



# Memorandum

Grand Traverse County  
Facilities Management  
1207 W. Civic Center Dr.  
Traverse City, MI 49686  
(231) 922-4402  
[jberry@grandtraverse.org](mailto:jberry@grandtraverse.org)

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TO: Prospective Bidders  
DATE: September 15, 2020  
FROM: Joe Berry, Director  
SUBJECT: Request for Bids for Custodial Services

Grand Traverse County is accepting sealed bids for custodial services.

Bids will be accepted based on meeting the qualifications for providing the services, and submittal for proof of insurance and bonding requirements.

Attached to this letter is an invitation to bid and bid form to provide interested parties with sufficient information to enable them to prepare and submit bids for a contract award.

The County reserves the right to consider bids or modifications received at any time before award is made, if such action is in the best interest of the County. The County also reserves the right to reject any and all bids received as a result of this request, to split the award between vendors, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the County. The County does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

Inquiries which require a written response must be received no later than Friday, September 25, 2020.

Sealed bids must be received by Wednesday, September 30, 2020 at 4:00 p.m. on the MITN Purchasing Group site [www.bidnetdirect.com/mitn](http://www.bidnetdirect.com/mitn) or by hard copy to:

Custodial Services Bid  
Grand Traverse County Facilities Management  
c/o Administration  
400 Boardman Avenue, Suite 305  
Traverse City, MI 49684

Attachments:  
Instructions to Bidders and Bid Form



## **REQUEST FOR BIDS**

### **Custodial Services**

**Due: Wednesday, September 30, 2020 at 4:00 p.m.**

#### **Issued by**

**Grand Traverse County  
Facilities Management  
1207 W. Civic Center Dr.  
Traverse City, MI 49686**

#### **POINT OF CONTACT**

**Joe Berry, Director  
Facilities Management  
Phone: (231) 922-4402  
[jberry@grandtraverse.org](mailto:jberry@grandtraverse.org)**

# INSTRUCTIONS TO BIDDERS

## GENERAL INFORMATION

### 1-1 Purpose

Grand Traverse County is requesting bids for custodial services for 12 County office buildings covering approximately 330,000 total square feet and services for 5 parks to provide cleaning and sanitation services to maintain the integrity of facilities for use by taxpayers, employees, and visitors to Grand Traverse County.

Custodial services will be performed at the following locations:

### BUILDING LOCATIONS

Health Service Building  
2600 LaFranier Road  
Traverse City, MI 49686

estimated square footage: 29,301  
Evenings: Monday thru Friday

\*Dental Clinics North shall enter into a separate contract with contractor for services in the dental clinic portion of the building, which covers 4,795 of the 34,096 sq. ft. total for the building.

Public Service Building  
2650 LaFranier  
Traverse City, MI 49686

estimated square footage: 17,725  
Evenings: Monday thru Friday

Governmental Center  
400 Boardman Avenue  
Traverse City, MI 49684

estimated square footage: 54,337  
Evenings: Monday thru Friday

Historic Courthouse  
322 Washington St.  
Traverse City, MI 49684

estimated square footage: 25,219  
Evenings: Monday thru Friday

Prosecuting Attorney Office  
324 Court St.  
Traverse City, MI 49684

estimated square footage: 3,801  
Evenings: Monday thru Friday

Robert P. Griffin Hall of Justice  
280 Washington St.  
Traverse City, MI 49684

estimated square footage: 54,254  
Evenings: Monday thru Friday

Law Enforcement Center  
851 Woodmere Ave.  
Traverse City, MI 49686

estimated square footage: 23,326  
Days: Monday thru Friday

Jail  
320 Washington Street  
Traverse City, MI 49684

estimated square footage: 45,711  
Unsecured areas: Days: Monday thru Friday  
Secured areas: Monthly

Non-secured areas: office area, police locker rooms, stairwells and restrooms

Secured areas: office area, 18 showers, sober tank

Front Street  
MSU Extension / Commission on Aging  
520 W. Front Street  
Traverse City, MI 49684

estimated square footage: 11,481  
Evenings: Monday thru Friday

Facilities Shop  
1207 W. Civic Center Drive  
Traverse City, MI 49686

estimated square footage: 6,514  
Days: Monday thru Friday

Civic Center  
1213 W. Civic Center Drive  
Traverse City, MI 49686

estimated square footage: 50,295  
Evenings: Every evening except holidays  
Days: Monday thru Friday  
Additional services as required for events  
and tradeshow

Traverse City Senior Center  
801 E. Front Street  
Traverse City, MI 49686

estimated square footage: 3,857  
Evenings: Sunday thru Thursday  
between 10 p.m. and 6 a.m.  
Room set up services Friday  
between 3:30 and 5:30 p.m.

