

Bigfork School District Cleaning Contract

Cleaning Contractor
Flathead Janitorial & Rug Service, Inc
PO Box 7706
Kalispell, MT 59904
(406) 755-7075

Date: 6-26-2025 Client: Bigfork School District 38

Emergency Contact: Mike McGill Emergency Phone # 406-249-4246
Business Phone: 406-837-7400 E-mail: mmcgill@bigfork.k12.mt.us
Billing: ayoder@bigfork.k12.mt.us

School Address: 600 Commerce St
P.O Box 188
Bigfork, MT 59911

- Agreed Cost: For 10 months of service as outlined in our attached contract (labeled Exhibit A) is \$123,500.00 with the monthly cost at \$ 12,350.00. Please note that this does not include summer cleaning.
- The cost for a school summer cleaning as detailed in our attached contract (labeled Exhibit B) is \$12,800.00. Any additional summer cleaning will be charged at \$38.00 per hour

Contract Begin / End

Date: JULY 9, 2025 TO JUNE 12, 2026

Cleaning Contractor Signature

Tyler Roland 6-26-2025

Authorized School Signature

1. Contractor shall be required to have the following documentation on file at Bigfork School District office: appropriate documentation of W-9, commercial general liability and automobile insurance and workers compensation insurance.
2. Contractor and any new employees need to be background checked and approved prior to working at Bigfork School.
3. If the contractor does not meet Bigfork School's job duties listed out in the contract, Bigfork School has the right to void the contract with a 2 week termination notice.

Flathead Janitorial & Rug Service, Inc.
PO Box 7606
Kalispell, MT 59904
(406)755-7075

EXHIBIT A

Thank you for allowing us the opportunity to provide this janitorial contract for daily cleaning services at Bigfork High School. We believe your job as educators is one of the utmost importance, and we are committed to creating a clean and healthy environment for your students and staff.

Services will be performed 5 day a week Mon- Fri after 6:00 pm

Services performed

- All hallways and common areas will be dust mopped and auto scrubbed daily.
- Each classroom will be dust mopped & spot mopped daily; Daily clean any desks & chairs that need it. Clean white boards as needed at least weekly. Clean /sanitize door knobs every 2 days.
- All bathrooms will be dust & damp mopped. Toilets, sinks, mirrors & counters will all be sanitized. Refill all soaps. Toilet paper & paper towels will be restocked. Refill female napkin dispensers. Change air fresheners monthly. Empty all trash.
- All trash cans throughout the schools will be emptied.
- All glass door entrances will be cleaned daily.
- All drinking fountains will be cleaned daily.
- Stairways will be swept and mopped daily to include railings weekly.

EXHIBIT A CONTINUED

- All walls will be spot washed to remove markings weekly.
- Office areas & teachers' desks will be cleaned as they are cleared off by the teachers.
- In Home EC: Wipe off the hood & clean the rest of the scheduled tasks.
- All heaters will be wiped off weekly.
- Dust all windowsills weekly.
- Empty pencil sharpeners as needed at least once or twice a week.
- Wipe off the tops of the hallway lockers weekly.
- Keep the boiler room tidy.
- Shop Building: Clean classrooms (desks, floors, counters, sinks & bathrooms).
- Approximately every 2 weeks "whenever they have early release night" do a deep cleaning of classrooms. Dust & mop & auto scrub flooring.
- Spot wash all glass to be free of smudges.
- Clean the bleachers after every game.
- Sweep & mop gym floors daily or as needed.

We will use all the schools' equipment, i.e.: auto scrubbers. The school will provide all pads & cleaners as well as Toilet Paper, Trash Bags, Hand Towels, Hand Soap & Sanitizers & Floor Stripper & Wax.

The cost to provide these services will be \$12,350.00 per month for 10 months

Any additional cleaning will be charged at \$38.00 per hour

EXHIBIT B

School summer cleaning: Detailed below

- Clean lights and let Mike know if any are out
- Move Desks out and use scrubbers
- Wipe down walls
- Wipe heaters
- Clean Sinks
- Dust bookcase if empty
- Use scrubber on the stairwells
- Clean outside of lockers
- Carpeted rooms and areas: Clean carpets (use equipment and product)
- Clean inside window only
- Gym: Mop Bleachers and clean seats (no floors)

The cost for the above services is \$12,800.00 one time.

Any extra cleaning services needed will be billed at \$38.00 per person.

Bathroom To Do List Daily

1. Empty trash including female napkin bags.
2. Restock soap, paper towels, female napkin dispensers.
3. Clean off all mirrors and clean all sinks.
4. Clean urinals including the chrome flush valves.
5. Clean all toilets, bowls, flush valve, under the toilet seat, leave the toilet seat up and put toilet bowl cleaner in the water after the bowl has been cleaned.
6. Wipe down all stall dividers and report any vandalism to Mike, take a picture and clean the area.
7. Mop the floor.

If you need supplies in the HS leave a note on the outside counter by the office role up door.
In the Elem building put the note on the clip outside of the main custodial closet #136

Locker Rooms HS

1. Empty trash including female napkin bags.
2. Restock soap, paper towels, female napkin dispensers.
3. Clean off all mirrors and clean all sinks.
4. Clean urinals including the chrome flush valves.
5. Clean all toilets, bowls, flush valve, under the toilet seat, leave the toilet seat up and put toilet bowl cleaner in the water after the bowl has been cleaned.
6. Wipe down all stall dividers and report any vandalism to Mike, take a picture and clean the area.
7. Sweep the floor and mop with QT products. If the floor is the gray epoxy floor then every 2 to 3 days run the Saber floor machine over the floor.
8. Wipe off the benches.
9. If the showers are used then disinfect the showers with QT products.

If you need supplies in the HS leave a note on the outside counter by the office role up door.
In the Elem building put the note on the clip outside of the main custodial closet #136

Classroom Priorities

1. Empty all trash and replace bags
2. Wipe off all desktops and tables that can be done.
3. Clean off white boards that have been erased.
4. Dust mop classroom floor.
5. Mop classrooms every other day and on off days spot mop as needed.
6. Clean walls behind trash cans as needed.
7. If there is carpet, vacuum as needed or at least every 3 days.
8. Close and lock windows and check exterior doors and make sure they are locked, especially on the ground level.
9. Report any vandalism to Mike.
10. Wipe off classroom door handles, lock and shut off the light and make sure the door closes.
11. Clean behind doors entering classroom or hallway as needed.