

**Request for Bid**

**CUSTODIAL SERVICES**

**Public Bid  
Holly Area Schools**

**Bid Release Date: Tuesday, March 13th, 2007**

**Pre-Bid Meeting Date:  
Monday, April 9<sup>th</sup> 2007 – 10:00 AM.  
111 College Street  
Holly Mi. 48442**

**Proposal Due Date:  
Tuesday, May 1<sup>st</sup> 2007  
10:00 a.m.**

**Return to:**

**Denis Taylor  
Facility Supervisor  
Holly Area Schools  
111 College Street  
Holly, MI 48442  
(248) 328-3163/467-0355**

**Late Proposals will be Rejected**

**HOLLY AREA SCHOOLS  
REQUEST FOR PROPOSAL  
Date March 12th, 2007**

Holly Area Public Schools is interested in contracting for custodial services for the School district. The contractor will provide three 8 hour day time custodial / maintenance person, four 6 hour day time custodial / maintenance, and twenty one second and third shift personal 8 hour custodians. The contractor is to also supply supervisory personal as needed. Supervisory personal will report directly to supervisor of buildings and grounds. They must also interface with the building principal on an as needed basis.

Sealed proposals are to be submitted by 2:00 pm, May 1, 2007

Holly Area Schools  
111 College St.  
Holly Michigan  
Attn: Denis Taylor

Questions regarding this proposal are to be directed to Denis Taylor at 248-328-3163 or 248-467-0355

1. Base Bid: Price to include daily routine functions for the School district. Monday – Saturday, 6:00 am - 4:00 am.  
\$ \_\_\_\_\_
2. Custodial cost per hour for non-emergency personal for events held during non-regular school hours.  
\$ \_\_\_\_\_
3. Custodial cost per hour for emergency call -in.  
\$ \_\_\_\_\_

Please enclose with your proposal a copy of your proof of Liability insurance and a copy of your company's policies, including training and employee discipline.

After the proposals are received, the district will review all bids and determine the top two candidates. An interview will be scheduled with the top 2 candidates that the district chooses. The panel will decide who will receive the bid after each candidate has been interviewed.

Holly Area Schools reserves the right to waive irregularities, to accept or reject any or all proposals, or portions there of, or to accept other than low bid, if it deems such actions to be in the best interest of the school district.

## **PROPOSAL REQUIREMENTS**

Proposals must demonstrate an understanding of the scope of work and the ability to accomplish the tasks set forth and must include information that will enable the District to determine the Bidder's overall qualifications. Each Proposal shall also include any other information that the Bidder feels is significant in making an informed decision relative to the Proposal.

Any exceptions to the specifications or any other special considerations or conditions requested or required by Bidder shall be enumerated by the Bidder and submitted as part of its Proposal, together with an explanation as to the reason the specifications cannot be met. Each Bidder shall be required and expected to meet the specifications in their entirety, except to the extent exceptions are expressly noted in its Proposal.

Each Bidder shall submit its Proposal for a 3 year contract term. Each Proposal shall include an implementation schedule, for each year of the proposal, labor schedule and the earliest start-up date.

Proposals should be presented in a format that can readily be incorporated into a form of Contract between the successful Bidder and the District.

The proposal must include a description of the general background, experience and qualification of the Contractor in college and school or similar custodial service. The Contractor must list at least three operations presently served that is similar in nature to that of the District's, within Michigan. A general description of the type of units (e.g., industry, office building, etc.) and the period of time Contractor has served that contract for each. This information shall include the names, titles, addresses, and telephone numbers of individuals who are in a position to evaluate the general quality of the operation at their facilities

## **CONTRACT AWARD**

Contract award will be based upon a comprehensive review and analysis of the Proposals that best meet the needs of the district. The specific evaluation criteria will include the following:

- Past Experience in custodial service operations of a similar nature
- Cost to provide service
- New and innovative ideas
- Creativity
- Impressions from an unannounced site visit of an existing property observing staff, cleanliness, and service
- Impressions from an announced site visit observing staff and service quality and cleanliness
- Management depth and experience
- Training methods and procedures for hourly staff
- Evidence of a "customer service" focus

**PRESENTATIONS:** To assist in the evaluation process, a minimum of two (2) Bidders will be invited for an interview and opportunity to give an oral presentation of their Proposal to the District's Selection Committee.

