



City of  
Jonesville

REQUEST FOR PROPOSALS  
**CLEANING SERVICES**

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## City of Jonesville – Cleaning Services

### **Overview**

The City of Jonesville is seeking proposals from independent, qualified professionals to provide regular cleaning services. Currently, we have cleaning services at the Jonesville City Hall and the Jonesville Police Department every other week. We will be expanding our cleaning services to include the Jonesville Fire Department. We will consider additional scheduling options for the following locations:

- Police Department - 116 W Chicago Street
- Fire Department Building – 114 W Chicago Street

The intent in soliciting proposals is to obtain cost savings and to allow for a competitive process while maintaining a high quality of cleaning services.

### **Scope of Services**

#### **CITY HALL:**

We currently receive bi-weekly cleaning services for City Hall and we are interested in continuing this cleaning schedule. The scope of services requested for City Hall are listed below.

#### **Bi-Weekly:**

- Dust secretary (old desk with glass), podium, and 1 desk (behind car)
- Dust/wipe the all file cabinets / bookcases
- Dust everything including desks, chairs, and bookcases
- Front glass doors (2) – clean inside front glass doors
- Mop all vinyl floors with no more than 3 capfuls of clear, non-sudsy ammonia to one gallon of water (don't use soap or detergent products), mop rinse with clear water
- Council table & chairs – wipe down with soap and water (no polish)
- Council chairs – straightened & pushed up to Council table
- Wipe down all counters with cleaner
- Disinfect all door handles with cleaner
- All phones wiped down with cleaner
- Wipe down the computer monitors in all four offices (Clerk, Administrative Assistant, Finance Director, and City Manager)
- Clean and disinfect kitchenette & bathroom fixtures – all sinks and toilets
- Clean mirrors, and shelf units
- Clean wall behind sinks
- Restock soap and toilet paper
- Counter tops, telephone, coffee pot & toaster (underneath them also), microwave, refrigerator (also on top of refrigerator)- wipe down with cleaner
- Wipe down and disinfect cabinets and refrigerator door handles down with cleaner
- Empty blue recycle container & replace bag in container
- Clean all tables and table bases with cleaner
- Empty all wastebaskets and put in a new trash bag
- Sweep / damp mop the restroom floors
- Vacuum

#### **Monthly:**

- Dust vertical blinds in City Manager's office
- Dust above all the doors
- Dust wall hangings
- Vacuum carpet in front windows

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- Dust/wipe down car and sleigh
- Clean inside of windows – three front windows, window between Council chambers and City Manager's office, window in Administrative Assistant office, window in Finance Director's office, east side door window, also window in the door located in the copy room.
- Chair mats – damp mopped
- Clean baseboards
- Bases and seats of all chairs dusted and vacuumed

### **POLICE DEPARTMENT**

We currently receive bi-weekly cleaning services for the Police Department. We will consider proposals for cleaning the Police Department on a bi-weekly basis, with the option to consider weekly service. The scope of services requested for the Police Department are listed below.

#### Bi-Weekly or Weekly:

- Clean all the table tops and counter tops with cleaner
- Clean and disinfect sinks and toilets
- Clean mirrors and wall behind sinks
- Restock soap and toilet paper
- Sweep / Mop all the tile floors
- Vacuum

#### Monthly:

- Dust above all the doors
- Chair mats – damp mopped
- Clean baseboards
- Dust file cabinets, computer desks & equipment, TV and stand, above the doors
- Disinfect all the door handles
- Clean the phones with cleaner
- Clean the inside of all the doors & windows (include the windows to offices)
- Empty wastebaskets and put in a new trash bag
- Clean all chairs & tables, including the base of chairs and tables with cleaner

### **FIRE DEPARTMENT**

We currently do not have cleaning services for the Fire Department. We will consider options for cleaning the Fire Department on a weekly or a bi-weekly basis. The scope of services requested for the Fire Department are listed below.

#### Bi-Weekly or Weekly:

- Scrub sink, wipe down counter tops, refrigerators, stove with cleaner
- Scour and disinfect toilet, sink
- Clean mirrors, and wall behind sinks
- Restock soap and toilet paper
- Wipe down the chairs and tables with cleaner
- Sweep / Mop all the tile floors
- Vacuum
- Empty wastebaskets and put in a new trash bag
- Empty blue recycle container & replace bag in container

#### Monthly:

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- Disinfect all door handles
- Clean phones with cleaner
- Dust above all the doors
- Dust off TV stand
- Clean baseboards
- Clean above doors & wall hangings
- Clean the inside windows & inside windows of doors

***Tour of the facilities are not mandatory. However, tours will be conducted  
Monday, January 21, 2019 at 9:00 a.m. and  
Tuesday, January 22, 2019 at 1:00 p.m.***

### **Cleaning Schedule**

The overall goal is to perform regular cleaning services at City Hall, Jonesville Police Department and the Jonesville Fire Department on a set schedule.

