

May 17, 2022

NOTICE TO BIDDERS

Sealed proposals will be received by the Board of County Road Commissioners of the County of Eaton, Michigan at 1112 Reynolds Road, Charlotte, MI 48813, until 10:00 A.M., Thursday June 9, 2022 at which time and place, proposals will be publicly opened and read aloud for furnishing and delivering the following:

JANITORIAL SERVICES

After review by staff The Eaton County Road Commission will consider award of the bids at their meeting June 14, 2022.

All proposals must be mailed or delivered in sealed envelopes bearing the name of the bidder and clearly marked with a notation indicating the service on which the bid is submitted. All bids must be submitted on the Bid Blank provided in the bid package. Specifications, bid blanks, and further information may be obtained at the offices of the undersigned, 1112 Reynolds Road, Charlotte, MI, 48813, Telephone (517) 543-1630 or (877) 883-2866.

The Board reserves the right to accept or reject any or all bids, to waive irregularities in any proposal, and to make the award in any manner deemed in the best interest of the County of Eaton.

**BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF EATON, MICHIGAN**

Duane A. Eldred, Chair
Timothy J. Lamoreaux, Vice Chair
Jerry L. Frazier, Member
Benjamin S. Lyons, Member
Lauren K. Aitch-Guerrant, Member

Specifications for Janitorial Services

It is the intent of the Eaton County Road Commission (referred to as ECRC) to contract janitorial services in accordance with the following outline, descriptions, and schedule.

Scope: Contractor shall be responsible for furnishing all labor, materials/cleaning supplies, equipment, tools, and any other apparatus required in the performance of this contract unless otherwise stated herein.

Equipment and materials may be stored on site in the janitorial closet only.

* NOTE: ECRC will provide paper products (paper towel, toilet tissue, trash bags).

A. Examination of Site:

Potential contractors are to familiarize themselves with the site and buildings in which the work is to be performed. The office building work site is approximately 15,000 sq. ft. with 99% carpet and 1% tile floors. The shop building work site is approximately 1,600 sq. ft. with tile floors.

B. Insurance:

Before beginning work, the contractor will furnish evidence of insurance coverage in the following types and amounts:

Type	Minimum Limits
Workers' Compensation	Statutory Limit
Commercial General Liability	\$1,000,000 each accident
	\$2,000,000 aggregate

C. Price for Janitorial Services:

Price quote will be based on the total cost for providing all labor, cleaning supplies (except paper products), equipment, tools, and any other apparatus required for performing janitorial services.

These services are to be performed **twice per week**

All Rooms (includes storekeeper office in parts area):

- Empty waste baskets/replace liner and damp wipe (as needed)
- Vacuum or sweep and mop floors
- Spot clean walls, doors, kick plates and interior glass

Entryways:

- Clean windows and glass doors
- Sanitize door handles and light switches
- Vacuum or sweep and mop floors

Restrooms includes (2) public restrooms, (2) locker rooms, (1) shop restroom:

- Clean and sanitize basins, countertops, showers, toilets, urinals
- Sanitize door handles (includes stall doors) and light switches
- Sweep and mop floors
- Clean mirrors

These services are to be performed **once per week**

All Rooms (includes storekeeper office in parts area):

- Dust all furniture, plants, and window ledges
- Dust tops of doors and cabinets
- Check and remove cobwebs
- Sanitize door handles and light switches

Water fountains:

- Clean and sanitize

Lunchrooms:

- Clean all countertops, tabletops, and appliance tops
- Sanitize door handles and light switches

Non-carpeted floors:

- Mop (attention to detail)

Services to be performed **once per quarter**:

- Remove limescale on sink faucets, water fountains and toilets/urinals
- Vacuum or dust vents and diffusers

Secure building at completion of cleaning shift. If there are no evening public meetings where the public doors need to be open, keep exterior doors locked during shift.

The Road Commission, at its discretion, reserves the right to increase, decrease or eliminate the frequency of janitorial items listed on the schedule. Such revisions will require two weeks written notice to the contractor.

No additional work will be performed without the Road Commission's written acceptance of the contractor's quote or proposal in advance of the work being performed.

All janitorial services will be reviewed using a pass/fail rating with corrective action comments when necessary. This document will be provided to the contractor for review and action as needed.

D. Invoice and Payment

The contractor will provide an invoice to the road commission on a biweekly or monthly basis. Invoices will be paid within fifteen (15) calendar days of receipt, on the basis that the work is satisfactorily completed.

E. Work Hours and Schedules:

General janitorial services will be done two times per week after the close of business hours. Weekly janitorial services will be rotated into the schedule, generally at the discretion of the contractor.

All janitorial services will be performed at hours that will not interfere with the normal business operation of the Road Commission and Road Commission staff. The bulk of the janitorial services should occur between the hours of 5:00 pm and 5:00 am on business days and at contractor's discretion on the weekend.

Neither the contractor nor subcontractor(s) shall discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to his/her hire, tenure, terms, conditions, or privileges of employment because of his/her race, color, religion, national origin, or ancestry.

EATON COUNTY ROAD COMMISSION

Janitorial Services Bid

	Price per unit	Unit	Amount
Bid Price (per specifications attached):	\$		\$

Additional Cleaning:

Vacuum Baseboards, etc	\$		\$
Treat and Deep Clean Carpet	\$		\$
Wax & Buff Hard Surface Floors	\$		\$
Clean Interior Windows	\$		\$
Clean Exterior Windows	\$		\$
Clean Over, Range, Hood Filter	\$		\$
Clean Cupboards, etc, Two Lunch Areas	\$		\$
Clean Lockers in Two Locker Areas	\$		\$

Name: _____

Address: _____

Contact Name: _____

Phone Number: _____

Email: _____

Quality Assurance Form

Services to be performed <i>twice per week</i> :	Pass / Fail	Corrective Action
All Rooms		
Empty waste baskets/replace liner and damp wipe (as needed)		
Vacuum or sweep and mop floors		
Spot clean walls, doors, kick plates and interior glass		
Restrooms includes (2) public restrooms, (2) locker rooms, (1) shop restroom		
Clean and sanitize basins, countertops, showers, toilets, urinals		
Sanitize door handles (includes stall doors) and light switches		
Sweep and mop floors		
Clean mirrors		
Entryways and Hallways		
Clean windows & glass doors		
Sanitize door handles and Light switches		
Vacuum or sweep and mop floors		

Services to be performed <i>once per week</i> :	Pass / Fail	Corrective Action
All Rooms		
Dust all furniture, plants, and window ledges		
Dust tops of doors and cabinets		
Check and remove cobwebs		
Sanitize door handles and light switches		
Lunchrooms		
Clean all countertops, tabletops, and appliance tops		
Non-carpeted floors		
Mop (attention to detail)		
Water fountains		
Clean and sanitize		

Services to be performed <i>once per quarter</i> :	Pass / Fail	Corrective Action
Sink faucets, Water fountains, and Toilets		
Descale sink faucets		
Descale water fountains		
Descale toilets and urinals		
Vacuum or dust vents and diffusers		