

REQUEST FOR PROPOSALS JANITORIAL SERVICES

I. PROPOSALS

The Village and Township of Almont, Michigan are seeking proposals from a qualified vendor to provide janitorial services for the following locations:

- **Village/Township Hall:** 817/819 N. Main Street, Almont, Michigan 48003
- **Police Department:** 817 N. Main Street, Building B, Almont, Michigan 48003
- **WWTP Facility:** 401 Spring Street, Almont, Michigan 48003

At any time prior to the specified time and date set for the proposal submission, a firm may withdraw their proposal. Any proposal modification must be in writing, executed by the authorized person, and submitted prior to the final submission due date. Proposals received after the submission deadline may be considered only if no other proposals are received by the deadline. The Village/Township reserves the right to disqualify any firm on the basis of any real or apparent conflict of interest that is disclosed in the proposal submitted or at any time to the Village/Township, at the discretion of the Village/Township.

A mandatory pre-bid inspection tour of all of the sites is required. Please arrive promptly on Thursday April 4, 2019 at 10:00 a.m. at Village/Township Hall, 817/819 N. Main Street, Almont, Michigan 48003. Bids submitted by firms not in attendance at the pre-bid inspection tour meeting will not be accepted and will be returned unopened to the bidding firm.

Three (3) copies of the proposals in a single sealed envelope must be received at the Village Clerk's Office no later than **10:00 a.m. Thursday, April 11, 2019**. Proposals must be clearly marked "Janitorial Services". All questions regarding this Request for Proposals shall be directed to Mr. Michael Connors, Village Manager, at (810) 798-8528 between 7:00 a.m. and 5:00 p.m. (Monday thru Thursday).

The Village/Township may re-issue a Request for Proposals, extend the time frame for submission under this RFP, or request more information than required herein from any and all bidders. However, this RFP does not commit the Village/Township to enter into an agreement; to pay any costs incurred in the preparation of a proposal to this request or in subsequent exclusive negotiations, or to procure or contract for the project. The Village Council and Township Board may reject any or all bids which, based upon legitimate grounds, should be rejected in the public interest.

By submission of a proposal, a bidder certifies that they have not paid or agreed to pay any fee or commission, or any other thing of value contingent on the award of this contract to any employee, official, or current contracting consultant of the Village/Township. The bidder certifies that the financial information in this statement has been arrived at independently and without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such costs with any other proposal or bidder.

The proposals shall not be considered confidential and no information contained therein shall be treated by the Village/Township as either confidential, proprietary or trade secret information. The contents of the proposals shall be considered public records of the Village/Township. Any bidder submitting a proposal hereunder further acknowledges and agrees that the Village/Township is a public entity, which is required to abide by laws governing public records and shall not be liable for disclosures required by law. All materials submitted in response to this RFP shall become the property of the Village/Township upon delivery to the address set forth above.

II. SCOPE OF SERVICES
PART I – GENERAL
JANITORIAL SERVICES SPECIFICATIONS

Scope of Work

1. The Contractor shall furnish **ALL** personnel, equipment, supplies (including paper products and feminine hygiene products), supervision, inspection, transportation and other items and services, for the cleaning of all Village/Township facilities included within this RFP.
2. All work shall be performed in strict accordance with specifications and performance standards herein. The Village Manager will decide all questions that may arise as to the quality and acceptability of any work performed under the Contract. If, in the opinion of the Village Manager, the Contractor's performance becomes unsatisfactory, the Contractor shall be notified of specific area(s) requiring corrective action(s) in accordance with Part III of this proposal.
3. Contractor is required to have current Material Safety Data Sheets (MSDS) on all cleaning products. Safety Data Sheets must be in a clearly visible binder and located in all janitorial closets. All chemicals used for cleaning must be in original container or in a new container clearly marked with chemical name.
4. Contractor shall perform services pursuant to the Contract Documents, which shall include and incorporate the advertisement, request for proposals, information for bidders, the proposal, the Contract, insurance, scope of work, general conditions, specifications and any addenda. The Contract documents are complementary and what is called for by one shall be binding as if called for by all. The intention of the documents is to outline the required work in conformity with the specifications. In case any question arises as to the identity of the Contract Documents, the Village/Township shall identify them.

