



Nampa School District No. 131
Request for Proposals for Custodial & Light Maintenance Services

NOTICE IS HEREBY GIVEN that Nampa School District No. 131, Idaho, is seeking proposals from qualified vendors for **Custodial Services**, for the term commencing July 1, 2018 and continuing through June 30, 2023, with option to extend.

Sealed proposals for furnishing the goods and services described will be accepted by the District until 2:00 pm, April 27, 2018. At the stated date and time, the proposals will be publicly opened. Proposals submitted after this time will not be considered.

Proposals are to be clearly labeled “**District Custodial Services RFP, May 2018**” and delivered to:

Clerk of the Board
Nampa School District No. 131
619 South Canyon St.
Nampa, ID 83686

The initial term of the contract will be the five-year period commencing July 1, 2018 and ending June 30, 2023, with the District holding the option to extend the contract for an additional five-year period. Extension will be based upon the satisfactory performance of the vendor as determined by the District.

Proposal documents and specifications are available on the Nampa School District website at <http://www.nsd131.org> under the District menu heading or may be acquired by contacting the District office. Inquiries related to the request for proposals may be directed to Scott Jacobsen, Budget/Purchasing Supervisor and may be submitted via email bids@nsd131.org or via personal/postal delivery at 619 S. Canyon St., Nampa, ID 83686.

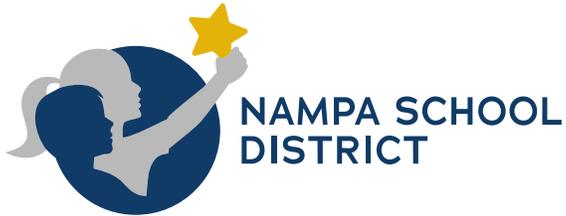
Clerk, Board of Trustees
Nampa School District No. 131
619 S. Canyon St.
Nampa, ID 83686

To publish April 13 & 17, 2018

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**Nampa School District No. 131
Request for Proposals
Custodial & Light Maintenance Services**

General Proposal Conditions & Requirements

1. Proposals will be accepted until 2:00 pm, April 27, 2018 by Nampa School District No. 131 for **Custodial Services**. Proposals should be submitted to:

Clerk of the Board
Nampa School District No. 131
619 South Canyon Street
Nampa, ID 83686

All proposals should be submitted in a sealed envelope, clearly marked “**Proposal: District Custodial Services.**” A cutout label is provided with this packet; the respondent may or may not use this label at its own discretion. Proposals may be submitted via any generally accepted postal mail carrier or in person at the address listed. Respondents are encouraged to verify receipt by the District of any submitted proposal.

Proposals received after the stated date and time will not be considered. Proposals may be withdrawn or amended prior to the stated deadline, either in writing or in person. No proposal may be withdrawn after the time of opening.

2. Questions regarding proposal procedures or specifications must be received by 5:00 pm, April 20, 2018. Questions may be submitted:

by email to:
bids@nsd31.org

by postal mail to:
Nampa School District No. 131
619 South Canyon Street
Nampa, ID 83686
Attn: Scott Jacobsen

Any inquiry should be clearly identified as pertaining to this request for proposals. Inquiries submitted after the stated time cannot be considered.

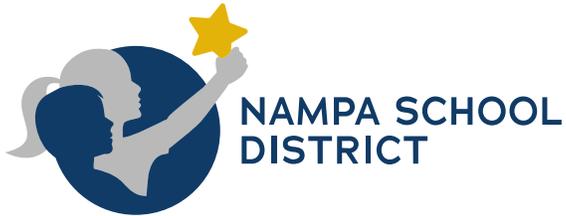
All submitted inquiries and subsequent responses will be publicly posted to the District’s website as an addendum to the proposal specifications. This addendum may be found on the District website at <https://goo.gl/QfljDJ> or may be acquired by contacting the District. Interested parties are encouraged to regularly check for addendum updates, as notification of updates will not necessarily be provided.

3. In submitting a proposal, the respondent represents that it has read and understands the requirement for the goods and services being requested, including all addenda. The failure of any respondent to examine any form,

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addendum, or other document shall in no way relieve the respondent from any obligations with respect to the proposal or any resulting contract.

4. The proposal shall include all management, supervision, cleaning & light maintenance personnel, salary and benefits, equipment, cleaning supplies, tools, and other materials necessary for custodial services for the District. Respondents shall be responsible for review and acquisition of all information, site visits, and other efforts necessary for the submission of a complete and comprehensive proposal that represents the respondent's best offer as a supplier of custodial services to the District.

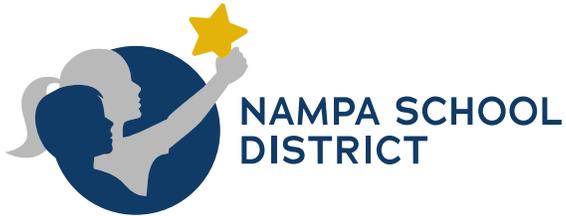
Proposals should be organized and identified by section as featured in this request, to facilitate proposal review and evaluation, and limit the search and/or rearrangement of proposal materials for evaluation purposes.

5. The proposal must be signed, in ink, by a representative of the respondent who is authorized to legally obligate the respondent.
6. The District reserves the right to accept or reject any and/or all proposals or portions thereof, and to waive any technicality, should such be deemed in the best interest of the District. Any such waiver shall have no effect on any other portion of this request or subsequent agreement; all other sections and requirements shall remain in full force and effect.
7. Respondents should include one (1) printed original and one (1) printed copy of each proposal submitted. Respondents should also include an electronic copy, in pdf format, on a thumb drive or other portable storage medium with their proposal packet.
8. Objections to specifications or procedures or protests of award may be lodged as stipulated under Title 67, Chapter 28, Idaho Code. Written objections to specifications or procedures must be received by the Clerk of the Board no less than one (1) business day prior to the date and time at which proposals are due. A respondent who wishes to object to any proposal award must do so within seven (7) calendar days of the posting of the award. This objection should be submitted to the District's coordinating party as listed in the publicly posted proposal document. This objection must set forth the express reason(s) for the objection and why the award has been made in error. Upon receipt of a proper objection, the governing party for the proposal in question will stay its award decision and any procurement under the award until it has addressed the particular objection(s) submitted. This governing party will review its decision and will determine to (1) affirm the award, (2) modify the award, or (3) repeat the proposal process, setting aside its award, and will set forth the reasons therefor. After completion of the review process, the District may proceed as it deems in the best interest of the District.
9. Idaho code §18-8329 prohibits any person who is registered or required to register under the Idaho Sex Offender Registration Act from being on school property if the person has reason to believe children under the age of 18 are present. In submitting a proposal, the respondent certifies that it shall not allow persons subject to this rule to participate in company business that would require them to be on school property, as stated under the code. Respondent further accepts responsibility for cross checking such employees against the National Sex Offender Registry

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10. Proposal should include materials supporting the respondent's ability to satisfactorily perform the custodial services and furnish the requisite supplies for custodial services. These materials should include three reference customers for which similar services are being provided; selection of these reference customers should consider the scope of the services requested by the District, including building count, building size, and required tasks.
11. The District will hold a pre-proposal meeting on April 18, 2018 at the District Office, located at 619 S. Canyon Street, Nampa, Idaho, 83686. Attendance at this preproposal meeting will be voluntary and interested vendors are advised to contact the District to confirm their attendance prior to the meeting date. Arrangements for subsequent visits to and inspections of individual District buildings will be the responsibility of the vendor, and may be made by contacting Randy Dewey, Finance Officer, by phone at the District Office at 208-468-4600 or by email at rdewey@nsd131.org.
12. With its proposal, each respondent must include a bid bond in the form of a cashier's check (or similar, acceptable form), payable unconditionally, for an amount equal to 5% of the total amount of the proposal price.
13. The District reserves the right to accept or reject any or all proposals; to waive any formality, technicality, or minor irregularity; and to advertise for new proposals.

This request for proposal shall not obligate the District to enter into any contract or agreement for any requirements solicited herein. A written award or contract will be furnished to the successful respondent, within the time for acceptance specified, and shall be deemed to result in a binding contract without further action by either party and will include this request for proposal and the response submitted by the successful respondent.

