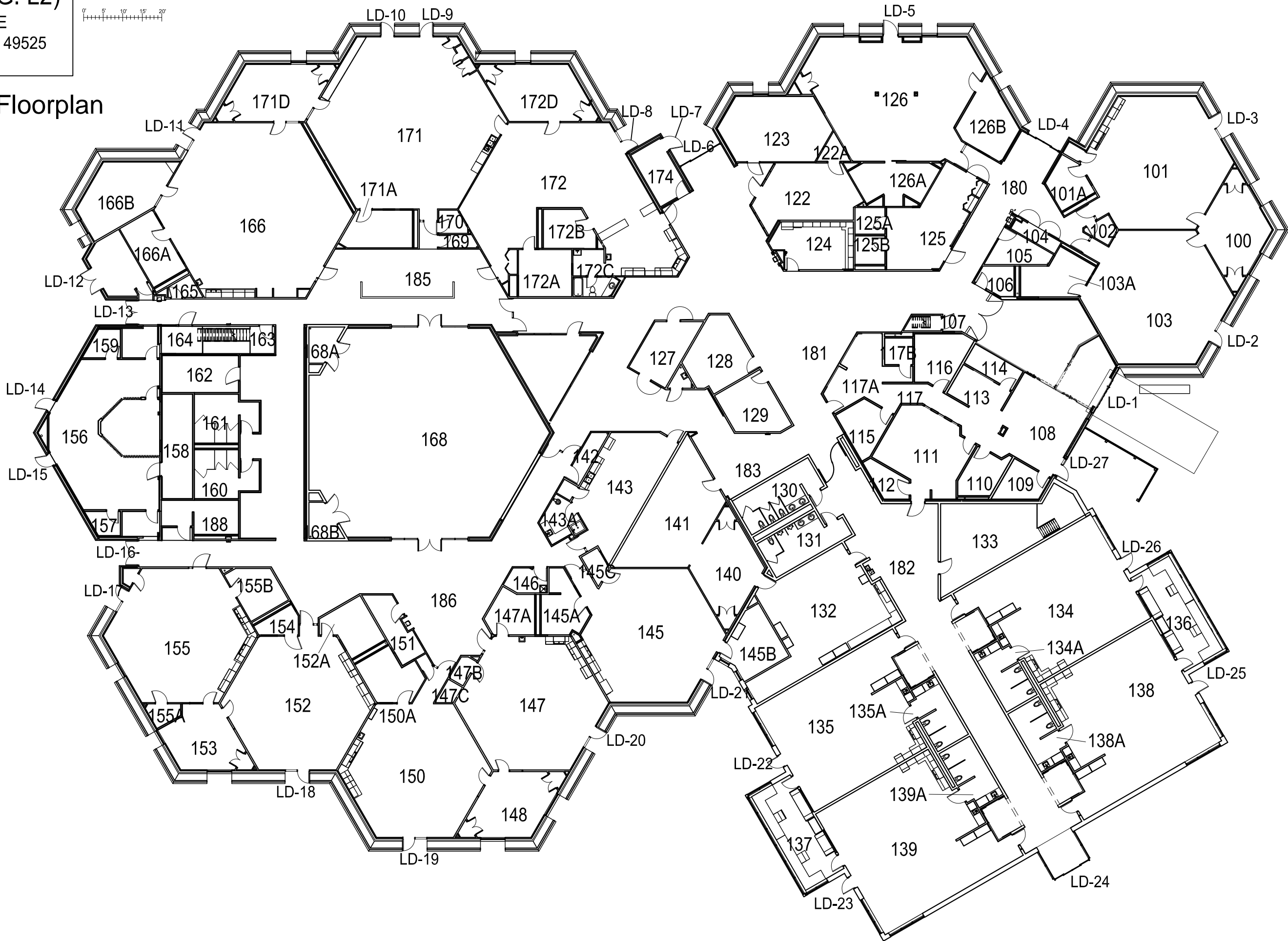
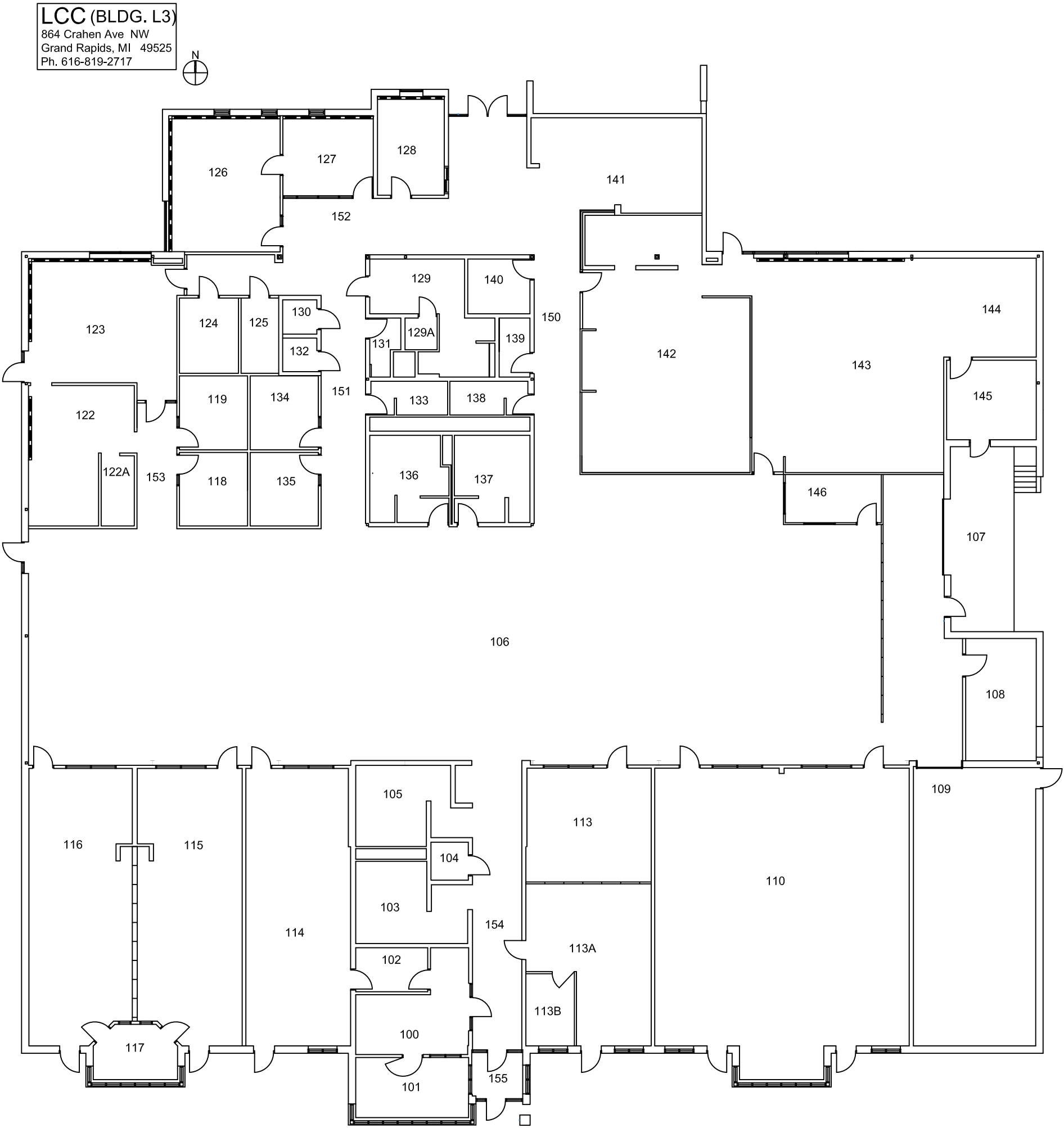
