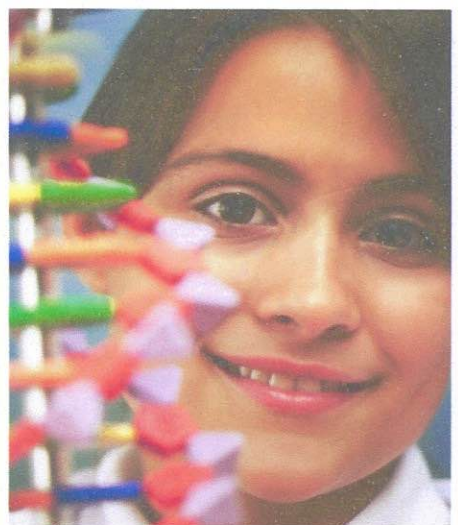




EJSCS, INC
501-951-1555



Aberdeen School District

Janitorial Bid: 03-22

Willie Brandon

Due Date: April 20, 2022

Time: 10:00am

www.ejscleaningservice.com



EJSCS, INC

April 20, 2022

Willie Brandon
Aberdeen School District
1100 West Commerce Street
Aberdeen , MS 39730

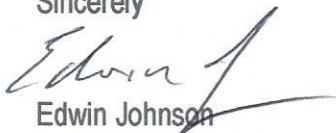
Bid: # 03-22

Mr. Brandon

On behalf of EJSCS, INC / DBA EJ'S CLEANING SERVICES. I am pleased to submit our proposal to provide custodial services for Aberdeen Public School District. EJ'S CLEANING SERVICE is qualified to provide the services outlined in this bid. With more than 25 years of experience in commercial janitorial services. EJ'S CLEANING SERVICES has built a reputation as the provider of choice for all types of commercial facilities.

We service Higher Educational, State and Local Government, Military, Medical Support and Public Facilities throughout the Southeast. Our Company is totally committed to providing the highest level of janitorial service and customer support. We would greatly appreciate the opportunity to earn your trust and business.

Sincerely


Edwin Johnson
President

2010 Martin
Little Rock, AR 72204
501-951-1555

ejscleaningservice2@hotmail.com

Aberdeen School District

Pricing Page

Aberdeen Elementary School \$8,833.33 per mo.

Aberdeen High School\$8,833.33 per mo.

Belle / Shivers Middle School\$8,833.33 per mo.

Total\$26,500.00 per mo.

Total\$318,000.00 per Year

Pay Rate: \$10.00 per hr per employee

Pay Rate: \$18.00-\$20.00 per hr On- Site supervisor

Staffing: 5 Day Porters , 5 Night Workers and 1 On Site Manager

Emergency COVID disinfecting services will be included in the above pricing.

EJSCS will provide Stripper and Wax for Annual floor refinishing services.

EJSCS provide all paper products, trash bags, soaps and cleaning products.

EJSCS, Inc

Edwin Johnson

2010 S. Martin St. Little Rock, AR 72204

501-951-1555

ejscleaningservice2@hotmail.com

www.ejscleaningservice.com

BID SPECIFICATIONS AND CONDITIONS

ABERDEEN SCHOOL DISTRICT – JANITORIAL SERVICES

BIDDER SHALL AFFIRM ALL CONDITIONS AND SPECIFICATIONS BY CHECKING YES FOR EACH REQUIREMENT

YES NO

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:

EJSCS, INC / DBA EJs CLEANING SERVICES

Representative/Title:

Edwin Johnson President

Billing Address AND Billing Office Person:

2010 South Martin St.

City:

Little Rock , AR

Zip Code:

72204

Phone:

501-951-1555

Cell:

501-951-1555

Email:

ejscleaningservice2@hotmail.com

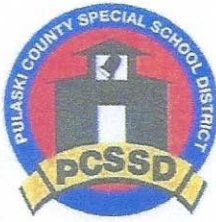
Reference Contact Information

Alcorn State University
Robert Watts / Director of Facilities
1000 ASU Drive
Lorman, MS 39096
601-645-2802
Email: rwatts@alcorn.edu
Job Size: 800,000 sq ft.

Pulaski County Special District
Tommy Farmer / Director of Facilities
925 East Dixon Rd.
Little Rock, AR 72206
501-765-3625 / 501-993-4795
Email: tfarmer@pccsd.org
Job Size: 400,000 sq ft.

Fort Campbell Army Base
2610 Indiana Ave
Fort Campbell, KY
Terri Hill SBM
270-439-1889
Email: HillT@aafes.com
Job Size: 155,000sq ft.

eStem Public Charter Schools
Rick Ramirez / Director of Maintenance
200 River Market Ave.
Little Rock, AR 72201
501-551-9782
Email: rick.ramirez@estemschools.org
Job Size: 100,000sq ft



**PULASKI COUNTY SPECIAL SCHOOL DISTRICT
Maintenance Department**

April 3, 2018

To Whom It May Concern:

Pulaski Special School District custodial services for 3 schools was provided by E.J. Cleaning Services, Edwin Johnson, Owner. Service began July 1, 2014. PCSSD encompasses four sites (Robinson Elementary, Clinton Elementary, Sylvan Hill Middle, Mills High) throughout the district.

Immediate results were seen as E.J. Cleaning began to service the schools. While all sites range in various sizes. (Total square footage 400,000+) and needs, requests to E.J. Cleaning for changes to address site specifics were handled promptly and efficiently. Custodial supervisor over the schools frequently assessing the services provided and communicating with campus personnel and E.J. Cleaning personnel on way and methods to improve the services.

Without a doubt the introduction of E.J. Cleaning Services for PCSSD has been a positive decision for Pulaski County Special School District.

Sincerely

A handwritten signature in black ink, appearing to read "Tommy Farmer", is written over a light blue horizontal line.

Tommy Farmer, Coordinator
Maintenance Support

501-765-3625 / 501-993-4795

eStem Public Charter Schools
200 River Market Ave, Suite 225
Little Rock, AR 72201
501-324-9200 (phone)
501-324-9201 (fax)




November 2, 2017

RE: Recommendation for EJ's Cleaning Service

To Whom It May Concern:

This is a recommendation for the services of EJ's Cleaning Service. eStem Public Charter Schools has been using EJ's to provide custodial housekeeping for our new high school on the campus of University of Arkansas at Little Rock since its opening in August 2017. EJ's Cleaning Service provides us with custodial housekeeping five days a week after business hours. The services provided include general trash pickup, mopping, vacuuming, dusting, and glass cleaning in over 40 classrooms, staff offices and conference rooms. EJ's Cleaning Service also cleans, disinfects and restocks the restrooms for our entire high school facility.

We have been very satisfied with the efficient and effective attention to detail provided by EJ's along with their reasonable overall cost of services. We are happy to recommend the custodial services of EJ's Cleaning Services at this time and feel free to contact me should you have any questions.



Mark Milhollen, CFO
eStem Public Charter Schools



MAGNET COVE SCHOOL DISTRICT

"Panther Pride Runs Deep"

472 Magnet School Road – Malvern, Arkansas 72104



February 7, 2017

To Whom It May Concern:

EJ's Cleaning Services, Inc. provided floor cleaning services for the Magnet Cove School District in the summer of 2016. EJ's stripped and waxed approximately 90,000 square feet of floors and cleaned approximately 10,500 square feet of carpet in our buildings.

We were pleased with the services they provided. Mr. Edwin Johnson, owner, was on our campuses often during the floor cleaning and he was always just an email or phone call away. He dealt immediately with any issues that we might have had during the entire process in a very professional and helpful way.

It is my pleasure to recommend that serious consideration be given to EJ's Cleaning Services, Inc. for any type of floor cleaning. If I can answer any questions that you may have, please feel free to contact me.

Sincerely,

Danny Thomas, Superintendent
Magnet Cove School District

William Jefferson Clinton Elementary Magnet School

Jackye Parker
Principal
142 Hollywood Avenue
Sherwood, AR 72120



Telephone (501) 833-1200
Fax (501) 833-1210

September 19, 2014

Dear Mr. Montgomery:

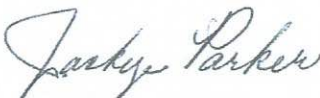
Thank you for contracting E.J.'s Cleaning Services, Inc. as our maintenance service provider. Taking responsibility for the cleanliness of this school carries with it a huge responsibility. E.J.'s team has received this responsibility with a sense of determination flavored with zest and zeal.