14. Submitted cost figures must be firm for a period of twelve (12) months from the date of opening of proposals as stipulated herein.
15. It shall be the responsibility of the awarded vendor to provide custodial services for the District's individual locations, keeping with the high standards appropriate for an educational institution with consideration to sanitation, public relations and perception, and protection/preservation of physical facilities. Thus, the intent of this request for proposals is to address the matter with a level of cleanliness concept, and a detailed cleaning schedule is included. Such schedule may be subject to adjustment, at the District's discretion, should any adjustment be deemed to be in the District's best interest.

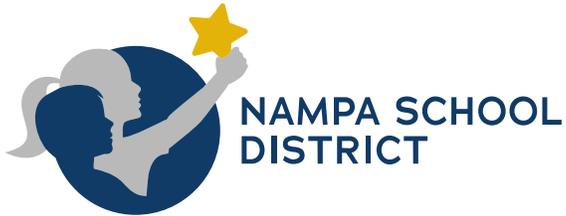
In general, the requirement is to provide complete custodial services as required for the District in Attachments II and III. Through actual measurements, use of existing drawings, or other means, it shall be the responsibility of the respondent to verify measurements as deemed necessary by the respondent for the submission of a complete and comprehensive proposal. Square footages for each building are listed in Attachment V.

16. Contract will be awarded to the qualified respondent whose proposal adheres closest to the conditions and requirements of this request for proposal and is deemed most advantageous to the District. The District's evaluation of criteria adherence, offered cost, and other factors will be considered.

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The initial contract award will cover the five-year period commencing July 1, 2018 and ending June 30, 2023. The contract may be extended, at the option of the District, for up to one additional five-year period. Decision to extend shall be made based on the recommendations of the authorized representatives of the District and the vendor; final approval of any extension shall be made by the District. Contract pricing under any extension may be subject to adjustment, at a rate of up to 3% annually.

17. Non-Appropriation: The multi-year agreement contemplated under this request shall be subject to non-appropriation rules under Idaho state code. In an event of non-appropriation of funds for the services awarded under any agreement stemming from this request, the District shall have the right to terminate the agreement without penalty. This right to terminate for non-appropriation shall apply to any extension of or adjustment to any agreement made pursuant to this request.
18. The District reserves the right to cancel the contract upon ninety days written notice for reasons of non-performance under the terms and conditions of the contract or conditions beyond the control of the District, such as inadequate funding, Force Majeure, etc. A ninety-day "cure period" shall be in place to allow the vendor to resolve problems with performance.
19. Payments for services will be made on a monthly basis. Vendor should submit such monthly invoice on the first day of each month, for payment to be made by the 15th day of the month following the month in which services are provided.
20. Insurance requirements: The vendor shall purchase and maintain in force the following types of insurance for operations under the contract as specified, and in the amounts listed. Insurance certificates for these amounts and conditions must be provided to the District prior to the commencement of any work.
 - Commercial/Comprehensive General Liability
 - \$1,000,000 Bodily injury per person
 - \$1,000,000 Bodily injury aggregate limit
 - \$ 500,000 Property damage per occurrence
 - \$1,000,000 Property damage aggregate limit
 - Comprehensive Automobile Liability
 - \$1,000,000 Property damage per occurrence
 - Workman's Compensation and Employer's Liability
 - \$ 500,000 Bodily injury per person
 - Umbrella or Excess of Loss Coverage
 - \$10,000,000 per occurrence

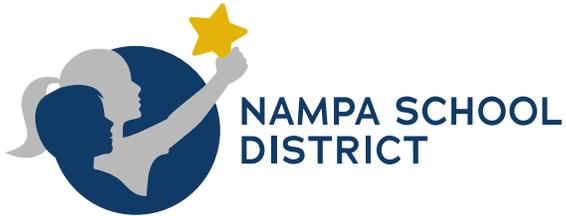
The vendor must provide an insurance certificate within 21 days after acceptance of proposal.

The District must have no fewer than ten days' notice of cancellation or change in insurance coverage and must approve any such change.

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The District shall be named as an Additional Insured by Endorsement on the vendor's policy as to the subject contract.

21. The District shall inform the vendor, in writing, for any noncompliance under the contract by the vendor with regard to completeness and thoroughness in its duties as determined by the District, and reserves the right to have such duties completed by other means. The District will reduce the vendor's subsequent invoice by an hourly rate of \$50.00 per man-hour for all time required to complete the duties to the satisfaction of the District. Continued noncompliance on the part of the vendor shall constitute grounds for cancellation of the contract by the District and at the District's sole discretion. The vendor shall be given no less than ninety (90) days' notice of such cancellation.
22. References: Respondent shall provide three (3) reference customers for which similar services are currently being provided or have been provided within the last (2) two years. School districts are the preferred referral, and should be of size comparable to Nampa School District.
23. Respondent certifications: Proposal respondents shall offer certifications pertaining to particular, applicable laws or rules; certifications will be required regarding:
 - Byrd Anti-Lobbying Amendment
 - Anti-Collusion
 - National Sex Offender Registry
 - Specification & Addenda Acknowledgement
 - Debarment & Suspension
 - Equal Employment Opportunity

A Respondent Certification Form is included with this specification packet, detailing these requirements. This form must be completed and returned with submitted proposals; failure to complete and return the Respondent Certification Form may constitute grounds for disqualification of an offered proposal, and no project agreement will be issued without receipt of this form by the District.

Vendor Responsibilities Under the Request

1. All matters pertaining to the recruitment, screening, hiring, and retention shall be the exclusive responsibility of the vendor. These matters should be done in full compliance with existing statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour rules, and any other regulations germane to personnel management.

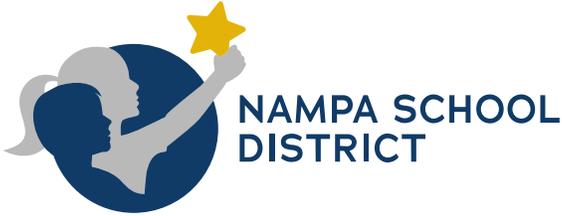
Only those personnel who have been properly trained shall be assigned duties required under this contract. All personnel shall dress in a manner authorized by the vendor and acceptable to the District. Personnel shall be neat and clean in their appearance. Badges shall be furnished by the vendor and should be worn at all times while on duty. Such badges must utilize a template approved by the District. Any employee whose work habits and/or conduct is deemed objectionable shall be removed from the work force upon request of an authorized District representative.

Vendor will pay all taxes pertaining to its employees as required by law.

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2. All personnel assigned to District tasks are to have been subject to and successfully passed a pre-hire drug screening and state background check; the costs of such examinations shall be borne by the vendor. Vendor may opt to utilize District resources to complete these examinations, and will be charged by the District accordingly.
3. Each building custodial staff must feature a minimum of one (1) full time team leader, except as listed below. See Attachment I Team Leader Duties & Responsibilities for a team leader job description.

Exclusions from and adjustments to the full-time team leader requirement:

District Office.....	Nightly cleaning only
Union High School.....	½-time lead only
Treasure Valley Learning Academy.....	½-time lead only
Gateways.....	½-time lead only
Nutrition Services.....	Nightly cleaning only, one day per week
Technology.....	Nightly cleaning only, one day per week
Maintenance.....	Nightly cleaning only, in office area, one day per week
Lake Lowell House.....	Nightly cleaning only, one day per week
Block Building.....	Nightly cleaning only, one day per week

These less-than-full-time listings are the best estimates of services required at the respective locations. Vendor may arrange for service coverage in combination as deemed most advantageous to their proposal and to the needs of those locations. District shall have the right to adjust needs as required by the individual sites, and will consult with vendor as to necessary adjustments.

4. The vendor shall be responsible for any training necessary for the safe use, handling, and storage of chemicals and equipment, and for the facilitation of safe conditions for the vendor’s employees as well as the District’s students and staff.

Vendor shall also be responsible for training employees in the security requirements of the District and shall be responsible for the enforcement of the same.

