



THE CITY OF MT. PLEASANT, MICHIGAN

CITY HALL
320 W. Broadway • 48858-1698
(989) 779-5300
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PUBLIC SAFETY
804 E. High • 48858-3595
(989) 779-5100
(989) 773-4020 fax

PUBLIC WORKS
1303 N. Franklin • 48858-4682
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NOTICE TO BIDDERS

Custodial Services **City Hall, Public Works Building, Public Safety Building**

The City of Mt. Pleasant, Michigan, is requesting sealed bids at the Office of the City Clerk, City Hall, 320 West Broadway Street, Mount Pleasant, Michigan 48858, until 1:30 p.m. (local time), on **November 6, 2012**, at which time and place the bids will be publicly opened and read. All bids shall be submitted in a sealed envelope, plainly marked, "**Custodial Services Bid - 2013**".

Complete bid specifications are available at the Department of Building Safety, City Hall, 320 West Broadway Street, Mount Pleasant, Michigan 48858, 989-779-5301, Monday through Friday, 8:00 a.m. to 4:30 p.m. or on-the City's website at www.mt-pleasant.org.

A **mandatory pre-bid meeting** will be held **October 23, 2012, at 1:30 p.m.**, at the Borden Building/City Hall Building, 320 West Broadway Street, Mount Pleasant, Michigan. All interested bidders **must** attend this pre-bid conference to have their bids considered valid.

Questions regarding the bid specifications or bid process should be directed to Brian Kench, Facilities Manager, at 989-779-5301.

The City of Mt. Pleasant reserves the right to accept or reject any or all bids, to waive any irregularities in the bids, and to select the bid considered most advantageous to the City.

Published: October 17, 2012

Jeremy Howard, City Clerk
989-779-5374

City of Mt. Pleasant, Michigan

BID SPECIFICATIONS for CUSTODIAL SERVICES

BID ITEM: Custodial Services Bid – 36 Month Contract

BID OPENING: Tuesday, November 6, 2012

SECTION I

Scope of Work

These Bid Specifications encompass the cleaning of three separate City operated facilities performed on an alternating schedule as shown in the table below. The custodial contractor shall be responsible for **full service cleaning** at City Hall and the Department of Public Works facilities on Tuesday and Thursday. The Department of Public Safety Building shall be provided with **full service cleaning** on Monday, Wednesday, and Friday. **Partial or spot cleaning** shall be provided at each facility on the opposite days.

Facility	Address	Full Service Cleaning	Partial/Spot Cleaning
City Hall	320 W. Broadway St.	Tuesday, Thursday	Monday, Wednesday, Friday
Dept. of Public Works (DPW)	1303 N. Franklin St.	Tuesday, Thursday	Monday, Wednesday, Friday
Dept. of Public Safety (DPS)	804 E. High St.	Monday, Wednesday, Friday	Tuesday, Thursday
DPW-Airport Terminal Bldg	5453 E. Airport Rd	Wednesday	Monday, Friday

Full Service Cleaning shall be conducted in accordance with Section II of the bid specs on the assigned days for each facility. Full service cleaning shall include, but is not limited to, vacuuming; sweeping/mopping, cleaning and disinfecting restrooms; stocking paper towel, toilet paper and soap dispensers; wiping down walls and partitions; cleaning staircases, elevators, and sinks; wiping down flat surfaces, entrance doors, glass surfaces, windows; trash removal; etc. as needed.

City staff shall be responsible for dusting and cleaning their individual office space and removing their trash to a common receptacle for collection and disposal by the contractor to a designated location at each facility. The contractor shall be responsible for vacuuming these office spaces based on the **full service cleaning** schedule for each facility.

Partial /Spot Cleaning service shall be conducted on the opposing days which includes cleaning and stocking restrooms as needed; removing trash from restrooms and kitchen areas to an assigned location at each facility; cleaning and servicing floors at all public entrances and lobbies as needed, including the public staircase and public elevator at City Hall to remove mud and salt deposits resulting from seasonal conditions and cleaning all drinking fountains in public areas.

Other Cleaning

The contractor shall also be responsible for cleaning all windows for the entire building, including staff office spaces in accordance with Section II. 6. B. (dusting) and Section II. 14. G.-H. (window washing).

In addition, the contractor shall be responsible for performing specialized cleaning at various intervals for each facility as outlined in Section II. 14. (Seasonal Cleaning).

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SECTION II

Custodial Areas of Responsibility

(Applicable to all sites unless noted by "Exception")

1. **Carpet**
 - A. All carpet shall be thoroughly vacuumed.
 - B. Seasonal carpeted mats shall be swept and shampooed as necessary to remove mud and salt deposits.
 - C. The contractor shall report any problems associated with the carpet material to the Facilities Manager.
 - D. See Section II. 14. D. (p.4) for Seasonal Cleaning.

2. Ceramic, Quarry, Tile, Stone and Other Floors

- A. Floors shall be thoroughly swept, damp-mopped and buffed or machine scrubbed as needed to remove scuff marks. In addition, quarry tile floors shall be cleaned and sealed at least twice a year.
- B. All mopboards and walls shall be cleaned of splash marks.
- C. The contractor shall report any problems associated with all floor material to the Facilities Manager.
- D. See Section II. 14. E.-F. (p.5) for Seasonal Cleaning.

3. Cement Floors

- A. All cement floors shall be thoroughly swept each week and mopped as needed. This shall include the lower level service area off the mechanical room and the delivery area at City Hall.

Exception: The Motor Pool shop area at DPW and equipment bays at DPS.

