

RFP for Janitorial Services Bid # 03-22

Presented to:

Willie Brandon, Jr.
Chief Operations Director
Aberdeen School District

Presented by:

Clark Brady
Director of Education Solutions
ABM | Education

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2022



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April 20, 2022

Wilie Brandon, Jr.
Aberdeen School District
1100 Commerce Street,
Aberdeen, MS - Mississippi 39730

Dear Mr. Brandon,

We've outlined a cost-effective, quality-based janitorial program that promotes a safer, healthier environment for students, faculty, and staff.

Our program incorporates the latest cleaning technologies, provides professional onsite leadership, and is supported by our strong local presence in Aberdeen, MS - Mississippi. We accept the requirements and cleaning specifications that are presented in the Request for Proposal, and we are willing to negotiate any component of our response to establish the strongest partnership possible with ASD. Backed by a local team of ABM managers, skilled project teams and experienced safety and human resource managers, your janitorial team will have the necessary leadership and guidance to consistently perform. Most importantly, every member of our staff is focused on supporting and meeting the needs of your students.

ABM has been partnering with K-12 schools for over 45 years. We clean 500+ million square feet of K-12 space every day for 250 schools throughout the country. We build value for our K-12 clients by creating environments that are inviting, safe, comfortable, and increasingly sustainable.

Clients who have been with us for decades can attest to our service-focused mentality. ABM's work ethic centers on:

Our clients' needs. Clients come to us for reliable janitorial services solutions. They know we understand their needs and they appreciate that we don't provide "one-size-fits-all" answers. Yes, we're proud of our expertise, but have built our business on listening to our clients.

Our company values. Our relationship with you will be built on respect, fairness, and dignity. It's something not open to compromise. Every employee at ABM knows this and puts it into action at every school location.

New levels of performance. We make every effort to not only lead, but to transform the industry through our knowledge, integrity, and professionalism, so that we can expertly handle anything you ask of us.

Value-added relationships. We conduct business in a way that instills a sense of confidence in our clients. It's something that reaches beyond ABM's service competence; it's a sense of security. You'll know you choose wisely when you choose ABM.

We employ more than 110,000 skilled and hardworking people and we have a wage rate included that is certain to attract and retain custodians. In our wage analysis we used 3 backup documents to decide what is the correct wage rate for Aberdeen and surrounding areas. First, we used the Economic



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Research Institutes wage analysis. Second, we used the Department of Labor's Wages by Area and Occupation. Third, we used the average of ABM's most recent hires. The wages are as follows:

- | | |
|---|------------------------|
| • Day Porters | \$10.00 per hour |
| • Evening Cleaners | \$10.00 per hour |
| • Floor Tech/Supervisors | \$13.00 per hour |
| • Manager (dedicated to Aberdeen School District) | \$42,000 Annual Salary |

If we tried to hire at any less, there would be constant turnover and a lag in customer service. We have nothing but the greatest respect for our front-line workers. We meet and exceed legal, union, and staff demand for safe working conditions and career mobility. We treat everyone justly and fairly. It's not just a philosophy; it's how we do business. When employees are happy, we know they'll go the extra mile for our clients.

Running a school system is a 24-hours-a-day, seven-days-a-week job that requires keen attention to a multitude of important details. Worrying about who is cleaning your schools shouldn't have to be one of them. Contracting with a reputable janitorial services company means you can rest assured that your needs will be met in the most professional, cost-efficient manner. To make your job even easier, ABM offers consolidated billing, web-based service requests, quality control and reporting. The ability to assess, document, and communicate the quality of service you receive is invaluable to your bottom line and your peace of mind.

Sincerely,

A handwritten signature in blue ink that reads 'Clark Brady'.

Clark Brady
Director of Education Solutions



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Executive Summary

WE UNDERSTAND K-12 SCHOOL DIVISIONS

ABM serves and supports multiple industries, with experienced professionals who understand ASD's distinct requirements. Through our educational expertise, we update the service needs of school buildings and facilities that differ from other industries. We offer custom financial solutions that reflect the unique characteristics of school facilities.

Recognizing Your Challenges

Revenues continue to fall due to a decline in tax revenues and reduced state funding, as infrastructure continues to deteriorate. The public demands higher test scores which require quality learning environments and teachers. Current funding sources and alternatives to deep budget cuts are of critical concern.

Responsive to Your Challenges

We keep your costs low with our controlled labor solutions and efficient processes. As your budget changes year-to-year, we work with you to adjust contract levels to meet your changing needs. In our experience, we can adjust contract level without sacrificing quality or compromising the learning environment.



WHY CHOOSE ABM?

ABM offers its clients the flexibility to customize the project to their specific needs. The experience, resources, and personnel in place provide the best designed and applied services. We focus on core areas to deliver the best service possible. With our highly trained, in-house workforce, you can trust that we provide you with services that increase efficiencies and lower your operating expenses while maintaining a uniform standard of service excellence.

BUILDING VALUE FOR ASD

ABM implements the following general program processes to ensure the program exceeds the expectations for service and quality across the entire school:

A Seamless Transition and Start-Up

ABM implements a customized comprehensive transition and start-up plan commencing 30 days prior to takeover. ABM ensures the program transitions professionally.

Training and Development

ABM implements a comprehensive orientation, initial and ongoing training program to every employee. The orientation program introduces ABM's unique culture of high quality and personal commitment to exceptional service. Initial and ongoing training programs establish clear performance objectives and expectations to ensure service and quality exceeds in every facility.

A Professional Communication Plan

ABM believes open communication provides the foundation for a true partnership. Joint Reviews meetings allow both ABM and school stakeholders to stay current with the program and make any necessary changes to the service as the community grows over time.

A Measurable Quality Control Program with a Quality Guarantee

ABM implements its web-based quality assurance reporting system (SITE) that measures and monitors the janitorial program providing statistical reports to the school on a quarterly or more frequent basis measuring levels and trends of service and customer satisfaction.

Benefits and Incentives

Incentive programs elevate employee morale & create a pride of ownership. Programs may include employee of the month, quarter, and year.

Absenteeism Plan

In addition to our proposal staffing levels, ABM supplies back up custodians who are available to fill in for any employee absences whether planned or unexpected. Our plan maintains 1 replacement custodian for our every 10 custodians on staff. This proactive approach enables us to respond quickly when absenteeism occurs. Our call-in system ensures employees are directed to the appropriate school or building site in a timely manner.



Management Approach

ASD will receive personalized service that emphasizes client satisfaction. Through our organizational structure, leadership, and consistent management, we've developed an approach that allows us to manage your district's service needs and exceed your expectations. This management approach gives you the feel of a local company with the backing of a Fortune 500 company.

The success of your janitorial services program requires appropriate supervision from the beginning. Therefore, ASD must choose a partner well-versed and experienced in providing janitorial services. ABM understands that to provide a quality program we must start with a quality management team. When selecting candidates to fill new and vacant positions, we seek more than traditional experience and expertise. We seek ambitious, highly motivated on-site managers because we expect them to be diligent about achieving consistently high-performance scores and to desire advancement.

Communication and Instruction

Superior service starts with conscientious supervision, which relies on constant, open communication. Supervisors act as a conduit for two-way communication, providing clear instructions to team members and allowing productive staff to communicate issues and ideas to management. This type of open dialogue facilitates instant feedback and ensures clarity and understanding.

On-site Management provides:

- Job descriptions
- Orientation and training
- Clear policies and procedures
- Handbooks
- Task schedules
- Annual reviews/appraisals
- Individual personnel records
- Copies of OSHA 300 logs & other regulatory records
- Federal job postings
- Day/night supervision
- Quality inspections

Control and Efficiency

Constant supervision means team member performance is monitored allowing supervisors to immediately address any deficiencies and to commend exemplary performance. Supervision and guidance encourage team members to be more cognizant of their time and more disciplined in their activities. Monitored team members tend to use resources in the best possible manner, creating efficiencies and cost-savings.

Synergy

Unity and harmony among workers develops effective communication of expectations, open feedback from staff, and instant issue recognition and correction. Supervisors want their team members to reflect well upon their abilities and team members appreciate recognition of their efforts. Healthy, effective relationships between management and productive staff incentivize team members and improve motivation, and that benefits everyone.

Management Structure

The individuals on our team have decades of experience in the facility services industry, especially the Education, K-12 market. Well-versed in the demands and distinct requirements of what your district will require, they have proven success through their tenure in their current positions and within their regions.

We are confident our management team and staffing plan will provide ASD with efficient, cost-effective, and innovative solutions. ABM's project management team is structured to meet the requirements of the facilities and to promote good communication between ABM and ASD.

Site Supervisor

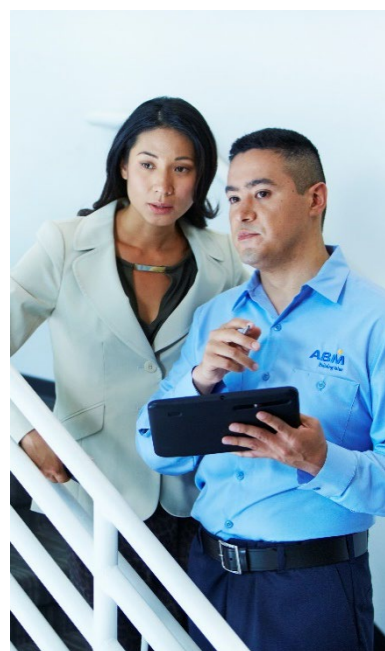
Responsible for carrying out the day-to-day operations of our program at your facility and serving as your immediate, on-site ABM contact.

Regional Director of Operations

Responsible for all functional areas and activities within an assigned Region covering two or more states, or one state with multiple distinct regions, or a major metropolitan market. This position directs the operations of specific locations in order to achieve stated company goals of growth, profitability, and client satisfaction.

Regional/Senior Vice President

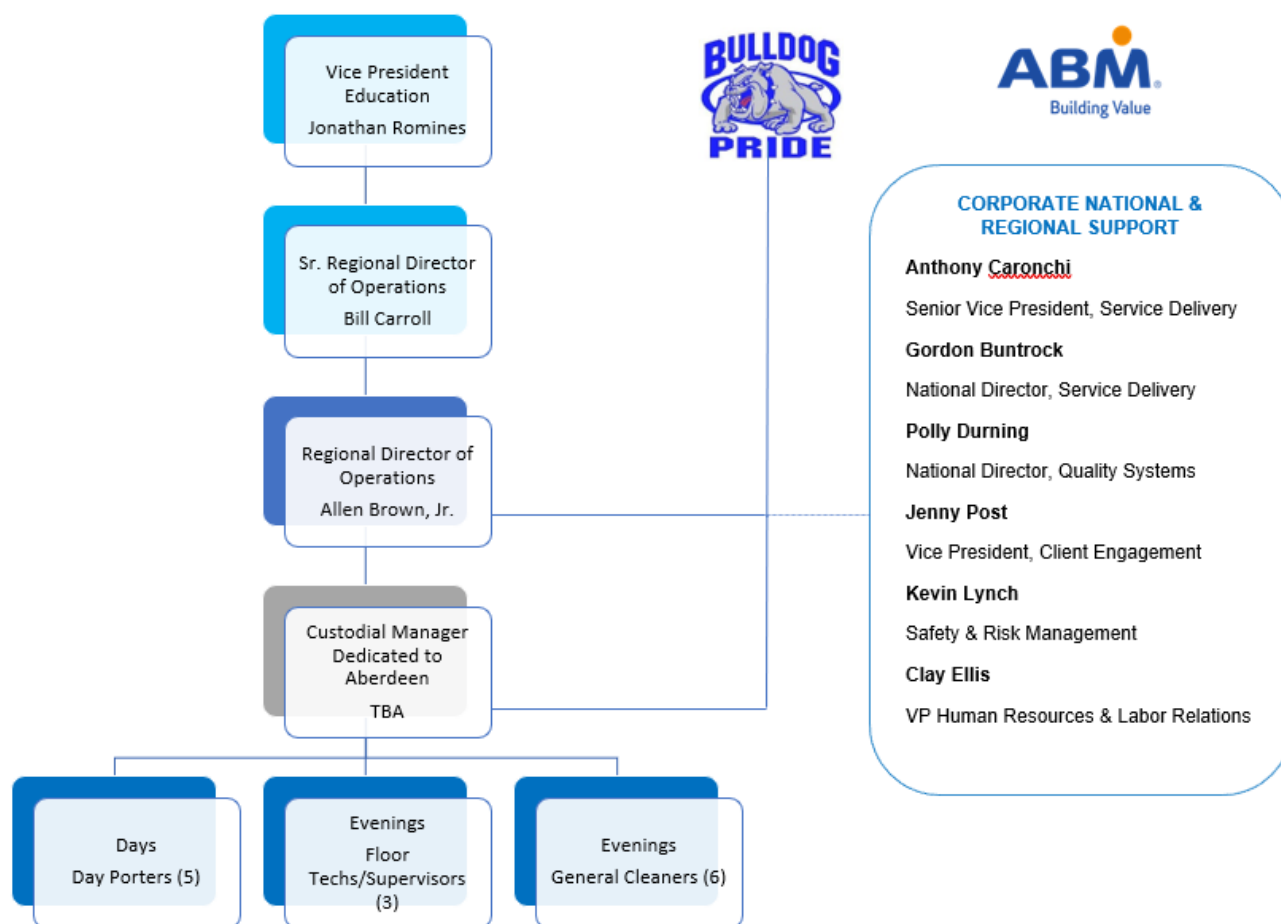
Leads and supports the regional management team by making sure all necessary resources are available and that ABM quality standards are being met.



ABM understands that to provide a quality program, we must start with a quality management team.

Operational Overview

ORGANIZATIONAL CHART



Title	# of employees	Hours per employee per shift	Days Per Year	Annual Hours Allocated
Day Porter (Mon - Fri)	5.00	8.00	232	9,280
Cleaning (M-F)	6.00	4.16	232	5,791
Floor Technician/Supervisor (M-F)	3.00	6.86	232	4,775
Manager On-call 24/7/365	1.00	10.00	232	2,320

BEST-IN-THE-INDUSTRY TALENT

Enhancing Talent

The key to our success is our ability to attract and retain the most qualified, capable people. We offer competitive benefit options, top-notch technical and professional development training programs, advancement opportunities, and compensation packages tailored to meet optimal financial and operating objectives. All human resource functions are addressed by us, freeing up time for our clients to focus on their core business needs.

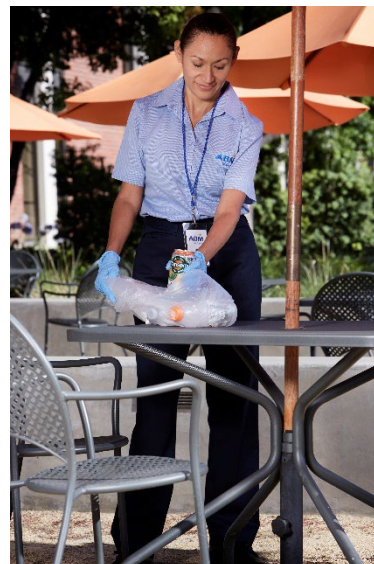
New Staff

Human Resources recruiters, and our regional and site operations management personnel measure each candidate against your requirements and specifications. Once final candidates are selected, ASD interviews and provides ABM with feedback. Once an applicant is approved for hire, approval letters are sent with an Offer of Employment to the selected candidate.

Background Checks and Drug Testing

ABM offers a wide range of screening packages customized to meet your requirements. These background checks include criminal screening, drug testing, social security validation and reference/employment checks. We work with your schools before the start-up to develop a screening program that suits the needs of your business.

We enforce a substance abuse policy, prohibiting the use, abuse, or possession of intoxicants on a job site, including alcohol. The policy establishes the parameters for screening applicants and/or employees and explains the discipline process for abuse of this policy.



We evaluate the needs of the district to ensure proper talent is present.

Additionally, as the leading provider of facility services, we employ a team of experts who are available to ASD to evaluate any issues and present solutions.

STAFFING APPROACH



The largest single expense to any facilities organization is labor. We developed a methodology for allocating staff prepared to perform at required levels, respond to service requests in a timely manner, and reduce local service providers to minimum. The correct staff mix is critical to realize the greatest value from available human resources.

Key Performance Indicators are constantly measured to analyze productivity and match the skills of crew to the needs of the facility. Measurements and reporting become part of the culture, as does regular dialogue related to operations, needed coverage, and services levels delivered by the on-site team. Open discussions help the team make informed decisions.

Developing the most efficient staff combination for facilities services is a complicated process. The size of the campus and location of the buildings affect staffing. Considerations such as the quality and type of buildings and the buildings' design and use influence the tasks required, the time necessary to perform them, as well as the skill sets needed by the staff.

Our experience managing education facilities across the country provides us a tremendous amount of knowledge about the pros and cons of various staffing levels and mixes. Our leadership team reviews industry benchmark information, including APPA and other sources, for comparison purposes and to adapt our standards and develop industry best practices and approaches

Staffing Factors

- Skill set and experience of available labor
- Equipment types and complexity
- Anticipated fluctuations: Vacations, holidays
- Unanticipated fluctuations: Sick days, snow days, emergencies

STAFFING ADJUSTMENTS

Should ASD requirements change post contract award, our janitorial services program design enables our team to adapt quickly to those changes.

Our Site Manager delegates full authority and responsibility for meeting all program requirements in the most efficient, expeditious fashion. This includes the ability to reallocate or commit whatever resources necessary to meet evolving services requirements.

We work with the schools to make necessary staffing adjustments that take into consideration changes in scope and evolving operations for ASD. The management team members support their customers and respond immediately to new work requirements and priorities.

ABM's management team streamlines communications and enables the team to rapidly accommodate changing requirements and adjust budgets and schedules as necessary. This resource coupled with close support from ABM's regional management team enables close coordination and support for the on-site management staff.

In coordination with ASD, we develop and implement a process to accommodate out-of-scope work requests as efficiently and cost-effectively as possible.

SUBCONTRACTED WORK

What truly sets ABM apart from other facility services "management" providers is our self-performance delivery model. No other national provider can self-perform more services than ABM. We routinely self-perform services such as:

- Janitorial
- Facility Operations and Maintenance
- Grounds

We deliver the in-house expertise and best practices to maximize value in all areas of the scope of services. This means better and more affordable services with high quality staff on site. If a third-party becomes necessary, we have developed a **Preferred Provider Program** to assure that our clients always receive the best in service based on quality and cost.



KEY ACCOUNT RESOURCES

Below are bios for key account resources proposed to support the project as described in this proposal:



Valerie Burd – President, Education

Valerie is responsible for all aspects of ABM's Education group operations, an \$850 million division. With over 20 years' experience in facilities management, she works closely with Regional and Executive leadership across the country. Valerie worked for Tishman Speyer Properties, Jones Lang LaSalle, and CBRE before joining ABM 15 years ago. Her team works with hundreds of K-12 school systems, colleges, and universities throughout the nation to provide healthier, more attractive academic spaces for students, faculty, and staff.



Polly Durning – National Director, Quality Assurance

Polly is the National Director for the Quality Assurance programs serving the Education Division of ABM. She is responsible for creating process-oriented inspection protocols through the ABM SITE Inspection tool specifically for educational institutions. Polly also works with our education team providing support and developing other quality assurance programs, such as the templates for Client Business Reviews.

Polly attended The Ohio State University and travels throughout the country as needed for hands-on training and presentations with ABM managers and clients.



Bill Carroll – Sr. Regional Director of Operations

Bill started his career with ABM in 2004 as a Contract Manager in Nashville, TN, and brings over 28 years of facilities management experience. Bill worked his way through the ranks to his current position of Regional Director of Operations, where he manages 167 sites and approx. 12,000,000 sq. ft. daily. He is responsible for janitorial, maintenance and grounds services in K-12 and Higher Education facilities in Mississippi and Arkansas.

Bill's resume includes facilities management in healthcare, commercial and industrial, entertainment, K-12, and higher educational facilities. He was the 2012 recipient of the Education Division "Manager of the Year" award. He is a graduate of Clifton High School in New Jersey, and he attended the Business Management Program at Upsala College.



Clark Brady – Director of Education Solutions

Clark has worked at ABM since 2006 and has been in management for over 25 years with an emphasis on janitorial, maintenance and grounds operations. He has worked for large reputable companies such as Wal-Mart Distribution Center, Yellow Freight, SSC Services Solutions, Summit Services and currently ABM Services Group, an ABM Company.

Through hard work and determination, Clark has worked his way through the ABM ranks, starting out in operations. In just over three years, he has become one of the top Education division's Director of Education Solutions for the #1 Facility Service Provider to the education market.



Kevin Lynch – Regional Safety Director of Operations

Kevin is responsible for the implementation of ABM's safety program throughout the Southeast. As part of his responsibilities, he assists in designing safety programs specific to each client site and ensuring all relevant personnel are trained and accountable for corporate, national, regional, local, and client specific safety policies and procedures.

Kevin is retired from the Air Force. While in the military, he took various safety courses, including OSHA 501 and 511 and he has extensive experience in safety training and development. Kevin is an authorized trainer for both OSHA 10-hour and 30-hour General Industry courses. He is also currently working towards his degree in Occupational Safety and Health.



Patrick Semtner – Human Resource Director, Southeast

Patrick joined ABM in 2016 with over 30 years of experience in Human Resources and Recruiting, including managing human resources and recruitment duties for multiple commercial companies. As Human Resources Director, Patrick is an energetic and innovative leader who has been recognized for his success in developing and implementing HR processes that reduce costs, improve operating efficiencies, and support organizational goals.

Patrick holds a Bachelor of Science in Business Administration and a Master of Science in Human Relations. His current licenses and certifications include Senior Professional in Human Resources® (SPHR®) Certification, CCP, CBP GRP, and SHRM-SCP.

Transition Plan

SUPPORT AND COORDINATION

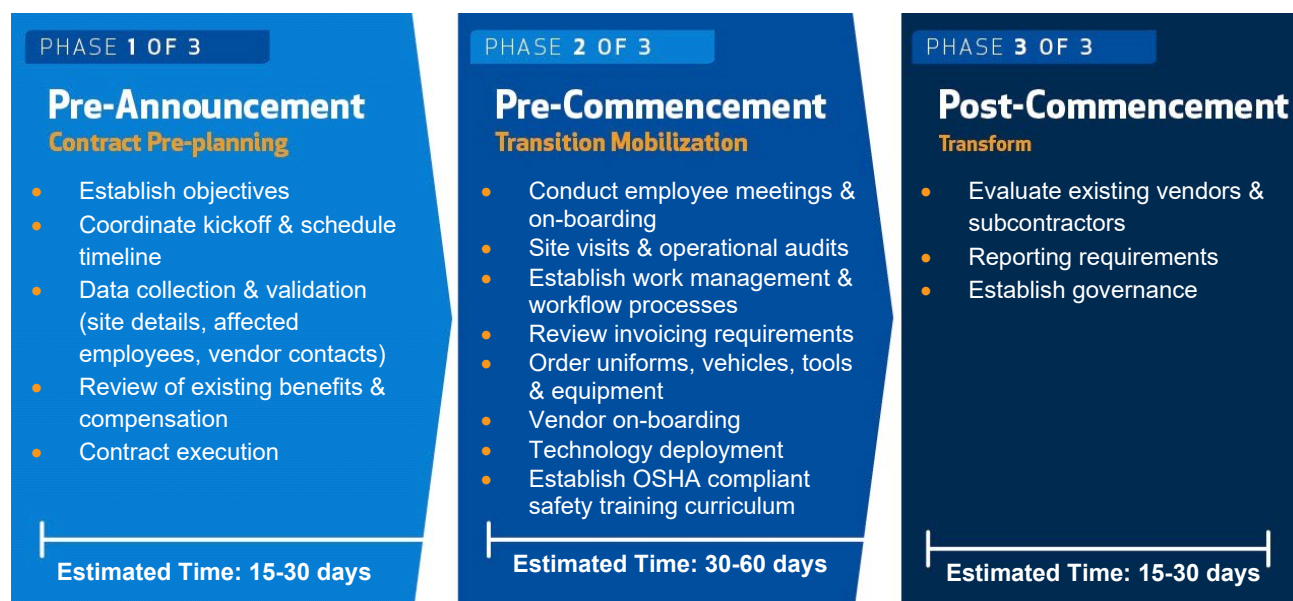
With hundreds of educational institutions as our current clients, we are versed in the potential challenges and logistics of transitions. We anticipate issues that may arise and move quickly to resolve them.

Your transition process identifies your service needs, selects the appropriate personnel, creates a detailed implementation plan, and communicates it to everyone involved. Our teams work to create a smooth start-up, free from time-consuming disruptions.

We establish a dedicated team to implement the client's specific program. The transition team remains in place until the planned level of service is achieved and contractual objectives met. The team works with ASD's designated to implement the transition plan.

ESTIMATED TIMEFRAME

Our service start-up plan takes place during a four- to six-week period and starts within 30 days of an award.



ISSUE RESOLUTION AND COMMUNICATION

In our years of experience, we learned that the key to a successful transition is clear, ongoing communication of expectations, objectives, and outcomes with management at all levels and on both sides. From the beginning, we hold regular meetings with you to discuss phases of the transition, identify best practices and implement them. We survey everyone on your staff affected by the transition to address key concerns. Our standard order of operations regarding any issues that need resolution is depicted to the right.

