

MICHIGAN WORKS! WEST CENTRAL
JANITORIAL SERVICES
REQUEST FOR PROPOSAL INSTRUCTIONS

INFORMATION

Michigan Works! West Central, referred to as Michigan Works!, is issuing this Request For Quotation (RFQ) for janitorial services on a weekly basis and carpet cleaning on a semiannual basis, as described in these instructions. This Contract also includes the exterior cleaning of the windows. This Contract will be written for a twelve (12) month period beginning July 1, 2019 through June 30, 2020, with the possibility of two (2) one-year (1) extensions provided the “fixed price” remains unchanged.

This RFQ does not require Michigan Works! to enter into an agreement for the delivery of these services, or to pay the costs of preparing a quotation for these services. Michigan Works! may enter into negotiations with any and all bidders, and may reject any or all quotations when it is in the best interest of Michigan Works! to do so.

The successful bidder will be responsible for ordering the supplies listed below and giving the invoice to Michigan Works! West Central for payment.

- ▶ Paper toweling
- ▶ Bathroom tissue
- ▶ Garbage bags
- ▶ Deodorizing/Disinfectant Spray
- ▶ Hand Soap for Dispensers will be supplied by Michigan Works! West Central

All cleaning supplies (i.e. glass cleaner, furniture polish, toilet bowl cleaner, etc.) will be the responsibility of the janitorial agency to provide and pay for.

Your bid must also include changing all interior light bulbs, as needed (Michigan Works! will provide the ladder and the bulbs).

Both the Big Rapids and Reed City Centers have a “central vac” system.

DUE DATE

Proposals are due by **3:00 p.m. Thursday, June 6, 2019**

Send to: Michigan Works! West Central
14330 Northland Drive
Big Rapids, Michigan 49307
Attention: Connie Shoemaker

NOTE: Proposals may be faxed to 231.796.8316 or
Scanned and emailed to cshoemaker@michworkswc.org

MICHIGAN WORKS! WEST CENTRAL
REQUEST FOR QUOTATION
JANITORIAL SERVICES

A. Name and Address of Proposing Entity

B. This RFQ is for Janitorial
(Check as many as apply):

• Baldwin Workforce Service Center

• Big Rapids Workforce Service Center

• Reed City Workforce Service Center

• Shelby Workforce Service Center

C. Contact Person & Phone Number
1. _____
2. _____

D. This RFQ is for Carpet Cleaning
(Check as many as apply):

• Baldwin Workforce Service Center

• Big Rapids Workforce Service Center

• Reed City Workforce Service Center

• Shelby Workforce Service Center

E. References
Provide the name and phone number of three references you have done this type of work for, or attach reference letters which include the name and phone number of the reference. If you have not done this type of work for three companies or people, provide three general references (label accordingly). *(If you have provided service to Michigan Works! West Central, disregard references & note the location where service has been provided.)*

- 1. _____

- 2. _____

- 3. _____

F. Liability Insurance
The entity selected will be required to have general commercial liability insurance in a minimum amount of \$1,000,000 per incident/\$2,000,000 annual aggregate. Please include a copy of your insurance binder, or a letter from your insurance company (agent) stating the insurance to meet this requirement is available to you. Proof of insurance in the form of a binder will be required before work may begin for these services. Also, bidders should know, that due to insurance reasons, no persons under the age of 18 will be allowed on premises, regardless if they are performing janitorial services or not.

Name of Insurance Agent: _____
Telephone: _____

- G. **Nepotism**
The proposing entity/person certifies they are not a Michigan Works! West Central employee OR related to a member of the Michigan Works! West Central Workforce Development Board, Local Elected Officials, or Michigan Works! West Central Executive Director. A listing of these representatives is available upon request.

- H. **Workers' Compensation**
The entity or person selected will be required to provide proof of Workers' Compensation coverage or a waiver. (A waiver will only apply if an individual is a sole proprietor with NO employees.)

