



NOTICE TO BIDDERS



Notice is hereby given that the City of Plymouth, Michigan will accept sealed bids up until 2:00 p.m., June 21, 2017. The bid opening will be at 2:00 p.m., June 21, 2017 for the following:

Request for Proposal – Janitorial Services

Specifications and bid documents are available at the city hall during normal business hours. You may also download a copy of the documentation from the City's web site at: <http://www.ci.plymouth.mi.us>.

The City of Plymouth reserves the right to accept or reject any or all bids, in whole or in part, and to waive any irregularities.

Maureen Brodie, CMC
City Clerk
City of Plymouth

INSTRUCTION TO BIDDERS

MODIFICATIONS: The proposal shall not contain any recapitulations of the work to be done. The City is under no obligation to consider alternate proposals or modifications to the specifications unless specifically requested in the bid documents. Oral presentations will not be considered.

EXAMINATION/INTERPRETATION OF THE CONTRACT DOCUMENTS & ABILITY TO BID: Before submitting a proposal, bidders shall carefully read the specifications and other bid documents and shall fully inform themselves as to all existing conditions and limitations and shall include in the proposal a sum to cover the cost of all items included in the specifications. Any bidder in doubt as to the true meaning of any part of the specifications or contract documents may submit to the City of Plymouth a written request for an interpretation or correction thereof. The person submitting such request will be responsible for its prompt delivery. If the interpretation is of general significance to all bidders, the City will email a copy of the interpretation to all parties known to be considering the bid. If the interpretation is of sufficient important to potentially affect other bids, then the City may extend the bid due date to give all potential bidders an opportunity to consider the interpretation. Neither the City, nor its agents and employees, shall be responsible for any other explanations or interpretations of the specifications and bid documents, other than those issued in writing by the City Clerk.

It is the intent of the City of Plymouth that all qualified contractors are able to bid under these specifications. If the bidder feels that the specifications are unreasonably restrictive and prevent an effective bid from being submitted, then the bidder is encouraged to notify the City and provide a written request for interpretation of the specification that is being considered restrictive.

ADDENDA: Any addenda issued prior to the bid opening shall be covered by the bidder in the proposal and shall be made part of the contract documents. Receipt of such addendum shall be acknowledged in the proposal. Any addenda will be posted on the City's website after the initial request for proposal is published.

DELIVERY OF PROPOSALS: Bids shall be delivered by the time and to the place specified in the Notice to Bidders. It is the sole responsibility of the bidder to see that his/her proposal is received in proper time. Any proposal received after the scheduled closing time for receipt of proposals will not be opened. To avoid late receipt and disqualification of bids, it is recommended that bidders personally deliver bids or utilize overnight or certified mail with return receipt requested.

WITHDRAWAL: Any bidder may withdraw his proposal, by written request at any time prior to the scheduled closing time for receipt of proposals.

OPENINGS: Proposals will be opened and publicly read aloud at the time designated.

DURATION OF PROPOSALS: Each proposal shall be considered binding and in effect for a period of ninety (90) days following the bid opening.

BIDS SHOULD BE DELIVERED IN SEALED ENVELOPES BEARING THE INSCRIPTION "Request for Proposal – Janitorial Services".

DELIVER BIDS TO:

Maureen Brodie, CMC
City Clerk
City of Plymouth
201 S Main
Plymouth, MI 48170-1688

BIDDER QUALIFICATIONS/REFERENCES: All bidders shall include a list of at least three references, preferably municipalities, which the City may contact regarding the bidder's performance. Upon request, the bidder shall also furnish a written statement of its qualifications for the proposed work and a list of work completed on similar projects.

PAYMENT TERMS: To be determined by The City of Plymouth based on the proposals presented.

EQUAL EMPLOYMENT OPPORTUNITY: In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, religion, color, or national origin. The contractor shall further not discriminate against any employee or applicant for employment to be employed in the performance of this contract with respect to his/her hire, tenure, terms, conditions, privileges of employment or any matter directly or indirectly related to employment because of age, except in cases of bona-fide occupational qualifications. Non-compliance with the non-discrimination clause of this contract shall result in cancellation, termination or suspension of the contract and the contractor may be declared ineligible for further City of Plymouth contracts.

HOLD HARMLESS CLAUSE: The contractor agrees to defend and hold the City of Plymouth and its tenants harmless from any claims, actions, damages, losses and expenses of any sort arising out of or in connection with any act or omission of said company, its employees, stewards agents or sub-contractors. Proof of liability and workers compensation insurance coverage must be included with bid.

FAILURE TO PERFORM: Failure to perform according to the specifications and bid will result in immediate cancellation of the contract, with the understanding that the City will contact the contractor and inform him/her of any deficiencies and allow corrections of said deficiencies to be made within 24 hours of such notification. Repeated failures of same deficiency will result in immediate termination of the contract after written notice has been given and noted as final notice of failure to comply.