Issues Resolved at Site Level			
<i>receives concern, complaint, or question</i> 1 <i>receives concern, complaint, or question.</i>	<i>Issue is processed at the site level.</i> 2 <i>Issue is not or cannot be processed at the site level.</i>	<i>Issue is closed with client liaison.</i> 3 <i>Issue is handled by Regional Manager and communicated to the Regional VP.</i>	<i>Issue is reported during the Client Joint Review Committee.</i> 4 <i>Issue is reported during the Client Executive Business Review.</i>
If Issues Cannot be Resolved at Site Level			

ASD Administration									
Topic	DI	DF	WI	WF	MI	MF	Daily	Weekly	Monthly
Service Issues	•	•	•	•		•	Informally (DI)	Informally (WI)	Informally (MI)
Vehicle Maintenance			•			•	• Voice Mail	• Impromptu Meetings	• N/A
Employee Status	•	•		•		•	• E-mail	• General Discussions	
Training				•		•	• Verbally		
Repairs	•		•	•		•	• Phone		
Special Projects	•			•		•	Formally (DF)	Formally (WF)	Formally (MF)
Service Level Agreements					•	•	• Supervisor's Report	• Campus Summary	• Management Meeting (by site)
Safety	•	•		•		•	• Fax	• Faxed	• Safety Update
Feedback	•		•	•		•	• E-mail	• E-mail	• Service Ret
Uniform/Equipment			•			•		• Management Meetings	• Presentation
Recruiting	•			•		•		• Presentations	
Incentives				•		•			
Escalations	•	•		•		•			

TRANSITION PROGRAM

Our Transition program is fully customized for you to ensure the project's start-up goes smoothly and free from time-consuming miscommunications and disruptions. On contract award, our transition team's initial activities set up a kickoff meeting to identify service needs, review roles and responsibilities, select the appropriate personnel, create a detailed communications and implementation plan, and share it with our transition teams.

Benefits of our transition process:

- Clear assignments with accountability at each stage
- Presentation of key contractual compliance requirements to the local management team
- Development of a centralized repository of transition documents
- Development of an Operations Playbook for each site. This includes instructions for how each service delivery program is delivered and managed to create consistency, efficiency, and success.

We work with the client's team to ensure the project's success. We use guidance from our Center of Excellence, which houses pertinent information regarding the best in industry practices.

The transition team develops a plan based on our understanding of the scope of work, contract, performance and quality goals, sustainability standards and other requirements. We begin the process of recruiting, hiring, training, setting up technological tools, verifying legal requirements and qualifying subcontractors (if applicable).

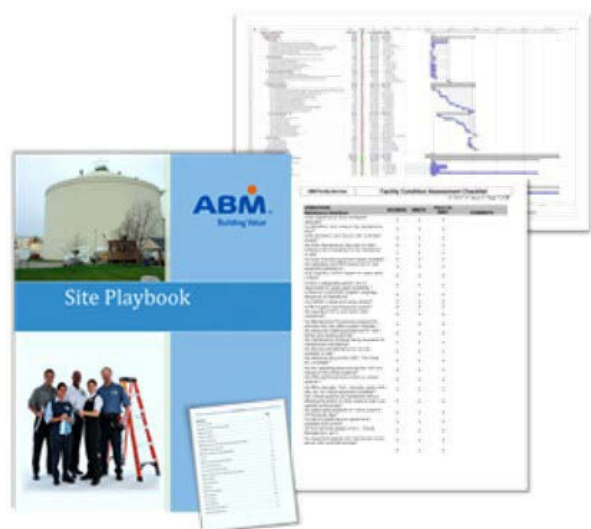
OPERATIONS PLAYBOOK

Before the official start of service, the transition team ensures that the client's team has clear lines of communication with their ABM counterparts.

All information related to the implementation of services is contained in the Operations Playbook, as part of the ABMWay. This manual is centrally stored on a secured SharePoint® website so ABM personnel can review and update the program in real-time.

These detailed SOPs strengthen site operations by documenting and communicating corporate standards that reduce any liability of non-compliance and allows the organization to benchmark best practices internally based upon the agreed upon Key Performance Indicators (KPIs).

This optimizes resources, improves performance, and minimizes expenses. Once the program is running, we follow up with your team to identify any outstanding issues, address any pending concerns and ensure your complete satisfaction with the transition.



START-UP PLAN

The example start-up program below shows how we become an integrated part of your workflow. As we move forward, we provide a more detailed and customized plan. Once the plan is finalized, we complete your transition timetable, identifying each task, who owns it and its expected completion date.

Pre-Start-Up							
Tasks & Assignments		01-Jul	08-Jul	15-Jul	22-Jul	29-Jul	05-Aug
Contract, Insurance, Licenses							
1	Contract review and negotiation						
2	Finalize contract with Client						
3	Order insurance certificate						
4	Submit new business set up documentation						
5	Summarize all final contract details and review with team						
6	Ensure all licenses are in place						
7	Meet with Client stakeholders as required to outline processes and discuss draft of transition plan						
Human Resources							
1	Meet with Client senior leadership to develop appropriate communication plan for new hires from existing employees						
2	Obtain current employee roster from incumbent company						
3	Meet with Client facility stakeholders to begin employee orientation protocols						
4	Plan any required job fairs in coordination with Client						
5	Work with Client to assist with communicating times and locations of job fairs as applicable						
6	Ensure human resources job fair team plan and coordinate staffing of job fair locations						
7	Conduct background checks for new ABM hires						
8	Employee roster development and initial job scheduling						
9	New employee paperwork completion and submission to human resources						
10	Meet with current employees to conduct initial orientation to ABM						
11	Job descriptions reviewed/presented to employees						
12	Introduce and train employees on daily time keeping procedures						
13	Establish individual staff training records						
14	Implement training programs						
15	Establish employee recognition program						
16	Complete orientation checklist						

TRANSITION PLAN

17	Plan and schedule initial training, safety awareness, safe equipment handling, PPE distribution						
Tasks & Assignments		01-Jul	08-Jul	15-Jul	22-Jul	29-Jul	05-Aug
Office and Administrative Set Up							
1	Establish office, IT networking and communication links						
2	Order ABM forms, manuals, and any office administrative material						
3	Implement vendor control logs and approved procurement practices						
4	Prepare weekly review for Client liaison & administration						
5	Conduct room inventory of all buildings						
6	Order employee uniforms						
7	Obtain building access keys/codes and phone directory for each building						
8	CBR Meetings - Establish members and set dates for monthly/quarterly meetings						
Safety and Regulatory Compliance							
1	Establish SDS booklets and distribute/post according to Client policies and procedures						
2	SDS and safety rules reviewed with and issued to employees						
3	Sign off on all employee PPE distribution						
4	Review HazMat procedures with all employees						
5	Review spill management program and procedures						
6	Review lock out-tag out procedures						
Financial Management							
1	Review budget with transition team						
2	Establish monthly budget tracking						
3	Implement payroll procedures and communicate with employees						
4	Set up invoice approval and payment processes						
5	Implement invoicing procedures with Client						
Quality Control							
1	Load district geography into Quality Assurance program						
2	Implement Client survey procedures						
3	Implement Quality Assurance program for all district operations						

TRANSITION PLAN

Tasks & Assignments		01-Jul	08-Jul	15-Jul	22-Jul	29-Jul	05-Aug
Janitorial Program							
1	Obtain floor plans for each building						
2	Write and implement task assignments for each building						
3	Write and review lock out-tag out procedures						
4	Conduct inventory and assessment of paper towel/toilet tissue/soap dispensers						
5	Receive equipment/distribution						
6	Inventory and tag all ABM capital equipment						
7	Implement operational logbooks						
8	Implement training programs						
9	Implement Safety Tips of the week						
10	Standard operating procedure implementation and roll out to team						
11	Plan initial labor scheduling for summer programs						
12	Ensure all equipment and supplies on ordered, received, and pre-positioned						
Summer Cleaning							
1	Plan initial labor scheduling for summer cleaning program						
2	Prepare scope of work orientation and standard operating procedures						
3	Review plans and scheduling with Client coordinators on a weekly basis then daily during summer season						
ASD Sponsored & Hosted Events							
1	Review Client Events Calendar on a continuous basis						
2	Review and plan pre, during and post event support						
3	Plan initial labor support scheduling						
4	Monitor Events Calendar on a continuous basis throughout the year						

Our People

Our team members demonstrate their willingness and their best, every day. We attract, select, and retain employees who exemplify our core values – respect, integrity, collaboration, innovation, and excellence – at every job site. We hire superior employees from diverse backgrounds, thoroughly training, encourage accountability, and reward them for exceptional performance.

ATTRACT AND RECRUIT

Your district will be staffed by highly-qualified professionals who were attracted to ABM because of our strong reputation for employee development and retention.

Your students, teachers and administrators require personnel who are able to adapt to your culture and present themselves in a friendly, professional manner. We make great efforts to recruit employees who don't just match the job profile but adapt to meet your district needs and ABM's culture of learning, teamwork and providing high-quality service.

SCREEN AND SELECT

We select quality candidates who meet your needs through professional interviewing and selection processes. We provide a range of employee screening packages, conducting tiered screening based on our Education, K-12 best practices and your district requirements.

Our screening packages can include the following:

- Standard background checks
- Criminal/sex offender background checks (CORI/SORI)
- Credit checks
- Drug screening (upon contract requirement)
- Professional certification checks
- Additional reference checks



Benefits

ASD benefits with well-managed people in the right jobs in many ways:

- Higher quality service
- Increased productivity and reliability
- Professional interaction with students, teachers, and administrators
- Reduced turnover, resulting in more familiar faces and consistent service
- Lower costs as a result of a safer workplace

RETAIN

Maintaining a broad, competitive benefits program enables us to keep well-trained, experienced employees who are committed to your district and ABM. We provide you with the flexibility to personalize a benefit package that meets your cost objectives while achieving a work/life balance for the employees.

Based on the terms of your contract or collective bargaining agreement requirements, team members are offered a selection of benefits that can include the following:

- Health and Dental
- Life Insurance
- Accidental Death and Dismemberment
- Paid Vacation
- Paid Holidays
- 401 (k)
- Anniversary Awards
- Workers' Compensation
- Employee Stock Purchase Plan

GROW

Another component of our retention program, we provide support to team members as they grow in their careers. Your district is serviced by employees who can advance, which typically results in higher productivity and better service quality.

Our culture encourages each employee to openly communicate with his or her manager to develop a career path that builds on individual strengths. The quality of each team member's service improves because of the ongoing coaching facilitated by regular performance reviews.

We show our respect for every person, every day. Every ABM team member receives clear career growth programs and support.

We promise safe working conditions. And together, we live our six core values.

INCUMBENT PERSONNEL

The following provides details regarding our recruiting/hiring processes as they relate to the incumbent workforce and staffing from external resources. We look at both the incumbent workforce and staffing from external resources to service ASD.

Recruitment for the Incumbent Workforce

Our priority in any project start-up begins with hiring a qualified staff. We search the workforce to staff a project:

- To provide continuous support to client operations
- To retain the existing knowledge base
- To maintain current levels of productivity and quality during the transition period
- To minimize organizational stress caused by high turnover of staff

Our human resources or management team meets with current employees during the transition process to establish lines of communication. These initial meetings or series of briefings explain the transition process to the staff.

We provide an overview of the ABM organization, company benefits, and procedures for filling contract positions. These meetings provide an opportunity for current janitorial supervisors and employees to communicate the work environment, company culture, etc. to those positions we plan to assume into our onsite organization.

We give each employee the opportunity to apply for the positions to be filled. ABM's operations and human resources specialist pre-screens each applicant by soliciting input from existing management personnel regarding non-supervisory employees in addition to reviewing files and conducting personal interviews.

We review qualifications, technical expertise, past employment record, and references to determine if a job offer can be extended.

Existing service personnel are evaluated before outside recruiting begins, and we devote a significant amount of time to this effort since retention of the most qualified employees is important to our future success.

UNIFORMS AND IDENTIFICATION

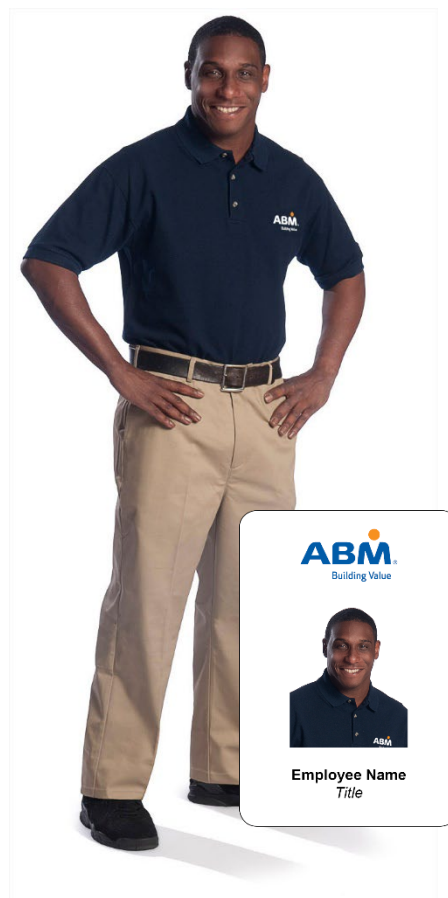
People in your district will always be able to recognize the janitorial services staff because they'll proudly be wearing either the ABM uniform or a special uniform chosen to reflect the character of your district. The professional image of our team members is just one more way we work to enhance the overall image of your district.

Employees are individually responsible for ensuring their uniforms are clean, functional, and properly presented. If replacement items are needed, the worn items are returned to branch offices and we issue replacement items immediately. The field inspection staff members, along with every level of ABM supervision and management, constantly inspect and audit employees' uniform appearance and arrange replacement of worn or damaged items.

Our agreement with Cintas, a leader in the uniform industry and ABM's primary supplier, enables us to provide you with an array of well-made, high-quality apparel to choose from. Depending on ASD's requirements, typical uniforms can include:

- T-shirts, knit polo shirts, slacks
- Windbreakers, parkas, or other outerwear
- Smocks and aprons

All employees are also issued an official photo ID to wear as part of their uniform which must be appropriately displayed during work hours. If ASD requires its own facility's badge, these will also be worn during scheduled work hours. Badges can be branded according to ASD's preferences.



Training and Development

A janitorial services program can only be successful if the team members servicing your district properly and continually trained. We provide you with team members that have the training they need to successfully perform their duties, improve efficiency, and develop new skills.

After completing training, ABM team members understand our services center on creating a clean and safe environment for ASD's students, teachers, and administrators. We emphasize a culture of ownership, which leads to higher productivity, quality, and retention.

NEW HIRE ORIENTATION AND TRAINING

During the start-up phase, our Project Managers and Supervisors conduct team member training sessions in a classroom setting. These sessions include site-specific rules and regulations, ABM policies and procedures, and basic job training.

Training for service workers concentrates on specific work tasks. Our supervisors demonstrate each task step-by-step, detailing the importance of each step along the way, and train them to perform visual inspections before completing work. The supervisors also provide guidance to the service workers as they work.

Once initial training is complete, supervisors perform recurring reviews to make sure that they are maintaining ASD's and our standards. By empowering our team members with comprehensive training, we minimize deficiencies and quickly identify opportunities for improvement.

RECURRENT TRAINING

Our managers conduct recurrent training sessions for current and replacement team members at your district. These technical sessions concentrate on specific job tasks and duties, such as specialized certifications and interdisciplinary training. Team members train in groups specific to their function. Compliance is measured and tracked by attendance, job performance, tests, etc. to ensure team members receive the proper level of training.

We provide ongoing support to our team members as they grow and develop in their careers. Our culture encourages team members to openly communicate with managers to develop a career path that builds on individual strengths and talents. Performance reviews further facilitate ongoing coaching and development so that each team member continues to prosper.



ABM Team Members are:

- Technically proficient with chemicals, equipment, and methods
- Familiar with the rules and regulations of your district
- Thoroughly trained in job safety
- Committed to providing outstanding service

MANAGEMENT TRAINING

Satisfied and highly-trained team members recognize the potential for career advancement and serve clients with excellence.

Training is an investment in our team members' and company's future. Many of our current managers began their careers as custodians and service workers. We support our managers' continuing education efforts with training curricula and support related to a myriad of relevant topics, including:

- Business acumen
- Client service
- Communication skills
- Leadership and managerial development
- Employment law and supervisory skills
- Software training
- Professional association memberships
- Safety certification courses
- Conferences or seminars
- Key control procedures

Development opportunities help team members hone leadership, management, and other skills that directly apply on the job. Team members feel encouraged to move forward personally and professionally.

Our commitment to training helps the company retain top talent and directly impacts ABM's, superior levels of quality, and client service that our clients expect and demand.

People Leader Playbook

People Leaders at ABM are managers and supervisors who have direct and frequent interaction with team members. Although job responsibilities differ between operational and non-operational leaders, successful people leaders demonstrate similar behaviors.

The Playbook presents key actions developed through conversations with managers across ABM and consists of the actions our internal research found that successful People Leaders demonstrate. The Playbook helps our People Leaders see great results that directly impact our clients through higher team productivity, improved team member motivation and accountability.



ABMUNIVERSITY

We use our own online training platform for new team member onboarding and staff development called ABMUniversity. The ABMUniversity platform enables management and hourly staff to access a comprehensive variety of service-specific and career development training courses and curricula.

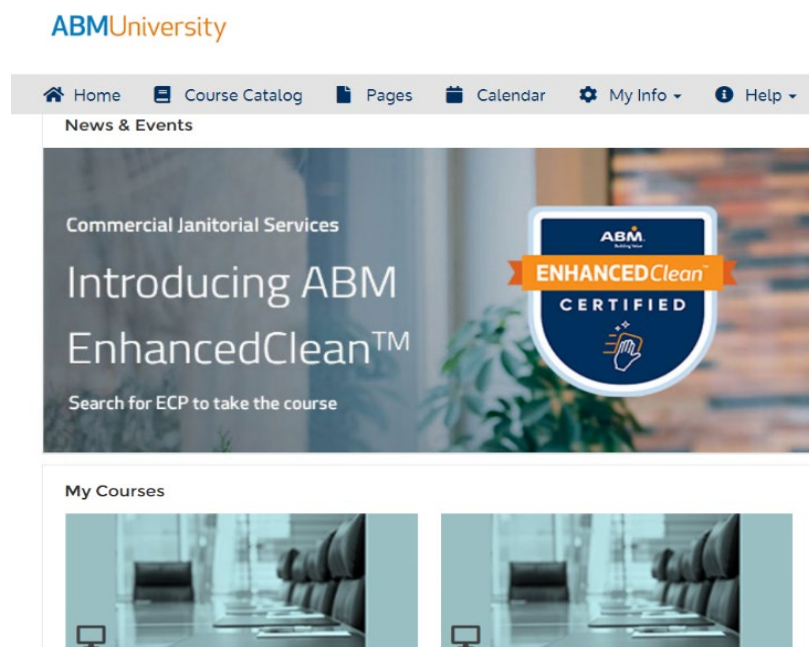
Management dashboards provide leadership with a quick look at individual progress via a Training Plan Progress Chart. We design a specific training plan for each team member, affording continuous on-demand training throughout the year.

Team member portals grant access to testing and assessments in a “Netflix” style course catalogue. Topics include safety, infection control, general cleaning techniques, clean-room techniques, maintenance, infection control and many more service-line subjects.

Team members provide feedback and rate the courses they take to help us provide the most effective training possible.

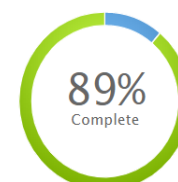
Whether self-directed or done in small workgroups, ABMUniversity helps team members stay certified, compliant, and ready to expand their skill sets. These learning opportunities have a tremendous positive impact on team member engagement and organizational performance.

We update and add new videos throughout the year to stay current with the most up-to-date materials/topics specific to job functions and infection prevention/control practices.

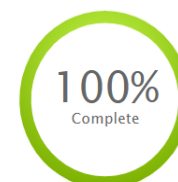


Learning Progress

Enrolled Courses



Curricula Progress



[View Learning History](#)

K-12 POD TRAINING

Our highly trained staff is one of the many reasons for our success in K-12 school districts. Our semi-annual specialized “pod” training program designed specifically for the K-12 environment ensures each team member properly trains to deliver the best-in-class service our clients deserve.



TRAINING FREQUENCIES

A lead manager conducts the training courses in the following departments: Operations, Safety, and Human Resources.

Training Topic	Frequency	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Attitude/Behavior	Quarterly		●				●				●		
Cleaning Professionalism	Quarterly	●				●				●			
Drug & Alcohol Abuse	Quarterly			●				●				●	
Harassment Prevention	Quarterly				●				●				●
Quality Customer Service	Quarterly		●				●				●		
Restroom Cleaning & Maintenance	Semi-Annually					●							●
Spill Clean-up	Semi-Annually						●					●	
Baseboards	Annually									●			
Be Safe & Lift Properly	Annually		●										
Biohazards	Annually			●									
Carpet Cleaning	Annually					●							
Chemical Safety	Annually	●											
Classroom Training	Annually				●								
Communicable Diseases	Annually							●					
Communication	Annually								●				
Corrective Action	Annually												●
Damp Mopping	Annually										●		
Effective Barricading	Annually				●								
Floor Finishing	Annually						●						
Floor Mats	Annually									●			
Floor Stripping	Annually						●						
Key Control Policy	Annually	●											
Lifting & Back Safety	Annually										●		
PPE	Annually							●					
Security & Awareness	Annually			●									
Speak Up About PPE Problems	Annually											●	
Trashing & Waste Management	Annually								●				
Upright & Backpack Vacuuming	Annually		●										
Windows & Mirrors	Annually					●							

NEW HIRE TRAINING CHECKLIST

Newly hired team members complete the following checklist.

Name:		Date:	
Job & BU #:		Supervisor:	
Job Title:		Service Line:	
Topics	Team member Initials	Trainer's Initials	
Safety Absolutes			
Think Safe Process			
General Safety Rules			
Equipment Safety			
Housekeeping			
Material Handling/Back Safety			
Fall Prevention			
Basic Electrical Safety			
Personal Protective Equipment			
On the Job Injuries and Illnesses			
Bloodborne Pathogen Awareness			
Lockout/Tagout			
Fire Extinguishers			
Hazard Communication and Global Harmonization			

Team member Signature: _____

Date: _____

Trainer's Name: _____

Trainer's Signature: _____

Date: _____

Managing Risk through Safety Programs

ABMWAY

As part of the ABMWay, our documented processes ensure success for our clients, team members, and company. We commit to fostering a safe working environment for every team member at all locations, every day.

The ABM ThinkSafe culture proactively prevents, detects, and corrects any safety or risk concerns that may arise. ThinkSafe ABM program promotes the idea that all workplace accidents are preventable – if you make focusing on safety an integral part of your day. We strive to create a world-class culture in all we do, and safety is a vital part of that objective.

Our Risk Management consists of both Safety and Claims Managers, working jointly with Operations, to ensure the safety and well-being of our team members and your students, teachers, and administrators. Our policy:

- Maintains a safe workplace for its team members
- Uses methods and processes to protect our team members and the public
- Prevents damage to property and the environment
- Maintains and enforces a program to fulfill this responsibility

To ensure common goals and objectives, Safety and Claims Managers report to the Vice President of Risk and Safety. Our team of dedicated safety professionals that liaise our Branch Operations to ensure the ABM safety culture is forefront in our team members' minds – every day. Dedicated safety professionals who are highly trained in their respective fields support each industry group.



Current Programs

- ThinkSafe
- Telematics
- Nurseline
- Concentra National Clinic
- Stay-at-Work
- Telephonic Nurse Case Management (TCM)
- Safe Work Observation Process (SWOP)
- Moment for Safety

THINKSAFE PROGRAM

To reach approximately 110,000 employees, we developed the following programs as cornerstones of ABM's ThinkSafe Program:

Moment for Safety

Every day at ABM, our managers share a Moment for Safety with their teams. This promotes safety awareness to the specific topic of the day and sets their minds to carry out their tasks safely. Examples of Moment for Safety topics include:

- How to Avoid Accidents
- Safe Lifting Techniques
- Hand Protection
- Ladder Safety
- Fire Safety
- Slips and Falls
- First Aid
- Personal Protective Equipment
- Machine Guard Use
- Power Truck Safety
- Lock Out for Safety
- Learn from Near-Accidents
- Safe Walking
- COVID-19 Topics

Safe Work Observation Program (SWOP)

SWOP is designed to foster management engagement and ownership in Safety and Risk. Leaders conducting the tours include Branch Managers, Regional Vice Presidents, Regional Operations Managers, industry group and C-suite executives.

These tours enhance the understanding of daily tasks and promote dialogue about safety and safe working environments. They visibly demonstrate our commitment to the safety and welfare of our team members.

