

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL
#6355
JANITORIAL SERVICES
FOR
WASHTENAW COUNTY
LIBRARY

Prepared By:

Washtenaw County Purchasing
Administration Building
P.O. Box 8645
220 N. Main B-35
Ann Arbor, MI 48107

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Buyer
(734) 222-6760





WASHTENAW COUNTY

Finance Department

Purchasing Division

P.O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645
Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL #6355

August 20, 2007

Washtenaw County Purchasing Division on behalf of Facilities Management is seeking contractors for Janitorial Services for the Washtenaw County Library.

Sealed Proposals: Vendor will deliver one (1) original and four (4) copies which are clearly marked as such and must contain original signature(s) to the following address:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Room B-35
Ann Arbor, MI. 48104**

by 4:00 PM on WEDNESDAY, SEPTEMBER 5, 2007.

There will be a **Mandatory Bidders Conference** on **Wednesday, August 29th** at the Washtenaw County Library, 4135 Washtenaw (in the County Service Center) at **9:00 am**.

Proposals received after the above cited time will be considered a late quote and are not acceptable unless waived by the Purchasing Manager.

- Please use the attached self-addressed label or the envelope must be clearly marked "SEALED RFP #6355".
- Please direct purchasing and procedural questions regarding this RFP to Crystal A. Wake at (734) 222-6760 or wakec@ewashtenaw.org.
- Please direct specific technical questions regarding this RFP to Rick Farrell at (734) 973-4982 or farrellr@ewashtenaw.org

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I. PROPOSAL

- Definitions:**
- “**County**” Washtenaw County in Michigan.
- “**Bidder**” an individual or business submitting a bid to Washtenaw County.
- “**Contractor**” one who contracts to perform work or furnish materials in accordance with a contract.

Purpose of Proposal:

Washtenaw County Government is seeking bids for Janitorial Services at the Washtenaw County Library for a one (1) year term with the option to renew for a year two (2).

Proposal Terms:

- A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Contractor's qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the County's specifications and needs.
- B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.
- C. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.
- D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided deadlines for submission of the RFP's may be adjusted to allow for revisions. The entire proposal document with any amendments should be returned in triplicate. To be considered, original proposal and two copies must be at the County Purchasing Division on or before the date and time specified.
- E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.

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II. PROPOSAL SPECIFICATIONS

The proposal shall include all of the following information. Failure to include all of the required information **WILL** result in disqualification of a Bidder.

- A. The responding vendor's qualifications, years in business, staff profile and experience to provide Janitorial Services required by Washtenaw County.
Attach as Addenda A
- B. The bidder shall identify the business entity as individual, assumed name, partnership (naming partners), or corporation. Indicate the official capacity of the person(s) executing the proposal and bid.
Attach as Addenda B
- C. The number of full-time hourly employees employed by the business currently.
Attach as Addenda C
- D. The number of part-time hourly employees employed by the business currently.
Attach as Addenda D
- E. The number of salaried supervisory employees employed by the business currently.
Attach as Addenda E
- F. A list of not less than five (5) organizations where the contractor is currently providing janitorial services. This list is to include the names and telephone numbers and contact personnel of each organization.
Attach as Addenda F
- G. A list of three (3) organizations where the contractor is no longer providing janitorial services. This list is to include the names and telephone numbers of contact personnel at each organization.
Attach as Addenda G
- H. The number of square footage and type of facilities presently being serviced and for how many years for each facility.
Attach as Addenda H
- I. Concur that contractor will adhere to all contract provisions in Section IV.
Attach as Addenda I
- J. Concur that contractor will adhere to all general proposal requirements in Section V.
Attach as Addenda J
- K. Listing of equipment inventory within a thirty (30) mile radius of Ann Arbor.
Attach as Addenda K

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III. STANDARD PROVISIONS FOR CONTRACTS

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. Vendor will list Washtenaw County as additional insured. These provisions are general principles which apply to all contractors of service to Washtenaw County such as the following:

REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to Facilities Department and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

TERM

This contract will be for a one year period with the option to extend for an additional year.

PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in

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connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms shall be subject to the approval of the Washtenaw County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

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INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

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EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

CRIMINAL BACKGROUND CHECK

The contractor will be responsible for payment of security screening as determined by the county. Any employee of the vendor will be subject to an approved criminal background check before entering county facilities.

TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$10.10 per hour with benefits or \$11.95 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and human Services poverty guidelines, will be

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made on or before May 1, 2008 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXI - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

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IV. TERMS & CONDITIONS

Award: Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price (See: "Low Bidder" following), quality of service, the Contractor's qualifications and capabilities to provide the specified service, and other factors which the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs. **There will be a pre-bid walk through of the building which will be required of the contractors in order for them to be considered a responsible bidder. Bids will not be considered from those contractors who do not attend the pre-bid walk through. This walk through will be held on Wednesday, August 29th at 9:00 am at the Washtenaw County Library, 4135 Washtenaw Ave. (in the County Service Center), Ann Arbor, MI.**

Low Bidder: The lowest responsible bid will be based on the cost per month, demonstrated ability to perform the work and history of performance. Washtenaw County is most interested in the quality of work to be performed and will exercise a high degree of evaluation on the bidder's history of performance.

Term of the bid: The term of the bid is for one (1) year with the option to renew for year two (2).

Cost of RFP: The County will not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to this RFP.

Inspection of Facilities: The Manager of the Purchasing Division reserves the right before making an award to have the premise of the bidder inspected, or to take any other action necessary to determine fitness, reliability and ability to perform. The inspection could check the physical location, facilities, equipment, spare parts and/or equipment for ability to comply with the conditions of the bid.

Bid Response: Vendor must affirm that the costs stated in this RFP will be valid for a minimum of two years after the proposal is submitted.

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V. GENERAL CONDITIONS

PART 1: SERVICE INFORMATION

AREAS:

The approximate square footage area of floor surfaces to be cleaned is as follows:

Resilient Tile	Carpet	Ceramic Tile	Total Net
1,740	4,455	898	7,093

DAYS/HOURS OF WORK:

- A. The specified janitorial services are to be provided six (6) evenings per week, Sunday through Friday, starting time will be based on the Washtenaw County Library meeting room schedule provided to the Contractor on a weekly basis. Washtenaw County reserves the right to modify and/or change the starting time if necessary.
- B. The Contractor will schedule all work to be done on a non-interfering basis with the building operation as far as is practical. The work schedule is to be approved by Facilities Management.
- C. The Contractor's proposal is to include a schedule of the total number of employees and labor hours to be worked on a daily and yearly basis.

HOURLY RATE AND PAYMENT:

In the proposal, the Contractor is to establish an hourly charge rate for each classification of employee for the janitorial services specified. This rate is to include all labor, overhead and profit.

PART 2 GENERAL SPECIFICATIONS

SCOPE OF WORK

- A. The work covered in this specification includes furnishing all labor, equipment, some supplies and supervision necessary for complete janitorial service. It shall be understood that in addition to these services, all tasks incidental to cleaning functions not specifically listed but normally included in general janitorial practices will be provided.
- B. These specifications will apply to the present locations of rooms. Minor alternations in the physical layout or change in operation will not affect the provisions of the contract.
- C. The janitorial task and frequency schedule indicates the **minimum acceptable cleaning frequencies. The monthly bid price must include all costs to complete the tasks as outlined in Part 3: Tasks and Frequency Schedule. (See Pages 15-18, 21 & 22)**

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- D. The Contractor will employ only personnel who are trained and proficient in performing janitorial services, using modern equipment, methods, and techniques. All janitorial personnel shall present a neat, clean and well-groomed appearance and be of good moral character. The County reserves the right to require the replacement of any employee whose deeds or conduct is believed to be detrimental to the County.
- E. The Contractor's employees shall not utilize any County telephones, office equipment, computers or furnishings.
- F. The Contractor shall provide Washtenaw County, Facilities Management Department, and keep current, a list of all employees, by name, title and address, which are under the employ of the Contractor and assigned work under this contract.
- G. All janitorial employees are required to:
- Wear distinctive and/or identifiable uniform.
 - Wear a provided Washtenaw County ID badge clearly visible at all times.
 - Pass security clearance through the Washtenaw County Sheriff's Department.
- H. Upon completion and during the sequence of their duties, janitorial personnel will turn off all lights in unoccupied areas unless otherwise directed. It is also the responsibility of the janitorial personnel to check for open or unlocked doors and windows and to close and secure them. When difficulty is encountered in keeping areas locked or windows closed and locked, Facilities Management shall be notified.
- I. Building Security
1. The Contractor shall be responsible for maintaining the security of the building. Lock and unlock doors as required to clean an immediate area. More than one area shall not be unlocked at any one time, as this reduces security.
 2. Notices and schedules of meetings with Facilities management, including times and location, will be provided monthly by the County.
 3. County employees with keys may enter the building at any time.
 4. Prior to leaving the building each night, the Contractor shall check to see that all outside doors and interior staff area doors are locked and that the building is secure.
 5. Emergency phone numbers will be provided to the Contractor. The Contractor shall notify the appropriate person in a timely manner of any difficulties in securing the building.

