

NOTICE

Thank you for your inquiry regarding the City of Portage project listed below:

Comprehensive Janitorial Services

If your firm plans to bid on this project, please send an e-mail response to purchasing@portagemi.gov with the following information:

Firm Name: _____

Project Name: _____

Firm's Contact Person: _____

Telephone Number: _____

Fax Number: _____

E-Mail Address: _____

Postal Address: _____

The City of Portage Purchasing Department will use this information to communicate with you in the event an addendum or change to this project is issued. If you do not send this information to the City of Portage, you will not receive any follow-up notification of any changes to the project.

Date of Issue: October 5, 2012

NOTICE TO BIDDERS

The City of Portage will open sealed bids on Thursday, November 1, 2012 at 3:00 p.m. prevailing local time in the City Hall Conference Room #1 at 7900 South Westnedge Avenue for:

COMPREHENSIVE JANITORIAL SERVICES

City Hall, Police Headquarters, Senior Center, District Court, Public Services

You are invited to submit a bid for this project. Sealed bids may be mailed or delivered to the CITY OF PORTAGE, PURCHASING DEPARTMENT, 7900 South Westnedge Avenue, Portage, MI 49002. Envelopes should be plainly marked:

SEALED BID: Comprehensive Janitorial Services

FOR OPENING: November 1, 2012

General specifications, description and conditions upon which the bid proposal is to be based are available at the City of Portage website www.portagemi.gov/government. Bid packages will also be mailed upon request.

A pre-bid meeting is scheduled for Tuesday, October 16, 2012 at 9:00 a.m.. in the Portage City Hall Conference Room #1. This meeting will afford all bidders an opportunity for a walk-through inspection conducted by the Building Manager of the facilities mentioned herein. It is highly recommended that bidders attend this meeting. Bidders are encouraged to bring measuring devices to this meeting. This meeting should be attended so that the bidder can acquaint himself/herself with the peculiarities of each building and the specific requirements of the Building Manager for each building.

The City reserves the right to reject any or all bids, to waive any irregularities, and further reserves the right to accept any bid or parts of bids which it deems to best serve the interest of the City.

If you have any questions regarding purchasing procedures, please contact the Purchasing Department at (269) 324-9284. If you have questions regarding the specifications, contact Deputy Director of Fleet & Facilities Rod Russell at (269) 329-4441.

1. INSTRUCTIONS TO BIDDERS

1.1. Examination of Bid Documents

Before submitting a proposal, bidders shall carefully examine the specifications and shall fully inform themselves as to all existing conditions and limitations and shall indicate in the proposal the sum to cover the cost of all items included on the bid form.

1.2. Withdrawal of Bids

Any bidder may withdraw his proposal, either personally or by facsimile or written request, at any time prior to the scheduled closing time for receipt of proposals.

Each proposal shall be considered binding and in effect for a period of sixty (60) days after the date of opening set forth in the advertisement.

1.3. Bid Opening

Bids will be opened and publicly read aloud at the time and place set forth in the Notice to Bidders.

1.4. Bid Form

1.4.1. Each bid shall be made on the form provided and, except for bids submitted via facsimile equipment, shall be submitted in a sealed envelope bearing the title of work and the name of the bidder, and shall be signed by an individual authorized to execute the proposal on behalf of the bidder.

1.4.2. Modifications: Alternate written proposals submitted may be considered; however, final determination as to suitability and compliance with specifications of the City will lie with the City. Bids submitted not meeting all specifications may be rejected. Oral proposals or modifications will not be considered.

1.4.3. Delivery of Proposals: Proposals shall be delivered by the time and to the place stipulated in the advertisement. It is the sole responsibility of the bidder to see that his bid is received in the proper time. Any bid received after the bid opening date and time shall be returned to the bidder unopened.

1.5. Bids Submitted via Facsimile Equipment

1.5.1. Transmittal page must be plainly marked and faxed to (269) 329-4535:

“Sealed Bid _____ for opening _____”
Bid Name Date

- 1.5.2. When bids are submitted via facsimile equipment, both the original document and the facsimile printout are counterpart originals.
- 1.5.3. Whenever a proposal guaranty/bond is required, bids submitted via facsimile equipment can comply with this provision by submitting a facsimile copy of the bond document. When a cashier's check is elected to meet the proposal guaranty/bond requirement, the cashier's check must be physically in the possession of the City by the date and time outlined on the Notice to Bidders, or such bid may be considered non-responsive.
- 1.5.4. In electing to use the facsimile option, the bidder assumes full responsibility for any and all errors, omissions, or mistakes that result in a bid not being submitted in a timely manner, whether or not the mistake was the fault of the bidder.**

1.6. Interpretation of Documents

If any person contemplating submitting a Proposal is in doubt as to the true meaning of any part of any drawing or specification, he may submit to the Purchasing Agent a written request for an interpretation or correction thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation or correction of the documents will be made only by Addendum duly issued and a copy of the Addendum will be mailed or delivered to each person on record as receiving as set of the Contract Document. Neither the City nor the Purchasing Agent will be responsible for any other explanations or interpretations of the Contract Documents.

1.7. References

Each bidder will require a listing of comparable contracts which he/she has performed, including a brief history of his/her operating organization and three references.

1.8. Basis of Award.

Award will be made to a responsive and responsible bidder whose low bid is determined by the City to be in the best interest of the City. This bid may be awarded by individual buildings to separate contractors, or to a single contractor whose monthly package bid price for all buildings. The City reserves the right in its sole discretion to determine if contracts shall be awarded on a separate building basis or as a package price.

- 1.9. Individual quantities and prices, when requested, are for information only.

2. TERMS AND CONDITIONS

2.1. City Contract Administrator

The Deputy Director of Fleet and Facilities shall be the City Contract Administrator. The City Contract Administrator will approve payments, oversee schedules, and generally be responsible for overseeing the execution of the contract. City Building Managers at each facility will be responsible for daily monitoring of the contract and

interaction with contract employees.

2.2. Laws and Municipal Ordinances

The Contractor shall be fully informed of all laws and municipal ordinances and regulation sin any manner affecting those engaged or employed in the work, or the equipment and materials used in the work, and all orders and decrees of bodies or tribunals having any jurisdiction or authority over the same. The Contractor shall at all items observe and comply with all such existing laws, codes, ordinances, regulations, orders and decrees. In particular, all work shall be in compliance with the Laws of the State of Michigan, City Ordinances, as well as all other bodies having jurisdictional authority.

2.3. Non-Discrimination

The Contractor agrees to comply with the Federal Civil Rights Act of 1964 as amended; the Federal Civil Rights Act of 1991 as amended; the Americans With Disabilities Act of 1990 as amended; the Elliott-Larsen Civil Rights Act, Article 2, Act no. 453, Public Act of 1976 as amended; the Michigan Handicapper's Civil Rights Act, Article 2, Act. No. 220; Public Act of 1976, as amended and all other applicable Federal, State and Local laws and regulations. Specifically, contractors and subcontractors are required not to discriminate against any employee or applicant for employment with respect to such person's hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment because of such person's height, weight, race, color, religion, national origin, ancestry, age, marital status, sex or disability, as defined by law. Breach of this covenant may be regarded as a material breach of the contract.

The City of Portage in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, disability, race, color or national origin in consideration for an award.

2.4. Contractor's Insurance

The successful bidder will also be required to furnish:

- 2.4.1. Workers compensation insurance, including employer's liability, under the Workers Compensation Statutes of the State of Michigan.
- 2.4.2. Comprehensive General Liability Policy of at least \$1,000,000 for personal injury and property damage.
- 2.4.3. Comprehensive Automobile Liability Policy of at least \$1,000,000 for bodily injury and property damage on any automobile.