- I. **Bonding Insurance**
The entity or person selected will be required to provide proof that they have current bonding insurance – a minimum of \$10,000 specifically for janitorial service bond.

- J. **In the event of a dispute, the Michigan Works! West Central grievance procedure may be used (a copy will accompany the Contract). Disputes about this Contract will be resolved via negotiations.**

- K. **Other Information**
Provide any other information pertinent to your quotation.

- J. **Signature**
The person whose signature appears below certifies by their signature that the information given on this form and attachments is correct, and further certifies that they have the authority to sign this RFQ for the entity/person they are representing.

Typed/Printed Name & Title

Signature Date

MICHIGAN WORKS! WEST CENTRAL
JANITORIAL SERVICES
PRICE QUOTATION

This Quotation is for the **BALDWIN WORKFORCE SERVICE CENTER**

1. Entity or Company

2. Quoted monthly price for Janitorial Services without paper products, hand soap, etc., but with glass cleaner, toilet bowl cleaner, etc.

3. Quote for carpet cleaning per square foot – for high traffic areas and as needed for other areas – to be done on a semi-annual basis. Scotch Guard pricing is to be included but separate and also on a per square foot basis.

4. Certification Signature

The person whose signature appears below certifies by their signature that they have reviewed the janitorial services described in the instructions. The person certifies the accuracy of the bid, their authority to provide the quoted price, **and affirms this price quote is valid for three years, if awarded.**

Typed/Printed Name & Title

Signature

Date

MICHIGAN WORKS! WEST CENTRAL
JANITORIAL SERVICES
PRICE QUOTATION

This Quotation is for the **BIG RAPIDS WORKFORCE SERVICE CENTER**

1. Entity or Company

2. Quoted monthly price for Janitorial Services without paper products, hand soap, etc., but with glass cleaner, toilet bowl cleaner, etc.

3. Quote for carpet cleaning per square foot – for high traffic areas and as needed for other areas – to be done on a semi-annual basis. Scotch Guard pricing is to be included but separate and also on a per square foot basis.

4. Certification Signature

The person whose signature appears below certifies by their signature that they have reviewed the janitorial services described in the instructions. The person certifies the accuracy of the bid, their authority to provide the quoted price, **and affirms this price quote is valid for three years, if awarded.**

Typed/Printed Name & Title

Signature

Date

MICHIGAN WORKS! WEST CENTRAL
JANITORIAL SERVICES
PRICE QUOTATION

This Quotation is for the **REED CITY WORKFORCE SERVICE CENTER**

1. Entity or Company

2. Quoted monthly price for Janitorial Services without paper products, hand soap, etc., but with glass cleaner, toilet bowl cleaner, etc.

3. Quote for carpet cleaning per square foot – for high traffic areas and as needed for other areas – to be done on a semi-annual basis. Scotch Guard pricing is to be included but separate and also on a per square foot basis.

4. Certification Signature

The person whose signature appears below certifies by their signature that they have reviewed the janitorial services described in the instructions. The person certifies the accuracy of the bid, their authority to provide the quoted price, **and affirms this price quote is valid for three years, if awarded.**

Typed/Printed Name & Title

Signature

Date

MICHIGAN WORKS! WEST CENTRAL
JANITORIAL SERVICES
PRICE QUOTATION

This Quotation is for the **SHELBY WORKFORCE SERVICE CENTER**

1. Entity or Company

2. Quoted monthly price for Janitorial Services without paper products, hand soap, etc., but with glass cleaner, toilet bowl cleaner, etc.

3. Quote for carpet cleaning per square foot – for high traffic areas and as needed for other areas – to be done on a semi-annual basis. Scotch Guard pricing is to be included but separate and also on a per square foot basis.

