



INVITATION FOR BID

Charter Township of Shelby

Shelby Township Municipal Offices
 52700 Van Dyke Avenue
 Shelby Township MI 48316
 (586) 731-5100

Bid Title: Township Cleaning Services	Department Head: Joseph J. Youngblood youngbli@shelbytwp.org
Mandatory Pre-Bid Meeting: Thursday, May 4 th , 2017 @ 10:00am	Phone: (586) 731-0300
Mandatory Pre-Bid Meeting Location: Shelby Municipal Bldg., 52700 Van Dyke Ave., Shelby Township MI 48316, 10:00 am	Bid Opening Date and Time: Thursday, May 11 th , 2017 @ 2:00pm, Shelby Twp Clerk's Office, 52700 Van Dyke, Shelby Township

You are invited to participate in this Invitation for Bid. Please submit your bid response in conformance with the instructions specified herein. A Mandatory Pre-Bid Meeting is scheduled. It will be at Shelby Township Municipal Bldg. lower level conference room, 52700 Van Dyke Ave., Shelby Township MI 48316.

Bidders Instructions

Bid Opening All bids received by the time and date of the bid opening will be publicly opened by the Township Clerk's Office at the location indicated above. Interested parties are invited to attend the bid opening.

Acceptance/Rejection The Township reserves the right to accept any bid, to reject any and all bids in whole or part or to waive any irregularities in any bid that is in the best interest of the Township.

Mailing/Submittal Instructions

Mail a completed and signed Invitation for Bid response in a sealed envelope to address listed below. Bid responses received after the date and time specified on this cover sheet will be rejected. Address the envelope containing your response in the following manner:

Township Cleaning Services
 Thursday, May 11th, 2017 @ 2:00pm
 Charter Township of Shelby, Clerk's Office
 52700 Van Dyke Avenue
 Shelby Township MI 48316

BID SPECIFICATIONS

1. A certificate of insurance is required. The Contractor shall furnish and maintain at its own expense a policy of public liability insurance in an amount not less than \$1,000,000.00 for injuries, including wrongful death to any one person and a maximum of \$1,000,000.00 for any one occurrence, and in addition thereto such policy shall include an amount of not less than \$100,000 property damage insurance. The policy shall also include workers compensation and employer liability in the amount of \$100,000.00 per accident and employee. Contractor must also provide proof of auto insurance for each vehicle that is owned by contractor or that will be operated on Township property.
2. The term of this agreement will be for approximately twelve (12) months. Upon award of the contract, the contractor will be responsible for submitting and invoice to each appropriate department for their monthly cleaning fees.
3. Three (3) business references must be supplied with bid. The contracts must be current or within past year and of comparable size for the contract being offered by Shelby Township. Employee(s) will be screened by Police Department for security purposes.
4. Contractor must have been in business for a minimum of five (5) years.
5. Vendor shall submit a proposed calendar/schedule of all special cleaning, monthly, quarterly and annual projects.
6. Contractor will be responsible for providing specific products and cleaners (see page 5). Contractor shall provide Material Safety Data Sheets and Brand Name of product of all cleaning supplies and products to be used on or before starting work. Any changes in products will require **new data sheets**. Failure to do so could cause contract to be terminated.
7. **Contractor must use attached submittal sheets when submitting a bid – only attached submittal sheets will be accepted.**
8. Cleaning contractor will be responsible for lost keys. If any keys should be lost, it will result in the contractor paying for the re-keying of the entire building.
9. Upon award of the contract, said contractor will supply the names, driver's license #, social security #, and description of vehicles for all cleaning employees at said building. Contractor will need to give us 48 hour notice of implementation of any new cleaning employees. Contractor and all employees will be subject to a background check and fingerprinting.
10. Contractor shall submit a Quality Control Plan which shall incorporate the use of a check list that will be signed, dated and maintained at all buildings/departments that are included in contract. Shelby Township reserves the right to modify proposed check list to accurately reflect work schedules and completed assignments. A draft quality control plan shall be submitted as part of the bid. The quality control plan shall be a system for identifying and correcting deficiencies in the quality of service before the level of performance becomes unacceptable and shall track employee performance and completed tasks. All complaints are to be resolved within 24 hours.
11. Contractor should make sure all staff has a working knowledge of the English language in order to facilitate the communications of work related issues.
12. The Contractor shall furnish and maintain at its own expense a fidelity corporate surety bond for each employee who performs services for the Contractor in or about the Township premises in an amount not less than \$10,000 per employee, which bond shall name the Township as an insured party to receive the benefits of such policy in the event of occurrence of any event upon which proceeds thereof would be payable.

