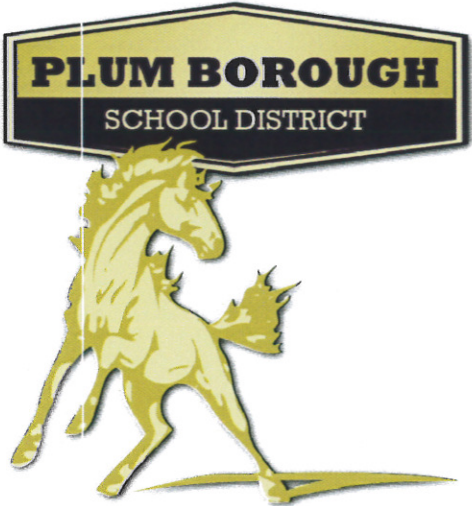


**SPECIFICATIONS AND REQUEST FOR PROPOSALS FOR
CONTRACTED CUSTODIAL AND MAINTENANCE SERVICES
FOR**



PRESENTED BY





Commercial
Cleaning Services

ServiceMaster Professional
Building Maintenance Company

1330 Wall Avenue
Pitcairn, PA 15140
412/373-1440
Fax: 412/372-1859

www.4servicemaster.com/pa/2087

Plum Borough School District
900 Elicker Road
Plum, PA 15239
ATTN: Michael Brewer

*An independent business
licensed to serve you by*

Dear Mr. Brewer;

Thank you for considering ServiceMaster Professional Building Maintenance Company to provide the custodial services for your School District. ServiceMaster is committed to going above and beyond your expectations. Janitorial services are not just a commodity, but an industry based on value. We believe there is a right way to conduct business, perform service, treat our customers and develop our service workers.

Our Office is well positioned in the Pittsburgh Area with management, supervision and labor to service your district. Your schools will be a top priority for ServiceMaster. Our local office is in Allegheny County, giving us the local resources and ability to support the operations with site trained back up staff, 24 hour emergency service, and support from our fill in crews and well trained restoration crews in the event of an emergency. We are ready to meet your requests and needs every day.

Attached is information regarding ServiceMaster P.B.M. Company, outlining our ability to deliver the service required for Plum Area School District janitorial contract.

- ❖ Custodial Services RFP
- ❖ Itemized fee schedule
- ❖ Signed proposal sheet
- ❖ Sample contract
- ❖ Hire process
- ❖ Training program
- ❖ Client list-Pennsylvania school districts
- ❖ Client list – non school district
- ❖ Experience
- ❖ Non-Collusion Affidavit
- ❖ Routine and skilled maintenance
- ❖ Subcontracting statement
- ❖ Certificate of Insurance
- ❖ Suppliments

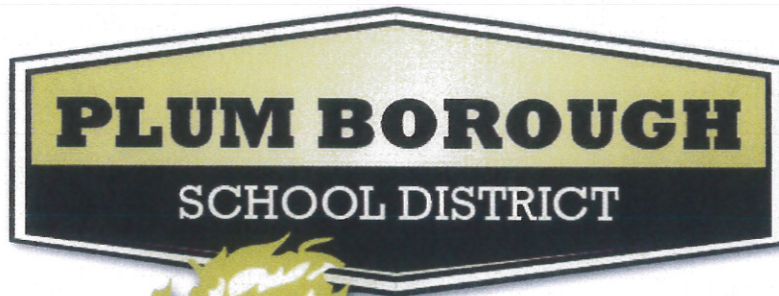
Thank you again for your consideration.

Respectfully Submitted,

Christopher J. Werder
V.P of Sales and Marketing

8. Required Submittals

**SPECIFICATION AND REQUEST FOR PROPOSALS
FOR CONTRACTED CUSTODIAL AND MAINTENANCE
SERVICES**



PLUM BOROUGH SCHOOL DISTRICT

900 Elicker Road

Plum, PA 15239

412-798-6370

REQUEST FOR PROPOSAL

The Plum Borough School District (School District or District) invites qualified vendors to submit proposals for **CONTRACTED CUSTODIAL AND MAINTENANCE SERVICES.**

SUBMISSION OF SEALED PROPOSALS

The vendor shall submit two (2) signed copies (1 original, 1 photocopy) of the completed proposal in a sealed envelope clearly marked “**CUSTODIAL AND MAINTENANCE SERVICES RFP.**”

Proposals are due by 10:00 a.m. – Monday, May 13, 2013

All proposals shall be opened and publicly read starting at 10:00 a.m. The District reserves the right to reject any and all proposals or any part of any and all proposals.

Mail or deliver the proposal to the following address:

**Plum Borough School District
ATTENTION: MICHAEL BREWER
Director of Administrative Services
900 Elicker Road
Plum, PA 15239**

Facsimile and electronic proposals shall not be accepted.

PURPOSE

The PLUM BOROUGH SCHOOL DISTRICT (School District or District) is requesting proposals for contracted custodial and maintenance services. Currently, the District provides a high level of service to staff, students and community users of all District facilities. We believe that all of our facilities should provide a safe, healthy, functional and legally compliant environment that makes a positive contribution to the educational process, business process and community uses within our facilities. The vision of our current in-house custodial and maintenance services systems is "Excellence and Customer Service".

The purpose of the Request For Proposal (RFP) is to identify alternative sources who can deliver that same level, scope and quality of services, at a more competitive cost. Our current custodial and maintenance services are capable of delivering, throughout the work week, 24 hours per day services, as scheduled and/or needed. While we seek to identify a more cost effective source for these services, we do not seek to diminish the scope, flexibility, dependability or quality of those services. The School District seeks to significantly reduce the cost of cleaning, delivery and maintenance services by contracting its services.

Vendor will be required to provide all custodial and maintenance services with its own employees. Exceptions may be made for skilled maintenance service wherein Vendor utilizes a subcontractor.

The Plum Borough School District is located in Plum Borough, Allegheny County, Pennsylvania. The School District operates five (5) Elementary Schools; one (1) Junior High School and one (1) High School. See "Scope of Services and Specifications" for description and location of facilities.

GENERAL SPECIFICATIONS FOR CUSTODIAL AND MAINTENANCE SERVICES

The Board of School Directors of the Plum Borough School District is seeking RFPs for custodial and maintenance services subject to the following conditions:

1. DATE DUE:

All RFPs must be received by **10:00 a.m. on May 13, 2013.**

2. RFP IDENTIFICATION:

All RFPs should be submitted in a sealed envelope marked, "**CUSTODIAL AND MAINTENANCE SERVICES RFP.**"

3. MAIL OR DELIVER THE PROPOSAL TO THE FOLLOWING ADDRESS:

**Plum Borough School District
ATTENTION: MICHAEL BREWER
Director of Administrative Services
900 Elicker Road
Plum, PA 15239**

Facsimile and electronic proposals shall not be accepted.

Bidder assumes risk of untimely delivery by private carrier or U.S. Mail. Date and time of deposit with U. S Post Office or private carrier is not controlling.

4. RFP FORM:

RFP must include Proposal Sheet on the form provided, with Vendor's Fee Schedule(s) attached thereto.

5. SIGNATURE:

RFP must be signed in ink by an authorized representative.

6. NON-COLLUSION AFFIDAVIT:

Vendor is required to submit the Non-Collusion Affidavit with their RFP.

7. REFERENCES AND EXPERIENCE:

Vendor is required to provide the School District with a list of references (minimum of three). In addition, each Vendor is required to provide the School District with a list of relevant experience in providing custodial and maintenance services or similar services to public and/or private institutions or entities.

8. REQUIRED SUBMITTALS:

- i. Completed and signed Proposal Sheet.
- ii. Itemized fee schedule attached to Proposal Sheet, whether proposed fee is hourly or lump sum.
- iii. Proposed form of or Sample Contract.
- iv. Description of Vendor's hiring process and selection criteria.
- v. Copy of any Training Program regularly utilized by Vendor.
- vi. Client list comprised of **Pennsylvania** School Districts; include name of School District and School District contact information.
- vii. Client list comprised of public school districts in other States (name only).
- viii. Any non-school, institutional references.
- ix. Summary of relevant experience in providing custodial and maintenance services to public and/or private entities.
- x. Completed, signed and notarized Non-Collusion Affidavit.
- xi. Description of services Vendor proposes to provide for routine and/or skilled maintenance.
- xii. A statement informing the District whether Vendor intends to use any subcontractor for skilled maintenance service. If so, state the name(s) of Vendor's subcontractors.
- xiii. Level and nature Vendor's insurance coverages which Vendor proposes to maintain for the duration of its contract with the School District.

If the Vendor cannot provide any required submittal, Vendor must state reason.

9. SUPPLEMENTS:

Vendors are encouraged to supplement this RFP with additional information which supports why the Vendor would be the most qualified to satisfy the District's needs. Vendors are strongly encouraged to include with the Proposal two (2) copies of any additional documentation or narrative which Vendor believes supports why the Vendor would be the most qualified to satisfy the District's needs.

10. CONFIDENTIALITY:

Proposals may be open to the public after the RFPs are opened. Regardless, after award of a contract, all proposals shall be open to public inspection, subject to any continuing prohibition on the disclosure of confidential data which is designated as such in any Proposal (consistent with the Pennsylvania Right to Know Law).

Confidential Data. Vendor may designate those portions of the initial proposal which constitute trade secrets or confidential proprietary information, consistent with the Pennsylvania Right to

Know Law.

Financial Information. Unless the District is required to do so pursuant to an order of a state agency or court of competent jurisdiction, a Vendor's financial information requested for purposes of demonstrating a Vendor's economic capability to provide services shall not be disclosed to the public.

11. BOARD RESERVATIONS:

To the fullest extent permitted by law, the Board reserves the right to reject any/or all RFPs and to waive any or all irregularities in the RFPs.

The Board reserves the right to waive all informalities and/or technicalities where the best interests of the District may be served, including the right to award a contract with or without any further discussion or negotiation with anyone proposing these services. The Board may give a Vendor an opportunity to cure any deficiency in its Proposal, or waive such deficiency where it is advantageous to the Board to do so.

12. QUESTIONS:

Questions or inquiries should be directed to

Michael Brewer
Director of Administrative Services
900 Elicker Road
Plum, PA 15239

412-798-6370 or
brewerm@pbsd.k12.pa.us

SYNOPSIS OF PROCUREMENT PROCESS

1. District issues and advertises invitation for proposals.
2. Vendor should thoroughly review the RFP prior to submitting same. Failure to provide a thorough response will reflect negatively upon the Vendor during the District's review.
3. The Vendor should schedule a walk-thru of the facilities of the District by contacting Michael Brewer, Director of Administrative Services, 412-798-6370 or brewerm@pbsd.k12.pa.us. Failure to schedule a walk-thru may reflect negatively upon the Vendor during the District's review.
4. District will open and review timely submitted Proposals.
5. District Representatives may request supplemental or additional information from any Vendor. Vendor may request to submit supplemental information amending the proposal. If District honors the request, other Vendors who have submitted proposals that fall within the competitive range will be accorded the same opportunity.
6. Discussion of Proposals: District Representatives may or may not conduct negotiations of technical aspects of the proposals and/or prices after reviewing all proposals submitted. These negotiations will involve only Vendors who submit proposals that fall within the competitive range.
7. District Representatives may conduct interviews.
8. Post-proposal negotiations may be conducted jointly with representatives of the District and Vendor's representative relative to terms and conditions for a written contract. The Vendor's representative shall be qualified to answer any administrative and technical clarifications relative to the Proposal.
9. District reserves the right to negotiate proposed pricing and services with any Vendor.
10. Proposals will be weighed in the following manner:
 - (a) Quality of Response to Request for Proposals
 - (b) Capability of Vendor to supply services
 - (c) Price

- (d) References
- (e) Financial capabilities
- (f) Employee hiring program
- (g) Staff's experience
- (h) Direct experience in public school districts
- (i) Additional information which supports why the Vendor would be the most qualified to satisfy the District's needs.

