

INVITATION TO BID and BID
for
Custodial Cleaning Services
For the Sturgis Police Department
And/or Sturges-Young Auditorium and Civic Center

Bid of _____ (Bidder), organized and existing under the laws of
or a resident of the State of _____, doing business as _____,*
to the City of Sturgis (City).

*Insert as applicable: "a corporation," "a partnership" or "an individual."

1. City will receive sealed Bids for *Custodial Cleaning Services* at the City of Sturgis, City Manager's Office, 130 N. Nottawa Street, Sturgis, Michigan 49091 until Monday February 11, 2019 4:00p.m., local time. No Bids will be received after this date and time. Bids must be submitted on this form and shall be enclosed in an opaque, sealed envelope, marked with "Bid Enclosed", the project title and the name and address of the Bidder. Do not submit an envelope so marked unless a valid Bid is enclosed.
2. Bids may not be withdrawn for a period of 30 days after the actual date of opening thereof. This time period may be extended by mutual agreement of the City and any Bidder or Bidders. It is anticipated that a recommendation for award will be submitted to the Sturgis City Commission for consideration at its meeting on Wednesday, February 27, 2019.
3. The City reserves the right to waive any irregularities and to reject any and all Bids.
4. The undersigned Bidder proposes and agrees, if this Bid is accepted, to accept a Purchase Order and to provide Custodial Cleaning Services as specified or indicated on March 1, 2019.
5. Bidder has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance and furnishing of the work. Bidders may choose to bid on one or both of the specified areas. Appointments will be required for site visits.
6. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over City.
7. Specifications: See attached Exhibit A, Specifications for Custodial Cleaning Services Sturgis Police Department
8. Specifications: See attached Exhibit B, Specifications for Custodial Cleaning Services Sturges-Young Auditorium and Civic Center.
9. Contractor shall provide Certificates of Insurance in accordance with City standards which are summarized below. Detailed insurance requirements will be provided upon request.
Worker's Compensation: Statutory.
Comprehensive General Liability: \$1,000,000 / \$1,000,000.
Comprehensive Automobile Liability: \$1,000,000 / \$1,000,000.
10. If Bidders have questions, they may contact Daniel Root at (269) 659-7238 or at droot@sturgismi.gov.

11. Bidder agrees to complete the regular specified work for the following Monthly amount:

	Amount
1. Exhibit A: Sturgis Police Department Regular Specified work	\$ _____
2. Exhibit A: Emergency/Call in Rate/Minimum	\$ _____
3. Exhibit A: Cost for Equipment and Chemicals	\$ _____
4. Exhibit B: Sturges-Young Auditorium & Civic Center Specified work	\$ _____
5. Exhibit B: Additional Duty/Call in hourly rate	\$ _____
6. Exhibit B: Cost for Equipment and Chemicals	\$ _____

SUBMITTED on _____, 20__ By: _____
Date* Name of Bidder*

Street* Signature

City, State, and Zip* Name and Title of Signatory*

Telephone Number*

*Typed or printed in ink.

Bidder (Firm or Corporation Name)

Exhibit A
Specifications for Custodial Cleaning Services Sturgis Police Department
122 N. Nottawa St
Sturgis, MI 49091
Bids to be received by Monday February 11, 2019 at 4pm

Vendors should submit written proposals that present the vendor's qualifications and understanding of the work to be performed. The proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the specifications listed. Emphasis should be placed on completeness of services offered and clarity of content.

A complete proposal must contain the following:

1. Proposal form and signature pages
2. References – (3) including name, address, phone number and contact person.

Term of Contract

The term of the contract shall be for a two (2) year term with the option of two (2) one (1) year extensions unless earlier terminated. The contract may be terminated by either party with a thirty (30) day written notice. It is expected that the contract period will start March 1, 2019.

Payment

Payment will be made to the contractor within 30 days upon receiving contractor's monthly invoice and after approval of the City Commission. Invoices shall detail date of services and the amount for each building. Additional services, call in and emergency services shall be billed and detailed by date, hours worked and site.

Technical Scope

Contractor shall provide all supervision and labor needed to complete the required scope of work. If the contractor prefers to supply equipment and cleaning chemicals please specify cost to City of Sturgis separately on bid form. Criminal background checks shall be required for all employees prior to being granted access to facilities.

City of Sturgis will provide all consumable items, e.g. roll towels, toilet paper, hand soap, can liners and batteries for dispensers.

The schedule for this position shall be Monday – Friday with all work to be completed by 8am daily, with exceptions for some seasonal tasks that would require later finish times. Those days would be scheduled with the Deputy Police Chief.

AREAS TO BE CLEANED

Ground Floor

Entrance Lobby, Clerk's office, Record's office, Supervisor's office, Detective's office, Deputy Police Chief's office, Detention area including holding cells, Processing room, Interview Room, Squad Room, all restrooms and common hallways.