Empowerment of Field Locations

Every operations manager, supervisor, site lead, and team member are a crucial part of ABM's Injury and Illness Prevention Program. This program aims to:

- Provide safety orientation training for new team members
- Train employees in the procedures and practices that would keep them safe
- Conduct site safety inspections
- Perform hazard assessments to identify safety system and process deficiencies
- Take proactive actions to mitigate identified hazards
- Perform and document safety work observations
- Provide necessary documents to injured team members; arrange for their timely medical assistance; and expedite their return to work
- Conduct thorough investigations of incidents and implement preventive actions

These programs are embedded into ABM's culture and provide opportunities to minimize injuries and property damage. When incidents do occur, our risk management programs become essential to get employees back to good health and back to work. Our Safety and Risk Management teams developed powerful tools to identify and mitigate hazards and other risk-related issues.

Risk Management Resources and Programs

As an ABM partner, you have resources to depend on, including specialists in safety, training, prevention, workers' compensation, Sarbanes-Oxley (SOX), liability, claims and insurance management. To manage the safety of your institution and stay ahead of the latest safety procedures, ABM's Safety Committee meets monthly to:

- Report on training, inspections, and incidents
- Revisit safety objectives and loss prevention goals
- Provide recommendations for the prevention of future incidents
- Review monthly Branch Safety Reports

Below, a few of the primary tools we use to teach safety awareness and manage performance include:

COVID-19 Exposure Control Plan

This plan offers enterprise-wide protection of our team members and the public to reduce COVID-19 exposures, and to be the model of excellence in workplace safety and health.

It includes the development of program standards to ensure compliance with guidelines established by the Occupational Safety and Health Administration (OSHA) and the Center for Disease Control and Prevention (CDC).

ABM Safety and Health Manual

This manual describes the essential policies related to organizational responsibilities, safety program organization, safe work practices and recordkeeping requirements. It helps us apply procedures consistently at every site.

Safety Communications

Our supervisors have online access to the ABM library, which includes over 130 training topics.

Because the ABM workforce represents a diversity of cultures and languages, our programs, training content and communication materials are frequently translated into one or more of 30+ languages represented by ABM team members.

OSHA Injury and Illness Recordkeeping

ABM maintains and monitors the OSHA 300 Log recordkeeping process to comply with Federal requirements, and to track safety performance at the local level, providing real-time incident rate data.

Loss Control

ABM monitors our Experience Modification Rates (EMR) to better understand and lower our workers' compensation costs. Since an EMR compares our claims experience to other employers of similar size in our industry, it is a measure of how ABM's loss prevention and control practices compared to the competition. Our intrastate EMR consistently falls below 1.0, better than the industry average.

Motor Vehicle Record (MVR) Check and Driver's Alert Programs

We check team members' personal driving records if they are to drive a company vehicle. Periodic re-checks determine their continued eligibility. We require that ABM vehicles have a decal asking the public to report unsafe driving via a toll-free number.

Safety Hotline

To reinforce the importance of our ThinkSafe culture and empower our team members to address safety concerns as they arise, ABM has a toll-free Safety Hotline. This hotline (1-866-208-2114) is available 24/7, and it gives employees a means to report safety issues.

Team members are encouraged to first notify supervisors of safety hazards or issues. The hotline can be used as an alternate method to address safety concerns when a supervisor is not readily available.

Telematics

ABM fleet vehicles are equipped with telematics systems that monitor team members' driving habits, including speed of travel, seatbelt use, idle time, and vehicle location at every stop.

Data collects automatically, and audible alerts sound whenever a driver exhibits unsafe behavior. Driving habits, patterns, and violations of the policy are reviewed periodically and used to coach drivers in safe driving behaviors.

Stay-at-Work Program

A specific focus on returning injured team members to work once the provider releases the team member with "light-duty" work. This program promotes quick re-integration into the workforce.

Safe Work Observation Process (SWOP)

A process that reinforces ABM's safety culture through safety observations, communication, and training. Objectives include:

- Recognize and coach team members
- Create a safe work environment
- Demonstrate how to use equipment and tools properly
- Reduce risk of injury

Safety Training Videos

We created a series of online safety training vignettes to provide timely training of new employees and retraining when situations warrant.

Medical Evaluation

A "first call" nurse triage program assesses on-the-job injuries for appropriate treatment. This ensures that possible injuries are detected and treated promptly and properly (US Only).

National Clinic Program

A specialized national network of clinics focused on assessment and treatment of work-related injuries (US Only).

Telephone Nurse Case Management (TCM)

Using qualified nurses to assist with the medical management component of team member injuries. This program ensures care for our injured team members (US Only).



STANDARD CLEANING SPECIFICATIONS

ABM acknowledges the cleaning specifications provided by ASD. We commit to working closely with you to establish custom specifications that include elements of APPA 1 and 2.

APPA Level 1: Orderly Spotlessness

- Floors and base moldings shine and /or are bright and clean; colors are fresh. There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Lights all work and fixtures are clean.
- Washrooms and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

APPA Level 2: Orderly Tidiness

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls. There can be up to two days' worth of dust, dirt, stains, or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust smudges and fingerprints are noticeable upon close observation. Lights all work and fixtures are clean.
- Washrooms and shower fixtures and tile gleam and are odor-free. Supplies are adequate.

Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

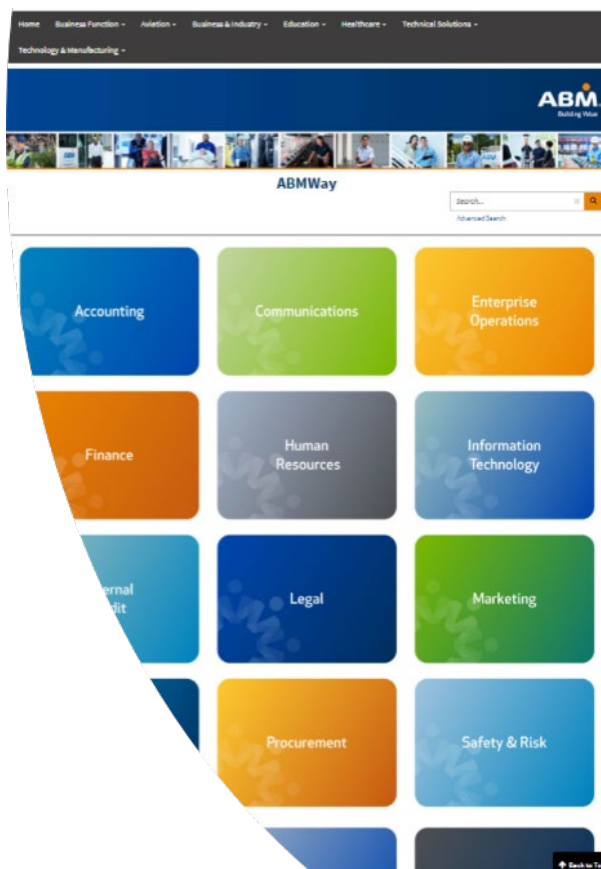
An invaluable tool in the planning, execution, and measurement of janitorial services, APPA standards cover both appearance and health and provide the ideal baseline for auditing the quality of services.

STANDARD OPERATING PROCEDURES

We created APPA-influenced best practice standard operating procedures to achieve sustainable, high-quality performance. These procedures train and ensure our team members keep up to date on proper use and care of grounds equipment and processes as well as any certifications necessary.

The ABM Hub is a library where we house our Standard Operating Procedures (SOP), Work Instructions (WI) and policies. Every team member has access to the ABM Hub. This resource explains how to perform a task and details items such as safety requirements and resources of additional information.

The ABM Hub contains information on our daily grounds' tasks and references information for every service we provide including accounting, human resources, and business operations.



Janitorial HUB Documents

Available SOPs

- WOR - Weekly Operating Review
- Education Pro Forma Tool
- Start-up Orders for Equipment and Supplies
- Janitorial Orientation Training
- Core Janitorial Program Essentials
- Client Business Review CBR
- Automated Report Card and Survey
- Reduction of Cold and Prevention of Influenza Outbreaks
- Cleaning Cart set-up
- Managing Lice and Scabies in the Education setting
- Janitorial Closets
- Enterprise Sustainability "Green" practices
- Carpet Maintenance Program
- Hard Surface Floor Maintenance Program
- Restroom Maintenance Program
- SITE Quality Inspections

Available Work Instructions

- Classroom - How to clean
- Floor Mats and Runners - Preventive Maintenance
- Hard Surface Floors - Routine Maintenance - Dry Soil Removal
- Hard Surface Floors - Routine Maintenance - Wet cleaning
- Hard Surface Floors - Periodic Maintenance - Burnish & Top Scrub (conventional)
- Hard Surface Floors - Periodic/Restorative - Finish Application
- Hard Surface Floors - Restorative - Finish Removal (Stripping)
- Dusting - How to Dust
- General Cleaning or Washing - How to do
- Trash - How to Remove
- Carpet - Routine - How to Vacuum Carpets
- Stainless Steel - How to Clean
- Brass - How to Polish
- Floors - How to Sweep
- Floor - How to Wet Mop
- Restrooms - How to Use Disinfectant When Cleaning
- Glass and Mirrors -How to Clean
- Sinks and Counters - How to Clean
- Toilets and Urinals - How to Clean
- Roll Towel Dispensers - How to Load and Clean
- Soap and Towel Dispensers - How to Load and Clean
- Restroom Floors - How to Sweep
- Sanitary Product Trash -How to Remove and Clean holder
- Restroom - How to Wash Walls and Partitions
- Floor drains - How to Clean, Disinfect and deodorize
- Refrigerators/Freezers -Upright - How to Clean
- Common Areas & Lobbies - How to clean
- Shop or Production area - How to Clean
- Conference Room - How to Clean
- Stairwells - How to Clean
- Elevators - How to Clean
- Kitchen - How to Clean
- Windows - How to Wash
- Lights and Diffusers - How to Clean
- Venetian Blinds - How to Clean
- Furniture - How to Oil
- Smoke-eaters - How to Clean
- Restroom Care - The Ten Key Learning Points
- Restroom Cleaning Preparation
- Restrooms - Daily Cleaning Instructions
- Restrooms - Instructions for After Cleaning
- Restroom Cleaning - Periodic
- Restrooms - Self Inspection Tools
- Office - Daily Cleaning Instructions
- Locker Room - Routine Cleaning
- Carpet Maintenance Program - Detail
- Carpet - Routine - Spot Removal Procedures
- Carpet - Routine - Spotter Guide
- Carpet - Periodic/Restorative -Prespray Carpet Care Procedures
- Carpet - Restorative - Extraction Cleaning Procedures
- Carpet - Chemical and mineral neutralization

STANDARD JANITORIAL SPECIFICATIONS

Administrative Office Cleaning		APPA Level 2 Compliant				
Description	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
General						
Empty trash cans/replace liner; as needed	•					
Dust all furniture including desks, chairs, tables	•					•
Clean and sanitize drinking fountains/sinks, restock supplies	•					
Low dust up to hand height (70"); horizontal surfaces		•				
Dust phones	•					
High dust above hand height (70"); shelves, ceilings, moldings, pipes, ducts, heating outlets, etc.			•			
Spot clean desktops; papers and personal items not to be disturbed	•					
Spot clean to hand height (70"); windows & glass partitions	•					
Clean entire glass door & partition glass		•				
Dust venetian blinds	•					•
Dust mop composition floors using a chemically treated mop	•					
Spot mop composition floors using all-purpose cleaner	•					
Spot clean carpets	•					
Vacuum carpet and walk-off mats	•					
Damp clean baseboards		•				
Damp clean window ledges		•				
Remove fingerprints from areas; doors, frames, light switches, kick plates, handles/railings, etc.		•				
High dust: window ledges, clean air vents, drop and clean light fixtures						•
Remove dust and cobwebs from ceiling			•			

Administrative Office Cleaning, continued		APPA Level 2 Compliant				
Description	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
Windows						
Wash all windows and glass partitions						•
Spot clean to hand height (70"); windows and glass partitions	•					
Floors and Hard Surfaces						
Spray buff composition floors		•				
High speed burnish and recoat; as needed		•				
Strip and refinish						•
Carpets						
Deep clean all carpeting						•



Restroom Room Cleaning		APPA Level 2 Compliant				
Description	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
General						
Clean, sanitize and polish all fixtures including toilet bowls, urinals, sinks	•					•
Clean and sanitize toilet seats	•					•
Clean and polish glass, mirrors, chrome fittings	•					•
Empty trash cans and disposals, insert liners, spot clean and sanitize container; as needed	•					
Wash and sanitize exterior of containers	•					•
Spot clean walls, doors and partitions; remove spots, marks, stains and splashes on walls	•					
Deep clean & sanitize walls, doors and partitions		2x				
Re-supply expendable dispensers, etc.	•					
Low dust: up to hand height (70"); horizontal surfaces		•				
High dust: above hand height (70"); shelves, ceilings, moldings, pipes, ducts, heating outlets, etc.			•			
Sweep and damp mop hard floors with germicidal disinfectant	•					
Remove fingerprints and graffiti; doors, frames, light switches, kick plates, handles/railings, etc.		•				
Damp clean baseboards		•				
Remove dust and cobwebs from ceiling			•			
Machine scrub floors with germicidal disinfectant			•			
Check high use restrooms; at least twice daily by day custodian	2x					

Auditorium Cleaning		APPA Level 2 Compliant				
Description	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
General						
Empty trash cans/replace liner; as needed	•					
Dust all furniture including desks, chairs, tables	•					•
Clean and sanitize drinking fountains/sinks, restock supplies	•					
Low dust: up to hand height (70"); horizontal surfaces		•				
Dust phones	•					
High dust: above hand height (70"); shelves, ceilings, moldings, pipes, ducts, heating outlets, etc.			•			
Spot clean desktops; papers and personal items not to be disturbed	•					
Clean entire glass door & partition glass		•				
Dust venetian blinds	•					•
Dust mop composition floors using a chemically treated mop	•					
Spot mop composition floors using all-purpose cleaner	•					
Spot clean carpets	•					
Vacuum carpet and walk-off mats	•					
Damp clean baseboards		•				
Damp clean window ledges		•				
Remove fingerprints from areas; doors, frames, light switches, kick plates, handles/railings, etc.		•				
Remove dust and cobwebs from ceiling			•			

Auditorium Cleaning, continued		APPA Level 2 Compliant				
Description	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
Windows						
Wash all windows and glass partitions						•
Spot clean to hand height (70"); windows and glass partitions	•					
Floors and Hard Surfaces						
Spray buff composition floors		•				
High speed burnish and recoat; as needed		•				
Strip and refinish (4 coats minimum)						•
Carpets						
Deep clean all carpeting						•

Library & Media Center Cleaning		APPA Level 2 Compliant				
Description	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
General						
Empty trash cans/replace liner; as needed	•					
Dust all furniture including desks, chairs, tables	•					•
Clean and sanitize drinking fountains/sinks, restock supplies	•					
Low dust: up to hand height (70"); horizontal surfaces		•				
Dust phones	•					
Dust all bookshelves		•				
Dust interior window ledges	•					
High dust: above hand height (70"); shelves, ceilings, moldings, pipes, ducts, heating outlets, etc.			•			
Spot clean desktops; papers and personal items not to be disturbed	•					
Spot clean: to hand height (70"); windows & glass partitions	•					
Clean entire glass door and partition glass		•				
Dust blinds			•			•
Dust mop and spot mop composition floors	•					
Spot clean carpets	•					
Vacuum carpet and walk-off mats	•					
Damp clean baseboards and window ledges		•				
Damp clean all washable furniture						•
Remove fingerprints; doors, frames, switches, kick plates, handles and railings		•				
Drop and clean light fixtures; where applicable, as needed						•
Remove dust and cobwebs from ceiling			•			

Library & Media Center Cleaning, continued		APPA Level 2 Compliant				
Description	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
Windows						
Wash all windows and glass partitions						●
Spot clean to hand height (70"); windows and glass partitions	●					
Floors and Hard Surfaces						
Strip and refinish (4 coats minimum)						●
Carpets						
Deep clean all carpeting						●

Lounge & Break Room Cleaning		APPA Level 2 Compliant				
Description	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
General						
Empty trash cans/replace liner; as needed	•					
Dust all furniture including desks, chairs, tables;	•					•
Clean and sanitize drinking fountains/sinks, restock supplies	•					
Low dust: up to hand height (70"); horizontal surfaces		•				
Dust phones	•					
Dust all bookshelves		•				
Dust interior window ledges	•					
High dust: above hand height (70"); shelves, ceilings, moldings, pipes, ducts, heating outlets, etc.			•			
Spot clean desktops; papers and personal items not to be disturbed	•					
Spot clean: to hand height (70"); windows & glass partitions	•					
Clean entire glass door and partition glass		•				
Dust blinds			•			•
Dust mop and spot mop composition floors	•					
Spot clean carpets	•					
Vacuum carpet and walk-off mats	•					
Damp clean baseboards and window ledges		•				
Remove fingerprints; doors, frames, light switches, kick plates, handles/railings, etc.		•				
Drop and clean light fixtures						•
Remove dust and cobwebs from ceiling			•			

Lounge & Break Room Cleaning, continued		APPA Level 2 Compliant				
Description	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
Windows						
Wash all windows and glass partitions						●
Spot clean to hand height (70"); windows and glass partitions	●					
Floors and Hard Surfaces						
Strip and wax tile floors						●
Carpets						
Deep clean all carpeting						●

Cafeteria Cleaning		APPA Level 2 Compliant				
Description	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
General						
Empty trash cans/replace liner, police for spills; ongoing throughout mealtime	•					
Dust mop, sweep floors	•					
Clean and sanitize drinking fountains/sinks, restock supplies	•					•
Low dust: up to hand height (70"); horizontal surfaces		•				
High dust: above hand height (70"); shelves, ceilings, moldings, pipes, ducts, heating outlets, etc.			•			
Dust interior window ledges		•				•
Dust and clean blinds/air vents			•			•
Damp mop floors	•					
Spray buff all composition floors; as needed		2x				
Wipe tables, doors, and door pulls with germicidal sanitizing solution; after breakfast and lunch, as needed	2x					
Remove gum	•					
Vacuum carpet and walk-off mats	•					
Remove fingerprints; doors, frames, switches, kick plates, handles and railings		•				
Damp clean baseboards and window ledges		•				
Stack chairs; as needed/requested	•					
Arrange chairs and tables for next day	•					
Clean and sanitize chairs and surfaces of table tops and legs						•

Cafeteria Cleaning, continued		APPA Level 2 Compliant				
Description	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
Windows						
Wash all windows and glass partitions						•
Spot clean to hand height (70"); windows and glass partitions	•					
Floors and Hard Surfaces						
Mop and auto scrub floors	•					
Burnish hard surface floors		2x				
Refinish composition floors					•	
Carpets						
Deep clean all carpeting						•

Classrooms & Multi-Purpose Cleaning		APPA Level 2 Compliant				
Description	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
General						
Empty trash cans/replace liner; as needed	•					
Clean and sanitize drinking fountains/sinks, restock supplies	•					•
Low dust: up to hand height (70"); horizontal surfaces		•				
High dust: above hand height (70"); shelves, ceilings, moldings, pipes, ducts, heating outlets, etc.			•			
High dust: horizontal surfaces; drop and clean light fixtures						•
Spot clean desktops; papers and personal items not to be disturbed	•					
Spot clean all windows	•					
Damp clean baseboards and window ledges		•				
Dust blinds and air vents			•			•
Dust mop composition floors using a chemically treated mop	•					
Spot mop composition floors using all-purpose cleaner	•					
Clean and sanitize surfaces, tops and bottoms of desks/chairs						•
Chalk/marker board and trays cleaned	•					•
Spot clean carpets	•					
Spot clean walls and doors	•					
Remove dust and cobwebs from ceiling			•			•
Remove fingerprints from areas; doors, frames, light switches, kick plates, handles/railings, etc.		•				

Classrooms & Multi-Purpose Cleaning, continued		APPA Level 2 Compliant				
Description	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
Windows						
Wash all windows and glass partitions						●
Spot clean to hand height (70"); windows and glass partitions	●					
Floors and Hard Surfaces						
Wet mop		●				
Buff composition floors			●			
Strip and wax tile floors						●
Carpets						
Deep clean all carpeting						●
Spot clean carpets; as needed	●					
Vacuum carpet and walk-off mats	●					

Common Area Cleaning		APPA Level 2 Compliant				
Description	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
General						
Spot clean glass partitions and doors	•					
Clean and sanitize drinking fountains/sinks	•					•
Low dust: up to hand height (70"); horizontal surfaces		•				
High dust: above hand height (70"); shelves, ceilings, moldings, pipes, ducts, heating outlets, etc.			•			
Dust interior window ledges		•				•
Spot mop composition floors using all-purpose cleaner	•					
Dust mop composition floors using a chemically treated mop	•					
Spray buff all composition floors; twice a week, as needed		2x				
Spot clean carpets; as needed	•					
Remove gum; as needed	•					
Vacuum carpet and walk-off mats	•					
Clean under entrance mats; inside and outside	•					
Damp clean baseboards		•				
Damp clean window ledges		•				
Dust locker tops		•				
Remove dust and cobwebs from ceiling			•			
Clean windows in trophy case			•			
Dust and clean trophies and shelves in case		•	•			

Common Area Cleaning, continued		APPA Level 2 Compliant				
Description	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
Windows						
Wash all windows and glass partitions						●
Clean lobby windows					●	
Floors and Hard Surfaces						
Burnish hard surface floors; as needed		●				
Refinish composition floors; Christmas and summer breaks					●	
Carpets						
Deep clean all carpeting and walk-off mats						●

Gymnasiums & Multi-Purpose Cleaning		APPA Level 2 Compliant				
Description	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
General						
Empty trash cans/replace liner; as needed	•					
Dust all furniture including desks, chairs, tables		•				
Clean and sanitize drinking fountains/sinks, restock supplies	•					
Low dust: up to hand height (70"); horizontal surfaces		•				
High dust: above hand height (70"); shelves, ceilings, moldings, pipes, ducts, heating outlets, etc.			•			
Clean glass doors inside and out; as needed		•				
Spot clean glass doors and partition glass	•					
Dust blinds						•
Dust and wet mop hard floors or vacuum carpet wall to wall	•					
Spot clean carpets	•					
Chalk/marker board cleaned		•				
Spot clean chalk/marker board trays	•					
Spot clean walls and doors	•					
Secure windows and doors	•					
Clean floors and walls using sanitizing solution; as needed			2x			•
Remove debris from seating areas; as needed	•					
School Sponsored Special Events						
Restroom and common areas	Before and after all events					

Gymnasiums & Multi-Purpose Cleaning, continued		APPA Level 2 Compliant				
Description	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
Restrooms and Showers						
Remove soap/other foreign matter	•					
Sanitize floors & walls using germicidal solution	•					
Clean floors and walls using Kaivac or equivalent system			•			
Windows						
Clean inside and outside						•
Floors and Hard Surfaces						
Strip and refinish composition floors						•
Carpets						
Vacuum carpet		•				

Exterior, Stadium & Misc. Cleaning		APPA Level 2 Compliant				
Description	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
General						
Maintain janitor closet in neat & orderly fashion	●					
Clean and inspect equipment	●					
Observe building security and lighting procedures	●					
Notify building contact of any irregularities or equipment malfunctions	●					
Wash/clean windows around walkways, porches and sidewalks						●
Insect nests and webs cleaned off buildings	●					
Sweep entranceways	●					
Blow sidewalks		●				
Pressure wash sidewalks; remove gum and graffiti as needed						●
Athletic Complex						
Restrooms and common areas	Before and after all events					
School Sponsored Special Events						
Restrooms and common areas	Before and after all events					

SUMMER CLEANING CHECKLIST

Classroom Task Sheet

AREA _____ BUILDING _____
ROOM# _____



FLOOR WORK TO BE PERFORMED (Circle tasks)

Full Strip and Refinish Carpet Extraction Spot Clean Carpet
Top Scrub/ Refinish Number of Coats to be Applied : 7-Strip 4-Scrub

DUSTING (Check boxes for each task completed)

- | | |
|--|--|
| <input type="checkbox"/> Furniture | <input type="checkbox"/> Blinds |
| <input type="checkbox"/> Computers | <input type="checkbox"/> Posters and pictures |
| <input type="checkbox"/> TV's | <input type="checkbox"/> Air conditioner vents |
| <input type="checkbox"/> Tops of bulletin boards / whiteboards | |

CLEANING (Check boxes for each task completed)

- | | |
|--|---|
| <input type="checkbox"/> Light fixtures | <input type="checkbox"/> Sinks / counters |
| <input type="checkbox"/> Walls | <input type="checkbox"/> Windows - Inside and outside |
| <input type="checkbox"/> Doors / door frames | <input type="checkbox"/> Baseboards |
| <input type="checkbox"/> Tables / desks | <input type="checkbox"/> Chairs |

FLOOR CARE - FINISH (WAX) (Fill in date and initials for each task completed)

Strip or Top Scrub Complete: Date: _____ Initial: _____

Floor Rinsed: Date: _____ Initial: _____

1st Coat: Date: _____ Initial: _____

2nd Coat: Date: _____ Initial: _____

3rd Coat: Date: _____ Initial: _____

Burnish: Date: _____ Initial: _____

(For best results, burnish after 3rd coat)

*****REMEMBER - NO MORE THAN 3 COATS IN ANY 8 HOUR PERIOD!!!*****

4th Coat: Date: _____ Initial: _____

5th Coat: Date: _____ Initial: _____

6th Coat: Date: _____ Initial: _____

7th Coat: Date: _____ Initial: _____

After 24 hours, floor burnished with white pad: Date: _____ Initial: _____

FLOOR CARE - CARPET CLEANING

Spot Clean: Date: _____ Initial: _____ Extraction: Date: _____ Initial: _____

DRAW DIAGRAM OF FURNITURE SETUP ON THE BACK SIDE OF THIS SHEET

BREAK CLEANING PROGRAM

To ensure your buildings represent your district and protect the health and safety of your students and faculty when they return, we construct your site-specific program using our standard best practices as a foundation and incorporate your cleaning, disinfection, and maintenance goals.

