

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

#6385

FOR

JANITORIAL SERVICES

AT

WASHTENAW COUNTY

HEADSTART

Prepared By:

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

Crystal A. Wake, C.P.M., CPPB
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 #6385

February 19, 2008

Washtenaw County Purchasing Division on behalf of Washtenaw County Facilities Department is seeking bids for Janitorial Services for the Head Start building located at 1661 LeForge Road, Ypsilanti, MI.

Sealed Proposals: Vendor will deliver one (1) original and two (2) copies to the following address:

**Washtenaw County
Purchasing Division
220 N. Main St. Room B-35
P.O.Box 8645
Ann Arbor, MI. 48107**

by 4:00 pm on MONDAY, MARCH 3, 2008

Mandatory Walk-Through on Monday, February 25, 2008 at 10:00 am. Meet at the Head Start building at 1661 LeForge Road, Ypsilanti, MI.

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 RFQ #6385"
- Please direct purchasing and procedural questions regarding this RFP to Crystal A. Wake at (734) 222-6760.
- Please direct specific technical questions regarding this RFP to Rick Farrell at (734) 973-4982 or farrellr@ewashtenaw.org or Tammy Richards at 734-222-6568 or richardt@ewashtenaw.org.

I. PROPOSAL

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

Purpose of Proposal: Washtenaw County Facilities department is in need of janitorial services for the Washtenaw County Head Start building.

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 maybe 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.

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 III.

(Attach as Addenda I)

J. Concur that contractor will adhere to all general proposal requirements in Section IV.

(Attach as Addenda J)

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:

ARTICLE III - 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.

ARTICLE IV - TERM

This contract begins on April 1, 2008 through December 31, 2008 with the option to automatically renew through July 31, 2009 unless terminated in accordance with Article XVII.

ARTICLE V - 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.

ARTICLE VI - 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 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

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of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - 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.

ARTICLE VIII - 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.

ARTICLE IX - 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.

ARTICLE X - 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.

ARTICLE XI - 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.

ARTICLE XII - 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 \$10.19 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 made on or before April 30, 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.

ARTICLE XIII - 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.

ARTICLE XIV - 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.

ARTICLE XV – 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 buildings.

ARTICLE XVI - 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.

ARTICLE XVII - 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.

ARTICLE XVIII - 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.

ARTICLE XIX - PRACTICE AND ETHICS

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

ARTICLE XX- 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.

ARTICLE XXI - 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 XXII - EXTENT OF CONTRACT

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

IV. GENERAL PROPOSAL REQUIREMENTS

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 Contractors' 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.

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 performance.

Term of the Contract:

The term of the contract would begin April 1, 2008 through December 31, 2008 with an option for an automatic renewal through July 31, 2009.

Inspection of Facilities:

The Managers of the Purchasing Division and Support Services Operations & Management 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 conditions of the bid.

Bid Response:

Vendor must affirm that the costs stated in this RFP will be valid for the term of the entire period after the proposal is submitted.

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Invoices:

Invoices submitted must be itemized to include monthly costs for given time period, and include the county's purchase order number. Any additional charges need to be detailed on the invoice.

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	Rubber Flooring	Total Net
65%	20%	15%	17500 sq ft

DAYS/HOURS OF WORK

1. The specified janitorial services are to be provided five (5) evenings per week, Monday through Friday, starting time will be 5:00 p.m. Washtenaw County reserves the right to modify and/or change the starting time if necessary.
2. 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.
3. 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 for each location.

PART 2 GENERAL SPECIFICATIONS

SCOPE OF WORK

1. 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.
2. 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.
3. The janitorial task and frequency schedule indicates the **minimum acceptable cleaning frequencies.**
4. 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

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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.

5. The Contractor's employees shall not utilize any County telephones, office equipment or furnishings.
6. 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.
7. All janitorial employees are required to:
 - a. Wear distinctive and/or identifiable uniform.
 - b. Wear clearly readable identification card on their left breast pocket and County issued Contractor badge.
 - c. Pass security clearance through the approved Washtenaw County background check.
8. 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.
9. Building Security.
 - a. The Contractor shall be responsible for maintaining the security of the building. Lock and unlock doors as required to clean an immediate area. Entire floors shall not be unlocked at any one time, as this reduces security.
 - b. The Contractor shall lock all building outside entry doors between 5:00 and 5:05 p.m. nightly, unless otherwise advised.
 - c. Notices and schedules of meetings, including times and location, will be provided monthly by the County.
 - d. County employees with keys may enter the building at any time. County employees without keys must show a County identification card.
 - e. Prior to leaving the building each night, the Contractor shall check to see that all outside doors are locked and that the building is secure.
 - f. 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.
10. Any conditions in the facility that may require repair shall be reported to the County in writing. For example, dripping faucets, damaged walls, burned out lights, etc.