- 2.4.4. ALL INSURERS SHALL BE EITHER LICENSED OR AUTHORIZED TO DO BUSINESS IN THE STATE OF MICHIGAN.
- 2.4.5. These coverages shall protect the contractor, its employees, agents, representatives and subcontractors against the claims arising out of the work performed. The certificate of insurance must contain the following statement:
- THE CITY OF PORTAGE, ITS AGENTS, ELECTED OFFICIALS, AND EMPLOYEES ARE INCLUDED AS ADDITIONALLY INSURED PARTY (except for Workers Compensation).
- 2.4.6. The certificates of insurance indicated above shall carry a written notice of cancellation and must be submitted within ten (10) working days of notification of award and prior to the execution of any work under this contract.
- 2.4.7. It shall be the contractor's responsibility to provide similar insurance for each subcontractor, or to provide evidence that each subcontractor carries his own insurance in like amounts, prior to the time such subcontractor proceeds to perform under the contract.

2.5. Fidelity Bond

All employees shall be fidelity bonded in the name of the City of Portage.

2.6. Indemnification

To the fullest extent permitted by Laws and Regulations, the Contractor shall indemnify and hold harmless the City and its officers, directors, employees, agents and other consultants from and against all claims, costs, losses and damages (including but not limited to all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) caused by, arising out of or resulting from the performance of the Work, provided that any such claim, cost, loss or damage: (i) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom or (ii) is caused in whole or in part by any negligent act or omission of the Contractor, any Subcontractor, any Supplier, any person or organization directly or indirectly employed by any of them to perform or furnish any of the Work or anyone for whose acts any of them may be liable, regardless of whether or not caused in part by any negligence or omission of a person or entity indemnified hereunder or whether liability is imposed upon such indemnified party by Laws and Regulations regardless of the negligence of any such person or entity.

In any and all claims against the CITY or any respective consultants, agents, officers, directors or employees by any employee (or the survivor or personal representative of such employee) of the Contractor, any Subcontractor, any Supplier, any person or organization directly or indirectly employed by any of them to perform or furnish any of the Work, or anyone for whose acts any of them may be liable, the indemnification obligation above shall not be limited in any way by any

limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor of any such Subcontractor, Supplier or other person or organization under workers' compensation acts, disability benefit acts or other employee benefit acts.

2.7. Jurisdiction Authority

This contract shall be governed by and construed according to the laws of the State of Michigan and the successful Contractor consents to the jurisdiction and venue of the courts in Kalamazoo County, Michigan and of the United States District Court for the State of Michigan.

2.8. Severability

The successful Contractor will agree that the Contract is the completed and exclusive statement of the Contract between the parties. A judicial or administrative declaration on the invalidity of any one or more of the provisions of the Contract shall not invalidate the remaining provisions of this agreement.

2.9. Janitorial Service Call-Backs and Deductions

Call backs will be issued by Building Managers for failure to do the work as scheduled, specified, or for work which is performed unsatisfactorily. All call-backs shall be answered and the work completed or corrected within four (4) hours from the time of notification. All call-backs shall result in a deduction of One Hundred (\$100.00) Dollars from that month's invoice for each such call-back. The Contract Administrator shall notify the contractor that a call back is being invoked in accordance with this provision. Repeated call backs may be grounds for default under the contract.

2.10. Default

The City may, by written notice to the contractor, terminate the contractor's right to proceed as to the whole or any part of the contract: (1) if the contractor fails to perform the services within the time specified or any extension thereof; or (2) so fails to make progress as to endanger performance of the contract in accordance with its terms; or (3) the contractor fails to perform any other provisions of the contract, or (4) the contractor has repeated call backs for failure to do work as scheduled or specified, or for work that is performed unsatisfactorily, or (5) repeated improper supervision as required by the contract. In the event of such termination, the City may deem appropriate that the contractor shall be liable to the City for any excess costs for such services similar to those so terminated.

2.11. Contract Period

The contract resulting from this solicitation shall be in effect from January 13, 2013 through January 11, 2014, with the option to renew for three additional one-year periods upon mutual agreement of both parties. The City reserves the right in its sole discretion to determine if a proposal for extension shall be accepted or if new bids shall be taken.

2.12. Additions and Deletions

2.12.1. The City may, at its option, add to or delete from those areas covered by this contract, as it may serve the best interest of the City.

2.12.2. The cost of additions or deductions will be mutually agreed to by the city and the contractor.

2.12.3. No change in specifications or cost will be made by the contractor after award, without written authorization from the Director of Purchasing.

2.13. Extra Work: During the period of this contract, there may be occasions when extra services are required which are not a part of this contract. Costs for cleaning services provided in these situations will be negotiated at the time of each occurrence.

2.14. Compensation to be Paid to the Contractor

Payment will be made on a monthly basis upon satisfactory completion of the work, net 30 days.

2.15. Scope of Service

The City of Portage requires a very high level of building maintenance and service quality in each facility covered by these specifications. The contractor shall furnish supervision and all labor, equipment, supplies, materials (except as otherwise noted herein), and perform satisfactorily the services at the frequencies and during the times as specified herein. The services shall include all functions normally considered a part of workmanlike, satisfactory janitorial services. Employees shall be well groomed and identified at all times as an employee of the janitorial contractor.

2.16. Inspections

2.16.1. The contractor supervisor must meet with the building manager or designee at least once weekly to review facility service and required improvements.

2.16.2. The building manager and janitorial services contractor shall establish an inspection schedule that will adequately monitor the terms of this contract and maintain high quality standards. The contractor shall provide a written response via e-mail within 24 hours to cleaning and service concerns raised by Building Managers via verbal conversations, e-mails, voice mails, logbook entries, or written communications.

2.16.3. Every effort will be made by the Contractor to cooperate with the City in regards to scheduling, types and makes of materials used, equipment, and the establishment of policies and procedures in addition to those noted above, or those to follow.

2.17. Equipment & Supplies

2.17.1. Required Equipment: The Janitorial Services Contractor shall furnish all necessary labor, tools, buffers, and materials necessary to perform the services herein outlined. The contractor shall use commercial supplies and commercial equipment of the size and type customarily used in work of this kind. Equipment of improper type or design or inadequate for the purpose intended shall be replaced.

2.17.2. Damage: Reckless operation of buffing and scrubbing equipment will not be tolerated and any damage occurring therefrom will be repaired and the cost deducted from the invoice from any month in which the repair is being made. The Contractor shall also be responsible for any damage caused by his/her personnel to any type of office equipment. The contractor shall not use any material which would be unsuitable for the purpose or harmful to the surfaces to which applied or to any other part of the building, its contents, or equipment. The contract shall be responsible for the repair/replacement of damage.

2.18. Power and Water

Electric power will be furnished by the City at existing power outlets for the Contractor's use to operate such equipment as is necessary in the conduct of his/her work. Hot and cold water will also be made available to the Contractor as necessary for that purpose.

2.19. Storage Space

Space available in the building will be assigned to the Janitorial Services Contractor for the storage of its equipment and supplies which it will use in the performance of the work contract. The Contractor shall keep this space in a neat and orderly condition. The City will not be responsible in any way for damage to the Contractor's stored supplies, materials or equipment, or the contractor's employees' personal belongings brought into the building.

