

# District Original

## Custodial Services Proposal



Nelson County Schools  
Boston School  
Custodial Services Proposal  
July 10, 2013

*From*



4702 Western Avenue, Suite 101  
Knoxville, TN 37921  
888-736-0863



**BOSTON SCHOOL**

130 Wilson Creek Road, Boston, KY 40107

"Dreams Grow Here!"

**QUALITY ● MEASURED. MANAGED. GUARANTEED.**



July 10, 2013

Mr. Tim Hockensmith  
Executive Director of Operations  
Nelson County School District  
288 Wildcat Lane  
Bardstown, KY 40004

Re: Request for Proposal – Custodial Services for Boston School

Dear Mr. Hockensmith:

Thank you for allowing GCA Education Services to provide a proposal for Custodial Services for Boston School located at 130 Wilson Creek Road, Boston, KY 40107. Cleaning specifications will remain the same as current contract with Thomas Nelson High School.

We look forward to presenting our proposal to you and our continued relationship with Nelson County School District.

Thank you for this opportunity.

Sincerely,

A handwritten signature in cursive script that reads "Jim Heatherly".

Jim Heatherly

Senior Sales Director

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**GCA**   
SERVICES GROUP <sup>SM</sup>

QUALITY • MEASURED. MANAGED. GUARANTEED.

## EXECUTIVE SUMMARY



GCA Services Group is a well-capitalized, privately-owned corporation based in Cleveland, Ohio, with division and regional operations throughout the United States. GCA Education Services, a division of GCA Services Group and headquartered in Knoxville, Tennessee, provides custodial, facilities operations and maintenance, and/or grounds services over 200 school districts and 70 colleges and universities. GCA's revenue exceeds \$800 million and employs more than 32,000 people.

**GCA's formula for success is simple: First, provide top quality service and then the clients will follow.**

This formula for exceeding customer expectations has been the backbone of GCA since the very beginning. Providing 'top quality' delivers several benefits. First, happy clients will remain clients. GCA's client retention rate, which exceeds 98%, is indicative of this commitment. Second, happy clients will tell others, which helps the company grow. Please ask our clients about us. That is the best way of understanding GCA's ability to serve.

This unbending commitment to quality is provided through the principal strength of GCA – high caliber on-site managers continuously supported by expert operations teams.

**GCA's greatest interest is to provide the most healthy and safe environment for the students, faculty and staff of Nelson County School District.**

GCA's corporate goals are as follows:

- To provide a clean, safe and healthy learning environment
- To be the best in quality of work and in service
- To act with integrity by exceeding commitments to clients and employees
- To enable our people to grow in skills and achievement
- To grow responsibly consistent with achieving the above goals

**GCA is a recognized leader in providing quality-based facilities management services to clients in the K-12**

and Higher Education markets, as well as specialty manufacturing and commercial marketplaces.

GCA's Education Division focuses exclusively on K-12 and Higher Education clients that require quality facility management services. Whether the client is a prestigious private university or K-12 independent school where image is critical to students, faculty and alumni, or a public K-12 school district or university where getting the best quality possible at a fair price is the motivation, GCA is perfectly suited to meet the needs of each of these clients. Our tagline captures the essence of GCA Services Group:

**Quality. Measured. Managed. Guaranteed.**

*"We have been so pleased with the program of service...Our partnership is good for the District, the community, and, most significantly, for the students of Woodhaven-Brownstone School District."*

*Barbara R. Lott  
Superintendent of Schools  
Woodhaven-Brownstone School District*

**A PARTIAL LIST OF CLIENTS**

**GCA Services Group serves over 2.6 million students at more than 250 education clients daily.** Included among this list are many public and private K-12 schools, as well as prestigious colleges and universities. Some of our 200+ K-12 clients include:

- Warren County Schools
- Russellville Independent School District
- Metro Nashville City Schools, TN
- Robertson County Schools, TN
- Wilson County Schools, TN
- Shelby County Schools, TN
- Bristol City Schools, TN
- Blytheville Public Schools, AR
- Stafford county Public Schools, VA
- Charleston County Schools, SC

GCA's management systems, advanced technologies, and outstanding supporting operations teams form the foundation for delivering exceptional facility services.

#### LABOR ESTIMATING PROCESS

The 'analytical' survey, was performed off-site where industry standards (and GCA experience at similar institutions) for cleaning were applied to square footages, building and area types, traffic patterns, building layout, etc. taking the observed conditions and environmental uniqueness into account.

The analytical surveys provided the baseline for determining the proper staffing and supervisory levels by building and area as well as by day of week and shift.

#### ANNUAL CONTRACT PRICE, OTHER INVESTMENTS AND TERM

GCA's Annual Contract Price includes the costs of the management team and productive staff, including salaries and wages, **basic benefits (including health plan, 401-k retirement plan, one week paid vacation and uniforms)**, and insurances; all necessary custodial supplies and equipment; repair, maintenance and replacement of equipment; the costs of GCA uniforms and employee pre-employment screening; other direct operating costs; and a contribution to supporting overheads and pre-tax profit.

#### WHY CHOOSE GCA SERVICES GROUP?

**We have extensive experience and longstanding success** with many noteworthy clients. Our school district clients include: Warren County Schools, Russellville Independent Schools, Metro Nashville City Schools, Robertson County Schools, Wilson County Schools, Shelby County Schools, Bristol City Schools, Blytheville Public Schools, Stafford County Public Schools and Charleston County Schools to name just a few. GCA also serves 200 school districts throughout the Northeast, Southeast, Southwest and Midwest.

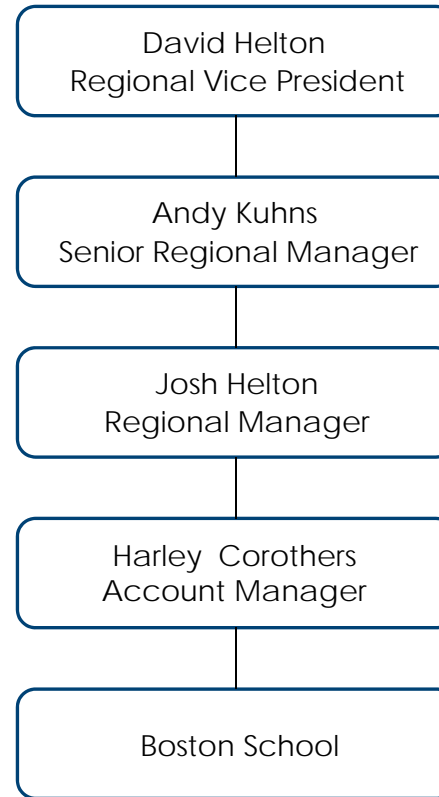
- **We have outstanding financial and operational resources.** With more than 32,000 employees and one of the strongest supporting operations teams in the industry, GCA brings extensive, quality focused expertise to each client it serves.
- **We will provide an outstanding management team.** Our managers will not only work closely with their Nelson County Schools' counterparts, they will effectively train, coach and motivate the staff and will be valuable contributors to the institution.
- We believe we offer tremendous value. **Our program will meet, indeed exceed, Nelson County School District's expectations** while continuously seeking creative approaches to reducing operating costs.
- **GCA's Education division client retention rate exceeds 98%.** This is perhaps the best indication that GCA lives up to its goals and delivers for each of its clients. Please ask them about us!