11. The selected Vendor and District representatives shall reduce the proposal and any negotiated terms and conditions to a written contract, duly adopted by the School Board, and executed by the Parties.

SCOPE OF SERVICES and SPECIFICATIONS FOR CUSTODIAL AND MAINTENANCE SERVICES

1. TOURS

Tours of the School Districts' buildings are encouraged prior to submitting a bid. Tours can be arranged by contacting Michael Brewer, Director of Administrative Services, 412-798-6370 or brewerm@pbsd.k12.pa.us.

2. TERM

The contract will be awarded for a two-year term. An option by the School District to extend the contract for additional years may be negotiated.

3. PRICES

The prices proposed by the Vendor on its fee schedule(s) shall include all charges for labor, insurance, taxes, overhead, profit, and other applicable costs.

If the District closes or adds a building during the term of the awarded contract, the contract will be adjusted accordingly based upon the scope of the work, utilizing estimated work hours and square footage. Additionally, the District reserves the right to negotiate reductions in frequency and or scope to reduce costs if it deems necessary. Such reductions shall be agreed upon by both parties.

4. FINANCIAL CAPABILITY:

The Vendor shall be prepared upon request to submit financial data as reasonably requested by the District for purposes of proving that the Vendor is financially capable of providing the services.

5. SUBCONTRACTING / NONASSIGNMENT

Vendor will not be permitted to subcontract any portion of the contract without prior written approval of the District. Vendor will not be permitted to assign, sell, transfer or otherwise dispose of the contract or any portion thereof, or his rights, title or interest therein without prior written approval of the District. No subcontract will, in any case, relieve Vendor of its responsibility under the contract. Written consent to subcontract, assign or otherwise dispose of any portion of the contract shall not be construed to relieve the Vendor of any responsibility for the fulfillment of the contract.

6. SCHOOL CALENDAR

The 2012-13 school calendar is included in this RFP Packet as reference. The 2012-13 school calendar reflects a typical school year for the School District.

7. AWARD

The School District will not be required to award a contract entirely on the basis of the lowest RFP in dollars and reserves the right to reject any and all proposals and/or to modify the terms of the proposals to protect the interests of the District. The District may consider matters not specifically provided for herein. Although subject to a negotiated service agreement, Vendor should assume that School District will require the within specifications to be incorporated into a final awarded contract.

8. CURRENT DISTRICT BUILDINGS AND EMPLOYEES:

The successful Vendor will be responsible for providing custodial and maintenance services in the following School District buildings:

- a. **Plum Senior High School** (Grades 9-12), 900 Elicker Road, Plum, PA; Built 1960; Renovation 2003; 295,404 square feet.
- b. **A. E. Oblock Junior High School** (Grades 7-8), 440 Presque Isle Drive, Plum, PA; Built 1968; Renovation 2001; 121,073 square feet.
- c. **Adlai Stevens Elementary School*** (Grades K-6), 313 Holiday Park Drive, Plum, PA; Built 1967; Addition 1998; 58,966 square feet.
- d. **Center Elementary School** (Grades K-6), 201 Center-New Texas Road, Plum, PA; Built 1954; Renovation 2000; 71,504 square feet.
- e. **George Pivik Elementary School** (Grades K-6), 151/100 School Road, Plum, PA; Built 2012; 74,271 square feet.
- f. **Old Pivik Elementary School*** (Temporarily Dormant), 100 School Road, Plum, PA:
- g. **Holiday Park Elementary School** (Grades K-6), 4795 Havana Drive, Plum, PA; Built 1962; Renovation 1971; 52,622 square feet.
- h. **Regency Park Elementary School**(Grades K-6), 606 Miller's Lane, Plum, PA; Built 1964; Addition 1998; 35,272 square feet.
- i. **Bus Garage**, 3411 Leechburg Road, Plum, PA; Built 1960s; 1,500 square feet.

District's Total Square Footage = 710,612 square feet.

***Note on future renovations:** The School District presently plans to vacate, demolish and construct a new Adlai Stevens Elementary School at its present location. The new building will be approximately 74,271 square feet. During construction, students will be housed at the Old Pivik Elementary School.

District's Current Staffing Levels:

34 Custodians @ 2080 hours/year = 70,720

Shifts: 7am-3pm (7 workers); 3pm-11pm (13 workers) and 11pm-7am (14 workers)

6 Maintenance Workers @ 2080 hours/year = 12,480

Shifts: 6am-2pm (2 workers); 7am-3pm (1 worker) and flex time (3 workers)

Overtime (activities, events, etc., est.) = 4000 hours

9. VENDOR EMPLOYEE REQUIREMENTS

All Vendor employees are to be well groomed and wear clean attire, utilizing Vendor provided uniforms. The Vendor's company name must be clearly visible on the front of the uniform.

Any Vendor employee assigned to the District must meet the following requirements:

- a) At least 18 years of age.
- b) High school graduate or equivalent GED.
- c) U.S. citizen or authorized to work in the U.S.
- d) Obtain a negative Tuberculosis test.
- e) Pass all criminal and child abuse clearances in compliance with state and federal laws. Vendor is required to provide all clearances as required by the Public School Code, as amended, for every individual assigned to the School District. These clearances include, but may not be limited to, the criminal history report from the Pennsylvania State Police, Pennsylvania State Child Abuse Report and the Federal Criminal History Report.
- f) Capable of reporting maintenance needs to the District's designee.
- g) Able to interact positively and appropriately with students, school employees, and the public.
- h) Able to productively work with minimal supervision.
- i) Trained by Vendor in the area of work assigned.
- j) Punctual.
- k) English may be the employee's first or second language. Because of the need to communicate with English speaking students, staff, vendors and community members, however, the employee must be able to speak conversational English.

At no time shall Vendor's personnel do any of the following:

- i. Leave custodial closets, products or equipment unattended.
- ii. Congregate or have food/drink in unauthorized areas.
- iii. Disturb papers on desks, open drawers or cabinets, use telephones or computers or tamper with personal property owned by the District, staff or students.

- iv. Talk or text on personal cell phones while on duty or use a personal music device such as MP3 player.
- v. Leave lights on or doors open in unattended sections.
- vi. Play radios, or other similar devices, at a volume that is audible in other areas of the Building.
- vii. Use any District equipment (i.e.: TV's, VCR's) that is not required to perform duties.
- viii. Smoke or use any tobacco products on District property or District vehicles.
- ix. Possess, use, distribute, or be under the influence of alcohol or any controlled substance while on school property. Employees must be alcohol and drug free when arriving for and while on duty.
- x. No visitors, spouses or children of an employee will be allowed at the work site during working hours unless they are bona fide employees of the Vendor or they receive prior approval from the District's designee.

Vendor and Vendor's employees must comply with federal employment eligibility requirements through the U.S. Dept. of Homeland Security's E-Verify program. Vendor is required to submit **Public Works Employment Verification Forms** to the School District. This requirement is a precondition of being awarded a contract.

Vendor shall be required to maintain a list of all employees assigned to each building and areas of assigned responsibility, which list shall be updated as employees are hired or terminated. Vendor will be required to must inform District's designee at least 48 hours before a new employee is placed in any school in the District. Vendor shall maintain attendance records which indicate "log" in at the beginning of their shift and "log" out at the end of their shift each day in a designated location. This requirement is to enable District to determine which of the Vendor's staff is in each school at any given time.

10. ABSENTEEISM

Vendor will be expected to maintain a pool of trained and qualified substitutes with the required background checks, available at short notice, to ensure that Vendor is able to adequately staff the District in the event of illness or injury.

Whenever any workers are absent from part or all of their District assignment and a substitute is not provided by the Vendor, the Vendor must deduct the following amounts from the next invoice: for each unfilled day shift on school days – a \$300 per instance. For all other unfilled shifts – a \$100 per instance. These sums are intended to reflect the Vendor's labor savings by not providing eight hours of labor and to provide an "assured staffing" incentive.

11. PROJECT MANAGER/SUPERVISOR

The Vendor shall provide a Project Manager/Supervisor with a minimum two-year degree in facilities management or a related field, and five (5) years of business or facilities management experience. The Project Manager/Supervisor shall be a full-time, full-year on-site Project Manager/Supervisor. The District will provide office space and reasonable furnishing with a

restricted in-District phone. The Vendor is responsible for any additional equipment, supplies, assistance, or secretarial help. In addition, the Vendor will provide the Project Manager/Supervisor assigned to the District with a cell phone.

Upon request and prior to awarding a contract, Vendor shall submit the resumes of its management team.

12. TRAINING

The Vendor is to have, in-place, an on-going, effective and documented training program that includes at a minimum all local, state and federally mandated training and contains, at a minimum:

Orientation program before placement in the District; AHERA, Floor Tile Care, Basic General Cleaning Procedures, Battery Safety, Blood-borne Pathogens, Carpet and Hard Surface Care, Handbook Review, Lock-out/Tag-out Procedures, Ladder Safety, Personal Grooming, Right-to-Know including Material Safety Data Sheets (MSDS), Safety, Sexual Harassment, minor mercury spill cleanup, DEQ requirements from SPS Storm Water Management Plan and PBSB contract expectations.

The Vendor will provide written documentation of employees assigned to the School District who have attended such a program, including date and time, to the District's designee within 30 days after the hire date of the employee. If proof is not submitted within 30 days a \$100 fine per employee may be imposed by the District. The deduction will be made on the next month's invoice and every month until the proof is submitted.

13. UNIFORMS AND IDENTIFICATION

The Vendor will provide, and all of the Vendor's employees are required to wear uniforms, approved by the District on all work days. The Company Logo/Name on uniforms must be clearly visible on the front. Uniforms will be provided by the Vendor and must be worn by all regular and substitute employees while working in the District's schools and on the District's grounds. The uniforms must be as follows:

- a) Collared shirts are required for men and women. The shirts may be short sleeve or long sleeve. Shirt colors and styles should be the same for all employees.
- b) Slacks are required, and should also be the same (or coordinating) color and style for all employees.
- c). During the summer recess when school is not in session, the Vendor's employees may wear shorts that extend at least halfway down the thighs.
- d) In addition to uniforms, all contract personnel are also required to wear a picture ID badge provided by the Vendor with a design approved by the District. While performing work at the District, all ID badges are to be worn clearly visible and above the waist.

14. EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS

Vendor must comply with all applicable federal and/or state Equal Employment Opportunity requirements in providing employment and promotion opportunities.

