

GMSD Work Session
June 8, 2021 5:00 PM
Board Room, GMSD Office

1. Revision of Policies - First Reading
2. Miscellaneous FY 2020-21 Budget Amendments 37 through 41
3. Miscellaneous FY 2021-22 Budget Amendment # 1
4. Custodial Services Agreement for the 2021-2022 School Year
5. Contract Amendment for Maintenance Services
6. GMSD FY 2021-2022 Federal, Capital, Cafeteria, Health Insurance and OPEB Budgets -
Second and Final Reading
7. Further Business

Germantown Municipal School District

Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Non-Tenured Teachers	Descriptor Code: 5.201	Issued Date: July/**/ 2021 2/20/18 09/18/17
		Rescinds: 5.201	Issued: 05/16/16

1 **SUSPENSION PENDING AN INVESTIGATION¹**

2 The Superintendent may suspend a teacher at any time that may seem necessary, pending investigation
3 or final disposition of a case before the board or an appeal. If the matter under investigation is not the
4 subject of an ongoing criminal investigation or a department of children’s services investigation, and if
5 no charges for dismissal have been made, a suspension pending investigation shall not exceed ninety
6 (90) days in duration. Under no circumstances shall the Superintendent suspend a non-tenured teacher
7 with pay. If vindicated or reinstated, the non-tenured teacher shall be paid full salary for the period of
8 suspension.

9 **SUSPENSION OF THREE DAYS OR LESS²**

10 A Superintendent/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
11 unprofessional conduct and insubordination. Before an employee is suspended he/she shall be: (1)
12 provided with written notice, including the reasons for the suspension along with an explanation of the
13 evidence; (2) given an opportunity to respond to the director at a recorded conference, if requested
14 within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both
15 parties may be represented by counsel at the conference, which shall be recorded.

16 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS²**

17 The Superintendent may dismiss or suspend for more than three days any non-tenured teacher during
18 the contract year for incompetence, inefficiency, insubordination, improper conduct, or neglect of duty
19 after giving the non-tenured teacher, in writing, due notice of the charges.

20 The Superintendent shall give the non-tenured teacher an opportunity for a full and complete hearing
21 before an impartial hearing officer.

22 The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will
23 hear the case and the employee shall have the right to:

- 24 1. Be represented by counsel;

- 1 2. Call and subpoena witnesses;
- 2 3. Examine all witnesses; and
- 3 4. Require that all testimony be given under oath.

4 Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to
5 the affected employee within ten (10) working days following the close of the hearing. The employee
6 may appeal the decision to the Board within ten (10) working days of the hearing officer rendering the
7 written decision to the employee. Written notice of appeal to the Board shall be given to the
8 Superintendent. Within twenty (20) days of receipt of notice, the Superintendent shall prepare a copy
9 of the proceedings, transcript, documentary and other evidence presented and provide the Board a copy
10 of the same. The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured
11 teacher may appear in person or be represented by counsel and argue why the decision should be
12 modified or reversed. The Board shall take one of the following actions:

- 13 1. Sustain the decision;
- 14 2. Send the record back if additional evidence is necessary; or
- 15 3. Revise the penalty or reverse the decision.

16 Before any decision to dismiss is made, a majority of the membership of the Board shall concur in
17 sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days
18 after the conclusion of the hearing.

19 The Superintendent shall also have the right to appeal any adverse ruling by the Hearing Officer in the
20 same manner as the non-tenured teacher.

21 Within twenty (20) days after receipt of notice of the decision of the Board, either party may appeal to
22 the chancery court in the county where the school system is located. The Board shall provide the entire
23 record of the hearing to the court.

24 **NONRENEWAL**

25 Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of
26 employment enjoyed by tenured teachers except that they have no claim upon continuing employment
27 or tenure protections.

28 The principal is responsible for discussing deficiencies as part of the evaluation process with the non-
29 tenured teacher and providing assistance for overcoming these deficiencies.

30 The Superintendent is under no obligation to re-employ non-tenured teachers at the end of their
31 contract period. If the Superintendent determines not to renew the contract of a non-tenured teacher,¹

1 the following action shall be taken:

- 2 1. The Board shall be notified at the next regular board meeting; and
- 3 2. ~~Written notice of non-renewal shall be hand delivered or sent to the employee by registered~~
4 ~~mail so that it will be received by the employee within five (5) business days following the~~
5 ~~last instructional day for the school year.~~³ Written notice of non-renewal shall be sent to
6 the teacher within five (5) business days following the last instructional day for the school
7 year. "Last instructional day" means the last day of the school year on which students are
8 required to report to school. Written notice shall be sent by the Superintendent to the
9 teacher by certified mail or overnight carrier to the teacher's physical mailing address on
10 record with GMSD or transmitted via electronic mail to the email address used by GMSD
11 to communicate with the teacher.³
12

13 RESIGNATION

14 A teacher shall give the Superintendent notice of resignation at least thirty (30) days before the
15 effective date of the resignation.⁴ The Board may waive the thirty (30) days notice requirement and
16 permit a teacher to resign in good standing.

17 The conditions under which it is permissible to break a contract with the Board are as follows:

18 The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement
19 of a physician approved by the Board;

- 20 1. The release by the Board of the teacher from the contract which the teacher has entered into
21 with the Board.

22 Any teacher on leave shall notify the Superintendent in writing at least thirty (30) days prior to the date
23 of return if the teacher does not intend to return to the position from which he/she has taken leave.
24 Failure to render such notice may be considered a breach of contract.⁵

25 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with
26 the Commissioner and request the suspension of a teacher's certificate. After the Commissioner has
27 provided the teacher an opportunity for defense during a hearing, the Commissioner may suspend the
28 certificate for no less than thirty (30) and no more than three hundred sixty-five (365) days.⁶

29 RETIREMENT

30 Retirement shall mean a termination of services under conditions which will allow the employee to
31 draw benefits from retirement plans and/or social security benefits.

1 Employees eligible for retirement benefits may elect to retire at any age according to the provisions of
2 the retirement system.

3 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the
4 responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the
5 central office. It shall be the responsibility of the retiring employee to file for benefits.

6 Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year
7 without loss of retirement benefits.⁷

8 Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement
9 benefits and may substitute for additional days if the Director of Schools certifies in writing to the
10 division of retirement that no other qualified personnel are available to substitute teach.⁸

11 The Superintendent may employ teachers retired for at least one year for full-time employment as a
12 kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost
13 or suspended under certain conditions, which include but are not limited to the following:⁹

- 14 1. The Superintendent of the employing system must certify in writing that no other qualified
15 individuals are available to fill the position;
- 16 2. The Commissioner of Education must certify that the employing school system serves an
17 area that lacks qualified teachers to serve in the position to be filled;
- 18 3. The retired teacher must hold a valid license and shall not be entitled to tenure status;
- 19 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue
20 leave or receive medical insurance coverage; and
- 21 5. The salary paid to the retired member shall not be less than the rate of compensation set by
22 the Board for teachers with no experience filling similar positions, nor more than eighty-
23 five percent (85%) of the rate of compensation set by Board for teachers with comparable
24 training and years of experience filling similar positions.

25 *(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and*
26 *does NOT follow the suspension/dismissal procedures outlined in this policy. Rather, nonrenewal of*
27 *non-tenured teachers after the contract year follows the nonrenewal procedures outlined in this*
28 *policy.)*

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(GG); TCA 49-5-512(d)
3. TCA 49-5-409
4. TCA 49-5-508
5. TCA 49-5-706
6. TCA 49-5-411(b)(4)
7. TCA 8-36-821
8. Public Acts of 2017, Chapter No. 287
9. TCA 8-36-821

Cross References

Recommendations and File Transfers 5.203

Germantown Municipal School District

Monitoring: Review: Annually, in March	Descriptor Term: <h2 style="text-align: center;">Physical Assault Leave</h2>	Descriptor Code: 5.307	Issued Date: 07/**/21
		Rescinds:	Issued: 05/05/14

1 A teacher who is absent from assigned duties as a result of personal injury caused by physical assault or
 2 other violent criminal acts committed in the course of the teacher's employment duties shall receive
 3 workers' compensation or comparable benefits without loss of accumulated or granted sick, personal, or
 4 professional leave.¹

5 The school system shall continue to pay the teacher's full benefits including, but not limited to health
 6 insurance benefits, until the earlier of the date on which the teacher is released by the teacher's physician
 7 to return to work or the date on which the teacher is determined by the teacher's physician to be
 8 permanently disabled from returning to work.² "Full benefits," as used in this section means the benefits
 9 the teacher was receiving from GMSD when the teacher was placed on leave due to the teacher's personal
 10 injury. "Full benefits," as used herein does not include the teacher's full salary.

11 A signed statement listing the cause of the absence shall be provided by the employee on forms
 12 furnished by the director of schools and shall promptly be given to the immediate supervisor in support
 13 of all claims. A certificate from the physician on forms furnished by the director of schools may also
 14 be required to verify the extent of the injury.³

15

Legal References

1. TCA 49-5-714(a)
2. TCA 49-5-714(b)
3. TRR/MS 0520-01-02-.04(5)(b)

Cross References

- Worker's Compensation 3.602
 Long Term Leaves of Absence 5.304



Germantown Municipal School District
Budget Amendment

Fiscal Year: 2020 - 2021

Amendment # 37

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
141-71100-116 - REGED	Teachers	245,520	-	-	245,520
141-71100-163	Educational Assistants	12,600	-	-	12,600
141-71100-201	Social Security	16,004	-	-	16,004
141-71100-204	TCRS	26,509	-	-	26,509
141-71100-212	Medicare	3,743	-	-	3,743
141-71200-429	Instructional Supplies and Materials	81,660	-	(7,008)	74,652
141-72120-131 - HEALTH	Medical Personnel	6,600	-	-	6,600
141-72120-201	Social Security	409	-	-	409
141-72120-204	TCRS	678	-	-	678
141-72120-212	Medicare	96	-	-	96
141-72120-499	Other Supplies & Materials	1	-	999	1,000
141-72130-123 - OTH STUDENT SUPPT	Guidance Personnel	7,920	-	-	7,920
141-72130-201	Social Security	491	-	-	491
141-72130-204	TCRS	813	-	-	813
141-72130-212	Medicare	115	-	-	115
141-72130-499	Other Supplies & Materials	802	-	-	802
141-72410-162 - OFC OF PRINCIPAL	Clerical Personnel	3,200	-	-	3,200
141-72410-201	Social Security	198	-	-	198
141-72410-204	TCRS	288	-	-	288
141-72410-212	Medicare	46	-	-	46
141-72410-435	Office Supplies	890	-	-	890
141-72710-314 - TRANSPORTATION	Contracts with Public Carriers	6,741	-	(6,741)	-
141-72710-412	Diesel Fuel	359	-	(359)	-
141-73100-165 - FOOD SERVICE	Cafeteria Personnel	-	-	1,125	1,125
141-73100-201	Social Security	-	-	70	70
141-73100-204	TCRS	-	-	116	116
141-73100-212	Medicare	-	-	17	17
141-73100-422	Food Supplies	2,000	-	11,781	13,781
141-46590	Revenues - Summer Learning Camps	417,683	-	-	417,683

REASON FOR AMENDMENT:

To appropriate Summer Learning Camps funding according to Eplan approvals - Cost Center 1010

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____

_____ Budget revision is denied for the following reason(s):

GMSD Board Chair _____
Date

GMSD Superintendent _____
Date



Germantown Municipal School District Budget Amendment

Fiscal Year: 2020 - 2021

Amendment # 38

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
141-71100-116 - REGED	Teachers	95,040	-	-	95,040
141-71100-163	Educational Assistants	12,600	-	6,300	18,900
141-71100-201	Social Security	6,674	-	391	7,065
141-71100-204	TCRS	11,055	-	647	11,702
141-71100-212	Medicare	1,764	-	(109)	1,655
141-71200-429	Instructional Supplies and Materials	29,148	-	(8,758)	20,390
141-72130-123 - OTH STUDENT SUPPT	Guidance Personnel	7,920	-	-	7,920
141-72130-201	Social Security	491	-	-	491
141-72130-204	TCRS	813	-	-	813
141-72130-212	Medicare	115	-	-	115
141-72710-105 - TRANSPORTATION	Supervisor/Director	3,371	-	(3,371)	-
141-72710-412	Diesel Fuel	179	-	(179)	-
141-73100-105 - FOOD SERVICE	Supervisor/Director	1,000	-	(1,000)	-
141-73100-422	Food Services	-	-	6,079	6,079
141-46590	Revenues - Bridge Camps	170,170	-	-	170,170

REASON FOR AMENDMENT:

To appropriate Bridge Camps funding according to Eplan approval - Cost Center 1011

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____

_____ Budget revision is denied for the following reason(s):

GMSD Board Chair _____
Date

GMSD Superintendent _____
Date



Germantown Municipal School District Budget Amendment

Fiscal Year: 2020 - 2021

Amendment # 39

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
141-71100-116 - REGED	Teachers	28,440	-	-	28,440
141-71100-201	Social Security	1,763	-	-	1,763
141-71100-204	TCRS	2,921	-	-	2,921
141-71100-212	Medicare	412	-	-	412
141-71100-399	Other Contracted Services	2,000	-	-	2,000
141-71100-499	Other Supplies and Materials	68,000	-	(3,000)	65,000
141-71100-722	Regular Instructional Equipment	14,802	-	-	14,802
141-73100-105 - FOOD SERVICE	Supervisor/Director	1,000	-	(1,000)	-
141-73100-422	Food Supplies	-	-	4,000	4,000
141-46590	Revenues - STREAM Mini Camp	119,338	-	-	119,338

REASON FOR AMENDMENT:

To appropriate STREAM Mini Camp funding according to Eplan approval - Cost Center 1012

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____

_____ Budget revision is denied for the following reason(s):

 GMSD Board Chair Date

 GMSD Superintendent Date



Germantown Municipal School District Budget Amendment

Fiscal Year: 2020 - 2021

Amendment # 40

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
142-71100-116 - REGED	Teachers	-	-	17,000	17,000
142-71100-201	Social Security	-	-	1,000	1,000
142-71100-204	TCRS	-	-	1,700	1,700
142-71100-212	Medicare	-	-	300	300
142-71100-311	Contracts with Other School Systems	-	-	-	-
142-71100-369	Contracts for Substitute Teachers - Certified	-	311,209	-	311,209
142-71100-370	Contracts for Substitute Teachers - Non-Certified	-	179,973	(25,000)	154,973
142-71100-429	Instructional Supplies and Materials	-	826	5,000	5,826
142-71100-471	Software	-	160,743	-	160,743
142-71100-722	Regular Instruction Equipment	-	23,553	-	23,553
142-71200-312 - SPED	Contracts with Private Agencies	-	7,000	-	7,000
142-71200-369	Contracts for Substitute Teachers - Certified	-	20,000	-	20,000
142-71200-370	Contracts for Substitute Teachers - Non-Certified	-	37,867	-	37,867
142-72210-189 - REGED SUPPT	Other Salaries & Wages	-	20,000	-	20,000
142-72210-499	Other Supplies & Materials	-	347	-	347
142-72210-524	In-service/Staff Development	-	2,750	-	2,750
142-72220-312 - SPED SUPPT	Contracts with Private Agencies	-	3,000	-	3,000
142-72220-355	Travel - mileage	-	1,635	-	1,635
142-72220-790	Other Equipment	-	4,000	-	4,000
142-72610-399 OPERATIONS	Other Contracted Services	-	15,551	-	15,551
142-72610-410	Custodial Supplies	-	251,593	-	251,593
142-72610-720	Plant Operation Equipment	-	5,841	-	5,841
142-47301	CARES Act Revenues	-	1,478,384	-	1,478,384

REASON FOR AMENDMENT:

To relocate Elementary and Secondary School Emergency Relief - ESSER (aka CARES Act) federal funding for Transitioning Summer School - project 931

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____

_____ Budget revision is denied for the following reason(s):

GMSD Board Chair Date

GMSD Superintendent Date



Germantown Municipal School District Budget Amendment

Fiscal Year: 2020 - 2021

Amendment # 41

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
142-72210-189	REGED SUPPT	47,864	22,000	20,790	90,654
142-72210-196	In-Service Training	-	14,696	8,050	22,746
142-72210-201	Social Security	2,968	1,382	1,289	5,639
142-72210-204	State Retirement	5,088	2,412	2,136	9,636
142-72210-206	Life Insurance	61	-	51	112
142-72210-212	Medicare	694	356	302	1,352
142-72210-308	Consultants	19,675	(8,600)	(11,075)	-
142-72210-369	Substitute Teachers - Certified	7,000	14,543	(21,543)	-

REASON FOR AMENDMENT:

To reallocate Title II funding for lead teacher stipends for professional development.

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____

_____ Budget revision is denied for the following reason(s):

GMSD Board Chair

Date

GMSD Superintendent

Date



Germantown Municipal School District Budget Amendment

Fiscal Year: 2021 - 2022

Amendment # 1

GMSD Acct #	GMSD Acct	Additional FTE	Original Budget	Approved Changes	Requested Changes	Amended Budget
141-71100-116	Teachers Salaries	0.30	19,494,643	-	4,080	19,498,723
141-71100-201	Social Security		1,276,584	-	253	1,276,837
141-71100-204	TCRS		2,112,213	-	420	2,112,633
141-71100-206	Life Insurance		62,650	-	7	62,657
141-71100-212	Medicare		298,556	-	59	298,615
141-71200-128	SPED Homebound Teacher Salary	1.00	-	-	9,350	9,350
141-71200-201	Social Security		224,731	-	580	225,311
141-71200-204	TCRS		362,407	-	963	363,370
141-71200-206	Life Insurance		13,825	-	34	13,859
141-71200-207	Medical Insurance		365,000	-	1,020	366,020
141-71200-212	Medicare		61,071	-	136	61,207
141-72120-105	Whole Child Supervisor/Director Salaries	1.50	68,818	-	30,815	99,633
141-72120-201	Social Security		23,228	-	1,911	25,139
141-72120-204	TCRS		34,613	-	3,174	37,787
141-72120-206	Life Insurance		1,356	-	269	1,625
141-72120-207	Medical Insurance		63,925	-	1,958	65,883
141-72120-212	Medicare		5,432	-	447	5,879
141-72130-123	School Counselor Salaries	4.00	892,298	-	43,671	935,969
141-72130-201	Social Security		55,601	-	2,708	58,309
141-72130-204	TCRS		92,370	-	4,498	96,868
141-72130-206	Life Insurance		2,450	-	136	2,586
141-72130-207	Medical Insurance		97,515	-	4,080	101,595
141-72130-212	Medicare		13,004	-	633	13,637
141-72210-189	Instructional Coaches Salaries	4.20	61,918	-	46,313	108,231
141-72210-201	Social Security		99,479	-	2,871	102,350
141-72210-204	TCRS		153,510	-	4,770	158,280
141-72210-206	Life Insurance		6,425	-	136	6,561
141-72210-207	Medical Insurance		148,500	-	4,080	152,580
141-72210-212	Medicare		23,265	-	672	23,937
141-72220-124	Psychological Personnel	2.00	228,941	-	24,650	253,591
141-72220-201	Social Security		78,451	-	1,528	79,979
141-72220-204	TCRS		117,081	-	2,539	119,620
141-72220-206	Life Insurance		5,328	-	68	5,396
141-72220-207	Medical Insurance		121,599	-	2,040	123,639
141-72220-212	Medicare		18,347	-	357	18,704
141-72250-120	Online School Help Desk Wages	1.00	378,062	-	7,603	385,665
141-72250-201	Social Security		42,956	-	471	43,427
141-72250-204	TCRS		62,355	-	684	63,039
141-72250-206	Life Insurance		2,500	-	43	2,543
141-72250-207	Medical Insurance		102,920	-	1,190	104,110
141-72250-212	Medicare		10,046	-	110	10,156
141-72410-104	Principals Salaries	1.00	778,551	-	17,532	796,083
141-72410-161	Secretaries	1.00	253,159	-	6,630	259,789
141-72410-162	Clerical	1.00	510,737	-	9,649	520,386
141-72410-201	Social Security		179,485	-	2,096	181,581
141-72410-204	TCRS		287,772	-	3,483	291,255
141-72410-206	Life Insurance		11,375	-	102	11,477
141-72410-207	Medical Insurance		293,450	-	3,060	296,510
141-72410-212	Medicare		41,976	-	490	42,466
141-72610-166	Day Porters Wages	6.00	-	-	29,763	29,763
141-72610-201	Social Security		20,784	-	1,845	22,629
141-72610-204	TCRS		30,170	-	2,679	32,849
141-72610-206	Life Insurance		900	-	255	1,155
141-72610-207	Medical Insurance		55,998	-	7,140	63,138
141-72610-212	Medicare		4,861	-	432	5,293
141-39000	Reserves	23.00	20,000,000	-	(254,369)	19,745,631

REASON FOR AMENDMENT:

To allocate 2 months (17%) of operating funds for new positions should ESSER 3.0 funding approval be delayed.

APPROVAL / DENIAL:

_____ Budget revision is approved effective July 1, 2021.

_____ Budget revision is denied for the following reason(s):

GMSD Board Chair

Date

GMSD Superintendent

Date



NOTICE TO PROPOSERS REQUEST FOR PROPOSAL FY210006 ACS JANITORIAL SERVICES

Monday, April 19, 2021

Arlington Community Schools is submitting this Request for Proposal (RFP) for Janitorial Services. General Terms and Conditions, Scope of Services, General Specifications and Cleaning Specifications for this RFP are contained on the following pages.

There will be a mandatory pre-proposal meeting beginning at 11:00 AM, CST, Monday, April 26, 2021. All interested proposers will meet at the Arlington High School Indoor Sports Facility located at 11794 Milton Wilson Blvd. It is located on the south side of the main campus. Information pertinent to the Janitorial Services will be shared at this meeting.

All proposals must be received by Arlington Community Schools - Purchasing, Attn: Laney Borwick, 12060 Arlington Trail, Arlington, TN 38002, by 10:59 AM, Central Time, Monday, May 3, 2021 prior to the aforementioned RFP deadline date and time. Proposals received after the specified date and time will be considered late and will not be opened, or considered. Please use the label attached to all proposals. Proposals will not be accepted via any form of electronic media.

Questions regarding RFP specifications should be directed to Tim Ruff, Director of Operations, Arlington Community Schools, tim.ruff@acsk-12.org, not later than 11:00 AM on Wednesday, April 28 2021. Purchasing questions should be directed to Laney Borwick, Purchasing, laney.borwick@acsk-12.org, no later than 11:00 AM on Wednesday, April 28 2021. **All questions must be submitted by email.**

Arlington Community Schools reserves the right to reject any or all Proposals, waive defects or informalities in Proposals the bid award shall be made to the Proposer that is determined, in the sole discretion of ACS, to have the proposal that best serves the interest of Arlington Community Schools.

In compliance with this Request for Proposal, in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this Proposal be accepted, to furnish any or all of the items upon which prices have been quoted in accordance with the specifications applying at the price set opposite each item. The undersigned further agrees, if awarded an order or contract, to indemnify, protect and hold harmless Arlington Community Schools, its Board Members, agents and employees from all judgments, claims, suits or demands for payment that may be brought against Arlington Community Schools, its board members, agents and employees arising out of the use of any product or article that is provided pursuant to the Proposal. Proposer further agrees to indemnify, protect, defend and hold harmless Arlington Community Schools, its Board Members, agents and employees from all judgments, claims, demands for payment, or suits or actions of every nature and description brought against the aforementioned alleging injuries or damages sustained by any person arising out of or in the course of the Proposer performing or failing to perform the service related to this Proposal and/or providing or failing to provide the goods related to this Proposal.

Proposer also certifies that he/she/it does not discriminate against any employee or qualified applicant for employment on the grounds of race, age, color, national origin, religion, gender, sexual orientation, veteran status, sex, disability, genetic information, or any other classification protected by federal and state laws.

Arlington Community Schools offers educational, employment and business opportunities without regard to race, age, color, national origin, religion, gender, sexual orientation, veteran status, sex, disability or genetic information.

Company Name		Terms: _____		Delivery: Days A.R.O _____
Address		Phone		Fax
City	State	Zip	Email address	

Name and signature below certifies that you understand and agree to the requirements above as well as all the information contained in this Request for Proposal.

Authorized Representative (Print)	Signature	Date
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NOTICE TO PROPOSERS REQUEST FOR PROPOSAL FY210006 ACS JANITORIAL SERVICES

GENERAL TERMS AND CONDITIONS

A. Proposals should provide a straightforward and concise presentation, adequate to satisfy the requirements of the Request for Proposal (RFP). Emphasis should be on completeness, clarity of contents and responsiveness to the RFP. Proposals should be structured to respond to the RFP specifications. Format of Request for Proposal response should be as follows:

- I. Company Organization Chart/Management Structure and Personnel Qualifications (include experience in cleaning schools, management, supervisors, custodians, and/or sub custodial contractors)
- II. Staffing Recommendations for Project, including wages.
- III. Project Plan
- IV. Quality Control Procedures. (Standardized process for handling claims arising from accidents or other incidents such as theft associated with cleaning services provider; including but not limited to a mechanism for reimbursement for incurred expenses)
- V. Standard Cleaning Procedures; including but not limited to handling of outbreaks of infectious diseases, epidemics and pandemic events.
- VI. List of Supplies and Equipment with specifications
- VII. State firm's retention rate of K-12 district contracts over the last five (5) years and explain termination of any contract
- VIII. Proposer must have a minimum of five (5) years' experience relative to the subject of the bid. Proposer shall submit a list of (5) references of current clients with at least 2 years of consecutive service. References shall be for projects of similar size. References shall include: company name, address, telephone number, contact name, email address, and date of project.
- IX. Fee Schedule
- X. Other information as specified or included for consideration
- XI. Completed and Signed Request for Proposal Cover Sheet
- XII. Completed and Signed Certificate of Non-Discrimination Form
- XIII. Completed and Signed Request for Proposal Agreement
- XIV. Completed and Notarized Hold Harmless Agreement
- XV. Completed Request for Pricing Sheet

B. Estimated Project Timing:

- | | |
|--|-----------------------------|
| • RFP Emailed | April 19, 2021 |
| • Pre Proposal Meeting | April 26, 2021 |
| • Deadline for Questions | April 28, 2021 11:00 AM CST |
| • Response to Questions | April 29, 2021 |
| • RFP Responses Due | May 3, 2021 10:59 AM CST |
| • Selected Proposer presented to School Board for approval | May 18, 2021 |
| • Implementation Begins | July 1, 2021 |



NOTICE TO PROPOSERS REQUEST FOR PROPOSAL FY210006 ACS JANITORIAL SERVICES

- C. Evaluation of the proposals will be based on the criteria set forth below. The contract resulting from this RFP will be awarded to the Vendor whose proposal is the most advantageous to Arlington Community Schools, considering technical factors and other factors set forth herein.

The proposals will be evaluated, and a vendor selected using the following criteria and rubric below:

- A. Approach to satisfying requirements
- B. Vendor’s experience and capabilities
- C. Fiscal Integrity/Financial Stability

Major	Weights
Qualifications & Experience	20%
Quality Assurance / Customer Service	20%
Project Plan, including staffing and wages	25%
Cost	20%
Financial Stability	5%
References	10%
Total	100%

- D. The Initial Contract term shall be from July 1, 2021 through June 30, 2022 with the option to extend annually for up to one (1) additional period at the same price as the original bid price and three (3) additional consecutive one (1) year periods at a price agreed upon by the parties.
- E. Proposer to submit four (4) complete hardcopy sets (original and three (3) copies) and three (3) soft copies on USB Memory Key. Responses shall be delivered in a sealed envelope and/or carton clearly marked, “RFP FY210006 – ACS Janitorial Services”. All price quotations and related materials must be received in a sealed envelope and/or carton. Time, date and nature of RFP must be clearly marked on face of sealed envelope or a carton. Attach label from last page of this document to outside of your RFP response.
- F. **All proposals must be received by Arlington Community Schools - Purchasing, Attn: Laney Borwick, 12060 Arlington Trail, Arlington, TN 38002, by 10:59 AM, Central Time, Monday, May 3, 2021 prior to the aforementioned RFP deadline date and time. Proposals received after the specified date and time will be considered late and will not be opened, or considered. Please use the label attached to all proposals. Proposals will not be accepted via any form of electronic media.**
- G. There will be a mandatory pre-proposal meeting beginning at 11:00 AM, CST, Monday, April 26, 2021. All interested proposers will meet at the Arlington High School Indoor Sports Facility located at 11794 Milton Wilson Blvd. It is located on the south side of the main campus. Information pertinent to the Janitorial Services will be shared at this meeting.
- H. Questions regarding RFP specifications should be directed to Tim Ruff, Director of Operations, Arlington Community Schools, tim.ruff@acsk-12.org, not later than 11:00 AM on Wednesday, April 28 2021. Purchasing questions should be directed to Laney Borwick, Purchasing, laney.borwick@acsk-12.org, no later than 11:00 AM on Wednesday, April 28 2021. **All questions must be submitted by email.**
- I. **Any and/all revisions made to the notice to Proposers made prior to the bid deadline will be posted on the Arlington Community School website, <https://acsk-12.org/our-district/departments/purchasing/bid-opportunities> and will be the responsibility of the Proposer to check for any and/all revisions.**
- J. Cleaning services will be provided for all areas as listed in this Request for Proposal. Location names, addresses and square footages are included in the Request for Proposal. **This list is subject to change.**
- K. **There is no guarantee as to the total amount of funds in the award of this RFP. Each school will be invoiced separately.**
- L. Arlington Community Schools reserves the right to add and/or delete locations during the term of this agreement.



NOTICE TO PROPOSERS REQUEST FOR PROPOSAL FY210006 **ACS JANITORIAL SERVICES**

- M. The General Terms and Conditions, Scope of Services, General Specifications and Cleaning Specifications in no way favor one (1) vendor over another. Proposers shall abide by and comply with the true intent of the General Terms and Conditions, Scope of Services, General Specifications and Cleaning Specifications and not take advantage of any unintentional RFP error or omission on the part of Arlington Community Schools. Arlington Community Schools reserves the right to make final determination as to the intent of this RFP.
- N. Any statement or words (i.e.: must, shall, will, etc.) are declarative statements and the Proposer must comply with the condition. Failure to comply with any such condition may result in the proposal being considered non-responsive and therefore disqualified.
- O. It is agreed and understood that state laws shall govern any contract and/or order placed as a result of this RFP. The rights and obligations of the parties hereto shall be determined in accordance with the laws of the State of Tennessee.
- P. During the contract period, no change will be permitted in any of its terms or conditions unless the Proposer receives written approval from Arlington Community Schools.
- Q. By agreeing to provide goods or services to any school within the Arlington Community Schools, you are attesting that you are aware of your obligations under T.C.A. § 49-5-413(d) to ensure that all your employees or subcontractor's employees who have direct contact with students or to the children in the school district's child care program or who have access to the grounds of any School District when children are present have done the following:
 - 1. Supplied a fingerprint sample and submitted to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to having any contact with the School District's children or entering the grounds of the School District.
 - 2. Successfully passed the aforementioned criminal history records check. If the criminal history records check indicates that the employee or subcontractor's employees has been convicted of an offense that, if committed on or after July 1, 2007, is classified as a sexual offense in the T.C.A. § 40-39-202(17) or a violent sexual offender in the T.C.A. § 40-39-202(25) the employee or subcontractor's employees may not enter the grounds of the School District or have direct contact with students of the School District or to children in the School Districts child care program.

The successful Proposer also agrees that if one of your employees or subcontractor's employees commits a sexual offense as defined in T.C.A. § 40-39-202 or violent sexual offense as defined in T.C.A. § 40-39-202 after you have conducted your initial criminal history check on such employee or subcontractor's employee, said employee or subcontractor's employee will notify you of the offense and you will subsequently not permit that employee or subcontractor's employee to have contact with students of the School District or to children in a School District's child care program or to enter the grounds of the School District.

You also agree and understand that your failure to satisfy all the requirements of T.C.A. § 40-39-202(17) will be deemed to be a material breach of this and all contracts with Arlington Community Schools which could subject you to breach of contract damages and/or termination of this and all contracts with Arlington Community Schools.

- R. The successful Proposer agrees that they will function as an independent contractor. It is understood that the Proposer, if awarded an order or contract, shall indemnify, protect and hold harmless Arlington Community Schools, its Board Members, agents and employees from all judgments, claims, suits or demands for payment that may be brought against Arlington Community Schools, its board members, agents and employees arising out of the use of any product or article that is provided pursuant to this RFP. Proposer further agrees to indemnify, protect, defend and hold harmless Arlington Community Schools, its Board Members, agents and employees from all judgments, claims, demands for payment, or suits or actions of every nature and description brought against the aforementioned alleging injuries or damages sustained by any person arising out of or in the course of the Proposer performing or failing to perform the service related to this RFP and/or providing or failing to provide the goods related to this RFP.
- S. Upon award of the bid, the bid award letter, this RFP and the Proposer's response shall serve as the contract between the parties. In the event that there is a conflict between the bid award letter, the RFP and the RFP Response, the controlling order shall be the bid award letter, the RFP and the RFP response.



NOTICE TO PROPOSERS

REQUEST FOR PROPOSAL FY210006

ACS JANITORIAL SERVICES

- T. Arlington Community Schools reserves the right to request any additional information deemed necessary in the evaluation of this RFP.
- U. The successful Proposer must carry insurance as specified below and a Certificate of Insurance must be submitted within five (5) business days from the date of bid award. Insurance shall be provided by a company licensed to write insurance policies in the State of Tennessee and acceptable to Arlington Community Schools. All such insurance shall be in form and substance satisfactory to Arlington Community Schools and shall provide that it will not be subject to cancellation or non-renewal except after thirty (30) days prior written notice to Arlington Community Schools.