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- J Any conditions in the facilities that may require repair shall be reported to the County in writing. For example, dripping faucets, damaged walls, burned out lights, etc.

EMPLOYEE SAFETY

- A. The Contractor is responsible for instructing and training their employees in appropriate safety measures. Janitorial employees will be responsible for maintaining a safe work environment while completing their tasks.
- B. The Contractor shall comply with the Michigan Right to Know Law (Amendments to Act 154) which requires that all employers within the State comply with federal Hazard Communications Standards (C.F.R. 1910.1200) and certain additional guidelines as of February 25, 1987. These Standards specify that employers develop a written hazard communication program which is to be made available for workers, their designated representatives, the Assistant Secretary for OSHA, and the Director of NIOSH, Michigan Department of Labor, Public Health and MIOSHA representatives. In accordance with the Law, this written program details how the employer plans to meet the requirements of the Law in regard to 1) Labeling of chemical containers. 2) Listing chemicals found in each workplace, 3) Furnishing chemical fact sheets (called Material Safety Data Sheets). 4) Informing the County of potential chemical hazards. 5) Providing training to employee who are exposed to chemicals on the work site.
- C. The Contractor shall comply with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030 and section 24 of Act No. 154 of the Public Acts of 1974, as amended, being Section 408.1024 of the Michigan Compiled Laws. These Bloodborne Infectious Diseases Control Plans are applicable to all Janitorial Contract throughout Washtenaw County. All approved plans and updates/revisions to those plans must be submitted to and be on file in the Risk Management Office of Washtenaw County and shall be incorporated into the Service Contract by reference.
- D. **CONTRACTS WILL ONLY BE AWARDED TO FIRMS WITH AN APPROVED EXPOSURE CONTROL PLAN.**

SUPERVISION AND CONTRACT ADMINISTRATION

- A. A checklist will be completed by the Contractor, or his designated supervisor, ensuring that all required tasks are completed on a daily basis. **This checklist shall be turned in to the Facilities Management weekly.**
- B. Failure to provide supervision, adequate to ensure conformance with the specifications, will be considered deficient performance. **Failure to correct a notice of deficient performance from the County will constitute cause for termination of the Contractor.**
- C. The Contractor will correct, within 24 hours, deficiencies for any task labeled as daily, weekly or monthly. The Contractor will correct, within 48 hours, any deficiencies for any task labeled as semi-monthly, quarterly or annually. Should the Contractor fail to correct these deficiencies within the time stated the County may take one or all of the following actions.

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1. Correction of the deficiencies will be made by the County and billed to the contractor or deducted from the monthly billing.
2. Procure service for correction of the deficiency from other sources and hold the Contractor responsible for any costs incurred.

3. Terminate the contract.

- D. The Contractor shall distribute to all employees assigned duties under this contract a copy of "Part 3, Tasks and Frequencies." The Contractor shall provide the County with a signed distribution sheet of all employees that they have received a copy of "Part 3, Tasks and Frequencies."
- E. The County will provide the Contractor sufficient copies of "Part 3, Task and Frequencies" so that all persons assigned duties under this contract will have a copy.

SUPPLIES

- A. For the treatment of various types of flooring, carpeting, furniture, etc., only such material recommended and approved by the manufacturers and/or County shall be used.
- B. The Contractor will provide all cleaning products to complete the contract.
- C. The County will provide paper products such as, roll paper towels, C-fold paper towel, sanitary napkins, toilet paper along with wastebasket liners, and trash bags as needed.
- D. It shall be the responsibility of the Contractor to contact the County in a timely manner for the delivery of the aforementioned products.

EQUIPMENT

- A. All power and hand equipment will be furnished by the Contractor. The Contractor shall be responsible for keeping all equipment and tools in good repair. Any damage caused to the building or furnishings shall be the responsibility of the Contractor. The County shall repair said damage and back charge the Contractor for the costs. Any equipment found defective will be removed from the premises by the Contractor.
- B. Non-expendable items must be identified as the Contractor's by marking it as such in an identifiable manner.
- C. The Contractor is solely responsible for equipment and tools stored on the property.