2.20. Key Control

Keys shall be assigned to the Janitorial Services Contractor while on premises. This Contractor shall not make duplicates of any keys. Any lost keys shall be reported immediately. Cost for key replacement shall be the responsibility of this contractor. If the services of this contractor are terminated, all keys shall be returned and checked in to the satisfaction of the City, prior to final payment

2.21. Work Schedule/Check List

2.21.1. The Janitorial Services Contractor shall be required to submit a work schedule and check list of work reflecting these specifications within one week after starting. The schedule shall include the names and phone

numbers of responsible persons who can be reached at any time by the City of Portage.

- 2.21.2. The contractor shall obtain from the Building Managers of each building a monthly schedule of meetings and plan work schedules accordingly.

2.22. Contractor Employees

The Contractor shall have available an up-to-date master list of employees, their driver license number (if applicable), and their Social Security Numbers. All employees shall be fidelity bonded in the name of the City of Portage, and the Contractor shall be liable for theft occurring while Contractor employees are in the building during hours when the building would be secured and no other personnel would otherwise be authorized in the building.

2.23. Cleaning Schedule

- 2.23.1. Portage City Hall: To be cleaned five (5) times a week after regular business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. Work should be planned to allow janitorial service employees to secure and clean the building for any meetings lasting until 11:00 p.m.
- 2.23.2. Portage Police Headquarters: To be cleaned seven (7) times a week. Monday through Friday, between the hours of 4:00 p.m. to 12:00 a.m. Saturday and Sunday – Hours to be determined by Building Manager
- 2.23.3. Public Services Building: To be cleaned five (5) times per week after regularly scheduled business hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.
- 2.23.4. Portage Senior Center: To be cleaned six (6) times per week, Monday through Saturday and/or Sunday between the hours of 6:00 p.m. and 7:00 a.m., depending on facility use schedule. Cleaning will not take place at any time when the facility is being used for programming purposes. The contractor will need to plan cleaning schedule around facility usage. The facility use schedule is subject to change. Contractor will immediately be made aware of any changes to the monthly schedule by fax. Contractor will be furnished a monthly schedule. The Senior Center has regularly scheduled events, but the building may be rented other evenings and days. The Contractor will be notified when this is the case.
- 2.23.5. District Court Facility: Janitorial services to be performed two times per week on Tuesday and Thursday after 5:00 p.m. in the Police Headquarters building.

2.24. Square Footage

- 2.24.1. Listed below are approximate total square footage dimensions for the five buildings for which janitorial services are being bid. It is the responsibility of interested bidders to take actual measurements for the purpose of pricing. The approximate square footage is provided for reference only.

City Hall	27,500 square feet
Department of Public Services	33,300 square feet
District Court	7,800 square feet
Police Department	21,400 square feet
Senior Center	7,200 square feet.

2.25. Current Contract Rates

listed below are current City janitorial contracts per building per month.

City Hall	\$1,170.00/month
Department of Public Services	\$1,750.00/month
District Court	\$331.00/month
Police Department	\$1,480.00/month
Senior Center	\$599.99/month
 Total all Buildings	 \$5,330.99/month

**COMPREHENSIVE JANITORIAL SERVICES
SPECIFICATIONS**

Read these specifications carefully. All items listed are required specifications. Failure to comply with any of the following, as scheduled, shall be construed to be grounds for a call back, regardless of their relative importance. The contractor shall at all times perform the work scheduled and specified in a workmanlike manner. *The City of Portage will monitor this contract closely and expects the facility to receive quality janitorial services in accordance with the following specifications.*

SENIOR CENTER

ENTRANCEWAY (area between the glass doors), RECEPTION AREA AND LOBBY

<i>Daily</i>	<i>Weekly</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Clean and polish doors inside and out 2. Clean all laminated tops (display cases and reception desk) 3. Sweep and wet mop floors 4. Vacuum runners 5. Vacuum and spot clean carpets, including edges and corners 6. Clean spot marks on walls, doors and door frames 	<ol style="list-style-type: none"> 1. Dust window ledges, remove any cobwebs 2. Dust Furniture 3. Scrub floors to remove soap residue and grout discoloration 4. Vacuum furniture 5. Spot clean door and partition glass 	<ol style="list-style-type: none"> 1. Clean display case windows 		

SENIOR CENTER

HALLWAY, CORRIDORS, MULTI-PURPOSE ROOM, CARPETED OR TILED MEETING ROOMS

<i>Daily</i>	<i>Weekly</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Vacuum and spot clean carpets and runners 2. Vacuum edges and remove any cobwebs 3. Dust chair rails and baseboards 4. Sweep and wet mop tile floors, polish to remove soap residue and grout discoloration 5. Wet mop Tile Floors, return furniture to original location upon completion (including chairs) 6. Empty trash and replace liners, keep trash containers and lids clean 7. Clean and polish all counter tops, sinks and cabinets. 	<ol style="list-style-type: none"> 1. Clean and polish drinking fountains 2. Spot clean walls, doors, door frames posts, and partition glass 3. Clean all table tops 	<ol style="list-style-type: none"> 1. Clean display case windows, Craft Room windows, and interior door windows. 	<ol style="list-style-type: none"> 1. Multi-Purpose Room and Craft Room floors to be waxed and polished 4 times per year. Return furniture to original location after removing for this process. Contractor is responsible for moving furniture in and out. 	<ol style="list-style-type: none"> 1. Computer Lab, Kitchen Office to be stripped, waxed, and polished 2 times per year. Return furniture to original location after removing for this process.

**SENIOR CENTER
KITCHEN AND OFFICE**

<i>Daily</i>	<i>Weekly</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Clean Counters and sinks 2. Empty trash 3. Clean stove tops 4. Wet mop floor daily 	<ol style="list-style-type: none"> 1. Clean trash containers and lids. 2. Clean spot marks on walls, cabinets, doors and door frames 3. Clean Microwave 		<ol style="list-style-type: none"> 1. Wax and buff tile floor 	<ol style="list-style-type: none"> 1. Stove, oven, and range hood cleaned in March and September

**SENIOR CENTER
RESTROOMS**

<i>Daily</i>	<i>Weekly</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Clean and sanitize toilets and splash areas 2. Clean and polish vanities 3. Spot clean walls, doors, frames and partitions 4. Clean and polish mirrors 5. Sweep and wet mop floors 6. Dust horizontal ledges, remove any cobwebs 7. Replenish toilet paper and hand towels provided by the City of Portage 8. Replenish soap provided by City of Portage 9. Empty trash and change can liners 	<ol style="list-style-type: none"> 1. Polish floors to remove soap residue and grout discoloration. 	<ol style="list-style-type: none"> 1. Scrub and polish floors to remove soap residue and grout discoloration. 		