Contractor's Employees

1. Prior to award the Contractor shall submit a current list of legal names, social security numbers, copy of the front and back of drivers license and dates of birth of all employees who are to perform work under this proposal. At the contractor's expense (\$35.00 fee per check), there will be a background check with mandatory fingerprinting conducted on all submitted individuals by the Village of Almont Police Department. This check will be conducted every year of the agreement. All individuals must be able to work legally in the United States. Changes in the staffing for this proposal shall be reported to the Village Manager for the duration of this proposal.
2. All Contractor employees who perform work under this Contract shall meet minimum acceptable standards of cleanliness, conduct and human reliability standards for the type of work to be performed.

Employee Identification and Building Access

1. Identification badges shall be furnished by the Contractor and shall be visibly worn by all Contractor employees while on Village/Township's premises for the performance of janitorial services. The identification badge shall have the employee's picture, name, signature, employee identification number, Company's name and the words "Janitorial Services".
2. Access to designated restricted and sensitive areas is forbidden to all but prior-approved and/or escorted Contractor employees.

Conduct

The Village/Township reserves the right to remove any of the Contractor's employees from Village/Township buildings for reasonable cause. Such causes shall include, but are not limited to, the following:

- 1) Wearing of inappropriate clothing attire;

- 2) Engaging in loud, boisterous or unworkmanlike conduct;
- 3) Unauthorized use, disposition and/or misappropriation of Village/Township and/or personal properties;
- 4) Engaging in unlawful and unauthorized acts;
- 5) Misrepresentation of facts

Building Security

1. GENERAL

- a) Except during normal duty hour operations, all entrances to Village/Township buildings shall be locked while Contractor's employees are in buildings.
- b) All interior doors unlocked by Contractor's employees for cleaning purposes shall be relocked after completion of services. All interior doors shall be closed unless otherwise indicated by special instructions.
- c) Contractor will be given a code and will be expected to set building alarms when cleaning has been completed.

2. KEY CHANGE

The employee working at the buildings shall be required to sign for all keys issued to them through the Police Department. If a Contractor loses a key, the Contractor shall be required to pay \$50.00 for each replacement key. If, in the opinion of the Village/Township, a breach of security results from loss of keys, requiring that locks be replaced or rekeyed, the Contractor shall be required to pay actual cost of replacement along with a 15% administrative fee for each lock affected. These charges shall be deducted from the monthly payments.

Energy Conservation

Energy conservation shall be practiced; lights in unoccupied areas must be turned off, except where centrally controlled, and windows and doors are to be kept closed.

Cleaning Supplies

All cleaning supplies shall be "Green Seal Approved." A complete list of supplies used shall be submitted to the Village Manager.

Safety

The Contractor will be familiar with and operate within the guidelines set forth by the Occupational Safety and Health Act (OSHA) which affect janitorial and housekeeping operations.

Work Week

For providing janitorial services under this Contract, the workweek shall be as indicated on the Building Information Summary Chart. In buildings that require a five or more day workweek, the Contractor is hereby advised that the facilities will be closed on the following days:

- 1) New Years Day
- 2) Good Friday, last Friday before Easter
- 3) Memorial Day
- 4) Independence Day, July 4th
- 5) Labor Day
- 6) Thanksgiving Day
- 7) Day after Thanksgiving
- 8) Christmas Eve
- 9) Christmas Day
- 10) New Year's Eve

Working Hours

1. The schedule of working hours for the performance of janitorial services in specific buildings shall be subject to change by mutual agreement between the Contractor and Village/Township. Upon award of bid, a schedule of Village/Township Council, Board, ZBA, Planning Commission, Park, and DDA meetings will be provided to the Contractor.

2. Village/Township Hall and Police Department are to be cleaned after 5:00 p.m. according to their respective cleaning requirements and adjusted in accordance with scheduled Village/Township meetings.
3. The WWTP building may be cleaned Monday - Friday 8:00 a.m. – 5:00 p.m.

