



XAVIER CHARTER SCHOOL
1218 North College Road W
Twin Falls, ID 83301
(208) 734-3947 Phone (208) 733-1348 Fax

May 2021

Request for Proposals for:

- 1) Summer Cleaning/Floor Waxing (July and August)
- 2) Day-time Cleaning
- 3) Night-time Cleaning
- 4) Summer Cleaning (June)
- 5) Waxing Floors during Christmas Break
- 6) Cleaning After an Event

Last Date to Submit Bids: 2:00 pm May 21st, 2021

Bid Opening Date: May 3rd, 2021

Reservation of Right to Reject Proposals

Xavier Charter School reserves the right to reject all proposals, to waive informalities, to accept the proposal(s) deemed best overall for the District, to reissue the Request for Proposals, or to take no further action.

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1. Purpose

Xavier Charter School is requesting proposals for janitorial services covering July 1, 2021 through June 30, 2022.

Contact for this RFP and post award:

Brian Loosli / Angie Carter

Phone: 208-734-3947

Fax: 208-733-1348

Email: bloosli@xaviercharter.org / acarter@xaviercharter.org

2. Facilities Information

Xavier Charter School is a single building K-12 school district plus eight modular classrooms separated from the main building. The combined square footage is approximately 54,016 Sq. Ft.

3. Insurance AND background check requirements

Contractor is required to carry liability insurance in no less than one million dollars (\$1,000,000) and workers compensation insurance in no less than five hundred thousand (\$500,000). A background check is required for any of contractor's employees who works on site, including substitutes. Contractor is responsible for paying all fees necessary to complete the background check with the State Department of Education.

4. Bid Submission

Enter your price on the "Bid Sheet" for each of the 5 service and all 5 bid sheets must be completed. Email your completed proposal package to bloosli@xaviercharter.org / acarter@xaviercharter.org by 2:00pm (MST) May 21st 2021 or to the address below if by postal mail:

Xavier Charter School

Janitorial Service Proposal

1218 N College Road W

Twin Falls, ID 83301

Attn: Brian Loosli

5. Refer to Exhibit A for list of items to be completed for submission.

6. Refer to Exhibit B for the service contract governing this RFP.

7. Bidder Information:

Company Name: _____

Company Address: _____

Name of Person Submitting the Bids: _____

Title of Person Submitting the Bids: _____

Signature of Bidder: _____

Telephone #: _____

Email Address: _____

Bid Sheet for Summer Services (July 1-August 20th)

Summer Services Bid Price: \$ _____

See Summer Scope of Service next page.

Payment for Summer Services will be in **2 equal payments** computed by dividing the Bid Price above by 2. Contractor should send invoice on the last business day of the month of service and not before. The first payment for Summer Service will be disbursed by August 10th, 2021 and last payment by September 10, 2021.

Background check is required for any of the contractor's employees who works on site, including substitutes. Contractor is responsible for paying all fees necessary to complete the background check with the State Department of Education.

Scope of Services for Summer Months

SUMMER DUTIES: July 1, 2021–Aug. 20th, 2021			
REGULAR SUMMER DUTIES:	Every Other Day	Weekly	Monthly
Clean ALL Bathrooms including Bathrooms in the modular buildings		X	
Vacuum All Admin Offices	X		
Empty garbage in Admin offices	X		
Check halls for full garbage cans	X		
Clean, vacuum, sweep mop workroom & faculty lounge		X	
Vacuum ALL baseboards			X
Dust horizontal surfaces & high reach areas, vents, grills			X
Dust & wipe blinds			X
Sweep outside entrance	X		
Sweep and hose outside entrance			X
One-Time Summer Duties that must be completed by Aug 1st			
CLASSROOM/HALLWAYS Duties			
Wash Walls			
Shampoo all Carpets in classrooms and hallways			
STRIPPING & WAXING FLOORS (aprx 16,000 sqft)			
Floors to be Stripped & Waxed (contractor is responsible for moving furniture)			
1) GYM & DRESSING ROOM			
2) KITCHEN & FOOD STORAGE ROOM NEXT TO THE KITCHEN			
3) ENTRY/LOBBY			
4) LIBRARY			
5) HALLWAY (from room #115 to the gym including all 3 water fountain areas)			
6) Sixteen STUDENT BATHROOMS (Including all bathrooms in the modular buildings)			
7) THE EMPLOYEE LOUNGE			
8) TWO EMPLOYEE BATHROOMS			
9) SCIENCE LAB & CLASSROOM			
10) ELEMENTARY ART ROOM (in modular building)			
11) SECONDARY ART ROOM (Contractor must coordinate with Mr. Hicks in advance to make sure his room is ready)			
GENERAL Duties			
Clean ALL windows inside & outside			
Shampoo Hallway Carpets			
Interior Hallway Walls to be wiped down and cleaned			
Dust & wipe lockers inside & out			
Wash inside & outside of all garbage cans			
DRESSING ROOM Duties			
Wash Walls			