As the instructional leader, I have been quite pleased with the outcome. My opinion is based on both my observations, comments made by the staff and visitors who note the physical appeal of the building. The floors shine, the bathroom odor no longer permeates the building and the overall cleanliness upgrades the "feeling tone".

Although, the concerns have been limited, E.J.'s was responsive and corrective action was immediate. Their willingness to handle the school's needs has decreased the time I normally invest in custodial maintenance which frees me to focus more attention to curriculum and instruction.

The team is punctual, productive and business-like. Their presence is focused and their work ethics permeates a sense of integrity and pride. Without hesitation, I am pleased to have E.J.'s Cleaning Service as a part of our overall team. The role they play is of great value to us as we endeavor to provide a quality education.

Sincerely,



Jackye Parker
Principal



Joe T. Robinson Elementary School

Pamela McCurry, Principal
21600 Highway 10
Little Rock, AR 72223

Phone: 501.868.2420
Fax: 501.868.2442

May 13, 2016

EJ's Cleaning Services
2010 Martin
Little Rock, AR 72204
Attn: Mr. Edwin Johnson

Mr. Johnson,

Robinson Elementary has been very pleased with the services performed by our day (Jason Walker) and night crews. Whenever an area needed extra attention crews are more than helpful in accommodating our requests. Workers are always friendly to staff and students.

We offer this document as our Letter of Recommendation.

Sincerely,

Pamela McCurry
Principal





SOUTH LOUISIANA
COMMUNITY COLLEGE
320 DEVALCOURT ST.
LAFAYETTE, LA

Former Client

September 16, 2013

On Behalf of:

EJ's Cleaning Service
2010 Martin
Little Rock, AR 72204

To Whom It May Concern,

I am writing to recommend the services of EJ's Cleaning Service. South Louisiana Community College, a State of Louisiana Higher Educational entity, has been using EJ's to provide custodial housekeeping for a good number of SLCC facilities since the beginning of 2013. We have been very satisfied with their work and efforts. EJ's does a very good job, is efficient and effective, and employees are punctual. EJ's Cleaning Services offered the best cost and service combination in a competitive bid. Management and employees have a good service ethic.

EJ's provides services for nine of our campuses located in a six parish area in South Central Louisiana. The facilities served are educational buildings with a gross square footage of a little over 500,000 sq. ft. EJ's is on hand and provides five and three day a week service. This depends on the needs of the particular campus. Services rendered are provided by EJ's for each building. Examples of building areas serviced are restroom, office, conference room, kitchenette/lounge, hallway, lobby and assembly rooms. Example tasks include strip and wax, wet mop, dust mop, empty trash, dust, disinfect, vacuum, burnish, scrub, clean glass, clean marker boards, resupply bathroom consumables of soap, plastic bags, and paper towels, etc.

I'm happy to recommend the services of EJ's Cleaning Services. If you have any questions, feel free to contact me.

Edwin C. Lopez, PE,

A handwritten signature in black ink that reads "Edwin C. Lopez".

SLCC Facilities Director
PH: 337.521.8901
Email: Edwin.Lopez@solacc.edu



Education and Workforce Development that Transforms Lives and Advances the Community

December 1, 2014

To Whom It May Concern:

Central Louisiana Technical Community College janitorial services are provided by E. J. Cleaning Services, Edwin Johnson, Owner. Services began October 6, 2014. CLTCC encompasses seven sites (Alexandria, Cottonport, Ferriday, Jena, Leesville, Oakdale, Winnfield) throughout the central Louisiana area.

Immediate results were seen as E. J. Cleaning began to service all sites. Total mileage round trip for the college is 261 miles. While all sites range in various sizes (Total square footage 300,000+) and needs, requests to E. J. Cleaning for changes to address site specifics were handled promptly and efficiently. Regional Representatives are onsite frequently assessing the services provided and communicating with campus personnel and E. J. Cleaning personnel on ways and methods to improve the services.

Without a doubt the introduction of E. J. Cleaning Services for CLTCC has been a positive decision for Central Louisiana Technical Community College.

Sincerely,

A handwritten signature in blue ink that reads 'Donnis Poe'.

Donnis Poe, Director
Facilities and Risk Management

Main Campus

5960 Hwy. 167 North
Winnfield, LA 71483

521 East Bradford St.
Jena, LA 71342

15014 Lake Charles Hwy.
Leesville, LA 71446

4311 S. MacArthur Dr.
Alexandria, LA 71302

117 Hwy. 1152
Oakdale, LA 71463

2100 E.E. Wallace Blvd.
Ferriday, LA 71334

508 Choupique St.
Cottonport, LA 71327

www.clccc.edu

A Louisiana Community & Technical College System member institution governed by the Louisiana Board of Regents

Established 1938

EXECUTIVE SUMMARY

EJS CLEANING SERVICES 2010 Martin Little Rock, AR 72204 is a SBA Certified Minority Owned business. It was established in June 1997, to perform Janitorial Services for Private Companies and Government Agencies. EJS CLEANING SERVICES conducts business in Arkansas, Louisiana and Texas and employs over 70 workers.

ETS CLEANING SERVICES is a Sub-Chapter S Corporation registered in the state of Arkansas and is based in Little Rock. As a S Corporation, the stockholders are personally responsible for tax liabilities. All profits are taxed as personal income. EJS CLEANING SERVICES income is above 1 annual.

We currently clean 2 million Sq Feet daily, through the services that we provide. We offer Janitorial, Floor Care, Carpet Cleaning, Concrete Floor Polishing and Window Cleaning Services.

ETS CLEANING SERVICES has built excellent relationships with distributors of cleaning products and paper goods throughout the Southeast. Through these established relationships, we have quick access to the latest and innovative brand name equipment, tools and supplies. We only use industrial grade; top of the line equipment that assures a quality job and long life. We operate daily in many different environments and with different and sometimes complex cleaning needs that demand quality products. No matter what the challenge, we can meet it with our technical abilities and services.

ETS CLEANING SERVICES is committed to controlling quality at every level of your facility needs. Our Quality Control Program is designed to promote and maintain superior contract performance. It combines traditional, inspections-oriented processes with progressive education and training-oriented protocols to form a Total Quality Management Package that will meet or exceed contract requirements. One of the main objects of our Quality Control Plan is to minimize Job Performance Omissions and Job Performance Errors in Cleaning Procedures, before they become problems to the Building Environment.

We would greatly appreciate the opportunity to earn your trust and business. If you have any questions, please call us.





Company Overview

Company Experience: EJ's Cleaning Services has 24 years of providing environmentally friendly public, commercial, and institutional custodial services. We conduct business in Arkansas, Louisiana, Mississippi, and Kentucky and specialized in high-traffic volume institutions such as military facilities, public education (University and K-12), cities municipalities buildings, metro transportation, and retail facilities. We currently clean 2 million sq feet daily, through the services that we provide.

Our expertise in campus operational services and facilities management allow us the knowledge and resources to well – equipped and support the university. We are experienced in custodial services to academic and administrative facilities, residence halls, Student activities facilities, such as student unions, athletic centers, community arenas, football stadium, basketball arena, and other sport arenas and fitness performance centers. We services dormitories, restrooms, main hallway, entrance areas and lobbies, administrative offices, routine and preventive floor care and maintenance.

We provided special event services and support of set up of but are not limited to chairs, tables platform trash cans, recycling containers, trash removal and clean-up. We are experienced in sport arena sanitation of chairs and bleachers, trash cleaning up, and set-up and take-down.

Including documented quality checked orderly tidiness of floors and base molding shiny clean (streaks, dust, dirt, and stains are restricted to 2 days of residue) and devoid of buildup along the walls or corners. Lights are all working, custodial supplies are sustained, horizontal and vertical surfaces are clean (dust, dirt, smudges, and fingerprint maybe visible under close observation), all fixtures are clean. Washroom fixtures including shower fixtures and tiles are gleaming and washroom are odor free. We are steadfast on trash containers clean, empty, and odor free. To accomplish these objectives, we provide our custodial staff a well-defined description of cleaning tasks, performance frequency of tasks, and time to perform tasks. Inspection protocols and quality assurance audits are directed to determine and maintain APPA II and above standard of cleanliness is achieved.

EJ's Cleaning Services is experienced in providing APPA level I and II custodial services, including coordinate management/ custodial staffing, quality assurance program, streamline transitional program, and safety programs. Our commit to providing high-level standard of cleanliness involves documented quality checks of orderly tidiness and high standards with proactive open communications and additional special event tasks orders and issue resolutions via electronic reporting.