# Boston School Proposed Project Organizational Chart

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## PROPOSED STAFFING CHART

POSITION	SHIFT	WAGE RATE RANGE
<b>Boston School: (20 hours)</b>		
Day Porter (1)	7:00 a.m. – 12:00 p.m.	\$8.00 - 9.00
Day Porter (1)	10:30 a.m. – 3:30 p.m.	\$8.00 - \$9.00
General Cleaner(1)	3:30 p.m. – 8:30 p.m.	\$7.75 - \$8.75
General Cleaner/Supervisor(1)	3:30 p.m. – 8:30 p.m.	\$8.00 - \$9.00

**GCA Services will support Boston School with an experienced Regional Manager in addition to the above staffing levels. The above wage rates are estimates depending on employee's experience. Shift schedules can be adjusted to meet Principal's needs.**



# STANDARD CLEANING PROCEDURES

## STANDARD CARPET CLEANING

**Method:** Daily service

1. Vacuum carpeted areas as often as required. Traffic lanes and heavy use areas should be vacuumed daily.
2. Remove gum with gum remover.
3. Edge vacuuming around corners and edges and underneath hard to move desk should be vacuumed periodically as needed.
4. Carpet spotting should be done daily by trained personnel only, as spots appear. Using a clean cloth and carpet spotting solution, do not over wet. Wipe the spot towards the center and absorb the stain into the cloth.

**Method:** Periodic Carpet Bonneting

1. Vacuum carpeted areas that will be bonneted.
2. Remove gum with gum remover.
3. Edge vacuuming around corners and edges and underneath hard to move desk should be vacuumed.
4. Carpet spotting should be done prior to bonneting. Using a clean cloth and carpet spotting solution, do not over wet. Wipe the spot towards the center and absorb the stain into the cloth.
5. Mix carpet cleaning solution into mop bucket according to directions. Fill a second mop bucket with rinse water.
6. Completely submerge carpet bonnet in cleaning solution and wring out until it is not dripping. Placing pad on floor and setting the low speed floor machine on top of pad, begin at the far end of the area to be cleaned and move towards the exit.
7. Using a side to side motion move at an even pace over the area being cleaned. When pad appears to be drying out, flip the pad over and continue in same motion. When pad appears to be drying out again, remove the pad and place in rinse bucket. Wring it out dry and then place in the solution bucket and repeat the process until area is complete.
8. Use a clean rag to wipe dry all baseboards and furniture legs.

**Method:        Periodic Carpet Extraction**

1. Vacuum carpeted areas that will be extracted.
2. Remove gum with gum remover.
3. Edge vacuuming around corners and edges and underneath hard to move desk.
4. Carpet spotting should be done prior to extraction. Using a clean cloth and carpet spotting solution, do not over wet. Wipe the spot towards the center and absorb the stain into the cloth.
5. For heavy traffic lanes and dirty areas, a Pre-Spray may be required using a pump sprayer.
6. Mix carpet cleaning solution into extractor according to directions.
7. Begin carpet cleaning at the far end of the area to be cleaned and move toward the exit. Using a push and pull technique, spray the solution into the carpet going forward and press down as you pull back in order to vacuum up the solution and the dirt in the carpet fibers. Each pass should overlap the previous.
8. Use a clean rag to wipe dry all baseboards and furniture legs.



## STANDARD FURNITURE CLEANING

**Method:** Daily service

1. Dust all furniture as often as required using either a dust cloth or a feather duster. Be careful to move items with care and place back in their original position.
2. Wood furniture may be polished using a furniture polish and a clean rag. Rub polish in the direction of the wood grain. Be sure to rub in all excess polish.
3. Formica tops and painted metal surfaces may be cleaned using a general purpose cleaner and rag. Be sure to wipe dry.
4. Remove foreign objects from underneath desks such as chewing gum using a putty knife.

**Method:** Periodic service

1. Vacuum upholstered furniture as often as required using an attachment tool from the vacuum. Be sure to remove the cushions and vacuum underneath and in all crevices.
2. Fabric that has been stained must be spotted in the same manner in which carpet is spotted, using a clean cloth and carpet spotting solution, do not over wet. Wipe the spot towards the center and absorb the stain into the cloth.



## STANDARD VCT FLOOR CLEANING

### Method: Daily service

1. Sweep and dust mop work area. Be sure to sweep under chairs and desks paying particular attention to corners and hard to get to areas.
2. Remove any gum or other objects that may be stuck to floor with putty knife.
3. Normal daily service may be spot mopping or complete wet mopping of floor surface depending on need using a mild neutral floor cleaner.

### Method: Routine Buffing

1. Sweep and dust mop work area. Be sure to sweep under chairs and desks paying particular attention to corners and hard to get to areas.
2. Remove any gum or other objects that may be stuck to floor with putty knife.
3. Complete wet mopping of floor surface is required prior to buffing floor surface with a mild neutral floor cleaner and/or a buffing chemical made specifically for reviving floor finish.
4. Buff floor with appropriate high speed buffing machine and buffing pad.
5. Sweep and dust mop work area once again after buffing.

### Method: Floor Scrubbing

1. Sweep and dust mop work area. Be sure to sweep under chairs and desks paying particular attention to corners and hard to get to areas.
2. Remove any gum or other objects that may be stuck to floor with putty knife.
3. Completely submerge mop in cleaning solution and spread evenly across floor. Do not wring mop. Be careful not to splatter on walls and furniture.
4. Using a low speed floor machine and proper pad, scrub floor. Clean corners and wipe baseboards dry.
5. Pick up excess cleaning solution with wet-dry vacuum.
6. Rinse the floor with clean water and clean mop.
7. Buff floor with appropriate high speed buffing machine and buffing pad.
8. Sweep and dust mop work area once again after buffing.
9. Coat the floor with additional floor finish if desired using a finish mop.