## Holly Area Schools square footages of Buildings

As of January 2007

<b>Schools Name</b>	<b>Square ft.</b>
Holly High School	265,000
Karl Richter Camp.	104,371
Sherman Middle Sch.	114,050
Davisburg Elem.	61,700
Holly Elem.	53,095
Patterson Elem.	63,500
Raised Pioneer Elem.	55,192

## **OBJECTIVES**

The District seeks to accomplish the following objectives for its custodial services:

- Develop and establish service levels and operating hours that are responsive to the needs of students, faculty, staff, and guests.
- Develop an innovative and effective custodial program.
- Develop reporting systems that meet the needs and expectations of the District.
- Maximize productivity through strong custodial service operations and training programs.
- Instill flexibility into all aspects of custodial service operations to enhance responsiveness to demand.
- Develop a long-term positive working partnership with the contractor and its employees.

## **STAFFING**

The contractor shall maintain an adequate staff at all times to ensure a high quality custodial service operation, including expert personnel for administration, consulting, and supervision. A qualified supervisor shall be readily available during the time that each custodial service operation is in operation.

The District reserves the right to prior consultation in the contractor's choice of its unit managers. No assignment of such personnel shall be made without prior approval from the District.

The contractor's unit managers shall continue serving only as long as their performance is acceptable to the District. Such consultation and approval shall be prior to announcing the transfer to the selected individual.

The contractor shall provide management staff, made known to the District by name, to routinely review and inspect operations, consult with the District on current and future custodial service programs, and to act with full authority on the contractor's behalf in any and all matters pertaining to the specifications of this contract.

The contractor will make provision for a Site manager to be accessible each day. Such management should be clearly identifiable as the individual in charge of the operation and available to give assistance.

All employees of the contractor assigned to jobs at the schools shall be attired in uniform and have prominently displayed nametags. Uniforms must be approved by the school.

All employees of the contractor assigned to jobs at the schools, including periodic assignments, must undergo background checks including, but not limited to, a criminal background check, drug testing, and fingerprinting by the State Police department or an expectable alternative. No contracted employees with a misdemeanor conviction will not be allowed to work in the District, without school districts written approval first. Felony convictions will not be permitted to work for the school district at all... Social Security card will also be required by the contractor in accordance with federal law.

Personnel or agents of the contractor shall observe all school traffic and parking regulations. Drinking of alcoholic beverages or the use of illegal drugs or being under the influence of either on the job by the contractor's employees will not be permitted. Smoking is prohibited inside all facilities owned, leased or operated by the District, including, but not limited to such space as classrooms, halls, lavatories, studios,

opened and private offices, corridors, dining areas, restrooms, and common areas. Smoking is also prohibited on school grounds as outlined by law.

The contractor shall have the resources and staff for providing comprehensive training and staff development programs including the management of a diverse work force for employees at all levels of the organization. Staff will be required to be trained in all areas required by law.

## **MANAGEMENT**

The Contractor must provide precise plans for each step in assuming management control and describe its ability to commit the staff personnel and resources required to develop a responsive management structure. A statement of the Contractor's management philosophy should be included.

The proposal shall specify how the management personnel employed to fulfill the contract will operate organizationally. All management positions proposed by the Contractor should be listed with areas of responsibility clearly defined.

The proposal should include profiles identifying specific management personnel (i.e., Directors, Production Managers, etc.) in your employ that will be assigned to the District's campus. The profiles should describe experience, education, background, specific professional accomplishments, and any special qualifications. An On Site Manager is required for this Project.

An organizational chart of overall Contractor's management, showing special staff personnel, line supervision, and their relationships to school personnel should be included.

The Contractor's Director of Operations shall meet monthly with authorized members of the District to effect adjustments in operations and cooperate at all times to maintain maximum efficiency, cleanliness, and good public relations with students, faculty and staff and guests or clients.

The proposal shall include a description of training programs used for management personnel.

The Contractor must describe the procedures and capacity for replacing local personnel at the management level.

## **HEALTH AND SAFETY**

It shall be the sole responsibility of the contractor to require its employees to abide by all health and safety requirements imposed by law. Further, the contractor and all of its employees shall abide by safety and health regulations set forth by the District.

The contractor shall use a proactive safety program for its employees and operations at the schools, as well as comply with all District safety rules that apply to custodial services operations.

The contractor shall maintain sanitary working areas and shall comply with all federal, state, and local health and sanitation regulations that apply to custodial service operations.

The District reserves the right to inspect all cleaning areas, storage areas, offices and any other space under the contractors control at any time with or without notice.