EJSCS, INC will coordinate management and custodial staffing. We have over hundreds of employees throughout the southwest. Staff recruitment involves online media announcements, valued staff recommendations, and employment agencies recruitment. All candidates are selected based necessary person interviews, criminal background check and drug screening. Personnel assigned to the facilities will be a continuously trained employees who has demonstrated excellent attendance, proven ability to complete assigned tasks, and committed to EJSCS's mission of providing first rate services.



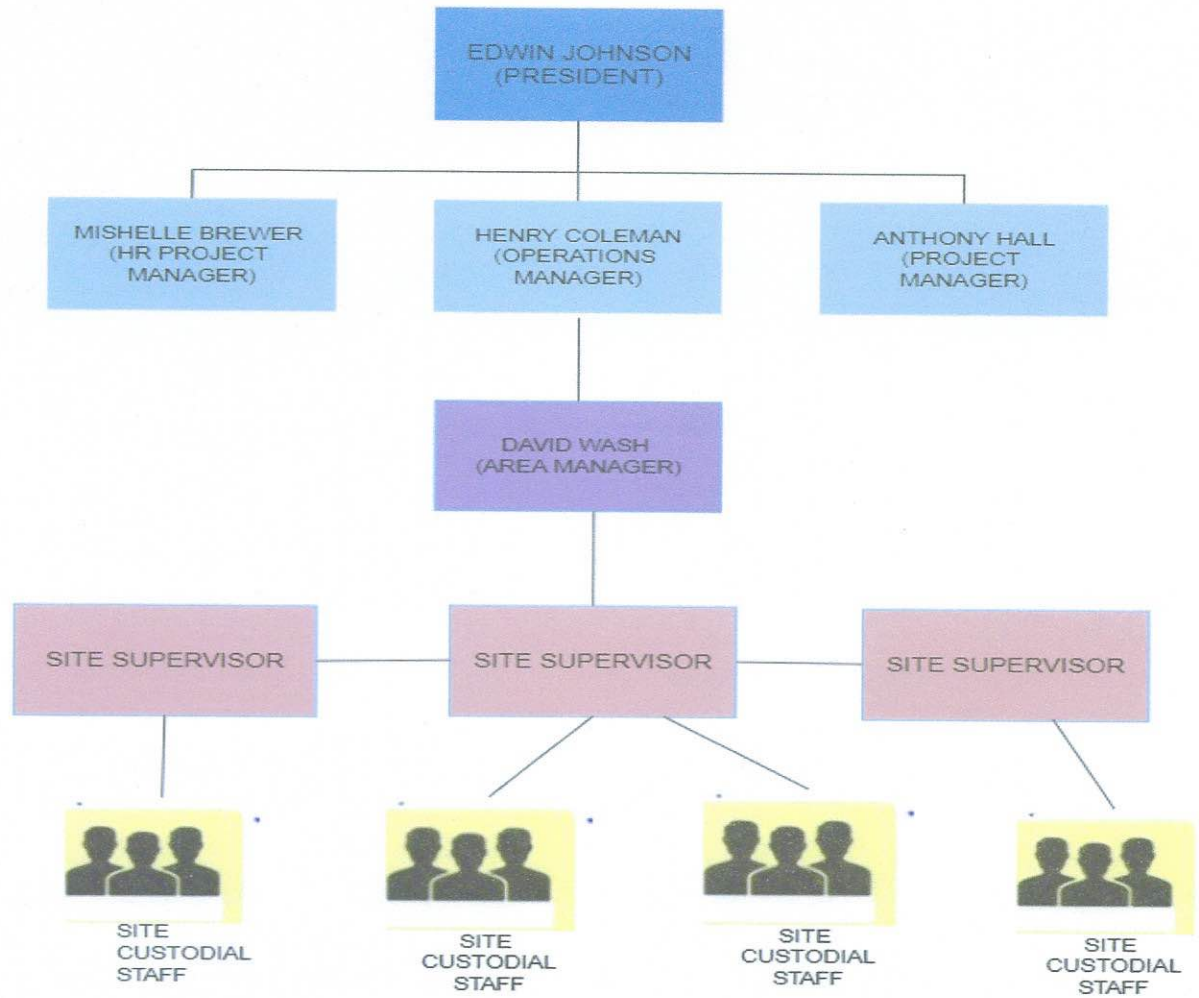
Key Corporate Personnel: Our leadership personnel consist of Director, HR Project Manager, On-Site Management, Project Managers, and Site Supervisors who responsible for meeting with each site designee Project Liaison to coordinate all contracted services. inspect the site, manage any complaints/requests, and provide a report of proof of inspection, equipment and supply issues, and corrective actions. The site Supervisor will coordinate work related activities with custodial staff members. Our appointed Site Supervisor presents a strong command of the English language, self- motivated, self-directed, and participates in work activities. Proper staffing levels will be maintained at all locations with the following procedures: Hiring, sustaining, and substituting approved staff. Staffing for the Aberdeen School District will consist of Day Porters, Night Porters, and an On-site Manager. We offer compensation starting at \$10.00 /hour.

- **Manager/Supervisor Duties:** But not limited to, oversee, and make corrections to all team members work duties, report any building maintenance issues, routine maintenance of all equipment, order supplies as needed, secure building facilities, perform all quality control checks nightly and complete all work in the SOW.
- **Restroom Tech Duties:** But not limited to, disinfect toilets and urinals, clean all mirrors, clean sinks, sweep and mop floors, replace salt and pepper good as needed, pick up trash and feminine product trash, white and disinfect walls as needed and complete all work in the SOW.
- **Floor Tech Duties:** But not limited to, dust mop, sweep, wet mop, scrub, buff floors, and vacuum carpet areas. And complete all work in the SOW.
- **Trash Pick-Up / Detail Duties:** All staff members and not limited to, trash pickup in the facilities, replace trashcan liners as needed, clean trash cans as needed. Detail duties include dusting, window cleaning and window seals, polishing of stainless-steel fixtures, cleaning of water fountains and wall fixtures, wiping down handrails and complete all work in the SOW.
- **Day Porter Duties:** But not limited to, clean inside areas, clean up cafeteria areas, trash pickup around ground, monitor and clean restrooms, complete any assigned daily task and complete work in the SOW.

Our workforce plan revolves around our key mission and objectives, to fulfill the goals of our clients. Also, our workforce plan is an ongoing organization-wide commitment to ensuring the right people are in the right roles doing the right things. We focus on: (1) Talent Acquisition, (2) Supply Analysis, (3) Gap Analysis, (4) Solution Implementation (5) Monitoring Progress.

Work Rate Per Team Member 5000sq /Feet Per Hour

EJSCS, INC Organization Chart:





EDWIN JOHNSON

OWNER/ CHIEF EXECUTIVE OFFICER

EDUCATION

Capital City Business College
August 2007 to May 2012

SKILLS

Proficient in drafting service contracts. Able to prepare and record invoices for billing. Hiring determined, knowledgeable, hardworking employees. Effective communication and building contractors. Arrange employees' task to ensure company profit by increasing employee productivity.

EXPERIENCE

OWNER/ CHIEF EXECUTIVE OFFICER • EJ'S CLEANING SERVICES •
09/1997 – PRESENT

- Draft service contracts for schools, multi office buildings, and construction clean-up.
- Hire and manage knowledgeable employees in the janitorial/custodial industry. Negotiate and balance equipment cost per contract
- Scheduling, logistics and planning for the following, including the creation of executive briefs.
- Internal communications, including employee engagement, internal videos, company events and other employee-facing opportunities, and external communications, including events, speaking engagements and media.
- External engagements; traditional, digital and emerging media; public speaking; and other opportunities to present the EJCS, INC. thought leader and visionary in the custodial industry and business generally.



MISHELLE BREWER

HUMAN RESOURCE PROJECT MANAGER

EDUCATION

Master of Science in Project Management

University of Maryland Global Campus

Bachelor of Science in Biology

University of Arkansas - Little Rock

SKILLS

Technical writing • Document management • SQL • Database management • MS Office • Data analytics • Agile

EXPERIENCE

HUMAN RESOURCE PROJECT MANAGER • EJ'S CLEANING SERVICES • 10/2018 - PRESENT

- Organizing programs and activities in accordance with the mission and goals of the organization.
- Developing new programs to support the strategic direction of the organization.
- Creating and managing long-term goals.
- Developing a budget and operating plan for the program.
- Developing an evaluation method to assess program strengths and identify areas for improvement.
- Writing program funding proposals to guarantee uninterrupted delivery of services.
- Managing a team with a diverse array of talents and responsibilities.
- Ensuring goals are met in areas including customer satisfaction, safety, quality, and team member performance.
- Implementing and managing changes and interventions to ensure project goals are achieved.
- Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions on services.
- Producing accurate and timely data reporting of program status throughout its life cycle.

