

PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

CHIEF BUSINESS OFFICER

COVER SHEET FOR AGENDA ITEMS

April 16, 2024

TOPIC/ AGENDA ITEM:

VI. FINANCE
B. 2024-2025 Custodial Service Contract

PERSONNEL INVOLVED:

Board of Trustees, Executive Director/Principal, Chief Business Officer, Finance, Security Service

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The purpose of this action is to approve the selection of our Custodial Service provider. We completed a formal RFP process in April of 2024, to award a new three-year contract to Kohl Building Maintenance.

We requested RFPs from 6 vendors and 5 submitted a formal bid. One submitted a "no bid" letter.

IMPACT ON SCHOOL MISSION, VISION OR GOALS, (IF ANY):

The action requested of the Board today will support the goal of ensuring PCHS meets CDE requirements and supports the LCAP.

CHIEF BUSINESS OFFICER'S RECOMMENDATION:

The Chief Business Officer recommends that the Board approve the 2024-2025 Custodial Service bid to Kohl Building Maintenance.

RECOMMENDED MOTION:

"To approve Kohl Building Maintenance as the Custodial Service provider for 2024-2025. The maintenance agreement will be in accordance with the terms presented in the RFP bid"

Juan Pablo Herrera
Chief Business Officer

Custodial Services RFP Bids

Vendor	Date Submitted	Cost (\$) / hr	Annualized Estimated Cost per Daily/Weekly Services
Coverall	4/1/2024	\$26.69	\$577,284
Harbor Building Maintenance	4/1/2024	\$28.50	\$647,064
Kohl Building Maintenance	4/2/2024	\$28.50	\$651,500
Expert Building Maintenance	4/1/2024	\$31.30	\$703,123
Premier Property Preservation	4/2/2024	\$25	\$800,800
SSC Services for Education	3/5/2024	Provided "No Bid" letter	



PROPOSAL-CUSTODIAL SERVICES [RFP NO. 2023-24-1]

Prepared By:

KOHL BUILDING MAINTENANCE, INC.

Prepared For:

PALISADES CHARTER HIGH SCHOOL

**SUBMITTED TO:
JUAN PABLO HERRERA, PALISADES
CHARTER HIGH SCHOOL**

April 2, 2024

SECTION I

EXECUTIVE SUMMARY

Kohl Building Maintenance, Inc. ("KBM") is pleased to submit the following proposal to Palisades Charter High School ("PCHS") for janitorial maintenance services for their campus, located at 15777 Bowdoin Street in the Pacific Palisades ("School"). The terms of this proposal reflect our understanding of the services to be performed and our initial survey of the School.

Making The Right Choice

When retaining a professional janitorial maintenance company, you must find one that can be trusted to produce the results you need. Choosing from the myriad of competing firms is not an easy process. A good janitorial maintenance professional must be able to create a maintenance program that matches your needs and minimizes costs and the disruption of your business but also listening to the needs of the client, provided RFP requirements will always be addressed and taken care of. Knowing that your organization has a unique culture which must be understood before it can be properly serviced is essential.

Look for someone who takes the time to ask the right questions and listens carefully, gathering the information necessary to develop effective, tailor-made solutions. Spend time evaluating credentials and references. Ask tough questions to make sure you will be comfortable working closely together.

Your maintenance advisor should understand the dimensions of facilities maintenance and be absolute enough to recognize the appropriate materials, supplies, and equipment necessary to perform the varied tasks, just as you understand the dynamics of the business which you operate. Project management skills are also crucial. Your maintenance advisor must make the process as effortless for you as possible, allowing you to spend your valuable time conducting your business. Ultimately, your maintenance advisor should always be available to assist you with any additional services you may require.

Company Profile

At KBM, our primary mission is to deliver consistent superior services. We help our clients define their janitorial maintenance requirements and provide the most cost-effective solutions. Since 1974, KBM has

developed standards of excellence rooted in the belief that every organization has a unique set of needs and expectations that must be understood and met. We hire responsible individuals and train them carefully to develop the skills necessary to reach our standards. It takes more than knowledge and expertise to meet the needs of our clients. It takes a dedication to excellence and service - a commitment you will find within every KBM professional.

