

CITI BUILDING SERVICES, INC.

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Troy, MI 48063

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PROPOSAL

Facility Cleaning Services

Prepared For:

Richfield Public School Academy
3807 North Center Rd
Flint, MI 48506

Attn: Pamela Haldy

June 16th, 2015

Mission Statement

It is our goal to exceed the expectations of the clients we serve. We deliver on our promises with a qualified, well-trained workforce that listens to and executes the needs of each customer. Every member of our team is a professional focused on producing outcomes that result in long-term business relationships built on value, integrity and excellence.

CITI Building Services Inc.

GENERAL PROVISIONS

CITI Building Services (the "Company") agrees to provide to Richfield Public School Academy (the "Client"), all labor, supervision, materials and equipment necessary to assure the performance of the Company of the cleaning services (the "Services") for the Client. The Services that the Company shall provide to the Client are as set out on Schedule "A" attached hereto. All CITI Building Services personnel are trained with customer services skills, industry knowledge and receive on-going training in the handling of new equipment, new products and cleaning methods, safety in the workplace, etc.

CLEANING SUPPLIES

The Company shall provide and maintain all necessary cleaning equipment, cleaning chemicals, vacuums, maid carts, buckets, mops and brooms and the Client shall keep all such cleaning supplies in a safe and secure location.

Client will supply all consumables, such as light bulbs, paper products, hand soap, and trash bags. Client will also supply pads for machines and other materials needed to complete floor service over breaks.

The Company will provide MSDS sheets on all cleaning solutions used in your building to maintain your compliance with all applicable laws; On-site communication Log Book/s and Monthly inspection reports and evaluations.

EMPLOYEE HIRING AND SCREENING PRACTICES

As part of the process of weighing applicant qualifications and determining his/her suitability for open positions, CITI Building Services require background checks for all finalists for a position. These background checks are conducted by Michigan State criminal convictions records check- ICHAT, a government search engine. The background check may also include a driving record check as well as criminal court record searches. If a conviction is discovered, a determination will be made whether the conviction is related to the position for which the individual is applying or presents safety or security risks before an employment decision is made

Any applicant who provides misleading, erroneous or willfully deceptive information to CITI Building Services on an employment form or resume or in a selection interview is immediately eliminated from further consideration for employment with the company.

INSURANCE

The Company will keep injury insurance, liability insurance and a fidelity bond in place for the duration of this agreement. Certificate will be submitted upon acceptance of this proposal.

Holidays Observed

CITI Building Services and Richfield Public School Academy have agreed that the following holidays will be observed for all Janitorial Maintenance staff (Christmas Eve, Christmas Day, New Years Eve, New Years Day, Thanksgiving Day, Independence Day, Memorial Day, Labor Day and Good Friday). All other days' staff will report to assigned buildings as previously scheduled. Any shift changes or adjustments to schedules will be cleared with Richfield Administration before hand.

CONFIDENTIALITY

CITI Building Services and its employees, agents or representative will not at any time or in any manner, either directly or indirectly, use for the personal benefit of The Company, or divulge, disclose, or communicate in any manner, any information that is propriety to The Client. CITI Building Services and its employees, agents, and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this contract.

TERM

The Company shall provide such Services to the Client for a period of one-years (1) months/years, with a commencement date of July 27th, or at such other date as the Company and the Client in writing may agree. The Client, at its sole option, has the right to renew or expand the scope of the Services to be provided.

SCHEDULE "A"

SERVICES

AREAS OF SERVICE

- A. Entrance, Offices, Labs
- B. Restrooms
- C. Cafeteria/ Teachers lounge
- D. Hallways/Stairwells
- E. Gym
- F. Classrooms

1. Nightly Cleaning

A. *Entrance, Offices, Media Center, Labs*

1. All trash receptacles are to be emptied and trash removed to a collection point.
2. Clean and polish drinking fountain(s).
3. Sweep all hard surface floors.
4. Mop all hard surface floors nightly.
5. Wipe down and disinfect surfaces in main offices nightly
6. Vacuum all carpeting and rugs.
7. Spot clean partition glass and entrance glass.

B. *Restrooms*

1. Stock towels, tissue and hand soap.
2. Empty trash receptacles and wipe if needed.
3. Clean and polish mirrors.
4. Scrub Down Partitions doors with disinfectant 2x weekly.
5. Stock all paper products nightly.
6. Wipe and dust all dispensers.
7. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
8. Dust partitions and frames.
9. Scour and sanitize all basins. Polish bright work
- 10 Mop restroom floors with a disinfectant.

C. *Luncheon/Teachers Lounge*

1. All trash receptacles are to be emptied and trash removed to a collection point
2. Sweep hard surface floors.

3. Mop or run auto scrubber on all hard surface floors.
4. Spot clean walls near trash receptacles with disinfectant 1x weekly

D. Hallway/Stairwells

1. Thoroughly vacuum all carpeting nightly.
2. Damp mop hard or run auto scrubber surface floors nightly.
3. Spot clean entranceway glass nightly.
4. Sweep all hard surface floors
5. Mop stairwells weekly or as needed
6. Spot clean walls in hallways remove scuffmarks. (As needed)
7. Damp Wipe entrance glass.
8. High Speed buff/burnish hallways bi-weekly. (Equipment to be provided by CTT)

E. Gym

1. Dust mop gym floor nightly.
2. Spot mop gym floors.
3. Mop gym floors nightly or run auto scrubber.

F. Classrooms

1. Clean windowsills and ledges 2x weekly.
2. Empty all waste containers daily.
3. Sweep floor or vacuum carpeting nightly.