Commercial General Liability	Each Occurrence	\$1,000,000
	Damages to Rented Premises	\$100,000
	Medical Expenses	\$5000
	Personal and ADV Injury	\$1,000,000
	General Aggregate	\$3,000,000
	Products - Comp/OP AGG	Included
	Employee Benefits	\$1,000,000
Auto Liability	Combined Single Limit	\$1,000,000
	Medical Payments	\$5,000
Workers Compensation and Employers' Liability	Each Accident	\$500,000
	Disease - Each Employee	\$500,000
	Disease - Policy Limit	\$500,000
Umbrella Liability	Each Occurrence	\$5,000,000
	Aggregate	\$5,000,000
Professional Liability	Aggregate	\$3,000,000
	Occurrence	\$1,000,000
Employee Dishonesty		\$500,000 limit

Arlington Community Schools Board of Education shall be conspicuously named on the Certificate of Insurance as an additional insured.

- V. Arlington Community Schools shall be supplied satisfactory proof of coverage of the above required insurance. If proof of coverage in the amount set forth above is not received within five (5) business days after the award of contract is received, Arlington Community Schools may award the contract to another Proposer.
- W. A Performance, Materials and Labor Bond shall be required from the successful Proposer. The notarized Performance, Materials and Labor Bond must be from an insurance company licensed in the State of Tennessee for 100% of the contract amount awarded. The Performance, Materials and Labor Bond must be provided to: Tim Ruff, Director of Operations, Arlington Community Schools, 12060 Arlington Trail, Arlington, TN 38002 within 10 business days from the date of the bid award.
- X. Companies submitting RFPs must, if deemed necessary, be willing to meet with Arlington Community Schools at the Proposer's expense, to discuss their proposal. Arlington Community Schools shall not bear any costs or obligation with regard to the preparation of the proposal.
- Y. If at any time Arlington Community Schools is/are dissatisfied with the quality of service provided by the successful proposer, a written notice of the specific problem(s) will be furnished to the successful Proposer by letter or email. If the problem is not corrected to the satisfaction of Arlington Community Schools within 30 days of the written notice, this and all contracts with the successful Proposer may be unilaterally terminated by Arlington Community Schools with no further obligation on the part of Arlington Community Schools. This and all other existing contracts if any with the successful Proposer may be terminated if two (2) or more notices of dissatisfaction are sent to the successful proposer within any



NOTICE TO PROPOSERS REQUEST FOR PROPOSAL FY210006 **ACS JANITORIAL SERVICES**

twelve (12) month period. The Proposer understands that it may be removed from bid consideration by Arlington Community School of all future bids, should Arlington Community Schools deem any product or service provided by the successful Proposer to be deficient.

- Z. Arlington Community Schools reserves the right to reject any or all responses, waive defects or informalities in responses and to make awards as deemed to be in its best interest. The bid award shall be made to the Proposer that is determined in the sole discretion of ACS, to have presented the proposal that best serves the interest of Arlington Community Schools. Contracts may be awarded to one or multiple firms; however, no Proposer may subcontract their responsibilities provided herein.
- AA. During the term of the contract, as deemed necessary, Arlington Community Schools reserves the right to seek competitive pricing for bid items in the pre-proposer's bid proposal.
- BB. All equipment and/or property of Arlington Community Schools that is damaged during the servicing of this contract shall be repaired and/or replaced by the successful Proposer at no cost to Arlington Community Schools within five (5) business days after notification of damage from Arlington Community Schools. Arlington Community Schools reserves the right to withhold any payments, until the repair is made and the final work is accepted by Arlington Community Schools.
- CC. Arlington Community Schools' Director of Operations shall approve all cleaning procedures, supplies and equipment. All supplies and equipment must meet or exceed all Federal, State and Local requirements. SDS (Safety Data Sheets) must be provided and kept current on all supplies and/or equipment. Only approved supplies and equipment will be used. Failure to comply with this provision will be grounds for immediate contract termination.
- DD. NON-APPROPRIATION OF FUNDS: Notwithstanding any other provision of this Contract, funds for this Contract are payable from state, federal and or local appropriations. In the event that no funds or insufficient funds are appropriated and budgeted for monetary obligations which would otherwise be due and owing under the terms of this Contract, this Contract shall become null and void. After such termination of this Contract, the successful Proposer shall have no continuing obligation under the terms of this Contract.
- EE. The successful Proposer agrees that Arlington Community Schools may extend the terms, conditions and prices of this contract to other Institutions (such as State, Local and/or Public Agencies and/or School Districts) who express an interest in participating in any contract that results from the RFP. Each of the said institutions must issue their own purchasing documents for purchasing the goods/services that are piggybacked on the contract between the successful Proposer and Arlington Community Schools. Proposer agrees that Arlington Community Schools shall bear no responsibility or liability for any agreements between the Proposer and other Institution(s) who desire to exercise this option.
- FF. The successful Proposer and its employees will be expected to adhere to all applicable School Districts' policies and procedures.
- GG. The successful Proposer will be required to establish a sign-in and sign-out procedure for their employees and subcontractor's employees. This information must be available for review by Arlington Community Schools upon request.
- HH. Proposers will be required to quote pricing for each location.
- II. Prices quoted shall be guaranteed for a minimum of one (1) year from the date of the award and may not be modified between the time of proposal and time the RFP is awarded.
- JJ. Arlington Community Schools have the right at their discretion to terminate or renegotiate this Agreement due to the occurrence of any event or action beyond its control. After such termination of this Contract, the customer shall have no continuing obligation under the terms of this Contract.
- KK. Successful Proposer must be prepared to provide custodial services to groups that use Arlington Community Schools' facilities after hours at the same rates as included in this proposal. Provision of said services shall be billed separately from the bill of scheduled charges, with the event properly identified.



NOTICE TO PROPOSERS REQUEST FOR PROPOSAL FY210006 ACS JANITORIAL SERVICES

- LL. Any exceptions to the General Terms and Conditions, Scope of Services, General Specifications and Cleaning Specifications must be clearly stated in the RFP response. If ACS does not specifically accept the exception in writing, the exception shall not be permitted nor will ACS be bound by the exception.
- MM. Arlington Community Schools reserves the right to award this RFP by line item, groups of items or the entire list of items (Lump Sum Total), whichever is deemed to be in the best interest of Arlington Community Schools. Lump sum totals will be determined by the sum total of the extended unit cost of each item in a lump sum grouping. In all cases, the unit cost multiplied by the quantity bid will determine the extended cost of a line item.
- NN. Arlington Community Schools encourages qualified minority and/or women-owned businesses to submit bids. Arlington Community Schools awards bids without regard to race, age, color, national origin, religion, gender, sexual orientation, veteran status, sex, disability, genetic information, or any other classification protected by federal or state laws.
- OO. Arlington Community Schools offer educational, employment and business opportunities without regard to race, age, color, national origin, religion, gender, sexual orientation, veteran status, sex, disability, genetic information, or any other classification protected by federal or state laws.
- PP. In accordance with the Iran Divestment Act: **“By submission of this bid, each Proposer and each person signing on behalf of any Proposer certifies, and in the case of a joint bid each party thereto certifies as to its organization, under penalty of perjury, that to the best of its knowledge and belief that each Proposer is not on the list created pursuant to T.C.A. §12-12-106”** I further attest and agree to immediately notify the Arlington Community Schools Purchasing Department if either I or the entity I represent can no longer make the foregoing certification. I understand that failure to notify the Purchasing Department may invalidate any and all agreements I have with Arlington Community Schools.
- QQ. Force Majeure: ACS shall not be required to pay the successful Proposer for the period during which Arlington Community Schools or facilities are closed due to an act of God, civil disobedience, fire, inclement weather, riot, war, picketing, strike, governmental action, lack of funding, infectious disease control purposes, infectious disease outbreak, or any conditions or cause beyond ACS’s control unless ACS requires the services of the successful Proposer to perform services during said closures.



NOTICE TO PROPOSERS REQUEST FOR PROPOSAL FY210006 ACS JANITORIAL SERVICES

HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement is between _____ Name of Contractor (hereinafter Contractor), and Arlington Community Schools Board of Education (ACS). Contractor agrees that as a condition precedent to "Contractor" being awarded a contract from ACS, "Contractor" agrees to hold harmless and fully indemnify, protect, and defend, ACS, its Board Members, agents, officers, and employees from every judgment, claim, demand, suit, or action of every nature and description which may be made by reason of any injury to person or damage to property caused by, in whole or in part, or arising out of or related to, any act, omission, or default of "Contractor" or of any of its employees, agents, assigns, or invitees, in connection with "Contractor's" provision of goods or services to ACS.

(Name of Contractor) _____ BY:

TITLE: _____

State of Tennessee
County of Shelby

_____ personally appeared before me, the undersigned, with whom I am personally acquainted and who, upon oath, acknowledged that he/she/it executed the within instrument for the purposes therein contained, and who further acknowledge that he/she/it is authorized to execute this interment on behalf of _____.

Signature
Witness by hand and Notary seal at office this _____ day of _____, year of _____.

Notary Public
My Commission Expires: _____

Obtain Notary signature and return document



NOTICE TO PROPOSERS
REQUEST FOR PROPOSAL FY210006
ACS JANITORIAL SERVICES

CERTIFICATE OF NON-DISCRIMINATION

By submission of this Request for Proposal, the Proposer (NAME OF FIRM)

certifies that he/she/it does not discriminate against any employee or applicant for employment on the grounds of race, age, color, national origin, religion, gender, sexual orientation, veteran status, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law; and does not and will not maintain or provide for his/her/its employees any segregated facilities at any of his/her/its establishments; and, further, that he/she/it does not and will not permit his/her/its employees to perform their services at any location under his/her/its contract where segregated facilities are maintained.

PROPOSER'S NAME

SIGNATURE

DATE

Printed or Typed Name of Individual Signing for the Proposer



NOTICE TO PROPOSERS REQUEST FOR PROPOSAL FY210006 **ACS JANITORIAL SERVICES**

REQUEST FOR PROPOSAL AGREEMENT

In compliance with the Request for Proposal, in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this Request for Proposal be accepted, to furnish any or all services upon which prices have been quoted in accordance with the specifications applying at the price set opposite each item. The undersigned further agrees, if awarded this contract, to protect, defend and hold harmless Arlington Community Schools, their Board Members, agents, and employees from any suits or demands for payment that may be brought against it for the use of any product or article that becomes a part of this contract, and further agrees to indemnify and hold harmless Arlington Community Schools, their Board Members, agents, and employees from any suits or actions of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by any party or parties, or his servants or agents in the course of fulfilling the terms of this contract.

Name of Firm

Address

City

State

Zip

Authorized Representative

Signature

Terms

Phone

Fax Number

E-Mail Address

Date



NOTICE TO PROPOSERS REQUEST FOR PROPOSAL FY210006 ACS JANITORIAL SERVICES

SCOPE OF SERVICES:

This is a full-service contract for janitorial services. Successful Proposer(s) will be required to furnish all cleaning supplies (glass cleaner, disinfectant, polish, etc.); operational equipment (buffer, brooms, vacuum cleaners, mops, buckets, large cleaning trash cans and liners, etc.); and all labor and supervision. If elected, the Proposer shall provide all consumable supplies. The successful Proposer(s) is responsible for supervision of their employees, and for performing service requirements and specifications at the frequency specified in the Request for Proposal.

For the purpose of this proposal, Arlington Community Schools has provided a list of locations and support facilities. Locations include addresses and square footages. Please note this information may contain some variances, but price quotations should be based on the attached.

Initial Contract will run from July 1, 2021 through June 30, 2022 with the option to extend annually for up to one (1) additional period at the same price as the original bid price and three (3) additional consecutive one (1) year periods at a price agreed upon by the parties. Contract pricing for the additional two (3) consecutive years following the first two (2) years of the contract may not exceed the previous year's Consumer Price Index or 5% of the original bid price, whichever is the lesser.

Right is reserved to begin contract earlier if agreeable with selected Proposer(s). All required summer cleaning must be completed prior to June 30th of each year. It is the responsibility of the Proposer to provide and maintain a schedule for completion of summer floor cleaning that is satisfactory to Arlington Community Schools.

GENERAL SPECIFICATIONS:

1. Each school system participating in this contract shall assign a Project Liaison by no later than five (5) calendar days after the Service Provider receives notice that the bid(s) has been awarded.
2. During each year of the contract, the School District will evaluate the performance of the cleaning services as specified on a monthly basis. Service Provider(s) will be required to perform weekly inspections and be proactive with addressing all problems with the School District's Project Liaison to ensure maximum quality control. Service Provider(s) will be informed of deficiencies in writing by the Project Liaison. Failure to take corrective actions may result in contract termination.
3. Key Performance Indicators
 - a. 90% score or better on monthly Cleaning Inspections
 - b. Total required staffing levels (trained managers, leads, general cleaners)
 - i. 10% or less staffing turn over per calendar month
 - ii. 98% of all staff attends 3 hours of job training monthly
 - c. In stock cleaning supplies, material and equipment
 - i. One (1) week of supplies and material at each school at all times
 - ii. Clean and working equipment at all times
 - d. Justifiable complaints/decreased service level resolution
 - i. Swift and appropriate complaint resolutions within 24 hours
 - e. No unreported accidents/incidents
 - i. 100% of all incidents reported
 - f. Year over Year Accident Reduction
 - g. Properly Secure and Code Out Security Alarms at all facilities
 - i. 100% of all facilities properly secured and coded out
 - h. No unreported Incidents of Damage or Loss



NOTICE TO PROPOSERS REQUEST FOR PROPOSAL FY210006 **ACS JANITORIAL SERVICES**

- i. 3-Hours Monthly Employee Training
 - j. 10% or less Staffing Turn-over per Calendar Month
 - k. \$12 Minimum Wage for All Employees
 - l. Energy conservation
 - i. All lights are turned off nightly and HVAC controls are not adjusted.
 - ii. Invoices are correct as per contract agreement
 - m. Process Improvement and Contract Savings
 - n. Custodial Cleaning Innovation Items
4. Most cleaning will be done after students leave the premises. Cleaning required during school hours is to be done with minimum disruption to the instructional process. The right is reserved to change and/or adjust hours based on special events.
 5. The Service Provider(s) shall employ at all times the quantity and quality of personnel and supervision necessary for the effective and efficient management of cleaning operations. Area Managers will be required to make a minimum of one (1) nightly visit to each location.
 6. One evening lead/supervisor shall be provided for each school. The evening lead/supervisor shall ensure all areas are cleaned nightly and shall ensure that the building is secure, the lights are turned off, and that the burglar alarm is set each evening.
 7. A minimum wage of \$12/hour is recommended for all employees to help maintain adequate and consistent staffing.
 8. Service Provider(s) to utilize safe cleaning procedures at all times and will accept responsibility for personal injury to Service Provider's employees, students and staff during performance of service under this contract.
 9. Service Provider(s) to emphasize safety during use of powered and non-powered equipment and mopping, buffing or otherwise cleaning floors.
 10. For all operations where furniture and equipment must be moved, no chairs, waste paper baskets or other similar items shall be stacked on desks, tables, or sills. Upon completion of work, all furniture and equipment is to be returned to its original position.
 11. All Service Provider's personnel must complete required EPA and OSHA training including but not limited to asbestos awareness, hazard communications, and blood borne pathogen awareness. Any additional training deemed necessary by Arlington Community Schools must be supplied by Service Provider. Service Provider must furnish records of training to Arlington Community Schools no later than June 1 of each year. A management representative of Service Provider(s) must be present when any and/or all training occurs.
 12. All Service Provider's personnel shall have the proper training, equipment, and personal protective equipment (PPE) to safely clean potentially infectious materials/bodily fluids, and prevent cross-contamination into other areas of the building.
 13. All Service Provider's personnel must ensure the proper disposal of chemicals, including strippers and waxes. Chemicals shall not be disposed of onto school grounds or into storm water sewers.
 14. Service Provider's employees are to wear uniforms and company ID badges at all times while performing services at any School District property. Service Provider's employees not wearing uniforms and ID badges will not be permitted on any School District property.
 15. Service Provider(s) is expected to accept responsibility and provide supervision for its employees. Failure of the Service Provider(s) to provide supervision of its employees shall constitute a material breach of contract.
 16. All of Service Provider's supervisors shall have a thorough knowledge of cleaning procedures, supplies and equipment in order to properly train and direct their employees and provide quality control.



NOTICE TO PROPOSERS REQUEST FOR PROPOSAL FY210006 **ACS JANITORIAL SERVICES**

17. Service Provider's employees are required to maintain facilities during school hours. The number of day porters and costs for those services included in this RFP must be maintained by Proposer throughout the term of this contract. Failure to maintain the staffing levels set forth herein shall be grounds for terminating this contract and shall be considered a material breach. If the assigned day porter is not on site, an alternate day porter must be on site within one (1) hour. Service Provider's supervisors are required to complete day porter's responsibilities until the alternate arrives.
18. Service Provider's personnel must be trained on procedures for properly handling on-site emergencies, i.e., how to cut off water valves and who to call, etc.
19. Service Provider's personnel will be required to clean Special Education classrooms having restrooms and/or kitchens.
20. If property damage results from Service Provider's personnel's negligence or intentional acts, costs to repair or replace property damage will be deducted from monies due the Service Provider; this includes but is not limited to facility damage resulting from equipment operator errors and or faulty equipment. Deductions will be taken from the next billing remittance after the property damage is incurred.
21. The lack and/or omission of detailed specifications do not minimize acceptable levels of service and only the best commercial practices are acceptable.
22. All equipment must be safe and in good working order. All equipment is to have safety features and accessories where applicable as required by existing (OSHA) standards and/or other laws. Safety inspection reports are to be available on job sites at all times. If any equipment is found to be unsafe and not in good working order, the equipment is to be removed from the site and replaced within one (1) business day of discovery of the unsafe condition, with acceptable equipment.
23. Service Provider's employees are to maintain a professional appearance and demeanor at all times with students, staff and administrators. Service Provider's employees must be able to communicate with Arlington Community Schools' administrators, Plant Managers and Project Liaisons. Any inappropriate behavior of any kind, verbal or otherwise, with any School District employee, visitor and/or student will be grounds to require that the Service Provider prohibit their employee from working at or otherwise entering all Arlington Community Schools properties. Arlington Community Schools shall be indemnified and held harmless by Service Provider for all claims, lawsuits and/or judgments arising out of the inappropriate conduct of Service Provider's employees.
24. Should any facility be overlooked and/or cleaning activities found not to have been completed or cleaning did not occur, the Service Provider(s) must take immediate steps to rectify this situation. Cleaning must occur within a twenty-four (24) hour time frame from notification by Arlington Community Schools. If at any time Arlington Community Schools is dissatisfied with the quality of service provided, a written notice of dissatisfaction noting the specific problem(s) will be furnished to the Proposer by letter or e-mail. If the problem(s) is/are not corrected to the satisfaction of Arlington Community Schools within thirty (30) business days of this notice, this entire contract may be unilaterally terminated by Arlington Community Schools with no further obligation on their part. Contract may also be terminated if three (3) or more such notices of dissatisfaction are issued to the Proposer within any twelve (12) month period. If the Service Provider(s) receives three (3) or more notices of dissatisfaction within the contract term, the Service Provider(s) shall forfeit ten percent (10%) of the monthly billing for the month following the third notice of dissatisfaction. If the Service Provider(s) receives a fourth (4th) notice of dissatisfaction within the contract term, the Service Provider(s) shall forfeit fifteen percent (15%) of the monthly billing for the month following the fourth notice of dissatisfaction. If the Service Provider(s) receives a fifth (5th) notice of dissatisfaction within the contract term, the Service Provider(s) shall forfeit twenty percent (20%) of the monthly billing for the month following the fifth notice of dissatisfaction.
25. Service Provider shall provide credentialed persons in mold removal. Service Provider must have access to equipment, such as industrial dehumidifiers, air scrubbers, HEPA Vacuum and similar equipment, necessary for remedial actions, within a two (2) hour time frame of request.
26. Service Provider agrees to provide credentialed persons in "mold remediation".
27. Service Provider agrees to provide credentialed persons in "green cleaning".



NOTICE TO PROPOSERS REQUEST FOR PROPOSAL FY210006 **ACS JANITORIAL SERVICES**

28. Service Provider's employees assigned to work at School District's(s') facilities during school/business hours must be able to speak and understand the English language.
29. Service Provider shall supply all soap and towel dispensers. Dispensers must be full of soap and towels and in working condition at all times.
30. Cleaning services are to be provided after all school related functions held Mondays through Fridays (excluding Central Office Holidays) at no additional cost from the School District's monthly lump sum pricing as state herein. Such functions shall include but are not limited to the following: athletics, band, fine arts, etc. M-F, 7am to 9pm at Elementary Schools, M-F 6:30-10pm at Middle and High Schools.
31. Cleaning services provided on Saturdays, Sundays and Central Office Holidays shall be provided at the agreed upon hourly rate stated herein.



NOTICE TO PROPOSERS REQUEST FOR PROPOSAL FY210006 **ACS JANITORIAL SERVICES**

CLEANING SPECIFICATIONS:

Scope of Services:

I. Classrooms (Including Portable Classrooms)

A. Daily (Five (5) days per week)

1. Empty wastebaskets and replace liners
2. Spot clean all windows
3. Clean, sanitize and disinfect counters, desk tops and sinks etc.
4. Dust mop all composition floors (with chemically treated dust mop)
5. Spot mop composition floors with all-purpose cleaner
6. Vacuum all carpets
7. Spot clean carpet to remove all stains, spills, and soiled spots/carpet care carpeted areas to include shampooing
8. Vacuum walk-off mats
9. Empty pencil sharpeners and clean wall around pencil sharpener
10. Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
11. Day porter to assist Plant Manager as needed
12. Notify Plant Manager of any dangerous or unsafe condition.

B. Weekly

1. Low dust all horizontal surfaces to hand height (70")
2. Damp clean baseboards
3. Damp clean window ledges
4. Spot clean desktops
5. Vacuum chalk rails and/or damp wipe
6. Clean all chalk and other instructional boards
7. Must provide weekly buffing program for low traffic areas as needed
8. Day porter to assist Plant Manager as needed

C. Monthly

1. Remove dust and cobwebs from ceiling areas and lights
2. Day porter to assist Plant Manager as needed
3. Spray buff composition floors

D. Semi-Annually

1. Clean entire surfaces of student's desks and chairs
2. Refinish all composition floors
3. Clean carpet to remove all stains, spills, and soiled spots/carpet care on all carpeted areas to include shampooing, extraction, and timely drying of carpet



NOTICE TO PROPOSERS REQUEST FOR PROPOSAL FY210006 **ACS JANITORIAL SERVICES**

II. **Offices (Administration, Library, Gym, Cafeteria and Plant Managers)**

A. Daily (Five (5) days per week)

1. Empty wastebasket and replace liners
2. Dust furniture and fixtures, including desks, chairs, tables, lamps, etc.
3. Dust interior window ledges
4. Dust telephones
5. Spot clean all windows and glass partitions to hand height
6. Spot clean desktops
7. Dust mop all composition floors (with chemically treated dust mop)
8. Spot mop composition floors with all-purpose cleaners
9. Vacuum carpet
10. Spot clean carpet to remove all stains, spills and soiled spots
11. Vacuum walk-off mats
12. Remove fingerprints from doors, frames, light switches and handles
13. Notify Plant Manager of any dangerous or unsafe condition.

B. Weekly

1. Low dust horizontal surfaces to hand height (70")
2. Damp clean baseboards
3. Damp clean window ledges
4. Spray buff composition floors

C. Monthly

1. Remove dust and cobwebs from ceiling areas
2. Dust blinds
3. All crevices must be wiped and cleaned with an approved method. (items such as paper towels will not be allowed)



NOTICE TO PROPOSERS REQUEST FOR PROPOSAL FY210006 **ACS JANITORIAL SERVICES**

III. **Teacher Work Area**

- A. Daily (Five (5) days per week)
 - 4. Empty wastebasket and replace liners (items not identified as trash will not be disposed)
 - 5. Dust furniture and fixtures, including desks, chairs, tables etc.
 - 6. Dust interior window ledges
 - 7. Dust telephones
 - 8. Spot clean all windows and glass partitions to hand height
 - 9. Damp clean counter tops
 - 10. Damp clean vending machines
 - 11. Dust mop all composition floors (with chemically treated dust mop)
 - 12. Spot mop composition floors with all-purpose cleaners
 - 13. Vacuum carpet
 - 14. Spot clean carpet to remove all stains, spills and soiled spots
 - 15. Vacuum walk-off mats
 - 16. Remove fingerprints from doors, frames, light switches, handles and railings
 - 17. Spray buff composition floors (minimum bi-weekly)
 - 18. Notify Plant Manager of any dangerous or unsafe conditions.

- B. Weekly
 - 1. Low dust horizontal surfaces to hand height (70")
 - 2. Damp clean baseboards

- C. Monthly (To be performed the last week of each month)
 - 1. Clean carpet to remove all stains, spills, and soiled spots
 - 2. Dust cubicles, all crevices must be wiped and cleaned with an approved method. (items such as paper towels will not be allowed)

- D. Annually
 - 1. Damp clean all washable furniture
 - 2. Clean carpet to remove all stains, spills and soiled spots



NOTICE TO PROPOSERS REQUEST FOR PROPOSAL FY210006 **ACS JANITORIAL SERVICES**

IV. Library

A. Daily (Five (5) days per week)

1. Empty wastebasket and replace liners
2. Dust furniture and fixtures, including desks, chairs, tables, etc.
3. Dust interior window ledges
4. Spot clean all window and glass partitions to hand height
5. Spot clean desktops
6. Dust mop all composition floors (with chemically treated dust mop)
7. Spot mop composition floors with all- purpose cleaners
8. Vacuum carpet
9. Spot clean carpet to remove all stains, spills and soiled spots/carpet care on carpeted areas to include shampooing
10. Vacuum walk-off mats
11. Remove fingerprints from doors, frames, light switches, handle, and railings
12. Notify Plant Manager of any dangerous or unsafe condition.

B. Weekly

1. Replace all plastic liners in waste receptacles
2. Low dust horizontal surfaces to hand height (70")
3. Dust all book shelves (books to remain in place)
4. Damp clean baseboards
5. Damp clean window ledges

C. Monthly

1. Remove dust and cobwebs from ceiling areas
2. All crevices must be wiped and cleaned with an approved method. (items such as paper towels will not be allowed)

V. Cafeteria Area

A. Daily (Five (5) days per week)

1. Spot clean interior glass to hand height – After school hours
2. Remove trash from cafeteria
3. Clean, sanitize and disinfect during lunch periods (wipe down tables, empty trash, and clean up spills)
4. Sweep and mop
5. Notify Plant Manager of any dangerous or unsafe condition.

B. Semi-Annually

1. Refinish composition floors
2. High dust above hand height horizontal surfaces, including shelves, ceilings, moldings, pipes, ducts, heating, outlet etc.
3. Remove dust and cobweb from ceiling areas
4. Clean underneath table as required



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VI. Common Areas: (Lobbies/Corridors/Stairs/Elevators)

- A. Daily (Five (5) days per week)
 - 1. Clean glass partitions and doors
 - 2. Clean, sanitize and disinfect water fountains
 - 3. Dust interior window ledges
 - 4. Dust mop composition floors with chemically treated dust mop
 - 5. Spot mop composition floors with all-purpose cleaner
 - 6. Vacuum carpet
 - 7. Spot clean carpet to remove all stains, spills and soiled spots vacuum walk-off mats
 - 8. Clean under entrance mats daily, inside and out
 - 9. Sweep and dust stairwell
 - 10. Spray and buff all composition floors
 - 11. Clean all common areas as required
 - 12. Notify Plant Manager of any dangerous or unsafe condition.
- B. Weekly
 - 1. Damp clean baseboards
 - 2. Damp clean window ledges
 - 3. Dust furniture and fixtures
- C. Monthly (To be performed the last week of the month)
 - 1. Remove dust and cobwebs from ceiling areas
 - 2. Clean all hallways as needed
- D. Semi- Annually
 - 1. Refinish all composition floors
 - 2. Clean carpet to remove all stains, spills, and soiled spots



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VII. Restrooms/Dressing Rooms

A. Daily

1. Check and clean all restrooms and dressing rooms throughout the school day minimum as required.
2. Empty wastebaskets/dispensers and replace liners
3. Clean, sanitize, disinfect and polish all vitreous fixtures including toilet bowls
4. Clean and polish chrome fittings
5. Clean, sanitize and disinfect toilet seats
6. Clean and polish glass and mirrors
7. Wash, sanitize and disinfect exterior of containers
8. Remove spots, marks, stains, and splashes from wall area and counter tops
9. Clean partitions
10. Sweep floors
11. Mop floors with germicidal disinfectant daily and as required
12. Notify Plant Manager of any dangerous or unsafe condition.

B. Weekly

1. Low dust horizontal surfaces to hand height (70")
2. Damp clean baseboard

C. Monthly

1. Remove dust and cobwebs from ceiling areas

VIII. Multi-Purpose/Gymnasium

A. Daily (Five (5) days per week)

1. Empty wastebaskets
2. Remove fingerprints from doors, frames, light switches, push plates, handles, railings, etc.
3. Dust mop floors with chemically treated mop per manufacturers specifications or vacuum all carpeted areas
4. Spot mop composition floors
5. Spot clean carpeted areas and remove any stains, spills, or soiled spots
6. Clean bleachers, remove all trash, sweep, mop and clean floor underneath
7. Sweep baseboards
8. Replace all plastic can liners in waste receptacles
9. Low dust all horizontal surface to hand height (70")
10. Notify Plant Manager of any dangerous or unsafe condition.

B. Monthly

1. High dust above hand height (70") all horizontal surfaces including shelves and molding
2. Remove dust and cobwebs from ceiling areas
NOTE: Scrub and refinish composition floors as needed

C. Special Events during regular cleaning operation hours (Ballgames to include Tournaments), Plays, PTA Meetings, Board Meetings etc) shall be covered as part of the contract

NOTE: Check and maintain clean restrooms, halls, lobbies, etc. as required



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IX. Grounds (Including all Lawns, Sports Fields, Playgrounds and Loading Docks)

A. Daily

- Remove trash and debris from grounds (includes but is not limited to all areas from edge of building to property bounds)
- Empty trash containers
- Sweep entrances, doorways, walkways, steps and curbs
- Maintain clean restrooms, common areas, trash cans and area around concession stands
- Notify Plant Manager of any dangerous or unsafe condition.

X. Miscellaneous

A. In addition, to general cleaners, Service Providers must furnish day custodians at high schools for twelve (12) months and day custodians at both middle and elementary schools for twelve (12) months per year at each school whose responsibility includes but is not limited to:

1. Dust mop hall after class breaks as needed
2. Spray buff halls
3. Monitor all restrooms after each class break-mop floor, spot clean sinks, vanities, counter tops, mirrors, floors, and walls, pick up paper and flush commodes and urinals, take out trash
4. Pick up trash along side of building
5. Clean and mop any accident that may occur during the day
6. Maintain all window shades at the same height
7. Respond to clean up requests by Plant Managers
8. Assist in cafeteria as directed or required
9. Metal on all mats, to include non slip mats that are recessed in the floor, mats must be pressure washed. Recessed area must be cleaned
10. Notify Plant Manager of any dangerous or unsafe condition.

B. Management of Energy Consumption

1. Lights should only be turned on in areas where cleaning is taking place and are to be turned off immediately after cleaning each room
2. Service Provider's employees are not to change or override established heating and cooling temperatures in schools
3. The School District shall have the ability to charge the service provider a penalty for leaving the lights on or changing the thermostat. Charges will be equal to the energy charge for an eight (8) hour period at the location in question
4. Service provider shall be responsible for proper and timely disposal of all containers and/or other regulated wastes

C. Annually for all Schools

1. All VCT floors must be stripped or deep scrubbed every year applying a minimum of six (6) coats of wax on hallways, cafeterias and high traffic areas and a minimum of four (4) coats of wax on classrooms. **This must be completed no later than June 30th.**
2. In the event there is a disagreement between the owner and contractor regarding whether floors should be stripped or deep scrubbed, the owner has the final decision.
3. Wash all windows and glass partitions on the inside and outside
4. Annual carpet care on all carpeted areas to include shampooing to remove all stains, spills, and soiled spots
5. Detailing of all retractable bleachers.



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D. Notification of Needed Repairs

1. Service Provider's employees are to advise Plant Manager of all needed repairs at the end of each day or sooner if appropriate
- E. Plant Manager will unlock building each day. Service Provider's employees will be responsible for locking buildings each night. Service Provider shall be required to be licensed and bonded.
- F. Service Provider's employees are required to ensure that all lights are off, and windows and doors are secure after exiting an area



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Arlington Community Schools
 Administration Office
 12060 Arlington Trail
 Arlington, TN 38002

REQUEST FOR PROPOSAL PRICING SHEET

Location	Square Feet	Monthly Cost per Location including consumables	Monthly Cost per Location excluding consumables
Arlington Elementary School 11825 Douglas Street, Arlington, TN 38002 Principal: Tonya Hawkins 901-867-6000	111,284		
Donelson Elementary School 12140 Donelson Farms Pkwy, Arlington, TN 38002 Principal: Dr. Jill Hodum 901-389-6982	113,202		
Arlington Middle School 5470 Lamb Road, Arlington, TN 38002 Principal: Tabettha Banks 901-867-6015	123,541		
Arlington High School Main Campus 5475 Airline Road, Arlington, TN 38002 Principal: Chris Duncan 901-867-1541	352,069		
Arlington Central Office 12060 Arlington Trail Operations Director: Tim Ruff 901-389-2497	16,382		
Total Monthly Lump Sum for all ACS locations	716,478		

Cleaning of all buildings and bleachers on campus are included.



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ACS JANITORIAL SERVICES

State your hourly rate for cleaning services for events or activities occurring on Saturdays, Sundays and/or Central Office Holidays.

