

**Request for Proposal**  
**For**  
**Custodial and Landscape Services**

**For**  
**MOODY EARLY CHILDHOOD CENTER**

**Prepared by:**  
**Antonio Ford**  
**1110 21<sup>st</sup> Street.**  
**Galveston, Texas 77550**

**RFP MECC-2022-001 July 1, 2022**

MOODY EARLY CHILDHOOD CENTER  
REQUEST FOR PROPOSAL

ISSUE DATE: July 1, 2022

RFP REF: MECC-2022-01

ISSUING AGENCY: MOODY EARLY CHILDHOOD CENTER  
1110 21<sup>st</sup> Street Galveston, Texas 77550

Location Where Work Will Be Performed: Individual school named the MOODY EARLY CHILDHOOD CENTER.

PERIOD OF CONTRACT: 24 months with MOODY EARLY CHILDHOOD CENTER, sometimes also referred to herein as the "MECC", having the option to extend for up to an additional one-year term.

Sealed Proposals for furnishing the Goods/Services described herein will be received until July 29, 2022, at 5:00pm. at the MOODY EARLY CHILDHOOD CENTER Location, 1110 21<sup>st</sup> Street, Galveston, Texas 7550

**Accommodations for People with Disabilities.** If the vendor or any of the vendors employees participating in the RFP need or have questions about Moody Early Childhood Center accommodations for people with disabilities, please make arrangements with the Deputy Executive Director, via email provided. Such requests should be made as early as possible to allow time to arrange the accommodation(s).

\*\*\*\*\* LATE PROPOSALS WILL NOT BE ACCEPTED \*\*\*\*\*

INQUIRIES: Vendors shall have until 5:00pm Eastern July 29, 2022, to make any inquiries. All inquiries for information should be directed in writing to: Antonio Ford, via email at [antonio@moodychildhoodcenter.org](mailto:antonio@moodychildhoodcenter.org)

PROPOSALS MUST BE DELIVERED to Administration Office of MOODY EARLY CHILDHOOD  
CENTER  
1110 21st Street, Galveston, Texas 77550

In compliance with the Request for Proposal and to all the terms and conditions imposed herein, the undersigned offers and agrees to furnish the goods and services in accordance with the attached signed proposal.

Name and Address of Firm:

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

By:

\_\_\_\_\_  
Signature in Ink

Phone Number: \_\_\_\_\_

Title:

\_\_\_\_\_  
Agent Authorized to Enter into Contracts

*The Moody Early Childhood Center is a private non-profit 501 (c) (3) and does not discriminate on the basis of sex, race, color, national origin, disability, religion or age in the administration of its educational policies, admissions policies, and all other school-administered programs.*

## I. PURPOSE OF REQUEST FOR PROPOSAL

The purpose of this document is to solicit proposals from qualified vendors of Custodial and Landscaping Ground Services for the MOODY EARLY CHILDHOOD CENTER. Delivery will be in accordance with the terms, conditions and requirements set forth in this Request for Proposal. The successful vendor will provide the specified requirements in accordance with all applicable federal, state and local laws, standards and regulations necessary to perform the scope of services

## II. NATURE OF PROPOSAL

Each interested vendor shall be responsible for the review of this Request for Proposal, other information which may be requested, site visitation as required, and other information as it deems necessary for the submission of a comprehensive proposal which will represent the vendor's best offer as a supplier of custodial and lawn services.

Each proposal shall be complete, and it shall be outlined and identified by sections of this Request for Proposal to facilitate MOODY EARLY CHILDHOOD CENTER review. In the preparation of each proposal attention should be given to the criteria referenced which may be used for purposes of review and award determination.

## III. PROGRAM REQUIREMENTS:

The Contractor shall furnish all labor, material, tools, equipment, transportation, insurance, incidentals, and other facilities to perform all work for the said Custodial and Landscaping Grounds Maintenance Services for Moody Early Childhood Center

A. General - The vendor shall furnish all management, employment, supervision, training, and custodial, landscaping personnel, equipment, cleaning supplies, tools, and other materials as required for performance under this Request for Proposal.

B. Cleanliness - It will be the responsibility of the vendor to provide custodial services and the supervision for the location in keeping with high standards for an educational institution from the perspectives of sanitation, public relations, and protection of the facility. A detailed cleaning and landscaping schedule is included for review and consideration in Attachment "A" and Attachment "B".

## IV. SCOPE OF PROGRAM

A. General - The overall scope of work is to provide complete custodial and landscaping and ground maintenance services as required for MOODY EARLY CHILDHOOD CENTER. See Attachment "C".

B. Space - Through actual measurements, use of existing drawings and/or other means, it shall be the responsibility of the vendor to verify measurements as deemed applicable for the submission of a proposal. Square footages quoted in Attachment "C" are approximations.

## V. SPECIAL REQUIREMENTS FOR THE SUBMISSION OF A PROPOSAL

A. Pre-Proposal meeting - Vendors can elect to attend the pre-proposal meeting at 12:00 p.m., on July 9, 2022 shall be eligible for submission of a proposal. The pre-proposal meeting will be held at the MOODY EARLY CHILDHOOD CENTER on 1110 21<sup>st</sup> Street, Galveston, TX 77550.

B. Tour of Facility - It shall be the sole responsibility of the vendor to visit the facility to acquaint itself with the nature and extent of work involved. Site visits will start immediately after the Pre-Proposal meeting on July 9th. Although tours are not mandatory, they are highly encouraged. The vendor must be familiar with the

project by thorough personal examination of the proposed work site(s), by due consideration of the specifications and drawings if applicable, and by use of any other means that may be necessary to determine the following:

1. The actual conditions and requirements of the work
2. Any unusual difficulties that may be encountered in the prosecution of the work
3. The character and respective amounts of all classes of labor and material which the contractor may be required to furnish to complete all or any part of the work
4. All circumstances and conditions affecting the work or its cost
5. The vendor's proposal must include all expenses that may incur in order to complete the work stipulated under the proposed contract

Any failure of the Contractor acquainting themselves with all the available information concerning the above, shall not be relieved from responsibility for estimating properly the difficulties or cost to successfully perform the work.

C. Copies of Proposal - Each proposal shall include One (1) original and two (2) separate identical copies. Submit proposals in a sealed envelope with vendor's name, RFP Reference, and project name clearly indicated. Failure to comply may result in rejection of proposal.

D. Acceptance/Rejection of Proposal

1. The contract may be awarded to the qualified vendor whose proposal is determined by the MOODY EARLY CHILDHOOD CENTER to be most advantageous to MECC. The committee's evaluation of criteria and other factors will be taken into consideration
2. MOODY EARLY CHILDHOOD CENTER reserves the right to reject any or all proposals and to waive informalities and irregularities in proposals received
3. This Request for Proposal does not commit MOODY EARLY CHILDHOOD CENTER to contract for any requirements for this solicitation
4. A written award or contract furnished to the successful vendor, within the time for acceptance specified in the proposal, shall be deemed to result in a binding contract without further action by either party
5. In competitive sealed proposals, prices will not be divulged at opening

E. Waiver – Vendor agrees to waive any claims it has or may have against the Moody Early Childhood Center its Board employees, agents, members, representatives and legal counsel, arising out of or in connection with the: (1) administration, evaluation, recommendation or selection of any proposal or qualifications; (2) waiver of any representations under the proposal or documents; (3) approval or rejection of any proposal or qualifications; and (4) award of a contract.