4. Rest Rooms

- A. All rest room toilet bowls, urinals, valves, and faucets shall be cleaned and disinfected. Floors shall be swept, mopped, and disinfected. Mirrors, walls, partitions, grab bars, registers, window sills, dispensers, and other flat surfaces shall be wiped down as needed. *(See also Section V.2.B., p.7)*
- B. All paper and soap products shall be checked and re-supplied as needed. *(The contractor shall let the on-site Facilities Manager know when to order supplies for the building.)*
- C. Vent covers on City Hall exhaust fans shall be removed and cleaned as needed.

5. Shower Rooms – See “Specific Site Concerns” (Section V.2.C., p.7)

6. Dusting

- A. Dusting shall be completed for all public spaces, including rest rooms, entrance lobbies, conference rooms, common work areas, etc. In addition, all partitions and service window counters shall be wiped down and disinfected. *(See also Section V.1.A., p.7)*
- B. Dusting shall also include all entrance doors, windows, window sills, and all divider units installed on the interior portion of the window units at City Hall.

7. Trash Removal and Smoke Receptacles

- A. All trash in the kitchen/lounge areas, bathrooms, shower rooms, meeting rooms and common collection areas shall be removed and placed into a receptacle at the designated location at each facility. *(See also Section V.2.A., p.7)*
- B. All exterior trash receptacles shall be emptied and placed into a receptacle at the designated location at each facility.
- C. All ashtrays and smoke receptacles shall be emptied and the waste removed off site to eliminate fire hazard.

8. Windows – See “Specialized Cleaning” (Section II.14.G.-H., p.5)

9. Glass Surfaces

- A. All glass panels, corrugated glass walls, and observation windows shall be cleaned as needed to remove finger prints.
- B. All glass surfaces on staff tables in the Commission Chamber shall be wiped down.

10. Reception, Meeting and Lounge Areas

- A. All furniture in reception areas, meeting rooms and lounge areas shall be vacuumed and wiped down as needed.
- B. All stainless steel sinks shall be cleaned and stainless steel appliances wiped down as needed with approved cleaner.
- C. All cabinets shall be wiped down as needed.

11. Stairs, Railings and Elevators

- A. Stairs shall be thoroughly swept and damp-mopped as needed.
- B. All railings shall be thoroughly dusted and wet-wiped as needed.
- C. All walls shall be spot cleaned of finger prints and toe marks as needed.
- D. Entrance mats at City Hall that are installed at the landing areas of the stairs shall be vacuumed daily and shampooed to remove mud and salt build up.

12. Interior Lights (*Note: City to furnish replacement bulbs*)

- A. All lights shall be checked and bulbs replaced as needed. Fixtures that have a build-up of dirt or bugs shall be cleaned as needed.

Exception: City staff shall change all lights at the Public Works Building.

13. Drinking Fountains and Service Sinks

- A. All drinking fountains shall be thoroughly cleaned and disinfected. All stainless steel to be cleaned with approved solutions.
- B. All service sinks shall be thoroughly cleaned and disinfected as needed and at a minimum of once per week.

14. Specialized and Seasonal Cleaning

- A. All exposed ductwork and framing at City Hall, including the sound panels installed in the Commission Chamber, shall be cleaned at least one (1) time per year. The windows located in the cupolas shall also be cleaned at that time. (*Arrangements shall be made with the Facilities Manager to schedule an approved time outside normal City Hall business hours.*)
- B. The mechanical room, server room, custodial supply area, and delivery area shall be swept and damp mopped one (1) time per month.
- C. All carpet and rugs shall be thoroughly cleaned and shampooed two (2) times per year. (*Arrangements shall be made with the Facilities Manager to schedule an approved time outside normal City Hall business hours.*)

- D. All ceramic and/or quarry tile shall be thoroughly cleaned and scrubbed two (2) times per year to remove deposits from grout and resealed.
- E. All VCT floors shall be stripped and waxed two (2) times per year. All VCT floors shall be burnished one (1) time per month.
- F. All window blinds shall be thoroughly dusted, damp-wiped and dried four (4) times per year.
- G. All windows shall be thoroughly cleaned inside four (4) times per year and outside two (2) times per year.

15. Routine Meetings, Complaint Process, Reports

- A. It shall be the responsibility of the Custodial Contractor to coordinate a routine meeting with the Facilities Manager of each building to review work and address problems and concerns. The Custodial Contractor will establish a complaint form and process that will establish lines of communication between City staff and the Custodial Contractor. Written reports will be submitted **monthly** to the Facilities Manager at City Hall. This monthly report shall include details of staffing schedules, upcoming work schedules, copies of complaint forms, and remedial action taken.

SECTION III

Custodial Supplies

1. The City shall provide the following supplies and equipment:

- A. Light bulbs.

2. The Custodial Contractor shall provide the following custodial supplies and equipment:

- A. Hand towels.
- B. Hand soap.
- C. Toilet tissue.
- D. Germicide for toilets and urinals.
- E. Deodorant block for rest rooms.
- F. Trash bags.
- G. Cleaning equipment, such as mops, brooms, buffers, scrubbers, dusting pads, vacuum cleaner, dust rags, window cleaning materials, shampoo equipment and other related equipment to comply with the terms of the contract.
- H. Cleaning products, such as, but not limited to, glass cleaner, furniture cleaner, tile cleaners, carpet shampoo, wax, stripper, etc.
- I. Equipment and products related to specialized cleaning.