4. Certification Signature

The person whose signature appears below certifies by their signature that they have reviewed the janitorial services described in the instructions. The person certifies the accuracy of the bid, their authority to provide the quoted price, **and affirms this price quote is valid for three years, if awarded.**

Typed/Printed Name & Title

Signature

Date

BALDWIN WORKFORCE SERVICE CENTER (5,000 sq ft) – 5252 M-37

SERVICES REQUIRED	TIMES PER WEEK	TIMES PER MONTH	TIMES PER YEAR
Damp Mop All Tile Areas	1		
Clean & Sanitize Rest Rooms	1		
Refill Soft Soap Dispensers		As Needed	
Refill Paper Supplies in Rest Rooms		As Needed	
Clean & Sanitize Sinks in Break Room and Large Conference Room	1		
Clean & Sanitize Tables & Counters in Lobby and Lg Conf Room	1		
Vacuum Carpet in Lobby	1		
Vacuum <u>Top</u> of Entrance Mats	1		
Vacuum <u>Under</u> All Entrance Mats			4
Vacuum Steps to the Basement		1	
Vacuum Fabric on Chairs			3
Dust Chairs, Tables, Files, Tops of Wall Panels, Lobby Furniture, Etc.		1	
Dust Window Sills		1	
Clean Windows Exterior and Interior			2
Clean Door Glass/Wipe Finger Prints Inside and Outside	1		
Clean with Damp Cloth, Plastic Molding Around Modular Walls			3
Brush Down Cobwebs		1	
Empty Waste Receptacles	1		
Clean & Sanitize Waste Receptacles		As Needed	
Empty, Clean & Change Filter on Vacuum Canister		As Needed	
Empty Outdoor Cigarette Container(s)		1	
Pour Water in Floor Drains to prevent Sewer Gas Seepage		1	
Janitor Closet Kept Clean and Orderly		On Going	
Change Light Bulbs (ladder & bulbs provided by West Central)		As Needed	

THESE SERVICES ARE TO BE PROVIDED BETWEEN THE HOURS OF 5:00 P.M. AND 7:00 A.M. ANY DAY OF THE WEEK OR ANYTIME ON SATURDAY OR SUNDAY.

BIG RAPIDS WORKFORCE SERVICE CENTER
ADMINISTRATIVE OFFICE & MICHIGAN REHABILITATION SERVICES
 14330 NORTHLAND DRIVE (15,000 sq ft)

SERVICES REQUIRED	TIMES PER WEEK	TIMES PER MONTH	TIMES PER YEAR
Damp Mop All Tile Areas	1		
Clean & Sanitize Rest Rooms	1		
Refill Soft Soap Dispensers		As Needed	
Refill Paper Supplies in Rest Rooms		As Needed	
Clean & Sanitize Sinks in Break Rooms and Large Conference Room	1		
Clean & Sanitize Tables, Counters in Break Room & Lg Conf Rooms	1		
Vacuum Carpets in Main Lobby Area & Public Computer Area	1		
Vacuum <u>Top</u> of the Entrance Mats	1		
Vacuum <u>Under</u> all Entrance Mats			4
Vacuum Remaining Carpet Areas	1		
Vacuum Fabric on Chairs			3
Dust Chairs, Tables, Files, Tops of Wall Panels, Lobby Furniture, Etc.	1		
Dust Window Sills		1	
Clean Windows Exterior and Interior			2
Clean Door Glass/Wipe Finger Prints Inside & Outside	1		
Clean with Damp Cloth Plastic Molding Around Modular Walls			3
Brush Down Cobwebs		1	
Empty Waste Receptacles	1		
Clean & Sanitize Waste Receptacles		As Needed	
Empty, Clean & Change Filter on Vacuum Canister		As Needed	
Empty Outdoor Cigarette Container(s)		1	
Pour Water in Floor Drains to prevent Sewer Gas Seepage		1	
Janitor Closet Kept Clean and Orderly		On Going	
Change Light Bulbs (ladder & bulbs provided by West Central)		As Needed	

THESE SERVICES ARE TO BE PROVIDED BETWEEN THE HOURS OF 5:00 P.M. AND 7:00 A.M. ANY DAY OF THE WEEK OR ANYTIME ON SATURDAY OR SUNDAY.