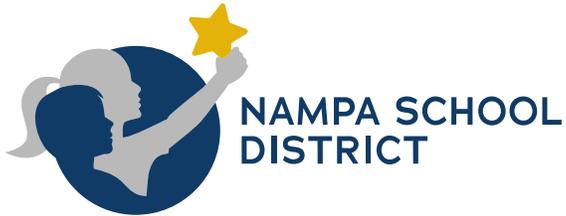
Employees shall be informed of the following:

- Vendor shall be responsible for safeguarding against loss, theft, or damage of all District property, materials, equipment, and accessories which might be exposed to the vendor’s personnel
- Guns, knives, and other dangerous weapons are not allowed on school property
- Alcohol and drugs are prohibited on school property
- Tobacco use of any kind is prohibited on school property
- Keys, which may be distributed at the beginning of each work period, shall be returned to the appropriate supervisor at the end of each work period. Keys that will be required by the vendor and employees will be approved by the District and will be controlled by a person to be named after award of contract. In any event, the vendor shall be fully responsible for the security and appropriate use of

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the keys that may be issued. Additionally, the vendor shall be fully responsible for the replacement of any keys that are lost and any additional cost resulting from the loss of keys.

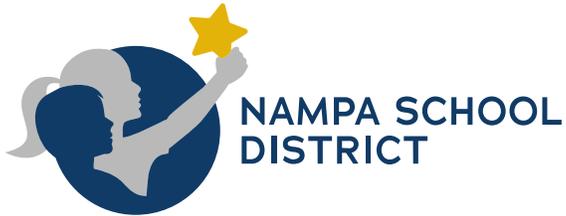
- Vendor personnel shall not allow any unauthorized persons in school buildings, including children, friends, or any other person not authorized by the District.
 - When it is determined that a building has been left unsecured by a vendor's employee, the District will charge back to the vendor a flat fee of \$100 plus a rate of \$50.00 per hour for time spent by District personnel in securing the building, time determination being from the time any District on-call person leaves home until he or she returns home from securing the building.
5. All supervision required for the execution of contractual responsibilities assumed by the vendor shall be done by the vendor or its designated representative.
 6. Vendor shall be responsible for the repair/replacement to the satisfaction of the District of any damage to or loss of District facilities, equipment, or tools caused by any employee of the vendor.
 7. The procurement and maintenance of all equipment required for the successful execution of this contractual obligation shall be the vendor's responsibility. The District will provide lockable storage spaces, but shall not be responsible for losses which may be incurred due to theft and/or vandalism. All equipment shall be maintained properly and in clean condition. Vendor shall be responsible for acquisition of all chemicals and equipment necessary to fulfill all specifications stated herein. A listing of all chemicals and equipment which will be used by the vendor must be submitted for approval prior to initial service under the contract. Changes may be made only after proper authorization by the District. All chemicals must adhere to requirements under OSHA and other commonly recognized safety requirements. Material Safety Data Sheets will be maintained on all work sites for all chemicals or other hazardous materials used in the cleaning process, with copies provided to the District and updated as necessary.

Vendor shall be responsible for furnishing all appropriate personal protective equipment and devices necessary for the safety of all building occupants and District property.
 8. Vendor must have training programs specifically designed for school technicians, including training to meet all local, state, and federal regulations.
 9. All emergency conditions shall be promptly reported to an authorized District representative.
 10. A representative of the vendor shall be appointed within 24 hours after receipt of the contract, and this person shall be available as deemed necessary by the representative for purposes of reporting problems, requesting schedule changes, etc. This individual shall be someone other than the job supervisor and he or she shall be the sole contact person for routine matters.
 11. All custodial work shall be done with a minimum of disruption to District-approved school functions.
 12. The vendor shall assume full responsibility for the custodial services program as defined herein on July 1, 2018

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13. The vendor shall be responsible for clean up after all school activities, e.g. athletic events, PTO meetings, etc. Vendor shall also be responsible for cleaning following community functions banquets, or other activities for which school space or property may be rented by outside parties, and shall be allowed to charge the District for these added services; vendor must coordinate with the District so that such costs may be passed through to the renter/user. Vendor shall be available for emergency services, with emergency work as determined and authorized by the District. Any such emergency work will be considered in addition to contracted work and will be added to the monthly invoice.
14. If need arises to add additional portable classroom units or other facilities during the school year, the vendor will be required to maintain such additional square footage. Added costs for the District, if deemed necessary, will be negotiated and agreed upon prior to the onset of such additional services.
15. The contractual relationship between the District and the vendor shall be independent and the vendor shall be responsible for all tax collection/reporting and supervision; the District shall be concerned only with acceptable job performance on the part of the vendor.

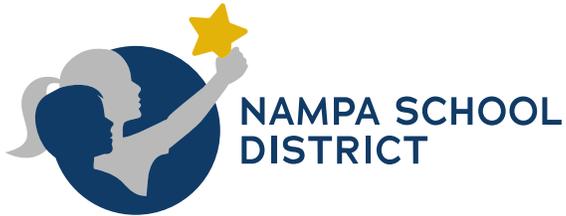
District Responsibilities Under the Request

1. All necessary utilities will be furnished by the District
2. The District shall provide for storage of equipment and supplies normally required for the types of services required under the contract.
3. The District shall furnish in reasonably convenient locations containers for use by the vendor in the removal of waste paper, trash, and other debris.
4. Keys which may be required by the vendor and its employees will be furnished by the District.
5. Vendor will be responsible for the provision of all expendable supplies, e.g. toilet paper, paper towels, hand soap, and trash liners.
6. "DO NOT ERASE" and the date will be written on all chalkboards and marker boards that are not to be cleaned.

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Attachment I Team Leader Duties & Responsibilities

Team Leader—General Duties & Responsibilities

- Maintain cleanliness of the building and grounds in all respects
- Maintain communication with the building administrator and staff regarding special needs and other activities
- Ensure proper instructional environment, including temperature, ventilation, and building safety
- Complete minor repairs and preventative maintenance within his/her resources
- Assist in preparation of shift schedules, supervise and train assigned staff in cooperation with the administrator and building custodian
- Supervise efficient and proper use of custodial supplies and maintain a system of stock control of all supplies
- Advise the administrator of repair and maintenance action required for plant equipment; keep the custodial supervisor informed of incidents requiring action and follow up with the maintenance department when such problems have or have not been completed
- Cooperate with staff and students to harmoniously achieve the purpose of the school
- Deal with parents, staff, students, and others in a positive manner
- Act ethically and confidentially in all aspects of employment
- Perform other duties as may be assigned
- Move furniture as needed
- Shadow District maintenance personnel as necessary during site visits

Team Leader—Daily Duties & Responsibilities

- Open building
- Turn on lights
- Check HVAC for problems
- Raise & lower cafeteria tables for as required for school meal service and cafeteria cleaning
- Be available during lunch period to remove trash and clean up spills
- Inspect building for safety hazards and attempt repair if possible
- Inspect restrooms every 15-30 minutes
- Spot clean hallways as needed following class change
- Spot clean glass when/where needed
- Periodically check email
- Minor repairs as needed
- Change light bulbs as needed
- Clean up bodily fluids
- Clean up graffiti
- Answer radio calls for various needs
- Inspect all outside entry points for cleanliness and safety hazards
- Check lawn for proper irrigation function and replace heads as necessary (District will supply hardware)
- Pick up trash and debris outside the building
- Sweep and auto scrub cafeteria floor after lunch

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NAMPA SCHOOL DISTRICT

- Sweep hallways with dust mop as needed
- Clean equipment used daily
- Check wash room drain and dryer filter
- Clean maintenance office
- Check building schedule and coordinate with school staff for school, sporting, & outside events
- Meet with night cleaning staff to communicate the day's duties
- Order and organize needed custodial supplies
- Remove snow from sidewalks and entry areas as needed
- Check ceiling tiles for necessary repair/replacement; spot paint as required
- Create Maintenance work orders for tasks outside the scope of work or beyond the means/ability of the building team

Team Leader – Weekly Duties & Responsibilities

- Spray or remove weeds on sidewalks, in parking lots, and other hard-surface areas around buildings (District to provide necessary chemicals and equipment)
- Inspect parking lot curbside gutters; clear of sand & debris
- Empty all outside garbage receptacles and clean tops; clean inside surfaces as needed
- Clean entryways and sidewalks with broom or blower