Equipment, Materials and Supplies

KBM agrees to provide such maintenance personnel, materials, supplies and equipment necessary to perform all of the services hereinafter specified. These supplies and equipment consist of brooms, brushes, buckets, buffing machines, detergents, disinfectants, ladders, mops, polishes, scouring powders, vacuum cleaners, etc. Restroom supplies such as paper towels, toilet tissue, toilet seat covers, hand soaps, deodorants and plastic liners are not covered or included in this proposal. At PCHS' request, KBM will arrange to provide these or other supplies to you, billing them separately on our regular monthly statement.

Insurance and Surety Bond

KBM shall at all times be licensed and bonded to protect our customers as well as ourselves. We shall also carry Public Liability, Property Damage Insurance and Workman's Compensation Insurance. Certificates of all insurance coverage shall be filed with you upon request.

Security Provisions

KBM shall comply with all Security procedures and other restrictive regulations existing in the School. Emergency names and phone numbers, including those of both PCHS' designated management and KBM management, will be posted in a conspicuous place in the janitor closet or the like. It shall be mutually agreed and understood that no person, other than authorized KBM maintenance crews, shall be permitted to enter the School during the period KBM is performing service. Persons other than KBM maintenance crews authorized to be in the School shall have their own means of entry without involving KBM maintenance crews.

Keys to the School, when placed in our custody, will be accounted for at all times. They will be tagged with PCHS' code number (assigned internally by KBM), and the name and address of KBM. With your consent, we shall retain duplicate keys in our safe for emergency and supervisory requirements.

KBM Identification and Personnel Policy

All KBM maintenance crews are screened, trained and monitored for job proficiency, safety and reliability. All KBM maintenance crews are provided with, and required to continuously wear an identification pass showing that he or she is part of a KBM maintenance crew. If, at any time, any KBM maintenance crew or person is unsatisfactory to you, for any reason whatsoever, upon your notification, such person or crew shall be immediately replaced and removed from the performance of any work within the premises covered by this proposal.

Contractual Flexibility and Additional Services

In the event PCHS requires, or requests, that KBM perform services in addition to, or different from, the work hereinafter specified, KBM shall bill for such services an amount as may be from time to time mutually agreed upon. However, it is the intent and basis of this proposal that the School shall always be maintained to your complete satisfaction, and any minor requirements, although not specifically mentioned herein, are implied and will be included in the maintenance of the School. Due to our staff of 450 employees, we are able to accomplish our regular services and also be able to staff the specialized without any delays.

Supervision and Inspections

Continuous on-the-job supervision and regular critical inspections are conducted by KBM management to assure proper job performance and your complete satisfaction. The consistent, reliable workmanship of KBM maintenance crews is our fundamental objective. KBM is at your service in an emergency or whenever special needs arise. We pride ourselves on handling customer problems swiftly and efficiently and are committed to executing every detail of your cleaning maintenance program.

Communication and Reporting

Communication and reporting skills are essential. KBM makes the process as effortless for you as possible, allowing you to spend your valuable time conducting your business. KBM management will establish direct contact with PCHS to ensure that any questions, comments, emergencies, or requests can be discussed with KBM on an as needed basis.

At PCHS' request, KBM will also provide an on-site Control Book, in which PCHS can register daily comments, requests or complaints. The control book helps to serve as a communicative tool between PCHS and KBM's on-site supervisor. The on-site supervisor will review the book nightly and complete all items of request. Additionally, PCHS will be informed of any unusual activities, persons, or items in need of repair. Since the book indicates time, date and information regarding the complaint or request, over a period of time, we are able to realize problem areas and individual particulars and take the necessary corrective measures.

The control book does not, however, take the place of direct communication with KBM's management. Monthly meetings with PCHS will be encouraged to ensure quality control. KBM management and crew supervisors maintain 24-hour immediate response monitoring via an alpha-numeric paging system. We will always be a phone call away!