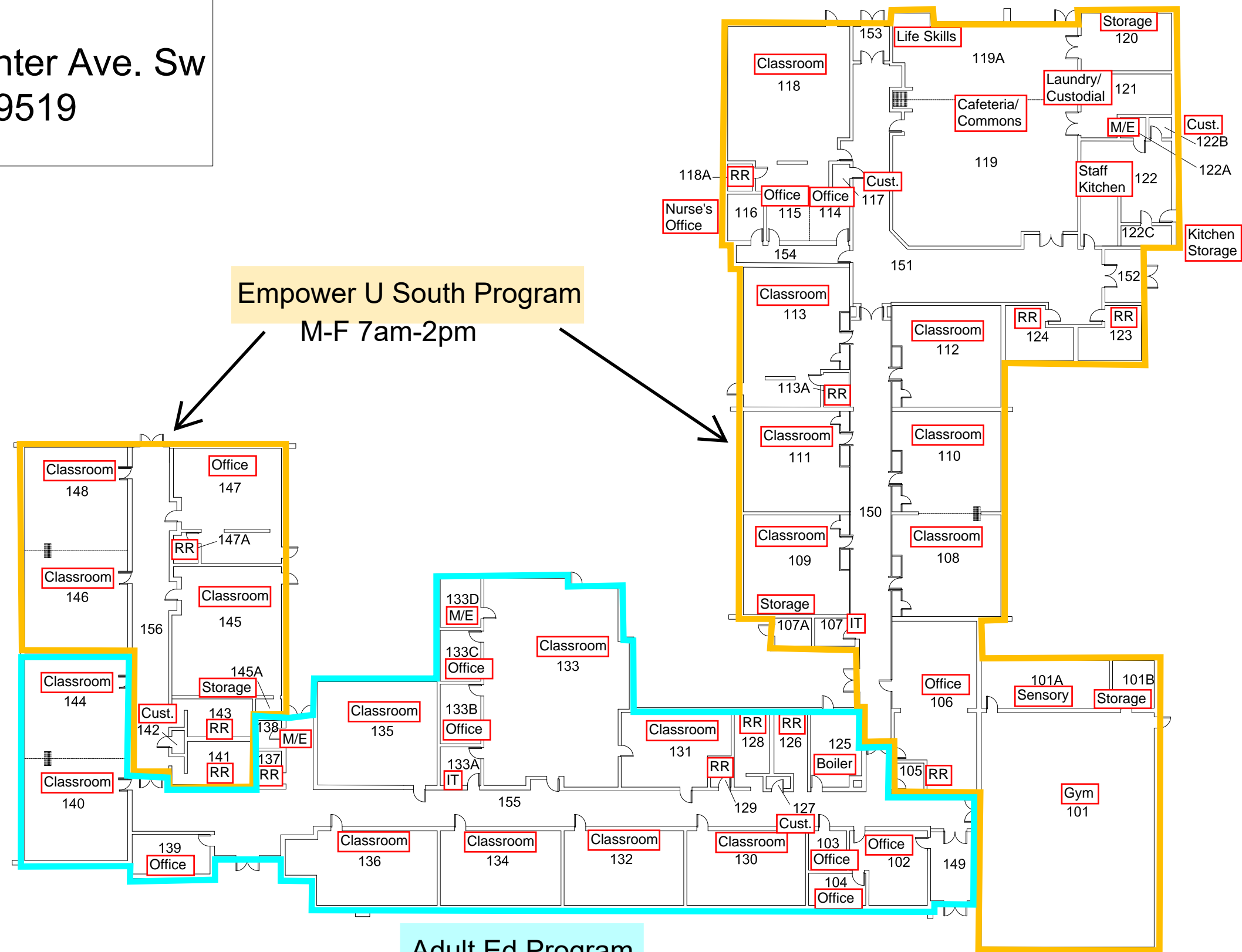
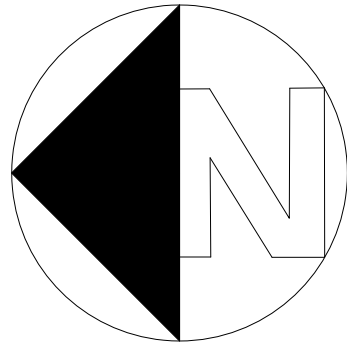