Team Leader—Monthly Duties & Responsibilities

- Service equipment: Adjustments, filters, battery levels, oil, oil/gas mix, gas
- Complete Building Safety Report
- Stock custodial closets
- Order supplies
- Check drip lines in drains (no dry drains)
- Shower rooms not used: Run showers for 2-3 minutes
- Dust/clean high ledges & windows (using high lift)
- Service bleachers—tighten seats and braces, clean and lubricate shaft
- Inspect/replace HVAC filters and belts every three to four months
- Inspect rooftops, gutters, and drains; clear of any debris
- Inspect door hinges and perform preventative maintenance as necessary
- Inspect classrooms for furnishings 4' or greater in height and attach to wall
- Complete monthly building safety inspection and report; submit to District maintenance office & coordinate on required action
- Complete monthly building evacuation drill logbook & reporting, where required
- Participate with District maintenance personnel in annual building safety inspection

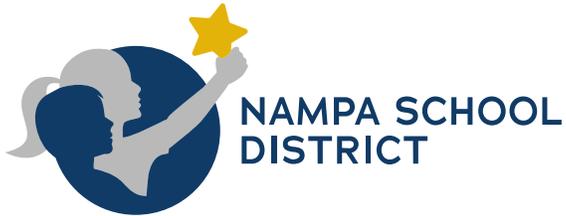
Team Leader—Yearly Duties & Responsibilities

- High dust (8' and above) cafeteria and gymnasiums
- Dust fire sprinkler heads
- Paint school reader board signs & school signs
- Curb appeal painting—fire hydrants, bells, bike racks, pipe bollards, benches, railings, etc.

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Attachment II Cleaning Specifications & Expectations—By Building Area

Main/Side Entries

Daily

- Sweep/mop and burnish all hard surface floors
- Vacuum mats
- Mop & disinfect all stairwells & handrails
- Replace light bulbs as needed
- Spot clean doors, walls, and interior windows (below 8')
- Sweep all outside entrances (4' from door)
- Empty trash receptacles throughout the day; replace liners and clean receptacles as necessary
- Clean exterior entry glass
- Secure exterior doors and windows before leaving
- Remove gum

Weekly

- Dust (below 8')

Quarterly

- Dust Ceiling and wall vents; high dust (8' & above)
- Scrub/wash and burnish floors (strip & wax more frequently if needed)
- Restorative carpet/mat care (extract heavy traffic areas more frequently if needed)
- Change batteries in emergency lights

Semi-Annually

- Clean light fixtures
- Clean all interior and exterior glass with high lift
- Pressure wash walkways and entrances
- Remove hard water stains on glass

Corridors, Main Lobby, and Entrance

Daily

- Vacuum all carpeted areas and mats, spot clean carpet stains
- Empty wastebaskets and other designated receptacles; replace liners as necessary
- Spot clean walls, light switches, and floors
- Clean interior and exterior glass on entry doors and surrounding windows
- Clean, disinfect, & polish drinking fountains
- Clean & disinfect phones (receivers) and phones (receivers)
- Clean & disinfect sinks
- Spot clean or spot vacuum furniture
- Dust mop/wet mop hard floors; remove all marks and burnish
- Replace light bulbs as needed
- Secure exterior doors and windows before leaving

Bi-Weekly

- Disinfect doorknobs and touch surfaces

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NAMPA SCHOOL DISTRICT

Weekly

- Dust below 8', including tops of lockers
- Wipe down doors and base

Monthly

- Vacuum carpet edges and other areas too difficult to reach with upright vacuum
- Wash wastebaskets
- Sweep and mop all storeroom hard floors
- Clean wastebaskets and phones

Quarterly

- Dust ceiling and wall vents, high dust (8' and above), wipe furniture tops
- Restorative carpet care (heavy traffic areas more frequently if needed)
- Scrub/wax tile floors (strip and wax more frequently if needed)

Semi-Annually

- Clean light fixtures
- Touch up paint as needed

Annually

- Clean/disinfect lockers (inside & out)
- Change locker combinations (if applicable)

Administrative Offices

Daily

- Empty wastebaskets and other designated receptacles; replace liners as necessary
- Spot clean walls, light switches, and doors
- Clean, disinfect, & polish drinking fountains
- Clean & disinfect phones (receivers)
- Vacuum carpets and mats, spot clean carpet stains as needed
- Clean interior windows (below 8')
- Straighten furniture
- Dust mop/wet mop as needed
- Replace light bulbs as needed
- Clean faculty room and restrooms
- Remove gum as needed
- Clean & disinfect Nurse's office
- Secure doors and windows and turn off lights before leaving

Bi-Weekly

- Disinfect touch surfaces

Weekly

- Dust below 8', including any window blinds
- Stock paper goods (toilet paper, hand towels, hand soap, etc.)
- Clean/disinfect phones
- Wipe down doors & base
- Disinfect trashcans

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NAMPA SCHOOL DISTRICT

- Disinfect faculty workroom counters and machines

Monthly

- Clean phones
- Dust ceiling and wall vents; vacuum carpet edges

Quarterly

- High dust (8' and above)
- Wash/disinfect wastebaskets
- Restorative carpet care (heavy traffic areas more frequently if needed)
- Scrub/wash and burnish tile floors (strip & was more frequently if needed)

Semi-Annually

- Clean light fixtures
- Clean furniture
- Clean carpets

Annually

- Detail cleaning
- Paint as needed
- Clean exterior & interior windows

Restrooms

Daily

- Empty/spot clean wastebaskets; replace liners
- Empty/disinfect sanitary napkin receptacles; replace liners
- Clean/disinfect and refill restroom dispensers
- Clean mirrors and chrome fittings
- Clean/disinfect sinks & fixtures
- Clean/disinfect toilets & urinals, with special attention to surrounding floor areas
- Sweep/wet mop floors with appropriate cleaning chemicals, with special attention to corners
- Spot clean/disinfect walls, light switches, partitions, and doors as needed
- Clean/disinfect counter tops
- Clean/disinfect hand dryers
- Sanitize drains by pouring mop water into drains
- Replace light bulbs as needed
- Wipe down doors
- Remove graffiti

Weekly

- Dust (below 8')
- Wall patch repairs and paint as needed
- Add liquid to all drains as needed

Monthly

- Clean/disinfect wastebaskets
- Dust ceilings and wall vents

Quarterly

- High dusting (8' & above)

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NAMPA SCHOOL DISTRICT

Semi-Annually

- Scrub/disinfect walls & floors
- Clean light fixtures

Classrooms/Instructional Areas

Daily

- Dust mop/wet mop tile & concrete floors
- Vacuum carpets
- Spot clean walls, light switches, doors
- Clean marker board trays and boards as needed
- Empty wastebaskets & pencil sharpeners; replace liners as needed
- Replace light bulbs as needed
- Clean desks & remove graffiti
- Clean, disinfect, & polish water fountains
- Clean & disinfect sinks
- Spot clean carpet stains
- Clean interior windows (below 8')
- Remove gum as needed
- Secure doors and windows and turn off lights before leaving

Bi-Weekly

- Disinfect chairs, sinks, and touch surfaces

Weekly

- Dust (below 8')
- Disinfect wastebaskets
- Wipe down doors and base

Quarterly

- Dust ceiling and wall vents; high dust
- Scrub/wax and burnish tile & concrete floors
- Restorative carpet care (high traffic areas more frequently if needed)

Semi-Annually

- Clean light fixtures

Annually

- Clean furniture

Note: Instructional areas are defined to include special subject areas, such as music, art, industrial arts, science labs, etc.

