

CHARTER TOWNSHIP OF UNION
REQUEST FOR PROPOSALS (RFP)
FOR
PROFESSIONAL JANITORIAL SERVICES
Three Year Agreement (January 1, 2018 to December 31, 2020)
November 2017

Charter Township of Union
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CHARTER TOWNSHIP OF UNION
REQUEST FOR PROPOSALS

I. NATURE OF SERVICES REQUIRED

A. General

The Charter Township of Union is requesting proposals from qualified Janitorial Services Providers that will provide a high level of janitorial services to the following sites: Township Hall, Waste Water Treatment Plant, and Isabella Road Water Treatment Plant.

B. Scope of Work to be Performed

Township Hall, 2010 S. Lincoln Rd. Mt. Pleasant:
(Twice a week, Monday and Thursday evenings after 4:30pm)

Lobby, Offices, Hallways, Board Room and Lunch Area

- Collect all waste materials and place trash in designated receptacles.
- Replace trash can liners as needed.
- Dust all furniture including cabinets, counters, fixtures, etc.
- Vacuum all carpeted areas.
- Spot clean carpets.
- Sweep and mop all composition tile floor areas.
- Wipe/clean lunch area table/appliance surfaces, sinks and cupboards

Restrooms

- Sweep, mop and disinfect composition tile floor areas.
- Clean and sanitize fixtures, wash basins, countertops, urinals, toilets, and toilet seats.
- Clean and polish all mirrors.
- Damp wipe walls, doors and partitions.
- Replace trash can liners as needed.
- Replenish paper and soap supplies as needed.

Waste Water Treatment Plant, 4511 E. River Rd. Mt. Pleasant

(Twice a week, Monday and Thursday evenings after 4:30pm)

Lobby, Offices, Hallways, Lab and Lunch Area

- Collect all waste materials and place trash in designated receptacles.
- Replace trash can liners as needed.
- Dust all furniture including cabinets, counters, fixtures, etc (excluding lab).
- Vacuum all throw rugs.
- Wipe/clean lunch area table/appliance surfaces.
- Sweep and mop all composition tile floor areas.

Restrooms/Locker Room

- Sweep, mop and disinfect composition tile floor areas.
- Clean and sanitize fixtures, wash basins, countertops, urinals, toilets, and toilet seats and shower area.
- Clean and polish all mirrors.
- Damp wipe walls, doors and partitions.
- Replace trash can liners as needed.
- Replenish paper and soap supplies as needed.

Isabella Rd. Water Treatment Plant, 5228 S. Isabella Rd. Mt. Pleasant

(Once a week, Thursday evening after 4:30pm)

Lobby, Offices, Hallways, Lab and Lunch Area

- Collect all waste materials and place trash in designated receptacles.
- Replace trash can liners as needed.
- Dust all furniture including cabinets, counters, fixtures, etc.
- Vacuum all throw rugs.
- Clean kitchen area countertops / appliances surfaces.
- Sweep and mop all composition tile floor areas.

Restrooms/Locker Room

- Sweep, mop and disinfect composition tile floor areas.
- Clean and sanitize fixtures, wash basins, countertops, urinals, toilets, and toilet seats and shower area.
- Clean and polish all mirrors.

- Damp wipe walls, doors and partitions.
- Replace trash can liners as needed.
- Replenish paper and soap supplies as needed.

Vendor will provide cleaning supplies, replacement supplies and equipment.

C. Standards to be Followed

- The Township will conduct inspections for all scopes of work to be performed at all the listed township sites and will provide the Contractor noting any deficiencies.
- The Township will also maintain a record comprised of complaints from staff and provide this record to the contractor; this record will identify the areas requiring special attention on that day, which must be completed by Contractor the next scheduled cleaning day.
- Contractor must remain responsible to make any necessary changes if the Township determines that any task has not been performed adequately or satisfactorily. If the deficiency is severe enough in the Township’s view, Contractor must correct the deficiency within 24 hours.

