



**COMMERCIAL CLEANING  
REQUEST FOR PROPOSAL**

**For the three-year period beginning January 1, 2022,  
and ending December 31, 2024**

The Georgetown Township Assistant Superintendent will receive two separate proposals for the cleaning of the Township Office and the Township Library until bid opening and reading time, which is 10:30 A.M., Thursday, October 21, 2021, at the Township mailing address, which is PO Box 769, Jenison, Michigan, 49429-0769 or at the Township Office at 1515 Baldwin St., Jenison.

Bid requirements, specifications as included in the contracts, and the proposal forms are attached. If you have any questions regarding the specifications, or any part of this request for proposal, contact Rod Weersing at 616-226-6002.

All proposals are to be in sealed envelopes and plainly marked:

**"PROPOSAL FOR CLEANING TOWNSHIP OFFICE."**

**"PROPOSAL FOR CLEANING TOWNSHIP LIBRARY."**

## **NOTICE TO BIDDERS**

In addition to review of all information set forth in the complete bid document, your particular attention is directed to the following provisions:

Proposals, to receive consideration, must be received **PRIOR TO THE SPECIFIED TIME OF OPENING and reading as designated in this invitation.**

**BIDDER MUST USE THE BID DOCUMENT PROPOSAL FORMS FURNISHED BY THE TOWNSHIP AS NONE OTHER WILL BE ACCEPTED.**

**PROPOSAL FORMS MUST BE RETURNED INTACT.**

Specifications and plans referred to in this bid document by reference only need not be returned with the bid; however, no excision of material physically incorporated in the bid document will be permitted.

All proposals are to be in individually sealed envelopes (**one for the Township Office and a second one for the Township Library**) and plainly marked:

**"PROPOSAL FOR CLEANING TOWNSHIP OFFICE."**

**"PROPOSAL FOR CLEANING TOWNSHIP LIBRARY."**

Proposals shall be typewritten or written in ink. Proposals shall be submitted for each twelve-month period, 2022, 2023 and 2024, of the contract.

Proposals having any erasures or corrections thereon may be rejected unless explained or noted over the signature of the bidder.

Proposals are to be delivered to the Georgetown Township Office, Office of the Assistant Superintendent, 1515 Baldwin Street, Jenison, or mailed to PO Box 769, Jenison, MI 49429-0769.

**GENERAL CONDITIONS, INSTRUCTIONS TO BIDDERS  
AND INFORMATION FOR BIDDERS**

1. **APPLICABLE LAWS:** The revised code of the State of Michigan, Charter Township of Georgetown, and all township ordinances insofar as they apply to the laws of competitive bidding, contracts, and purchases, are made a part hereof.
2. **SPECIFICATIONS:** Unless otherwise stated by the bidder, the proposal will be considered as being in strict accordance with the specifications outlined in the Bid Document and the attached contract.
3. **BID INFORMALITIES AND REJECTION:** The Township reserves the right to waive informalities not inconsistent with law, or to reject any or all bids as it deems for its best interests.
4. **AWARD:** Unless otherwise specified in the Bid Document, the Township reserves the right to accept any item in the bid. As soon as the Award is made, an order or contract documents will be sent to the successful bidder for execution and bond if necessary.
5. **BIDDER'S SIGNATURE:** Each proposal must be signed by the bidder with his usual signature. All signatures should be in full.

Bids by partnership must be signed by one or more of the partners in the following manner: "John Jones and James Smith, D.B.A., Smith-Jones Company, by John Jones, a partner."

Bids by corporations must be signed with the names of the corporation, followed by the signature and designation of the president, vice-president, or person authorized to bind it in the matter.

6. **SUBMISSION AND RECEIPT OF BIDS:**

- a) Proposals, to receive consideration, must be received prior to the specified time of opening and reading as designated in the invitation.
- b) **BIDDER MUST USE THE BID DOCUMENT PROPOSAL FORMS FURNISHED BY THE TOWNSHIP AS NONE OTHER WILL BE ACCEPTED. PROPOSAL FORMS MUST BE RETURNED INTACT. REMOVAL OF ANY PART THEREOF WILL INVALIDATE THE BID.**
- c) Bids are to be submitted in individually sealed envelopes and identified as requested in the specifications (**separate for the office and for the library**).
- d) Proposals shall be typewritten or written in ink.
- e) Proposals having any erasures or corrections thereon will be rejected unless explained or noted over the signature of the bidder.
- f) Proposals should be delivered to the Office of the Assistant Superintendent, 1515 Baldwin Street, Jenison, or mailed to PO Box 769, Jenison, MI 49429-0769.