Laboratory Rooms

Daily

- Dust mop hard surface floors
- Clean marker board trays 3x weekly
- Empty wastebaskets & pencil sharpeners; replace liners as needed
- Remove graffiti

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NAMPA SCHOOL DISTRICT

- Spot clean walls, light switches, doors, and windows (below 8')
- Wet mop/scrub hard surface floors
- Replace light bulbs as needed
- Arrange chairs
- Secure doors and windows and turn off lights before leaving

Bi-Weekly

- Burnish hard surface floors
- Clean/disinfect sinks, counter tops, and touch surfaces

Weekly

- Dust (below 8')
- Wipe down doors and base

Quarterly

- Dust ceiling and wall vents; high dust (8' & above)
- Clean tops of furniture
- Scrub/wax tile floors (strip & wax more frequently if needed)
- Restorative carpet care (extract heavy traffic areas more frequently if needed)

Semi-Annually

- Clean wastebaskets
- Clean light fixtures

Annually

- Clean furniture
- Touch up paint as needed

Library

Daily

- Spot clean walls, light switches, and doors as needed
- Vacuum carpets
- Empty wastebaskets and pencil sharpeners; replace liners as needed
- Clean tabletops; remove graffiti
- Clean interior windows (below 8')
- Spot clean carpet stains
- Return chairs to under tables
- Replace light bulbs as needed
- Secure doors and windows and turn off lights before leaving

Bi-Weekly

- Disinfect touch surfaces

Weekly

- Dust bookcases (below 8')
- Wipe down doors

Quarterly

- Dust ceiling and wall vents; high dust
- Clean/disinfect wastebaskets
- Scrub/wax tile floors (strip & was more frequently if needed)

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NAMPA SCHOOL DISTRICT

- Restorative carpet care (extract heavy traffic areas more frequently as needed)

Semi-Annually

- Clean light fixtures

Annually

- Clean furniture
- Clean & pressure wash exterior windows

Cafeteria & Kitchen

Daily

- Empty wastebaskets and other designated receptacles; replace liners as needed
- Spot clean walls, light switches, and doors
- Clean interior doors and windows
- Clean, disinfect, & polish drinking fountains
- Clean kitchen staff restroom & restock supplies as needed
- Vacuum mats
- Replace light bulbs as needed
- Dust mop & scrub/burnish floors; move and replace tables as needed
- Sweep/pick up/rinse around exterior trash containers
- Secure doors and windows and turn off lights before leaving

Bi-Weekly

- Disinfect all touch surfaces

Weekly

- Dust (below 8')

Quarterly

- Clean ceiling and wall vents; high dust (8' & above)
- Scrub/wax and burnish floors (strip & wax more frequently if necessary)

Semi-Annually

- Remove gum from tables & chairs
- Clean light fixtures
- Scrub & disinfect cafeteria table frames, with special attention to joints

Annually

- Paint as needed

**Note: Prep tables and kitchen equipment are specifically excluded from these requirements; District kitchen staff will address these items with food service –appropriate means.*

Custodial Rooms

Daily

- Sweep/dust/mop and wet mop hard floors
- Empty wastebaskets
- Store equipment & supplies in proper place and order
- Clean sinks & equipment
- Replace light bulbs as needed

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NAMPA SCHOOL DISTRICT

Weekly

- Dust (below 8')

Quarterly

- Dust ceiling and wall vents, clean wall fixtures, high dust (8' and above)
- Deep scrub floors; wax as needed

**Electrical panels must not be blocked; all equipment must be kept minimum 36" from all panel boxes*

Gymnasium

Daily

- Dust mop floor
- Spot mop/remove black marks
- Scrub gym floor
- Empty trash receptacles; replace liners as needed
- Spot clean doors, walls, glass, and windows
- Vacuum carpet runners
- Clean bleachers; push back against wall (sweep, mop, remove gum)
- Dust mop/wet mop all hard surface floors & burnish (hardwood floors will be refinished annually by the District)
- Replace light bulbs as needed in lobby and entry areas
- Clean balcony bleachers as needed
- Clean lobby & entry windows (below 8')
- Secure doors and windows and turn off lights before leaving

Weekly

- Dust (below 8')

Quarterly

- Scrub/wax tile floors
- Dust vents/high dust (8' and above)
- Clean/disinfect wastebaskets

Semi-Annually

- Scrub/wax hard surface floors
- High dust & retrieve athletics balls & equipment (with lift)
- Clean windows
- Paint as needed

Locker Rooms, Shower Rooms, and Gym Restrooms

Daily

- Empty & spot clean wastebaskets; replace liners as needed
- Empty & disinfect sanitary napkin receptacles; replace liner
- Clean/disinfect and restock restroom dispensers
- Clean mirrors & chrome fittings
- Clean/disinfect sinks & fixtures

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NAMPA SCHOOL DISTRICT

- Clean/disinfect toilets, urinals, with special attention to surrounding floor areas
- Sweep/wet mop floors with disinfectant
- Spot wash walls, light switches, partitions, and doors; remove graffiti
- Clean/disinfect shower doors, fixtures, and benches
- Clean/disinfect hand dryers & countertops
- Deodorize drains
- Replace bulbs as needed
- Secure doors & windows and turn off lights before leaving

Weekly

- Dust (below 8')
- Wipe down doors

Monthly

- Clean wall & ceiling vents
- Add liquid to drains

Quarterly

- Clean & disinfect lockers (coordinate with custodial Team Leader & schools athletics coaches)

Semi-Annually

- Scrub/disinfect/wax floors
- Paint as needed

Wrestling & Weight Rooms

Daily

- Empty wastebaskets; replace liners as needed
- Dust mop floors & mats
- Wet mop and disinfect floors and mats
- Clean & disinfect walls, doors, and benches
- Replace light bulbs as needed
- Clean marker board trays 3x weekly
- Secure doors & windows and turn off lights before leaving

Bi-Weekly

- Disinfect touch surfaces
- Clean/disinfect wastebaskets; replace liners as needed

Weekly

- Dust (below 8')

Quarterly

- Scrub/wax and burnish tile floors (strip & wax more frequently if needed)
- Dust ceiling and wall vents; high dust (8' and above)

Semi-Annually

- Clean light fixtures

Trainer's Room

Daily

- Dust mop/wet mop floor

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NAMPA SCHOOL DISTRICT

- Empty wastebaskets (Caution: Blood borne pathogens may be present)
- Spot clean walls, light switches, and doors as needed
- Vacuum runners
- Refill dispensers
- Disinfect wastebaskets
- Secure doors & windows and turn off lights before leaving

Bi-Weekly

- Disinfect touch surfaces

Weekly

- Dust (below 8')

Quarterly

- Dust ceiling and wall vents
- High dust (8' & above)
- Scrub/wax and burnish tile floors (strip & wax more frequently if needed)

Semi-Annually

- Clean light fixtures
- Paint as needed

Theater

Daily

- Vacuum carpets
- Dust mop/wet mop wood floor
- Empty wastebaskets
- Spot clean walls and doors; remove graffiti

Weekly

- Dust (below 8')

Quarterly

- Clean ceiling and wall vents
- Clean wastebaskets
- High dust (8' & above)
- Restorative carpet care (extract heavy traffic areas more frequently if needed)

Semi-Annually

- Clean light fixtures and furniture

Stairwells

Daily

- Sweep/mop stairs and landings
- Clean handrails
- Spot clean walls and doors

Weekly

- Wipe down doors

Quarterly

- Dust vents; high dust (8' & above)

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NAMPA SCHOOL DISTRICT

- Scrub & wax (strip & wax more frequently if needed)
- Disinfect walls, handrails, and stairs

Semi-Annually

- Clean light fixtures
- Paint walls as needed
- Clean interior and exterior glass

Grounds

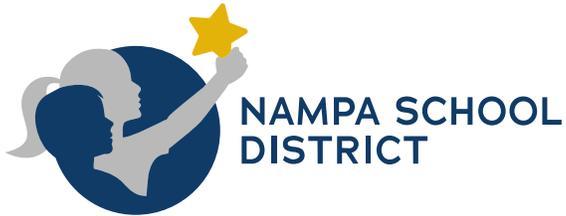
Daily

- Remove trash & debris
- Empty trash receptacles as needed
- Sweep entrance areas, doorways, walkways, steps, and curbs
- Remove graffiti from exterior walls & sidewalks
- Remove snow from sidewalks and entry areas as needed
- Remove weeds from flowerbeds as needed
- Check lawn for proper irrigation operation
- Replace sprinkler heads as needed (contact District maintenance in the case of major issue)

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Attachment III Time-Based Tasks & Responsibilities

The tasks and responsibilities listed in this section are not intended to replace or modify any of the location-specific tasks included in Attachment II. This attachment specifies those tasks and responsibilities that might be considered “deep cleaning” and typically require extended time to complete or may be best and most acceptably completed during periods in which school is not in session.

