

NOTICE TO BIDDERS

The Gratiot County Road Commission will receive bids at their offices at 200 Commerce Drive, PO Box 187, Ithaca, MI 48847, until **Tuesday, December 10, 2024, at 10:00AM** for:

JANITORIAL SERVICES IN THE ITHACA GARAGE FACILITY

Bid information is available at the Road Commission office or on our website gratiotroads.org.

The Commission reserves the right to accept or reject any or all bids, waive any irregularities and to accept the bid which, in their opinion, is in the best interest of the County of Gratiot.

Any bid received after the specified time will be returned unopened.

GRATIOT COUNTY ROAD COMMISSIONERS

BY: Wesley Federspiel, Chairman

JANITORIAL SERVICES IN THE ITHACA GARAGE FACILITY

GENERAL INFORMATION TO BIDDERS

SCOPE OF WORK:

The undersigned hereby proposes to perform janitorial services as outlined herein in accordance with the specifications to follow.

All cleaning supplies and cleaning equipment will be supplied by the contractor.

EXAMINATION OF SITE:

Bidders will familiarize themselves with the site and buildings in which the work is to be performed.

INSURANCE REQUIREMENTS:

The bidder will be required to furnish evidence of insurance coverage in the following types and amounts by Certificates of Insurance.

TYPE	MINIMUM LIMITS
Workman's Compensation	Statutory Limit
Commercial General Liability	\$100,000 ea. Accident & Aggregate

UNIT PRICES:

Unit prices will be based on the total cost for providing labor and equipment for performing described work each time the work is performed.

BASIS OF PAYMENT:

Payment will be made monthly on the basis of the number of units performed during that month at the unit prices indicated herein upon satisfactory completion of each item.

GENERAL:

All people working in our facility must be 18 years or older.

FREQUENCY AND TIME OF WORK:

CLEANING WILL BE DONE **TWICE PER WEEK** (GENERALLY ON TUESDAY AND THURSDAY):

920 EAST CENTER STREET

- The Main Equipment Storage Area - Wash down floors, clean gutters and walkways
- Pit Area - Clean and wash floors, empty trash cans, clean lights
- Both Shop Repair Areas - Clean and wash floors, empty trash cans, clean machines
- Sign Shop Area - Clean floors, dust
- Clean floors in Shop Repair Areas and Pit Area with concrete floor cleaner as needed
- Apply floor dry to any oil spills on floors
- Lunch Room - Clean windows, sweep and mop floors, dust
- Restrooms - Clean toilets, sweep and mop floors, clean sinks, dust, clean shower
- Both Shop Offices - Sweep and mop floors, dust, clean windows, vacuum chairs and desk fabric
- Foremen's Office - Sweep and mop floor, dust, wipe sills, clean glass on desks
- Entry Area and Stairs to Upper Level – Sweep and mop floors, dust rail

CLEANING WILL BE DONE **ONCE PER QUARTER YEAR:**

- Furnace room - Sweep floor
- Upstairs - Clean bathroom

CLEANING TO BE DONE **TWICE PER YEAR:**

- Office windows (inside and out), walls and closet doors

All work will be performed at hours which will not interfere with normal business operation of the Gratiot County Road Commission staff. The bulk of the cleaning will occur between the hours of 4:00PM and 10:00PM.

GENERAL DESCRIPTION OF WORK:

- A. Sweep floors previously listed. Floors may need to be washed down. Equipment will be provided. **ALL GUTTERS AND INSIDE CATCH BASINS WILL BE CHECKED PRIOR TO WASHING FLOOR AND CLEANED OUT AS NECESSARY.**
- B. Waste baskets throughout garage will be emptied (bags provided by GCRC).
- C. Due to the nature of our business, other cleaning tasks may be needed to insure a well cleaned facility. The above list may not be inclusive.
- D. Restrooms will be kept supplied and all urinals, toilets, showers, and washbasins will be cleaned and sanitized at each cleaning. Floors will be mopped each time.

TO BE COMPLETED BY BIDDER:

The undersigned has examined the above specifications and familiarized themselves with the work to be performed.

The undersigned proposes to perform the work as described at the following prices:

ITEM OF WORK	NO. UNIT	UNIT COST	TOTAL PRICE
Clean those areas at the rate of twice (2) times per week as designated previously	104 times	_____	_____
Clean those areas at the rate of once (1) time per quarter as designated previously.	4 times	_____	_____
Clean those areas at the rate of twice (2) times per year as designated previously	2 times	_____	_____

LENGTH OF CONTRACT:

The successful bidder will commence work the first week in January 2025, performing work as outlined in this document. The terms of this proposal conclude the last week in December 2025. This proposal, if awarded, can be extended year to year, if mutually agreeable between the contractor and the Gratiot County Road Commission.

If either party is dissatisfied with the terms, conditions or performance specified in this proposed contract, either party may terminate the agreement by notifying the other party, in writing, sixty (60) days in advance on termination.

Contractor Name

Telephone Number

Street

City

Zip

FAX Number

Federal ID Number or SS # (for 1099)

Authorized Signature of Bidder

Date

REQUIRED REFERENCES: (Give three with name, address and telephone number)

Exceptions, recommendations or remarks:

TITLE VI – The GRATIOT COUNTY ROAD COMMISSION in accordance with Title VI of the Civil Rights Act of 1964, 78-252, 42 U.S.C. 2000d-2222d-4, the Civil Rights Act of 1987, P.L. 100-259, and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Non-discrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprise firms will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of Race, Color, Sex, Age, National Origin, or Handicap in consideration for an award.