Contractor Equipment and Material Storage Areas

The Village/Township will provide the Contractor equipment and material storage areas within each of the included buildings. The Contractor shall be responsible for the maintenance of the provided storage area, which shall be kept clean and orderly at all times. No toxic chemicals and/or combustible substances shall be stored within the area. All soiled and/or oily cleaning cloths shall be stored in metal containers with closed lids. Mops shall be rinsed and hung to dry after each period of use. All cleaners and paper products shall be neatly stacked on shelves or within the original issued containers.

Employee Work Interruptions

The Village/Township retains right to have work completed by another source if the Contractor is unable to supply specified services as a result of any type of work interruption such as, but not limited to, strikes, boycotts, picketing, work stoppage or slowdown. The additional cost of obtaining substitute services shall be deducted from amounts owed to the Contractor. The Contractor shall not be paid for services not received by the Village/Township.

Damage to Village/Township Property

To insure that corrective action is taken in a timely manner, the Contractor shall notify the Village/Township of any observed physical damage to Village/Township property on the same day as the damage is observed.

Basis of Payment

The Village/Township shall make payment for services rendered on a monthly basis pursuant to the fee schedule. The Contractor shall submit monthly invoices describing the services provided at each location.

Termination

This Agreement may be terminated without cause by the Village/Township upon thirty (30) days written notice. In such case, the bidder shall be compensated by the Village/Township for all work completed prior to termination. The bidder hereby recognizes that the Village/Township is a political body corporate, and that in the event the Village/Township fails to appropriate monies sufficient to pay its obligations herein, the Village/Township may terminate this agreement without incurring any liability therefore,

If discontinuation of service is necessary, the Village/Township will send a termination notice to the Contractor. Contract payment shall be prorated at time of termination notice date. The Village/Township will not be responsible for any paper products, equipment, etc. purchased in advance by the Contractor that was not used prior to termination date.

Confidentiality

Confidential information, except as required in the Contractor's duties to the Village/Township or as authorized in writing by the Village/Township, will not, at any time, during or after the term, be disclosed or used, directly or indirectly, in a manner detrimental to the Village/Township by the Contractor. Any confidential information of the Village/Township to which the Contractor gains knowledge during or by reason of his agreement with the Village/Township must remain confidential. Confidential information includes, but is not limited to, information developed by or for the Village/Township, the Village/Township's business or financial practices, procedures, systems or any matter related to personnel, legal and/or law enforcement. The Contractor will take all steps necessary, and all steps reasonably requested by the Village/Township, to insure that all such

confidential information is kept secret and confidential for the sole use and benefit of the Village/Township.

PART II – SERVICES, CLEANING TASKS AND STANDARDS JANITORIAL SERVICES SPECIFICATIONS

Personnel

1. Project Supervisor

The Contractor shall provide supervisory and other personnel necessary to accomplish all required work. A site supervisor must be appropriately trained and possess the necessary competency to make at least **bi-weekly** inspections to insure that work has been and is being performed as required by these specifications. Supervisors must possess a working knowledge of basic supervisory and management functions and must be technically qualified in all building janitorial operations. Contractor shall provide as a minimum (1) person designated as the supervisor for the Village/Township of Almont assignment who will be the main contact for work related issues. All other personnel must be trained and qualified to perform all work tasks assigned to them.

2. The Village/Township reserves the right to require replacement of any person whom in the determination of the Village Manager is not qualified to perform assigned tasks. Such persons shall not be reassigned to any Village/Township building without prior approval of the Village Manager.

3. A work Plan must be provided which includes an estimate of hours per task per building as listed on the frequency and description of services pages.

Quality Assurance

The Village Manager will monitor the Contractor's performance under this Contract through random sampling, periodic inspections, joint inspections and departmental complaints.

Performance Evaluation Meetings

Contractor's performance evaluation meetings shall be held bi-weekly during the first (2) months of the Contract. Thereafter, the Village Manager shall hold the meetings as often as determined necessary. As a minimum, the Project Supervisor and the Village Manager shall attend the performance evaluation meetings. During the Performance Evaluation Meeting, a mutual effort will be made to resolve all problems identified.

