



REQUEST FOR PROPOSAL FOR COMMERCIAL CLEANING SERVICES FOR THE HAMBURG TOWNSHIP COMMUNITY/SENIOR CENTER

Issue Date: March 9, 2017

Proposal Deadline: **March 23, 2017, at 2:00 p.m., Eastern Time**
Hamburg Township
Purchasing Agent
10405 Merrill Road, P.O. Box 157
Hamburg, MI 48139

Purchasing Contact: Brittany K. Campbell
Phone: (810) 231-1000 Ext. 210
Direct: (810) 222-1193
Fax: (810) 231-4295
Email: bcampbell@hamburg.mi.us

DESCRIPTION: Hamburg Township is seeking bids for commercial cleaning services for the Hamburg Township Community/Senior Center located in municipal complex at 10407 Merrill Road, Whitmore Lake MI 48189.

This solicitation, along with all attachments and addenda may be downloaded from the Hamburg Township Purchasing Department website at hamburg.mi.us. Copies of this solicitation document and any issued addenda may also be obtained from the Purchasing Agent, Hamburg Township Purchasing Department, 10405 Merrill Road, P.O. Box 157, Hamburg, MI 48139, (810) 231-1000 Ext. 210. Please note that if a vendor elects to obtain documents directly from the Purchasing Department, it is then the responsibility of the vendor to contact the Purchasing Agent to find out if any additional addenda or attachments have been issued.

Proposals must be time stamped by the Purchasing Agent by the exact date and time indicated above. Late proposals will not be accepted.

**REQUEST FOR PROPOSAL FOR
Commercial Cleaning Services for the Hamburg Township Community/Senior Center**

Bidder shall provide all labor, cleaning chemicals and equipment as follows:

Cleaning Services Description

Bidder shall make their own inspections of the municipal facility to determine on-site conditions.

NOTE: The Township will furnish hand soap, trash liners, toilet paper, hand towels, toilet seat covers, urinal pucks/screens, etc.

Cleaning Services to be Provided by Bidder:

1. Walkways and Entries:

- Sweep and mop floors
- Wipe down baseboards
- Spot clean glass
- Wipe smudges on doors and light switches
- Wipe door frames and baseboards
- Check for and remove cobwebs

2. Offices and Conference Rooms:

- Empty trash
- Vacuum floor and mop floors
- Dust and wipe desks and all furniture, including window sills
- Spot clean glass
- Wipe smudges on doors and light switches
- Wipe door frames and baseboards
- Check for and remove cobwebs

3. Kitchen and Dining Room:

- Sweep and mop floors
- Wipe door frame and baseboards
- Check for and remove cobwebs

4. Bathrooms:

- Empty trash
- Clean toilets and urinals
- Clean partitions, sinks and mirrors
- Sweep and mop floors
- Fill dispensers
- Wipe smudges on doors and light switches
- Wipe door frames and baseboards
- Check for and remove cobwebs

Contractor shall provide all labor, cleaning chemicals/products and equipment to complete cleaning services.

Cleaning Services Pricing Detail

Bidder shall provide the Township with the pricing for cleaning services as listed above for the following schedules:

- One time per week for: \$ _____ per month.
- Two times per week for: \$ _____ per month.
- Bi-weekly for: \$ _____ per month.
- One time per month for: \$ _____ per month.

Miscellaneous Services – Request for Pricing

Bidder shall provide the Township with pricing for these alternative services that are **not** included as part of the requested cleaning services.

- 1. Strip and wax vinyl tile floors: \$ _____ per square foot
- 2. Burnish vinyl tile floors: \$ _____ per square foot
- 3. Clean all windows: \$ _____

Please be advised the Township would like to have the floors stripped and waxed on a bi-annual schedule.

Bidder exclusions (please list): _____

Payment terms:

For any additional questions regarding this bid request please contact the Township Clerk, Michael Dolan, on his direct line at (810) 222-1121 or at (810) 231-1000 Ext. 206; or the Senior Center Coordinator, Christine Hoskins, at (810) 222-1140 or (810) 231-1000 Ext. 225.

The undersigned agrees that if the foregoing Proposal shall be accepted by the Owner, they will commence work, within fourteen (14) days (legal holidays excepted) after received notice of such acceptance, and will said services at the price and within the time stated in this Proposal.

The Bidder shall acknowledge that he/she is an equal opportunity employer and that they do not discriminate against other firms due to race, age, gender or physical conditions.

In submitting this bid, it is understood that the right is reserved by the OWNER to accept any bid, to reject any or all bids, and to waive irregularities in bidding in the interest of the OWNER.

Dated and signed this the _____ day of _____, 2017.

OFFICIAL ADDRESS

Telephone

BIDDER'S NAME

By

Title

Proposal Accepted and Notice to Proceed given:

By: _____

Date: _____

Patrick J. Hohl,
Supervisor, Hamburg Township

Terms, Conditions and Proposed Agreement

The selected bidder shall be asked to enter into an Agreement with Hamburg Township that may include, but is not limited to, the following contract provisions:

- The vendor will provide the required services personally and will not subcontract or assign the services without the Township's written approval.
- The vendor will not hire any Township employee to provide any of the required services.
- The vendor will maintain, at its own expense during the term of the Contract, Liability Insurance in an amount acceptable to Hamburg Township and naming Hamburg Township as an additional insured on the policy.
- The vendor awarded the job shall also be required to submit their W-9 form.

Contract Time Period

- RFP released 03/09/2017
- Proposals due 2:00 pm on 03/23/2017
- Planned Award Date on or around 04/04/2017
- Cleaning services shall be completed on the schedule as approved by the Township Board.

Submissions

Bidders wishing to be considered for this project should submit two (2) written copies of their proposal to:

Brittany K. Campbell
Hamburg Township Purchasing Agent
10405 Merrill Road, P.O. Box 157
Hamburg, MI 48139
Email: bcampbell@hamburg.mi.us

Proposals must be submitted in sealed envelopes or packages with the following information clearly printed on the outside:

1. Name and address of Bidder
2. Due date and time
3. Envelope contents (cost proposal)
4. Project name

Questions about the project should be directed to Senior Center Coordinator Christine Hoskins at (810) 231-1000 Ext. 225 or the Township Clerk, Michael Dolan, at the above address or at:

Telephone: (810) 231-1000 Ext. 206
Direct Line: (810) 222-1121
Email: mdolan@hamburg.mi.us

PROPOSAL TERMS

Bidders are hereby advised that Hamburg Township is a public body and its records, including statements submitted in response to this request are considered public records. Hamburg Township reserves the right to retain all submitted materials; to withdraw this request, or any part of this request; to reject any and all responses to the request, to waive any requirements of this request, to waive any minor informalities in a statement, to modify or amend, with the consent of the respective bidder, any statement, if otherwise permitted by law; and to effect any agreement deemed by Hamburg Township to be in its best interest. Hamburg Township also reserves the right to seek additional information from any and all bidders. Hamburg Township shall not be responsible for any costs incurred by bidders in the preparation, submission or presentation of their proposals.

If you are interested in submitting a bid to Hamburg Township, please submit two (2) written copies of your response to the RFP no later than **2:00 p.m.** on March 23rd, 2017 to:

Brittany K .Campbell, Purchasing Agent

Hamburg Township Offices

10405 Merrill Road

P.O. Box 157

Hamburg, MI 48139

You may also submit your proposal digitally by emailing your bid to bcampbell@hamburg.mi.us or by fax at (810) 231-4295. Thank you.