NON-COLLUSION AFFIDAVIT: Bidders will complete the enclosed Affidavit of Non-collusion by Contractor form.

THE CITY OF PLYMOUTH RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR

ALL BIDS, IN WHOLE OR IN PART, AND TO WAIVE ANY IRREGULARITIES. LOW BID DOES NOT AUTOMATICALLY GUARANTEE BID AWARD. BID IS AWARDED TO "BEST BID" AS DETERMINED BY THE CITY OF PLYMOUTH.

Janitorial Services – City Hall

The City of Plymouth is seeking a contractor to provide janitorial services at the City of Plymouth City Hall. The physical location of the City of Plymouth City Hall is 201 South Main, Plymouth, MI, 48170.

The building encompasses the administrative operations for the City of Plymouth along with the Police and Fire Departments. In addition, this facility also houses the City Commission Chambers which is used by a variety of departments as well as public organizations.

The facility has two floors and full basement including elevator. The square footages are as follows (approximate):

First Floor including Police/Fire Departments and Apparatus Bay -	13,125 SF
Second Floor including City Commission Chambers -	5,647 SF
Basement including employee restrooms -	6,833 SF

General Requirements

Cleaning Schedule

The preferred cleaning schedule is in the late afternoon/early evening hours beginning after 4:30 p.m. However, at the time the bid is awarded, the vendor will work during the business day for a period of time as determined by the City of Plymouth. This will allow for interaction with City employees to address any concerns, as well as training by City staff. Once this has been completed, the City of Plymouth will allow an alternative schedule beginning in the evening hours after 4:30 p.m. and/or on weekends. This is strictly at the City's discretion. The schedule ultimately will be made by the City.

Cleaning Equipment and Supplies

The Contractor shall provide all janitorial equipment, machines, and cleaning chemicals required to perform the below specified work. The City of Plymouth shall provide paper products, hand soaps, and trash can liners. Upon award of bid, successful bidder shall provide material safety data information on all chemicals to be used in the facility.

Background Investigation

All employees of the vendor that will be working in any City facility will be subjected to a background check including finger printing by the police department. In addition, all employees of the vendor must adhere to policies/training put forth by the City for access to various locations in the facility. No employee that fails said check will be allowed to work in this, or any, city facility. If an employee that has failed a background check is found to be working in this or any city facility the contract shall be terminated immediately. Periodic/random background checks will also be conducted by the police department at their discretion. Any employee assigned to the City of Plymouth will be issued an identification badge including photo that must be worn at all times. Under no

circumstances will any employee or other individual associated with the vendor be allowed into the facility without proper identification. Not providing proper identification shall be grounds for immediate termination of the contract.

Site Visit - MANDATORY

Attending one of the two site visit is a requirement for all bidders. Any bidder that does not attend will not be eligible to bid on this project.

June 8, 2017 (Thursday) - 2:00 p.m.

June 13, 2017 (Tuesday) - 2:00 p.m.

Site visit will consist of guided tour of entire facility by City staff. The location of the facility is 201 S Main, Plymouth, MI, 48170.

General Scope of Work

The City of Plymouth is requesting two different options as it relates to the pricing of the janitorial service. The first is a standard 5 day a week service with the same services being provided all 5 days. The second is also a 5 day a week service but limited services on 2 of the 5 days.

Option 1

Daily Service

5 days a week

The following task will be performed at minimum on each day of work:

- Empty all wastebaskets and wash as needed, dispose of debris in designated areas.
- Vacuum all carpeted areas including lunch/break rooms and offices
- Sweep, and if necessary, damp mop floor areas using dust control system and/or products. Includes all stairwells, lunch/break rooms and entryways.
- Clean and disinfect all locker rooms, shower rooms, and restrooms. Includes lavatories, sinks, bowls, urinals, mirrors, fixtures and all door handles. Refill towel, toilet tissue and soap dispensers as needed.
- Wash, disinfect and polish (if needed) all drinking fountains, and stairway handrails.
- Dust all surfaces and furniture completely, including door handles, phones, desks, files, cabinets, window sills, ledges, counters, baseboards, etc.

Weekly Service

The following task will be performed at minimum once per week:

- Wash doorways, inside & out
- Wash, rinse, re wax or refinish and buff all uncarpeted floors. Remove heel marks.
- Wash all rest room partition walls.
- Spot wash wall surfaces
- Clean main entrance door glass and partitions.
- Spot clean carpeting where necessary
- Clean and polish all metal surfaces
- Clean and polish metal door pushes, kickplates, handles and grills.
- Dust cobwebs from walls and ceilings.

- Wash all glass panels and partitions
- Wash chair floor mats.
- Vacuum all upholstered furniture.
- Clean and disinfect/sanitize, sweep, all equipment in the exercise room.

