

**REQUEST FOR PROPOSALS
MONTHLY OFFICE CLEANING**

Issue Date: February 21, 2018

Kimball Township Hall, 2160 Wadhams Road, Kimball, MI 48074

Proposal Due Date: March 9, 2018

Contact: Mr. Bob Hand, Township Clerk

Township of Kimball 2160 Wadhams Road, Kimball, MI 48074 (810) 987-9797

DESCRIPTION:

The Township of Kimball is soliciting Proposals for the purpose of contracting office cleaning services. A scope of work listing required cleaning can be found in Attachment A. Services will cleaning at the Township office only, located at 2160 Wadhams Road, Kimball, MI 48074.

The Township of Kimball invites interested Custodial and Janitorial Maintenance Companies to submit written proposals to provide Office Cleaning services for the Township of Kimball on a contractual basis for a three- year period with a possible renewal option upon mutual consent of both parties under the same terms and conditions. Rates will remain the same throughout the length of the contract. The Township may elect to seek competitive proposals at any time. Based on the quoted rates, the performance of the company and such other factors as are determined by the Township to be relevant to the services provided, the Township will decide whether to continue the relationship for the next year.

Copies of this solicitation document and any issued Addenda may be obtained from the Township Website at <http://www.kimballtownship.org> and from the Township Clerk, Township of Kimball, 2160 Wadhams Road, Kimball MI 48074 (810) 987-9797. Please note that if a Respondent elects to obtain documents directly from the Township Clerk, it is then the responsibility of the Respondent to contact the Township Clerk to find out if any additional addenda or attachments have been issued.

No proposal will be considered unless fully completed in a manner provided in the RFP packet. Facsimile and electronic (email) proposals will not be accepted nor will any proposal be accepted after the stated due date and time. Any proposal received after the closing time will be returned to the submitting firm unopened after a contract has been awarded for the required services.

The Township may reject any proposal not in compliance with all prescribed public bidding

procedures and requirements, and may reject for good cause any or all proposals upon a finding of the Township if it is in the public interest to do so.

The Township of Kimball will receive sealed proposals from firms qualified to perform office cleaning services until 2:00 p.m. local time on February 21, 2018 at Kimball Township Hall Township Clerk's office located at 2160 Wadhams Road, Kimball, MI 48074. Firms are invited to submit a proposal outlining their experience and qualifications in performing work directly related to the services required as detailed in the Request for Proposal packet.

While the Township is requesting proposals for office cleaning services, this action should not be seen as a negative reflection on the services currently being provided. The Township's purchasing rules encourage the request for proposal (RFP) process at periodic intervals as deemed necessary by the Township Board.

The Township may reject any proposal not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any or all proposals upon a finding of the Township if it is in the public interest to do so.

No proposal will be considered unless fully completed in the manner provided in the RFP packet. Facsimile and electronic (e-mail) proposals will not be accepted nor will any proposal be accepted after the stated due date and time. Any proposal received after the closing time will be returned to the submitting firm unopened after a contract has been awarded for the required services. All costs incurred in the preparation and presentation of the proposal is the Proposer's sole responsibility; no pre-proposal costs will be reimbursed to any Proposer and all documentation submitted with the proposal will become the property of the Township.

The reading of a proposal does not constitute the Township's acceptance of the Proposal as a fully qualified firm/individual or an acceptance of the proposal meeting all of the published requirements.

Submission of a proposal establishes a conclusive presumption that the Proposer is thoroughly familiar with the request for Proposal (RFP), specifications and terms of the Form of Agreement. And that the Proposer understands and agrees to abide by each and all of the stipulations and requirements contained therein. All prices and notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and initialed.

PROPOSER’S SPECIAL INSTRUCTIONS

PROPOSED TIMELINES

Wednesday, February 21, 2018	Advertisement and Release of Proposals
Friday, March 9, 2018 – 2:00 p.m.	Deadline for Submission of Proposals
Friday, March 9, 2018 - 2:30 p.m.	Bid Opening
Tuesday, March 20, 2018 - 6:30 p.m.	Board Discussion and Selection
April 1, 2018	Commencement of Services

NOTE: The Township reserves the right to modify this schedule at the Township’s discretion. Proper notification of changes will be made to all interested parties.

GENERAL

By submitting a proposal, the Proposer certifies that the Proposal has been arrived at independently and has been submitted without any collusion designed to limit competition.