## **PARK LOCATIONS**

Civic Center Park Restrooms  
Grounds building and sector office  
1213 W. Civic Center Drive  
Traverse City, MI 49686

estimated square footage: 7,072  
Stock Days: April to November  
Clean Evenings: April to November

Beitner Park  
1450 Cass Rd.  
Traverse City, MI 49686

estimated square footage: 50  
Once per week Memorial to Labor Day  
Biweekly April, May, Sept, and October

Medalie Park  
1846 W. South Airport Rd.  
Traverse City, MI 49686

estimated square footage: 535  
3x per week Memorial to Labor Day  
1x per week April, May, Sept, and October

VASA  
4450 Bartlett Rd.  
Williamsburg, MI 49690

estimated square footage: 1,384  
2x per week Memorial to Labor Day  
1x per week April, May, Sept, and October

Twin Lakes Park  
Including lodge & dormitory camp  
6800 N. Long Lake Rd.  
Traverse City, MI 49685

estimated square footage: 18,906  
On call as needed per event schedule  
with 2 week notice provided

Services are to begin between the hours of 5 p.m. and 7 p.m. Monday through Friday unless otherwise noted.

When buildings are closed for holidays (listed below), no custodial services are required except that services are still required for those buildings noted as open.

- New Year's Day
- President's Day (Dental Clinic open)
- Good Friday – Civic Center, Historic Courthouse, Hall of Justice, Prosecuting Attorney Office, and Dental Clinic are open
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day (Dental Clinic open)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day – Civic Center is open
- Christmas Day
- New Year's Eve Day – Civic Center and Dental Clinic open

If a holiday falls on Saturday, buildings are closed on Friday. If a holiday falls on Sunday, buildings are closed on Monday.

Services are to include the following.

#### Daily Removal of Trash and Recyclable Material

1. Empty all trash and recyclable bins in and outside of each building, floor, and division including containers in rest rooms, cafeterias and break rooms, meeting rooms, jury rooms, hallways, entrance areas, facility premises, parks, and common areas daily.
2. Remove any trash/debris from facility premise entrance areas.

#### Daily Disinfecting and Sanitizing

1. Clean, disinfect and sanitize all rest room countertops, commodes, and associated hardware daily – including locker rooms.
2. Clean all entrance hardware daily.
3. Clean all glass and mirrors including entrance doors daily.
4. Clean all table tops in lunch rooms and meeting rooms daily.

#### Daily Restocking

1. Replenish paper products, soap, and supplies daily as needed to ensure there is enough stock to last until the next scheduled replenishing, leaving enough stock for replacement.

#### Floor Care

Floor care shall consist of vacuuming, sweeping, or mopping. All areas are to be cleared of dirt, debris or other hazards on a daily basis.

1. Complete floor care for general areas including hallways, entrances, rest rooms, and other high traffic areas daily.

2. Complete floor care for offices and low traffic areas at least weekly or more frequently as needed based on condition.
3. Complete floor care for internal stairways at least weekly or more frequently as needed based on condition.
4. Sweep sidewalks and inside and outside entrance areas at the Senior Center daily.
5. Complete stain removal and remove messes from flooring daily as needs occur.

#### Building Security and Energy Usage

1. Ensure all lighting has been turned off.
2. Ensure all windows and interior doors have been secured.
3. Ensure all entrance doors have been locked and secured.
4. Ensure all gates have been locked and secured.

#### General Cleaning

1. Dust and remove cob webs weekly. Ensure general areas, light fixtures, counter tops, handrails, walls, rest rooms, partitions, window sills, and other areas are clear of cob webs and dust. Exclude only employee workstations; employees will be responsible for dusting their own work area.
2. Provide general cleaning services.
3. Keep entry ways clean and clear of obstruction including snow removal during times when patrons will be accessing buildings such as meetings conducted after hours.
4. Report to Facilities Management any items needing repair including the exact location and a description of the problem. This includes plumbing, electrical, heating / cooling services, or other items noticed during routine custodial services.