Exhibit C3: Floorplan



EUS
3600 Byron Center Ave. Sw
Wyoming, MI 49519



M-W 9am-3pm & 5:15pm-8:45pm
Th-F 9am-3pm - no evening classes

Exhibit C3: Floorplan

OAK (BLDG. O)

2223 Gordon St NW

Grand Rapids, MI 49504

Ph. 616-410-4670



Exhibit C4: Building Information Matrix -Lincoln School aka LNS (860 Crahen)

Room #	Area Cleaning Type	Flooring Type 1	Type 1 SF	Flooring Type 2	Type 2 SF	Flooring Type 3	Type 3 SF
101A	Classroom - General	LVT	1,171	N/A		N/A	
101B	Classroom - General	LVT	1,171	N/A		N/A	
101C	Toilet Room	Ceram./Porc. Tile	48	N/A		N/A	
101D	Toilet Room	Ceram./Porc. Tile	51	N/A		N/A	
102	Classroom - General	LVT	863	N/A		N/A	
102A	Toilet Room	Ceram./Porc. Tile	35	N/A		N/A	
103	Office	Carpet	152	N/A		N/A	
104	Classroom - General	LVT	864	N/A		N/A	
104A	Toilet Room	Ceram./Porc. Tile	36	N/A		N/A	
105	Classroom - General	LVT	972	N/A		N/A	
105A	Toilet Room	Ceram./Porc. Tile	36	N/A		N/A	
106	Gross Motor Room	LVT	972	N/A		N/A	
106A	Toilet Room	Ceram./Porc. Tile	35	N/A		N/A	
107	Sensory Room	LVT	972	N/A		N/A	
109	Toilet Room	Ceram./Porc. Tile	114	N/A		N/A	
109A	Custodial Storage	Ceram./Porc. Tile	24	N/A		N/A	
110	Gross Motor Room	Sheet Vinyl/Resilient	2,070	N/A		N/A	
111	Classroom - General	LVT	1,392	N/A		N/A	
111A	Toilet Room	Ceram./Porc. Tile	131	N/A		N/A	
112	Storage	Conc. Sealed	311	N/A		N/A	
113	Office	Carpet	133	N/A		N/A	
114	Storage	VCT	37	N/A		N/A	
115	Storage	VCT	45	N/A		N/A	
116	Storage	VCT	85	N/A		N/A	
117	Custodial Storage	Conc. Sealed	180	N/A		N/A	
119	Custodial Storage	Conc. Sealed	365	N/A		N/A	
120	Office	Conc. Sealed	111	N/A		N/A	
121	Custodial Storage	Conc. Sealed	471	N/A		N/A	
123	Classroom - General	LVT	1,241	N/A		N/A	
123A	Toilet Room	Ceram./Porc. Tile	61	N/A		N/A	
123B	Classroom - General	Carpet	256	N/A		N/A	
125B	Classroom - General	Carpet	255	N/A		N/A	
125	Classroom - General	LVT	1,257	N/A		N/A	

Exhibit C4: Building Information Matrix -Lincoln School aka LNS (860 Crahen)

Room #	Area Cleaning Type	Flooring Type 1	Type 1 SF	Flooring Type 2	Type 2 SF	Flooring Type 3	Type 3 SF
125A	Toilet Room	Ceram./Porc. Tile	61	N/A		N/A	
126	Classroom - Life Skills	VCT	1,171	N/A		N/A	
126A	Toilet Room	Ceram./Porc. Tile	74	N/A		N/A	
127A	Office	LVT	257	N/A		N/A	
127B	Office	Carpet	274	N/A		N/A	
128	Toilet Room	Ceram./Porc. Tile	256	N/A		N/A	
129	Toilet Room	Ceram./Porc. Tile	250	N/A		N/A	
130	Gymnasium	Sheet Vinyl/Resilient	2,690	N/A		N/A	
130A	Assembly	Wood	448	N/A		N/A	
130B	Storage	Conc. Sealed	129	N/A		N/A	
130C	Stairs/Landings	VCT	128	N/A		N/A	
131	Office	Carpet	126	N/A		N/A	
131A	Office	Carpet	93	N/A		N/A	
132	Cafeteria	Conc. Sealed	3,175	N/A		N/A	
133	Staff Kitchen	Conc. Sealed	1,637	N/A		N/A	
133B	Toilet Room	Ceram./Porc. Tile	65	N/A		N/A	
134	Toilet Room	Ceram./Porc. Tile	34	N/A		N/A	
135	Classroom - General	LVT	726	N/A		N/A	
135A	Toilet Room	Ceram./Porc. Tile	105	N/A		N/A	
136	Library	Carpet	812	N/A		N/A	
137	Classroom - General	LVT	726	N/A		N/A	
137A	Toilet Room	Ceram./Porc. Tile	105	N/A		N/A	
138	Classroom - General	LVT	730	N/A		N/A	
138A	Classroom - General	LVT	104	N/A		N/A	
139	Classroom - General	LVT	1,155	N/A		N/A	
139A	Toilet Room	Ceram./Porc. Tile	110	N/A		N/A	
139B	Storage	LVT	85	N/A		N/A	
140	Classroom - General	LVT	730	N/A		N/A	
140A	Toilet Room	Ceram./Porc. Tile	105	N/A		N/A	
141	Classroom - General	LVT	727	N/A		N/A	
141A	Toilet Room	Ceram./Porc. Tile	104	N/A		N/A	
142	Office	Carpet	326	N/A		N/A	
143	Nursing Station	LVT	446	N/A		N/A	

Exhibit C4: Building Information Matrix -Lincoln School aka LNS (860 Crahen)