3. Ordering Supplies (*see Section IV.2.B., p. 6*).

SECTION IV

Miscellaneous Items

1. Services Performed

- A. General custodial services shall be performed between 5:00 p.m. and 11:00 p.m., Monday through Friday unless an alternative schedule is permitted by the Facility Manager. *(See also Section V.3.A., p.7)*
- B. Waxing, buffing, shampooing, etc., on floors and rugs shall be done during evening hours and/or weekends when offices are closed and furniture can be moved without disturbing office personnel.
- C. Specialized cleaning of the ductwork and exposed framing at City Hall shall be done during evening hours and/or weekends. Arrangements shall be made with the Facilities Manager to schedule an approved time. *(See also Section II.14.A., p.4)*

2. Custodial Contractor's Responsibilities

- A. The Custodial Contractor shall ensure that proper identification, including full name of vendor and staff member, is worn by all custodial staff at all times. The custodial contractor shall also supply the Facilities Manager with a list of its staff by full name and the buildings being serviced by each staff member. In addition, each custodial staff member shall be subjected to a criminal background check which shall be reviewed and approved by the Facilities Manager. Identification badges shall be approved by the Facilities Manager as well.
- B. The Custodial Contractor shall be responsible for providing *Liability and Property Damage* coverage in the minimum amount specified in under Section I of the Bid Proposal. In addition, the Contractor shall be responsible for providing Worker Compensation coverage in accordance with State law.
- C. The Custodial Contractor shall be responsible for maintaining adequate supplies at each site, in accordance with Section III.2 for each facility. The Contractor shall also be responsible for informing the Facilities Manager when supplies, that are the responsibly of the owner, need to be ordered.
- D. The Custodial Contractor shall see that all furniture is moved to clean under desks, etc., and shall replace all furniture moved to its original settings.
- E. The Custodial Contractor shall see that the custodial storage area/s are kept orderly, clean and do not interfere with access or required clear floor areas in front of utility cabinets.
- F. The Custodial Contractor shall place approved caution signs as needed to identify slip hazards.
- G. The Custodial Contractor shall maintain the *Material Safety Data Sheets* for all products/chemicals that are used at each facility site.
- H. The Custodial Contractor shall submit invoices for payment monthly which specifies the total dollar amount of services performed at each facility. Invoices shall be submitted to the Facilities Manager on a timely basis and payments shall be mailed to the contractor according to an annual schedule provided by the City.

- I. The Custodial Contractor shall insure that all paperwork and checklists are completed accurately.
- J. The Custodial Contractor shall make sure that all offices, hallways, and entrance/exit doors are locked before leaving.
- K. The Custodial Contractor shall see that all appropriate lights are turned off before leaving a building and the building alarm is set where applicable.
- L. The Custodial Contractor shall report to the Facilities Manager all problems with equipment and building features that they discover in performing their duties.
- M. The Custodial Contractor shall meet routinely with the Facilities Manager or his designee, to insure work is being completed satisfactorily and to work out any issues.

SECTION V

Specific Site Concerns

- 1. **Public Works Building (DPW) - 1303 N. Franklin Street**
 - A. Floor, wall, and ceiling corners shall be cleaned of cobwebs, dust, and debris as needed.
 - B. The large cleanup sink between the restrooms in the lunch room area shall be cleaned and sanitized daily. **NOTE:** Cleaning water and mop water are **not** to be dumped into this large cleanup sink.
 - C. City staff shall be responsible for cleaning the lunch room and men's bathroom off the lunch room.
- 2. **Public Safety Building (DPS) - 804 E. High Street**
 - A. The Custodial Contractor shall spot check and pick up trash outside the building.
 - B. All rest rooms in the basement of DPS shall be cleaned and disinfected on a daily basis.
 - C. Shower rooms at the Public Safety Building shall be cleaned, disinfected and restocked with soap, towels, and toilet paper on a daily basis.
- 3. **City Hall Building – 320 West Broadway Street**
 - A. The Custodial Contractor shall adjust its schedule with the Facilities Manager as needed to accommodate City Hall meeting schedules. A schedule of reoccurring meetings shall be provided to the contractor, with notification of other meetings as they are scheduled.
 - B. Shower rooms shall be cleaned, disinfected and restocked with soap, towel and toilet paper on a daily basis.
 - C. All specialized cleaning shall be scheduled with the Facility Manager at least 2 weeks in advance of the work.
- 4. **DPW-Airport Terminal – 5453 E. Airport Road**
 - A. Power wash the exterior of the building once per year. The schedule shall be determined in advance of the work, with on-site personnel.

City of Mt. Pleasant, Michigan

BID PROPOSAL for CUSTODIAL SERVICES

BID ITEM: Custodial Services Bid
36 Month Contract

BID OPENING: November 6, 2012
1:30 P.M.

I. CONTRACTOR AGREES TO PROVIDE

- A. All materials and equipment necessary to perform the duties detailed in the Bid Specifications.
- B. Established dates and times with the City to cover areas of concern detailed by general statements, i.e., two times per year, four times per year, etc.
- C. Certificates of insurance with the City of Mt. Pleasant named as an additional insured before commencing to perform services, and annually thereafter, for the following coverage in the amounts specified:
 - 1. Public Liability and Property Damage
 - (a) \$300,000 each person for bodily injury;
 - (b) \$500,000 each occurrence for bodily injury;
 - (c) \$250,000 for property damage
 - 2. Worker's Compensation as required by law.