\$ _____

As the representative of the Proposer, I represent by my signature below that the Company I represent agrees to all terms contained in RFP #FY210006 and the pricing quoted above.

COMPANY NAME

AUTHORIZED REPRESENTATIVE
(PRINT)

AUTHORIZED REPRESENTATIVE
(SIGNATURE)

DATE



NOTICE TO PROPOSERS REQUEST FOR PROPOSAL FY210006 **ACS JANITORIAL SERVICES**

All proposals must be received and time stamped at Arlington Community Schools, Purchasing - Attn: Laney Borwick, 12060 Arlington Trail, Arlington, TN 38002, prior to stated deadline date and time. Bids received after the specified date and time are considered late and will not be opened.

All price quotations and related materials must be received in a sealed envelope. Time, date and nature of bid must be clearly marked on the face of sealed envelope.

BID LABEL - ATTACH TO OUTSIDE OF ENVELOPE AND MAKE SURE IT'S RECEIVED BY THE BID DEADLINE DATE

BID #FY210006

Company Name

Address

City, State, Zip

**Arlington Community Schools
Purchasing - Attn: Laney Borwick
12060 Arlington Trail
Arlington, TN 38002**

Bid Due

Date: May 3, 2021

Time: 10:59 AM

Nature of Bid:

FY210006 ACS Janitorial Services

COPY

CONFIDENTIAL

JANITORIAL SERVICES PROPOSAL

RFP#: FY210006

DUE DATE:

May 3, 2021

10:59AM, CST.

Prepared By:

SKB Facilities & Maintenance

3571 Winchester Rd.

Memphis, TN 38118



Arlington Community Schools
RFP Number: FY210006

Letter of Transmittal

April 28, 2021

Shone Bynum
President / CEO
3571 Winchester Road
Memphis, TN 38118

Phone: 901-791-2162
Email: shone@skbfm.com

Dun & Bradstreet#: 00-893-7206

EIN#: 27-0987241

Ms. Borwick,

SKB Facilities & Maintenance, Inc., is a provider for all your commercial and industrial janitorial and building management needs. Our goal is client satisfaction with excellent service and customer appreciation. In order to do this, we are committed to providing both a professional and pleasant work environment. In accomplishing this everyone plays an important role by contributing resourceful knowledge, responsibility, flexibility, and innovative ideas towards achieving excellent results for our customers.

With a lasting emphasis on quality workmanship and a commitment to customer satisfaction, SKB Facilities & Maintenance has become a trusted leader in the professional cleaning industry for industrial and commercial properties. Armed with industry knowledge and state-of-the-art deep cleaning technology, our trained technicians have the skills and equipment to meet all your carpet, tile, grout, office, school, janitorial, and commercial cleaning needs.

SKB understands the challenges of cleaning schools, especially in this new Covid-19 environment. Students and staff need to feel safe and know that the buildings are being sanitized daily. Our products are approved to disinfect all surfaces and we make sure our staff is trained to do the job right the first time! We understand the majority of cleaning happens at night and we are prepared to accomplish these tasks in the allotted amount of time given. All too often, schools suffer from high overhead, employee turnover, liability issues, and personnel costs associated with in-house custodial work. SKB has proven janitorial processes to manage and run school facilities in a cost-effective manner. **JUST ASK OUR CUSTOMERS!!!**

SKB serves K-12 school districts which includes over 3,500,000 square feet of schools daily—and maintains an exceptional client retention rate.

SKB provides comprehensive facility services to K-12 schools, including:

- Custodial
- Facilities operations & maintenance
- Grounds and athletic field management
- Disinfecting Services

Because of the nature of the K-12 environment, our employees are subjected to rigorous safety and training procedures. All applicants are required to pass a criminal background check and may be subjected to pre-employment drug screening. All employees are trained by SKB management and are required to wear uniform shirts for identification—and all employees are subject to random security inspections.

SKB Facilities and Maintenances, Inc., believes we are well qualified to take on the task of providing janitorial services to the Arlington Community Schools. If given the opportunity, SKB will make sure you are satisfied with our services. You will have peace of mind by working with a local, trusted, reputable, flexible, and experienced partner that is committed to providing quality services that are MEASURED, MANAGED, and GUARANTEED!

SKB's management systems, quality control processes, and outstanding supporting operations team form the foundation for delivering exceptional facility services.

This proposal is firm and irrevocable for a period of 120 days!

All addendum's have been received and acknowledged.

Regards,



Shone Bynum
President / CEO



Executive Summary

SKB Facilities and Maintenance, Inc. is a well-capitalized, privately owned corporation based in Memphis, TN. For the past 12 years, SKB has been providing custodial, facilities operations and maintenance, and/or grounds services to schools, airports, city and county government facilities as well as privately owned businesses. SKB’s revenue exceeds 8 million dollars and employs more than 375 people. SKB currently serves the South East Region with offices in Memphis, Chattanooga and Atlanta.

SKB’s moto is “We take pride in our work, and you will take pride in our results”. This formula for exceeding customer expectations has been SKB’s goal from the start. Providing ‘top quality’ service is what sets us apart from our competition. We are happy to have our potential clients speak with our existing customers. That is the best way of understanding SKB’s ability to provide outstanding service.

SKB’s commitment to quality and service is provided through our outstanding management team. Our operations and area management team strive to provide the best service possible!

SKB’s commitment to you is to provide the most healthy and safe environment for the students, faculty and staff of Arlington Community Schools.

SKB’s 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

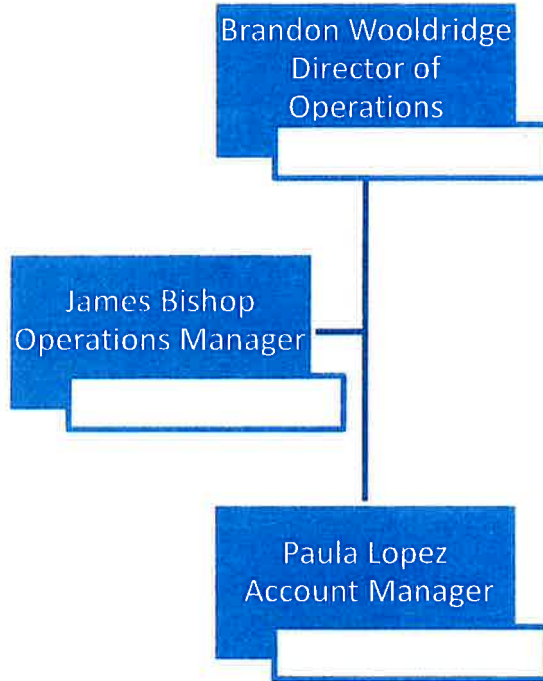
SKB is a recognized leader in providing quality-based facilities management services to clients with an exceptional reputation for quality and reliability throughout the region.

A Partial List of Clients that SKB currently service:

SKB Facilities and Maintenance, Inc. cleans over 10 million square feet daily. Below is a partial list of our existing clients:

Arlington Community Schools	FedEx
Germantown Community Schools	Memphis Light Gas & Water
Collierville Municipal School District	Volvo
Memphis International Airport	Memphis Police Department

Organization Chart:



If chosen as a vendor, SKB will provide ARLINGTON COMMUNITY SCHOOLS with layers of leadership to make sure all objectives of the RFP are met daily. It is our intent to have a member of the leadership team visit schools daily as well as complete inspections through our CompuClean system. The RFP has defined that a “Supervisor” will need to report to each school daily. This employee will assist and communicate with the Plant Manager daily; also, we will ask this employee to assist with the training of new employees when he/she arrives at the site.

The Account Manager will be responsible for the operational and financial performance of all aspects of the account. The account manager will work with the supervisor to schedule school visits, review inventory and supply orders. The account manager will also schedule visits with ARLINGTON COMMUNITY SCHOOLS leadership and review weekly inspections.



Arlington Community Schools
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ARLINGTON COMMUNITY SCHOOLS will have a dedicated Operations Manager who assure that all objectives are being met. The Operations Manager will also work with the Account Manager(s) to assure that all weekly, monthly, quarterly, semiannual and annul task that are defined in the RFP are being completed.

SKB's Director of Operations will oversee all Fiscal responsibilities of the account. The Director of Operations will also make sure that SKB's continuous improvement plan is being followed, evaluating quality inspections and supporting the efforts of the Operations Manager. Director of Operations will ensure the account team has access to, and support from, the Leadership Team. The Leadership Team is responsible for managing all business within the zone. The Director of Operations along with the Operations Manager will ensure that the minimum staffing levels are met daily.

The following key personnel will perform work under this contract:

Name / Role	Experience	Education / Training
Shone Bynum President / CEO	12 years with SKB	Strategic head of organization, communicate with stockholders, government entities and private business leaders. Lead the development of the organization's long- and short-term strategies. Manage overall operations and make major decisions affecting the organization daily. Manage the organization's resources and finances acting as CFO. Negotiate or approve agreements and contracts for the organization. Manage and oversee Bidding/pricing for new customer base. Develop the organizations strategy to stay competitive in this changing market. Prospect new business with various markets outside of the Mid-South. Lead special projects.
Kelley Bynum VP	12 years VP of SKB	Oversee daily operations by consulting with Director of Ops and Ops Manager discussing customer needs. Lead office personnel and Management in making sure we are meeting the needs of our customer base daily. Oversee Payroll, Time & Attendance and daily duties of office following up with office management to ensure compliance. Handle all Employee Relations regarding Sexual Harassment, EEOC claims and policy violations. Assist with Bids and

		presentations with the CEO and strategically plan for new business. Meet with onsite management and visit sites to ensure customer satisfaction. Develop marketing plans for new business. Ensure company compliance with regard to Human Resources and serve as the HR Administrator for company benefit plans. Assist CEO with special projects.
Brandon Wooldridge Director of Operations	10 years K-12 Experience	Blood Bourne Pathogen, Biohazard Waste Removal Training, Green Cleaning Training, Spartan Site-Specific Training, 36 Week Safety Training, Carpet Cleaning Training & Scrubber & Equipment Training
James Bishop Operations Manager	9 years K-12 Experience	Blood Bourne Pathogen, Biohazard Waste Removal Training, Green Cleaning Training, Spartan Site-Specific Training, 36 Week Safety Training, Carpet Cleaning Training & Scrubber & Equipment Training
Trashundra Ester Office Manager	7 years as Office Manager	Responsible for overseeing daily duties of office Recruiters/Time & Attendance and Receptionist. Complete semi-monthly payroll for approximately 300 employees. Assist with Employee Relations for 300 plus employees. Answers all Unemployment claims and attends Unemployment meetings. Calls in 1 st report for Workers Comp claims and assist with FMLA paperwork. Works on special projects from CEO and Vice President. Coordinates daily temporary staffing and supervises

	<p>badging process for the Memphis Airport. Makes sure office is on task and able to meet multiple deadlines daily.</p>
<p>Recruiters</p>	<p>Source candidates daily to keep hiring pool filled, interview, check references, complete background check requests.</p> <p>Conduct orientation of new hires, makes sure correct tapes are viewed by new hires. Go over company handbook in detail. Complete new hire letters, discuss job and expectations.</p> <p>Discuss on the job training to take place, discuss company uniform and provide uniform shirt. Go over all paperwork to make sure all documents are signed. Discuss clock in procedures/expectations.</p> <p>Recruiters are responsible for their perspective sites, including confirming time daily for assigned employees. Checking time daily and making sure all sites are filled at start of shift. Email/in person communication throughout the day with management.</p> <p>May assist with entering paperwork into the system. Other duties and special projects as assigned.</p>

***** Paula Lopez will be the Account Manager for ACS. Paula has worked with ACS for the past 4 years and will remain in her current role if awarded the contract.**

STAFFING MODEL

Arlington Elementary

CLASSIFICATION	NO. OF EMPLOYEES	SHIFT HOURS	TOTAL HOURS PER DAY	RATE/ HOUR
Supervisor	1	6	6	\$12
Day Porter	1	7	7	\$12
Mid Day	1	7.5	7.5	\$12
Floor Tech	1	5	5	\$12
General Cleaners	2	5	10	\$12

Arlington Middle

CLASSIFICATION	NO. OF EMPLOYEES	SHIFT HOURS	TOTAL HOURS PER DAY	RATE / HOU R
Supervisor	1	6	6	\$12
Day Porter	1	7.5	7.5	\$12
Mid Day	1	8	8	\$12
Floor Tech	1	6	6	\$12
General Cleaners	2	5.5	11	\$12

Arlington High

CLASSIFICATION	NO. OF EMPLOYEES	SHIFT HOURS	TOTAL HOURS PER DAY	RATE/ HOUR
Supervisor	1	8	8	\$12
Project	1	8	8	\$15
Day Porter	1	8	8	\$12
Floor Tech	1	8	8	\$12
GC - Mid Day (9a-5:30p)	1	8	8	\$12
GC - Mid Day (9a-3:00p)	1	6	6	\$12
GC	8	4	32	\$12
GC	3	4	12	\$12



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Donelson Elementary

CLASSIFICATION	NO. OF EMPLOYEES	SHIFT HOURS	TOTAL HOURS PER DAY	RATE/HOUR
Supervisor	1	6.5	6.5	\$12
Day Porter	1	8	8	\$12
Mid Day	1	8	7	\$12
GC	3	4	12	\$12

CLASSIFICATION	NO. OF EMPLOYEES	SHIFT HOURS	TOTAL HOURS PER DAY	RATE/HOUR
Day Porter	1	5	5	\$12

Project Plan

Management and Supervision

SKB manages each client site with a dedicated Account Manager. The Account Manager has the specific responsibility of making certain all aspects of the operation are accomplished to meet, indeed exceed, client expectations for quality and service levels. The Account Manager will report directly to an Operations Manager who interfaces with SKB Executive Staff. The Account Manager will communicate with client facility managers and representatives as often as necessary to establish an effective and professional rapport.

At the local site, day and night Lead's report to the Account Manager. Leads oversee the completion of individual cleaning tasks to include coaching and on-the-job training of employees. The Account Manager is directly responsible for the safety, quality of cleaning, complaint resolution, training completions, human resources process, and management of the Supervisors and Leads.

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

SKB recognizes that most service providers utilize the same labor pool; thus, the difference between a successful program and an average program is the management and supervisory team as well as management systems and operations support.

When selecting candidates to fill new and vacant positions, we seek more than just the traditional experience requirements. We expect our Managers to desire advancement and be diligent about achieving high performance scores.

SKB strives to promote internal candidates, which helps maintain our investment in human capital, as well as preserving the consistency and standardization of our ongoing processes.

Members of our on-site Management Team are offered guidance to open the door for promotional opportunities. SKB utilizes a variety of tools to help establish a development plan for individual growth. At the management level, activities including external specialized training internal educational opportunities are ongoing and are provided to those employees seeking career advancement.

Training sessions occur annually to bring Account Managers together for refinement of basic skills, reinforcement of critical operating procedures, and the introduction of new and improved concepts for completing daily tasks and ensuring client satisfaction. These are large, conference style events held in key geographic cities. Throughout the year, smaller local training classes occur to prepare Supervisors and Managers for advancement to the next career level. Career pathways are identified to guide our Supervisors and Managers to continued success.



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Management Staff

SKB utilizes two “pools” of manager candidates: Internal and External. Internal candidates are those who have performed well at other SKB facilities in an assistant manager or other role and have demonstrated the desire and ability to earn a promotion.

Prior to placement at a client site as an Account Manager a candidate is typically provided operations support in multiple environments. This expanded understanding of SKB operations in multiple and varying client environments allow candidates to perform exceptionally well as the Account Manager.

When internal candidates don't meet SKB's requirements, SKB will seek External candidates from within the local community... If an External candidate is selected for the Account Manager role, the candidate spends significant time learning SKB's policies and procedures by visiting other SKB client sites to witness full, ongoing operations already in place. This series of “site tours” helps External candidates become very familiar with SKB and the nuances of working with the firm before assuming responsibility at the client site.

Supervision and Administrative Support

Most client sites require Supervision and Administrative support. These management employees are often selected locally and then receive on-site training to perform their duties.

Standby Staff

Whenever possible, standby staff is recruited from the existing pool of employees. This is a benefit because the client and those with whom they will be working already know these associates. Like all SKB employees, standby staff are thoroughly screened (background, drug, and other processes determined by the client and local or state laws) before assuming their positions.

Employee Processing

Employee screening and Hiring Standards

SKB Facilities & Maintenance, Inc. utilizes several methods of employment recruitment and screening. These include strict hiring standards and criminal background checks. We believe SKB's hiring standards are the highest in the industry. To minimize liabilities, reduce turnover and objectively qualify the best possible candidates, SKB utilizes a comprehensive pre-employment screening program for ALL applicants and provides incentives for attracting and retaining employees. These steps and incentives include:

- I-9 verification
- Criminal background checks for 100% of applicants
- Motor vehicle records check (where applicable)
- Comprehensive pre-employment drug screening (where applicable)
- Fingerprinting, where permitted and available, will be conducted at the client's request
- Selection of applicants through work and personal reference checks
- Above –market pay scale with work incentives
- Sick, vacation and holiday pay; health and life insurances: 401(k) with a match

Criminal Background Check

No person will be eligible for employment with SKB Facilities & Maintenance, Inc. if convicted of the following:

- Any felony
- Forgery
- Fraud
- Weapons charge
- Burglary
- Robbery
- Theft
- Assault and Battery
- Possession of a controlled substance
- Manufacturing of a controlled substance
- Delivery of controlled substance
- Convictions for DWI and DWLS will not automatically result in disqualification if the applicant is applying for a non-driving position. However, multiple offenses must be discussed directly with the VP of Human Resources. Convictions for DWI will disqualify applicants applying for "driver positions.
- Any convictions not specifically listed here must be discussed with the VP of Human Resources for resolution.



Employee Recruitment and Retention

SKB's approach to identifying, recruiting and retaining employees of all levels is important in ensuring consistent levels of quality and service. SKB takes great care to implement procedures and practices to manage potential gaps created by turnover by using "standby – pools" of employees. This helps alleviate any impact on the client environment due to call-ins or no-shows.

SKB is committed to hiring and retaining the most productive and qualified personnel for each client site. SKB's quality assurance, employee incentives, training, and risk management programs support this commitment.

SKB meets its personnel needs by selecting, promoting, and transferring associates or applicants from among those best qualified to perform the work required. Whenever possible, management and supervisory vacancies are filled by promoting within.

SKB maintains a full-service, professional human resource department. These experts utilize all available means to ensure that the best staff is always available and "in the pipeline". Recruiting methods include Internet advertising, local job fairs, advertising in nearby newspapers, and targeted recruiting with a national search firm, flyer distribution and fieldwork. Additionally, in cases where SKB is replacing another firm, with permission from the incumbent contractor and the client, SKB will meet with all available interested employees and offer employment with our company provided prospective employees pass the SKB hiring requirements including background checks and drug screening.

Equal Employment Opportunity

SKB is committed to providing equal employment opportunity for all persons regardless of race, color, religion, sex, age, marital status, national origin, citizenship status, disability, or veteran's status. Further, SKB does not condone any form of discrimination or harassment.

We fill our employment needs by selecting, promoting, and transferring associates or applicants from among those qualified to perform the available work, with a view toward selecting the most qualified candidate for the job. Whenever possible, we attempt to fill vacancies by promoting from within when current associates are qualified and available.

Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, and termination, working conditions, compensations, benefits and other terms and conditions of employment.

SKB complies with all federal, state, and local equal employment opportunity laws and strives to keep the workplace free from all forms of harassment, including sexual harassment. SKB clearly understands it is illegal to harass others based on their sex, sexual orientation, age, race, color, national origin, religion, martial or veteran status, citizenship, disability and /or other protected personal characteristics.

Harassment includes but is not limited to making derogatory remarks about such characteristics, making 'jokes' about ethnic and /or other groups, and other verbal, physical and visual behavior. We consider harassment in all forms to be a serious offense.

Associates who have been subject to prohibited discrimination or harassment should immediately report the incident to their Supervisor or their Human Resource Department. Complaints are investigated immediately and handled as confidentially as possible.

SKB ensures that associates following this complaint procedure are protected against illegal retaliation.

Any reported violations of EEO law or this policy are investigated. Supervisors or associates found to have engaged in discriminatory conduct or harassment are subject to immediate disciplinary action, up to an including immediate termination of employment.

Staff Selection Process

- **Sourcing** – Developing a candidate pool for your specific needs
- **Screening** – Evaluation and qualifying candidates based on competencies and experience.
- **Assessment** -Staged Interviews and tools to assess a candidate's fit.
- **Placement**- Securing and on –boarding the right candidate.

Employment Advancement

SKB believes strongly in providing its employees with career advancement opportunities. Whether a productive staff employee wishes to become a supervisor, a supervisor endeavors to become a manager, a manager seeks promotion to regional manager or some other form of advancement, SKB has implemented programs and initiatives to assist employees in achieving these goals.

Training programs are readily available for those expressing interest. Many of our regional managers have advanced through various ranks to achieve significantly higher paying positions with additional responsibilities. While good for the employees, as a growing company, this simply makes sense!

Employee Uniforms

Employee uniforms consist of either a navy SKB shirt that include the company name and logo. Uniforms should be always worn while on duty.

Name badges should be three inches below the shoulder seam or over the pocket.

Uniforms will be enforced as required by contract.





SECURITY AND SAFETY

SKB Facilities & Maintenance, Inc. recognizes the importance of providing a safe working environment for all of its employees.

SECURITY AND SAFETY

Security & Safety Procedures

SKB Facilities & Maintenance, Inc. security policy is as follows:

1. All applicants will be screened, hired and orientated by Management Personnel.
2. All employees will sign a release for police record to determine any previous criminal history.
3. Drug testing as a pre-employment requirement or on a random basis can be performed as a customer option.
4. All employees understand and acknowledge they may be required to submit to a nightly or random security inspection, including, but not limited to inspection of personal belongings.
5. Only SKB Facilities & Maintenance employees will be allowed access to facilities. Friends or family members are not allowed to enter restricted buildings.
6. Cleaners will enter and depart from front entrance to increase safety and security.
7. All employees will wear uniform shirts for identification.

Safety Policy

SKB Facilities & Maintenance, Inc. recognizes the importance of providing a safe working environment for all of its employees. Safe working conditions allow our employees and company to reach its goals and objectives in a safe and healthy manner.

Safety is the responsibility of all parties involved including the company, the supervisor, as well as the employee.

SKB Facilities & Maintenance, Inc. will provide detailed instructions and training on safety in the workplace. However, each employee must be safety conscious and on the lookout for any safety hazards that may exist in his or her work area.

The following is an overview of our Safety Policy:

1. The Company recognizes its responsibility to provide each employee with a safe working environment.
2. The Company will comply with all federal and state occupational safety and health laws.
3. The Company feels that the best source of protection for the safety of its workers is the procedures. SKB Facilities & Maintenance, Inc. does encourage all employees to participate and provide feedback and suggestions regarding hazardous conditions and safety improvements in the workplace.
4. As part of his or her employment, each worker agrees to work in safe manner and always use good common sense.

Specific Safety Requirements for All Employees

1. Never horseplay on the job.
2. Smoking on the job is prohibited –except at designated areas during scheduled breaks or lunch.
3. Any unsafe conditions or acts must be reported to your supervisor immediately.
4. Check all equipment for frayed or worn wiring before using. Report any defects in equipment to supervisor before using.
5. Never leave equipment or electrical cords in hallways, walkways, or traffic areas.
6. Keep equipment maintained and clean before and after each use.
7. Keep equipment maintained before and after each use.
8. Know the proper use of all equipment.
9. Never store equipment here it may get wet.
10. Carefully secure all equipment in a vehicle before transporting and get help lifting in and out of vehicle.
11. Always bend legs and use straight back for lifting –Get help on lifting all bulky items and /or items over 5lbs.
12. Follow guide lines covered during job orientation on Material Safety Data Sheets on proper use and handling of all chemicals –never smell any chemicals directly from the containers.

13. Avoid getting any cleaning solution in eyes-If an accident occurs follow MSDS emergency guidelines.
14. Avoid pro-longed exposure of skin to cleaning solutions.
15. Make sure areas are well ventilated before using floor cleaners, strippers, and finish.
16. Always mark wet floor with adequate number of warning signs and rope or tape off areas if possible when scrubbing or stripping floors.
17. Check trash liners for protruding objects, such as glass, needles and other sharp objects, before handling.
18. Never allow friends or family to enter the building where you are working and always report unauthorized persons or activity to your supervisor.
19. Never report to work under the influence of drugs or alcohol.
20. Criminal Police checks will be run on specific jobs prior to employment.
21. Motor Vehicle Records will be required for all employees who drive a company owned vehicle or are asked to drive to 2 or more accounts during their course of employment.
22. Follow all other specific safety procedures that may apply to your particular job or job site.
23. Always suggest, recommend, and advise of any safety improvements you may have in the workplace.

Labor Estimating Process

Based on past experience of cleaning buildings of similar size and industry standards 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.

This process provided the baseline for determining the proper staffing and supervisory levels by building and area as well as by day of week and shift. SKB will operate a day cleaning schedule at Arlington Community Schools of cleaning all classrooms during normal school hours one time per day. All common area will be maintained during the day and thoroughly cleaned in the evening after normal school hours.

Annual Contract Price, Other Investments and Term

SKB's Annual Contract Price includes the costs of the on-site 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 janitorial supplies, equipment and consumable supplies; repair, maintenance and replacement of equipment; the costs of SKB uniforms and employee pre-employment screening; other direct operating costs; and a contribution to supporting overheads and pre-tax profit.

Why Choose SKB Facilities and Maintenance Inc.?

- We have extensive experience and longstanding success with many noteworthy clients.
- We have outstanding financial and operational resources.
- We will provide an outstanding management team.
- We believe we offer tremendous value. Our program will meet, exceed, Arlington Community Schools's expectations while continuously seeking creative approaches to reducing operating costs.
- SKB's clients are very happy with our work. Please ask them!

How SKB Manages Risk

Preventing work-related injuries is so crucial that we teach safety awareness to every employee. If safety issues in the workplace are not addressed quickly, they can lower productivity, work quality and increase the chance of incidents. We also understand these preventative measures are also critical in enhancing the safety of your students, teachers and administrators. We strive to ensure that training, inspections and reporting are in compliance with government agencies and company policy — yours and ours. Most accidents can be prevented with the proper training, but sometimes accidents do occur. We've developed procedures that enable us to report accidents immediately, file claims documentation properly and provide employees with the resources to be able to return to work in a reasonable timeframe.

Resources:

As an SKB customer you'll have resources to depend on, including specialists in safety, training, prevention, workers' compensation, liability, claims and insurance management. To keep on top of safety concerns amongst all of our customers, we have a Safety Committee that meets monthly to:

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

Program Overview

Key elements:

- **Safety Communications:** SKB supervisors have online access to the SKB Quality “cloud based” software
- **Loss Control:** SKB monitors our Experience Modification Rates (EMR) to better understand and lower our workers' compensation costs. Since an EMR compares our claims experience to other employers of similar size in our industry, it is a measure of how SKB's loss prevention and control practices stack up to the competition.
- **Medical Coverage:** SKB has partnered with local urgent care centers to give our employees 24/7 access to medical professionals in case of an injury. This program not only advises our employees of the proper care for injuries and when to seek emergency services, but also provides timely reporting of all on-the-job incidents.

SKB's technology provides benefits that help:

- Control costs
- Assure quality services
- Deliver on scheduled services or special requests
- Communicate efficiently
- Provide accurate, timely, financial information and service reports
- Consolidate information to drive process improvements
- A **quality management system** that is accessible online to our managers and supervisors from any internet connection. Our Quality Management System suite (QMS 24/7)—including work orders and inspection systems— is Web-enabled and Mobile-enabled, allowing employees and customers to view and provide feedback through the Web and communicate through a PDA.
- SKB's **internal work system** allows users to work in a web-based collaborative environment.



Quality Assurance Program:

Ensuring Measurable Quality

Our purpose is to establish a quality culture, a culture that focuses on customers, involves employees, measures performance, and is continuously improving. To achieve that goal we employ a unifying quality system that places a variety of processes into a single framework. This framework is taken to new customers and service partners as a starting point from which to customize project-specific quality programs. This framework enables us to roll up measurements, and to monitor improvements across segments, customers, and service partners. The program is designed to fit a wide variety of industries and environments we service to ensure we meet our customers' needs.

Inspections

The facilities are inspected on a regular schedule, and the data is entered into the Quality software via laptop, Android, iPhone or other wireless device. Customized quality control inspection reports, showing results and trends, are available on-line or can be downloaded into an Excel spreadsheet. From this information, our managers can determine what actions are necessary to maintain contract compliance, continuous improvement and ultimately, customer satisfaction.

Work Order Management

CompuClean is a technologically robust tool that facilitates entering and tracking work orders from inception to completion. Workflow through the system varies according to your needs. Work orders are generated and dispatched to our staff via email to a variety of wireless devices. The status of open requests and periodic tasks that are scheduled, are reviewed and updated—all in real time via a wireless hand held device or computer. Once the work order is completed, it can be closed immediately using the same delivery devices. With our state-of-the-art system, we can act upon service requests promptly – then track them through completion and invoicing.

Tracking Accountability

All work requests clearly define who is responsible for the work and the time involved for completion. All requests are time stamped, and automatic escalations are triggered by that time, notifying management. At this point, service delivery is measured, quantified, and analyzed by SKB's management and if requested, the customer. Best practices can be identified and disseminated, producing significant improvements in customer satisfaction. As work is accomplished and work orders are closed, the reporting system is updated. Supervisory personnel can follow up with service workers on issues and requests to make certain all work is completed to our high standards. Any problems that emerge from this follow up are immediately corrected and the communication loop is then closed—but only when our customers are absolutely satisfied.

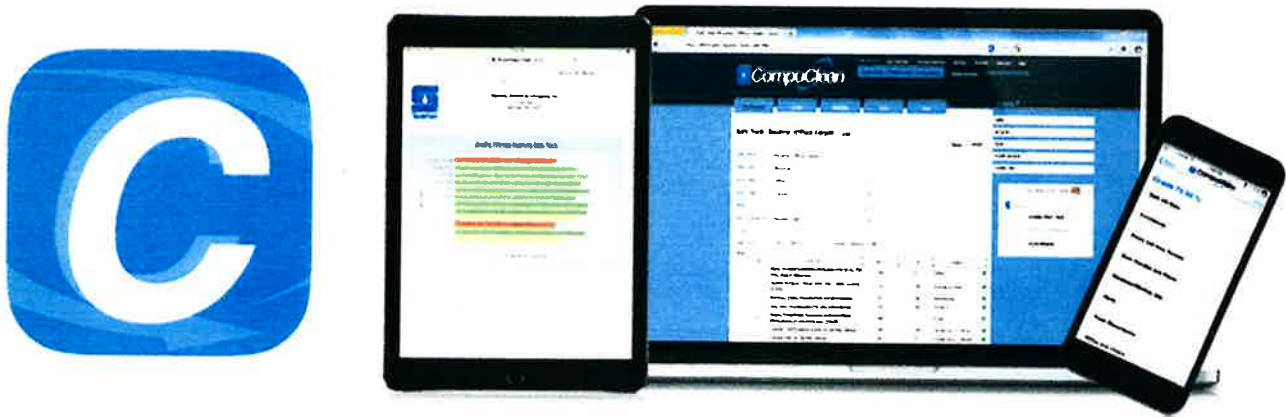
Process Improvement

SKB strives to optimize our processes to achieve more efficient results through planning, standardization, employee engagement and other means. We continuously look to identify areas of opportunity and target any problem areas formulate a detailed strategy, and promptly execute the solution. When we engage in a proactive processes improvement strategy, we are able to build upon our foundation of best practices, procedures and processes so you receive the best service.

CompuClean

You'll receive the following benefits by leveraging CompuClean:

- Automated communication, resulting in reduced response time
- Complete, up-to-date work order status
- Round-the-clock access, communication and tracking
- Periodic scheduling and tracking
- Customized inspection and work order reports providing data for process improvement
- Improved customer satisfaction
- Less time spent managing issues



CompuClean is a simple and efficient way to perform and manage janitorial inspections online.

Through the application you/we can perform inspections on yours/our mobile device, attach photos, and submit tickets (work orders) which will be emailed to your and SKB's team immediately, and track corrective actions in real time. In addition, we can schedule inspections which creates a to-do list for our team so they know exactly what is expected for the day.

The application allows you to:

- Perform inspections offline, which sync when you go online
- Create tickets offline too
- Add photos and comments to line items
- Add comments to tickets
- Create to-do list for inspectors
- Automatically notifies ARLINGTON COMMUNITY SCHOOLS when an inspection is performed



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Quality Control Procedures

All reimbursable expenses will be tracked by an office spreadsheet and accounting software that will be monitored by the Office Coordinator and Human Resources daily. As always, if an employee has removed something that is the property of Arlington School District, SKB will work with the District to recover any property and will reimburse if unsuccessful in retrieving property.

Standard Cleaning Procedures

Our SOP's will dictate our cleaning process, each ARLINGTON COMMUNITY SCHOOLS's scope of work will be closely followed to assure that all cleaning expectations are met on a daily, weekly, monthly, quarterly and yearly basis.