IMPLEMENTATION PROJECT MANAGER • NPL • 09/201510/2018

Lead project planner for new client implementations. Managed and high-quality projects. Responsible for ensuring excellent management UX for each new client and manage the scope of services.



ANTHONY D HALL

OPERATIONS MANAGER/ FLOOR SPECIALIST

EDUCATION

Undergraduate Studies,
Bachelor's Degree Liberty
University Interdisciplinary
Studies: Business, Project
Management, & Criminal
Justice – (Grad Date: 2023)

SKILLS

- Efficient use of industrial electrical and non-electrical equipment, i.e.: buffer, scrubber, extractor, polisher, power washer

EXPERIENCE

OPERATIONS MANAGER/FLOOR TECH SPECIALIST • EJ'S CLEANING SERVICES • 7/2015 – PRESENT

- Oversight of work assignments requiring pre and post major construction, resurfacing, new build, detailed cleaning.
- Facilitate the oversight of repairs along with completing repairs to equipment, automated systems, and machines
- Maintained cleanliness of commercial, industrial, residential, public, and private buildings.
- Provided management and oversight of detailed cleaning processes of retail locations, food service locations, gymnasiums, schools, colleges, military facilities, medical facilities, business offices, and warehouses.
- Delivered professional, timely, and quality services that met or exceeded all customer specifications.
- Responsible for protecting property against such hazards as fire, theft, damage, accident, or trespassing.
- Responsible for cleaning floor surfaces i.e.: tile, concrete, carpet, wood, and laminate; before, during and after construction and resurfacing.

Staffing Plans: EJSCS intentions are focus on providing a clear vision of our approach to custodial services obligations. We are presenting optimal number of cleaning personnel (8 hours a day for Day Porter staff and 3-4 daily working hours for Night Custodial staff) with minimum disruption to the instructional process for students and faculty. Daily we perform cleaning methodologies define by APPA and our management is responsible that each location and staff meet those specifies requirement and administers our electronic inspection program and point out securing practice of subsidiary supplies restock and other RFP obligations.

We are committed to a policy of high-level standard of cleanliness. Including documented quality checked of orderly tidiness and high standards with proactive open communication of additional special event tasks orders and issue resolutions. We are committed to a policy of APPA Level II and above standard of cleanliness.

To accomplish these objectives, we provide our custodial staff a well-defined description of cleaning tasks, performance frequency of tasks, and time to perform tasks. Inspection protocols and quality assurance audits are directed to determine and maintain standard of cleanliness is achieved.

Operational hours are site specific and is defined and listed in this RFP and depends on Aberdeen School District requirements, event activities, routine & preventive maintenance, and emergency situations. All work shall be done with minimum disruption to normal School functions and activities. Shifts will be based on 8 hours net cleaning times.

Staffing Recommendations:

Aberdeen School District	1 Onsite Manager	EJSCS' Day Porter (8 hrs./day)	EJSCS' Night Custodial
Aberdeen Elementary		1 Day Porter (8 hrs./day)	5 Night Custodians (3-4 hrs./day)
Pre-K Building		Onsite employee to be shared with Aberdeen Elementary	
Aberdeen High School/ Superintendent's Office		2 Day Porter (8 hrs./day)	2 Night Custodians (3-4 hrs./day)
Resource Center		Onsite employee to be shared with Aberdeen High School	
Bus Shop		Onsite employee to be shared with Aberdeen High School	
Belle/Shivers Middle School		2 Day Porter (8 hrs./day)	2 Night Custodians (3-4 hrs./day)
Parent Center		Onsite employee to be shared with Bell/Shivers Middle School	
Football Stadium		As needed before and after each home event	
Gymnasium		As needed before and after each home event	

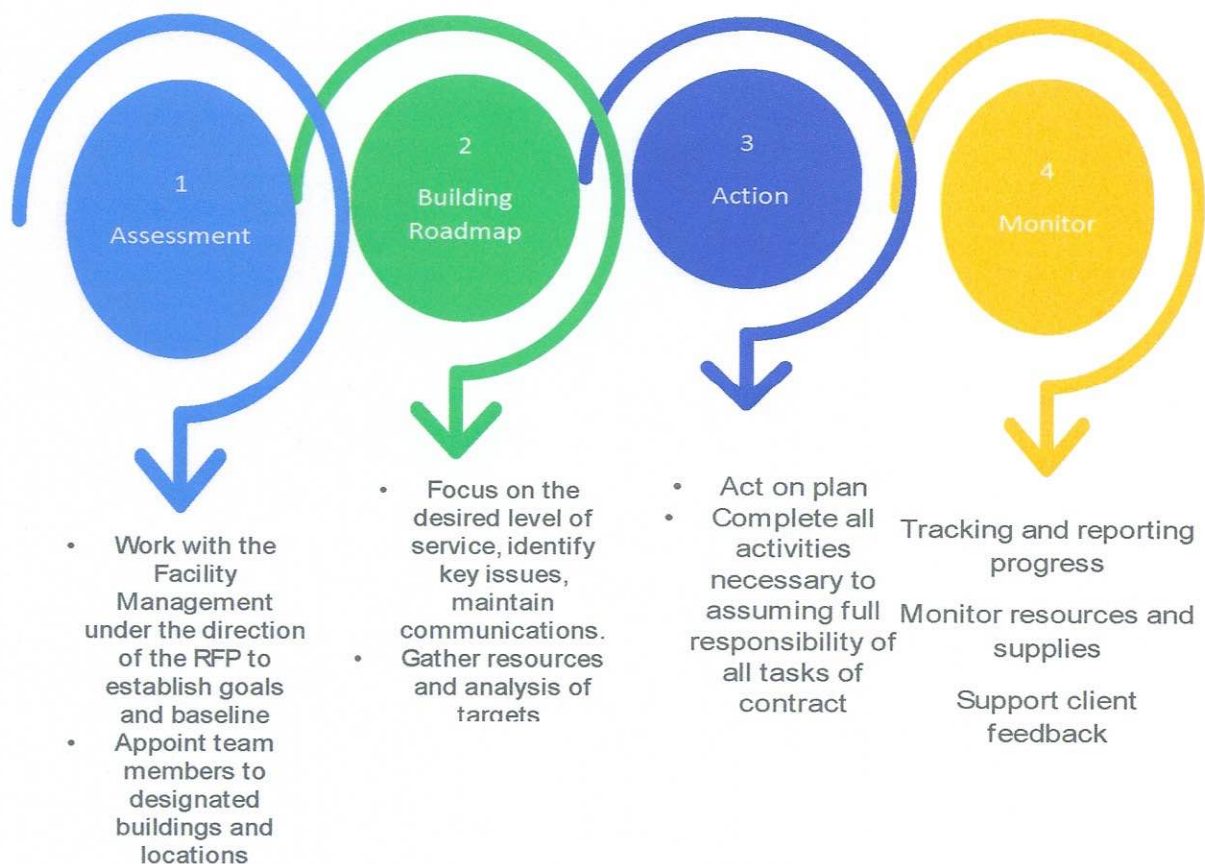
Operational Plan

TRANSITION: EJSCS, INC transition plan objective is to minimize the operational impact on custodial services within an awarded contract transfer and assumes full responsibility of custodial services effective date stated in set RFP. EJSCS, INC will maintain proper staffing and open communications to provide APPA II standard of cleanliness. Our transitioning plans includes utilization of available current staff members (when applicable). Also, staffing will be maintained at all locations with the following procedures: Hiring, sustaining, and substituting staff at all locations.

Staff recruitment involves online media announcements, valued staff recommendations, and employment agencies recruitment. All candidates are selected based necessary person interviews, criminal background check and drug screening. Personnel assigned to the Aberdeen School District will be a continuously trained employees who has demonstrated excellent attendance, proven ability to complete assigned tasks, and committed to EJSCS' mission of providing first rate service.