Plan Development

Our management team proactively engages your team to establish your needs, desired outcomes, the schedule of activities and anticipated sequence reflecting maintenance activities, summer sessions, and other uses of the buildings. Summer cleaning is a multi-level process. To prepare for summer cleaning of the District, ABM has several steps in place to make it a smooth process.

Break Cleaning Plan Development	
Task	Occurrence
Speak to Principals/Director of Buildings and Grounds at regular meetings to determine a plan for any special areas that require attention.	First two weeks of February
Discuss summer cleaning with District personnel (Community School, art groups as well as music groups). Determine what areas are in use during summer months and when they will be available for cleaning.	Week three of February
Discuss any planned capital projects with the Director of Buildings and Grounds to minimize the impact on the schedule of planned work and ability for high quality, timely completion.	Last week of February
Prepare summer cleaning plan (see chart). Color code dates rooms are available to clean and when they will be available.	First week of March
Inspect equipment function. Repairs should be sent out at this time.	Beginning of March
Request Head Custodians to fill out a summer supply order of all materials needed to complete projects in their buildings.	First week of March
Hold Head Janitorial meeting in March to discuss summer cleaning. Address concerns and issues.	March
Begin ordering supplies to prevent shortages during summer rush ordering.	March
Go over special events; summer programs.	Approximately 4 weeks prior to summer cleaning
Submit proposed summer cleaning plan to each Principal; make any necessary adjustments.	May / Early June

Annual break cleaning consists of intensified attention to first impression areas, floor care and high traffic areas and identified project areas. Our managers will work with your district to customize our protocols to align with ASD calendars, events, and desired outcomes.

The sample plan included illustrates a typical break cleaning plan. Outlining tasks by site, this chart serves as a starting point to be modified to fit your specific needs. We will create a plan like this for each ASD site in collaboration with the district and principals.

Break Cleaning		APPA Level 2 Compliant	
Description	Date	Site	
Classrooms			
Dust high and low; include cabinets, bookshelves, window ledges, shelves, cubby holes, blinds, etc.			
Clean light fixtures			
Clean walls, doors, windowsills and baseboards			
Clean desks, chairs and tables all over; remove tape, staples, chewing gum, stains, etc.			
Empty and clean trash cans			
Strip or shower scrub and lay finish on all hard floors (except wood); include pads inside/outside doors, restrooms, etc.; remove any foreign material; clean off baseboards before stripper and finish dries; use appropriate equipment (doodle bug) around edges to prevent splashing			
Spot, shampoo, extract and damp buff all carpets; remove any foreign material; remove carpet cleaner from baseboards before the cleaner dries			
Restrooms			
Dust high and low; include cabinets, window ledges, shelves, etc.			
Clean light fixtures			
Clean walls, stalls, doors, windowsills and baseboards			
Clean windows inside and outside			
Clean all sinks, tubs, shower stalls, toilets, urinals, hand washing fixtures			
Clean and shine all chrome plumbing			
Empty and clean trash cans			
Shower scrub tile floors; rinse; clean baseboards while splashes are wet			

Break Cleaning, continued		APPA Level 2 Compliant	
Description	Date	Site	
Hallways			
Dust high and low; include cabinets, bookshelves, window ledges, shelves, cubby holes, blinds, etc.			
Clean light fixtures			
Clean walls, doors, windowsills and baseboards			
Clean windows inside and outside			
Strip or shower scrub and lay finish on all hard floors (except wood); include pads inside/outside doors, restrooms, etc.; remove any foreign material; clean off baseboards before stripper and finish dries; use appropriate equipment (doodle bug) around edges to prevent splashing; cover carpet edges to prevent soiling with stripper or finish; use a scraper to remove buildup of finish around edges			
Spot, shampoo, extract, and damp buff all carpets; remove any foreign material; clean any carpet cleaner off baseboards before the cleaner dries			
Cafeterias			
Dust high and low; include cabinets, bookshelves, window ledges, shelves, cubby holes, blinds, etc.			
Clean light fixtures			
Clean walls, doors, windowsills and baseboards			
Clean windows inside and outside			
Clean chairs and tables all over; remove tape, staples, chewing gum, stains, etc.			
Empty and clean trash cans			
Strip or shower scrub and lay finish on all hard floors (except wood); include pads inside/outside doors, restrooms, etc.; remove any foreign material; clean off baseboards before stripper and finish dries; use appropriate equipment (doodle bug) around edges to prevent splashing; cover carpet edges to prevent soiling with stripper or finish; use a scraper to remove buildup of finish around edges			
Spot, shampoo, extract, and damp buff all carpets; remove any foreign material; clean any carpet cleaner off baseboards before the cleaner dries			

Equipment

ABM has standardized the equipment that our service workers use, providing benefits for you, including:

- Better cleaning results due to better product and equipment selection
- Increased safety because our employees are thoroughly trained and familiar with the equipment
- Reduced training time and expense because we limit the types of equipment used

EQUIPMENT SUPPLY PROGRAM

ABM has strong, established relationships with industry-leading supply, chemical and raw material manufacturers that share our commitment to excellence. This affords us cost-control advantages over our competitors and provides you with several distinct advantages:

- National long-term, fixed-price contracts with industry leaders to mitigate costs
- Strong vendor relations give access to new, innovative products and training support
- Environmentally friendly products selected based on ABM quality standards & customer specifications
- Personal attention when it comes to problem solving for you and managers
- Prompt deliveries and comprehensive training
- Centralized purchasing department for inventory control
- Consumables can be purchased and supplied at an additional cost



Vendor Profiles

Tennant® Company supplies ABM with all commercial and industrial cleaning equipment.

Tennant® is one of the world's leading manufacturers of industrial floor maintenance equipment.



ABM purchases lightweight backpack vacuum cleaners from ProTeam®.

ProTeam® is recognized as the original innovator of lightweight ergonomic backpack vacuum cleaners.



Aztec supplies ABM with propane buffers and floor strippers.

For 35+ years, over 2,500 businesses and floor contractors worldwide depend on Aztec products and services.



Rubbermaid® supplies ABM with hard plastic and mop items such as:

- mops,
- buckets & wringers,
- Brute® barrels,
- handles,
- maid carts,
- floor safety signs
- & barricades.



SERVICE AND MAINTENANCE

Optimal performance depends on a solid maintenance program. ABM relies on factory-trained service experts to maintain our machines and keep downtime to a minimum. In addition, ABM follows manufacturer maintenance schedules to ensure maximize up time and useful life.

Warranty

All Tennant® and Aztec equipment comes with a 3-year warranty in which they will come pick up the equipment for repairs. After the warranty ends Tennant will generally still use them for repairs or will begin using SupplyWorks®, which they also pick up.



- Cordless equipment (battery powered): = **3 years** – Parts, Travel & Labor
- Corded equipment: = **2 years** – Parts; **1 year** – Travel & Labor

Coverage only applies to defects in the equipment. Equipment damages due to misuse or wear items are not covered under warranty programs.

Repair

ABM utilizes local Tennant® and HP product service centers to maintain and repair our equipment onsite. Below is a sample of ABM's equipment repair & maintenance log.

- Track any repair or maintenance to each piece of equipment on this form.
- One form is used for each piece of equipment.
- Once the equipment sustainability log is returned, we will send you the manufacturers cut sheet for any newer equipment, and it should be kept with each of these sheets.
- When you retire a unit, please donate it, return to repair shop. Do not send to the dumpster. Indicate what you did on the repair sheet.

Equipment Repair History				
Manufacturer:			Model #:	
Serial Number:			Equipment Cut Sheets must be included One sheet per piece of equipment to track any repairs	
Date of Purchase:				
Repair History	Date	Hours	Part(s)	Comments

STANDARD JANITORIAL EQUIPMENT SPECIFICATIONS



Tennant® – T300 / T300e

- Walk-Behind Scrubber
- Configurations for particular parts of a building
- Choose specialized head options to meet your environments cleaning needs
- Perform daily cleaning of finished concrete



Tennant® – T500 / T500e

- Walk-Behind Scrubber
- Operator lock-out, on-demand tutorial videos & Zone Settings™ using Pro-Panel™ LCD touch screen technology
- Nearly maintenance-free automatic battery watering system
- Disk, cylindrical or orbital scrubbing heads



Tennant® – T7

- Micro-Rider Floor Scrubber
- Reduced water and detergent use with Ec-H2O NanoClean® or FaST® technologies
- Easy-to-clean tanks
- Low sound level
- Reduced risk of slip-and-fall injuries with drier floors



Tennant® – E5

- Compact Low-Profile Carpet Extractor
- Cleans hard-to-reach areas
- Dual overlapping spray jets & strong vacuum suction
- Fully cleanable Hygenic® tank with faster & easier ergonomic design



Tennant® – B5 / B7

- 27" Battery Walk-Behind Burnisher
- Safe, indoor sound levels
- Standard, active HEPA dust filtration
- Ergonomic 90-degree flip-up head
- Optional Set and Forget™ to set optimal pad down pressure



Tennant® – BR-2000-DC

- 20" Dust Control High-Speed Burnisher
- Excellent gloss, easy to use controls
- Polishes uneven floors
- Low vibration & sound levels
- Use with dust control & flexible dust skirt



Tennant® – Air Mover

- Commercial Dryer
- Easily adjust with kickstand
- Years of use from durable enclosure
- Optimize airflow by selecting one of three blower speed settings
- Compact for easy storage



Tennant® – V-WD-15S

- 15 Gal. Wet/Dry Vacuum
- Front mounted squeegee increases productivity by 80% over manual pick up tools
- Built-in float system cuts off the vacuum air flow when the tank fills with liquid, preventing overflow
- Large rear wheels make transport easy, even up or down stairs



Tennant® – ASC-15

- All-Surface Cleaning Machine
- Cleans multiple surfaces
- Touch-free
- Recovery tank drop-down drain hose or power pump-out system
- Ten standard tools and accessories



ProTeam® – Super Quatervac

- Backpack Vacuum
- Carpet and Rug Institute (CRI) Seal of Approval - Gold Rating
- 43% more efficient in removing dirt and dust
- Multi-surface cleaning - wood, tiles, carpets
- Lightweight - weighs only 10 lbs.



Aztec – Sidewinder

- Propane Stripping Machine
- Strips 15,000 (or scrubs 30,000) square feet per hour with a 30" path and brush speed up to 1,150 RPM
- Unique dual direction scouring action plus heavy brush pressure result in high productivity, with no side torque
- Strips 7-10 layers in one pass



Aztec – Reliant

- 27" Propane Burnisher
- UL & CGA approved, meets CARB & EPA emissions standards
- Oil alert or low oil shutdown, safety regulator fuel system
- Offset body, unique pad angle eliminates side torque
- Kawasaki, Honda and Onan engines



Rubbermaid® - 1.1 Cubic Yard Tilt Truck

- Wheels are inset to fit standard office doorways and to reduce wall and door damage.
- Easily handled by one person and can be easily cleaned with steam or high pressure hot water.



Rubbermaid® - Cleaning Cart

- 21-gallon heavy-duty zippered vinyl bag
- Accommodates one 26 qt. or 35 qt. mop bucket with wringer
- Non-marking 8" rear wheels, 4" ball-bearing swivel front casters
- Optional locking compartment to keep cleaning chemicals out of reach



Rubbermaid® - Safety Cone

- Versatile top design accommodates barricade belt, flashing light and lock-in sign holder
- Four-sided shape allows for efficient stacking
- Multi-lingual warning messages and ANSI symbols for effective communication for broad audiences



Rubbermaid® – WaveBrake®

- Mop Bucket & Wringer
- Reduces splashing
- 3 in. wheels are non-marking and non-rusting for less touch-ups
- Bucket features markings to measure accurate cleaning solutions
- Smooth, easy-to clean surface



Rubbermaid® – Brute®

- 44 Gallon Barrel & Caddy Bag
- Innovative venting channels make lifting out liners up to 50% easier
- Heavy-duty vinyl for long life and easy cleaning
- Adjustable straps for easy installation and removal



Rubbermaid® – Brute®

















- Dolly
- Five rugged casters help keep fully loaded BRUTE® Containers stable
- 250-pound load capacity
- Non-marking casters help protect floors








Supplies







Product Description	Diversey Pack Size / Product Code	Dilution Ratio	Coupa SKU
Carpet Care			
 General Purpose Spotter   <p>All purpose water-based spotter; low residue formula will not resoil carpet; gets out tough stains; safe on all carpets, including wool.</p>	12x32 oz. Squeeze Bottle 904192	RTU	49554-cs
 Tannin Stain Remover  <p>Effective on coffee and tea stains; use for general de-browning.</p>	6x32 oz. Squeeze Bottle 904252	RTU	1387005-cs
 P.O.G. (Paint, Oil and Grease) Spotter  <p>Paint, oil, grease, shoe polish, motor oil, cosmetics, graffiti remover</p>	6x32 oz. Squeeze Bottle 913888	RTU	1387470-cs
 Gum Remover <p>Spotter designed for the removal of gummy materials such as chewing gum and candle wax.</p>	12x6.5 oz. Aerosol 95628817	RTU	1387362-cs
 Defoamer <p>Eliminates frequent emptying of foam-filled recovery tanks. Works in hoses, tools and recovery tanks.</p>	6x32 oz. Squeeze Bottle 95002620	RTU	1391853-cs
 Heavy Duty Prespray  <p>pH neutral cleaner for prespraying to loosen heavily soiled carpets.; contains soil repellent material to help reduce re-soiling on carpet; safe to use on all carpets including wool.</p>	4x1 Gallon 904266	1:12, 1:32	136818-cs
 Extraction Rinse  <p>Removes hard water deposits and neutralizes alkaline residue on synthetic and wool carpets.</p>			
 Bonnet Buff  <p>Specially formulated for bonnet buff of traffic lanes or highly soiled carpets.</p>	4x1 Gallon 95002700	1:8	1388214-ea

Always wear appropriate personal protective equipment.

	Product Description	Diversey Pack Size / Product Code	Dilution Ratio	Coupa SKU
Floor Finish				
	Amplify™/MC Floor Finish Use on VCT where a high solids (25%) durable finish is needed. Builds gloss with fewer coats; great mark resistance and durability.	5 Gallon Envirobox (preferred) 5104714	RTU	1385630-ea
	Vectra® Floor Finish Use on VCT where no or less frequent buffing is needed. Excellent resistance to scuffing and scratching.	5 Gallon Envirobox 5105047	RTU	1173665-ea
Floor Stripper				
	Pro Strip™/MC SC High Efficiency Floor Stripper A highly concentrated, powerful, and low odor stripper that quickly bites through layers of floor finish.	1x5L RTD® 95547312	1:13, 1:20	1329760-cs
	LinoSAFE® Linoleum/Stone Stripper Specially formulated stripper for alkali-sensitive floors. Will not damage or discolor floors.	5 Gallon Envirobox 100867442	1:4	1389312-ea
	Bravo® Power Foam Floor Stripper Heavy duty spray stripper for tough wax build-ups; simplifies removal of build-up from edges and baseboards.	12x23 oz. Aerosol 94966769	RTU	1386821-cs
Floor Cleaners & Maintainers				
	Revive® Plus SC Maintainer/Rejuvenator Can be used in mop bucket or auto scrubber. Removes scuffs and repairs scratches. Burnish with 1500+ machine.	1x5L Gallon RTD® 93359764	1:256 when using prior to burnishing; 1:512	78762-cs
	Wiwax™/MC Cleaning & Maintenance Emulsion Cleaner/Maintainer for rubber, linoleum, asphalt, marble and slate floors.	4x1 Gallon Container 94512767	1:32, 1:64	123848-cs
	Profi™/MC Floor Cleaner/Oil & Grease Remover Deep cleaner for all resilient and synthetic rubber flooring.	4x1 Gallon Container 94512759	1:32 - 1:128	1387468-cs
	GP Forward™/MC SC General Purpose Cleaner For top scrubbing, prior to recoating; high performance cleaner for daily use on floors, walls, washable surfaces. No rinsing required.	2x1.5L RTD® 93145395 & 1x5L RTD® 93145408	1:256	1387401-cs 56383-cs

Product Description		Diversey Pack Size / Product Code	Dilution Ratio	Coupa SKU
Neutral Floor Cleaner				
	Prominence™/MC Heavy Duty Floor Cleaner Heavy duty floor cleaner for a variety of floor surfaces including sealed wood and concrete.	   2x2.5L J-Fill® (preferred) 94996466 & 5L RTD® 94996458	1:512	1387431-cs
			1:256, 1:512	1267005-cs
General Purpose Cleaner				
	Alpha-HP® Multi-Surface Cleaner All-in-one, multi-purpose cleaner concentrate based on Accelerated Hydrogen Peroxide technology. Use on all washable surfaces.	   2x2.5L J-Fill® (preferred) 3401512 & 2x1.5 L RTD 3350727	1:64, 1:256	56462-cs
			1:64, 1:128, 1:256	56401-cs
Glass Cleaner				
	Glance® NA Glass & Multi-Surface Cleaner Non-Ammoniated Streak-free and quick drying; use on most washable surfaces including chrome, stainless steel, windows, and mirrors.	   2x2.5L J-Fill® (preferred) 93172641(SW#-JWP93172641)& 2x1.5L RTD® 93361936 (SW#-JWP93361936)	1:40	1387354-cs 1387024-cs
Restroom Cleaners				
	Crew® Clinging Toilet Bowl Cleaner Quickly cleans away organic soil and eliminates rust, lime, hard water and uric acid deposits; disinfects toilet bowls in one minute.	12x32 oz. Squeeze Bottle 04578	RTU	49661-cs
	Crew® Foaming Acid Restroom Cleaner High-foaming, acidic cleaner that clings to vertical surfaces; excellent for removing hard water build-up.	12x32 oz. Spray Bottle 95325322	RTU	1265433-cs
	Emèrel® Creme Cleanser For difficult to clean stains, including build-ups, scuffs, grease, rubber marks, hard water and soap scum.	12x32 oz. Squeeze Bottle 94995295	RTU	1388034-cs
	Crew® Shower Tub and Tile Cleaner Acidic cleaner removes the toughest soap scum, body oils, hard water deposits, mold and mildew from shower room surfaces.	2x2.5L J-Fill® (preferred) 95694769 & ®	1:40	1387403-cs

	Product Description	Pack Size / SKU	Dilution	Coupa SKU
Odor Control				
	BreakDown™/MC XC Odor Eliminator Contains non-pathogenic bacteria that counteracts and eliminates the source of odors.	2x2.5L J-Fill® (preferred) 95773791	1:64	1387128-cs
	BreakDown™/MC XC Odor Eliminator Concentrate Versatile and effective against a wide range of odors in carpets, washrooms, trash cans and more.	2x1.5L RTD® 100979444 & 1x5L RTD®	1:40, 1:28	1391857-cs 1391858-cs
	Good Sense® Liquid Odor Counteractant Concentrate Fast-acting, instant odor counteractants help neutralize odors from tobacco, food, mold, mildew, urine and vomit. Effective for use on carpets, hard surfaces and in the air.	100984625 2x2.5L J-Fill® 905394 & 2x1.5L RTD® 93165353	1:90	1387348-cs 56385-cs
	Stench and Stain Digester Biological spotter and cleaner combats the most severe carpet malodors caused by urine, fecal matter, vomit and more; WoolSafe approved.	 6x32 oz. Accumix® 904271	1:33	1387438-cs
	ekcoscreen™ 60+ Day Anti-Splash Urinal Screens Anti-splash design prevents splashback; protecting the floor, reducing odor and preventing the spread of bacteria; lasts for 60+ days.	12X1 Each EKS-3B-12	RTU	Not available until 2019; Update will be provided when available.
Power Cleaner				
	Spitfire® Power Cleaner SC No rinse formula can lift grease, ink, crayon, marker, adhesive, gum, food soils, scuff marks, graffiti and oil.			

	ProductDescription	Diversey Pack Size / Product Code	Dilution	Coupa SKU
Specialty Cleaners				
	DIBS Neutralizer Conditioner Drop-In Bucket System (DIBS) packets for use after strip-ping floor finishes; removes salt residue from windows and floors; use as a rinse for mop heads and floor pads.	Two Tubs 90 (0.5 oz.) each 917048	1:768	1386787-cs
	Deep Gloss Maintainer Ideal for cleaning and protecting stainless steel and other washable hard surfaces.	12x16 oz. Aerosol 94970590	RTU	1387397-cs
	Shine-Up™/MC Lemon Furniture Polish Cleans and polishes hard wood and laminate furniture; removes fingerprints, smudges and common oil-based marks.	12x32 oz. Spray Bottle 4995480	RTU	1254046-cs
	TASKI® Zorba Leak Lizard Highly absorbent, disposable strip used to rapidly absorb liquid; used to control stripper solution; wide range of applications.	1 Carton 100 feet of strip D7523269	RTU	1391855-cs
	Suma® Oven and Grill Cleaner D9.6 For difficult to clean stains, including build-ups, scuffs, grease, rubber marks, hard water and soap scum.	12x32 oz. Spray Bottle 948049	RTU	1387439-cs
	Tempest™/MC SC Solvent-Free Cleaner/Degreaser High alkaline, solvent-free degreaser removes food based soils, oils and greases, metal working fluids, and shop dirt.	2x2.5LJ-Fill® 100986237 & 1x5L RTD® 100986532	1:32, 1:128 1:32, 1:128,	1391733-cs



Special Events

Many facilities organizations often underestimate the responsibility of managing special events. ABM's extensive experience serves hundreds of districts across the country providing our team with incredible insight to the demands of managing special events.

ABM has included the labor and supplies necessary to support the following typical school sponsored events:

- Board Meetings
- Graduation Ceremonies
- Open Houses
- Athletic Events

We find it common for schools to use their facilities for community events as well. We are committed to assisting your schools in identifying the best ways to support these events and reduce additional costs.

Special events are opportunities for schools to display their facilities and hospitality – as well as an opportunity for potential financial benefits. Many of the events that occur in our schools are **once-in-a-lifetime** moments for students, parents, and other guests.

Program Benefits

- Single point of contact for the school community
- Communication to all associated departments
- Assure venues are prepared on time
- Assure venues are properly broken down, cleaned, and prepared for business

Logistics and Management

The logistics of special events need to be proactively managed to assure event planners and invitees have the best experience possible. ABM's Account Manager* serve as the single-point-of-contact for facilities management requests, including those related to special events. This helps maintain a single methodology to submit work requests for the school community.

Once a work request is approved, work orders are assigned to individuals/departments that support the function. We utilize the CMMS to manage and track activities required to support special events.

The CMMS facilitates consolidate and summarize the resources used for each occurrence in the event should the school administration desire to invoice/charge the requesting party.

**ABM's role as single point of contact differs slightly depending on the services we are providing at any given site.*

Department Support

An overlooked and critical responsibility to special events includes breaking down event venues and adjacent areas. Timely breakdown and cleanup of special events is a critical element of managing a school facilities department. School spaces must look their best as the school is a part of the community's image and reputation.

Successful special events require the coordination of individuals that represent various departments. Examples of some of the departments and the tasks involved to support special events include:

Maintenance Operations

- Heating and Air Conditioning scheduled to function during special events.
- Maintenance technicians and management verify event spaces for appropriate maintained and fully functional mechanical systems.
- Maintenance technicians and management get assigned to be on-site and available during select special events.

Janitorial Operations

- Janitorial technicians schedule to clean and stock areas being utilized prior to special events.
- Janitorial technicians set up tables, chairs, risers, stages, etc. prior to special events.
- Janitorial technicians remove tables, chairs, risers, stages, etc. at the end of special events.
- Janitorial technicians schedule to clean and re-stock impacted areas at the end of special events.

Grounds Operations

- Check parking lots and grounds adjacent to buildings prior to special events.
- Strip and prepare athletic fields, when applicable.

GREEN CLEANING

The ABM GreenCare® program focuses on products, tools, equipment, processes, and policies. Our program promotes a healthier environment for your building's occupants while significantly reducing the harm done to the environment.