Scheduling of Janitorial Services

Contractor shall provide the service of scheduling. Frequencies as provided in Janitorial Performance Requirements chart and the indicated time frames cited in remarks column thereon shall be the basis for scheduling of work in each included building. The specific schedule as to when the work will be done shall be submitted to the Village Manager within ten (10) days of award of Contract.

PART III – JANITORIAL PERFORMANCE REQUIREMENTS JANITORIAL SERVICES SPECIFICATIONS

Performance Requirements Summary

1. Should performance of any required service be unsatisfactory, the Contractor shall be notified of the defective area and corrective action(s) required. Such notice, when delivered to the Contractor or representative at the site of work, either verbally or in writing, shall be deemed sufficient for the purpose.

2. Upon being notified of the existence of a deficiency, the Contractor shall make the needed corrections immediately.

3. Corrective actions taken by the Village/Township may include any one or more of the following actions:
 - a) Issue an order to stop payment until corrective action(s) have been taken.
 - b) Obtain required services from any other source and deduct full cost to the Village/Township from amount due Contractor.
 - c) Initiate termination actions as provided in the Contract.

Janitorial Scope of Work – Village/Township Hall (817/819 N. Main Street)

Monday thru Thursday (2 x week)

Clean All Offices/Conference Rooms/Village/Township Meeting Chambers

Task	Daily	Weekly	Monthly	Quarter	Semi-Annual	Comments
Vacuum carpets and any rugs		X				
Spot clean carpet and hard surface floors		X				
Sweep and wet mop all hard surface floors		X				
Polish and buff all hard surface floors					X	
Strip/wax hard surface floors (Need to provide per event cost in bid's fee proposal.)						Per event cost.
Steam clean carpets and any rugs (Need to provide per event cost in bid's fee proposal.)						Per event cost.
Dust/wipe tables, filing cabinets, wall hangings and ledges		X				
Vacuum chairs and damp wipe hard surfaces and corners			X			
Dust light fixtures and vents			X			All areas
Dust window blinds			X			
Empty waste receptacles (replace soiled/damaged liners)		X				Liners replaced minimum once/week.
Spot wash waste receptacles			X			
Clean interior windows and inside partition glass (complete wash)			X			
Dust wipe baseboards			X			

Clean All Restrooms

Task	Daily	Weekly	Monthly	Quarter	Semi-Annual	Comments
Clean and disinfect toilets, urinals, sinks and countertops		X				
Spot clean tile walls and toilet partitions		X				
Clean and disinfect tile walls and toilet partitions		X				
Clean and sanitize bathroom fixtures		X				
Clean, sanitize and replenish all bathroom dispensers (soaps, towels, toilet paper, etc.)		X				
Clean mirrors		X				
Damp wipe metal and hardware		X				
Empty waste receptacles (replaced soiled/damaged liners)		X				Liners replaced minimum once/week.
Spot wash waste receptacles			X			
Check and replace automatic deodorizer (as necessary)		X				
Wet mop and disinfect restroom floor (after sweeping)		X				
Polish and buff all hard surface floors (Need to provide per event cost in bid's fee proposal.)					X	
Strip/wax hard surface floors (Need to provide per event cost in bid's fee proposal.)						Per event cost.

Village/Township Hall (page 2 of 2)