EJSCS, INC will maintain a proper staffing to provided maintain a standard of cleanliness. Facilities Services Designee are allowed to request a 24-hour advance staffing or scheduled work hours to modifications to accommodate schools' closings for holidays, special events, or increment weather.

EJSCS, INC TRANSTION/OPERATIONS PLAN





Custodial: We are committed to a policy of high-level standard of cleanliness. Including documented quality checked of orderly tidiness and high standards with proactive open communication of additional special event tasks orders and issue resolutions. We are committed to a policy of APPA Level II and above standard of cleanliness.

Including documented quality checked orderly tidiness of floors and base molding shiny clean (streaks, dust, dirt, and stains are restricted to 2 days of residue) and devoid of buildup along the walls or corners.

- Lights are all working, custodial supplies are sustained, horizontal and vertical surfaces are clean (dust, dirt, smudges, and fingerprint maybe visible under close observation), all fixtures are clean.
- Washroom fixtures including shower fixtures and tiles are gleaming and washroom are odor free.
- We are steadfast on trash containers clean, empty, and odor free.
- We sweep and spot mop academic and administrative classrooms, entrances, corridors, and lobbies daily multiple times.
- We clean, disinfect, and restock all restrooms daily.
- We lock and unlock academic and administrative buildings every day (exterior doors only).
- Floors will be mopped daily as needed and at the end of the day with a germicidal bacteriostatic cleaner (exceptions are facilities with sewage treatment plants). Introducing bacteria eating enzymes during the correct process.
- Floors will be scrubbed with an auto scrubber or low speed scrubber semi-annually.
- We empty trash in academic and administrative areas daily.
- We complete project work (floor stripping, carpet cleaning, window washing) throughout the year.
- We remove snow and ice around building entrances.
- We clean windows, ledges, and horizontal surfaces in buildings and administrative space.
- We disinfect all "high-touch" areas (doorknobs, desktops etc.) as part of a "Cleaning for Health" philosophy.
- Entire restrooms will be wiped down daily with germicidal disinfectant cleaner. Plumbing fixtures will be cleaned daily.
- Entire toilet (including base and both sides of seat) will be wiped down daily with germicidal cleaner and be stain free.
- Toilet seats will be maintained in a safe condition including safe mounting of toilet seat.
- We utilize "green" chemicals and a chemical management system to dispense the right product at the right amount.
- Stage areas must be cleaned weekly and when asked by the principal for special events.
- All mats shall be vacuumed as needed throughout the day

- All water fountains shall be sanitized daily and wiped clean of any marks or debris.
- Restrooms and locker rooms shall be wet mopped with germicidal disinfectant daily and rinsed afterwards.
- All hallways shall be wet mopped at the end of each day.
- Summer service shall be completed by July 30th.

Training

Training Programs for Management and Associates

EJSCS, INC effectively train staff about how to use cleaning and disinfection products safely:

- Custodial or other staff performing cleaning and disinfecting activities will receive appropriate training on how to properly use, store, label, transfer, and dilute (if appropriate) the specific products being used at each facility.
- Cleaning staff will be administered with proper personal protective equipment (PPE), including gloves, eye protection, respiratory protection, and other protective equipment, as required by the product manufacturer. See the product label and SDS (Safety Data Sheet) for each product used for specific PPE recommendations.
- Staff will follow the manufacturer's instructions about how to apply disinfectant products, including dilution instructions (if product is not "ready to use").
- EJSCS, INC use wiping technique and Electrostatic spray technology providing innovative methods to apply disinfectants, sanitizers, and odor counteractants to a variety of surfaces.

The E-Spray method helps ensure fast coverage of complex and hard to reach surfaces that could be easily missed. To be the most effective at killing viruses, the disinfectant must be left on the surface for time stated on the label (also known as the "contact time") and allowed to air dry.

EJSCS, INC will utilize methods and equipment as recommended by the US CDC and SC DHEC. Primary methods will include mechanical cleaning and disinfection by use of disposable disinfectant wipes and disinfectant solutions. Additional sanitization will be done by electrostatic application which provides broadcast disinfection for both solid and porous surfaces. The primary equipment used for electrostatic sanitization is the Clorox Total 360 system. This will be supplemented by other electrostatic application systems as they are acquired.

EJSCS, INC will coordinate management and custodial staffing online safety, diversity and inclusion training for workplace. All staff members are required this training along with safety training compliance training requirements.

Job Specific / Technical

EJSCS utilize "The Janitorial Safety Training Program" it consists of eight training sessions focusing on health and safety in the janitorial industry and cover these topics: Safety Orientation; Chemical Hazards; Electrical Hazards; Ergonomic Hazards; Injuries on the Job; Planning for Emergencies; Robberies and Assaults; and Slips and Falls. The program also includes OSHA training programs covering covid-19 safety. Training is provided to all employees as needed, to all new employees when they start, and to anyone with a new job assignment. Whenever new substances, processes, procedures, or equipment are introduced in the workplace, employees must receive training about them. Records of "The Janitorial Safety Training Program" are kept documenting that staff members satisfied the requirement.

All employees need to understand what to do during different kinds of emergencies. Employees are trained so they understand: their responsibilities during an emergency; the alarm system and "all clear" announcements; where

to gather during an emergency; how to report an emergency; what to do if there is a chemical spill; and who has training in first aid and training in the use of fire extinguishers.

Program Components: EJ's Cleaning Services implementation plan ensures achievement of targeted performance and successful fulfillment of benchmarks. This allows us to deliver outstanding janitorial services to our clients and ensures that we have the right resources at the right time. Our plan revolves around the following step:

Validate Service Requirement and Staffing

- Validate building conditions, square footage, and use type
- Determine optimal periods for cleaning and policing activities
- Develop staffing assignments and schedules to align resources with service
- Develop project/periodic service programs

Action Phase

- Reviewed and validated standardized service levels
- Defined equipment and service adjustments
- Reengineered building cleaning staff allocations to reflect RFP standards
- Develop individual building cleaning task assignments
- Develop supporting training requirements • Equipment • Safety • Job Skills

Service Delivery

- Perform the daily, weekly, monthly, quarterly, semi-annual, and annually day porter tasks during the established operating hours.
- "Sustaining" service staff maintain conditions throughout the day.
- Implement team cleaning to augment sustaining service crew.
- Complete clean frequency based on operational requirements
- Team cleaning to perform deep cleaning and floor maintenance
- Implement a planned maintenance approach for periodic tasks.

Monitor Progress and Report Results

- Management monitor and assess performance progression on implementation of activities and benchmarks.
- Keep records of inspection and reevaluate
- Communication and feedback of operations
- Implement any corrective actions

Standard Cleaning Procedures:

PURPOSE: EJ's Cleaning Services is committing to APPA II and above standards of cleaning, sanitizing, and disinfecting. Therefore, limiting exposure to germs and maintaining a safe environment protecting students, staff, and visitors. With the appropriately skilled and trained personnel our goal is to reduce the spread of germs keeping surfaces clean, disinfected, sanitize and support Covid -19 safety measures.

SCOPE: All EJSCS employees are registered in our human resource electronic database, we provide cloud-based geo-fenced staff time tracking. Tracking time of staff time entries, approvals, reports, etc.

available in real-time from any device. We provide a report authenticating staff on site numbers, attendance, and times. Also, we require custodial staff to wear identifiable uniforms and display employee photo identification badge displaying employee's name. All candidates are selected based on necessary person interviews, criminal background check and drug screening.

RESPONSIBILITY: On Site Management will ensure that all instructions outlined in this Disinfecting and Sanitizing Plan are followed and or corrected at their site of responsibility. All custodial employees must follow these procedures in this Disinfecting & Sanitizing Plan. On site management will conduct weekly inspections and ensure that staff are properly trained and are using proper disinfecting and safety protocols. As well as ensure custodial equipment used are clean, disinfected and working properly. Management must document cleaning inspections, take corrective action as necessary, and follow-up as needed.

Training is provided to all employees, to all new employees, when they start, and to anyone with a new job assignment. Whenever new substances, processes, procedures, or equipment are introduced in the workplace, employees must receive training about them. Records of "The Janitorial Safety Training Program" and this "Disinfecting and Sanitizing Plan" are kept documenting that all staff members satisfied the requirement.

Our Quality Control program includes a program utilizing a digital/electronic platform ("SWEPT") and post on all restroom doors a daily check form confirming cleaning activity (work performed and time) to ensure quality standards are met. EJSCS management will perform weekly inspections and audits to assess the facilities cleanliness operating a commercial cleaning software "Swept". We use this facilitate clear communications with key members to automate quality assurance inspections. The key members of the facilities are allowed to access the software to and review real-time reports and access additional inspections. Also, we will utilize "Swept" to conveniently schedule staff, manage inventory, and provide detailed instructions and updates to our staff member.