Monthly Service

The following task will be performed at minimum once per month:

- Wash and disinfect all waste baskets.
- Clean all leather furniture
- Wash all metal furniture, including desks and filing cabinets
- Dust and clean all blinds.

Option 2

The following task will be performed at minimum 3 out of 5 days of work:

- Empty all wastebaskets and wash as needed, dispose of debris in designated areas.
- Vacuum all carpeted areas including lunch/break rooms and offices
- Sweep, and if necessary, damp mop floor areas using dust control system and/or products. Includes all stairwells, lunch/break rooms and entryways.
- Clean and disinfect all locker rooms, shower rooms, and restrooms. Includes lavatories, sinks, bowls, urinals, mirrors, fixtures and all door handles. Refill towel, toilet tissue and soap dispensers as needed.
- Wash, disinfect and polish (if needed) all drinking fountains, and stairway handrails.
- Dust all surfaces and furniture completely, including door handles, phones, desks, files, cabinets, window sills, ledges, counters, baseboards, etc.

The following will be performed at minimum for the remaining 2 out 5 days of work:

- Empty all wastebaskets and wash as needed, dispose of debris in designated areas.
- Clean and disinfect all locker rooms, shower rooms, and restrooms. Includes lavatories, sinks, bowls, urinals, mirrors, fixtures and all door handles. Refill towel, toilet tissue and soap dispensers as needed.

Weekly Service

The following task will be performed at minimum once per week:

- Wash doorways, inside & out
- Wash, rinse, re wax or refinish and buff all uncarpeted floors. Remove heel marks.
- Wash all rest room partition walls.
- Spot wash wall surfaces
- Clean main entrance door glass and partitions.
- Spot clean carpeting where necessary
- Clean and polish all metal surfaces
- Clean and polish metal door pushes, kickplates, handles and grills.
- Dust cobwebs from walls and ceilings.
- Wash all glass panels and partitions
- Wash chair floor mats.

- Vacuum all upholstered furniture.
- Clean and disinfect/sanitize, sweep, all equipment in the exercise room.

Monthly Service

The following task will be performed at minimum once per month:

- Wash and disinfect all waste baskets.
- Clean all leather furniture
- Wash all metal furniture, including desks and filing cabinets
- Dust and clean all blinds.

Vendors with Questions

Questions related to this Request for Proposal should contact the City of Plymouth via email at bids@ci.plymouth.mi.us.

AFFIDAVIT OF NONCOLLUSION

STATE OF _____ COUNTY OF _____

_____ (name), being first duly sworn deposes and says

that he is _____ (title) of _____ (corporation)

who submits herewith to the City of Plymouth a proposal for **Janitorial – City Hall** for the City of Plymouth and certifies:

That all statements of fact in such proposal are true;

That such proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That such proposal is genuine and not collusive or sham;

That said bidder has not, directly or indirectly, by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the City of Plymouth, or of any other bidder or anyone else interested in the proposed contract; and further

That prior to the public opening and reading of proposals, said bidder:

1. Did not, directly or indirectly, induce or solicit anyone else to submit a false or sham proposal;
2. Did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his bid;
3. Did not in any manner, either directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else or to raise or fix any overhead, profit, cost element of his proposal price or of that of anyone else;
4. Did not, directly or indirectly, submit his proposal price or any breakdown thereof, or the content thereof, or divulge information relative thereof, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to any person or persons who have a partnership or other financial interest with said bidder in this business.

Firm Name

Signature of Bidder

Date: _____

BIDDER CONTACT INFORMATION

Contractor Name	
Address	
City/State/Zip	
Phone Number	
Fax Number	
Email Address	
Contractor Contact	

The Undersigned, having examined the scope of work, hereby proposes to perform the work in a manner satisfactory to the City of Plymouth in accordance with all specifications, terms and conditions contained in this bid document at the following rates and prices and complete all work within schedules as generally stated and specifically agreed to at the initiation of each phase of work. I affirm that I have the authority to submit this bid to the City of Plymouth for the work specified on the attached sheet.

Signature of Authorized Agent

Printed Name of Authorized Agent

Date

Please note that primary contact with all bidders/vendors will be via email.

**City of Plymouth Proposal Form
Janitorial Services**

- Provide pricing for work to be completed in table below.
- Attended Mandatory Site Visit.
 - June 06, 2017
 - June 13, 2017
- Attach reference list of clients of a similar size/nature (municipal clients preferred).
- Attach copy of proof of insurance coverage.
- Attach copy of workers compensation coverage.
- Submit Six (6) original copies of entire proposal including supporting documents.

City Hall Janitorial Service Monthly Cost	
Option 1 – 5 Days/Full Cleaning including Weekly & Monthly Service	
Option 2 – 5 Days/Modified Cleaning including Weekly & Monthly Service	

Signature of Authorized Agent

Printed Name of Authorized Agent

Date