**Method: Floor Stripping**

1. Sweep and dust mop work area. Be sure to sweep under chairs and desks paying particular attention to corners and hard to get to areas.
2. Remove any gum or other objects that may be stuck to floor with putty knife.
3. Completely submerge mop in stripping solution and spread evenly across floor. Do not wring mop. Be careful not to splatter on walls and furniture.
4. Using a low speed floor machine and proper pad, strip floor. Clean corners and wipe baseboards dry.
5. Pick up excess stripping solution with wet-dry vacuum.
6. Rinse the floor with clean water and clean mop.
7. Buff floor with appropriate high speed buffing machine and buffing pad.
8. Sweep and dust mop work area once again after buffing.
9. Coat the floor with at least 4 coats of floor finish using a finish mop.



## EMPLOYEE CHECKLIST

### I. General Cleaners (Offices)

1.  Enter through front entrance. Sign-in at Security Desk and report to Housekeeping office to clock-in.
2.  Obtain assignment/requests from Supervisor.
3.  Gather specific equipment and proceed to assigned floor.
4.  Empty trash containers (change liners if wet, soiled, or torn).
5.  Empty recycle paper (use separate trash barrel/separate paper).
6.  Dust all desk and tabletops moving items that can be lifted with one hand.
7.  Remove fingerprints, smudges, coffee and coke rings from desktops with utility cleaner and cloth.
8.  Dust horizontal surfaces i.e. file cabinets, bookcases and shelving with dust treated (yellow) cloths.
9.  Vacuum carpet- pay particular attention around desks and work stations.
10.  Spot clean carpet with utility cleaner reporting major spills to Supervisor.
11.  Damp clean and sanitize all water fountains.



## II. Breakrooms

1.  Remove trash - change liners (if wet, soiled or torn).
2.  Damp wipe table tops with utility cleaner.
3.  Damp clean sink and countertop areas.
4.  Spot clean entrance doors, trash containers and adjacent walls.
5.  Dust all other horizontal surfaces i.e. windowsills, ledges, etc.
6.  Sweep composition floors especially under tables, chairs, and trash containers.
7.  Damp mop composition floors with ph balanced neutral floor cleaner.

## III. Restrooms

1.  Fill all dispensers to normal limits (toilet paper, paper towels, and liquid hand soap).
2.  Empty all trash containers- change liners (if wet, soiled or torn).
3.  Clean all fixtures (toilets, urinals) using disinfectant cleaner. Use mild bowl acid as needed.
4.  Clean all sinks and vitreous fixtures with utility cleaner. Scour sinks weekly or as needed.
5.  Damp clean all chrome and bright work with glass utility cleaner.
6.  Spot clean partitions, mirrors, tile walls, and doors adjacent to fixtures with utility cleaner.

7.  Dust all horizontal surfaces, partitions, ledges, sills, and tops of wall hanging light fixtures.
8.  Sweep ceramic tile floor.
9.  Damp mop ceramic tile floor with germicidal disinfectant.

#### IV. Miscellaneous

1.  Clean and place equipment back in designated area.
2.  Report any accidents, injuries, cuts, slips or falls to Supervisor immediately.



## SUMMER CLEANING SCHEDULE

### Normal cleaning procedures may include the following:

- 3 people moving furniture and doing wipe downs (cleaning). These people would start and stay well ahead of the floor crew.
- 3 people doing the floor care work. First, do the edgework. Slop the edge only with your cleaning solution and everyone works the edges with doodlebugs and scrapers. After edges, slop the rest of the work area and work your way out of the room. One man on the machine. One man on the wet vac and one man on the rinse mop. The man doing the wet vac may also do the slopping.
- 1 person doing the finishing. Dust mop first. Look for blemishes. Lay the finish. This person will be working well behind the floor crew. Air conditioning is not always working in the summer, which can cause drying concerns. Be sure to plan and allow for the added drying time if the HVAC is not on and the humidity is running high. Do not put additional coats of finish on a floor that is not completely dried.

### Notes of interest:

- Always have wet floor signs visible when doing floor work.
- Remember that the wipe down portion of the clean up will take as much time as the floor work. This is often underestimated.
- Security in the summer is always a concern. Check for open windows and doors before leaving the building. Inform any school personnel that are present when you are leaving. Keep entrances locked when we are the only ones in the building.
- One week prior to teachers reporting everything should be complete and the rooms inspected for readiness. Light dusting may again be required. Be sure furniture is set in proper place and trash cans have clean liners in them.
- Remember that teachers start coming back BEFORE the date they are supposed to return. They will be in your way and putting pressure on you if you are not finished with their room. Another consideration is that many teachers will begin making a daily mess in their room as they begin to set up for the school year.
- Therefore, any work AFTER August 1<sup>st</sup> should be planned for second shift.

## SUMMER CLEANING PROCEDURE

1. Move furniture from classroom to hallway. Be sure to diagram the room on the chalkboard so the room will be set up as it was prior to cleanup.
2. If the room is large, you may move furniture to one side of the room rather than to the hallway. In this case, move all furniture to the exit side of the room stacked as close to the wall as possible. After approximately three-quarters of the room has been completely finished, move furniture back to the original position and complete the unfinished portion of the room on the exit side of the room.
3. Clean light fixtures. Drop the light cover and dust out bugs and debris. Wipe with surface cleaner if necessary.
4. Clean HVAC ceiling vent covers. Dust with feather duster or broom and wipe clean if necessary with surface cleaner.
5. Wash walls and chalkboards as necessary. Be careful not to over wet chalkboards. Use dry erase cleaner for white wallboards. Empty pencil sharpeners.
6. Strip and wax floors or clean carpet. If room has both tile and carpet, complete the tile areas first and the carpeted areas last. VCT should be stripped with black pad and refinished with no less than 4 coats of finish. Be sure that corners and baseboards are clean and well defined. IMPORTANT ... do not finish the first foot or so immediately inside the entrance door leading out to the hallway. This should be left stripped with no finish until the hallway has been completed and you are finishing the hallway. Old 9" asphalt tile (normally colored a dark red, beige or green) should not be stripped. Use a general purpose cleaner and a scrub pad on these floors. As finality, burnish the floors after finishing before replacing the furniture so the finish will be hardened and at a high gloss.
7. In classroom carpet cleaning, be sure to first- vacuum, second- edge vacuum and third- remove all gum on carpet. Pre-spray all carpet spots and work the spot out using the correct method. Extract or bonnet carpet per the requirements of the contract.
8. If Classroom has a restroom, complete this before finishing floors.
9. Clean furniture as you move it back to its original position. Be sure to remove gum from underneath desk and wipe down the surfaces with General Purpose cleaner. Be careful to mix properly so you do not have a residue left on the surface after drying. Replace trashcan liners.
10. Complete all classrooms, offices, libraries and other side rooms.
11. Restrooms should be detail cleaned from top to bottom before scrubbing the floors. Clean ceiling vents, light fixtures and wash walls. Wall washing may be done by using a deck brush with a surface cleaner mixture and a water hose to rinse with. Clean the sinks, toilets and urinals using normal cleaning procedure. Wipe clean the mirrors and paper dispensers. Lastly, flood the floor with cleaning solution and machine scrub with a nylo grit brush. Be careful to deck brush around the corners and edges and under commodes. Flood rinse and squeegee down the floor drain. Rinse with clean water.