F. Unit and Total Cost - Each proposal shall include monthly and yearly unit and total cost figures. See Attachment "C".

## VI. EVALUATION OF PROPOSALS

A. Committee - Evaluation of proposals submitted in response to the solicitation will be conducted by officials of the MOODY EARLY CHILDHOOD CENTER. In the process of evaluation, the total vendor's proposal will be considered. However, particular attention will be paid to those criteria which are referenced in section VI. B of this request.

During the process of evaluation, the committee may need additional information. This need will be requested by MOODY EARLY CHILDHOOD CENTER and the vendor shall be responsible to respond in written form or in person as requested.

B. Award Criteria - Specific criteria which may be utilized by the committee in the evaluation process is referenced below and must be included with the proposal.

C. Proposal Criteria Format

1. **Understanding & Ability to Meet all Service Requirements-** Submit a cover letter and introduce company detailing the acceptance of requirements and policies stated within the RFP. The cover letter should be signed by a representative authorized to legally bind the firm.
2. **Submission of Cost Proposal**

D. **Negotiations** - The MOODY EARLY CHILDHOOD CENTER may elect to make an award offer without conducting interviews or negotiations. However, after the proposals have been reviewed, the Evaluation Committee may elect to interview selected Vendors. The committee may then enter additional negotiations.

## VII. CONTRACT

A. **Award** - It is the full intent, assuming that satisfactory proposals are received, to award a contract. If an award is made it will be for a period beginning on the date of the contract September 1, 2022, and ending August 30, 2024, at a fixed price, with the ability of MOODY EARLY CHILDHOOD CENTER to renew the contract for an additional one-year term. Renewals will be made based upon the recommendations of the authorized representatives of MOODY EARLY CHILDHOOD CENTER and the vendor. In case of extensions, the cost per month which was submitted in the vendor's proposal may be increased or decreased within negotiations.

B. **Assignment** - No contract or its provisions may be assigned, sublet, or transferred without written consent of the Moody Early Childhood Center.

C. **Termination/Cancellation** - MOODY EARLY CHILDHOOD CENTER reserves the right to cancel the contract upon thirty days written notice to the vendor, with or without cause.

D. **Payments** - Payment for services received will be made monthly. After approval the invoice will be forwarded for payment. Payment shall be made within 14 business days. The MOODY EARLY CHILDHOOD CENTER is exempt from all state sales tax and federal excise tax and these taxes must be deducted from any proposal.

E. **Insurance** - The vendor shall purchase and maintain in force the following kinds of insurance for operations under the contract as specified. Insurance certificates in the amounts shown and under the conditions noted shall be provided to the Moody Early Childhood Center before the commencement of any work:

1. **Commercial/Comprehensive General Liability**
  - a.\$1,000,000 Bodily Injury Per Person
  - b.\$1,000,000 Bodily Injury Aggregate Limit
  - c.\$500,000 Property Damage Per Occurrence
  - d.\$1,000,000 Property Damage Aggregate Limit
- 2.**Comprehensive Automobile Liability**
  - a. \$1,000,000 Property Damage Per Occurrence
3. **Workmen's Compensation and Employers' Liability**
  - a.\$ 500,000 Bodily Injury Per Person
- 4.**Umbrella or Excess of Loss Coverage**
  - a.\$10,000,000 Per Occurrence
- 5.The vendor will provide an insurance certificate within 21 days after acceptance of contract.
- 6.MOODY EARLY CHILDHOOD CENTER must have 10 days' notice of cancellation or change in insurance coverage and give its approval.
- 7.MECC shall be named as an additional insured by Endorsement on the vendor's policy as to the subject contract.

F. **Addenda** - Any "Addenda" or Instruction to Vendors issued by MOODY EARLY CHILDHOOD CENTER shall be included in the resulting contract.

## VIII. RESPONSIBILITY OF VENDOR

A. Contract Management Team – Moody Early Childhood Center will require the following supervisory positions to be filled as the minimum acceptable to the Moody Early Childhood Center to manage this contract.

1. Building Supervisor - The vendor shall designate one person at each location as "supervisor". Communications from the Deputy Executive Director shall be directed to the Vendor's Building Supervisor. The supervisor at each location shall notify the Deputy Executive Director of any condition, deterioration, damage, safety hazard, menace, or inoperative device promptly upon discovery. The Vendor's Building Supervisor shall be on-site to supervise all cleaning activity and the cleaning employees on that site, as well as perform cleaning duties.

B. Cleaning Personnel - A minimum of two people, excluding the building supervisor, will be needed to perform all duties. At least one person should be able to perform light maintenance requests. Cleaning personnel should be scheduled so all hours of the operation's workdays are covered.

C. Safety - Vendor shall be familiar and in complete compliance with, OSHA, and EPA requirements and shall immediately report any loss or time of major injuries to the Deputy Executive Director.

The vendor shall be responsible for training his/her employees in the application of chemicals and the use of equipment to facilitate safe conditions for the employees, students, staff, and faculty.

The vendor shall be responsible for training his/her employees in an approved Asbestos Awareness Program.

The vendor shall provide the Deputy Executive Director with MSDS sheets for chemicals used on campus, and a MSDS binder shall be maintained in the custodial office.

D. Workmanship - The vendor's employees shall be thoroughly experienced and/or trained and certified in the trade or class in which they are employed. All work shall be performed according to the specifications covering the class or type of work and shall meet the approval of the Executive Director or designee. The vendor shall be responsible for providing the proper training for all of vendor's employees regarding the proper handling of equipment and application of cleansers, polishes, waxes, and other chemical substances. Documented quarterly training of all employees in cleaning techniques and safety regulations will be required. Damages resulting from the improper application or use of chemical substances will be the responsibility of the vendor. Additionally, the vendor is responsible for providing all training for his employees as required by OSHA, and EPA regulations. The vendor must have a semi-annual meeting with entire cleaning staff to discuss safety and Center's concerns. The Deputy Executive Director must be present at the meeting.

E. Chemicals, Materials and Equipment

1. The procurement and maintenance of all equipment, supplies, materials, and chemicals for the successful execution of this contractual obligation shall be the vendor's responsibility.
2. Materials shall be stored neatly in areas designated by the MECC's designee relating to facility cleaning and landscape. School storage space will be provided as available. Vendor shall be responsible for providing any extra storage space needed at the school. This may include but not limited to include storage containers, pods, etc. MECC shall assume no responsibility for loss or damages of stored materials, chemicals, and equipment. Damage to the MECC's storage facilities shall be the responsibility of the contractor.
3. MECC will provide locked storage spaces where available, but it shall not be responsible for losses that may be incurred due to theft and/or vandalism.
4. Vendor shall post a list of supplies, with minimum requirements, at MECC. The vendor's Building Supervisor will be responsible for checking supplies daily and making sure they are replenished.
5. Chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Vendor shall be responsible for maintaining Material Safety Data Sheets (MSDS) on the job site for all chemicals used in the cleaning process.
6. Vacuum cleaners used during the proposal period shall be HEPA approved. Vendor is responsible for proper operation and upkeep of HEPA vacuums.
7. Vendor must furnish all needed safety equipment and protective devices necessary for the safety of all building occupants and property of the MECC.
8. Vendor shall maintain vendor's equipment to present a neat appearance, be free from hazards, and to perform in a "like new" manner. All cleaning equipment shall be cleaned after work is completed each day.