Room #	Area Cleaning Type	Flooring Type 1	Type 1 SF	Flooring Type 2	Type 2 SF	Flooring Type 3	Type 3 SF
144	Toilet Room	Ceram./Porc. Tile	110	N/A		N/A	
145	Office	Carpet	355	N/A		N/A	
145A	Office	Carpet	124	N/A		N/A	
145B	Office	Carpet	89	N/A		N/A	
145C	Office	Carpet	82	N/A		N/A	
145D	Office	Carpet	59	N/A		N/A	
145E	Office	Carpet	92	N/A		N/A	
146	Classroom - General	LVT	282	N/A		N/A	
146A	Storage	LVT	69	N/A		N/A	
147	Toilet Room	Ceram./Porc. Tile	613	N/A		N/A	
147A	Toilet Room	Ceram./Porc. Tile	69	N/A		N/A	
147B	Shower	Ceram./Porc. Tile	271	N/A		N/A	
148	Toilet Room	Ceram./Porc. Tile	594	N/A		N/A	
148A	Toilet Room	Ceram./Porc. Tile	75	N/A		N/A	
148B	Shower	Ceram./Porc. Tile	265	N/A		N/A	
149	Office	Carpet	255	N/A		N/A	
149A	Office	Carpet	164	N/A		N/A	
150	Pool	Conc. Sealed	270	N/A		N/A	
150A	Office	Terrazzo	113	N/A		N/A	
151	Pool	Ceram./Porc. Tile	6,639	N/A		N/A	
153	Custodial Storage	Ceram./Porc. Tile	71	N/A		N/A	
154	Classroom - General	Carpet	1,491	N/A		N/A	
154A	Storage	VCT	305	N/A		N/A	
155A	Classroom - General	LVT	1,043	N/A		N/A	
155B	Classroom - General	LVT	866	N/A		N/A	
155C	Classroom - General	Sheet Vinyl/Resilient	388	N/A		N/A	
155D	Classroom - General	LVT	388	N/A		N/A	
155E	Toilet Room	Ceram./Porc. Tile	127	N/A		N/A	
155F	Office	Carpet	299	N/A		N/A	
155G	Toilet Room	Ceram./Porc. Tile	143	N/A		N/A	
155H	Classroom - General	Carpet	396	N/A		N/A	
155I	Classroom - General	LVT	396	N/A		N/A	
155J	Classroom - General	Carpet	54	N/A		N/A	

Exhibit C4: Building Information Matrix -Lincoln School aka LNS (860 Crahen)

Room #	Area Cleaning Type	Flooring Type 1	Type 1 SF	Flooring Type 2	Type 2 SF	Flooring Type 3	Type 3 SF
156A	Classroom - General	LVT	992	N/A		N/A	
156B	Classroom - General	LVT	992	N/A		N/A	
156C	Classroom - General	LVT	400	N/A		N/A	
156D	Classroom - General	Sheet Vinyl/Resilient	400	N/A		N/A	
156E	Office	Carpet	300	N/A		N/A	
156F	Toilet Room	Ceram./Porc. Tile	142	N/A		N/A	
156G	Toilet Room	Ceram./Porc. Tile	127	N/A		N/A	
156H	Classroom - General	LVT	396	N/A		N/A	
156I	Classroom - General	Carpet	396	N/A		N/A	
158	Custodial Storage	Ceram./Porc. Tile	33	N/A		N/A	
159	Office	Carpet	665	LVT	134	N/A	
159A	Office	Carpet	143	N/A		N/A	
159B	Office	Carpet	217	N/A		N/A	
159C	Office	Carpet	95	N/A		N/A	
159D	Office	Carpet	275	N/A		N/A	
160	Toilet Room	Ceram./Porc. Tile	148	N/A		N/A	
160A	Custodial Storage	Conc. Sealed	54	N/A		N/A	
161	Toilet Room	Ceram./Porc. Tile	140	N/A		N/A	
163	Classroom - General	LVT	1,085	N/A		N/A	
163A	Toilet Room	Ceram./Porc. Tile	147	N/A		N/A	
163B	Classroom - General	LVT	275	N/A		N/A	
163C	Classroom - General	LVT	275	N/A		N/A	
164	Office	Carpet	289	N/A		N/A	
165	Classroom - General	LVT	1,085	N/A		N/A	
165A	Toilet Room	Ceram./Porc. Tile	147	N/A		N/A	
165B	Classroom - General	LVT	275	N/A		N/A	
165C	Classroom - General	LVT	275	N/A		N/A	
166	Classroom - Life Skills	VCT	161	N/A		N/A	
167	Shower	Ceram./Porc. Tile	181	N/A		N/A	
168	Toilet Room	Ceram./Porc. Tile	28	N/A		N/A	
170	Classroom - General	LVT	1,204	N/A		N/A	
170A	Toilet Room	Ceram./Porc. Tile	61	N/A		N/A	
170B	Office	Carpet	152	N/A		N/A	

Exhibit C4: Building Information Matrix -Lincoln School aka LNS (860 Crahen)

Room #	Area Cleaning Type	Flooring Type 1	Type 1 SF	Flooring Type 2	Type 2 SF	Flooring Type 3	Type 3 SF
171	Classroom - General	LVT	880	N/A		N/A	
171A	Classroom - General	LVT	227	N/A		N/A	
171B	Storage	VCT	141	N/A		N/A	
171C	Classroom - General	Carpet	227	N/A		N/A	
171D	Toilet Room	Ceram./Porc. Tile	196	N/A		N/A	
172	Classroom - General	LVT	881	N/A		N/A	
172A	Classroom - General	LVT	227	N/A		N/A	
172B	Storage	VCT	141	N/A		N/A	
172C	Classroom - General	Carpet	227	N/A		N/A	
172D	Toilet Room	Ceram./Porc. Tile	196	N/A		N/A	
173	Classroom - General	LVT	881	N/A		N/A	
173A	Classroom - General	LVT	227	N/A		N/A	
173B	Storage	VCT	141	N/A		N/A	
173C	Classroom - General	Carpet	227	N/A		N/A	
173D	Toilet Room	Ceram./Porc. Tile	196	N/A		N/A	
174	Classroom - General	LVT	881	N/A		N/A	
174A	Classroom - General	LVT	227	N/A		N/A	
174B	Storage	VCT	141	N/A		N/A	
174C	Classroom - General	Carpet	227	N/A		N/A	
174D	Toilet Room	Ceram./Porc. Tile	196	N/A		N/A	
175	Office	Carpet	284	N/A		N/A	
176	Instructional Kitchen	VCT	192	N/A		N/A	
177	Instructional Kitchen	VCT	192	N/A		N/A	
178	Office	Carpet	284	N/A		N/A	
181	Corridor	LVT	4,760	N/A		N/A	
181A	Nursing Station	LVT	102	N/A		N/A	
183	Corridor	LVT	1,700	N/A		N/A	
186	Corridor	LVT	1,841	N/A		N/A	
187	Corridor	LVT	4,166	N/A		N/A	
188	Corridor	LVT	2,181	N/A		N/A	
190	Corridor	LVT	1,819	N/A		N/A	