Covid- 19 Cleaning: Before School Opens:

Perform routine cleaning. Any areas in school buildings that have been unoccupied for seven (7) or more days need only routine cleaning, not disinfection. The virus that causes COVID-19 cannot survive outside of the body for long periods and after seven (7) days, it is unlikely that any viable virus will have survived on any type of surface, even under ideal conditions.

Plan. Using the checklist below as a guide, develop a cleaning and disinfecting plan for your school buildings that identifies what areas need cleaning, what areas need cleaning and disinfection, a schedule for cleaning and disinfection, what cleaning and disinfection products are needed, what personal protective equipment (PPE) is needed, and the person responsible for the cleaning and disinfection.

Covid- 19 Cleaning: After School Opens:

1. Identify which areas need only cleaning and which need cleaning, followed by disinfection.

- Areas needing only routine cleaning include:
 - Outdoor areas such as benches, tables, railings, and playground equipment. Do not spray disinfectants on these surfaces, as it is a waste of disinfection products, unnecessarily exposes children using equipment to disinfectants, and is not shown to provide any additional protection above routine cleaning alone. Cleaning of wooden surfaces outdoors is not recommended.

- Areas or items located indoors that are not touched or used frequently, such as floors, walls, windows, carpeting, light fixtures, and air vents.
- Areas needing cleaning, followed by disinfection include:
 - “High-touch areas”, which refers to hard surfaces indoors that are routinely touched by different individuals. Examples may include (but not limited to) desks and chairs, doorknobs, countertops, bathroom surfaces, copiers/scanners/fax machines, computer equipment, shared laptops, Chromebooks, or tablets, physical education equipment, locker rooms (benches, showers, and toileting areas), shared break room appliances, handrails, doorknobs, and light switches.
 - Any soft or porous materials that are shared by many individuals (such as blankets, towels, oven mitts, jerseys, etc.) need to be laundered frequently to properly disinfect them. Porous materials are not as easy to disinfect as hard surfaces, so it is recommended that porous surfaces that may be contacted by many different individuals throughout the school day but are not easily laundered (such as upholstered chairs, soft balls, and other soft physical education items, etc.) be removed from shared use areas or programs.

Schedules for Cleaning and Disinfection

Daily

- Routine cleaning of all areas of the school used during that day.
- Cleaning and disinfection of “high-touch” areas that you have targeted in your plan.

Twice Daily

- Plan to clean and disinfect bathroom surfaces twice per day, especially during times of full occupancy in the school and in high-traffic bathrooms that are in areas where they are more.

2. Train staff about how to use cleaning and disinfection products safely.

- Opening windows and/or ensuring ventilation system fans are running during cleaning and disinfecting will reduce exposure to the chemicals in these products.
- Custodial or other staff performing cleaning and disinfecting activities must receive appropriate training on how to properly use, store, label, transfer, and dilute (if appropriate) the specific products being used at each facility.
- Cleaning staff must be equipped with proper personal protective equipment (PPE), including gloves, eye protection, respiratory protection, and other protective equipment, as required by the product manufacturer. See the product label and SDS (Safety Data Sheet) for each product used for specific PPE recommendations.
- Follow the manufacturer’s instructions about how to apply disinfectant products, including dilution instructions (if product is not “ready to use”).
- To be effective at killing viruses, the disinfectant must be left on the surface for time stated on the label (also known as the “contact time”).

- Allow disinfected surfaces to air dry. Do not use fans or other mechanical means to shorten product drying times.
- If custodial or other staff who will be assigned cleaning and disinfecting tasks has asthma or other underlying respiratory problems, they should be given safety data sheets for the products that the school intends to use and receive medical clearance from their health provider before using any industrial or commercially available cleaning or disinfection products.

Specifications: (INSTRUCTIONS)

All Custodial Staff Members

- General Cleaning: will take place continuously throughout the day
- Disinfecting – All high touch areas will be disinfected thrice a day
- High –Touch Points
- Stair railings
- Water Fountains
- Doors and Push Plate
- Hand Sanitizer Station – Will be replenished as needed
- Lockers
- Doorknobs / Handles • Trash receptacles

RESTROOMS, LIBRARY, TEACHER WORK AREA, OFFICE, CLASSROOMS:

- General Cleaning, sanitizing, and monitoring of soap and paper supply – Cleaning and restocking should be targeted hourly.
- Deep cleaning will take place once a day.
- Disinfecting - All high touched areas will be disinfected throughout the day.
- High –Touch Points
- Fixtures
- Dispensers
- Mirrors
- Push Plates
- Trash receptacle
- Handles
- Stall Doors
- Dust
- Spot Clean
- Dust Mop
- Mop

INSTRUCTIONS: For Head Custodians:

- Inspect and ensure that staff are properly trained and are using proper disinfecting protocols for cleaning all potential transmission surfaces.
- Ensure custodial equipment used is clean and disinfected.
- Properly dispose of trash and disposable cleaning supplies.
- Responsible for all custodial activities of the RFP.

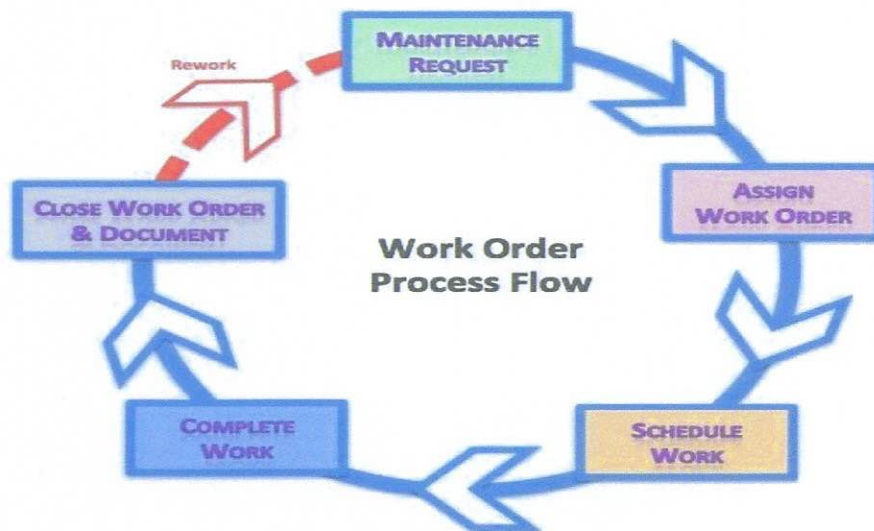
- Follow-up as necessary.

MONITORING:

- Verify daily access to the building by users other than custodial staff.
- Routinely clean and sanitize properly.
- Take corrective action as necessary.
- Follow-up as needed.
- Check and stock essential supplies as needed.

CORRECTIVE ACTION:

- Retrain any custodial services employee found not following the procedures in this Disinfecting & Sanitizing Plan.
- Assess fellow employees for signs of illness and report immediately to the Facilities Manager.



Customer Complaint Resolution:

We acknowledge and address immediately.

- We acknowledge
- We respond
- We act:
- We record / Monitor

Safety and Security:

a. Background Check Procedures:

EJSCS, INC is committed to ensuring that its clients are supported by qualified custodial staff and its facilities are safe. EJSCS, INC is also committed to taking meaningful actions to protect its facilities, property, and other assets. We have a policies and procedures for conducting pre-employment background check for all staff members.

EJSCS, INC will coordinate management and custodial staffing. Staff recruitment involves transitioning of Aberdeen School District approved staffing, online media announcements, valued staff recommendations, and employment agencies recruitment. All candidates are selected based necessary person interviews, criminal background check and drug screening. Personnel assigned to the district will be a continuously trained employees who has demonstrated excellent attendance, proven ability to complete assigned tasks, and committed to EJSCS' mission of providing first rate service.

b. Commercial Crime Coverage:

EJSCS, INC will notify the employee of the allegations against him or her and will invite the employee to discuss the matter. The manager will provide sufficient information about the alleged misconduct or poor performance and its possible consequences. The employee will be given a warning. He or she will be advised of the reason for the warning, how he or she needs to improve their conduct or performance, the timescale over which the improvement is to be achieved, that the warning is the first stage of the formal disciplinary procedure. Failure to improve performance in response to the procedure so far, a repeat of misconduct for which a warning has previously been issued, or a first instance of serious misconduct or serious poor performance, will result in a final warning being issued. Failure to meet the requirements set out in the final written warning will normally lead to dismissal. Dismissal can be authorized only by a senior manager or a Project Liaison.

