

New Paradigm For Education

Request for Proposals

Custodial Services

Notice is hereby given that New Paradigm for Education will receive sealed proposals for the implementation of a custodial services contract serving New Paradigm College Prep.

Sealed proposals will be received in their final form not later than:

July 9, 2014 - 12:00pm

2001 LaBelle Street
Detroit, MI 48238

Attn: Machion Jackson, Chief Operating Officer

For further information or to receive a bid packet, please contact:

Machion@npfenow.org

NEW PARADIGM FOR EDUCATION

REQUEST FOR PROPOSAL

CUSTODIAL SERVICES

ALL OFFERORS:

The enclosed packet contains a "REQUEST FOR PROPOSAL" for CUSTODIAL SERVICES. The proposal consists of the following documents:

REQUEST FOR PROPOSAL -

- 1 – SPECIAL PROVISIONS, REQUEST FOR PROPOSAL, AND SCOPE OF WORK
- 2 – GENERAL PROVISIONS
- 3 – PROPOSAL REPLY SECTION
- A – NO PROPOSAL REPLY FORM
- B – PROPOSAL SUMMARY

Your proposal and the Proposal Reply Section must be executed completely and correctly and returned to New Paradigm for Education at 2001 LaBelle Street, Detroit, MI 48238 in a sealed envelope clearly bearing on the outside the name of the Contractor, his/her address, and "PROPOSAL FOR CUSTODIAL SERVICES", by 12:00 p.m. EST., July 9, 2014. Proposals received after this time may be returned unopened to the bidder.

Bid packages can be obtained between the hours of 9:00 am until 2:00 pm by contacting:

New Paradigm College Prep
2450 S. Beatrice Street
Detroit, MI 48217
Attention: Jerry Parker
313-406-7060

or

by email at

Marleen@npfenow.org

REQUEST FOR PROPOSAL
CUSTODIAL SERVICES

SPECIAL PROVISIONS

SECTION 1

1. CONTRACT REQUIREMENTS:

This contract will be issued to cover the Custodial Services for the New Paradigm College Prep campus managed by New Paradigm for Education. The following are general specs for square footage of building:

- 1) New Paradigm College Prep (address 2450 S. Beatrice Detroit, MI 48217):
Approximately. 10,500 sq. ft.; 6 classes of approx. 28 students per class; Approximately 150 students; number of actual classrooms is 9; 3 offices; 2 staff restrooms.

2. CONTRACT PERIOD:

Each contractor's contract shall be valid from August 1, 2014 through June 30, 2015, with continuance subject to budget availability and satisfactory performance. This contract may be extended upon mutual agreement between the Contractor and the New Paradigm for Education. New Paradigm for Education in requesting formal proposals for Custodial services, expects to maintain the highest possible standards and at an acceptable cost. Compliance with all appropriate life safety, environmental and aesthetic issues are required.

3. PRICES:

Prices and/or rates will remain firm for the term of the contract.

The pricing policy that you choose to submit must address the following concerns:

- a. The structure must be clear, accountable and auditable.
- b. It must cover the full spectrum of services required.
- c. Costs and compensation must be consistent with the rates established or negotiated as a result of this RFP or contract agreed to as a result of the successful award of this bid.

4. STIPULATIONS:

- a. New Paradigm for Education reserves the right to reject any and all proposals, or to waive any informalities, irregularities or technicalities in any proposal, should it be deemed to be in the best interest of New Paradigm for Education, or New Paradigm College Prep to do so. A subsequent contract will be awarded, if at all, to the responsible bidder meeting specifications as determined by New Paradigm for Education. While the net cost to New Paradigm for Education is a significant concern, New Paradigm for

Education is equally concerned with the financial stability of the bidder and with the proven ability of the bidder to satisfactorily perform the contract so that it will be performed in accordance with proposed contract documents.

- b. A primary consideration by New Paradigm for Education in determining the award of a contract will be the dollar amount of the Base Proposal and any guaranteed savings, along with the ability of the Contractor to perform. New Paradigm for Education expects to receive the highest quality of services available in the industry at a competitive cost. Other factors which shall receive considerable weight shall be, but not limited to:
 - 1. Contractor's experience in cleaning and maintenance of an elementary educational school setting.
 - 2. Contractor's financial references.
 - 3. Contractor's educational and business references for service and reliability.
- c. Any explanation or statement, which the bidder wishes to make, must be placed in the same envelope with the proposal but shall be written separately and independently of the proposal and attached hereto. Unless the bidder so indicates, it is understood that the bidder is in strict accordance with the specification requirements.
- d. Ideally, Contractor should have at least five (5) years experience providing custodial services for school districts (or similar entities), individual schools or public school academies of approximately the same student population as New Paradigm College Prep. Please furnish a list of current school district or school clients, including the name and telephone number of a contact person that a New Paradigm for Education representative may contact as references. Also include list of all schools or other companies, along with name of contact person, where Contractor's contract was not renewed or defaulted in the last five (5) years.
- e. Contractors must satisfy themselves, upon examination of these specifications, as to the intent of the specifications. After the submission of the proposal, no complaint or claim that there was any misunderstanding in regard to an item listed for proposal will be entertained from either party.
- f. Contractors may review the buildings and site plans, and request an escorted on-site inspection of the property before submitting a proposal. If you would like to schedule a walk through, please contact Machion Jackson at Machion@npfenow.org or 313-269-0024. Contractors must also include evening visitations for on-site inspections. The purpose of the site visit is to acquaint the Contractor with any and all conditions at the sites and to identify, inspect and inventory the equipment. Contractors must provide names of the person(s) who will attend the visit in advance of the tour. New Paradigm for Education will attempt to provide complete, accurate and pertinent information concerning the required services. After the submission of the proposal, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained. The Contractor assumes full responsibility for properly estimating the difficulties and costs of performing as required by this request. This includes the failure

of the Contractor to investigate or be aware of all the information concerning the services to be performed. New Paradigm for Education is not responsible for any costs incurred by the Contractor in responding to this request for proposal.