7. **INTERPRETATION OF BID DOCUMENTS:** No oral interpretation will be made to any bidder as to the meaning of the bid Documents or any part thereof. Every request for such an interpretation shall be made in writing to the Township. Any inquiry received within a reasonable time prior to the date fixed for the opening of bids will be given consideration. Every interpretation made to a bidder will be on file in the office of the Assistant Superintendent. It shall be the responsibility of all bidders to contact the Assistant Superintendent for copies of each interpretation and all bidders shall be bound by such interpretations whether or not received by the bidders.

8. **CHANGES AND ADDENDA TO BID DOCUMENTS:** Each change or addenda issued in relation to this bid document will be on file in the Office of the Assistant Superintendent.

It shall be the bidder's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such changes or addenda. Information on all changes or addenda issued will be available at the office of the Assistant Superintendent.

## **SPECIFICATIONS FOR THE CLEANING OF THE OFFICE BUILDING**

### **I. General Specifications**

- A. All proposals shall be submitted on the form provided herein.
- B. To view the buildings, contact the following individual to set up appointments:  
  
Rod Weersing, Assistant Superintendent, at 616-226-6002.
- C. All prices submitted shall be firm for acceptance for 45 days from proposal submission date as stated herein. Successful bidder's accepted proposal prices shall be firm for the duration of the contract, which is from January 1, 2022, until December 31, 2024.
- D. The successful bidder shall be required to enter into a three-year contract with Georgetown Township. The Township may terminate the contract at any time by providing the Contractor with 30 days written notice of termination. The Township reserves the right to terminate the Contractor's cleaning service at the building serviced by the Contractor.
- E. All proposals are to be submitted to the Assistant Superintendent's Office, at 1515 Baldwin Street, or mailed to P.O. Box 769, Jenison, Michigan 49429, **by 10:30 A.M., Thursday, October 21, 2021**, in individually sealed envelopes plainly marked **"PROPOSAL FOR CLEANING TOWNSHIP OFFICE" or "PROPOSAL FOR CLEANING TOWNSHIP LIBRARY."**
- F. The Georgetown Township Board of reserves the right to accept or reject any or all proposals, or to waive formalities and award the bid in any manner deemed to be in the best interest of the Township.
- G. The Township will pay the contractor on a monthly basis for services rendered.

### **II. Insurance Requirements**

Upon award of the contract, the contractor must provide to the Township an insurance certificate BEFORE any work for the Township may begin. All insurance policies and certificates must include an endorsement providing ten (10) days prior written notice to the Township of cancellation or reduction of coverage. The contractor shall cease operations on the occurrence of any such cancellation or reduction and shall not resume operations until new insurance is in force.

The contractor is required to provide proof that they carry **Worker's Compensation Insurance** at State of Michigan statutory limits.

General Liability coverage for the scope of the project shall be provided to protect the Township. Georgetown Township shall be named on each policy as an additional named insured. The required limits are as follows:

**Comprehensive General Liability:**

Bodily injury – each occurrence	\$ 1,000,000
Bodily injury – aggregate	\$ 1,000,000
Property damage – each occurrence	\$ 1,000,000
Combined single limit	\$ 1,000,000
Umbrella or excess liability	\$ 1,000,000

**Automobile Liability Insurance:**

Automobile injury	\$ 500,000
Property Damage	\$ 250,000
Combined single limit	\$ 1,000,000

**III. Submittal Requirements**

The response to the request for proposals must be made according to the specifications contained herein. Any major deviation from these specifications may be cause for rejection of the proposal at the Township’s discretion. The content and sequence of the proposal must be as follows:

A. Cover Letter

A cover letter shall be provided describing the respondent, including the name and address of the entity submitting the proposal, the date the entity was established and the name, address, and telephone number of the person or persons who will serve as the entity’s principal contact person with the Township and be authorized to make representations on behalf of the entity. This letter must bear the signature of the person having proper authority to make the proposal for the entity.

B. Organization: Qualifications, and Experience

A statement of the respondent’s qualifications, including a summary of the respondent’s experience relative to the management, maintenance, and operation of similar operations, either as a corporation or other entity. **A list of references of former and present employers/clients (identify which are present and which are former), including their names, addresses, phone numbers and length of service provided to each.**

C. Management Approach

Written explanation shall be provided as to the approach the respondent intends to pursue in order to:

- a. ensure the building is cleaned and maintained in a manner acceptable to the Township,
- b. provide the Township with a means of communicating questions and concerns,
- c. resolve problems associated with contractor’s staff and services.

D. Equipment

List the description of equipment to be utilized by the respondent.

