

GENESEE COUNTY DIVISION OF WATER AND WASTE SERVICES JANITORIAL SERVICES FOR 2024-2027

Receipt or Proposals

Sealed proposals for janitorial services in Genesee County, Michigan noted herein are invited and will be received by Genesee County, a Michigan Governmental corporation, acting through its Agent, the Genesee County Drain Commissioner, (hereinafter referred to as the "Owner"), at the Genesee County Division of Water and Waste Services, G-4610 Beecher Road, Flint, Michigan, 48532, on or before, but not later than 2:00 P.M. local time on Monday, April 22, 2024.

Scope of Service

Provide all services necessary to maintain identified building areas in a "Good Housekeeping Manner".

Daily cleaning will constitute cleaning five (5) times per week, weekly cleaning constitutes cleaning one (1) time per week, monthly cleaning constitutes cleaning one (1) time per month, and bi-yearly shall mean two (2) times per year. Cleaning Services will be performed Monday – Friday after 5:30 pm.

Janitorial supplies - on an as-needed basis will be delivered and billed to Genesee County Water & Waste Services.

EXHIBIT "A"

Office Areas

Sweep and wet mop tile floors using proper disinfecting solutions (daily).

Empty wastebaskets, replace liners when dirty and properly dispose of trash (daily).

Vacuum carpets (daily).

Dust office furniture, lamps, windowsills, ledges, moldings, doorjambs and shelves with treated cloths (daily).

Dust for cobwebs high (no higher than 10') and low (daily).

Dust monitors and telephones with untreated cloth (daily).

Spot clean interior glass partitions and glass doors (daily).

Clean and sanitize counter tops using proper disinfecting solutions (daily).

Clean and polish drinking fountain/water coolers (daily).

Remove coffee rings and spots from desks and furniture (daily).

Polish desktops and office furniture (daily).

Remove fingerprints and smudges from around light switches (weekly).

Hand height dusting of ledges, window sills, picture frames, etc. (weekly).

Spot clean around push plates and kick plates on doors (weekly).

Clean and sanitize telephone receivers (weekly).

Dust Venetian blinds (monthly).

Dust cold air vents and heat registers (monthly).

Desks covered with paper, blueprints, etc., are not to be touched as to prevent misplacement or loss.

Lavatories/Locker Rooms

Mop, sweep, and disinfect tile floors (daily).

Spot clean walls and toilet partitions (daily).

Clean and polish mirrors and frames (daily).

Clean and sanitize toilet bowls, urinals, and sinks, polish chrome fixtures (daily).

Wipe down and disinfect shower stalls (daily).

Empty and clean waste receptacles, properly dispose of trash (daily).

Replenish paper towels, toilet tissue, and hand soap (as needed).

Kitchenette and/or Lunchroom Areas

Dust for cobwebs high (no higher than 10') and low (daily).

Wipe down tables and chairs (daily).

Sweep and wet mop tile floors (daily).

Clean and sanitize counter tops and sinks (daily).

Remove trash and replace liners (daily).

Wipe clean exterior of cupboards and appliances in kitchenettes (weekly).

Wipe exterior of trash containers (weekly).

Lobbies, Conference Rooms and Corridors

Dust lobby furniture (daily).

Wash entrance door glass (daily).

Sweep and wet mop resilient entrances using proper disinfecting solutions (daily).

Vacuum carpet and carpet runners (daily).

Clean and sanitize metal surfaces of drinking fountains (daily).

Hand height dusting of ledges, window sills, picture frames, etc. (weekly).

Dust top edges of doors, moldings, windowsills, ledges, etc. (weekly).

EXHIBIT “B”

This service shall be performed bi-yearly and is part of the Janitorial Service Contract:

Provide cleaning/washing of windows both inside and outside. Said buildings shall include Operations & Maintenance Building, the Administration Building for both Surface Water Management and the Division of Water & Waste Services, and three (3) Mobile Office Units.

The above-mentioned service shall be performed two (2) times per year, once in the spring (April-May) and again in the fall (September-October).

EXHIBIT “C”

This service shall be in addition to the Janitorial Service Contract:

Provide deep cleaning of carpets, stripping and waxing of the vinyl and terrazzo floors, deep scrubbing of the ceramic tile floors. This shall include all office areas, lavatories, kitchenette and/or lunchroom areas, lobbies, corridors, and conference rooms.

The above-mentioned service shall be at the request of the “Owner” and shall not exceed two (2) times per year.

