

**REQUEST FOR PROPOSAL**  
**OFFICE/LIBRARY CLEANING SERVICES CONTRACT**



**Gaines Charter Township**  
**8555 Kalamazoo Ave., SE**  
**Caledonia, MI 49316**

PROJECT TYPE: Cleaning Services  
PROPOSALS DUE BY: September 30, 2019  
PROPOSAL MANAGER: Supervisor's Office  
CONTACT INFORMATION: Ph.: 616-698-6640  
Email: [kim.triplett@gainestownship.org](mailto:kim.triplett@gainestownship.org)

**September 2019**

**REQUEST FOR PROPOSAL**  
**OFFICE/LIBRARY CLEANING SERVICES CONTRACT**

## Scope of Work

Gaines Charter Township (GCT) is requesting proposals for a one (1) year\* contract with a two (2) year option for cleaning service for the following GCT facilities:

1. Gaines Charter Township Offices  
8555 Kalamazoo Ave., SE  
Caledonia, MI 49316
2. Kent District Library ~ Gaines Charter Township Branch  
421 68<sup>th</sup> Street, SE  
Grand Rapids, MI 49548

The purpose of this Request for Proposal (RFP) is to provide interested vendors the necessary information for preparing quotes for cleaning services that will meet GCT's specific needs, and to award a contract that guarantees services and rates for GCT.

**\*Contract Term: January 1, 2020 – December 31, 2020**

## Proposal Requirements

Response must include the following completed documents (included in this packet):

- Cover letter introducing vendor to GCT
- Bid Proposal – Vendor Information & Signature Page
- Bid Proposal – References  
*(Minimum of two municipal or corporate references from customers for who you have performed frequent or ongoing cleaning services within the last five years)*
- Gaines Charter Township Cleaning Service Specifications (pricing)

## Administrative Matters

- A. Submit three (3) copies of the response to this RFP. Sealed proposals shall be clearly marked and delivered to:

Gaines Charter Township  
**Supervisor's Office**  
8555 Kalamazoo Ave., SE  
Caledonia, MI 49316  
**Proposal for Cleaning Services**

- B. Responders should allow mail delivery time to ensure timely receipt of their submittal. Post marks will not qualify as evidence of a timely submittal. Faxed copies will not be accepted. Responses received after the deadline will be considered untimely and non-responsive.
- C. All RFP submittals shall become the property of GCT, will not be returned, and are considered a matter of public record after the contract is awarded.
- D. The RFP does not and shall not commit GCT or any of its agents to enter into any agreement, to pay any costs incurred in the preparation of any response to this RFP, or to procure or contract for any services or supplies.
- E. GCT reserves the right to accept or reject any or all response to this RFP, to enter into a contractual agreement with any contractor submitting a response to this RFP, to delay and/or cancel in part or in its entirety this RFP if it is in the best interest of the Township (in their sole opinion) to do so.
- F. The Township reserves the right to waive any inconsistencies or discrepancies in the RFP if the Township determines it is in their best interest to do so. GCT may reject responses that do not meet the requirements of the RFP in any respect.
- G. Response to the RFP is entirely voluntary and made with this knowledge.
- H. Responders certify their proposal has been arrived at independently and has been submitted without collusion designed to limit independent bidding or competition.

## General Requirements

- A. The selected contractor shall be fully licensed and bonded in the State of Michigan
- B. The selected contractor shall have and keep in effect during the term of this contract, Commercial General Liability Insurance, Business Automobile Liability Insurance and Workers Compensation Insurance. A copy of insurance certification(s) shall be submitted to the Township.
- C. If there are any questions regarding the work that is to be done, it will be the responsibility of the contractor to contact the designated Township representative and request clarifications before proceeding.
- D. NON-EXCLUSIVE STATUS: GCT reserves the right to have the same or similar service provided by a vendor other than the contractor.
- E. The Township reserves the right to terminate the contract with a thirty (30) day written notice.
- F. In the event of accidental site damage, it will be the responsibility of the contractor to return the site to its original condition at no cost to the Township.
- G. Contractor shall be an independent contractor. The contractor is not to be deemed an employee or agent of the Township and has no authority to make any binding commitments or obligations on behalf of the Township except as expressly provided herein.
- H. Contractor shall submit monthly invoices. An "Acceptable Invoice" is defined as an invoice that may be processed to adjudication without obtaining additional information from the contractor or provider of service or from a third party.
- I. Contractor shall supply all service outside of normally scheduled office hours.