F. Telephones - The Project Manager and the facility managers shall maintain a cell

phone service with local or toll-free service to MECC.

**G. Office and Storage Space**

1. Vendor shall provide their own office space for operations and warehouse space for supplies and equipment storage.
2. All combustibles such as propane, gasoline etc. must be stored outside in wired cages. Vendor shall furnish wire cages to be placed in Moody Early Childhood Center approved areas if needed.
3. The vendor, while performing his work, may utilize janitor closets in the school. Must maintain 4 ft. clearance for all cut offs, electrical panels, roof hatch, network cabinets, and other structures. Vendor must always maintain such room in a neat and sanitary condition. Mops shall be clean and hung to enhance drying; mop buckets shall be empty and clean when stored.

**H. Project Coordination** - The vendor shall coordinate and schedule their staff to complete the daily work in conjunction with the school schedule. The vendor shall plan the work in conjunction with the school supervisor to minimize the disruption of school operations. On Friday afternoons at 2:00pm the vendor shall provide weekly inspection reports of MECC under this proposal to the Deputy Executive Director. The vendor shall confer with supervisors and the Deputy Executive Director, as specified, but not less than once per week, in order to set up and maintain the facility in an acceptable state of cleanliness and sanitation. Inspection forms must have Moody Early Childhood Center approval. Any substitute worker or newly assigned custodian shall report to the Building Supervisor before starting their workday. The Building Supervisor shall introduce the substitute worker to Building Administration before their workday begins.

**I. Keys**

1. One set of keys will be furnished to the vendor for the Building Supervisor.
2. Two sets of keys will be furnished to the vendor for each assigned workers by the Moody Early Childhood Center. If additional keys are needed, a request shall be made to the Deputy Executive Director. The Moody Early Childhood Center's representative will provide these additional keys and the vendor will be billed for the cost. It is extremely important that the vendor be responsible and accountable for the keys and security of the building. Upon termination of the contract, the vendor shall return all keys to the Deputy Executive Director before the final payment is made. Vendor keys lost or stolen while in the possession of the vendor, will be replaced and all applicable locks re-keyed at the vendor's expense if it is determined that security of the facility has been compromised.
3. Employees shall not leave keys in doors or admit anyone into any building or office that is not a designated employee of the vendor.
4. It is the responsibility of the vendor to lock all exterior doors after students and teachers have left for the day. All exterior doors shall remain locked while the building is being cleaned. All doors which were unlocked upon entry will be immediately locked.

**J. Employee ID Badges** - All vendor employees will be issued a Moody Early Childhood Center System ID badge. These badges have varying levels of access to the facilities via card readers. Vendor must notify Human Resources Department designee or Deputy within 24 hours of lost or stolen ID badge. Lost, stolen or damaged ID badges will be replaced at a cost of \$35 payable at time of replacement.

**K. Security** - The vendor shall be responsible for training employees in security requirements and shall be responsible for the enforcement of the same. MECC requires that you provide them with a list of all employees hired by name, social security number, date of birth, sex, race, and address. The vendor shall have DFPS checks of all applicants prior to employment. Additionally, each employee shall be informed of the following:

1. The vendor shall be responsible for safeguarding against loss, theft, or damage of all Moody Early Childhood Center's property, materials, equipment, and accessories that might be exposed to the vendor's employee. If any person working for the vendor's company is caught stealing or damaging property, materials, equipment, and accessories belonging to the Moody Early Childhood Center, the vendor will be the responsible party to pay restitution for damages or theft.
2. The, Building Supervisors will be trained to secure buildings and set or disarm alarms with assistance from the MECC Personnel.

3. MECC personnel will provide the vendor the appropriate security code numbers for the building.
4. Tobacco products including electronic cigarettes, guns, knives, or other dangerous weapons shall not be allowed on Moody Early Childhood Center property.
5. The vendor's employees working after normal school hours shall secure and keep all outside doors and windows locked while performing their duties, keep fire doors operable, and monitor unauthorized entry. The vendor's employees shall report any issues to the Supervisor or Building Supervisor immediately. Vendor's employees shall perform a "fire watch" function, shall upon completion of work secure doors and windows, turn off general lighting and shall report to the supervisor or Building Supervisor actions of individuals that abuse the physical plant.
6. The vendor's Building Supervisor shall be held responsible for the securing of the buildings.

#### L. Alarms

1. Some locations are protected by an electrical surveillance system. Procedures to arm and disarm the system will be explained and provided to the vendor's Building Supervisor. The building Supervisor will be responsible for training any other employees in the building. Security system codes will only be provided to those employees the vendor deems necessary to have them.
2. Alarms caused by failure to disarm the system upon entry into the school or by carelessness on the part of the vendor's employees will result in a service fee of \$100.00 per occurrence to be deducted from the monthly contract payment.

M. Alarm Activation/Deactivation - The vendor's Building Supervisor may be required to ensure the school/building alarm systems are deactivated and appropriate outside doors are unlocked by 6:30 a.m. each day Monday through Friday as directed by the Supervisor. The vendor's Building Supervisor or night crew employees must ensure that all doors and windows in the school/buildings are locked before leaving for the night. The vendor's night crew employees must make sure each building is vacant and the alarm system is activated (armed) before leaving the premises.

NOTE: Problems encountered locking any exterior door must be called in to the Deputy Executive Director. The accepted vendor shall be provided the telephone number.

N. Alarm Systems Problems - During the normal school day, problems with the security system should be reported to the Supervisor who will report it to the Maintenance Department. After school hours, the vendor's evening employees shall report the problem to the Building Supervisor who will then contact the School Administrator or Deputy Executive Director, if the problem cannot be corrected and the alarm system set.

O. Drug Free Workplace - All forms of tobacco (or substitute) products, alcohol, and drugs are prohibited on Moody Early Childhood Center property.

P. Damage or Theft - Vendor shall be responsible for the repair or replacement to the satisfaction of the Moody Early Childhood Center, any damage to the facility caused by any employee of the vendor. The vendor shall be responsible for any loss or damage to property including money, securities, merchandise, fixtures, and equipment belonging to the Moody Early Childhood Center or to any other person or organization to such extent as the Moody Early Childhood Center is legally liable for such loss or damage. If any such loss or damage was caused by the vendor or any employees thereof, while such employee is on the premises of the Moody Early Childhood Center as an employee of the vendor. Should it be determined that the vendor's employees are responsible, the vendor is legally liable. Vendor will always take a neutral position between employee and the Moody Early Childhood Center and investigate the matter to protect the relationship with the Moody Early Childhood Center.

#### Q. Vendor's Employees

1. All matters pertaining to recruiting, screening, hiring, compensating, retaining, and terminating shall be the exclusive responsibility of the vendor. These matters shall be done fully in compliance with all state and federal statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour, insurance, background checks, and any other stipulations prudent to employee management.
2. Only those employees who have been properly trained shall be assigned duties under this proposal. Contractor's staff shall wear identification (uniform, logo tee shirt, etc.) allowing anyone to readily identify that individual as part of Contractor's staff. The Contractor shall require each of its employees to adhere to basic public works standards of working attire. These are uniforms, proper shoes, and other gear required by State Safety Regulation, and proper wearing of the clothing. Shirts shall be worn and always buttoned
3. The Contractor shall meet with the school to consider the appropriate course of action with respect to such matter and Contractor shall take reasonable measures under the circumstances to assure the school's authorized representative that the conduct and action of Contractor's employees will not be detrimental to the interest of the students, faculty, staff, and public patronizing the premises
4. The Contractor nor any of its employees shall interfere with the public use of the premises and shall conduct its operations as to offer the least possible obstruction and inconvenience to the public or disruption to the peace and quiet of the area within which the services are being performed.
5. Any employee whose work habits and/or conduct are deemed objectionable shall be removed from the School Moody Early Childhood Center upon request of the Deputy Executive Director.
6. The vendor agrees to be responsible for and shall provide general supervision of all the employees working under this proposal. Whenever any employee is working, there shall be a designated supervisor directing all work.
7. Any substitute worker or newly assigned custodian shall report to the main office immediately upon entering the school building and be introduced by the building Supervisor to the school Administration and staff.