II. PROVISIONS

- A. I/We, the undersigned, understand that the contract may be terminated by either party upon sixty (60) days written notice
- B. I/We, the undersigned, understand the bid will be awarded on the basis of
 - a. Reference checks;
 - b. Pre-contract interviews;
 - c. Contractor's understanding of complete job tasks;
 - d. Bid amount(s).
- C. I/We, the undersigned, propose to provide the services outlined in the above specifications of custodial services at (i) the City Hall Building; (ii) Public Works Building; and (iii) Public Safety Building, Mt. Pleasant, Michigan, for the period beginning January 1, 2013, and continuing for a period of 36 Months ending December 31, 2015.
- D. The City of Mt. Pleasant reserves the right to reject any or all bids, to waive any irregularities, and to select the bid most advantageous to the City of Mt. Pleasant.

III. SUBCONTRACTORS AND RESPONSIBILITIES *(Include contact person, DBA, and telephone)*

IV. REFERENCES *(Include contact person, affiliation and telephone)*

V. BID AMOUNTS

A. 2013

BUILDING	AVG. WEEKLY HOURS TO PERFORM CONTRACT REQUIREMENTS	2013
		BLDG TOTALS Jan 1, 2013 – Dec 31, 2013
1. City Hall Building	_____ avg. weekly hrs.	\$_____ .00
2. Public Works Building	_____ avg. weekly hrs.	\$_____ .00
3. Public Safety Building	_____ avg. weekly hrs.	\$_____ .00
4. DPW-Airport Terminal	_____ avg. weekly hrs.	\$_____ .00
TOTAL 2013 BID		\$_____ .00

B. 2014

BUILDING	AVG. DAILY HOURS TO PERFORM CONTRACT REQUIREMENTS	2014
		ANNUAL BLDG TOTALS Jan 1, 2014 – Dec 31, 2014
1. City Hall Building	_____ avg. weekly hrs.	\$_____ .00
2. Public Works Building	_____ avg. weekly hrs.	\$_____ .00
3. Public Safety Building	_____ avg. weekly hrs.	\$_____ .00
4. DPW-Airport Terminal	_____ avg. weekly hrs.	\$_____ .00
TOTAL 2014 BID		\$_____ .00

C. 2015

BUILDING	AVG. DAILY HOURS TO PERFORM CONTRACT REQUIREMENTS	2015 ANNUAL BLDG TOTALS Jan 1, 2015 – Dec 31, 2015
1. City Hall Building	_____ avg. weekly hrs.	\$_____ .00
2. Public Works Building	_____ avg. weekly hrs.	\$_____ .00
3. Public Safety Building	_____ avg. weekly hrs.	\$_____ .00
4. DPW-Airport Terminal	_____ avg. weekly hrs.	\$_____ .00
TOTAL 2015 BID		\$_____ .00

D. GRAND TOTAL BID (Jan. 1, 2013 – Dec 31, 2015)

Written: _____
 _____ and 00/100 Dollars (\$ _____ .00)

COMPANY NAME (BIDDER)