Bid Sheet for Daytime Service

Daytime Service Bid Price: \$ _____

See Daytime Scope of Service next page.

Payment for Daytime Service will be in **9 equal payments** computed by dividing the Bid Price above by 9. Contractor should send invoice on the last business day of the month of service and not before. The first payment for Daytime Service will be made by October 10, 2021 and last payment by June 10, 2022.

Background check is required for any of the contractor's employees who works on site, including substitutes. Contractor is responsible for paying all fees necessary to complete the background check with the State Department of Education.

Contractor must send **a substitute** if the regular daytime custodian is unable to come to work.

Scope of Service for Daytime

DAYTIME CUSTODIAN DUTIES: August 23 rd , 2021–June 3, 2022		
ENTRANCES/LOBBY/LIBRARY	DAILY	WEEKLY
Keep all entry doors & windows clean	X	
Sweep entry rug & sidewalks to remove debris	X	
Empty trash containers; replace can liners and wipe clean as needed	X	
Clean and disinfect tables/desks/benches/shelves etc.	X	
Remove cobwebs, detail dust corners, edges, and high areas		X
RESTROOMS		
Check & restock toilet paper, hand soap, and other supplies as needed	X	
Dust flat and vertical surfaces		X
Remove litter as needed	X	
OTHER DUTIES		
Arrives to school at 7:30am	X	
Unlock front doors @ 7:40am / Lock front doors at 3:30pm	X	
Unlock gym doors @ 7:40am / Lock gym doors @ 8:00am	X	
Order Supplies		X
Clean & Organize janitorial supply room – wash out tub	X	
Sweep & mop the Entry/lobby, vacuum halls & clean student bathrooms before going home for event days such as “parent teacher conference.” See attached Event Calendar	X	
Fill and Deliver VIREX disinfectant to all Xavier classrooms		
HALLWAYS		
Spot clean corridor walls and tops of lockers, display cases, etc.	X	
Dust flat or vertical surfaces		X
LOCKER ROOM/DRESSING ROOM		
Remove litter	X	
Empty trash & replace liner	X	
Wipe walls		X
GYM/LUNCH ROOM		
Empty trash and replace liners	X	
Clean up after breakfast & lunch-wipe tables & sweep floor	X	
Put tables down for lunch, clean tables & put up after lunch	X	
Clean & Scrub floor using the floor scrubber machine/Clean & maintain scrubber	X	
GENERAL PROCEDURES		
Check & review communications log book & complete requested items	X	
Report any maintenance items or security issues immediately & record in log book	X	
Continually check all restrooms, hallways, library, lobby & gym for cleanliness	X	
Be available to staff for special situations	X	

DAY TIME CUSTODIAN FOLLOWS THE SCHOOL CALENDAR

A FULL TIME CUSTODIAN MUST BE AVAILABLE AND ON-SITE EVERY WORKDAY BETWEEN AUGUST 30th AND June 1st WHEN STUDENTS ARE IN SCHOOL WITH THE EXCEPTION OF WEEKENDS AND HOLIDAYS.

Bid Sheet for Nighttime Service

Nighttime Service Bid Price: \$ _____

See Nighttime Scope of Service next page.

Payment for Nighttime Service will be in **9 equal payments** computed by dividing the Bid Price above by 9. Contractor should send invoice on the last business day of the month of service and not before. The first payment for Nighttime Service will be made by October 10, 2021 and last payment by June 10, 2022.

Background check is required for any of the contractor's employees who works on site, including substitutes. Contractor is responsible for paying all fees necessary to complete the background check with the State Department of Education.

