



*ATTACHMENT SECTION A
BID SUBMISSION DOCUMENTS
DISTRICT WIDE
CUSTODIAL CLEANING SERVICES
PROJECT NUMBER 26.001*

*Battle Creek Public Schools
Facilities and Operations
315 W. Goodale Ave
Battle Creek, MI 49037*

JANUARY 12, 2026



EVERY STUDENT
EVERY DREAM
EVERY DAY

BATTLE CREEK PUBLIC SCHOOLS

ATTACHMENT A1- INTENT TO RESPOND

DATE SUBMITTED:
COMPANY:
PROJECT NAME: BCPS CUSTODIAL SERVICES
CONTACT NAME:
CONTACT EMAIL:
CONTACT PHONE:
INTENT TO RESPOND SUMMARY

CONTACT NAME (PRINT):

CONTACT OFFICIAL SIGNATURE:

BATTLE CREEK PUBLIC SCHOOLS

JANUARY 12, 2026



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BATTLE CREEK PUBLIC SCHOOLS
ATTACHMENT A3- FAMILIAL RELATIONSHIP DISCLOSURE

AFFIDAVIT OF _____ STATE OF _____

(insert name of affiant)

COUNTY OF _____

I, _____ (insert name of affiant), makes this Affidavit under oath and states as follows:

1. I am a/the:

- President
- Vice-President
- Owner
- Chief Executive Officer
- Member
- Partner
- Other (please specify): _____

of _____ [insert name of firm], a bidder for *Districtwide Custodial Services* for Battle Creek Public Schools.

2. I have personal knowledge and/or I have personally verified that the following are all of the familial relationships existing between the owner(s) and the employee(s) of the aforementioned firm and the school district's superintendent and/or board members:

3. I have authority to bind the aforementioned contractor with the representations contained herein, and I am fully aware that the school district will rely on my representations in evaluating bids for tech design services.

4. I declare the above information to be true to the best of my knowledge, information and belief. I could completely and accurately testify regarding the information contained in this affidavit if requested to do so.

_____ (signature of affiant) Date: _____

Subscribed and sworn before me in _____ County,
_____ State, on the ___ day of _____, 2023

_____ (signature)

_____ (printed)

Notary public, State of _____, County of _____

My Commission expires on _____

Acting in the County of _____



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**BATTLE CREEK PUBLIC SCHOOLS
ATTACHMENT A4- IRAN ECONOMIC SANCTIONS**

I am the _____ (*insert title*) of _____ (*insert name of firm*) (“Bidder”), with authority to submit a binding bid for the provision of Districtwide Custodial Services to Battle Creek Public Schools. I have personal knowledge of the matters described in this Certification, and I am familiar with the Iran Economic Sanctions Act, MCL 129.311, et seq. (“Act”). I am fully aware that the school district will rely on my representations in evaluating bids.

I certify that Bidder is not an Iran-linked business, as that term is defined in the Act. I understand that submission of a false certification may result in contract termination, ineligibility to bid for three (3) years, and a civil penalty of \$250,000 or twice the bid amount, whichever is greater, plus related investigation and legal costs.

(SIGNATURE)

(PRINTED)

(DATE)



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**BATTLE CREEK PUBLIC SCHOOLS
ATTACHMENT A5-NON-COLLUSION AFFIDAVIT
NON-COLLUSION AFFIDAVIT**

_____ (*insert name of affiant*) makes this Affidavit under oath and states as follows:

1. I am a/the:

- President Member Vice President Other (specify below)
- Chief Executive Officer Partner Owner _____

of _____ (*insert name of contractor*), a bidder for construction services for Battle Creek Public Schools.

2. I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment, or service, that it meets or exceeds all specifications contained herein, and is in all respects fair and without collusion or fraud.

3. I understand collusive bidding is a violation of state and local law and can result in fines, prison sentences and civil damage awards.