15. DISCRIMINATION PROHIBITED

In accordance with Pennsylvania Law, 62 Pa. C. S. A. § 3701, Vendor agrees that:

In the hiring of employees for the performance of work under any contract with the District, no Vendor, or any person acting on behalf of the Vendor, shall by reason of gender, race, religion, creed or color discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform the work to which the employment relates. No Vendor, or any person on their behalf, shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on account of gender, race, religion, creed or color.

16. HUMAN RELATIONS ACT

The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 P.L. 744) (43 P.S. Section 951, et. Seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, religious creed, ancestry, age, sex, national origin, handicap or disability by employers, employment agencies, labor organizations, Vendors and others. The Vendor shall agree to comply with the provisions of the Act as amended that is made part of this specification.

17. EXTRA CURRICULAR, SPORTS AND FACILITY ACTIVITIES

Periodic special events will require the Vendor to modify the cleaning schedule to accomplish set up and breakdown of those special events (parent teacher conferences, ice cream socials, a play in the auditorium, home football game, etc.). The Vendor may choose to schedule support clean up on the day after the event if the delaying of the clean-up does not detract or interfere with the overall look or environment of the school facility. Otherwise it is anticipated that:

1. In the Elementary Schools, any space, used for an after-school activity, shall be cleaned after the end of that activity, provided it ends by 9:00 p.m.
2. In the Junior High School and the High School, any space, used for an after-school activity, shall be cleaned after the end of that activity, provided it ends by 10:00 p.m.
3. Spaces that are to be used for after-school activities are cleaned and set-up at the scheduled times, and efforts are made to ensure that the routine cleaning of the remainder of the building does not interfere with the scheduled activity.

The Vendor will be responsible for furniture setup and take-down (when appropriate) for extracurricular activity needs, sporting events, or rental agreements that occur at school sites. At the High School, Junior High and Elementary Schools, these events are numerous and may occur

after school hours. Scheduled use of the buildings on the weekend may occur. This is relatively common for the high school sites. The Vendor will be responsible to open and prepare the building for scheduled use on a Saturday or Sunday. These scheduled events may be related to District agreements or administrative and staff needs.

Hours of service for events that extend outside of the regular schedule must be invoiced by the Vendor separately from the monthly contract fee and will be mutually agreed upon prior to the event. Services provided for activities that are billable beyond the regular base contract must be approved in advance by the District designee. Itemized bills should include the date of the service, hours worked, the employees who worked and the district designee who approved the service. Such billing must be submitted under separate invoices but at the same time as the base contract invoice for the month within which the service was provided.

The Vendor will sometimes be required to provide extra or special coverage on Saturdays and/or Sundays with very short notice. The Vendor may invoice the District at the agreed upon rates for this extra work. The District would entertain creative staff schedules to include Saturday and Sunday hours at all locations in order to regularly staff the events without extra or special coverage.

Regardless of special events during the week or weekends, the Vendor will provide clean buildings prior to each school day beginning.

18. HOLIDAYS AND BREAK PERIODS

The Vendor will be required to provide custodial services in all District buildings during all break periods, such as summer recess and Christmas recess. Extra cleaning is performed during these periods. The buildings are expected to be clean and ready for school the next business day after a school holiday. The District reserves the right to require some work on any and all of these holidays. If such work is requested by the District's designee, the Vendor may bill the District for this work at the hourly rate quoted.

19. EMERGENCY SERVICES

The Vendor agrees to respond to any emergency requests made necessary by weather conditions, plumbing failure, leaks, or accidents; 24 hours per day, 7 days per week, 365 days per year. Any additional services of this nature must be pre-approved by the District's designated administrator on call. Any invoice for this type of service must include the school, date, area(s) affected, scope of work performed, hours expended by contract personnel, and name of person authorizing the work.

20. SCHOOL CLOSINGS

Custodians are required to work on all "inclement weather days." In addition to minor snow removal around school entrances, they will be required to perform other tasks. On snow (or ice) days, the District may permit the afternoon shift custodians to begin work at 9:00 a.m. instead of

their afternoon start time, with the approval of the District designee. Custodians are also required to work on all other days that school is closed due to other inclement weather or due to boiler failure, electrical outages, etc. On these days, they should expect to work their regular schedule unless otherwise directed by the District's designee.

21. RENOVATIONS

During times of repairs, remodeling, renovations and construction, upon request of the District's designee, Vendor will re-assign or discontinue the custodial work normally performed in these areas.

22. TEMPORARY SCHOOL CLOSURES

If one or more schools are closed for more than three consecutive work days for "acts of God", inclement weather, and/or a problem with the building, the District's designee may request that cleaning services be temporarily suspended in the applicable school(s). If this occurs, the District's bill for that month will be reduced accordingly for each day of work that cleaning services are cancelled in the applicable school(s). If any such service reductions can be reasonably anticipated by the District, the District's designee will provide as much lead time to the Vendor as possible.

23. BUILDING OPENING AND CLOSING

Vendor employees may be asked to lock or unlock specific doors at the times specified by the District's designee. As needed, Vendor employees will be asked to assist on lock downs and fire drills. The Vendor is responsible for the security of the building during the cleaning operation. The Vendor shall secure the building at the end of each shift and set the alarm (secure all doors, turn off all but designated lights, turn off ceiling fans, and close all windows). Office, classroom, and other doors are to be unlocked or opened only during the time that cleaning is actually being done and all are to be relocked as soon as the service has been completed. For the safety of students and the public at large, storage and custodial closet doors are to be kept shut and locked when not in use. If the Vendor fails to properly secure any building, a non-compliance penalty mutually agreed to by the parties shall be applied and shall be deducted from the next month's payment.

24. KEYS, KEY FOBS AND ALARM CODES

The District shall provide the Vendor with keyless entry fobs, keys and alarm codes, as the case may be, for each school. Keys, key fobs and alarm codes must not be traded between or shared among employees. Each Vendor employee will be required to sign for his/her exterior door key or key fob. At no time shall copies be made of any keys issued. If additional copies are needed, the Vendor must obtain keys from the District's designee.

There will be a reasonable charge for the replacement of any lost or stolen key. All lost building keys or key fobs assigned to the Vendor or to any of the Vendor's employees (whether interior or exterior keys) must be reported to the District's designee within 24 hours of discovery of the

loss. If the District deems it necessary to re-key any locks due to inadequate key control/management by the Vendor, the cost will be deducted from the monthly payment. This includes the cost of door core replacement.

The Vendor is prohibited from lending District building keys or key fobs to anyone. The Vendor and its employees are also prohibited from leaving key rings in janitor closets or on custodial carts or otherwise out of their possession.

All keys assigned to a Vendor's employee shall be returned to the District's designee when his/her services in the assigned school end. All keys shall be returned to the District's designee at the termination of this contract.

25. ENERGY CONSERVATION

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

26. TOOLS AND CLEANING SUPPLIES

The District will provide all basic cleaning tools including (but not limited to) the following at each school: brooms, dry mops, dusters, dustpans, flashlights and batteries, mop buckets and wringers, mop heads/handles, snow shovels, squeegees, street (push type) brooms, wet mops, exterior brooms, yard rakes, custodial carts/barrels, micro-fiber supplies and equipment, plungers and other tools necessary to perform the services specified in this contract. The District will also supply all soaps, wax and cleaning solutions. The District will supply all necessary tools, equipment, supplies and vehicles for general maintenance employees. These items may not be transferred to another client or to another client's site. Maintaining all cleaning equipment and tools will be the responsibility of the Vendor. The District designee must review and approve all vendor-owned equipment prior to the start of use to guarantee the safety of our facilities and ensure that it is appropriate for use in our buildings. In addition to the items listed in the previous section, District will maintain and replace (when necessary) District owned cleaning equipment.

27. USE OF EQUIPMENT, TOOLS AND CLEANING SUPPLIES

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

District expectations include:

- a) Vendor must appropriately maintain all equipment to ensure its proper operation and preserve its expected life cycle.
- b) Unless under warranty repair, Vendor must make all repairs in a fashion that appropriately maintains the capital value of the equipment throughout its life cycle.

- c) District owned equipment found to be in inappropriate condition due to misuse and/or insufficient maintenance or repair may be required to be restored and/or replaced at Vendor's expense and Title shall be retained by District.
- d) Vendor must notify the District and receive approval from the District Designee prior to disposing of any piece of District owned equipment.
- e) As equipment reaches the end of its useful life cycle and/or becomes obsolete the vendor may propose replacement by District or by Vendor as negotiated.
- f) At no time shall the use of District owned equipment provide justification for Vendor to fail to meet their obligations for cleaning productivity, cleaning quality, or customer service as required in the contract.

28. MAINTENANCE WORK

Custodians will be required to occasionally perform minor maintenance tasks as needed. These tasks can typically be performed with a hammer, screwdriver (manual and powered), small drill, paint brush, pliers or adjustable wrench.

29. ASBESTOS

Like many older schools, Plum's school buildings include some asbestos containing building materials. Some of the most common locations include old floor tile, old HVAC pipe wrap, some old ceiling tile, and some old glue holding chalkboards to classroom walls. Each school has, and the District's designee has, a copy of the District's asbestos management plan for each school. These are available for public inspection. All of the Vendor's employees assigned to the District should familiarize themselves with the various sources of asbestos in the school(s) to which they are assigned.

30. HAZARDOUS SUBSTANCES

The Vendor will ensure that any substances defined as hazardous by state or federal law will be properly labeled and delivered or used in a way that does not violate state or federal laws.

31. GOVERNMENT REGULATIONS AND DISTRICT POLICIES

The Vendor must have a complete working knowledge of, and must comply with, all of the following:

- a) Asbestos Hazard Emergency Response (AHERA) regulations.
- b) All other applicable federal, state, and local laws, codes, and regulations.
- c) Plum Borough School District Board policies and administrative guidelines.

32. LICENSES AND PERMITS

The Vendor shall obtain at its own expense any necessary licenses and permits to provide the services specified in the contract; i.e. pool operator license, pesticide and weed control licenses, et cetera.

33. INDEPENEDENT VENDOR

It is expressly agreed between the Vendor and the District that the Vendor will act as an independent contractor in the performance of its duties under this contract and under no circumstances shall any employee of Vendor be deemed an employee of the School District.

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

The Vendor shall acquire worker's compensation insurance for all its employees or agents assigned to work at the School District, and shall defend, indemnify and hold harmless the District from and against any claim for worker's compensation brought by or on account of the Vendor or by any of its employees or agents.

34. EMPLOYMENT RELATED EXPENSES

Vendor shall be responsible for all employment related expenses of its employees including, but not limited to, payroll taxes, workers' compensation, unemployment compensation; federal and state mandated leave time, retirement, health insurance, and other employment related benefits. The District does not require the Vendor to maintain any minimum level of employee compensation or fringe benefits.

35. INDEMNIFICATION REQUIREMENTS

The Vendor will agree to indemnify and hold harmless and defend the District, its Board and its Board members in their official and individual capacities, its successors, assignees, employees, and agents from and against any and all claims, costs, expenses, damages, and liabilities including reasonable attorney's fees, arising out of the negligent acts or willful misconduct of the Vendor and its employees. The Vendor agrees to accept full responsibility for any and all damages, including damage to the District's property and/or to other persons as a result of Vendor's operations. The Vendor further agrees to promptly repair any such damage in accordance with the District's instructions.