Scope of Service for Nighttime

NIGHTTIME CUSTODIAN DUTIES: August 23 rd , 2021–June 3, 2022		
ENTRANCES/LOBBY/LIBRARY	DAILY	WEEKLY
Clean all entrance doors & entrance glass	X	
Vacuum all mats in entryways	X	
Empty trash containers; replace can liners	X	
Wipe clean tables/desks/benches/shelves etc.	X	
Autoscrub hard floor surfaces	X	
Remove cobwebs, dust corners, edges & high areas		X
Entrance – sweep outside mats & clean garbage cans	X	
Remove large pieces of litter	X	
Sweep, mop & vacuum floors – use floor scrubber machine on tile floors	X	
ALL RESTROOMS		
Check & restock toilet paper, hand soap, and other supplies as needed	X	
Empty trash, replace liners & remove garbage to designated areas	X	
Disinfect door handles, partition handles, dispensers & light switches	X	
Sweep & wet mop/disinfect tile floor surfaces – use floor scrubber machine	X	
Clean & sanitize restroom fixtures including toilet bowls, toilet seats, urinals & sinks	X	
Clean & polish mirrors, glass & chrome. Wipe all partition walls	X	
Check, remove & clean sani napkin dispenser	X	
Dust flat and vertical surfaces weekly as needed		X
Remove litter	X	
Dust high door frames, mirrors & air vents		X (MONTHLY)
Add Mineral Oil to Pee Traps in all bathroom floor drains		Every Other Month
CLASSROOMS		
Empty trash containers; replace can liners	X	
Dust mop hard floor surfaces/vacuum carpets & main traffic areas	X	
Dust/Wipe window sills & other vertical surfaces		X
Dust horizontal surfaces & high reach areas including vents & grills		X
Check & refill soap & paper dispensers	X	
Clean sinks	X	
Disinfect door handles	X	
Clean baseboards, edges & corners	X	
Wipe the inside & outside of GLASS PANEL next to the door in all applicable rooms	X	
Sweep and Mop the Gym Stage Floor	X	
Sweep and Mop the Dance Room #116	X	
HALLWAYS		
Vacuum carpeted areas including edges, corners and baseboards	X	
Spot clean corridor walls & tops of lockers, display cases, etc.	X	
Clean & disinfect drinking fountains	X	
Empty trashcans, & replace liners	X	
Dust flat & vertical surfaces		X
LOCKER ROOM/DRESSING ROOM		
Remove litter	X	
Empty trash & replace liner	X	
Wipe walls	X	
Sweep & Mop	X	
Page 7		

GYM/LUNCH ROOM		
Empty trash and replace liners	X	
Clean & scrub floor using the floor scrubber machine	X	
Put tables down at night for breakfast	X	
Clean mops, floor scrubber machine, vacuums and remove all trash in the janitorial supply room so they are ready and operational for morning use	X	
Sweep and Mop the Stage	X	
GENERAL PROCEDURES		
Check & review communications log book & complete requested items	X	
Report any maintenance items or security issues immediately & record in log book	X	
Insure all doors or security systems are properly set	X	
Remove any debris around the building	X	
Complete a Monthly Inspection on all Fire Extinguishers in the facility		X (MONTHLY)
ADMIN OFFICES/TEACHERS LOUNGE/SICK ROOM/WORK ROOM		
Vacuum & mop floors	X	
Empty trash & replace liners	X	
All Bathrooms – disinfect toilets, sinks, clean mirrors, sweep & mop floors	X	
Disinfect Teacher Lounge – clean counters, sink, microwave, table	X	
Check paper towels, soap & toilet paper	X	
Clean window blinds & window sills		X
Clean office windows		X

CLEANING MUST BE DONE EVERY DAY DURING THE SCHOOL YEAR (EXCEPT FOR SAT, SUNDAY, AND HOLIDAYS.

Bid Sheet for Summer Services (Month of June)

Summer Services Bid Price: \$ _____

See Summer Scope of Service next page.

Payment for Summer Services will be in **1 payment**. Contractor should send invoice on the last business day of the month of service and not before. The first payment for Summer Service will be disbursed by July 10, 2021.

Background check is required for any of the contractor's employees who works on site, including substitutes. Contractor is responsible for paying all fees necessary to complete the background check with the State Department of Education.