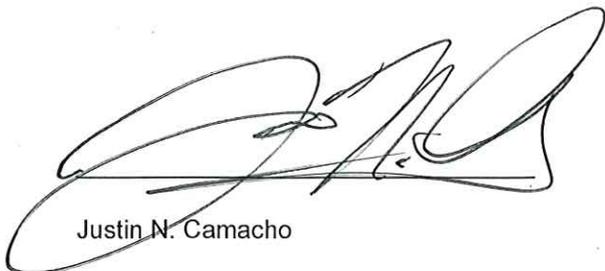
The KBM Ethic

Since our inception in 1974, we have developed a corporate culture that embraces openness and honesty. We are 100% family owned and managed, and are, in fact, involved in the supervision and direction of every project. We have sought out hard-working, responsible individuals who actively participate in the success of our company. KBM management, crews and supervisors work together as a team of trained janitorial professionals where information, knowledge and expertise are openly and deliberately exchanged - a feature that greatly benefits our clients.

Requested Company Information

Kohl Building Maintenance, Inc. is located at 9620 Topanga Canyon Place, Unit F Chatsworth, California 91311. KBM is a California corporation. KBM's Federal Employee Identification Number is 95-481-0877 and Corporate Identification Number is C2251719. The Primary liaison to PCHS is Justin Camacho, Account Manager, office: 818-882-2600 mobile: 917-842-8103 email: justin@kohlbm.com. The authorized binder for the contract is Jeffrey A. Kohl, President, office: 818-882-2600, jkohl@kohlbm.com.

By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.



Justin N. Camacho

Attachment E

Authorization Agreement

Request for Proposal for Custodial Services
RFP No. 2023-24-1

We, Kohl Building Maintenance, Inc., by our signature on this document certify the following:

1. That we will operate in accordance with all applicable California state and federal laws, regulations, and statutes.
2. That the terms, conditions, warranties, and representations made within this RFP and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.
3. That the proposal submitted is a firm and irrevocable offer good for one year, with yearly renewal options.
4. That we have made examinations and verifications and are fully conversant with all conditions under which services are to be performed for PCHS.
5. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

Company Name: KOHL BUILDING MAINTENANCE, INC.

Address: 9620 TOPANGA CANYON PLACE, UNIT F

City: CHATSWORTH State: CA Zip: 91311

E-mail Address: justin@kohlbm.com

Web Site Address: kohlbm.com

Name of Authorized Representative: Justin Camacho

Title of Authorized Representative: Account Executive



Signature of Authorized Representative

Date Signed: 4/2/24

SECTION III

SCOPE OF WORK & TRANSITION PLAN

KBM proposes to undertake this assignment by performing various maintenance tasks on a daily, weekly, monthly and quarterly basis, as follows:

AREAS OF SERVICE

Restrooms, Classrooms, Offices, Department Rooms, Hallways, Kitchen, Lunchroom, Gymnasium, Stadium, Locker rooms, Auditorium, Aquatic Center, Main Campus, Pali Academy, etc.

DAILY SERVICE (MON THRU FRI ON SCHOOL DAYS):

RESTROOMS

1. Clean, wipe, disinfect, sweep, mop, pick-up/take-out trash, etc. for toilets, urinals, sinks, washbasins, faucets, flushers, handles/knobs, dispensers, partition tile surfaces, stainless steel, chrome and brass fixtures, mirrors, etc., and refill all consumable/paper products and soap/other dispensers, graffiti removal, empty trash and reline with fresh bags. Deposit properly all cleaned up material in proper/designated bins.
2. Fill out restroom checklist for each cleaning, and replace filled up checklists as needed. Preserve all filled up checklists for the entire semester just in case anyone asks for proof of prior cleaning. PCHS is open to an online system as long as all costs of such are borne exclusively by service provider and not charged back to PCHS, and PCHS determined people are provided full access to our system and data as desired.
3. All references to anything to be done to Restrooms in any section of this scope document need to include all restrooms, whether student, adult, main campus, gym, locker rooms, Aquatic Center, Stadium, Pali Academy, etc.

