

Charter Township of Shelby Parks, Recreation and Maintenance

586 731 0300

REQUEST FOR PROPOSALS

Project-Based Cleaning Service, Post Construction at

Charter Township of Shelby Municipal Building

The Charter Township of Shelby Parks, Recreation and Maintenance will accept competitive sealed proposals for Post Construction Janitorial Cleaning Service-Municipal Building at the address, until the date, and time detailed below. Proposals shall be in the actual possession of the Township on or prior to the exact date and time indicated below. Late proposals will not be considered. Proposals shall be submitted in a sealed package with “**RFP –Shelby Township Municipal Building cleaning**” and your company’s name and address clearly indicated on the front of the package.

Pre-submittal Meeting:	Friday, April 28, 2017, meet at 9:00am Shelby Municipal Bldg Lobby
Proposal Due Date & Time:	Friday, May 5, 2017, at 2:00pm
Contact:	Joe Youngblood, Charter Township of Shelby, Facilities
Contact email and phone:	youngblj@shelbytwp.org , 586 731 0300
Project Location:	Charter Twp of Shelby Municipal Bldg, 52700 Van Dyke, Shelby Township MI 48316

Price proposals must be sealed and mailed or taken to:

Shelby Twp Clerk’s Office – Municipal Bdg Project-Based Cleaning Proposal, 52700 Van Dyke Avenue, Shelby Township MI 48316, for receipt by Friday, May 5th at 2:00 pm. Proposal Opening is Friday, May 5th at 2:00 pm.

The Charter Township of Shelby reserves the right to accept any proposal, to reject any or all proposals, or to waive irregularities in any proposal that is in the best interest of the Township.

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Charter Township of Shelby Municipal Building
52700 Van Dyke, Shelby Township MI 48316**

Proposal Opening is Friday, May 5th at 2:00pm

	Entrances	Lobbies	Conference Rms	Offices	Hallways	Employee Lounge	Workout Room	Restrooms
Air Duct Cleaning								
Carpet machine cleaning 1 st floor only								
Hard surface machine floor cleaning								
Wash walls (1 st floor only), partition walls, stairs, handrails, counters, doors								
Upholstery Cleaning								
Inside Window Cleaning								
Detail Dust high & low areas								
Wash Blinds								
Wash desks, file cabinets, ceiling fans, vents								

Total cost for entire proposal \$ _____

Company Name _____

Address _____

City & Zip Code _____

Contact _____ Phone _____

Email Address _____ Alternate Phone _____

Signature _____ Date _____