GENERAL CONTRACT CONDITIONS & TERMS

- The contractor shall be responsible for proper storage of tools and materials. Utility rooms will be kept clean and neat at all times.
- The contractor will make every effort possible to furnish people of neat appearance and good moral character.
- The Genesee County Division of Water & Waste Services reserves the right to recommend the replacement of any of the contractor's employees whose moral conduct, health habits, behavior, and appearance are unsuitable.
- The Contractor's employees are to respect all Genesee County Division of Water & Waste Services' rules such as safety, smoking policy, and security of the building.
- Price includes all required insurance (see required insurance) employees' health and welfare costs, vacation allowances, holiday pay and fringe benefits, federal and state taxes, cost of, cleaning equipment and office overhead. The contractor will provide proof of insurance.
- The contracted company agrees that at no time during the term of this agreement or for one-year immediately following the termination of this agreement, will it call upon any of the Genesee County Division of Water & Waste Services' employees for hiring or otherwise interfering with contractual agreement without prior written approval of Genesee County Division of Water & Waste Services.
- The Genesee County Division of Water & Waste Services agrees that at no time during the term of this agreement or for one-year immediately following the termination of this agreement, will it call on the employees of the contracted company for hiring or otherwise interfering with the contractual agreements.
- This is a 3-year contract with two – 1-year options to renew at no additional cost.
- The Genesee County Division of Water & Waste Services will have an explicit right to cancel this agreement for any reason on a 30-day written notice.
- In case of a noncompliance with specifications, Genesee County Division of Water & Waste Services will notify the contracted company in writing. Thus, the contracted company will have 72 hours to correct the areas of deficiency or Genesee County Division of Water & Waste Services may terminate the contract.
- Additional costs incurred due to additional work performed beyond the stated "Scope of Service," will be charged at an hourly rate stated in the proposal. In any event, no charge or extra work will transpire without prior written approval of Genesee County Division of Water & Waste Services.
- Provide a list of references with the bid proposal.

Instructions

1. The bid prices are to be broken down into a monthly cost per building and the yearly cost for cleaning/washing the windows and deep cleaning for each building.
2. Each bid must be made on the required proposal form. All blank spaces for bid prices must be filled in, with ink or typewritten, and the bid form must be fully completed and executed and submitted in one complete, all-inclusive copy of this Contract Document. Both written bid amounts and number bid amounts must be filled out.

Insurance

The Contractor shall not begin work under this contract until all of the insurance requirements stated in this section have been complied with.

Required Insurance

The Contractor shall procure and maintain during the life of this contract, the following insurance coverage's:

1. WORKMAN'S COMPENSATION INSURANCE

The Contractor shall furnish to the Owner satisfactory proof that he/she has taken out for the period covered by the work under this contract full Workman's Compensation Insurance as required by Michigan Law for all persons, whom he/she may employ in carrying out the work, contemplated under this contract. In any case any work under this contract is sublet, the Prime Contractor shall require each subcontractor to provide Workman's Compensation Insurance for all of the subcontractor's employees to be engaged in such work.

The Owner will accept a certificate that the Contractor is covered with Workman's Compensation Insurance. The certificate shall include but not limited to, the policy number, the effective date and the expiration date. The minimum Employer's Liability Insurance shall be \$100,000 dollars.

2. CONTRACTOR'S GENERAL LIABILITY INSURANCE

The Contractor shall take out and pay for and maintain until completion of the work required by this contract, Property Damage and Bodily Injury Insurance as shall protect him from claim for personal injury and property damage which may arise because of the work, or from operations under this contract. This insurance shall be on an occurrence basis and shall protect the Contractor against liability arising from: his operations, operations of subcontractors, completed operations and contractual liability assumed under the indemnity provisions hereinafter insured. X.C.U. coverage must be included in the coverage

Each of said policies of insurance shall provide coverage in the following minimum amounts:

COVERAGE	LIMITS OF LIABILITY
Comprehensive Bodily Injury	\$1,000,000 each occurrence \$2,000,000 aggregate
Comprehensive Property Damage	\$1,000,000 each person \$2,000,000 each occurrence aggregate unlimited

Contractors desiring to use "excessive insurance" or "umbrella coverage" are to bring existing policies up to the limitations required by this contract and shall submit copies of the policy for review by the Owner. A certificate of excess insurance will not be accepted.

The Public Liability and Property Damage Insurance shall not be deemed to require the Contractor to have his subcontractors named as co-insured in his/her policy of Public Liability and Property Damage, but the policy shall protect him/her from contingent liability, that may arise from operations of his/her subcontractor's.

The insurance company shall provide five (5) copies of this policy for insertion into the contract document. The owner shall be named as additionally insured under this coverage.

3. CONTRACTOR'S MOTOR VEHICLE LIABILITY INSURANCE

The Contractor shall procure and maintain during the life of this contract insurance for the protection of bodily injury and property damage to OTHER persons caused by the operation of his/her motor vehicles. The limits of liability shall be as follows:

COVERAGE	LIMITS OF LIABILITY
Bodily Injury	\$1,000,000 each person \$1,500,000 each occurrence
Property Damage	\$1,000,000 each occurrence \$1,000,000 aggregate

In addition to the above insurance on the Contractor's motor vehicles, he/she shall maintain similar insurance for any hired or non-owned vehicle used on this contract. These policies shall cover, by specific endorsement, motor vehicle bodily injury, and property damage by the Contractor and all subcontractors' whether with owned or non-owned vehicles.

The Owner shall be named as additional insured under this coverage.