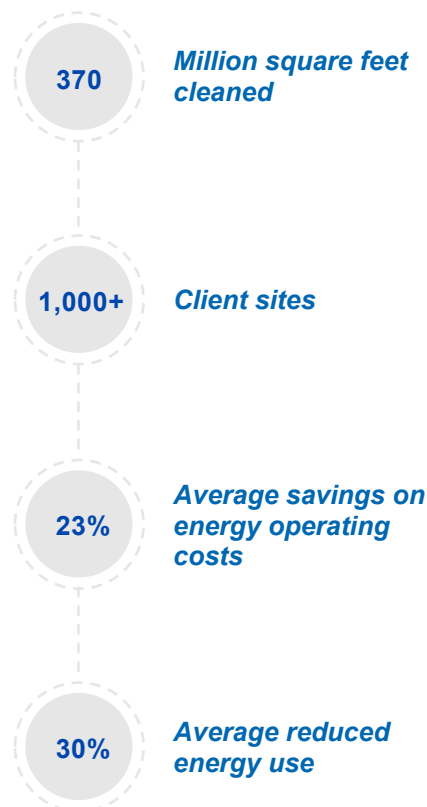
Green cleaning preserves your capital investments (floors, furniture, etc.) because green products are less harsh than traditional products. We use environmentally preferable products and procedures following the requirements of nationally recognized standards:

- U.S. Green Building Council
- Green Seal
- Environmental Protection Agency
- Environmental Choice
- Carpet and Rug Institute



A Flexible Program to Meet Your Sustainability Goals

We've made the program flexible by offering three distinct levels. We'll help you take a more holistic approach to green cleaning, whether it's switching to green cleaning products, implementing sustainable equipment and processes or assisting with LEED certification.



ABM
greencare
for facilities, inside & out



Corporate Sustainability

As one of the largest facilities services providers in the world, we're committed to taking care of the people, spaces and places that are important to ASD, our employees, our clients, and their customers. This is the foundation for why ABM exists and is a natural guiding function for our commitment to sustainability.

As we strive to do our part to leave the world a better place for future generations, our sustainability strategy includes:



Doing Business in a Responsible Way

Ensure the compliance with ethical business practices across our entire value chain, bring sustainable services to market that positively contribute to our clients' environmental performance: and engage with the local communities where we operate.



Ensuring Team Members' Well-being

Contribute to the professional and personal development of our team members while ensuring a safe and healthy work environment.



Managing Our Environmental Footprint

Act consistently with our offering of sustainable services and continue to grow our environmentally friendly practices to manage the carbon footprint of our own operations.

A copy of our most recent Sustainability Report is available in its entirety on our website: https://www.abm.com/wp-content/uploads/2021/10/ABM_Sustainability_Rd10%20.pdf with details on ABM's sustainability-related goals, achievements, and practices.

EMERGENCY RESPONSE

ABM employs a Critical Incident Program in response to disasters or any event that affects life and safety.

Our Emergency Response Services initiates applicable procedures, directs participants, and ensures a coordinated team manages the incident. Components of the program include proactive response plan development and training, and a reactive Emergency Operations Center (EOC).

We provide specialized training to prepare team members to respond during emergencies and unplanned events. The ABM EOC serves as the command center for managing emergency responses.

Each ABM branch office maintains a customized emergency response procedure. The EOC communicates with local law enforcement and emergency response officials. Emergency Response Services include:



Flood Restoration

Immediate local response 24/7



Fire Restoration

Partner with certified restoration companies and manage the process from start to finish



Disaster Recovery

Use trucks and heavy equipment for interior and exterior disaster cleanup

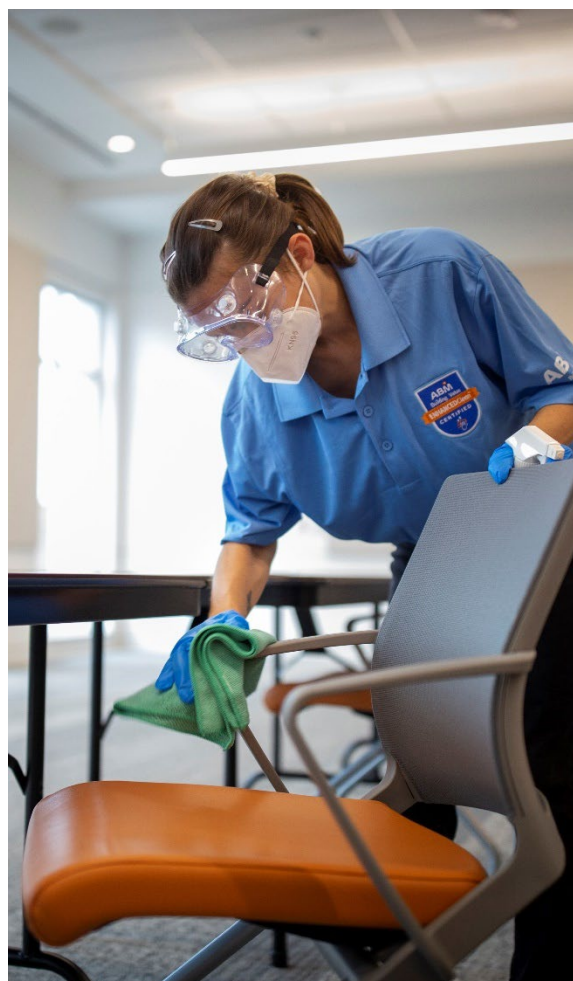


Pandemic Preparedness

Maintain an expert advisory council comprised of nationally recognized specialists to guide pandemic response and preparation

Use CDC and WHO developed specialized procedures and enhanced cleaning services to combat infectious diseases and viruses

Coordinate reentry guidelines for repopulating buildings



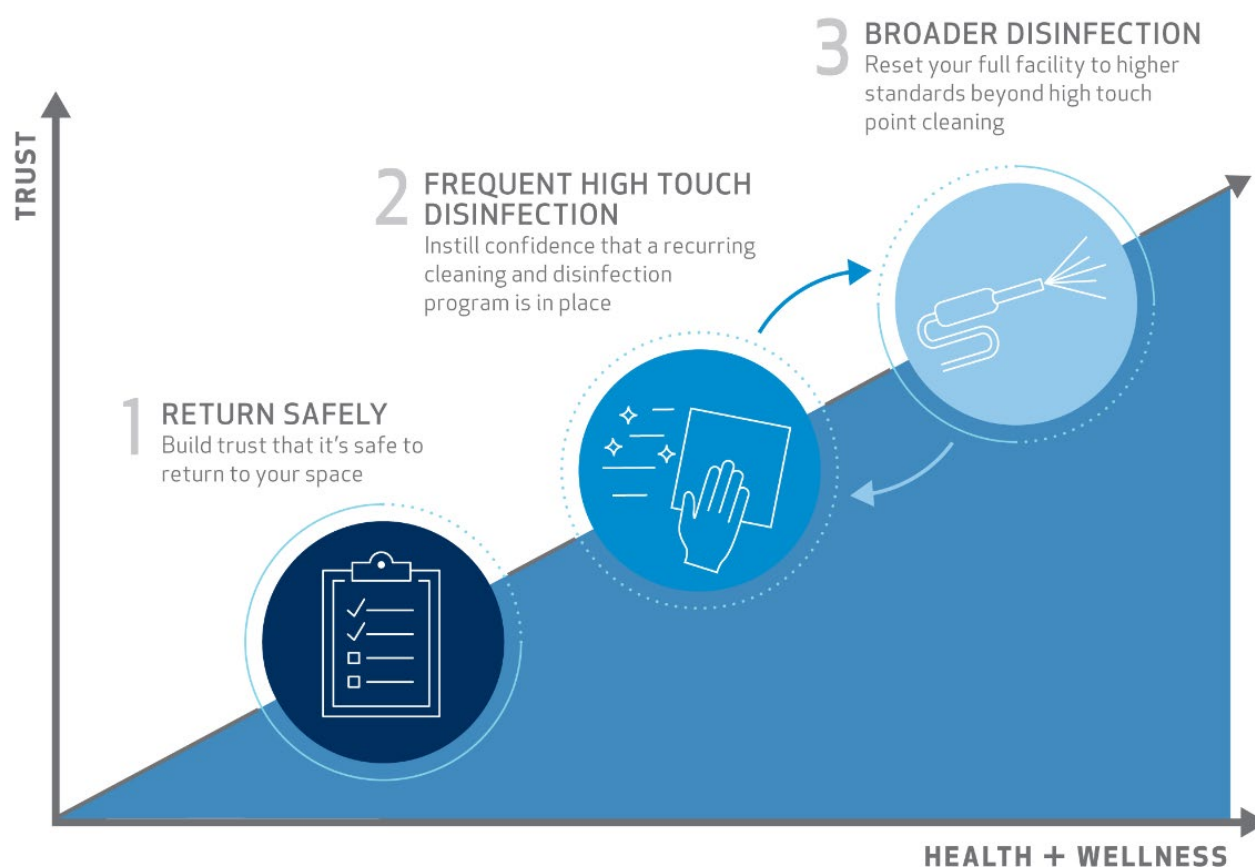
ABM EnhancedClean™ Program

Pathogen control for occupant and building wellness

A holistic approach to creating healthier buildings for your district

ABM is uniquely positioned to help ASD prevent the spread of pathogens through a three-step approach to building disinfection, backed by an expert-certified disinfection process and training program.

Beyond maintaining cleanliness, the ABM EnhancedClean program can help assure students, teachers and administrators that you're doing your part to create healthier spaces—whether it's upon reopening comprehensively, disinfecting more frequently, or looking at the health of your building more holistically with advanced technologies.



Determining the right approach at the right time

Every building is unique, but what all facilities have in common is the ongoing need for preventative practices and regular disinfection to improve the health and wellness of the building and its students, teachers and administrators. We can help you meet the evolving challenges of reopening and ongoing facility services, supplemented by broad disinfection technologies to cover every angle of building wellness.

	Suggested Frequency	Methods Employed	Team Members Deployed	Supplies and Equipment
Step 1: Return Safely Build trust that it's safe to return to your space.	Intervals based on reentry	<ul style="list-style-type: none"> • Pre-opening site assessment(s) using reentry checklists to inform return to work strategy • Workforce protocols (i.e. PPE and social distancing procedures) • Implement preventative products strategy • One-time enhanced clean 	Certified disinfection specialists	<ul style="list-style-type: none"> • No touch fixtures, dispensers, and door openers • Centralized trash receptacles • Sensor technologies • Hand-sanitizing stations (based on availability) • Disinfecting wipes for occupants (based on availability) • EPA-registered disinfectants qualified for use against SARS-CoV-2
Step 2: Frequent High Touch Disinfection Instill confidence that a recurring cleaning and disinfection program is in place.	Intervals range from hourly to daily	<ul style="list-style-type: none"> • Site-specific SOW for each facility type based on occupancy levels • Cleaning and disinfection of all high touch point areas in facility 	Certified disinfection specialists	<ul style="list-style-type: none"> • Occupant Communication Kits • EPA-registered disinfectants qualified for use against SARS-CoV-2 • Proper PPE • Microfiber program
Step 3: Broader Disinfection Reset your full facility to higher standards beyond high touch point cleaning.	Intervals range from nightly to quarterly	<ul style="list-style-type: none"> • Large area disinfection 	Certified disinfection specialists	<ul style="list-style-type: none"> • Electrostatic sprayers • Hospital grade EPA-registered disinfectants with faster kill time and broader pathogen spectrum if an outbreak has occurred in your facility Continued product testing: <ul style="list-style-type: none"> • Testing and validation • UV devices and UVC lighting

ABM EnhancedFacility™ Program

Ensure Safer, Healthier Spaces

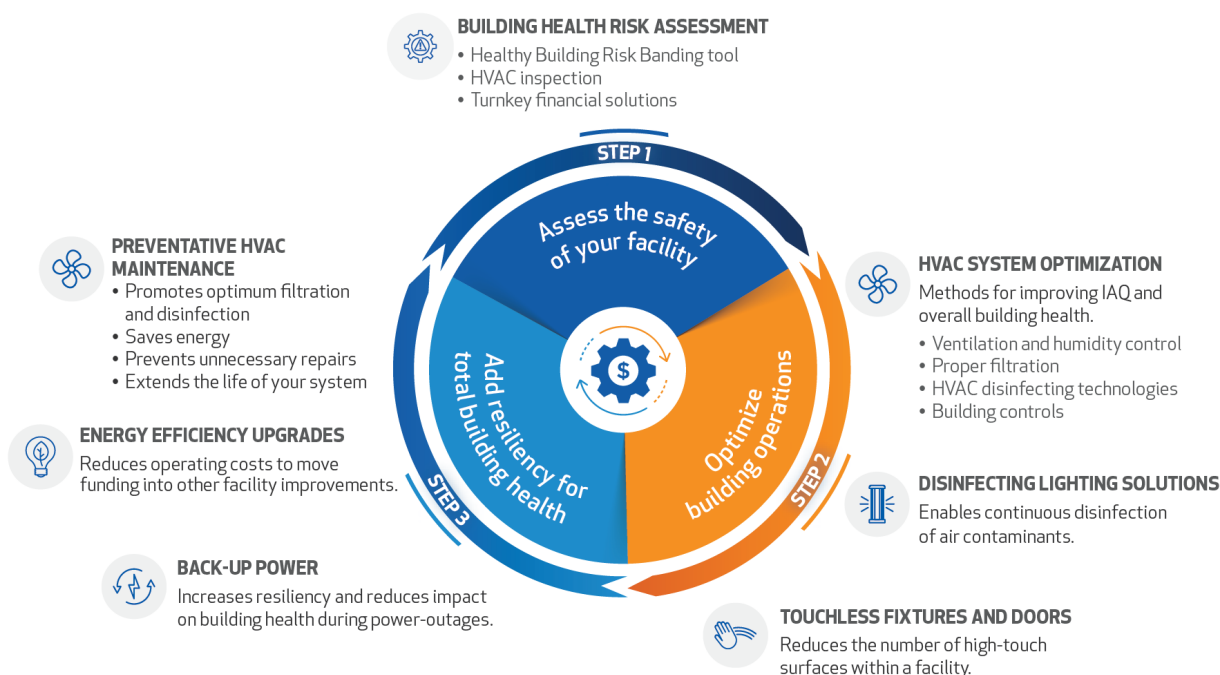
Restore Confidence by Ensuring Healthy Air Indoors

Chances are you took re-opening your district mid-pandemic seriously. You likely have ongoing plans that include protocols for cleaning, surface disinfection, social distancing, hand hygiene and more. However, mounting research suggests that COVID-19 droplets may remain in the air and could be primary sources of transmission. Have you put measures in place to reduce the spread of pathogens in the air? ABM's EnhancedFacility™ program can help.

The EnhancedFacility program provides facility services and solutions focused on improving indoor air quality (IAQ) to foster better occupant well-being through improved building health, safety, and efficiency. We can help you implement effective strategies you need to improve IAQ, therefore reducing viral transmission.

How EnhancedFacility Works

ABM's EnhancedFacility program delivers healthier indoor air and more efficient operations to take care of what's most important – the health and safety of the people in your district.



Our Expert Risk Assessment and Control Banding Process

Using our proprietary Healthy Building Risk Assessment developed alongside our Expert Advisory Council, we can assess and identify IAQ challenges and recommend effective and cost-efficient solutions.



First, your facility's exposure risk is categorized

Using our proprietary Healthy Building Risk Assessment, your facility's overall risk level is identified (low to very high).



Then, the highest priorities to each facility are identified

The most important and effective strategies for your facility's specific risk level are determined.



Lastly, targeted solutions based on risk level are developed for maintenance, lighting, and HVAC systems

A report of fact-based recommendations help you form a comprehensive strategy for reopening and operating more safely.

Healthier Facilities, Healthier Occupants

There are several new and advanced technologies for biohazard disinfection of the air and surfaces that may be effective depending on the unique needs of the facility, including Needlepoint Bipolar Ionization technology within HVAC systems, Dry Hydrogen Peroxide Generation, and Far-UV and UV-C lighting technologies.

These specific recommendations help prioritize budgets to focus on actions that will make the most impact. ABM can also help with funding options. We have access to public and private loan programs which could be paid for by savings realized through an ABM Condition Assessment.

Restore confidence in the new normal with building health, safety, and efficiency

EnhancedFacility complements the cleaning and disinfection offered in EnhancedClean™ (visit [EnhancedClean.com](https://www.enhancedclean.com) for more information).

Together, they help reduce viral transmission on surfaces and in the air.

Additional services like the installation of touchless fixtures and doors will also lower your facility's risk.

These programs foster greater occupant trust and confidence regarding your commitment to their health and safety, during the pandemic and beyond.

LET'S STAY
**HEALTHY
TOGETHER.**

ENHANCEDFacility™ 

ABM EnhancedFacility™ Services are designed to reduce but not eliminate the risks of spreading infectious disease and viruses. There is no guarantee that the EnhancedFacility Services or any facility or cleaning services will completely eliminate the risks of spreading infectious diseases and viruses.

Quality Assurance

Our quality management system identifies where to focus our efforts. We proactively pinpoint areas of opportunity and target problem areas, using a detailed strategy based on best practices. We create and execute the solution. Through planning and standardization, we engage our team members to optimize processes and achieve results.

PROCESS IMPROVEMENT

We engage in a proactive improvement strategy to identify areas of opportunity, target problem areas, formulate a detailed strategy, and execute the solution. Through planning and standardization, we engage our team members to optimize processes, so you receive the best service.

INSPECT

Inspections let us monitor buildings to identify any items that may have been overlooked during service. As our partner, you can participate in the data collection if you want.

We inspect your district on a regular schedule and enter data into the system allowing for real-time access to inspection results. Customized quality control inspection reports show results and trends.

Information determines actions necessary to maintain compliance, improvement, and your satisfaction.

- ABM internal web-based inspections
- Manager and supervisors/leads
- Joint inspections with ASD, ABM senior leadership, supervisors/leads, and frontline team members
- Monthly building administrator surveys
- Face-to-face meetings and ongoing communication with building staff
- Team member safety inspections



We establish a quality culture that focuses on your satisfaction, engages team members, and continuously measures performance to improve.

CORRECT

To ensure your district look their best, we quickly correct any area of insufficiency identified during inspections. Team members will be immediately notified of any areas of concern that need redressed. Items requiring more detailed work will be scheduled appropriately.

COMMUNICATE

“Real-time” readily accessible reports allow our clients and our site personnel the ability to analyze and extract information to maintain service performance.

These reports provide trended statistical analysis from which fact-based operational decisions can be determined and/or affirmed. These results allow us to evaluate and create a go-forward plan.

- Commend team members
- Implement a specific training plan
- Improving processes
- Reviewing supervision and/or employees

ABM can tailor a solution for your individual needs, other options available based on ASD needs:

- Automated communication, resulting in reduced response time
- Inspection work order tracking
- Constant access, communication, and tracking

SITE INSPECTIONS

ABM uses a custom enterprise inspection system, designed to assist in the field of facility service inspections. We created this tool for accomplishing these areas:

- Provide recent, relevant, performance history to ABM and clients
- Accurately record data for the level of service performed
- Allows managers to view responsible performance history
- “Real-time” readily accessible reports analyze and extract the necessary information to maintain service performance
- Client Services and Center of Excellence team members support SITE system users
- IT and Center of Excellence departments centrally control the server-based data to ensure regular maintenance, security, and updates
- Nightly system back up as part of our IT department’s disaster recovery plan
- Clients participate in data collection

GRADING SCALE

During inspections, tasks are rated on a scale of specifications in the contract defined as “Satisfactory,” “Unsatisfactory” or “Not Applicable”. The total for tasks becomes the quality score for the site(s). Users grade the completed process steps when servicing a room type.

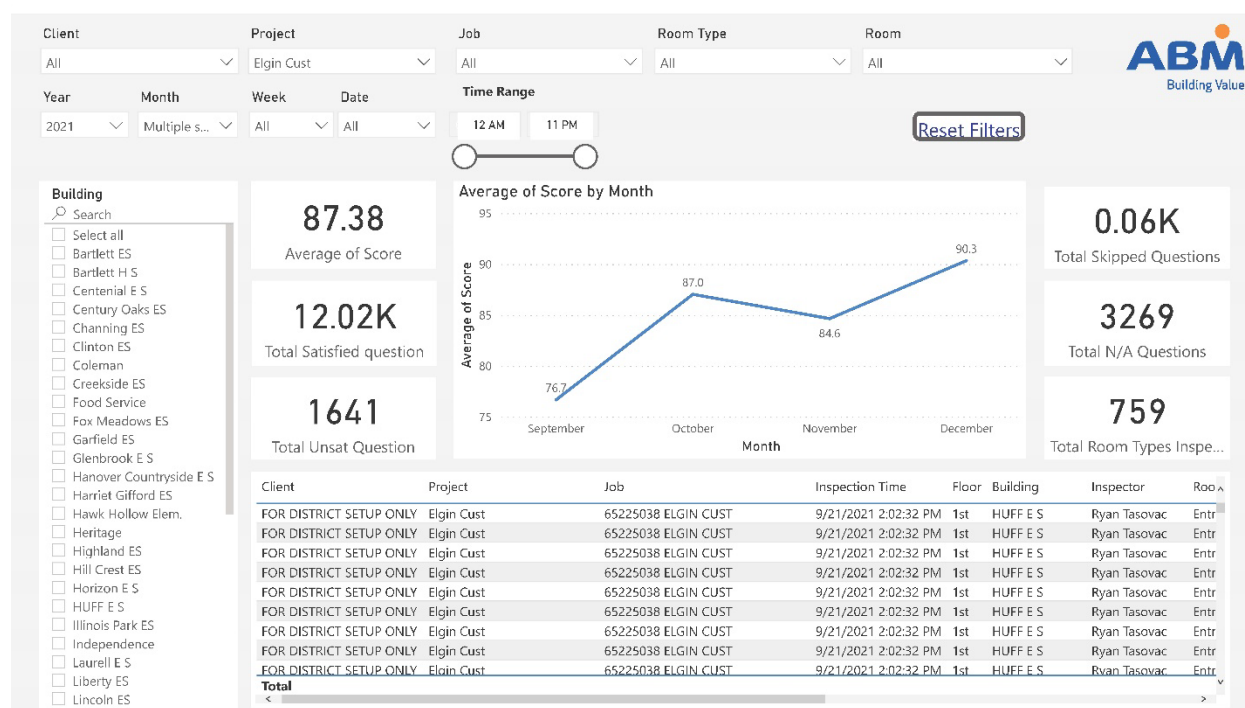
This system allows text and picture documentation to pinpoint findings and determine corrective actions. As an added value, every room type identifies maintenance questions for maintenance issues. Inspectors enter non-emergency maintenance items found, which can be viewed online or printed after inspection is completed.