- g. Contractors shall not include taxes for which New Paradigm for Education is not subject to in their quotation.
- h. Contractors should include with their proposal an audited financial report for the three most recent fiscal years. In addition, each proposal shall also be accompanied by:
 - 1. The corporate or individual history of the bidder and a description of its present Michigan operations and a list of outstanding custodial service contracts.
 - 2. The corporate or individual history of the bidder.
 - 3. Resumes summarizing the experience and qualifications of possible onsite managers whom will be primarily responsible for the performance of the contract. New Paradigm for Education and Contractor will both agree on qualifications necessary to fill the manager's position. New Paradigm for Education may interview all qualified candidates, and contractually have the final decision on the successful manager.
 - 4. An organizational chart showing the staffing and lines of authority for key personnel to be used in performing the contract.
 - 5. A summary by narrative, brochure, chart or other means showing the bidder's special qualifications and philosophy which may give the bidder the ability to satisfy all bid requirements.
- i. The Contractor shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract. The Contractor shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, age, sex or national origin, nor otherwise commit an unfair employment practice.
- j. No contract will be assigned or any part of the same subcontracted without the written consent of the New Paradigm for Education, but in no case shall such consent relieve the Contractor from any obligations, or change the terms of the contract.
- k. Alternate proposals will be considered only secondary to the proposal specifications. Any alternate proposals submitted must be thoroughly detailed to merit consideration.
- l. Contractor shall maintain all equipment used in accordance with laws and regulations of the State of Michigan regarding such equipment, and shall be maintained in good mechanical order at all times to pass inspection. It is understood that all equipment furnished shall be of reputable name brand, and that if any equipment owned by the contractor fails at any time to comply in whole or in part during the term of the contract,

it shall be replaced by the contractor without expense to New Paradigm for Education, or New Paradigm College Prep and without claims for adjustment. All equipment shall be open to examination by New Paradigm for Education at all times.

- m. These proposal specifications shall be affixed to the contract entered into with the New Paradigm for Education, and shall be considered an integral part thereof. Should there later be determined that there is contradiction between the bid specifications and Contract, terms and conditions as stated in the Contract shall prevail.
- n. The Contractor must adhere to all laws of the State of Michigan regarding the operation of school buildings within the state, and All State and Federal laws and regulations pertaining to Equal Opportunity and Fair Employment Practices.

5. SUBCONTRACTS NOT PERMITTED:

Contractors shall submit a proposal on custodial services at the current level of service required by New Paradigm for Education. The Contractor MAY NOT subcontract any portion of the New Paradigm for Education services to another contractor without written consent of New Paradigm for Education.

6. HOLD HARMLESS:

The Contractor agrees to indemnify, hold harmless and defend New Paradigm for Education, New Paradigm College Prep, their respective Boards of Directors, and all administrators, employees, students, volunteers, agents, or servants of New Paradigm for Education, New Paradigm College Prep, against all suits, actions, legal proceedings, claims and demands, and against all damages, loss, costs, expenses and attorney's fees, in any manner caused by, arising from, incidental to, connected with or growing out of the performance of this contract, to the extent that such actions are not caused by the negligence of New Paradigm for Education, New Paradigm College Prep, or their Boards or employees.

7. NON-PERFORMANCE:

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due to the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

8. FORCE MAJEURE:

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

9. EXCEPTIONS:

Contractors may elect to take minor exception to the terms and conditions of this RFP. New Paradigm for Education shall evaluate each exception according to the intent of the terms and conditions contained herein, but New Paradigm for Education must reject exceptions that do not conform to State of Michigan bid law and/or create inequality in the treatment of bidders. Exceptions shall be considered only if they are submitted with the proposal or before the date and time of the proposal opening.

10. BUSINESS REFERENCES:

In order to have your proposal considered, please supply two (2) business references consisting of current or previous customers of similar scope and value with your reply. Please include name, address, telephone number, fax number, e-mail address, and a verified contact person.

11. NONCOLLUSIVE BIDDING:

The Contractor certifies that his proposal is made without any previous understanding, agreement or connection with any person, firm, or corporation making a bid for the same project, and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

12. PERSONNEL:

- a. All personnel are required to wear neat, clean uniforms at all times. Contractor will provide uniforms. **(No jeans)**
- b. Any machinery or equipment shall not be operated by anyone other than a person holding the required license(s) and permit(s) issued to him/her by the State of Michigan.
- c. Every driver shall follow the normal and usual instructions and requirements for drivers in the State of Michigan, and shall at all times comply with the motor vehicle laws of the state and all cities, villages, or other municipalities in which such vehicles may be operated.
- d. It is recognized that, for the protection of the children, all other persons coming in contact with the students must be of stable personality and of highest moral character.
- e. The Contractor shall pay all costs incurred to recruit and provide qualified substitute employees. Such costs shall include all training, physical examinations (including drug tests), license and permit fees, recruitment and any other related fees.
- f. New Paradigm for Education will share in the evaluation of all employees. Merit pay for employees shall not be included in this proposal.

13. SAFETY AND EDUCATION PROGRAM:

The Contractor shall plan and administer safety and educational programs in conformance with the State of Michigan laws and regulations. The safety program must address the hazards associated with the scope of services requested.

- a. In-service safety programs for all personnel will be conducted.
- b. The Contractor is expected to adhere to and assist in environmental efforts to preserve the environment and recycle materials through programs instituted by New Paradigm for Education. All materials/chemicals used will adhere to all state and federal safety guidelines for the usage around children/humans, etc. Every effort will be made by the Contractor to expand the environmental programs in their areas of responsibility.

14. EQUIPMENT:

The Contractor is expected to supply all tools, equipment, materials and supplies necessary to complete the services specified, and repairs. Equipment and supplies used will be of reputable name brand and kept in excellent condition. OSHA training will be provided to all employees required to operate powered equipment. The Contractor will be held responsible for damages resulting from improper use of tools, materials and equipment, unless such damages result from the negligence of New Paradigm for Education. Damages caused by the Contractor's negligence will be repaired by the Contractor at no cost to New Paradigm for Education, or New Paradigm College Prep.

