



**CITY OF CHARLOTTE
REQUEST FOR PROPOSALS
JANITORIAL SERVICES**

The City of Charlotte will accept sealed proposals for janitorial services for City Hall and the Charlotte Police Department. All proposals must be submitted by **2:30 p.m. Thursday February 24, 2022 to: Charlotte City Clerk, 111 E. Lawrence Avenue, Charlotte, MI 48813.** Please mark envelope "Janitorial Services Proposal". Bid Packets are available in the City Clerk's Office Monday through Friday, 9:00 a.m. until 1:00 p.m. and 2:00 p.m. until 4:00 p.m., except on holidays.

The City reserves the right to reject any and all proposals, to waive proposal irregularities and to award proposal in the best interest of the City.

CITY OF CHARLOTTE SPECIFICATIONS FOR JANITORIAL SERVICES

Section 1: General Information

- 1.1 The issuance date of this proposal is **February 3, 2022.**
- 1.2 The City of Charlotte is accepting proposals for janitorial services for City Hall and the Charlotte Police Department located at 111 E. Lawrence Avenue, Charlotte, Michigan 48813.
- 1.3 For the purpose of this proposal, all or part of City Hall is opened for business from 8:00 a.m. until 5:00 p.m. Monday through Friday, except holidays.
- 1.4 The Police Department general office hours are the same; however, Police operations are 24 hours per day 7 days per week.
- 1.5 The selected service provider may subcontract some work; however, service provider will be responsible for all work. **Subcontractors must be approved in advance by the City of Charlotte and noted with bid.**
- 1.6 The City will provide one opportunity for bidders to inspect the premises. This will take place at **9:30 am on Thursday, February 17, 2022.** Bidders interested in inspecting the premises will meet with the City Clerk in the Council Chambers, 111 E Lawrence Avenue, Charlotte, Michigan. (Bidders planning to attend must submit the background check form to the City Clerk on **Monday February 14th by 1:00 p.m.** for approval).
- 1.7 This Request for Proposals includes the following attachments: sample contract, bid form and back ground check for walk-through inspection; list of cleaning duties/frequency.
- 1.8 Modifications to this Request for Proposals, if any, shall take the form of one or more written addenda. Such addenda shall be considered as part of the original Request for Proposals.

Section 2: Background

- 2.1 City currently contracts with a private company service provider for janitorial services.

Section 3: Scope of Services

- 3.1 The service provider will provide cleaning services for City Hall and the Police Department located at 111 E. Lawrence Avenue.
- 3.2 Services shall include all normal and customary office and general cleaning as outlined in Attachment #1.

- 3.3 All individuals cleaning for the City, whether employed by the service provider or subcontracted by service provider, **are subject to and must pass a criminal background check.**
- 3.4 The service provider will be responsible for the purchase of all cleaning supplies and equipment needed to fulfill the contract.
- 3.5 The City will be responsible for the purchase of trash can liners, large trash bags, toilet paper, hand towels, hand soap and urinal blocks.
- 3.6 The premises equipment and facilities shall be maintained in a condition satisfactory to the City of Charlotte and **follow the specified frequencies without exception.**

Section 4: General Requirements

4.1 Insurance

- 4.1.1 The service provider shall provide proof of worker's compensation insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
- 4.1.2 Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The City shall be added as an "additional insured" on general liability policy with respect to the services provided under this contract.
- 4.1.3 If the Insurance as evidenced by the certificates furnished by the service provider expires or is canceled during the term of the contract, services and related payments will be suspended. Service provider shall furnish the City Clerk with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract.
- 4.1.4 If service provider is a sole proprietor, a sole proprietor form will be required annually.

4.2 Schedule

- 4.2.1 The buildings to be serviced are City Hall and the Charlotte Police Department once per week for general cleaning; bi-weekly for electrostatic disinfection; quarterly for stripping/waxing/buffing tile floors, bi-yearly for carpet cleaning. Special cleanings may be required on occasion with costs negotiated separately.
- 4.2.2 Special arrangements will be made between the Police Department and service provider to access secured areas of the Department as needed.

4.2.3 Service provider will be provided with a monthly calendar of meetings and cleaning shall not interfere with the conduct of those meetings.

4.3 Safety

4.3.1 Service provider shall maintain all storage and closet areas assigned through this contract in a clean, safe and sanitary condition.

4.3.2 Cleaning products and chemicals purchased by the service provider shall be delivered in the proper transportation containers and accompanied by Material Data Safety Sheets. A copy of the MDS sheets shall be promptly provided to the City Clerk to be placed on file.

4.3.3 Service provider will be responsible for any and all damage to building and contents when said damages are caused by service provider or someone working on behalf of the service provider.

4.4 Security

4.4.1 Service provider is responsible for control of keys obtained from the City. Service provider is responsible for reimbursing the City for the replacement of lost keys. Service provider must notify the City Clerk immediately in such instances. **No keys are to be duplicated without the permission of the City Clerk.**

4.4.2 Service provider shall neither grant entrance to locked or secured work areas, nor prop locked doors open to allow access to secured locations.