CLEANING SPECIFICATIONS

DAILY RESPONSIBILITIES:

1. Empty all refuse from waste receptacles. All rubbish will be bagged and tied before depositing in dumpster (designated area for each facility). Contractor shall be responsible for emptying recycling containers and paper shredder contents separately from the trash and disposing in the proper dumpster.
2. Wipe down all kitchen counter tops and tables. (Includes but is not limited to the stove, coffee pot, microwave, tables, etc.)
3. Maintain floors in all areas by one or more of the following operations:
 - (a) Dust mopping
 - (b) Damp mopping
 - (c) Sweeping
 - (d) Wet mop
 - (e) Vacuuming
4. Clean and disinfect all restroom facilities. This includes toilets, urinals, wash basins, and napkin containers. Fill **ALL** paper towels, toilet paper, and toilet seat covers. Empty and replace liners in the waste receptacles located in the women's restroom stalls, where designated.
5. Maintain all entrance glass, doors and side glass by removing fingerprints and smudges (outside of doors included).
6. Clean and disinfectant all drinking fountains.
7. Vacuum and clean entrance mats or runners.
8. Fill hand soap dispensers on an as needed basis.
9. Secure buildings and reset alarm (if necessary) prior to leaving every night. Make sure all doors are locked and secured:

WEEKLY RESPONSIBILITIES:

1. Sanitize all kitchen areas.
2. Spot clean all walls, around light switches, and door handles.
3. Clean and disinfect all telephones.
4. Wipe down all tables and countertops, filing cabinets, and desktops.
5. Clean wastebaskets and wipe out with disinfectant.
6. Dust all windowsills and heating elements, bookcases, cabinets, televisions, fire extinguishers.

MONTHLY RESPONSIBILITIES:

1. Clean doors and partitions in restrooms.
2. Edge clean tile and remove mop marks from lower walls.
3. Dust light fixtures.
4. Wipe down exterior of all fan vents.
5. Dust for cobwebs (corners, around fixtures, etc.)

SEMI-ANNUAL RESPONSIBILITIES:

Wash walls and fixtures in restrooms with special attention to toilets, walls and floor edges.

BUILDING/DEPARTMENT SPECIFICATIONS

MUNICIPAL BUILDING

Address: 52700 Van Dyke Avenue, Shelby Township MI 48316

Square Footage (Floor Areas) - Carpet Area = 12,800 sq. ft., Hard Surface = 3,170 sq. ft.

The Board Room is used until 10 or 11 pm several evening's a month. A schedule will be provided to the Contractor for Monday-Friday. A monthly schedule of meetings can be obtained by contractor at the 1st of the month at the PRM Office. Normally it would be conducive to clean after 6 pm.

Parks, Recreation and Maintenance (PRM)

Address: 52602 Van Dyke Avenue, Shelby Township MI 48316

Square Footage (Floor Areas) – Carpet Area 1,848 sq. ft., Hard Surface = 477 sq. ft.

Cleaned after 9 pm (Monday, Wednesday, and Friday)

DPW DEPARTMENT

6333 23 Mile Road, Shelby Township MI 48316

Square Footage (Floor Areas) - Carpet Area = 4,620 square feet, Hard Surface = 1,671 sq. ft. asphalt tile and 1,714 sq. ft. ceramic tile.

Cleaned after 4:30pm (Monday thru Friday)

LIBRARY

51680 Van Dyke Avenue, Shelby Township MI 48316

Square Footage (Floor Areas) - Carpet Area = 11,400 sq. ft., Hard Surface = 1,110 sq. ft.

Cleaned after 8pm (Monday thru Thursday) and after 5pm on (Friday & Saturday)

SENIOR CITIZENS AREA

51670 Van Dyke Avenue, Shelby Township MI 48316

Square Footage (Floor Areas) - Carpet Area = 5,166 sq. ft., Hard Surface = 5,334 sq. ft.

Cleaned after 9pm (Monday thru Friday) and after 5pm on (Saturday)

**Once a month there is a Senior Dance and cleaning would not be able to start until after 10:30p on that day.

CABLE TV

51690 Van Dyke Avenue, Shelby Township MI 48316

Square Footage (Floor Areas) - Carpet Area = 690 sq. ft.

Cleaned after 9 pm (Monday thru Friday) and after 5pm on (Saturday)

COURT

51660 Van Dyke Avenue, Shelby Township MI 48316

Square Footage (All Surfaces) = 9,000 sq. ft.

