

# **BID SPECIFICATIONS FOR JANITORIAL SERVICE**

*Return proposal to:*

**Three Rivers Public Library  
920 W. Michigan Ave.  
Three Rivers, MI 49093**

## **TABLE OF CONTENTS**

Considerations for the Preparation of the Quote	2
Bid Specifications/Cleaning General Requirements	2
Supervision	3
Employees	3
Supplies and Equipment	3
Labor Relations	3
Compensation	4
Indemnification	4
Assignment	4
Cancellation	5
Non-waiver	5
Service Schedule of Areas	5-7
Pricing Breakdown	8
References	8
Square Footage	8

## **Considerations for Preparation of Quote**

- A. The Library possesses a variety of types of public areas. There are offices, meeting rooms, a small kitchenette, main library areas, library desk area, 2 public restrooms, 2 staff restrooms, staff break room, and two lobby areas. There are also two areas outside with trash cans and a book drop area.
- B. The library hours are Monday - Friday, 9:00 a.m. – 8:00 pm. ; Saturday 9:00 a.m. – 4:00 pm ; Sunday 12:00 pm – 4:00 pm.
- C. The following holidays will be observed and no services provided: Christmas Day, New Year's Day, Thanksgiving Day, Easter, Labor Day, July 4th, and Memorial Day.

It is advisable that the person preparing the quote meets with the Library Director to discuss how the building is used in order to get a sense of the needs.

## **Bid Specifications/Cleaning General Requirements**

- 1. Contractor is to furnish high-quality cleaning maintenance services at the Three Rivers Public Library in a professional and consistent manner.
- 2. Contractor will provide trained labor and supervision as described in the following pages.
- 3. All labor and supervision will be employees of the Contractor and Contractor will pay all salaries, wages, expenses, and related federal taxes, social security taxes, state and local taxes, unemployment taxes, and other similar taxes which apply to such employees.
- 4. The facility shall be cleaned three nights per week, Sunday through Saturday according to a schedule established between the Contractor and Three Rivers Public Library. In the event the building would not require cleaning services on a specific evening, a credit amount shall be calculated on a daily basis and deducted from the monthly billing.
- 5. Contractor shall at all times during the term of this agreement, obtain and maintain in effect the following insurance: Workmen's Compensation with statutory limits, bodily injury with limits of \$1,000,000 for each person and \$1,000,000 for each occurrence, property damage with limits of \$1,000,000 per occurrence and an umbrella policy in the amount of \$5,000,000 to extend coverage beyond the aforesaid limits.

This insurance package should include "Third Party bonding" for additional protection. Such policies shall be non-cancelable except on thirty-(30) day's written notice to the Three Rivers Public Library and list the Library as additionally insured.

- 6. Contractor along with the Library Director will develop a comprehensive set of employee rules and regulations intended to identify proper behavior while working at the Library.
- 7. The Library may from time to time issue equipment to the Contractor for use by its employees while on duty at the Library. The cost to replace/repair any damage caused by Contractor personnel to such equipment beyond normal wear and/or usage will be the responsibility of the Contractor. Said equipment is not to be removed from site.
- 8. Contractor shall comply with all applicable laws and rules of federal, state and local governments.
- 9. The Contractor shall use no products, supplies or equipment that will result in damage or injury to the surface to which they are applied. The Contractor shall be liable for restoring, repairing or replacing any equipment or surfaces so damaged.
- 10. No experimentation with products, supplies or equipment shall be performed at the Library without prior written approval of Library Director. This approval shall in no way limit the liability defined in No. 9 above.

11. Selected Contractor will be required to furnish MSD Sheets and an employee safety manual covering a Hazard Communication Program, a Hazard Assessment Plan, and an Exposure Control Plan.
12. A list of products and supplies to be used shall be furnished to the Three Rivers Public Library prior to Contractor selection.

### **Supervision and Quality Control**

- A. Prior to being assigned to the Library, Contractor's employee will be adequately trained at Contractor's expense.
- B. A communications log shall be kept in the Contractor's mailbox to record complaints, special cleaning requests, and instructions.

### **Employees - General Information**

- A. Rules & Regulations - All Contractor's employees will be required to abide by set of rules and regulations developed by Contractor.