4.4.3 All lost and found articles recovered by service provider must be immediately turned into the City Clerk's Office.

Section 5: Terms and Conditions

5.1 This request for proposals is not an offer of a contract. Receipt of a proposal neither commits the City to award a contract to any service vendor, even if all requirements stated in this proposal are met, nor limits the City's right to negotiate in its best interest. The City reserves the right to contract with a service provider for reasons other than lowest price.

5.2 Expenses incurred in the preparation of proposals in response to this request for proposals are the bidder's responsibility.

5.3 No work performed by the service provider that is out of the scope as defined by the vendors proposal will be reimbursed unless specifically authorized by the City in writing.

5.4 The service provider and their employees, and subcontractors and their employees shall be considered independent contractors and shall not be deemed employees of the City for any reason.

- 5.5 All proposals are subject to the Michigan Freedom of Information Act. Once proposals are opened, the information contained therein becomes freely accessible by the public.
- 5.6 The City of Charlotte has a local bid preference policy that provides as follows: “If all purchasing procedures have been met, the Purchasing Officer is authorized to negotiate with a local bidder to reduce their bid to that of the lowest responsible bidder from a non-City of Charlotte taxpayer if their bid is within 5% of the lowest bid. Negotiation is limited to purchases up to \$30,000.”

Section 6: Final Notes

- 6.1 The following shall be the minimum contents of the proposal: the completed bid form and a reference sheet including the name, address and telephone number of five companies in which bidder has in the past or currently provides similar cleaning services.
- 6.2 The proposal shall be submitted in a sealed envelope clearly marked on the outside with the following words, “Proposal for Janitorial Service of City Hall and Police Department.”
- 6.3 To be considered, proposals must be received by the City Clerk’s Office, 111 East Lawrence Avenue, Charlotte, Michigan 48813 **by 2:30 p.m. on Thursday February 24, 2022.**
- 6.4 Bids will be opened by the City Clerk at **2:31 p.m. on Thursday, February 24 2022.**
- 6.5 Proposals submitted may not be withdrawn or modified for 35 days following the date on which they are opened by the City Clerk. The City may take 10 business days to determine the final proposal winner.
- 6.6 **Questions regarding this request for proposals shall be directed to Mary LaRocque, City Clerk, 111 East Lawrence Avenue, Charlotte, Michigan 48813; 517-543-8843 (voice) 517-543-8845 (fax); mlarocque@charlottemi.org**

CLEANING LIST AND SCHEDULE

WEEKLY - GENERAL CLEANING

1. Empty waste bins and replace liners. Wash when needed.
2. Sweep and mop hard floors using disinfectant.
3. Vacuum mats and carpets
4. Dust all horizontal surfaces of chairs, tables, desks, and other types of furniture
5. Remove cobwebs from all areas
6. Collect all garbage, bottles, papers, leaves, debris, etc. from the front entrance
7. Remove fingerprints and marks from door frames and light switches
8. Spot clean internal glass in doors
9. Clean elevators and stairs
10. Spot clean painted surfaces and walls
11. Remove splash marks from partitions around sinks and from walls
12. Dust the tops of mirrors, frames, and bathroom partitions
13. Clean and sanitize all sinks. Polish all bright work
14. Wipe hand towel dispensers and hand dryers
15. Clean and polish mirrors
16. Stock toilet paper, facial tissues, hand soap and hand towels
17. All toilets and urinals will be disinfected and cleaned on both side and sanitized and then wiped dry

BI-MONTHLY

1. Electrostatic Disinfectant Fogging

QUARTERLY

1. Stripping/Waxing/Buffering Tile Floors

BI-YEARLY

1. Carpet Cleaning



BACKGROUND RELEASE FORM
Janitorial Bid
Walk-through Inspection authorization

Investigative Report Disclosure and Authorization

By this document, the **City of Charlotte** hereby discloses to you that an investigative consumer report, including an investigative consumer report containing information as to your character, general reputation, driving record, personal characteristic and mode of living, may be obtained for contractual purposes as part of the pre-contract background investigation, and at any time during your contract. Should an investigative consumer report be requested, you will have the right to demand a complete and accurate disclosure of the nature and scope of the investigation requested and a written summary of your rights under the Fair Credit Reporting Act.

By signing and acknowledging receipt of this disclosure, you hereby expressly authorize the **City of Charlotte** to obtain a consumer investigative report in accordance with the Fair Credit Reporting Act.

I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the City of Charlotte, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure.

Applicants Printed Name

Applicants Signature

Applicants Driver's License Number

Applicants Social Security #

City Authorization

Date



BID FORM

CITY HALL AND POLICE DEPARTMENT
JANITORIAL SERVICES

Proposal Issued February 3, 2022

Contractor Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Cell Phone: _____

Email: _____

Bid Amount

Weekly General Cleaning Services (Per single service): \$ _____

Bi-monthly Electrostatic Disinfection Fogging (per single service): \$ _____

Quarterly Stripping/Waxing/Buffering Tile Floors (per single service): \$ _____

Bi-Yearly Carpet Cleaning (per single service): \$ _____

(If you intend to subcontract services, please provide subcontract information on back of the form)

Exceptions—Please Describe:

___ I have read the Request for Proposals dated February 3, 2022

Authorized Signature: _____

Date: _____ Title: _____