**IV. Additional Information**

The hours during which the respondent's staff will be cleaning each building are subject to Township approval and must occur daily Monday through Friday for the Township Office and Monday through Saturday for the Township Library.

**Authorized times for the Township Office are as follows:**

- A. After 5:00 p.m. Monday through Friday and before 8:00 a.m. Monday through Friday.
- B. Due to night meetings that are regularly scheduled for the meeting room, no cleaning is to be conducted in the Township Office from 7:00 p.m. to 9:00 p.m. on Monday and Wednesday, or other dates and times as may be scheduled for meetings. The additional meeting dates and times will be provided as they are scheduled.
- C. Due to elections that are occasionally scheduled for the whole building, no cleaning is to be conducted in the Township Office during the conduct of the election and shall be conducted after the election is completed (dates to be provided).
- D. Cleaning after the end of Friday's workday may occur anytime during the authorized times prior to 8:00 a.m. on Monday.

**Authorized times for the Township Library are as follows:**

- A. After 9:00 p.m. Monday through Thursday, after 6:00 p.m. Friday, after 5:00 p.m. Saturday, and before 9:00 a.m. Monday through Saturday.
- B. Cleaning after the end of Saturday's workday may occur anytime during the authorized times prior to 9:00 a.m. on Monday.
- C. In the event of a special program that will take place after normal hours, Library staff will communicate the necessary time change to the cleaning company.

**BID PROPOSAL FORM TOWNSHIP OFFICE**

State bid price for cleaning the Georgetown **Township Office** building in conformance with the specifications contained herein:

<u>Building</u>	<u>Monthly Rate First Year (1-1-22 to 12-31-22)</u>	<u>% Increase Year 2 and Monthly Rate (1-1-23 to 12-31-23)</u>	<u>% Increase Year 3 and Monthly Rate (1-1-24 to 12-31-24)</u>
Township Office Building	\$ _____	_____ % Increase \$ _____ Monthly rate	_____ % Increase \$ _____ Monthly rate

TERMS \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY (PLEASE PRINT) \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

PHONE \_\_\_\_\_ CELL # \_\_\_\_\_

E-MAIL \_\_\_\_\_ DATE \_\_\_\_\_

All proposals are to be in sealed envelopes and plainly marked **"PROPOSAL FOR CLEANING TOWNSHIP OFFICE."** The Township Board of Georgetown Township reserves the right to accept or reject all or any bids or to waive formalities, and to award the bid in any manner deemed to be in the best interest of the Township.

BID DUE: 10:30 A.M., Thursday, October 21, 2021  
 Georgetown Township Assistant Superintendent's Office  
 1515 Baldwin Street  
 P.O. Box 769  
 Jenison, Michigan 49429-0769

**BID PROPOSAL FORM TOWNSHIP LIBRARY**

State bid price for cleaning the Georgetown **Township Library** in conformance with the specifications contained herein:

<u>Building</u>	<u>Monthly Rate</u> First Year (1-1-22 to 12-31-22)	<u>% Increase Year 2 and</u> <u>Monthly Rate</u> (1-1-23 to 12-31-23)	<u>% Increase Year 3 and</u> <u>Monthly Rate</u> (1-1-24 to 12-31-24)
Township Library	\$ _____	_____ <u>% Increase</u> \$ _____ <u>Monthly rate</u>	_____ <u>% Increase</u> \$ _____ <u>Monthly rate</u>

TERMS \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY (PLEASE PRINT) \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

PHONE \_\_\_\_\_ CELL # \_\_\_\_\_

E-MAIL \_\_\_\_\_ DATE \_\_\_\_\_

All proposals are to be in sealed envelopes and plainly marked "**PROPOSAL FOR CLEANING TOWNSHIP LIBRARY.**" The Township Board of Georgetown Township reserves the right to accept or reject all or any bids or to waive formalities, and to award the bid in any manner deemed to be in the best interest of the Township.

BID DUE: 10:30 A.M., Thursday, October 21, 2021  
 Georgetown Township Assistant Superintendent's Office  
 1515 Baldwin Street  
 P.O. Box 769  
 Jenison, Michigan 49429-0769



**CONTRACT AND SERVICE AGREEMENT  
FOR CLEANING OF GEORGETOWN TOWNSHIP OFFICE BUILDING  
1515 BALDWIN STREET, JENISON, MICHIGAN**

This agreement, dated \_\_\_\_\_, 2021 is made between:

Georgetown Charter Township, 1515 Baldwin Street, Jenison, and \_\_\_\_\_  
\_\_\_\_\_ for cleaning services at the Township Office Building, located at 1515  
Baldwin Street, Jenison, beginning January 1, 2022 for a three year period and  
consists of this page, plus the following seven pages.