**SENIOR CENTER
OFFICES AND RECEPTION AREA**

<i>Daily</i>	<i>Weekly</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Vacuum all carpeted areas, including edges and corners 2. Dust horizontal surfaces, including window sills, remove cobwebs 3. Empty Trash 4. Spot Clean Carpets 5. Spot clean walls, doors, door frames and cabinets 6. Clean and polish desks, filing cabinets, etc., upon request 7. Spot clean carpet protectors 8. Sweep and wet mop tiled floors in two offices 	<ol style="list-style-type: none"> 1. Spot clean door and partition glass 2. Locked offices to be cleaned weekly during normal business hours (Thurs. or Friday) 	<ol style="list-style-type: none"> 1. Vacuum Chairs 		

SENIOR CENTER

JANITOR CLOSET/STORAGE AREAS (2) AND INSIDE WASTE BIN AREAS

<i>Daily</i>	<i>Weekly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Empty mop buckets 2. Remove all trash 3. Keep closet neat and orderly 	<ol style="list-style-type: none"> 1. Clean sink 2. Organize Supplies 3. Wipe down vacuums 4. Keep floor swept and mopped 		

SENIOR CENTER

MISCELLANEOUS

<i>Daily</i>	<i>Weekly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Change all can liners when soiled, liners provided by contractor 2. Put all trash/recyclables in designated dumpsters 3. Tissue, towels, and soap provided by City of Portage 			

CITY HALL

ENTRANCEWAY & LOBBY

<i>Daily</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Clean and polish door glass & partition inside and out 2. Dust window ledges, remove any cobwebs 3. Sweep and mop floors 4. Polish floors to remove soap residue and grout discoloration 5. Vacuum runners and baseboards 6. Vacuum furniture as needed 7. Vacuum and spot clean carpets, including edges and corners 8. Clean spot marks on walls, doors and door frames 9. Inspect walls and door frames daily, clean as needed. 	<ol style="list-style-type: none"> 1. Vacuum headers to remove dust and cobwebs 		

**CITY HALL
COUNCIL CHAMBERS**

<i>Daily</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Clean and polish main dais 2. Vacuum and spot clean carpets, including edges and corners 3. Straighten chairs 4. Dust horizontal surfaces, remove any cobwebs 5. Empty trash 6. Dust TV monitors 7. Clean, sanitize and stock small rest room 8. Wipe break table 9. Wipe down and clean coffee station 10. Vacuum furniture as needed 11. Clean spot marks on walls, doors, door frames and cabinets. 		<ol style="list-style-type: none"> 1. Clean restroom tile & cove bases 	

**CITY HALL
HALLWAY, CORRIDORS AND STAIRWELLS**

<i>Daily</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Vacuum & spot clean carpets and runners 2. Vacuum edges and remove any cobwebs 3. Sweep and mop tile floors and stairwells, polish to remove soap residue and group discoloration 4. Clean and polish drinking fountains 5. Spot clean walls, doors, and door frames 6. Clean and polish all counter tops 7. Spot clean door and partition glass 8. Clean elevator carpet, walls, and stainless steel surfaces 	<ol style="list-style-type: none"> 1. Vacuum fabric headers to remove dust and cobwebs. 		

**CITY HALL
RESTROOMS AND LOCKER ROOMS**

<i>Daily</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Clean and sanitize toilets and splash areas 2. Clean and polish vanities 3. Spot clean walls, doors, frames and partitions 4. Clean and polish mirrors 5. Sweep and mop floors, polish to remove soap residue and grout discoloration 6. Dust horizontal ledges, remove any cobwebs 7. Replenish toilet paper and hand towels (provided by City of Portage) 8. Empty trash and change can liners (liners provided by Contractor) 9. Fill soap dispensers (soap provided by City of Portage) 		<ol style="list-style-type: none"> 1. Clean tile cove base 	

**CITY HALL
OFFICES**

<i>Daily</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Vacuum all carpeted areas, including edges and corners 2. Dust horizontal surfaces, remove cobwebs 3. Empty Trash 4. Vacuum chairs 5. Spot clean carpets 6. Spot clean walls, doors, door frames and cabinets 7. Clean and polish desks as requested 8. Dust computer monitors 9. Spot clean door and partition glass 10. Spot clean carpet protectors 			

**CITY HALL
BREAK ROOM**

<i>Daily</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
1. Clean counters and sinks 2. Replenish hand towels (towels provided by City) 3. Vacuum and spot clean carpets, including corners and edges 4. Clean and polish table tops 5. Empty Trash 6. Clean and polish door glass 7. Clean hard surface chairs 8. Clean inside of microwaves			

**CITY HALL
JANITOR CLOSET AND INSIDE WASTE BIN AREAS**

<i>Daily</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
1. Organize supplies 2. Empty mop buckets 3. Wipe down vacuums 4. Remove all trash 5. Keep closet neat and orderly			

**CITY HALL
MISCELLANEOUS**

<i>Daily</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
1. Change all can liners when soiled, liners provided by contractor 2. Put all trash/recyclables in designated dumpsters 3. Tissue, towels, and hand soap provided by City of Portage 4. Use stainless steel cleaner daily on door kickplates.			

**POLICE DEPARTMENT (HEADQUARTERS)
ENTRANCEWAYS AND LOBBY**

<i>Daily</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Clean and polish door glass completely inside and out 2. Dust window ledges, remove cobwebs 3. Sweep and mop floors, polish floors to remove soap residue and grout discoloration 4. Vacuum runners 5. Vacuum furniture as needed 6. Vacuum and spot clean carpets, including edges and corners 7. Clean spot marks on walls, doors, and door frames 			

**POLICE DEPARTMENT (HEADQUARTERS)
HALLWAYS, CORRIDORS, AND STAIRWELLS**

<i>Daily</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Vacuum and spot clean carpets and runners, including edges and corners 2. Sweep and mop tile, polish to remove soap residue and grout discoloration 3. Clean and polish drinking fountains 4. Spot clean walls, doors, and door frames 5. Clean and polish all counter tops, remove cobwebs 6. Spot clean door and partition glass 7. Clean elevator carpet, walls, and vertical surfaces 			

**POLICE DEPARTMENT (HEADQUARTERS)
RESTROOMS AND LOCKER ROOMS**

<i>Daily</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Clean and sanitize toilets, sinks, and splash areas 2. Clean and polish vanities 3. Spot clean doors, frames, partitions, and lockers 4. Clean and polish mirrors 5. Sweep and mop floors, polish to remove soap residue and grout discoloration 6. Dust horizontal ledges, remove any cobwebs 7. Replenish toilet paper, hand towels, and soap (provided by City of Portage) 8. Empty trash and change can liners (provided by Contractor) 			

**POLICE DEPARTMENT (HEADQUARTERS)
OFFICES**

<i>Daily</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Vacuum and spot clean all carpeted areas, including edges and corners 2. Dust horizontal surfaces, remove cobwebs 3. Empty trash 4. Vacuum chairs 5. Spot clean walls, doors, door frames and cabinets 6. Clean and polish desks as requested 7. Dust computer monitors 8. Sweep and mop floors, polish to remove soap residue and grout discoloration 9. Spot clean carpet protectors 			

**POLICE DEPARTMENT (HEADQUARTERS)
BREAK ROOMS**

<i>Daily</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Clean counters and sinks 2. Replenish hand towels 3. Vacuum and spot clean carpets, including corners and edges 4. Clean and polish table tops 5. Empty trash 6. Clean and polish door glass 7. Sweep and mop floors, polish to remove soap residue and group discoloration 8. Spot clean walls, doors, door frames, and cabinets 			

**POLICE DEPARTMENT (HEADQUARTERS)
CELL BLOCK – BOOKING AREA**

<i>Daily</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Clean all walls, floors, urinals, drains, sinks, windows and fixtures 2. Clean, disinfect, deodorize and sanitize all toilets 3. Walls in cell block in Headquarters to be cleaned daily, all black marks, etc., shall be removed completely. 4. Jail areas to be decontaminated of bloodborne pathogens, infections, and/or infestation as needed. 5. Contractor to provide appropriate training and exposure control for employees 6. A separate price for bloodborne pathogen decontamination may be listed on bid proposal. 			