Exhibit C4: Building Information Matrix -Lincoln School aka LNS (860 Crahen)

Room #	Area Cleaning Type	Flooring Type 1	Type 1 SF	Flooring Type 2	Type 2 SF	Flooring Type 3	Type 3 SF
Flooring Type		Total SF					
Carpet		9,895					
Ceram./Porc. Tile		12,755					
VCT		2,880					
LVT		47,993					
Sheet Vinyl/Resilient		5,548					
Terrazzo		113					
Conc. Sealed		6,703					
	Total Flooring to Maintain	85,887					

Exhibit C4: Building Information Matrix - Lincoln Developmental Center aka LDC (862 Crahen)

Room #	Area Cleaning Type	Flooring Type 1	Type 1 SF	Flooring Type 2	Type 2 SF	Flooring Type 3	Type 3 SF
100	Office	Carpet	327	N/A		N/A	
101	Classroom - General	LVT	492	Carpet	504	N/A	
101A	Toilet Room	Ceram./Porc. Tile	105	N/A		N/A	
102	Classroom - General	LVT	496	Carpet	511	N/A	
102A	Toilet Room	Ceram./Porc. Tile	164	N/A		N/A	
103	Storage	Carpet	34	N/A		N/A	
104	Storage	VCT	45	N/A		N/A	
106	Toilet Room	Ceram./Porc. Tile	64	N/A		N/A	
180A	Entrance/Vestibule	Carpet	119	N/A		N/A	
108	Office	Carpet	398	N/A		N/A	
109	Office	Carpet	95	N/A		N/A	
110	Office	Carpet	110	N/A		N/A	
111	Office	Carpet	392	N/A		N/A	
113	Office	LVT	101	N/A		N/A	
114	Storage	LVT	81	N/A		N/A	
115	Office	Carpet	126	N/A		N/A	
116	Office	Carpet	164	N/A		N/A	
117	Corridor	Carpet	183	N/A		N/A	
117A	Staff Lounge	LVT	176	N/A		N/A	
117B	Toilet Room	Ceram./Porc. Tile	51	N/A		N/A	
122	Sensory Room	Flocked Resilient (i.e. Flotex)	354	N/A		N/A	
122A	Storage	Flocked Resilient (i.e. Flotex)	34	N/A			
123	Office	Carpet	426	N/A		N/A	
124	Office	VCT	198	N/A		N/A	
125	Nursing Station	LVT	229	Carpet	130	N/A	
125A	Storage	LVT	52	N/A		N/A	
125B	Toilet Room	Ceram./Porc. Tile	58	N/A		N/A	
126	Classroom - General	LVT	537	Carpet	625	N/A	
126A	Toilet Room	Ceram./Porc. Tile	182	N/A		N/A	
126B	Office	Carpet	199	N/A		N/A	
127	Staff Kitchen	Terrazzo	180	N/A		N/A	
128	Office	Carpet	243	N/A		N/A	
129	Office	Carpet	192	N/A		N/A	

Exhibit C4: Building Information Matrix - Lincoln Developmental Center aka LDC (862 Crahen)

Room #	Area Cleaning Type	Flooring Type 1	Type 1 SF	Flooring Type 2	Type 2 SF	Flooring Type 3	Type 3 SF
130	Toilet Room	Ceram./Porc. Tile	212	N/A		N/A	
131	Toilet Room	Ceram./Porc. Tile	196	N/A		N/A	
132	Classroom - General	Carpet	715	N/A		N/A	
133	Custodial Storage	Conc. Sealed	418	N/A		N/A	
134	Classroom - General	LVT	515	Carpet	599	N/A	
134A	Toilet Room	Ceram./Porc. Tile	147	N/A		N/A	
135	Classroom - General	LVT	515	Carpet	599	N/A	
135A	Toilet Room	Ceram./Porc. Tile	147	N/A		N/A	
136	Office	Carpet	316	N/A		N/A	
137	Office	Carpet	316	N/A		N/A	
138	Classroom - General	LVT	579	Carpet	702	N/A	
138A	Toilet Room	Ceram./Porc. Tile	150	N/A		N/A	
139	Classroom - General	LVT	579	Carpet	702	N/A	
139A	Toilet Room	Ceram./Porc. Tile	150	N/A		N/A	
140	Storage	VCT	325	N/A		N/A	
141	Storage	VCT	509	N/A		N/A	
143	Staff lounge	Carpet	369	VCT	93	N/A	
143A	Toilet Room	Ceram./Porc. Tile	88	N/A		N/A	
145	Classroom - General	LVT	494	Carpet	506	N/A	
145A	Toilet Room	Ceram./Porc. Tile	150	N/A		N/A	
145B	Office	Carpet	190	N/A		N/A	
145C	Classroom - General	VCT	35	N/A		N/A	
146	Custodial Storage	VCT	63	N/A		N/A	
147	Classroom - General	LVT	474	Carpet	506	N/A	
147A	Toilet Room	Ceram./Porc. Tile	123	N/A		N/A	
147B	Classroom - General	Carpet	28	N/A		N/A	
147C	Classroom - General	Carpet	23	N/A		N/A	
148	Office	Carpet	328	N/A		N/A	
150	Classroom - General	LVT	535	Carpet	504	N/A	
150A	Toilet Room	Ceram./Porc. Tile	162	N/A		N/A	
151	Storage	Conc. Unsealed	123	N/A		N/A	
152	Classroom - General	LVT	1,003	N/A		N/A	
152A	Toilet Room	Ceram./Porc. Tile	146	N/A		N/A	