#### R. Procedures for Vendor Staff Changes

1. Vendor is to maintain current employee roster by name and school assignments. Employee changes should be reported to Deputy Executive Director within 24-48 hours of change. Vendor shall make notification by phone and follow up with a written notification by email. The vendor shall immediately return to Deputy Executive Director the ID badges of terminated employees.
2. Vendor is to send current version of employee roster to Deputy Executive Director by 2:00pm on Thursday of each week indicating any changes.
3. Vendor must schedule an appointment with MOODY EARLY CHILDHOOD CENTER for background check and badge issuance before new employees start work in MECC.
4. Notification from a MECC will be sent to Vendor stating whether the potential employee is eligible to work for MOODY EARLY CHILDHOOD CENTER.

S. Rules for Vendor's Employees - The vendor shall ascertain that all his employees abide by the following rules. Upon written request of the Executive Director or designee to the vendor, any vendor's employee who fails to abide by these rules will be immediately removed from the school and replaced. All employees shall be dressed in a manner authorized by the vendor and in accordance with the MOODY EARLY CHILDHOOD CENTER Employee dress code. Employees will be neat and clean in appearance. Uniforms shall be worn which fully identify the employee as a member of the vendor's work force. Uniforms must be approved by MECC prior to placing order. Picture identification badges must be always worn while on the premises

Employees shall be of good integrity and character. MOODY EARLY CHILDHOOD CENTER policy requires that all contractors, consultants, or vendors providing services on MECC premises be fingerprinted and submit to a criminal background check, initiated by MOODY EARLY CHILDHOOD CENTER, prior to providing services. There is a fee associated with the background check that is payable at the time of registration for fingerprinting of each applicant. The payment of this fee is the sole responsibility the contractor, consultant, vendor or the employing company. Any contract awarded pursuant to this solicitation is contingent upon compliance with this requirement and a satisfactory background check as determined by Moody Early Childhood Center.

Moody Childhood Center shall monitor all work performed, and meet as needed with Contractor to discuss concerns, additions, and or deletions in the performance of the contract. Contractor shall maintain and have available for review all records that reasonably confirm frequency of tasks performed.

1. Employees shall not disturb any papers, boxes, or other materials except that in trash receptacles or designated areas for trash or unless such material is properly identified as trash.
2. Employees shall report any property loss or damage to their supervisor immediately. The supervisor shall report such damage, within 24 hours to the Deputy Executive Director of the school in writing, specifying the location and extent of the damage. Failure to report such damage, as required, may be construed as default of the contract.
3. Employees shall not open drawers, file cabinets or use any telephone except public pay phones, or use any equipment, kitchen or otherwise, unless given specific approval by the school supervisor or supervisor's designee.
4. Vendor's employees shall not clean or move copy machines, office computers, or other office machines except when specifically requested by the school supervisor or designee. These items may be dusted using a feather duster.
5. Employees shall not engage in idle or unnecessary conversation with school employees, other employees of the vendor, or visitors to the building.
6. Employees shall not remove any article or materials from the premises, regardless of value. This is to include the contents of any item found in the trash containers in or around the premises. Trash items are to be placed in dumpsters or trash cans designated for that purpose.
7. Employees shall abide by rules and regulations set forth by the Moody Early Childhood Center administration and policies set forth by the Moody Early Childhood Center Board of Education.
8. The vendor's supervisors must possess the ability to communicate effectively, both orally and in writing, with the custodial staff and other employees. The vendor's supervisors shall make contact on a regular basis with the school supervisor to ensure adequate communication concerning the project. The vendor's supervisors are responsible for reporting maintenance problems as they arise as well as other problems of mutual concern.
9. The use or possession of alcoholic beverages or other non-prescription drugs will not be permitted on the contracted property. Vendor's employees who report for work showing evidence of any impaired conditions must not be permitted to remain on the premises.
10. Vendor's employees shall not use any part of the building and/or grounds other than for purposes expressly stated in this agreement.
11. Vendor's employees shall not allow any unauthorized persons in the school buildings (children, friends, or anyone else not authorized by the Moody Early Childhood Center of the vendor).

**T. Utilities** - The Moody Early Childhood Center shall provide the vendor with all normal utilities required for cleaning of buildings, excluding telephone, necessary for performing this proposal (electricity, lights, water, and gas). Upon written request from the Deputy Executive Director, the vendor will comply with energy conservation requirements initiated by the Moody Early Childhood Center. Mechanical, heating, air conditioning, and telephone equipment rooms are considered off limits to vendor's forces. No custodial supplies are to be stored in these areas. The Deputy Executive Director shall define exceptions. **NO MECHANICAL EQUIPMENT WILL BE ADJUSTED OR OPERATED BY THE VENDOR'S EMPLOYEES.** In the event of failure or trouble noted in any such items, the matter must be referred to the school supervisor. During evening cleaning operations, lights will be off except in the area in which actual cleaning is taking place.

**U. Working Hours** - Vendor's concentrated night cleaning must be undertaken after normal office/school hours. Normal hours are from 7:30 a.m. to 3:30 p.m. From time to time the school building or part thereof, are used for meetings or program fulfillment before and after normal working hours. It is the cleaning vendor's responsibility to perform all duties with the frequencies required by this proposal regardless of the time vacated. (School supervisor is to provide a monthly activity calendar to assist vendor with schedule.) Each school is to be manned daily by Supervisor(s) who are to keep the building neat and attractive by providing light cleaning and whatever other duties the supervisor may assign. The Supervisor shall be accessible during the entire school day. All evening work shall be started after 4:00 p.m. and ended not later than 11:00 pm. at the school. The times of evening work hours must meet Moody Early Childhood Center approval.

Vendor shall provide full staff on all school staff workdays, per school calendar, which will not be less than 365 days. This includes normal days of operation, furlough days and teacher workdays.

V. **Inclement Weather** - In case of inclement weather, the vendor's Project Manager will directly contact the Deputy Executive Director and inform him of the status of cleaning in the school covered by this proposal. The contractor will notify their employees of the scheduled make-up day(s). The Deputy Executive Director and Safety will notify the vendor's building supervisor if school is cancelled due to inclement weather.

The weather conditions in Texas are unpredictable therefore the contractor is expected to coordinate the preparation for inclement weather with the Deputy Executive Director, in order to protect assets such as furnishings, office equipment, and landscaping from damage.

If Moody Early Childhood Center reports to work, a vendor's representative (building supervisor) will be expected to be at each school to assist with removing walkways and entranceways of debris, and/or other weather-related hazards, and to properly dispose of the hazards from these areas.