Clean Reception/Lobby/Hallway Areas						
Task	Daily	Weekly	Monthly	Quarter	Semi-Annual	Comments
Vacuum carpet and any rugs		X				
Spot clean carpet and hard surface floors		X				
Steam clean carpets and any rugs (Need to provide per event cost in bid's fee proposal.)						Per event cost.
Sweep and wet mop all hard floor surfaces (if applicable)		X				
Wipe and disinfect hard surfaces (public counters)		X				
Dust and wipe flat surfaces, wall hangings and ledges		X				
Dust and clean display units		X				
Dust light fixtures and vents			X			All areas
Empty waste receptacles (replace soiled/damaged liners)		X				Liners replaced minimum once/week.
Spot wash waste receptacles			X			
Clean automatic glass doors (complete wash)		X				
Dust wipe baseboards			X			
Vacuum chairs and damp wipe hard surfaces and corners			X			
Clean interior windows and partition glass (complete wash)			X			
Clean, disinfect and polish water drinking fountain		X				
Kitchens/Lunch Rooms/Coffee Areas						
Task	Daily	Weekly	Monthly	Quarter	Semi-Annual	Comments
Clean and disinfect sinks and countertops		X				
Clean, sanitize and replenish all dispensers (soaps, towels, etc.)		X				
Clean, disinfect and polish water drinking fountain (if applicable)		X				
Clean and disinfect microwave (interior/exterior)			X			
Clean and disinfect refrigerator (exterior)		X				
Damp wipe metal and hardware		X				
Empty waste receptacles (replace soiled/damaged liners)		X				Liners replaced minimum once/week.
Spot wash waste receptacles			X			
Wet mop and disinfect all hard surface floors (after sweeping)		X				
Polish and buff all hard surface floors Note: Include Village/Township Vault.					X	
Strip/wax hard surface floors (Need to provide per event cost in bid's fee proposal.) Note: Include Village/Township Vault.						Per event cost.
Spot clean walls			X			
Vacuum chairs and damp wipe hard surfaces and corners			X			
Miscellaneous Items						
Task	Daily	Weekly	Monthly	Quarter	Semi-Annual	Comments
Throw out all collected trash at outside dumpster		X				
Clean building windows (exterior/interior) (Need to provide per event cost in bid's fee proposal.)						Per event cost.

Janitorial Scope of Work – Police Department (817 N. Main Street Building B)

Clean Administrative Offices Monday thru Friday (2 x week)						
Task	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Comments
Vacuum carpets and any rugs		X				
Spot clean carpet and hard surface floors		X				
Replace Furnace Filters				X		
Dust/wipe table tops, filing cabinets, wall hangings, ledges and window sills		X				
Vacuum chairs and damp wipe hard surfaces and corners			X			
Dust light fixtures and ceiling vents			X			All areas
Empty waste receptacles (replace soiled/damaged liners)		X				Liners replaced minimum once/week.
Spot wash waste receptacles			X			
Clean interior windows and partition glass (spot wash)		X				
Clean interior windows and partition glass (complete wash)		X				
Dust wipe baseboards			X			
Clean All Restrooms/Locker Rooms Monday thru Sunday (2 x week)						
Task	Daily	Weekly	Monthly	Quarter	Semi-Annual	Comments
Clean and disinfect toilets, urinals, sinks, countertops, shower stalls and shower walls		X				
Clean and disinfect tile walls and toilet partitions		X				
Clean and sanitize bathroom fixtures		X				
Clean, sanitize and replenish all bathroom dispensers (soaps, towels, toilet paper, etc.)		X				
Clean mirrors		X				
Damp wipe metal and hardware		X				
Empty waste receptacles (replaced soiled/damaged liners)		X				Liners replaced minimum once/week.
Spot wash waste receptacles			X			
Wet mop and disinfect restroom floor (after sweeping)		X				
Polish and buff all hard surface floors					X	
Strip/wax hard surface floors (Need to provide per event cost in bid's fee proposal.)						Per event cost.
Clean Reception/Lobby/Duty Rooms/Hallway Areas Monday thru Sunday (2 x week)						
Task	Daily	Weekly	Monthly	Quarter	Semi-Annual	Comments
Vacuum carpet and any rugs		X				
Power scrub hard surfaced floors			X			
Sweep and wet mop all hard floor surfaces (if applicable)		X				
Polish and buff all hard surface floors					X	
Strip/wax hard surface floors (Need to provide per event cost in bid's fee proposal.)						Per event cost.
Dust and wipe tables, wall hangings, ledges and window sills		X				
Dust light fixtures and ceiling vents			X			All areas

Police Department (page 2 of 2)