Lower Level

Code Enforcement office, Conference Room, Men's & Women's Locker Rooms/Restrooms, all common hallways, Stairs, Stairways and Elevator Landing and Elevator

Daily Tasks include but are not limited to:

Vacuum all carpeted areas including walk off mats
Sweep/Dust mop all hard floors
Damp Mop all hard floors (First floor daily, lower level weekly)
Clean Lobby, door glass, windows, clean/sanitize all furniture
Empty Trash and replace liners when food items are present
Clean/Disinfect/Sanitize Restrooms, toilets, sinks, clean mirrors
Replenish all consumable items, Paper towels, toilet paper, hand soap, batteries in dispensers
Clean drinking fountain
Clean counter tops in common areas/lobby
Remove all trash and recycling to dumpster, break down all cardboard
Replace light bulbs as needed

Daily Tasks continued:

Report noticeable items to staff

Keep inventory of all consumable items and submit requisition for needed items

Weekly Tasks

Remove spots from carpets, walk off mats

Remove walk off mats and clean floor under them

Dusting/cobwebs in corners as they occur

Seasonal (quarterly)

Clean all exterior windows on lower level

Complete High dusting, wipe down sanitize/dust HVAC grilles and units

Wipe down Walls

Clean light diffusers, wipe down fixtures

*****On Occasion it is necessary to call in staff for the purposes of biohazard clean up in the building or in a patrol vehicle. It is a reasonable expectation of the City that that service be completed within 2 hours of the time of the call.*****

Please provide the hourly rate for on-call services and any applicable minimums that will apply on the proposal form.

All communications between the contractor and the City of Sturgis shall take place with either the Deputy Police Chief or the Facilities Manager.

As needed, include requirements for compliance with OSHA & MIOSHA.

Exhibit B
Specifications for Custodial Cleaning Services Sturges-Young Auditorium & Civic Center
201 N. Nottawa St.
Sturgis, MI 49091

Bids to be received by Monday February 11, 2019 at 4pm

Vendors should submit written proposals that present the vendor's qualifications and understanding of the work to be performed. The proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the specifications listed. Emphasis should be placed on completeness of services offered and clarity of content.

A complete proposal must contain the following:

3. Proposal form and signature pages
4. References – (3) including name, address, phone number and contact person.

Term of Contract

The term of the contract shall be for a two (2) year term with the option of two (2) one (1) year extensions unless earlier terminated. The contract may be terminated by either party with a thirty (30) day written notice.

Payment

Payment will be made to the contractor within 30 days upon receiving contractor's monthly invoice and after approval of the City Commission. Invoices shall detail date of services and the amount for each building. Additional services, call in and emergency services shall be billed and detailed by date, hours worked and site.

Technical Scope

Contractor shall provide all supervision and labor needed to complete the required scope of work. If the contractor prefers to supply equipment and cleaning chemicals please specify cost to City of Sturgis separately on bid form. Criminal background checks shall be required for all employees prior to being granted access to facilities.

City of Sturgis will provide all consumable items, e.g. roll towels, toilet paper, hand soap, can liners and batteries for dispensers.

The schedule for this position would generally be Monday – Friday during normal business hours, but will require staff to be available some nights and weekends. The hours will have some flexibility based on the nature of the venue and shall be coordinated with the Auditorium Executive Director, their designee, or the Facilities Manager. It is the desire of the City of Sturgis to provide a clean, attractive and well maintained facility.

AREAS TO BE CLEANED

Main Level

Main Entrance/Vestibule, Lobby, Lounge, Main Dining Room, Men's, Women's and Family Restrooms, Rear Entrance area inside/outside, hallway to Auditorium, West St. Entrance and locker area.

Lower Level

Union Rooms A, B, C, all corridors, Men's & Women's Restrooms, stairways

Auditorium

Stage floor, main floor seating area, stairways and Balcony seating area

Daily Tasks include but are not limited to:

Vacuum all carpeted areas including walk off mats
Sweep/Dust mop all hard floors
Damp Mop/Auto Scrub all hard floors (Winter Months)
Clean Lobby, door glass, windows, clean/sanitize all furniture
Empty Trash and replace liners when food items are present
Clean/Disinfect/Sanitize Restrooms, toilets, sinks, clean mirrors
Replenish all consumable items, Paper towels, toilet paper, hand soap, batteries in dispensers
Clean drinking fountains

Daily Tasks Continued:

Clean display cases/glass

Remove all trash and recycling to dumpster, break down all cardboard

Replace light bulbs as needed

Clean Auditorium following events, vacuum, and spot mop seating areas, clean up concessions

Assist Auditorium staff with set up/tear down of events

Report noticeable items to staff

Secure building when not in use.

Keep inventory of all consumable items and submit requisition for needed items

Weekly Tasks:

Remove spots from carpets, walk off mats

Damp mop/Auto Scrub hard floors

Remove walk off mats and clean floor under them

Dusting/cobwebs in corners as they occur

Seasonal (quarterly):

Clean all exterior windows on lower level

Complete High dusting, wipe down sanitize/dust HVAC grilles and units

Wipe down Walls

Clean light diffusers, wipe down fixtures

Please provide the hourly rate for on-call services and any applicable minimums that will apply on the proposal form.

All communications between the contractor and the City of Sturgis shall take place with either the Auditorium Executive Director or the Facilities Manager.

As needed, include requirements for compliance with OSHA & MIOSHA