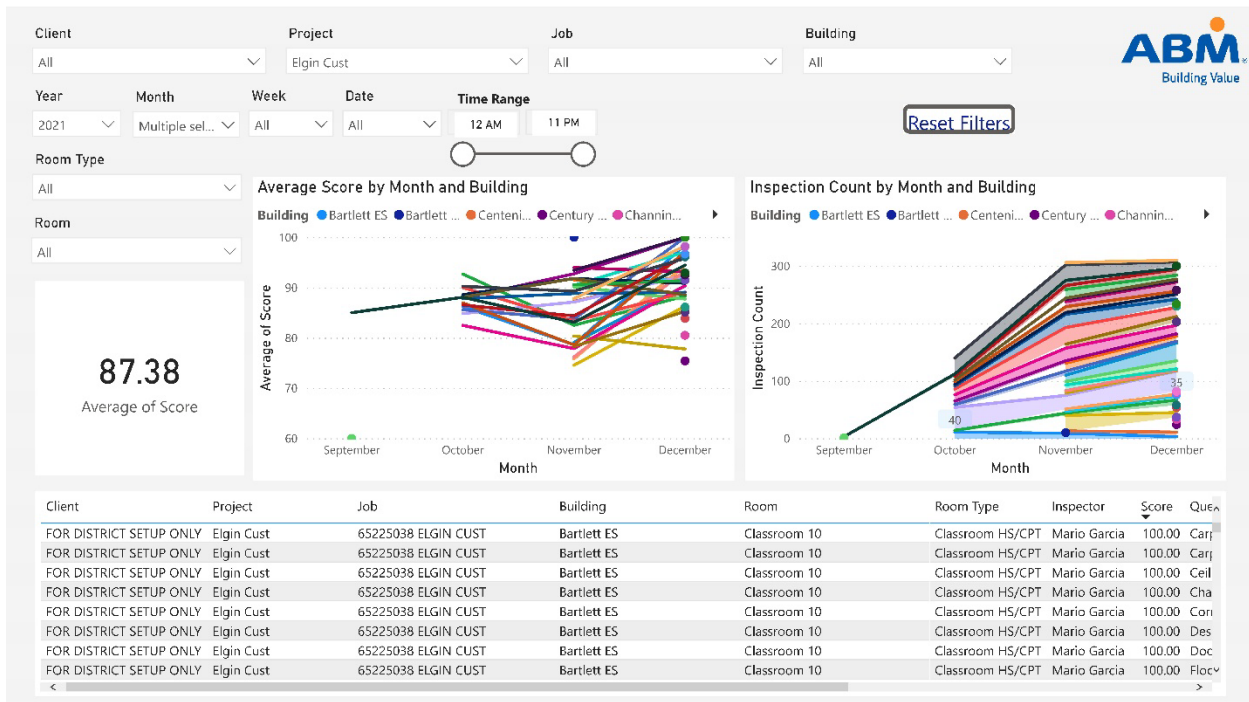
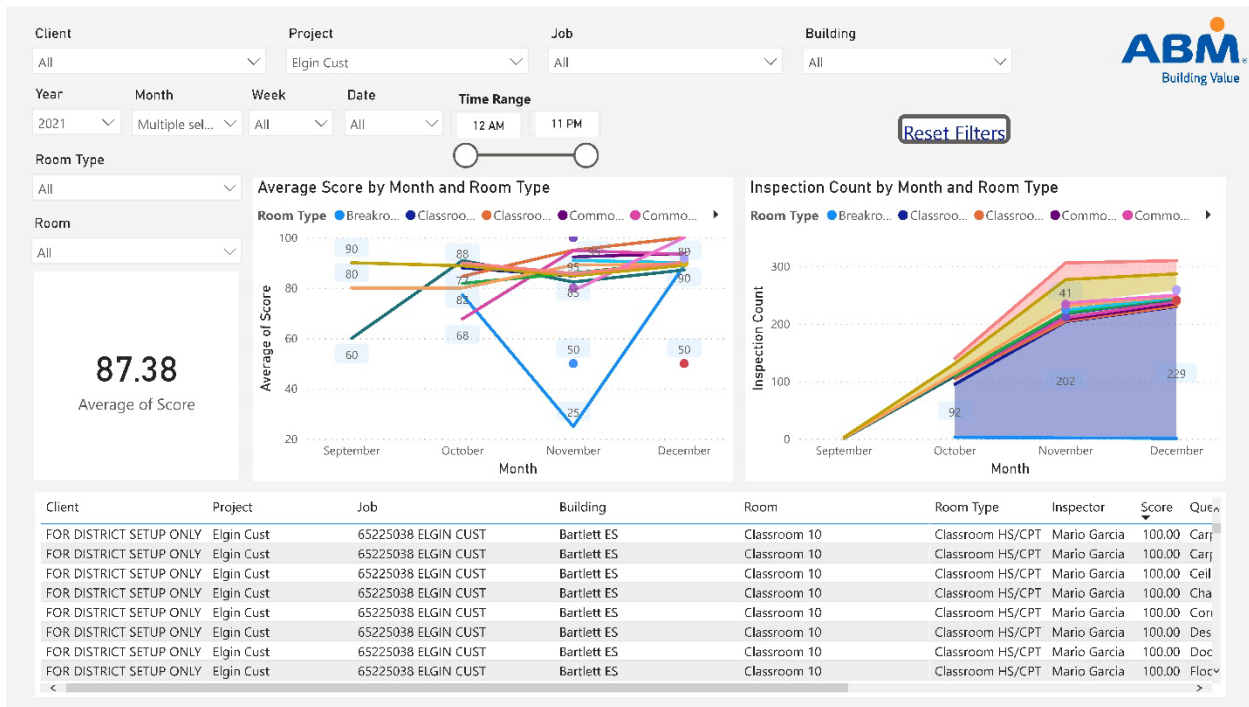
REPORTS

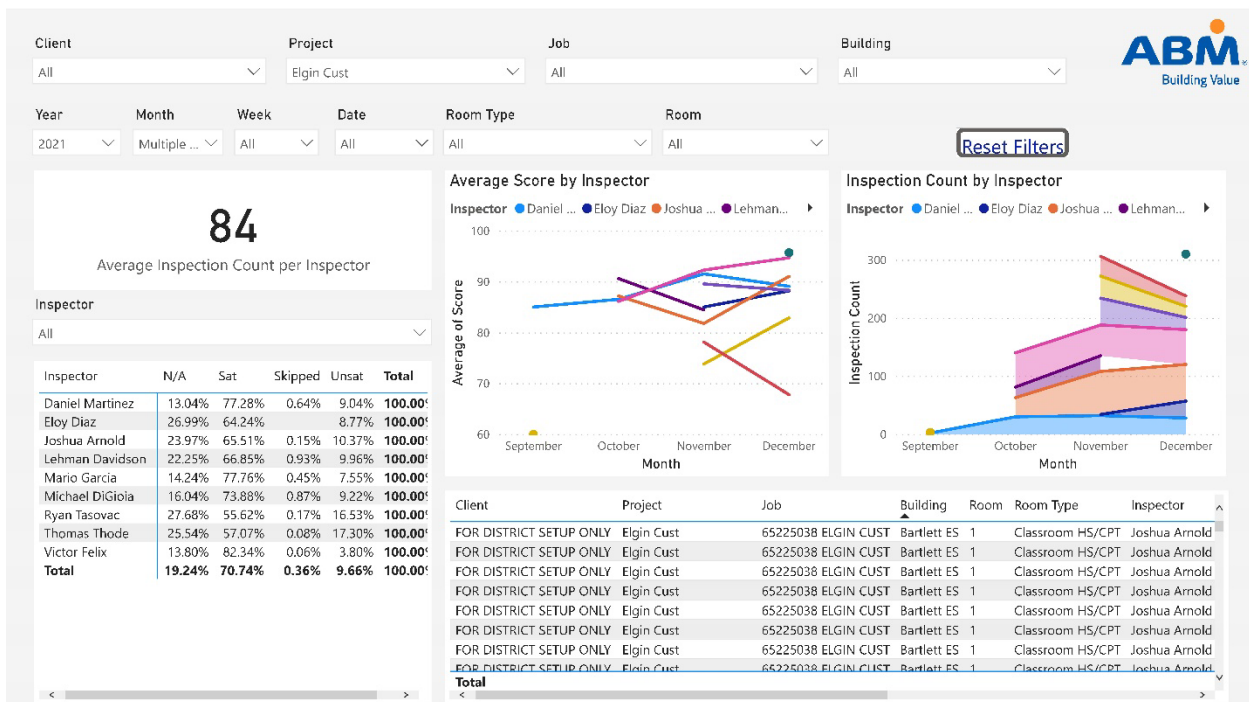
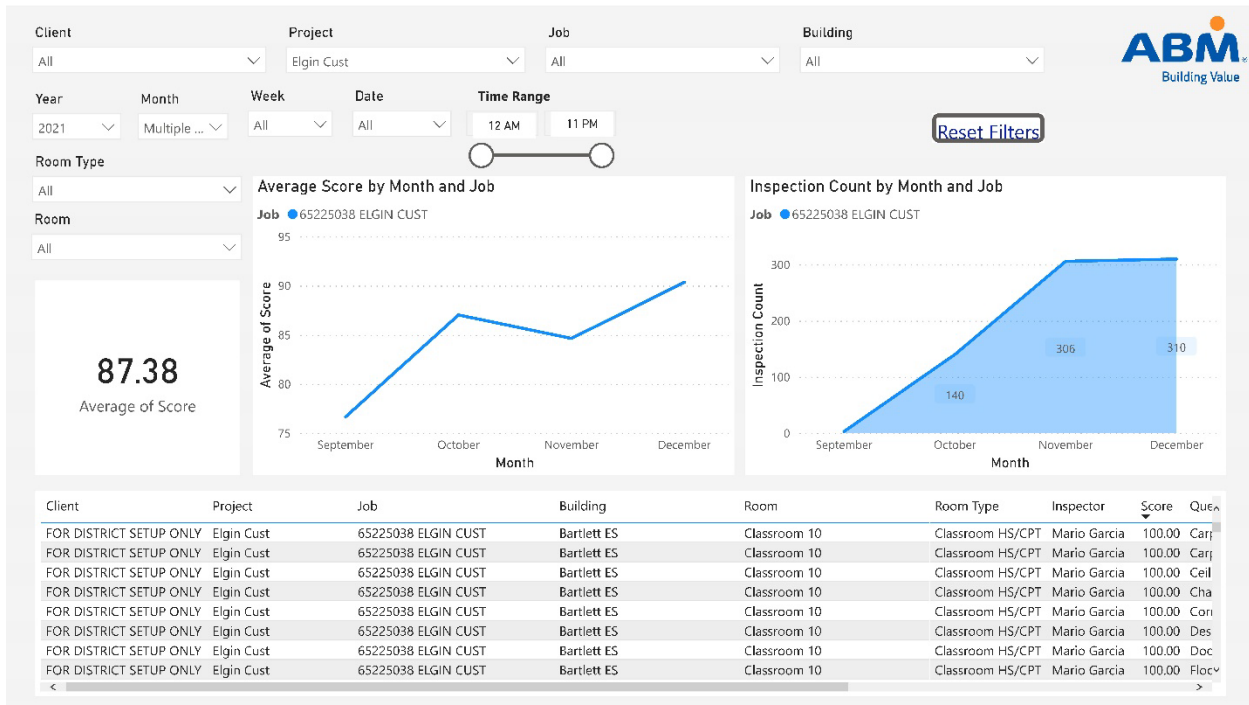
We assign inspection goals for all frequencies and alerts for facilities to be inspected within a specified timeframe. We provide monthly, quarterly, and/or semi-annual reports. Results can be sorted and viewed by:

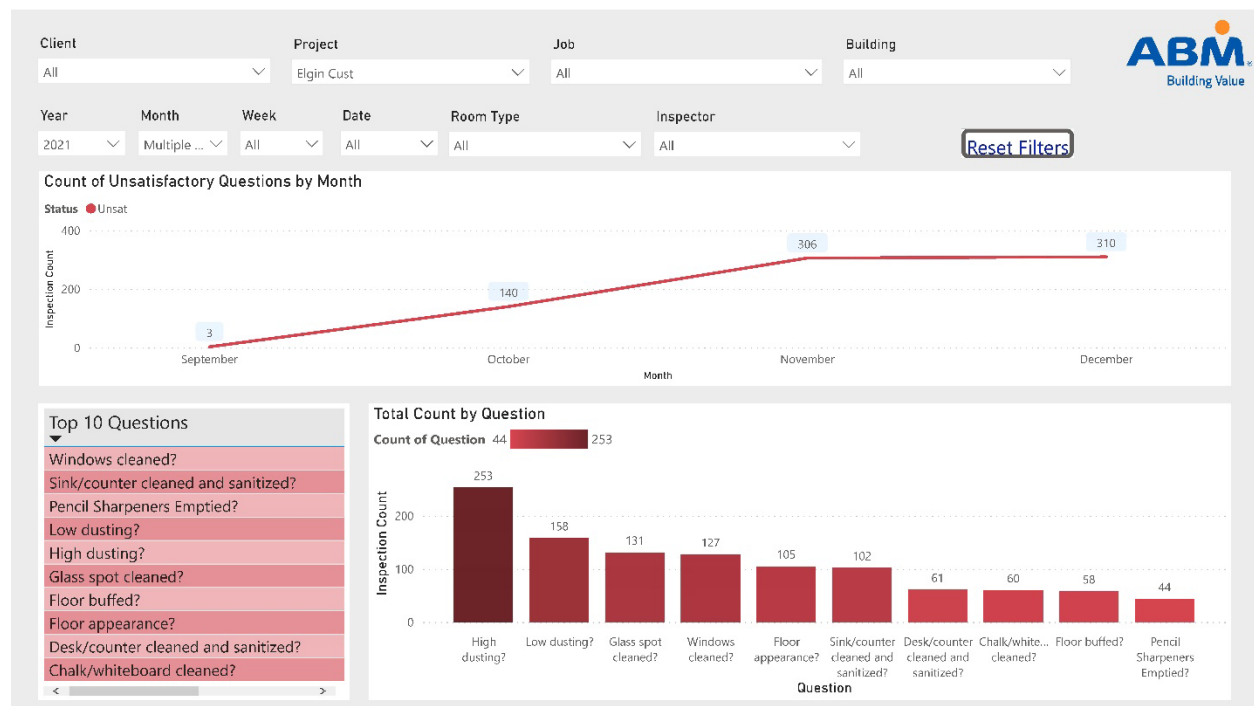
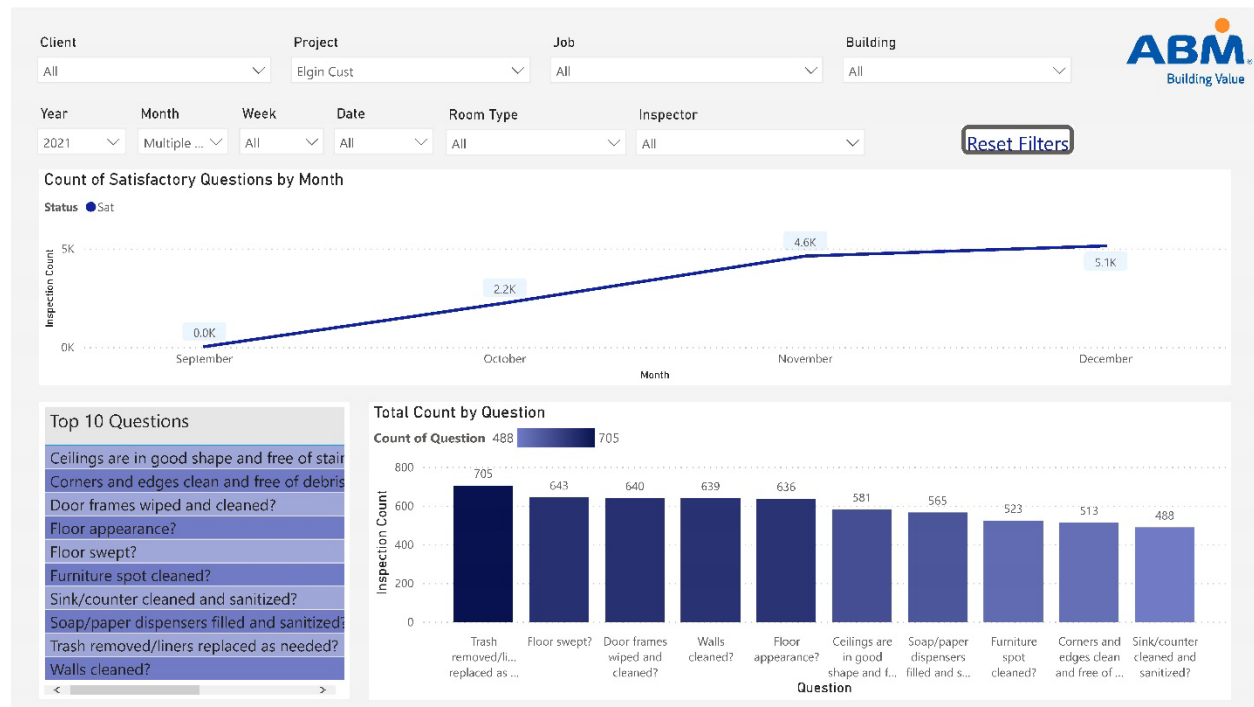
- Entire Facility
- Individual Building
- Floor
- Inspector
- Room Type
- Question

Sample Reports

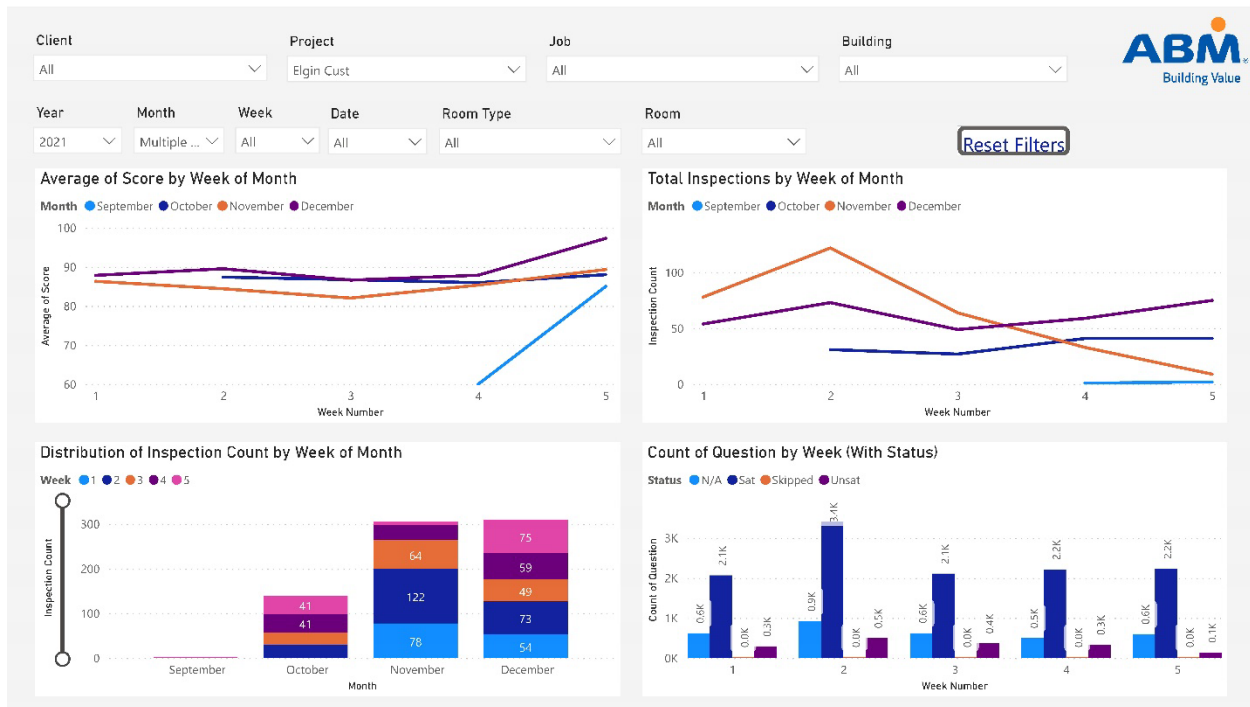








QUALITY ASSURANCE



ABM at a Glance

ABM (NYSE: ABM) is one of the world's largest providers of integrated facility services. A driving force for a cleaner, healthier, and more sustainable world, ABM provides essential services that improve the spaces and places that matter most. From curbside to rooftop, ABM offers a comprehensive array of facility services that includes janitorial, engineering, parking, electrical & lighting, energy solutions, HVAC & mechanical, landscape & turf, and mission critical solutions. ABM delivers these custom facility solutions to properties across a wide range of industries – from commercial office buildings to schools, airports, hospitals, data centers, manufacturing plants and distribution centers, entertainment venues and more.

About Us

Our shared values help us make a difference, every person, every day.

At ABM, we make a difference in three ways: by taking care of our team members, our clients and our communities.

- Founded in 1909
- Fortune 500
- 20,000 Clients
- 350+ U.S. & International Locations
- \$6.2 billion in Revenue
- 110,000 Employees



Electrical

23,000+ EV charging ports installed



Energy

30% average reduced energy use



Facilities Engineering

10,000+ certified engineers



HVAC & Mechanical

70,000+ heating and cooling systems



Janitorial

4+ billion sq. ft. cleaned each day



Landscape & Turf

55,000+ acres of landscaping and golf courses



Mission Critical

35+ million sq. ft. of data center space



Parking & Transportation

\$1.5+ billion in parking revenue collected

COMPANY HISTORY



ABM began as a modest window cleaning business in San Francisco back in 1909. Referred to as American Building Maintenance Industries at the time, the young company spent the next few years growing its window washing business into a complete janitorial services company. In 1920, on the strength of founder Morris Rosenberg's strong customer relationships with several prominent owners of office buildings and movie theaters on the Pacific Coast, the company opened offices in Los Angeles, Portland, and Seattle. By 1932 ABM had roughly 1,500 employees and clients that included banks, theaters, office buildings, department stores, and one university.

Expanding Beyond a Janitorial Company

Growth of the company continued even through the end of World War II. New branches included: Dallas, Detroit, New York, Miami, Houston, Minneapolis, and Toronto. By the mid-1960s Ampco Auto Parks became the newest subsidiary of ABM. Soon after, the company acquired a mechanical services company and a security services company becoming an integrated facilities service provider. ABM was first included on the New York Stock Exchange in the early 1970s as it continued to grow in size and revenues. The eighties were a continued time of growth. ABM's parking services took on its first parking garage in New York City, our lighting subsidiary opened branches in Dallas and Denver, our security subsidiary expanded into Dallas and Oklahoma and ABM's janitorial services also opened an office in downtown Boston.

In 1994, to reflect the diversification of American Building Maintenance Industries into complete facility services, the company's name was changed to ABM Industries Incorporated. In the early 2000s, ABM made what was then its largest and one of the most important acquisitions in its history with the purchase of Chicago-based Lakeside Building Maintenance Inc., the largest privately owned janitorial contractor in the Midwest. A few years later in 2007, ABM purchased OneSource further increasing the Company's strength and reach in the market.

Growth Through Acquisitions

Through the next group of strategic acquisitions that strengthened its international, national, and regional service footprint, ABM added the Linc Group (2010), which transformed and enhanced our engineering and energy businesses, Aircserv and HHA (2012), which expanded our services in the Healthcare and Aviation industries and then GBM (2014) and Westway (2016), which expanded our janitorial, security, and engineering services into the United Kingdom. ABM sold off its Government Services business line and acquired GCA Services Group (2017), a leading provider of facility services in the commercial and education industries. ABM acquired Able Services (2021) which adds scale to ABM's core businesses and key geographies, bolsters ABM's engineering and technical services, and expands ABM's sustainability and energy efficiency offerings.

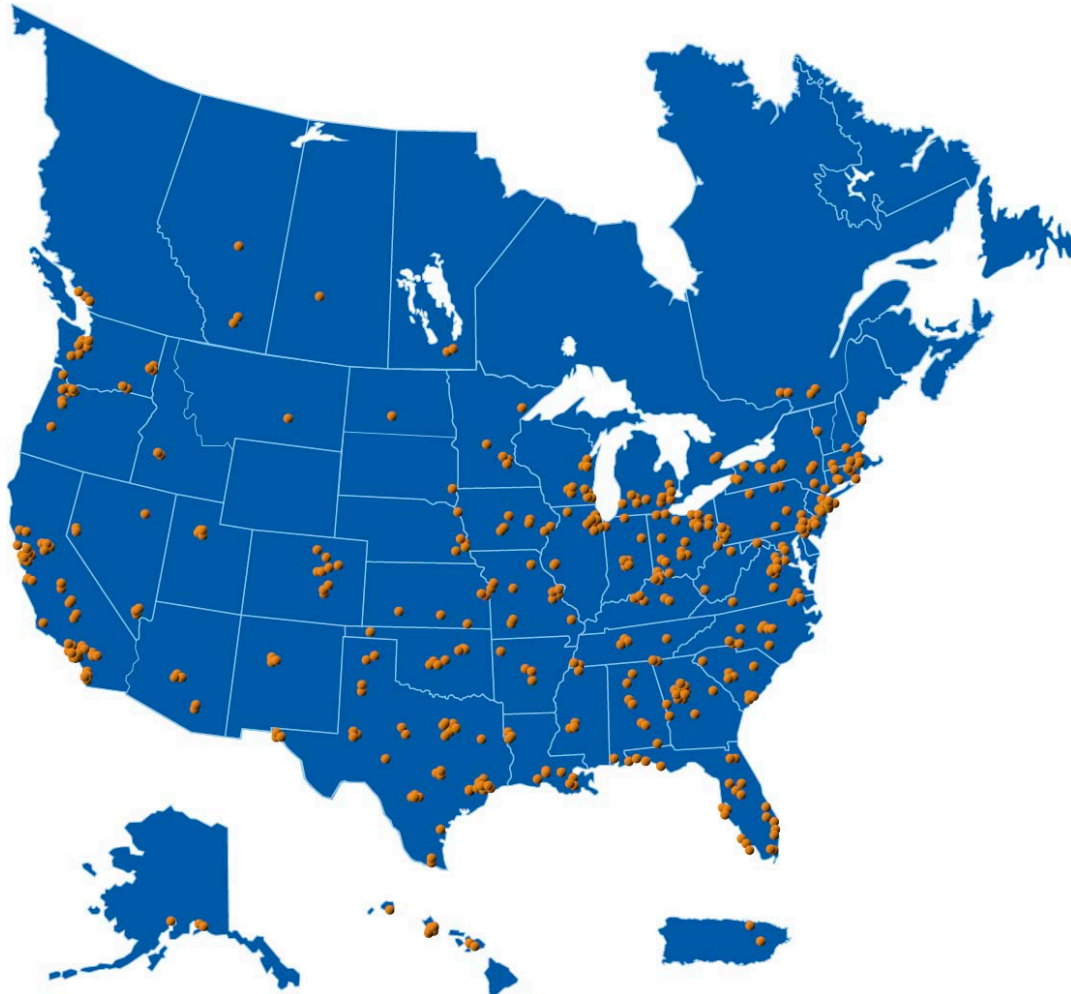
ABM Today

Today, ABM is the 44th largest employer on the Fortune 500. ABM provides commercial cleaning and maintenance, facility engineering, energy efficiency, and parking services to clients in the United States, Puerto Rico, Canada, and the United Kingdom. With revenues of \$6.2 billion and more than 110,000 employees, we build value for our more than 20,000 clients.



STRATEGICALLY LOCATED TO SERVE YOU

ABM's branch offices are strategically placed to provide experienced local management, reliable supervision and a sustainable, highly skilled service team that will deliver personalized service.