#### Room Set Up

1. Meeting room set up as requested including moving and arranging chairs for meetings and overflow attendance and putting them back to their default set up after meetings have concluded.

#### On-Call Services

1. Provide services when called upon as needs arise such as for overflowed toilets, toilets that need plunging, spill clean up, or other custodial needs that require immediate attention.
2. Provide services for events and shows as needed.
3. Provide emergency service for unforeseen circumstances at no additional fee including during non-business hours as needed.

#### Special Events/Trade Shows at the Civic Center and Howe Arena

Typically beginning in March and ending in August, the Civic Center and/or Howe Arena have multiple special events, camps, or trade shows (approximately 20 per season). Custodial services will be required for events without additional cost to the County under the contract.

1. Civic Center Administrative Office will provide specific detailing – per event – for duties related to custodial services, providing 2 weeks notice for services.
2. Custodial staff will be required to provide daytime maintenance of the restrooms, main lobby, and entrance area of the Civic Center. This includes trash removal, replenishing paper products and soap, and floor care services (mopping), as needed. Advanced

notice will be provided for specific events requiring multiple day time cleaning services – up to two (2) per day.

3. Custodial staff are required to clean the entire building following each event, including nightly vacuuming of the carpeted aisles during each specialty show held at Howe Arena.
4. Custodial staff will ensure that the building is secure at the conclusion of each event and meeting.
5. Custodial staff will complete all custodial services prior to the start of the next business day.

### 1-2 Additional Services

Additional services for floor care such as carpet extraction, stripping and waxing, to be considered as an additional cost. Equipment for the completion of these duties will be the responsibility of the successful bidder.

The cost basis for the additional duties will be listed separately on the attached bid form.

1. Carpet extraction is anticipated twice per year for high traffic areas – hallways and entrances.
2. Carpet extraction is anticipated once per year for general areas as requested – offices, meeting rooms, etc.
3. Stripping and waxing services are anticipated three times per year for high traffic areas – cafeterias, hallways, and tiled entry ways.

### 1-3 Staffing Requirements

To be considered bidders must:

1. Maintain adequate staff to ensure high quality custodial services. Contractor personnel must be able to speak English, communicate clearly and follow written directions and have a clear understanding of directions for chemical application.
2. Provide verification for the number of employees on the company payroll with preference being at least 25 employees on active payroll for the past three years.
3. Provide verification for years in business – preference being 10 or more years.
4. Provide proof of insurance and bonding as required for contractual obligations.
5. Have an on-site supervisor / point of contact. This individual must be accessible by cell phone during working hours for the custodial services.
6. Provide verification emergency response / management availability is available on a 24/7 basis for call-in service.
7. Provide details to ensure employee time keeping / hours of work – per location.
8. Provide an up-to-date list of employees, including verification of security clearance for employees performing work for Grand Traverse County.
9. Ensure that each employee is background checked by contractor including criminal history, drug and alcohol screening, and ICHAT. Contractual custodial staff with outstanding warrants, felonies, or crimes involving theft may not be assigned to perform work for Grand Traverse County. Security clearance must ensure employees have not been convicted of any misdemeanor or felonies.
  - o These requirements apply to all employees assigned to perform work for Grand Traverse County. (Clearance Level 2)
  - o Contractual custodial staff assigned to perform work in law enforcement facilities – including the Law Enforcement Center, Jail, Historic Courthouse,

Robert P. Griffin Hall of Justice, and Prosecuting Attorney Office – require a higher level of screening and must be finger-printed at the Grand Traverse County Jail at contractor's expense and be approved by law enforcement before accessing and conducting work in law enforcement facilities.  
(Clearance Level 1)

10. Sign HIPPA confidentiality statements and file those with Facilities Management annually or as required by the Health Department when assigned to perform work in the Health Services Building.
11. Maintain confidentiality to the same [standards](#) as expected of Grand Traverse County employees.
12. Ensure that each employee is uniformed with company identification – including name tag – while performing work for Grand Traverse County.
13. Maintain a daily check list for services provided and by whom.

It shall be the responsibility of the contractor to ensure that their employees meet all health and safety requirements imposed by law. This shall include all safety equipment and training required for completion of custodial services.