36. INSURANCE REQUIREMENTS

Vendor must state level and nature Vendor's insurance coverages which Vendor proposes to maintain for the duration of its contract with the School District.

Vendor will provide the District with the required insurance certificates before Vendor begins providing services and annually thereafter. These certificates of insurance shall be submitted to the District's designee. The certificates of such insurance shall designate the School District as a co-insured.

A minimum 30-day cancellation clause is required on all insurance policies. Policies will require that the carrier notify the School District in writing at least 30 days before the cancellation is to become effective.

It is anticipated that Vendor will be able to carry commercial general liability insurance, including personal injury, blanket contractual liability and broad form property damage, with limits of no less than one Million Dollars (\$1,000,000) combined single limit per occurrence; and include theft and mysterious disappearance for which the Vendor is legally liable; as well as, (a) commercial automobile liability insurance with a \$1,000,000 combined single limit on vehicles owned, leased, or rented by Vendor while performing under this Agreement; (b) errors & omissions liability insurance, applicable to the acts, errors or omissions; and (c) employment practices liability insurance, applicable solely to the liability of Vendor;

Vendor must also provide all of its employees working on this contract with workers' compensation insurance and unemployment insurance. The District will not be responsible for any job related injuries to the Vendor's employees.

37. PERFORMANCE BOND

The Vendor should expect to provide annually a Performance Bond or Irrevocable Letter of Credit in the amount of seventy-five percent (75%) of the current-year contract price. (For the first year of the contract, the Performance Bond would guarantee 75% of the contract price as stated in the proposal for the first year - 2013-2014; for any additional year contract, the Performance Bond would guarantee 75% of the contract price as stated in the proposal for the additional year, and so on.)

38. PROPERTY DAMAGE

The Vendor shall inform the applicable principal and District designee of any vandalism, evidence of attempts to force entry and all other damages to any buildings. The Vendor's employees shall report, in writing, any items that require maintenance or repair that are discovered during the process of this contract.

The Vendor shall be responsible for reporting and paying for any damages to any of the District's buildings, equipment, and/or contents caused by the Vendor's employees. Vendor is solely responsible for the conduct of its personnel.

The Vendor shall cooperate fully with the District and with any Law Enforcement authorities in the investigation of any unlawful activities suspected of the Vendor's employees while working on the District's sites. If personnel employed by the Vendor are found to have committed theft or

other unlawful activities on any of the District's sites, the Vendor shall be responsible to the District for restitution which will include, but not be limited to, all actual losses, damages, costs of investigation, and costs of prosecution.

39. IMPROPER CHEMICAL USE

If the Vendor uses chemicals or cleaning methods not specifically requested by the District that damage the District's property, the Vendor shall pay for the property's replacement or repairs.

40. SITE INSPECTIONS

Vendor's Project Manager/Supervisor, the District's Designee and other personnel as deemed appropriate by the District's Designee will perform periodic inspections of each school building and grounds (1) to ensure tasks are completed according to the District's requirements, (2) to ensure that the quality of work is satisfactory and (3) to ensure the Vendor's compliance with other terms of the contract. In addition, an inspection of all schools will be conducted prior to each school year.

Vendor's Project Manager/Supervisor will use inspection forms or pre-printed forms mutually agreed upon between the District and Vendor. Upon completion of each inspection, the Vendor will provide a copy of the inspection form to the District before leaving the school.

These requirements are not intended to limit the Vendor's responsibility to inspect or control its own work, nor does it limit the District's right to inspect any building at any time. Inspections are to be conducted with the District's designee and other personnel as deemed appropriate by the District designee.

The District's designee may also periodically inspect the schools and may report any deficiencies and all unsatisfactory performance to the Vendor. Vendor will be granted a reasonable time to correct the deficiencies. Where it is necessary, in the District designee's opinion, to correct unsatisfactory performance, all costs incurred by the District to correct the deficiencies will be deducted from the monthly payment to the Vendor.

41. SAFETY

The Vendor's Project Manager/Supervisor shall volunteer to be a member of the Plum Borough School District's Safety Committee.

The Vendor shall be responsible for compliance with all applicable federal and state laws, codes, and regulations, including but not limited to OSHA and the Right-to-Know. The Vendor shall be responsible for the workplace safety and health of its personnel while they are performing their services the School District.

42. FINES FOR OSHA AND DEQ VIOLATIONS

If the District is assessed any fines for OSHA and DEQ violations arising out of these contract services and attributable to the Vendor, the Vendor shall reimburse the District for these fines by commensurately reducing the charges on the monthly invoice.

NON-COLLUSION AFFIDAVIT

State of _____ : S.S.
County of _____ :

I STATE THAT I AM _____ (Name and Title) of _____ (Name of Vendor/Firm) and that I am authorized to make this Affidavit on behalf of Vendor, and its owners, directors, and officers. I am the person responsible for Vendor's price(s) and the Contract Sums proposed in this RFP for Plum Borough School District Secretarial Services.

I STATE THAT:

1. The price(s) and amount of this Proposal have been arrived at independently and without consultation, communication or agreement with any other vendor, Vendor, proposer or potential proposer.
2. Neither the price(s) nor the amount of this Proposal, and neither the approximate price(s) nor approximate amount of this Proposal, have been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before the RFP opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from proposing on this contract, or to submit a proposal higher than this Proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
4. The Proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, and firm or person to submit a complementary or other noncompetitive proposal.
5. _____ (Name of Vendor/Firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I STATE THAT _____ (Name of Vendor/Firm) understands and acknowledges that the above representatives are material and important, and will be relied on by the Plum Borough School District in awarding the pupil secretarial contract for which this Proposal is submitted. I understand and my firm understands that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from the Plum Borough School District of the true facts relating to the submission of proposals for this contract.

Signature of Affiant

SWORN TO and SUBSCRIBED BEFORE ME

THIS _____ DAY OF _____, 2013

Notary Public (seal)

My Commission Expires:

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this proposal. According to the Pennsylvania Anti-RFP-Rigging Act, 73 P.S. ##166 et seq. governmental agencies may require Non-Collusion Affidavits to be submitted together with proposals.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the Vendor who makes the final decision on prices and the amount quoted in the proposal.
3. Proposal rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of proposals are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the Vendor with responsibilities for the preparation, approval or submission of the proposal.
4. In the case of a proposal submitted by a joint venture, each party to the venture must be identified in the proposal documents, and an Affidavit must be submitted separately on behalf of each item.
5. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the proposal.

PROPOSAL SHEET FOR CUSTODIAL AND MAINTENANCE SERVICES

The undersigned Vendor hereby proposes to furnish custodial and maintenance services for the Plum Borough School District pursuant to the fee schedule attached hereto. The undersigned certifies to have read the Request for Proposal and offers to furnish the services at the prices quoted. The Vendor acknowledges that the total number of custodian and maintenance workers and yearly hours per worker that the District presently utilizes is for reference only. Vendor has made its own projections on the number of workers and work hours necessary to perform all regular custodial and routine maintenance services for the School District.

All prices quoted in the fee schedule are all inclusive, including overhead and profit.

Attached to this Proposal Sheet is a fee schedule containing hourly rates for all services Vendor is prepared to provide the Plum Borough School District for year 1 commencing July 1, 2013, and year 2 commencing July 1, 2014; or in the alternative, the fee schedule contains lump sum fees based upon the number of work hours not exceeding the maximum contained therein. If a lump sum fee, Vendor has set forth the hourly rates that would be charged the School District for work hours exceeding the maximum.

If an hourly rate is dependent upon the nature of the services (e.g. custodial vs. routine maintenance vs. skilled maintenance services), or if an hourly rate is dependent upon the time of day or day of the week, or if a different hourly rate is charged for emergency custodial or maintenance services, the same is itemized on the attached pricing.

Unless otherwise noted by Vendor, Vendor has included with this Proposal all submittals listed in Section 7, items i thru xiii, of the "General Specifications for Custodial and Maintenance Services"

Vendor: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Signature: _____

Print Name: _____

Title: _____

Contact Person: _____

Business Entity (partnership, LLC, LLP, corp., etc.): _____

Date: _____

PLUM BOROUGH SCHOOL DISTRICT

2012-2013 School Calendar

2012-2013

First Day of School 8/27/12 - Last Day of School 6/6/2013

July '12						
S	T	T	S			
u	M	u	W	F	a	
1	2	3	4	5	6	7
		1	1	1	1	1
8	9	0	1	2	3	4
1	1	1	1	1	2	2
5	6	7	8	9	0	1
2	2	2	2	2	2	2
2	3	4	5	6	7	8
2	3	3				
9	0	1				

August '12						
S	T	T	S			
u	M	u	W	F	a	
			1	2	3	4
					1	1
5	6	7	8	9	0	1
1	1	1	1	1	1	1
2	3	4	5	6	7	8
1	2	2	2	2	2	2
9	0	1	2	3	4	5
2	2	2	3	3		
6	7	8	9	0	1	
						5

September '12						
S	T	T	S			
u	M	u	W	F	a	
						1
2	3	4	5	6	7	8
	1	1	1	1	1	1
9	0	1	2	3	4	5
1	1	1	1	2	2	2
6	7	8	9	0	1	2
2	2	2	2	2	2	2
3	4	5	6	7	8	9
3						1
0						9

October '12						
S	T	T	S			
u	M	u	W	F	a	
	1	2	3	4	5	6
			1	1	1	1
7	8	9	0	1	2	3
1	1	1	1	1	1	2
4	5	6	7	8	9	0
2	2	2	2	2	2	2
1	2	3	4	5	6	7
2	2	3	3			
8	9	0	1			
						2
						2

November '12						
S	T	T	S			
u	M	u	W	F	a	
			1	2	3	
						1
4	5	6	7	8	9	0
1	1	1	1	1	1	1
1	2	3	4	5	6	7
1	1	2	2	2	2	2
8	9	0	1	2	3	4
2	2	2	2	2	3	
5	6	7	8	9	0	
						1
						8

December '12						
S	T	T	S			
u	M	u	W	F	a	
						1
2	3	4	5	6	7	8
	1	1	1	1	1	1
9	0	1	2	3	4	5
1	1	1	1	2	2	2
6	7	8	9	0	1	2
2	2	2	2	2	2	2
3	4	5	6	7	8	9
3	3					1
0	1					5

January '13						
S	T	T	S			
u	M	u	W	F	a	
			1	2	3	4
					1	1
6	7	8	9	0	1	2
1	1	1	1	1	1	1
3	4	5	6	7	8	9
2	2	2	2	2	2	2
0	1	2	3	4	5	6
2	2	2	3	3		
7	8	9	0	1		
						2
						1

February '13						
S	T	T	S			
u	M	u	W	F	a	
						1
						2
3	4	5	6	7	8	9
1	1	1	1	1	1	1
0	1	2	3	4	5	6
1	1	1	2	2	2	2
7	8	9	0	1	2	3
2	2	2	2	2		
4	5	6	7	8		
						1
						8
