The payment schedule will be as follows:

\$ \_\_\_\_\_ per month for a twelve-month period beginning January 1, 2022;

\$ \_\_\_\_\_ per month for a twelve-month period beginning January 1, 2023;

\$ \_\_\_\_\_ per month for a twelve-month period beginning January 1, 2024.

**Georgetown Charter Township**

**Cleaning Contractor**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: Clerk

Title: \_\_\_\_\_

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

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

## SPECIFICATIONS FOR THE CLEANING OF BUILDING

### I. GENERAL SPECIFICATIONS

- A. Cleaning Contractor shall furnish the following: all labor, equipment and cleaning supplies and materials required to perform the cleaning work in accordance with the specifications contained herein and the provisions of the Contract. All supplies provided by Contractor shall be of commercial grade. Township reserves the right to disallow the use of any product supplied by Contractor.
- B. Where stripping and refinishing of floors and baseboards is specified, the work shall be done as per manufacturers' recommendations.
- C. Steam cleaning of the carpeting is not included as part of this bid; however, spot cleaning of the carpeting as specified herein is included as part of this bid. When spot cleaning carpeting, the Cleaning Contractor shall only utilize such products that have been recommended by the carpet manufacturer.
- D. Contractor shall ensure that all trash collected each day from the interior and exterior of the buildings is deposited in Township designated trash bins (located outside of the office building) immediately upon completion of the trash removal operation. All boxes shall be broken down prior to placement in the Township designated trash bins. Recycled materials shall be deposited in the recycle bins at the neighboring Ridgewood Christian Reformed Church.
- E. Contractor shall ensure that all buildings are locked and secured after performing their cleaning services in the building.
- F. Contractor shall, upon request, perform additional cleaning services as requested by the Township. Any additional work requested shall be subject to agreement by the parties at a rate to be determined.
- G. Contractor shall, upon request, maintain inventory logs of supplies to be provided by the Township. Contractor shall maintain logs supplied by the Township of completed work. All cleaning specifications shall be completed as detailed in the contract even if any specific tasks appear to be unneeded.
- H. Prior to bringing any cleaning product onto Township property, contractor shall supply to the Township Safety Coordinator all MSDS sheets as required for any cleaning product used and a duplicate set of all such sheets (categorized in a three-ring binder identified with a title of "MSDS Information") in the janitor's closet in the basement of the building.
- I. Contractor shall require that none of its employees smoke in any Township building. Contractor shall require that none of its employees consume any food or drinks in any area other than in the lunchroom.

- J. Contractor agrees that no individual, other than those hired for the purpose of performing the duties necessary for the execution of this contract, may enter either the Township Office or Library during closed hours. Contractor agrees that their personnel will not provide access to any individual, other than those for the purpose of performing the duties necessary for the execution of this contract, to the Township Office or Library, or any otherwise secured or locked areas during closed hours. This includes any individual who might have limited access to any Township building, as well as Township staff, elected officials, vendors, etc.
- K. Contractor agrees that because of the nature of the business conducted in Township Buildings, the Township has the right to insist that any employee, officer or agent of the Contractor not be assigned to work in said building. No individual is eligible to provide cleaning services to the Township who has ever been convicted of a felony, or has been convicted of theft within the past five years.
- L. Contractor shall obtain and maintain in force personal injury insurance in the amounts listed in the Request for Proposal document. All said insurance policies shall name the Township as an additional insured and shall be provided to the Township prior to the commencement of service.
- M. Contractor shall provide and maintain statutory workers' compensation insurance and provide proof of said insurance to the Township at the time the contract is signed.
- N. Prices shall be firm for work performed for the duration of the contract, which is from January 1, 2022 until December 31, 2024.
- O. The Township may terminate the contract at any time by providing the Contractor with 30 days written notice of termination. The Township reserves the right to terminate the Contractor's cleaning service at the building serviced by the Contractor.
- P. The Township will pay the contractor on a monthly basis for services rendered.
- Q. Penalty for Non-Performance. If the work is not performed in accordance with the specifications contained in the contract, and Township personnel are required to complete any work, an hourly rate of \$25.00 and a 10% administrative fee will be deducted from the Contractor's monthly payment. If an outside company is required to be hired to complete the work, the cost incurred by the Township plus a 10% administrative fee will be deducted from the Contractor's monthly payment.
- R. Theft and Breakage. Contractor shall be solely responsible for and indemnify and hold the Township and its employees and agents harmless from any loss suffered of Township property or the property of the Township employees or agents located within Township buildings on account of breakage or theft by Contractor's employees or agents. Any breakage or theft caused by, or the responsibility of, the Contractor may be offset by the Township against the amounts payable to the Contractor.

