



**MEQUON-THIENSVILLE SCHOOL DISTRICT  
BOARD OF EDUCATION**

**EXECUTIVE SUMMARY**

<p><b><u>Subject:</u></b> Action to Approve a Two-Year Contract with MidAmerican Building Services for Period June 11, 2012 through June 13, 2014</p>	<p><b><u>Category:</u></b> <input checked="" type="checkbox"/> Action <input type="checkbox"/> Discussion <input type="checkbox"/> Information</p>
<p><b><u>Attachments:</u></b></p> <ul style="list-style-type: none"> <li>• Contract Extension</li> <li>• Pricing</li> </ul>	<p><b><u>Date for Consideration:</u></b> January 16, 2012</p>

**Background**

The Mequon-Thiensville School District approved outsourcing custodial cleaning services in April, 2010 selecting MidAmerican Building Services as the vendor. MidAmerican received a one-year contract extension for services through June 10, 2012. It is our desire to provide MidAmerican a two-year contract extension for services through June, 2014.

<p><b><u>Highlights:</u></b></p> <ul style="list-style-type: none"> <li>• Approaching the end of two, one-year contract extensions with MidAmerican Cleaning Service.</li> <li>• A contract extension through June, 2014 is requested.</li> <li>• Longer contract is supported by the district to maintain continuity of service and procedures. Non-performance clause with 60 days notice in contract if dissatisfied with service.</li> <li>• MidAmerican is responsive and has provided competitive proposal addressing both district and provider goals for next two years. Proposal reflects 2.6% increase or \$15,005 for 2012-13 and 0% increase for 2013-14.</li> <li>• Buildings have been satisfactorily cleaned. The head custodian role/expectations increased to assume more accountability of building conditions.</li> </ul>
--

<b>Strengths</b>	<b>Needs Improvement</b>
<ul style="list-style-type: none"> <li>• Responsiveness of company from both regional management and on-site personnel.</li> <li>• Consistency and visibility of management staff assigned.</li> <li>• Reliability of service.</li> <li>• Staff assigned have been friendly and have good attitude.</li> <li>• Large staff allowing flexibility to cover special events and emergencies.</li> <li>• Company resources and expertise provide ability to respond quickly to health concerns.</li> <li>• Improved pricing related to cleaning materials and products sold directly to the District.</li> </ul>	<ul style="list-style-type: none"> <li>• Additional training and orientation of staff with district equipment and policies/procedures.</li> <li>• Familiarity of buildings and schedules. Areas not used on regular basis need greater attention.</li> <li>• Consistency of on-site workers.</li> <li>• Supervision of outer schools. Increased inspection and oversight needed.</li> <li>• Improved process to ensure building security.</li> <li>• Process to ensure proper communication between head custodians and MidAmerican supervision.</li> </ul>

**Recommendation**

It is recommended the Board approve a two-year contract extension for the period June 11, 2012 through June 13, 2014 with MidAmerican Building Services.

Submitted By: Gail Grieger, Director of Business Services	
<b>Board of Education Action:</b>	<input checked="" type="checkbox"/> <b>Approve</b> <input type="checkbox"/> <b>Reject</b> <input type="checkbox"/> <b>Research/Report Back</b>

**MidAmerican Building Services**

**6682 W. Greenfield Avenue**

**West Allis, WI 53214**

**Phone (414) 475 – 2600 Fax (414) 475 – 2610**

**CONTRACT FOR SERVICES**

**MEQUON-THIENSVILLE SCHOOL DISTRICT**

Telephone: (262) 238-8509

Fax: (262) 238-8520

Attention: Gail Grieger

*The following maintenance service program is designed for your premises at:*

Homestead, Lake Shore, Steffen, Donges Bay, Oriole Lane, Wilson and Range Line Schools

**SERVICES:** Janitorial Services are specified in the Mequon-Thiensville School District Request for Proposal Janitorial Cleaning Services dated February 1, 2010 (hereinafter "RFP").

**INSURANCE:** All employees will be fully insured with public liability, property damage, and workmen's compensation, and are bonded with an employee's fidelity bond. A certificate of this insurance will be given to the District upon request and will meet all requirements of the RFP.

**HOLIDAYS:** We will not clean on the nights of the following legal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

**TIME OF SERVICE:** Service will be performed outside of business hours on an agreed upon schedule, unless otherwise requested, during five (5) nights/days per week.

**SECURITY:** All staff will have background checks done by Clear Logistics, Inc. These include nationwide criminal, international criminal, SS Verification, and national sex offender registry. All background checks will be available for review as deemed necessary by the District and per the RFP.

Background checks will be completed on all employees prior to beginning work in the District and at the beginning of every fourth year of employment, per RFP.

All Staff will be subject to a drug test done before hiring, random as deemed necessary and at the beginning of every fourth year of employment, per RFP.

**UNIFORM:** All Staff will be in polo and/or button up MABS shirt with coordinating work uniform pants. All staff will have a MABS ID with a photo and employee number visible at all times.

**PRICING:** See attached Addendum #3 – Bid Quote Sheet (2 pages).

**TERM OF CONTRACT:** The contract term is for period June 11, 2012 through June 13, 2014 with an option to renew annually at the discretion of the District.

**TERMINATION:** Termination of this contract will be per the RFP.

**TERMS:** Invoiced monthly. Payable net 30 days.

**ALL OTHER TERMS, CONDITIONS AND OBLIGATIONS IN THE RFP ARE HERBY INCORPORATED BY REFERENCE INTO THIS CONTRACT AND SHALL BE CONSIDERED A PART OF THIS CONTRACT.**

This contract is effective upon the signature of the parties named below.