Pandemic Cleaning Procedures:

General Disinfection/Cleaning Considerations

- Employ techniques to minimize potential contamination – e.g., avoid common use items/objects, cover porous surfaces likely to contact infected hosts with impermeable materials (i.e., plastic over seats used in vehicles to transport ill persons), use disposable items (i.e., paper towels rather than linen towels) when feasible, etc.
- Do not clean with dry dusting or sweeping as this may create aerosols. Use damp cleaning methods.
- Clean floors and other horizontal surfaces such as window sills, countertops, and shelves.
- Clean frequently touched items such as door knobs, telephones, equipment buttons, faucet handles, etc.
- Change mop heads, rags, and similar items and disinfectant solutions frequently during the decontamination procedure. Consider disposable cleaning items. Work from areas of light contamination to areas of heavier contamination.
- Use a double bucket method (one bucket for cleaning solution, one for rinsing).
- Clean, disinfect, and dry equipment used for cleaning after each use.
- Use appropriate personal protective equipment and in the proper manner. See EHS SOP, *Minimizing Potential Employee Exposures During a Pandemic Flu Event*. Consult EHS to determine if the proposed cleaning/disinfection process/area places an employee at increased risk of infection and/or necessitates certain medical surveillance, training, or other safety requirement.

Specific Disinfection/Cleaning Guidance

- **Dishes and Eating Utensils** – Food service employees should wear gloves when handling potentially contaminated eating utensils and dishes (used by a known or suspected infected host). Effective decontamination of non-disposable items is achieved by washing in a properly functioning dishwasher at recommended temperatures and quantities of detergent. Disposable items can be discarded as ordinary refuse.
- **Linens and Laundry** – Clothing, bedding and towels should not be shaken or otherwise handled in a manner that may generate aerosols. Bag securely before removing from potentially contaminated areas. Laundry may be washed in standard washing machine using warm water and detergent. Bleach may be added. Personnel handling potentially contaminated laundry should wear disposable gloves when handling potentially contaminated laundry.
- **Carpeting and Cloth Furnishings** – Use a HEPA vacuum, followed by wet vacuuming with disinfectant. It may be difficult or impossible to disinfect cloth furnishings.
- **Visibly or Known Contaminated, Non-Porous Surfaces** – Select an EPA-registered disinfectant and apply in accordance with manufacturer's recommendations, including recommended contact time.
- **Potentially Contaminated, Non-Porous Surfaces** (i.e., telephones, door knobs, window sills, toilets, floors, etc.) – Wipe generously with an EPA-registered disinfectant.



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Areas and items known or likely to be contaminated should be disinfected at least daily.

Proposed Equipment List

Item #	Description	Unit	Quantity
RM22143G	44 Gallon Trash Can	Each	800
RM22140	Brute Dolly	Each	66
RM1314	RBMD#1314 Utility Truck 1 CU.YD	Each	33
RM7580Y	Mop Bucket/Wringer Combo	Each	51
RM22142Y	Brute Maids Caddy	Each	32
RM29213G	10 Quart Pail	Each	100
RM21112-77	“Caution Wet Floor Sign”	Each	160
RM21152G	Gray Janitor’s Cart	Each	66
Eureka SC 886	Eureka Vacuum Model	Each	66
TBL	Back Pack Trailer Blazer Lite	Each	1
Noble Advance	Hall Vacuum	Each	0
Sanitaire	Carpet Spotter	Each	5
Advance	High Speed Buffer 20” XP	Each	25
Advance	Low Speed Pacesetter 20 SD	Each	265
Tenant	12 Gallon Extracto	Each	5
Kivac	Kivac	Each	25
Viper	Air Mover	Each	25
Tennant T-5	Auto Scrubber	Each	20
Tennant T-3	Auto Scrubber	Each	28
PBU	Propane Buffer 27”	Each	25
PBU	Propane Buffer 21”	Each	28
Electric Blower	Electric Blower	Each	5

MANAGEMENT EQUIPMENT

TRUCK	Management Truck	Each	4
DELL COMPUTER	Desk top/Copier/Printer/Fax	Each	1
CELL PHONE	Contract Manager	Each	4

Dry/Dusting			
Manufacturer	Item #	Description	Unit
Rubbermaid	L153	24" Dust Mop Head	Each
Rubbermaid	K157	48" Dust Mop Head	Each
Rubbermaid	K159	72" Dust Mop Head	Each
Wet Mop			
Manufacturer	Item #	Description	Unit
Rubbermaid	A813-11	Large Mop Head	Each
Cloth			
Manufacturer	Item #	Description	Unit
Direct Mop Sales	Green	General Cleaning	Each
Direct Mop Sales	Yellow	Restroom	Each
Direct Mop Sales	Blue	Window	Each
Handles			
Manufacturer	Item #	Description	Unit
Rubbermaid	H316	Wet Mop Handle	Each
Rubbermaid	M116	Dust Mop Handle	Each
Bucket			

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Manufacturer	Item #	Description	Unit
Rubbermaid	75800	Mop Bucket	Each
Rubbermaid	7588-88	Mop Bucket Dirty	Each
Laundry Net		Water	Each
Rubbermaid	U210	Microfiber Laundry Bag	
Paper Goods			
Manufacturer	Item #	Description	Unit
Soap			
Manufacturer	Item #	Description	Unit
Spartan Chemical	63325	Cranberry Ice Hand & Body Shampoo	Case

Notes: All washable items including wet mops, dusting mops and clothes can be washed approximately 300 times versus 2 to 3 times for the non-Green Certified items.

SKB normally purchases most of its equipment from Tennant, however, we always test and try new machines. Some examples that may be used in your district include:



20" Autoscrubber



Carpet Extractor



19" Low Speed Buffer



Electric Burnisher



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.



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Retention Rate

SKB's current Retention Rate is 100%! SKB has never lost a contract due to performance. In the past 5 years, SKB has serviced Arlington, Germantown & Collierville School Districts.



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References

Project Title: Janitorial Service

Scope of Work Performed: Perform all Janitorial Service for Arlington Community Schools

Commercial Contract: Yes

Client Name: Collierville Community Schools

Contact: Thomas Dougherty

email: tdougherty@colliervilleschools.org

Phone Number: 901-493-7377

Completion Date: Ongoing

Percentage of Work subcontracted: 0%

Project Title: Janitorial Service

Scope of Work Performed: Perform all Janitorial Service for Germantown Community Schools

Commercial Contract: Yes

Client Name: Germantown Community Schools

Contact: Earvin Jones

email: Earvin.jones@gmsdk12.org

Phone Number: 901-270-7189

Completion Date: Ongoing

Percentage of Work subcontracted: 0%

Project Title: Janitorial Service

Scope of Work Performed: Perform all Janitorial Service for Memphis International Airport

Commercial Contract: Yes

Client Name: Memphis International Airport

Contact: Scott Brockman

email: sbrockman@flymemphis.com

Phone Number: 901-922-8000

Completion Date: Ongoing

Percentage of Work subcontracted: 0%

Project Title: Janitorial Service

Scope of Work Performed: Perform all Janitorial Services for FedEx

Commercial Contract: Yes

Client Name: FedEx

Contact: Ray Palmer

email: rcpalmer1@fedex.com

Phone Number: 901-434-8908

Completion Date: Ongoing

Percentage of Work subcontracted: 0%



Arlington Community Schools
RFP Number: FY210006

Project Title: Janitorial Service

Scope of Work Performed: Perform all Janitorial Services for City of Memphis Police Department

Commercial Contract: Yes

Client Name: City of Memphis Police Department

Contact: Leon Hart

email: Leon.Hart@memphistn.gov

Phone Number: 901-481-8564

Completion Date: Ongoing

Percentage of Work subcontracted: 0%



NOTICE TO PROPOSERS
REQUEST FOR PROPOSAL FY210006
ACS JANITORIAL SERVICES

Arlington Community Schools
 Administration Office
 12060 Arlington Trail
 Arlington, TN 38002

REQUEST FOR PROPOSAL PRICING SHEET

Location	Square Feet	Monthly Cost per Location including consumables	Monthly Cost per Location excluding consumables
Arlington Elementary School 11825 Douglas Street, Arlington, TN 38002 Principal: Tonya Hawkins 901-867-6000	111,284	\$12,221.64	\$10,996.52
Donelson Elementary School 12140 Donelson Farms Pkwy, Arlington, TN 38002 Principal: Dr. Jill Hodum 901-389-6982	113,202	\$12,402.67	\$11,155.58
Arlington Middle School 5470 Lamb Road, Arlington, TN 38002 Principal: Tabettha Banks 901-867-6015	123,541	\$14,717.23	\$13,224.51
Arlington High School Main Campus 5475 Airline Road, Arlington, TN 38002 Principal: Chris Duncan 901-867-1541	352,069	\$36,213.34	\$32,793.32
Arlington Central Office 12060 Arlington Trail Operations Director: Tim Ruff 901-389-2497	16,382	\$1,671.97	\$1,634.18
Total Monthly Lump Sum for all ACS locations	716,478	\$77,226.85	\$69,804.11

Cleaning of all buildings and bleachers on campus are included.



NOTICE TO PROPOSERS
REQUEST FOR PROPOSAL FY210006
ACS JANITORIAL SERVICES

State your hourly rate for cleaning services for events or activities occurring on Saturdays, Sundays and/or Central Office Holidays.

\$ 18.25

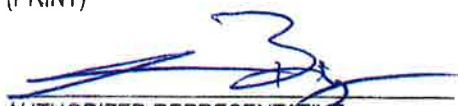
As the representative of the Proposer, I represent by my signature below that the Company I represent agrees to all terms contained in RFP #FY210006 and the pricing quoted above.

SKB FACILITIES & MAINTENANCE

COMPANY NAME

SHONE BYNUM

AUTHORIZED REPRESENTATIVE
(PRINT)



AUTHORIZED REPRESENTATIVE
(SIGNATURE)

4/28/2021

DATE



NOTICE TO PROPOSERS REQUEST FOR PROPOSAL FY210006 ACS JANITORIAL SERVICES

Monday, April 19, 2021

Arlington Community Schools is submitting this Request for Proposal (RFP) for Janitorial Services. General Terms and Conditions, Scope of Services, General Specifications and Cleaning Specifications for this RFP are contained on the following pages.

There will be a mandatory pre-proposal meeting beginning at 11:00 AM, CST, Monday, April 26, 2021. All interested proposers will meet at the Arlington High School Indoor Sports Facility located at 11794 Milton Wilson Blvd. It is located on the south side of the main campus. Information pertinent to the Janitorial Services will be shared at this meeting.

All proposals must be received by Arlington Community Schools - Purchasing, Attn: Laney Borwick, 12060 Arlington Trail, Arlington, TN 38002, by 10:59 AM, Central Time, Monday, May 3, 2021 prior to the aforementioned RFP deadline date and time. Proposals received after the specified date and time will be considered late and will not be opened, or considered. Please use the label attached to all proposals. Proposals will not be accepted via any form of electronic media.

Questions regarding RFP specifications should be directed to Tim Ruff, Director of Operations, Arlington Community Schools, tim.ruff@acsk-12.org, not later than 11:00 AM on Wednesday, April 28 2021. Purchasing questions should be directed to Laney Borwick, Purchasing, laney.borwick@acsk-12.org, no later than 11:00 AM on Wednesday, April 28 2021. **All questions must be submitted by email.**

Arlington Community Schools reserves the right to reject any or all Proposals, waive defects or informalities in Proposals the bid award shall be made to the Proposer that is determined, in the sole discretion of ACS, to have the proposal that best serves the interest of Arlington Community Schools.

In compliance with this Request for Proposal, in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this Proposal be accepted, to furnish any or all of the items upon which prices have been quoted in accordance with the specifications applying at the price set opposite each item. The undersigned further agrees, if awarded an order or contract, to indemnify, protect and hold harmless Arlington Community Schools, its Board Members, agents and employees from all judgments, claims, suits or demands for payment that may be brought against Arlington Community Schools, its board members, agents and employees arising out of the use of any product or article that is provided pursuant to the Proposal. Proposer further agrees to indemnify, protect, defend and hold harmless Arlington Community Schools, its Board Members, agents and employees from all judgments, claims, demands for payment, or suits or actions of every nature and description brought against the aforementioned alleging injuries or damages sustained by any person arising out of or in the course of the Proposer performing or failing to perform the service related to this Proposal and/or providing or failing to provide the goods related to this Proposal.

Proposer also certifies that he/she/it does not discriminate against any employee or qualified applicant for employment on the grounds of race, age, color, national origin, religion, gender, sexual orientation, veteran status, sex, disability, genetic information, or any other classification protected by federal and state laws.

Arlington Community Schools offers educational, employment and business opportunities without regard to race, age, color, national origin, religion, gender, sexual orientation, veteran status, sex, disability or genetic information.

SKB FACILITIES & MAINTENANCE

Company Name

3571 WINCHESTER RD.

Address

MEMPHIS, TN 38118

City

State

Zip

Terms: 15

Delivery: Days A.R.O 60

901-791-2162

Phone

901-791-2195

Fax

shone@skbfm.com

Email address

Name and signature below certifies that you understand and agree to the requirements above as well as all the information contained in this Request for Proposal.

SHONE BYNUM

Authorized Representative (Print)

Signature

4/28/2021

Date



NOTICE TO PROPOSERS
REQUEST FOR PROPOSAL FY210006
ACS JANITORIAL SERVICES

CERTIFICATE OF NON-DISCRIMINATION

By submission of this Request for Proposal, the Proposer (NAME OF FIRM)

SKB FACILITIES & MAINTENANCE

certifies that he/she/it does not discriminate against any employee or applicant for employment on the grounds of race, age, color, national origin, religion, gender, sexual orientation, veteran status, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law; and does not and will not maintain or provide for his/her/its employees any segregated facilities at any of his/her/its establishments; and, further, that he/she/it does not and will not permit his/her/its employees to perform their services at any location under his/her/its contract where segregated facilities are maintained.

SKB FACILITIES & MAINTENANCE

PROPOSER'S NAME

SIGNATURE

4/28/2021

DATE

SHONE BYNUM

Printed or Typed Name of Individual Signing for the Proposer



**NOTICE TO PROPOSERS
REQUEST FOR PROPOSAL FY210006
ACS JANITORIAL SERVICES**

REQUEST FOR PROPOSAL AGREEMENT

In compliance with the Request for Proposal, in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this Request for Proposal be accepted, to furnish any or all services upon which prices have been quoted in accordance with the specifications applying at the price set opposite each item. The undersigned further agrees, if awarded this contract, to protect, defend and hold harmless Arlington Community Schools, their Board Members, agents, and employees from any suits or demands for payment that may be brought against it for the use of any product or article that becomes a part of this contract, and further agrees to indemnify and hold harmless Arlington Community Schools, their Board Members, agents, and employees from any suits or actions of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by any party or parties, or his servants or agents in the course of fulfilling the terms of this contract.

SKB FACILITIES & MAINTENANCE

Name of Firm

3571 WINCHESTER RD.

Address

MEMPHIS, TN 38118

City

State

Zip

SHONE BYNUM

Authorized Representative

15

Signature

Terms

901-791-2162

901-791-2195

Phone

Fax Number

shone@skbfm.com

E-Mail Address

4/28/2021

Date



NOTICE TO PROPOSERS
REQUEST FOR PROPOSAL FY210006
ACS JANITORIAL SERVICES

HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement is between SKB FACILITIES & MAINTENANCE Name of Contractor (hereinafter Contractor), and Arlington Community Schools Board of Education (ACS). Contractor agrees that as a condition precedent to "Contractor" being awarded a contract from ACS, "Contractor" agrees to hold harmless and fully indemnify, protect, and defend, ACS, its Board Members, agents, officers, and employees from every judgment, claim, demand, suit, or action of every nature and description which may be made by reason of any injury to person or damage to property caused by, in whole or in part, or arising out of or related to, any act, omission, or default of "Contractor" or of any of its employees, agents, assigns, or invitees, in connection with "Contractor's" provision of goods or services to ACS.

(Name of Contractor) SKB FACILITIES & MAINTENANCE BY:

SHONE BYNUM

TITLE: PRESIDENT / CEO

State of Tennessee

County of Shelby

Shone Bynum personally appeared before me, the undersigned, with whom I am personally acquainted and who, upon oath, acknowledged that he/she/it executed the within instrument for the purposes therein contained, and who further acknowledge that he/she/it is authorized to execute this instrument on behalf of

Shone Bynum

[Signature]

Signature

Witness by hand and Notary seal at office this 27 day of APRIL, year of 2021.

[Signature]
Notary Public

My Commission Expires: 11.18.24

Obtain Notary signature and return document





Purchasing

12060 Arlington Trail ~ Arlington, TN 38002 ~ 901.389.2497 ~ 901.389-2498 Fax ~ www.acsk-12.org

ADDENDUM #1 TO CONTRACT DOCUMENTS

This document must be printed and signed and included in your bid documents

DATE: Tuesday, April 20, 2021
BID# AND TITLE: RFP FY210006 ACS Janitorial Services
BID DUE DATE: MONDAY, MAY 3, 2021 @ 10:59 CST

TO ALL PROSPECTIVE BIDDERS:

Bidders, for the above referenced project, shall take note of the following revisions, additions, deletions, clarifications, etc. relative to the RFP, which in accordance with the Contract documents shall become a part of and have precedence over anything shown or described otherwise.

See below for addendum items concerning the RFP FY210006 ACS Janitorial Services.

1. Proposers having an established business office within 50 miles of the Arlington Community Schools Board of Education office located at 12060 Arlington Trail, Arlington, TN 38002 will be given an additional 5 bonus points on the scoring evaluation.

All other documents, specifications, drawings, terms and conditions remain the same.

END OF DOCUMENT

Receipt of Addendum #1 Acknowledged by

Date:

4/28/2021



Laney Borwick
Operations Specialist

May 19, 2021

Via E-mail Delivery to: Shone@skbfm.com

LaShone Bynum, President
SKB Facilities & Maintenance, Inc.
3571 Winchester Road
Memphis, Tennessee 38118

Dear Mr. Bynum:

As you are aware, the Arlington Community Schools Board of Education (ACS) voted at its meeting on Tuesday, May 18, 2021 to offer the janitorial services contract with Arlington Community Schools (ACS) [RFP FY210006] to SKB Facilities and Maintenance (SKB). The purpose of this correspondence is to confirm SKB's agreement to the following:

- 1) SKB agrees to be bound by the terms of the General Terms and Conditions set forth in Request for Proposal #FY210006.
- 2) SKB agrees to be bound by its responses to Request for Proposal #FY210006.
- 3) SKB agrees that the agreement with ACS will run from July 1, 2021 through June 30, 2022, with the option to extend annually for up to one (1) additional period at the same price as the original bid price, and three (3) additional, consecutive one (1) year periods at a price agreed upon by the parties.
- 4) SKB agrees that all required summer cleaning, including but not limited to floor waxing, must be completed prior to July 15, 2021.
- 5) SKB agrees to provide a 100% Performance Bond by close of business on May 26, 2021.
- 6) SKB agrees to provide the services set forth in this Agreement for the sum of Seventy-Seven Thousand, Two Hundred Thirty-Six Dollars and eighty-five cents per month (\$77,236.85) for the one (1) year term.

12060 Arlington Trail * Arlington, TN 38002 * 901.389.2497 * 901.389-2498 Fax * www.acsk-12.org

Arlington Community Schools offer educational and employment opportunities without regard to race, color, creed, national origin, religion, sex, age, disability or genetic information and adheres to the provisions of the Family Educational Rights and Privacy Act (FERPA).

**Letter to Mr. Bynum
SKB Facilities & Maintenance, Inc.
May 19, 2021**

Page 2

In order to finalize the agreement with ACS, please sign below to indicate SKB's agreement to the foregoing, and return to Laney Borwick, Operations Specialist at Laney.borwick@acsk-12.org, by no later than close of business May 21, 2021. Also, please also provide the 100% performance bond to Ms. Borwick by May 26, 2021.

ACS looks forward to this relationship with SKB.

Sincerely,



**Laney Borwick, Operations Specialist
Arlington Community Schools**

Acceptance of Terms:



SKB Facilities & Maintenance, Inc.

5/24/2021

Date

12060 Arlington Trail * Arlington, TN 38002 * 901.389.2497 * 901.389-2498 Fax * www.acsk-12.org

Arlington Community Schools offer educational and employment opportunities without regard to race, color, creed, national origin, religion, sex, age, disability or genetic information and adheres to the provisions of the Family Educational Rights and Privacy Act (FERPA).

 **AIA** Document A312™ – 2010

BOND NO. 130187C

Performance Bond

CONTRACTOR:

(Name, legal status and address)
SKB Facilities and Maintenance, Inc
3571 Winchester Road
Memphis, TN 38118

SURETY:

(Name, legal status and principal place of business) Westfield Insurance Company
One Park Circle
Westfield Center, OH 44251

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

AIA Document A312–2010 combines two separate bonds, a Performance Bond and a Payment Bond, into one form. This is not a single combined Performance and Payment Bond.

OWNER:

(Name, legal status and address)
Arlington Community Schools
12060 Arlington Trail
Arlington, TN 38001

CONSTRUCTION CONTRACT

Date: May 19, 2021

Amount: \$77,236.85
Seventy Seven Thousand Two Hundred Thirty Six Dollars and 85/100****

Description:
(Name and location) Request for Proposal #FY210006
Janitorial Services at Arlington Community Schools
Term of 7/1/2021 - 6/30/2022

BOND

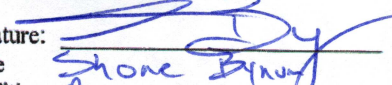
Date: 5/21/2021
(Not earlier than Construction Contract Date)

Amount: \$77,236.85** Seventy Seven Thousand Two Hundred Thirty Six Dollars and 85/100**

Modifications to this Bond: None See Section 16

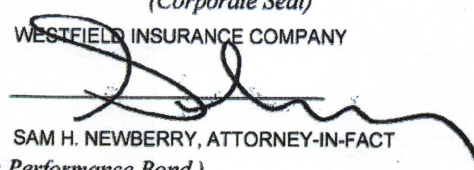
CONTRACTOR AS PRINCIPAL

Company: *(Corporate Seal)*
SKB Facilities and Maintenance, Inc

Signature: 
Name: Shane Byrnes
and Title: President/CEO
(Any additional signatures appear on the last page of this Performance Bond.)

SURETY

Company: *(Corporate Seal)*
WESTFIELD INSURANCE COMPANY

Signature: 
Name: _____
and Title: SAM H. NEWBERRY, ATTORNEY-IN-FACT



(FOR INFORMATION ONLY — Name, address and telephone)

AGENT or BROKER:

AMERICAN SURETY BONDS AGENCY, LLC
138 Hammond Dr., #B
Sandy Springs, GA 30328
404-486-2355

OWNER'S REPRESENTATIVE:

(Architect, Engineer or other party:)

FINAL BOND PREMIUM
IS FIGURED ON THE
FINAL CONTRACT PRICE
INCLUDING APPROVED
CHANGE ORDERS

081110

§ 1 The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner for the performance of the Construction Contract, which is incorporated herein by reference.

§ 2 If the Contractor performs the Construction Contract, the Surety and the Contractor shall have no obligation under this Bond, except when applicable to participate in a conference as provided in Section 3.

§ 3 If there is no Owner Default under the Construction Contract, the Surety's obligation under this Bond shall arise after

- .1 the Owner first provides notice to the Contractor and the Surety that the Owner is considering declaring a Contractor Default. Such notice shall indicate whether the Owner is requesting a conference among the Owner, Contractor and Surety to discuss the Contractor's performance. If the Owner does not request a conference, the Surety may, within five (5) business days after receipt of the Owner's notice, request such a conference. If the Surety timely requests a conference, the Owner shall attend. Unless the Owner agrees otherwise, any conference requested under this Section 3.1 shall be held within ten (10) business days of the Surety's receipt of the Owner's notice. If the Owner, the Contractor and the Surety agree, the Contractor shall be allowed a reasonable time to perform the Construction Contract, but such an agreement shall not waive the Owner's right, if any, subsequently to declare a Contractor Default;
- .2 the Owner declares a Contractor Default, terminates the Construction Contract and notifies the Surety; and
- .3 the Owner has agreed to pay the Balance of the Contract Price in accordance with the terms of the Construction Contract to the Surety or to a contractor selected to perform the Construction Contract.

§ 4 Failure on the part of the Owner to comply with the notice requirement in Section 3.1 shall not constitute a failure to comply with a condition precedent to the Surety's obligations, or release the Surety from its obligations, except to the extent the Surety demonstrates actual prejudice.

§ 5 When the Owner has satisfied the conditions of Section 3, the Surety shall promptly and at the Surety's expense take one of the following actions:

§ 5.1 Arrange for the Contractor, with the consent of the Owner, to perform and complete the Construction Contract;

§ 5.2 Undertake to perform and complete the Construction Contract itself, through its agents or independent contractors;

§ 5.3 Obtain bids or negotiated proposals from qualified contractors acceptable to the Owner for a contract for performance and completion of the Construction Contract, arrange for a contract to be prepared for execution by the Owner and a contractor selected with the Owner's concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Construction Contract, and pay to the Owner the amount of damages as described in Section 7 in excess of the Balance of the Contract Price incurred by the Owner as a result of the Contractor Default; or

§ 5.4 Waive its right to perform and complete, arrange for completion, or obtain a new contractor and with reasonable promptness under the circumstances:

- .1 After investigation, determine the amount for which it may be liable to the Owner and, as soon as practicable after the amount is determined, make payment to the Owner; or
- .2 Deny liability in whole or in part and notify the Owner, citing the reasons for denial.

§ 6 If the Surety does not proceed as provided in Section 5 with reasonable promptness, the Surety shall be deemed to be in default on this Bond seven days after receipt of an additional written notice from the Owner to the Surety demanding that the Surety perform its obligations under this Bond, and the Owner shall be entitled to enforce any remedy available to the Owner. If the Surety proceeds as provided in Section 5.4, and the Owner refuses the payment or the Surety has denied liability, in whole or in part, without further notice the Owner shall be entitled to enforce any remedy available to the Owner.

FINAL BOND PREMIUM
IS FIGURED ON THE
FINAL CONTRACT PRICE
INCLUDING APPROVED
CHANGE ORDERS

§ 7 If the Surety elects to act under Section 5.1, 5.2 or 5.3, then the responsibilities of the Surety to the Owner shall not be greater than those of the Contractor under the Construction Contract, and the responsibilities of the Owner to the Surety shall not be greater than those of the Owner under the Construction Contract. Subject to the commitment by the Owner to pay the Balance of the Contract Price, the Surety is obligated, without duplication, for

- .1 the responsibilities of the Contractor for correction of defective work and completion of the Construction Contract;
- .2 additional legal, design professional and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under Section 5; and
- .3 liquidated damages, or if no liquidated damages are specified in the Construction Contract, actual damages caused by delayed performance or non-performance of the Contractor.

§ 8 If the Surety elects to act under Section 5.1, 5.3 or 5.4, the Surety's liability is limited to the amount of this Bond.

§ 9 The Surety shall not be liable to the Owner or others for obligations of the Contractor that are unrelated to the Construction Contract, and the Balance of the Contract Price shall not be reduced or set off on account of any such unrelated obligations. No right of action shall accrue on this Bond to any person or entity other than the Owner or its heirs, executors, administrators, successors and assigns.

§ 10 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

§ 11 Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and shall be instituted within two years after a declaration of Contractor Default or within two years after the Contractor ceased working or within two years after the Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

§ 12 Notice to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the page on which their signature appears.

§ 13 When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

§ 14 Definitions

§ 14.1 Balance of the Contract Price. The total amount payable by the Owner to the Contractor under the Construction Contract after all proper adjustments have been made, including allowance to the Contractor of any amounts received or to be received by the Owner in settlement of insurance or other claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contractor under the Construction Contract.

§ 14.2 Construction Contract. The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and changes made to the agreement and the Contract Documents.

§ 14.3 Contractor Default. Failure of the Contractor, which has not been remedied or waived, to perform or otherwise to comply with a material term of the Construction Contract.

§ 14.4 Owner Default. Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.

§ 14.5 Contract Documents. All the documents that comprise the agreement between the Owner and Contractor.

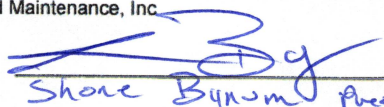
§ 15 If this Bond is issued for an agreement between a Contractor and subcontractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

§ 16 Modifications to this bond are as follows:

(Space is provided below for additional signatures of added parties, other than those appearing on the cover page.)

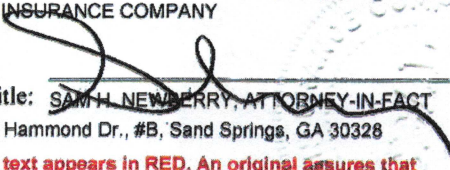
CONTRACTOR AS PRINCIPAL

Company: SKB Facilities and Maintenance, Inc *(Corporate Seal)*

Signature: 
Name and Title: *Shane Bynum, President*
Address: 3571 Winchester Rd., Memphis, TN 38118

SURETY

Company: WESTFIELD INSURANCE COMPANY *(Corporate Seal)*

Signature: 
Name and Title: *SAM H. NEWBERRY, ATTORNEY-IN-FACT*
Address: 138 Hammond Dr., #B, Sand Springs, GA 30328

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

**FINAL BOND PREMIUM
IS FIGURED ON THE
FINAL CONTRACT PRICE
INCLUDING APPROVED
CHANGE ORDERS**

Init.

AIA Document A312™ – 2010. The American Institute of Architects.

General
Power
of Attorney

POWER NO. 1010461 00

**Westfield Insurance Co.
Westfield National Insurance Co.
Ohio Farmers Insurance Co.**
Westfield Center, Ohio

CERTIFIED COPY

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint
SAM H. NEWBERRY, BROOKE A. KNOWLES, JOINTLY OR SEVERALLY

of ATLANTA and State of GA its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, undertakings, and recognizances; provided, however, that the penal sum of any one such instrument executed hereunder shall not exceed TEN MILLION DOLLARS AND NO CENTS (\$10,000,000)----

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be it Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact. may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be it Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their National Surety Leader and Senior Executive and their corporate seals to be hereto affixed this 02nd day of JANUARY A.D., 2020 .

Corporate
Seals
Affixed



WESTFIELD INSURANCE COMPANY
WESTFIELD NATIONAL INSURANCE COMPANY
OHIO FARMERS INSURANCE COMPANY


By: 
Gary W. Stumper, National Surety Leader and Senior Executive

State of Ohio
County of Medina ss.:

On this 02nd day of JANUARY A.D., 2020 , before me personally came Gary W. Stumper to me known, who, being by me duly sworn, did depose and say, that he resides in Hartford, CT; that he is National Surety Leader and Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial
Seal
Affixed




David A. Kotnik, Attorney at Law, Notary Public
My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

State of Ohio
County of Medina ss.:

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 21 day of May A.D., 2021




Frank A. Carrino, Secretary



Germantown Municipal School District

CONFIDENTIAL

JANITORIAL SERVICES PROPOSAL

DATE: May 24, 2021

Prepared By:

SKB Facilities & Maintenance

3571 Winchester Rd.

Memphis, TN 38118



Germantown Municipal School District

Letter of Transmittal

May 24, 2021

Shone Bynum
President / CEO
3571 Winchester Road
Memphis, TN 38118

Phone: 901-791-2162
Email: shone@skbfm.com

Dun & Bradstreet#: 00-893-7206

EIN#: 27-0987241

Mr. Cathey,

SKB Facilities & Maintenance, Inc., is a provider for all your commercial and industrial janitorial and building management needs. Our goal is client satisfaction with excellent service and customer appreciation. In order to do this, we are committed to providing both a professional and pleasant work environment. In accomplishing this everyone plays an important role by contributing resourceful knowledge, responsibility, flexibility, and innovative ideas towards achieving excellent results for our customers.

With a lasting emphasis on quality workmanship and a commitment to customer satisfaction, SKB Facilities & Maintenance has become a trusted leader in the professional cleaning industry for industrial and commercial properties. Armed with industry knowledge and state-of-the-art deep cleaning technology, our trained technicians have the skills and equipment to meet all your carpet, tile, grout, office, school, janitorial, and commercial cleaning needs.

SKB understands the challenges of cleaning schools, especially in this new Covid-19 environment. Students and staff need to feel safe and know that the buildings are being sanitized daily. Our products are approved to disinfect all surfaces and we make sure our staff is trained to do the job right the first time! We understand the majority of cleaning happens at night and we are prepared to accomplish these tasks in the allotted amount of time given. All too often, schools suffer from high overhead, employee turnover, liability issues, and personnel costs associated with in-house custodial work. SKB has proven janitorial processes to manage and run school facilities in a cost-effective manner. **JUST ASK OUR CUSTOMERS!!!**

SKB serves K-12 school districts which includes over 3,500,000 square feet of schools daily—and maintains an exceptional client retention rate.

SKB provides comprehensive facility services to K-12 schools, including:

- Custodial
- Facilities operations & maintenance
- Grounds and athletic field management
- Disinfecting Services

Because of the nature of the K-12 environment, our employees are subjected to rigorous safety and training procedures. All applicants are required to pass a criminal background check and may be subjected to pre-employment drug screening. All employees are trained by SKB management and are required to wear uniform shirts for identification—and all employees are subject to random security inspections.

SKB Facilities and Maintenances, Inc., believes we are well qualified to take on the task of providing janitorial services to the Germantown Municipal School District. If given the opportunity, SKB will make sure you are satisfied with our services. You will have peace of mind by working with a local, trusted, reputable, flexible, and experienced partner that is committed to providing quality services that are MEASURED, MANAGED, and GUARANTEED!

SKB's management systems, quality control processes, and outstanding supporting operations team form the foundation for delivering exceptional facility services.

This proposal is firm and irrevocable for a period of 120 days!

Regards,

Shone Bynum

Shone Bynum
President / CEO



Executive Summary

SKB Facilities and Maintenance, Inc. is a well-capitalized, privately owned corporation based in Memphis, TN. For the past 12 years, SKB has been providing custodial, facilities operations and maintenance, and/or grounds services to schools, airports, city and county government facilities as well as privately owned businesses. SKB’s revenue exceeds 8 million dollars and employs more than 375 people. SKB currently serves the South East Region with offices in Memphis, Chattanooga and Atlanta.