Corporate Headquarters

One Liberty Plaza
7th Floor
New York, NY 10001

Regional Office

8727 Northwest Dr.
Suite A
Southaven, MS 38671

References

Amory School District, MS	
Location	Amory, MS
Client Contact	Mr. Ken Byers, Superintendent of Education
Phone / Email	662.256.5991 / kbyers@amoryschools.com
Services	Custodial Services
Scope	353,452 SF
Oxford School District, MS	
Location	Oxford, MS
Client Contact	Sonny Brownlee, Director of Facilities
Phone / Email	662.234.3541/ sbrownlee@oxford.k12.ms.us
Services	Custodial Services
Scope	648,002 SF
Yazoo County School District	
Location	94 Panther Drive, Yazoo City, MS 39194
Client Contact	Ken Barron, Superintendent of Education
Phone / Email	601.906.5484 / ken.barron@yazoo.k12.ms.us
Services	Custodial, Maintenance, and Grounds Serviced
Scope	278,955 SF

REFERENCES

Petal School District	
Location	Petal, MS
Client Contact	Matt Dillon, Superintendent
Phone / Email	601.545.3002 / matt.dillon@petalschools.com
Services	Custodial Services
Scope	470,477 SF
DeSoto County School District	
Location	Hernando, MS
Client Contact	Jerry White, Director of Facilities
Phone / Email	662.429.7120 / jerry.white@dcsms.org
Services	Custodial Services
Scope	4,500,000 SF

Financial Stability

ABM achieved revenues of approximately \$6.2 billion by faithfully serving over 20,000 nationwide in over 200 metro areas. ABM is Sarbanes-Oxley compliant, so we adhere to strict third-party auditing to safeguard our shareholders and clients from malicious business practices. Therefore, we have an exceptionally transparent balance sheet comprised of a strong cash position, minimal debt, and a solid performance record boasting consecutive quarterly dividends since 1965. ABM is also one of the largest facilities services contractors on the New York Stock Exchange. Our subsidiaries are leaders in their respective fields and are capable of independent growth as well as growth through acquisition. Our size, operational infrastructure and financial strength enable us to offer customers a level of sophistication that translates into savings and peace of mind.

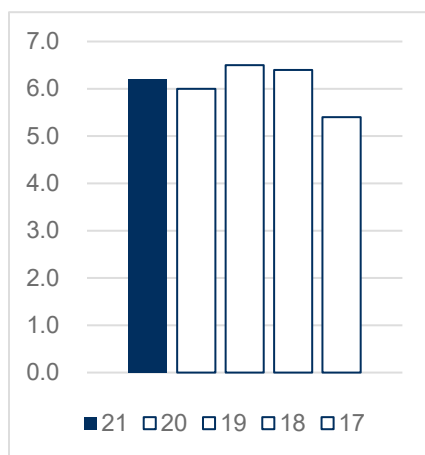
Our Annual Reports are posted online: <https://abm.gcs-web.com/financial-information/annual-reports>

Quarterly press releases can also be referenced at: <http://investor.abm.com/releases.cfm>

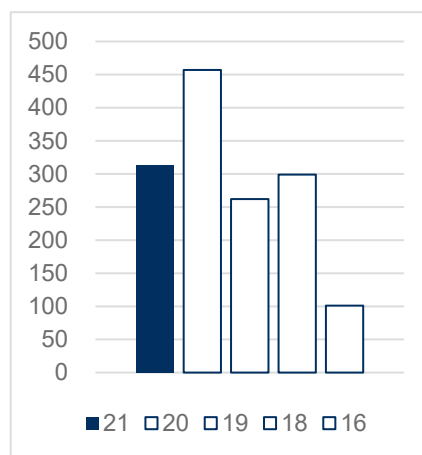
FINANCIAL HIGHLIGHTS

Year Ended October 31,

(\$ in Millions)	2021	2020	2019	2018	2017
Revenues	\$6,228.6	\$5,987.6	\$6,498.6	\$6,442.2	\$5,453.6
Net cash provided by continuing operating activities	\$314.3	\$457.5	\$262.8	\$299.7	\$101.7



Revenues (in billions)



Net Cash Provided by Continuing Operating Activities (in millions)

ADDITIONAL SERVICES

Janitorial

- Green cleaning and recycling
- Carpet and floor care
- Staffing and specialty
- EnhancedClean™ program
- Clean room and GMP cleaning

Energy

- Guaranteed energy savings programs
- Smart building technologies
- EV charging stations
- Renewable energy solutions

Parking

- Revenue enhancement and expense control
- Shuttle and transportation
- Special event and valet parking
- On and off-street parking management

HVAC & Mechanical

- Preventive maintenance
- Repairs, replacements, and retrofits
- Engineering and recommissioning
- Bundled energy solutions

Landscape & Turf

- Golf course maintenance renovations
- Exterior pest and fertility management
- Athletic and sports field maintenance
- Irrigation maintenance and management

Facilities Engineering

- Onsite and mobile technicians
- Preventive maintenance
- Handyman services



**Should your facility
needs expand, we have
a wide range of
additional services to
meet your needs.**

CERTIFICATE OF INSURANCE

Page 1 of 2



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
11/03/2021

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

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

PRODUCER Willis Towers Watson Southeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA		CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C, No. Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL: certificates@willis.com ADDRESS:															
INSURED ABM Industry Groups, LLC an ABM Industries Incorporated Company 4151 Ashford Dunwoody Road, Suite 600 Atlanta, GA 30319		INSURER(S) AFFORDING COVERAGE <table border="1"> <tr> <th>INSURER</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: ACE American Insurance Company</td> <td>22667</td> </tr> <tr> <td>INSURER B: ACE Property & Casualty Insurance Company</td> <td>20699</td> </tr> <tr> <td>INSURER C: Indemnity Insurance Company of North America</td> <td>43575</td> </tr> <tr> <td>INSURER D: Lloyd's Syndicate 2623 (Beazley Furlong Ltd)</td> <td>C2166</td> </tr> <tr> <td>INSURER E: AIG Specialty Insurance Company</td> <td>26883</td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER	NAIC #	INSURER A: ACE American Insurance Company	22667	INSURER B: ACE Property & Casualty Insurance Company	20699	INSURER C: Indemnity Insurance Company of North America	43575	INSURER D: Lloyd's Syndicate 2623 (Beazley Furlong Ltd)	C2166	INSURER E: AIG Specialty Insurance Company	26883	INSURER F:	
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INSURER F:																	


COVERAGES **CERTIFICATE NUMBER:** W22803474 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			XSL G72478605	11/01/2021	11/01/2022	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000
	<input checked="" type="checkbox"/> \$1,000,000 SIR						MED EXP (Any one person) \$ Excluded
	<input checked="" type="checkbox"/> XCU						PERSONAL & ADV INJURY \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE \$ 6,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY			ISA H25540529	11/01/2021	11/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS ONLY						\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB			XEU G27910865 007	11/01/2021	11/01/2022	EACH OCCURRENCE \$ 10,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 10,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WLR C68912143	11/01/2021	11/01/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Sexual Misconduct			W2CFC9210201	11/01/2021	11/01/2022	Each Victim \$3,000,000
							Total Agg \$3,000,000
							SIR - Any One Victim \$250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Description of Job: ABM Education - Sample Certificate
 SEE ATTACHED

CERTIFICATE HOLDER

ABM Industries Incorporated 4151 Ashford Dunwoody Road, Suite 600 Atlanta, GA 30319	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

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ACORD 25 (2016/03)

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SR ID: 21799753

BATCH: 2296322

AGENCY CUSTOMER ID: _____
 LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Willis Towers Watson Southeast, Inc.		NAMED INSURED ABM Industry Groups, LLC an ABM Industries Incorporated Company 4151 Ashford Dunwoody Road, Suite 600 Atlanta, GA 30319	
POLICY NUMBER See Page 1		NAIC CODE See Page 1	
CARRIER See Page 1		EFFECTIVE DATE: See Page 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

INSURER AFFORDING COVERAGE: ACE American Insurance Company NAIC#: 22667
 POLICY NUMBER: WCU C68912064 EFF DATE: 11/01/2021 EXP DATE: 11/01/2022

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Excess Workers Compensation	EL Each Accident	\$1,000,000
WC-Statutory/CA-\$1M SIR	EL Disease-Pol Limit	\$1,000,000
OH, WA, OR, IL, MI - \$500K SIR	EL Disease-Each Empl	\$1,000,000

ADDITIONAL REMARKS:

ANY PROPRIETOR/PARTNER/EXECUTIVE/ OFFICER/MEMBER are included under Excess Workers Compensation policy #WCU C67454856

INSURER AFFORDING COVERAGE: AIG Specialty Insurance Company NAIC#: 26883
 POLICY NUMBER: CPO 16081985 EFF DATE: 05/01/2021 EXP DATE: 05/01/2022

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Contractor's Pollution Liability	Each Loss	10,000,000
	Aggregate	10,000,000
	SIR	500,000

INSURER AFFORDING COVERAGE: ACE American Insurance Company NAIC#: 22667
 POLICY NUMBER: DON G23691188 008 EFF DATE: 11/01/2021 EXP DATE: 11/01/2022

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Employee Dishonesty/Fidelity	Each Occurrence	\$5,000,000

Program Costs

Services to Be Provided

ABM will provide the management, supervisory and administrative staff, productive labor, equipment, supplies, consumables, and employee uniforms necessary to ensure a high level of cleanliness and service at all times throughout the District.

To achieve this, ABM will perform the services as required by Aberdeen School District's Request for Proposal (RFP) Janitorial Services Bid Number: 03-22.



Contract Price

ABM's Program Cost for these services would be a Contract Price of \$411,688.20 payable in twelve (12) equal installments of \$34,307.35, the first month's payment due on the first day of the month following the month for which services were provided and each subsequent payment on the first of the month thereafter.

Monthly and annual cost by school listed below:

Building Name	Monthly Cost	Annual Cost
Aberdeen Elementary	\$7,168.15	\$86,017.80
Aberdeen High/Superintendent's Office	\$15,785.38	\$189,424.56
Belle Elementary	\$3,927.19	\$47,126.28
Shivers Middle	\$6,268.89	\$75,226.68
Resource Center	\$816.83	\$9,801.96
Parent Center	\$340.91	\$4,090.92
Total Costs	\$34,307.35	\$411,688.20

ABM Program Cost Components

The following costs will be paid by ABM:

- The salaries, wage associated taxes, insurances, and benefits for ABM's on-site management team
- The wages, taxes and benefits paid to ABM's lead and productive staff
- The cost of janitorial equipment, maintenance, and repair necessary to provide the services
- The cost of pre-employment background checks and drug-screening
- The cost of janitorial and consumable supplies necessary in providing the services
- The cost of employee uniforms and personal protective equipment (PPE)

- The cost of management communications (iPhones)
- The cost of setting up and running the on-site office to include computer, software, phone, office supplies, and postage
- The cost of general liability and umbrella insurances

Aberdeen School District Costs

- The following costs will be paid by Aberdeen School District:
- The provision of suitable office and storage space, desk, chairs, shelving and locking cabinetry.
- The cost of leasing trash and recycling bins and compactors and the cost of having them emptied and maintained
- The cost of exterior window cleaning (above ground level) and pest control services
- The provision of all necessary electric power and other utilities including water, sewer, and electricity
- The cost of providing and maintaining walk-off mats

ABM Investments

- ABM will make a significant financial investment in Aberdeen School District as follows:
- An investment in janitorial capital equipment totaling \$89,673.00 (depreciated over a 5-year period)
- An investment in beginning the services ("Start-Up Costs") totaling \$13,925.00 (costs spread over an anticipated 5-year period)

Sample Service Agreement

This Service Agreement (the “Agreement”) is made May 16, 2022, between **ABM Industry Groups, LLC** and its Affiliates (“ABM”), and Aberdeen School District (“Client”). (“Affiliate(s)” means any legal entity that, directly or indirectly, (i) is owned and/or controlled by, (ii) owns and/or controls, or (iii) is under common ownership and/or control with ABM.)

1. Services. ABM will provide services to Client or its agent at the location(s) listed on the attached **Exhibit A** and according to the specifications in **Exhibit B** (the “Services”). ABM may perform the Services by any reasonable means and shall not be responsible for delays in performance beyond its control.

2. Term. This Agreement shall be in effect for three (3) years, commencing August 1, 2022 and ending July 31, 2025, and shall continue thereafter for successive periods of twelve months, subject to any termination pursuant to the terms and conditions of this Agreement.

3. Termination. If Client is dissatisfied with the quality of the Services, Client may inform ABM in writing of the specific areas of dissatisfaction, and if ABM shall fail to substantially correct the deficiencies within 30 days, Client may then terminate this Agreement by thirty (30) days’ written notice to ABM. Either party may terminate this Agreement by providing thirty (30) days’ written notice to the other party, and ABM may terminate services at any time without notice for nonpayment. All property and equipment furnished by ABM under this Agreement shall remain its property. Upon the termination of this Agreement, ABM shall have a reasonable time to remove its property and equipment from Client's premises.

4. Price. Client agrees to pay ABM monthly for the Services in accordance with the schedule attached as **Exhibit C**. If Client requires issuance of a Purchase Order Number (“PO”) in order for ABM to submit an invoice, Client shall provide ABM with a PO promptly upon Contract execution and shall provide ABM thirty (30) days written notice in advance of any change or update to an existing PO. Any PO issued by Client shall note the location listed above and all new, updated and PO renewals must be sent to PO_Update@abm.com and the local ABM point of contact. Invoices shall be distributed by ABM in PDF format via an automated email process unless other arrangements are agreed to in writing by the parties. All third-party fees for billing and invoice processing shall be the responsibility of Client and shall be billed by ABM to Client as third-party fees are incurred. Payment shall be due within thirty (30) days from the earlier of the date of invoice or the last day of each month for which the Services were performed. A late charge of the lesser of (a) 1.5% per month or (b) the maximum rate permitted by law, shall be paid by Client to ABM on any past due payment not received within fifteen (15) days after the payment due date. If Client’s account is referred to an agency or attorney for collection, Client shall reimburse ABM for its attorneys’ fees and collection costs. The price is based upon the service area and frequency of the Services in the attached specifications. If there is any change in either, Client and ABM agree to negotiate a reasonable price adjustment.

5. Adjustments for Wages and Fringe Benefits. The attached price schedule is based on present wages and fringe benefits. If wages or fringe benefits increase above those in effect on the date of this Agreement, Client agrees to proportionate increase in the price. Since wage and fringe benefit increases may be retroactive, price increases due to such cost increases shall be payable retroactively. ABM will notify Client as soon as possible if retroactive payments may be due. Client’s obligation for such price adjustments shall survive the termination of this Agreement.

6. Adjustments for CPI. At the end of each twelve (12) month period during the Term of this Agreement, the price shall be increased by the greater of: (a) three percent (3%), or (b) a percentage equal to the percentage increase in the Consumer Price Index for All Urban Consumers (CPI-U) during the twelve (12) month period immediately prior to the first day of the then current annual period; provided, however, that the percentage of increase in the price determined under this provision shall never exceed five percent (5%) in any twelve (12) month period.

7. Extraordinary Cost Changes. If any extraordinary event affects ABM's costs, upon notice to Client the parties agree to negotiate a reasonable adjustment. Such events shall include armed hostilities, riots, strikes, picketing, boycott, acts of God, national financial or economic disturbances, epidemics, and other events not reasonably foreseeable or against which ABM reasonably cannot protect itself.

8. Equipment. In event that this Agreement is cancelled or terminated prior to the expiration of its then current term, Client shall pay ABM within thirty (30) days after such cancellation or termination for any unamortized costs of any equipment purchased by ABM for use at the Client's locations. The amortization period shall be based on the date that the equipment was put into service.

9. Holidays. ABM is not obligated to perform the Services on the following holidays: New Years' Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Services on holidays, when requested, shall be charged on an over-time basis. A holiday on the sixth or seventh day of the work week shall be subject to additional charge of a full day at straight time if wages are required to be paid for that day.

10. Indemnification. ABM shall indemnify, defend and hold harmless Client from loss, liability, cost, or expense (including reasonable attorneys' fees) for bodily injury, death, and property damage (hereinafter, referred to as "Claims") but only to the extent same are caused by the negligence, misconduct, or other fault of ABM, its subcontractors, agents, and employees, and which arise out of Services performed under this Agreement. The foregoing provision shall only benefit Client if Client notifies ABM in writing of such Claim within five (5) days of same being reported to Client or its representative. Notwithstanding the foregoing, if ABM is required by Client to clean or wax floors when being used by employees, customers, tenants, or visitors, ABM shall not be responsible for any Claim in connection therewith. ABM shall not be liable for delay, loss, or damage caused by warfare, riots, strikes, boycotts, criminal acts, acts or omissions of others, fire, water damage, natural calamity, or causes beyond ABM's reasonable control. ABM shall not be liable for disposal of documents or valuable items left on floors, and Client shall indemnify and hold harmless ABM from Claims for such disposal. Client agrees to keep its facilities in a safe condition and in conformance with federal, state, and local laws, ordinances, and regulations. Client shall indemnify, defend, and hold harmless ABM from Claims to ABM's employees and others resulting from the condition of Client's premises or equipment, but only to the extent same are not caused by ABM's fault.

11. Limitation of Liability. If the Services set forth on **Exhibit B** include Disinfecting and/or Sanitizing Services, ABM and Client agree that the Disinfecting and/or Sanitizing Services are designed to create a visually clean environment and reduce but not eliminate the risks of spreading infectious disease and viruses. The Disinfecting and/or Sanitizing Services will align with the most current recommendations and guidelines on environmental cleaning published by relevant public health and occupational safety organizations, but there is no guarantee that the Disinfecting and/or Sanitizing Services or any cleaning services will completely eliminate the risks of spreading infectious disease and viruses. Therefore, ABM and Client agree that ABM shall have no obligation to defend Client against any Claims arising out of, alleging, or resulting from exposure to communicable disease or pathogens causing any such disease

(each, an “Exposure Claim”). Further, ABM’s indemnity obligation in connection with an Exposure Claim will be limited to loss or damage found by a court of competent jurisdiction to have been caused by the negligence or willful misconduct of ABM and in no event will ABM’s indemnity obligations in connection with an Exposure Claim exceed \$1,000,000. The foregoing shall include, without limitation, all defense costs, settlements, and verdicts.

The Disinfecting and/or Sanitizing Services are provided as is, where is, and for commercial use only without any representation or warranty of effectiveness or success. There are no other warranties or conditions, express or implied, including without limitation those of merchantability, satisfactory quality, or fitness for a particular purpose. ABM expressly disclaims any representations or warranties that Client’s use of the Disinfecting and/or Sanitizing Services will satisfy any statutory or regulatory obligations, or will assist with, guarantee, or otherwise ensure compliance with any applicable laws or regulations. ABM also expressly disclaims any representations or warranties made by the manufacturers or distributors of any cleaning products or equipment used by ABM to perform the Disinfecting and/or Sanitizing Services. Client assumes all responsibility for determining whether the Disinfecting and/or Sanitizing Services and selected cleaning products and equipment are sufficient for Client’s desired purposes.

Except as may be owed to a third party under a party’s indemnification obligations, neither ABM nor Client, or their respective owners, officers, directors, employees, agents, or affiliates, shall be liable one to the other whether under contract, statute, tort (including negligence) or otherwise, for any indirect, exemplary, unforeseeable, loss of profits, loss of use, punitive or consequential, incidental, or special damages, even if that party is notified in advance of such possibility, regardless of the form of the claim or action.

12. Insurance and Taxes. ABM agrees to maintain in full force and effect during the term of this Agreement the following insurance coverage for the work performed for Client under this Agreement:

- a. Commercial General Liability insurance with limits for bodily injury and property damage of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate.
- b. Commercial Automobile Liability insurance with limits of liability for bodily injury and property damage of not less than \$1,000,000 per occurrence.
- c. Workers Compensation insurance with statutory limits and with an Employers Liability Coverage of at least \$500,000.
- d. Sexual Misconduct & Molestation Liability insurance with limits of \$3,000,000 per victim.
- e. Employee Dishonesty/Fidelity insurance with limits of \$2,000,000 each occurrence.
- f. Excess or Umbrella Liability insurance on a follow-form basis with respect to the Commercial General Liability, Employers’ Liability, Commercial Automobile Liability, and Sexual Misconduct & Molestation Liability of not less than \$5,000,000 per occurrence, \$5,000,000 general aggregate.

ABM has the right to be self-insured where permitted by state law or to provide such coverage subject to a deductible or self-insured retention. ABM will provide Client with a certificate of insurance describing the coverage provided in accordance with these provisions and include Client as an additional insured. ABM, Client, and their insurers shall waive all rights of subrogation against one another for property damage claims. ABM shall be responsible for paying all payroll-based taxes affecting its employees. Client

agrees to pay for any sales and use taxes as well as increases in any taxes, workers' compensation, liability insurance, and other similar expenses of ABM.

13. Independent Contractor. ABM is an independent contractor and all persons employed to furnish the Services hereunder are employees of ABM and not of Client. The employees performing the Services for ABM will be employees of ABM, and ABM will pay for all wages, expenses, federal, and state payroll taxes and any similar tax relating to such employees; and will provide uniforms in accordance with ABM's established standards. In the event any employees or former employees of ABM or its affiliates are employed by Client or by any of Client's affiliates during the term of this Agreement or within 90 days after its termination, Client agrees to pay to ABM a fee equal to 10 percent (10%) of the annualized compensation of each such employee or former employee.

14. Employees. Upon written request by Client, ABM will remove from service any employee assigned to Client's premises who has engaged in improper conduct, including without limitation, a breach of Client policies or failure to perform the duties herein, provided such request is in accordance with applicable laws and collective bargaining agreements. ABM shall supervise its employees through ABM's designated personnel. In the event Client assumes any supervisory duties toward the ABM's employees or directs their acts or services, Client shall assume responsibility and shall indemnify, defend, and hold ABM harmless from loss, liability, or expense arising therefrom.

15. Keys. ABM shall not be provided master keys to any property. Should access to a master key be required, Client will provide a key box or lock box for such master key(s) at the property. Notwithstanding anything to the contrary in this Agreement, ABM shall not be responsible for any damages including, without limitation, any costs incurred in re-keying or changing locks caused by the loss or theft of such key(s).

16. Use. Client consents to ABM's use of Client's name, trademark, and/or logo in promotional materials, publicity releases, advertising, or any other similar publications or communications.

17. Notices. Notices, requests, demands, etc., shall be written and delivered or mailed with postage prepaid

to Client at:
Aberdeen School District
1100 West Commerce Street
Aberdeen, MS 39730
ATTN: Willie Brandon, Jr.

to ABM at:
ABM Industry Groups, LLC
6478 Hwy 90, Suite C
Milton, FL 32570
ATTN: Jonathan Romines

With a copy to:

ABM Legal Department

1350 Euclid Avenue, Suite 1600

Cleveland, OH 44115

Attn: Assistant General Counsel

LegalNotice@abm.com

18. Entire Agreement. This Agreement contains the entire agreement between the parties. All prior negotiations between the parties are merged in this Agreement, and there are no understandings or agreements other than those incorporated herein. This Agreement may not be modified except by written instrument signed by both parties. In the event of conflict between any of the foregoing provisions of this Agreement and any other contract, purchase order, agreement, request for proposal, or specification between the parties, this Agreement shall be controlling. This Agreement shall inure to and bind the successors, assigns, agents and representatives of the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

CLIENT

ABM INDUSTRY GROUPS, LLC

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Exhibit A
Service Locations

Exhibit B
Scope of Services

Exhibit C

Pricing and Payment of Schedule

2022-2023 School Calendar Year

12 Equal Monthly Payments	\$ 34,307.35
Annual Costs	\$411,688.20

Cost Breakdown by Building

Building Name	Monthly Cost	Annual Cost
Aberdeen Elementary	\$7,168.15	\$86,017.80
Aberdeen High/Superintendent's Office	\$15,785.38	\$189,424.56
Belle Elementary	\$3,927.19	\$47,126.28
Shivers Middle	\$6,268.89	\$75,226.68
Resource Center	\$816.83	\$9,801.96
Parent Center	\$340.91	\$4,090.92
Total Costs	\$34,307.35	\$411,688.20

Completed RFP Bidder Specifications and Conditions

**BOARD OF EDUCATION
ABERDEEN SCHOOL DISTRICT**

August 1, 2022- July 31 2025

REQUEST FOR PROPOSAL

FOR

JANITORIAL SERVICES

BID NUMBER: 03-22

**LEGAL NOTICE
SPECIFICATIONS**

April 2022

**SCHEDULE
Timetable**

The Contractor shall provide janitorial services for the Aberdeen School District starting August 1, 2022 and ending July 31, 2025.

Event	Date
Advertisement Begins	6- April -22
Specification Response Due Date	20- April-22
Bid Date	20 - April-22
RFP Evaluation	20 - April-22
Consideration for Board Approval	16- May-22
Implementation	1-Aug - 22

I. INSTRUCTIONS TO PROPOSERS

NOTICE IS HEREBY GIVEN that the Aberdeen School District (referred hereafter as District) will accept proposals in the form of electronic bids for a three (3) year contract for JANITORIAL SERVICES. The contract may be extended for an additional one (1) year term if agreed upon by both parties and subject to applicable statutes and regulations. Bids should be submitted for a three (3) year period starting August 1, 2022 and ending July 31, 2025. Bids will be taken online at Central Bidding portal located at www.centralbidding.com at 10:00 AM on April 20, 2022.