Contractual custodial staff are not allowed the use of tobacco products while performing custodial services at County buildings; however, custodial staff are allowed to use them in the designated outdoor areas during breaks or lunch hours

Contractor employees shall refrain from using any County equipment, including but not limited to phones, copiers, and fax machines.

Contractual custodial staff must not be impaired by use of alcohol or drugs while completing custodial services. Grand Traverse County reserves the right to dismiss a contractual employee suspected to be under the influence scheduled to perform custodial services.

#### 1-4 Chemical Requirements

The successful bidder will provide all chemicals for use during the duration of the custodial contract. Arrangements can be made for limited on-site storage at each location.

The successful bidder must:

1. Provide verification that all chemicals meet the green seal standards and requirements.
2. Provide product samples for approval prior to use within the County buildings.
3. Maintain a list of all certified cleaners / disinfectants in use at each location.
4. Maintain Safety Data Sheets (SDS) for each cleaner / disinfectant stored or in use at each County building.
5. Maintain enough stock to ensure that there is no interruption in cleaning / disinfecting procedures.

#### 1-5 Paper Products, Supplies, and Trash Liners

The successful bidder will provide all paper products, soap, supplies, and trash liners for use during the duration of the custodial contract. Arrangements can be made for limited on-site storage at each location.

The successful bidder must:



1. Provide product samples prior to use within the County buildings.
2. Maintain enough stock for daily replacement of said products without interruption of cleaning procedures.
3. Supply paper products that conform and fit into existing dispensers or provide new dispensers if the paper products or chemical products do not fit into existing dispensers.
4. Grand Traverse County encourages the use of recycled products.

#### 1-6 Equipment Requirements

The successful bidder will provide and maintain all cleaning equipment used during the duration of the custodial service contract. Equipment must be in good working order, free of any electrical or other known hazards, and be clearly identified as belonging to contractor. Arrangements can be made for limited on-site storage at each location.

The successful bidder will be required to:

1. Provide vacuum(s) for each location
2. Provide floor care and cleaning equipment including but not limited to: brooms, mops, dust cloths, buckets, dust pans, etc.
3. Replace the vacuum collection bags regularly to avoid unpleasant smells when operated

#### 1-7 Locks and Keys

Contractual custodial staff will be provided with the proper keys and access cards for entry into their designated area. Facilities Management will maintain a master list of each key issued to an employee.

Keys are nontransferable. Lost or stolen keys must be reported to the Facilities Management office immediately or if there has been a change in employees or assigned buildings.

The contractor will be charged for all replacement keys: \$5 per access card and \$10 per key for entry doors.

#### 1-8 Contract Award

To be considered for contract, successful bidders must:

1. Provide proof of experience information indicating that they have been / currently are under contract for cleaning buildings and comparable square footage requirements as those listed for Grand Traverse County.
2. Provide letters of reference from current / past customers which have been provided custodial services from your company.
3. Indicate all costs for custodial services per location based on services being completed as noted.
4. Bid based on the lay-out of each building, square footage to be cleaned, and the number of rest rooms. If your company has not participated in a pre bid conference for past requests and needs a review, you must contact Joe Berry to schedule time.

The contract period is anticipated to be for three (3) years – with an anticipated start date of January 1, 2021. Grand Traverse County reserves the right to a 30 day out clause for discontinuing the terms of the contract without penalty.

Invoices shall be submitted monthly for payment after completion of services. The Director of Facilities Management reserves the right to review services and address areas of concern or requests for improvement to ensure satisfactory completion of services

The County reserves the right to contract for services per location and to consider bids or modifications received at any time before award is made, if such action is in the best interest of the County.

#### 1-9 Rejection of Bids

The County also reserves the right to reject any and all bids received as a result of this request, to split the award between vendors, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the County. The County does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

#### 1-10 Incurring Costs

Grand Traverse County is not liable for any cost incurred by the firm prior to the issuance of a contract.

#### 1-11 Pre-bid Conference

No pre bid conference will be held in conjunction with this RFB. Bidders who need to review service locations in order to submit a bid must contact Joe Berry to schedule time.

#### 1-12 Inquiries

Questions that arise as a result of this RFB which require a written response must be submitted in writing to the Facilities Management no later than Friday, September 25, 2020 at 5:00 p.m.