15. MANDATORY INSURANCE REQUIREMENTS:

Certificate of Insurance and/or copies of insurance policies.

- a. As a part of the contract requirements, the contractor must obtain at its own cost and expense and keep in force and effect during the term of this contract, including all extensions, the insurance specified below with a carrier satisfactory to the State of Michigan
 1. \$1,000,000 (One Million Dollars) Combined Single. Limit, Comprehensive General Liability. \$2,000,000 (Two Million Dollars) Umbrella Policy to cover any liability in excess of the primary policy.
 2. The Contractor shall provide Workers Compensation Insurance for its employees in statutory limits.
 3. The Contractor shall present and maintain current certificates of insurance throughout the term of the contract to New Paradigm for Education giving evidence of the insurance coverage.
 4. Each insurance company shall agree not to terminate their coverage without ninety (90) days written notice to New Paradigm for Education and to the

Contractor, and to include this clause in the insurance policy and in the certificate of insurance.

- b. Decisions regarding the regulation and development of any operational, maintenance or grounds procedures are to be made cooperatively between the Contractor and New Paradigm for Education. New Paradigm for Education has the final authority to approve all procedures and schedules, and/or make modifications and changes in and above that are deemed in the best interest of New Paradigm for Education or New Paradigm College Prep.

16. GENERAL CONDITIONS:

The school's normal hours of operation generally are 7:30 a.m. to 4:30 p.m., continuous Monday through Friday. Hours of service will be established with the successful bidder in advance, and the selected Contractor will be notified in sufficient time to plan and provide required services.

17. REQUIRED RECORDS:

The Contractor shall daily maintain complete and accurate records of all services provided under this contract, all disciplinary actions, and such other reports New Paradigm for Education may request and/or such other reports which may be required under all applicable laws.

- a. New Paradigm for Education, New Paradigm College Prep administrators may from time to time observe/review any reports, supplies, inventories or any other general operation practices or information they deem necessary.

18. EMERGENCY CANCELLATION OF SCHOOL:

The Contractor will follow New Paradigm for Education procedures for emergency cancellation of school in those cases of weather conditions, operations failures, etc. In the event of inclement weather or for any reason school must be canceled or delayed, the Contractor's employees will be expected to report for work.

19. WRITTEN SCHEDULES REQUIRED:

Employee scheduling is to be done by the Contractor, with complete job descriptions of each custodial, maintenance and grounds employee, including locations and times. This shall be provided to New Paradigm for Education by the first commencing date of each contract year and other times as may be requested by the New Paradigm for Education. All schedules should properly maintain building supervision, sanitation and safety for children and district employees.

- a. Contractor shall cooperate with the community and news media, only if directed to by New Paradigm for Education, so that any pertinent item affecting the operations program may be brought to the attention of the public. All items of this nature shall be approved and published by New Paradigm for Education only.

20. ADJUSTMENT OF SCHEDULES:

- a. An adjustment to change to existing schedules or procedures can only be done under a mutual agreement between the Contractor and New Paradigm for Education. Conversely, if operational requirements should change to the degree a service or procedure is no longer needed, costs shall be adjusted, and payment shall be made only for the days used. This provision shall be effective only after reasonable written notice by New Paradigm for Education of not less than one-week has been given to the Contractor.
- b. Absolutely no increases or decreases in the services provided shall be made without prior approval from New Paradigm for Education. The effective day of any increase or decrease in any operational service shall be mutually agreed upon by the Contractor and New Paradigm for Education and be included as a part of the written approval for the Contractor to make a change in services.

21. TERMINATION:

- a. Termination for Cause: In the event the Contractor fails, at any time, to comply with, fully perform and strictly adhere to any covenant, condition or representation contained in this RFP or the Contract Documents, whether it be performed by the Contractor, its agents or employees, New Paradigm for Education shall have the right to provide written notice to the Contractor of such breach. If such breach, in New Paradigm for Education's reasonable discretion, causes the Contractor to provide the Transportation Services or Maintenance Services in any unsafe manner or process, including but not limited to, bus driver recruitment and training, bus driver safety process and procedure, student passenger safety process and procedure, vehicle specifications, inspection and maintenance, facility management and environmental compliance, unsafe routing, or unsafe student passenger pick-up/drop-up points, the Contractor shall be afforded seventy-two (72) hours to remedy any such breach from the time of receipt of such written notice. For any other such breach by Contractor, Contractor shall have twenty (20) business days to remedy such breach from the time of receipt of such written notice. Notwithstanding the foregoing, if such safety breach is impossible to remedy within seventy-two (72) hours, only because of weather conditions making roads impassable or other acts of God, force majeure, or strikes, New Paradigm for Education, at its option, may extend said remedy period in its sole discretion, in writing. If Contractor fails to cure any breach with the seventy-two (72) hour or twenty (20) day periods, or as those periods may be extended by the Parties, this Contract shall immediately terminate without the requirement of further notice to the Contractor. If the Contract is terminated in accordance with any of the provisions contained herein, all rights of the Contractor under the Contract shall cease.
- b. Termination for Convenience: New Paradigm for Education may terminate the Contract at any time by giving written notice of such termination and specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination. In that event, the Contractor shall be entitled to receive compensation for any satisfactory work completed through such date. If the Contract is terminated by New Paradigm for Education for convenience, the Contractor will be paid an amount which bears the same

ratio to the total compensation as the services actually performed bear to the total services of the Contractor called for by the Contract, less payments or compensation previously made.

- c. In the event the Contractor is unable to provide management services as specified in the contract because of Acts of God, fire, riot, civil commotion, or any other similar condition, New Paradigm for Education will excuse the Contractor from performance of the services, and shall have the right to assume the responsibility of the Contractor in connection with the management of such services that the Contractor is prevented from running, with such persons as New Paradigm for Education may deem appropriate until the Contractor is able to resume operation. Under this situation New Paradigm for Education shall be reimbursed by the Contractor for any costs over and above the amount which would have been due to the Contractor had they performed the service for that period of time.
- d. In the event the Contractor does not meet the criteria of the contract, and New Paradigm for Education deems it necessary to properly cancel said contract, New Paradigm for Education has the right to purchase any or all parts of existing equipment and supplies inventory, at a fair appraised market value from Contractor.