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START UP

The current level of cleanliness of the buildings covered under this contract is the level of which is desired under the terms of this contract. The County will expect this level of cleanliness to be maintained throughout the duration of the contract. The following minimum acceptable level of cleanliness shall include, but not be limited to, the following:

<u>Item</u>	<u>Acceptable Level</u>
Resilient Tile	Clear of all dirt and marks, no accumulation of cleaning product or wax, spray buffed to a shine.
Carpeting	Clear of spots and stains. Previous shampoo schedule will be provided.
Ceramic Tile	Clear of all dirt and marks, no accumulation of cleaning product or wax.
Walls, ceilings	Free of spots, handprints, dirt, cobwebs, switch plates clean.
Plumbing Fixtures	Metal faucets and controls, toilets and pipes cleaned to a bright appearance.
Bathroom stalls	Clean and polished.
Furniture	Clean and polished.
Kitchen	Cabinets, appliances & countertops cleaned and polished. Free from all dirt and marks.

It is the intention of the County to provide a level of cleanliness suitable for a "World Class Service Organization". Those Contractors unable to provide an appropriate level of service **will be terminated**.

PART 3, TASKS AND FREQUENCIES

JANITORIAL TASK DEFINITIONS:

Dispose of all debris and trash from floor

All debris to be removed from floor areas either mechanically or by hand.

Vacuum carpeted areas

All carpeted floors shall be vacuumed including floors under desks, tables and other furniture.

Detail vacuum carpet and edges

Detail vacuum all carpeted areas which includes moving furniture and chairs, as needed, to reach all room edges and corners.

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Damp mop and disinfect floor

After sweeping, floors shall be damp mopped with germicidal solution.

Wet mop/dry mop floors

After tiled floors have been swept and spot cleaned, they shall be wet mopped with water and a cleaning agent. After wet mopping the floors shall be clean, free of dirt stains, spills, mars, mop marks and properly rinsed and dry mopped to present a clean appearance.

Spot clean floors

Carpeted, tiled and ceramic floors shall be spot cleaned to remove stains and abnormal accumulations.

Buff tile/linoleum floors

Spray floors and buff to high shine.

Strip and refinish tile/linoleum floors

Strip all wax and residue from tile/linoleum floors. After stripping, floors shall be clean, free of dirt stains, spills, mars and mop marks. Apply industrial wax and buff to high shine.

Scrub ceramic tile floors

With mechanical buffer, scrub ceramic tile and grout to clean appearance, free of any dirt stains, spills or mars.

Shampoo carpet

Carpets shall be steam cleaned with an enzyme type foamer/scrubber with water pickup capable of reducing remaining water to a minimum of 10% by weight moisture content.

Spot clean walls

With water or gentle cleaner, clean fingerprints, dirt, stains and streaks from walls. Cleaners may need to be tested to prevent damage to paint.

Disinfect counters

After dusting, spray with disinfect cleaner, wipe with damp cloth to remove any fingerprints, dirt, stains and streaks.

Clean and disinfect telephones

Spray with disinfect cleaner, wipe with damp cloth to remove any fingerprints, dirt, stains and streaks.

Clean toilet stall partitions

All toilet stall partitions and doors shall be wiped down with a germicidal disinfectant and be left clean of marks, streaks and dirt.

High dust and vacuum ceilings, vents and walls

With a vacuum or hand duster, remove any dust, cobwebs, or debris on ceiling, vents, walls and electrical fixtures.

Clean partition glass and mirrors

Spray with glass cleaner, wipe with damp cloth to remove any fingerprints, dirt, stains and streaks.

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Clean directory glass and fire extinguisher cabinets

After dusting, spray with glass cleaner, wipe with damp cloth to remove any fingerprints, dirt, stains and streaks.

Clean corridor signage and light switches

Spray with cleaner, wipe with damp cloth to remove any fingerprints, dirt, stains and streaks.

Clean white boards, marker tray and trim

Spray with white board cleaner, wipe with damp cloth to remove all marks and dust. Metal trim should be clean of marks and dust to present a clean appearance.

Dust artwork

After dusting, spray with cleaner as needed, wipe with damp cloth to remove any fingerprints, dirt, stains and streaks.

Wash entrance way glass inside and out

Spray with glass cleaner, wipe with damp cloth to remove any fingerprints, dirt, stains and streaks.

Clean doors, door handles, windows, metal trim and frames

Spray with cleaner, wipe with damp cloth to remove any fingerprints, dirt, stains and streaks.

Clean baseboards

Spray with cleaner, wipe with damp cloth to remove any scuffmarks, dirt, stains and streaks.

Empty and reline waste baskets

Remove all trash and debris from wastebaskets and reline.