EJSCS, INC. reserves the right to dismiss without notice of termination or payment in lieu of notice. Examples of gross misconduct include:

- Any breach of the criminal law, such as theft and unauthorized possession of the company or client's property, fraud, deliberate falsification of records or any other form of dishonesty
- willfully causing harm or injury to another employee, physical violence, bullying or grossly offensive behavior.
- deliberately causing damage to the Company's property.
- causing loss, damage or injury through serious carelessness or gross negligence.
- willful refusal to obey a reasonable management instruction or serious Insubordination.
- incapacity at work through an excess of alcohol or drugs.
- a serious breach of health and safety rules.
- harassing, bullying, or victimizing another employee on the grounds of race, color, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partnership status, age and/or disability.
- bringing the reputation of the Company into disrepute. This is an intended as a guide and is NOT an exhaustive list.

LIABILITY: EJ's Cleaning Services shall be responsible and assume liability for damages or losses resulting from the wrongful act(s) and/or negligence of their custodial staff members while they are on Bartlett's Schools approved premises. Reimbursements from insurer for any such damage or loss shall be disburse within thirty (30) days after a claim is submitted.

INSURANCE: EJ's Cleaning Services with notification of contract award, may provide a copy of certificates for the following insurer's coverages. Certificates for the following insurer's coverage:

- Workers' Compensation Insurance covering all individuals engaged in any work under the contract.
- Public liability and property damage insurance.
- A minimum, OF \$1,000,000 per occurrence; and \$1,000,000 in aggregate per type of coverage.

Disaster Preparedness/ Safety Program:

PURPOSE: To prevent and or reduce the possible on the job accident within the premises of Aberdeen School District and all employees, students, and visitors.

SCOPE: These procedures apply to all EJCS, INC custodial employees working in facilities of Aberdeen School District.

RESPONSIBILITY: On Site Management will ensure that all instructions outlined in this Safety Plan are followed and or corrected at their site of responsibility. All custodial employees must follow these procedures in this Custodial Safety Plan and report any accidents or injuries immediately to on site management. All employees must attend regular quarterly safety meeting for update and documented OSHA training.

GENERAL SAFETY RULES: For a safe workplace our safety plan includes general safety rules and training on appropriate use of warning signs, slick floors, heavy equipment, examining electric cords, strong chemicals, use of PPE, and ergonomic stress. A current Safety Data Sheets (SDS) covered by a three-ring binder and enclosed in document protector will be posted where the cleaning supplies are stored. Also, all staff members will comply with all District safety rules that apply with custodial operations. EJCS, INC comply with OSHA, MIOSHA, and CDC regulations and training requirements. Enclosed as appendix is a copy of EJCS, INC covid-19 safety program and a full of EJCS 's safety manual is available upon request.

MONITORING On site management will inspect and ensure that staff are properly trained and are using proper disinfecting and safety protocols. Ensure custodial equipment used is clean and disinfected. Document cleaning inspections, take corrective action as necessary and follow-up as needed.

Hazardous Materials Spill Response Plan

Emergency Procedures:

The following procedures are in place to respond to hazardous material spills Material Safety Data Sheets can be found in each location that the school has hazardous material. This information identifies the hazards associated with each chemical as well as first aid procedures and clean up information. In the event of any life serious personal injury or life-threatening situation please dial **911 immediately**.

Simple Spill Incident Simple spills meet these criteria:

- 1.They are contained
- 2.They do not endanger our students and staff
- 3.Can be responded to safely by people trained to use the material.

Major Spill Incident These spills require emergency support and have the following characteristics

1. Spread
- 2.Involve a personal injury or rescue
- 3.Endanger either people or the environment (including storm water)
- 4.Present an inhalation hazard
- 5.Has created significant contamination for personnel

Gasoline/Diesel Spills

- 1.Immediately cut all power to the gas pump
- 2.Place hazardous waste collection tubes to contain the spill
- 3.Make sure that storm water drains have been protected.
- 4.Place absorbent pads or oil absorbent over the spill area.
- 5.Collect in steel drum and bring to the hazardous waste shed

Procedures Interior Building

- 1.Warn people to evacuate
 - 2.Turn off ventilation
- Leave fume hoods on
- Do not turn any power on
- 5.Assemble students and staff at a safe distance
 - 6.Secure the
 - 7.Collect spill information and MSDS information

Wait and provide the information to the responders Exterior Grounds

- 1.Warn people to evacuate the area
- 2.Obtain proper Personal Protective Equipment
- 3.Use the spill control supplies to isolate the spill and secure the area
- 4.Protect campus storm

5. Collect spill information and MSDS

6. Wait and provide the information to the responders

AMPHOMAG® SIMPLE SPILL CLEANUP GUIDE

Keep your lab workers and lab environment safe with a quicker spill response.



Sustainability Program Overview:

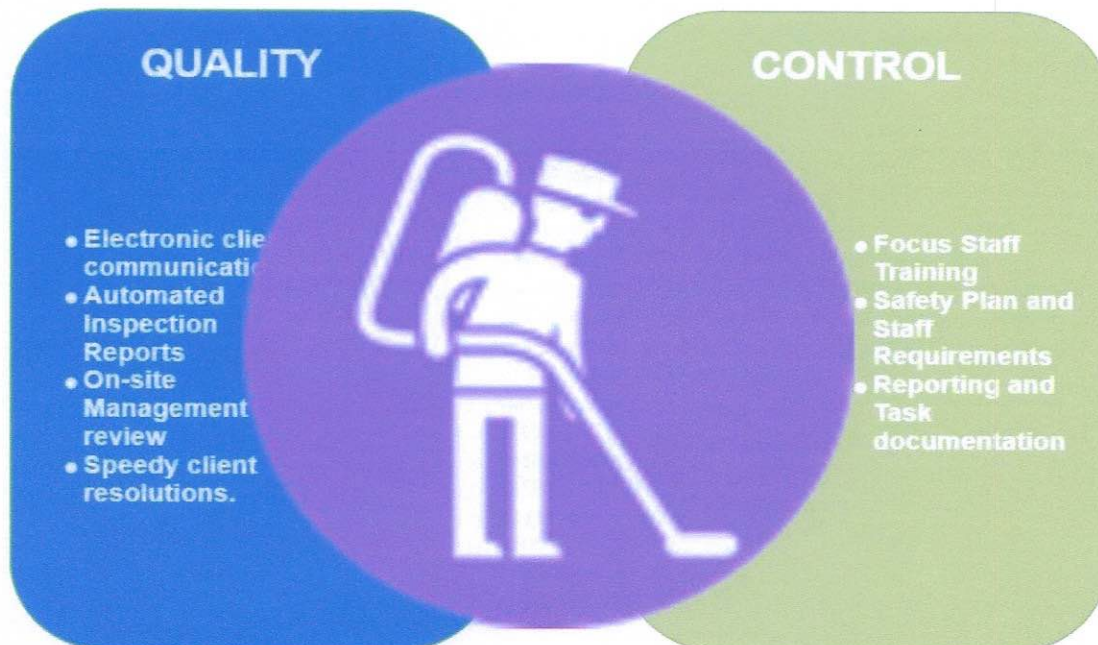
EJSCS, INC agrees to keep energy consumption at a minimum and will comply with energy conservation practices and policies in keeping with the district's efforts. We train our custodial team members to be environmental stewards of the facilities we service and practice conserving energy, water, and using smart waste diversions techniques. Our method employs techniques: optimized cleaning frequencies and workflow and schedules. New-technology microfiber dust mops, wet mops, and cleaning cloths reducing the use of chemicals and increasing effectiveness. Ready to use products, properly maintain cleaning equipment for greater sustainability and conservation of resources.

Quality Assurance Program

EJ's Cleaning Services is committing to APPA II and above standards of cleaning, sanitizing, and disinfecting. Therefore, limiting exposure to germs and maintaining a safe environment protecting students, staff, and visitors. With the appropriately skilled and trained personnel our goal is to reduce the spread of germs keeping surfaces clean, disinfected, sanitize and support Covid -19 safety measures.