PROPOSAL SUBMITTAL

The Proposal and all amendments must be signed and submitted no later than March 9, 2018 by 2:00 p.m., to the address below. Each proposal must be submitted with one (1) original and seven (7) copies in a sealed envelope and designated with proposal title. To assure that your proposal receives priority treatment, please mark as follows.

Township Office Cleaning Services

Due: March 9, 2018 by 2:00 p.m.
Township of Kimball-Township Clerk’s Office
Attn: Robert Hand, Clerk
2160 Wadhams Rd.
Kimball, MI 48074

Proposer shall put their name and address on the outside of the envelope. It is the Proposer’s responsibility to ensure that proposals are received prior to the stated closing time. The Township shall not be responsible for the proper identification and handling of any proposals submitted incorrectly. Late proposals, late modification or late withdrawals shall not be considered accepted after the stated bid opening date and time and shall be returned unopened. Facsimile and electronic (email) proposals will not be accepted.

PROPOSAL SUBMISSION AND SIGNING

All requested forms and attachments (Proposal Form, Business Information Questionnaire,etc.)

must be submitted with the Proposal and in the required format. The submission and signing of a proposal shall indicate the intention of the firm to adhere to the provisions described in this RFP.

COST OF PREPARING A PROPOSAL

The RFP does not commit the Township to paying any costs incurred by Proposer in the submission or presentation of a proposal, or in making the necessary studies for the preparation thereof.

INTERPRETATIONS AND ADDENDA

All questions regarding this project proposal shall be directed to Bob Hand, Township Clerk. If necessary, interpretations or clarifications in response to such questions will be made by issuance of an “Addendum” to all prospective Proposer’s within a reasonable time prior to proposal closing, but in no case less than 72 hours before the proposal closing. If an addendum is necessary after that time, the Township, at its discretion, can extend the closing date.

Any Addendum issued, as a result of any change in the RFP, must be acknowledged by submitting the “Acknowledgment of Addendum” with proposal. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect. Clarifications, modifications, or amendments may be made to this solicitation at the discretion of the Township. Any and all Addenda issued by the Township will be posted as noted in this document. All interested parties are instructed to view the listed website regularly for any issued addenda. Copies of any issued Addenda may also be obtained by visiting the Township Clerk, Township of Kimball, 6120 Wadhams Rd, Kimball, MI 48074, 9:00 AM to 4:00 PM, Monday through Friday. It is the responsibility of the Respondent to obtain the available Addenda and acknowledge any issued Addenda on the Proposal Form for this solicitation, and to submit the Form as part of the required submittal documents for this solicitation. If any changes are made to this solicitation document by any party other than the Township, the original document in the Township’s files takes precedence.

TOWNSHIP’S PROJECT MANAGER

The Township’s Project Manager for this work will be Bob Hand, who can be reached by phone at 810-987-9797 or by email at rhand@kimballtownship.org.

PROPOSAL VALIDITY PERIOD

Each proposal shall be irrevocable for a period of ninety (90) days from the Proposal Opening

Date.

FORM OF CONTRACT

A contract will be developed for services. The contract will incorporate the terms and conditions from this RFP document and the successful proposer's response documents.

The reading of a proposal does not constitute the Township's acceptance of the proposer's as a responsive and responsible Proposer's. Proposals must be enclosed in a sealed envelope, box or package, and clearly marked on the outside with the following: RFP Title, Deadline and Proposer's name, address, phone, fax and contact name. Submission of a proposal establishes a conclusive presumption that the Proposer's is thoroughly familiar with the Request for Proposals (RFP) and specifications and terms of the Form of Agreement, and that the proposer's understands and agrees to abide by each and all of the stipulations and requirements contained therein. All prices and notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink.

Proposals sent by telegraph, facsimile, or other electronic means will not be considered. All costs incurred in the preparation and presentations of the proposal are the Proposer's sole responsibility; no pre-proposal costs will be reimbursed to any Proposer's. All documentation submitted with the proposal will become the property of the Township.

DUPLICATE PROPOSALS: No more than one (1) proposal from any Proposer's, including its subsidiaries, affiliated companies and franchises will be considered by the Township. In the event multiple proposals are submitted in violation of this provision, the Township will have the right to determine which proposal will be considered, or at its sole option, reject all such multiple proposals.