CLASSROOMS/OFFICES/DEPT. ROOMS/INTERIOR HALLWAYS/KITCHEN/LUNCHROOM/OTHER ROOMS

1. Regular trash removal plus clean/disinfect all items including but not limited to: desks, tables, countertops, light switches, door handles/knobs/bars, telephones, sinks, washbasins, faucets, and mop all interior vinyl, tile, concrete flooring throughout the space. Also, when needed, to help remove gum/stains/graffiti. Please remember to leave all light switches in rooms with lights activated by sensors in the up/on position and when done to double-check that all doors are closed, latched, locked. It is important to Report via email to FacilitiesHelp@PaliHigh.org anything not working properly, including but not limited to: light switches/fixtures/bulbs, electrical outlets, door knobs/handles/latches/locks, falling ceiling tiles, etc. – We're not asking Custodians to check all of these things every time they enter a room, but at a minimum to do so thoroughly at least weekly, and we are asking them be on the lookout for such things during the course of their work and to report all instances of these types of things they see via email in a timely manner.
2. MGAC-Pool/Other: Gym, Pool, Pali Academy, etc. offices to receive same services as indicated in above for all classrooms/offices/rooms/etc.; plus empty trash in general facility and hose down and clean/ disinfect restrooms.

3. In addition to all interior countertops, clean and wipe down all outside countertops, including drinking fountains and basins.
4. Vacuum all carpeted areas on campus in the classrooms and offices. Vacuum cleaner to be provided by service provider and must contain a Hepa filter. Offices with carpeting/rugs such as but not limited to: EDP, College Center, Director of Operations, Business Manager Office, Library, etc. can be scheduled with respective parties by AM/PM Supervisors.
5. Spot clean carpets as needed.
6. Dust/Wipe computer surfaces with duster type of material. Wipe excessive fingerprints/ grime off monitors/screens. What is used and how it's done to be worked out in advance with the PCHS Technology Dept.
7. Damp-wipe furnishings, equipment in all classrooms (cubbies, classroom cabinets, etc.) - inside of desks/cabinets not included.
8. Dust all office furniture (chairs, file cabinets, bookshelves, computers, and desk).
9. Wipe interior window ledges and all other flat surfaces, including countertops.
10. Spot clean walls as needed, including light switch covers.
11. Clean all building entry doors, interior and exterior windows in foyer, surrounding glass, interior doors and wipe clean kick plates, door closer, door jamb.
12. All references to anything to be done to **CLASSROOMS/OFFICES/DEPT. ROOMS/INTERIOR HALLWAYS** ... in any section of this scope document need to include all classrooms/offices/ kitchen/lunchroom other rooms, whether Palisades Charter High School, main campus, Aquatic Center, Trailers, Stadium, Pali Academy, etc.
13. Monitor entire campus including Stairwells (main campus and stadium) for trash, sweep and/or blow debris in general, after nutrition/lunch including exterior walkways as custodians go from class to class.
14. Refill all paper products and soap/other dispensers in all locations throughout the day/night as needed.
15. Clean, wipe, disinfect, sweep, mop, empty trash in Gym areas including but not limited to court, floors, bleachers, locker room, lockers, restroom, showers, PE offices, weight room, fitness center, wrestling room, basketball locker rooms, coach's offices, snack shop.
16. Clean, wipe, disinfect, sweep, mop, spot wipe Gilbert Hall walls, stage, wipe back of Gilbert Hall seats, gum removal, empty trash in Mercer Hall & Gilbert Hall areas including stages, green room, dressing rooms and restrooms. Pull trash from Mercer back exterior gated area (AM/PM).
17. Stadium: General trash cleanup on field, track, stands/bleachers, walkways, restrooms, Sports Shack (aka LAX or Shane Shack), Football Shack, etc.