Task	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Comments
Empty waste receptacles (replace soiled/damaged liners)		X				Liners replaced minimum once/week.
Spot wash waste receptacles		X				
Spot wash all glass doors and windows (special cleaning product required)		X				
Complete wash glass doors and windows (special cleaning product required)		X				
Office Dusting			X			
Clean and sanitize public area.		X				
Clean, disinfect and polish water drinking fountain		X				
Replace Furnace Filter				X		
Kitchen/Lunch Room Monday thru Sunday (2 x week)						
Task	Daily	Weekly	Monthly	Quarter	Semi-Annual	Comments
Clean and disinfect sinks and countertops		X				
Clean, sanitize and replenish all dispensers (soaps, towels, etc.)		X				
Clean and disinfect microwave (interior/exterior)		X				
Clean and disinfect refrigerator (exterior)		X				
Damp wipe metal and hardware		X				
Empty waste receptacles (replace soiled/damaged liners)		X				Liners replaced minimum once/week.
Spot wash waste receptacles		X				
Wet mop and disinfect all hard surface floors (after sweeping)		X				
Polish and buff all hard surface floors					X	
Strip/wax hard surface floors (Need to provide per event cost in bid's fee proposal.)						Per event cost.
Spot clean walls			X			
Miscellaneous Items Monday thru Sunday (2 x week)						
Task	Daily	Weekly	Monthly	Quarter	Semi-Annual	Comments
Throw out all collected trash at outside dumpster		X				
Clean building windows (exterior/interior) (Need to provide per event cost in bid's fee proposal.)						Per event cost.

Note: Police has a lot of "glass" in the front vestibule and lobby – its ballistic glass and must only be cleaned with an ammonia free cleaning product or it will "fog" up.

Janitorial Scope of Work – WWTP (401 Spring Street)

Monday – Thursday after 5 PM or Friday 7 AM - 5 PM (1 x week)

Clean All Offices/Lobby/Hallway Areas

Task	Weekly	Monthly	Quarter	Semi-Annual	Comments
Vacuum carpets and any rugs		X			
Sweep and wet mop all hard surface floors		X			
Polish and buff all hard surface floors				X	
Strip/wax/buff hard surface floors (Need to provide per event cost in bid's fee proposal.)					Per event cost.
Steam clean carpets and any rugs and fabric partitions (Need to provide per event cost in bid's fee proposal.)					Per event cost.
Dust/wipe filing cabinets, wall hangings, ledges and window sills		X			
Vacuum chairs and damp wipe hard surfaces		X			
Dust offices, light fixtures and ceiling vents		X			All areas
Empty waste receptacles (replace soiled/damaged liners)		X			Liners replaced minimum once/month.
Spot wash waste receptacles		X			
Clean interior windows and partition glass (complete wash)		X			
Light dusting		X			
Clean, disinfect and polish water drinking fountain		X			

Clean All Restrooms/Locker Rooms

Task	Weekly	Monthly	Quarter	Semi-Annual	Comments
Clean and disinfect toilets, urinals, sinks, countertops, shower stalls and shower walls		X			
Clean and disinfect tile walls and toilet partitions		X			
Clean and sanitize bathroom fixtures		X			
Clean, sanitize and replenish all bathroom dispensers (soaps, towels, toilet paper, etc.)		X			
Clean mirrors		X			
Damp wipe metal and hardware		X			
Empty waste receptacles (replace soiled/damaged liners)		X			Liners replaced minimum once/month.
Spot wash waste receptacles		X			
Check and replace automatic deodorizer (as necessary)		X			
Wet mop and disinfect restroom floor (after sweeping)		X			
Polish and buff all hard surface floors				X	
Strip/wax hard surface floors (Need to provide per event cost in bid's fee proposal.)					Per event cost.

Kitchens/Lunch Rooms/Coffee Areas

Task	Weekly	Monthly	Quarter	Semi-Annual	Comments
Clean and disinfect sinks and countertops		X			
Clean, sanitize and replenish all dispensers (soaps, towels, etc.)		X			
Clean and disinfect microwaves (interior/exterior)		X			
Clean and disinfect refrigerator (exterior)			X		

WWTP (page 2 of 2)

Task	Weekly	Monthly	Quarter	Semi-Annual	Comments
Damp wipe metal and hardware		X			
Empty waste receptacles (replace soiled/damaged liners)		X			Liners replaced minimum once/month.
Spot wash waste receptacles		X			
Wet mop and disinfect all hard surface floors (after sweeping)		X			
Polish and buff all hard surface floors				X	
Strip/wax hard surface floors (Need to provide per event cost in bid's fee proposal.)					Per event cost.
Building Exterior					
Task	Weekly	Monthly	Quarter	Semi-Annual	Comments
Clean building windows (exterior/interior) (Need to provide per event cost in bid's fee proposal.)			X		Per event cost.