SKB’s moto is “We take pride in our work, and you will take pride in our results”. This formula for exceeding customer expectations has been SKB’s goal from the start. Providing ‘top quality’ service is what sets us apart from our competition. We are happy to have our potential clients speak with our existing customers. That is the best way of understanding SKB’s ability to provide outstanding service.

SKB’s commitment to quality and service is provided through our outstanding management team. Our operations and area management team strive to provide the best service possible!

SKB’s commitment to you is to provide the most healthy and safe environment for the students, faculty and staff of Germantown Municipal School District.

SKB’s 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

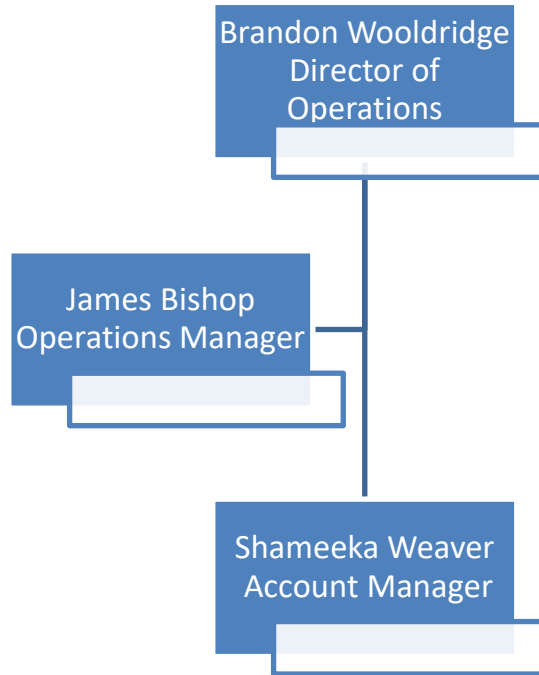
SKB is a recognized leader in providing quality-based facilities management services to clients with an exceptional reputation for quality and reliability throughout the region.

A Partial List of Clients that SKB currently service:

SKB Facilities and Maintenance, Inc. cleans over 10 million square feet daily. Below is a partial list of our existing clients:

Germantown Municipal School District	FedEx
Arlington Community Schools	Memphis Light Gas & Water
Collierville Municipal School District	Volvo
Memphis International Airport	Memphis Police Department

Organization Chart:



If chosen as a vendor, SKB will provide GERMANTOWN MUNICIPAL SCHOOL DISTRICT with layers of leadership to make sure all objectives of the RFP are met daily. It is our intent to have a member of the leadership team visit schools daily as well as complete inspections through our CompuClean system. The RFP has defined that a “Supervisor” will need to report to each school daily. This employee will assist and communicate with the Plant Manager daily; also, we will ask this employee to assist with the training of new employees when he/she arrives at the site.

The Account Manager will be responsible for the operational and financial performance of all aspects of the account. The account manager will work with the supervisor to schedule school visits, review inventory and supply orders. The account manager will also schedule visits with GERMANTOWN MUNICIPAL SCHOOL DISTRICT leadership and review weekly inspections.

GERMANTOWN MUNICIPAL SCHOOL DISTRICT will have a dedicated Operations Manager who assure that all objectives are being met. The Operations Manager will also work with the Account Manager(s) to assure that all weekly, monthly, quarterly, semiannual and annul task that are defined in the RFP are being completed.

SKB's Director of Operations will oversee all Fiscal responsibilities of the account. The Director of Operations will also make sure that SKB's continuous improvement plan is being followed, evaluating quality inspections and supporting the efforts of the Operations Manager. Director of Operations will ensure the account team has access to, and support from, the Leadership Team. The Leadership Team is responsible for managing all business within the zone. The Director of Operations along with the Operations Manager will ensure that the minimum staffing levels are met daily.

The following key personnel will perform work under this contract:

Name / Role	Experience	Education / Training
Shone Bynum President / CEO	12 years with SKB	Strategic head of organization, communicate with stockholders, government entities and private business leaders. Lead the development of the organization's long- and short-term strategies. Manage overall operations and make major decisions affecting the organization daily. Manage the organization's resources and finances acting as CFO. Negotiate or approve agreements and contracts for the organization. Manage and oversee Bidding/pricing for new customer base. Develop the organizations strategy to stay competitive in this changing market. Prospect new business with various markets outside of the Mid-South. Lead special projects.
Kelley Bynum VP	12 years VP of SKB	Oversee daily operations by consulting with Director of Ops and Ops Manager discussing customer needs. Lead office personnel and Management in making sure we are meeting the needs of our customer base daily. Oversee Payroll, Time & Attendance and daily duties of office following up with office management to ensure compliance. Handle all Employee Relations regarding Sexual Harassment, EEOC claims and policy violations. Assist with Bids and

		presentations with the CEO and strategically plan for new business. Meet with onsite management and visit sites to ensure customer satisfaction. Develop marketing plans for new business. Ensure company compliance with regard to Human Resources and serve as the HR Administrator for company benefit plans. Assist CEO with special projects.
Brandon Wooldridge Director of Operations	10 years K-12 Experience	Blood Bourne Pathogen, Biohazard Waste Removal Training, Green Cleaning Training, Spartan Site-Specific Training, 36 Week Safety Training, Carpet Cleaning Training & Scrubber & Equipment Training
James Bishop Operations Manager	9 years K-12 Experience	Blood Bourne Pathogen, Biohazard Waste Removal Training, Green Cleaning Training, Spartan Site-Specific Training, 36 Week Safety Training, Carpet Cleaning Training & Scrubber & Equipment Training
Trashundra Ester Office Manager	7 years as Office Manager	Responsible for overseeing daily duties of office Recruiters/Time & Attendance and Receptionist. Complete semi-monthly payroll for approximately 300 employees. Assist with Employee Relations for 300 plus employees. Answers all Unemployment claims and attends Unemployment meetings. Calls in 1 st report for Workers Comp claims and assist with FMLA paperwork. Works on special projects from CEO and Vice President. Coordinates daily temporary staffing and supervises badging process for the Memphis

	<p>Airport. Makes sure office is on task and able to meet multiple deadlines daily.</p>
<p>Recruiters</p>	<p>Source candidates daily to keep hiring pool filled, interview, check references, complete background check requests.</p> <p>Conduct orientation of new hires, makes sure correct tapes are viewed by new hires. Go over company handbook in detail. Complete new hire letters, discuss job and expectations.</p> <p>Discuss on the job training to take place, discuss company uniform and provide uniform shirt. Go over all paperwork to make sure all documents are signed. Discuss clock in procedures/expectations.</p> <p>Recruiters are responsible for their perspective sites, including confirming time daily for assigned employees. Checking time daily and making sure all sites are filled at start of shift. Email/in person communication throughout the day with management.</p> <p>May assist with entering paperwork into the system. Other duties and special projects as assigned.</p>

STAFFING MODEL

District Office

CLASSIFICATION	<u>NO. OF EMPLOYEES</u>	<u>SHIFT HOURS</u>	<u>TOTAL HOURS PER DAY</u>	<u>RATE/HOUR</u>
GC	1	8	8	\$12.00

Dogwood Elementary

CLASSIFICATION	<u>NO. OF EMPLOYEES</u>	<u>SHIFT HOURS</u>	<u>TOTAL HOURS PER DAY</u>	<u>RATE/HOUR</u>
Supervisor	1	4	4	\$12.00
Day Porter	1	6	6	\$12.00
Mid-Day	1	7	7	\$12.00
Floor Tech	1	4	4	\$12.00
GC	2	4	8	\$12.00

Farmington Elementary

CLASSIFICATION	<u>NO. OF EMPLOYEES</u>	<u>SHIFT HOURS</u>	<u>TOTAL HOURS PER DAY</u>	<u>RATE/HOUR</u>
Supervisor	1	4	4	\$12.00
Day Porter	1	6	6	\$12.00
Mid Day	1	6	6	\$12.00
Floor Tech	1	4	4	\$12.00
GC	2	4	8	\$12.00

Houston High

CLASSIFICATION	<u>NO. OF EMPLOYEES</u>	<u>SHIFT HOURS</u>	<u>TOTAL HOURS PER DAY</u>	<u>RATE/ HOUR</u>
Day Porter	2	8	16	\$12.00
Mid Day	1	6.5	6.5	\$12.00
Floor Tech	1	6	6	\$12.00
GC	2	6	12	\$12.00
GC	2	5	10	\$12.00
GC	3	4	12	\$12.00
Supervisor	1	4	4	\$12.00

Houston Middle

CLASSIFICATION	<u>NO. OF EMPLOYEES</u>	<u>SHIFT HOURS</u>	<u>TOTAL HOURS PER DAY</u>	<u>RATE/ HOUR</u>
Supervisor	1	4	4	\$12.00
Day Porter	1	7	7	\$12.00
Mid Day	1	7	7	\$12.00
Floor Tech	1	4	4	\$12.00
GC	2	4	8	\$12.00

Riverdale Elementary

CLASSIFICATION	<u>NO. OF EMPLOYEES</u>	<u>SHIFT HOURS</u>	<u>TOTAL HOURS PER DAY</u>	<u>RATE/ HOUR</u>
Supervisor - Floor Tech	1	6	6	\$12.00
Day Porter	1	7	7	\$12.00
Mid Day	1	7	7	\$12.00
GC	2	6	12	\$12.00
GC	3	5	15	\$12.00

Forrest Hill

CLASSIFICATION	<u>NO. OF EMPLOYEES</u>	<u>SHIFT HOURS</u>	<u>TOTAL HOURS PER DAY</u>	<u>RATE/HOUR</u>
Supervisor	1	4	4	\$12.00
Day Porter	1	7	7	\$12.00
Mid Day	1	6	6	\$12.00
Floor Tech	1	4	4	\$12.00
GC	3	4	12	\$12.00

TOTALS BY LOCATION

Location	Sqft	Monthly Price
District Office	20,016	\$2,676.50
Dogwood Elementary	88,000	\$9,702.31
Farmington	73,908	\$9,367.75
Houston High	263,689	\$26,709.24
Houston Middle	92,750	\$9,942.19
Rierdale Elementary	152,199	\$15,724.44
Forrest Hill	92,750	\$11,040.56
Total:	783,312	\$85,162.98

Project Plan

Management and Supervision

SKB manages each client site with a dedicated Account Manager. The Account Manager has the specific responsibility of making certain all aspects of the operation are accomplished to meet, indeed exceed, client expectations for quality and service levels. The Account Manager will report directly to an Operations Manager who interfaces with SKB Executive Staff. The Account Manager will communicate with client facility managers and representatives as often as necessary to establish an effective and professional rapport.

At the local site, day and night Lead's report to the Account Manager. Leads oversee the completion of individual cleaning tasks to include coaching and on-the-job training of employees. The Account Manager is directly responsible for the safety, quality of cleaning, complaint resolution, training completions, human resources process, and management of the Supervisors and Leads.

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

SKB recognizes that most service providers utilize the same labor pool; thus, the difference between a successful program and an average program is the management and supervisory team as well as management systems and operations support.

When selecting candidates to fill new and vacant positions, we seek more than just the traditional experience requirements. We expect our Managers to desire advancement and be diligent about achieving high performance scores.

SKB strives to promote internal candidates, which helps maintain our investment in human capital, as well as preserving the consistency and standardization of our ongoing processes.

Members of our on-site Management Team are offered guidance to open the door for promotional opportunities. SKB utilizes a variety of tools to help establish a development plan for individual growth. At the management level, activities including external specialized training internal educational opportunities are ongoing and are provided to those employees seeking career advancement.

Training sessions occur annually to bring Account Managers together for refinement of basic skills, reinforcement of critical operating procedures, and the introduction of new and improved concepts for completing daily tasks and ensuring client satisfaction. These are large, conference style events held in key geographic cities. Throughout the year, smaller local training classes occur to prepare Supervisors and Managers for advancement to the next career level. Career pathways are identified to guide our Supervisors and Managers to continued success.

Management Staff

SKB utilizes two “pools” of manager candidates: Internal and External. Internal candidates are those who have performed well at other SKB facilities in an assistant manager or other role and have demonstrated the desire and ability to earn a promotion.

Prior to placement at a client site as an Account Manager a candidate is typically provided operations support in multiple environments. This expanded understanding of SKB operations in multiple and varying client environments allow candidates to perform exceptionally well as the Account Manager.

When internal candidates don’t meet SKB’s requirements, SKB will seek External candidates from within the local community... If an External candidate is selected for the Account Manager role, the candidate spends significant time learning SKB’s policies and procedures by visiting other SKB client sites to witness full, ongoing operations already in place. This series of “site tours” helps External candidates become very familiar with SKB and the nuances of working with the firm before assuming responsibility at the client site.

Supervision and Administrative Support

Most client sites require Supervision and Administrative support. These management employees are often selected locally and then receive on-site training to perform their duties.

Standby Staff

Whenever possible, standby staff is recruited from the existing pool of employees. This is a benefit because the client and those with whom they will be working already know these associates. Like all SKB employees, standby staff are thoroughly screened (background, drug, and other processes determined by the client and local or state laws) before assuming their positions.

Employee Processing

Employee screening and Hiring Standards

SKB Facilities & Maintenance, Inc. utilizes several methods of employment recruitment and screening. These include strict hiring standards and criminal background checks. We believe SKB's hiring standards are the highest in the industry. To minimize liabilities, reduce turnover and objectively qualify the best possible candidates, SKB utilizes a comprehensive pre-employment screening program for ALL applicants and provides incentives for attracting and retaining employees. These steps and incentives include:

- I-9 verification
- Criminal background checks for 100% of applicants
- Motor vehicle records check (where applicable)
- Comprehensive pre-employment drug screening (where applicable)
- Fingerprinting, where permitted and available, will be conducted at the client's request
- Selection of applicants through work and personal reference checks
- Above –market pay scale with work incentives
- Sick, vacation and holiday pay; health and life insurances: 401(k) with a match

Criminal Background Check

No person will be eligible for employment with SKB Facilities & Maintenance, Inc. if convicted of the following:

- Any felony
- Forgery
- Fraud
- Weapons charge
- Burglary
- Robbery
- Theft
- Assault and Battery
- Possession of a controlled substance
- Manufacturing of a controlled substance
- Delivery of controlled substance
- Convictions for DWI and DWLS will not automatically result in disqualification if the applicant is applying for a non-driving position. However, multiple offenses must be discussed directly with the VP of Human Resources. Convictions for DWI will disqualify applicants applying for “driver “positions.
- Any convictions not specifically listed here must be discussed with the VP of Human Resources for resolution.

Employee Recruitment and Retention

SKB's approach to identifying, recruiting and retaining employees of all levels is important in ensuring consistent levels of quality and service. SKB takes great care to implement procedures and practices to manage potential gaps created by turnover by using "standby – pools" of employees. This helps alleviate any impact on the client environment due to call-ins or no-shows.

SKB is committed to hiring and retaining the most productive and qualified personnel for each client site. SKB's quality assurance, employee incentives, training, and risk management programs support this commitment.

SKB meets its personnel needs by selecting, promoting, and transferring associates or applicants from among those best qualified to perform the work required. Whenever possible, management and supervisory vacancies are filled by promoting within.

SKB maintains a full-service, professional human resource department. These experts utilize all available means to ensure that the best staff is always available and "in the pipeline". Recruiting methods include Internet advertising, local job fairs, advertising in nearby newspapers, and targeted recruiting with a national search firm, flyer distribution and fieldwork. Additionally, in cases where SKB is replacing another firm, with permission from the incumbent contractor and the client, SKB will meet with all available interested employees and offer employment with our company provided prospective employees pass the SKB hiring requirements including background checks and drug screening.

Equal Employment Opportunity

SKB is committed to providing equal employment opportunity for all persons regardless of race, color, religion, sex, age, marital status, national origin, citizenship status, disability, or veteran's status. Further, SKB does not condone any form of discrimination or harassment.

We fill our employment needs by selecting, promoting, and transferring associates or applicants from among those qualified to perform the available work, with a view toward selecting the most qualified candidate for the job. Whenever possible, we attempt to fill vacancies by promoting from within when current associates are qualified and available.

Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, and termination, working conditions, compensations, benefits and other terms and conditions of employment.

SKB complies with all federal, state, and local equal employment opportunity laws and strives to keep the workplace free from all forms of harassment, including sexual harassment. SKB clearly understands it is illegal to harass others based on their sex, sexual orientation, age, race, color, national origin, religion, martial or veteran status, citizenship, disability and /or other protected personal characteristics.

Harassment includes but is not limited to making derogatory remarks about such characteristics, making ‘jokes’ about ethnic and /or other groups, and other verbal, physical and visual behavior. We consider harassment in all forms to be a serious offense.

Associates who have been subject to prohibited discrimination or harassment should immediately report the incident to their Supervisor or their Human Resource Department. Complaints are investigated immediately and handled as confidentially as possible.

SKB ensures that associates following this complaint procedure are protected against illegal retaliation.

Any reported violations of EEQ law or this policy are investigated. Supervisors or associates found to have engaged in discriminatory conduct or harassment are subject to immediate disciplinary action, up to an including immediate termination of employment.

Staff Selection Process

- **Sourcing** – Developing a candidate pool for your specific needs
- **Screening** – Evaluation and qualifying candidates based on competencies and experience.
- **Assessment** -Staged Interviews and tools to assess a candidate’s fit.
- **Placement**- Securing and on –boarding the right candidate.

Employment Advancement

SKB believes strongly in providing its employees with career advancement opportunities. Whether a productive staff employee wishes to become a supervisor, a supervisor endeavors to become a manager, a manager seeks promotion to regional manager or some other form of advancement, SKB has implemented programs and initiatives to assist employees in achieving these goals.

Training programs are readily available for those expressing interest. Many of our regional managers have advanced through various ranks to achieve significantly higher paying positions with additional responsibilities. While good for the employees, as a growing company, this simply makes sense!

Employee Uniforms

Employee uniforms consist of either a navy SKB shirt that include the company name and logo. Uniforms should be always worn while on duty.

Name badges should be three inches below the shoulder seam or over the pocket.

Uniforms will be enforced as required by contract.





SKB Facilities & Maintenance, Inc. recognizes the importance of providing a safe working environment for all of its employees.

SECURITY AND SAFETY

Security & Safety Procedures

SKB Facilities & Maintenance, Inc. security policy is as follows:

1. All applicants will be screened, hired and orientated by Management Personnel.
2. All employees will sign a release for police record to determine any previous criminal history.
3. Drug testing as a pre-employment requirement or on a random basis can be performed as a customer option.
4. All employees understand and acknowledge they may be required to submit to a nightly or random security inspection, including, but not limited to inspection of personal belongings.
5. Only SKB Facilities & Maintenance employees will be allowed access to facilities. Friends or family members are not allowed to enter restricted buildings.
6. Cleaners will enter and depart from front entrance to increase safety and security.
7. All employees will wear uniform shirts for identification.

Safety Policy

SKB Facilities & Maintenance, Inc. recognizes the importance of providing a safe working environment for all of its employees. Safe working conditions allow our employees and company to reach its goals and objectives in a safe and healthy manner.

Safety is the responsibility of all parties involved including the company, the supervisor, as well as the employee.

SKB Facilities & Maintenance, Inc. will provide detailed instructions and training on safety in the workplace. However, each employee must be safety conscious and on the lookout for any safety hazards that may exist in his or her work area.

The following is an overview of our Safety Policy:

1. The Company recognizes its responsibility to provide each employee with a safe working environment.
2. The Company will comply with all federal and state occupational safety and health laws.
3. The Company feels that the best source of protection for the safety of its workers is the procedures. SKB Facilities & Maintenance, Inc. does encourage all employees to participate and provide feedback and suggestions regarding hazardous conditions and safety improvements in the workplace.
4. As part of his or her employment, each worker agrees to work in safe manner and always use good common sense.

Specific Safety Requirements for All Employees

1. Never horseplay on the job.
2. Smoking on the job is prohibited –except at designated areas during scheduled breaks or lunch.
3. Any unsafe conditions or acts must be reported to your supervisor immediately.
4. Check all equipment for frayed or worn wiring before using. Report any defects in equipment to supervisor before using.
5. Never leave equipment or electrical cords in hallways, walkways, or traffic areas.
6. Keep equipment maintained and clean before and after each use.
7. Keep equipment maintained before and after each use.
8. Know the proper use of all equipment.
9. Never store equipment here it may get wet.
10. Carefully secure all equipment in a vehicle before transporting and get help lifting in and out of vehicle.
11. Always bend legs and use straight back for lifting –Get help on lifting all bulky items and /or items over 5lbs.
12. Follow guide lines covered during job orientation on Material Safety Data Sheets on proper use and handling of all chemicals –never smell any chemicals directly from the containers.
13. Avoid getting any cleaning solution in eyes-If an accident occurs follow MSDS emergency guidelines.
14. Avoid pro-longed exposure of skin to cleaning solutions.
15. Make sure areas are well ventilated before using floor cleaners, strippers, and finish.

16. Always mark wet floor with adequate number of warning signs and rope or tape off areas if possible when scrubbing or stripping floors.
17. Check trash liners for protruding objects, such as glass, needles and other sharp objects, before handling.
18. Never allow friends or family to enter the building where you are working and always report unauthorized persons or activity to your supervisor.
19. Never report to work under the influence of drugs or alcohol.
20. Criminal Police checks will be run on specific jobs prior to employment.
21. Motor Vehicle Records will be required for all employees who drive a company owned vehicle or are asked to drive to 2 or more accounts during their course of employment.
22. Follow all other specific safety procedures that may apply to your particular job or job site.
23. Always suggest, recommend, and advise of any safety improvements you may have in the workplace.

Labor Estimating Process

Based on past experience of cleaning buildings of similar size and industry standards 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.

This process provided the baseline for determining the proper staffing and supervisory levels by building and area as well as by day of week and shift. SKB will operate a day cleaning schedule at Germantown Municipal School District of cleaning all classrooms during normal school hours one time per day. All common area will be maintained during the day and thoroughly cleaned in the evening after normal school hours.

Annual Contract Price, Other Investments and Term

SKB's Annual Contract Price includes the costs of the on-site 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 janitorial supplies, equipment and consumable supplies; repair, maintenance and replacement of equipment; the costs of SKB uniforms and employee pre-employment screening; other direct operating costs; and a contribution to supporting overheads and pre-tax profit.

Why Choose SKB Facilities and Maintenance Inc.?

- We have extensive experience and longstanding success with many noteworthy clients.
- We have outstanding financial and operational resources.
- We will provide an outstanding management team.
- We believe we offer tremendous value. Our program will meet, exceed, Germantown Municipal School District's expectations while continuously seeking creative approaches to reducing operating costs.
- SKB's clients are very happy with our work. Please ask them!

How SKB Manages Risk

Preventing work-related injuries is so crucial that we teach safety awareness to every employee. If safety issues in the workplace are not addressed quickly, they can lower productivity, work quality and increase the chance of incidents. We also understand these preventative measures are also critical in enhancing the safety of your students, teachers and administrators. We strive to ensure that training, inspections and reporting are in compliance with government agencies and company policy — yours and ours. Most accidents can be prevented with the proper training, but sometimes accidents do occur. We've developed procedures that enable us to report accidents immediately, file claims documentation properly and provide employees with the resources to be able to return to work in a reasonable timeframe.

Resources:

As an SKB customer you'll have resources to depend on, including specialists in safety, training, prevention, workers' compensation, liability, claims and insurance management. To keep on top of safety concerns amongst all of our customers, we have a Safety Committee that meets monthly to:

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

Program Overview

Key elements:

- **Safety Communications:** SKB supervisors have online access to the SKB Quality “cloud based” software
- **Loss Control: SKB** monitors our Experience Modification Rates (EMR) to better understand and lower our workers' compensation costs. Since an EMR compares our claims experience to other employers of similar size in our industry, it is a measure of how SKB's loss prevention and control practices stack up to the competition.
- **Medical Coverage: SKB** has partnered with local urgent care centers to give our employees 24/7 access to medical professionals in case of an injury. This program not only advises our employees of the proper care for injuries and when to seek emergency services, but also provides timely reporting of all on-the-job incidents.

SKB's technology provides benefits that help:

- Control costs
- Assure quality services
- Deliver on scheduled services or special requests
- Communicate efficiently
- Provide accurate, timely, financial information and service reports
- Consolidate information to drive process improvements
- A **quality management system** that is accessible online to our managers and supervisors from any internet connection. Our Quality Management System suite (QMS 24/7)—including work orders and inspection systems— is Web-enabled and Mobile-enabled, allowing employees and customers to view and provide feedback through the Web and communicate through a PDA.
- SKB's **internal work system** allows users to work in a web-based collaborative environment.

Quality Assurance Program:

Ensuring Measurable Quality

Our purpose is to establish a quality culture, a culture that focuses on customers, involves employees, measures performance, and is continuously improving. To achieve that goal we employ a unifying quality system that places a variety of processes into a single framework. This framework is taken to new customers and service partners as a starting point from which to customize project-specific quality programs. This framework enables us to roll up measurements, and to monitor improvements across segments, customers, and service partners. The program is designed to fit a wide variety of industries and environments we service to ensure we meet our customers' needs.

Inspections

The facilities are inspected on a regular schedule, and the data is entered into the Quality software via laptop, Android, iPhone or other wireless device. Customized quality control inspection reports, showing results and trends, are available on-line or can be downloaded into an Excel spreadsheet. From this information, our managers can determine what actions are necessary to maintain contract compliance, continuous improvement and ultimately, customer satisfaction.

Work Order Management

CompuClean is a technologically robust tool that facilitates entering and tracking work orders from inception to completion. Workflow through the system varies according to your needs. Work orders are generated and dispatched to our staff via email to a variety of wireless devices. The status of open requests and periodic tasks that are scheduled, are reviewed and updated—all in real time via a wireless hand held device or computer. Once the work order is completed, it can be closed immediately using the same delivery devices. With our state-of-the-art system, we can act upon service requests promptly – then track them through completion and invoicing.

Tracking Accountability

All work requests clearly define who is responsible for the work and the time involved for completion. All requests are time stamped, and automatic escalations are triggered by that time, notifying management. At this point, service delivery is measured, quantified, and analyzed by SKB's management and if requested, the customer. Best practices can be identified and disseminated, producing significant improvements in customer satisfaction. As work is accomplished and work orders are closed, the reporting system is updated. Supervisory personnel can follow up with service workers on issues and requests to make certain all work is completed to our high standards. Any problems that emerge from this follow up are immediately corrected and the communication loop is then closed—but only when our customers are absolutely satisfied.

Process Improvement

SKB strives to optimize our processes to achieve more efficient results through planning, standardization, employee engagement and other means. We continuously look to identify areas of opportunity and target any problem areas formulate a detailed strategy, and promptly execute the solution. When we engage in a proactive processes improvement strategy, we are able to build upon our foundation of best practices, procedures and processes so you receive the best service.

CompuClean

You'll receive the following benefits by leveraging CompuClean:

- Automated communication, resulting in reduced response time
- Complete, up-to-date work order status
- Round-the-clock access, communication and tracking
- Periodic scheduling and tracking
- Customized inspection and work order reports providing data for process improvement
- Improved customer satisfaction
- Less time spent managing issues



CompuClean is a simple and efficient way to perform and manage janitorial inspections online.

Through the application you/we can perform inspections on yours/our mobile device, attach photos, and submit tickets (work orders) which will be emailed to your and SKB's team immediately, and track corrective actions in real time. In addition, we can schedule inspections which creates a to-do list for our team so they know exactly what is expected for the day.

The application allows you to:

- Perform inspections offline, which sync when you go online
- Create tickets offline too
- Add photos and comments to line items
- Add comments to tickets
- Create to-do list for inspectors
- Automatically notifies GERMANTOWN MUNICIPAL SCHOOL DISTRICT when an inspection is performed

Quality Control Procedures

All reimbursable expenses will be tracked by an office spreadsheet and accounting software that will be monitored by the Office Coordinator and Human Resources daily. As always, if an employee has removed something that is the property of Germantown Municipal School District, SKB will work with the District to recover any property and will reimburse if unsuccessful in retrieving property.

Standard Cleaning Procedures

Our SOP's will dictate our cleaning process, each GERMANTOWN MUNICIPAL SCHOOL DISTRICT's scope of work will be closely followed to assure that all cleaning expectations are met on a daily, weekly, monthly, quarterly and yearly basis.

Pandemic Cleaning Procedures:

General Disinfection/Cleaning Considerations

- Employ techniques to minimize potential contamination – e.g., avoid common use items/objects, cover porous surfaces likely to contact infected hosts with impermeable materials (i.e., plastic over seats used in vehicles to transport ill persons), use disposable items (i.e., paper towels rather than linen towels) when feasible, etc.
- Do not clean with dry dusting or sweeping as this may create aerosols. Use damp cleaning methods.
- Clean floors and other horizontal surfaces such as window sills, countertops, and shelves.
- Clean frequently touched items such as door knobs, telephones, equipment buttons, faucet handles, etc.
- Change mop heads, rags, and similar items and disinfectant solutions frequently during the decontamination procedure. Consider disposable cleaning items. Work from areas of light contamination to areas of heavier contamination.
- Use a double bucket method (one bucket for cleaning solution, one for rinsing).
- Clean, disinfect, and dry equipment used for cleaning after each use.
- Use appropriate personal protective equipment and in the proper manner. See EHS SOP, *Minimizing Potential Employee Exposures During a Pandemic Flu Event*. Consult EHS to determine if the proposed cleaning/disinfection process/area places an employee at increased risk of infection and/or necessitates certain medical surveillance, training, or other safety requirement.

Specific Disinfection/Cleaning Guidance

- **Dishes and Eating Utensils** – Food service employees should wear gloves when handling potentially contaminated eating utensils and dishes (used by a known or suspected infected host). Effective decontamination of non-disposable items is achieved by washing in a properly functioning dishwasher at recommended temperatures and quantities of detergent. Disposable items can be discarded as ordinary refuse.
- **Linens and Laundry** – Clothing, bedding and towels should not be shaken or otherwise handled in a manner that may generate aerosols. Bag securely before removing from potentially contaminated areas. Laundry may be washed in standard washing machine using warm water and detergent. Bleach may be added. Personnel handling potentially contaminated laundry should wear disposable gloves when handling potentially contaminated laundry.
- **Carpeting and Cloth Furnishings** – Use a HEPA vacuum, followed by wet vacuuming with disinfectant. It may be difficult or impossible to disinfect cloth furnishings.
- **Visibly or Known Contaminated, Non-Porous Surfaces** – Select an EPA-registered disinfectant and apply in accordance with manufacturer's recommendations, including recommended contact time.
- **Potentially Contaminated, Non-Porous Surfaces** (i.e., telephones, door knobs, window sills, toilets, floors, etc.) – Wipe generously with an EPA-registered disinfectant.

Areas and items known or likely to be contaminated should be disinfected at least daily.

Proposed Equipment List

Item #	Description	Unit	Quantity
RM22143G	44 Gallon Trash Can	Each	800
RM22140	Brute Dolly	Each	66
RM1314	RBMD#1314 Utility Truck 1 CU.YD	Each	33
RM7580Y	Mop Bucket/Wringer Combo	Each	51
RM22142Y	Brute Maids Caddy	Each	32
RM29213G	10 Quart Pail	Each	100
RM21112-77	“Caution Wet Floor Sign”	Each	160
RM21152G	Gray Janitor’s Cart	Each	66
Eureka SC 886	Eureka Vacuum Model	Each	66
TBL	Back Pack Trailer Blazer Lite	Each	1
Noble Advance	Hall Vacuum	Each	0
Sanitaire	Carpet Spotter	Each	5
Advance	High Speed Buffer 20” XP	Each	25
Advance	Low Speed Pacesetter 20 SD	Each	265
Tenant	12 Gallon Extracto	Each	5
Kivac	Kivac	Each	25
Viper	Air Mover	Each	25
Tennant T-5	Auto Scrubber	Each	20
Tennant T-3	Auto Scrubber	Each	28
PBU	Propane Buffer 27”	Each	25
PBU	Propane Buffer 21”	Each	28
Electric Blower	Electric Blower	Each	5

MANAGEMENT EQUIPMENT

TRUCK	Management Truck	Each	4
DELL COMPUTER	Desk top/Copier/Printer/Fax	Each	1
CELL PHONE	Contract Manager	Each	4

Dry/Dusting			
Manufacturer	Item #	Description	Unit
Rubbermaid	L153	24" Dust Mop Head	Each
Rubbermaid	K157	48" Dust Mop Head	Each
Rubbermaid	K159	72" Dust Mop Head	Each
Wet Mop			
Manufacturer	Item #	Description	Unit
Rubbermaid	A813-11	Large Mop Head	Each
Cloth			
Manufacturer	Item #	Description	Unit
Direct Mop Sales	Green	General Cleaning	Each
Direct Mop Sales	Yellow	Restroom	Each
Direct Mop Sales	Blue	Window	Each
Handles			
Manufacturer	Item #	Description	Unit
Rubbermaid	H316	Wet Mop Handle	Each
Rubbermaid	M116	Dust Mop Handle	Each
Bucket			
Manufacturer	Item #	Description	Unit
Rubbermaid	75800	Mop Bucket	Each
Rubbermaid	7588-88	Mop Bucket Dirty	Each

Laundry Net		Water	Each
Rubbermaid	U210	Microfiber Laundry Bag	
Paper Goods			
Manufacturer	Item #	Description	Unit
Soap			
Manufacturer	Item #	Description	Unit
Spartan Chemical	63325	Cranberry Ice Hand & Body Shampoo	Case

Notes: All washable items including wet mops, dusting mops and clothes can be washed approximately 300 times versus 2 to 3 times for the non-Green Certified items.

SKB normally purchases most of its equipment from Tennant, however, we always test and try new machines. Some examples that may be used in your district include:



20" Autoscrubber



Carpet Extractor



19" Low Speed Buffer



Electric Burnisher



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.