The Contractor shall make a good faith effort to adhere to the contracted maintenance schedule. In the event the Contractor is unable, for whatever reason, to maintain maintenance schedule (i.e., poor weather conditions, etc.), and Contractor does not reschedule the service, or inform Moody Early Childhood Center of intent to make up the service within 72 hours, that amount for the failure to perform may be deducted from Contractor's fee. If the work cannot be completed on the proposed scheduled day, the Contractor must notify the MECC Deputy Executive Director on that day to advise them accordingly

W. **Project Coordination and Inspections** - The vendor shall coordinate and schedule vendor's staff to complete the daily work. The vendor shall plan the work in conjunction with the school supervisor to minimize the disruption of school operations.

The vendor shall provide weekly inspections of all facilities under proposal and confer with supervisors and the Deputy Executive Director, as specified but not less than once per week, to set up and maintain the facility in an acceptable state of cleanliness and sanitation.

Contractor shall adhere to the set schedules shown in Attachment "A" and Attachment "B".

The Contractor MUST notify the Deputy Executive Director by e-mail, at least one (1) week prior of the scheduled date and time for all "specialty type" maintenance operations. "Specialty Type" maintenance operations include all floor stripping, waxing, and room deep cleaning.

Monthly walkthrough inspections of facilities will be conducted with supervisor or site administrator using cleanliness checklist. See Attachment "A".

The vendor's Project Manager shall accompany the Deputy Executive Director on periodic inspections of the work at any time during normal business hours of the school. The Moody Early Childhood Center reserves the right to make determination as to whether service is being performed satisfactorily.

X. **Work Conferences** - The vendor's Project Manager will meet upon request with the Deputy Executive Director.

Y. **Performance Record** - School employees are to send requests and complaints to the school office. Office employees will document complaint and send email detailing deficiency to Vendor's Project Manager who will address the issue. Vendor will be given 48 hours to resolve the issue to the satisfaction of school administrator or designee.

Z. **Complaints and Supply Requests** – The vendor shall correct all complaints and supply requests for services within a reasonable time period. All complaints, both major and minor, shall be investigated within 48 hours. Any complaint, which cannot be corrected during the same working day of which, is considered unreasonable or which cannot be dealt with for reasons beyond the vendor's control shall be specifically reported to the Deputy Executive Director. Uncorrected complaints, if not considered unreasonable by the Deputy Executive Director, shall be cause for the following actions by the Moody Early Childhood Center.

- a. In the event it becomes necessary for the school system to take corrective action based on contractual service failure, the incurred cost of labor and materials will be charged to the vendor.

**AA. Consumable Supplies** - The vendor shall provide consumable supplies to perform all work functions. Consumable supplies include but are not limited to trash bags, paper products floor sealant, finish, stripper, detergents, disinfectants, foam hand soap with dispensers, hand sanitizer with dispensers, rags, carpet shampoo, mops, mop buckets, wet floor signs, dust mops, brooms, brushes, and wringers. All consumable supplies must meet Moody Early Childhood Center approval.

There must be a minimum of three cases of toilet tissue and paper towels in stock at the school at all times. If site administrator is notified that a school is out of toilet tissues or paper towels, the building supervisor will be notified and will immediately have product taken to the school.

**BB. Extra Billing** - It may become necessary for the cleaning vendor to perform duties over and above the scope of work outlined in this proposal. Prior to performing such duties, the vendor will develop an estimate of the cost of the work based on unit prices established within the cost proposal schedule. This estimate must be approved by the Deputy Executive Director prior to work being performed.

**CC. Light Maintenance** - Vendor will be required to accomplish minor maintenance within each individual facility. The responsibilities will be accomplished on an as required basis and will be at the specific instruction of the school Supervisor. All maintenance related supplies will be provided by MOODY EARLY CHILDHOOD CENTER. The following job responsibility outline is a sample overview for the nature of maintenance activities and responsibilities that will be required of and performed by the daytime custodian.

1. Replace light bulbs and clean inside fixtures reachable with 8-foot ladder.
2. Clean and replace ceiling tiles.
3. Clean all HVAC return and supply air grills in all classrooms and common areas on a quarterly basis.

**DD. Special Cleaning and other Requirements to be Performed by Vendor** - Any cleaning for, or any requirements for a supervisor being present during special events or activities in the school sponsored by the school will be considered a part of the cleaning proposal.

1. Any outside group allowed to use the facilities by MECC, or Galveston ISD will be charged for cleanup and/or Supervisor being present. The vendor will submit the invoice directly to the user. The unit price established in this proposal will be used.
2. Clean prior to and immediately after all MECC activities located at the school. Areas include but are not limited to grounds, offices., halls, gymnasium, cafeteria, fields, playground areas, and restrooms. Cleaning of areas must meet Moody Early Childhood Center approval. Vendor's employees shall not be removed from school during normal working hours to perform this task.
3. The vendor must provide custodians at the location during Moody Early Childhood Center's hours of operation, Monday- Friday from 7:00am - 6:30pm during all special events. Work activities during this time will be at the discretion of the supervisor.
4. Emergency and/or call service will be provided at an agreed upon rate.
5. The Vendor shall provide a mid-year service of top-scrubbing and re-waxing of all floors in commons areas, hallways, and cafeterias during Christmas and Summer break. This should be included in the Vendor's Bid Proposal.

*MECC reserves the right to add, delete, and or change Scope of Services of this contract, and may do so by submitting written notification to Contractor. Any increase or decrease in maintenance fees shall be negotiated at that time and incorporated into the contract.*

## **IX. QUALIFICATIONS**

**A. Qualifications** - Each vendor shall submit evidence of qualifications which would influence the ability to satisfactorily perform the custodial services defined elsewhere in this document (see evaluation criteria for additional pertinent details.)

1. Vendor must be licensed to do business in Texas.
2. Vendor must demonstrate ability to manage a large school Moody Early Childhood Center.
3. Vendors may be required to furnish evidence in writing that they maintain permanent places of business

and have adequate equipment, finances, and personnel to furnish the service offered satisfactorily and expeditiously.

#### **X. WARRANTY OF SERVICE INDEMNITY**

##### **A. Warranty of Services-Definitions:**

1. "Acceptance" as used in this clause, means the act of an authorized representative of Moody Early Childhood Center assumes for itself, approval of specific services, as partial or complete performance of the Contract must be in writing.
2. "Correction" as used in this clause, means the elimination of a defect
3. Notwithstanding inspection and acceptance MECC or any provision concerning the conclusiveness thereof, the Contractor warrants that all services performed under this Contract will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this Contract. MECC shall give written notice of any defect or non-conformance to the Contractor within a one-year period from the date of acceptance by school. This notice shall state either (1) that the Contractor shall correct or re-perform any defective or non-conforming services at no additional cost to MECC, or (2) that MECC does not require correction or re-performance.
4. If the Contractor is required to correct or re-perform, it shall be at no cost to MECC, and any services corrected or re-performed by the Contractor shall be subject to this clause to the same extent as work initially performed. If the Contractor fails or refuses to correct or re-perform, MECC may, by contract, otherwise correct, or replace with similar services and charge to the Contractor the cost occasioned to MECC thereby or make an equitable adjustment in the Contract price.
5. If MECC does not require correction or re-performance, College shall make an equitable adjustment in the contract price.
6. Vendor shall indemnify and hold harmless the Moody Early Childhood Center harmless, from and against, any and all claims, damages, losses, and expenses (including reasonable attorney's fees) arising out of or relating to the work contemplated herein.