The contractor shall state their corporate commitment to recycling and be responsible for maintaining proactive energy conservation programs and, as a minimum, shall include the following:

Waste reduction: The contractor shall employ all reasonable measures to reduce and prevent waste.

Recycling: The contractor shall participate in any existing and/or future recycling programs established by the District. Any additional costs are to be at the school's expense.

## **FACILITIES**

The District will provide the contractor with all facilities to efficiently operate the custodial service as proposed, together with heat and utility service (except telephone service). The District will maintain utility service at its best efforts. The District will not be responsible for any losses caused by utility outages. The contractor agrees to keep energy consumption at a minimum and will comply with energy conservation practices and policies in keeping with the District's efforts.

The proposal should include the Contractor's analysis of the school custodial service environment, including techniques for preventing common problems and coping with them if they do arise. The Contractor should explain and include examples of systems used to determine customer satisfaction.

The contractor will be responsible for advising the District of the repair need for the school district, and the District or its designee will make all necessary repairs and replacements to its facilities and facilities' equipment, except in those instances where the necessity for repair or replacement is due to negligence on the part of the contractor or employees under the supervision and direction of the contractor. If any such incidents occur, repair and/or replacement costs are the responsibility of the award contractor. No equipment of any type shall be removed from the facilities except to be repaired and only then with the approval of the District.

## **EQUIPMENT, and SUPPLIES**

**Will be supplied by the School District.**

## **SCOPE OF WORK**

The premises, equipment, and facilities shall be maintained in a condition satisfactory to the institution and follow the specification frequencies without exception.

The contractor will be responsible for specified stripping and sealing of floors, carpet cleaning, cleaning draperies and blinds, upholstered furniture, and cleaning walls and doors to the frequency listed in the specification without exception.

The contractor will remove all trash, garbage, and debris from all premises occupied by the contractor according to a schedule approved by the District.

The District shall have the right at all times to determine by inspection that facility cleanliness, sanitation and maintenance are satisfactory and in accordance with specifications.

The requirements in this scope of work are the minimum required for the District's custodial services program. Contractors are encouraged to be creative and propose improvements and enhancements for consideration.

## **BUILDING SECURITY**

The contractor is responsible for control of the keys (maintained in key boxes with listings) obtained from the District, for the areas provided for the operation of custodial services. The contractor shall be responsible for reimbursing the District for the replacement of lost keys and cost of re-keying and replacement of lock cylinders required as a result of negligence and/or lost keys by its employees.

## **FINANCIAL**

The Contractor shall submit a complete estimated operating statement for the proposed contract period(s), indicating the following estimated sales and costs:

- Salaries and Wages
- Other Payroll Costs
- Total Labor Costs
- General Insurance
- Uniform
- Bank Charges
- Other Operating Costs
- Administrative Expenses
- Total Direct Expenses
- Total Cost and Expense
- Operating Profit

By the 5<sup>th</sup> of each month, the contractor shall furnish the district an invoice for each custodial service operation and a composite statement. The district will process the invoice on or before the 15<sup>th</sup> of each month.

All start-up costs must be clearly identified and included in the price of the contract.

## **INSURANCE REQUIREMENTS**

Contractor shall purchase and maintain for the life of the Contract insurance with limits of liability as required by law or as set forth below, whichever is greater.

- Worker's Compensation and Employer's liability at a minimum of \$500,000 or at statutory limits if greater.
- Commercial General Liability made on an Occurrence Form basis which includes at minimum the following types of coverage:
  1. Contractual liability, advertising and personal injury, products and completed operations, and an installation floater, showing limits of \$1,000,000 per occurrence, and a general aggregate limit of \$2,000,000.
  2. Comprehensive Automobile Liability, which includes coverage for any auto, hired autos, and non-owned autos with a combined single limit of \$1,000,000.
  3. Bodily and personal injury of \$500,000 per accident and \$250,000 per person
  4. Property damage of \$100,000
  5. Combined single limit of \$1,000,000
  6. The District shall be identified as an additional insured under the coverage. Certificates of insurance shall be on standard format acceptable to the District and shall be filed with the District before commencing the Contract. These certificates shall contain a provision that coverage provided under the policies will not be canceled unless at least thirty days prior written notice has been given to the District. The Contractor shall require its subcontractors to maintain equivalent coverage.