On Site Management will ensure that all instructions outlined in this Disinfecting and Sanitizing Plan are followed and or corrected at their site of responsibility. All custodial employees must follow these procedures in this Disinfecting & Sanitizing Plan. On site management will conduct weekly inspections and ensure that staff are properly trained and are using proper disinfecting and safety protocols. As well as ensure custodial equipment used are clean, disinfected and working properly. Management must document cleaning inspections, take corrective action as necessary, and follow-up as needed. Training is provided to all employees, to all new employees, when they start, and to anyone with a new job assignment. Whenever new substances, processes, procedures, or equipment are introduced in the workplace, employees must receive training about them. Records of "The Janitorial Safety Training Program" and this "Disinfecting and Sanitizing Plan" are kept documenting that all staff members satisfied the requirement.

Our Quality Control program includes a program utilizing a digital/electronic platform ("SWEPT") and post on all restroom doors a daily check form confirming cleaning activity (work performed and time) to ensure quality standards are met. EJSCS management will perform weekly inspections and audits to assess the facilities cleanliness operating a commercial cleaning software "Swept". We use this facilitate clear communications with key members to automate quality assurance inspections. The key members of the facilities are allowed to access the software to and review real-time reports and access additional inspections. Also, we will utilize "Swept" to conveniently schedule staff, manage inventory, and provide detailed instructions and updates to our staff member.



**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.

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BID SPECIFICATIONS AND CONDITIONS

ABERDEEN SCHOOL DISTRICT – JANITORIAL SERVICES

BIDDER SHALL AFFIRM ALL CONDITIONS AND SPECIFICATIONS BY CHECKING 'YES' FOR EACH REQUIREMENT

YES NO

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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.

BID SPECIFICATIONS AND CONDITIONS

ABERDEEN SCHOOL DISTRICT – JANITORIAL SERVICES

BIDDER SHALL AFFIRM ALL CONDITIONS AND SPECIFICATIONS BY CHECKING 'YES' FOR EACH REQUIREMENT

YES NO

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.

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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.

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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.

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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.

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BID SPECIFICATIONS AND CONDITIONS

ABERDEEN SCHOOL DISTRICT – JANITORIAL SERVICES

BIDDER SHALL AFFIRM ALL CONDITIONS AND SPECIFICATIONS BY CHECKING 'YES' FOR EACH REQUIREMENT

	YES	NO
No alternate bids shall be accepted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The charge for these services will be based on 232 day operational year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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.

BID SPECIFICATIONS AND CONDITIONS

ABERDEEN SCHOOL DISTRICT – JANITORIAL SERVICES

BIDDER SHALL AFFIRM ALL CONDITIONS AND SPECIFICATIONS BY CHECKING 'YES' FOR EACH REQUIREMENT

YES NO

COLLUSIVE BIDDING

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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.

BID SPECIFICATIONS AND CONDITIONS

ABERDEEN SCHOOL DISTRICT – JANITORIAL SERVICES

BIDDER SHALL AFFIRM ALL CONDITIONS AND SPECIFICATIONS BY CHECKING 'YES' FOR EACH REQUIREMENT

YES NO

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.

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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.

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The RFP submission shall include documentation of the safety program.

BID SPECIFICATIONS AND CONDITIONS

ABERDEEN SCHOOL DISTRICT – JANITORIAL SERVICES

BIDDER SHALL AFFIRM ALL CONDITIONS AND SPECIFICATIONS BY CHECKING 'YES' FOR EACH REQUIREMENT

YES NO

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:

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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.

BID SPECIFICATIONS AND CONDITIONS

ABERDEEN SCHOOL DISTRICT – JANITORIAL SERVICES

BIDDER SHALL AFFIRM ALL CONDITIONS AND SPECIFICATIONS BY CHECKING 'YES' FOR EACH REQUIREMENT

YES NO

REFERENCES

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

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BID SPECIFICATIONS AND CONDITIONS

ABERDEEN SCHOOL DISTRICT – JANITORIAL SERVICES

BIDDER SHALL AFFIRM ALL CONDITIONS AND SPECIFICATIONS BY CHECKING 'YES' FOR EACH REQUIREMENT

YES NO

Reference 1

Client Name:

City, State:

Contact Person:

Phone Number:

Email:

Years in Service:

Annualized Cost of Service:

Reference 2

Client Name:

City, State:

Contact Person:

Phone Number:

Email:

Years in Service:

Annualized Cost of Service:

Reference 3

Client Name:

City, State:

Contact Person:

Phone Number:

Email:

Years in Service:

Annualized Cost of Service:

REQUIRED RECORDS

BID SPECIFICATIONS AND CONDITIONS

ABERDEEN SCHOOL DISTRICT – JANITORIAL SERVICES

BIDDER SHALL AFFIRM ALL CONDITIONS AND SPECIFICATIONS BY CHECKING 'YES' FOR EACH REQUIREMENT

YES NO

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.

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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.

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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.

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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)

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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).

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FORCE MAJURE

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.

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BID SPECIFICATIONS AND CONDITIONS

ABERDEEN SCHOOL DISTRICT – JANITORIAL SERVICES

BIDDER SHALL AFFIRM ALL CONDITIONS AND SPECIFICATIONS BY CHECKING 'YES' FOR EACH REQUIREMENT

YES NO

• 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.

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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

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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

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• WEEKLY

- Low dust all horizontal surfaces to hand height (70") including desks, chairs and tables
- Damp clean baseboards
- Sweep baseboards
- Damp clean window ledges
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings Spot clean all door glass
- Vacuum chalk rails and/or damp wipe

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BID SPECIFICATIONS AND CONDITIONS

ABERDEEN SCHOOL DISTRICT – JANITORIAL SERVICES

BIDDER SHALL AFFIRM ALL CONDITIONS AND SPECIFICATIONS BY CHECKING 'YES' FOR EACH REQUIREMENT

	YES	NO
• 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 Remove dust and cobwebs from ceiling areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• 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"/>

BID SPECIFICATIONS AND CONDITIONS

ABERDEEN SCHOOL DISTRICT – JANITORIAL SERVICES

BIDDER SHALL AFFIRM ALL CONDITIONS AND SPECIFICATIONS BY CHECKING 'YES' FOR EACH REQUIREMENT

YES NO

• MONTHLY

- High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc ☒ ☐
- Remove dust and cobwebs from ceiling areas ☒ ☐
- Dust blinds ☒ ☐

• ANNUALLY

- Refinish all floors ☒ ☐

TEACHER WORK AREA AND DUPLICATION ROOMS

• DAILY

- Empty wastebaskets and replace liners ☒ ☐
- Dust furniture, including desks, chairs, tables, lamps, etc. ☒ ☐
- Dust interior window ledges ☒ ☐
- Dust telephones ☒ ☐
- Spot clean all windows and glass partitions to hand height ☒ ☐
- Damp clean counter tops ☒ ☐
- Damp clean vending machines ☒ ☐
- Dust mop all VCT floors (with chemically treated dust mop) ☒ ☐
- Spot mop VCT floors with all-purpose cleaners ☒ ☐
- Vacuum carpet ☒ ☐
- Spot clean carpet to remove all stains, spills, and soiled spots ☒ ☐
- Vacuum walk-off mats ☒ ☐
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings ☒ ☐

• WEEKLY

- Low dust all horizontal surfaces to hand height (70") ☒ ☐
- Damp clean baseboards ☒ ☐

• MONTHLY

- High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc. ☒ ☐
- Remove dust and cobwebs from, ceiling areas ☒ ☐

• ANNUALLY

- Damp clean all washable furniture ☒ ☐
- Clean carpet to remove all stains, spills and soiled spots ☒ ☐

BID SPECIFICATIONS AND CONDITIONS

ABERDEEN SCHOOL DISTRICT – JANITORIAL SERVICES

BIDDER SHALL AFFIRM ALL CONDITIONS AND SPECIFICATIONS BY CHECKING 'YES' FOR EACH REQUIREMENT

	YES	NO
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.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

EJSCS, INC

Business name/disregarded entity name, if different from above

EJ'S CLEANING SERVICES

Check appropriate box for federal tax

classification (required): ☐ Individual/sole proprietor ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Exempt payee

☐ Other (see instructions) ▶

Address (number, street, and apt. or suite no.)

2010 Martin

City, state, and ZIP code

Little Rock, AR 72204

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

 - -

Employer identification number

81 - 3522942

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign
Here

Signature of
U.S. person ▶

Date ▶ **March 14, 2018**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.