Scope of Services for Summer (June)

SUMMER DUTIES: June 6 th -June 30 th			
REGULAR SUMMER DUTIES:	Every Other Day	Weekly	Monthly
Clean ALL Bathrooms including those in the Modular Buildings		X	
Vacuum All Admin Offices	X		
Empty garbage in Admin offices	X		
Check halls for full garbage cans	X		
Clean, vacuum, sweep mop workroom & faculty lounge		X	
Vacuum ALL baseboards			X
Dust horizontal surfaces & high reach areas, vents, grills			X
Dust & wipe blinds			X
Sweep outside entrance	X		
Sweep and hose outside entrance			X

Bid Sheet for Cleanup After an Event

Bid Price Per Event: \$ _____

The school occasionally hosts events such as Parent-Teacher conferences, dances and performances. Cleanup service will be needed after the event occurred. Your bid price per event is for cleaning up afterwards and the after-event-cleanup service is described in the Scope of Service for Events.

See Scope of Service for Events next page.

The frequency of payment for after events cleanup depends on when events happen. Contractor should send invoice on the last business day of the month for service for after-event-cleanup during the month. Payment for this service will be made by the 10th of the following month.

Background check is required for any of the contractor's employees who works on site, including substitutes. Contractor is responsible for paying all fees necessary to complete the background check with the State Department of Education.

EVENTS: Cleaning After an Event (Parent-Teacher Conferences & Dances, Etc.	
Duties After an Event:	Check Areas to Be Cleaned
Clean ALL Bathrooms utilized during the event	X
Empty garbage cans inside & outside utilized during the event	X
Vacuum and/or sweep & mop used areas	X
All duties above must be done before the start of the following school day	
See Attached Event Calendar	

Bid Sheet for Waxing Floors during Christmas Break

Waxing Floors over Christmas Break Bid Price: \$ _____

See Scope of Service for Christmas Break next page.

A one-time payment will be made for the bid amount above. Contractor should send invoice on the last business day of the month of service and not before. Payment for this service will be made by January 10, 2022.

Background check is required for any of the contractor's employees who works on site, including substitutes. Contractor is responsible for paying all fees necessary to complete the background check with the State Department of Education.

Scope of Service for Christmas Break

Stripping & Waxing Floors during CHRISTMAS BREAK (contractor is responsible for moving furniture)	Check Areas to Be Cleaned
1) ENTRY/LOBBY	X
2) LIBRARY	X
3) HALLWAY: Room #115 to the Gym including ALL 3 water fountain areas	X

References (must provide at least 3)

Reference Name: _____

Address: _____

Telephone #: _____

Email: _____

Relationship: _____

Reference Name: _____

Address: _____

Telephone #: _____

Email: _____

Relationship: _____

Reference Name: _____

Address: _____

Telephone #: _____

Email: _____

Relationship: _____

Exhibit A

Items to be Completed for Submission

The following items must be included in your submission package:

1. This RFP document (from the cover page through page 14, Exhibit A) and with the following pages completed page 1, 2, 4, 7, 9, 11, 13
2. Proof of a registered Idaho business (e.g. a valid Idaho Employer ID number). Click on the following link for how to register your business with the Idaho Secretary of State's office: <https://idahobizhelp.idaho.gov/BusinessEssentials/Licenses.aspx>
3. Certificate of liability insurance naming Xavier Charter School as certificate holder.
4. Certificate of Workers Compensation insurance (when applicable) naming Xavier Charter School as certificate holder.
5. A completed W-9 Form (Request for Taxpayer Identification Number and Certification Form)

Exhibit B

Janitorial Service Agreement

After the award is made, contractor and Xavier Charter School will sign a Janitorial Service Agreement (agreement). The agreement and this RFP together constitutes the entire contract. The agreement will be sent in a separate PDF file.