III. REQUIRED DOCUMENTS

In the submission of its Proposal, a bidder shall submit 3 unbound copies of the following documents to the Village/Township and shall guarantee the accuracy of such information by signature of its authorized representative:

1. Statement of Qualifications and Experience
2. References: Three (3) minimum
3. Proposed Work Plan and Schedule
4. Completed Fee Schedule

IV. QUALIFICATIONS

After proposals are received, the Village/Township will conduct a qualifications-based selection process taking into consideration the fee proposed.

V. GENERAL CONDITIONS

Contract Documents. The advertisement, request for proposals, information for bidders, the proposal, the Contract, insurance, scope of work, general conditions, specifications and any addenda comprise the Contract Documents; the Contracts Documents are a part of this Agreement as if repeated herein; and the Contract Documents, taken together, constitute the Contract.

Supervision and Control. Full time supervision and control of the site shall be provided by the Contractor. The Contractor shall report directly to the Village Manager, Michael Connors, at (810) 798-8528, and process requests for payment through the Treasurer's Department.

Indemnification. The bidder shall be solely responsible for and shall indemnify, defend and hold harmless the Village/Township, its agents, officers, employees and consultants from and against any and all claims, suits, damages and losses, specifically including, but not limited to those for loss of use of property, for damage to any property, real or personal, for injury to or the death of any person, including, but not limited to, its employees, agents and officers and for all other liabilities whatsoever, including related expenses and actual attorneys fees, in any way sustained or alleged to have been sustained, indirectly or by reason of or in connection with the performance of services, or from any other acts or omissions of the bidder, its employees, agents or officers.

Ongoing Employment Disclaimer. Any proposal accepted or contract entered into as the result of this RFP will not constitute, create, give rise to or otherwise recognize an ongoing or continuing agreement or relationship, partnership or formal business organization of any kind between the Village/Township and the bidder as Village/Township consultants. The rights and obligations of the parties shall only be those expressly set forth therein. The selected bidder will be required to agree that as part of any contract entered into as the result hereof, that no person supplied by it in the performance of the contract is an employee of the Village/Township. Any contracting party shall have the total responsibility for all salaries, wages, bonuses, retirement, withholdings, and workman's compensation. This requirement includes responsibility for occupational disease compensation insurance, unemployment compensation, other benefits and taxes and premiums appurtenant thereto concerning such persons provided by such party in the performance of the contract, and shall save and hold the Village/Township harmless with respect thereto.

Non-Discrimination. The bidder shall, when applicable, comply with the requirements of all Federal, State, and local laws, ordinances and regulations relating to minimum wages, social security, unemployment compensation insurance, and Workers' Compensation, and shall not discriminate against any employee or applicant for employment because of race, sex, creed, color or national origin.

Assignability. Any contract resulting from an award of this RFP shall not be assigned or transferred by the bidder to any entity without the prior written consent of the Village/Township.

Insurance. The contractor shall not commence work under this contract until they have obtained the insurance required under this paragraph. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverage shall be with insurance carriers acceptable to the Village/Township of Wixom.

1. Workers' Compensation Insurance: The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
2. Commercial General Liability Insurance: The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate for Personal Injury, Bodily Injury, and Property Damage. 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.
3. Motor Vehicle Liability: The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
4. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that the following shall be *Additional Insured*: The Village/Township of Almont, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof.
5. Cancellation Notice: Workers' Compensation Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to:

Village/Township of Almont
817 N. Main Street
Almont, MI 48003

Applicable Law. Any and all disputes arising under any contract to be negotiated hereunder or out of the proposals herein shall be governed according to the laws of the State of Michigan. The bidder agrees that the venue for any action to enforce provisions of the contract shall be in the State of Michigan. In the performance of services, bidder further agrees to comply with all applicable State, Federal, and local statutes, ordinances, and regulations, and obtain any and all permits applicable to the performance of such services.