18. Clean, wipe, disinfect tables, chairs & appliances and sweep, mop, empty trash in "Teachers' Lounge" including outdoor patio area.
19. General cleanup of all Student & Faculty/Staff common eating areas after breakfast, nutrition, lunch and late bus departure (~6pm), as well as disinfect/wipe tables tops and benches.
20. Clean, wipe, disinfect, sweep, empty trash, damp mop kitchen/cafeteria floors, restrooms and kitchen basin.
21. Empty all trash and reline containers with fresh bags throughout campus, including but not limited to: classrooms, workrooms, offices, conference rooms, restrooms, hallways/walkways, quads, blacktops, baseball field, gym/locker rooms, cafeteria eating areas, entire stadium facility, Pali Academy, parking lots, etc. Deposit trash properly in proper/designated bins.
22. Close and keep all trash bin lids near loading dock and behind cafeteria closed to not encourage wildlife.
23. White & Chalk Board Erasing: DO NOT CLEAN/WIPE/ERASE – Unless specifically requested to do so by Facilities Manager or Director of Operations.
24. AM/PM supervisors are responsible to check PCHS website for planned events to coordinate with their teams in regards to cleaning the commonly used facilities that pertain to said events
25. Identification & Reporting to Supervisors of anything seen broken, not functioning properly, or missing. Supervisors reporting these items to FacilitiesHelp@palihigh.org (ideally with pictures).
26. Clean Loading Dock breakroom in similar fashion as other commonly used spaces at the end of each shift.
27. MGAC-Pool: to receive same services as indicated above for all classrooms/offices/rooms/etc.; pluplus, pty trash in general facility, hose down and clean/disinfect locker rooms, periodic deep clean of pool office and pool classroom.

Weekend Services (Sat/Sun):

1. Restrooms - Clean male and female restrooms in gym lobby, pool, stadium (home and visitor sides), loading dock, copy room, A-Bldg. 1st Floor, Mercer Hall, Gilbert Hall
2. Trash – Empty all trash and reline containers with fresh bags throughout campus, including but not limited to: classrooms, workrooms, offices, conference rooms, restrooms, hallways/walkways, quads, blacktops, baseball field, gym/locker rooms, cafeteria eating areas, entire stadium facility, Pali Academy, etc. – All areas potentially in use over any given weekend. Special attention in terms of checking and providing trash service to all weekend permit areas being used (review online schedule for permit usage). Deposit all cleaned up materials properly in proper/designated bins.
3. Large & Small Gyms - Dust & Mop with Bona Pro Sport Floor Care Cleaner (Provided by PCHS) at conclusion of gym use each day/night.

4. Gym Lobby – Dust & Mop
5. Aquatic Center / Pool: shower wall area deep bleach cleaning, floor scrubbing, cleaning and sanitizing locker exterior surfaces, toilet stall partitions, hand dryer, baby changing surfaces, water fountain.
6. Stadium/Faculty Lot - Blow Off and Broom as needed, especially Sunday late afternoon to be ready for Mon school day.
7. Mercer Hall & Gilbert Hall – Dust & Mop
8. Covered Eating Area – Wipe/Disinfect Tables
9. Gum & Graffiti Removal - Continuous cleanup as needed/seen throughout campus.
10. Loading Dock Breakroom: Clean breakroom in similar fashion as other commonly used spaces at the end of each shift.
11. Check/Follow Facilities-Use Schedule for areas in use for pre and post use cleaning.
12. Ad-Hoc duties as requested by school on occasional weekends.