☒ ☐☒ ☐

Each proposal must be contained in a sealed envelope, which shall be endorsed on the outside with the following information:

☒ ☐

- a. PROPOSAL FOR JANITORIAL SERVICES
- b. Name and Address of Bidder
- c. Date and time due

User organizations cited as references may be contacted by the District to determine if the level of service provided to the organization by the Bidder is satisfactory or unsatisfactory. The District may also contact other organizations cited, such as banks, to verify the Bidder's response is accurate. Bidders are hereby advised that the District maintains the sole and exclusive right to determine whether or not any Bidder is responsible and can provide proper and satisfactory janitorial services as defined herein.

Specifications may be obtained www.centralbidding.com. All submissions must be sealed and clearly marked:

RFP For Janitorial Services Bid # 03-22

Bids can be submitted at www.centralbidding.com. For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814.

The Board of Education of the District reserves the right to reject any and all proposals, or to waive any informalities, irregularities or technicalities in any proposal, should it deem to be in the best interest of the District to do so. The contract will be awarded, if at all, to the most responsive Bidder meeting specifications as determined by the Board of Education. Proposals should be submitted on the premise that the District intends to contract as a single unit, and that the proposal must be acceptable to the Board. While the financial responsibility of the bidder is a significant concern, the Board is equally concerned with the proven ability of the bidder to satisfactorily perform the contract so that the service will be provided in accordance with proposed contract documents.

☒ ☐

The proposals will not be opened to the public nor be disclosed to unauthorized persons prior to award of the contract. However, after award of the contract, all bids shall be open to public inspection, subject to any continuing prohibition under disclosure of confidential data, which is designated as such in the bid. (Consistent with state law and District policy).

The District may or may not conduct negotiations of technical aspects of the proposals and/or prices after reviewing all proposals submitted. These negotiations will involve only bidders who submit bids, which fall within the competitive range.

The agreement to contract will be negotiated between the District and the successful bidder. **All Bidders shall submit a sample contract integrating the requirements specified herein as part of their bid. It shall be executed by the bidder as an offer to the District to contract on the terms specified therein.**

The District reserves the right to consider all relevant and reasonable criteria in selecting the successful Bidder, which may or may not be expressed in this Specification description.

☒ ☐

While price is an important element that the District will consider many other factors will be considered, and the contract will not necessarily be awarded to the lowest Bidder.

The following rubric will be used for the award of this contract:

Cost	15 points
Experience	20 points
Reliability	20 points
Expertise of personnel	25 points
Operational Plan	20 points

In no way shall the District or the Board of Education be required to justify its' decision or be held accountable to the bidders in making its' award of the contract or its' refusal to contract with any of the parties. The judgment of the value and merit of the bids shall be made solely at the discretion of the District.

Any explanation or statement which the Bidder wishes to make must be placed in the same envelope with the proposal but shall be written separately and independently of the proposal and attached hereto. Unless the Bidder so indicates, the bid shall be in strict accordance with the specification requirements.

☒ ☐

Bids must be accompanied by a bid bond in the amount of ***five percent (5%)*** of the regular contract cost for one year. Bonds will be returned concurrent with the bid award selection.

☒ ☐

No alternate bids shall be accepted. ☒ ☐

The charge for these services will be based on 232 day operational year. ☒ ☐

Bidders must satisfy themselves, upon examination of these specifications, as to the intent of the specifications. After submission of the proposal, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from either party. ☒ ☐

All proposals shall be deemed final, conclusive and irrevocable and no proposal shall be subject to correction or amendment for any error or miscalculation for one hundred and ninety (190) days after the date of the bid opening. ☒ ☐

The Contractor shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state (MS Codes 37-41-1 through 37-41-57), county and other local government agencies, which may in any manner affect the performance of the contract, and in particular, such laws pertaining to safety. The Contractor, in performing under this contract shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, age, sex or national origin, nor otherwise commit an unfair employment practice. ☒ ☐

No contract shall be assigned, or any part of the same subcontracted, without written consent of the Board, but in no case shall such consent relieve the Contractor from their obligations, or change the terms of the contract. ☒ ☐

GENERAL CONDITIONS TO BIDDERS

ADHERENCE TO STATE LAW ☒ ☐

The Contractor must adhere to all laws of the Mississippi Code, 1972, as amended, and shall observe and comply with all laws and regulations pertaining to Equal Employment Opportunity and Fair Employment Practices.

SUB-CONTRACTS ☒ ☐

Contractors shall bid on all services in connection with these specifications. It is unacceptable to the Board of Education for the company to sub-contract any portion of these services to other contractors.

HOLD HARMLESS CLAUSE☒ ☐

The Contractor agrees to indemnify, hold harmless and defend the District, their Board of Education, and all administrators, employees, agents, or servants of either the Board of Education or the District, against all suits, actions, legal proceedings, claims and demands, and against all damages, loss, costs, expenses and attorney's fees, in any manner, caused by, arising from, incidental to, connected with or growing out of the performance of the contractor, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of District, its agents or employees.

It is expressly agreed and understood that the Contractor is in all respects an independent contractor of the District and not an agent, servant or employee of the District. The Contractor is responsible for payroll related costs, including unemployment and workers' compensation, for its employees.

COLLUSIVE BIDDING☒ ☐

The Bidder certifies that his bid is made without any previous understanding, agreement or connection with any person, firm, or corporation making a bid for the same project, and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

PERSONNEL

The Contractor shall employ a qualified full-time staff to supervise the provision of janitorial services under this Agreement, including supervisory personnel to act in the capacity of liaison between the District and the Contractor. All staff assigned to work with the District shall be satisfactory to the District. Supervisory personnel shall be accessible to the Superintendent or his/her designee during normal hours of operation on each school day during the Term of this Agreement, and they shall provide emergency contact numbers for after hours. Contractor is to provide management personnel names, addresses, cell phone numbers and day time and after hour telephone numbers. Owners and/or senior management must be readily available for onsite meetings with the school district.

☒ ☐

The Contractor, in consultation with the District, shall supply, at its sole expense, all personnel necessary for the performance of its duties and obligations under this Agreement, such personnel will be employees of the Contractor. As indicated below, the contractor will provide one (1) employee at each site during normal school hours. Normal cleaning of all facilities will be performed after hours. Contractor's on-site staff is expected to be on site, ready to work from 7:00 AM until 3:30 PM Monday through Friday.

At the Contractor's expense, all employees of the Contractor who may have in district responsibilities must undergo a pre-employment drug-screening test and finger-print screening conducted in accordance with all applicable federal, State of Mississippi or local laws and regulation. It is recognized that, for the protection of the children, janitorial staff coming in contact with the students must be of stable personality and of highest moral character.

The responsibility for hiring and discharging personnel shall rest entirely upon the Contractor. The District shall have the right to request dismissal of any driver who in their opinion is not suitable to operate a bus.

The Contractor shall underwrite all costs incurred to provide qualified staff. Such costs shall include all training, physical examinations, any licenses and permit fees, recruitment and any other related fees.

The Contractor agrees that the janitorial employees currently employed with present carrier, shall be given the first opportunity to apply with, and be employed by the Contractor for service under this contract, subject to meeting all of the employment standards of the Contractor. (A complete list of such employees and the classifications to which they are currently assigned will be provided to the contractor as soon as an agreement is signed.)

The Contractor shall be responsible for providing substitute janitorial staff.

The Contractor agrees to make supervisory personnel and other staff available for reasonable community-related inquiries upon reasonable request and notice from the District.

SAFETY PROGRAM

The Contractor shall plan and administer a safety program in conformance with the State laws and regulations. A safety program for personnel will be conducted each month. ☒ ☐

The RFP submission shall include documentation of the safety program.

INSURANCE

Contractor shall carry, pay for, and keep in force, with a company or companies licensed to do business in Mississippi, comprehensive general liability and comprehensive automobile liability in minimum amounts of insurance as follows: ☒ ☐

\$2,000,000 bodily injury and death and/or property damage combined single limit for each occurrence.

The Contractor shall provide Workers Compensation Insurance for its employees in statutory limits.

The policy of liability insurance will carry an endorsement upon the face showing the District as additional insured under the policy. The additional insured status shall only apply to the claims that arise from contractor's performance of the Agreement.

The contractor shall present and maintain current certificates of insurance throughout the term of the contract to the District giving evidence of the insurance coverage.

The insurance company shall agree not to terminate their coverage without thirty (30) days written notice to the contractor and District.

Facilities for which services are to be provided and number of contractor onsite employees: ☒ ☐

Aberdeen Elementary – one (1) onsite employee

Aberdeen High School/Superintendent's Office – two (2) onsite employees

Belle/Shivers Middle School – two (2) onsite employees

Pre-K Building – onsite employee to be shared with Aberdeen Elementary

Resource Center – onsite employee to be shared with Aberdeen High School

Parent Center – onsite employee to be shared with Bell/Shivers Middle School

Bus Shop – onsite employee to be shared with Aberdeen High School

Football Stadium – As needed before and after each home event

Gymnasium – As needed before and after each home event.

A total of five (5) day porters shall be onsite during normal hours. The night cleaning staff will be determined by the contractor.

Services are to be provided at all athletic venues of the Aberdeen School District; however, refinishing of basketball arena playing surface will be the responsibility of the District.

REFERENCES

Bidders shall provide a list of three active clients as references. Please fill in all blank spaces.



Reference 1

Client Name: Chickasaw School District, MS
City, State: Houston, MS
Contact Person: John Ellison
Phone Number: 1- (662) 456-3332
Email: jellison@chickasaw.k12.ms.us
Years in Service: 5 Years
Annualized Cost of Service: \$404,415.40

Reference 2

Client Name: Winona-Montgomery Consolidated School District, MS
City, State: Winona, MS
Contact Person: Dr. Teresa Jackson
Phone Number: 1- (662) 283-3731
Email: teresaJackson@winonaschools.net
Years in Service: 8 Years
Annualized Cost of Service: \$438,829.10

Reference 3

Client Name: Yazoo County School District, MS
City, State: Yaxoo City, MS
Contact Person: Ken Barron
Phone Number: 1- (662) 746-4672
Email: ken.barron@yazoo.k12.ms.us
Years in Service: 4 Years
Annualized Cost of Service: \$632,396.40

REQUIRED RECORDS

The Contractor will maintain employee time and attendances records and other records to support their invoices to the District. ☒ ☐

CONTRACT CANCELLATION

Subject to the provision of Force Majeure hereof, if either party violates any of the material covenants or duties imposed upon it by this Agreement, such violation shall entitle the other party to terminate this Agreement in accordance with the following procedures: The non-defaulting party shall give the offending party ninety (90) days' written notice of default and the opportunity to remedy the violation. If at the end of such 90-day default notice period, the party notified has not remedied the purported violation, the non-defaulting party may terminate this Agreement as follows: on the first business day following the last day of the 90-day default notice period, the non-defaulting party shall give the defaulting party 30 days' notice of termination. If the non-defaulting party does not provide this 30-day notice of termination, the default notice shall be deemed rescinded. ☒ ☐

District reserves the absolute right without cause to cancel this Agreement effective at the end of any Contract Year on the failure of the state legislature to provide adequate funding to allow District to provide janitorial services to students within District. In the event District shall elect to terminate this Agreement due to state legislative funding deficiencies, District shall give written notice to Contractor on or before May 1 prior to the end of any Contract Year for services to be rendered in the following Contract Year. In the event state funding is restored following a termination of this Agreement under this Section, Contractor shall be entitled to a right of first refusal to provide continuing service to District under this Agreement.

CONTRACTOR NOT AN AGENT

The Contractor shall not be held or deemed in any way to be an agent, employee, or official of the District, but rather an independent Contractor furnishing janitorial services to the District. ☒ ☐

OPERATING EXPENSE

The Contractor shall provide and compensate its onsite employees and other personnel and pay all expenses pertaining to fulfilling this contract. The contractor is encouraged to purchase supplies locally as much as possible. ☒ ☐

INVOICING AND PAYMENT

The compensation payments are based upon a 232 day operating year. Contractor and District will agree upon an invoice structure that meets the District's invoicing requirements. In the event of a bona fide dispute, the District shall pay only the amount not in dispute. (MS Code 37-7-305) ☒ ☐

CONTRACT CONDITIONS

This agreement shall take effect on 1 August 2022, during the 2022-2023 school year and remain in force until 31 July 2025, with the option to extend for an additional one (1) year term upon the agreement of both parties. Any such additional extensions will not exceed more than one (1). ☒ ☐

FORCE MAJUERE

In the event Contractor is unable to provide the janitorial services as specified in this Agreement because of any act of God, civil disturbance, fire, riot, war, terrorism, picketing, strike, governmental action or any other condition or cause beyond Contractor's control, the District shall excuse the Contractor from performance under this Agreement.

☒ ☐
• SCOPE OF WORK •

The selected contractor shall implement a custodial management program for the Aberdeen Public School District facilities that will provide services and all necessary supplies and paper goods to part and/or all current buildings. The successful bidder shall also be required to provide new and unused dispensers for tissue paper, paper towels, and hand sanitizer.

☒ ☐

The physical services shall include but not be limited to the following (to be included in detail in the RFP presented to the school district):

DAY CUSTODIAN DUTIES

- Open building and check for maintenance issues ☒ ☐
- Respond to request by Principal (s) and teachers ☒ ☐
- Dust mop halls after class breaks as needed ☒ ☐
- Monitor all restrooms after each class break-mop floors, spot clean sinks, vanities, counter tops, mirrors, floors and walls, pick up paper and flush commodes and urinals, and take out trash ☒ ☐
- Pick up trash outside of building at least one (1) time per day ☒ ☐
- Clean and mop any accident that may occur during the day ☒ ☐
- Clean electrical rooms and storage closets ☒ ☐

CLASSROOMS/CAFETERIA/GYM**• DAILY**

- Empty wastebaskets and replace liners ☒ ☐
- Spot clean desk tops (removal of graffiti) ☒ ☐
- Clean and sanitize counters and sinks ☒ ☐
- Dust mop all VCT floors ☒ ☐
- Spot mop VCT floors with all-purpose cleaner ☒ ☐
- Vacuum all carpet ☒ ☐
- Vacuum walk-off mats ☒ ☐
- Secure any exterior doors and windows and turn off lights before leaving the room ☒ ☐

• WEEKLY

- Low dust all horizontal surfaces to hand height (70") including desks, chairs and tables ☒ ☐
- Damp clean baseboards ☒ ☐
- Sweep baseboards ☒ ☐

• Damp clean window ledges	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Remove fingerprints from doors, frames, light switches, kick plates, handles and railings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spot clean all door glass		
• Vacuum chalk rails and/or damp wipe	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Mop VCT floors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• MONTHLY		
• High dust above hand height (70") horizontal surfaces, including shelves, pipes, moldings, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Maintenance personnel will clean areas only accessible from higher than a 6 foot ladder	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Remove dust and cobwebs from ceiling areas		
• Dust blinds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• SEMI-ANNUALLY		
• Clean entire surface of student's desks and chairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Clean carpet to remove all stains, spills and soiled spots	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ANNUALLY		
• Refinish all floors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• AS REQUESTED		
• Clean and sanitize areas exposed to contagious germs as requested by the Building Principal or Site Supervisor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

BOARD ROOM, DISTRICT OFFICES, DISTRICT WORK ROOMS AND SCHOOL ADMINISTRATION OFFICES

• Empty wastebaskets and replace liners	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Dust furniture, including desks, chairs, tables, lamps, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Dust interior window ledges	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Dust telephones	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Spot clean all windows and glass partitions to hand height	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Dust mop VCT floors (with chemically treated dust mop)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Spot mop VCT floors with all-purpose cleaners	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Vacuum carpet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Spot clean carpet to remove all stains, spills and soiled spots	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Vacuum walk-off mats	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Remove fingerprints from doors, frames, light switches, kick plates, handles and railings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Ensure all offices are locked after cleaning	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• WEEKLY		

- | | | |
|--|-------------------------------------|--------------------------|
| • Low dust all horizontal surfaces to hand height (70") | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Damp clean baseboards | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Damp clean window ledges | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Spray buff VCT floors | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • MONTHLY | | |
| • High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Remove dust and cobwebs from ceiling areas | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Dust blinds | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • ANNUALLY | | |
| • Refinish all floors | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

TEACHER WORK AREA AND DUPLICATION ROOMS

- | | | |
|---|-------------------------------------|--------------------------|
| • DAILY | | |
| Empty wastebaskets and replace liners | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Dust furniture, including desks, chairs, tables, lamps, etc. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Dust interior window ledges | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Dust telephones | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Spot clean all windows and glass partitions to hand height | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Damp clean counter tops | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Damp clean vending machines | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Dust mop all VCT floors (with chemically treated dust mop) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Spot mop VCT floors with all-purpose cleaners | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Vacuum carpet | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Spot clean carpet to remove all stains, spills, and soiled spots | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Vacuum walk-off mats | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Remove fingerprints from doors, frames, light switches, kick plates, handles and railings | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • WEEKLY | | |
| Low dust all horizontal surfaces to hand height (70") | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Damp clean baseboards | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • MONTHLY | | |
| High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Remove dust and cobwebs from, ceiling areas | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

- **ANNUALLY**

Damp clean all washable furniture	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clean carpet to remove all stains, spills and soiled spots	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Refinish all floors	<input checked="" type="checkbox"/>	<input type="checkbox"/>

LIBRARY

- **DAILY**

Empty wastebaskets and replace liners	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dust furniture, including desks, chairs, tables, lamps, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dust interior window ledges	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spot clean all window glass and glass partitions to hand height	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spot clean desk tops	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dust mop all VCT floors with chemically treated dust mop	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spot mop Vinyl Commercial Tile floors with all-purpose cleaner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vacuum carpet and walk- off mats	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spot clean carpet to remove all stains, spills and soiled spots	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Remove fingerprints from doors, frames, light switches, kick plates, handles and railings	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- **ANNUALLY**

Refinish all floors (excluding the basketball arena playing surface)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The services to be provided to the Superintendent's office, the Resource Center and the Parent Center shall be provided during normal working hours.

BIDDER SIGNATURE PAGE TO BE COMPLETED BY BIDDER☒ ☐

SIGNATURE OF THE BIDDER ATTESTS THAT THE BIDDER HAS READ, UNDERSTANDS, AND AGREES TO ALL TERMS, CONDITIONS, AND SPECIFICATIONS SET FORTH IN THE REQUEST FOR PROPOSAL, FURTHERMORE, SIGNATURE BY THE BIDDER SIGNIFIES, THE REQUEST FOR PROPOSAL, THE ABERDEEN SCHOOL DISTRICT STANDARD TERMS AND CONDITIONS.

Company Name:**ABM Industry Groups, LLC****Representative/Title:****Marlene Silva, Customer Support Team****Billing Address AND Billing Office Person:****14141 Southwest Frwy, Suite400****City:****Sugar Land, TX****Zip Code:****77478****Phone:****713-776-5100****Cell:****901-569-6552****Email:****abmbilling@abm.com**

Bid Bond

BID BOND

Travelers Casualty and Surety Company of America
Hartford, CT 06183

KNOWN ALL BY THESE PRESENTS, That we, ABM Industry Groups, LLC, as Principal, and Travelers Casualty and Surety Company of America, as Surety, are held and firmly bound unto Aberdeen School District, as Obligee, in the sum of Five Percent of Amount Bid Dollars (5% of Amount Bid) for the payment of which we bind ourselves, and our successors and assigns, jointly and severally, as provided herein.

WHEREAS, Principal has submitted or is about to submit a bid to the Obligee on a contract for Janitorial Services, Bid No. 03-22 ("Project").

NOW, THEREFORE, the condition of this bond is that if Obligee accepts Principal's bid, and Principal enters into a contract with Obligee in conformance with the terms of the bid and provides such bond or bonds as may be specified in the bidding or contract documents, then this obligation shall be void; otherwise Principal and Surety will pay to Obligee the difference between the amount of Principal's bid and the amount for which Obligee shall in good faith contract with another person or entity to perform the work covered by Principal's bid, but in no event shall Surety's and Principal's liability exceed the penal sum of this bond.

Signed this 14th day of April, 2022.

ABM Industry Groups, LLC
 (Principal)

By: 

Lu Ann Brinkley, Director Insurance Services

Travelers Casualty and Surety Company of America

By: 

Amanda P. D'Angelo

, Attorney-in-Fact



Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

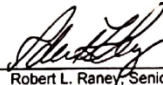
KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **AMANDA P D'ANGELO** of **HARTFORD, Connecticut**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 21st day of April, 2021.



State of Connecticut

By: _____



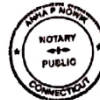
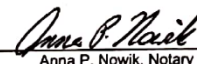
Robert L. Raney, Senior Vice President

City of Hartford ss.

On this the 21st day of April, 2021, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2026

Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

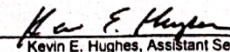
FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 14th day of April, 2022

Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.

Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

Why Choose ABM?

We Are Your Funding Experts

ABM has comprehensive knowledge of federal and state laws that govern the issuance of tax-exempt debt. We have a thorough understanding of the federal and state law requirements for structuring bond debt and capital leases, as well as federal and local grants and loans.

Many ABM team members have created long-term relationships with banks, bond counsels, and other financial institutions. These relationships are what provide ABM with the best financial outcome for ASD.

We Help Create General Fund Relief

We Are Your Trusted Advisor

- We are MS - Mississippi Education experts
- We will help you navigate your options
- We will help you avoid potential risks
- We can help educate you on current challenges and potential outcomes

We Offer Innovative Solutions

Our innovative solutions convert guaranteed savings into long-term capital funding programs through the implementation of facility improvements.

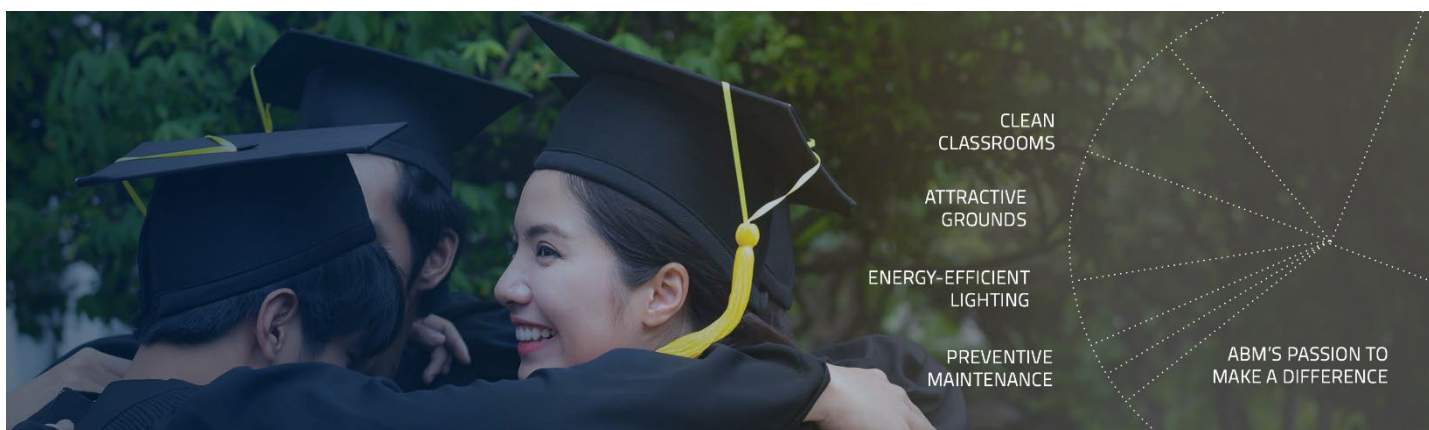
Enhanced Outcomes

Our Enhanced Outcomes offering is a solutions-based program designed to create available General Fund dollars in the short term.

This program ensures long-term sustainable savings and funding streams to fund infrastructure and other needs of K-12 schools, higher education facilities, cities, counties, and government agencies.

Enhanced Outcomes are designed for each client's specific requirements, resulting in:

- Capital Generation for Asset Replacement
- Guaranteed Outcomes and Savings
- Improved Occupant Safety and Comfort
- Increased Health and Productivity
- Reduced Risk



What to Expect from ABM



We are ready to Build Value for ASD.

ABM provides solutions that lower your operating costs, preserve your assets, and maximize their value.

Service Excellence

With our highly-trained, in-house workforce, you can trust that we'll provide you with services that increase efficiencies and lower your operating expenses—all while maintaining a uniform standard of service excellence.

Breadth of Services

We'll provide you with an unrivaled range of facilities solutions that will keep your properties safe, clean, comfortable and energy efficient.

Deep Industry Expertise

From our national office to our local branches, we've made sure our workforce understands your industry. After all, in over 110 years of service, we've developed the expertise to make our solutions work best for you.

Technology-Enabled Workforce

Your facilities will be serviced with the support of innovative technology solutions that will simplify service delivery and allow for greater transparency.

Guaranteed Sustainability Solutions

We have expertise to support your sustainability goals, including green cleaning, LEED support, bundled energy solutions, and more.