#### **XI. SPECIFICATIONS**

- A. See Attachment "A" for cleaning schedule and Attachment "B" for landscaping schedule and expectations.

**ATTACHMENT**

**A**

# CUSTODIAL CHECKLIST

DAILY WORK ACTIVITIES	MON	TUE	WED	THU	FRI	OTHER
<b>Restrooms.</b> Clean and sanitize faucets, dispensers, plumbing fixtures, tops and bottoms of toilet seats, urinals, toilets, pipes, and walls in the immediate area of washbasins. Spot clean toilet doors and partitions. Clean mirrors. Fill all soap, paper towel, and toilet paper dispensers and check to Ensure proper operation. Clean and sanitize shower walls, partitions, and floors. Wet mop and sanitize floors.						
<b>Waste Receptacles.</b> Empty all waste from receptacles into plastic bags and wipe receptacles clean.						
<b>Floors.</b> Vacuum all rugs, carpets, floor matting, and rubber runners. Sweep or dust mop all tile, wood, and concrete floors. Remove dust and dirt deposits from underneath floor mats. Remove spots, gum, etc. Wet mop hard surfaced floors (except gym) including rubber runners. Dry mop gym floors with treated mop.						
<b>Drinking Fountains.</b> Clean and sanitize all drinking fountains and polish exterior and hardware.						
<b>Walls.</b> Remove marks, smudges, and graffiti.						
<b>Light Fixtures.</b> Inspect all light fixtures, including exit lights, for operating condition. Replace all defective, flickering, or burned-out lamps.						
<b>Exits.</b> Ensure that all exits are accessible. Sweep exterior landings and stairs. Remove snow and ice from landings, stairs, and walkways as required.						
<b>Janitor Closets.</b> Clean floor as required for other hard surfaced floors. Clean and sanitize mop sinks and hardware. Remove trash. Store equipment and supplies in an orderly manner.						
<b>Equipment.</b> Keep mops, vacuums, carpet shampooers, buffers, etc. in good repair.						
<b>Grounds.</b> Remove litter from grounds.						
<b>WEEKLY WORK ACTIVITIES</b>						
<b>Floor Drains.</b> Put half a gallon of water in each floor drain, bathrooms, air handler rooms, kitchen, wood and metal shop.						
<b>Furniture.</b> Dust all chairs, desks, cabinets, tables, counters, radiators, windowsills, and consoles. Damp clean the tops of desks, tables, and counters.						
<b>Lockers.</b> Damp clean lockers in halls and locker rooms.						
<b>Marker Boards.</b> Clean all marker boards.						
<b>Gym Floor.</b> Wet mop gym floor. Remove scuff marks, gum, etc.						
<b>Doors.</b> Clean all doors and casing.						
<b>Custodial Rooms.</b> Keep custodial rooms clean and orderly. Do not store flammables in boiler rooms. Keep areas around boilers, air intakes, and electrical panels clear.						
<b>MONTHLY WORK ACTIVITIES</b>						
<b>Windows.</b> Clean all exterior windows on the inside. Clean all interior windows including display cases.						
<b>Air Filter.</b> Check and replace air filters as needed						
<b>QUARTERLY WORK ACTIVITIES</b>						
<b>Floors.</b> Shampoo carpets and rugs, Check floors for significant imperfections. Remove marks and buff all hard surfaced floors. Strip and wax as needed						
<b>SEMIANNUAL WORK ACTIVITIES</b>						
<b>Floors.</b> Wet mop, wax, and buff all hard surfaced floors. (Do not wax gym, ceramic tile, shop, or mechanical/electrical room floors except as directed.)						
<b>Woodwork.</b> Clean all woodwork including doors, door frames, window frames, baseboards, partitions, trim, etc.						
<b>Light Fixtures.</b> Dry wipe all light fixtures. <b>EXTREME CAUTION SHOULD BE USED TO PREVENT ELECTRICAL SHOCK.</b>						
<b>Waste Receptacles.</b> Wash and sanitize all waste receptacles.						
<b>Ceilings:</b> Clean acoustical tile ceilings.						
<b>Windows.</b> Clean all exterior windows on the outside. Wipe away all spills, drippings, and stains.						
<b>ANNUAL WORK ACTIVITIES</b>						
<b>Walls, Ceilings and Doors.</b> Clean all interior painted wood, plaster, sheetrock, concrete, plywood walls, ceilings and doors.						
<b>High Cleaning.</b> Clean all exposed pipes, vents, grills, ledges, and transoms.						
<b>Gym Floor.</b> Refinish gym floor as per prescribed method recommended by the manufacturer.						
<b>Grounds.</b> Check all playground equipment for safety. Repair and lubricate equipment. Mow and weed as required.						
<b>OTHER CLEANING WORK ACTIVITIES</b>						


**CERTIFICATION:** The signatures below constitute certification that the work checked above was completed as prescribed.

Custodian

Date

Site Administrator

Date

## **INSTRUCTIONS**

**Restrooms.** Clean floors, fixtures, pipes, walls, showers, partitions, and lockers with a solution of water, detergent, and odor counteracting germicide. Pour a quantity of the solution into each toilet bowl and urinal and clean with a bowl brush. Remove stubborn stains, lime deposits, rust, and other stains in wash basins, toilets, and urinals with an acid-type cleaner. Damp wipe all cleaned surfaces with clear water and wipe dry all cleaned surfaces with a clean cloth. Rinse treated areas thoroughly with clean water after each treatment.

**Waste Receptacles.** Clean with a solution of water, detergent, and odor counteractant germicide. For daily cleaning, waste receptacles lined with a plastic bag need not be cleaned provided no leakage has occurred.

**Hard Surfaced Floors.** Wet mop with a solution of water and detergent and rinse with clear water. Use a nonskid wax and buff after each waxing. Remove all marks and stains and apply an appropriate non-skid wax. Remove all wax deposits from furniture legs, cabinets, baseboards, and door jambs.

**Drinking Fountains.** Clean with a solution of water, detergent, and odor counteractant germicide. Clean hardware and other metal components with stainless steel cleaner and wipe with a clean, dry cloth.

**Walls, Doors, Woodwork, Lockers, High Cleaning, Hard Surfaced Ceilings, and Furniture.** Clean with a solution of water and detergent, wipe with clear water, and dry with a clean cloth. Wipe up spills, drips, and stains immediately. Pay special attention to dust catching areas such as door louvers, sills, vents, grills, etc. Protect rugs, carpets, and furniture with drop cloths. Wipe away any stains, spills and drips. Return furniture, pictures, etc. to their original positions.

**Acoustical Ceilings.** Vacuum with wand attachment with soft bristle brush. Clean spots with a soft sponge and clear water (no detergent). Dry with clean cloth.

**Carpets.** Clean spots and remove gum with products designed for these purposes.

**Marker Boards.** Clean with clear water or with products designed to clean the specific surface. Dry with clean cloth.

**Windows.** Clean with a commercial window cleaning solution using a sponge or cloth and squeegee. Wipe dry with a clean cloth. Wipe up spills, drips, and stains immediately. When cleaning exterior windows in temperatures below 40° F, add alcohol or appropriate chemical to prevent freezing.

**Mirrors.** Clean with commercial glass cleaning spray. Wipe with clean cloth or paper towel. Wipe off any overspray or drips immediately.