#### 1-13 Addenda to the RFB

In the event it becomes necessary to revise any part of this RFB, addenda will be provided on MITN.

#### 1-14 Response Date

To be considered, sealed bids must be submitted on or before the date specified in the cover letter. Firms mailing bids should allow normal delivery time to insure timely receipt of their bids.

#### 1-15 Bids

To be considered, firms must submit a complete response to this RFB, using the format provided. Sealed bids may be submitted by hard copy to the Issuing Office or online on the MITN Purchasing Group site – [www.bidnetdirect.com/mitn](http://www.bidnetdirect.com/mitn). Hard copy bids should be submitted in three (3) copies. No other distribution of bids will be made by the firm. Bids must be signed by an official authorized to bind the firm to its provisions. For this RFB, the bid must remain valid for at least ninety (90) days.

#### 1-16 Acceptance of Bid Content

The contents of the bid of the successful bidder, as mutually modified, amended or supplemented shall become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

**1-17 Interview/Oral Presentation**

The County may request an interview and/or oral presentation of any firms who submit a bid. These meetings provide opportunity for the County to ask questions and for the bidder to clarify the bid. The Issuing Office will schedule these presentations.

**1-18 News Releases**

News releases pertaining to this RFB or the service, study, or project to which it relates will not be made without prior County approval, and then only in coordination with the Issuing Office.

**1-19 Disclosure of Bid Contents**

Bids are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, Act 442).

After contract award, a summary of total price information for all submissions will be furnished upon request to those bidders participating in this RFB.

**1-20 Independent Price Determination**

By submission of a proposal, the bidder certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, that in connection with this proposal:

- A. The prices of the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any other competitor;
- B. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the bidder and will not be knowingly disclosed by the bidder to any competitor; and
- C. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

**1-21 Contractor's Liability**

The Contractor will provide and maintain public and professional liability, property damage, and worker's compensation insurance insuring, as they may appear, the interests of all parties to any agreement that results from this RFB. The Contractor is responsible for insuring that all precautions are exercised at all times for the protection of all persons and property. Documentation of the above insurances will be provided by the successful bidder to the County prior to Contract execution and will be included as a Contract rider. Listed below are the minimum limits to liability.

**Coverages**

Workers' Compensation

**Limits of Liability**

Statutory

|                              |                             |
|------------------------------|-----------------------------|
| Employer's Liability         | \$ 500,000                  |
| Commercial General Liability | \$1,000,000 each occurrence |
| Automobile Liability         | \$100,000 per occurrence    |
| Property Damage Liability    | \$1,000,000 each occurrence |
| Excess Liability Coverage    | \$1,000,000 each occurrence |

The contractor must provide these property and liability insurance coverage on an "Occurrence Basis". Coverage shall include the following extensions (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent.

The Contractor shall secure all necessary certificates and permits from municipal or other public authorities and comply with all national, State, and municipal laws, ordinances, and regulations as may be required.

#### 1-22 County's Liability

The selected firm agrees to indemnify, defend, and save harmless the County, its officers, agents, and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFB. Further, if any recipient of a contract subcontracts for work, they will enter into a contract with such subcontractor(s) which indemnifies the County as provided herein.

#### 1-23 Silence of Specifications

The apparent silence of this specification and any supplemental specification as to any detailed description omission shall be regarded as meaning that only the best commercial practices are to prevail and that only material of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretation of this specification shall be made upon the basis of this statement.

#### 1-24 Safety

The contractor shall comply with and ensure that the contractor's personnel and subcontracted personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of the Michigan Occupational Safety and Health Administration for the general industry and for the construction industry. The contractor shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified to be performed by the contractor and subcontractor(s).

The contractor shall identify to the County Project Office at least one on-site person who is the contractor's competent, qualified, or authorized person on the worksite and who is, by training or experience, familiar with policies, regulations and standards applicable to the work being performed. The competent qualified or authorized person must be capable of identifying existing and predictable hazards in the surroundings or working conditions

which are unsanitary, hazardous or dangerous to employees, shall be capable of ensuring that applicable safety regulations are complied with, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the contractor's personnel from the work site. **The contractor shall provide to the County, at the County's request, a copy of the contractor's written safety policies and safety procedures applicable to the scope of work.** Failure to provide this information within seven (7) days of the County's request may result in cancellation of the award.