Wipe clean all baseboards. This procedure assumes a ceramic tile floor and painted block walls. If the walls are dry board or the floors are VCT then clean walls and floors as you would in a classroom.

12. Hallways and common areas should be completed last. Starting at the furthestmost point and working toward the exit. Begin by cleaning the light fixtures and washing walls, locker tops and other hallway surfaces. Clean entrance mats and place inside an open space to dry. Strip and refinish the hallway floors the same as the classrooms. As you bring down the hallway, be sure to scrub out the janitor's closets. You may need to put more than 4 coats of finish on the hallway floors. Be sure to leave open all entrance doors leading into the hallway so stripper will not run underneath and dry in a classroom floor. After rinsing well, you will finish the floor by edging first and into the classrooms and then using the figure eight method bring the finish down the hall to your final exit.
13. Clean all windows inside and out. This is best done toward the end of the clean up and on overcast days. Do not clean the windows on the sunny side of the building or you will have streaking. Use a tucker pole for multistoried buildings.
14. Athletic areas will vary from school to school. Particularly in the High Schools, you will need to coordinate with the Athletic Director or Principal what activities will be going on over the summer. Many gyms are used all summer. Scrub out Locker Rooms the same as you do your restrooms. **GCA can provide wooden gym floor and bleacher refinishing as an optional service to your school district.**





# SCOPE OF WORK

**Days of Service: Monday-Friday**

## **CLASSROOMS, LIBRARY AND OTHER WORK ROOMS**

### *Nightly*

1. Empty trash receptacles, and replace liner if soiled
2. Spot clean all classroom tables
3. Spot vacuum carpeted areas
4. Sweep or dust mop hard surface floors, followed by spot mop
5. Spot clean doors and light switches
6. Turn out lights, and close doors

### *Weekly*

1. Detail any vacuum carpeted areas
2. Mop all hard surface floors
3. Detail dust all accessible horizontal areas below 6 feet
4. Damp wipe and disinfect all telephones and desk tops
5. Remove any chewing gum from surfaces

### *Monthly*

1. Buff all resilient flooring
2. Dust all wall fixtures and baseboards
3. High dust surfaces above 6 feet, including lights and vents to remove cob webs etc...

## **ADMINISTRATIVE OFFICES & CONFERENCE ROOMS**

### *Nightly*

1. Empty trash receptacles and replace liner if soiled
2. Damp wipe and disinfect counters and conference tables
3. Damp wipe and disinfect all telephones
4. Vacuum, sweep or dust mop floor, followed by damp mop
5. Refill any wall mounted dispensers
6. Damp wipe and disinfect any sink areas
7. Turn out lights, and close doors

### *Weekly*

1. Detail vacuum carpeted areas
2. Buff resilient tile flooring
3. Damp wipe flat touch surfaces
4. Detail dust all accessible horizontal areas
5. Dust blinds, light fixtures, and vent covers
6. Spot clean carpet

### *Monthly*

1. Dust all wall fixtures and baseboards
2. High dust surfaces above 6 feet, including lights and vents to remove cob webs etc...

## HALLWAYS, CORRIDORS and ENTRANCES

### *Nightly*

1. Dust and spot clean hand railings in hallways as necessary
2. Vacuum all carpeted mats
3. Clean and polish water fountains
4. Auto-scrub all resilient flooring
5. Empty trash receptacles and replace liner if soiled
6. Spot clean any glass doors or partitions
7. Spot clean walls and doors
8. Damp wipe and disinfect all door handles
9. Spot clean switches
10. Refill any dispensers (i.e. hand sanitizer)

### *Weekly*

1. Buff resilient tile flooring- **as needed (Bi-weekly at minimum)**
2. Dust all wall mounted fixtures and ledges
3. High dust walls and light fixtures
4. Fully clean all glass doors and entry glass inside and out including frames
5. Dust all baseboards

### *Monthly*

1. High dust surfaces above 6 feet, including lights and vents to remove cob webs etc...

## ALL RESTROOMS AND LOCKERROOMS INCLUDING SHOWERS

### *Nightly*

1. Clean and sanitize commodes and urinals inside and out
2. Clean all wash basins and mirrors
3. Empty waste receptacles and replace liners
4. Clean and disinfect all walls, partitions, doors, doorframes, and light switches
5. Refill all soap, toilet paper, & paper towel dispensers
6. Sweep and disinfect floors
7. Turn out lights and close doors

\*NELSON COUNTY REQUIRES USE OF A TOUCHLESS PRESSURE CLEANING SYSTEM NIGHTLY IN ALL AREAS TO INCLUDE CEILING TO FLOOR CLEANING AND DISINFECTING. EQUIPEMT USED MUST BE ABLE TO ACCEPT CLOSED LOOP DISINFECTANT CLEANER FROM THE APPROVED CHEMICAL SOURCE. (Examples of equipment that meet this requirement would be the **Minuteman TRS**, Kaivac or similar)

### *Weekly*

1. Dust and damp wipe tops and front of lockers
2. Dust light fixtures and vent covers



## **TEACHER LOUNGES and CAFETERIA**

### *Nightly*

1. Empty waste receptacles, and replace liners
2. Wipe and clean off tables
3. Vacuum carpeted mats, sweep and then damp mop or auto scrub resilient tile
4. Refill any wall mounted dispensers
5. Clean all fixtures, counters, and sinks
6. Turn out lights, and close doors

### *Weekly*

1. Spot clean walls, and knock down cobwebs
2. High dust light fixtures, and vent covers for cobwebs
3. Dust tops and damp wipe front of vending machines and refrigerators
4. Buff resilient tile
5. Spot clean any carpet

## **STAIRWELLS & LANDINGS**

### *Nightly*

1. Sweep and spot mop stairs, and landings
2. Damp wipe and disinfect hand rails

### *Weekly*

1. Sweep and mop all stairs and landings
2. Spot clean walls
3. Dust ledges

### *Monthly*

1. High dust surfaces above 6 feet, including lights and vents to remove cob webs etc...

## **GYM**

### *Nightly*

1. Sweep and mop weight rooms with disinfectant
2. Sweep, dust mop and damp mop gym floor
3. Empty trash cans and replace liners
4. Vacuum carpeted mats
5. Clean entry door glass
6. Spot clean doors, disinfect all handles and bars
7. Sweep bleachers and police for debris

### *Weekly*

1. Spot clean glass below 6 feet
2. Damp wipe bleacher seating surfaces
3. Remove gum from all surfaces including bleachers
4. Clean and disinfect doors