22. CONTRACTOR NOT AN AGENT:

The Contractor shall not be held or deemed in any way to be an agent, employee, or official office of New Paradigm for Education, but rather an independent contractor furnishing management services to New Paradigm for Education.

23. SUPERVISION OF EMPLOYEES:

- a. The Contractor agrees that the manager shall be responsible for supervising the employees throughout the workday. The Contractor shall instruct its manager in discipline techniques and human relations. The Contractor and New Paradigm for Education shall jointly develop a strategy for reporting and handling discipline problems, which cannot be resolved by the manager. Rules and regulations regarding acceptable conduct and disciplinary action for violation of work rules shall be given to each employee. These work rules will be mutually agreed upon by the Contractor and the New Paradigm for Education. New Paradigm for Education shall share in all employee evaluations. When an employee causes an undesirable situation, the manager shall attempt to resolve the situation, and shall abide by the reporting procedures that will be jointly developed by New Paradigm for Education and the Contractor. In all incidents, any resolution by the manager shall be reported to the Contractor, the New Paradigm for Education administrator and the designated building administrator as soon as possible and no later than the following day.
- b. All vandalism and damages to the Contractor's equipment will be the responsibility of the Contractor unless such damages result from the negligence of New Paradigm for

Education; however, New Paradigm for Education will assist the Contractor in attempting to collect from the responsible party for damage to the Contractor's property.

24. OPERATING EXPENSE:

The Contractor shall be responsible for all of its own operating expense required to execute the contract.

25. EQUIPMENT:

- a. At any and all times during the life of this control the Contractor shall keep all equipment used in the buildings in strict accordance with the laws and all rules, regulations and specifications established by, but not limited to, the State of Michigan and OSHA. All equipment shall be maintained in sound mechanical condition at all times to pass the required inspections. Contractor must furnish at the beginning of each school year a listing of equipment to be used. Any changes of equipment during the year must also be reported to New Paradigm for Education.
- c. The Contractor will be responsible for any replacement of equipment and shall be responsible for the maintenance and upgrading of equipment if any is needed during the contract period. The Contractor will be responsible for compliance with all State and Federal Agency guidelines, rules and regulations. Any cleanup, repairs, fines, or other costs due to the negligent actions of the Contractor or its employees, including improper disposal of hazardous materials used in or around any building, shall be the responsibility of the Contractor.

26. PERFORMANCE COVENANTS:

- a. Contractor shall make prompt written reports of all complaints made to Contractor noting complaint and actions taken subsequent thereto.
- b. Contractor should make a verbal report to New Paradigm for Education as soon after the accident as possible.
- c. Contractor shall submit within one working day a written report of any accident.

27. TERM OF THE CONTRACT:

- a. This agreement shall commence on August 1, 2014, and shall continue in force and effect until June 30, 2015. This contract may be extended upon mutual agreement between the Contractor and New Paradigm for Education.
- b. New Paradigm for Education in requesting proposals for custodial, expects to maintain the highest possible standards and at an acceptable cost. Compliance with all appropriate life safety, environmental and aesthetic issues are required.
- c. The Contractor should provide labor information detailing all staff that will provide the day-to-day on-site services. The successful Contractor shall provide initial start up needs

to assure that services for New Paradigm for Education are fully operational at the start of the contract. Contractor's response must include the terms of what level(s) of service they can provide. Proposal should include staffing requirements and schedules to verify proper operation.

- d. New Paradigm for Education desires to operate on a fixed price basis (and/or a method or formula for subsequent years), for the length of this contract. Proposal should include any guaranteed savings. Proposal should also include all estimated expenses to cover all costs for materials, supplies, labor, equipment, administrative, and operating expenses. Alternative improvements to current level of services may be included separately for consideration.

28. PAYMENT:

Billing will be done monthly after providing the services detailed herein. Payment for each invoice will be made within thirty (30) days after the date of receipt of a correct invoice.

29. PRODUCT SUBSTITUTION:

The successful bidder is responsible to provide all custodial supplies except for paper products. All items or services delivered during the life of the contract shall be of the same type and manufacture as specified or accepted as part of the proposal unless specific approval is given by the New Paradigm for Education to do otherwise. Substitutions may require the submission of written specifications and product evaluation prior to any approvals being granted.

30. PROPOSAL/CONTRACT EXECUTION:

Both the non-collusion statement that is enclosed with this Request for Proposal and the contract form delivered to the successful contractor for signature MUST be executed by a representative of Contractor who has the legal capacity to enter the organization into a formal contract with New Paradigm for Education.

31. FORMAL CONTRACT AND/OR PURCHASE ORDER:

No employee of the Contractor is to begin any work prior to receipt of a New Paradigm for Education Purchase Order signed by authorized representatives of the agency requesting service, properly processed by New Paradigm for Education. The Purchase Order shall serve as the authorization to proceed with work in accordance with the bid specifications and the special instructions, once it is received by the Contractors.

32. SCHEDULE FOR PERFORMANCE OF WORK:

All work described in these specifications must be completed with reasonable promptness. As used in this Section, the New Paradigm for Education shall be the sole judge of the term "reasonable". If the Contractor does not begin the work in a reasonable amount of time, they will be notified that if they fail to initiate the work promptly, the contract may be terminated and the New Paradigm for Education will forthwith proceed to collect for nonperformance of work.

33. TIME OF PERFORMANCE:

The services of the Contractor are to commence after receipt of a purchase order, and shall be undertaken and completed in such sequence as to assure their expeditious completion in the light of the purposes of the contract, but in any event all of the services required hereunder shall be completed no later than the time periods set out in any schedule contained in the project Scope of Work. Any such schedule shall be maintained by the Contractor unless amended, in writing, by both parties.

34. CONTRACTOR RESPONSIBILITY:

The New Paradigm for Education may enter into a contract with the successful contractor. The successful contractor shall be responsible for all products and services as required by this RFP.