MAILING ADDRESS

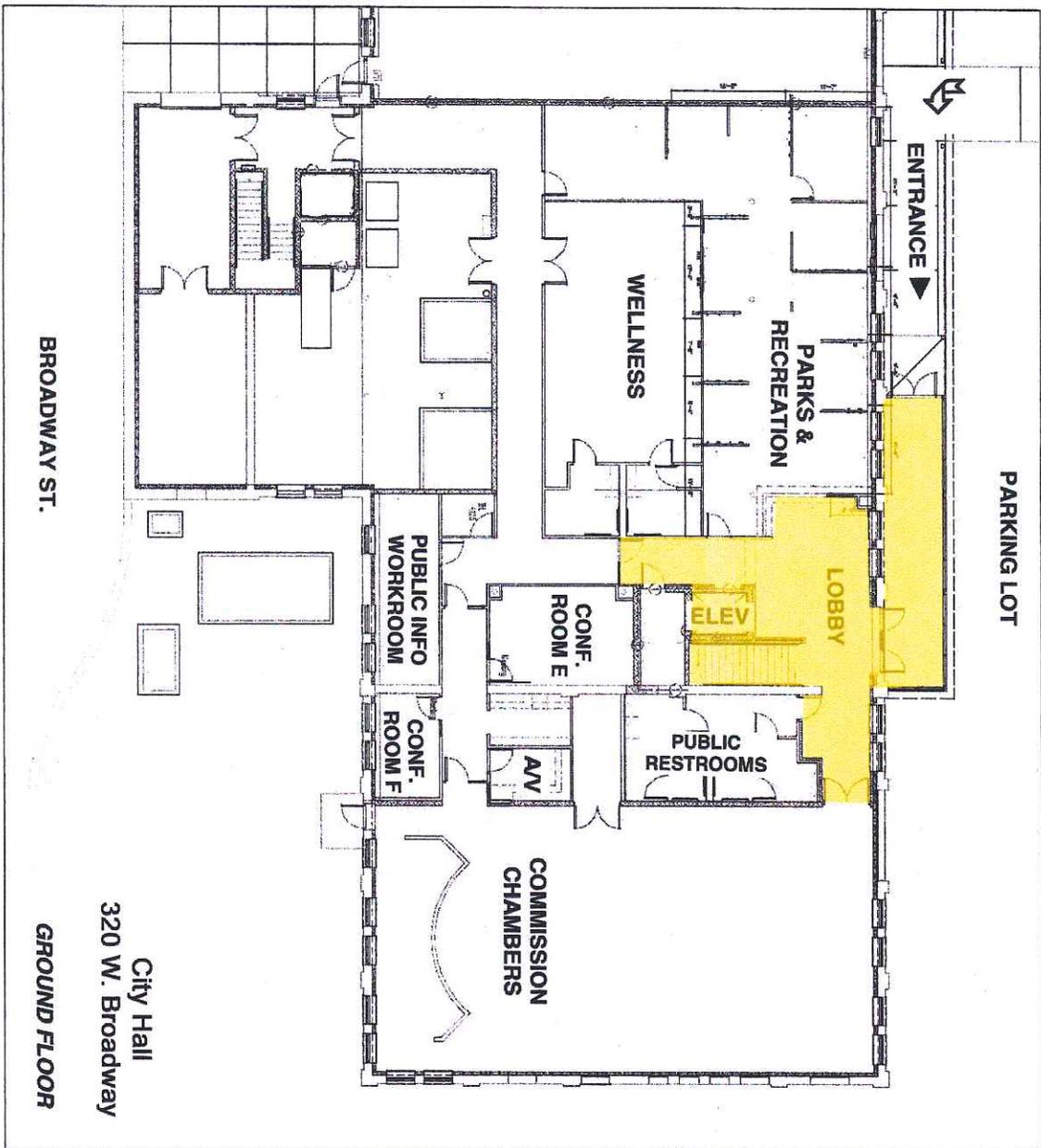
CITY STATE ZIP CODE

TELEPHONE NUMBER ALTERNATE PHONE NUMBER (MOBILE)

FAX NUMBER

AUTHORIZED SIGNATURE DATE

PRINT OR TYPE NAME & TITLE

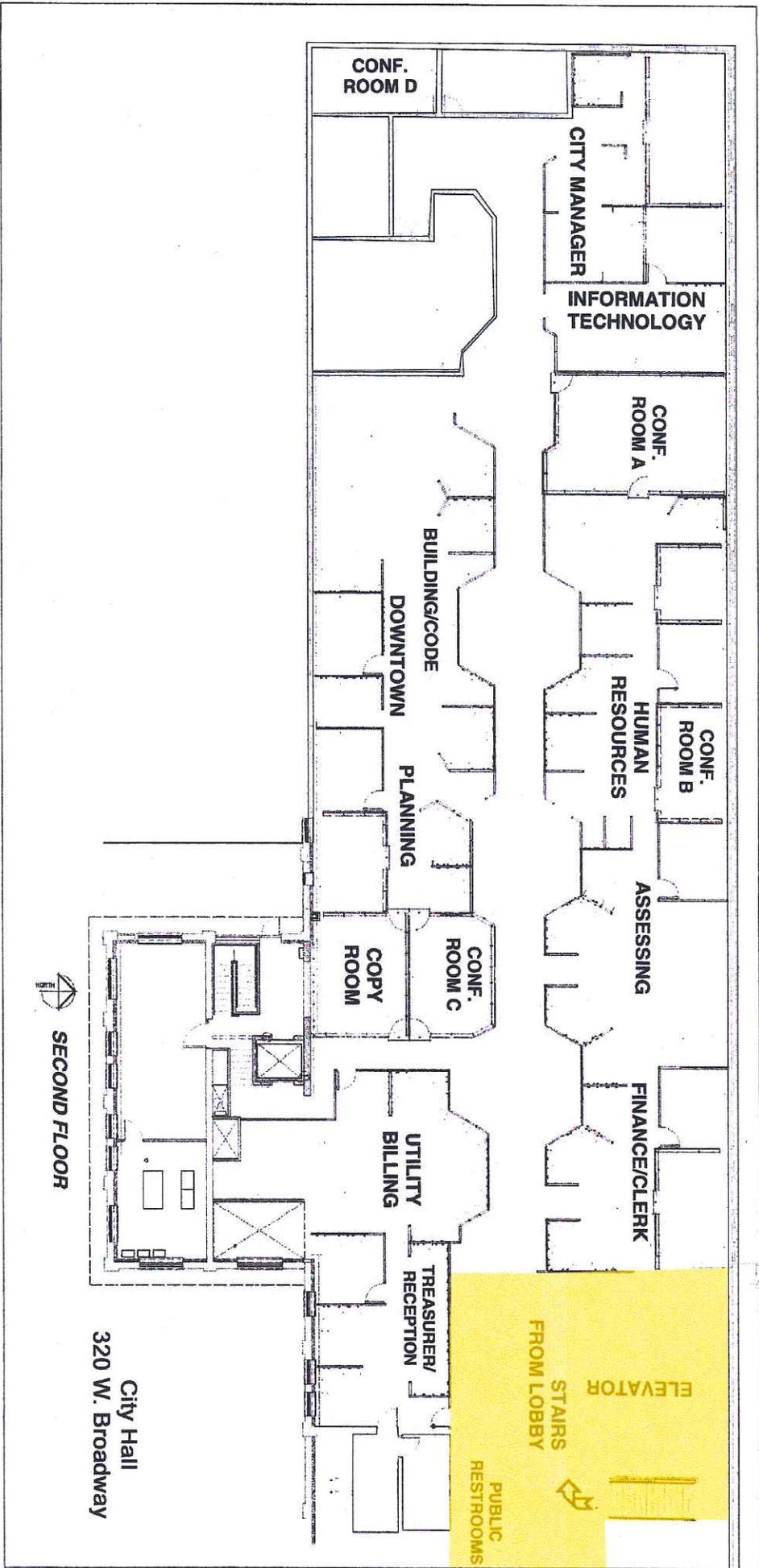


BROADWAY ST.