## **CHRISTMAS, SPRING AND FALL BREAK CLEANING**

1. All resilient flooring in hallways and common areas will be scrubbed and a minimum of 2 coats of approved floor finish applied
2. All classrooms are to be detail cleaned including washing of trash receptacles
3. All walls are to be washed down with disinfectant cleaner
4. All restroom floors machine scrubbed and all fixtures detailed
5. All interior and exterior glass below 6 feet cleaned

## **ADDITIONAL SUMMER CLEANING – *the building is open and in operation all summer and most general tasks are still required on a reduced scale***

1. All resilient flooring stripped and a minimum of 6 coats of approved floor finish applied
2. All classrooms are to be detail cleaned including washing of trash receptacles
3. All walls are to be washed down with disinfectant cleaner
4. All restroom floors machine scrubbed and all fixtures detailed
5. All interior and exterior glass below 6 feet cleaned

## **AS REQUESTED (EXTRA BILLING AT AGREED UPON PRICE)**

1. Clean carpeted areas using an approved method
2. High window cleaning inside and out



# EQUIPMENT AND SUPPLIES

## PROPOSED EQUIPMENT LIST- BOSTON SCHOOL

Item #	Description	Unit	Quantity
RM2643G	44 Gallon Trash Can	Each	2
RM2640	Brute Dolly	Each	2
RM7580Y	Mop Bucket/Wringer Combo	Each	2
RM2642Y	Brute Maids Caddy	Each	2
RM2963G	10 Quart Pail	Each	2
RM6112-77	"Caution Wet Floor Sign"	Each	4
EUR886	Sanitaire Vacuum Model 886	Each	2
KAIVAC	Touch less Restroom Cleaning Machine	Each	1
TENNANT	Tennant Wet/Dry Vac	Each	1
TENNANT	Front mount squeegee for wet/dry	Each	1
TENNANT	Low Speed Buffer 20" 175 rpm	Each	1
WILRTD19	19" Carpet shower fed block	Each	1
Kaivac	20 Gal tank, 500 psi	Each	1
TENNANT	Tennant High Speed Burnisher, 1600 RPM	Each	1
TENNANT	Tennant Walk-behind Scrubber 20"	Each	1

## SAMPLE SUPPLIES LIST FOR GENERAL CLEANING- BOSTON SCHOOL

<b>Paper Products</b>			
Item #	Description	Unit	Quantity
FJ20204	White Multifold Towels	case	
FJ25999	Brown Multifold Towels	case	
FJ26601	6/800 Univ. White Roll Towel	case	
FJ26401	Brown 8" Universal Roll Towel	case	
FJ345T	Toilet Tissue 2 Ply 96 rolls	case	
FJ13702	Toilet Tissue 2 Ply 12/1000'	case	
FJ13102	Toilet Tissue 2 Ply 8/2000'	case	
FJ047046	Toilet Seat Covers	case	
HSPMT4	#4 Sanitary Napkins	case	
HSPT500	Tampons	case	
<b>Liners</b>			
Item #	Description	Unit	Quantity
KS242406N	Liners 24 x 24, 1000/case	case	
KS334012N	Liners 33 x 40, 500/case	case	
KS404813N	Liners 40 x 48, 200/case	case	
KS3860XG	Liners 38 x 60, 100/case, Gray	case	
KS30371OHV	Liners 30 x 38, 10 mic, 175/roll	case	
KS4348XG	Liners 43 x 48 2mil Gray 100/case	roll	
HSP260	#77 Sanisac Liners	case	
<b>Cleaners</b>			
Item #	Description	Unit	Quantity
COL4278	Ajax w/bleach 24/21 oz.	case	
HSP03901	Cherry Urinal Screen 12/box	case	
KEL035412	Acid Free Bathroom Cleaner 12/32 oz.	case	
KEL040441	Mint Disinfectant 4/1 Gallon	case	
KEL040641	Pine Disinfectant 4/1 Gallon	case	
KEL9410	Hospital Disinfectant 12/16 oz.	case	
MXMQC5020	Glass Cleaner Conc. 6/quarts	case	
KEL040241	Lemon Disinfectant 4/1 Gallon	case	
KEL032512	Pink & Mild 12/case	case	
MXMIM620GL	Purple Degreaser 4/1 Gallon	case	
KS9304	Whitey Tile & Grout 12qt/case	case	
BLUERIBBON	Blue Ribbon Bleach 6/1 Gallon	case	
H1821743	Distilled Vinegar 4/1 Gallon	case	
KEL40841	Neutral Cleaner 4/1 Gallon	case	
KEL345441	Super Delimer 4/1 Gallon	case	
MXMCC907	Gum Remover 12/case	case	
KEL9400	Utility Cleaner 12/22 oz.	case	

Name of School: \_\_\_\_\_

<b>Floor Pads</b>			
<b>Item #</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>
3M08381	19" Black Strip Pads 5/case	case	
3M08277	19" Hi Pro Pads 5/case	case	
3M08412	19" Blue Pads 5/case	case	
3M08483	19" White Pads 5/case	case	
3M08394	19" Red Pads 5/case	case	
3M08004	Brown Doodlebug Pads	box	
3M05241	Black Doodlebug Pads	box	
<b>Wet Mops</b>			
<b>Item #</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>
WIL1205-12	12 oz. Stick mop	each	
WIL2224-16	16 oz. Wide band cotton cut end	each	
WIL982-60	60" Mop Handle Jaw Type	each	
WIL910-60	60" Mop Handle SG	each	
WIL429-01	16 oz. Atomic looped mop	each	
WIL429-02	24 oz. Atomic looped mop	each	
WIL2224-32	32 oz. Wide band cotton cut end	each	
<b>Dust Mops</b>			
<b>Item #</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>
WIL524-1	Dust Mop refill 5" x 24"	each	
M253	Dust Mop Frame 5" x 24"	each	
WIL585-60	Dust Mop Handle	each	
P119	19" Carpet Bonnet	each	
<b>Item #</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>
CBAIR	Lightweight Corn Broom	each	
EURSC684	Sanitaire Vacuum	each	
EUR3685	10 amp Mitey Mite Vacuum	each	
NOB13710	Eureka Belts	each	
FJ29616	Yellow Treated Dust Cloth 12/40	each	
RM2643G	44 Gallon Brute Gray	each	
RM2640	Brute Dolly	each	
RM2642Y	Brute Maids Caddy	each	
RM2963G	10 Quart Pail	each	
RM7580Y	Mop Bucket/Wringer Combo	each	
RM6112-77	"Caution Wet Floor Sign"	each	
RM1314	RBMD #1314 Utility Truck 1 CU.YD.	each	