Weekly Service will be performed and Day of Week:

1. Deeper cleaning and Disinfect equipment in Fitness Room and Weight Room (Mondays and Thursdays)
2. Machine scrub MGAC/Pool restrooms and office floors (lifeguards will clear floor area). Detail scrub stall walls and hose down. (Friday and Monday)
3. Clean Gilbert Hall, Mercer Hall and/or Library before major uses including but not limited to Board Meetings, Faculty Meetings, PTSA Meetings, etc.
4. PM shift staff to distribute (2) boxes of tissue per class 2x week (Monday and Wednesday)
5. Restrooms cleaned at conclusion of permit use late on Friday & Saturday so they're ready for Saturday and Sunday AM permit users for Gym Lobby, Pool, Stadium (home and visitor sides), Mercer Hall, Gilbert Hall
6. Clean around trash bins at loading dock and behind cafeteria after trash company picks up (Monday & Thursday – subject to change)
7. Clean elevator
8. Clean trailer offices behind next to W-Bldgs., behind Pool Building and at Pali Academy
9. Disinfect all doorknobs/handles, classroom sink faucets, and student desks
10. Check/Replace all Air-Fresheners & Deodorants throughout campus.

11. Sweep or leaf blow gated exterior area used by class J-100 out back.
12. Sweep or Leaf-Blow out the Exit Gate rolling gate track daily (when going to Stadium for anything)
13. Clean exterior of appliances in the classrooms, teacher/staff lounge and staff work room.
14. Clean Classroom and Workroom sinks throughout campus.
15. Clean and stock custodian closets
16. Apply deodorizers in restroom drains if requested.
17. Clean A-Bldg. Offices when possible: EDP, Attendance, CBO, HR, Counseling, & Operations
18. Blow off basketball courts and tennis courts.
19. Power Wash Cafeteria Covered Eating area and behind Cafeteria at Loading Dock area

Monthly Service:

1. Clean baseboards throughout campus.
2. Dust all exterior light fixtures and exterior cameras – use extended reach poles to do this.
3. Dust and clean all facility vertical blinds.
4. Dust all ceiling, wall and floor vents throughout campus.
5. Thoroughly Clean Main Office, Nurse's Office, and Breakroom Refrigerators
6. Clean/dust/wipe Aquatic Center interior office windows; locker room deep cleaning (surface and inside) and dust ceiling vents.

Quarterly Service:

1. Dust/clean wipe/disinfect all chairs, tops of chairs, tables, stools, and their legs.
2. Clean and shampoo all carpets.
3. Machine scrub all hallways with auto scrubber or pressure washer – During 4 major breaks: Thanksgiving, Winter, Spring & Summer with existing staff only)
4. Buff Floors for A-Bldg. 1st/2nd floor, Mercer, Gilbert, Teacher's Lounge, Copy Room
5. Clean/Wax A-Bldg. 1st Floor Hallway Flooring

Annual or Major Breaks (Summer & Winter) Service:

1. Summer Break Only - Strip and wax floors use existing staff only to perform duties as same FTE

count. All movable classroom furniture/objects to be moved out to insure floors are done.

2. Vendor will supply all supplies (stripper/wax/stripping, pads, etc.), all labor and major equipment necessary
3. Detail cleaning of all Classrooms/Offices/Dept. Rooms/Conference-Rooms/Other-Spaces
4. Power-Washing of all exterior areas
5. Clean out of all interior and exterior light fixtures of dust, bugs, etc.
6. Clean and disinfect trash bins/containers
7. Deep scrub of all tile in restrooms, showers, locker rooms and cafeteria
8. Wax A-Bldg. Hallway Floors (1st & 2nd Floor), Mercer Hall & Gilbert Hall Floors
9. Summer Break Only – Wax Music Bldg. Hall, Teacher/Staff Lounge and Copy Room
10. Winter Break Only - Buff Music Bldg. Hall, Teacher/Staff Lounge and Copy Room

In-Scope General Services:

1. Additional/Misc. help preparing for, during, and post major large-scale events occurring during normal shifts. Things including but not limited to: Pep Rallies, Unity Day, Back-to-School Night, Perspective New Pali Family Night, Senior Carnival, Graduation, etc. Standard shift duties to be appropriately adjusted/reduced to counteract the time for this help.
2. Other duties as assigned so long as they do not adversely affect standard-shift responsibilities without standard shift duties being appropriately adjusted/reduced to counteract the time for this help on any given day.