March '13						
S	T	T	S			
u	M	u	W	F	a	
				1	2	
3	4	5	6	7	8	9
1	1	1	1	1	1	1
0	1	2	3	4	5	6
1	1	1	2	2	2	2
7	8	9	0	1	2	3
2	2	2	2	2	3	
4	5	6	7	8	9	0
3						1
1						8

April '13						
S	T	T	S			
u	M	u	W	F	a	
	1	2	3	4	5	6
			1	1	1	1
7	8	9	0	1	2	3
1	1	1	1	1	1	2
4	5	6	7	8	9	0
2	2	2	2	2	2	2
1	2	3	4	5	6	7
2	2	3				
8	9	0				
						2
						0

May '13						
S	T	T	S			
u	M	u	W	F	a	
			1	2	3	4
						1
						1
5	6	7	8	9	0	1
1	1	1	1	1	1	1
2	3	4	5	6	7	8
1	2	2	2	2	2	2
9	0	1	2	3	4	5
2	2	2	2	3	3	
6	7	8	9	0	1	
						2
						1

June '13						
S	T	T	S			
u	M	u	W	F	a	
						1
2	3	4	5	6	7	8
	1	1	1	1	1	1
9	0	1	2	3	4	5
1	1	1	1	2	2	2
6	7	8	9	0	1	2
2	2	2	2	2	2	2
3	4	5	6	7	8	9
3						0
0						3

Notes

 Clerical Day - 8/24, 1/21, 6/5	 In-Service Day 8/23
 In-Service Day - 8/23, 10/8, 11/6, 2/11, 5/21	 Clerical Day 8/24
 No School	 Labor Day 9/3
End of Report Card Periods	 In-Service Day 10/8
 1st Report Card Period - 10/30 Early Dismissal	 Election Day 11/6 - Parent/Teacher Conferences
 2nd Report Card Period - 1/16	 Thanksgiving Break 11/22 to 11/26
 3rd Report Card Period - 3/25 Early Dismissal	 Winter Break 12/24 to 1/1
 4th Report Card Period - 6/6	 Dr. Martin Luther King Day 1/21 - Clerical Day
Snow Make-Up Days	 In-Service Day 2/11
2/18 President's Day 1st Day	 President's Day 2/18 - Snow Make-Up Day
4/29 No School 2nd Day	 Spring Break 3/27 - 4/1-Snow Make-Up Days 3/27,28 & 4/1
3/27 Spring Break Wednesday 3rd Day	 No School 4/29 Snow Make-Up Day
3/28 Spring Break Thursday 4th Day	 Election Day 5/21 - In-Service Day
4/01 Spring Break Monday 5th Day	 Memorial Day 5/27
Board Approved:	 Clerical Day 6/5
	 School Picnic 6/11
	Op. #1 2012-13 Ten Mth

i. **Proposal Sheet**

PROPOSAL SHEET FOR CUSTODIAL AND MAINTENANCE SERVICES

The undersigned Vendor hereby proposes to furnish custodial and maintenance services for the Plum Borough School District pursuant to the fee schedule attached hereto. The undersigned certifies to have read the Request for Proposal and offers to furnish the services at the prices quoted. The Vendor acknowledges that the total number of custodian and maintenance workers and yearly hours per worker that the District presently utilizes is for reference only. Vendor has made its own projections on the number of workers and work hours necessary to perform all regular custodial and routine maintenance services for the School District.

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Unless otherwise noted by Vendor, Vendor has included with this Proposal all submittals listed in Section 7, items i thru xiii, of the "General Specifications for Custodial and Maintenance Services"

Vendor: ServiceMaster Professional Building Maintenance Co.

Address: 1330 Wall Avenue

Phone: 412-372-7777 Fax: 412-372-1859 E-Mail: cwerder@svmpbm.com

Signature: 

Print Name: Christopher J. Werder

Title: Vice President of Sales & Marketing

Contact Person: Christopher J. Werder

Business Entity (partnership, LLC, LLP, corp., etc.): Corp

Date: 5/9/2013

ii. Fee Schedule

PRICING EXPLANATION

The pricing work sheet we provided is based on ServiceMaster recognizing the Teamsters union and hiring current Plum Borough School District employees. We have calculated our pricing based on the Teamster's current wage and benefit package.

Our plan to reduce costs and maintain or improve service levels is to implement our exclusive Capture and Removal system of cleaning in your schools. We have implemented this system of cleaning in other schools and have been able to reduce the number of labor hours required to perform services by 15 to 20 percent, while maintaining or improving the level of service. The system also helps to improve indoor air quality.

Our Capture and Removal system will require purchasing some specific equipment such as back pack vacuums, flat mops and the like. We feel the cost savings in labor will far outweigh the cost of equipment.

PLUM BORO SCHOOL DISTRICT

Janitorial RFP Pricing Worksheet

Property: _____
 Cleanable Square Feet: 710,612

Contractor: ServiceMaster

Site Personnel	Daily Hours	Annual Working Days	Annual Hours	Hourly Wage Rate	Annual Labor \$
Manager - Non Working		260	2,080	\$ 28.85	\$ 60,008.00
Lead Cleaner		260		\$ -	\$ -
Daylight Cleaners		260	13,832	\$ 20.65	\$ 285,630.80
Cleaner(s)		260	37,237	\$ 20.30	\$ 755,911.10
Restroom Cleaner(s)		260		\$ -	\$ -
Maintenance workers		260	11,856	\$ 20.80	\$ 246,604.80
Project Technician(s)		260	3,006	\$ 20.80	\$ 62,524.80
Other		260	-	\$ -	\$ -

Vacation, Personal Days Coverage

Cleaners PTO Coverage			1,800	\$ 20.30	\$ 36,540.00
Day Porters PTO Coverage			400	\$ 20.65	\$ 8,260.00
Maint./Project PTO Coverage			400	\$ 20.80	\$ 8,320.00

Periodic Support Personnel

Floor Technicians(s)			-	\$ -	\$ -
Carpet Technician(s)			-	\$ -	\$ -
Total Annual Wages					\$ 1,463,799.50

Payroll Taxes, Workman's Compensation, General Liability, State and Federal Unemployment Taxes	\$ 329,330.00
Employee Pension Cost	\$ 178,464.00
Employee Health Insurance Cost	\$ 260,568.00
Uniforms	\$
Cleaning Supplies (excluding all paper products)	\$
Equipment	\$
Employee Screening, including Drug Testing and Criminal Record Check	\$ 3,600.00
Travel and Administrative Support	\$ 48,000.00
Total Annual Direct Costs	\$ 2,283,761.50
Overhead and Administration	\$ 64,000.00
Profit	\$ 96,000.00
Total Annual Costs	\$ 2,443,761.50
Total Monthly Cost	\$ 203,646.79
Cleanable Square feet	710,612
Annual Cost Per Square Foot	\$ 3.4390
Monthly Cost Per Square Foot	\$ 0.2866
Total cost including Overtime (4,000 hrs. @ \$46.00 an hour)	\$ 2,627,761.50



ordinary tasks. extraordinary service.

COULD YOUR LEARNING ENVIRONMENT BE GREENER, CLEANER AND HEALTHIER?

Probably. And in several states, it's now a requirement. That's why so many cleaning companies now claim to have green products and services. But finding one that is actually backed by industry green certifications is rare. That's where ServiceMaster Clean® can help.



Our proprietary Capture and Removal Cleaning® system combines advanced equipment and microfiber technologies with a proven process to trap and remove dirt—not just move it around. This state-of-the-art system can dramatically decrease airborne particulates, VOCs and bacteria, helping result in happier, healthier and higher-achieving students and teachers.

Incorporating our Capture and Removal Cleaning system into your school's cleaning program is the first step in achieving GS-42 certification, the Environmental Standard for Cleaning Services regulated by Green Seal®, an independent, nonprofit organization dedicated to safeguarding the environment.

WE HAVE A LESSON PLAN FOR EXTRAORDINARY CLEANING.

ServiceMaster Clean has been an industry leader for more than 50 years. Our highly trained, thoroughly screened professionals offer dedicated service to school administrators that goes above and beyond the standard of care you expect. With constant accessibility and clear communication, we do the job right the first time, every time.

BENEFITS FOR YOUR SCHOOL

Green cleaning from ServiceMaster Clean can help:

- ▶ Improve indoor air quality
- ▶ Reduce sick-day absences*
- ▶ Reduce contributors to asthma
- ▶ Raise reading and math scores*
- ▶ Influence positive attitudes toward the school and green cleaning**



*Source: Healthy School Environment and Enhanced Educational Performance. The Case of Charles Young Elementary School, Washington, D.C.. Carpet & Rug Institute, January 2002.
**Source: Dr. Michael A. Berry, PhD

iii. Sample Contract



CONTRACT SERVICES AGREEMENT

AGREEMENT made this ___ day of _____ by and between **ServiceMaster** and _____ (hereinafter called "CLIENT").

Whereas, ServiceMaster maintains a Cleaning Service rendered on an individual contract basis in office buildings, schools, stores and other locations;

Whereas, ServiceMaster is a franchisee of ServiceMaster Residential/ Commercial Services Limited Partnership, and as such is an independent contractor and not an employee, agent, or partner of said franchisor;

Whereas, Client desires **ServiceMaster** to supply such cleaning services at the property commonly known as _____ (hereinafter called the "area to be serviced").

NOW THEREFORE, the parties hereto agree as follows:

1. Beginning on _____ **ServiceMaster** will provide and perform for the CLIENT the services described in the "Task Schedule," a true and accurate copy of which is attached hereto and made a part hereof, in the areas to be serviced.
2. All personnel furnished by **ServiceMaster** will be employees of **ServiceMaster**, and **ServiceMaster** will pay all salaries and expenses of, and all federal, social security taxes, federal and state/ provincial unemployment taxes, and any similar payroll taxes relating to such personnel, and will carry workers' compensation insurance for such personnel. **ServiceMaster** will be considered for all purposes hereunder an independent contractor, and it will not at any time directly or indirectly act as an agent, servant or employee of the CLIENT, or make any commitments or incur any liabilities on behalf on the CLIENT without its express written consent.
3. **ServiceMaster** shall provide the insurance coverage set forth below, and deliver to CLIENT certificates of insurance upon request.
 - a. COMPREHENSIVE LIABILITY-Combined Single Limit
Bodily Injury Liability & Property Damage: \$1,000,000.00 per occurrence
and \$2,000,000.00 General Aggregate
 - b. WORKERS' COMPENSATION COVERAGE
\$500,000.00 or as required by State/Province
4. Without limiting the responsibility of **ServiceMaster** for the proper conduct of its personnel and the cleaning of the areas to be serviced hereunder, the conduct of the cleaning personnel hereunder will be guided by rules and regulations as agreed upon from time to time between the CLIENT and **ServiceMaster**, and such additional special written instructions as may be issued by CLIENT to **ServiceMaster** from time to time through its designated agent.
5. **ServiceMaster** is responsible for the direct supervision of its personnel through its designated representative, and such representative will, in turn, be available at all reasonable times to report and confer with the designated agents of the CLIENT with respect to services rendered.