4. Mop hard surface floors daily or as needed
5. Clean glass in door partitions as nightly

II. Monthly Cleaning

- A. Entrance, Offices, Media Center, Labs
- B. Restrooms
- C. Lunchroom/Teachers Lounge
- D. Hallways/Stairwells
- E. Classroom
- F. Gym

1. Complete all high dusting throughout.
2. Remove fingerprints and marks from around light switches and doorframes.
3. Scrub down all bathroom walls and partitions with disinfectant.
4. Damp wipe telephones using a disinfectant.
5. High speed burnishing of hallways

III. Summer Break

1. Strip and wax VCT flooring.
2. Cleaning of all carpet and rugs throughout building
3. Scrub down and walls in restrooms
4. Ceramic Scrub all ceramic tile floors.
5. Clean all trash cans inside and out
6. Any additional detail cleaning needed to prepare building for start of school year.

IV. Christmas Break/Spring Break

1. Scrub and wax VCT flooring as requested.
2. Clean all carpeting as requested.
3. Clean all vents throughout building.
4. Scrub down and wash all walls
5. Clean all trash cans inside and out.

Note see Attached revised schedule for Richfield Rd Building

DAY PORTER/DAY CUSTODIAN SCHEDULE

(2 FT PORTERS Richfield Rd/Center Rd 10-6 shift)

Named Areas:

A.	Entrances, Public Area Aisle, Hallways, Offices, classrooms, Gym and Common Areas
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I. Daily Cleaning

A. Entrances, Public Area Aisle, Hallways, Offices, Classrooms, Gym and Common Areas.

1. Police all trash receptacles are to be emptied and trash removed to a collection point.
2. Help with any functions throughout the day.
3. Take out all trash from Breakfast Program
4. Clean Walls near trashcans when cleaning up after breakfast.
5. Police mats for debris.
6. Spot clean glass throughout building.

7. Police all hard surface floors to remove any debris and spillage from soiled areas.
8. Inspect and pick up, as needed, building entrance area.
9. Police outside of building for Debris
10. Respond to any office calls during the day.

Restrooms

1. Police supply of towels, tissue and hand soap.
2. Police trash receptacles and wipe if needed.
3. Spot clean mirrors as needed.
4. Report any issues with restrooms to building engineer/maintenance.

Staffing Break Down

- 1) 1 FT day porter at Richfield Road
- 2) 1 FT Night custodian at Richfield Road
- 3) 1 Shared Night Time (2 hours per night twice per week)
- 4) 1 FT day porter at Center Road starting at 10:00 a.m. to 6:00 p.m. (this is the same person that will be #3 above)
- 5) 2 FT night custodians at Center Road.
- 6) 1 Shared time night 4-6:00 at Center Road. (This is the same person that will be #4 and #3 above).

CONTRACT PRICE

Monthly Pricing Schedule 2FT Day Porters (Richfield Rd and Center Rd), Nightly Cleaning @ 5X weekly;

\$ 12,000.00 /per month

CONTRACT PRICE

Monthly Pricing Schedule Pre-K Site 640 Atherton Rd

- 5 Day Weekly Cleaning Price \$1050.00
- 3 Day Weekly Cleaning Price \$670.00
- 2 Day Weekly Cleaning Price \$515.00

**CITI Building Services is a firm believer in supporting their clients within the community through charitable sponsorship events and Donations. CITI Building Services annually donates funds to their educational clients during the December Holiday Season. Normally this goes to support holiday classroom parties or even to help some families within the community in need.*

TERMS OF PAYMENT

- Invoices are due at the end of the 30-day period in which services are rendered.
- This document constitutes the full agreement between Client and CITI Building Services.
- This agreement will continue in effect for an initial term of one year after the date of this Agreement and will be automatically extended and renewed on each anniversary date using the same terms and conditions, unless one of the parties shall give written notice of termination at least thirty (30) days prior to such anniversary date.
- If a timely thirty (30) day notice of termination is given this agreement will expire at midnight of the anniversary date. All written notices must be delivered by certified mail and take effect thirty days from the receipt of the notice.
- Either Party may cancel this agreement with a 30 day written notice.
- Notices must be delivered to: CITI Building Services Inc., 1307-E Allen Drive Troy, MI 48083.
- The validity of this agreement and the interpretation and performance of all its terms shall be construed and enforced in accordance with the laws of the State of Michigan. The location of any action or proceeding commenced under or pursuant to this agreement shall be in Southfield, in the State of Michigan. If court finds in favor of The Company, Client will pay all attorney fees and court costs.
- If court finds in Client's favor, C.B.S. will pay all attorney fees and costs.
- If any part of this agreement is deemed contrary to law by a court of competent jurisdiction, it will not affect the validity of the remaining parts of the agreement.

Submitted per:

Anthony Bauriedl,
President
CITI Building Services, Inc.

ACCEPTANCE OF PROPOSAL

The above prices, terms, and specifications are hereby accepted. You are authorized to perform the work as specified. Payment will be made as outlined above, and work is to begin on the Friday of July, 2015.


Date: 7/22/15

Signature: Melissa Redmond

Title: Board President

Print name in full: Melissa Redmond

Submitted per:



1/27/15

Anthony Bauriedl,

President

CITI Building Services, Inc.

ACCEPTANCE OF PROPOSAL

The above prices, terms, and specifications are hereby accepted. You are authorized to perform the work as specified. Payment will be made as outlined above, and work is to begin on the Monday of July 2015.



2015.

Date: 1/23/15

Signature:



Title: Board President

Print name in full:

Melissa Redmond