Xavier Charter School

2021-2022 Academic Calendar

Approved: 3/18/2021

August 2021

Sun	Mo	Tue	We	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	We	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mo	Tue	We	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mo	Tue	We	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	We	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

Sun	Mo	Tue	We	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022

Sun	Mo	Tue	We	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022

Sun	Mo	Tue	We	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022

Sun	Mo	Tue	We	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May/June 2022

Sun	Mo	Tue	We	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1			

Aug. 16-26 No School—Teacher Inservice
Aug. 30 First Day of School
Sep. 3 No School—Teacher Inservice
Sep. 6 No School—Labor Day
Oct. 1 No School—Teacher Inservice
Oct. 22 End of Quarter 1
Oct. 27 PTC 3:30—6:00
Oct. 28 Early Release @ 1pm
 Kindergarten No School
Oct. 29 No School
Nov. 5 No School—Professional Dev.
Nov. 22-26 No School, Fall Break
Dec. 20-31 No School, Winter Break
Jan. 20 Early Release @ 1pm
 Kindergarten No School
 End of Semester 1

Jan. 21 No School -Teacher Inservice
Feb. 21 No School—President's Day
Mar. 11 End of 3rd Quarter
Mar. 16 PTC 3:30—6:00
Mar. 17 Early Release @ 1pm
 PTC 1:30-3:30
 Kindergarten No School
Mar. 18 No School
Mar. 21-25 No School, Spring Break
Apr. 8 No School—Professional Dev.
Apr. 13 SAT Day, K-10th No School
May 25 Last Day for Seniors
May 30 No School—Memorial Day
May 31 Last Day for Kindergarten
Jun. 1 Last Day for 1st - 11th
 Early Release @ 12pm

- First/Last Day of School
- No School
- Partial Day or Special Event
- Monday Release at 2 p.m.

Janitorial Duties Addendum (2021-2022 School Year/School Closure Pricing Agreement/CDC Cleaning Requirements for COVID 19 Crisis)

Contractor:

In the event that our school closes for an extended period of time during the 2020-2021 school year due to a government mandated shutdown Xavier Charter School will seek a reduction in cleaning and thus a reduction in the monthly cost of service. Expectations for cleaning during a shutdown correspond with the duties/requirements of the summer checklist in the month of June. Please provide an approximate cost for the reduced cleaning service rate during an extended school closure. It should also be noted that all cleaning/disinfection of the facility must adhere to the requirements of the CDC and South-Central District Health of Twin Falls. CDC cleaning guidelines have been attached.

Monthly Price for Extended School Closure:

Contractor Signature:

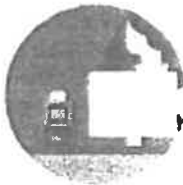
- **Laundry items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** These disinfectants meet EPA's criteria for use against COVID-19.

Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable cover** on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, use **alcohol-based wipes or sprays containing at least 70% alcohol**. Dry surface thoroughly.



Laundry

For clothing, towels, linens and other items

- **Wear disposable gloves.**
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake** dirty laundry.
- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- Dirty laundry from a sick person **can be washed with other people's items.**
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.



Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.



When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a sick person.



- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- **Additional key times to wash hands** include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).

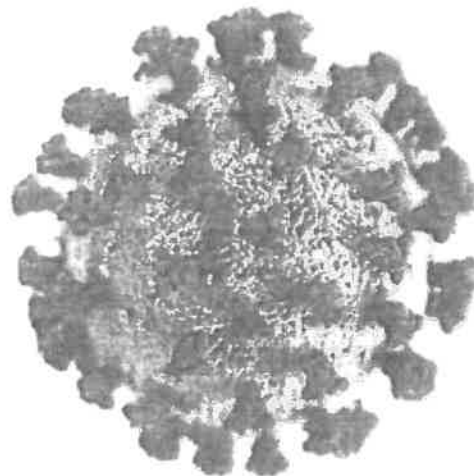
Additional Considerations for Employers

- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200).
- **Comply** with OSHA's standards on Bloodborne Pathogens (29 CFR 1910.1030), including proper disposal of regulated waste, and PPE (29 CFR 1910.132).



For facilities that house people overnight:

- Follow CDC's guidance for colleges and universities. Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting a sick person's bedroom/bathroom, review CDC's guidance on disinfecting your home if someone is sick.



Cleaning And Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.

High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.



- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR
- 4 teaspoons bleach per quart of water
- **Alcohol solutions with at least 70% alcohol.**

Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



CS162004 04/01/2020

cdc.gov/coronavirus

Janitorial Services Agreement

This Agreement ("Agreement") is between the Xavier Charter School (**Xavier**), whose address is 1218 N College Rd. W. Twin Falls, ID 83301 and _____ (the "**Contractor**"), whose address is _____,

for janitorial services described on the **Request for Proposals dated May 21, 2021** (the Proposal) herein referred to as **the Proposal**, which becomes part of this Agreement after award is made and accepted. The Contractor agrees to undertake performance of this Agreement under the terms and conditions set forth herein. Xavier and the Contractor, in consideration of the mutual covenants and conditions contained herein, agree as follows:

1. AUTHORITY

This Contract is not effective until such time that is approved by the Board of Directors of Xavier Charter School.

2. TERM OF AGREEMENT

This Agreement shall commence on July 1, 2021 and expire on June 30, 2022 unless extended, in writing, by the parties or unless terminated earlier in accordance with this Agreement.

3. CONTRACTOR RESPONSIBILITIES

The Contractor shall perform services specified on **the Proposal**, incorporated herein by reference. This Agreement shall have no force or effect until **the Proposal** and other required submittal items are finalized and signed by the parties and attached to this Agreement.

The Contractor shall be required to assume responsibility for timely completion of services detailed on the Proposal.

The Contractor warrants that his/her services under this Agreement shall be performed in a professional manner and shall be of high quality. In event of nonconformity, and without limitation upon any other remedy, Xavier shall have no financial obligation in regard to the nonconforming services. This right is not to the exclusion of any other right that Xavier has in law or equity.

The Contractor represents and warrants that it has the necessary and requisite skill to perform the work required under this Agreement and that the personnel assigned by the Contractor to perform any such work will be qualified to perform the assigned duties.

It will be the responsibility of the Contractor to fully comply with the State of Idaho law regarding the minimum wage law for residents hired to help on projects and jobs in Idaho.

4. TAXES

Xavier is generally exempt from payment of Idaho State Sales and Use Tax for property purchased for its use under the authority of Idaho Code, Section 63-3622 as a government instrumentality. In addition, the Xavier is generally exempt from payment of Federal Excise Tax under a permanent authority from the district Director of the Internal Revenue Service. Exemption certificates will be furnished upon written request by the Contractor. If the

Contractor is required to pay any taxes incurred as a result of doing business with the State of Idaho, it shall be solely responsible for the payment of those taxes. If the Contractor is performing public works construction (installation of fixtures, etc.), it shall be responsible for payment of all sales and use taxes as required.

5. INVOICING AND PAYMENT

5.1 Contractor submits invoice(s) monthly on the last working day of the month of service. If Xavier disputes any invoiced amount, it shall notify the Contractor within five (5) business days. Xavier will process payments of any amounts not in dispute. See more details regarding payment for each category of service in the **five bid sheets of the Proposal**.

5.2 Send invoice(s) to: Xavier Charter School, 1218 N College Road W., Twin Falls, ID 83301. Attention: Accounts Payable

Xavier has until the 10th of the following month to process payment(s). If the 10th falls on a weekend day, or on a day the school closes then the due date for payment(s) will be the last school day immediately preceding the 10th. Payment by Xavier and its obligations under this Agreement are conditioned upon and subject to the continued availability of state funds. Xavier shall pay the Contractor in amounts as detailed in the **five bid sheets of the Proposal**, incorporated herein by reference.

6. RELATION OF PARTIES

The service or services to be rendered under this Agreement are those of an independent contractor. Xavier is interested only in the quality of service or services provided and the final results to be achieved; the conduct and control of the work will be solely with the Contractor. The Contractor is not an officer, employee, or agent of Xavier as those terms are used in Idaho Code § 6-902, et al, and is not entitled to any benefits provided by Xavier to employees.

7. SAVE HARMLESS

The Contractor shall exonerate, indemnify, and hold Xavier harmless from and against and assume full responsibility for payment of all federal, state and local taxes or contributions imposed or required under unemployment insurance, social security, workman's compensation, and income tax laws with respect to the Contractor or the Contractor's employees engaged in the performance of this Agreement. Failure to provide a Certificate of Workman's Compensation Insurance upon request may result in termination of this Agreement. Xavier will not assume liability as an employer.

The Contractor shall maintain insurance of the types and in the amounts typically maintained by professionals of the same type as the Independent Contractor, including, but not limited to, comprehensive general liability insurance in the minimum amount of \$1,000,000 per occurrence, and/or workers compensation insurance in no less than \$500,000 (when applicable), professional malpractice insurance, all with insurance companies properly licensed to do business in Idaho and reasonably satisfactory to Xavier.