EMPLOYEE SAFETY

1. 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.
 - a. 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.
 - b. 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.
 - c. **CONTRACTS WILL ONLY BE AWARDED TO FIRMS WITH AN APPROVED EXPOSURE CONTROL PLAN.**

SUPERVISION AND CONTRACT ADMINISTRATION

1. 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.**
2. A monthly review of the contractor performance will be conducted between Facilities and the contractor. Any deficiencies in performance will be delivered to the contractor in writing.
3. 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.**
4. 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.
 - a. Correction of the deficiencies will be made by the County and billed to the contractor or deducted from the monthly billing.
 - b. Procure service for correction of the deficiency from other sources and hold the Contractor responsible for any costs incurred.
 - c. **Terminate the contract.**
5. 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."

SUPPLIES

1. 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.
2. The Contractor will provide all cleaning products to complete the contract.
3. The County will provide hand soap for dispensers, paper products such as, roll paper towels, c-fold paper towels, toilet paper along with trash can liners and trash bags as needed.
4. It will be the responsibility of the Contractor to contact the County in a timely manner for the delivery of the aforementioned products as determined by Facilities Management.

EQUIPMENT

1. 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.
2. Non-expendable items must be identified as the Contractor's by marking it as such in an identifiable manner.
3. The Contractor is solely responsible for equipment and tools stored on the property.

TASK FREQUENCY SCHEDULE

The attached 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**.

These levels of acceptable cleanliness are to be obtained without the avoidance of those tasks outline in the "Part 3 Tasks and Frequencies."
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.

MISCELLANEOUS SERVICES- ADDITIONAL NEEDS

All additional services outside the scope of services will be performed based on a written proposal and the County's authorization for those services.

JANITORIAL TASK & FREQUENCY SCHEDULE

	Restrooms	Office & Waiting Areas	Entrances & Hallways	Kitchens & Lunchrooms
FLOORS				
Dispose of all debris & trash on floors	DAILY	DAILY	DAILY	DAILY
Vacuum carpeted traffic areas		DAILY	DAILY	
Dust mop floor tile		DAILY	DAILY	DAILY
Damp mop and disinfect floors	DAILY			DAILY
Spot Clean floors	DAILY	DAILY	DAILY	DAILY
Wet mop/Dry mop floors	DAILY		DAILY	
Vacuum all carpeted areas		DAILY	DAILY	DAILY
Spray buff floors	WEEKLY	WEEKLY	WEEKLY	WEEKLY
Pile lift carpeting		MONTHLY	MONTHLY	MONTHLY
Strip & refinish tile floors	SEMI-ANNUALLY	SEMI-ANNUALLY	SEMI-ANNUALLY	SEMI-ANNUALLY
Shampoo carpets		SEMI-ANNUALLY	SEMI-ANNUALLY	SEMI-ANNUALLY
WALLS				
Spot Clean walls	DAILY	DAILY	DAILY	DAILY
Disinfect Surfaces	DAILY			DAILY
Clean toilet-stall partitions	DAILY			
High dust ceilings, vents & walls	WEEKLY	WEEKLY	WEEKLY	WEEKLY
Clean Partition Glass		WEEKLY	WEEKLY	WEEKLY
Wash entrance glass inside & out		WEEKLY	DAILY	WEEKLY
Clean doors & frames	WEEKLY	WEEKLY	WEEKLY	WEEKLY
FURNITURE & FIXTURES				
Empty & reline wastebaskets	DAILY	DAILY	DAILY	DAILY
Empty exterior trash receptacles			DAILY	
Clean & disinfect drinking fountains		DAILY	DAILY	DAILY
Clean & disinfect plumbing fixtures	DAILY			DAILY
Replenish paper supplies & soap	DAILY			DAILY
Empty/Disinfect sanitary napkin receptacles	DAILY			
Dusting horizontal surfaces	DAILY	DAILY	DAILY	DAILY
Clean chair bases		WEEKLY		WEEKLY
Clean table & chair legs		WEEKLY		WEEKLY
Clean furniture upholstery		MONTHLY	MONTHLY	MONTHLY
De-scale toilets, walls & partitions	MONTHLY			
Remove trash from receptacles & place in				
Dumpsters	DAILY	DAILY	DAILY	DAILY

BID SHEET

ALL DAILY TASKS Price Daily Per Month
\$ _____

ALL WEEKLY TASKS Price Weekly Per Month
\$ _____

ALL MONTHLY TASKS Price Monthly Per Month
\$ _____

ALL SEMI-ANNUALLY TASKS Price Semi-Annually Per Year
\$ _____

TOTAL AGGREGATE PRICE PER YEAR \$ _____

PLEASE LIST ANY SERVICES THAT WOULD INVOLVE EXTRA CHARGES

SERVICE	EXTRA CHARGE
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

ADDENDA

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

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.