**MIDAMERICAN BUILDING SERVICES**

**MEQUON-THIENSVILLE  
SCHOOL DISTRICT**

By: \_\_\_\_\_

By: \_\_\_\_\_

Betty Stacks

Gail Grieger

Title: General Manager

Title: Director of Business Services

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

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

**MEQUON-THIENSVILLE SCHOOL DISTRICT  
REQUEST FOR PROPOSAL - CLEANING SERVICES**

**ADDENDUM #3  
BID QUOTE SHEET**

	2012-13	2013-14
	Year 1	Year 2
<b>Item 1: Homestead High School - School Year</b>		
8.0 Hour Shift; 6:00 a.m. to 2:00 p.m.		
Total Cleaning Hours Per Day	16	16
Hourly Rate per Custodial Cleaning Person	\$14.42	\$14.42
Total Cost for Cleaning Services per Day	230.72	230.72
8.0 Hour Shift; 3:30 p.m. to 11:30 p.m.		
Total Cleaning Hours Per Day	96	96
Hourly Rate per Custodial Cleaning Person	\$14.42	\$14.42
Total Cost for Cleaning Services per Day	1384.32	1384.32
<b>Item 2: Steffen Middle School - School Year</b>		
6.0 Hour Shift; 3:30 p.m. to 9:30 p.m.		
Total Cleaning Hours Per Day	22	22
Hourly Rate per Custodial Cleaning Person	\$14.42	\$14.42
Total Cost for Cleaning Services per Day	317.24	317.24
<b>Item 3: Lake Shore Middle School - School Year</b>		
6.0 Hour Shift; 3:30 p.m. to 9:30 p.m.		
Total Cleaning Hours Per Day	22	22
Hourly Rate per Custodial Cleaning Person	\$14.42	\$14.42
Total Cost for Cleaning Services per Day	317.24	317.24
<b>Item 4: Donges Bay Elementary School - School Year</b>		
5.0 Hour Shift; 4:30 p.m. to 9:30 p.m.		
Total Cleaning Hours Per Day	16.5	16.5
Hourly Rate per Custodial Cleaning Person	\$14.42	\$14.42
Total Cost for Cleaning Services per Day	237.93	237.93
<b>Item 5: Oriole Lane Elementary School - School Year</b>		
5.0 Hour Shift; 4:30 p.m. to 9:30 p.m.		
Total Cleaning Hours Per Day	14.5	14.5
Hourly Rate per Custodial Cleaning Person	\$14.42	\$14.42
Total Cost for Cleaning Services per Day	209.09	209.09
<b>Item 6: Wilson Elementary School - School Year</b>		
5.0 Hour Shift; 4:30 p.m. to 9:30 p.m.		
Total Cleaning Hours Per Day	18	18
Hourly Rate per Custodial Cleaning Person	\$14.42	\$14.42
Total Cost for Cleaning Services per Day	259.56	259.56
<b>SUMMARY - SCHOOL YEAR CLEANING</b>		
Total Daily Cost (Item 1 thru 6)	2956.1	2956.1
# of Cleaning Days per Academic School Year	181	181
Total Cost for Academic School Year	\$535,054.10	\$535,054.10

<b>MEQUON-THIENSVILLE SCHOOL DISTRICT</b>			
<b>REQUEST FOR PROPOSAL - CLEANING SERVICES</b>			
<b>ADDENDUM #3</b>			
<b>BID QUOTE SHEET (cont'd)</b>			
<b>Item 7: Building Detail Summer Cleaning</b>			
	Homestead High School	\$22,328.00	\$22,328.00
	Steffen Middle School	\$4,755.25	\$4,755.25
	Lake Shore Middle School	\$3,540.85	\$3,540.85
	Donges Bay Elementary School	\$3,766.25	\$3,766.25
	Oriole Lane Elementary School	\$2,998.00	\$2,998.00
	Wilson Elementary School	\$2,971.00	\$2,971.00
	<b>Total</b>	<b>\$40,359.35</b>	<b>\$40,359.35</b>
<b>Item 8: Alternate - Range Line Elementary</b>			
	4.0 Hour Shift; 4:30 p.m. to 8:30 p.m.		
	Total Cleaning Hours Per Day	4	4
	Hourly Rate per Custodial Cleaning Person	\$14.42	\$14.42
	Total Cost for Cleaning Services per Day	\$57.68	\$57.68
	# of Cleaning Days per Year	260	260
	<b>Total Cost for per Year</b>	<b>\$14,996.80</b>	<b>\$14,996.80</b>
<b>SUMMARY ALL ITEMS</b>			
	SCHOOL YEAR CLEANING	\$535,054.10	\$535,054.10
	DETAIL SUMMER CLEANING	\$40,359.35	\$40,359.35
	ALTERNATE - RANGE LINE ELEMENTARY	\$14,996.80	\$14,996.80
	<b>GRAND TOTAL</b>	<b>\$590,410.25</b>	<b>\$590,410.25</b>
<b>Out-of-Scope Services</b>			
	Hourly Rate for Weekend Cleaning	\$15.00	\$15.00
	Hourly Rate for Assistance with Daytime Event Activities	\$13.00	\$13.00
	Hourly Rate for Assistance with Evening Event Activities	\$13.00	\$13.00
	Hourly Rate for Assistance with Weekend Event Activities	\$15.00	\$15.00
	<b>Additional Requested Summer Dayporter Hours 77 days, 8hrs/day</b>	<b>\$6,216.00</b>	<b>\$6,216.00</b>
	Other (Detail Below):		