Exhibit C4: Building Information Matrix - Lincoln Developmental Center aka LDC (862 Crahen)

Room #	Area Cleaning Type	Flooring Type 1	Type 1 SF	Flooring Type 2	Type 2 SF	Flooring Type 3	Type 3 SF
153	Office	Carpet	287	N/A		N/A	
154	Storage	Conc. Sealed	60	N/A		N/A	
155	Gross Motor Room	LVT	966	N/A		N/A	
155A	Gross Motor Room	Sheet Vinyl/Resilient	40	N/A		N/A	
155B	Toilet Room	Ceram./Porc. Tile	134	N/A		N/A	
156	Sensory Room	Carpet	974	N/A		N/A	
157	Storage	LVT	47	N/A		N/A	
158	Storage	LVT	211	N/A		N/A	
160	Toilet Room	Ceram./Porc. Tile	183	N/A		N/A	
161	Toilet Room	Ceram./Porc. Tile	183	N/A		N/A	
165	Storage	Carpet	34	N/A		N/A	
166	Classroom - General	LVT	892	Carpet	776	N/A	
166A	Toilet Room	Ceram./Porc. Tile	169	N/A		N/A	
166B	Storage	LVT	316	N/A		N/A	
168	Gross Motor Room	Sheet Vinyl/Resilient	2,743	N/A		N/A	
168A	Storage	VCT	64	N/A		N/A	
168B	Storage	VCT	64	N/A		N/A	
169	Storage	Terrazzo	33	N/A		N/A	
170	Storage	Conc. Sealed	39	N/A		N/A	
171	Classroom - General	LVT	824	Carpet	812	N/A	
171A	Toilet Room	Ceram./Porc. Tile	162	N/A		N/A	
171B	Office	Carpet	342	N/A		N/A	
172	Classroom - General	LVT	478	Carpet	890	N/A	
172A	Classroom - General	LVT	165	N/A		N/A	
172B	Toilet Room	Ceram./Porc. Tile	124	N/A		N/A	
172C	Toilet Room	Ceram./Porc. Tile	55	N/A		N/A	
172D	Office	Carpet	342	N/A		N/A	
174	Office	VCT	132	N/A		N/A	
180	Corridor	Terrazzo	703	Carpet	582	LVT	58
181	Corridor	Terrazzo	1,733	LVT	155	Carpet	82
182	Corridor	LVT	1,827	Ceram./Porc. Tile	93	N/A	
183	Corridor	Terrazzo	1,186	LVT	303	N/A	
183A	Custodial Storage	Terrazzo	22	N/A		N/A	

Exhibit C4: Building Information Matrix - Lincoln Developmental Center aka LDC (862 Crahen)

Room #	Area Cleaning Type	Flooring Type 1	Type 1 SF	Flooring Type 2	Type 2 SF	Flooring Type 3	Type 3 SF
185	Corridor	Terrazzo	1,222	LVT	74	N/A	
186	Corridor	Terrazzo	1,637	N/A		N/A	
188	Corridor	Terrazzo	198	LVT	63	N/A	
188A	Shower	Ceram./Porc. Tile	154	N/A		N/A	
189	Corridor	LVT	735	N/A		N/A	
189A	Storage	LVT	186	N/A		N/A	

Flooring Type		Total SF
Carpet		16,302
Ceram./Porc. Tile		3,552
VCT		1,528
LVT		14,158
Conc. Sealed		517
Conc. Unsealed		123
Terrazzo		6,914
Sheet Vinyl/Resilient		2,783
Flocked Resilient (i.e. Flotex)		388
	Total Flooring to Maintain	46,265

Exhibit C4: Building Information Matrix - Kent ISD Early Childhood Center at Lincoln Campus aka LCC (864 Crahen)

Room #	Area Cleaning Type	Flooring Type 1	Type 1 SF	Flooring Type 2	Type 2 SF	Flooring Type 3	Type 3 SF
100	Office	Carpet	214	N/A		N/A	
101	Office	Carpet	169	N/A		N/A	
102	Office	LVT	79	N/A		N/A	
103	Toilet Room	Ceram./Porc. Tile	206	N/A		N/A	
104	Custodial Storage	Ceram./Porc. Tile	35	N/A		N/A	
105	Toilet Room	Ceram./Porc. Tile	199	N/A		N/A	
106	Office	Carpet	5,394	Conc. Sealed	491	N/A	
111	Classroom - General	Carpet	937	N/A		N/A	
112	Classroom - General	Carpet	879	N/A		N/A	
113	Office	Carpet	868	N/A		N/A	
114	Classroom - Multi Use	Carpet	473	LVT	248	N/A	
115	Gross Motor Room	Carpet	716	N/A		N/A	
116	Classroom - General	Carpet	706	N/A		N/A	
117	Classroom - General	Carpet	105	N/A		N/A	
118	Office	Carpet	125	N/A		N/A	
119	Office	Carpet	125	N/A		N/A	
120	Staff Lounge	LVT	194	N/A		N/A	
121	Staff Lounge	LVT	46	N/A		N/A	
122	Staff Lounge	LVT	63	N/A		N/A	
123	Office	Carpet	481	N/A		N/A	
124	Storage	VCT	112	N/A		N/A	
125	Storage	VCT	71	N/A		N/A	
126	Office	Carpet	379	N/A		N/A	
127	Office	Carpet	183	N/A		N/A	
128	Office	Carpet	165	N/A		N/A	
129	Office	LVT	200	N/A		N/A	
129A	Toilet Room	Ceram./Porc. Tile	25	N/A		N/A	
130	Office	Carpet	29	N/A		N/A	
131	Custodial Storage	Ceram./Porc. Tile	39	N/A		N/A	
132	Office	Carpet	29	N/A		N/A	
133	Toilet Room	Ceram./Porc. Tile	65	N/A		N/A	
134	Office	Carpet	125	N/A		N/A	
135	Office	Carpet	125	N/A		N/A	