## **GENERAL TERMS AND CONDITIONS**

**FEDERAL, STATE AND LOCAL LAW COMPLIANCE:** The district shall use its best efforts as reasonably requested by the Contractor to assist the Contractor in complying with any applicable federal, state or local laws, rules and regulations. The Contractor shall, in the exclusive provision of Custodial Service and in the performance of services pursuant to the RFP and Contract, fully comply with all applicable federal, state, or local laws, rules and regulations, and shall hold the District, its officers, employees, agents and assignees harmless from any liability from failure of such compliance. This Contract indemnification from Contractor to the District shall include Contractor representations and warranties that the Contract is in compliance with all applicable federal and state law.

**FEDERAL, STATE AND LOCAL LICENSES, PERMITS AND FEES:** Contractor shall give all notices and secure and pay for all licenses, permits and fees required by law for the proper completion of the Contract. Contractor shall comply with all laws, ordinances and codes applicable to the Contract, and to policies and procedures promulgated by the District, including but not limited to parking and traffic, no smoking, and safety and security.

**TAXES:** Contractor is responsible for personal property taxes and other applicable taxes related to the services provided under the Contract.

**EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS:** The Contractor will comply with all laws and all published rules, regulations, reporting requirements, directives and orders of the Michigan Civil Rights Commission relevant to 1976 PA 453, as amended which may be in effect prior to the taking of bids for any individual project. This may include providing information as to the practices, policies, and employment statistics of the Contractor and each subcontractor, and will permit access to any books, records and accounts by the District and/or its designee and its agents, for purposes of investigating compliance with this Contract and with rules, regulations, and orders of the School and Michigan Civil Rights Commission. A finding by the District or Michigan Civil Right Commission that Contractor has not complied with the contractual obligations under this agreement may result in the cancellation of the Contract or ineligibility for future contracts with the District. The Contractor will include, or incorporate by reference, these provisions in every subcontract or purchase order and will be binding upon each subcontractor. Breach of this covenant may be regarded as a material breach of the Contract.

**DISCRIMINATION:** The Contractor will not discriminate against any individual because of race, religion, color, national origin, age, or sex. The Contractor will take affirmative action to insure that applicants for employment and employees during employment are treated without regard to their race, religion, color, national origin, age, or sex. Such action shall include, but not be limited to, employment, upgrading, demotion or transfer; recruitment advertising, solicitations or advertisements for employees; layoff or termination; rates of pay or other forms of compensation; and selection for training and apprenticeship.

**WARRANTY:** All work shall be of good quality and in conformance with the Contract documents. Bidders are requested to bid American-made products and/or services whenever available.

**OSHA COMPLIANCE:** All goods or services to be furnished by the Contractor shall meet all applicable State and Federal requirements of the Occupational Safety and Health Act. Alleged violations or deviations from said State and Federal requirements pertaining to any goods or services to be furnished by the Contractor or the Contractor's working conditions or employment practices, must be corrected and penalties levied by OSHA paid by the contractor.

**BUSINESS RELATIONSHIP AFFIDAVIT:** The Contractor certifies that no elected or appointed official or employee of the District has benefited or will benefit financially or materially from any consideration of its Proposal, the selection of the Contractor, or the Contract.

**REPAIRS TO PROPERTY DAMAGE:** Any damage to District properties caused by the Contractor, its agents or employees shall be repaired so that the properties are in as good condition as found. All repairs shall be accomplished at no cost to the District and with the District's approval.

**CONTRACT ASSIGNMENT OR SUB-CONTRACT:** The resulting Contract shall not be assigned, transferred, or subcontracted in whole or in part without the prior written approval of the District. The Contractor shall not subcontract with any entity or person with whom the District has a reasonable objection. The Contractor shall not change subcontractors without the consent of the District. The Contractor shall ensure that each subcontractor be bound to the Contractor, to the Contract, and to the terms and rights of these documents, including all General and Supplementary Conditions.

**INDEMNIFICATION BY CONTRACTOR:** The Contractor shall indemnify and hold harmless the School District, its Board and its Members in their official capacities, its agents and employees from and against all claims, damages, losses and expenses including attorneys fees arising out of the services to be performed pursuant to this Contract by Contractor. Contractor shall not be obligated to indemnify, defend or hold harmless the School its Board and its Board Members in their official capacity, its agents and employees, from and against claims, damages, losses and expenses arising from the acts or omissions of the School or its employees.