The insurance company shall provide five (5) copies of this policy, or certificates, for insertion into the contract documents.

4. OWNER'S- PROTECTIVE LIABILITY & PROPERTY DAMAGE INS.

The Contractor shall furnish and maintain until competition of this contract, A SEPARATE POLICY of Contingency Insurance naming the Owner, Genesee County, A Michigan Governmental Corporation, acting through its Agent, Genesee County Water & Waste Services, its officers, agents and employees as insureds. The separate policy shall provide coverage to said insureds with respect to all CONTINGENT LIABILITY for the damages due to bodily injury, including death resulting there from and property damage caused by an accident arising from the activities performed by the Prime Contractor or any subcontractor. This insurance shall protect the insured against Contingent Liability that may be imposed upon him/her by law because of his/her supervisory acts or omission thereof in connection with the work performed by the Prime Contractor and his/her subcontractors.

This Contingent Liability Insurance must be on an occurrence basis and said policy shall provide coverage to the following stated limits:

COVERAGE'S	LIMITS OF CONTINGENT LIABILITY
Bodily Injury Liability	\$1,000,000 each person \$1,500,000 each occurrence
Property Damage	\$ 500,000 each occurrence \$1,000,000 aggregate

The insurance company shall provide five (5) copies of this policy for insertion into the contract documents.

Certificates of Insurance:

Certificates of insurance will be accepted for all coverages except Owners and Contractors Protective Liability Insurance and excess insurance for Contractors Comprehensive Property Damage and Bodily Injury. These certificates shall clearly state that the authorized representative of the insurance company has complied with the provisions as required by this insurance section. The certificate must state which particular contract is covered by that particular certificate.

Notice of Cancellation:

All insurance policies and certificates required by this contract must include an endorsement providing ten (10) days prior written notice of termination, expiration, or material change in terms to be provided to the Owner. The Contractor shall cease operations on the occurrence of any such event, and shall not resume operations until new insurance is in force.

Hold Harmless Agreement:

The Contractor agrees to indemnify and save harmless the Owner and its officers, partners, agents and employees from and against all loss of expense (including court costs and attorney fees) by reason of liability imposed by law upon the Owner for damages because of bodily injury, including death at any time, resulting there from sustained by any person or persons or on account of damage to or destruction of property, real or personal, including loss of use thereof, arising out of or in consequence of performance of this work whether such injuries to or death of persons or damage to property is due or claimed to be due to the negligence of the Contractor, his/her subcontractors, the Owner, its officers, partners, agents and employees except only such injury, death or damage as shall have been occasioned by the sole negligence of the Owner.

Acceptance of Proposal

The right is reserved by the Owner to accept any proposal, to reject any proposal, and to waive irregularities in proposals.

If Bidder is (complete appropriate area):

Individual/Sole Proprietorship

Name (typed or printed): _____

By: _____
(Individual's signature)

Doing business as (d/b/a): _____

Business Address: _____

Telephone No.: _____ FAX No.: _____

E-Mail Address: _____

Partnership

Partnership Name: _____

By: _____
(Signature of partner – attach evidence of authority to sign)

Name (typed or printed): _____

Business Address: _____

Telephone No.: _____ FAX No.: _____

E-Mail Address: _____

Corporation

Corporation Name: _____

State of Incorporation: _____

By: _____
(Signature of officer – attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

Business Address: _____

Telephone No.: _____ FAX No.: _____

E-Mail Address: _____

A Limited Liability Company

Limited Liability Company Name: _____

State of Formation: _____

By: _____
(Signature of manager or member – attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

Business Address: _____

Telephone No.: _____ FAX No.: _____

E-Mail Address: _____

PROPOSAL

Please provide a monthly cost to perform the scope of services “Exhibit A” 5 days per week, Monday – Friday for Administration Building, O&M Building, and Surface Water Management, and Administration Building, and three (3) Modular Units.

Please provide a yearly cost (2 times per year, spring and fall) to perform the Scope of Services “Exhibit B” for all buildings including three (3) Modular Units.

Cost for Exhibit “A”

Administration Building (Cost per Month)	\$ _____
O&M Building (Cost per Month)	\$ _____
Surface Water Management/Admin Bldg.(Cost per Month)	\$ _____
Modular Units (Cost per Month)	\$ _____
Total Base Monthly Bid “Exhibit A”	\$ _____

Cost for Exhibit “B”

Administration Building (Cost per Year)	\$ _____
O&M Building (Cost per Year)	\$ _____
Surface Water Management/Admin Bldg.(Cost per year)	\$ _____
Modular Unit (Cost per Year)	\$ _____
Total Base Monthly Bid “Exhibit B”	\$ _____

Total Base Bid Exhibits A & B \$ _____

Cost for Exhibit "C"

Administration Building (Per Request)	\$ _____
O&M Building (Per Request)	\$ _____
Surface Water Management/Admin Bldg. (Per Request)	\$ _____
Modular Unit (Per Request)	\$ _____

Additional Janitorial Services

Hourly Rate	\$ _____
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