35. PERSONNEL:

- a. The Contractor represents that he has, or will secure at his own expense, all personnel required to perform the services required under this contract.
- b. All of the services required hereunder shall be performed by the Contractor or under his direct supervision, and all personnel, engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.
- c. None of the work or services covered by this contract shall be subcontracted without the prior written approval of the New Paradigm for Education.

36. CONSULTATION AND REPORTING:

The Contractor shall submit financial and narrative progress reports within five (5) working days following the end of each month and at the completion of each task upon request. The time and form of such reports will be prescribed by New Paradigm for Education. The Contractor shall maintain the following records:

- a. File memos on meetings, site visits, and other activities;
- b. Time records and narrative documentation arranged on a monthly basis covering the work required under this contract in the form prescribed by New Paradigm for Education.

37. CHANGES:

Both parties may, from time to time, require changes in the services to be provided by the Contractor under the Scope of Work. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the Agency and the Contractor shall be incorporated in written amendments to the Purchase Order.

38. INTEREST OF CONTRACTOR:

The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree in providing products or performing services required under this contract. The Contractor further covenants that in the performance of this contract, no person having any such interest shall be employed.

39. RIGHTS AND OBLIGATIONS:

The rights and obligations of each party to this agreement shall not be effective, and no party shall be bound by the terms of this agreement, unless and until a valid executed purchase order has been approved by the Chief Operating Officer, and all procedures of the Finance Department have been complied with. A separate purchase order shall be issued for every project.

41. CHANGE ORDERS:

New Paradigm for Education reserves the right to increase or decrease this contract, if required, in regards to locations services, frequencies of the service and the types of services (floors, carpets, etc.) utilized in this contract, with mutual consent of the contractor.

42. INSPECTION:

New Paradigm for Education or its designated representative reserves the right to make, or cause to be made, such inspections as are deemed advisable to assure that the requirements of these specifications are being fulfilled. If the Contractor fails to comply with the specifications, it may be cause for termination of this contract.

Submitted By:

DATE: _____

FIRM NAME: _____

ADDRESS: _____

LEGAL STATUS OF ENTITY (i.e. type of entity and where formed):

Signature: _____

NAME: _____

TITLE: _____

TELEPHONE: _____

EMAIL: _____

Section 2 - Response Format

1. INTRODUCTION:

A. PURPOSE:

It is the goal of this Request for Proposal to identify a vendor(s) and execute a contract to provide all personnel, equipment, tools, supplies, supervision and other items and services necessary to perform custodial services as defined in these specifications.

B. GUIDELINES:

Contractors' proposal must respond to each and every requirement outlined in the RFP in order to be considered responsive. Proposals must be clear and concise.

Contractors submitting proposals may be afforded an opportunity for discussion and revision of proposals. Revisions may be permitted after submissions of proposals and prior to award for the purpose of obtaining best and final offers.

Negotiations may be conducted with responsible contractors who submit proposals found to be reasonably likely to be selected for award. The contents of any proposal shall not be disclosed so as to be available to competing contractors during the negotiation process.

II. FORMAT FOR PROPOSAL:

A. INTRODUCTION:

This section prescribes the mandatory format for the presentation of a proposal in response to this RFP. Each Contractor must provide every component listed in the order shown in this RFP, using the format prescribed for each component. A proposal may be rejected if it is incomplete or conditional.

B. COVER LETTER:

Each proposal will have a cover letter on the letterhead of the company or organization submitting the proposal. The cover letter shall briefly summarize the Contractor's ability to provide the services specified in the RFP. The cover letter must be signed by a representative who has the legal capacity to enter the organization into a formal contract with New Paradigm for Education.

C. TABLE OF CONTENTS:

Each proposal must include a Table of Contents with page numbers for each of the required components of the proposal.

D. DESCRIPTION OF SERVICES AND QUALIFICATIONS:

Each proposal must contain a detailed description of how the offeror will provide each of the services outlined in this RFP. This part of the proposal may also include descriptions of any enhancements or additional services or qualifications the offeror will provide that are not mentioned in this RFP.

E. NUMBER OF COPIES WITH MAILING OF PROPOSAL:

Two (2) copies of the Proposal will be submitted in a sealed envelope clearly marked with the name of the Contractor and labeled, "PROPOSAL FOR CUSTODIAL SERVICES." One of the copies shall be marked "Master Copy" and will contain original signatures in all locations requiring an offeror signature. The remaining Insert Information copies do not require original signatures.

F. ADDENDA TO THE RFP:

If it becomes necessary to revise any part of this RFP, revisions in writing will be provided to all contractors known to have received a copy of the RFP. Potential bidders shall acknowledge in writing receipt of all amendments, addenda and changes issued in connection with this RFP by submitting an affirmative statement in the Proposal.

G. INCURRED EXPENSES:

New Paradigm for Education will not be responsible for any expenses incurred by the bidder in preparing and submitting a proposal.

H. ECONOMY OF PREPARATION:

Proposals should be prepared simply and economically, providing a straightforward, concise description of the contractor's offer to meet the requirements of the RFP.

I. RIGHT TO REJECT PROPOSALS/WAIVE OR CORRECT MINOR IRREGULARITIES:

New Paradigm for Education reserves the right to withdraw this Request for Proposal, to reject any and all proposals, to waive minor irregularities in proposals or to allow the offeror to correct a minor irregularity if the best interest of New Paradigm for Education will be served by doing so.

III. SCOPE OF WORK:

A. OVERVIEW:

The Contractor(s) shall provide all materials and labor to satisfy New Paradigm for Education need for Custodial Services as described herein.

The services will require the Contractor(s) to partner with and cooperate with the ordering agency to make sure New Paradigm for Education receives the most current state-of-the-art services.

B. DETAILED REQUIREMENTS:

The requirements of this RFP are shown in Appendix A, attached, and made a part of the contract.

APPENDIX A

CONTRACT SPECIFICATIONS REQUIREMENTS CUSTODIAL SERVICES

1. SUPPLIES:

The contractor is responsible for providing ALL supplies necessary to perform quality housekeeping as specified in this contract. These supplies include, but are not limited to, the following items:

- A. Hand soap and dispenser (where needed), Sani-fresh (Gentle Lotion in Women's & Heavy Duty in Men's).
- B. Trash Bags (trash can liners, 24" x 33" (8 microns) small and 40" x 48" (16 microns) large).