1-25 OSHA Requirements

The contractor certifies that all material supplied or used under this contract meets all occupational safety and health administration (O.S.H.A.) requirements, both federal and those of the commonwealth of Michigan; and further certifies that, if the material delivered or used in the performance of the work is found to be deficient in any of the applicable State or Federal Occupational Safety and Health requirements, all costs necessary to bring the material into compliance with the requirements shall be borne by the contractor.



# PROJECT BID FORM

## GRAND TRAVERSE COUNTY

PROJECT: Custodial Services

DUE DATE: Wednesday, September 30, 2020 at 4:00 p.m.

TO: [www.bidnetdirect.com/mitn](http://www.bidnetdirect.com/mitn) or

Custodial Services Bid  
Grand Traverse County  
Facilities Management  
c/o Administration  
400 Boardman Avenue, Suite 305  
Traverse City, MI 49684

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Bidder's Tel. No.: \_\_\_\_ / \_\_\_\_\_

### PROOF OF BONDABILITY

Grand Traverse County reserves the right to request a letter from Surety, licensed to do business in the State of Michigan, stating that Bidder is able to obtain Performance Bonds, and Labor and Material Payment Bonds, for one hundred percent (100%) of the Base Bid amount.

### BONDING COST

At the Owner's option, bonds will be furnished at an increase to the Base Bid sum as follows:

A. Labor and Material Payment Bond Add (\$ \_\_\_\_\_)

B. Performance Bond Add (\$ \_\_\_\_\_)

### FEES FOR HANDLING ADDITIONAL WORK

For additional work to be performed, upon instruction of the owner, by the undersigned agrees to complete the work per the price factor listed under 'additional cost basis' on the bid forms / per location.

The undersigned agrees that each request for extra work duties shall be accompanied with complete itemized labor breakdown for hours associated with the specified request (carpet cleaning or stripping and waxing).

The undersigned agrees that the request for additional duties shall be agreed upon in writing prior to completion.

**ACKNOWLEDGMENTS**

By initialing, \_\_\_\_\_ (business name) acknowledges that:

\_\_\_\_\_ The bidder has received the Bid Form, the Bid Request, and Specifications, and further acknowledges that the bidder has received the following addenda issued thereto and has incorporated their provision in the bid:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

\_\_\_\_\_ The bid documents have been read and carefully examined that the bidder fully understands and has correlated their observations with the requirements of the bidding documents.

\_\_\_\_\_ The bidder has visited the site, has familiarized themselves with the local conditions under which the work is to be performed and has correlated their observations with the requirements of the proposed contract documents.

\_\_\_\_\_ Their bid is based upon the materials, systems and equipment required by the bid documents and that exceptions are fully explained.

\_\_\_\_\_ This cost and price analysis is submitted in full compliance with the provisions of the paragraph titled 'Independent Price Determination' in Part I of the RFB to which this proposal is a response.

**NEGOTIATION**

The undersigned agrees that should the overall costs of this project exceed the funds available, after designation as the successful bidder, the bidder will be willing to negotiate with the owner for the purpose of making reductions in the contract work. The contractor shall agree to give full credit for all such deductions in the work requested by the owner, including full value for labor, material and subcontract work, and reasonable proportionate reductions in overhead and profit, thereby arriving at an agreed upon contract price.

**SPECIAL TERMS AND CONDITIONS**

The undersigned has attached all special terms and conditions which would be contingent upon entering into a contract.

The undersigned has included:

- Letters of reference
- Business description of services, including years in service and number of employees
- Comparable information for services requested by Grand Traverse County which are completed at other local businesses

AGREEMENTS

In submitting this bid, the undersigned agrees:

1. To hold their bid open for 90 consecutive calendar days from the bid due date.
2. To enter into and execute a contract with Grand Traverse County, 400 Boardman Avenue, Traverse City, Michigan, 49684, if awarded on the basis of this bid, and to furnish required submittals within seven (7) days of notification of selection of contract for the work.
3. To perform the work in accord with the proposed contract documents and to perform said work within the time period stipulated in the bid.