Exhibit C4: Building Information Matrix - Kent ISD Early Childhood Center at Lincoln Campus aka LCC (864 Crahen)

Room #	Area Cleaning Type	Flooring Type 1	Type 1 SF	Flooring Type 2	Type 2 SF	Flooring Type 3	Type 3 SF
136	Toilet Room	Ceram./Porc. Tile	166	N/A		N/A	
137	Toilet Room	Ceram./Porc. Tile	165	N/A		N/A	
138	Toilet Room	Ceram./Porc. Tile	66	N/A		N/A	
139	Storage	Ceram./Porc. Tile	45	N/A		N/A	
140	Storage	Carpet	85	N/A		N/A	
141	Corridor	Ceram./Porc. Tile	290	N/A		N/A	
142	Office	LVT	1,046	N/A		N/A	
143	Storage	LVT	1,027	N/A		N/A	
144	Storage	Ceram./Porc. Tile	229	N/A		N/A	
145	Storage	Ceram./Porc. Tile	178	N/A		N/A	
146	Office	Carpet	115	N/A		N/A	
150	Corridor	Carpet	287	N/A		N/A	
151	Corridor	Carpet	261	N/A		N/A	
152	Corridor & Entry/Vestibule	Carpet	298	Ceram./Porc. Tile	392	N/A	
153	Corridor	Carpet	123	N/A		N/A	
154	Corridor	Ceram./Porc. Tile	373	N/A		N/A	
155	Entry/Vestibule	Ceram./Porc. Tile	58	N/A		N/A	

Flooring Type	Total SF
Carpet	13,396
Ceram./Porc. Tile	2,531
VCT	183
LVT	2,903
Conc. Sealed	491
Total Flooring to Maintain	19,504

Exhibit C4: Building Information Matrix -Empower U South/Kent ISD Adult Education aka EUS/Adult Ed (3600 Byron Center Ave SW)

Room #	Area Cleaning Type	Flooring Type 1	Type 1 SF	Flooring Type 2	Type 2 SF	Flooring Type 3	Type 3 SF
101	Gymnasium	Wood	3,099	N/A		N/A	
101A	Sensory Room	Carpet	468	N/A		N/A	
101B	Storage	Conc. Sealed	152	N/A		N/A	
102	Office	Carpet	387	N/A		N/A	
103	Office	VCT	118	N/A		N/A	
104	Office	Carpet	140	N/A		N/A	
105	Toilet Room	Ceram./Porc. Tile	62	N/A		N/A	
106	Office	Carpet	1,004	N/A		N/A	
108	Classroom - General	Carpet	846	N/A		N/A	
109	Classroom - General	Carpet	803	N/A		N/A	
110	Classroom - General	Carpet	830	N/A		N/A	
111	Classroom - General	Carpet	805	N/A		N/A	
112	Classroom - General	Carpet	838	N/A		N/A	
113	Classroom - General	Carpet	1,042	N/A		N/A	
113A	Toilet Room	Ceram./Porc. Tile	70	N/A		N/A	
114	Office	Carpet	143	N/A		N/A	
115	Office	Carpet	153	N/A		N/A	
116	Nurse's Office	LVT	129	N/A		N/A	
117	Custodial Storage	Ceram./Porc. Tile	38	N/A		N/A	
118	Classroom - General	Carpet	1,404	N/A		N/A	
118A	Toilet Room	Ceram./Porc. Tile	54	N/A		N/A	
119	Cafeteria/Commons	VCT	1,981	N/A		N/A	
119A	Instructional Kitchen/Commons	VCT	1,050	N/A		N/A	
120	Storage	VCT	405	N/A		N/A	
121	Laundry/Custodial Storage	VCT	349	N/A		N/A	
122	Staff Kitchen	Ceram./Porc. Tile	615	N/A		N/A	
122A	Mechanical/Electrical	VCT	43	N/A		N/A	
122B	Custodial Storage	Ceram./Porc. Tile	35	N/A		N/A	
122C	Storage	Ceram./Porc. Tile	81	N/A		N/A	
123	Toilet Room	Ceram./Porc. Tile	223	N/A		N/A	
124	Toilet Room	Ceram./Porc. Tile	242	N/A		N/A	
126	Toilet Room	Ceram./Porc. Tile	176	N/A		N/A	
127	Custodial Storage	VCT	25	N/A		N/A	

Exhibit C4: Building Information Matrix -Empower U South/Kent ISD Adult Education aka EUS/Adult Ed (3600 Byron Center Ave SW)

Room #	Area Cleaning Type	Flooring Type 1	Type 1 SF	Flooring Type 2	Type 2 SF	Flooring Type 3	Type 3 SF
128	Toilet Room	Ceram./Porc. Tile	194	N/A		N/A	
129	Toilet Room	Ceram./Porc. Tile	47	N/A		N/A	
130	Classroom - General	Carpet	679	N/A		N/A	
131	Classroom - General	Carpet	578	N/A		N/A	
132	Classroom - General	Carpet	685	N/A		N/A	
133	Classroom - Multi Use	Carpet	2,142	N/A		N/A	
133B	Office (Mother's Room)	VCT	185	N/A		N/A	
133C	Office	Carpet	158	N/A		N/A	
134	Classroom - General	Carpet	692	N/A		N/A	
135	Classroom - General	Carpet	951	N/A		N/A	
136	Classroom - General	Carpet	777	N/A		N/A	
137	Toilet Room	Ceram./Porc. Tile	66	N/A		N/A	
139	Office	Carpet	234	N/A		N/A	
140	Classroom - General	Carpet	802	N/A		N/A	
141	Toilet Room	Ceram./Porc. Tile	246	N/A		N/A	
142	Custodial Storage	VCT	24	N/A		N/A	
143	Toilet Room	Ceram./Porc. Tile	221	N/A		N/A	
144	Classroom - General	Carpet	806	N/A		N/A	
145	Office	Carpet	1,058	N/A		N/A	
145A	Storage	VCT	38	N/A		N/A	
146	Classroom - General	Carpet	806	N/A		N/A	
147	Classroom - General	Carpet	860	N/A		N/A	
147A	Toilet Room	Ceram./Porc. Tile	60	N/A		N/A	
148	Classroom - General	Carpet	815	N/A		N/A	
149	Entrance/Vestibule	Carpet w/Tile Border	251	N/A		N/A	
150	Corridor	VCT w/ Terrazzo Border	1,235	N/A		N/A	
151	Corridor	VCT	1,804	N/A		N/A	
152	Entrance/Vestibule	Tile w/Built-In Mats	158	N/A		N/A	
153	Entrance/Vestibule	Tile w/Built-In Mats	104	N/A		N/A	
154	Corridor	LVT	150	N/A		N/A	
155	Corridor	VCT w/ Terrazzo Border	2,863	N/A		N/A	
156	Corridor	VCT w/ Terrazzo Border	985	N/A		N/A	
				N/A		N/A	