**Gym Floor.** Use mop treatment for daily dry mop. Spray mop with treatment and let rest for a day before using (alternate daily between two mops). Check with District Maintenance Coordinator for instructions before refinishing gym floor.

**PROMPTLY REPORT IN WRITING TO THE SITE ADMINISTRATOR ANY REPAIRS REQUIRING THE ASSISTANCE OF THE MAINTENANCE DEPARTMENT.**

# Classroom Cleaning Checklist

## Custodial Daily Checklist (Cleaning)

Item	M	T	W	Th	F
Vacuuming classrooms & offices, etc					
Cleaning tops of student desks					
Dusting shelves ,filing cabinets ,copiers, computer terminals, bookcases, window ledges ,heater tops etc.					
Erasing boards(except if teacher marks it otherwise)					
Emptying wastebaskets					
Cleaning classroom doors, door knobs, window, light switches					
Sweeping and moping all tile floors					
Checking & replacing, if necessary ,supplies in bathrooms					
Cleaning the bathroom sinks, toilets, urinals, counters, walls, stalls ,dispensers, mirrors					
Mopping the floors/ vacuuming loors					
Cleaning entrance door windows					
All exit/entrance doors locked					
Turning off all lights					
Set security alarm(last custodian leaving building)					
Leaving notes in business office for any needed supplies, concerns, etc.					

School: \_\_\_\_\_ Signature: \_\_\_\_\_

**ATTACHMENT**

**B**

## **LANDSCAPING SCHEDULE**

The Contractor shall furnish all labor, material, tools, equipment, transportation, insurance, incidentals, and other facilities to perform all work for the said landscaping and grounds maintenance services for campuses. Work to be performed comprises general grounds keeping, playgrounds' horticultural maintenance, cleanup of landscape areas as designated in each service area and the list of locations and, when necessary, repairs to vandalism, and replacement of plant materials. Services to be rendered include but are not limited to the following

- a) Maintenance of student playgrounds and groundcover areas, mowing and edging
- b) Removal of litter and debris from turf, planter beds, fence lines and street curbs
- c) Pruning of trees and shrubs
- d) Application of chemical agents for control of weeds, plant disease and insects that are harmful to plant growth and/or pedestrians
- e) Monthly inspection and maintenance of borders and replacement of dead/dying plants
- f) Replacement of plant material
- (g) Replacement and replenishing of approved soil or mulch or other material for playgrounds, flowerbeds and other shrubbery
- (g) Other work as agreed upon

## **Pre-Existing/Deficiency List**

At the start of the Contract, the Contractor shall inspect all flowers, trees, plants, containers, ground covers, and any related ground keeping repairs for pre-existing conditions for service area, and in accordance with the Scope of Services incorporated herein. Within sixty (60) days of contract execution of the Contractor shall provide a written deficiency inspection report with illustrations that identifies and details all methods of repair and/or replacement components needed in order to properly maintain the landscape and grounds. The Deputy Executive Director and the Contractor shall negotiate in good faith to establish the Final Deficiency List within the sixty- (60) day period of contract execution. The Final Deficiency List will become part of the contract once developed and accepted Moody early Childhood Center. Any deficiencies not included in the Final Deficiency List shall be the responsibility of the Contractor.

## **General Landscape**

The Contractor shall:

- Furnish all labor, materials, and equipment necessary to perform the work described within the Scope of Services in strict accordance with these specifications and subject to the terms and conditions of the contract.
- Not post signs or advertising material anywhere on premises or improvements thereon without prior written approval from the Deputy Executive Director.
- Ensure that all employees wear the appropriate personal protective equipment (PPE) for the activity they are performing.

- Perform grass mowing, edging, trash & debris removal and power blowing of lawn areas.
- Maintain the health and appearance of existing landscape plants, trees, shrubs, groundcovers and lawn area.
- Ensure that each facility site is free of debris, weeds,
- Replace plants or dead ground cover that died under the Contractor's care and not due to vandalism or circumstances beyond Contractor's control.
- Reduce mowing frequency if a drought period is determined to exist and approved in advance by the Deputy Executive Director and provide a revised mowing schedule to the Deputy Executive Director for approval prior to implementing the schedule change.
- The Contractor shall be required to make-up missed scheduled cycled maintenance due to foul weather conditions.
- For special events and activities, the school's representative may request additional landscape maintenance items or request a change/modification to the schedule.
- Report in writing and provide illustrations of any conditions that are not conducive for thriving plant growth to MECC on a monthly basis.
- Establish and announce at the beginning of the Contract a specific day of the week the facility will be maintained.
- Perform all work in a professional skillful manner using quality equipment and materials. Secure any gated or doored areas that require landscaping services after services are completed

MECC is specific and stresses the importance of lawn maintenance quality at all of property. Not only does good lawn maintenance affect the quality and value of the property, but it also reflects on the organization. The appearance and the professionalism of lawn maintenance affect employees, students, clients, and partners by creating a first impression.

The Contractor shall be responsible for the maintenance of any plant that grows over an area of ground used to provide protections from erosion and drought, and to improve its aesthetic appearance (by concealing bare earth).

**Weeding Grounds – Every Visit:**

- Keep basins and areas between plants free of weeds
- Use herbicides per manufacturer's recommendations
- Cultivate as necessary for aeration
- Weed ground cover areas, cracks, crevices and all mulch beds
- Weed perimeter of Bldgs. and any fence lines and structures
- Keep fence lines groomed on both sides and all areas along side of buildings and any adjacent walls

- Weed tree saucers and maintain existing size of circumference in a clean and neat condition

#### **Grounds Care:**

- Maintain all ground areas by cleaning and clearing of dead leaves each spring and as necessary if severe leaf drop occurs
- Maintain playground equipment ensuring safety compliance and free from rust. Playground should be inspected at same intervals as lawn care. Safety hazards should be brought to the attention of the Deputy Executive Director

#### **Flower beds -**

- Replace dead or diseased plants
- Fertilize two (2) times per year
- Trim top growth to achieve an overall even appearance
- Keep basins and areas between plants free of weeds
- Use herbicides per manufacturer's recommendations
- Cultivate as necessary for aeration
- Keep flower beds free of weeds and debris

#### **Pruning-**

- Prune hedges and shrubs where necessary to maintain access,
- All shrubs/trees shall be trimmed prior to budding each year in accordance with directions given by the Deputy Executive Director.
- Restrict growth of hedges and shrubs to areas behind curbs and walkways and within planter beds by trimming.
- Prune deciduous trees in March to develop a strong framework or as necessary.