All Buildings Must Use:

- C. Mobile barrels, maid caddies, 10-quart buckets, mop buckets with wringers;
- D. All cleaning products including but not limited to quaternary ammonium germicide, lime and scale remover, bowl cleaner, furniture polish, all purpose treated dust cloths, etc.;
- E. Plastic liners for waste receptacles (including office areas) and trash disposal containers, etc.;
- F. Carpet spotting kit;
- G. Towel dispenser and keys; and
- H. Toilet tissue dispenser
- I. Toilet Tissue

EQUIPMENT:

Vacuum -Supply adequate amounts of vacuums and related janitorial supplies (mops, brooms, and buckets).

- This includes all floor care equipment
- This includes all carpet care equipment

SCOPE OF WORK

CUSTODIAL SERVICES FOR NEW PARADIGM FOR EDUCATION

New Paradigm for Education has two campuses covered by this RFP: New Paradigm College Prep. It is the contractor's responsibility to be familiar with grounds of each of these facilities in making their bid proposal. If you have any questions as it pertains to the locations and related grounds, or would like to schedule a walk through, please contact Marleen Williams at Marleen@NPFENOW.org or (313) 269-0024.

Lobby and Common Areas

A. Daily Services - five (5) days a week

1. Empty waste containers removing trash to disposal site
2. Replace soiled liners in waste containers
3. Sweep entrance area and pick up debris
4. Dust mop hard surface floors using dust control technique
5. Damp mop/wash entrance hard surface floors
6. Remove salt and snow residue during periods of inclement weather
7. Vacuum entry mats and carpets
8. Spot clean carpets
9. Clean entry door glass and trim
10. Spot clean partition glass removing prints and smudges
11. Spot clean walls and doors
12. Dust and spot clean all furniture, desks, counters, ledges, etc.
13. Clean and sanitize public phones
14. Clean, disinfect, and polish drinking fountains, removing mineral deposits.

B. Weekly Services

1. High and Low dusting: wall hangings, picture frames, chair rungs, railings, moldings, ledges, door frames, heat registers, vents, etc.
2. Detail vacuum corners and edges using specialty attachments
3. Vacuum/brush the upholstered furniture

C. Monthly Services

1. "Cobweb Hunt"
2. Dust ceiling vents and baseboards

Office and Conference Rooms

A. Daily Services - five (5) days a week

1. Empty waste containers, stage for disposal, and replace soiled or damaged liners (write "Trash" on trash not located in waste containers for proper disposal).
2. Dust mop hard floor surfaces using dust control method
3. Wash/mop hard floor surfaces removing spots and spills
4. Vacuum carpets and mats removing eye sore debris
5. Spot clean carpets
6. Clean coffee stations and damp wipe counter
7. Dust office furniture cleared of papers; desks, files, and counters, removing coffee rings or spills, fingerprints, ink, smudges, etc.
8. Arrange chairs in an orderly manner
9. Spot clean walls around light switches and doors
10. Spot clean entrance, partition, and sidelight glass removing smudges.
11. Clean chalkboards and white boards per instructions
12. Turn off lights and lock doors

B. Weekly Services

1. Clean and sanitize telephone ear and mouth receiver
2. Thoroughly wash desk tops that are cleared off (we recommend not cleaning computer monitors, screens, keyboards, etc. to avoid accidents, loss, or damage).
3. High and Low dusting: wall hangings, picture frames, chair rungs, railings, moldings, ledges, door frames, tops of office partitions, etc.
4. Thoroughly mop hard surface floors from wall to wall and under furniture
5. Fully vacuum carpet edges, corners, and under desks.

C. Monthly Services

1. "Cobweb Hunt"
2. Dust blinds, ceiling vents, and baseboards.
3. Vacuum/brush all fabric furniture

Lunch Room and Kitchen Areas

A. Daily Services - five (5) days a week

1. Empty waste containers, stage for disposal, and replace soiled or damaged liners (write "Trash" on trash not located in waste containers for proper disposal).
2. Dust mop hard floor surfaces using dust control method
3. Wash/mop hard floor surfaces removing spots and spills
4. Vacuum carpets and mats removing eye sore debris
5. Spot clean carpets
6. Clean coffee stations and damp wipe counter
7. Dust office furniture cleared of papers; desks, files, and counters, removing coffee rings or spills, fingerprints, ink, smudges, etc.
8. Arrange chairs in an orderly manner
9. Spot clean walls around light switches and doors
10. Spot clean entrance, partition, and sidelight glass removing smudges.
11. Clean chalkboards and white boards per instructions
12. Turn off lights and lock doors

B. Weekly Services

1. Clean and sanitize telephone ear and mouth receiver
2. Thoroughly wash desk tops that are cleared off (we recommend not cleaning computer monitors, screens, keyboards, etc. to avoid accidents, loss, or damage).
3. High and Low dusting: wall hangings, picture frames, chair rungs, railings, moldings, ledges, door frames, tops of office partitions, etc.
4. Thoroughly mop hard surface floors from wall to wall and under furniture
5. Fully vacuum carpet edges, corners, and under desks.

C. Monthly Services

1. "Cobweb Hunt"
2. Dust blinds, ceiling vents, and baseboards.
3. Vacuum/brush all fabric furniture

Rest Rooms

A. Daily Services - five (5) days a week

1. Empty waste containers using fresh liners
2. Empty and clean feminine disposal receptacles using fresh liners
3. Clean, disinfect, and polish restroom sink, Bradleys, and flushable fixtures.
4. Sanitize toilets and urinals to remove mineral deposits and bacteria
5. Clean and disinfect tops and the underside of toilet seats
6. Wash mirrors and polish bright metal
7. Clean and refill all dispensers polishing bright metal
8. Spot clean partitions and damp wash the tops
9. Spot clean walls around commodes, urinals, dispensers, doors, and light switches.
10. Sweep restroom floors
11. Wash/mop hard surface floors with disinfectant
12. Vacuum carpet in lounge area and damp wipe furniture
13. We will implement a restroom monitoring program. An attendant will sign a check off sheet that will be posted in the restroom every two hours (unless otherwise directed by New Paradigm for Education).