Retention Rate

SKB's current Retention Rate is 100%! SKB has never lost a contract due to performance. In the past 5 years, SKB has serviced Arlington, Germantown & Collierville School Districts.

References

Project Title: Janitorial Service

Scope of Work Performed: Perform all Janitorial Service for Germantown Municipal School District

Commercial Contract: Yes

Client Name: Collierville Community Schools

Contact: Thomas Dougherty

email: tdougherty@colliervilleschools.org

Phone Number: 901-493-7377

Completion Date: Ongoing

Percentage of Work subcontracted: 0%

Project Title: Janitorial Service

Scope of Work Performed: Perform all Janitorial Service for Germantown Municipal School District

Commercial Contract: Yes

Client Name: Germantown Municipal School District

Contact: Tim Ruff

email: tim.ruff@acsk-12.org

Phone Number: 901-652-5950

Completion Date: Ongoing

Percentage of Work subcontracted: 0%

Project Title: Janitorial Service

Scope of Work Performed: Perform all Janitorial Services for FedEx

Commercial Contract: Yes

Client Name: FedEx

Contact: Ray Palmer

email: rcpalmer1@fedex.com

Phone Number: 901-434-8908

Completion Date: Ongoing

Percentage of Work subcontracted: 0%

Project Title: Janitorial Service

Scope of Work Performed: Perform all Janitorial Services for City of Memphis Police Department

Commercial Contract: Yes

Client Name: City of Memphis Police Department

Contact: Leon Hart

email: Leon.Hart@memphistn.gov

Phone Number: 901-481-8564

Completion Date: Ongoing

Percentage of Work subcontracted: 0%

Monthly Price

\$85,162.98



SIXTH AMENDMENT TO MAINTENANCE SERVICES AGREEMENT

THIS SIXTH AMENDMENT TO MAINTENANCE SERVICES AGREEMENT (the "Sixth Amendment"), effective as of July 1, 2021, is made by and between Germantown Board of Education, operating as Germantown Municipal School District ("Customer") and ABM Industry Groups, LLC ("Contractor"). Contractor and Customer are hereinafter referred to as the "Parties" to this Sixth Amendment.

RECITALS:

- A. WHEREAS, the Parties have entered into a Maintenance Services Agreement dated May 29, 2015, which was previously amended on March 30, 2016, March 20, 2017, July 28, 2017, May 24, 2019, and May 28, 2020 (collectively referred to as the "Agreement"), whereby Customer retained Contractor to perform various services specified in the Agreement itself; and
B. WHEREAS, the Parties desire to make certain modifications, revisions and amendments to the Agreement itself.

NOW, THEREFORE, for and in consideration of the mutual promises and undertakings herein contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties state and agree as follows:

- 1. Term. Section 4 of the Agreement is hereby amended to extend the term, which extended term shall commence as of July 1, 2021 and terminate June 30, 2022 (the "Term"), unless sooner extended or terminated as provided in the Agreement.
2. Pricing. Section 6 to the Agreement, as amended, shall be modified as outlined in Attachment A below.
3. Ratification. Except as and to the extent amended, altered, and/or modified as provided in this Sixth Amendment, all terms, covenants, conditions, and provisions of the Agreement are hereby ratified and reaffirmed, and shall remain in full force and effect.
4. No Default. The Parties hereby acknowledge and agree that, as of the date of this Sixth Amendment, neither party is in default or otherwise in breach of the Agreement, and to their best knowledge no facts exist which, with the passage of time, the giving of notice, or both, could become a default or breach of the Agreement.
5. Counterparts. This Sixth Amendment may be executed in one or more counterparts, and exchanged via facsimile or other electronic transmission, each of which shall for all purposes be deemed to be an original and all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have set their hands as of the day and year first above written.

GERMANTOWN BOARD OF EDUCATION

ABM INDUSTRY GROUPS, INC.

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

ATTACHMENT A
PRICING

Pricing Effective July 1, 2021 – June 30, 2022

Cost reflects a 2% CPI increase.

Yearly Cost- \$483,220.30

Monthly Cost- \$40,268.36



2022 GMSD OTHER FUNDS

Second Reading, June 8, 2021

JOSH CATHEY,
DEPUTY SUPERINTENDENT

JASON MANUEL,
SUPERINTENDENT

AMY EOFF,
SCHOOL BOARD CHAIR





GERMANTOWN MUNICIPAL SCHOOL DISTRICT

BOARD OF EDUCATION

Amy Eoff	Chair
Betsy Landers	Vice-Chair
Brian Curry	Board member
Angela Griffith	Board member
Ryan Strain	Board member

ADMINISTRATION

Jason Manuel	Superintendent
Missy Abel	Executive Director, Teaching, Learning and Assessment
Chauncey Bland	Assistant Superintendent, Student Services
Josh Cathey	Deputy Superintendent
Sarah Huffman	Assistant Superintendent, Exceptional Student Education
John Pierce	Director of Technology
Elissa Stratton	Executive Director of Human Resources

GERMANTOWN MUNICIPAL SCHOOL DISTRICT

SCHOOL DISTRICT VISION, MISSION, AND GOALS

VISION

Inspiring Personal Excellence

MISSION

Cultivate the knowledge and skills that empower our students to achieve their full potential as lifelong learners and contributing global citizens.

GOALS

1. Engaging, Challenging & Innovative Academics
2. Development of the Whole Child
3. Recruit, Develop & Retain Exemplary Employees
4. Resource Management & Long-term Planning
5. Community Partnerships



CONTENTS

OTHER FUNDS

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FEDERAL PROJECTS REVENUES

Carl Perkins Basic, Consolidated Administration, Title I, Title II, Title III, Title IV, IDEA Part B, IDEA Preschool, IDEA SPDG

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FEDERAL PROJECTS EXPEND

Carl Perkins Basic, Consolidated Administration, Title I, Title II, Title III, Title IV, IDEA Part B, IDEA Preschool

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SCHOOL NUTRITION

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CAPITAL IMPROVEMENTS

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HEALTH INSURANCE

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OPEB TRUST

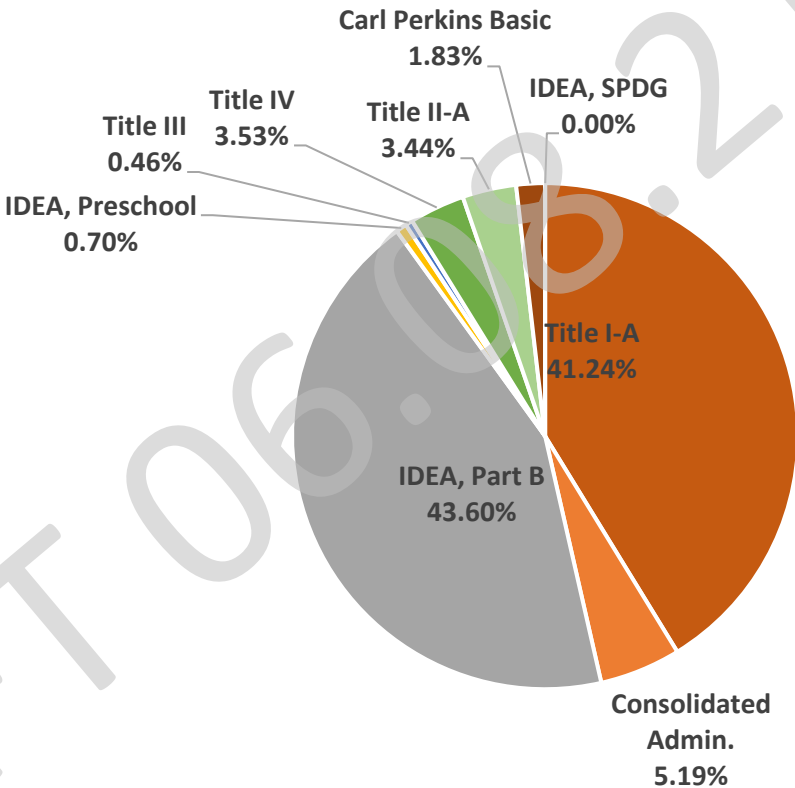
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ESSER 3.0

Inspiring Personal Excellence.

Our Germantown Municipal School District's mission is: to cultivate the knowledge and skills that empower our students to achieve their full potential as lifelong learners and contributing global citizens.

FEDERAL PROJECTS REVENUES



\$2,762,428

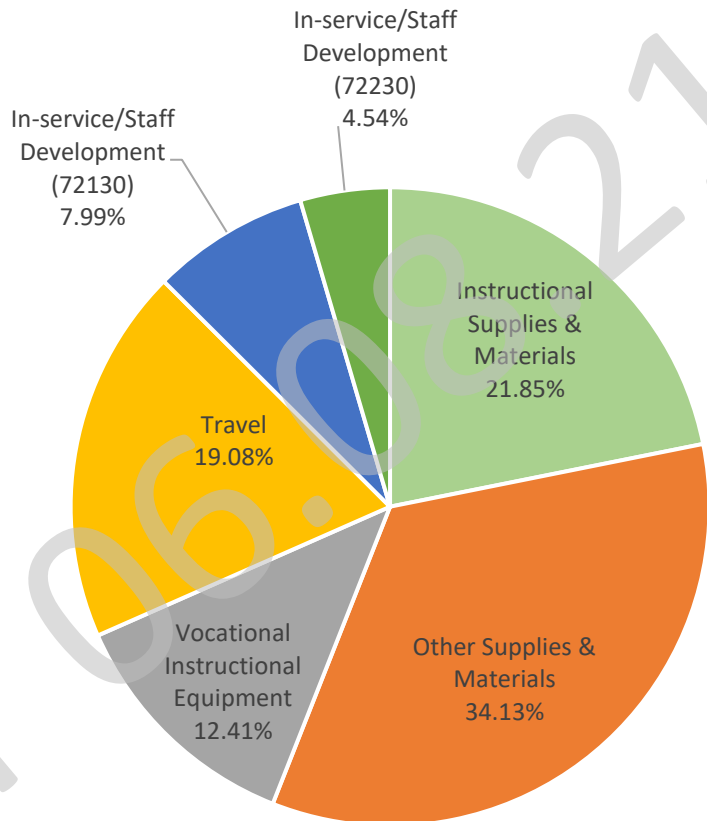
Subcategories

• Consolidated Admin
• Title I-A
• Title II-A
• Title III
• Title IV
• IDEA, Part B
• IDEA, Preschool

FEDERAL PROJECTS REVENUES

<u>Fund</u>	<u>Description</u>	FY 2022 <u>Budget</u>	FY 2021 <u>Budget</u>	FY 2020 <u>Budget</u>
47131	Carl Perkins Basic	50,683	49,887	58,169
47131	Carl Perkins Reserve	0	0	34,000
47141	Title I-A	1,139,313	1,363,897	2,051,028
47141	Consolidated Admin.	143,321	144,537	144,537
47143	IDEA, Part B	1,204,376	1,177,842	1,443,740
47143	IDEA, Preschool	19,220	18,912	19,528
47143	IDEA, SPDG	-	20,000	0
47143	IDEA, Preschool Discretionary	0	0	33,000
47146	Title III	12,832	12,723	13,051
47147	Title IV	97,610	107,449	148,916
47189	Title II-A	95,023	92,002	150,669
FEDERAL PROJECTS REVENUES TOTAL:		<u>2,762,378</u>	<u>2,987,249</u>	<u>4,096,638</u>

CARL PERKINS BASIC



\$50,683

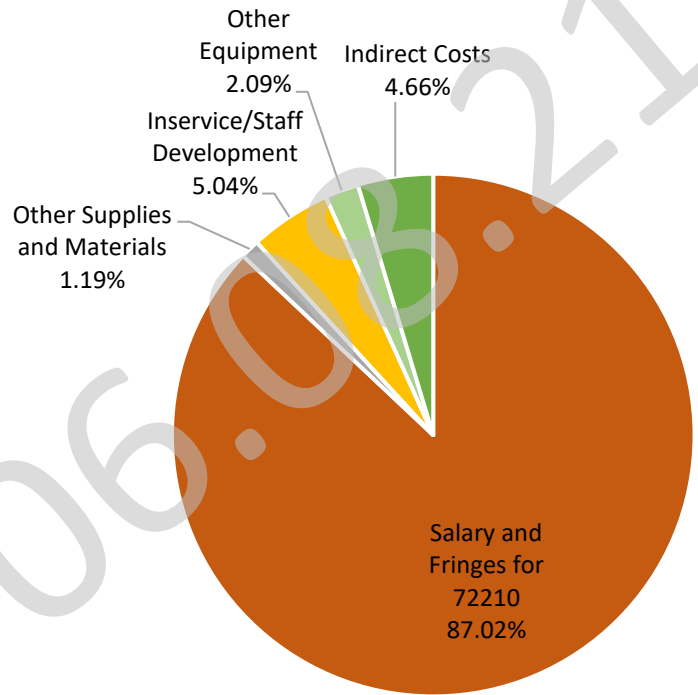
Overview

Carl Perkins provides funding for secondary career and technical education programs. The funding is used for secondary and adult career and technical programs, technology program improvement, technology preparation, and career enhancement.

CARL PERKINS BASIC

<u>Fund</u>	<u>Description</u>	FY 2022 <u>Budget</u>	FY 2021 <u>Budget</u>	FY 2020 <u>Budget</u>
Vocational Instruction (71300)				
429	Instructional Supplies & Materials	11,075	8,755	10,700
499	Other Supplies & Materials	17,300	17,300	10,150
730	Vocational Instructional Equipment	6,288	6,882	15,892
Other Student Support (72130)				
355	Travel	9,670	9,950	11,634
524	In-service/Staff Development	4,050	4,000	7,200
Support: Vocational Education (72230)				
524	In-service/Staff Development	2,300	3,000	2,093
599	Other Charges	0	0	500
Transfers Out (99100)				
504	Indirect Costs	0	0	0
CARL PERKINS BASIC TOTAL:		<u>50,683</u>	<u>49,887</u>	<u>58,169</u>

CONSOLIDATED ADMINISTRATION



\$143,321

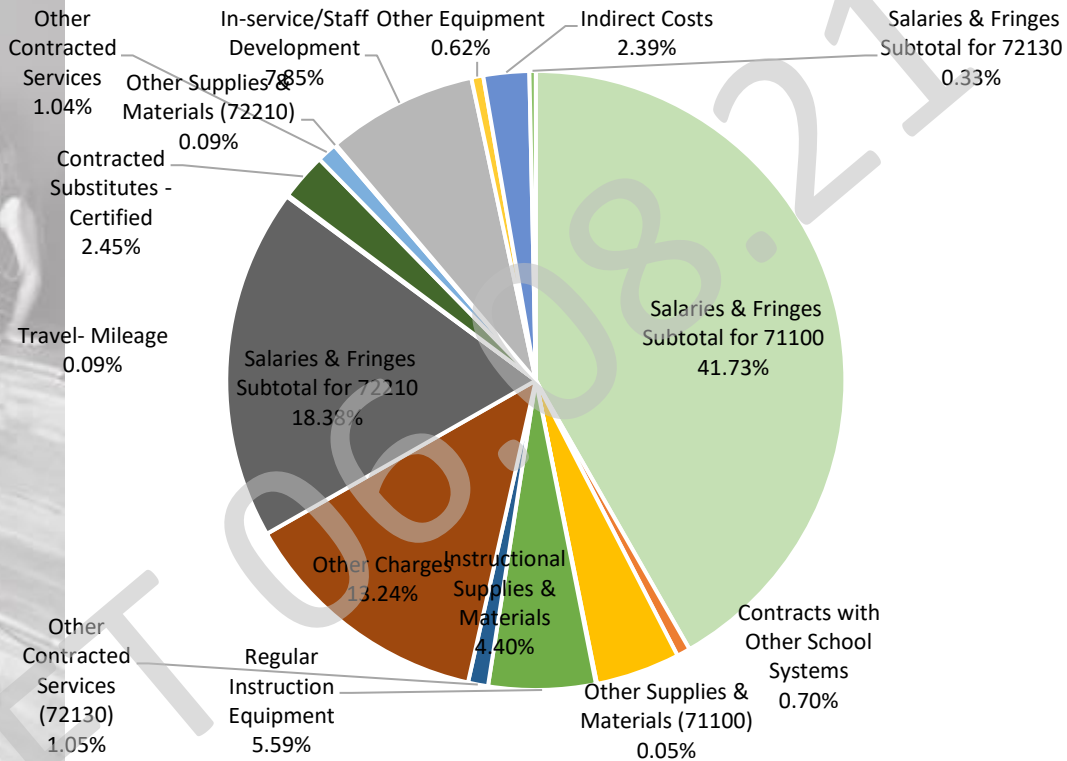
Overview

Consolidated Administration funds are utilized to administer Elementary and Secondary Education Act (ESEA) programs which provide services for children, teachers, principals, other instructional staff, and parents. These resources are also used to ensure compliance with all applicable statutes, regulations, and procedures. Programs included are Title I, Part A; Title II, Part A; and Title III, Part A.

CONSOLIDATED ADMIN

		FY 2022	FY 2021	FY 2020
<u>Fund</u>	<u>Description</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Support: Regular Instruction (72210)				
189	Other Salaries & Wages (1 FTE)	98,590	96,656	94,761
201	Social Security	6,113	5,993	5,875
204	State Retirement	10,155	10,275	10,073
206	Life Insurance	175	153	224
207	Medical Insurance	8,255	8,255	8,255
212	Medicare	1,430	1,402	1,374
	Salaries & Fringes Subtotal for 72210 :	124,718	122,734	120,562
355	Travel- Mileage	-	1,000	1,000
499	Other Supplies and Materials	1,700	1,723	3,857
524	Inservice/Staff Development	7,230	7,091	7,091
790	Other Equipment	3,001	3,500	2,500
Transfers Out (99100)				
504	Indirect Costs	6,672	8,489	9,527
	CONSOLIDATED ADMIN TOTAL:	143,321	144,537	144,537

TITLE I-A



\$1,139,313

Overview

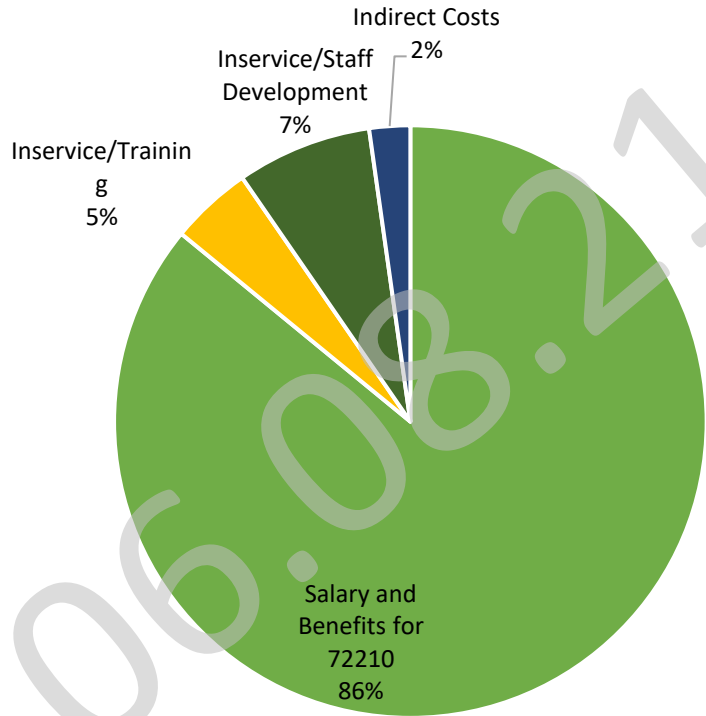
Title I, Improving Academic Achievement, provides resources to help ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education, and reach, at a minimum, proficiency on challenging state academic standards and state academic assessments. The major focus of this funding are school improvement, assessment, and accountability.

TITLE I-A

Fund	Description	FY 2022	FY 2021	FY 2020
		Budget	Budget	Budget
Regular Instruction (71100)				
116	Teachers (3 FTEs)	304,741	192,785	179,581
189	Other Salaries & Wages	80,726	80,836	99,039
201	Social Security	23,899	16,964	17,275
204	State Retirement	40,740	27,015	27,741
206	Life Insurance	875	305	441
207	Medical Insurance	24,015	8,942	8,942
212	Medicare	5,589	3,967	4,040
	Salaries & Fringes Subtotal for 71100 :	480,585	330,814	337,059
311	Contracts with Other School Systems	8,048	10,392	34,400
399	Other Contracted Services (71100)	-	500	2,000
429	Instructional Supplies & Materials	50,718	209,326	464,246
499	Other Supplies & Materials (71100)	600	500	500
722	Regular Instruction Equipment	64,325	138,414	564,163
Support: Regular Instruction (72130)				
189	Other Salaries & Wages (1)	3,000	-	-
201	Social Security	186	-	-
204	State Retirement	315	-	-
206	Life Insurance	81	-	-
207	Medical Insurance	212	-	-
212	Medicare	44	-	-
	Salaries & Fringes Subtotal for 72130 :	3,838	-	-
399	Other Contracted Services (72130)	12,000	12,050	26,348
599	Other Charges	152,445	240,904	17,374
Support: Regular Instruction (72210)				
189	Other Salaries & Wages (1)	168,894	76,035	137,727
201	Social Security	10,471	4,715	8,331
204	State Retirement	17,500	8,083	14,283
206	Life Insurance	525	103	314
207	Medical Insurance	11,823	0	11,407
212	Medicare	2,449	1,103	1,948
	Salaries & Fringes Subtotal for 72210 :	211,662	90,039	174,010
308	Consultants	-	25,000	0
355	Travel- Mileage	1,000	2,000	2,000
369	Contracted Substitutes - Certified	28,252	33,654	19,970
399	Other Contracted Services	12,000	70,000	60,000
499	Other Supplies & Materials (72210)	1,000	1,000	3,000
524	In-service/Staff Development	90,417	170,771	312,423
790	Other Equipment	7,150	1,000	6,000
Transfers Out (99100)				
504	Indirect Costs	27,533	27,533	27,535
TITLE I-A TOTAL:		1,139,313	1,363,897	2,051,028



TITLE II-A



\$95,023

Overview

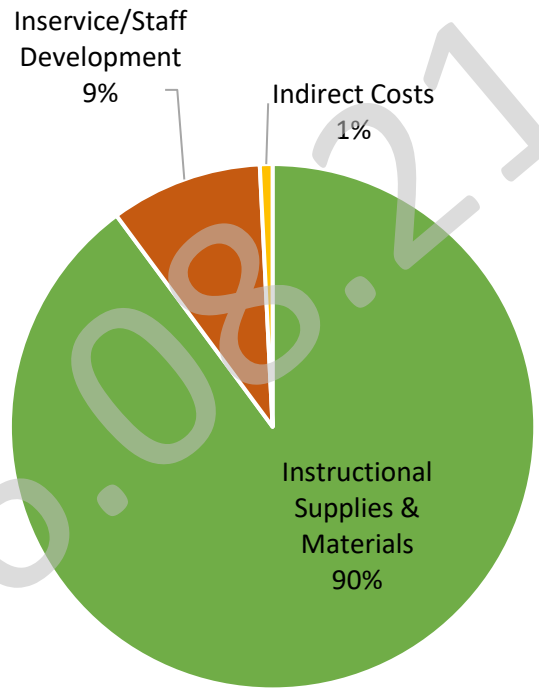
Title II, Training & Recruiting, is to increase the academic achievement of all students by helping schools and districts improve teacher and principal quality and ensure that all teachers are highly qualified. These funds are utilized to provide professional development activities.

TITLE II-A

<u>Fund</u>	<u>Description</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>
Support: Regular Instruction (72210)				
189	Other Salaries & Wages (0.6 FTE)	59,864	47,864	57,153
201	Social Security	4,350	2,968	3,543
204	State Retirement	7,500	5,088	6,075
206	Life Insurance	61	61	135
207	Medical Insurance	8,830	230	6,909
212	Medicare	1,050	694	829
308	Consultants	-	19,675	0
369	Contracted Substitutes - Certified	-	7,000	0
499	Other Supplies & Materials	-	0	2,072
524	Inservice/Staff Development	7,008	6,302	56,833
790	Other Equipment	0	0	15,000
196	In Service Training	4,239	-	-
Transfers Out (99100)				
504	Indirect Costs	<u>2,120</u>	<u>2,120</u>	<u>2,120</u>
TITLE II-A TOTAL:		<u><u>95,023</u></u>	<u><u>92,002</u></u>	<u><u>150,669</u></u>



TITLE III



\$12,832

Overview

Title III, English Language Acquisition, is to provide special English language development classes, tutoring, training, and instructional supplies for ELL students.

TITLE III

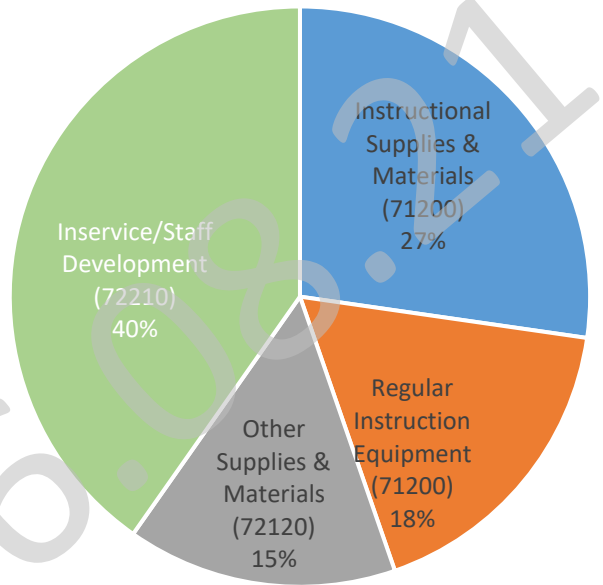
<u>Fund</u>	<u>Description</u>	FY 2022 <u>Budget</u>	FY 2021 <u>Budget</u>	FY 2020 <u>Budget</u>
Regular Instruction (71100)				
429	Instructional Supplies & Materials	11,532	11,678	11,678
Support: Regular Instruction (72210)				
524	Inservice/Staff Development	1,200	945	1,273
Transfers Out (99100)				
504	Indirect Costs	100	100	100
TITLE III TOTAL:		<u>12,832</u>	<u>12,723</u>	<u>13,051</u>

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TITLE IV



\$97,610

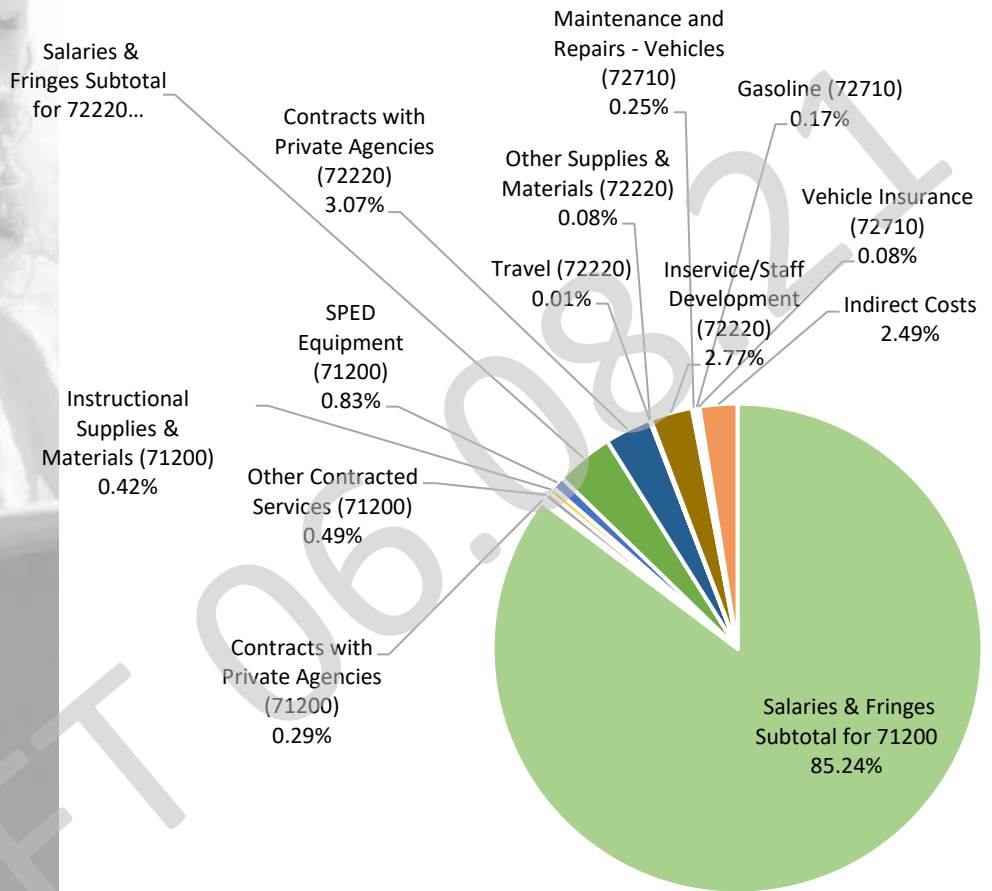
Overview

Title IV, Student Support and Academic Enrichment (SSAE), is intended to improve students' academic achievement by increasing the capacity of state educational agencies, local educational agencies, and local communities to provide all students with access to a well-rounded education, improve school conditions for student learning, and improve the use of technology in order to improve the digital literacy of all students.

TITLE IV

<u>Fund</u>	<u>Description</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>FY 2019 Actual</u>
Regular Instruction (71100)				
429	Instructional Supplies & Materials	26,625	24,200	23,657
722	Regular Instruction Equipment	17,000	51,491	47,942
Health Services (72120)				
499	Other Supplies & Materials	14,700	5,925	2,497
Other Student Support (72130)				
499	Other Supplies & Materials	-	5,200	16,584
790	Other Equipment	-	3,000	0
Support: Regular Instruction (72210)				
369	Contracted Substitutes - Certified	-	5,000	0
524	Inservice/Staff Development	39,286	54,100	37,976
		<u>97,610</u>	<u>148,916</u>	<u>128,656</u>
TITLE IV TOTAL:				

IDEA, PART B



\$1,204,376

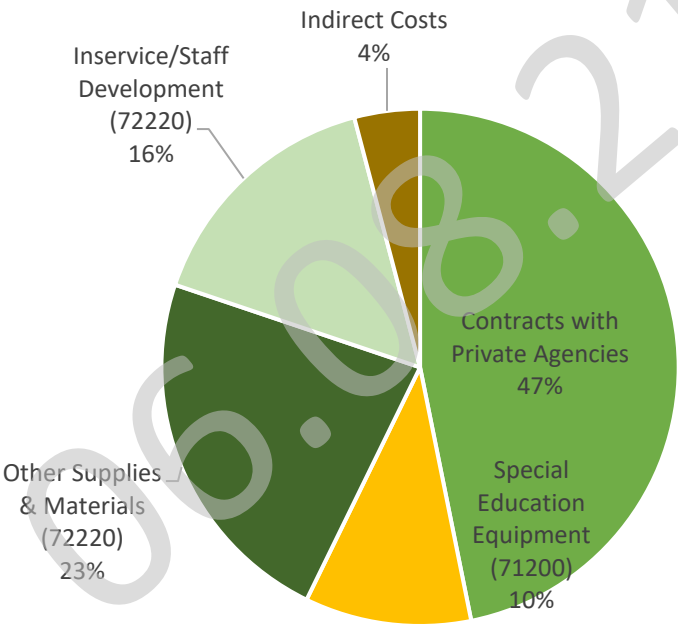
Overview

IDEA, Part B, is for students ranging in ages of three through twenty-one who are eligible for special education services. The Individuals with Disabilities in Education Act (IDEA, Part B) provides services such as specialized instruction and programs, interpretation services, and behavior interventions.

IDEA-B

<u>Fund</u>	<u>Description</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>
Special Education (71200)				
116	Teachers (2 FTEs)	116,874	114,582	112,335
163	Educational Assistants (26 FTEs)	630,276	617,916	605,800
201	Social Security	49,800	45,415	49,501
204	State Retirement	74,100	67,380	68,099
206	Life Insurance	7,140	7,000	7,000
207	Medical Insurance	136,935	134,250	134,250
212	Medicare	11,500	10,621	10,413
	Salaries & Fringes Subtotal for 71200 :	1,026,625	997,164	987,398
312	Contracts with Private Agencies	3,500	3,500	25,387
399	Other Contracted Services	5,908	1,000	0
429	Instructional Supplies & Materials	5,000	7,500	124,525
725	SPEd Equipment	10,000	1,000	31,277
Support: Special Education (72220)				
105	Supervisor/Director	35,000	33,873	33,209
201	Social Security	2,142	2,100	2,059
204	State Retirement	3,550	3,479	3,530
206	Life Insurance	77	75	75
207	Medical Insurance	4,581	4,491	4,491
212	Medicare	501	491	482
	Salaries & Fringes Subtotal for 72220 :	45,851	44,509	43,846
312	Contracts with Private Agencies	37,007	17,007	20,000
355	Travel	100	100	300
399	Other Contracted Services	0	0	0
499	Other Supplies & Materials	1,000	20,000	35,000
524	Inservice/Staff Development	33,385	20,062	60,000
599	Other Charges	0	0	12,000
Transportation (72710)				
338	Maintenance and Repairs - Vehicles	3,000	3,000	3,000
425	Gasoline	2,000	2,000	3,000
511	Vehicle Insurance	1,000	1,000	3,000
729	Transportation Equipment	0	0	50,000
Transfers Out (99100)				
504	Indirect Costs	30,000	60,000	45,007
	IDEA-B TOTAL:	1,204,376	1,177,842	1,443,740

IDEA PRESCHOOL



\$19,220

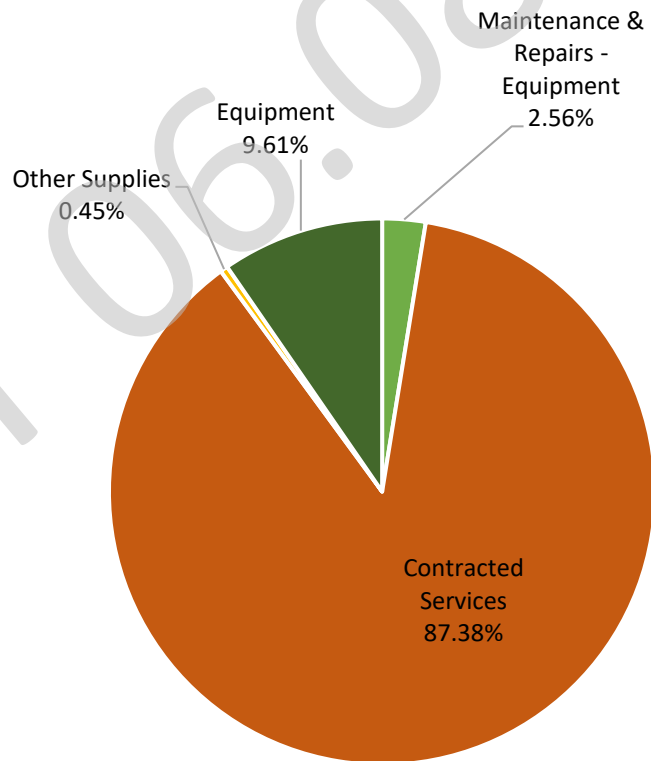
Overview

Federal funds provided for special education services to preschool students.