Christmas Break

Hallways

- Scrub & recoat hard surface floors
- Surface clean carpets

Restrooms & Locker Rooms

- Machine scrub & disinfect floors

Administrative Offices

- Scrub & recoat hard surface floors
- Surface clean carpets

Classrooms

- Scrub & recoat hard surface floors
- Surface clean carpets

Spring Break

Hallways

- Scrub & recoat hard surface floors
- Extract carpets

Restrooms & Locker Rooms

- Machine scrub & disinfect floors

Administrative Offices

- Scrub & recoat hard surface floors
- Extract carpets

Summer Break

Classrooms & Instructional Areas

- Strip floors as needed to remove build up and ground-in soil
- Refinish tile floors, applying appropriate floor finish
- Extract carpets
- Clean walls of pencil marks, ink, and other types of marking & dirt
- Wash desks inside & outside, wash chairs, remove any gum
- Clean desktops of pencil marks & ink
- Wash & clean ledges, windowsills, light fixtures, chalkboards, marker boards, bookcases, coat racks, and other horizontal surfaces
- Clean partition glass
- Clean & disinfect sinks, sink fixtures, and mirrors

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NAMPA SCHOOL DISTRICT

- Wash & disinfect trash receptacles
- Remove staples from walls and carpet

Hallways, Stairways, and Landings

- Strip floors as needed to remove build up and ground-in soil
- Refinish tile floors, applying appropriate floor finish (strip if necessary)
- Clean & polish entryway windows and door glass
- Remove handprints, marks, and dirt from walls
- Wash & clean rails, ledges, and light fixtures
- Clean, disinfect, & polish drinking fountains
- Clean & extract carpets
- Scrub stairs and landings
- Refinish tile-floor stairs and landings, applying appropriate floor finish
- Wash lockers inside & out
- Remove staples from walls and carpet

Offices

- Strip floors as needed to remove build up and ground-in soil
- Refinish tile floors, applying appropriate floor finish
- Clean desks
- Clean ledges, light fixtures, partitions, walls, and doors
- Clean door & partition glass
- Extract carpets
- Clean & disinfect trash receptacles
- Remove staples from walls and carpet

Library

- Extract carpets
- Clean & polish desks
- Clean & polish exposed portions of bookshelves (books will not be removed)
- Clean dust & dirt from windowsills, ledges, other horizontal surfaces, and light fixtures
- Clean door & partition glass
- Strip hard surface floors as needed to remove build up and ground-in soil
- Refinish tile floors, applying appropriate floor finish
- Remove staples from walls and carpet

Restrooms

- Clean & polish mirrors & sinks
- Clean & disinfect toilets, toilet seats, toilet tanks, and urinals
- Wash & disinfect walls, partitions, doors, and heating units
- Clean light fixtures
- Scrub and wash floors, stripping if necessary

Gymnasium

- Wash bleacher seats & floorboards
- Machine scrub floor
- Refinish gym floors
- Spot clean walls

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NAMPA SCHOOL DISTRICT

- Wet mop steps and floors at bleacher areas
- Remove staples from walls and carpet

Auditorium/Theater (where applicable)

- Wash bleacher seats
- Deep clean upholstered seats
- Extract carpets
- Machine scrub or refinish floor as appropriate
- Spot clean walls

Intermittent/Continuous/TBD Time Intervals

School Buildings

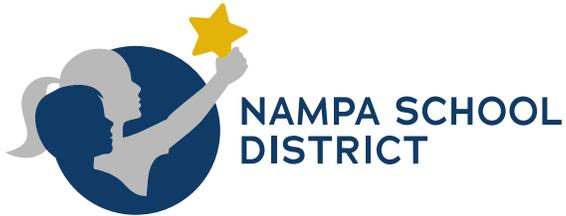
- Prep & paint approximately 20% of painted wall surfaces in high-traffic areas

**Timing of this work and particular areas to be addressed should be coordinated with District personnel. District will provide all tools and materials required.*

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Attachment IV Special Considerations

Energy Conservation

Lights should be turned on only in areas where cleaning is taking place and should be turned off immediately after cleaning each room

Cleaning personnel are not to change or override established heating and cooling temperatures in schools, and should heat or cool only those areas being cleaned

Securing Buildings

Team leader will unlock building(s) each day

Designated night employee will secure the building(s) at the end of each day; must check building for other personnel prior to setting alarm

Light Maintenance

Vendor will be required to perform minor maintenance within each individual facility. These responsibilities will be required on an as-needed basis and will be at the specific instruction of the building administrator. All maintenance related supplies, equipment, and tools will be provided by the District. Examples of light maintenance tasks and activities expected to be performed by the daytime custodians at each location are

- Replace light bulbs
- Spot paint, repair, replace ceiling tiles when required
- Cut off water supply if necessary until District maintenance staff can respond to any water issue
- Assist District maintenance staff in monitoring mechanical and boiler rooms for mechanical issues
- Clean all HVAC return and supply grates in all classrooms and common areas, on a monthly basis

This list is not intended to be and should not be taken to be an exhaustive listing of necessary or expected light maintenance tasks and activities under this section.

Special Events

For special events scheduled during regular operating hours—athletic contests, plays, concerts, meetings, etc.—building custodians should take care to check and maintain clean restrooms, hallways, lobbies, and other areas of the building to which attendees will have access.

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**Attachment V
Building Footages, Acreages, & Other Information**

Building	Building Total Footage	Carpet	Vinyl-Sheet or Comp	Hardwood-Gym	Hardwood-Other	Concrete-Slab, Colored, or Sealed	Rubber, Plastic, Linoleum, Other Soft Surface	Tile	All Other Surface Types ²	Approximate Site Acreage
Centennial Elementary	59205	39369	9941	4899	0	4991	0	0	0	20
Central Elementary	60618	33748	3683	5400	9780	2102	0	1970	0	5
Endeavor Elementary	68713	53596	2061	7558	0	1374	0	4122	0	13
Greenhurst Elementary	60032	46824	6602	5402	0	1200	0	0	0	15
Iowa Elementary	65591	57720	1967	5247	0	655	0	0	0	12
Lake Ridge Elementary	68713	45350	8245	7558	0	4122	0	3435	0	15
New Horizons Elementary	68713	48786	4809	7558	0	2748	1374	3435	0	15
Owhee Elementary	67537	53354	2026	7429	0	1350	0	3376	0	14
Park Ridge Elementary	65591	57720	1967	0	0	655	0	5247	0	12
Reagan Elementary	67537	45924	6078	7429	0	5402	0	2701	0	12
Roosevelt Elementary	67537	53354	2026	7429	0	1350	0	3376	0	12
Sherman Elementary	65591	57720	1967	0	0	655	0	5247	0	12
Snake River Elementary	56418	41749	6205	5641	0	2820	0	0	0	10
Willow Creek Elementary	68713	53596	2061	7558	0	1374	0	4122	0	12
East Valley Middle School	126528	70633	33484	12908	0	2347	1284	5867	0	30
Lone Star Middle School	147431	50126	66343	17691	0	1474	4422	7371	0	30
South Middle School ¹	121506	72989	21436	16004	0	4087	5626	1361	0	26.5
West Middle School	114798	60789	29989	14604	0	7504	953	953	0	30
Columbia High School ¹	269993	124888	107757	20480	0	11146	5120	0	0	62
Nampa High School ¹	270019	86840	71976	31349	0	38056	4365	7174	29374	40
Skyview High School ¹	241797	128753	70509	10058	0	18388	4023	10058	0	50
Union High School	58128	46546	5787	0	0	2103	3689	0	0	15
Treasure Valley Leadership Academy	11858	7470	3557	0	0	355	0	474	0	1
Gateways Alternative School	36907	25193	3744	3404	0	1021	0	680	0	2
District Warehouse (Main)	22634	1234	0	0	15340	6058	0	0	0	1
Nutrition Services Office	9037	6945	719	0	0	1341	0	32	0	0
District Office	18149	17241	907	0	0	0	0	0	0	2
Technology Services Office	15003	4485	438	0	0	9930	0	0	0	1
Lake Lowell House	2200	0	0	0	0	0	0	0	0	0

¹Site features multiple buildings. Measurements listed are total for all buildings on site; see Appendix A for individual building measurements.
²See Appendix B for breakdowns of All Other Surface Types

Measurements provided are for convenience only. While these measurements are believed to be true and accurate, the respondent is solely responsible for verification of any/all measurements. District shall not be responsible for errors or omissions, or for the failure of any respondent to research or otherwise verify any particular measurement.