PARKING LOT

City Hall
320 W. Broadway

GROUND FLOOR



Mt. Pleasant City Hall - Borden Building:

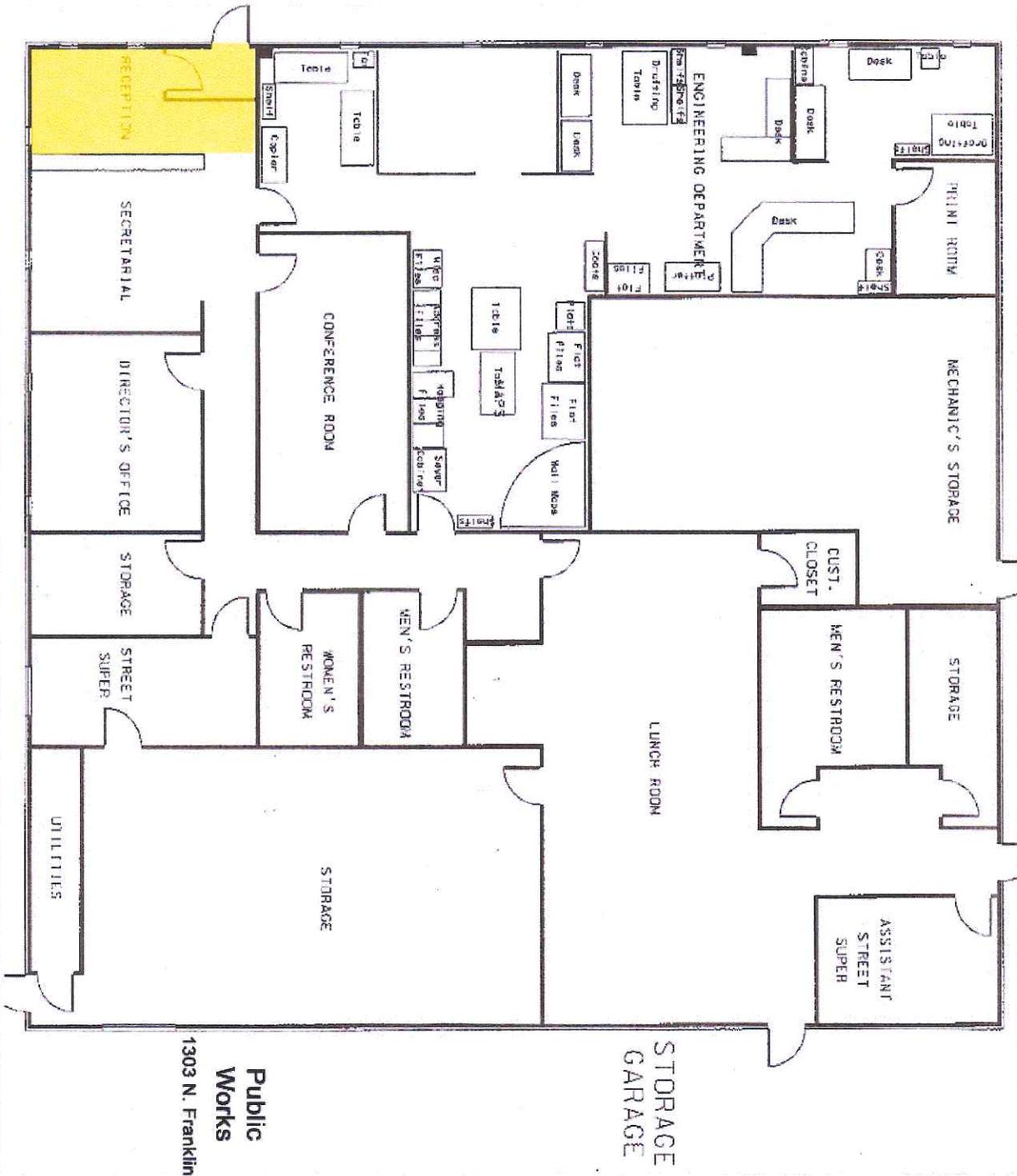
Room	Use of Space	Area
Upper Floor	Offices, Kitchenette, Conference Areas and Bathrooms	16,867 Ft ²

Lower Floor		
A101	Lobby Area and Stairs	462 Ft ²
A110	Meeting Room	247 Ft ²
A112	Wellness Room and Showers	945 Ft ²
A114	Meeting Room	126 Ft ²
A116	Public Relation Office	225 Ft ²
A117/122/123	Lower Level Corridors	700 Ft ²
A121	Parks and Recreation Office	1,527 Ft ²
A128	Lobby South Bump Out	500 Ft ²
A130	Shipping/Receiving	360 Ft ²
A131	Janitor Storage/Electrical Room	375 Ft ²
Chamber Room	Chamber Room/Storage	2,412 Ft ²
Public Restrooms	Main Entrance Restrooms	672 Ft ²
Bump Out	Office	300 Ft ²