WITHDRAWAL: Proposals may only be withdrawn by written notice prior to the date and time set for the opening of proposals. No Proposal may be withdrawn after the deadline for submission.

REJECTION: The Township reserves the right to reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received if it is determined by the Project Manager that the best interest of the Township will be served by doing so. If all Proposals are rejected by the Township, notice will be posted on the

Township's website as noted on the Cover Page of this document. No Proposal will be considered from any person, firm or corporation in arrears or in default to the Township on any contract, debt, or other legal obligation, or if the proposer's is disqualified by the Township from consideration for a contract award, or if proposer's has committed a violation of the Township's Charter and/or Code of Ordinances which resulted in a termination of a contract or other material sanction within the five (3) years immediately preceding the date of issuance of this document.

PROCUREMENT POLICY: Procurement for the Township will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the Township.

PROPOSAL SIGNATURES: Proposals must be signed by an authorized official of the Proposer's. Each signature represents binding commitment upon the Proposer's to provide the goods and/or services offered to the Township if the Proposer's is determined to be the most responsive and responsible Proposer's.

CONTRACT AWARD: The Township reserves the right to award by item, group of items, or total proposal. The Proposer's to whom the award is made will be notified at the earliest possible date. Tentative acceptance of the proposal, intent to recommend award of a contract and actual award of the contract will be provided by written notice sent to the Proposer's at the address designated in the proposal. All proposals must be firm for at least 180 days from the due date of the proposal. After a final award of the Agreement by the Township of Kimball, the Proposer's must execute and perform said Agreement. The date on which the Agreement is signed by the Township of Kimball marks the beginning of the Agreement.

NO RFP RESPONSE: Proposer's who receive this RFP by invitation but who do not submit a proposal are requested to return a notice stating the reason(s) for not responding.

FOIA REQUIREMENTS: Proposals are subject to public disclosure after the deadline for submission in accordance with state law.

PROPOSAL CONTENT:

1. All proposers must possess a minimum of 3 years experience in janitorial and custodial services and provide evidence of such.
2. Proposers must provide a minimum of 2 references from customers of similar size and scope to those required by Kimball Township.
3. Proposers will provide evidence of sufficient equipment and staff necessary to fulfill the the scope of needed services as listed in Attachment A.
4. Proposers must maintain throughout the duration of the contract and provide evidence of the following insurances:
 - a. Commercial General Liability Coverage: Commercial General Liability Coverage including products/completed operations, contractual liability, and personal injury. This insurance shall be on a commercial insurance, occurrence form. The certificate must contain, as an endorsement, the following language: “The Township of Kimball, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the Township and within appointment of its operating budget including the Township of Kimball are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by the Township of Kimball”. The limit amount for this insurance shall be not less than \$2,000,000 per occurrence and \$5,000,000 aggregate.
 - b. Workers Compensation Coverage: At a minimum, Workers Compensation Insurance as required by State of Michigan law, Michigan statutory coverage, or evidence of an exemption for sole proprietors or a State issued exemption for corporations, partnerships or LLCs who have three or less employees. Employer Liability limits of \$1,000,000 each accident, \$500,000 disease policy limit and \$500,000 disease each employee.
 - c. Automobile Liability Coverage: The Automobile Liability Coverage shall cover all owned, non-owned, and hired automobiles with a limit of not less than \$1,000,000 combined single limit each accident.
 - d. Professional Liability Insurance: A policy in an amount not less than \$1,000,000 per claim.
 - e. Cancellation: Cancellation clause of insurance not less than thirty (30) days.
 - f. Proof of Insurance: The Township reserves the right to require complete, certified copies of all required insurance policies at any time.
5. A yearly price proposal for the list of requested services in Attachment A. The pricing proposal format can be found in Attachment B.
6. **Additional Required Items**: The Proposer must include the following items, or the

proposal may be deemed non-responsive and rejected without any further evaluation.

- a.** Proposal Form,
- b.** Business Information Questionnaire, and
- c.** Form of Agreement

PROPOSAL FORM

Failure to complete this form will result in your Proposal being deemed non- responsive and rejected without further evaluation.

TO: Township OF Kimball

The Undersigned hereby offer and agrees to furnish the service in compliance with all terms, scope of work, conditions, specifications, and addenda in the RFP.

ADDENDA:

The Undersigned has read and understands the RFP with all exhibits thereto, together with any written addendum issued in connection with any of the above. The Undersigned hereby acknowledges receipt of the following addenda:

(Write "None" if none.)