**INDEMNIFICATION BY SCHOOL:** To the extent permitted by law, the School District shall indemnify, defend and hold harmless the Contractor, its agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of the obligations of the District under this Contract. The School District shall not be obligated to indemnify, defend or hold harmless the Contractor, claims, damages, losses and expenses arising from the acts or omissions of the Contractor or its employees.

**LICENSES:** The contractor shall obtain all required licenses and permits required by law for the operation of the custodial service contract. The Contractor shall pay all required fees, taxes, and other charges applicable.

## **TERMINATION**

Failure by the contractor to maintain quality, service, and/or cleanliness standards as determined by District management will be documented and may result in cancellation of part or all of custodial contract. The District may terminate the Contract upon sixty (60) days written notification to the Contractor if performance is not satisfactory as it relates to service requirements, deviation from specified product quality or cost agreements.

## **RESERVATION OF RIGHTS**

The district reserves the right to accept or reject any or all Proposals not withdrawn before the opening date and to waive any irregularity or informality in the Proposal process. The district reserves the right to conduct discussions, request additional information and accept revisions of Proposals from any or all Bidders. The district reserves the right to negotiate with the Bidder whose proposal is deemed strongest by the Selection Committee. Bids may not be withdrawn within 60 days after opening date. The district reserves the right to make such investigations as deemed prudent to determine Bidder's qualifications and eligibility, including but not limited to, requests for financial statements and company profiles.

## Exhibit 1 - Custodial Specifications

### Special Conditions

- A. Bidders must return a written schedule enclosed with their bid indicating the number of employees they will have at this Facility each day and the number of hours each will be working. Such schedules will be considered as the minimum acceptable number of employees per day and minimum acceptable number of hours per employee upon award of a contract. Before a contract is awarded, contractors must submit written documentation acceptable to the district proving that sufficient reserve staff is available to meet minimum staffing requirements for this facility under all conditions without interruption.
- B. The contractor must insure that each employee carries a current identification card, with picture no more than two years old, and that each employee wears a badge in plain view indicating the employee's name and company name in letters not less than ¼" in height.
- C. The Day time custodian is to report potentially hazardous conditions and items in need of repair including office lighting, emergency and exit lights, plumbing, and water cooler problems, etc., to the computer program (SCHOOL DUDES) please note that all light duty maintenance will be the responsibility of the sup-contractors day time personal. All parts and equipment to be supplied by the school district.
- D. All lost and found articles recovered by contractual employees must be immediately turned in to the Maintenance and Operations Department.
- E. The Director of District Operations may require the contractor to immediately remove any contractual employees from the premises for just cause. Any and all such removals shall be made in the name of the Contractor and all responsibilities will be assumed by the Contractor. A list of current employees must be forwarded weekly to the Facilities Department, and any new employee must be approved prior to placing on school property.
- F. Contractual employees:
- Must not have relatives or other personal visitors at the work site.
  - Must not consume food or beverages while on duty. Scheduled breaks and lunch periods in designated areas may be used for this purpose.
  - Must not consume alcoholic beverages nor use narcotics while on duty nor be under their influence when reporting for duty.
  - Must not smoke anywhere in the building or on the grounds as outlined by law.
  - Must not receive nor initiate personal phone calls from school telephones.
  - Must not play radios or other sound equipment at loud levels.
  - Must not fraternize with school staff, students, or visitors to the building.
- G. The Contractor must provide the Supervisor of Buildings & Grounds with a list of all employees and supervisors to be used in this facility. The list must include each employee's name, address, Social Security number, and date of birth. Alternate employees may not be used until such list has been updated to include their names and data and provided to the Supervisor of Buildings & Grounds. All employees must have undergone a criminal background check, Social Security Check and Finger printing.
- H. Parking is available on site.

- I. Contract employees will be required to wear clean and neat uniforms supplied by Contractor at all times while on the job.
- J. Contract Manager and a lead contact at each school must wear two way communications (Nextel or equivalent) device during normal working hours. Numbers must be supplied to the Director of District Operations and Principals at each school.
- K. Contractor must submit within the first 20 working days (after actually starting contract) a complete periodic schedule for all jobs listed other than daily items.
- L. Contractor must supply a trained supervisor to be in attendance during working hours.

## **General Information**

### A. Materials, Treatments, Etc.

- 1. Materials and treatments shall be supplied the school district.

### B. Supervision

- 1. On site management and supervision is to be furnished by the Contractor as needed, these services must be satisfactory to the Maintenance and Operations Department.
- 2. Keys to the schools will be furnished by the district. Any such keys must not be duplicated. Contractor must specify how "key security" is maintained.