Name of School: \_\_\_\_\_

Item #	Description	Unit	Quantity
IP103FHNT	Powder free gloves medium	each	
IP103FHNT-L	Powder free gloves large	each	
MISSPUMIE	Pumice Stick	each	
WIL04208	Short Handle Utility Brush	each	
WIL99209	Stainless Tooth Brush	each	
IMP3203R	Putty Knife	each	
TOLCOKS24	24 oz. Bottles	each	
T320W	Trigger sprayers	each	
TF928	Lambswool Duster 28"	each	
TF942	Lambswool Duster Telescopic	each	
WIL1301-02	Bowl Mop	each	
WIL50217	Bowl Brush	each	
T420812IP	5 Gallon Buddy Jug	each	
RM2649G	Brute Maids Caddy	each	
INTEX539-25	Blue Surgical Rags 25#	each	
IMP700	Dust Pan	each	
RM2007	Lobby Dust Pan	each	
<b>Spartan &amp; S.C. Johnson Products</b>			
Item #	Description	Unit	Quantity
JWX04616	Freedom Stripper 5 Gallon	each	
JWX04576	Bravo for Asbestos Floors 5 Gallon	case	
JWX03700	Pro Strip 5 Gallon	each	
JWX04651	Vectra 5 Gallon	each	
JWX05431	Snapback Spraybuff 4/1 Gallon	each	
JWX04067	Snapback UHS Restorer 4/1 Gallon	case	
JWX04518	GP Forward Gallon (All Purpose Clnr)	case	
JWX04689	Stride Floral Gallon Neutral Cleaner	case	
JWX03904	Stride Citrus Gallon Neutral Cleaner	case	
JWX04441	Lemon Shine Up Furniture Polish	case	
JWX04553	Glance Aerosol Utility Cleaner	case	
JWX03682	Soil Release Conc. 4/1 Gallon	case	
MXMCC950	Defoamer 4/1 Gallon	case	
JWX04192	All Purpose Spotter 6/32oz.	case	
JWX04266	Heavy Duty Prespray 4/1 Gallon	case	

Name of School: \_\_\_\_\_

Item #	Description	Unit	Quantity
JWX03844	Extraction Plus 4/1 Gallon	case	
JWX04451	Deep Gloss Stainless 12/17 oz.	case	
<b>Hand Care</b>			
Item #	Description	Unit	Quantity
JWX05500	Soft Care Lotion Soap	case	
JWX05560	Soft Care Industrial Soap	case	
JWX05510	Soft Care Antiseptic Soap	case	
DER9102	Triangle Soap 12/800ml	case	
KEL021041	Pink Lotion Soap 4/1 Gallon	case	
SF92538	Triangle Lotion Soap 18/500ml	case	
KS7520-02	Antibacterial Soap 2/5000ml	case	
GJP7575-02	2/5000 ml. White Hvy Dty w/Grit	case	
GJ7596	Gojo w/crushables 2/5000ml	case	
P&G290004	Lava Soap 48/4oz. Bars	case	
<b>J-Fill Products</b>			
Item #	Description	Unit	Quantity
JWX04338	Triad Quat Disinfectant 2/2.5 liter	case	
JWX04716	Stride Citrus 2/2.5 liter	case	
JWX04717	Stride Floral 2/2.5 liter	case	
JWX04965	GP Forward 2/2.5 liter	case	
JWX04966	Spitfire 2/2.5 liter	case	
JWX04967	Glance Glass Cleaner 2/2.5 liter	case	
JWX04969	Good Sense Air Freshener 2/2.5 liter	case	
JWX04970	Crew Tub & Tile 2/2.5 liter	case	



## SUPPLIES AND EQUIPMENT INNOVATION

Technology evolves quickly in all facets of society and innovation in the custodial industry is no exception. Equipment has become more efficient resulting in cleaner schools in much less time. Chemicals are more effective, leading to better results with less effort, thus freeing up time for additional custodial duties, such as additional training opportunities.

GCA attends the ISSA show every year and has the national relationships that allow us access to cutting edge technology that we utilize in our K-12 school systems. The objective of attending ISSA and other vendor seminars is to obtain new knowledge, which may lead to practical uses resulting in new or improved products, processes, systems, or services that can add value for our clients. We also make sure to provide the best products for the job, always trying new products that may lead to better results.

Some of our potential core products and equipment that may be used in your District include:

### Proposed Core Products

1. **Clean On the Go TriBase Neutral Cleaner Green Seal Certified-** Made by Spartan Chemical Company. TriBase Multi Purpose Cleaner is a BioRenewables product formulated to clean a multitude of soils on a variety of surfaces. With three main biobased materials, TriBase Multi Purpose Cleaner is a non-VOC, less toxic, biodegradable product. TriBase can be used to clean a variety of soils found on many surface types. This multi purpose cleaner will work on glass, mirrors, floors, walls, restroom and kitchen surfaces, and tile; almost any surface not harmed by water. This product was formulated to handle everyday cleaning tasks, as well as, heavier duty
2. **Clean On The Go Clean by Peroxy 15, EPA Certified-** Made by Spartan Chemical. Clean by Peroxy is a proprietary surfactant blend combined with hydrogen peroxide. This all-purpose cleaner is environmentally compatible and formulated using environmentally conscious raw materials to quickly remove everyday soils, including greasy residues. This product meets Green Seal's environmental standard for industrial and institutional cleaners based on its reduced human and aquatic toxicity and reduced smog production potential.
3. **Clean On The Go NABC Concentrate EPA Certified-** Made by Spartan Chemical Company. NABC Concentrate is a broad range germicidal cleaner-disinfectant concentrate specifically designed to clean and disinfect toilet bowls, urinals and other hard, nonporous restroom surfaces. Non acid. Non alkaline. NABC Concentrate is non-caustic and non-abrasive. Use on nearly any hard, nonporous surface without fear of etching or pitting. Will not harm plumbing or septic tanks. NABC Concentrate is an excellent cleaner-disinfectant for restroom partitions, sinks, seats, dispensers and chrome fixtures. Use NABC Concentrate for floor mopping and eliminate the time and labor normally required for rinsing. NABC concentrate's pleasant and unique light floral fragrance incorporates an odor-killing component to deodorize toilet bowls, urinals and surrounding areas. Freshens washrooms, lavatories and restrooms.