Contractor shall be financially responsible for any theft, loss or costs incurred due to the failure of the Contractor's personnel to secure any storage areas or Township Buildings. Such costs incurred or losses suffered by the Township plus a 10% administrative fee will be deducted from the Contractor's monthly payment.

- S. Confidentiality. It is understood and acknowledged by Contractor that during the course of performing its duties under the terms of this contract, the employees of the Contractor may have access to documents, records and materials from highly confidential and personal Township files, and that contents of those documents, records and materials are protected from unauthorized review and disclosure by any person by both state and federal law. Contractor will instruct all employees that they are not to read, copy, review, or search through any such documents, records and materials, or to disclose any information contained therein. The Contractor and its employees shall not examine the contents of the waste receptacles, or otherwise rummage through or inspect items designated for removal as trash. The Contractor and its employees shall not take any items from the waste receptacles, trash, or the on-site trash container.
- T. Applicable Laws. The revised code of the state of Michigan, Charter of the Township of Georgetown, and all township ordinances insofar as they apply to the laws of competitive bidding, contracts, and purchases, are made a part hereof.
- U. Infringements and Indemnifications. Contractor agrees to protect, defend, and save the Township harmless against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form as part of the work covered by either order or contract and he/she further agrees to indemnify and save the Township harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages received or sustained by a party or parties, by or from any of the acts of the contractor, his/her servants, or agents. To this extent, the Contractor agrees to furnish adequate Public Liability and Property Damage Insurance, the amounts of which will be determined by the Township whenever such insurance is deemed necessary. When so required, the types and amounts of insurance to be provided will be set forth by the Township.
- V. Keys, access cards/fobs. Contractor shall keep a written record as to which of its employees or agents are given possession of keys and/or access cards/fobs to Township buildings. A copy of the written record shall be provided to the Township identifying which individual has possession of specific keys and/ or access cards/fobs. (Note that all keys and access cards/fobs are identified with unique numeric or alpha-numeric characters.) No copies of keys shall be made. Contractor shall return all keys and/or access cards/fobs to the Township upon completion of contract or upon demand by the Township. Keys designated to remain in a Township building shall not be removed under any circumstances.

## **II. Submittal Requirements Included in the Bid Document**

The following items, which had been submitted by the Contractor in the bid proposal, shall become part of the contract by reference, including:

- A. Cover Letter
- B. Organization: Qualifications, and Experience
- C. Management Approach
- D. Equipment

### **III. CLEANING SPECIFICATIONS FOR THE TOWNSHIP OFFICE**

The Township Office, located at 1515 Baldwin St., shall be cleaned in accordance with the following specifications:

#### **A. General**

1.	Empty wastebaskets and recycle containers	Daily
2.	Replace wastebasket liners	2 times per week or more as needed to maintain a clean appearance and sanitary condition (Contractor provides liners).
3.	Clean tops of all counters, desks, tables, files, credenzas, chairs, and other furniture.	1 time per week or more as needed to maintain a clean appearance
4.	Clean legs, pedestals and front, side and back panels, tables, files, chairs, and other furniture	As required to maintain a clean appearance
5.	Vacuum upholstered furniture edge to edge	As required to maintain a clean appearance
6.	Spot clean upholstered furniture	Whenever a spot appears or prior to 8:00 a.m. of the next morning after being reported by Township staff. Utilize methods and products as recommended by furniture manufacturer.
7.	Clean all horizontal surface i.e., window ledges, etc.	1 time per week or more as needed to maintain a clean appearance
8.	Spot clean doors (especially around doorknobs)	Once per week
9.	Spot Clean Walls	As needed
10.	Remove cobwebs, spiders, etc. from all areas (including light fixtures)	As needed
11.	Clean and polish drinking fountains	Daily
12.	Vacuum/clean cold air grates in ceiling and heating/HVAC grates/registers in walls	Monthly

B. All Carpeting

1.	Vacuum carpet – completely including each individual office	Daily – Must vacuum according to the carpet manufacturer’s guidelines.
2.	Spot Clean Carpeting	Whenever a spot appears or prior to 8:00 a.m. of the next morning after being reported by Township staff. Utilize methods and products as recommended by carpet manufacturer.

