



RFP 18-2

REQUEST FOR PROPOSALS FOR
CUSTODIAL, MAINTENANCE,
BUILDING REPAIR
AND GROUNDS SERVICES

March 27, 2018
Gary Community School Corporation
1988 Polk St.
Gary, IN 46407

1. OVERVIEW	1
2. GARY COMMUNITY SCHOOL CORPORATION PROFILE	1
2.1. Corporation Custodial and Maintenance Personnel	2
3. PROCESS	2
3.1. Selection Timeline	2
3.2. Mandatory Pre-Proposal Meeting & Mandatory Site Visits	3
3.3. Requests for Clarification	3
3.4. Contractor Information Form	3
3.5. RFP/Proposal Information Controlling	3
3.6. Addenda to RFP	3
3.7. Restrictions on Communication	4
3.8. Submission of Proposals	4
3.9. Bid Bond	4
3.10. Irrevocability of Proposals	4
3.11. Proposal Costs	4
3.12. Selection	5
3.13. Reservation of Rights	5
3.14. Release of Claims	5
3.15. Performance Bond	5
4. PROPOSAL REQUIREMENTS	6
4.1. Proposal Format	7
4.1.1. Introductory Letter	7
4.1.2. Appendices (Required)	7
4.1.3. Additional Information (Required)	8
4.2. Evaluation of Proposals	10
4.3. Optional Oral Interview	11
5. GENERAL SCOPE OF SERVICES	12
5.1. Custodial Services	12
6. CONTRACTOR'S OBLIGATIONS	17
6.1. General	17
6.2. Management	17
6.3. Contractor's Communication with Administration	17
6.4. Contractor Liaison	17

6.5. Personnel	18
7. CONTRACTUAL OBLIGATIONS.....	18
8. FORM OF CONTRACT.....	18
9. ADDITIONAL TERMS AND CONDITIONS	18
9.1. Definitions	18
9.2. Severability.....	19
9.3. Compliance with Federal, State and Local Law and The Corporation Policies and Administrative Regulations	19
9.4. Taxes	19
9.5. IOSHA & OSHA Compliance.....	19
9.6. Gary Community School Corporation's Designee	19
9.7. Gary Community School Corporation's Obligations in the Event of Non- Appropriation of Funds	19
APPENDIX A REQUIRED RESPONSE FORMS	21
APPENDIX A1 CONTRACTOR INFORMATION FORM.....	22
APPENDIX A2 PRICING PROPOSAL	23
APPENDIX A3 PROPOSAL SIGNATURE FORM	24
APPENDIX A4 CONTRACTOR'S SIGNED ACCEPTANCE FORM AND ACKNOWLEDGMENT OF ADDENDA.....	25
APPENDIX A5 CONTRACTOR BACKGROUND QUESTIONNAIRE	26
APPENDIX A6 COMPLY / EXCEPTION FORM.....	28
APPENDIX A7 SUBCONTRACTORS	30
APPENDIX A8 REFERENCES	31
APPENDIX A9 FAMILIAL RELATIONSHIP AFFIDAVIT	32
APPENDIX A10 NON-COLLUSION AFFIDAVIT	33
APPENDIX B1 OPEN LOCATIONS & UTILIZATION	34
APPENDIX B2 LIST OF UNOCCUPIED BUILDINGS & SITES.....	35

1. OVERVIEW

Gary Community School Corporation (the "Corporation") is seeking Proposals from qualified firms to provide Custodial, Maintenance, Building Repair and Grounds Services for all buildings and sites owned by the Corporation. The meaning of these terms, for purposes of this Request for Proposals, is explained in detail in the Scope of Services (Section 5.1).

Proposers may propose on all three services, two of the three services or one of the three services. The Corporation may select one vendor for all three services, two vendors for all three services or three vendors for all three services.

The term of the agreement is three years, subject to annual appropriations, with two option years.

The Emergency Manager and designees of the Corporation will select the Proposal, if any, which is determined to best meets the needs of the Corporation. A contract, or contracts, will be awarded, if at all, to the responsible Proposer or Proposers that provide the best value, while meeting the specifications that have been identified by the Emergency Manager. It must be emphasized that acceptance of a Proposal by the Emergency Manager through this process does **not** constitute a Contract. A Contract will be developed through post-acceptance discussions between the Corporation and the selected Proposer. The Emergency Manager must formally approve execution of a Contract before the document has any legal effect.

It must also be emphasized that, although the firm Gary Schools Recovery LLC (GSR) is serving as emergency management, pursuant to Indiana Code 6.1.1-20.3-6.9, the Corporation is the issuer of this RFP and shall bear all responsibility for all decisions made and shall be the contracting party with any Proposer selected pursuant thereto. GSR makes no representation to potential Proposers and no Proposer may rely on this RFP or any statements made by any GSR associate except as statements on behalf of the Corporation.

2. GARY COMMUNITY SCHOOL CORPORATION PROFILE

Gary Community School Corporation is a comprehensive Pre-K-12 school corporation that provides a quality educational experience, addressing the unique needs and interests of its students. The Corporation is located in Lake County, Indiana. The Corporation encompasses forty-two (42) square miles.

The Corporation educates approximately 5,000 students. School year 2018-2019 will operate one (1) pre-kindergarten school, six (6) elementary or elementary-middle school buildings; one (1) middle school building; two (2) high schools; one (1) Career Center; (1) maintenance building; one (1) outdoor education center. The district administration center will be closing prior to Jan. 1, 2019. The Corporation will own twenty-nine (29) closed buildings and twenty (20) vacant sites, totaling approximately 409 acres of land. Service levels for these buildings and sites is set forth in detail under Scope of Services (Section 5.1).

2.1. Corporation Custodial and Maintenance Personnel

The Corporation currently employs the following personnel in meeting its custodial, maintenance, building repair and grounds obligations:

- 69 - Custodians (44 Gary School Corp. employees; 25 contracted employees, including Head and Assistants)
- 14 – Trades workers
- 2 – Secretaries
- 1 – Operations Supervisor who acts as Contract Administrator

All of these positions (except the Operations Supervisor/Contract Administrator) are within the Scope of the RFP and will be eliminated in the event a Contract is entered through the RFP process. Current employees are invited to apply for positions with the successful bidder. The Gary Community School Corporation Operations Supervisor will oversee this contract and will be the central point of contact.

3. PROCESS

3.1. Selection Timeline

Gary Community School Corporation's anticipated timeline for the selection of a Contractor in connection with this RFP is:

Issuance of the RFP Document	Tuesday, March 27, 2018
Mandatory Pre-Proposal Meeting	Wednesday, April 4, 2018, 10 a.m.
Mandatory Site Visits	Wednesday – Friday, April 4-6, 2018 (late afternoons with appointment)
Deadline for Written Requests for Clarifications	Wednesday, April 11, 2018, 11 a.m.
Responses to Requests for Clarification	Friday, April 13, 2018
Deadline for Submission of Proposals/Opening	Friday, April 20, 2018, 10:00 a.m.
Optional Interviews	Wednesday, April 25, 2018
Notice of Selection	Friday, April 27, 2018
Contract Approval	Date TBD
Contractor Mobilize	By Mutual Agreement, TBD
Commencement of Services	Monday, July 2, 2018

Please Note: All times are Central Time.

