

## **Introduction**

The City of Evert is soliciting proposals for a one (1) year contract for cleaning services for three City buildings.

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

## **Specifications**

The specifications outline the requirements for cleaning services for four (4) City of Evert buildings. A list of each building and address is outlined to assist you in your quote. A walkthrough can be scheduled by appointment to view the buildings beforehand.

## **Building List**

- City Hall, Community Rooms & Public Restrooms– 200 S Main St – includes entryways and main hallway, Council chambers, restrooms, and entire office area.
- Airport Terminal & Restroom – 5814 100<sup>th</sup> Ave - includes entryways and main hallway, restrooms, and entire office area.
- Cant Hook Park Public Restrooms
- Forest Hill Cemetery Public Restroom – 7850 6 Mile Rd

## **Responsibilities of the Contractor**

The following cleaning instructions are outlined by building, cleaning location within the building and a cleaning schedule.

### **City Hall & Community Rooms**

#### Entrance(s), Lobby, Reception Area, General Offices, Community Rooms

Weekly:

1. Empty all trash receptacles, replacing liners, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Wash both sides of glass doors removing prints and smudges; wipe frames.
3. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings.
4. Vacuum carpets, walk off mats and traffic lanes.
5. Spot treat soiled carpet areas.
6. Dust mop hard surface floors.
7. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

Monthly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.

Yearly (Spring/Summer):

1. Thoroughly wash windows (interior and exterior on ground level) and partition glass on both sides. Damp wipe all window/glass frames (Weather permitting)

Restroom (1)

Weekly:

1. Empty all trash and sanitary napkin receptacles, replacing liners, and wipe receptacles clean. Remove trash to a collection point. (Client to furnish trash receptacles liners)
2. Stock towels, tissue, and hand soap. Wipe/polish dispensers as needed. (Client to furnish supplies)
3. Toilets to be cleaned and sanitized inside and outside.
4. Toilet seats to be wiped clean on both sides.
5. Scour and sanitize all basins. Polish bright work.
6. Remove splash marks from walls around basins.
7. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
8. Sweep or dust mop hard surface floor.
9. Dust mop hard surface floors
10. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
11. Report any restroom repairs needed to the maintenance department.

Monthly:

1. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

1. Thoroughly scrub and rinse all floors, taking care to get into corners, along edges, and beneath furniture

**Airport Terminal**

Entrance(s), Lobby, Reception Area, General Offices

Weekly:

1. Empty all trash receptacles, replacing liners, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Wash both sides of glass doors removing prints and smudges; wipe frames.
3. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings.
4. Vacuum carpets, walk off mats and traffic lanes.
5. Spot treat soiled carpet areas.
6. Dust mop hard surface floors.
7. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

Monthly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.

3. Complete all high dusting, including exhaust fans and air ventilators within reach.

Yearly (Spring/Summer):

1. Thoroughly wash windows (interior and exterior on ground level) and partition glass on both sides. Damp wipe all window/glass frames (Weather permitting)

#### Restroom (1)

Weekly:

1. Empty all trash and sanitary napkin receptacles, replacing liners, and wipe receptacles clean. Remove trash to a collection point. (Client to furnish trash receptacles liners)
2. Stock towels, tissue, and hand soap. Wipe/polish dispensers as needed. (Client to furnish supplies)
3. Toilets to be cleaned and sanitized inside and outside.
4. Toilet seats to be wiped clean on both sides.
5. Scour and sanitize all basins. Polish bright work.
6. Remove splash marks from walls around basins.
7. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
8. Sweep or dust mop hard surface floor.
9. Report any restroom repairs needed to the maintenance department.

Monthly:

1. Wipe all restroom partitions on both sides.
2. Pour fresh water down floor drains to refresh water in sewer line.
3. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
4. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

1. Thoroughly scrub and rinse all floors, taking care to get into corners, along edges, and beneath furniture

### **City Hall Public Restrooms (2)**

Daily:

1. Empty all trash and sanitary napkin receptacles, replacing liners, and wipe receptacles clean. Remove trash to a collection point. (Client to furnish trash receptacles liners)
2. Stock towels and hand soap as needed. (Client to furnish supplies)
3. Wipe/polish dispensers as needed.
4. Toilets and urinals to be wiped down as needed.
5. Toilet seats to be wiped clean on both sides.