In addition, the Undersigned has fully and accurately completed all required forms.

OBLIGATION:

The Undersigned, by submission of this Offer, hereby agrees to be obligated, if selected as the Contractor, to provide the stated services to the Township, for the term stated herein, and to enter into an agreement with the Township, in accordance with the Conditions, Scope, and Terms, as well as the Form of Agreement, together with any written addenda as specified above.

COMPLIANCE: The Undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with these requirements. By submitting this Proposal Form, the Proposer represents that: 1) the Proposer is in compliance with any applicable provisions of the Township's Charter and Code of Ordinances; and 2) if awarded a contract to provide the Services required in the RFP, the Proposer will comply with the Township's Charter and Code of Ordinances.

NONCOLLUSION:

The Undersigned, by submission of this Proposal Form, hereby declares that this Proposal is made without collusion with any other person or entity, or which otherwise make a Proposal.

SUBMITTAL REQUIREMENTS: The Undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

No proposal shall be accepted which has not been manually signed in ink in the appropriate space below:

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

Company Name

Address

Township State Zip

Signature of Person Authorized to Sign

Printed Name

Title

For clarification of this offer, contact:

Name: _____

Phone: _____

Fax: _____

BUSINESS INFORMATION QUESTIONNAIRE

Failure to complete this form may result in your Bid or Proposal being deemed nonresponsive and rejected without any further evaluation.

NAME OF COMPANY _____

PRINCIPAL OFFICE ADDRESS _____

TELEPHONE NUMBER _____

FORM OF OWNERSHIP (Check One) Corporation LLC Joint Venture

State of Incorporation/Registration _____ Date of Incorporation/Registration _____

Partnership If Partnership, select one of the following: Limited or General or Individual

LIST OF PARTNERS, PRINCIPALS, CORPORATE OFFICERS OR OWNERS

Name	Title
_____	_____
_____	_____
_____	_____

FINANCIAL DISCLOSURE /CONFLICTS OF INTEREST: Identify any contract(s). including any contract involving an employment or consulting relationship, which the firm, or its partners, principals, corporate officers or owners currently has with the Township of Kimball, or with any of its Board members or officers.

I hereby certify that the foregoing business information is true, correct and complete to the best of (my/our) knowledge and belief:

(Name of Company)

By: _____
(Signature) (Date)

(Title)

Attachment A
Scope of Work for Monthly Cleaning

The office is cleaned twice per month. A full cleaning the first week and a lighter cleaning the third week.

1st Week of the Month

Sweep/mop/buff Lobby; foyer (entrance), bathrooms & kitchen floors

Deep scrub floors in lobby, foyer, bathroom and kitchen then apply 2 coats of wax (supplied by client. This is done 3 times a year (November, March and June).

Clean inside/outside of entrance doors/metal

Clean all light fixtures, baseboards, millwork, etc.

Clean all ceiling vents

Vacuum all carpets and floor mats

Trash disposal & clean/sanitize trash cans, reline if necessary

Clean fingerprints on glass and furniture

Clean fingerprints and marks from walls, doors & handrails

Clean/sanitize door knobs, push plates and other bright work

Clean water fountain

Dust & wipe down desk areas

Clean countertops and tables

Wipe down any cabinets, shelving and doors

Clean all vertical surfaces of desks, file cabinets

Dust ledges, sills

Clean door frames & light switch covers

Dust and cobweb removal high and low

Vacuum office chairs

Dust monitors

Sanitize phones

Wipe down bathroom doors and walls, mirrors and clean/sanitize sinks & toilets

Clean kitchen countertops, cabinets (outsides), tables and chairs

Wash inside/outside (spring, summer and fall) of all windows

Clean customer counter window

Return furniture to an orderly fashion

3rd Week of the Month

Sweep/mop/buff Lobby; foyer (entrance), bathrooms & kitchen floors

Clean inside/outside of entrance doors/metal

Clean water fountain

Wipe down bathroom doors and walls, mirrors and clean/sanitize sinks & toilets

Clean kitchen countertops, cabinets (outsides), tables and chairs

Trash disposal

Floor mats vacuumed

Attachment B
Pricing Proposal

Vendor Name: _____

2015 Season Total Price _____

2016 Season Total Price _____

2017 Season Total Price _____