



# INVITATION FOR BID

## Charter Township of Shelby

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

<b>Bid Title:</b> Township Cleaning Services	<b>Department Head:</b> Joseph J. Youngblood <a href="mailto:youngblj@shelbytwp.org">youngblj@shelbytwp.org</a>
<b>Mandatory Pre-Bid Meeting:</b> Thursday, May 17 <sup>th</sup> , 2018 @ 10:00am	<b>Phone:</b> (586) 731-0300
<b>Mandatory Pre-Bid Meeting Location:</b> Shelby Municipal Bldg – Upper Level Board Rm., 52700 Van Dyke Ave., Shelby Township MI 48316, 10:00 am	<b>Bid Opening Date and Time:</b> Tuesday, May 29 <sup>th</sup> , 2018 @ 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 Building Upper Level Board 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**  
 Tuesday, May 29<sup>th</sup>, 2018 @ 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 24 months (2 years). Upon award of the contract, the contractor will be responsible for submitting an 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.
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 6). 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. All product deliveries MUST be coordinated by the cleaning company. A representative from the cleaning company must be present for all deliveries. If someone cannot be available for deliveries than they can be dropped at the PRM Garage and then MUST be dispersed that same evening to all appropriate buildings. The 41-A District Court MUST have all deliveries made after 4pm.
8. **Contractor must use attached submittal sheets when submitting a bid – only attached submittal sheets will be accepted.**
9. Cleaning contractor will be responsible for lost keys and/or locks. If any keys/locks should be lost, it will result in the contractor paying for the re-keying of the entire building or paying for new locks.
10. 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 will need to submit a certified background check through I-CHAT, or other credible resource, on all their employees working at Township facilities.
11. 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.
12. Contractor should make sure all staff has a working knowledge of the English language in order to facilitate the communications of work related issues.
13. 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). **MUST USE A SQUEEGEE ON WINDOWS TO AVOID STREAKS & SMEAR MARKS - NO RAGS.**
6. Clean and disinfect all drinking fountains.
7. Clean and disinfect all public service counters.
8. Vacuum and clean entrance mats or runners.
9. Fill hand soap dispensers on an as needed basis.
10. Cart used books from the library to the recycling dumpster (several cart loads daily).
11. 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:**

1. 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.

# of Employees: 50

Approximate Daily Public Attendance: 100+

There are several evening's a month where a later cleaning time will be necessary. A monthly schedule will be provided by the Clerk's Office to the Contractor to determine when cleaning later will be necessary. Normally it would be conducive to clean after 7 pm.

## **PARKS, RECREATION & 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.

# of Employees: 25-40

Approximate Daily Public Attendance: 20-30

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.

# of Employees: 28

Approximate Daily Public Attendance: 25-100

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.

# of Employees: 22

Approximate Daily Public Attendance: 600

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.

# of Employees: 14

Approximate Daily Public Attendance: 100-150

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

A monthly schedule of all events/meetings will be given to you in advance. Some days may require a later start time.

## **COMMUNITY RELATIONS DEPARTMENT**

51690 Van Dyke Avenue, Shelby Township MI 48316

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

# of Employees: 15

Approximate Daily Public Attendance: 5

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. Carpet Area=6,750 sq. ft, Hard Surface=2,250 sq. ft.

# of Employees: 30

Approximate Daily Public Attendance: 100-500

Cleaned after 5 pm (Monday thru Friday)

**NATURE CENTER**

4101 River Bends Drive, Shelby Township p MI 48317

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

# of Employees: 6

Approximate Daily Public Attendance: 50

Clean after 8pm (Monday, Wednesday, and Friday)

**If there were any reasons why this schedule would have to be changed, the contractor would be notified by phone or in writing. Also, all measurements are approximate so if you would like to bring your own measuring tape to the walk-thru you are welcome to take your own measurements.**

## 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 Area			
Parks, Recreation and Maintenance (PRM) Building			
DPW Building			
Library			
Community Relations Department			
Senior Citizens Area			
41-A 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>MONTHLY 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	\$
Quartz Counter Cleaner	Windex Multi-Surface Cleaner with Vinegar	\$
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)
Municipal Building/Gym Area	\$	\$
Parks, Recreation & Maintenance (PRM) Building	\$	\$
DPW Department	\$	\$
Library	\$	\$
Community Relations Department	\$	\$
Senior Citizens Center	\$	\$
41-A District Court	\$	\$
Nature Center	\$	\$
<b>TOTAL ANNUAL COST</b>		\$

## BIDDER CONTACT INFORMATION

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

## **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 6 & 7 (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](mailto: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: \_\_\_\_\_