Out of Scope Services – *Extra Charge Quote as requested.

1. Clean Upholstery: Office chairs, staff lounge sofa and loveseat, classroom easy chairs, etc.
2. School Events which require additional labor where no reduction is made in daily standard duties that are mutually agreed to
3. Summer and Winter Break staff are to only be utilized for Janitorial oriented services or typical skills for such staff. If tasks outside these general guidelines are needed, PCHS will submit a request for such labor and any staffing pulled for other duties will be only replaced when PCHS request in writing. Duties will be agreed to with Vendor to ensure the Health/Safety of staff.
4. Janitorial Staff are only paid for days/hours worked. PCHS does not pay for Holidays or unexpected school shut-down missed days' work by default, only if requested to do so by PCHS*.

*If staff are requested to work any noted holiday, PCHS will be charged for the overtime cost. Any extra labor requested will be quoted and PCHS will sign off prior to start of work with a Service Request form or E-mail from PCHS.

QUALITY CONTROL

The following items shall be performed by KBM management and reported to PCHS on a monthly basis.

Interior Building Walkthrough and Inspection: Check and report cleanliness of Office Areas, Restrooms, Supplies, Carpet, Floors, etc. Report visible deficiencies and corrective measures to PCHS.

Client Relations: To ensure quality control, monthly visits will be requested with PCHS to discuss any questions, comments, requests or problems.

Janitorial Supplies: Check and monitor janitorial supplies weekly. Supplies in need of restocking shall be reported to PCHS for monthly delivery.

SECTION IV

FEE PROPOSAL & FINANCIAL ANALYSIS (ATTACHMENT F INCLUDED)

Our charge for the performance of all work and specifications outlined above shall be as follows:

JANITORIAL SERVICE CHARGE	July 2024	July 2025	July 2026
Monthly Service Charge	\$54,275.00	\$56,200.00	\$57,625.00
Hourly Rate	\$28.50	\$29.50	\$30.25

The above Monthly Service Charge Options represent various man-hours per day and/or night scenarios. Cleaning schedules and daily, weekly and monthly tasks shall be determined in accordance with the option chosen. Please note that the above Monthly Service Charge considers all chemicals, equipment, labor, liability and workers compensation and includes the labor of eleven (11) full-time employees, each with a forty (40) hour per week shift. Please note that July 2025 and July 2026 figures include a City and County of Los Angeles mandated minimum wage increase that is assumed to be fifty (\$0.50) cents per hour. Should said increases differ, then the prices shall be adjusted accordingly.

FREQUENCY OF SERVICE

Seven (7) days per week coverage.

The above referenced Frequency of Service is broken down as follows: Four (4) full-time employees Monday through Friday from 6:30am-3:00pm; six (6) full-time employees Monday through Friday from 3:00pm-11:30pm; and one (1) full-time employee Wednesday through Friday from 3:00pm-11:30pm and on Saturday and Sunday from 1:00pm-9:30pm.

HOURLY SERVICE CHARGE OPTIONS	July 2024	July 2025	July 2026
Night Staff (M-Sa: 3:00 p.m. – 11:30 p.m)	\$28.50	\$29.50	\$30.25
Day Porter Service (6:30 a.m. - 3:00 p.m.)	\$28.50	\$29.50	\$30.25
Event Cleaning (4 hour minimum)	\$30.00	\$31.00	\$31.75

Based on the dynamic nature of School activity, at times, additional staffing, or less staffing than that outlined in the Basic Monthly Service shall be required Conversely, should less staffing be required at any given time, a credit of \$28.50/ \$29.50/ \$30.25 per man hour shall be applied to the Basic Monthly Service charge. Said fluctuations could be based on seasonality, special functions or seasonality. A base level for service and frequency of comparison shall be defined and agreed upon by PCHS and KBM, but not greater than monthly or less than every two (2) weeks. As such, labor hours and billing shall be adjusted accordingly. This can be applicable for night, as well as day labor hours.