### **Supplies and Equipment**

- A. Three Rivers Pubic Library shall supply hand towels, toilet tissue, plastic liners, and hand soap. Contractor shall supply equipment and cleaning supplies. This equipment shall include mops, buckets, brooms, dusting equipment, vacuum cleaners and other equipment needed.
- B. The Three Rivers Public Library reserves the right to require Contractor to change products used, if in the Library Director's opinion the products used do not achieve quality results.
- C. The Library will provide and maintain a trash service for Contractor's use at no charge to Contractor.

### **Labor Relations**

Contractor will be responsible for employee and labor relations in regard to its employees. In the event Contractor negotiates a contract with any employee or labor organization, the contract shall not obligate the Three Rivers Public Library to Contractor's employees or to any labor organization on the termination of this agreement or at any other time. In the event that the Contractor knows or has reason to suspect that a labor dispute may prevent timely performance under this agreement, all information concerning the dispute shall immediately be sent to the Contractor.

### **Compensation**

The Contractor shall bill the Three Rivers Public Library monthly.

## **Indemnification**

- A. In addition to the liability imposed by law upon Contractor due to other damage to property or personal injury (including death) arising from its assumption of operations under this Agreement, Contractor hereby agrees to defend, indemnify and save the Three Rivers Public Library, its agents, employees, officers and directors harmless against any and all loss, damage, liability, claims, demands or costs (including attorney fees) resulting from injury or harm to persons or property (including, without limitation, Contractor's employees or property), excepting only such injury or harm as may have been caused solely by the willful misconduct or gross negligence of the Three Rivers Public Library or its agents, officers, directors or employees. Contractor's activities shall be deemed to include those of subcontractors.

## **Assignment**

- A. The Three Rivers Public Library shall have the right to assign this Agreement to any successor, or to any associated or affiliated entity of the Company without securing the consent of the Contractor, and may grant to such assignee the same rights and privileges it enjoys pursuant to this Agreement.
- B. The Contractor shall not assign or otherwise transfer its rights or obligations under this Agreement without the prior written consent of the Library. Consent will not be unreasonably withheld. Any attempted assignment not consented to in the manner as prescribed herein shall, at the option of the Company, be null and void.

## **Audit and Payments**

- A. The contractor will invoice the Three Rivers Public Library on a monthly basis and will mail or deliver the summary. The invoices will provide for payment to Contractor within thirty (30) days.
- B. As full compensation for the performance of Contractor's obligations hereunder, the Three Rivers Public Library will pay the Contractor pursuant to the bid rate corresponding to the occupied square footage of the building.

## **Contract Duration**

This contract will be for a period of one two years from the date July 1, 2015 until June 30, 2017.

## **Cancellation**

This agreement shall become effective and shall continue in full force and effect as of the date on which the Service Company commences its duties hereunder for a period of ninety (90) days. After that period, it will be on a month-to-month basis.. Either party may cancel this agreement after the initial ninety (90) day period by giving thirty (30) days written notice to the other. In addition, the Three Rivers Public Library reserves the right to terminate immediately due to the following situations.

1. Upon notification that Contractor has filed a voluntary petition in bankruptcy or is seeking similar relief in another forum, that Contractor is the debtor identified in an involuntary petition in bankruptcy, or if the Three Rivers Public Library has reasonable grounds to believe that Contractor is insolvent and has committed an act of bankruptcy.
2. Should any actions by the Contractor or the Contractor's personnel disrupt in any manner the Library's ability to conduct business or interfere with the normal operations of any tenant.
3. Any claim for future damages against the Library for failing to fulfill the terms of this Agreement or to give the prescribed amount of notice to terminate shall be limited to those damages occurring during or resulting from the Library's failure to provide Contractor with the prescribed notice.

## **Non-Waiver**

Forbearance or neglect on the part of the Three Rivers Public Library to insist upon compliance by the Contractor with the terms of the Agreement shall not be construed or constitute a waiver of its rights hereunder.

## **Service Schedule**

Janitorial services will be provided to all areas of building.

**Office Areas, Public Library areas, Staff break room, meeting room, library desk area**

### Each Cleaning Day

1. Empty all waste containers. Replace soiled basket liners as required.
2. Wipe spillage from trash can tops.
3. Remove all designated trash to disposal areas.
4. Empty recycling and take to recycle center.
5. Break down cardboard and deposit in cardboard recycling dumpster.
6. Damp wipe, clean, and disinfect all tables.

