

City of Harbor Springs

160 Zoll Street • Post Office Box 678 • Harbor Springs • Michigan • 49740-0678

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Thomas C. Richards, City Manager
Nick W. Whitaker, City Clerk/Comptroller/Treasurer
Kyle Knight, Chief of Police
Lucas VanderZee, Director of Department of Public Works
Dennis A. Kruzel, Director of Electric Distribution
C. Jeffrey Grimm, Assessor/Planning & Zoning Administrator

William M. Brown, Jr., Mayor
Matthew Bugera, Mayor Pro-Tem
John L. Cupps, Council Member
Jeffrey V. James, Council Member
Pringle Pfeifer, Council Member

REQUEST FOR PROPOSAL

JANITORIAL SERVICES

The City of Harbor Springs is currently accepting bid prices to provide janitorial/cleaning services at City Hall, the Police Station, the Department of Public Works building, and the Fire Station. Said proposals should address the services listed below and the schedule for providing the requested services for each building.

(1) City Hall – 160 Zoll St.

City Hall, except the City Council Chambers, shall be cleaned two (2) times each week, preferably on Tuesdays and Friday evenings. It should be noted that there are many evening meetings held in Council Chambers at City Hall, most meetings are finished by 10:00 p.m. Most evening meetings are Mondays, Wednesdays, and Thursdays. Each time City Hall is cleaned (unless otherwise noted) the following services should be performed:

1. Trash should be removed from the building and placed in the Police garage area.
2. Bathrooms, both inside and outside, should be thoroughly cleaned and disinfected, including toilets, sinks, fixtures, mirrors, and floors.
3. Bathroom supplies for both inside and outside bathrooms should be replenished with toilet paper, hand towels, and facial tissue from the supply closet in the main office area.
4. Tile floors in the vestibule, front desk area, break room/kitchen area, and employee entryway should be cleaned. Rugs in those areas should be vacuumed only as needed as these rugs are serviced.
5. Carpeted areas in three individual offices, one small conference room, front desk area, and all other carpeted workspaces should be vacuumed (see item 12 for specifics on Council Chambers).
6. Cashier's counter and all door handles, inside and out, should be cleaned and disinfected.
7. Windowsills, picture frames, and tops of cabinets should be dusted as needed.
8. Windows on the main entry doors (exterior doors), vestibule doors (interior doors), and council chamber doors should be cleaned.
9. Workspace surfaces in the main office area, individual offices, and small conference room including desks and other common work areas should be cleaned once per week.
10. Cobwebs and other debris from corners of all floors, ceilings, windowsills, trim, and baseboards should be cleaned as needed.
11. Once weekly, preferably on Fridays, Council Chambers should be vacuumed, surfaces cleaned and disinfected, wood trim, and windowsills should be dusted.
12. Wood blinds should be dusted as needed.
13. Any areas of concern, noted maintenance concerns, needed replenishment of supplies, or broken fixtures should be brought to the attention of the Deputy Clerk-Administration.

(2) Police Department Building – 170 Zoll St.

The Police Station shall be cleaned two (2) times each week. Said proposals should address the following services:

1. Trash should be removed from all receptacles and placed in the garage area.
2. Bathrooms should be thoroughly cleaned and disinfected, including toilets, sinks, fixtures, mirrors, and floors.
3. Bathroom supplies should be replenished with toilet paper, hand towels, and facial tissue.
4. Carpeted areas in individual offices, interview room, and the patrol room shall be vacuumed.
5. Tile floor in the vestibule should be mopped.
6. Kitchen sink, counters, and handles should be cleaned and disinfected.
7. Dirty dishes found in the sink or counters should be washed.
8. Desks, office equipment and windowsills shall be dusted, as needed.
9. Windows on the front entry door as well as the rear entry door should be cleaned.
10. Front desk counter window should be cleaned.
11. Front desk counter and all door handles should be cleaned and disinfected.
12. Cobwebs and other debris from corners of all floors, ceilings, windowsills, trim, and baseboards should be cleaned as needed.
13. Stairwell landing and stairs should be cleaned as needed.
14. Garage floor should be swept once per month.

(3) Department of Public Works Building – 204 E. Fairview

The Department of Public Works (DPW) building shall be cleaned once a week. Said proposals should address the following services:

1. Bathrooms should be thoroughly cleaned and disinfected, including toilets, sinks, fixtures, mirrors, and floors.
2. Floors in the vestibule, individual offices, hallway, and break room shall be swept and mopped.
3. Rugs should be vacuumed.
4. Desks, office equipment, and window sills shall be dusted, as needed.
5. Windows on the front door shall be cleaned and all door handles shall be wiped and disinfected.
6. Cobwebs and other debris from corners of all floors, ceilings, windowsills, trim, and baseboards should be cleaned as needed.

(4) Fire Station – 824 S. State

The Harbor Springs Area Fire Department building shall be cleaned once per month, preferably after the first Wednesday of each month. Said proposals should address the following services:

1. Trash should be removed from the building and placed in the truck bay area.
2. Bathrooms should be thoroughly cleaned and disinfected, including toilets, sinks, fixtures, mirrors, and floors.
3. Tile floors in the vestibule, workspaces, and kitchenette, should be cleaned.

4. Carpeted areas in should be vacuumed, including the basement meeting room.
5. Door handles should be cleaned and disinfected.
6. Windowsills, picture frames, and tops of cabinets should be dusted.
7. Windows on entry doors should be cleaned.
8. Workspace surface, tabletops, and counters should be cleaned and disinfected.
9. Cobwebs and other debris from corners of all floors, ceilings, windowsills, trim, and baseboards should be cleaned as needed.

FEE STRUCTURE AND ADDITIONAL INFORMATION

All quotes shall be submitted by 4:00 p.m. on Wednesday, August 16, 2017 and delivered to the attention of Michelle Main, 160 Zoll Street, Harbor Springs, MI 49740 or via e-mail at mmain@cityofharborsprings.com

The fees for the janitorial services outlined above shall be quoted on a weekly basis, not at an hourly rate. Each building shall be quoted individually.

Do not include the cost of cleaning supplies or equipment in the quoted bid price. The City will either reimburse the contracted cleaning service for the supplies or the City will provide them for you. Cleaning equipment will also be provided by the City.

Separate bids will also be accepted at this time for carpet cleaning services (once per year) window cleaning services (twice per year), but are not be included in the janitorial services contract as outlined above.

All janitorial/cleaning service companies must be fully bonded and insured; and all employees of said company will be subject to a criminal background check. References should be submitted with quote.

Please contact the following individuals if you would like to schedule a brief appointment to view the buildings and areas to be cleaned as referenced above:

- (1) City Hall – Michelle Main, Deputy City Clerk-Administration
Phone: 231-526-2104 e-mail: mmain@cityofharborsprings.com
- (2) Police Department – Kyle Knight, Chief of Police
Phone: 231-526-6211 e-mail: kknight@harborspringspolice.com
- (3) DPW – Lucas VanderZee, DPW Director
Phone: 231-526-0604 e-mail: water@cityofharborsprings.com
- (4) Fire Station – John Cupps, Jr., Fire Chief
Phone: 231-838-1922 e-mail: firechief@cityofharborsprings.com