II. TIME REQUIREMENTS

A. Proposal Calendar – The following is a list of key dates in the Janitorial Services selection process:

Request for proposal issued	November 13, 2017
Required Site(s) walk through / pre-bid 2:00pm Twp. Hall	November 27, 2017
Due date for proposals	December 11, 2017

All proposals must be submitted to Mark Stuhldreher at the Charter Township of Union Offices in a sealed envelope clearly marked in the lower left corner: “Sealed Proposal – Janitorial Services RFP”. All proposals must be received by 4:00pm on Monday December 11 2017 at which time they will be opened in the Charter Township of Union Board Room.

Attendance at the walk through/pre-bid conference on November 27th is required for the bid to be considered at the bid opening.

III. PROPOSAL REQUIREMENTS

A. Technical Requirements

1. General

The proposal should demonstrate the qualifications, competence and capacity of the firms seeking to perform janitorial service for the Township in conformity with the requirements of this RFP. As such, the substance of proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement.

The proposal should address all the points outlined in the RFP. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposing firm's capabilities to satisfy the requirements of the RFP.

The proposal must include:

- Information about and history of the firm's size and duration of company operations.
- List a minimum of five (5) references, including type of services provided starting from the most recent date.
- Average experience level of each person with company for the last 5 years that would be assigned to work in the facilities.

The proposal shall include the resume(s) of the site supervisor(s).

Three proposals are to be submitted.

The Vendor will supply the necessary information for the County Sherriff to run a security check upon all personnel assigned to work as a result of contract(s). Any changes in personnel will be immediately forwarded to the Township.

2. Insurance

Prospective bidders must have a minimum of \$1,000,000 coverage for General Liability and \$500,000 for Workers Compensation and

Employers' Liability. Insurance must be maintained throughout the term of the contract.

State if your firm has, in the past 5 years, been involved in any litigation or arbitration with any past client.

B. Dollar Cost Bid

1. Bid Price

The total price to be bid is to contain all direct and indirect costs except as otherwise expressly agreed to in writing by the Township.

2. Bid to be broken up by a separate weekly price for each Township Site Location.

3. Hourly Schedule of Fees shall be included in Bid for additional work requested by the Township.

4. Rates for Additional Professional Services

If it should become necessary for the Township to request the Contractor to render to perform additional work as a requested by the Township, then such additional work shall be performed only if set forth in an written agreement between the Contractor and the Township. Any such additional work agreed to between the Township and the Contractor shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost bid.

IV. EVALUATION PROCEDURES

A. Evaluation Criteria

The Township Manager will evaluate proposals using three sets of criteria. Prospective providers meeting the mandatory criteria will have their proposals evaluated for both technical qualifications and price. The following represent the principal selection criteria that will be considered during the evaluation process.

1. Mandatory Elements

- a. The Contractor is fully insured as outlined in III A. 2.

- b. The Contractor adheres to the instructions in this request for proposal on preparing and submitting the proposal.

2. Technical Quality

- a. Expertise and Experience
 - (1) The Contractor's past experience and performance with comparable engagements.
 - (2) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel.

V. TERMS AND CONDITIONS

- A. There is no expressed or implied obligation to reimburse responding firms for any expenses incurred in preparing proposals in response to this RFP.
- B. Any proposal may be withdrawn up until the date and time set for the opening of the proposals. Any proposal not so withdrawn shall constitute an irrevocable offer to the Township.
- C. Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFP unless clearly and specifically noted in the proposal submitted and confirmed in a letter of agreement signed by both the Township and the firm.
- D. Proposals shall be firm for such period, up to 60 days, as may be required by the Township to act.
- E. The Township reserves the right to reject any of all proposals submitted, and also the right to waive any formal defects in proposals when deemed to be in the best interest of the Township.
- F. The Township reserves the right to accept a proposal higher in price than the lowest proposal, and to negotiate with any respondent concerning matter which the Township determines requires clarification or changes not in conformity with the specific requirements set forth in this RFP.
- G. The Township reserves the right, where it may serve the Township's best interest, to request additional information or clarification from proposing firms, or to allow corrections of errors or omissions.

- H. The Township reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

- I. The selected firm shall maintain a prudent level of errors and omissions insurance covering the willful or negligent acts, omissions of any officers, employees or agents thereof. A current certificate of insurance shall be provided to the Township upon demand.