Clean all waste basket surfaces with damp cloth

Wipe with damp cloth inside and out to remove any dirt or stains.

Remove trash to dumpsters

Take all trash to dumpsters next to building, including any items clearly marked trash that may not be in trash containers.

Clean and disinfect drinking fountains and water coolers

All drinking fountains and water coolers shall be wiped down with a germicidal disinfectant and be left clean of marks, streaks and dirt.

Clean and disinfect plumbing fixture including sinks

All plumbing fixtures, including but not limited to sinks, toilets, urinals, and related piping shall be wiped down with a germicidal disinfectant and be left clean of marks, streaks and dirt.

Clean and disinfect outside of kitchen appliances

Spray with disinfect cleaner, wipe with damp cloth to remove any fingerprints, dirt, stains or streaks.

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Polish kitchen cabinets

Spray with wood polish, buff with cloth to remove any fingerprints, food, stains or streaks.

Replenish paper supplies and soap

Restock toilet paper, hand towels, soap, Kleenex, sanitary napkin receptacle, and lotion in all restrooms.

Empty and disinfect sanitary napkin receptacles

Remove all trash and debris from sanitary napkin receptacles and reline.

Dust horizontal surfaces including computer equipment

With dry clean cloth, dust all desks, tables, equipment on desks, counters, tops of partitions and miscellaneous horizontal surfaces to maintain a dust free appearance.

Dust window ledges and blinds

With dry clean cloth, dust all window ledges and blinds to remove any dust, insects and cobwebs to maintain a dust free appearance.

Clean coffee pots and dispose of grounds

Dispose of excess coffee, rinse carafes, dispose of used coffee filters/grounds and rinse filter holder. Damp wipe coffee machines to remove any fingerprints, stains or streaks.

Brush off chairs

With a dry, soft brush, brush all chairs to maintain a clean appearance.

Damp wipe table tops and desk tops

Spray with cleaner, wipe with damp cloth to remove any fingerprints, dirt, stains or streaks.

Clean table and chair bases and legs

Spray with cleaner, wipe with damp cloth to remove any scuffmarks, dirt, stains or streaks.

RFP #6355 JANITORIAL SERVICES AT LLRC

BID PRICE SHEET

The monthly bid price must include all costs to complete the tasks as outlined in Part 3: Tasks and Frequencies Schedule (See Pages 21 & 22).

Washtenaw County Library **Price Per Month**

Price per month for 1st year _____

Price per month for 2nd year _____

ADDENDA

Attach requested **ADDENDA A through K** to the balance of this RFP.

RFP #6355 JANITORIAL SERVICES AT LLRC

SIGNATURE PAGE

_____ Signature	_____ Company Name		
_____ Print Name	_____ Company Address		
_____ Title	_____ City	_____ St.	_____ Zip
_____ Telephone #	_____ Fax #		
_____ Federal Tax ID #	_____ URL/Email Address		

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

RFP #6355 JANITORIAL SERVICES AT LLRC

TASK FREQUENCY SCHEDULE

The following Task Frequency Schedule is defined to be a **minimum** expectation of cleaning frequency. Failure to complete the tasks in the frequency listed will be determined to be a **deficiency in performance which may lead to termination of contract**.

Janitorial Task and Frequency Schedule							
Six days per week							
	Restrooms	Offices	Stacks	Entrances & Hallway	Conference Rooms	Board Room & LBPD Lobby	Kitchen Areas
DAILY TASKS							
Dispose of all debris and trash from floor	X	X	X	X	X	X	X
Vacuum Carpeted areas		X			X	X	X
Damp mop and disinfect floor	X						X
Wet mop/dry mop floors			X	X			
Spot clean floors/carpets	X	X	X	X	X	X	X
Spot clean walls	X	X	X	X	X	X	X
Disinfect counters	X			X	X	X	X
Clean and disinfect telephones		X		X	X	X	
Clean toilet stall partitions	X						
Clean partition glass and mirrors	X						
Clean white boards, marker tray and trim		X			X	X	
Wash entrance way glass inside and out				X	X		
Clean doors, door handles, window, metal trim and frames	X			X			
Empty and reline waste baskets	X	X	X	X	X	X	X
Clean all waste basket surfaces with damp cloth	X				X		X
Remove trash to dumpsters	X	X	X	X	X	X	X
Clean and disinfect drinking fountains and water coolers		X		X	X		
Clean and disinfect plumbing fixtures including sinks	X						X
Replenish paper supplies and soap	X						X
Empty and disinfect sanitary napkin receptacles	X						
Dust horizontal surfaces including computer equipment	X	X	X	X	X	X	X
Clean coffee pots and dispose of grounds					X	X	X
Damp wipe table tops and desk tops	X	X			X	X	