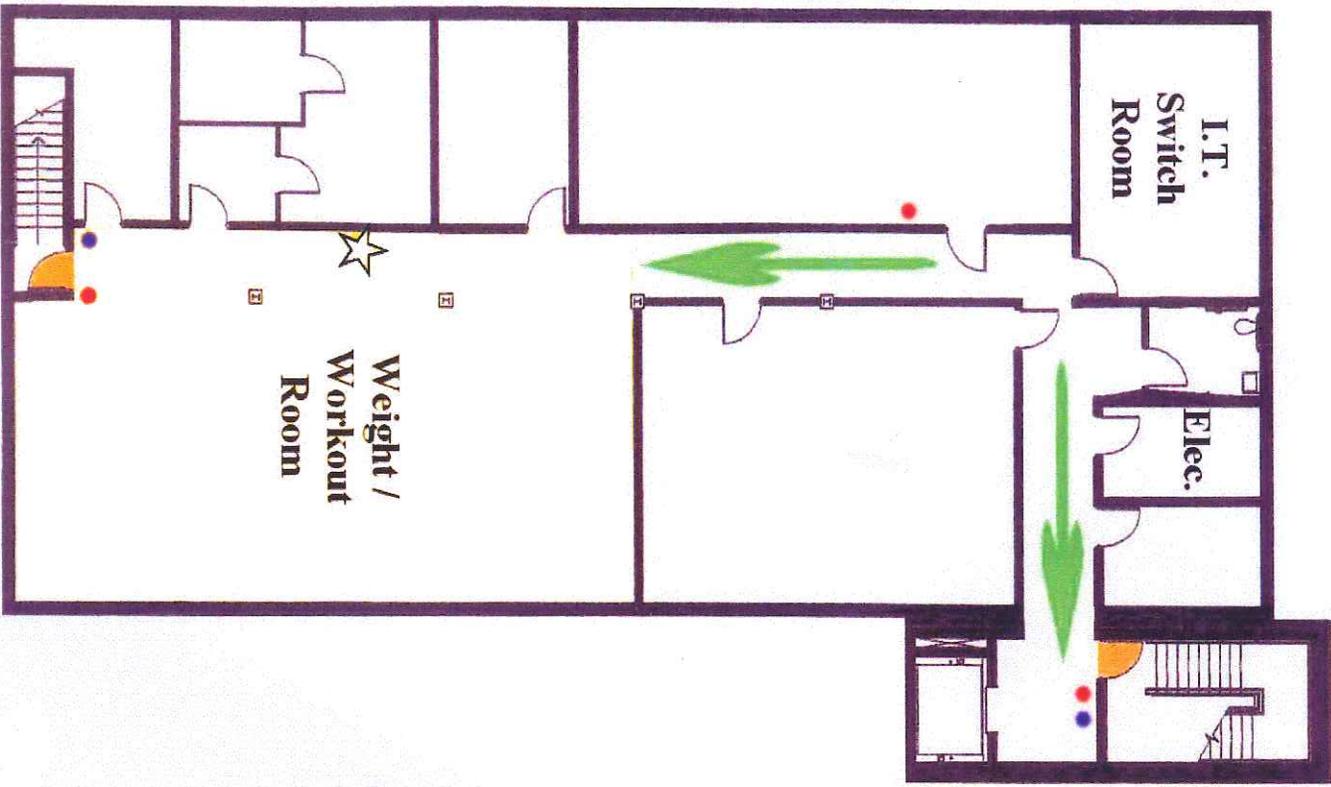
Room	Use of Space	Area
Mechanical Room	Equipment	853 Ft ²
Sever Room	Equipment	300 Ft ²
Mech/Parks Areas	Clean-up Area	255 Ft ²

Total Lower Level	8,851 Ft ²
Total Upper Level	16,867 Ft ²
Total Mech Areas	1,408 Ft ²
Total Area	27,126 Ft²