LEGAL STATUS AND SIGNATURE OF BIDDER

Business Name: \_\_\_\_\_

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

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Federal ID # \_\_\_\_\_

\_\_\_\_ Corporation incorporated under the laws of the State of \_\_\_\_\_

\_\_\_\_ Partnership Names and Addresses of all members

| <u>NAME</u> | <u>ADDRESS</u> |
|-------------|----------------|
| _____       | _____          |
| _____       | _____          |
| _____       | _____          |

\_\_\_\_ Sole Proprietorship, doing business as \_\_\_\_\_

2. Complete all information below.

Authorized Negotiator

Name \_\_\_\_\_ Title \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.



## BUILDING LOCATIONS

|  | Health Services Building | Public Services Building | Governmental Center | Historical Courthouse | Prosecuting Attorney's Office | Hall of Justice |
|--|--------------------------|--------------------------|---------------------|-----------------------|-------------------------------|-----------------|
| # employees required for daily cleaning                  |                          |                          |                     |                       |                               |                 |
| <b>2021 Cleaning Per Year</b>                            |                          |                          |                     |                       |                               |                 |
| Based on Monthly Total                                   |                          |                          |                     |                       |                               |                 |
| Number of Hours Per Day                                  |                          |                          |                     |                       |                               |                 |
| <b>Additional Costs</b>                                  |                          |                          |                     |                       |                               |                 |
| Carpet Cleaning Cost Per Hour                            |                          |                          |                     |                       |                               |                 |
| Number of Hours Per Cleaning                             |                          |                          |                     |                       |                               |                 |
| Recommended to be Cleaned # Times Per Year               |                          |                          |                     |                       |                               |                 |
| Annual Total   | \$ -                     | \$ -                     | \$ -                | \$ -                  | \$ -                          | \$ -            |
| Stripping and Waxing Cost Per Hour                       |                          |                          |                     |                       |                               |                 |
| Number of Hours Per Cleaning                             |                          |                          |                     |                       |                               |                 |
| Recommended to be Cleaned # Times Per Year               |                          |                          |                     |                       |                               |                 |
| Annual Total   | \$ -                     | \$ -                     | \$ -                | \$ -                  | \$ -                          | \$ -            |
| <b>2021 Total Cleaning Per Year</b>                      | \$ -                     | \$ -                     | \$ -                | \$ -                  | \$ -                          | \$ -            |
| <b>2022 Cleaning Per Year</b>                            |                          |                          |                     |                       |                               |                 |
| Carpet Cleaning Cost                                     |                          |                          |                     |                       |                               |                 |
| Stripping and Waxing                                     |                          |                          |                     |                       |                               |                 |
| <b>2022 Total Cleaning Per Year</b>                      | \$ -                     | \$ -                     | \$ -                | \$ -                  | \$ -                          | \$ -            |
| <b>2023 Cleaning Per Year</b>                            |                          |                          |                     |                       |                               |                 |
| Annual Carpet Cleaning Cost                              |                          |                          |                     |                       |                               |                 |
| Annual Stripping and Waxing                              |                          |                          |                     |                       |                               |                 |
| <b>2023 Total Cleaning Per Year</b>                      | \$ -                     | \$ -                     | \$ -                | \$ -                  | \$ -                          | \$ -            |
| <b>Total Bid Cost for 3-Year Pricing</b>                 | \$ -                     | \$ -                     | \$ -                | \$ -                  | \$ -                          | \$ -            |
| <b>Total Bid Cost for 3-Year Pricing - All Locations</b> | \$ -                     |                          |                     |                       |                               |                 |