**POLICE DEPARTMENT (HEADQUARTERS)
SECURED STORAGE AREAS**

Rough storage in Headquarters; Storage area and Hallways

<i>Daily</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Vacuum, sweep, and mop floors 2. Empty trash containers 			

**POLICE DEPARTMENT (HEADQUARTERS)
DISPATCH AREA**

<i>Daily</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Sweep floors 2. Empty trash 3. Dust flat surfaces 			

**POLICE DEPARTMENT (HEADQUARTERS)
JANITOR CLOSET AND INSIDE WASTE BIN AREAS**

<i>Daily</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Organize supplies 2. Empty mop buckets 3. Wipe down vacuums 4. Remove all trash 5. Keep closet neat and orderly 			

**POLICE DEPARTMENT (HEADQUARTERS)
MISCELLANEOUS**

<i>Daily</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Change all can liners when soiled (liners provided by Contractor) 2. Put all trash/recyclables in designated dumpsters 3. Tissue, towels, and hand soap provided by City of Portage 4. Carpet Cleaning (as requested) 			

DEPARTMENT OF PUBLIC SERVICES There are four areas of the Portage Public Services Building which will be cleaned under the contract. The offices in the front of the building, referred to as the south side; an office/break room/locker room area on the north side of the hallway connecting the two buildings; an area further north, referred to as the Mechanics' Area with two offices, one restroom; and a garage area consisting of two rooms, 60' x 80' each, a Parks Equipment storage Room, 80' x 100', and United Water Equipment Storage, 80' x 118'.

OFFICES, HALLWAYS, BREAK ROOMS, LOCKER ROOMS

<i>Daily</i>	<i>Weekly</i>	<i>Monthly</i>	<i>Quarterly</i>
<ol style="list-style-type: none"> 1. Vacuum all carpeted areas 2. Mop all tiled floors 3. Empty all wastebaskets into dumpster, replace liner 4. Clean break room tables of papers/debris and wash 5. Clean counter tops and stove 6. Clean Microwaves (3) inside and out 7. Clean all spills (i.e., coffee, pop, etc.) 8. Scrub all ceramic tile floors with floor scrubber 	<ol style="list-style-type: none"> 1. Clean doors, door frames, kick plates for dirt, smudges, etc. 2. Remove dirt and smudges from light switches 3. Dust all furniture and ledges 4. Dust all venetian blinds 5. Vacuum all corners and edges 	<ol style="list-style-type: none"> 1. Clean and defrost refrigerator/freezers in break room 	<ol style="list-style-type: none"> 1. Use commercial grade carpet cleaner on office and conference room carpets 2. Scrub all tile floors with scrubber, wax and buff. 3. Make sure spots and stains on carpet are removed. 4. Clean windows, inside & out.

**DEPARTMENT OF PUBLIC SERVICES
RESTROOMS**

<i>Daily</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Clean and fill soap containers, paper towels holders, and toilet paper dispensers (supplies provided by City of Portage.) 2. Wash bowls, urinals, and stools with a detergent sanitizer 3. Wash walls, tiles, and partitions within 4 feet of sinks, stools, urinals and wastebaskets with disinfectant. 4. Clean Mirrors 5. Mop floor with disinfectant 6. Empty all wastebaskets into dumpster 	<ol style="list-style-type: none"> 1. Wash walls with disinfectant 2. Clean exterior of lockers 		

DEPARTMENT OF PUBLIC SERVICES

GARAGE (2 ROOMS 60' X 80'), Parks Equipment Storage (80' x 100'), and United Water Equipment Storage (80' x 118')

<i>Daily</i>	<i>Monthly</i>	<i>Quarterly (Jan., April, July, Oct.)</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Sweep and pick up all trash, oil dry, etc. 2. Use floor scrubber, mop, rinse and squeegee to floor drain or use vacuum with floor machine or self-propelled riding cleaner. 3. Empty trash barrels into dumpster – including trash barrel at Fuel Island 4. Clean all floor mats 	<ol style="list-style-type: none"> 1. Twice Monthly, before 3:30 p.m. Floor space where vehicles are parked at night must be scrubbed with self-propelled riding floor cleaner. 	<ol style="list-style-type: none"> 1. Clean windows, inside & out 	

DISTRICT COURT (located in Police Headquarters building)

To include cleaning restrooms, three officers on first floor, and two stairwells

<i>Tuesday and Thursday</i>	<i>Monthly</i>	<i>Quarterly (Jan., April, July, Oct.)</i>	<i>Semi-Annually</i>
<ol style="list-style-type: none"> 1. Vacuum Carpets 2. Empty trash and recyclables 3. Clean, sanitize and stock restrooms (no citrus cleaners) (City to provide restroom expendables) 4. Spot clean walls and doors 5. Sweep & mop floors 6. Spot clean door glass 7. Dust flat surfaces 			

PROJECT INFORMATION SHEET – COMPREHENSIVE JANITORIAL SERVICES

If adequate space is not provided for complete response, please attach additional pages as necessary and identify by number. Bids will not be considered responsive unless all requests for information are provided. Please use such terms as none, not applicable, unknown, etc., if requested information does not pertain or cannot be provided.

A. Indicate the response that best describes your business:

_____Sole Proprietor _____Partnership _____Corporation

_____Other (please explain)_____

Business Name:_____

Address:_____

Telephone Number:_____ Fax:_____

First Date in Business:_____

B. Is your business involved in any proceedings that may affect the ability of the business to continue under the business name for the duration of the contract?

_____Yes _____No

If yes, please explain (use additional Page)

C. Primary staff to be assigned to the contract:

Owner/Partner:_____

Project Supervisor:_____

D. List contracts similar to work requested for this project where your business has provided janitorial services.

	<u>Name of Unit/ Company</u>	<u>Project Contact Person</u>	<u>Phone</u>	<u>Estimated Contract Value</u>
1				
2				
3				
4				
5				

(If more than five references are available, please list those that you feel are most comparable to the scope of work being requested. Do not list references over 10 years old.)

E Subcontractors: Do you propose to use any subcontractors to perform work in accordance with this bid (examples include transmission repairs, engine overhaul, etc.)?

_____Yes _____No. (If yes, please identify subcontractor and work to be performed. Use additional pages if necessary)

F List equipment to be used for this project.

G Draft Contract: The award of the contract is based upon the draft contract form attached. Is this document, as proposed, acceptable to you if you were to be awarded the bid? ____Yes ____No.

If no, please explain in detail any provisions that would need to be changed, added, or deleted. (Use additional page(s) if necessary.)

H A Project Information Sheet and Cost Proposal Page are required for submission as a part of these specifications. Have all items been included with your bid?

____Yes ____No If answer is no, please explain.

I certify that all information provided above is complete, accurate, and to the best of my knowledge, true. I further certify that I am fully authorized by the Firm identified in Question A above to execute this information sheet on behalf of that Firm.

I hereby state that I have read, understand, and agree to be bound by all terms of this Request for Proposal Document.