Department of Public Works
DPW
1303 N. Franklin Street



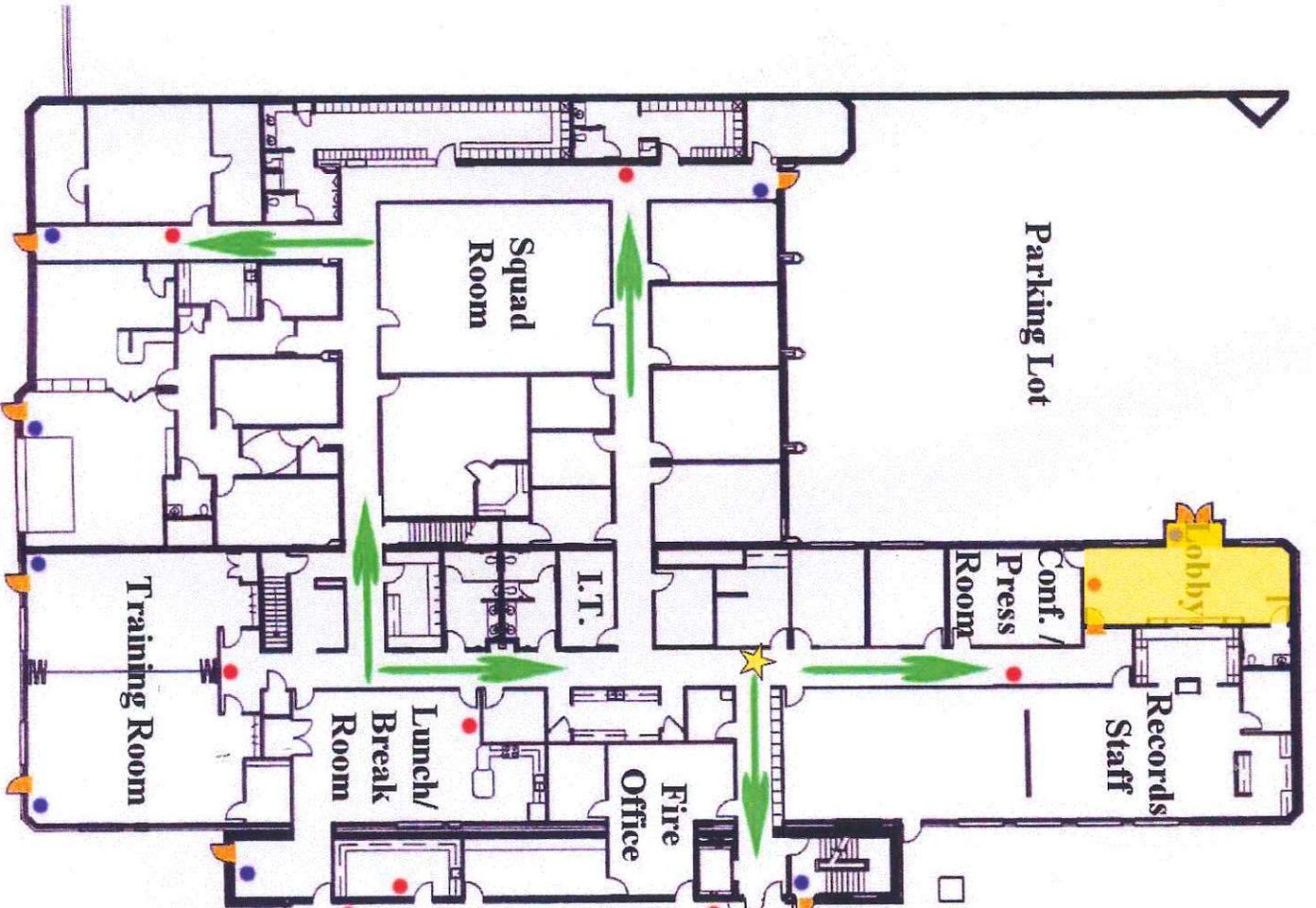
Public Works
1303 N. Franklin



- Manual Pull Station 
- Fire Exit 
- Fire Extinguisher 
- Tornado Safety Area 
- Exit 
- You Are Here 

Department of Public Safety
804 E. High Street

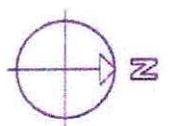




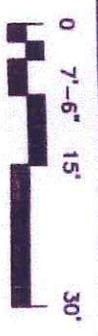
- Manual Pull Station ●
- Fire Exit ➔
- Fire Extinguisher ●
- Exit ▭
- You Are Here ★

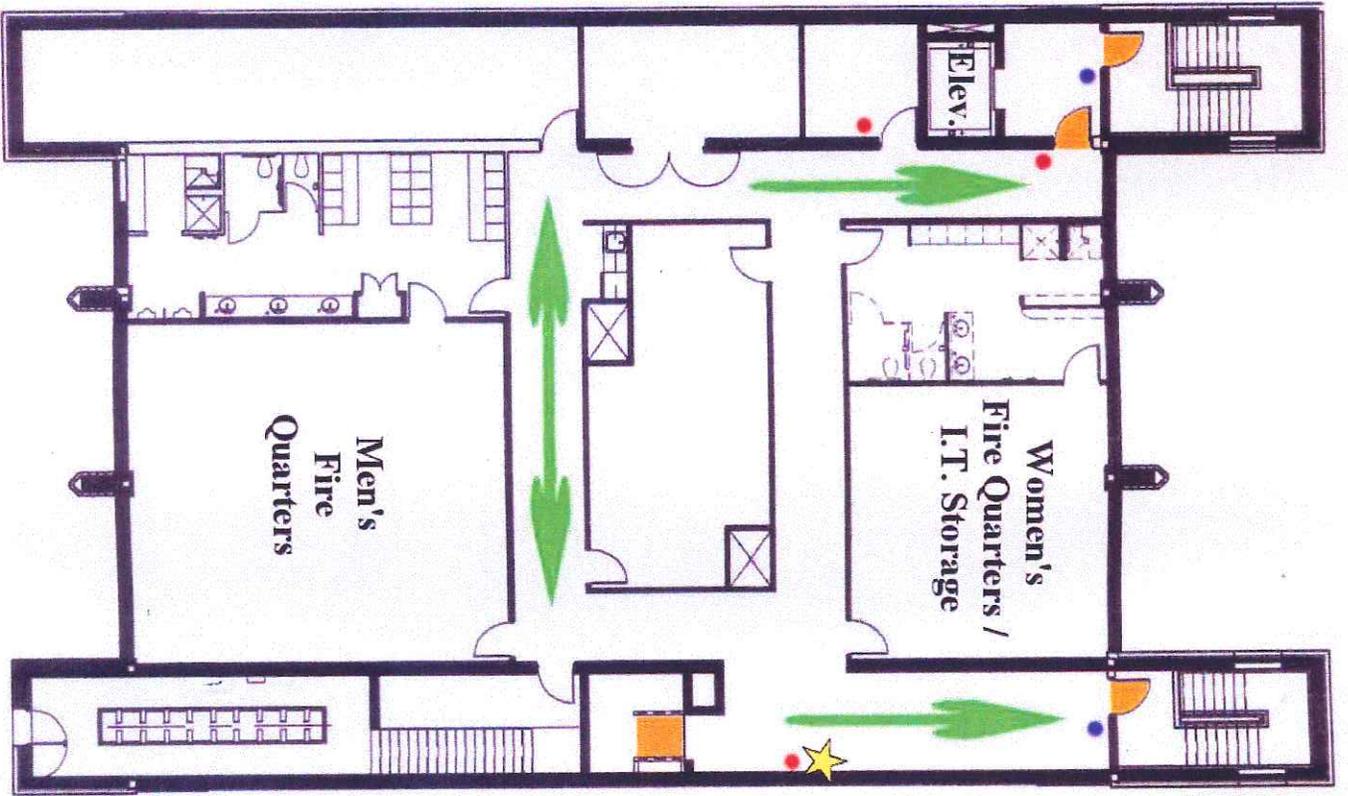
Department of Public Safety
804 E. High Street

Fire Apparatus Floor



FIRST FLOOR PLAN





- Manual Pull Station ●
- Fire Exit →
- Fire Extinguisher ●
- Exit ▭
- You Are Here ★

Department of Public Safety
804 E. High Street



Airport Terminal
 5453 E. Airport Road