Exhibit C4: Building Information Matrix -Empower U South/Kent ISD Adult Education aka EUS/Adult Ed (3600 Byron Center Ave SW)

Room #	Area Cleaning Type	Flooring Type 1	Type 1 SF	Flooring Type 2	Type 2 SF	Flooring Type 3	Type 3 SF
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Flooring Type		Total SF
Carpet		20,906
Carpet w/Tile Border		251
Ceram./Porc. Tile		2,430
Tile w/Built-In Mats		262
VCT w/ Terrazzo Border		5,083
VCT		6,022
LVT		279
Wood		3,099
Conc. Sealed		152
	Total Flooring to Maintain*	38,484

*Actual flooring areas will be slightly less as these measurements include floor covered by cabinets and lockers.

Exhibit C4: Building Information Matrix -Kent Education Center - Oakleigh aka KEC Oakleigh or KEC-O (2223 Gordon)

Room #	Area Cleaning Type	Flooring Type 1	Type 1 SF	Flooring Type 2	Type 2 SF	Flooring Type 3	Type 3 SF
100	Office	Carpet	406				
101	Office	Carpet	240				
101A	Office	Carpet	124				
102	Staff Kitchen	Ceram./Porc. Tile	320				
102A	Storage	LVT	35				
103	Gymnasium	VCT	2,797				
103A	Storage	VCT	87				
103B	Storage	VCT	90				
104	Office	VCT	137				
104A	Storage	VCT	67				
105	Sensory Room	VCT	223	Carpet	639		
105A	Classroom - General	Ceram./Porc. Tile	16				
105B	Toilet Room	Ceram./Porc. Tile	16				
106	Office	VCT	553				
107	Toilet Room	Ceram./Porc. Tile	166				
108	Toilet Room	Ceram./Porc. Tile	152				
109	Classroom - General	VCT	279	Carpet	583		
109A	Classroom - General	Ceram./Porc. Tile	16				
109B	Toilet Room	Ceram./Porc. Tile	16				
109C	Storage	VCT	23				
111	Toilet Room	Ceram./Porc. Tile	75				
112	Storage	VCT	13				
113	Classroom - General	VCT	209	Carpet	700		
113A	Classroom - General	Epoxy	32				
113B	Toilet Room	Ceram./Porc. Tile	17				
114	Classroom - General	VCT	381	Carpet	562		
114A	Toilet Room	Ceram./Porc. Tile	17				
114B	Classroom - General	VCT	17				
115	Classroom - General	VCT	200	Carpet	627		
115A	Toilet Room	Ceram./Porc. Tile	16				
115B	Classroom - General	Epoxy	16				
116	Classroom - General	VCT	200	LVT	627		
116A	Toilet Room	Ceram./Porc. Tile	16				

Exhibit C4: Building Information Matrix -Kent Education Center - Oakleigh aka KEC Oakleigh or KEC-O (2223 Gordon)

Room #	Area Cleaning Type	Flooring Type 1	Type 1 SF	Flooring Type 2	Type 2 SF	Flooring Type 3	Type 3 SF
116B	Classroom - General	VCT	16				
117	Classroom - General	VCT	298	Carpet	596		
117A	Classroom - General	VCT	23				
117B	Toilet Room	Ceram./Porc. Tile	17				
118	Classroom - Multi Use	VCT	337				
119	Storage	Terrazzo	66				
121	Custodial Storage	Conc. Sealed	335				
123	Classroom - General	Carpet	1,502				
123A	Classroom - General	Carpet	62				
123B	Classroom - General	Carpet	124				
124	Office	Carpet	121				
125	Nursing Station	VCT	350				
125A	Office	VCT	86				
125B	Toilet Room	Ceram./Porc. Tile	61				
126	Office	Carpet	121				
127	Office	Carpet	121				
128	Office	Carpet	412				
129	Staff Lounge	Carpet	419				
130	Classroom - General	VCT	806				
130A	Toilet Room	Ceram./Porc. Tile	56				
130B	Classroom - General	Epoxy	32				
131	Office	Carpet	121				
132	Custodial Storage	VCT	81				
133	Classroom - General	VCT	806				
133A	Classroom - General	Epoxy	44				
133B	Toilet Room	Ceram./Porc. Tile	56				
134	Classroom - General	VCT	806				
134A	Classroom - General	Epoxy	45				
134B	Toilet Room	Ceram./Porc. Tile	57				
140	Corridor	VCT	1,490	Carpet	205		
141	Corridor	Carpet	113				
142	Corridor	Terrazzo	1,338				
143	Corridor	Terrazzo	1,607				

Exhibit C4: Building Information Matrix -Kent Education Center - Oakleigh aka KEC Oakleigh or KEC-O (2223 Gordon)

Room #	Area Cleaning Type	Flooring Type 1	Type 1 SF	Flooring Type 2	Type 2 SF	Flooring Type 3	Type 3 SF
143A	Classroom - General	VCT	67				
143B	Classroom - General	VCT	45				

Flooring Type		Total SF
Carpet		7,798
Ceram./Porc. Tile		1,090
VCT		10,487
LVT		662
Conc. Sealed		335
Terrazzo		3,011
Epoxy		169
	Total Flooring to Maintain	23,552