Weekly:

1. Wipe all trash and sanitary napkin receptacles clean.
2. Wipe/polish towel and hand soap dispensers as needed.
3. Toilets and urinals to be cleaned and sanitized inside and outside.
4. Scour and sanitize all basins.
5. Remove splash marks from walls around basins.
6. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
7. Sweep or dust mop hard surface floor.
8. Report any restroom repairs needed to the maintenance department.

Monthly:

1. Wipe all restroom partitions on both sides.
2. Pour fresh water down floor drains to refresh water in sewer line.
3. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
4. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

1. Thoroughly scrub and rinse all floors, taking care to get into corners, along edges, and beneath furniture.

### **Cant Hook Park Public Restrooms (2)**

Daily:

1. Empty all trash and sanitary napkin receptacles, replacing liners, and wipe receptacles clean. Remove trash to a collection point. (Client to furnish trash receptacles liners)
2. Stock towels and hand soap as needed. (Client to furnish supplies)
3. Wipe/polish dispensers as needed.
4. Toilets and urinals to be wiped down as needed.
5. Toilet seats to be wiped clean on both sides.

Weekly:

1. Wipe all trash and sanitary napkin receptacles clean.
2. Wipe/polish towel and hand soap dispensers as needed.
3. Toilets and urinals to be cleaned and sanitized inside and outside.
4. Scour and sanitize all basins.
5. Remove splash marks from walls around basins.
6. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
7. Sweep or dust mop hard surface floor.
8. Report any restroom repairs needed to the maintenance department.

Monthly:

1. Wipe all restroom partitions on both sides.
2. Pour fresh water down floor drains to refresh water in sewer line.
3. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
4. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

1. Thoroughly scrub and rinse all floors, taking care to get into corners, along edges, and beneath furniture.

### **Forest Hill Cemetery Public Restroom (1)**

(May 1 – October 1 only)

Daily:

1. Empty all trash and sanitary napkin receptacles, replacing liners, and wipe receptacles clean. Remove trash to a collection point. (Client to furnish trash receptacles liners)
2. Stock towels and hand soap as needed. (Client to furnish supplies)
3. Wipe/polish dispensers as needed.
4. Toilets and urinals to be wiped down as needed.
5. Toilet seats to be wiped clean on both sides.

Weekly:

1. Wipe all trash and sanitary napkin receptacles clean.
2. Wipe/polish towel and hand soap dispensers as needed.
3. Toilets and urinals to be cleaned and sanitized inside and outside.
4. Remove splash marks from walls around basins.
5. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
6. Sweep or dust mop hard surface floor.
7. Report any restroom repairs needed to the maintenance department.

Monthly:

1. Wipe all restroom partitions on both sides.
2. Pour fresh water down floor drains to refresh water in sewer line.
3. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
4. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

1. Thoroughly scrub and rinse all floors, taking care to get into corners, along edges, and beneath furniture.

**Equipment and Cleaning Chemicals**

The City of Ewart will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soaps and toilet paper. Restocking of cleaning equipment and chemicals will be coordinated with the Administration Department.

**Damage**

The contractor shall report to the Administration Department any damaged facilities and/or broken items that need to be replaced so as not to be held accountable weekly.

**Worker's Compensation Certification**

I hereby certify that effective the date of my Contract with the City of Evert and at all times in the performance of such Contract that:

I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Michigan with the following insurance company:

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Company Name

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Agent's Name, Address and Telephone Number

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Policy Number and Effective Date

OR

I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Minnesota to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the City of Evert.

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Date

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Signature of Contractor

**Client References**  
**Request for Proposal for Cleaning Services**

Please list three (3) client references. It is preferred that those references are clients within the State of Michigan. The City reserves the right to contact references other than, and/or in addition to, those being furnished below.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_