7. Dust all tops of furniture, window ledges, telephones, file cabinets and other horizontal surfaces.
8. Wash both sides of glass doors
9. Remove fingerprints from around doors and light switches.
10. Power vacuum high- traffic areas.
11. Dust mop all floors. Damp mop to remove spillage.

#### Weekly

1. Dust all lower areas of chairs, file cabinets, desk, etc.
2. Dust tops of picture frames and high ledges.

#### Monthly

1. Spray buff all resilient tile and hard surface floors.
2. Clean all baseboards and doorjamb.
3. Power vacuum upholstered furniture.

#### Twice Per Year

1. Strip and refinish all tile floors as needed. Buff to shine.
2. Clean all baseboards and doorjamb.
3. Vacuum all ceiling air vents.
4. Dust with treated cloths, all wood wall surfaces.

### **Public and Staff Restrooms**

#### Each Cleaning Day

1. Empty and clean waste receptacles.
2. Replenish all paper towel, tissue, and hand soap dispensers.
3. Dust all ledges, dispensers and partitions.
4. Clean top, bottom and side surfaces, inside and out of all stools and urinals using a disinfectant cleaner.
5. Clean both sides of stool seats using a disinfectant cleaner.
6. Clean wash basins inside and out.
7. Clean mirrors and counter tops.
8. Mop all floors using a disinfectant cleaner.
9. Clean both sides of doors to restrooms.
10. Report to supervisor, malfunctioning of equipment.

#### Weekly

1. Wipe down all partitions, doors and walls using a disinfectant cleaner.
2. Clean stools and urinals with non-acid bowl cleaner as needed.
3. Pour water into floor drain units.

### Monthly

1. Scrub restroom floors.
2. High dust or vacuum all walls and air diffusers.
3. Damp wipe and clean wall tile using a disinfectant cleaner.

### **Lobby/Entry Area**

#### Each cleaning day

1. Empty and clean trash receptacles
2. Power vacuum carpets.
3. Clean and disinfectant all drinking fountains.
4. Clean both sides of entrance doors and maintain metal around doors.
5. Sweep and damp mop hard surface floors.
6. Clean all directory glass areas.

#### Weekly

1. Dust all top ledges and walls.
2. Power vacuum upholstered furniture.

#### Twice Per Year

1. Strip and refinish hard floors as needed.

#### Quarterly

1. High dust all wall areas.

### **CARPET CLEANING**

Vacuum the high traffic section of carpet each visit with the entire carpet being done one time per week.

Carpet Cleaning will be done once a year. Please include the following specifications for a carpet cleaning service and indicate if this work will be done by your own employees subcontracted to another company or scheduled by the Three Rivers Public Library.

## **Pricing Breakdown**

The following pricing breakdown is requested to insure clarity and fair comparison in all submitted bids.

1. Price for Sunday through Saturday janitorial service.
2. Price for annual window cleaning.
3. Price for carpet cleaning program.
4. Per hour price for additional labor on a non-emergency basis.
5. Per hour price for additional labor on an emergency basis.
6. Please indicate number of hours to be used to clean facility.

## **References**

Please furnish a minimum of three references that may be contacted or toured upon request.

## **Square Footage**

Cleanable square footage is 20,000 square feet.

## **Start Date**

The start day will be July 1, 2015.



# BID FORM

## BID FOR JANITORIAL SERVICE

**For the Three Rivers Public Library, City of Three Rivers**

The undersigned having familiarized (himself/themselves) with the Three Rivers Library, understands the requests made in the bid, and hereby proposes to furnish high-quality janitorial services, 3 day per week, in all areas of the Three Rivers Public Library in a professional and consistent manner.

Name of compay: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

<b>Charge</b>	<b>Annual Charge</b>	<b>Charge per Month</b>
2015/2016		
2016/2017		

Price for Sunday – Saturday janitorial service	
Price for annual window cleaning	
Price for carpet cleaning program	
Price per hour for additional labor on a non-emergency basis	
Price per hour for additional labor on an emergency basis	
Number of Hours used to clean facility	