REED CITY WORKFORCE SERVICE CENTER (10,524* sq ft)
240 EAST CHURCH AVENUE

* Does not include clothes closet

SERVICES REQUIRED	TIMES PER WEEK	TIMES PER MONTH	TIMES PER YEAR
Damp Mop All Tile Areas	1		
Clean & Sanitize Rest Rooms	1		
Refill Soft Soap Dispenser		As Needed	
Refill Paper Supplies in Rest Rooms		As Needed	
Clean & Sanitize Sinks in Break Room and Large Conference Room	1		
Clean & Sanitize Tables & Counters in Lobby, Computer Lab & Conference Room	1		
Vacuum Carpet in the Lobby, Hallways, Offices & Break Room	1		
Vacuum <u>Top</u> of the Entrance Mats	1		
Vacuum <u>Under</u> all Entrance Mats			4
Vacuum Carpet in Large Unoccupied Area & 2 Enclosed Offices in North Portion of Addition (750 sq. ft.)			4
Vacuum Fabric on Chairs			3
Dust Chairs, Files, Tops of Wall Panels, Lobby Furniture, Etc.		1	
Dust Window Sills		1	
Clean Windows Exterior and Interior			2
Clean Door Glass/Wipe Finger Prints Inside and Outside	1		
Clean with Damp Cloth Plastic Molding at Base of Modular Walls			3
Brush Down Cobwebs		1	
Empty, Clean & Change Filter on Vacuum Canister		As Needed	
Empty Waste Receptacles	1		
Clean & Sanitize Waste Receptacles		As Needed	
Empty Outdoor Cigarette Container(s)		1	
Pour Water in Floor Drains to prevent Sewer Gas Seepage		1	
Janitor Closet Kept Clean and Orderly		On Going	
Change Light Bulbs (ladder & bulbs provided by West Central)		As Needed	

THESE SERVICES ARE TO BE PROVIDED BETWEEN THE HOURS OF 5:00 P.M. AND 7:00 A.M. ANY DAY OF THE WEEK OR ANYTIME ON SATURDAY OR SUNDAY.

**MICHIGAN WORKS! WEST CENTRAL
JANITORIAL SERVICES
SHELBY WORKFORCE SERVICE CENTER (4,500 sq ft)
195 NORTH MICHIGAN AVENUE**

APRIL 2019

SERVICES REQUIRED	TIMES PER WEEK	TIMES PER MONTH	TIMES PER YEAR
Damp Mop Floor (Rest Rooms)	1		
Strip Waxed Floor & Rewax (Where Applicable)			2
Clean & Sanitize Rest Rooms	1		
Refill Soft Soap Dispensers		As Needed	
Refill Paper Supplies in Rest Rooms		As Needed	
Clean & Sanitize Sinks in Break Room	1		
Vacuum Carpets, Doormats, Etc.	1		
Vacuum Fabric on Chairs			3
Dust Chairs, Tables, Files, Tops of Wall Panels, Lobby Furniture, Etc.	1		
Dust Window Sills		1	
Clean Windows Exterior and Interior			2
Clean Door Glass/Wipe Finger Prints Inside & Outside	1		
Clean with Damp Cloth Plastic Molding at Base of Modular Walls			3
Brush Down Cobwebs		1	
Empty Waste Receptacles	1		
Clean & Sanitize Waste Receptacles		As Needed	
Pour Water in Floor Drains to prevent Sewer Gas Seepage		1	
Janitor Closet Kept Clean and Orderly		On Going	
Change Light Bulbs (ladder & bulbs provided by West Central – Computer Lab – only 2 bulbs instead of 4)		As Needed	

THESE SERVICES ARE TO BE PROVIDED BETWEEN THE HOURS OF 5:00 P.M. AND 7:00 A.M. ANY DAY OF THE WEEK OR ANYTIME ON SATURDAY OR SUNDAY.