FIRM: _____

BY: _____
(Signature)

NAME: _____
(Please Print)

POSITION: _____

TELEPHONE: _____ FAX: _____

**CITY OF PORTAGE
 BID PROPOSAL
 CITY OF PORTAGE - BID PROPOSAL
 COMPREHENSIVE JANITORIAL SERVICES**

I, the undersigned, having thoroughly familiarized myself with all the bid documents, including Information and Instructions to Bidders and the specifications incorporated herein by reference thereto, hereby propose to furnish comprehensive janitorial services for the City of Portage for the period beginning January 13, 2013 and ending January 11, 2014 at the following price(s):

Building	Monthly Cost
<u>Police Headquarters</u> 7 times per week (Monday-Friday between the hours of 4 p.m. to 12 a.m.) Saturday & Sunday as designated by building manager	\$
<u>Portage City Hall</u> 5 times per week after 8 a.m. to 5:00 p.m., M-F	\$
<u>Portage Senior Center</u> 6 Times per week (Mon-Sat) between 6 a.m. and 8:00 a.m.	\$
<u>Public Services Building</u> 5 times per week after 8 a.m. to 5 p.m., M-F	\$
<u>District Court</u> 2 times per week (Tuesday & Thursday) after 5:00 p.m.	\$
<u>Package Price, all buildings</u>	\$

A brief history of comparable contracts and three references are attached:

Yes No

For informational purposes only, please provide cost for extra cleaning of buildings, on an as-needed basis:

Building	Extra Cleaning Description	Cost Per Extra Cleaning
<u>Police Headquarters</u>	Decontaminate Jail	\$
<u>Portage City Hall</u>	Power scrub & polish all ceramic tile floor & cove base	\$
<u>Portage Senior Center</u>	Multi-Purpose Room & Kitchen, lobby & restrooms on Sunday as determined by building manager based on rental activity	\$
<u>District Court</u>	Extra workday cleaning fee per occurrence, as requested by Building Manager.	\$ _____ / day

TERMS: _____
 (Minimum of 30 days, please identify any discounts given)

FIRM NAME: _____

BY: _____
 Signature

DATE: _____

BY: _____
 Name and Title (print or type)

ADDRESS: _____
 Street City State Zip Code

Phone: _____ Fax: _____

E-Mail: _____

DRAFT CONTRACT AGREEMENT

Following is a “*draft copy*” of the contract that will be executed by the City and the Firm for the completion of this project.

CITY OF PORTAGE
CONTRACT

THIS CONTRACT made the _____ day of _____, 2013, by and between _____, hereinafter called the "Contractor," and the City of Portage, 7900 South Westnedge Avenue, Portage, Michigan 49002, hereinafter called the "City."

WITNESSETH, THAT the Contractor and the City for the consideration stated herein agree as follows:

ARTICLE I - SCOPE OF WORK

The Contractor shall perform everything to be performed and shall provide and furnish all of the labor, materials, necessary tools, expendable equipment, and transportation services required to perform and complete in a workmanlike manner all the work required for janitorial services for _____ Building all in strict accordance with the Specifications, including any and all addenda, which plans and specifications are made a part of this contract, and in strict compliance with the Contractor's proposal and other contract documents herein mentioned which are a part of this contract; and the Contractor shall do everything required by this contract and the other documents constituting a part hereof.

ARTICLE II - COMPENSATION TO BE PAID TO THE CONTRACTOR

In consideration of the completion of the work described herein and in fulfillment of all stipulations of this contract to the satisfaction and acceptance of the City, the City shall pay and the said Contractor further agrees to receive and accept payment based on the prices bid per unit for material and labor as set forth in the conformed copy of the Contractor's proposal as filed with the City on the _____ day of _____, 2012 the sum of which shall not exceed:

Portage City Hall

_____ \$ _____ per month
(amount in words) (in figures)

Public Services Building

_____ \$ _____ per month
(amount in words) (in figures)

Police Department (Headquarters)

(amount in words) \$ per month
(in figures)

Senior Center

(amount in words) \$ per month
(in figures)

District Court

(amount in words) \$ per month
(in figures)

as full compensation for furnishing all the equipment and materials, and for the costs of all premiums on insurance and for doing all the work contemplated and specified in this contract; also for all loss or damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen obstructions or difficulties which may be encountered in the prosecution of the same; and for all risks of every description connected with the work; and for well and faithfully completing the work and the whole thereof, in full compliance with the Specifications and the requirements under them. Payments are to be made to the Contractor in accordance with and subject to the provisions embodied in the contract documents hereto attached

ARTICLE III - ASSIGNMENT AND SUBCONTRACTORS

The Contractor agrees to perform the work included in Article I using his employees. No work required under this contract shall be subcontracted or otherwise assigned to another party without the expressed written consent of the City.

ARTICLE IV - COMPONENT PARTS OF THIS CONTRACT

This contract consists of the following component parts, all of which are as fully a part of this contract as if herein set out verbatim, or, if not attached, as if hereto attached.

1. Contract (this document)
2. Notice to Bidders
3. Instructions to Bidders
4. Terms and Conditions
5. Specifications
6. Diagrams
7. Contractor's Bid Proposal including Project Information Sheet

In the event that any provision in any of the above component parts of this contract conflicts with any provision in any other of the component parts, the provision in the component part first enumerated above shall govern over any other component part which follows it numerically, except as may be otherwise specifically stated.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed in four original counterparts the day and year first above written.

(SEAL)

CONTRACTOR

Attest:

By: _____
Signature

Print name and Title

Print Name and Title

(SEAL)

CITY OF PORTAGE

Attest:

By: _____
Maurice S. Evans, City Manager

Approved as to Form:

Randall L. Brown, Portage City Attorney

INSTRUCTIONS FOR EXECUTING CONTRACT WITH CITY OF PORTAGE

A. If the contractor is a corporation, the following certificate must be executed:

I, _____, certify that I am the Secretary of
print or type name
the corporate entity named as Contractor in the contract and that such corporate entity is a
corporation in good standing in the State of _____ and has authority
print or type name of state
to transact business in the State of Michigan. I certify that the contract between the City of
Portage and _____, Inc. was validly executed on behalf of the
print or type name of corporation
corporation by _____ who was then the _____
print or type name print or type name of title
of said corporation and has the authority to bind the corporation to the contractual agreements
pursuant to the authority of its governing body and by-laws and is within the scope of its
corporate powers.

Print or type name of corporation

Dated: _____, 20____ By: _____
Its: _____

B. If contractor is an LLC, the following certificate must be executed:

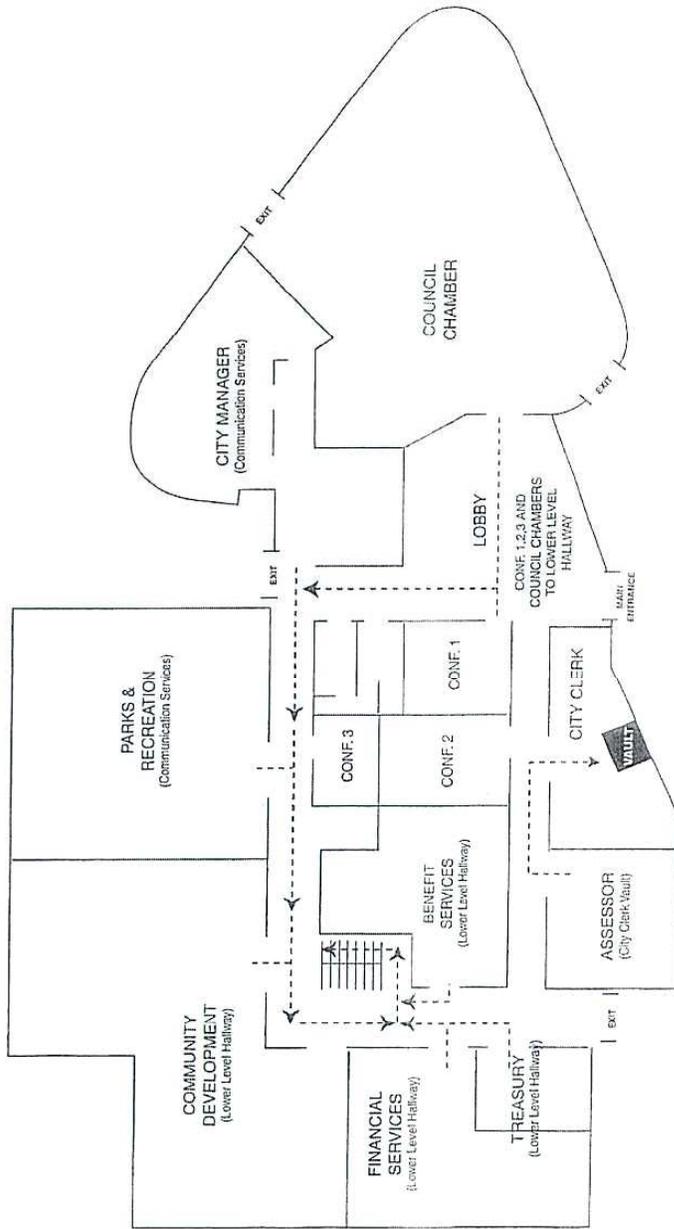
I, _____, certify that I am a member of the
print or type name
Limited liability company named as Contractor in the contract and that such LLC is in good
standing in the State of _____ and that the LLC has the
print or type name of state
authority to transact business in the State of Michigan. I certify that the contract between the
City of Portage and _____ LLC was validly executed on behalf
print or type name of LLC
of the LLC by _____ who was then a member of said
print or type name
LLC and has the authority to bind the LLC to contractual agreements and that such contract is
within the scope of its powers.