NAMPA SCHOOL DISTRICT

Attachment VI 2018-19 School Calendar

SCHOOL CALENDAR 2018 - 2019

Revised March 2018

JULY						
S	M	T	W	T	F	S
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				

Teachers 13
Students 8
Quarter 1 8

Teachers 19 32
Students 19 27
Quarter 1 19 27

SEPTEMBER						
S	M	T	W	T	F	S
						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						

Wednesdays - 1 hour early release

August 15 & 16 - District PD Day
August 17 - Building PD Day
August 20 & 21 - Teacher Work Day
August 21 - Elem Open House 5-7 pm
August 22 - First Day for Students
Aug 27 - MS Open House 5-7 pm
Aug 28 - HS Open House 5-7 pm

Sept 3 - Labor Day No School

Oct 4 - Non Contract Day - No School
Oct 5 - Non Contract Day - No School
Oct 25 - End 1st Quarter
Oct 26 - Teacher Work Day Grading
Oct 30 - P/T Conf 5-8 pm

OCTOBER						
S	M	T	W	T	F	S
	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			

Teachers 21 53
Students 20 47
Quarter 1 17 44
Quarter 2 3 3

NOVEMBER						
S	M	T	W	T	F	S
				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	

Teachers 17 70
Students 15 62
Quarter 1 0 44
Quarter 2 15 18

DECEMBER						
S	M	T	W	T	F	S
						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					

Teachers 15 85
Students 15 77
Quarter 2 15 33

Nov 1 - No School for Students
Nov 1 - P/T Conf 8-11 am, 12 - 4 & 5-8 pm
Nov 2 - Comp Day
Nov 19-23 Thanksgiving Break
Dec - 21 - 2 Hr Early Release
Dec 24 - Jan 4 - No School Christmas Break

JANUARY						
S	M	T	W	T	F	S
		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		

Teachers 18 103
Students 17 94
Quarter 2 9 42
Quarter 3 8 8

FEBRUARY						
S	M	T	W	T	F	S
					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		

Teachers 19 122
Students 19 113
Quarter 3 19 27

MARCH						
S	M	T	W	T	F	S
						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					

Teachers 16 138
Students 6-12 15 128
Quarter 3 15 42
Quarter 4 0 0

Jan 14 - 17 - Finals
Jan 17 - End 2nd Qtr & First Semester
Jan 18 - Teacher Work Day Grading
Jan 21 - Human Rights Day Holiday
Feb 18 - President's Day
March 21 - End of 3rd Quarter
March 22 - Teacher Work Day Grading
March 25 - 29 - Spring Break

APRIL						
S	M	T	W	T	F	S
	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				

Teachers 22 160
Students 6-12 22 150
Quarter 4 22 22
Quarter 3

MAY						
S	M	T	W	T	F	S
			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	

Teachers 22 182
Students 6-12 22 172
Quarter 4 22 44

JUNE						
S	M	T	W	T	F	S
						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

Teachers 3 185
Students 6-12 3 175
Quarter 4 3 47

April 9 (?) - SAT Day
- HS Juniors & Seniors only
- MS & Elem Regular schedule
May 17 - Last Day for Seniors
May 21 - Skyview HS Graduation
May 22 - Nampa HS Graduation
May 24 - Columbia HS Graduation
May 27 - Memorial Day
June 4 - 2 Hour Early Release
June 5 - 2 Hour Early Release
Last Day of School

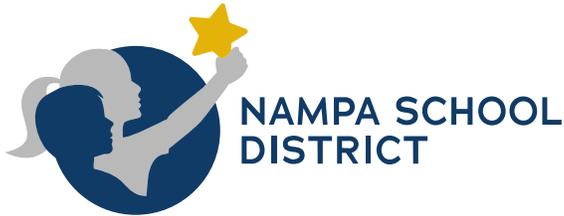
Holiday PLC/PD Teacher Work Early Release Finals Comp P/T Conf Professional Development

9th & 10th Grade 174 Days
Q1 - 44 Q3 - 42
Q2 - 42 Q4 - 47
Sem 1 - 86 Sem 2 - 89

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Attachment VII School District Building Contacts

Centennial Elementary

522 Mason Lane, Nampa, 83686
 Phone 208-468-4627 Fax 208-468-2814
 Building Administrator Paul Harman
 Office Manager Monique McDermott

Central Elementary

1415 5th Street South, Nampa, 83651
 Phone 208-468-4611 Fax 208-468-2813
 Building Administrator Tami Vandeventer
 Office Manager Cindy Crooke

Endeavor Elementary

2824 E. Victory Rd., Nampa, 83687
 Phone 208-468-4629 Fax 208-468-2822
 Building Administrator Dominic DeLaPaz
 Office Manager Edith Ruiz

Franklin D. Roosevelt Elementary

1901 W. Roosevelt Rd., Nampa, 83686
 Phone 208-468-4620 Fax 208-468-2819
 Building Administrator Shawn Tegethoff
 Office Manager Susan Mckay

Greenhurst Elementary

1701 Discovery Place, Nampa, 83686
 Phone 208-468-4612 Fax 208-468-2810
 Building Administrator Gina White
 Office Manager Sheila Porter

Iowa Elementary

626 W. Iowa Rd., Nampa, 83686
 Phone 208-468-4621 Fax 208-468-2815
 Building Administrator Chance Whitmore
 Office Manager Kim Porter

Lake Ridge Elementary

315 Burke Lane, Nampa, 83686
 Phone 208-468-4626 Fax 208-468-2824
 Building Administrator Steve LaBau
 Office Manager Linda Vargas

New Horizons Dual Language Magnet

5226 Southside Blvd., Nampa, 83686
 Phone 208-468-4623 Fax 208-468-2825
 Building Administrator Valerie Cleverly
 Office Manager Violet Godina

Owyhee Elementary

2300 W. Iowa Rd., Nampa, 83686
 Phone 208-468-4616 Fax 208-468-2820
 Building Administrator Chuck Silzly
 Office Manager Nan Kaiserman

Park Ridge Elementary

3313 Parkridge Dr., Nampa, 83687
 Phone 208-468-4622 Fax 208-468-2817
 Building Administrator Amy Taylor
 Office Manager Elsie Marez

Ronald Reagan Elementary

3400 Southside Blvd., Nampa, 83686
 Phone 208-468-4619 Fax 208-468-2821
 Building Administrator Ryan Curry
 Office Manager Brooke Burgess

Sherman Elementary

1521 E. Sherman Ave., Nampa, 83686
 Phone 208-468-4628 Fax 208-468-2816
 Building Administrator Sherry Marsh
 Office Manager Dana Bailey

Snake River Elementary

500 Stampede Dr., Nampa, 83687
 Phone 208-468-4614 Fax 208-468-2818
 Building Administrator Karla Reynolds
 Office Manager Petra Gervais

Willow Creek Elementary

198 N. Elementary Ln., Nampa, 83686
 Phone 208-468-4617 Fax 208-468-4618
 Building Administrator Scott Knopp
 Office Manager

East Valley Middle School

4085 E. Greenhurst Rd., Nampa, 83686
 Phone 208-468-4760 Fax 208-468-4762
 Building Administrator Matt Crist
 Office Manager Karen Welsh

Lone Star Middle School

11055 Lone Star Rd., Nampa, 83651
 Phone 208-468-4745 Fax 208-468-2828
 Building Administrator Greg Heideman
 Office Manager Cari Dunn

South Middle School

229 W. Greenhurst Rd., Nampa, 83686
 Phone 208-468-4740 Fax 208-468-2826
 Building Administrator Stuart Vickers
 Office Manager Kelli Baker