VII. FEE SCHEDULE & LENGTH OF AGREEMENT

The bidder shall offer its proposal for performance of the Scope of Services contained in this Request for Proposal in amount consistent with the accompanying Fee Proposal. The agreement shall be for one (1) year with three (3) renewable options in one (1) year increments solely at the Village/Township's option.

**FEE PROPOSAL
JANITORIAL SERVICES**

The undersigned, as bidder, declares that Contractor has visited the building(s) to be cleaned and has familiarized themselves with the type of services desired and has carefully examined the specifications and instructions to bidders and fee proposal.

For the supply of janitorial services, including paper products, cleaning supplies, and all equipment for a one (1) year period at the following locations:

LOCATION	MONTHLY CHARGE		# OF MONTHS		TOTAL
Village/Township Hall (817/819 N. Main Street)	\$	x	12	=	\$
Police Dept. (817 N. Main St. Bldg. B)	\$	x	12	=	\$
WWTP (401 Spring Street)	\$	x	12	=	\$
TOTAL BID AMOUNT					\$

ALTERNATE #1

Cost differential for using non-green seal approved cleaning products.	%
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ALTERNATE #2

LOCATION	PER EVENT COSTS		
	Strip, wax hard surface floors:	Building window washing:	Steam clean carpets and any rugs:
Village/Township Hall	\$	\$	\$
Police Dept.	\$	\$	\$
WWTP	\$	\$	\$
TOTAL	\$	\$	\$

EMERGENCIES:

TASK	CHARGES	
	HOURLY	MINIMUM
Emergency call-in:	\$	\$
Emergency clean-up of bloodborne pathogens:	\$	\$

Per Article VII – Fee Schedule, % increase/decrease for option years.

_____ 2nd year _____ 3rd year _____ 4th year

CONTACT INFORMATION:

PLEASE TYPE:

Company Name: _____

Address: _____

Agent Name: _____

Agent's Title: _____

Telephone Number: _____ Cell Phone: _____

Facsimile: _____ E-Mail Address: _____

Agents Signature: _____ **Date:** _____

CONTRACT

This AGREEMENT, made and entered into this ____ day of , 2019 , by and between the Village/Township of Almont, whose address is 817/819 N. Main Street, Almont, MI 48003 (hereinafter called the "Village/Township"), and _____, whose address is _____ (hereinafter called the "Contractor"), to wit:

Item 1) The advertisement, request for proposals, information for bidders, the proposal, the Contract, insurance, scope of work, general conditions, specifications and any addenda shall be and are made a part of this agreement and contract.

Item 2) The Contractor shall furnish all labor, materials, and appliances necessary, and perform all the work as set forth in the proposal according to the specifications, plans, etc., which have been made a part of this contract in a manner, time, and place, all and singular, as herein set forth.

Item 3) The Contractor shall furnish on a monthly basis the employee logs from the **Labor Time Tracker** system utilized by the Contractor for tracking employee hours and whereabouts. The contractor shall notify the Village/Township if it intends to change tracking systems and a format of reporting employee time must be acceptable to the Village/Township.

IN CONSIDERATION THEREOF, the Village/Township for it and its successors, promises and agrees to pay the Contractor, the sum of: _____ Dollars (_____) as provided in the attached proposal, all in the time and manner indicated in the specifications.

For the faithful performance of all and singular of the stipulations, terms and conditions of this Agreement, said parties respectfully bind themselves, their successors, heirs, executors, administrators and assigns.

IN WITNESS WHEREOF, said Parties have signed this Contract, in duplicate, on the date first above written.

WITNESS:

VILLAGE/TOWNSHIP OF ALMONT

By: _____
Steve Schneider
Its: Village President

By: _____
Kimberly J. Keesler
Its: Village Clerk/Treasurer

By: _____
Paul Bowman
Its: Township Supervisor

By: _____
Carol Hoffner
Its: Township Clerk