Print or type name of LLC

Dated: _____, 20____ By: _____
Its: _____

Portage City Hall, 7900 S. Westnedge Avenue

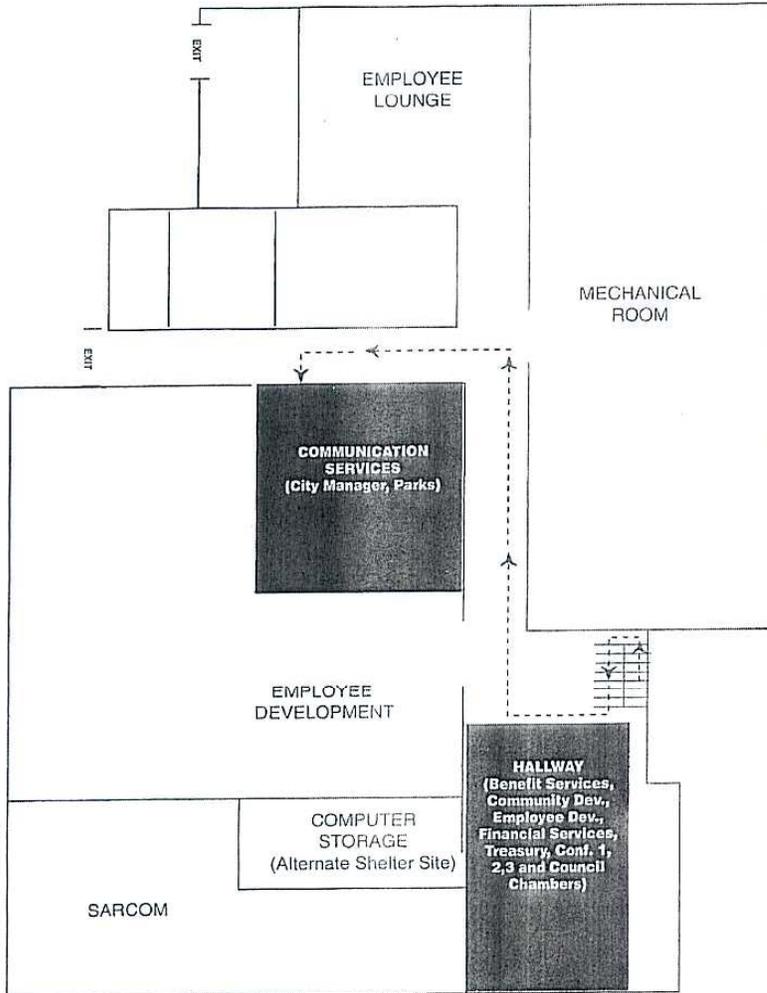
Portage City Hall, 7900 S. Westnedge Avenue



CITY HALL
MAIN FLOOR

Portage City Hall, 7900 S. Westnedge Avenue

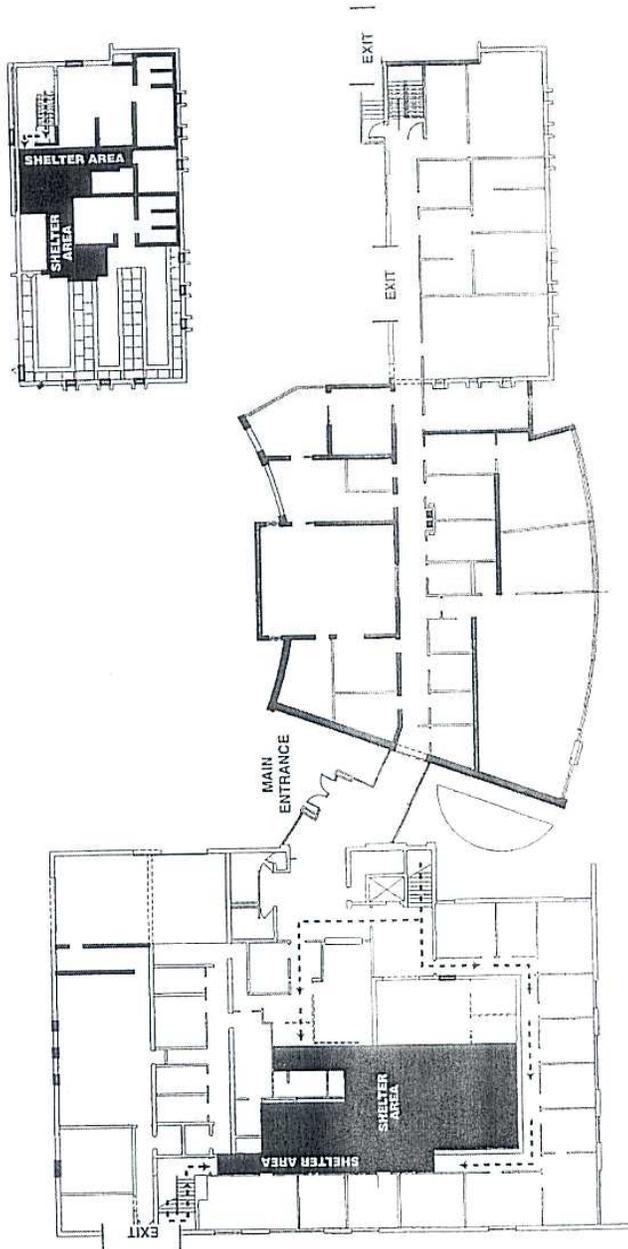
Portage City Hall, 7900 S. Westnedge Avenue