The Corporation reserves the right to modify any part of the above identified schedule.

3.2. Mandatory Pre-Proposal Meeting & Mandatory Site Visits

A mandatory pre-Proposal meeting **will be held at 10:00 a.m., Wednesday, April 4, 2018** at Gary Community School Corporation, 1988 Polk Street, Gary, IN 46407. Proposers are to contact the Operations Supervisor Mr. Ron Gordon rgordon@garycsc.k12.in.us to schedule appointments to visit the various facilities. The site visits will be scheduled for Wednesday, Thursday, and Friday, April 4-5-6 in the late afternoons.

3.3. Requests for Clarification

Prospective Proposers may request that the Corporation clarify information included within this RFP. All such requests must be made in writing, sent by email to Ron Gordon, Business Services (rgordon@garycsc.k12.in.us) no later than **11:00 a.m., Wednesday, April 11, 2018**. The Corporation will prepare a written response to all written requests for clarification and provide the same to all parties who have submitted a Contractor Information Form.

3.4. Contractor Information Form

Any company or entity that intends to participate in the RFP process and receive notices, updates and information shall submit a Contractor Information Form (**Appendix A1**), including the name of a contact person, together with an address and email address, to Ron Gordon, Business Services (rgordon@garycsc.k12.in.us). Proposers are to submit the "Contractor Information Form" and other communications (**except the Proposal**) **by email only**. The Corporation intends to send future communications (*e.g.*, RFP clarifications and addenda) to Proposers **by email only**. Again, **except for the Proposal** itself, references in the RFP to 'written' form of communication shall be **by email only**.

3.5. RFP/Proposal Information Controlling

The Corporation intends that the Request for Proposals (RFP) contain all necessary information and that all Proposers have equal access to information relative to the RFP. Each Proposer shall prepare its Proposal based only on the information contained in the RFP document itself, notwithstanding any information that may have been previously received. A prospective Proposer noting any inconsistency between the information contained in the RFP and any information previously received should request Clarification (refer to Section 3.3). No information communicated to or from a Proposer, either verbally or in writing, shall be effective unless contained within the RFP, an addendum to the RFP, or a written response provided by the Corporation to a Request for Clarification.

3.6. Addenda to RFP

If it becomes necessary to revise any part of the RFP, notice of the revision will be emailed in the form of an addendum to all parties who have submitted a Contractor Information Form. All addenda shall become a part of the RFP. To avoid any miscommunication, each Proposer is expected to include as a part of its Proposal a completed **Appendix A4**, acknowledging any addenda that it has received.

3.7. Restrictions on Communication

From the issue date of the RFP until the Contract is awarded, Proposers shall not communicate about the subject of the RFP or a Proposer's Proposal with the Corporation, its Board of Education members, GSR consultants, GCSC administrators or other GCSC employees, except for Requests for Clarification submitted in accordance with Section 3.3. Unauthorized communications may be grounds for disqualification.

3.8. Submission of Proposals

To be considered, a Proposal conforming in all respects to the provisions of this Request for Proposals document must be submitted no later than **Friday April 20, 2018, at 10:00 AM. Bidder may submit proposal for all or individual contracted services (See Section 4.0).**

The sealed envelope containing the Proposal is to be addressed, and timely delivered, to:

GARY COMMUNITY SCHOOL CORPORATION
Attn: Ron Gordon, Contract Administrator
Business & Operations Dept.
1988 Polk Street
Gary, IN 46407

In the lower left-hand corner, the envelope should include the following:

Custodial, Maintenance, Building Repair and Grounds Services Proposal

3.9. Bid Bond

Each Proposal shall be accompanied by a surety or bid bond or certified check, in a form satisfactory to Gary Community School Corporation, in the amount of five (5%) percent of the Proposer's bid for the first year of the Contract. This will serve as a guarantee to Gary Community School Corporation, to be forfeited if the Proposer withdraws its Proposal, fails to execute a form of Contract acceptable to Gary Community School Corporation based on the RFP and the Proposal, or fails to provide the required Performance Bond.

Within five (5) business days following the award of a Contract to a Proposer, bid bonds or other good faith deposits will be returned to all other Proposers.

3.10. Irrevocability of Proposals

A Proposal, once submitted, shall not be withdrawn and shall be irrevocable for a minimum period of ninety (90) calendar days following the date and time for receipt of Proposals set forth above.

3.11. Proposal Costs

Each prospective Proposer is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a Proposal, in otherwise responding to the RFP, and for any

negotiations incidental to its Proposal or the RFP. Gary Community School Corporation will not pay or assume responsibility for any such costs.

3.12. Selection

The intent and purpose of the Request for Proposals is to allow Gary Community School Corporation to optimize resources and save costs by contracting for the provision of all the Corporation's Custodial, Maintenance, Building Repair and Grounds Services. Payment of any associated taxes and obtaining and paying for any required licenses or permits will be the responsibility of the Contractor.

Gary Community School Corporation may select one or more qualified Proposers to proceed with the interview process from those submitting Proposals. The process will include the review and evaluation of the way the Contractor intends to provide Custodial, Maintenance, Building Repair and Grounds Services within the scope of this RFP. Factors considered in the selection of the successful Proposer(s) include the overall quality of services provided, cost and other factors set forth in more detail in this RFP, including Section 4.2 herein.

3.13. Reservation of Rights

Gary Community School Corporation reserves the right, in its sole discretion, to accept or reject any or all Proposals, in whole or in part, with or without cause. Gary Community School Corporation further reserves the right to waive any irregularity or informality in the RFP process, as well as the right to award the Contract to other than the Proposer submitting the lowest or best financial Proposal. Gary Community School Corporation reserves the right to request additional information from any or all Proposers and reserves the right to negotiate with the Proposers concerning their Proposals.

3.14. Release of Claims

Each Proposer, by submitting its Proposal, releases the Corporation and GSR from any and all claims arising out of, or related to, the RFP process and selection of a Contractor.

3.15. Performance Bond

The Proposer awarded the Contract will be required to furnish Gary Community School Corporation with a Performance Bond satisfactory to the Corporation in an amount equal to the Proposer's base bid for the first year of the Contract. The successful Proposer may bill Gary Community School Corporation a lump sum for the same, within the first ninety (90) days of the Contract term, with no price mark-up. The cost for the Performance Bond shall be included as an 'add alternate' on the Proposal.

The purpose of the Performance Bond requirement is to secure the faithful performance of the Contract and to financially protect Gary Community School Corporation against the cost to hire a different Contractor to fulfill the Contract requirements, if unfulfilled by the original Proposer.

The awarded Contractor must deliver the required Performance Bond to Gary Community School Corporation at the time the Contract is executed.