West Middle School

28 S. Midland Blvd., Nampa, 83651
 Phone 208-468-4750 Fax 208-468-2809
 Building Administrator Stefanie Duby
 Office Manager Kathleen Overstreet

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Columbia High School

301 S. Happy Valley Rd., Nampa, 83687

Phone 208-468-0571 Fax 208-468-0573

Building Administrator Cory Woolstenhulme
Office Manager Kristi Perales

Nampa High School

203 Lake Lowell Ave., Nampa, 83686

Phone 208-468-0551 Fax 208-468-2829

Building Administrator Diana Molino
Office Manager Shari Warren

Skyview High School

1303 E. Greenhurst Rd., Nampa, 83686

Phone 208-468-0562 Fax 208-468-2833

Building Administrator Will Barber
Office Manager Carole Woolstenhulme

Treasure Valley Learning Academy

609 15th Ave. North, Nampa, 83687

Phone 208-468-0568 Fax

Building Administrator Emmett Wemp
Office Manager Tena Spencer

Union High School

506 Fletcher Drive, Nampa, 83686

Phone 208-468-0559 Fax 208-468-2832

Building Administrator Carleen Schnitker
Office Manager Xantie Roeder

Gateways Alternative School

94 N. Canyon Street, Nampa, 83651

Phone 208-468-0557 Fax 208-468-2834

Building Administrator Cyndi Cook
Office Manager Kristy Sims

District Office

619 S. Canyon St., Nampa, 83686

Phone 208-468-4600 Fax 208-468-4638

Building Administrator
Office Manager Tammy Wallen

Nutrition Services

8076 E. Executive Drive, Nampa, 83687

Phone 208-468-4607 Fax 208-468-4769

Building Administrator Sheila Keim
Office Manager Jane Harbeston

Technology Services

1002 Front Street, Nampa, 83651

Phone 208-468-4604 Fax 208-468-2835

Building Administrator Peter Jurhs
Office Manager Sherri McIlhargey

Maintenance Office/Warehouse

12 15th Ave. South, Nampa, 83686

Phone 208-468-4605 Fax 208-468-2836

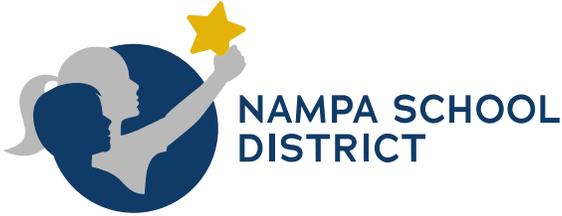
Building Administrator Kelly Hildebrand
Office Manager Vicki Hardin

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NAMPA SCHOOL DISTRICT

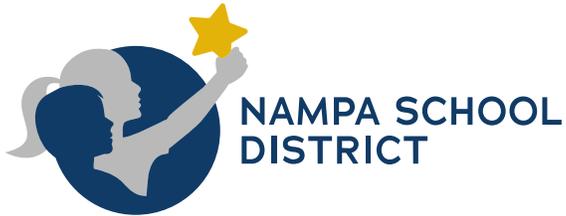
Appendix A Multi-Building Location Footage Breakdown by Building

Building	Building Total Footage	Carpet	Vinyl-Sheet or Comp	Hardwood-Gym	Hardwood-Other	Concrete-Slab, Colored, or Sealed	Rubber, Plastic, Linoleum, Other Soft Surface	Tile	All Other Surface Types ¹
South Middle School (Main)	114,286	66,130	21,436	16,004	0	4,087	5,626	1,000	0
South Middle School (Annex)	7,220	685.9	0	0	0	0	0	361	0
Columbia High School (Main)	256,000	122,880	102,400	20,480	0	5,120	5,120	0	0
Columbia High School CTE Building	13,933	2,008	5,357	0	0	6,026	0	0	0
Nampa High School/1,000 + 200 + Science Wing Classrooms	53,544	27,861	23,666	0	0	0	0	1848	0
Nampa High School/250 Classrooms	13,900	10,286	2,502	0	0	417	0	695	0
Nampa High School/300 CTE Ag Shop	13,180	0	7,521	0	0	5,284	375	0	0
Nampa High School/400 CTE Classrooms & Shop	20,160	0	9,676	0	0	10,483	0	0	0
Nampa High School/500 Band & Theater	20,746	14,937	4,564	0	0	414	0	829	0
Nampa High School/600 Library	29,228	2,652	4,500	0	0	2,126	0	0	0
Nampa High School/700 Administration & Cafeteria	23,683	7,104	13,500	0	0	1,420	0	947	0
Nampa High School/800 Gymnasium	53,246	0	6,419	31,349	0	3,311	3,990	2,164	6,013
Nampa High School/900 Stadium	29,372	0	1346	0	0	3,974	0	691	233,611
Nampa High School/1,000 CTE Shop	12,960	0	2,332	0	0	1,062.7	0	0	0
Nampa High School (Main)	207,292	128,753	51,894	1,005.8	0	2,500	4,023	1,005.8	0
Skyview High School CTE Building	3,002.5	0	1,861.5	0	0	11,408	0	0	0
Skyview Hitting Facility	4,480	0	0	0	0	4,480	0	0	0
¹ All Other Surface Types: <ul style="list-style-type: none"> Nampa High School/800 Gymnasium 6013 sq. ft. Synthetic sports surface Nampa High School/900 Stadium 5702 sq. ft. Synthetic sports surface 17659 Reinforced concrete grandstand 									

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Respondent Certifications

- Byrd Anti-Lobbying Amendment**—In submitting this proposal, we certify our company will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.
- Anti-Collusion**—In submitting this proposal, we certify it was developed and prepared without any collusion with any competing respondent or District employee; the content of this proposal has not been disclosed to any competing or potentially competing respondent prior to the proposal due date and time; and that no action has been taken to persuade any potential respondent to submit or withhold a proposal.
- National Sex Offender Registry**--Idaho Code §18-8329 prohibits any person who is registered or required to register under the Idaho Sex Offender Registration Act from being on school property if the person has reason to believe children under the age of 18 are present. In submitting this proposal, we certify that our company will not allow persons subject to this rule to participate in company business that would require them to be present on school property, as stated under the code. We further accept responsibility for cross checking such employees against the National Sex Offender Registry.
- Specification and Addenda Acknowledgement**—In submitting this proposal, we certify that we have read and understand the requirements and specifications of this Request for Proposal, including any and all addenda, if issued, as stated under General Proposal Conditions & Requirements Section 3
- Debarment and Suspension**—In submitting this proposal, we certify our company is not currently debarred, suspended, or otherwise excluded from federal procurement actions by any federal agency. We further understand that that if information contrary to this certification comes available that such information may be grounds for disqualification from bidding, non-award, or nullification of a supply agreement.
- Equal Employment Opportunity**—In submitting this proposal, respondent certifies it will, during the term of the contract, adhere to Equal Opportunity rules as prescribed in 41 CFR 60-1.4. Failure to do so may constitute grounds for disqualification from bidding, non-award, or nullification of a supply agreement.

Signed: _____

Printed Name & Title: _____

Company: _____

Date: _____



Sealed Bid Label—Cut Out

This label may be cut out along its border and affixed to the sealed envelope/package, to assist the bidder with the proper submission of its sealed bid. Use of this label is not required, it is provided as a convenience to bidders. If the label is not used, bidders should take care to see that the envelope or container is clearly marked with its company name and return address, properly address for delivery as shown, the title of the bid being submitted, and the words “Sealed Bid – Do Not Open” prominently marked on the container.

Should the sealed envelope or other container be enclosed within a shipper’s container, the outside of said shipper’s container should be marked with “Sealed Bid Enclosed” and sent to the address listed on the label.

No responsibility will attach to the school district or any district employee for the pre-opening of, post opening of, or the failure to open a bid not properly addressed and identified.

<p><i>Bidder Name & Address</i></p> <hr/> <hr/> <hr/> <hr/> <p>SEALED PROPOSAL – DO NOT OPEN Proposal: District Custodial & Light Maintenance Opening date/time: April 27, 2018 at 2:00 pm</p> <p>Tammy Wallen, Clerk of the Board Nampa School District 619 S. Canyon Street Nampa, ID 83686</p>