IDEA- PRESCHOOL

<u>Fund</u>	<u>Description</u>	FY 2022 <u>Budget</u>	FY 2021 <u>Budget</u>	FY 2020 <u>Budget</u>
Special Education (71200)				
312	Contracts with Private Agencies	9,000	9,000	10,000
429	Instructional Supplies & Materials	0	0	0
499	Other Supplies & Materials	0	773	0
725	Special Education Equipment	2,000	5,000	2,584
Support: Special Education (72220)				
399	Other Contracted Services	0	0	0
499	Other Supplies & Materials	4,410	800	573
524	Inservice/Staff Development	3,022	3,014	6,046
Transfers Out (99100)				
504	Indirect Costs	788	325	325
IDEA- PRESCHOOL TOTAL:		<u>19,220</u>	<u>18,912</u>	<u>19,528</u>

SCHOOL NUTRITION



\$1,507,622

Overview

SFE, an independent contractor, is responsible for all District cafeteria operations. All sales and USDA breakfast and lunch reimbursements are received directly by the District.

SCHOOL NUTRITION

REVENUES

<u>Acct</u>	<u>Description</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Actual</u>
43521	Lunch Income- Children	0	695,608	520,987
43522	Lunch Income- Adults	8,000	8,000	8,087
43523	Breakfast Income	0	43,155	34,376
43525	Ala Carte Sales	459,180	526,450	406,447
47111	USDA Lunch	769,716	238,129	189,195
47113	USDA Breakfast	76,890	38,443	28,956
47112	USDA Commodities	89,836	73,417	40,289
47121	Miscellaneous - Other Revenue	4,000	2,458	1,869
49800	Transfers In	100,000	100,000	14,476
	Reserves	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL NUTRITION REVENUES:	<u>1,507,622</u>	<u>1,725,660</u>	<u>1,244,682</u>

Includes federal reimbursements from the Federal Government for meals served, payments made by students, teachers, and parents eating at schools, and other miscellaneous revenues.

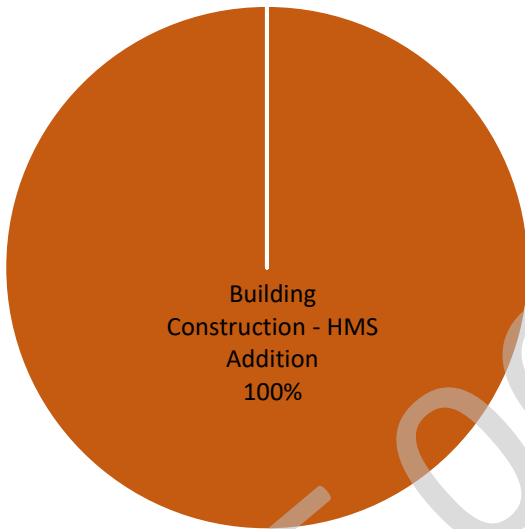
EXPENDITURES

<u>Acct</u>	<u>Description</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Actual</u>
33600	Maintenance & Repairs - Equipment	40,000	40,000	31,208
39900	Contracted Services	1,383,622	1,364,115	1,127,040
49900	Other Supplies	7,000	7,000	3,092
52400	In-service/Staff Development	2,000	2,000	1,425
71000	Equipment	<u>75,000</u>	<u>150,000</u>	<u>74,670</u>
	TOTAL NUTRITION EXPENDITURES:	<u>1,507,622</u>	<u>1,561,115</u>	<u>1,237,435</u>

Includes expected contracted service to food service management company.

CHANGE IN CAFETERIA FUND BALANCE:	<u>0</u>	<u>164,545</u>	<u>7,247</u>
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CAPITAL IMPROVEMENTS



Building
Construction - HMS
Addition
100%



\$8,700,000

Overview

Sources to fund capital improvement projects come from the Shelby County Commission and from the City of Germantown. Budgeted amounts include funds for building improvements to schools and building construction costs for a Houston Middle School Addition.

CAPITAL IMPROVEMENT

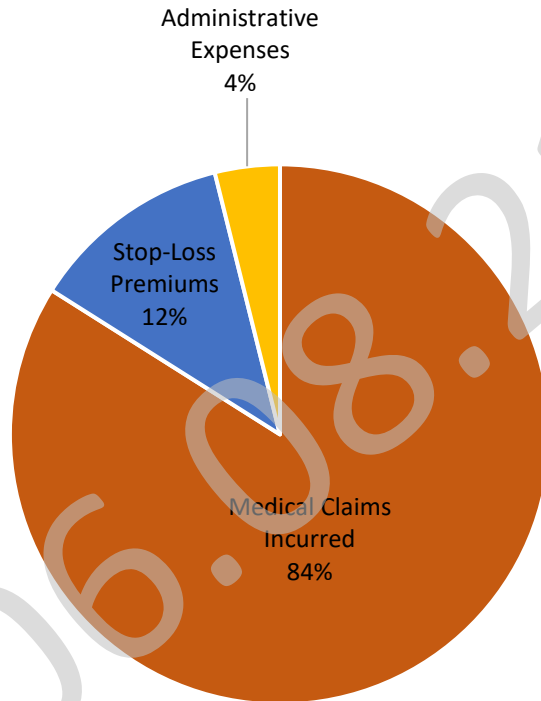
REVENUES

<u>Acct</u>	<u>Description</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>
44190	County Commission	2,200,000	-	1,300,000
49100	Bond Proceeds	5,000,000	-	2,350,000
49810	Transfers from the City of Germantown	1,500,000	500,000	7,800,000
39000	Reserves	-	-	1,000,000
TOTAL CAPITAL IMPROV. REVENUE:		<u>8,700,000</u>	<u>500,000</u>	<u>12,450,000</u>

EXPENDITURES

<u>Acct</u>	<u>Description</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>
30400	Architects	300,000	-	400,000
70600	Building Construction	8,400,000	-	8,350,000
70700	Building Improvements	-	500,000	3,700,000
TOTAL CAPITAL IMPROV. EXPENDITURES:		<u>8,700,000</u>	<u>500,000</u>	<u>12,450,000</u>
CHANGE IN CAPITAL IMPROVEMENT FUND BALANCE:		<u>-</u>	<u>-</u>	<u>-</u>

HEALTH INSURANCE



\$6,173,348

Overview

During 20 pay periods of the year, employees, through payroll deduction, and the District make contributions to the health insurance fund to pay actual medical and pharmacy claims incurred during the year. Stop-loss insurance covers any claims above \$115,000. Contributions also cover any administrative expenses paid to third-party administrators and consultants.

HEALTH INSURANCE

REVENUES

<u>Acct</u>	<u>Description</u>	FY 2022 <u>Budget</u>	FY 2021 <u>Budget</u>	FY 2020 <u>Actual</u>
42000	Employee Contributions	1,938,402	1,766,260	1,756,012
42100	Employer Contributions	3,606,846	3,295,640	3,270,519
42500	COBRA payments	0	0	4,538
42900	Other Income	200,000	200,000	155,960
44110	Interest income	0	0	15,705
	Reserves	428,100	428,100	0
TOTAL HEALTH INSURANCE FUND REVENUES:		6,173,348	5,690,000	5,202,734

Includes employees' and the District's contributions for health insurance. Other income includes pharmacy rebates.

EXPENDITURES

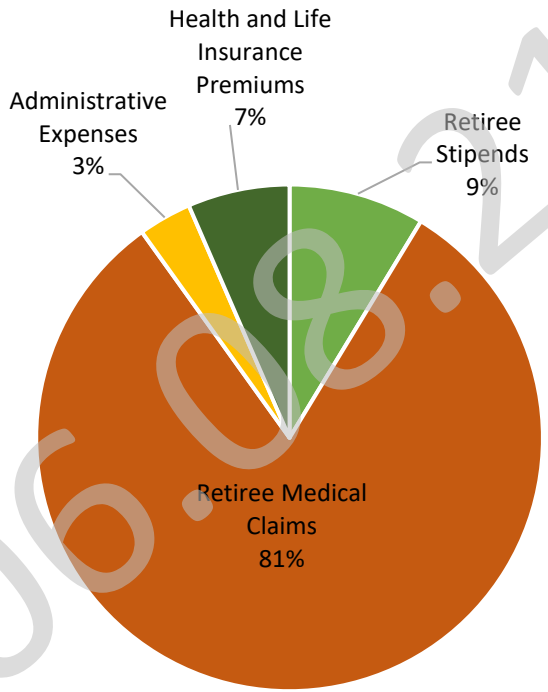
<u>Acct</u>	<u>Description</u>	FY 2022 <u>Budget</u>	FY 2021 <u>Budget</u>	FY 2020 <u>Actual</u>
28000	Medical Claims Incurred	5,183,348	4,700,000	4,222,143
28100	Stop-Loss Premiums	750,000	750,000	589,049
28200	Administrative Expenses	240,000	240,000	216,151
TOTAL HEALTH INSURANCE FUND EXPENDITURES:		6,173,348	5,690,000	5,027,343

Includes claims expense for medical and pharmacy, stop loss premiums, and third-party administrative expenses.

CHANGE IN HEALTH INSURANCE FUND BALANCE: 0 0 175,391



OPEB TRUST



\$737,000

Overview

The District and retirees participating in the health insurance plan make contributions to the Other Post-Employment Benefits (OPEB) trust during the year. Contributions cover actual retiree medical and pharmacy claims, retiree stipends to help cover premiums, certain health and life insurance premiums, custodial and investment management fees, and actuarial costs.

OPEB TRUST

REVENUES

<u>Acct</u>	<u>Description</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Actual</u>
42100	Employer Contributions	755,000	755,000	706,600
42200	Retiree Contributions	80,000	75,000	80,000
44110	Investment Income	75,000	75,000	66,926
44111	Unrealized and Realized Gain/Loss on Investment	<u>280,000</u>	<u>210,000</u>	<u>(31,203)</u>
	TOTAL OPEB TRUST FUND REVENUES:	<u>1,195,000</u>	<u>1,115,000</u>	<u>822,323</u>

Includes District's contributions for health and life insurance benefits for retirees. Retiree contributions include amounts from TCRS withheld from their pension check and transmitted to GMDS. Unrealized gain on investment assumes a 7% rate of return on investments.

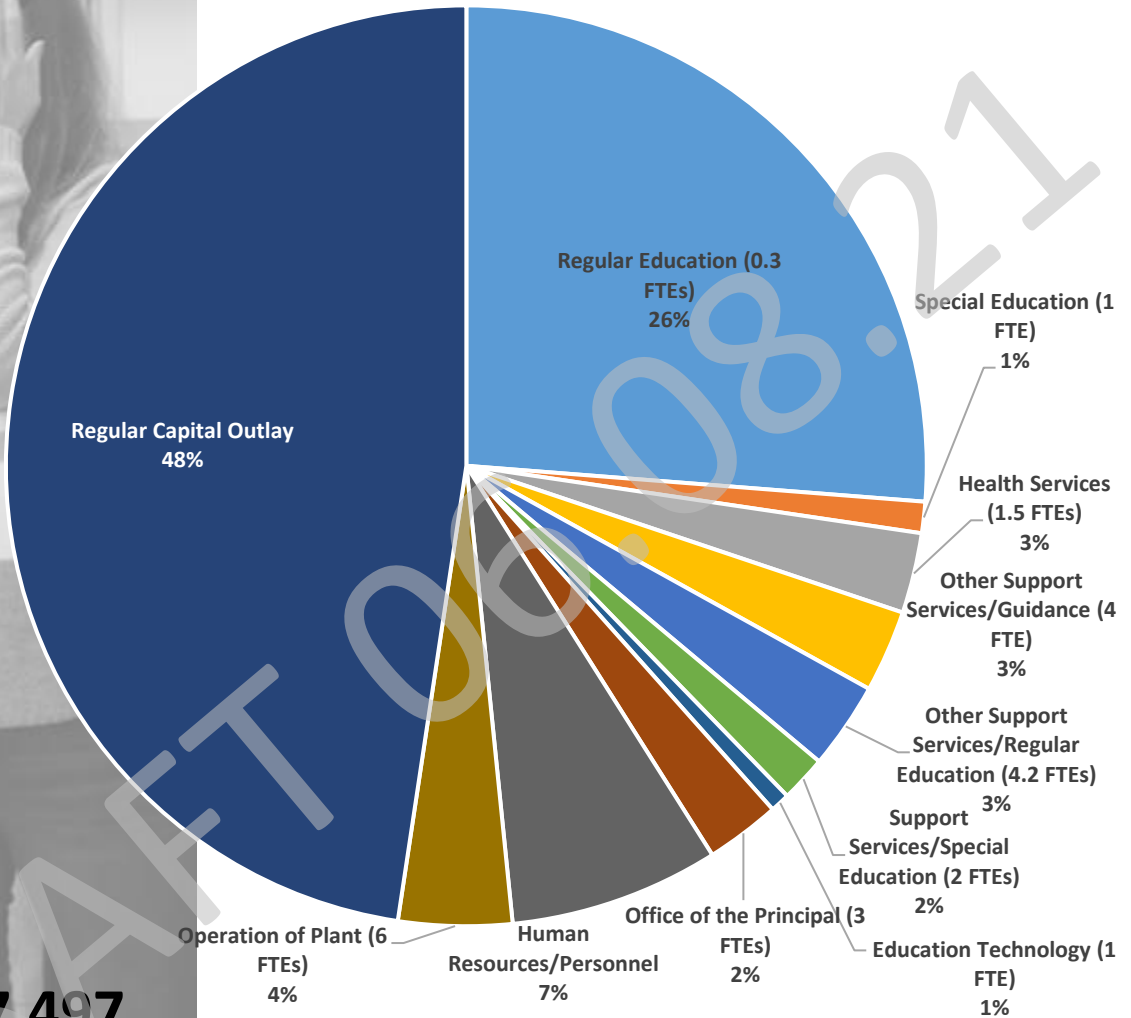
EXPENDITURES

<u>Acct</u>	<u>Description</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Actual</u>
28000	Retiree Stipends	64,000	60,000	53,700
28100	Retiree Medical Claims	600,000	600,000	553,798
28200	Administrative Expenses	25,000	25,000	25,000
28300	Health and Life Insurance Premiums	<u>48,000</u>	<u>48,000</u>	<u>41,009</u>
	TOTAL OPEB TRUST FUND EXPENDITURES:	<u>737,000</u>	<u>733,000</u>	<u>637,507</u>

Includes claims expense for medical and pharmacy claims, retiree stipends for health insurance, health and life insurance premiums for retirees, and third-party administrative expenses.

CHANGE IN OPEB TRUST FUND BALANCE:	<u>458,000</u>	<u>382,000</u>	<u>148,816</u>
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ESSER 3.0



\$11,307,497

Subcategories

- Regular Education
- Special Education
- Technology
- Human Resources
- Maintenance of Plant
- Regular Capital Outlay
- Guidance/Whole Child

ESSER 3.0 EXPENDITURES

<u>Fund</u>	<u>Description</u>	FY 2022	FY 2021	FY 2020
		<u>Budget</u>	<u>Budget</u>	<u>Actual</u>
7110	Regular Education (0.3 FTEs)	2,960,441	0	0
71200	Special Education (1 FTE)	123,970	0	0
72120	Health Services (1.5 FTEs)	336,895	0	0
72130	Other Support Services/Guidance (4 FTE)	325,801	0	0
72210	Other Support Services/Regular Education (4.2 FTEs)	343,994	0	0
72220	Support Services/Special Education (2 FTEs)	183,428	0	0
72250	Education Technology (1 FTE)	76,999	0	0
72410	Office of the Principal (3 FTEs)	295,189	0	0
72520	Human Resources/Personnel	830,881	0	0
72610	Operation of Plant (6 FTEs)	450,001	0	0
76100	Regular Capital Outlay	5,352,898.65	0	0
FEDERAL PROJECTS REVENUES TOTAL:		<u>11,307,497.65</u>	<u>0</u>	<u>0</u>

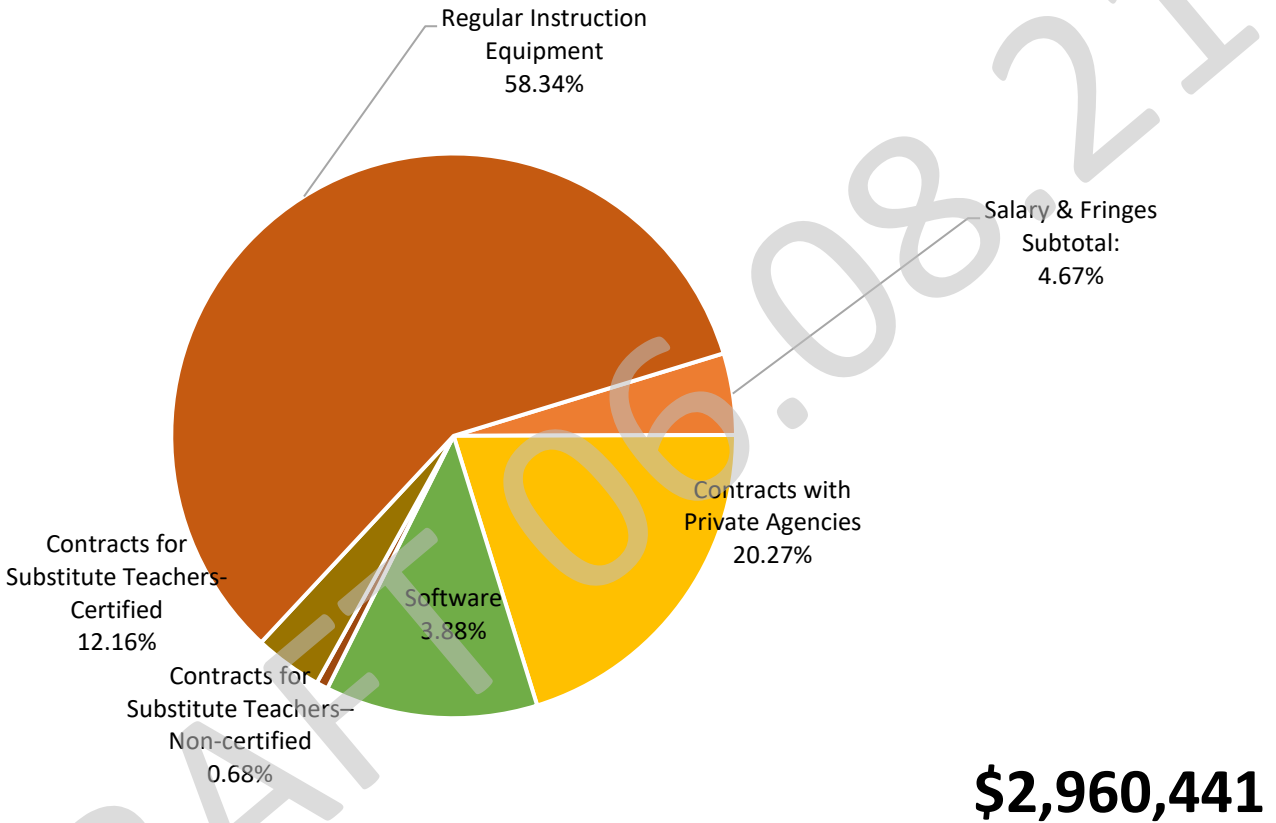
REGULAR INSTRUCTION ESSER

3.0

Teaching, Learning, and Assessment

Missy Abel

Executive Director, Teaching, Learning and Assessment



Overview

The Regular Education ESSER 3.0 funding includes one-time investments to address learning loss and to implement a first-year online school, Germantown Online Academy of Learning, G.O.A.L. The new online school will serve Germantown residents. One full-time teacher will support the online school for 3 months. Current GMSD teachers will be paid stipends throughout the year to work with students outside of their regularly contracted hours.

Digital programs, such as Dreambox and Nearpod, will continue to help teachers address learning loss in the classroom by meeting individual student needs. Teachers currently receiving stipends for professional development in RTI will continue to receive stipends and continue the course within the SPDG grant process.

This budget also includes substitute teachers to provide an additional personal (mental health) day to teaching staff and (2) permanent substitute teachers at each school building.

REGULAR INSTRUCTION ESSER 3.0

<u>Acct</u>	<u>Description</u>	FY 2022 <u>PERS</u>	FY 2022 <u>Budget</u>	FY 2021 <u>Budget</u>	FY 2020 <u>Budget</u>
116	Teachers	0.3	24,000	-	-
189	Other Salaries & Wages	0	93,260	-	-
201	Social Security		7,270	-	-
204/217	State Retirement		12,077	-	-
206	Life Insurance		40	-	-
207	Medical Insurance		0	-	-
212	Medicare		1,700	-	-
Salary & Fringes Subtotal:		0.3	138,347	-	-

Includes salaries and benefits for an online transitional teacher for three months, stipends for teachers to provide additional learning and intervention outside of the base program and/or participate in professional development to provide all students access to Tier 1 instruction.

312	Contracts with Private Agencies (Online School)		600,000	-	-
369	Contracts for Substitute Teachers-Certified		360,000	-	-
370	Contracts for Substitute Teachers-Non-certified		20,000		
471	Software		115,000		
722	Regular Instruction Equipment		1,727,094		
Services Subtotal:			2,822,094	-	-
SUPPORT: REGULAR INSTRUCTION TOTAL:			2,960,441	-	-

Includes costs for curriculum materials and products for G.O.A.L. Germantown Online Academy of Learning during its initial pilot year, additional software programs to address learning loss at all schools, replacement devices PreK-12, to allow for differentiated instruction, homebound virtual instruction in the event of COVID quarantine periods or sickness. Chromebooks for teachers, antivirus software, Airtime devices to address learning loss in the classroom. (2) Substitute teachers per school building (6) with additional costs for substitutes for an additional personal day for each teacher for 2021-2022 and 2022-2023.

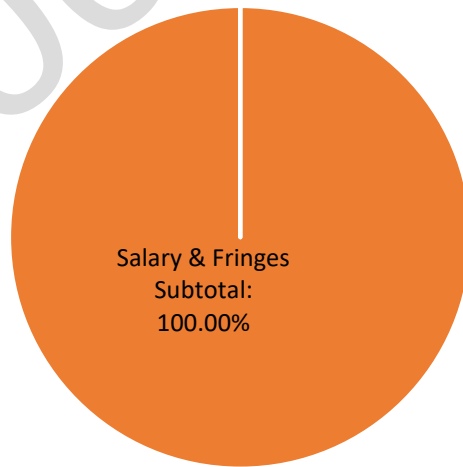


SPECIAL EDUCATION INSTRUCTION ESSER 3.0

Department of Exceptional Student
Education

Sarah Huffman

Assistant Superintendent of Exceptional Student Education



\$123,970

Overview

This budget includes a SPED Homebound Teacher to support new educational homebound requirements, Saturday School stipends to continue offering Saturday schools once each nine weeks and other after school opportunities for ESE students to recover from learning loss.

SPECIAL EDUCATION ESSER 3.0

<u>Acct</u>	<u>Description</u>	FY 2022 <u>PERS</u>	FY 2022 <u>Budget</u>	FY 2021 <u>Budget</u>	FY 2020 <u>Budget</u>
128	SPED Homebound Teacher	1.00	55,000	-	-
189	Other Salaries & Wages Saturday School Stipends		45,000	-	-
201	Social Security		6,138	-	-
204/217	State Retirement		10,197	-	-
206	Life Insurance		200	-	-
207	Medical Insurance		6,000	-	-
212	Medicare		1,435	-	-
	Salary & Fringes Subtotal:	1.0	123,970	-	-
	SPECIAL EDUCATION PROGRAM TOTAL:		123,970	-	-

Includes costs for an additional SPED Homebound Teacher and stipends for Saturday School with all benefits and fringes.



HEALTH SERVICES

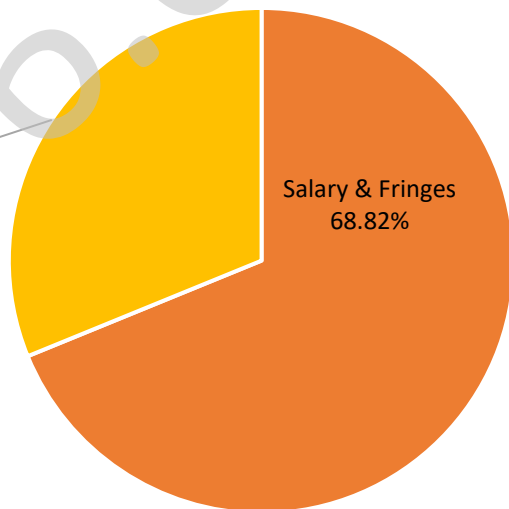
ESSER 3.0

Department of Student Services

Chauncey Bland

Assistant Superintendent, Student Services

Other
Contracted
Services
31.18%



\$ 336,895

Overview

GMSD is dedicated to improving the overall health of our students to assure academic and personal success. GMSD demonstrates its dedication by providing funding to support the Whole Child strategic goal. This budget includes the creation of a department of the Whole Child and provisions for contracted services for a family liaison for specific underserved student subgroups and access to teletherapies.

HEALTH SERVICES

Acct	Description	FY 2022 PERS	FY 2022 Budget	FY 2021 Budget	FY 2020 Actual
105	Supervisor/Director-Whole Child	1.5	181,263	0	0
201	Social Security	-	11,239	0	0
204/217	State Retirement	-	18,670	0	0
206	Life Insurance	-	1,580	0	0
207	Medical Insurance	-	11,515	0	0
212	Medicare	-	2,628	0	0
Salary & Fringes Subtotal:		1.5	226,895	0	0

Includes salaries and benefits for a Whole Child Director and Coordinator to support students' social emotional health and mental health awareness.

312	Contracts with Private Agencies		110,000	0	0
Services Subtotal:			110,000	0	0
HEALTH SERVICES TOTAL:			336,895	0	0

Includes cost of contracting work to provide social work services including interpretative and supports for students families and to provide teletherapy for students.



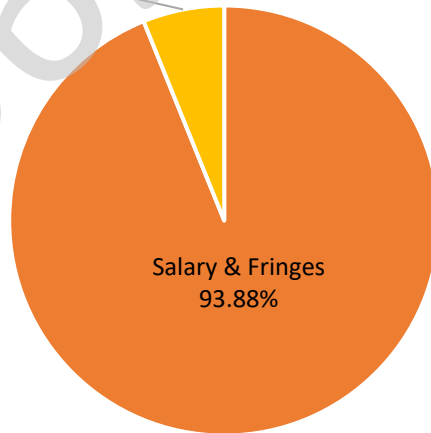
OTHER STUDENT SUPPORT ESSER 3.0

Department of Student Services

Chauncey Bland

Assistant Superintendent, Student Services

Whole Child
Software
6.12%



\$352,801

Overview

The GMSSD Other Student Support department is currently comprised of 14 School Counselors and 1 Counseling Intervention Specialist. Under our plan to address Whole Child needs in response to the pandemic, these funds add 4 school counselors, allowing each school to both teach guidance to all children and simultaneously address different tiered student needs with small groups or therapeutic sessions. The new program also includes funds to purchase high-quality curriculum materials.

OTHER STUDENT SUPPORT/WHOLE CHILD ESSER 3.0

<u>Acct</u>	<u>Description</u>	FY 2022 <u>PERS</u>	FY 2022 <u>Budget</u>	FY 2021 <u>Budget</u>	FY 2020 <u>Actual</u>
123	School Counselors	4.0	256,890	-	-
201	Social Security		15,927	-	-
204/217	State Retirement		26,459	-	-
206	Life Insurance		800	-	-
207	Medical Insurance		24,000	-	-
212	Medicare		3,725	-	-
	Salary & Fringes Subtotal:	4.0	327,801	-	-
<i>Includes salaries and benefits for additional School Counselors.</i>					
599	Other Charges-Software		25,000		
	Services Subtotal:		25,000	-	-
	OTHER STUDENT SUPPORT TOTAL:		352,801	-	-

Includes cost of materials used and staff development and program costs to support the Whole Child initiative and support students' mental health.



REGULAR ED SUPPORT ESSER 3.0

Department of Teaching, Learning, and Assessment

Missy Abel

Executive Director, Teaching, Learning, and Assessment



\$343,994

Overview

This budget includes two instructional coaches to serve students K-8 to support learning loss, before and after school tutoring, and implementation of ELA and Math curriculums. These coaches are budgets for (2) fiscal years. Additionally, this budget includes (2) college-aged instructional technology interns to support teachers and the TLA department in implementation of digital programs to mitigate learning loss.

REGULAR EDUCATION SUPPORT ESSER 3.0

<u>Acct</u>	<u>Description</u>	FY 2022 <u>PERS</u>	FY 2022 <u>Budget</u>	FY 2021 <u>Budget</u>	FY 2020 <u>Budget</u>
189	Other Salaries & Wages- Instructional Coaches	4.20	272,432	-	-
201	Social Security		16,824	-	-
204/217	State Retirement		26,244	-	-
206	Life Insurance		800	-	-
207	Medical Insurance		24,000	-	-
212	Medicare		3,694	-	-
	Salary & Fringes Subtotal:	4.2	343,994	-	-
	SUPPORT: REGULAR EDUCATION INSTRUCTION TOTAL:		343,994	-	-

Includes costs for (2) K-8 Instructional Coaches to support learning loss, before and after school tutoring and implementation of ELA and Math curriculums for two years and (2) instructional technology interns to support teachers.

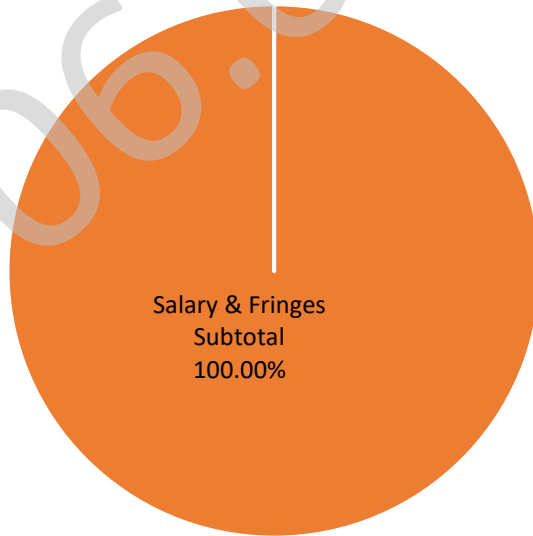


SPECIAL EDUCATION SUPPORT ESSER 3.0

Department of Exceptional Student
Education

Sarah Huffman

Assistant Superintendent, Exceptional Student Education



\$183,428

Overview

This budget includes additional school psychologists to support the work of Whole Child Development in the district. GMSD has recognized social emotional needs of students at different tiers, and would like school psychologists to assist school counselors in SEL interventions.

SPECIAL EDUCATION SUPPORT ESSER 3.0

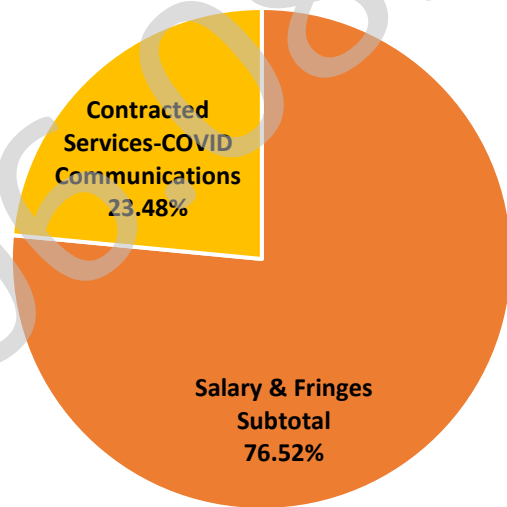
<u>Acct</u>	<u>Description</u>	FY 2022 <u>PERS</u>	FY 2022 <u>Budget</u>	FY 2021 <u>Budget</u>	FY 2020 <u>Budget</u>
124	Psychological Personnel	2.00	145,000	-	-
201	Social Security		8,990	-	-
204/217	State Retirement		14,935	-	-
206	Life Insurance		400	-	-
207	Medical Insurance		12,000	-	-
212	Medicare		2,103	-	-
	Salary & Fringes Subtotal:	2.0	183,428	-	-
	SUPPORT: SPECIAL EDUCATION INSTRUCTION TOTAL:		183,428	-	-

Includes costs for two school psychologists for HHS and all associated fringes and benefits.