## Evaluation Criteria

Evaluation criteria to be applied in reviewing the proposals may include, but are not limited to:

- Proposed Fee Schedule
- Quality of references

## Point of Contact

Contractor questions regarding this RFP should be directed to the office of the Supervisor:

Robert DeWard, Supervisor                      616-217-4089      [robert.deward@gainestownship.org](mailto:robert.deward@gainestownship.org)

Kim Triplett, Executive Secretary              616-504-4332      [kim.triplett@gainestownship.org](mailto:kim.triplett@gainestownship.org)

## RFP Schedule

<b>Event/Activity</b>	<b>Date</b>
<b>Distribution of RFP</b>	September 11, 2019
<b>Vendor Arranged Appointments for Site Visits</b>	September 12 – 20, 2019
<b>Proposals Due</b>	September 30, 2019
<b>Evaluation &amp; Review Completed</b>	October 1 – 9, 2019
<b>Township Board Approval</b>	October 14, 2019
<b>Notification to Contractor</b>	October 16, 2019

## BID PROPOSAL – Vendor Information & Signature Page

Vendor EIN#: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Vendor Ownership: \_\_\_\_\_

Years in Business: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

\_\_\_\_\_

Vendor Phone No.: \_\_\_\_\_ Vendor Fax No.: \_\_\_\_\_

Vendor Website *(if applicable)*:

*Management person responsible for direct contact with The Township and the services required for this RFP:*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_  
*Signature of authorized representative*

\_\_\_\_\_  
*Date*

Type or print signer's name: \_\_\_\_\_

## BID PROPOSAL – References

### REFERENCES

Please list a minimum of two corporate or municipal customers for whom you have performed frequent or ongoing services.

NAME OF COMPANY	CONTACT NAME	PHONE NUMBER

**Types of work licensed to provide:**

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**GAINES CHARTER TOWNSHIP**  
**CLEANING SERVICE SPECIFICATIONS**  
**2020 Calendar Year**

PLEASE INCLUDE IN THE PROPOSAL:

The cost of any (cleaning/paper) products, (cleaning/paper) supplies, and equipment necessary to meet the requirements of these bid specifications shall be included in the total bid amount submitted, unless otherwise indicated.

Bid specifications are for the following Gaines Charter Township facilities:

- Gaines Charter Township Offices ~ 8555 Kalamazoo Ave., SE, Caledonia, MI 49316
- Gaines Charter Township Branch of KDL ~ 421 68<sup>th</sup> Street, SE, Grand Rapids, MI 49548

*\*Note: Vendor shall ensure restrooms are stocked with hand towels, toilet tissue, and soap dispensers are filled*

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**GAINES CHARTER TOWNSHIP OFFICES**

	<u>Monthly Total</u>	<u>Yearly Total</u>
<b>Cleaning – Upper Level*</b>	\$	\$
<b>Lower Level (per matrix)</b>	\$	\$
	<hr/>	<hr/>
<b>Township Office Total:</b>	\$	\$

**\*Three Days cleaning per week:**

**Monday ~ Routine Cleaning**

**Wednesday ~ Light Cleaning**

**Friday ~ Routine Cleaning**

*Routine Cleaning vs. Light Cleaning duties shall be per the following matrix.*

TASK/AREAS:	MON	WED	FRI	Monthly	Quarterly
<b>ALL AREAS:</b>					
Collect trash-replace liners as needed	<u>✓</u>	<u>✓</u>	<u>✓</u>		
Sweep/dust mop/wet mop hard floors			<u>✓</u>		
Detail vacuum carpet & rugs (move wastebaskets/behind doors)			<u>✓</u>		
Spot Mop tiles	<u>✓</u>	<u>✓</u>			
Spot vacuum carpet & rugs (move wastebaskets/behind doors)	<u>✓</u>	<u>✓</u>			

<b>ENTRIES:</b>					
Clean glass doors-both sides, sweep and mop	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Clean, sanitize drinking fountains	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Clean counters, open horizontal surfaces			<input checked="" type="checkbox"/>		
Clean/dust furniture				<input checked="" type="checkbox"/>	
<b>BATHROOMS (6):</b>					
Clean mirrors, counters, sinks, fixtures & dispensers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Clean/disinfect toilets, urinals/wet mop floors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Refill paper/soap	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Spot clean <b>washable</b> walls by dispensers & trash containers			<input checked="" type="checkbox"/>		
Clean stall walls & dust top ledges of stall walls				<input checked="" type="checkbox"/>	
<b>COFFEE/LUNCHROOM AREA(S):</b>					
Wipe/clean tables, chair seats, dust	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Clean counters, sink (if cleared), tops & fronts of appliances	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Clean interior of microwaves (request users to cover food)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Sweep/mop floors; vacuum carpets/mats			<input checked="" type="checkbox"/>		
Clean vertical surfaces of cabinets (exterior)				<input checked="" type="checkbox"/>	
<b>OFFICES/CUBICLES/CONFERENCE ROOMS</b>					
Clean <b>cleared areas</b> of desks, tables, files & other surfaces				<input checked="" type="checkbox"/>	
Spot clean glass	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>OTHER:</b>					
Elevator-spot clean inside and out			<input checked="" type="checkbox"/>		
<b>DETAILS FOR ALL AREAS:</b>					
Remove Cobwebs			<input checked="" type="checkbox"/>		
Dust monitors/computers/phones/business machines (dry microfiber duster)				<input checked="" type="checkbox"/>	
Clean/dust tops of overhead cabinets & cubicle partitions (if cleared)				<input checked="" type="checkbox"/>	
Dust wall frames & wall air return vents				<input checked="" type="checkbox"/>	
Clean kick plates on doors					<input checked="" type="checkbox"/>
Clean window sills/ledges ( <b>if cleared</b> )				<input checked="" type="checkbox"/>	
Spot vacuum upholstered chairs				<input checked="" type="checkbox"/>	
Clean/dust base & trim of office chairs & wipe seats					
Clean around light switch plates					<input checked="" type="checkbox"/>
Dust exposed vertical surfaces of cabinets, files, desks					<input checked="" type="checkbox"/>
Dust exposed baseboards (vinyl)					<input checked="" type="checkbox"/>
Clean/dust doors/door jambs/handles					<input checked="" type="checkbox"/>
Detail vacuum (corners, edges, under desks, etc.)					<input checked="" type="checkbox"/>
Keep janitors room/closed neat & orderly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		