|  | Law Enforcement Center | Jail | Front Street | Facilities Shop | Civic Center | Traverse City Senior Center |
|--|------------------------|------|--------------|-----------------|--------------|-----------------------------|
| # employees required for daily cleaning    |                        |      |              |                 |              |                             |
| <b>2021 Cleaning Per Year</b>              |                        |      |              |                 |              |                             |
| Based on Monthly Total                     |                        |      |              |                 |              |                             |
| Number of Hours Per Day                    |                        |      |              |                 |              |                             |
| <b>Additional Costs</b>                    |                        |      |              |                 |              |                             |
| Carpet Cleaning Cost Per Hour              |                        |      |              |                 |              |                             |
| Number of Hours Per Cleaning               |                        |      |              |                 |              |                             |
| Recommended to be Cleaned # Times Per Year |                        |      |              |                 |              |                             |
| Annual Total                               | \$ -                   | \$ - | \$ -         | \$ -            | \$ -         | \$ -                        |
| Stripping and Waxing Cost Per Hour         |                        |      |              |                 |              |                             |
| Number of Hours Per Cleaning               |                        |      |              |                 |              |                             |
| Recommended to be Cleaned # Times Per Year |                        |      |              |                 |              |                             |
| Annual Total                               | \$ -                   | \$ - | \$ -         | \$ -            | \$ -         | \$ -                        |
| <b>2021 Total Cleaning Per Year</b>        | \$ -                   | \$ - | \$ -         | \$ -            | \$ -         | \$ -                        |
| <b>2022 Cleaning Per Year</b>              |                        |      |              |                 |              |                             |
| Carpet Cleaning Cost                       |                        |      |              |                 |              |                             |
| Stripping and Waxing                       |                        |      |              |                 |              |                             |
| <b>2022 Total Cleaning Per Year</b>        | \$ -                   | \$ - | \$ -         | \$ -            | \$ -         | \$ -                        |
| <b>2023 Cleaning Per Year</b>              |                        |      |              |                 |              |                             |
| Annual Carpet Cleaning Cost                |                        |      |              |                 |              |                             |
| Annual Stripping and Waxing                |                        |      |              |                 |              |                             |
| <b>2023 Total Cleaning Per Year</b>        | \$ -                   | \$ - | \$ -         | \$ -            | \$ -         | \$ -                        |
| <b>Total Bid Cost for 3-Year Pricing</b>   | \$ -                   | \$ - | \$ -         | \$ -            | \$ -         | \$ -                        |

|  | Dental Clinic |
|--|---------------|
| # employees required for daily cleaning    |               |
| <b>2021 Cleaning Per Year</b>              |               |
| Based on Monthly Total                     |               |
| Number of Hours Per Day                    |               |
| <b>Additional Costs</b>                    |               |
| Carpet Cleaning Cost Per Hour              |               |
| Number of Hours Per Cleaning               |               |
| Recommended to be Cleaned # Times Per Year |               |
| Annual Total                               | \$<br>-       |
| Stripping and Waxing Cost Per Hour         |               |
| Number of Hours Per Cleaning               |               |
| Recommended to be Cleaned # Times Per Year |               |
| Annual Total                               | \$<br>-       |
| <b>2021 Total Cleaning Per Year</b>        | \$<br>-       |
| <b>2022 Cleaning Per Year</b>              |               |
| Carpet Cleaning Cost                       |               |
| Stripping and Waxing                       |               |
| <b>2022 Total Cleaning Per Year</b>        | \$<br>-       |
| <b>2023 Cleaning Per Year</b>              |               |
| Annual Carpet Cleaning Cost                |               |
| Annual Stripping and Waxing                |               |
| <b>2023 Total Cleaning Per Year</b>        | \$<br>-       |
| <b>Total Bid Cost for 3-Year Pricing</b>   | \$<br>-       |

## PARK LOCATIONS

|  | Beitner Park | Medalie Park | VASA | Twin Lakes Park |
|--|--------------|--------------|------|-----------------|
| # employees required for cleaning          |              |              |      |                 |
| <b>Hourly Rate</b>                         |              |              |      |                 |
| Number of Hours Per Cleaning               |              |              |      |                 |
| <b>Additional Costs</b>                    |              |              |      |                 |
| Carpet Cleaning Cost Per Hour              |              |              |      |                 |
| Number of Hours Per Cleaning               |              |              |      |                 |
| Recommended to be Cleaned # Times Per Year |              |              |      |                 |
| Annual Total                               | \$ -         | \$ -         | \$ - | \$ -            |
| Stripping and Waxing Cost Per Hour         |              |              |      |                 |
| Number of Hours Per Cleaning               |              |              |      |                 |
| Recommended to be Cleaned # Times Per Year |              |              |      |                 |
| Annual Total                               | \$ -         | \$ -         | \$ - | \$ -            |

## WEEKLY CLEANING SCHEDULE

|                    | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday or Sunday |
|--------------------|--------|---------|-----------|----------|--------|--------------------|
| Floor Care         |        |         |           |          |        |                    |
| Stairways          |        |         |           |          |        |                    |
| Dusting & Cob Webs |        |         |           |          |        |                    |