4. **Clean On the Go HDQL Disinfectant Cleaner EPA Certified-** Made by Spartan Chemical Company A 4th generation quat formula Super HDQL 10 kills Methicillin resistant Staphylococcus aureus (MRSA), Community Associated Methicillin resistant Staphylococcus aureus (CA-MRSA) and vancomycin resistant Enterococcus faecalis (VRE) as well as other disease-causing pathogens, both gram negative and gram positive... Pseudomonicidal. Staphylocidal. Salmonellacidal. Fungicidal. Virucidal\*.
5. **Glance(TM) HC Glass & Multi-Surface Cleaner RTD-** Made by Diversey. Non-streaking, non-smearing, quick drying formula. Cleans and shines glass, mirrors, sinks, countertops, stainless steel, and many other washable surfaces.
6. **iShine Floor Finish-** Made by Spartan Chemical Company. iShine is a high solids floor finish that employs patented optically enhanced polymer technology that amplifies the over all gloss appearance and clarity of your floors. The unique blend possesses cutting edge raw materials to form a high solids finish that provides total protection in just four coats of finish. iShine is a durable finish that has excellent scuffmark, water spot, black heel mark and powder resistance. The solids floor finish is formulated to provide maximum protection. iShine has passed the Underwriters Laboratories testing for slip resistance!
7. **Oxivir Tb Disinfectant / Deodorizer / Sanitizer-** Made by Diversey. Ready-to-Use General Virucide, Bactericide, Tuberculocide, Fungicide, Sanitizer. One-step cleaner disinfectant formulated with patented hydrogen peroxide technology to deliver faster, more effective cleaning performance. Meets OSHA's bloodborne pathogen standards for HBV and HIV.
8. **Virex(TM) II 256 Germicidal Cleaner and Deodorant RTD, EPA Compliant-** Made by Diversey. Germicidal Cleaner and Deodorant: An effective neutral quaternary-based formula for use in hospitals and other facilities where controlling the risk of cross-contamination is of prime importance. Cleans, disinfects, and deodorizes in one step. Provides broad-spectrum germicidal activity. EPA registered.
9. **GP Forward(TM) SC General Purpose Cleaner** – Made by Diversey. Contains high-performance detergents which act together to clean surfaces better than most cleaners. Can be used on any water-safe surface, and has a fresh citrus scent. Can be used with scrub and recoat floor care programs. 1.5L bottle.
10. **Snapback Spray Buff for Conventional Maintenance Systems Containers-** Made by Diversey. For conventional maintenance systems. Gives you that "just-finished" shine. Keeps your floor looking their best at all times. SNAPBACK Spray Buff delivers state-of-the-art performance and cost efficiency.
11. **Consume ECO-Lyzer Disinfectant Concentrate-** Made by Spartan Chemical Company. Consume Eco-Lyzer is a revolutionary quaternary based disinfectant concentrate formulated to destroy pathogenic and odor causing bacteria, remove soils and leave non-pathogenic, enzyme-producing bacteria behind for residual control of nuisance odors. The product is teal in color and slightly viscous. Consume Eco-Lyzer represents breakthrough formulating synergy resulting in a single product that combines traditional quaternaries and cleaning surfactants with non-pathogenic, enzyme producing bacteria. In short, Eco-Lyzer is the first ever formula that in and of itself, disinfects, cleans, destroys odors and continues to eliminate them for an extended period of time.
12. **CX3 Bio-assist Extraction Carpet Cleaner-** Made by Spartan Chemical Company. CX3 Bio-assist extraction carpet cleaner features a revolutionary safe and natural approach to cleaning carpet. This product does not utilize the typical solvents and phosphates for cleaning, but rather relies on a superior detergent system coupled with the digestive power of the Consume bacteria. These non-pathogenic microorganisms provide an environmentally sound process with which residual odors and soils can be eliminated. It is

nature's way of cleaning. CX3 Bio-assist utilizes low-foaming detergents that dry to a non-tacky powder, so it will not contribute to carpet re-soiling. It contains no optical brighteners that can distort colors and is safe for use on 5th generation carpeting due to its detergent system and mild pH. CX3 Bio-assist works with both hot and cold water leaving the carpeting clean and soft.

13. **General Purpose Spotter Quarts-** Made by Diversey. All purpose water-based spotter. Low residue formula will not re-soil your carpet. Gets out tough stains - even the old ones! Safe on all carpets including wool
14. **Pro Strip Extra Heavy Duty Stripper Envirobox-** Made by Diversey. Extra Heavy-Duty Stripper: Specially formulated to penetrate and emulsify the toughest UHS burnished finishes. Pleasantly scented, solvenated stripper.
15. **Laminate Lights EnduraSTRIP-** Made by Spartan Chemical Company. EnduraSTRIP Laminate Stripper is a powerful water-based compound custom formulated to remove any floor finish.
16. **Power Foam Bravo Spot Stripper Aerosol Containers-** Made by Diversey. Spot Stripper: Extra heavy duty, ready-to-use, fast-acting foam stripper for spot build-ups especially around baseboards. Pleasantly scented.
17. **Spitfire(TM) Graffiti Remover -** Made by Diversey. Effectively removes inks, markers, lipstick, graphite and most other common graffiti from hard, indoor surfaces (including glass). Contains no phosphates, butyl ethers, caustics or alcohols and requires no rinsing.
18. **Gum Remover Aerosol Containers-** Made by Diversey. Non-flammable. Contains no chlorofluorocarbons (CFCs) and will not harm the ozone layer. Works on gummy materials including chewing gum, tar and wax. 6 12oz. bottles.
19. **Good Sense(TM) RTU Odor Counteractant Concentrate - Green Apple Spring Orchard(TM) With Neutrafresh(TM) Spray Quarts-** Made by Johnson Diversity. Ready-to-use spray odor counteractant help neutralize tobacco, mold, mildew and urine surface/ airborne odors. Uses J-Lift technology to lift fragrance into the air
20. **Ajax(R) Oxygen Bleach Cleanser Heavy-Duty Formula-** Ajax(R) Oxygen Bleach Cleanser Heavy-Duty Formula Non-chlorinated cleanser Economical choice. Use for general soils where chlorine or ammonia odors are undesirable.
21. **Sheila Shine Stainless Steel Polish Aerosol-** Once again the field of chemistry has produced a product so outstanding, so different as to revolutionize the cleaning and polishing of your stainless steel. Sheila Shine removes dirt and grime, greasy film, water marks, it even covers scratches. Sheila Shine immediately forms a protective coating on any surface, repels water, prevents penetration of harmful liquids, retains its gloss indefinitely. Resists fingerprints and streaking.

GCA normally purchases the majority of its equipment from Tennant, however, we always test and try new machines. Some examples that may be used in Nelson County Schools include:



T7" Autoscrubber



27" Autoscrubber



20" Autoscrubber



Carpet Extractor



19" Low Speed Buffer



Electric Burnisher



**High Productivity Strip Machine**



**Wet/Dry Vacuum**



**Mini Spotter**

**T7 Autoscrubber-** Used in large schools, with wide, open floor plans. Increases productivity and quality enabling employees to focus on multiple tasks.

**27" Large Autoscrubber-** Able to clean large areas efficiently and properly. This scrubber is equipped with (2) 14" pads to enable increased floor coverage. Used in larger schools with significant interior hallways and common areas.