B. Weekly Services

1. Flush the floor drains with disinfectant to eliminate and prevent sewer odors
2. Wash partition stalls and walls around commodes, urinals, and dispensers.
3. Damp wipe the tops of lockers and spot clean exterior surfaces
4. Scrub shower stalls/rooms to remove soap build up

C. Monthly Service

1. Dust fan and ceiling vents

D. Semi - Annually Service

1. Scrub/strip and wax all resilient floors with multiple layers of acrylic metal interlock floor finish, clean around all corners and edges in detail.
2. Machine scrub restroom tile floors.
3. Exterior Window Washing for all buildings.

Janitorial Closets

- A. Cleaning of the Room
 - 1. Sweep and mop floors
 - 2. Remove all trash and empty containers, boxes
 - 3. Wipe down doors, walls, sink, shelves, etc.

- B. Equipment and Supplies
 - 1. Organize, clean and restock all supplies
 - 2. Inspect and clean all equipment, including:
 - a) Empty vacuum bags
 - b) Check vacuum belts and cords

- C. Make sure all OSHA and other paperwork is intact and updated.

**CONTRACT SPECIFICATIONS
CUSTODIAL SERVICES**

DAILY REQUIREMENTS

SWEEPING AND DUST MOPPING (UNCARPETED AREAS):

1. Lobbies and entries (interior and exterior);
2. Corridors;
3. Stairwells, stairs and landings (interior);
4. Elevators and elevator vestibules;
5. Offices (administrative and clerical) and classrooms;
6. Coatrooms, lunchrooms and conference rooms;
7. Labs and preparation rooms;
8. Computer rooms;
9. Vending machine rooms; and
10. Exterior stairs and loading platforms, and patio areas.

WET MOPPING:

All tile, wooden or hard surface floors.

WET MOPPING STANDARDS:

After dust mopping, all floors shall be cleaned by wet mopping using quaternary ammonium germicide and shall be free from streaks, stains and film from dirt or soap. There shall be no splashes on walls, baseboards, furniture and furnishings. Wet mopping is also required on all stairwells, stairs, stair landings & elevator hard floors. Mops and water must be clean.

POLISHING:

Clean and polish all brass and stainless steel, i.e. railings, elevators, doorknobs, plumbing fixtures, kick plates, etc.

VACUUMING (CARPETED AREAS) - AS NECESSARY (ex., spills, construction, etc.)

1. Lobbies and entries (interior and exterior); Daily
2. Corridors;
3. Stairwells, stairs and landings (interior);
4. Elevators and elevator vestibules;
5. Offices (administrative and clerical) and classrooms, edges, corners and under furniture;
6. Coatrooms, lunchrooms and conference rooms;
7. Labs and preparation rooms;
8. Computer rooms;
9. Vending machine rooms; and
10. Exterior stairs and loading platforms.

NOTE: Spot cleaning is required before vacuuming (ex. Coffee, soda, etc...) Also, all removal of chewing gum from carpet, tile floors, etc...

DUSTING AND - TUESDAY & THURSDAY

1. All furniture and fixtures (i.e.) Tuesday & Thursday (personal desktops), file cabinets, desks, remove fingerprints, tables, etc.;
2. Window sills, ledges, etc.;
3. Vending machines; and
4. Stairwells, stairs, landings and railings (interior).

MONTHLY - SECOND WEEK OF EACH MONTH

1. Clean and sanitize all restroom walls from floor to ceiling.
2. Clean and sanitize all restrooms partitions (all sides)
3. Wash baseboards
4. Dust and clean all ceiling vents
5. Clean and remove all debris from light fixtures (bugs, paper, dust)

WEEKLY REQUIREMENTS

1. Clean and polish all brass.
2. Dust Venetian blinds.
3. Pour clean water in all bathroom floor drains
4. Clean and sanitize all interiors.

SEASONAL

- 1 .Snow Removal
2. Cutting of Grass
3. Trimming of shrubs
4. General external grounds upkeep

**CONTRACT SPECIFICATIONS
CUSTODIAL SERVICES**

DAILY REQUIREMENTS - (CONTINUED)

TRASH REMOVAL:

1. Empty all trash containers, replace liners as needed;
2. Dispose of trash in sealed and/or tied plastic bags in outside dumpster or compactor;
3. All liners must be secured when removed from trashcans to prevent any spillage.

WASHING:

1. Clean and sanitize urinals inside and out;
2. Clean and sanitize commodes inside and out;
3. Clean mirrors;
4. Clean and sanitize wash basins (washrooms and clinic areas, etc.) inside and out;
5. Clean and sanitize miscellaneous restroom and toilet fixtures (towel dispensers, soap dispenser)
6. Clean and sanitize restroom and toilet floors;
7. Clean and sanitize restroom wash basin wall area and toilet wall area;
8. Clean and sanitize shower rooms;
9. Damp wipe all restroom and locker room ledges and sills;
10. Spot clean walls, doors and trim;
11. Clean exterior and interior glass doors and frames and other interior glass, plastic and frames;
12. Clean and sanitize water fountains.
13. Clean and sanitize kitchenette areas (tables, chairs, countertops, external areas of appliances).

DISINFECTING STANDARDS:

Urinals and commode surfaces shall be disinfected with a concentration of quaternary disinfectant-detergent. It shall be allowed to stand in the fixtures for at least ten minutes. Bowl cleaner shall be used once weekly for lime and iron stain removal except where water conditions require more frequent applications. In these cases, bowl cleaner shall be used twice weekly.

WASHING STANDARDS:

Washed surfaces shall be clean and free from all dirt, grease and film including embedded dirt and grease. All small and narrow openings shall be cleaned to the same degree as other surfaces. Surfaces shall be dried and left clean.

