

## Request for Bids

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

- Oceana County Building, 100 S. State Street Hart, MI 49420. Approximate square footage is 33,676.
- Basement Corridor and bathrooms below the Sheriff Dept. Approximate square footage is 955.
- Oceana County Annex Building, 314 S. State Street Hart, Michigan. Approximate square footage is 8,484.

If a bid is awarded, it will be for a three (3) year contract effective Monday, July 1, 2017 through Tuesday, June 30, 2020. 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 fulfil the requirements of the contract and is responsible for maintaining MSDS for all cleaning supplies used. Cleaning supplies must be stored in the building in case a need arises during business hours. The contractor will be required to provide rolled paper towels or an equivalent material for cleaning, 17in. x 18in. plastic bags for Board Room and Women's Locker Room waste receptacles and 32in. x 40in. plastic bags for trash cans. Oceana County will provide dispensers for paper products, hand soap and air freshener as well as the product to stock dispensary equipment. Non dispensary air freshener will also be provided.

Any and all personnel will be required to pass background checks. This service can be provided by the Oceana County Sheriff Department.

The janitorial contract will include the following services:

➤ Daily Services – To be completed Monday through Friday:

- Empty all waste and napkin receptacles daily and replace trash can liners as necessary.
- Observe paper shredders and dispose of shredded paper when necessary.
- Vacuum all matting, entrances, hallways, offices and common areas. Spot clean carpet stains when necessary.
- Sweep and wet mop all hard surface floors.
- Spot clean all entrance / exit door glass, office reception windows, waiting area windows and door glass and courtyard windows as prints and smudges occur.
- Clean and disinfect door handles, light switches, hand rails and countertops in common areas as well as inside offices.
- Wash all restroom sinks, faucets, dispensers, shelves, toilets, urinals and diaper changing stations with a disinfectant cleaner. Sweep all restroom floors and mop with disinfectant cleaner.
- Replenish all dispensers with provided supplies including air fresheners, toilet paper, paper towel, and hand soap.
- Collect all recyclables, shredded paper and discarded cardboard boxes from halls and move to designated areas.

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### ➤ Daily Services cont'

- Clean stoves, microwaves, tables, chairs and other fixtures in breakroom. Clean breakroom sink, countertop and coffee maker with a disinfectant cleaner.

### ➤ Weekly Services - to be performed a minimum of once a week on any day.

- Dust window sills, baseboards, file cabinets, bookcases, chairs, and other work surfaces. Employees personal work space is not to be touched unless a request is made to do so.
- Spot clean walls in offices and common areas as stains, smudges, pen and pencil marks occur.
- Vacuum all offices and common areas otherwise excluded during daily cleaning. \*All areas must be vacuumed at a minimum of once per week. This includes under desks, around obstacles and fixtures, behind doors and in corners.
- Remove cob webs around ceiling edges and corners. Remove cobwebs around wall bases and stair treads and risers.

### ➤ Semi-Annual Services – To be completed in the spring and fall. Report to the Maintenance Supervisor upon initiation and completion.

- Wash the exterior of all windows including the courtyard. Second story windows may be cleaned with sponge and squeegee on an extension.
- Wash the inside surfaces of all exterior windows.
- Clean window blinds on exterior windows and privacy blinds on office to hallway windows.

### ➤ Communication Request:

- Since custodial personnel have eyes on the entire building most often, the Maintenance Department requests the assistance of the contractor with identifying needed maintenance repairs such as burned out light bulbs, leaky faucets, and any other issues that may need attention.
- Please contact the Maintenance Supervisor when staff changes take place.

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**Interested organizations should submit bids no later than Friday, May 12, 2017. Any bids received after this date will be disqualified.**

**Bids are to be opened and read at the Regular Meeting of the Oceana County Board of Commissioners on Thursday, May 25, 2017 at 2:00 P.M.**

**The Oceana County Board of Commissioners reserves the right to reject any or all proposals submitted, to request additional information from any bidder and to waive any irregularities in the bidding process if it is in the best interest of the County.**

**The award of the bid will be made to the firm which, in the opinion of the Oceana County Board of Commissioners, is best qualified to meet Oceana County's needs.**

Interested organizations should submit the following information:

- 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.
- Monthly cost for janitorial services including the cost of supplying necessary cleaning products and waste can liners.
- Proof of current liability, vehicle and workers' compensation insurance, including policy limits.
- Mechanisms and procedure for voiding any contractual agreements.
- List of current organizations for which you provide janitorial services as well as the type 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.
- It is estimated that a minimum of four (4) hours per day is required to properly carry out the afore mentioned duties at the County Building location and a minimum of two (2) hours per day is required to carry out the duties at the Annex location. Please bid accordingly.
- Bids may be submitted in person, by mail or e mail to:

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Curt McClellan  
Oceana County Maintenance Supervisor  
100 S. State Street, Suite L13  
Hart, Michigan 49420  
[maintenance@oceana.mi.us](mailto:maintenance@oceana.mi.us)

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