DEPARTMENT OF TECHNOLOGY ESSER 3.0

John Pierce

Director of Technology



\$76,999

Department Overview

This budget includes an Online School Help Desk, a remote/phone-based helpline for technical support for students and parents attending school virtually through our stand-alone virtual school or are in quarantine. It also includes a two-way communication platform for parents, students, and staff to engage in direct dialogue with our district leadership staff. GMSD responded to over 1,000 stakeholders to discuss pandemic-related issues.

TECHNOLOGY ESSER 3.0

<u>Acct</u>	<u>Description</u>	FY 2022 <u>PERS</u>	FY 2022 <u>Budget</u>	FY 2021 <u>Budget</u>	FY 2020 <u>Budget</u>
120	Online School Help Desk	1.00	44,722	-	-
201	Social Security		2,773	-	-
204/217	State Retirement		4,606	-	-
206	Life Insurance		250	-	-
207	Medical Insurance		7,000	-	-
212	Medicare		648	-	-
Salary & Fringes Subtotal:		1.0	59,999	-	-

Includes salaries and benefits for online school help desk personnel.

399	Contracted Services-COVID Communications		17,000	-	-
Services Subtotal:			17,000	-	-

SUPPORT: TECHNOLOGY EDUCATION TOTAL:

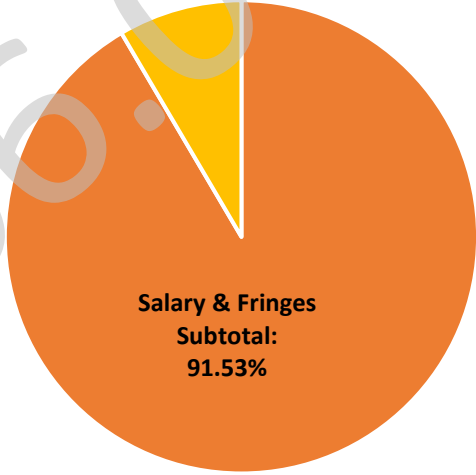
76,999

Includes costs for a two-way communication platform for families, students, and staff to discuss pandemic-related concerns anonymously.

OFFICE OF PRINCIPAL ESSER 3.0

Josh Cathey
Deputy Superintendent

Inservice/Professional
Development
8.47%



\$295,189

Overview

The Regular Education ESSER 3.0 funding includes one-time investments to address learning loss and to implement a first-year online school, Germantown Online Academy of Learning, G.O.A.L. The new online school will serve Germantown residents and will require an online school principal and assistant/analyst.

This budget also includes funds for professional development for school and district leaders to align visions around the Whole Child, mental health supports.

OFFICE OF THE PRINCIPAL ESSER 3.0

<u>Acct</u>	<u>Description</u>	<u>FY 2022</u> <u>PERS</u>	<u>FY 2022</u> <u>Budget</u>	<u>FY 2021</u> <u>Budget</u>	<u>FY 2020</u> <u>Actual</u>
104	Principals-Online School	1.0	103,130	-	-
161	Secretaries	1.0	39,000		
162	Clerical Personnel	1.0	56,760		
162	Other Salaries & Wages-Assistant Principal Summer Stipends		14,413	-	-
201	Social Security		13,224	-	-
204/217	State Retirement		21,970	-	-
206	Life Insurance		600	-	-
207	Medical Insurance		18,000	-	-
212	Medicare		3,092	-	-
	Salary & Fringes Subtotal:	0	270,189	-	-

Includes salaries and benefits for an online school principal and administrative assistant, stipends for assistant principals to prepare for upcoming year, and an ESSER financial secretary.

524	Inservice/Staff Development		25,000	-	-
	OFFICE OF THE PRINCIPAL TOTAL:		295,189	-	-

Includes funds for professional development for school administrators.

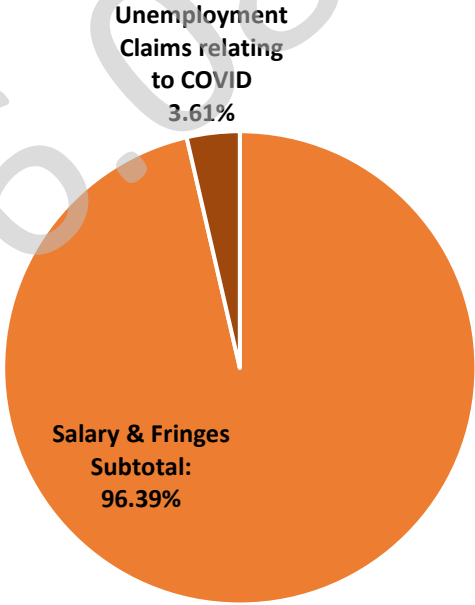
HUMAN RESOURCES

ESSER 3.0

Elissa Stratton

Executive Director of Human Resources

Department of Human Resources



\$830,881

Overview

The Department of Human Resources would like to allocate funding for COVID bonuses for staff members to provide an Incentive for employees to follow district COVID related protocols in order to prevent, prepare, or respond to COVID. Some GMSD employees' identities have been taken for unemployment fraud purposes due to COVID.

HUMAN RESOURCES ESSER 3.0

<u>Acct</u>	<u>Description</u>	FY 2022 <u>PERS</u>	FY 2022 <u>Budget</u>	FY 2021 <u>Budget</u>	FY 2020 <u>Actual</u>
188	COVID Bonus Payments for Staff		679,000	-	-
201	Social Security		42,098	-	-
204/217	State Retirement		69,937	-	-
206	Life Insurance		0	-	-
207	Medical Insurance		0	-	-
212	Medicare		9,846	-	-
Salary & Fringes Subtotal:		0	800,881	-	-

Includes stipends and benefits for all employees for continued extra efforts in response to the pandemic.

210	Unemployment Compensation		30,000	-	-
Services Subtotal:			30,000	-	-
HUMAN RESOURCES TOTAL:			830,881	-	-

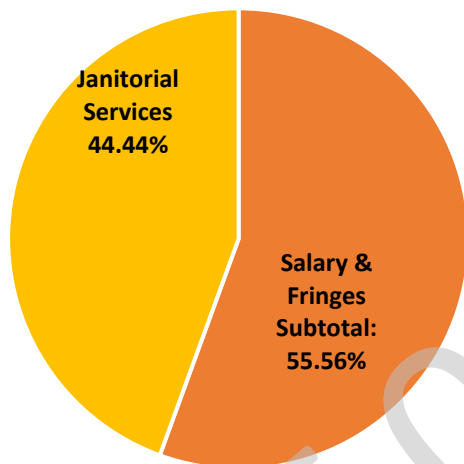
Funds allocated for the recruitment, development and retainment of GMUSD's exemplary staff in response to the pandemic.

OPERATION OF PLANT ESSER 3.0

Department of Operations

Josh Cathey

Deputy Superintendent



\$450,001

Overview

During the pandemic, GMSD paid for day porters to assist in maintaining COVID cleanliness protocols at each building. This item will move our day porters from the general fund into the ESSER 3.0 budget as their function is directly related to pandemic needs. This budget will also increase the wage requirement for our third-party contractors that provide custodial services at each school.

OPERATION OF PLANT ESSER 3.0

<u>Acct</u>	<u>Description</u>	FY 2022 <u>PERS</u>	FY 2022 <u>Budget</u>	FY 2021 <u>Budget</u>	FY 2020 <u>Actual</u>
166	Custodial Personnel-Day Porters	6.0	175,074	-	-
201	Social Security		10,855	-	-
204/217	State Retirement		0	-	-
206	Life Insurance		1,500	-	-
207	Medical Insurance		42,000	-	-
212	Medicare		2,539	-	-
Salary & Fringes Subtotal:		0	250,001	-	-

Includes stipends and benefits for (6) day porters to oversee cleanliness at each school building.

328	Janitorial Services-		200,000	-	-
Services Subtotal:			200,000	-	-
HUMAN RESOURCES TOTAL:			450,001	-	-

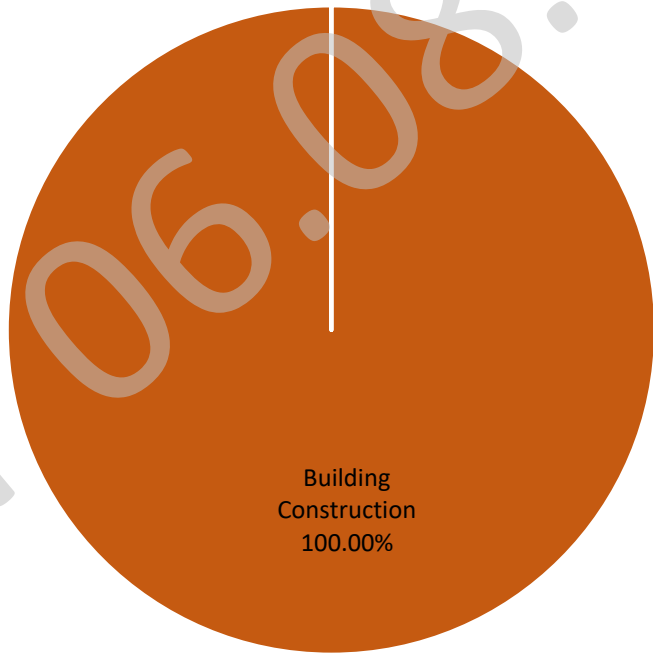
Funds allocated to raise the minimum wage of our outsourced custodial providers.

REGULAR CAPITAL OUTLAY ESSER 3.0

Department of Operations

Josh Cathey

Deputy Superintendent



\$5,352,899

Overview

Included in this budget are funds to increase the square footage and classroom space at Houston Middle School to allow for social distancing and following CDC guidelines.

REGULAR CAPITAL OUTLAY ESSER

3.0

<u>Acct</u>	<u>Description</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Actual</u>
706	Building Construction-HMS Addition	5,352,898.65	-	-
	REGULAR CAPITAL OUTLAY TOTAL:	5,352,898.65	-	-

Includes costs for building construction on the Houston Middle School Addition.



Germantown Municipal School District

Monitoring: Review: Annually, in May	Descriptor Term: <h2 style="text-align: center;">Student Board Representative</h2>	Descriptor Code: 1.102.1	Issued Date: Aug**2021
		Rescinds:	Issued:

1 The Board recognizes the value of communicating with students and considering their ideas and
 2 perspectives regarding the educational program. The Board also believes in supporting student
 3 leadership and fostering interest in public service. In order to facilitate student input and involvement,
 4 the Board establishes an advisory, non-voting Student Board Representative position.

5
 6 Student Board Representatives will be selected by the Houston High School principal or his/her
 7 designee after an application process and shall serve a one-year term. S/he shall be a current Houston
 8 High School student in good standing entering his/her junior or senior year.

9
 10 The Board may remove a Student Board Representative during the term if s/he becomes ineligible or
 11 fails to fulfill his/her responsibilities. In the event of a vacancy prior to the expiration of the term, an
 12 alternate will be appointed by the Houston High School principal.

13
 14 Student Board Representatives will:

- 15 • Attend all regularly scheduled, monthly board work sessions and business meetings.
- 16 • Contribute to board discussion by being prepared for meetings and providing student insight
 17 and perspective.
- 18 • Report to students about the work of the board and district activities.
- 19 • Give a report to the Board at the end of the year regarding the experience of serving and
 20 provide any appropriate information that may help to improve the effectiveness of such
 21 service.
- 22 • Act and dress, while serving, in a manner consistent with other school board members and in
 23 accordance with the school board Code of Ethics.
- 24 • Maintain his/her status as a student in good standing during his/her term of service.

25
 26 Student Board Representatives may:

- 27 • Attend some board special events and meetings after consultation with the Superintendent, and
 28 if scheduling allows.
- 29 • Present a report at regular meetings regarding student activities in the district.
- 30 • Be appointed to committees of the Board.

31
 32 Student Board Representatives will NOT:

- 33 • Make motions, second motions, or vote.
- 34 • Attend executive sessions.
- 35 • Hold board offices.
- 36 • Participate in board discussions or receive board materials concerning topics such as, but not
 37 limited to sensitive personnel matters, legal action strategy, negotiations strategy, individual
 38 student discipline, or other confidential matters as deemed necessary by the Board.

- 1 • Receive compensation for their service to the school board.

2
3

4 The Board will:

- 5 • Ensure that the Student Board Representative receives training and monthly materials needed to
6 satisfactorily serve.
- 7 • Consider, respectfully, the Student Board Representative's positions and recommendations as
8 one element of its decision-making process.

9

FOOD SERVICE MANAGEMENT COMPANY (FSMC) CONTRACT RENEWAL AGREEMENT

Germantown Municipal School District

Contract Period: July 1, 2021 through June 30, 2022

Germantown Municipal School District, hereafter called "SFA" and Southwest Foodservice Excellence, LLC hereinafter called "FSMC", hereby agree that the FSMC will operate the child nutrition program for the SFA during the period of July 1, 2021 through June 30, 2022 with the option to extend for an additional three (3) one-year contract terms unless terminated by either Party.

This renewal agreement is constituted by the SFA's acceptance of the FSMC's response to the SFA's original Request for Proposal and Subsequent Contract effective July 1, 2020. The FSMC agrees to comply with all parts of the SFA's Request for Proposal and Subsequent Contract.

Date of Base Contract:
July 1, 2020

Renewal Year (highlighted)
1 2 3 4

The Administrative and Management fees for the 2021-2022 school year will be –

	2020-21 Rate	2021- 22 Rate	Percentage Increase
Admin Fee Per Meal/Lunch Equivalent	\$0.1000	\$0.1034	3.4%
Management Fee Per Meal/Lunch Equivalent	\$0.0400	\$0.0414	3.4%

The following supporting documents must be included with and become part of this renewal agreement:

1. A copy of any amendments, subcontracts, letter agreements, or other relevant documentation pertaining to the Contract which has not previously been furnished to TDOE;
None to report at this time
2. An amended list of schools, if the SFA has added/deleted schools to/from the Contract;
None to report at this time
3. Documentation through cost or price analysis supporting a request for an increase in the meal rate fee charged by the FSMC. The average percentage increase in the "food away from home" series of the Consumer Price Index (CPI) is **3.4%**.

FOOD SERVICE MANAGEMENT COMPANY (FSMC) CONTRACT RENEWAL AGREEMENT
Germantown Municipal School District
Contract Period: July 1, 2021 through June 30, 2022

Per State requirement, SFA's with fixed price FSMC agreements must comply with the nonprogram foods requirement in 7 CFR Part 210.14. The Parties to the Base Contract shall agree to the following Base Contract changes:

The FSMC shall provide SFA with food cost data it requests in order to determine the SFA's compliance with the revenue from nonprogram foods requirements. The information provided by the FSMC must be sufficient for the SFA to be able to provide specific information about the food service operation and all required products and services they are seeking to procure. For example, essential information includes:

- For fixed price per meal contracts, awarded on a per meal basis and with revenues from nonprogram foods sales converted into meal equivalents to which the fixed price cost is applied, the FSMC will annually provide information on food costs and revenues. The information must include food cost for reimbursable meals, food cost for non-program foods, revenue from non-program foods, and total revenue. Nonprogram foods include: a la carte; catering; vending; and student stores operated, or any other sales generated through the nonprofit school food service account not already described. This information is used to determine compliance with revenue from nonprogram foods at 7 CFR 210.14(f).
- Historical information on the type and value of nonprogram foods and meals to be offered in other food service operation, for example, catering. When the FSMC will be responsible for providing the SFA

FOOD SERVICE MANAGEMENT COMPANY (FSMC) CONTRACT RENEWAL AGREEMENT
Germantown Municipal School District
Contract Period: July 1, 2021 through June 30, 2022

with, or calculating nonprogram food costs and program revenues for compliance with the 7 CFR Part 210.14(f), the contract must clearly identify this requirement.

No modifications or changes shall be made to this Contract without full consent of all signatories. Any additions or changes to the Contract that change or negate the mandatory portions of the Contract as written shall automatically invalidate the Contract.

ATTEST:

SCHOOL FOOD AUTHORITY (SFA)

Witness	Name of SFA Germantown Municipal School District
	Signature of Authorized Representative
	Printed Name of Authorized Representative
	Title
	Date

ATTEST:

FOOD SERVICE MANAGEMENT (FSMC)

Witness	Name of FSMC Southwest Foodservice Excellence
	Signature of Authorized Representative
	Printed Name of Authorized Representative Monty Staggs
	Title Chief Executive Officer
	Date

APPROVAL:

TENNESSEE DEPARTMENT OF EDUCATION (TDOE)

Signature of Authorized Representative
Printed Name of Authorized Representative
Title
Date

Southwest Foodservice Excellence, LLC

By indication of the authorized signature below, the Proposer does hereby make certification and assurance of the Proposer's compliance with:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d etseq.);
- ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 etseq.);
- v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
- vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

Proposer Signature and Date



**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion AD-1048
Lower Tier Covered Transactions**

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE(S)	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint \(https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer\)](https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.

Instructions for Certification

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING LOBBYING

Applicants must review the requirements for certification regarding lobbying included in the regulations cited below before completing this form. Applicants must sign this form to comply with the certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying". This certification is a material representation of fact upon which the Department of Education relies when it makes a grant or enters into a cooperative agreement.

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a Federal contract, grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts under grants and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.

NAME OF APPLICANT	PR/AWARD NUMBER AND / OR PROJECT NAME
Southwest Foodservice Excellence, LLC	
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Monty Staggs, CEO	
SIGNATURE	DATE

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

1. Type of Federal Action: a. contract ____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application ____ b. initial award c. post-award	3. Report Type: a. initial filing ____ b. material change For material change only: Year _____ quarter _____ Date of last report _____
4. Name and Address of Reporting Entity: ____ Prime ____ Subawardee Tier _____, if Known: Congressional District, if known:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: Monty Staggs Title: Chief Executive Officer Telephone No.: 480-551-6550 Date: _____	
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	



For Release: Wednesday, January 13, 2021

21-62-ATL

SOUTHEAST INFORMATION OFFICE: Atlanta, Ga.

Technical information: (404) 893-4222 BLSInfoAtlanta@bls.gov www.bls.gov/regions/southeast

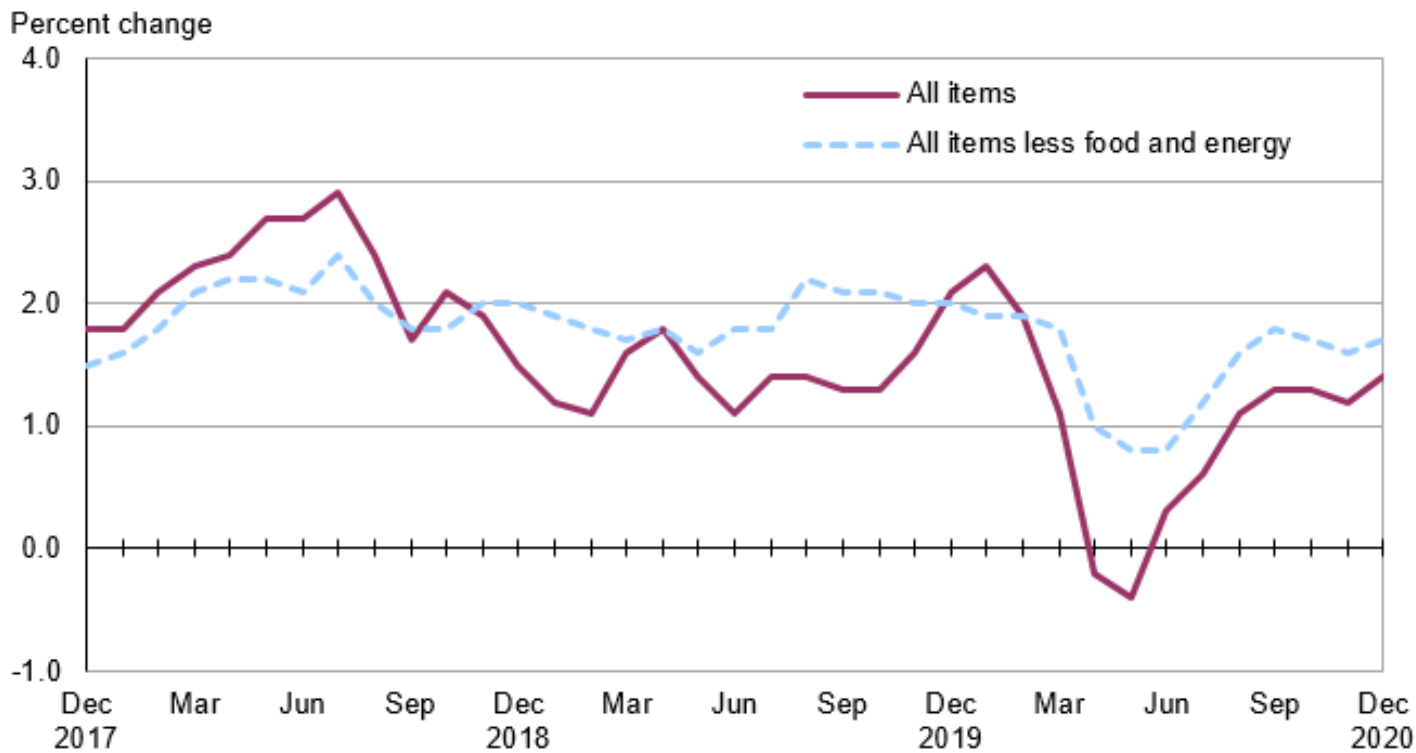
Media contact: (404) 893-4220

Consumer Price Index, South Region – December 2020
Prices in the South up 0.2 percent over the month and 1.4 percent over the year

The Consumer Price Index for All Urban Consumers (CPI-U) for the South rose 0.2 percent in December, the U.S. Bureau of Labor Statistics reported today. The energy index increased 2.1 percent over the month, while the food index inched up 0.1 percent. The index for all items less food and energy was unchanged in December. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes reflect the impact of seasonal influences.)

The all items CPI-U for the South rose 1.4 percent for the 12 months ending December 2020. The index for all items less food and energy increased 1.7 percent over the past year, while the food index advanced 3.5 percent. In contrast, the energy index declined 6.9 percent over the past 12 months. (See [chart 1](#) and [table 1](#).)

Chart 1. Over-the-year percent change in CPI-U, South region, December 2017–December 2020



Source: U.S. Bureau of Labor Statistics.

Food

The food index inched up 0.1 percent in December. The food away from home index rose 0.3 percent in December, while the food at home index was unchanged over the month.

The food index advanced 3.5 percent for the 12 months ending in December, reflecting increases in the food at home (3.7 percent) and food away from home (3.4 percent) indexes.

Energy

The energy index increased 2.1 percent in December, led by a 4.8-percent increase in the gasoline index. The utility (piped) gas service index rose 0.9 percent in December, while the electricity index edged down 0.3 percent over the month.

The energy index declined 6.9 percent for the 12 months ending in December, reflecting a 14.9-percent fall in the gasoline index. The electricity and the utility (piped) gas service indexes increased over the past year, up 0.7 percent and 4.5 percent, respectively.

All items less food and energy

The index for all items less food and energy was unchanged in December. Several indexes increased over the month, including motor vehicle insurance (2.5 percent) and shelter (0.1 percent). Among the indexes to decline in December include apparel (-1.3 percent) and used cars and trucks (-1.0 percent).

The index for all items less food and energy rose 1.7 percent for the 12 months ending in December, led by a 2.1-percent increase in the shelter index. Over the past year, the used cars and trucks index jumped 9.7 percent, while the medical care index advanced 2.1 percent—reflecting a 2.8-percent increase in the medical care services index. Apparel (-4.9 percent) was among the indexes to decline over the year.

Geographic divisions

Additional price indexes are now available for the three divisions of the South. Over the month, the all items CPI-U increased 0.5 percent in the East South Central division. The all items index also increased in the West South Central and South Atlantic divisions in December, up 0.3 percent and 0.1 percent, respectively.

Over the year, the all items index advanced 1.7 percent in the East South Central division. The all items index rose 1.6 percent in the South Atlantic division and 0.8 percent in the West South Central division.

Table A. South region CPI-U 1-month and 12-month percent changes, all items index, not seasonally adjusted

Month	2016		2017		2018		2019		2020	
	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month
January.....	0.0	1.2	0.5	2.6	0.5	1.8	0.2	1.2	0.3	2.3
February.....	0.1	0.7	0.2	2.8	0.6	2.1	0.5	1.1	0.2	1.9
March.....	0.6	0.7	0.0	2.2	0.2	2.3	0.7	1.6	-0.1	1.1
April.....	0.4	0.9	0.2	2.0	0.4	2.4	0.5	1.8	-0.8	-0.2
May.....	0.4	0.9	0.0	1.7	0.3	2.7	-0.1	1.4	-0.2	-0.4
June.....	0.4	0.8	0.2	1.5	0.2	2.7	-0.1	1.1	0.6	0.3
July.....	-0.2	0.7	-0.2	1.6	0.0	2.9	0.3	1.4	0.6	0.6
August.....	0.1	1.0	0.4	1.9	-0.1	2.4	-0.1	1.4	0.4	1.1
September.....	0.2	1.4	0.7	2.4	0.0	1.7	0.0	1.3	0.2	1.3
October.....	0.1	1.5	-0.2	2.0	0.2	2.1	0.2	1.3	0.1	1.3
November.....	-0.1	1.6	-0.1	2.1	-0.3	1.9	0.0	1.6	-0.1	1.2
December.....	0.1	2.0	-0.1	1.8	-0.5	1.5	0.0	2.1	0.2	1.4

The Consumer Price Index for January 2021 is scheduled to be released on Wednesday, February 10, 2021.

Coronavirus (COVID-19) Impact on December 2020 Consumer Price Index Data

Data collection by personal visit for the Consumer Price Index (CPI) program has been suspended since March 16, 2020. When possible, data normally collected by personal visit were collected either online or by phone. Additionally, data collection in December was affected by the temporary closing or limited operations of certain types of establishments. These factors resulted in an increase in the number of prices considered temporarily unavailable and imputed. While the CPI program attempted to collect as much data as possible, many indexes are based on smaller amounts of collected prices than usual, and a small number of indexes that are normally published were not published this month. Additional information is available at www.bls.gov/covid19/effects-of-covid-19-pandemic-on-consumer-price-index.htm.

Technical Note

The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 93 percent of the total U.S. population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers approximately 29 percent of the total U.S. population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 75 urban areas across the country from about 6,000 housing units and approximately 22,000 retail establishments—department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date; for most of the CPI-U the reference base is 1982-84 equals 100. An increase of 7 percent from the reference base, for example, is shown as 107.000. Alternatively, that relationship can also be expressed as the price of a base period market basket of goods and services rising from \$100 to \$107. For further details see the CPI home page on the Internet at www.bls.gov/cpi and the CPI section of the BLS Handbook of Methods available on the internet at www.bls.gov/opub/hom/cpi/.

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater

volatility than the national index, although their long-term trends are quite similar. **NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**

The **South region** is comprised of Alabama, Arkansas, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia.

Information in this release will be made available to sensory impaired individuals upon request. Voice phone: (202) 691-5200; Federal Relay Service: (800) 877-8339.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods South (1982-84=100 unless otherwise noted)

Item and Group	Indexes			Percent change from-		
	Oct. 2020	Nov. 2020	Dec. 2020	Dec. 2019	Oct. 2020	Nov. 2020
Expenditure category						
All Items.....	250.542	250.255	250.693	1.4	0.1	0.2
All items (December 1977=100).....	406.415	405.948	406.658	-	-	-
Food and beverages	265.137	264.708	264.929	3.3	-0.1	0.1
Food	266.835	266.363	266.717	3.5	0.0	0.1
Food at home	249.979	248.472	248.420	3.7	-0.6	0.0
Cereal and bakery products	291.226	289.993	290.178	3.6	-0.4	0.1
Meats, poultry, fish, and eggs.....	259.841	259.046	257.114	3.6	-1.0	-0.7
Dairy and related products	231.033	229.524	231.963	4.4	0.4	1.1
Fruits and vegetables	289.543	288.455	287.711	2.3	-0.6	-0.3
Nonalcoholic beverages and beverage materials.....	178.083	173.863	173.569	3.6	-2.5	-0.2
Other food at home	219.555	219.127	220.064	4.6	0.2	0.4
Food away from home.....	294.665	295.680	296.626	3.4	0.7	0.3
Alcoholic beverages	241.302	241.455	239.884	0.4	-0.6	-0.7
Housing	251.051	251.126	251.340	2.0	0.1	0.1
Shelter	291.148	291.301	291.652	2.1	0.2	0.1
Rent of primary residence	307.332	307.514	308.157	2.8	0.3	0.2
Owners' equiv. rent of residences(1).....	294.216	294.448	295.103	2.5	0.3	0.2
Owners' equiv. rent of primary residence(1)	294.215	294.446	295.102	2.5	0.3	0.2
Fuels and utilities.....	241.757	242.207	242.278	1.8	0.2	0.0
Household energy	192.226	192.472	192.226	1.1	0.0	-0.1
Energy services.....	192.665	192.880	192.567	1.2	-0.1	-0.2
Electricity	190.845	190.057	189.435	0.7	-0.7	-0.3
Utility (piped) gas service	188.868	195.726	197.490	4.5	4.6	0.9
Household furnishings and operations.....	127.271	126.908	126.780	1.4	-0.4	-0.1
Apparel	126.286	124.596	122.932	-4.9	-2.7	-1.3
Transportation	202.628	202.005	203.954	-1.7	0.7	1.0
Private transportation	203.199	201.983	204.288	-1.1	0.5	1.1
New and used motor vehicles(2).....	106.095	106.027	105.825	4.9	-0.3	-0.2
New vehicles	153.660	153.609	154.331	1.5	0.4	0.5
New cars and trucks(2)(3).....	104.620	104.582	105.073	1.5	0.4	0.5
New cars(3).....	152.581	152.070	152.771	0.8	0.1	0.5
Used cars and trucks.....	155.685	153.497	151.978	9.7	-2.4	-1.0
Motor fuel	177.125	170.948	179.237	-14.9	1.2	4.8
Gasoline (all types).....	176.178	169.958	178.186	-14.9	1.1	4.8
Unleaded regular(3)	170.433	164.181	172.657	-15.3	1.3	5.2
Unleaded midgrade(3)(4)	204.934	198.764	205.825	-12.3	0.4	3.6
Unleaded premium(3).....	206.022	200.920	205.790	-12.0	-0.1	2.4
Motor vehicle insurance(5).....	890.770	899.496	921.782	-4.1	3.5	2.5
Medical care	491.017	490.370	489.780	2.1	-0.3	-0.1
Medical care commodities.....	349.128	348.368	348.391	-1.1	-0.2	0.0
Medical care services.....	539.054	538.444	537.648	2.8	-0.3	-0.1
Professional services	375.417	374.973	375.268	2.3	0.0	0.1
Recreation(2).....	122.955	122.364	122.526	0.9	-0.3	0.1
Education and communication(2).....	136.026	136.393	136.554	2.3	0.4	0.1
Tuition, other school fees, and child care(5) ..	1,373.882	1,374.115	1,374.049	1.3	0.0	0.0
Other goods and services	445.724	446.410	446.748	3.0	0.2	0.1
Commodity and service group						
All Items.....	250.542	250.255	250.693	1.4	0.1	0.2
Commodities	184.829	183.795	184.216	0.6	-0.3	0.2

Note: See footnotes at end of table.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods South (1982-84=100 unless otherwise noted) - Continued

Item and Group	Indexes			Percent change from-		
	Oct. 2020	Nov. 2020	Dec. 2020	Dec. 2019	Oct. 2020	Nov. 2020
Commodities less food and beverages	148.229	147.022	147.498	-1.1	-0.5	0.3
Nondurables less food and beverages.....	186.004	183.639	185.081	-5.1	-0.5	0.8
Nondurables less food, beverages, and apparel	222.954	220.166	223.325	-5.1	0.2	1.4
Durables	110.559	110.146	110.016	3.1	-0.5	-0.1
Services.....	316.871	317.392	317.840	1.9	0.3	0.1
Rent of shelter(1).....	299.232	299.371	299.735	2.1	0.2	0.1
Transportation services	344.680	352.057	353.988	-2.3	2.7	0.5
Other services	357.514	357.070	357.249	2.2	-0.1	0.1
Special aggregate indexes						
All items less medical care	237.474	237.206	237.692	1.3	0.1	0.2
All items less food	247.786	247.527	247.976	1.0	0.1	0.2
All items less shelter.....	235.802	235.344	235.817	1.0	0.0	0.2
Commodities less food	150.988	149.810	150.237	-1.0	-0.5	0.3
Nondurables	223.493	222.055	222.912	-0.5	-0.3	0.4
Nondurables less food.....	188.928	186.718	187.977	-4.7	-0.5	0.7
Nondurables less food and apparel.....	223.482	220.972	223.690	-4.6	0.1	1.2
Services less rent of shelter(1).....	349.034	350.049	350.613	1.6	0.5	0.2
Services less medical care services.....	297.026	297.631	298.171	1.7	0.4	0.2
Energy	180.850	178.100	181.834	-6.9	0.5	2.1
All items less energy	258.969	258.926	259.037	2.0	0.0	0.0
All items less food and energy	258.029	258.059	258.129	1.7	0.0	0.0
Commodities less food and energy commodities	147.933	147.327	146.835	1.3	-0.7	-0.3
Energy commodities.....	180.657	174.532	182.870	-14.7	1.2	4.8
Services less energy services.....	330.020	330.573	331.099	1.9	0.3	0.2

Footnotes

- (1) Indexes on a December 1982=100 base.
- (2) Indexes on a December 1997=100 base.
- (3) Special index based on a substantially smaller sample.
- (4) Indexes on a December 1993=100 base.
- (5) Indexes on a December 1977=100 base.
- Data not available.

Regions defined as the four Census regions. South includes Alabama, Arkansas, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia.