

## Request for Bids (RFB)

Oceana County is accepting bids for janitorial services at the following locations:

- Oceana County Building, 100 S. State Street, Hart, Michigan. Approximate square feet is 33,676
- Basement Corridor and Bathrooms beneath the Jail. Approximate square feet is 955.
- Oceana County Annex Building, 314 S. State Street, Hart, Michigan. Approximate square feet is 8,484.

If a bid is awarded, it will be for a three (3) year contract effective July 1, 2014. The selected contractor will perform all cleaning duties between the hours of 5:00 p.m. and 7:00 a.m. Monday through Friday. The contractor shall provide all cleaning equipment and supplies necessary to fulfill the requirements of the contract and is responsible for maintaining MSDS for all cleaning supplies used. Cleaning supplies must be available in the building in case a need arises during business hours. The contractor may be required to provide rolled paper towels, air freshener spray, 17 x 18 plastic bags in Board Room and Women's Locker Room and 32 x 40 plastic bags for trash cans. Oceana County will provide proper dispensers for paper products and hand soap as well as the product to stock dispensary equipment.

The janitorial contract will include the following services:

1. Daily Services – To be completed Monday through Friday:
  - a. Empty and wash all waste and napkin receptacles and replace trash can liners as needed.
  - b. Dust and clean all furniture, walls, doors, door hardware, selected desks and window coverings as needed.
  - c. Vacuum all matting, entrances, hallways, and common areas. Vacuum as needed in offices. Spot clean as necessary.
  - d. Sweep and wet mop all hard surface floors.
  - e. Spot clean the windows of all entrance doors
  - f. Wash all restroom sinks, stools, urinals and diaper changing tables with a disinfectant cleaner. Sweep and mop all restroom floors. Replenish all restroom supplies including air fresheners, toilet paper, paper toweling and hand soap.
  - g. Clean stoves, microwaves, tables, chairs, and other fixtures in break rooms. Vacuum break room carpeting and empty trash receptacles. Clean break room sinks and countertops.
  - h. Collect all recyclables, break down boxes, and place in designated areas.
2. Weekly Services – Dust window sills, baseboards, file cabinets, bookcases, chairs, and other work surfaces as needed.
3. Monthly Services – Wash interior sides of all windows.
4. Semi-Annual Services – To be completed twice per year according to the schedule given to the Maintenance Supervisor at the beginning of each year:
  - a. Wash exterior sides of all windows
  - b. Wash all soiled walls

- c. Clean and polish all desk and table tops, provided the areas have been cleared by office staff.
5. Annual Services – To be completed once per year according to the schedule given to the Maintenance Supervisor at the beginning of each year:
    - a. Shampoo or steam clean all carpeted areas.
    - b. Strip and wax floors where needed.

**Interested organizations should submit bids no later than Wednesday, June 11, 2014. Any bids received after this date will be disqualified.**

Interested organizations should submit the following information:

1. A description of your company including the number and type of employees or principles/owners along with their training, any applicable licenses, and years of experience and expertise in the area of janitorial services. The selected contractor will be expected to provide the Maintenance Supervisor with a list of personnel who will clean the County buildings, background checks for these employees, and an employee work schedule
2. Monthly cost for janitorial services, including the cost of supplying rolled paper towels, air freshener spray, 17 x 18 plastic bags and 33x40 plastic bags.
3. Monthly cost for janitorial services, not including the cost of supplying paper products, air freshener spray, and plastic trash bags.
4. Proof of current liability, vehicle and workers' compensation insurance, including policy limits.
5. Mechanisms and procedure for voiding any contractual agreements.
6. List of current organizations for which you provide janitorial services and the types of services provided. Reference name and phone number shall be provided for each group listed. Any information provided for bid is to be retained as confidential information and is not for public record.

Bids may be submitted in person, by mail or by email to:

Sue Johnson  
Oceana County Administrator  
100 State Street, Suite M-4  
Hart, Michigan 49420  
Email: [sjohnson@oceana.mi.us](mailto:sjohnson@oceana.mi.us)

Thank you for your submission and we look forward to going over your information. Should Oceana County find your bid desirable, we will contact you to either present further information and/or discuss a contractual arrangement.