C. All Tile Floors (Including Stairwells and Landings)

1.	Dust mop	Daily
2.	Damp mop	Twice per week
3.	Spot mop	As required to maintain clean appearance
4.	Strip, seal and refinish floor areas, including baseboards	Up to twice per year, upon Township’s request, to be scheduled at the Township’s convenience during authorized times (*see authorized times)
5.	Buff and spray buff	As required to maintain floor finish & finish and a clean glossy appearance.

D. All Concrete Floors

1.	Dust mop	Weekly
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E. All Restrooms

1.	Clean and disinfect inside and outside of sinks, wash basins, stools, urinals, grab bars and doorknob/handles/push plates and stall doorknobs/handles/locks; and polish all fixtures including dispensers	Daily
2.	Clean mirrors	Daily
3.	Replenish towels, vending machine supplies, soap, and toilet tissue (note: Township will supply towels and tissue)	Daily
5.	Clean and damp mop floors with disinfectant antiseptic cleaner	Daily
6.	Empty and clean sanitary product disposal receptacles in Women’s restrooms. (Contractor to provide liners)	Daily-including replacement of liners daily

F. Entrances

1.	Damp mop floors (lobby)	Daily
2.	Wash all entrance doors and sidelight windows inside & out	Daily
3.	Vacuum carpet	Daily

G. Lunchroom/Kitchen area lower level

1.	Clean and disinfect tabletops, counter tops, sinks, cabinets, faucet fixtures, and exterior surfaces of appliances	Upper level daily. Lower level-weekly or by 8:00 a.m. the next morning after the room is used
2.	Clean and damp mop floors with disinfectant antiseptic cleaner and vacuum carpet floor	Daily

H. Janitor/Utility Closets

To be kept in a neat and orderly fashion and secured at all times
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**\*Authorized Times**

The hours during which the respondent's staff will be cleaning each building are subject to Township approval and must occur daily Monday through Friday.

**Authorized times for the Township Office are as follows:**

- After 5:00 p.m. Monday through Friday and before 8:00 a.m. Monday through Friday.
- Due to night meetings that are regularly scheduled for the meeting room, no cleaning is to be conducted in the Township Office from 7:00 p.m. to 9:00 p.m. on Monday and Wednesday, or other dates and times as may be scheduled for meetings. The additional meeting dates and times will be provided as they are scheduled.
- Due to elections that are occasionally scheduled for the whole building, no cleaning is to be conducted in the Township Office during the conduct of the election and shall be conducted after the election is completed (dates to be provided).
- Cleaning after the end of Friday's work day may occur anytime during the authorized times prior to 8:00 a.m. on Monday.



**CONTRACT AND SERVICE AGREEMENT  
FOR CLEANING OF GEORGETOWN TOWNSHIP LIBRARY  
1515 BALDWIN STREET, JENISON, MICHIGAN**

This agreement, dated \_\_\_\_\_, 2021, is made between:

Georgetown Charter Township, 1515 Baldwin Street, Jenison, and \_\_\_\_\_  
\_\_\_\_\_ for cleaning services at the Township Library, located at 1515 Baldwin  
Street, Jenison, beginning January 1, 2022, for a three-year period and consists of  
this page, plus the following seven pages.

The payment schedule will be as follows:

\$ \_\_\_\_\_ per month for a twelve-month period beginning January 1, 2022;

\$ \_\_\_\_\_ per month for a twelve-month period beginning January 1, 2023;

\$ \_\_\_\_\_ per month for a twelve-month period beginning January 1, 2024.

**Georgetown Charter Township**

**Cleaning Contractor**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: Clerk

Title: \_\_\_\_\_

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

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

## SPECIFICATIONS FOR THE CLEANING OF LIBRARY

### I. GENERAL SPECIFICATIONS

- A. Cleaning Contractor shall furnish the following: all labor, equipment and cleaning supplies and materials required to perform the cleaning work in accordance with the specifications contained herein and the provisions of the Contract. All supplies provided by Contractor shall be of commercial grade. Township reserves the right to disallow the use of any product supplied by Contractor.
- B. Steam cleaning of the carpeting is not included as part of this bid; however, spot cleaning of the carpeting as specified herein is included as part of this bid. When spot cleaning carpeting, the Cleaning Contractor shall only utilize such products that have been recommended by the carpet manufacturer.
- C. Contractor shall ensure that all trash collected each day from the interior and exterior of the buildings is deposited in Township designated trash bins (located outside of the office building) immediately upon completion of the trash removal operation. All boxes shall be broken down prior to placement in the Township designated trash bins. Recycled materials shall be deposited in the recycle bins at the neighboring Ridgewood Christian Reformed Church.
- D. Contractor shall ensure that all buildings are locked and secured after performing their cleaning services in the building.
- E. Contractor shall, upon request, perform additional cleaning services as requested by the Township. Any additional work requested shall be subject to agreement by the parties at a rate to be determined.
- F. Contractor shall, upon request, maintain inventory logs of supplies to be provided by the Township. Contractor shall maintain logs supplied by the Township of completed work. All cleaning specifications shall be completed as detailed in the contract even if any specific tasks appear to be not needed at the time.
- G. Prior to bringing any cleaning product onto Township property, contractor shall supply to the Township Safety Coordinator all MSDS sheets as required for any cleaning product used and a duplicate set of all such sheets (categorized in a three-ring binder identified with a title of "MSDS Information") in the janitor's closet in the basement of the building.
- H. Contractor shall require that none of its employee's smoke in any of Township building. Contractor shall require that none of its employees consume any food or drinks in any area other than in the lunchroom.
- I. Contractor agrees that no individual, other than those hired for the purpose of performing the duties necessary for the execution of this contract, may enter either