RFP #6355 JANITORIAL SERVICES AT LLRC

	Restrooms	Offices	Stacks	Entrances & Hallway	Conference Rooms	Board Room & LBPD Lobby	Kitchen Areas
WEEKLY TASKS							
Detail vacuum carpet and edges		X			X	X	X
Buff tile/linoleum floors	X		X	X			
High dust and vacuum ceilings, vents and walls	X	X	X	X	X	X	X
Clean partition glass and mirrors						X	
Clean directory glass and fire extinguisher cabinets		X	X	X	X		
Clean corridor signage and light switches	X	X	X	X	X	X	X
Dust artwork		X		X	X	X	
Clean doors, door handles, window, metal trim and frames		X	X		X	X	
Clean baseboards	X						
Clean and disinfect outside of kitchen appliances							X
Polish kitchen cabinets							X
Dust window ledges and blinds		X			X		
Brush off chairs		X		X	X	X	
Clean table and chair bases and legs		X		X	X	X	
MONTHLY TASKS							
Clean baseboards		X	X	X	X	X	X
QUARTERLY TASKS							
Scrub ceramic tile floors	X			X			X
SEMI ANNUAL TASKS							
Strip and refinish tile/linoleum floors	X		X	X			
Shampoo carpets		X			X	X	X

RFP #6355 JANITORIAL SERVICES AT LLRC

LLRC 4135 Washtenaw Ave

Monthly Janitorial Task Report

		Restrooms	Offices and Waiting areas	Stacks	Entrances and Hallways	Conference Rooms	Board Room &LBPD Lobby	Kitchens and Areas
		Date/Initials	Date/Initials	Date/Initials	Date/Initials	Date/Initials	Date/Initials	Date/Initials
Clean Baseboards	Monthly	N/A						

WEEK ENDING _____

SUPERVISOR'S SIGNATURE _____

RFP #6355 JANITORIAL SERVICES AT LLRC

LLRC 4135 Washtenaw Ave

Quarterly Janitorial Task report

	Restrooms	Offices and Waiting areas	Stacks	Entrances and Hallways	Conference Rooms	Board Room &LBPD Lobby	Kitchens and Areas
	Date/Initials	Date/Initials	Date/Initials	Date/Initials	Date/Initials	Date/Initials	Date/Initials
Scrub ceramic tile floors Quarterly		N/A	N/A		N/A	N/A	

WEEK ENDING _____

SUPERVISOR'S SIGNATURE _____

RFP #6355 JANITORIAL SERVICES AT LLRC

LLRC 4135 Washtenaw Ave

Weekly Janitorial Task report

		Restrooms	Offices and Waiting areas	Stacks	Entrances and Hallways	Conference Rooms	Board Room & LBPD Lobby	Kitchens and Areas
FLOORS		Date/Initials	Date/Initials	Date/Initials	Date/Initials	Date/Initials	Date/Initials	Date/Initials
Detail vacuum carpet and edges	WEEKLY	N/A		N/A	N/A			
Buff tile/linoleum floors	WEEKLY		N/A			N/A	N/A	N/A
Clean Baseboards	WEEKLY		N/A	N/A	N/A	N/A	N/A	N/A
WALLS								
High dust ceilings, vents and walls	WEEKLY							
Clean Partition Glass and mirrors	WEEKLY	N/A	N/A	N/A	N/A	N/A		N/A
Clean directory glass and fire extinguisher cabinets	WEEKLY	N/A					N/A	N/A
Clean corridor signage and light switches	WEEKLY							
Clean doors, door handle, window, metal trim and frames	WEEKLY	N/A			N/A			N/A
Dust window ledges and blinds	WEEKLY	N/A		N/A		N/A	N/A	N/A
Dust artwork	WEEKLY	N/A		N/A				N/A
SEVICES, FURNITURE AND FIXTURES								
Clean table and chair bases and legs	WEEKLY	N/A		N/A				N/A
Brush off chairs	WEEKLY	N/A		N/A				N/A
Polish kitchen cabinets	WEEKLY	N/A	N/A	N/A	N/A	N/A	N/A	
Clean and disinfect outside of kitchen appliances	WEEKLY	N/A	N/A	N/A	N/A	N/A	N/A	

WEEK ENDING _____

SUPERVISOR'S SIGNATURE _____