GAINES CHARTER TOWNSHIP KDL BRANCH LIBRARY  
CLEANING SERVICE SPECIFICATIONS  
2020 Calendar Year

	<u>Monthly Total</u>	<u>Yearly Total</u>
Weekly Cleaning*	\$	\$
Township Library Yearly Total:		\$

\*Five Days cleaning per week:

Monday ~ Light Cleaning

Tuesday ~ Routine Cleaning

Wednesday ~ Light Cleaning

Thursday ~ Light Cleaning

Friday ~ Routine Cleaning

*Routine Cleaning vs. Light Cleaning duties shall be per the following matrix*

TASK/AREAS:	MON	TUES	WED	Thurs	Fri	Monthly
<b>ALL AREAS:</b>						
Collect trash-replace liners as needed	✓	✓	✓	✓	✓	
Sweep/dust mop/wet mop hard floors*	✓		✓		✓	
Detail vacuum carpet & rugs (move wastebaskets/behind doors)	✓		✓		✓	
Spot Mop tiles	✓		✓		✓	
Spot vacuum carpet & rugs (move wastebaskets/behind doors)	✓		✓		✓	
<b>ENTRIES:</b>						
Clean glass doors-both sides, sweep and mop	✓	✓	✓	✓	✓	
Clean, sanitize drinking fountains	✓	✓	✓	✓	✓	
Clean counters, open horizontal surfaces	✓		✓		✓	
Clean/dust furniture	✓		✓		✓	
<b>BATHROOMS :</b>						
Clean mirrors, counters, sinks, fixtures & dispensers	✓	✓	✓	✓	✓	
Clean/disinfect toilets, urinals/wet mop floors	✓	✓	✓	✓	✓	

Refill paper/soap	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Spot clean <b>washable</b> walls by dispensers & trash containers	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Clean stall walls & dust top ledges of stall walls	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<b>COFFEE/LUNCHROOM AREA(S):</b>						
Wipe/clean tables, chair seats, dust	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Clean counters, sink (if cleared), tops & fronts of appliances	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Clean interior of microwaves (request users to cover food)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Sweep/mop floors; vacuum carpets/mats*	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Clean vertical surfaces of cabinets (exterior)				<input checked="" type="checkbox"/>		
<b>OFFICES/CUBICLES/CONFERENCE ROOMS</b>						
Clean <b>cleared areas</b> of desks, tables, files & other surfaces	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Spot clean glass	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<b>DETAILS FOR ALL AREAS:</b>						
Remove Cobwebs	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Dust monitors/computers/phones/business machines (dry microfiber duster)						<input checked="" type="checkbox"/>
Clean/dust tops of overhead cabinets & cubicle partitions (if cleared)						<input checked="" type="checkbox"/>
Dust wall frames & wall air return vents						<input checked="" type="checkbox"/>
Clean kick plates on doors						<input checked="" type="checkbox"/>
Clean window sills/ledges ( <b>if cleared</b> )						
Spot vacuum upholstered chairs						<input checked="" type="checkbox"/>
Clean/dust base & trim of office chairs & wipe seats						<input checked="" type="checkbox"/>
Clean around light switch plates						<input checked="" type="checkbox"/>
Dust exposed vertical surfaces of cabinets, files, desks						<input checked="" type="checkbox"/>
Dust exposed baseboards (vinyl)						<input checked="" type="checkbox"/>
Clean/dust doors/door jambs/handles						<input checked="" type="checkbox"/>
Detail vacuum (corners, edges, under desks, etc.)						<input checked="" type="checkbox"/>
Keep janitors room/closed neat & orderly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

***\*Entry area tile needs to have salt cleaned off the tile nightly during winter months.***