6. **ServiceMaster** agrees that the cleaning services to be provided hereunder shall be performed by qualified, careful and efficient employees in conformity with the best practices and highest standards imposed on all **ServiceMaster** franchisees. **ServiceMaster** further agrees that upon the written request of **CLIENT**, it will remove from services hereunder, any of its personnel who in the reasonable opinion of **CLIENT**, are guilty of improper conduct or are not qualified to perform the work assigned to them.
7. It shall be understood and agreed that during the term of this agreement and for ninety (90) days thereafter the **CLIENT** shall not, directly or indirectly, hire any person employed by **ServiceMaster**.
8. In exchange for performance of services hereunder the **CLIENT** shall make payment to **ServiceMaster** for services rendered hereunder at the rate of \$__ per month plus applicable Sales Tax. First billing will be made on the first day of services and will be payable in 14 days. Subsequent billings and due dates will be monthly. **ServiceMaster** will give the **CLIENT** at least thirty (30) days notice of any price change for services rendered hereunder and the **CLIENT** will notify **ServiceMaster** of any changes in the use of the areas covered by this agreement and any additions to or changes in the furnishings or floor, wall or ceiling surfaces forming a part of the **CLIENT'S** premises.
9. **ServiceMaster** will perform all services required hereunder, except when prevented by strike, lockout, act of God, accident or other circumstances beyond its control.
10. **CLIENT** shall pay to **ServiceMaster** its costs and expenses, including reasonable attorney's fees paid or incurred in enforcing the terms hereof.
11. This agreement shall continue in effect from the date services are to begin, but may be terminated by either party by giving thirty (30) days written notice by certified mail addressed to the other party at the address below its name. This agreement contains all of the covenants and agreements between said parties with respect to the subject matter of this agreement.
12. In no event shall either party be liable for any indirect, consequential, loss of profit, special, exemplary, or punitive damages, even if it has been advised of the possibility of such damages.

IN WITNESS WHEREOF, parties have caused this agreement to be executed as of the date first above written.

BY: _____ CLIENT REPRESENTATIVE

Address: _____

BY: _____ **ServiceMaster Clean Representative**

An independent business licensed to serve you by ServiceMaster Residential/Commercial Services Limited Partnership

Address: 1330 Wall Avenue
Pitcairn, PA 15140

iv. Hiring Process



Employee Screening & Hiring Process

ServiceMaster Professional Building Maintenance Co follows the process described below employee screening and hiring process.

Recruiting Sources

- Promotion of top-performing current employees into positions of more responsibility. Typically, the employee promoted realized an increase in status and compensation and the client receives an employee experienced in service methods and practices.
- Referrals from top-performing employees, with referral incentives paid out following a probationary period of the referred employee.
- Traditional recruitment resources such as classified newspaper advertising, employment service agencies. When appropriate, ServiceMaster PBM Co. will work with the customer to screen their in-house personnel for employment.

Staff Selection

- Initial screening via telephone or personal interview to determine specific attitudes of the applicant regarding honesty, drug avoidance, job commitment, safety and work values.
- Personal interview to verify appearance, application information and give the applicant an opportunity to ask questions.
- Background checks are performed for final round candidates prior to an employment offer.
- All applicants and front line employees are subject to random, reasonable cause and post-accident drug screening.

Staff Training

- Prior to starting work, each new employee experiences an in depth orientation to introduce them to the company's corporate objectives and customer focused culture.
- Account managers or other qualified trainers deliver intensive, hands-on training to ensure the employee is able to demonstrate proper technique and habits.
- Certification is an important part of the training process because it verifies that each employee has learned all the necessary skills and is focused on producing quality work for the customer. It also engenders a sense of pride and professionalism within the employee. The employee is certified in three stages – core competencies, effective time management and customer focus through self-inspection of work.
- Ongoing skills development is achieved through the quality control process, guided self-inspection and on-on-one coaching.

Management Training

- All housekeeping personnel are trained to work independently and take ownership for their results. Top-performing housekeeping personnel are further trained for future supervisory opportunities.
- Managers, supervisors and key employees attend topic-based and leadership training seminars and workshops that are presented the franchise.
- The ServiceMaster Clean regional and corporate offices offer national and regionally based training programs for all franchise owners and managers taught by technical experts in the field of janitorial and commercial carpet and floor cleaning.



Equal Opportunity Employer Policy (EOE)

ServiceMaster Clean believes in the principle of respect for the dignity of each individual.

ServiceMaster Clean provides opportunities to all individuals without regard to race, color, religion, sex, national origin, disability, age, veteran status, or any other characteristic protected by applicable law.

All employment decisions including but not limited to recruitment, hiring, placement, training, transfer, promotion, demotion, termination and other terms and conditions of employment, are based on job-related criteria and equal employment opportunity principles.

All company employees are responsible for supporting equal employment opportunities, assisting ServiceMaster Clean in meeting corporate objectives in this area, and ensuring that each employee's conduct conforms to the company's commitment to equal opportunities.

Affirmative Action Policy

Company employees in the performance of their duties, including recruitment, selection, appointment, promotion, delegation, training, discipline or separation shall not discriminate against any person because of race, color, religious creed, ancestry, union membership, age, sex, sexual orientation, national origin, non-job related handicap or disability.

Every effort will be made to hire and promote members of all minority groups and women into professional, technical and managerial classes in all areas where they have traditionally been under-represented. Managers should establish career development programs, including appropriate training and work experience to increase opportunities for upward mobility for their employees.

Managers at all levels are expected to participate in Affirmative Action implementation, planning and monitoring for their assigned areas. Management's performance relating to the success of the Affirmative Action Program/Plan will be evaluated in the same way as other objectives are measured.

Managers also have a major responsibility to provide employees with a work environment that is free from discrimination and harassment, including sexual harassment.

Diversity Support Policy

Support of Diversity Business Enterprises (minority, women-owned and disabled veterans) ServiceMaster Clean is committed to using sub-contracted businesses and suppliers who qualify as M/WBR and veteran-owned businesses. We endeavor to employ and purchase supplies and equipment from diversified sub-contractors when possible.



Drug Abuse Policy

ServiceMaster Clean is committed to having a workforce that is free from the influence of controlled substances (illegal drugs as well as misuse of prescription and non-prescription medications and alcohol) during work hours and while conducting business outside of normal business hours and at all times on company and customer premises.

If the company has reasonable suspicion that an employee is (1) intoxicated or under the influence of drugs or alcohol (2) has used drugs or alcohol on company or customer premises or during working time, the employee may be directed to submit to drug and/or alcohol testing at an independent licensee laboratory, to determine his/her fitness for duty. A reasonable suspicion may be based upon the employee's appearance or behavior or upon other factors constituting reasonable suspicion on the opinion of the company. A positive test result or violation of this policy results in immediate termination. Refusal to cooperate fully in drug and/or alcohol testing procedures will constitute insubordination and will not be tolerated.

Onsite supervisors are aware for the company's no tolerance policy and are trained to look for employees who appear to be impaired and take appropriate action.

v. Training Programs



EMPLOYEE TRAINING PROGRAM

ServiceMaster utilizes a wide array of training techniques and materials ranging from on-the-job "train and train back" session (after training, the employee "trains" the trainer), on-site, video supported classroom session, etc. All new employees of ServiceMaster go through a comprehensive training program before their first night in a building by themselves. This video supported training includes a mix of classroom and hands on instruction under the supervision of an experienced manager. New employee training includes, but is not limited to:

1. Introduction to ServiceMaster and the client the new employee will serve
2. Housekeeping - The seven step approach including weekly and monthly tasks
3. Basic processes - damp wiping, spot cleaning, dusting, floor care, stairwell cleaning
4. Washroom sanitizing - The seven step approach including weekly tasks and shower maintenance
5. Products and their use
6. Safety and compliance mandatory training

After an employee has fulfilled all the requirements for becoming a service worker, he/she enters into our on-going training program. This includes periodic retraining and regular professional workshops.

Senior management personnel attend training schools such as the Academy of Service and Management held at the headquarters in Memphis, TN. Management personnel are also required to attend various seminars and conferences sponsored not only by ServiceMaster, but from time to time, after-market vendors or government agencies. Managers also attend various Advanced Performance Seminars provided by ServiceMaster.

Technical bulletins published by the Technical Services Department of ServiceMaster as well as individual equipment manuals are also used for specific training. ServiceMaster maintains an on-site library of comprehensive manuals and videos for training.

Outlines used by operations managers for training are available upon request.

The actual manual for hazmat training, asbestos awareness and blood borne pathogens can be made available upon request.



Employee Safety Training

Specialized training on healthcare issues, infection control, and cleaning methods are part of the ServiceMaster Clean commitment to caring for your facility. Thorough and ongoing employee training programs ensure our specialists are competent in the use of cleaning equipment and the application of disinfection products.

As a ServiceMaster Clean certified provider in the healthcare industry, we are equipped with healthcare specific knowledge, familiar with cleaning methods for infection control, mechanisms by which disease is spread and current infection control issues.

In addition to our healthcare specific training, ServiceMaster Clean has the following measures in place to ensure employee safety and compliance:

- Risk avoidance is emphasized in training materials and classes
- ServiceMaster Clean uniforms and ID badges clearly identify our staff to help maintain building security
- Exclusively developed products, processes and equipment are tested extensively to ensure protection of your facility, staff and employees
- All state/provincial, local, federal and client-provided safety regulations are adhered to, where applicable
- Strict environmental stewardship policies are followed to guide our use and disposal of potential contaminants and regulated waste
- Liability and worker's compensation insurance requirements are maintained
- Documented safety policies are distributed and enforced

Our ongoing dedication to safety and environmental protection is an integral part of our daily operations. Safeguarding lives and property is always one of our prime objectives, making ServiceMaster Clean the right choice for your facility.



vi. Client List PA School Districts



**CCIU ESC, CCIU Technical College High School Brandywine,
CCIU Technical College H S West Grove**

455 Boot Rd.
Downingtown, PA 19335
John Cramp
484-237-5000
johnc@cciu.org

Upper Darby School District

4611 Bond Ave
Drexel Hill, PA 19026
Mike Miele
610-352-7111
mmiele@upperdarbysd.org

Oxford School District

125 Bell Tower Lane
Oxford, PA 19363
Charles Lewis
610-932-6607
clewis@oxford.K12.pa.us

Octorara Area School District

228 Highland Ave
Atglen, PA 19310
Daniel Carsley
610-593-8238
dcarsley@octorara.org

Wallingford Swarthmore School District

200 South Providence Rd
Wallingford, PA 19086
William Valentinsen
610-892-3470
bvalentinsen@ssd.org

Springfield Township School District

1901 E. Paper Mill Road
Oreland, PA 19075
Craig Thorne
215-233-6000
craig_thorne@sdst.org



North Eastern School District

41 Harding St
Manchester, PA 17345

Dale Keppner
814-725-8671

keppnerd@nesd.k12.pa.us

Downingtown Area School District Headquarters Building

540 Trelte Place
Downingtown, PA 19335

Richard Fazio
610-269-8460

Info@dasd.org

vii. Client List School Districts other states



Our ServiceMaster offices do not provide Custodial Services to School Districts outside of Pennsylvania, however, ServiceMaster as a whole, does provide Custodial Services to School Districts outside of Pennsylvania. If you need a list of School Districts outside of Pennsylvania which are serviced by other ServiceMaster offices a listing can be provided at a later date.

viii. Non-school References



**SERVICEMASTER PROFESSIONAL
BUILDING MAINTENANCE COMPANY**

REFERENCES

McKnight Property Management LLC

Grant Building
330 Grant St. Suite 2400
Pittsburgh, PA 15219
Mr. Phil Miljus
412-281-9000
pmiljus@mcknightproperty.com

The Elmhurst Group

One Bigelow Square Suite 630
Pittsburgh, PA 15219
Mr. Rich Conrady
(412) 281-8731 x 246
rconrady@elmhurstgrp.com

Reit Management and Research LLC

Foster Plaza, Bldg 10
680 Anderson Dr.
Pittsburgh, PA 15220
Mr. Robert Zapko
412-921-8500
rzapko@reitmr.com

ix. Experience



COMPANY HISTORY

Founded in 1947, ServiceMaster has grown to become one of the world's largest professional cleaning companies providing janitorial, commercial and residential cleaning services. Our housekeeping programs are placed in thousands of hospitals, school systems, and commercial and industrial buildings worldwide.