The Contractor shall protect, indemnify, and save Xavier harmless from and against any damage, cost, or liability including reasonable attorney's fees for any or all injuries to persons, property or claims for damages arising from any acts or omissions of the Contractor, its employees, or subcontractors.

It is agreed by and between the parties hereto that in no event shall any official, officer, employee or agent of Xavier be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, nor for any statement, representation or warranty made herein or in any connection with this Agreement.

8. ASSIGNMENTS

This Agreement or any interest therein **shall not be transferred** by the Contractor without prior written permission of Xavier.

9. DEFAULT AND TERMINATION

9.1 For Cause:

Contractor default occurs if the Contractor fails to perform any of the covenants or conditions of this Agreement or the Contractor fails to provide services so as to endanger performance of this Agreement, and the Contractor does not cure such defects in performance within ten (10) business days after receipt of written notice from Xavier informing it of such defects in performance. If at the end of such cure period, the Contractor is still in default or noncompliance, then Xavier may terminate this Agreement. Upon such termination, Xavier may pursue any and all legal, equitable and other remedies available to the Agency. The Contractor shall be liable

for any and all expenses that are incurred by Xavier as a result of the default, including, but not limited to, the costs of procuring substitute performance, legal fees, and losses incurred due to default.

9.2 For Convenience:

Xavier may terminate this Agreement for its convenience at any time upon 10 business days written notice to Contractor, and, upon such termination, Xavier's sole obligation shall be to pay for services satisfactorily rendered to the date of such termination. Notwithstanding any other provision in this Agreement, Xavier may terminate this Agreement immediately if the Contractor becomes insolvent or voluntarily or involuntarily bankrupt, or if a receiver or other liquidating officer is appointed for substantially all of the business of the Contractor or if the Contractor makes an assignment for the benefit of creditors.

10. ANTI-DISCRIMINATION CLAUSE

Acceptance of this Agreement binds the Contractor to Section 601, Title VI, Civil Rights Act of 1964: In that "No person in the United States shall, on the grounds of race, color, national origin, sex, or age, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance." In addition, "No otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The person and/or entity entering into the contract verified that they were not excluded or disqualified by performing any one of the following:

1. Checking the Excluded Parties List System (EPLS);*
2. Collecting a certification from that person; or
3. Adding a clause or condition to the covered transaction with that person.

11. GOVERNING LAW

This Agreement shall be governed by the laws of the State of Idaho. The venue of any action brought by any party to this Agreement shall be the Fifth District Court in and for the County of Twin Falls.

12. NO PENALTY

It is understood and agreed by the parties that Xavier is a public school and that this Agreement shall in no way bind or obligate the State of Idaho beyond the terms of any particular appropriation of funds by the state or federal legislature, as may exist from time to time.

13. NONWAIVER OF BREACH

The failure of the Contractor or Xavier to insist upon strict performance of any of the covenants and conditions of this Agreement or to exercise any option herein conferred

in any one or all instances shall not be construed to be a waiver or relinquishment of any such covenant or condition but the same shall be and remain in full force and effect unless such waiver is evidenced by prior written consent of the Contractor or Xavier.

14. DUPLICATE ORIGINALS

This Agreement may be executed in duplicate originals. Each of the two agreements with an original signature of each party shall constitute one original.

15. GENERAL PROVISIONS

15.1 Neither party shall be liable or deemed to be in default for any delay or failure in performance under this Agreement or interruption of service resulting from Acts of God, civil or military authority, acts of war, riots, or insurrections.

15.2 This Agreement, with the **Request for Proposals dated May 21, 2021** attached hereto, constitutes the entire Agreement between the parties with respect to the subject matter hereof and shall supersede all previous proposals, both oral and written, negotiations, representations, commitments, and all other communications between the parties. This Agreement may not be released, discharged, changed or modified except by an instrument in writing signed by a duly authorized representative of each of the parties.

Unless otherwise stated above, this Agreement is binding on the date of last signature:

Contractor's Legal Name	
Print Name of Contractor's Authorized Representative	Title
Signature	Date

Print Name of Xavier Charter School's Representative	Title
Signature	Date