The Performance Bond must be issued by a quality surety licensed to do business in the State of Indiana. The bonding companies are limited to those listed on the U.S. Department of Treasury Circular 570. The U.S. Department of Treasury Circular 570 can be viewed at the following web site: http://fms.treas.gov/c570/c570_a-z.html. The Corporation is to be listed as an obligee on any Performance Bond.

If the Corporation requests that the Contractor provide a Performance Bond in one or more subsequent years of the Contract, the price increase for the Performance Bond to be paid by the Corporation will be limited to five (5%) percent per year.

4. PROPOSAL REQUIREMENTS

This portion of the RFP outlines the information that must be provided by each Proposer and the required format for the Proposal. Any Proposal that does not include the required information or does not otherwise conform to the format specified may be rejected. Please refer also to the Submission Deadline (Section 3.8) for additional requirements.

Proposals must include the following.

1. An understanding of the scope of the work and the ability to accomplish the tasks set forth.
2. Information that will enable Gary Community School Corporation to determine the Proposer's overall qualifications.
3. A transition plan to accomplish a change to a contracted service arrangement.
4. Any other information that the Proposer feels is significant to enable Gary Community School Corporation to make an informed decision relative to the Proposal.

Any exceptions to the terms and conditions contained in the RFP or the Contract, or any other special considerations or conditions requested or required by the Proposer, shall be clearly identified by the Proposer and be submitted as part of its Proposal. The Proposer shall include an explanation of the reason(s) such terms and conditions cannot be met. Each Proposer will be required to meet the RFP requirements in their entirety, except to the extent exceptions are expressly noted in the Comply/Exception Form (**Appendix A6**) of the Proposal, and those exceptions are expressly accepted, in writing, by Gary Community School Corporation. All pricing factors must be clearly indicated in the Proposer's pricing schedule provided as part of the Proposal.

Each Proposer shall submit its Proposal for the full Contract term of three years plus two optional extension years at the discretion of the Emergency Manager, with the first year commencing **July 2, 2018** and continuing through **June 30, 2019**, unless earlier terminated by the action of either or both parties in accordance with the terms of the Contract.

4.1. Proposal Format

Required response forms have been included in **Appendix A**. All such forms must be completed and submitted for a Proposal to be considered.

4.1.1. Introductory Letter

Proposers should provide a letter on the entity letterhead which serves as an introduction to the entity and signed by person authorized to bind the entity to negotiated agreement.

4.1.2. Appendices (Required)

4.1.2.1 Appendix A1: Contractor Information Form

Proposers must complete and submit a Contractor Information Form.

4.1.2.2 Appendix A2: Pricing Proposal Form

Proposers must complete the Pricing Proposal Form (a separately attached Excel file with three tabs), clearly identifying Proposer's pricing.

4.1.2.3 Appendix A3: Proposer Signature

Proposers must complete the official Bid Signature Form.

4.1.2.4 Appendix A4: Contractor's Signed Acceptance

Proposers must complete the Contractor's Signed Acceptance Form, which includes acknowledgement of the receipt of any addenda to the RFP.

4.1.2.5 Appendix A5: Contractor Background Questionnaire

Proposers must complete the Contractor Background Questionnaire providing background information about their entity and the qualifications of Contractor's personnel who would be involved with Gary Community School Corporation.

4.1.2.6 Appendix A6: Comply/Exception

Proposers must complete the Comply/Exception Form in a point-by-point response format in which they indicate either an intent to "Comply" or note an "Exception" to each RFP requirement. Proposers are to include an explanation for any exceptions.

4.1.2.7 Appendix A7: Subcontractors

Proposers must indicate whether subcontractors are intended to be used and, if so, provide references for the subcontractors.

4.1.2.8 Appendix A8: References

Proposers shall complete the References form, including a contact name, address, phone number, and email address for each. It is preferred that at least two (2) of such references be from K-12 school districts.

4.1.2.9 Appendix A9: Familial Relationship Affidavit

Proposers must provide a sworn and notarized Familial Relationship Affidavit, disclosing any familial relationship that may exist between the owner or any employee of the Proposer or subcontractor and any member of the Board of Education, corporation employee, or GSR consultant.

4.1.2.10 Appendix A10: Non-Collusion Affidavit

Proposers must provide a sworn and notarized Non-Collusion Affidavit.

4.1.3. Additional Information (Required)

The following information is also to be included within the Proposal. No particular format is required.

4.1.3.1 Organizational Chart, Chain of Command and Key Employees with Resumes

Proposers must provide an organizational chart, reflecting the chain of command and reporting relationships within their entity. In addition, Proposers must include the resumes of any managers or other key employees who will be assigned to work on site during the first year of the contract. Key employee(s) must be replaced during the contract years with a position of equal or higher title and responsibility and with prior notification to the Corporation.

4.1.3.2 Transition Plan

Proposers must provide a summary transition plan to transfer Custodial, Maintenance, Building Repair and Grounds Services from Gary Community School Corporation to the Contractor.

4.1.3.3 Staffing Preference

Proposers are encouraged to hire Gary, Indiana residents as part of its proposal. See Scope of Services ([Section 5.1](#)). It is understood, however, that the Contractor has exclusive decision-making authority and control regarding such employment decisions.

4.1.3.4 Written Statements of Current, Terminated and Defaulted Contracts

Proposers must provide a list of current contracts, identifying entities for which the Contractor is currently providing services similar to those specified in this RFP. Additionally, proposers must provide a list of any terminated or defaulted contracts in the past six years with a brief explanation as to the reason(s) for the termination or default.

4.1.3.5 Custodial, Maintenance, Building Repair and Grounds Services and Experience

Proposers must provide a statement and supporting evidence of all aspects of their custodial, maintenance, building repair and grounds services capabilities. These should include human resources services and training programs for management and non-management personnel. The Proposer's initial and on-going training program shall include an itemized list of topics and the number of hours per year each of the Proposer's employees is required to complete.

4.1.3.6 Insurance Certificate

Proposers shall provide an Insurance Certificate providing evidence of ability to obtain adequate insurance coverage to protect the interests of both the Proposer itself and Gary Community School Corporation. Proposers must provide evidence of insurance, or ability to obtain insurance, in the following amounts:

- a. Worker's Compensation** coverage limits in the statutory amount as required in the State of Indiana and **Employer's Liability** coverage limits in the amount of \$500,000.00 (Five Hundred Thousand Dollars) each accident, each disease and each employee.
- b. Automobile Liability Insurance** (covering all owned, hired and non-owned vehicles with personal and property protection insurance including residual liability insurance) coverage limits in an amount with a combined single limit not less than \$5,000,000.00 (Five Million Dollars).
- c. Commercial General Liability Insurance** coverage limits in the amount of \$1,000,000.00 (One Million Dollars).
- d. Umbrella / Excess Liability Insurance** coverage limits in the amount of \$5,000,000.00 (Five Million).

4.1.3.7 Audited Financial Statements/Audited Financial Report

Proposers shall provide their most recent audited financial statements, which shall include a recent audited Financial Report.

4.1.3.8 Litigation/Regulatory Proceedings List

The Proposer shall provide a litigation/regulatory proceedings list, including all litigation or regulatory proceedings the company has been involved in within the last five (5) years. This information may be limited to proceedings where the Proposer has been a party to a contract for services similar to those contemplated by this RFP, or in which the Proposer's working conditions and employment practices have been alleged to violate the Occupational Safety and Health Act, labor and collective bargaining laws or regulations or other state and federal requirements.

4.1.3.9 Supplemental Information

Proposers may provide supplemental information, not listed above, which further evidences Proposer's ability to provide efficient Custodial, Maintenance, Building Repair and Grounds Services.

4.2. Evaluation of Proposals

The Proposal must be complete, clear and concise, and include all information specified above. The following factors, not listed in order of importance, are the principal criteria by which Proposals will be evaluated:

1. Ability to meet all applicable federal and state wage and safety requirements.
2. Experience and past performance – Documentation of building cleaning experience.
3. Experience providing cleaning services, building and grounds maintenance in public and/or private school environments.
4. On-site key person(s) such as manager or supervisor's qualifications and experience.
5. Personnel – Adequacy of staff in size, availability, and experience to perform the proposed work.
6. Proposer's attendance at pre-bid meeting and facilities walk-throughs.
7. Pricing of the services as well as willingness to achieve savings throughout the Contract term.
8. Previous record of meeting budgets, controlling costs and achieving savings under similar contracts.
9. Full and proper completion of the Proposal forms.
10. Quality and completeness of the following information:

Hazard Communication Program
Asbestos Awareness Program
Blood-borne Pathogens Training Program
Employee Training Program
Right-to-Know (and Safety Data Sheets)
Written Safety Program

11. Quality of the oral presentation to the Corporation interview committee.
12. Quantity and nature of exceptions to the bid specifications.
13. Training programs – The education and training programs to be provided to staff.
14. Work history/performance as reported by references.
15. Supplemental relevant information submitted by the Proposer.
16. Any other information the Corporation’s Proposal review team determines to be pertinent.
17. Walk through evaluation of a current facility under contract with the Proposer (the final Proposers must provide the Corporation with a list of sites that may be visited for a performance evaluation).

Gary Community School Corporation will evaluate the Proposals, based largely on the above criteria.

4.3. Optional Oral Interview

Gary Community School Corporation may invite some or all Proposers to participate in an interview process to discuss their Proposal and to answer questions regarding the Proposal. The Corporation will notify the qualified Proposer contact person, listed in the Proposal, to arrange the interview. As per the RFP timeline, interviews are tentatively scheduled to be held on **Wednesday, April 25, 2018.**

CUSTODIAL, MAINTENANCE, BUILDING REPAIR AND GROUNDS SERVICES REQUIREMENTS

5. GENERAL SCOPE OF SERVICES

5.1. Custodial Services

I. CUSTODIAL SERVICES

The recommended minimum hourly wage a Contractor will pay custodial services workers for work for the Corporation is \$12 per hour.

- A. General. Contractor must provide for complete custodial services of the Corporations facilities (educational and support buildings) in keeping with standards set forth by the Corporation and in accordance with applicable health and sanitation standards and to support the Corporation's goals to provide a healthy, clean and safe environment for the education of children.
- B. Contractor must provide all necessary labor, tools, materials, supervision, cleaning agents, disinfectants, sanitizers, germicides, floor finishes/sealers, and cleaning equipment for performing to the custodial specifications set by the Corporation. All chemicals used in the facilities must be environmentally friendly when possible, and properly labeled and comply with all "Right to Know" requirements and provision of OSHA Safety Data Sheets requirements.
- C. Quality Assurance Services. Contractor shall provide to the Corporation for its approval quality assessment procedures and a custodial reporting system that includes:
 - i. Weekly electronic cleanliness quality assessment report by school and area.
 - ii. Minimal monthly cleanliness quality assessment report done in conjunction with Corporation representative or Corporation school administrator for each location for which an electronic or handwritten sign-off is obtained.
 - iii. Monthly vandalism report tracking number of incidents by school.
 - iv. Customer complaint notification system: phone and online, with no more than 24-hour complaint response and resolution.
 - iv. Weekly paper product usage / inventory-on-hand reports (paper towel & toilet paper) by school.
 - v. Weekly chemical/soap usage / inventory-on-hand reports by school upon request of clients.

II. MAINTENANCE & BUILDING REPAIR SERVICES

All maintenance and building repair services must be provided by individuals properly licensed in the trade he or she is performing.

- A. General. The Contractor shall be responsible for the Maintenance requirements set by the Corporation. In addition, and without limitation, Contractor will provide for safe well-maintained facilities which include:

- Maintenance of all facility doors, roofs, windows and means of fire egress. For purposes of illustration, maintenance of roofs does not require the Contractor to make roofing repairs but does require regular inspections, clearance of gutters, drain pipes and the like of debris on a regular basis, identification and reporting of leaks to the Corporation.
 - Routine review of normal and emergency power supplies.
 - Recommendations to administration concerning life safety procedures.
 - Maintenance of facility equipment and structures to ensure a safe environment.
 - Maintenance of grounds, pavement, parking lots, athletic fields and facilities and playscapes to ensure a safe environment.
 - Maintenance of building systems (i.e. boilers, chillers, cooling towers, water back-flow preventers, swimming pools, etc.) in full compliance with the code, manufacturer's specifications and to ensure a safe and comfortable environment.
 - Corrective and preventative maintenance of mechanical systems.
 - Assistance with long-range capital and maintenance planning and budgeting.
- B. Parts and Supplies. Contractor will provide for the purchase of needed parts and supplies required to repair and/or maintain Corporation facilities and will invoice/bill them against the separate Purchase Order for parts and supplies issued by the Corporation.

Contractor will provide parts and supplies through a competitive, efficient parts supply contract or system in accordance state and federal laws and the Corporation's Procurement Policies and Procedures, as the same may be amended from time to time. Parts expenditures more than \$500 must be pre-approved by the Corporation Contract Administrator.

The Corporation shall reimburse Contractor the actual cost of all purchased parts not later than 45 days after the date of receipt of an invoice evidencing such purchases to the Corporation.

Contractors purchasing and invoicing of parts shall meet the following requirements:

- i. Contractor will invoice actual cost of all parts purchased for repair work.
- ii. Contractor shall ensure that repair parts are purchased through a competitive process and at fair market value.
- iv. Contractor will not add mark-ups to the cost of parts purchased Contractor shall transfer to the Corporation the benefit of any rebates or other discounts it receives for purchases of parts on behalf of the Corporation.
- v. Contractor will provide supporting documents, including supply contracts and evidence of competitive pricing and any other requested information upon reasonable request and not less than annually to the Corporation for its annual audit to verify compliance with items (i) and (ii) above.
- vi. Contractor will be required to maintain an accurate, secure, efficient and auditable real-time inventory system that tracks all parts and materials from acquisition to installation. Contractor shall provide periodic reports of parts and materials inventory to the Corporation upon reasonable notice.

- vii. The Contractor will also provide for the management and control of all parts, supplies and equipment used in the performance of duties under this Contract. Contractor shall be responsible for the loss of parts or supplies due to neglect, damage or theft.

III. GROUNDS

The recommended minimum hourly wage a Contractor will pay grounds services workers for work for the Corporation is \$9 per hour.

Contractor will provide complete landscaping services to each school facility to properly and fully maintain the grounds year-round. These services can be done by dedicated site management (FTEs), custodial staff, subcontracted services or any combination thereof. Landscaping services shall include, but is not limited to:

- A. **Turf management** of all sites, including but not limited to: grass cutting, edging, trimming, fertilizing, application of herbicides, maintenance of planting beds, shrub trimming, as set forth in Specification C.
- B. **Snow Removal** - Between 6:00 a.m. and 6:00 p.m., Monday through Friday, Contractor shall provide at no additional cost the labor and be responsible for snow removal duties at each occupied facility as follows: snow and ice clearing of walkways (including where applicable city sidewalks for snow falls of less than 3"), entranceways, and other areas adjacent to the school buildings during any and all snow events unless otherwise directed the Corporation; applications of ice melt materials wherever needed on site. Contractor shall also provide the labor required to monitor the removal of all snow more than three inches (3") ("Major Snow Removal") per snow fall on the sidewalks, parking lots/areas and any other areas not immediately adjacent to the school building. In the event the Corporation engages Contractor to provide Major Snow Removal services, Contractor shall invoice the Corporation separately for the cost of such Major Snow Removal.
- C. **Condition of Snow Removal Equipment** - Contractor shall provide to the Corporation (as requested) reports on the condition of snow removal equipment and reports on status and non-compliance of contracted snow removal work for Major Snow Removal events.
- D. **Required Annual or Bi-Annual Mandatory Inspections** - inspection of playground equipment by a Certified Playground Inspector and issuance of certified playground inspection reports, also inspections of bleachers, boilers, fire suppression, fire extinguisher, fire alarms and safety inspections, etc. as required.
- E. **Additional site management services include:**
 - 1. Dangerous condition mitigation (i.e. play structures, fencing, etc.) — by dedicated site management personnel as directed by Corporation.
 - 2. Minor fencing repair and automatic gate opener maintenance.
 - 3. Drainage structure repair and clean out.

4. Play equipment maintenance and minor repairs including engineered wood fiber maintenance, removal and placement.
5. Minor concrete and asphalt repair.
6. Flagpole equipment maintenance.
7. Minor athletic field bleacher and bench repair.
8. Delivery of bulk materials, including but not limited to: bagged salt, gravel, mulch, sand, topsoil, peat, stone.
9. Assistance with reporting, budgeting, and scheduling etc. of site maintenance activities
10. Tree pruning, shrub trimming and shearing, removal of debris.
11. Signage maintenance, and repair.
12. Application, pick-up and delivery of environmentally friendly ice melt products, ice melt product spreaders, shovels, ice choppers, snow blowers, and maintenance thereof.
13. Other site services as mutually agreed by the parties on as needed basis.

IV. BUILDING ASSESSMENTS

The Contractor shall perform an initial building systems assessment for each occupied facility and provide a preliminary report (as defined by the Corporation), to the Corporation Contract Administrator within **sixty (60) days** of issuance of the Notice to Proceed.

A final building assessment report (as defined by the Corporation), is due to the Corporation Contract Administrator within **ninety (90) days** of issuance of the Notice to Proceed for use in long-range planning for budgetary spending in the Corporation's current and concurrent fiscal years. Such reports shall include:

- A. The status of all mechanical systems, including a listing of all required repairs, including estimated number of work hours and cost, or the estimated cost of outside contractors for major repairs.
- B. A list of all required repairs needed for each facility, including a listing of all required repairs, including estimated number of work hours and cost, or the estimated cost of outside contractors for major repairs.
- C. A detailed preventative maintenance schedules for each mechanical system and facility, including the cost of any parts or materials needed annually as well as the estimated labor hours and cost annually.
- D. A detailed safety assessment of each facility including at a minimum an assessment of fire alarm and suppression systems, code compliance, elevator safety compliance, alarms, safety of walks and stairs, locks and other safety systems.

V. UTILITY AND ENERGY MANAGEMENT

Contractor shall be responsible for ensuring the building temperatures, humidity levels, light levels, and other environmental conditions are maintained in accordance with the Indiana Air Quality laws and industry standards and as otherwise defined in this Contract.

Contractor shall also actively participate in assisting the Corporation in reducing energy costs and the implementation of the Corporation's energy reduction program by periodically providing data relevant to the energy usage at each facility at such reasonable intervals as requested by the Corporation's Director of Energy and Sustainability.

Contractor shall produce monthly reports on the utilities usage in such format as the as the parties mutually agree.

VI. SAFETY

- A. Contractor will report all safety violations to Corporation, and to the extent repairs are required for compliance with all applicable safety regulations, Contractor shall make such repairs in an expeditious manner; provided, however, in the event the Corporation fails or refuses to make funding available for such repairs, Contractor shall not be obligated to make such repairs.
- B. Contractor shall perform routine reviews of emergency power supplies.
- C. Inspections: Contractor shall provide assistance to the Corporation facilitate compliance with applicable building codes, fire prevention codes, occupational safety and health codes and standards (OSHA), and applicable Life Safety Codes, playground safety inspections and Asbestos Hazardous Emergency Response Act (AHERA).
- D. Contractor shall conduct monthly Automated External Defibrillator (AED) equipment checks in coordination with the Corporation's Risk Management Department.
- E. Contractor will collect and file in an organized manner, any documents provided to the Corporation for certification of the facilities' compliance with all applicable laws and regulations
- F. Contractor will prepare and submit a school safety assessment findings status report on an annual basis.
- G. Contractor shall administer a safety incident reporting system to include investigation and evaluation of incidents.
- H. Contractor will conduct training and provide safety-related information, including Right to Know, (AHERA), and presentations for Contractor's employees, and continuing education of all of Contractor's employees.

VII. COMMUNITY USE of SCHOOLS/FACILITY USE AGREEMENT

Contractor will be required to provide operational, cleaning and maintenance services during non-instructional hours in support of community use of school facilities (e.g., Scout meetings, Boys and Girls Club activities, Athletic Games, Academic Games, School Board Meetings, Parent Advisory Council Meetings, Religious Services, and similar functions held with a community use permit) including HVAC services during events, cleaning before and after an event, set-ups and tear-downs of tables and chairs, etc.) and securing the facility after the event.

There shall be no extra charge by Contractor for labor cost when a Community Use event is held during such times as staff is normally scheduled to provide services in accordance with Contractor's Custodial Staffing Plan; provided however, if such events are concluded at times requiring Contractor to provide services beyond the normally scheduled hours of staff, or if additional staff is required to provide such services with the prior approval of the Corporation, Contractor shall invoice the Corporation separately at the rate for services provided related to Community Use.

6. CONTRACTOR'S OBLIGATIONS

6.1. General

The Contractor shall perform all the services described in the RFP and in the Contract, as well as those that may not be specifically described but that are necessary to perform these services. The Contractor will provide all services throughout the term of the Contract. In addition, the Contractor will require all employees to follow all applicable Board policies and administrative regulations concerning appropriate behavior of persons in schools and other Corporation facilities.

6.2. Management

The Contractor will provide management and clerical staff to coordinate all Contractor functions described in the RFP and Contract. In addition to such other personnel as may be required to administer the Contract, the Contractor shall employ and assign a responsible supervisor, to reside in the greater Gary, Indiana area, to act as the Contractor's designee in all matters relating to the Contract and the services performed under the scope of the Contract. At a minimum, the Contractor's operations office shall be adequately staffed from 5:30 a.m. until 6:00 p.m. during all days that school is in session. At the Corporation's expense, suitable office space, phone, computer and furniture will be provided for clerical staff and a supervisor. Space will also be made available for the Contractor's employees to have lunch and secure personal items.

The Contractor will advise the Corporation, on a mutually agreed upon monthly schedule, regarding organizational and operations matters concerning the provision of Custodial and Maintenance Services.

6.3. Contractor's Communication with Administration

Contractor will be required to effectively communicate with the Corporation's administration, all of the Corporation's employees and parents and GSR, if necessary. The Contractor is required to have someone available at all times between 5:30 a.m. and 6:00 p.m., to receive emergency calls.

6.4. Contractor Liaison

The Contractor shall designate a liaison person to be available to communicate with the Corporation on any matters that may arise during the term of the Contract.

6.5. Personnel

The Contractor will provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of the work to be performed under this RFP and the Contract.

Staffing will be provided in accordance with Contractor's accepted Proposal, which should reflect what the Contractor, using its best professional judgment, believes is necessary to complete the required cleaning and maintenance services under this RFP. It is the responsibility of the Contractor to provide sufficient personnel to ensure that these requirements of the RFP are met on a daily basis.

7. CONTRACTUAL OBLIGATIONS

The submission of a Proposal to this RFP shall constitute the Proposer's written acknowledgment that it agrees to be bound by the terms and conditions contained within this RFP, except as specifically noted in the Comply/Exception Form (**Appendix A6**) that is part of the Proposal.

8. FORM OF CONTRACT

Following selection of the successful Proposer by the Corporation, the details of a contract will be will be finalized by the parties.

9. ADDITIONAL TERMS AND CONDITIONS

9.1. Definitions

'Contract' 'Contract' means the Contract negotiated by the Contractor and the Corporation.

'Facilities' 'Facilities' means any facility owned or controlled by the Corporation that is intended to be covered by this RFP.

'Proposal' 'Proposal' means the Contractor's response to this RFP, submitted in accordance with the RFP.

'Proposer' 'Proposer' means any Custodial, Maintenance, Building Repair and Grounds Services contractor submitting a Contractor Information Form and subsequently submitting a Proposal to the Corporation for Custodial and Maintenance Services by the specified due date in accordance with the RFP.

'Contractor' 'Contractor' means the Proposer awarded a Contract to provide Custodial, Maintenance, Building Repair and Grounds Services for Gary Community School Corporation in accordance with the RFP and the successful Contractor's Proposal.

9.2. Severability

If any provision or provisions of this RFP and resulting Contract shall be held to be invalid, illegal, or unenforceable or in conflict with the law of any pertinent jurisdiction, the validity, legality and enforceability of the remaining provisions shall not, in any way, be affected or impaired thereby.

9.3. Compliance with Federal, State and Local Law and The Corporation Policies and Administrative Regulations

The Contractor shall comply with all federal, state and local laws, rules, ordinances and regulations and apply for and obtain any required, licenses and permits. The Contractor, including its employees and agents, shall be responsible for being familiar with the Corporation's policies and administrative regulations concerning appropriate behavior of persons in schools and its facilities, including, for example, the prohibitions against sexual harassment and smoking, and shall comply with all such policies and regulations.

The Corporation 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.

9.4. Taxes

The Contractor is responsible for sales taxes and any other applicable taxes related to the goods and services provided under the Contract.

9.5. IOSHA & OSHA Compliance

Services to be furnished by the Contractor and the Contractor's working conditions and employment practices shall comply with all applicable state and federal requirements, including the Occupational Safety and Health Act.

9.6. Gary Community School Corporation's Designee

Gary Community School Corporation's designee referred to throughout this RFP is the Contract Administrator. The Emergency Manager of the Gary Community School Corporation is authorized to, and may, modify this designation.

9.7. Gary Community School Corporation's Obligations in the Event of Non-Appropriation of Funds

Subject to the State of Indiana maintaining the Corporation's current level of funding, and current enrollment projections, the Corporation represents that:

- (i) It has adequate funds to meet its obligations under any Contract awarded as a result of this RFP during the current fiscal year;
- (ii) It intends to maintain any Contract awarded as a result of this RFP for the full period set forth herein; and

- (iii) It has no reason to believe that it will not have sufficient funds to enable it to make all payments due hereunder during the said Contract term.

In the event that adequate funds are not available to the Corporation at any time during such Contract period(s) to continue funding for any Contract awarded as a result of this RFP, the Corporation's obligations under the Contract(s) will terminate as of the date that the funding is determined to be unavailable. In such circumstance, the Corporation will have no further obligation to the awarded Contractor, except for payment for all services rendered and supplies purchased and consumed in implementation of the Contract, through the date of termination.

APPENDIX A REQUIRED RESPONSE FORMS

Instructions: The following forms **MUST be completed and submitted** as part of the Proposal.

Appendix A1: Contractor Information Form

Appendix A2: Pricing Proposal

Appendix A3: Proposal Signature Form

Appendix A4: Contractor's Signed Acceptance Form; Acknowledgment of Addenda

Appendix A5: Contractor's Background Questionnaire

Appendix A6: Comply/Exception Form

Appendix A7: Subcontractors

Appendix A8: References

Appendix A9: Familial Relationship Affidavit

Appendix A10: Non-Collusion Affidavit

A Proposal must include a completed copy of each form, in the order listed above. Failure to submit each of the above forms may be cause for rejection of a Proposal.

**APPENDIX A1
CONTRACTOR INFORMATION FORM**

Prospective Contractors are required to submit a written "Contractor Information Form" via email. By submitting a "Contractor Information Form," a prospective Contractor will receive future amendments and notices concerning this RFP.

The written "Contractor Information Form" must include the company name, mailing address, phone number and email address of the Proposer's main contact for communications regarding this RFP. Prospective Proposers should email this information to: Ron Gordon, Contract Administrator, Business & Operations (rgordon@garycsc.k12.in.us).

CONTRACTOR INFORMATION:

NAME OF CONTRACTOR: _____

ADDRESS: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

PHONE (OFFICE): _____

PHONE (CELL): _____

APPENDIX A2 PRICING PROPOSAL

Complete and insert Price Form for each service proposed. The attached Excel spreadsheet has three tabs, one for each requested service.

Clearly label each Price Form for the service proposed.

Clearly identify the annual, not-to-exceed fee, by service, for years one through five on each Price Form.

Year 1 = July 2018 – June 2019

Year 2 = July 2019 – June 2020

Year 3 = July 2020 – June 2021

Year 4 = July 2021 – June 2022 (optional)

Year 5 = July 2022 – June 2023 (optional)

**APPENDIX A3
PROPOSAL SIGNATURE FORM**

The undersigned declares that he/she has carefully examined all the requirements of this RFP and that he/she fully understands those requirements.

PROPOSAL: Custodial, Maintenance, Building Repair and Grounds Services

FIRM NAME: _____

CONTACT NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____

OFFICE PHONE: _____

CELL PHONE: _____

FAX NUMBER: _____

AUTHORIZED SIGNATURE: _____

THIS PROPOSAL WILL BE IRREVOCABLE UNTIL THE EARLIER OF 90 DAYS FROM THIS DATE OR THE DATE OF THE AWARD.

By: _____

Print Name: _____

Its: _____

Dated: _____

**APPENDIX A4
CONTRACTOR'S SIGNED ACCEPTANCE FORM AND ACKNOWLEDGMENT OF
ADDENDA**

ADDENDUM #1	ADDENDUM #2	ADDENDUM #3
Dated:	Dated:	Dated:
Initials:	Initials:	Initials:

OTHER ACKNOWLEDGMENTS

On this day of _____, 2018, the undersigned declares that he/she has carefully examined the Instructions/Conditions for this Proposal and will honor all specifications set forth in the Request for Proposal, except as expressly noted in this Proposal, and will honor all pricing included within this Proposal. The undersigned acknowledges that:

- Gary Community School Corporation reserves the right to hold Proposals for a period (90 days) from Proposal opening date.
- Gary Community School Corporation reserves the right to accept or reject any or all Proposals in whole or in part, or to waive any informality therein. The Contract may be awarded to other than the lowest Proposer if, in Gary Community School Corporation's sole opinion, it is in the School Corporation's best interest.
- If an award is made under this Proposal, the Company agrees to enter into a Contract with Gary Community School Corporation to furnish any or all Custodial, Maintenance, Building Repair and Grounds Services in strict accordance with this Proposal.

My signature certifies that the Proposal as submitted complies with all Terms and Conditions as set forth in this RFP.

My signature also certifies that this company has no business or personal relationships with any other company or person that could be considered a conflict of interest or potential conflict of interest with Gary Community School Corporation, and that there are no principals, officers, agents, employees, or representatives of this company that have any business or personal relations with any other companies or persons that could be considered a conflict of interest or a potential conflict of interest with Gary Community School Corporation, pertaining to any and all work or services to be performed as a result of this RFP and any resulting Contract with Gary Community School Corporation.

I hereby certify that I am authorized representative of the Company with the power to bind the Company to the statements made in the Proposal in response to the RFP.

Name of Company: _____

Typed Name of Authorized Signer: _____

Signature: _____

**APPENDIX A5
CONTRACTOR BACKGROUND QUESTIONNAIRE**

This form must be completed in full by every company proposing to provide services in response to this RFP.

QUESTION	CONTRACTOR RESPONSE
Contractor Information:	
Contractor Name:	
Address:	
Contact:	
Telephone Number:	
E-Mail Address:	
Year in which company was founded:	
Is company wholly owned? If not, identify the parent company:	
Gross sales of the company's last fiscal year:	
Total # of custodial, maintenance and grounds contracts:	
Total # of K-12 educational custodial contracts:	
Average onsite employee turnover rate:	
Average years of service per onsite employee:	
Where is your closest support facility/sales office in relation to Gary, IN?	
Where is your headquarters office?	
How many total employees does your company have?	

QUESTION	CONTRACTOR RESPONSE
<p>If the Contractor is proposing to use a subcontractor on this project, please provide background information on the subcontractor, the nature of the relationship with that firm and the specific services and/or products that the subcontractor will be providing in connection with the Contract. A complete list of subcontractors is required. The School District has the right to approve all subcontractors of the Contractor at any time.</p>	
<p>Please provide descriptions of the services proposed, including staffing description and key assumptions.</p>	
<p>Please confirm that you will provide a dedicated team of employees for the School Corporation (<i>i.e.</i>, they will not work in other districts or companies for the duration of their assignment to the School Corporation).</p>	
<p>Please indicate the average number of years each level of staff has with your organization. Supervisor: Staff:</p>	
<p>Please describe your process for background and reference checks.</p>	
<p>Please suggest any additional areas where you foresee potential cost savings and identify what those savings would be. For example, if the cleaning schedule were to change, identify what would change and what cost savings would be passed on to the School District.</p>	

Authorized Representative Initials: _____

APPENDIX A6 COMPLY / EXCEPTION FORM

Each Proper must clearly indicate whether it will either comply or take an exception to each of the sections in this RFP. A completed form **MUST** be submitted with every response.

Please respond by placing either a "Yes" or "No" in the "Comply?" column. If responding "No" to "Comply?" for any section or subsection, please state the exception and provide a reason.

Section	RFP Item	Comply?	If "No" to "Comply?" for any section or sub-section, please state the exception and a reason.
4	PROPOSAL REQUIREMENTS		
4.1.1	Introductory Letter		
4.1.2	Appendices (Required)		
4.1.3	Additional Information (Required)		
4.1.3.1	Organizational Chart, Chain of Command, Key Employee Resumes		
4.1.3.2	Transition Plan		
4.1.3.3	Staffing Preference		
4.1.3.4	Written Statement of Contracts		
4.1.3.5	Custodial and Maintenance Services and Experience		
4.1.3.6	Insurance Certificate		
4.1.3.7	Audited Financial Statements/Audited Financial Report		
4.1.3.8	Litigation/Regulatory Proceedings List		
4.1.3.9	Supplemental Information		
5	CUSTODIAL, MAINTENANCE, BUILDING REPAIR AND GROUNDS SERVICES REQUIREMENTS		
6	CONTRACTOR'S OBLIGATIONS		
6.1	General		
6.2	Management		

6.3	Contractor's Communication with Administration		
6.4	Gary Community School Corporation – Contractor Liaison		
6.5	Personnel		
7	CONTRACTUAL OBLIGATIONS		
8	FORM OF CONTRACT		
9	ADDITIONAL TERMS AND CONDITIONS		

Appendices	Description	Comply?	If "No" to "Comply?" to any section or sub-section, please state your exception and a reason.
A1	Contractor Information Form		
A2	Pricing Proposal		
A3	Proposal Signature Form		
A4	Contractor's Signed Acceptance Form; Acknowledgment of Addenda		
A5	Contractor Background Questionnaire		
A6	Comply / Exception Form		
A7	Subcontractors		
A8	References		
A9	Familial Relationship Affidavit		
A10	Non-Collusion Affidavit		

**APPENDIX A7
SUBCONTRACTORS**

SUBCONTRACTORS	
Subcontractor?	
Name of subcontractor:	
Have you worked with this subcontractor within the last 12 months?	
Subcontractor responsibilities to include:	1. 2. 3.

Authorized Signature: _____

Name of Company: _____

Printed /Typed Name of Authorized Signer: _____

Phone Number: _____

APPENDIX A8 REFERENCES

Please list the entities for which your company currently provides any of the services contemplated by this RFP. Attach an additional sheet if necessary.

Preference is given for K-12 school districts for which this service is currently being performed by your company, or has been performed within the past three (3) years by your company.

SCHOOL DISTRICT REFERENCE #1	RESPONSE
School District Name:	
Contact Name:	
Contact Phone Number:	
Date of Service Initiation:	
Services Provided:	
SCHOOL DISTRICT REFERENCE #2	RESPONSE
School District Name:	
Contact Name:	
Contact Phone Number:	
Date of Service Initiation:	
Services Provided:	
SCHOOL DISTRICT REFERENCE #3	RESPONSE
School District Name:	
Contact Name:	
Contact Phone Number:	
Date of Service Initiation:	
Services Provided:	

**APPENDIX A9
FAMILIAL RELATIONSHIP AFFIDAVIT**

**THE AFFIDAVIT SET FORTH BELOW MUST BE EXECUTED ON BEHALF OF
THE PROPOSER AND FURNISHED WITH EVERY BID**

The Emergency Manager/Business Manager will not accept this bid without this completed, signed and notarized form.

FAMILIAL RELATIONSHIP AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

TAX ID#: _____

_____, being duly sworn, deposes and states that he/she is the _____ (title) of "Proposer," which has submitted to the School District a Proposal to provide Custodial, Maintenances, Building Repair and Grounds Services, and hereby represents and warrants, except as provided below, that no familial relationships exist between the Proposer or any employee of the Proposer, and any member of the Board of Education of Gary Community School Corporation or the Emergency Manager of the School District or GSR consultant.

(If no exceptions, please state.)

List any Familial Relationships:

Affiant's Signature

On this ____ day of _____, 2018, before me, a Notary Public, in and for the above-referenced county, personally appeared _____, who made oath that he/she has read the foregoing Affidavit of Proposer – Familial Relationships, by him/her signed and that the contents thereof are true, except as to those matters stated therein to be based on information and belief, and as to those matters, he believes same to be true.

_____, Notary Public

State of Indiana, County of _____

My commission expires: _____

Acting in the County of _____, Indiana

**APPENDIX A10
NON-COLLUSION AFFIDAVIT**

**THE AFFIDAVIT SET FORTH BELOW MUST BE EXECUTED ON BEHALF OF
THE PROPOSER AND FURNISHED WITH EVERY BID**

**The Emergency Manager/Business Manager will not accept this bid without this completed,
signed and notarized form.**

NON-COLLUSION AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

TAX ID#: _____

_____, being duly sworn, deposes and says that the "Proposer" has submitted to Gary Community School Corporation a Proposal to provide Custodial, Maintenance, Building Repair and Grounds Services. Except as specified below, the Proposer constitutes the only firm having any interest in the Proposal or in any contract, benefit or profit which may, might or could accrue as a result of said Proposal, said exceptions being as follows:

(If no exceptions, please state.)

Affiant further states that said Proposal is, in all respects, fair and is submitted without collusion or fraud, and that no employee, administrator or Board member of Gary Community School Corporation is directly or indirectly interested in the Proposal.

Affiant's Signature

On this ____ day of _____, 2018, before me, a Notary Public, in and for the above-referenced county, personally appeared _____, who made oath that he/she has read the foregoing Non-Collusion Affidavit, by him/her signed and that the contents thereof are true, except as to those matters stated therein to be based on information and belief, and as to those matters, he/she believes same to be true.

_____, Notary Public

State of Indiana, County of _____
My commission expires: _____
Acting in the County of _____, Indiana

APPENDIX B1 OPEN LOCATIONS & UTILIZATION

Pre-School:

Bethune- Pre-K

Elementary Schools:

Beveridge

Glen Park Academy

Marquette

Williams

McCullough

Bailly

Middle School:

Banneker Middle School

High Schools*:

West Side

Roosevelt

*Wirt/Emerson is closing June 2018

Alternate Sites:

Gary Area Career Center

*Lincoln Administration Center- Closing prior to January 1, 2019

Buildings, Grounds, Maintenance Building

Deep River Education Site-

**APPENDIX B2
LIST OF UNOCCUPIED BUILDINGS & SITES**

SCHOOL	GRADES	ADDRESS	GSF
Wirt/Emerson - Closing June, 2018	5-12	210 N. Grand Ave	190,797
Other			
Deep River Education Center	K-6 Experience/ Outdoor	3100 Liverpool Road	12,362
Admin/Support			
Lincoln- Closing in Process		1988 Polk St	69,666
Maintenance - ???		3840 Georgia St	73,360
			2,350,098
Closed/Demolished/Sold			
Aetna		1327 Arizona Street	68,561
Ambridge		4th Marshall Street	14,820
Banneker (old)		1912 W. 23rd Ave	51,478
Beckman		1430 W. 23rd Ave	115,544
Beveridge (old)		1234 Cleveland St	
Brunswick		5701 W. 7th Ave	67,247
Carver		2535 Virginia Street	55,650
Chase		711 Chase Street	29,000
Clark		Clark & Industrial Blvd	1,885
Douglass		27th & Jackson St	43,388
Drew		2065 Mississippi St	80,918
Dunbar		17th & Rhode Island	
Dunbar-Pulaski		920 E. 19th Ave	156,079
Duncan		1110 West 21st Ave	62,528
Edison		5th Ave & Burr St	
Emerson		6th Ave	
Franklin		600 E. 35th Ave	24,417
Froebel		420 W. 15th Ave	127,464
Garnett		2131 Jackson St	48,915
Glen Park		39th Broadway	
Horace Mann		524 Garfield St	173,708
Ivanhoe		5700 W. 15th Ave	97,325

SCHOOL	GRADES	ADDRESS	GSF
Jefferson		601 Jefferson St	135,000
Jefferson		601 Jefferson St	
Kennedy King		301 Parke Street	90,445
Kuny		5050 Vermont St	50,472
Lew Wallace		415 W. 45th Ave	201,146
Locke		3757 W. 21st Ave	49,983
Maintenance		39th Georgia St	
Marquette		6401 Hemlock St	40,561
Melton		4581 Fillmore St	42,900
Miller		665 S. Lake St	9,399
Nobel		8837 Pottawatomie Trail	38,470
Norton		1356 Harrison St	81,600
Pittman		4948 Delaware St	28,775
Pyle		2545 W. 19th Ave	52,404
Riley		1301 E. 43rd Ave	43,080
Service Center		620 E. 10th Place	63,102
Spaulding		660 Rhode Island	49,890
Tolleston		2700 W. 19th Ave	111,338
Vohr		1900 W. 7th Ave	40,455
Washington		13th & Wright St	42,200
Webster		3720 Pierce St	44,582
Williams (old)		1320 E. 19th Ave	41,917