Our division, ServiceMaster Professional Building Maintenance Company, provides commercial cleaning services in Pittsburgh and surrounding areas and is one of the largest ServiceMaster offices in the country. We have been in the business of serving companies such as yours for the past 39 years.

We offer quality, reliable and affordable cleaning services structured to meet our customers' requirement and have offices serving southwestern and southeastern Pennsylvania.

We currently employ a staff of approximately 300 people in the Pittsburgh area. Our company is well positioned with adequate support staff, supervisory/ inspection staff and managers as well as project crews and housekeepers. We manage site locations with multiple buildings on one campus.

ServiceMaster gives us, the locally owned business, the best possible resource and expertise necessary to deliver our services. Our Research and Development laboratories give us the ability to develop state of the art systems to serve our customers. Our Manufacturing Division then produces the needed products and equipment for our exclusive use. The Safety Department keeps us up to date on all OSHA regulations and implementation. All products meet current E.P.A. standards and are environmentally safe. Through ServiceMaster Acceptance Company we have the financial resource to start and maintain any contracted obligations made to any size customer.

We have been a member of ServiceMaster's Premier Circle since its inception in 1987. ServiceMaster's Premier Circle is the top 45 franchisees of ServiceMaster's residential and commercial business throughout North America. ServiceMaster has some 2,500 franchises. Our local company is a member of ServiceMaster's President's Cabinet, which are the five largest janitorial franchises in the United States and Canada.

Our focus is on Customer Service and our goal is focused on consistently serving our customer. We feel we achieve high levels of customer service through our staff selection, training and development of our personnel and constant monitoring of quality through supervision and consistent customer contact by sales and operations staff.

A ServiceMASTER.
BRAND.

x. **Non-Collusion Affidavit**

NON-COLLUSION AFFIDAVIT

State of Pennsylvania : S.S.
County of Allegheny :

I STATE THAT I AM Christopher J. Werder
V.P. of Sales & Marketing (Name and Title) of
ServiceMaster PBM Co. (Name of Vendor/Firm) and that I am authorized to make this
Affidavit on behalf of Vendor, and its owners, directors, and officers. I am the person responsible for Vendor's
price(s) and the Contract Sums proposed in this RFP for Plum Borough School District Secretarial Services.

I STATE THAT:

1. The price(s) and amount of this Proposal have been arrived at independently and without consultation, communication or agreement with any other vendor, Vendor, proposer or potential proposer.
2. Neither the price(s) nor the amount of this Proposal, and neither the approximate price(s) nor approximate amount of this Proposal, have been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before the RFP opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from proposing on this contract, or to submit a proposal higher than this Proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
4. The Proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, and firm or person to submit a complementary or other noncompetitive proposal.
5. ServiceMaster PBM Co. (Name of Vendor/Firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

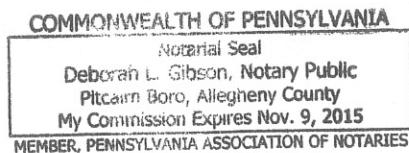
I STATE THAT ServiceMaster PBM Co. (Name of Vendor/Firm) understands and acknowledges that the above representatives are material and important, and will be relied on by the Plum Borough School District in awarding the pupil secretarial contract for which this Proposal is submitted. I understand and my firm understands that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from the Plum Borough School District of the true facts relating to the submission of proposals for this contract.

Christopher J. Werder
Signature of Affiant

SWORN TO and SUBSCRIBED BEFORE ME

THIS 10th DAY OF May, 2013

Deborah L. Gibson My Commission Expires:
Notary Public (seal)





xi. Description of Services



EXHIBIT A

CONTRACT SERVICES

PREPARED FOR:

AREAS TO BE SERVICED

NAME Plum Boro School District

Entire School Year Program and Summer Clean.

ADDRESS 900 Elicker Road

Plum High School, Plum Jr. High, Adlai Stevens School

CITY Plum Boro STATE PA

Center Elementary School, George Pivik Elementary,

ATTN: Mr. Michael Brewer

Holiday Park Elementary, Regency Park and Bus Garage

DATE May 09,2013

EXTENT OF SERVICE	FREQUENCY OF SERVICE									
	DAILY	WEEKLY	MONTHLY	QUARTERLY	WINTER BREAK	SPRING BREAK	SUMMER BREAK	AS REQUIRED	X PER YEAR	AS DIRECTED (AT EXTRA COST)
Regular Services I. CLASSROOMS, LABS, MUSIC ROOMS, OFFICES, LIBRARIES/MEDIA CENTERS										
1. EMPTY WASTEBASKETS/RECYCLING BINS	X									
2. SPOT CLEAN DESKTOPS/TABLES	X									
3. VACUUM CLEAN CARPETS	X									
4. SPOT DAMP MOP FLOORS	X									
5. DRY CLEAN CHALK BOARDS/WHITE BOARDS	X									
6. WET CLEAN CHALK BOARDS/WHITE BOARDS		X								
7. EMPY PENCIL SHARPENERS	X									
8. LOW DUST - all horizontal surfaces to hand height (70") including sills, ledges, moldings, shelves, picture frames, ducts radiators, etc.		X								
9. HIGH DUST - above hand height all horizontal surfaces, including shelves, moldings, ledges.		X								
10. Remove dust and cobwebs from ceiling areas.		X								
11. WALL TO WALL VACUUM/DAMP MOP FLOORS		X								
12. SPOT CLEAN GLASS/CLEAN ENTIRE INTERIOR GLASS	X							X		
13. DISINFECT DRINKING FOUNTAINS/SINKS/COUNTERS	X									
14. SPOT CLEAN CARPET	X									
15. SPOT CLEAN HORIZONTAL SURFACES	X									
16. SPOT CLEAN VERTICAL SURFACES	X									
17. VACUUM WALKOFF MATS	X									
18. SAINITIZE ALL DISPENSERS (hand soap, towels, etc.	X									
19. STRAIGHTEN DESKS/TABLES/CHAIRS	X									
20. REMOVE GRAFFITTI FROM DESKS								X		

21. DUST MOP/SPOT CLEAN STAIR TREADS, RISERS, LANDINGS, REAILINGS, BALUSTERS, BAS	X												
EXTENT OF SERVICE		FREQUENCY OF SERVICE											

Pool Area	DAILY	WEEKLY	MONTHLY	QUARTERLY	WINTER BREAK	SPRING BREAK	SUMMER BREAK	AS REQUIRED	X PER YEAR	AS DIRECTED (AT EXTRA COST)
	1. SQUEEGEE all Pool Deck Puddles	X								
2. CLEAN ALL POOL DECK DRAINS	X									
3. DUST MOP SEATING AREA AND ISLES	X									
4. SPOT CLEAN FLOORS AND SEATS			X							
5. MOP FLOORS, CLEAN SEATS		X								
6. CLEAN AND SANITIZE ALL FOUNTAIN/FISTURES	X									
7. COMPLETE DUSTING		X								
8. MACHINE SCRUB POOL DECK			X							

EXTENT OF SERVICE		FREQUENCY OF SERVICE										
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Summer Break	DAILY	WEEKLY	MONTHLY	QUARTERLY	WINTER BREAK	SPRING BREAK	SUMMER BREAK	AS REQUIRED	X PER YEAR	AS DIRECTED (AT EXTRA COST)
	1. CORRIDORS, HALLS, ROTUNDA, CAFETERIA- scrub and refinish to maintain adequate protective coating.					X	X			
2. OFICES, CLASSROOMS, HALLS, STAIRWELLS, CAFETERIA, LABS- clean walls to 12 feet high. Clean all flat surfaces.							X			
3. RESTROOMS AND LOCKER ROOMS- top to bottom clean and sanitize all walls, floors and fixtures.					X	X	X			
4. LOCKERS - CLEAN all putty, stickers, scuffs, etc. off exterior and interior of lockers							X			
5. LOCKERS - SANITIZE interiors and exteriors of lockers							X			
6. WASH AND SANITIZE ALL HARD FURNITURE - in classrooms and lunchrooms.							X			
7. STRIP CLEAN AND REFINISH ALL COMMON AREA VYNIL TILE FLOORS.							X			
8. STRIP CLEAN & REFINISH AT LEAST ONE THIRD OF ALL CLASSROOMS WITH VYNIL TILE FLOORS.							X			
9. MACHINE SCRUB AND REPLENISH FLOOR FINISH TO ACCEPTABLE DURABILITY IN ALL OTHER VYNIL FLOOR AREAS							X			
10. STEAM CLEAN ALL CARPETED FLOORS.							X			
11. MACHINE SCRUB/POWER WASH ALL CERAMIC FLOORS					X	X	X			
12. CLEAN INTERIOR WINDOWS UP TO 15' IN HEIGHT							X			
13. CLEAN EXTERIOR OF TRASH CANS/RECYCLING BINS							X			
14. CLEAN ALL LIGHTS - drop light lenses and remove debris, wipe clean (up to 15' in height)							X			
15. CLEAN, WASH, SCRUB/POWER WASH AND DISINFECT THE FLOORS, WALLS AND STALLS OF ALL RESTROOMS, LOCKER ROOMS AND SHOWER ROOMS							X			
16. CLEAN AUDITORIUM AND STAGE, PROPERLY CLEAN AND FINISH OR EXTRACT FLOOR							X			
17. CLEAN AND/OR EXTRACT SEATING							X			

xii. Subcontractors



ServiceMaster Professional Building Maintenance Company is planning on performing all routine and periodic project work with staffing proposed. In the event of specialized cleaning (i.e. water and smoke damage, restoration) we may use other ServiceMaster Franchisees as sub contractors.



xiii. Insurance Coverage



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/27/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Seubert & Associates, Inc. 1010 Ohio River Blvd Pittsburgh PA 15202		CONTACT NAME: Patricia O'Barto	
		PHONE (A/C, No, Ext): 412-223-1376	FAX (A/C, No): 412-242-3848
		E-MAIL ADDRESS: pobarto@seubert.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A : GRANGE MUT CAS C	NAIC # 14060
INSURED Servicemaster Services etal 1330 Wall Ave. Pitcairn PA 15140		INSURER B : UPMC Health Plan	11994
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES **CERTIFICATE NUMBER: 1874267007** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			CPP2642855	6/16/2012	6/16/2013	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			CPP2642855	6/16/2012	6/16/2013	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10000			CUP2642857	6/16/2012	6/16/2013	EACH OCCURRENCE \$9,000,000 AGGREGATE \$9,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC10000002012012A	10/1/2012	10/1/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