**20" Autoscrubber-** Able to clean large areas efficiently and properly. This scrubber is equipped with (1) 20" pad to enable increased floor coverage. Used in Elementary Schools with significant interior hallways and common areas. In addition, these are utilized well in cafeterias to enable proper daily maintenance of cafeteria floors.

**Carpet Extractor-** Able to clean and extractor dirt, stains, and spots from carpets.

**19" Low Speed Buffer-** Used for stripping or scrubbing floors. Standard pad holder included as well as grit brush for scrubbing restrooms.

**Mini Spotter-** Used to extract and spot clean day to day stains. Great for use in Elementary Schools where accidents happen.

**Electric Burnisher-** Pads rotate at 1200, 1600, or 2000 rpms in working position for better gloss performance. 20 in / 510 mm burnishing path and a 1.5 hp / 1.12 kW motor. 75 ft power cord.

**High Productivity Strip Machine-** Used to strip large areas efficiently and effectively.

**Wet/Dry Vacuum-** Used to remove large amount of water from hard surfaces. Can have either a wand or front mounted squeegee.



## PRICING AND TERMS

GCA Education Services, Inc. ("GCA") will furnish all cleaning supplies, custodial equipment, day and night labor and supervision in rendering custodial services five days per week for Boston School. Nelson County School District will supply expendables (tissue, towels, hand soap and trash liners).

### **CONTRACT TERM:**

The initial term of the contract period shall be for one (1) year, commencing on August 1, 2013 through June 30 2014. The contract may be renewed upon agreement between Nelson County School District and GCA.

### **PAYMENT TERMS:**

GCA shall invoice Nelson County School District on the first day of the month for services to be rendered that month. Payments shall be made by Nelson County School District on or before 30 days from date of invoice. Any adjustments and/or miscellaneous billings will appear on the succeeding month's invoice.

### **PRICE ADJUSTMENTS:**

The price for services provided by GCA shall be adjusted as follows:

- a) Annual CPI Adjustment: At the end of each annual period, the monthly price shall be increased by the lesser of five (5) percent or a percentage equal to the percentage increase in the Consumer Price Index for Civilian Workers, Compensation, 12 Month Percent Change, Seasonally Adjusted, published by the United States Department of Labor over the most recently published twelve (12) month period. Should the applicable Consumer Price over the most recently published twelve (12) month period decrease, the monthly price shall not change from the previous annual period.
- b) Changes in Taxes, Minimum Wage Rate or Other Employee Costs: In the event of a change in social security taxes or the Federal or State unemployment taxes, or the imposition of new Federal, State or local payroll taxes or government mandated healthcare costs applicable to any of GCA's employees, the Contract Price shall be changed by the actual change in costs to GCA. In the event of a change in the Federal, State or local minimum wage rates applicable to any of GCA's employees, the labor cost portion of the Contract Price shall be changed by the percentage increase in the minimum wage rates. Any such changes shall be effective from the date such cost changes went into effect."

c) Change in Services: Should Nelson County School District request a change in services for reason of opening new units or buildings or permanent closings of units or buildings or a change in janitorial tasks or frequencies to be performed or a significant change in the activity or use of Nelson County School District premises, and should such change result in a change of costs to GCA, the monthly price shall be changed by the projected change in costs to GCA, such changes taking effect from the date of the change in services.

**TERMINATION FOR UNSATISFACTORY PERFORMANCE:**

Nelson County School District shall have the right to terminate this agreement for failure of performance by Contractor. If, in the sole reasonable opinion of Nelson County School District, Contractor is not performing services in accordance with the requirement of this agreement, and Nelson County School District desires to terminate the agreement, Owner shall give Contractor thirty (30) days written notice of its intention to cancel the agreement if such service deficiencies are not corrected within that time (the "Cure Period"), which notice shall specify the service areas in default. On or before the end of the thirty (30) days Cure Period, Owner shall reasonably determine that either (i) the service deficiencies have been corrected, in which case the agreement will continue in full force and effect subsequent to the Cure Period, or (ii) the service deficiencies have not been corrected, in which event Owner may, by further written notice, cancel the agreement thirty (30) days from the end of the Cure Period. In the event that Owner does not act pursuant to either (i) or (ii) above, the service deficiencies shall be deemed corrected and the agreement shall continue in full force and effect thereafter.

**TERMINATION FOR NON-PAYMENT:**

In the event that Nelson County School District does not make payments on or before the due dates under the agreement, GCA may, at its option, terminate the agreement at any time after giving seven (7) days' prior written notice to Nelson County School District unless all overdue amounts are paid on or before the end of the notice period.

**LIMITATION OF LIABILITY:**

In no event shall either party be liable to the other for loss of profits, injury to business goodwill or other consequential or incidental damages.

**JOINT REVIEW COMMITTEE:**

A Joint Review Committee shall be formed and comprised of at least two (2) persons from Nelson County School District and two (2) persons from GCA. The purpose of the Committee will be to review the performance by GCA of the Services and facilitate regular communication between Nelson County School District and GCA regarding the Services. This Committee shall hold its first meeting not later than thirty (30) days from the commencement of this Agreement and thereafter shall have regular meetings.

**EMPLOYMENT COMMITMENT:**

GCA and Nelson County School District agree that at no time during the term of this Agreement, and for a period of two (2) years immediately following the termination or expiration of this Agreement, will either call upon or solicit any of the other's management personnel for the purpose of employing, hiring, or otherwise interfering with the contractual relationship of the other's management personnel, nor will they in any way directly or indirectly, for themselves or on behalf of, or in conjunction with any other person, firm, partnership, corporation or association, solicit, hire, employ or take away any of the other's management personnel during the term of this Agreement and for two (2) years immediately following the termination or expiration of this Agreement. For purposes of this Section, "management personnel" shall include the following position titles of Nelson County School District : \_\_\_\_\_ ; and the following position titles of GCA: Site Manager, Assistant Site Manager, Administrative Assistant, Area Manager, Regional Manager, Regional Vice President and Sales Director.

This Agreement incorporates GCA's proposal to Nelson County School District dated **July 8, 2013**.

**COMPENSATION:**

<u>Monthly</u>	<u>Annually</u>
\$2,997.00	\$35,964.00

APPROVED:

Nelson County School District (**Boston School**)

BY: \_\_\_\_\_

GCA EDUCATION SERVICES, INC.

BY: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

DATE EFFECTIVE: \_\_\_\_\_

## ON-CALL SERVICES (EXTRAS) ABOVE CONTRACTUAL SPECIFICATIONS

### AS REQUIRED:

1. Emergency service will be billed at the cost of \$14.95 per man hour.
2. Service required outside of school related function: (Ex: Church service, etc...) \$14.95 per man hour.