the Township Office or Library during closed hours Contractor agrees that their personnel will not provide access to any individual, other than those hired for the purpose of performing the duties necessary for the execution of this contract, to the Township Office or Library, or any otherwise secured or locked areas during closed hours. This includes any individual who might have limited access to any Township building, as well as Township staff, elected officials, vendors, etc.

- J. Contractor agrees that because of the nature of the business conducted in Township Buildings, the Township has the right to insist that any employee, officer, or agent of the Contractor not be assigned to work in said building. No individual is eligible to provide cleaning services to the Township who has ever been convicted of a felony or has been convicted of theft within the past five years.
- L. Contractor shall obtain and maintain in force personal injury insurance in the amounts listed in the Request for Proposal document. All said insurance policies shall name the Township as an additional insured and shall be provided to the Township prior to the beginning of service.
- M. Contractor shall provide and maintain statutory workers' compensation insurance and provide proof of said insurance to the Township at the time the contract is signed.
- N. Prices shall be firm for work performed for the duration of the contract, which is from January 1, 2022, until December 31, 2024.
- O. The Township may terminate the contract at any time by providing the Contractor with 30 days written notice of termination. The Township reserves the right to terminate the Contractor's cleaning service at any building serviced by the Contractor.
- P. The Township will pay the contractor on a monthly basis for services rendered.
- Q. Penalty for Non-Performance. If the work is not performed in accordance with the specifications contained in the contract, and Township personnel are required to complete any work, an hourly rate of \$25.00 and a 10% administrative fee will be deducted from the Contractor's monthly payment. If an outside company is required to be hired to complete the work, the cost incurred by the Township plus a 10% administrative fee will be deducted from the Contractor's monthly payment.
- R. Theft and Breakage. Contractor shall be solely responsible for and indemnify and hold the Township and its employees and agents harmless from any loss suffered of Township property or the property of the Township employees or agents located within Township buildings on account of breakage or theft by Contractor's employees or agents. Any breakage or theft caused by, or the responsibility of, the Contractor may be offset by the Township against the amounts payable to the Contractor. Contractor shall be financially responsible for any theft, loss or costs incurred due to the failure of the Contractor's personnel to secure any storage areas or Township

Buildings. Such costs incurred or losses suffered by the Township plus a 10% administrative fee will be deducted from the Contractor's monthly payment.

- S. Confidentiality. It is understood and acknowledged by Contractor that during the course of performing its duties under the terms of this contract, the employees of the Contractor may have access to documents, records and materials from highly confidential and personal Township files, and that contents of those documents, records and materials are protected from unauthorized review and disclosure by any person by both state and federal law. Contractor will instruct all employees that they are not to read, copy, review, or search through any such documents, records, and materials, or to disclose any information contained therein. The Contractor and its employees shall not examine the contents of the waste receptacles, or otherwise rummage through or inspect items designated for removal as trash. The Contractor and its employees shall not take any items from the waste receptacles, trash, or the on-site trash container.
- T. Applicable Laws. The revised code of the state of Michigan, Charter of the Township of Georgetown, and all township ordinances insofar as they apply to the laws of competitive bidding, contracts, and purchases, are made a part hereof.
- U. Infringements and Indemnifications. Contractor agrees to protect, defend, and save the Township harmless against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form as part of the work covered by either order or contract and he/she further agrees to indemnify and save the Township harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages received or sustained by a party or parties, by or from any of the acts of the contractor, his/her servants, or agents. To this extent, the Contractor agrees to furnish adequate Public Liability and Property Damage Insurance, the amounts of which will be determined by the Township whenever such insurance is deemed necessary. When so required, the types and amounts of insurance to be provided will be set forth by the Township.
- V. Keys, access cards/fobs. Contractor shall keep a written record as to which of its employees or agents are given possession of keys and/or access cards/fobs to Township buildings. A copy of the written record shall be provided to the Township identifying which individual has possession of specific keys and/ or access cards/fobs. (Note that all keys and access cards/fobs are identified with unique numeric or alpha-numeric characters.) No copies of keys shall be made. Contractor shall return all keys and/or access cards/fobs to the Township upon completion of contract or upon demand by the Township. Keys designated to remain in a Township building shall not be removed under any circumstances.