### C. Billing

- 1. Contractor is to submit billing by the 5th of each calendar month to district's accounts payable department.

### D. Inspection and Correction of Deficiencies

- 1. Performance evaluations will be given to the Contractor indicating exceptions in performance to the required specifications.
- 2. Contractor must correct these deficiencies as follows:
  - a. Within 24 hours for any daily, weekly, or monthly activity.
  - b. Within 48 hours for any activity listed as quarterly or semiannual or annual.
- 3. Should the Contractor fail to correct his deficiency within the time stated the Maintenance and Operations Department will assign the work to the subcontractor of his choice at the expense of the Contractor.

## Exhibit 2 - Cleaning Frequencies

Please see attached Spreadsheet of Cleaning Tasks and Frequencies, to be the basis for bidding this contract.

Please note Special Events include the following:

- SPECIAL EVENTS SET UP/TEAR DOWN AND CLEAN UP
  - AS SCHEDULED:
    - THROUGH OUT THE YEAR FOR SPORTING EVENTS
    - THROUGH OUT THE YEAR FOR RENTALS –
      - CONTRACTOR TO BE REIMBURSED FOR WEEKEND RENTALS
      - CONTRACTOR TO BE REIMBURSED FOR WEEK DAY RENTALS WHEN STAFF IS REQUIRED TO REMAIN LATER THAN NORMAL
    - THROUGH OUT THE YEAR FOR AFTER SCHOOL FUNCTIONS
    - ART/MUSIC ROOM SET UPS WEEKLY
    - DAILY BREAKFAST SET UPS COMPLETED THE EVENING BEFORE
    - ANY TIME THE BUILDING IS USED FOR ACTIVITIES OTHER THAN EDUCATIONAL
    - OPEN FACILITY ONE HOUR PRIOR TO EACH EVENT AND SECURE WHEN ALL EVENT ATTENDEES HAVE LEFT THE FACILITY DURING HOURS OF CLEANING OPERATIONS AND WEEKENDS
    - MUST REMAIN ON SITE DURING EVENTS FOR LIASON, SECURITY AND CLEANING FUNCTIONS
  
- SECURITY
  - LOCK SCHOOL DAILY AFTER SCHOOL DAY ENDS AS REQUESTED BY PRINCIPAL
  - COMPLETE PERIMETER WALK NIGHTLY AT END OF SHIFT TO ENSURE ALL AREAS REMAIN SECURE AS REQUESTED BY OWNER.
  
- SUMMER/WINTER/SPRING BREAK CLEANING:
  - CLEANING SCHEDULE TO BE DEVELOPED BY CONTRACTOR TO ENSURE THOROUGH CLEANING OF DISTRICT BUILDINGS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:
    - ALL HARD FLOORS STRIPPED AND WAXED SUMMER BREAK AS DIRECTED
    - HARD FLOORS HALLS SCRUBBED/RECOATED WINTER & SUMMER BREAK
    - ALL CARPETING EXTRACTED SUMMER BREAK
    - ALL FURNITURE WASHED SUMMER BREAK
    - DOORS AND WINDOWS CLEANED SUMMER BREAK, INTERIOR
    - EXTERIOR FIRST FLOOR WINDOWS CLEANED WINTER AND SUMMER BREAK
    - LIGHT SHIELDS CLEANED SUMMER BREAK
    - ALL WINDOWS ABOVE FIRST FLOOR SUMMER BREAK EXTERIOR
    - CERAMIC FLOORS AND GROUTING CLEANED WINTER& SUMMER BREAKS

NONCOLLUSION AFFIDAVIT

No bid will be accepted that does not have this form completely executed.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under perjury, that to the best of knowledge and belief:

- (a) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or any competitor;
- (b) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor;
- (c) No attempt has been made or will be made by the bidder to insure any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition;
- (d) The person signing this bid or proposal certifies that they has fully informed themselves regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as the person signing in its behalf.
- (e) That attached hereto (if corporate bidder) is a certified copy of resolution authorizing the execution of This certificate by the signature of this bid or proposal on behalf to the corporation bidder.

\_\_\_\_\_  
(Individual)

\_\_\_\_\_  
(Corporation)

Date: \_\_\_\_\_

By \_\_\_\_\_

This Non-Collusion Affidavit must be submitted with the Bid.