4. I agree to abide by all conditions of this bid and certify that I am authorized to sign for the vendor.

Vendor: _____ Fax Number: _____

Vendor Address: _____ Name: _____

Phone Number: _____ Title: _____

Date Certified: _____ Web Site: _____

E-Mail Address: _____

STATE OF _____ COUNTY OF _____ Signature Of Affiant: _____

Subscribed and sworn before me in _____ County,
_____ State, on the ___ day of _____, 2023

_____ (*signature*)

_____ (*printed*)

Notary public, State of _____, County of _____

My Commission expires on _____

Acting in the County of _____



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**BATTLE CREEK PUBLIC SCHOOLS
ATTACHMENT A7- OFFICIAL SIGNATURE PAGE**

My signature below is the guarantee from my firm that I have carefully read, with complete understanding, all the provisions contained herein, and that I have had the opportunity to ask questions before bidding. I submitted my quote in strict accordance with all those provisions.

I hereby state that I have the authority to submit this quote, which will become a binding contract, if awarded by the District.

FIRM NAME: _____

NAME OF REPRESENTATIVE: _____

SIGNATURE OF REPRESENTATIVE: _____

TITLE OF REPRESENTATIVE: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

DATE: _____

BIDDER SIGNATURE _____

DISTRICT SIGNATURE _____



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**BATTLE CREEK PUBLIC SCHOOLS
ATTACHMENT A8- OFFICIAL BID FORM/ PROPOSAL SUMMARY**

A. Target Price - BASE BID

Contractor will quote the **overall estimated target price** for meeting the Battle Creek Public Schools custodial needs by providing a detailed breakdown of staffing, materials, supplies & equipment (purchased and/or rented) for the estimated target cost of the Base Bid. This number shall contain all known and anticipated services reflected within the RFP documentation; its intent and on-site visits and shall be quoted in an annual budget sum.

Initial Year Estimated Target Price in Total Dollars (\$_____)

Detailed Breakdown to Be Provided on a Separate Sheet Created & Prepared by Bidder.

B. Performance Bond (First Year) Add Alternate

Dollars (\$_____)

C. Non-Target Unit Cost

Provide the hourly rates for directed work authorized by the Battle Creek Public Schools that is not anticipated or contemplated at this time. (Emergencies or unanticipated Custodial Services for Vandalism, Property Damage, Storm Damage, etc.)

General Staff/ HR- (\$_____)

Holiday MGMT Staff/ HR- (\$_____)

Management Staff / YR- (\$_____)

OT Wage Rate General Staff/ HR- (\$_____)

Holiday General Staff/ HR- (\$_____)

Emergency Call In General Staff Wage Rate/HR- (\$_____)

D. Acknowledgement of Addenda (To be acknowledged via email within 2 business days)

The undersigned Bidder acknowledges receipt of and use in the preparation of this quote of the following Addenda in the preparation of this Quote:

Addendum No. 1, dated _____

Addendum No. 2, dated _____

Addendum No. 3, dated _____

Addendum No. 4, dated _____

Addendum No. 5, dated _____

Addendum No. 6, dated _____

List any Addendums Not Received. _____



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ATTACHMENT A9- PROPOSAL CHECKLIST

BCPS PROPOSAL CHECKLIST			
Section	Information	Attachment	Check
2.1.1	Introductory Letter		
2.1.2	Background Information for Managerial Staff		
2.1.3	Official Bid Form (Proposal Summary)	Attachment A8	
2.1.4	Addendum Confirmation	Attachment A8 Section D	
2.1.5	Request for Information	Attachment A2	
2.1.6	Bid Proposal Exceptions (If Applicable)	Attachment A6	
2.1.7	K-12 Reference Page (Present)		
2.1.8	K-12 Reference Page (Past)		
2.1.9	Familial Disclosure	Attachment A3	
2.1.9	Iran Economic Sanctions	Attachment A4	
2.1.10	Non-Collusion Affidavit	Attachment A5	
2.1.11	Michigan School Safety Initiative Legislation Statement		
2.1.12	Employee Benefit Coverage Description		
2.1.13	Detailed Description of Awards and Recognition		
2.1.14	Proposed KPI Process and Reporting		
2.1.15	Proposed Detailed Transition Plan		
2.1.16	Staff Continuity Plan		
2.1.24	Bid Bond		
1.2	Signature Page	Attachment A7	
1.6	Intent to Respond	Attachment A1	

JANUARY 12, 2026