A. Washing Glass

Glass shall be washed by application of glass cleaner, rubbed with a cloth and finally polished with a clean soft dry cloth or textile disposable wipers. Use only soft cloths on Plexiglas. The washing shall not contaminate adjacent non-glass areas. Glass shall be left

clean and dry, free from film or streaks and any contamination visible when looking through the glass towards natural light source. Sills and frames shall be damp wiped.

B. Washing Except Glass:

All surfaces shall be washed with a mild neutral detergent or quaternary disinfectant-detergent solution following manufacturer's dilution ration. They shall be left clean without streaks. Scrub brush or scour pad shall be used where necessary to loosen the dirt.

C. Washing in Restrooms

Restroom floors, walls, chairs, tables and mirrors shall be cleaned as specified with quaternary disinfectant-detergent. Commodes and urinals shall be washed clean with disinfectant-detergent and toilet brush then wiped dry with textile disposable wipers or clean cloths.

D. Accidental Chemical Spills

Any floor surface area damaged by bleach, bowl cleaner or other stainable products becomes the responsibility of vendor for reimbursement/replacement determined by New Paradigm for Education.

E. Construction

At some point there will be periodic construction being performed. It is the custodial contractor's responsibility to make sure that the upkeep to the buildings is not affected by this construction. Additional damp wiping, mopping, and vacuuming will be needed.

CUSTODIAL SERVICES

SECTION A - GENERAL PROVISIONS

1. BID INVITATION:

The "bid invitation" or "invitation to bid" is a packet of material sent to vendors and consists of General Provisions, Special Provisions, specifications, and enclosures.

2. PROPOSAL FORMS:

The invitation to bid shall contain pre-printed forms for use by the vendor in submitting his or her bid. The forms shall contain basic information such as description of the item and the estimated quantities and shall have blank spaces for use by the vendor for entering information such as unit bid price, total bid price, etc.

3. INTERPRETATION OF ESTIMATES:

- a. The attention of bidders is called to the fact that, unless stated otherwise, the quantities given in the proposal form are to be considered to be approximate only and are given as a basis for the comparison of bids. The Agency may increase or decrease the amount of any item as may be deemed necessary or expedient, during the period of the contract.
- b. An increase or decrease in the quantity for any item is not sufficient ground for an increase or decrease in the unit price.

4. SILENCE OF SPECIFICATIONS:

The apparent silence of the specifications as to any detail, or the apparent omission from it of detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and only material and workmanship of the first quality are to be used. Proof of specifications compliance will be the responsibility of the vendor.

5. EXAMINATION OF SPECIFICATIONS AND PROVISIONS:

The bidder shall examine carefully the proposal and the contract forms for the material contemplated. The bidder shall investigate and satisfy himself as to the conditions to be encountered, quality and quantities of the material to be furnished, and the requirements of the Special Provisions and the contract. The submission of a proposal shall be conclusive evidence that the bidder has made examination of the aforementioned conditions.

6. PREPARATION OF PROPOSAL:

- a. The bidder's proposal shall be written in ink or typewritten on the form provided.
- b. If items are listed with a zero quantity, bidder shall state unit price **ONLY** (intended for open end purchases where estimated requirements are not known).

The proposal shall show a total bid price for each item bid and the total bid price of the proposal excluding zero quantity items.

7. DELIVERY OF PROPOSALS:

Proposals shall be delivered in sealed envelopes, and shall bear on the outside the name and address of the bidder as well as the designation of the contract. Proposals forwarded by U.S. Mail shall be sent first class to the address listed below. Proposals forwarded by delivery service other than the U.S. Mail or hand delivered must be delivered to the address listed below. All bids must be in to New Paradigm for Education's possession no later than July 9, 20114 by 12:00pm EST.

New Paradigm for Education
2001 LaBelle Street
Detroit, MI 48238

Attn: Machion Jackson

8. BASIS OF AWARD:

New Paradigm for Education may award this contract to the lowest responsible bidder(s) which in their judgment best serves the interest of the New Paradigm for Education Personnel with experience and technical background may be utilized in making judgment. In case of error in price extension, the unit price(s) shall prevail.

SECTION B - EQUAL OPPORTUNITY

1. EQUALITY OF EMPLOYMENT OPPORTUNITY:

During the performance of any contract for New Paradigm for Education, the contractor agrees as follows:

- a. The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment without regard to their race, creed, color, sex, age, or national origin. Such action shall include, but not be limited to the following: advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training including apprenticeships. The contractor agrees to post in conspicuous places, notices to be provided by the contracting agency setting forth the provisions of this non-discrimination clause.
- b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, age, or national origin.

Award of a bid does not create a contract and is subject to the negotiation of a contract acceptable to New Paradigm for Education.

If required by Michigan law, Contractor shall pay prevailing wages in accordance with Michigan law and shall provide a bid bond with its proposal in an amount as required by such law.

CERTIFICATION AND AGREEMENTS

The undersigned understands that New Paradigm for Education reserves the right to accept or reject any or all Bids in whole or in part, or to waive any informality therein. If in New Paradigm for Education’s opinion it is in its best interest, the contract may be awarded to other than the lowest bidder, for reason of establishing uniformity, delivery time, etc.

If award is made to us under this proposal, we agree to enter into an Agreement with New Paradigm for Education to furnish products and/or services, in strict accordance with this proposal, bid documents and all pertinent portions of specifications.

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in this RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to New Paradigm for Education, , or New Paradigm College Prep, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to New Paradigm for Education, , or New Paradigm College Prep pertaining to any and all work or services to be performed as a result of this request and any resulting contract with New Paradigm for Education.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Name, title, and signature of individual duly authorized to execute contracts:

Name: _____

Title: _____

Signature: _____

Date: _____

AFFIDAVIT OF BIDDER-Familial Relationships Form

The undersigned, the owner or authorized officer of _____ (the "Bidder"), hereby represents and warrants, except as provided below, that no familial relationships exist between the bidder(s) or any employee of New Paradigm for Education, New Paradigm College Prep, and any member of their respective Boards.

List any Familial Relationships:

BIDDER: _____

By: _____

Name: _____

Its: _____

STATE OF MICHIGAN)

)ss.

COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 2014, by _____.

_____, Notary Public

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____