The above charges shall be billed bi-weekly based on the amount of man-hours worked for said periods. Overtime shall be approved by PCHS and charged at a rate of one and one-half of the hourly rate. Work on nationally recognized holidays shall be billed on an overtime basis.

ADDITIONAL SERVICES (Available upon request and priced separately.)

Event Set Up/Breakdown	\$30.00/ \$31.00/ \$31.75 per man hour.
Carpets cleaned	\$32.50/ \$33.60/ \$33.40 per man hour.
Resilient tile floors stripped, sealed, and refinished.	\$32.50/ \$33.60/ \$33.40 per man hour.
Windows Washed (Interior and Exterior)	To Be Determined.
Emergency Services	\$50.00/ \$51.65/ \$52.90 per man hour.
Construction Clean Up	\$40.00/ \$41.25/ \$43.00 per man hour.
General Clean Up	\$28.50/ \$29.50/ \$30.25 per man hour.

Payment shall become due and payable on the first day of the month following that in which services were rendered. Changes in the cleanable square feet and/or required services may cause the quoted prices to be adjusted reasonably upward or downward.

KBM appreciates the opportunity to submit the above offer. It is our continuing objective to yield our clients complete satisfaction by providing quality service at a reasonable cost. We look forward to the opportunity of working with you in the near future.

SECTION VI

MAINTENANCE AGREEMENT

MAINTENANCE AGREEMENT

1. This agreement is entered into by KBM, INC. ("KBM") and Palisades Charter High School ("PCHS") for janitorial maintenance services to be performed by KBM at PCHS located at 15777 Bowdoin Street, Pacific Palisades, CA as is set forth herein. Only those services listed on the attached schedule will be performed.
2. All negotiations and earlier maintenance agreements, verbal or written are merged in this agreement. No modification or change shall be binding unless in writing and are signed by both parties. The person signing this agreement represents that they have full authority to sign contractually and PCHS hereby acknowledges receipt of the copy of this agreement. The signature of PCHS or PCHS' representative on this agreement constitutes acceptance of the services and terms of payment of KBM.
3. KBM shall furnish all cleaning material and equipment necessary. PCHS shall be responsible for providing all other supplies, such as: toilet tissue, hand towels, soap, plastic trash liners, etc..
4. All services shall be considered performed in accordance with this agreement unless notice to the contrary is received by KBM. Such notification shall be communicated by PCHS to KBM by telephone within 24 hours and confirmed by written notice to KBM and received by KBM within 72 hours of occurrence. Liability of KBM shall be limited to the correction thereof. Failure to give such notice shall constitute a waiver of PCHS' claim.
5. The term of this agreement shall be month to month from date of commencement and automatically extend on a basis of month-to-month thereafter. In the event of non-performance, either party may terminate these services by issuance of a thirty (30) day written notice.
6. On default by PCHS, KBM may without notice to PCHS, accelerate payment of all sums due under this agreement and the entire amount shall become immediately due and payable.
7. Upon termination, PCHS hereby agrees that for a period of two years after termination, they shall not employ any present or former employee, subcontractor, vendor or representative of KBM.
8. KBM shall at all times be licensed, bonded and carry Contractors Public Liability Insurance.
9. If legal action is required for the collection of any amount in default, PCHS agrees and promises to pay such sums as may be determined reasonable by law.
10. Services shall commence on the _____ day of _____, 2024.
11. The monthly service charge shall be charged on an hourly basis at a rate of \$_____ per man-hour. Overtime when worked, shall be charged at a time and a half rate of \$____per man-hour. PCHS agrees to make payment within two (2) weeks of receiving the invoice. Said pricing shall be subject to increases in accordance with the SEIU Maintenance agreement and/or Government mandated increases.
12. KBM is not obligated to perform services on nationally recognized holidays. Services on holidays, when requested, shall be charged double the regular hourly rate of \$_____ per man-hour.

KBM, INC.

PALISADES CHARTER HIGH SCHOOL

By: _____

By: _____

Dated: _____

Dated: _____