#### **Mowing:**

- Mowing required every two weeks during growing season. Maintain turf areas at two (2) inch level above soil level being careful not to remove more than one-third (1/3) of the turf blade at any time
- Mowing as needed in periods of cooler weather. For periods of cool weather, mow lawn at one and one-half (1 & 1/2) inches
- Mowing operation shall be completely performed according to Maintenance Schedule
- Do not scalp the lawn or cut more than half the existing top-growth in one mowing
- Remove or catch the clippings immediately
- Walkways shall be cleaned immediately following each mowing and all cuttings and debris shall be removed

from the site by the contractor and not blown into the street, planter beds or storm drains

- Care must be taken not to leave ruts or spinouts in the turf area during wet periods
- Any mud tracked onto sidewalks on facility grounds must be removed and cleaned with brush and water prior to leaving the maintenance site
- Mow newly seeded turf in accordance with schedule

**Edging / Detailing / Weed Control:**

- Edge along sidewalks, walk areas, walking tracks, curbs and fence lines
- Use monofilament trimmers only for areas around light poles, fire hydrants, vacuum breakers, building foundations and all fences
- All turf areas shall be kept neatly edged and all weed/foreign grass invasions eliminated
- When designed edges exist in flower beds, these edges shall be kept clean, sharp, well defined, free of weeds, and grass invasion
- All turf edges including but not limited to sidewalks, patios, drives, curbs, shrub beds, flowerbeds, groundcover beds, fence lines, and around the base of trees shall be edged to a neat and uniform line
- The edge of turf shall be trimmed or limited around all valve boxes, meter boxes, back-flow devices, and other obstacles
- All grass-like type weeds, morning glory, or vine-weed types, ragweed, or other underground spreading weed shall be kept under strict control
- Remove all weeds and grass from walkways, curbs, concrete expansion joints, roadways, driveways, parking lots, outdoor sitting areas, and drainage areas
- Methods for removal of weeds, turf encroachment and detailing of planter beds shall incorporate manual, mechanical and/or chemical means of eradication
- Mechanical edging of turf shall be performed at each site at same frequency as mowing
- Where trees and shrubs occur in turf areas, all grass growth shall be limited to at least eighteen (18) inches from the trunk of trees and away from the drip line of shrubs
- Linear edging of turf boundaries may be performed in a manner that ensures a defined turf edge and limits its encroachment into beds or across boundaries where it is impractical to edge mechanically. A four (4) inch barrier width shall be considered normal
- Walkways and planter beds shall be cleaned immediately following each mechanical edging, all excessive cuttings and debris shall be removed from the site by the contractor

**Raking / Sweeping / Blowing:**

Accumulation of leaves and/or debris shall be removed from all landscaped areas including beds, planters, and turf areas under trees and removed from site. Under no circumstances shall leaves, grass clippings, and/or debris be blown into the street or into storm drains as a means of removal from the site.

#### **Frequency-**

- **Ground cover/planter beds- at each visit**
- **Sweeping/ blowing of concrete areas and walkways, as well as patios and decks, etc., at each visit**
- **Turf, under trees- as needed**

#### **Fertilizing:**

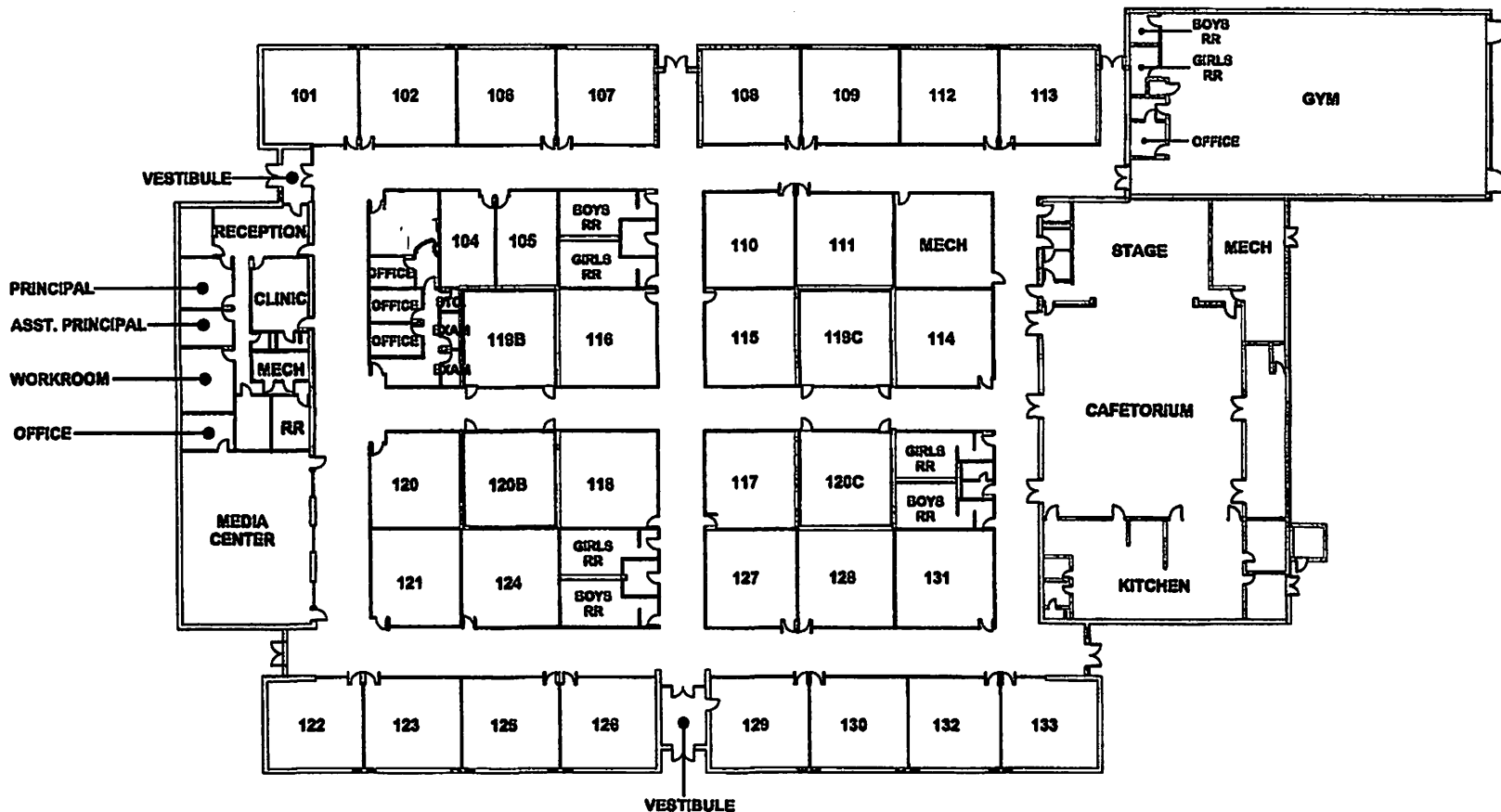
- **Fertilize lawn three (3) times per year in March, June, and December**
- **Weeds include hand pull weeds during every visit such as Johnson Grass, Nut Grass, and Poison Ivy**
- **Apply pre-emergent weed killer three (3) times per year in February, May and November and implement safety precautions during applications**
- **With the prior approval of the Deputy Executive Director, spray only the foliage of grass to be eradicated to prevent killing healthy plant life**
- **Spray weeds in paving cracks two (2) times per month (every other week)**
- **Spray walkway sidewalks, driveways, expansion joints, and bumper stops with contact herbicide to eliminate weed growth in and around areas including along fence line and adjacent walls without damaging surrounding turf and plant materials**

#### **Mulching:**

- **Contractor shall fluff/flip mulch on playgrounds every landscaping visit**
- **Contractor shall remove the top layer 2 inches of old mulch and install two (2) inch depth of composite shredded bark mulch two (2) times per year in the months of March and October, at a minimum depth of two inches on all existing beds, at the base of trees and other mulched areas.**
- **Mulch must be at least two inches away from the base of the tree and not mounded to the trunk**

**ATTACHMENT**

**C**



**SAN JACINTO ELEMENTARY SCHOOL/Moody Early Childhood Center**  
**GALVESTON ISD**  
 65,000 sq ft

FIRST FLOOR  
 SCALE: 1/32" = 1'-0"