Cleaned after 5 pm (Monday thru Friday)

NATURE CENTER

4101 Riverbends Drive, Shelby Township p MI 48317

Square Footage (All Surfaces) = 4000, 750 sq. ft. is hard surface

If there were any reasons why this schedule would have to be changed, the contractor would be notified by phone or in writing.

SUBMITTAL SHEETS

BUILDING STAFFING - State the number of employees, supervisors and estimated time to complete daily cleaning responsibilities in hours for each building / department listed below. No substitution of form will be accepted.

BUILDING/DEPARTMENT	# OF EMPLOYEES	# OF SUPERVISORS	TIME OF COMPLETION
All Municipal Building/gym			
Parks, Recreation and Maintenance (PRM)			
DPW Building			
Library			
Cable TV			
Senior Citizens Area			
41A District Court			
Nature Center			

PRODUCT LIST - If products become discontinued for any reason, any alternative/equivalent must be approved by the PRM Foreman or PRM Director prior to use. Contractor must provide Material Safety Data Sheets for all products and cleaning supplies to be used. Any changes in products will require **new data sheets.**

<u>PRODUCT DESCRIPTION</u>	<u>ITEM/MODEL #</u>	<u>COST</u>
Toilet Paper	Power Soft 2-ply13249	\$
Paper Towels	Premium White Multifold	\$
Baby Changing Station Liners	Rubbermaid #7817-88 or equivalent	\$
Toilet Seat Covers/Protectors	Georgia-Pacific Safe-T-guard Grainger #1MM38 or equivalent	\$
Sanitary Napkin Liners	Kraft Wax Bags Grainger #3U824 or equivalent	\$
Toilet Bowl Cleaner	Non-Acid Power Bowl #10446 or equivalent	\$
General Disinfectant Cleaner & Deodorizer	Fantastik Scrubbing Bubbles Heavy Duty All Purpose Cleaner	\$
Stainless Steel Cleaner	Regency 417449 or equivalent	\$
Restroom Cleaner	Spartan GS Neutral PH Disinfectant Cleaner or equivalent	\$
Soap for Dispensers	Go Jo #8812-03 or equivalent	\$
Garbage Can Liners	13 gallon heavy duty trash can liners	\$

VENDOR BID PRICING SUBMISSION

BUILDING	CLEANING PER MONTH FEE	ANNUAL COST (Monthly x 12)
Entire Municipal Building	\$	\$
Parks, Recreation & Maintenance (PRM)	\$	\$
DPW Department	\$	\$
Library	\$	\$
Cable TV	\$	\$
Senior Citizens Center	\$	\$
41A District Court	\$	\$
Nature Center	\$	\$
TOTAL ANNUAL COST		\$

BIDDER CONTACT INFORMATION

Bidder Company Name:			
Street Address:			
P.O. Box:	City:	State:	Zip:
Phone:		Fax:	
Federal I.D. or Social Security #:		Email:	
Print Name of Person Signing:		Title:	
Authorized Signature:			
Date:			

BID PACKET CHECKLIST

This Bid Packet Checklist is being provided as an aid to you in preparing your bid response. However, the requirements of the Bid Specifications supersede the Bid Packet Checklist. It is the Bidder's responsibility to review the Bid Specifications in their entirety and submit all required/requested items with their bid response.

Return the completed requests to the Shelby Township Clerk's office with your bid response.

- Complete Fill Out and Submit Pages 5 & 6 (Submittal Sheets)
- Draft Quality Control Plan
- References/Work Experience
- Submit Proposed Calendar for Weekly/Monthly and Semi Annual Responsibilities
- W-9 Form
- Insurance Certificate(s) for Informational Purposes Only

For questions pertaining to this bid please contact the PRM Director, Joe Youngblood at (586) 731-0300 or email him at youngbloodj@shelbytwp.org.

REFERENCES/WORK EXPERIENCE

The vendor must furnish at least three (3) references from persons who can attest to the quality of similar prior work performed:

1. Company Name: _____

Street Address: _____

City/State/Zip Code: _____

Contact Person: _____

Telephone No.: _____

Email Address: _____

2. Company Name: _____

Street Address: _____

City/State/Zip Code: _____

Contact Person: _____

Telephone No.: _____

Email Address: _____

3. Company Name: _____

Street Address: _____

City/State/Zip Code: _____

Contact Person: _____

Telephone No.: _____

Email Address: _____