## **II. Submittal Requirements Included in the Bid Document**

The following items, which had been submitted by the Contractor in the bid proposal, shall become part of the contract by reference, including:

- A. Cover Letter
- B. Organization: Qualifications, and Experience
- C. Management Approach
- D. Equipment

### **III. CLEANING SPECIFICATIONS FOR THE GT PUBLIC LIBRARY**

The GT Public Library, located at 1515 Baldwin St., shall be cleaned in accordance with the following specifications:

#### **A. General**

1.	Empty wastebaskets and recycle containers	Daily
2.	Replace wastebasket liners	2 times per week or more as needed to maintain a clean appearance and sanitary condition (Contractor provides liners).
3.	Clean tops of all counters, desks, tables, files, credenzas, chairs, lower bookshelves, and other furniture.	1 time per week or more as needed to maintain a clean appearance
4.	Clean legs, pedestals and front, side and back panels, tables, files, chairs, and other furniture	As required to maintain a clean appearance
5.	Vacuum upholstered furniture edge to edge	As required to maintain a clean appearance
6.	Spot clean upholstered furniture	Whenever a spot appears or prior to 8:00 a.m. of the next morning after being reported by Township staff. Utilize methods and products as recommended by furniture manufacturer.
7.	Clean all horizontal surface i.e., window ledges, etc.	1 time per week or more as needed to maintain a clean appearance
8.	Spot clean doors (especially around doorknobs)	Once per week
9.	Remove cobwebs, spiders, etc. from all areas (including light fixtures)	As needed
10.	Clean and polish drinking fountains	Daily
11.	Vacuum/clean cold air grates in ceiling and heating/HVAC grates/registers in walls	Monthly
12.	Spot clean walls	As needed

B. All Carpeting

1.	Vacuum carpet – completely including each individual office	Daily – High Volume areas. 2 times per week – Low Volume areas.
2.	Spot Clean Carpeting	Whenever a spot appears or prior to 8:00 a.m. of the next morning after being reported by Township staff. Utilize methods and products as recommended by carpet manufacturer.

B. All Vinyl and Rubber Floors (Including Stairwells and Landings)

1.	Dust mop	Daily
2.	Damp mop	Twice per week
3.	Spot mop	As required to maintain clean appearance

C. All Restrooms

1.	Clean and disinfect inside and outside of sinks, wash basins, stools, urinals, grab bars and doorknob/handles/push plates and stall doorknobs/handles/locks; and polish all fixtures including dispensers	Daily
2.	Clean mirrors	Daily
3.	Replenish towels, vending machine supplies, soap, and toilet tissue (note: Township will supply towels and tissue)	Daily
5.	Clean and damp mop floors with disinfectant antiseptic cleaner	Daily
6.	Empty and clean sanitary product disposal receptacles in Women's restrooms. (Contractor to provide liners)	Daily-including replacement of liners daily

E. Entrances

1.	Damp mop floors (lobby)	Daily
2.	Wash all entrance doors and sidelight windows inside & out	Daily
3.	Vacuum carpet	Daily

F. Lunchroom area

1.	Clean and disinfect table-tops, counter tops, sinks, cabinets, faucet fixtures, and exterior surfaces of appliances	Daily
2.	Clean and damp mop floors with disinfectant antiseptic cleaner and vacuum carpet floor	Daily

G. Janitor/Utility Closets

To be kept in a neat and orderly fashion and secured at all times.

**\*Authorized Times**

The hours during which the respondent's staff will be cleaning the GT Public Library are subject to Township approval and must occur daily Monday through Saturday.

**Authorized times for the Township Library are as follows:**

- After 9:00 p.m. Monday through Thursday, after 6:00 p.m. Friday, after 5:00 p.m. Saturday, and before 9:00 a.m. Monday through Saturday.
- Cleaning after the end of Saturday's workday may occur anytime during the authorized times prior to 9:00 a.m. on Monday.
- In the event of a special program that will take place after normal hours, Library staff will communicate the necessary time change.