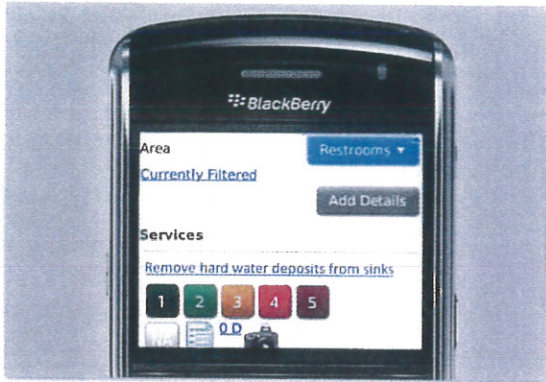
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER **CANCELLATION 30 days**

For Information Purposes ...	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---------------------------------	---

9. Supplements

Quality Control

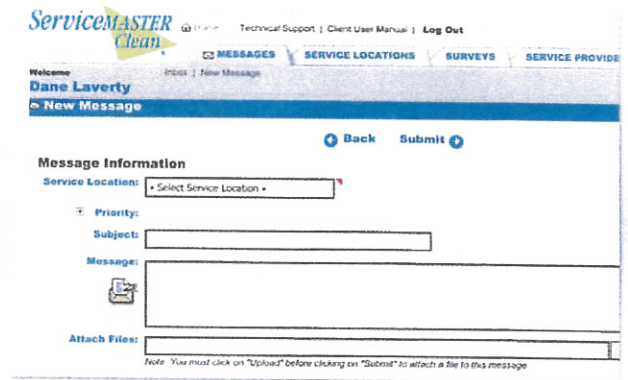


Electronic Inspections help ensure that your company provides high-quality service.

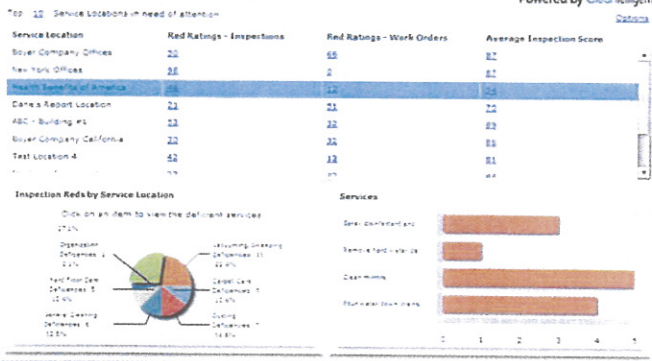
- Works on multiple PDAs/Phones
- Detailed inspections by floor/room
- Picture attachments
- Customized weighting of services
- Create work orders for deficiencies

Client Communications are organized and distributed to responsible employees.

- Allow clients online access
- Integrates with email and text messaging
- Customizable forms/surveys for clients to fill out
- Auto assignment of work orders to employees
- Customizable work order completion status
- Auto escalation to upper management



Reports Summary Dashboard

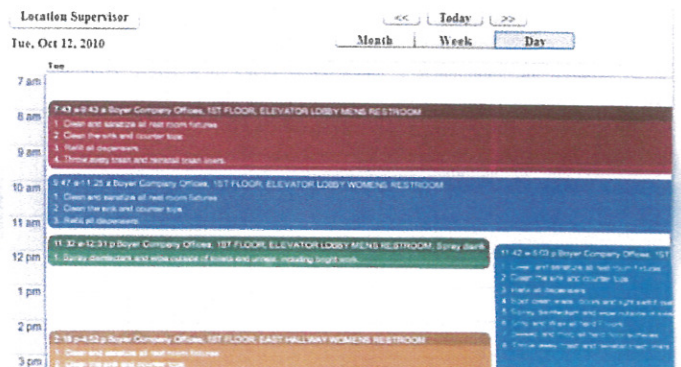


Online Reports organize and analyze your data, providing real-time business solutions.

- Evaluate trends by client, building or employee
- Identify performance indicators
- Track response time/completion of work orders
- Build your own reports
- Excel and PDF exports
- Know exactly what to improve to retain clients

Job Schedules tie in directly with your inspections and work orders.

- Easy to use, interactive calendar tool
- Schedule work orders and daily/periodic tasks
- Schedule services by employee or position
- Create color coded daily job schedules
- Full featured calendar with repeating events
- Receive reminders of scheduled events



ServiceMASTER
Clean®

ordinary tasks. extraordinary service.™



EMERGENCY RESPONSE TEAM: MINIMIZING BUSINESS INTERRUPTIONS, RESTORING PEACE OF MIND.®

When disaster strikes at your commercial building, ServiceMaster Clean® is prepared. As part of our commitment to deliver “above and beyond” service, our dedicated Emergency Response Team can mobilize quickly to help minimize any disruption to your business.



In the event of fire, flood, smoke damage or other disasters, our network of experienced disaster recovery professionals can be on-site within 2–4 hours. This prompt action can save valuable documents, inventory and property that might otherwise be unsalvageable.

Getting you back in business is our number one priority. And, we have the tools necessary to minimize your loss and business interruption. Our team of experts provides comprehensive services from emergency procedures planning to mitigation and reconstruction.

CALL SERVICEMASTER CLEAN OR 1-866-RECOVER.

When disaster strikes, contact your ServiceMaster Clean representative or call 1-866-RECOVER (1-866-732-6837). We'll dispatch an Emergency Response Team to help you get back to business fast.

EMERGENCY RESPONSE SERVICES INCLUDE:

- ▶ Fire and smoke damage restoration
- ▶ Water damage restoration
- ▶ Drying, dehumidification and water extraction
- ▶ Soot, smoke and odor removal
- ▶ Complete building and contents cleaning
- ▶ Carpet, rug and upholstery cleaning
- ▶ Data and document recovery
- ▶ Electronics restoration
- ▶ Antiques and fine art restoration

*When you team up with ServiceMaster Clean,
your business can be prepared for anything.*



ServiceMASTER
Clean[®]

ordinary tasks. extraordinary service.[®]



AFFECT YOUR GROSS WITHOUT AFFECTING YOUR NET.

Our patent-pending Capture and Removal Cleaning[®] system combines powerful products, advanced technologies and a high-productivity approach to create the most efficient and effective cleaning process available today.



SAVES TIME AND MONEY. ALSO SAVES THE PLANET.

The Capture and Removal Cleaning[®] system meets all the environmental and performance requirements of the Green Seal Environmental Standard for Cleaning Services (GS-42). It also utilizes our proprietary Green For products, which are certified by three independent environmental agencies.

More efficient.

Capture and Removal's unique team cleaning process is more productive than the traditional zone method, reducing cleaning time by up to 25%. That translates into fewer hours spent in your building, which directly boosts your bottom line.

More effective.

The Capture and Removal Cleaning system does exactly what it says, trapping and taking away dust, dirt and debris—as much as 55% more airborne particulates than conventional cleaning. And better indoor air quality can mean a healthier, more productive work environment as well as reduced sick-day absences.*

HOW CAPTURE AND REMOVAL CLEANING WORKS.

This exclusive system employs:

- ▶ A highly productive team cleaning process developed and perfected by ServiceMaster Clean[®]
- ▶ Our patent-pending dust wand and microfiber technologies that collect dust and dirt rather than just moving it around
- ▶ Quiet, high-filtration vacuums that capture 99.9% of particles smaller than one micron in size
- ▶ Our proprietary Green For[®] suite of cleaning products

Efficient, effective

Capture and Removal Cleaning.

Another extraordinary service from

ServiceMaster Clean.SM



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THE EASY CHOICE FOR YOUR HARD-SURFACE FLOORS

Beautiful hard-surface floors can be one of the most impressive features of your facility. When regularly and correctly maintained, they can do more than create good impressions on your employees and guests. Attractive, well-maintained floors can help enhance your professional image, while providing a clean, safe working environment.



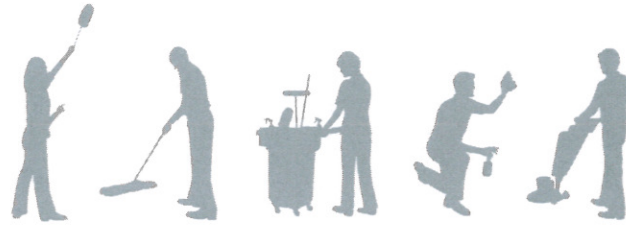
Count on ServiceMaster Clean® to keep your hard-surface floors looking their best. Whether they are marble, vinyl, ceramic, quarry, tile, wood or other materials, we will custom design a care plan for your needs. ServiceMaster Clean uses the best floor care products and most innovative equipment and methods for optimal effectiveness. Combined with over 50 years of experience and the research and development of a national provider, we have the expertise to service hospitals, schools, grocery stores, retail stores, high-tech and many other kinds of facilities. Maximize your hard-surface floor investment with a care program from ServiceMaster Clean.

SERVICEMASTER CLEAN® HARD-SURFACE FLOOR CARE

- ▶ Maintains your best professional appearance
- ▶ Enhances slip resistance, increasing safety for your employees and customers
- ▶ Utilizes the most current innovations in hard-surface floor care
- ▶ Protects your hard-surface floor investment and avoids early replacement

*Helping your
business shine.*

**ServiceMASTER
Clean**
ordinary tasks. extraordinary service.™



IT'S SERVICEMASTER CLEAN® OR IT'S JUST ORDINARY.

ServiceMaster Clean leads the service industry in customer satisfaction and value. That's because we're dedicated to doing business the right way, consistently delivering on ordinary tasks and exceeding your service expectations. It's a commitment that is reflected in our ongoing development of advanced materials, methods, training and quality assurance programs. As a result, no other vendor can offer the caliber of extraordinary service we maintain.



	ServiceMaster Clean	Others
▶ Dedicated to making your job hassle-free	✓	?
▶ Written specifications and task schedule	✓	?
▶ Written building inspection plan	✓	?
▶ Ongoing communication plan	✓	?
▶ Quality review programs	✓	?
▶ Everyday main contact	✓	?
▶ Easy access should a need arise	✓	?
▶ Highly effective green cleaning options	✓	?
▶ Dedicated supervisory staff	✓	?
▶ Proven track record	✓	?
▶ Continued on-site training	✓	?
▶ Convenient scheduling options	✓	?
▶ Highest level of security and safety	✓	?
▶ Local businesses backed by national resources	✓	?
▶ Advanced research and development facilities	✓	?
▶ Proprietary products and equipment	✓	?
▶ Family of Brands for a range of business services	✓	?

EXTRAORDINARY SERVICE

Thousands of businesses worldwide depend on the ServiceMaster Clean network to keep facilities looking their best. For over 55 years we have been the trusted experts in our field, earning high customer retention rates. We service all types of industries, even businesses with multiple locations and unique equipment. Whatever your service or scheduling needs, ServiceMaster Clean can tailor a plan just for you.

*Dedicated to doing business
the right way.*