Cleaning at the City Hall shall not start earlier than thirty (30) minutes after the end of the normal business hours of 8:00 a.m. – 4:30 p.m. Monday – Friday. The Fire Department room is rented out to the public making it more difficult to schedule cleaning services on the weekends. All the buildings are in use at various times and therefore, it is suggested that the cleaning services be scheduled on Monday, Tuesday or Friday after 5:00 p.m.

The contractor must provide a proposed cleaning schedule with their proposal.

### **Cleaning Supplies & Equipment**

The contractor will supply all cleaning supplies. The City of Jonesville will make available the use of a vacuum cleaner and supply trash bags, paper towels, hand soaps and toilet paper. Restocking of these listed supplies will be coordinated with the City office staff.

### **Damage**

The contractor shall report to the City office staff any damaged facilities and/or broken items that need to be replaced or repaired.

### **Terms**

The term of the agreement will be for three (3) years with one-year options to renew. If mutually agreeable to both parties, the agreement may be extended on a year-to-year basis.

Changes in the areas serviced and/or specifications may be necessary during the term of this contract. Changes in the contract requirements and corresponding changes in compensation the Contractor shall be notified in writing of the City's intention to extend the contract term at least sixty (60) calendar days prior to the expiration of the contract.

The Contractor shall submit monthly invoices for work completed in the previous month to the Finance Director at City Hall.

Upon completion of a signed agreement, the Contractor shall procure and maintain, for the duration of this contract insurance against claims for injuries or damages to property which may

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arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractors. During the term of this contract, the contractor shall provide the following types of insurance in limits no less than:

1. Commercial General Liability Insurance: The Contractor shall maintain occurrence based commercial general liability insurance or equivalent form with a limit in the amount acceptable to the City. Such insurance shall add the City of Jonesville as an additional insured.
2. Worker's Compensation: Workers' Compensation coverage with statutory limits. The contractor shall furnish to the City of Jonesville satisfactory proof of coverage of the above requirements by a reliable company or companies prior to the implementation of the contract.
3. Said certificates shall contain a clause to the effect that, for the duration of the contract, the insurance policy may not be cancelled or changed without thirty (30) days advance written notice to the City.

### **Submittal of Proposals:**

To be considered, three (3) copies of the completed proposal must be submitted in a sealed envelope, clearly marked: **REQUEST FOR PROPOSALS – CLEANING SERVICES** and received by **1:30 p.m. on Monday, February 4, 2019** by mail or hand delivery to:

City of Jonesville  
265 E. Chicago Street  
Jonesville, MI 49250

Proposals arriving after the date and time will remain unopened and will be disqualified. Any proposal may be withdrawn by giving written notice to the City Clerk before the stated proposal opening time.

Questions regarding the proposal may be directed by email to:

City of Jonesville  
Teresa Bensch  
[administrative@jonesville.org](mailto:administrative@jonesville.org)

Questions must be received by Friday, January 25, 2019. Answers will be posted as they are received in the Bids section of the City's website at [www.jonesville.org](http://www.jonesville.org) for the benefit of all interested contractors. It is the responsibility of the interested contractors to check the website for new questions and answers prior to submitting proposals. The names of firms and individuals submitting questions will not be disclosed.

### **Award of Contract:**

It is anticipated that a contract will be awarded in February of 2019. The bidder should indicate their availability to begin services as of that date. The City desires the service contract with a not-to-exceed fee for the required services. In addition, the contract will include language to allow the services to be terminated by joint agreement of the parties with full compensation being made to the contractor for work completed to termination date. This contract will commence on the date the agreement is approved and awarded by City Council.

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**Reservations:**

The City reserves the right to accept any proposal, to reject any or all proposals, to waive defects in proposals submitted in response to this request, and to select the proposal deemed to be in the best interests of the City. Issuance of this proposal does not obligate the City to award a contract. The City accepts no responsibility for reimbursing consultants for expenses incurred in responding to this Request for Proposals.

**Contractor Information**

Name of Contractor: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Proposal**

The undersigned hereby submits the following proposal for cleaning services at the cost per cleaning for the City of Jonesville offices:

**Requested Services**

City Hall (bi-weekly)	
Police Dept. (bi-weekly)	

**Optional Services**

Police Dept. (weekly)	
Fire Dept. (weekly)	
Fire Dept. (bi-weekly)	

Please indicate availability to begin services: \_\_\_\_\_

**Client References**  
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Please list three (3) client references. The City reserves the right to contact the references set forth below and references other than, and/or in addition to, those being furnished below.

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

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

Telephone Number: \_\_\_\_\_

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

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

Telephone Number: \_\_\_\_\_

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

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

Telephone Number: \_\_\_\_\_