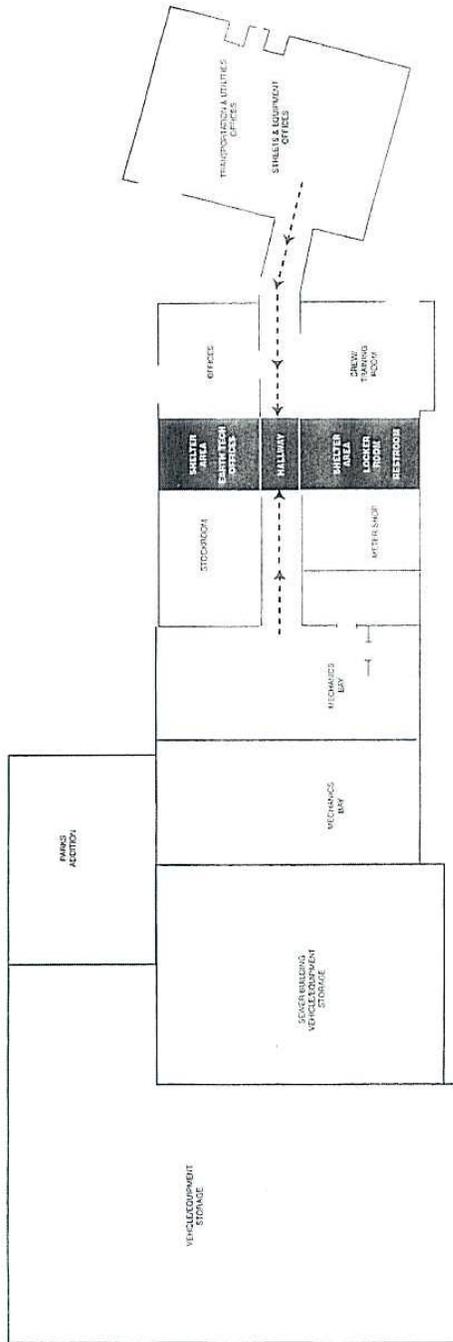
**CITY HALL
LOWER LEVEL**

Police Department Headquarters, 7810 Shaver Road

Police Department Headquarters, 7810 Shaver Road



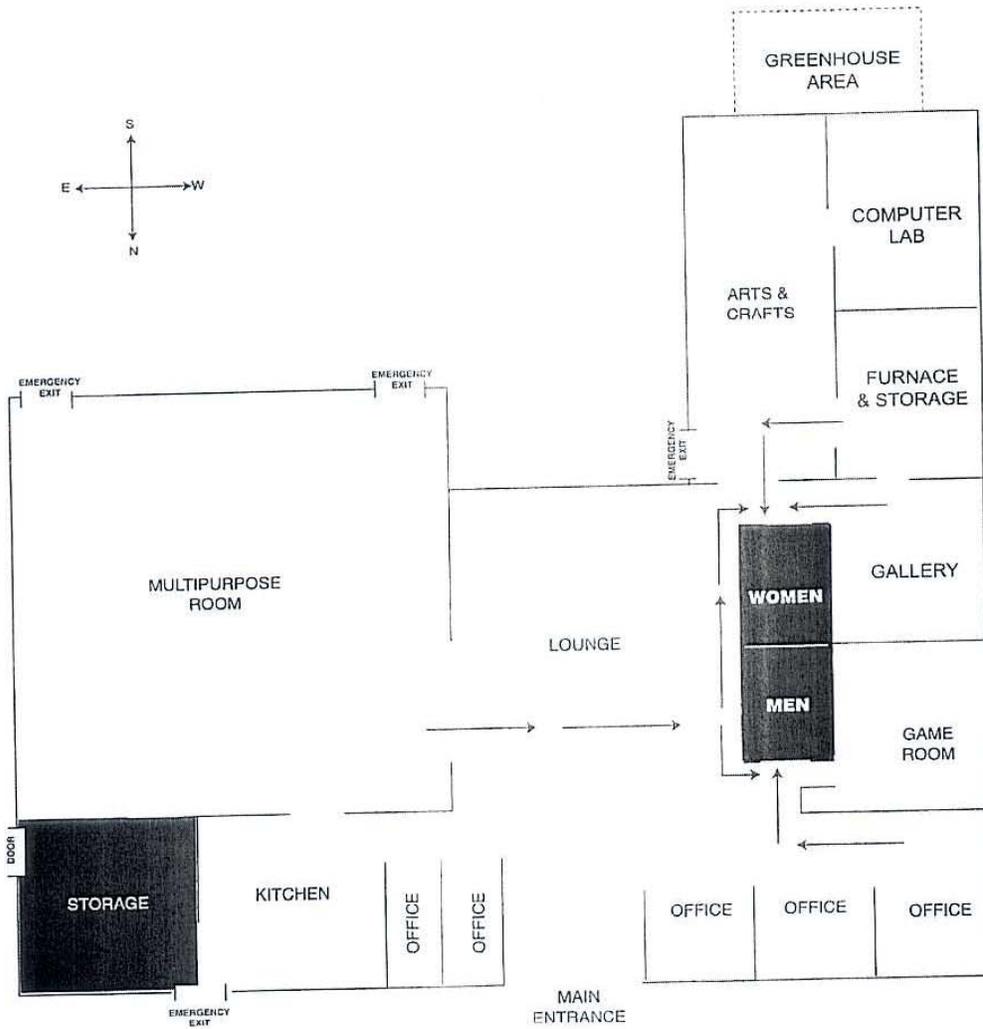
POLICE/COURT BUILDING



DPS FACILITIES

Portage Senior Center, 320 Library Lane

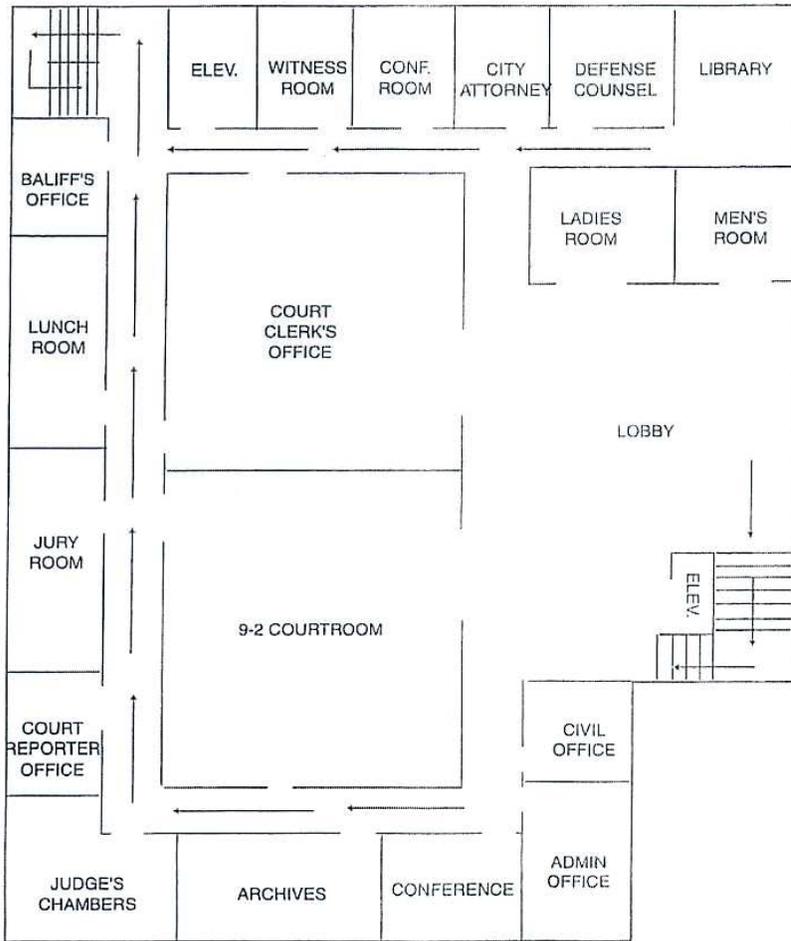
Portage Senior Center, 320 Library Lane



SENIOR CENTER

District Court, 7810 Shaver Road

District Court, 7810 Shaver Road



**POLICE-COURT BUILDING
UPPER LEVEL**