

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 OFFICE 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 OFFICE 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. If a Sole Proprietor, please explain how the work will be completed if you are unable.

FREQUENCY AND TIME OF WORK:

CLEANING WILL BE DONE ONCE PER WEEK:

- All offices to be dusted, vacuumed, glass surfaces cleaned and trash emptied
- Back Conference Room - Clean glass on table, vacuum floors and chairs, dust window sills, empty trash
- Front Conference Room - Vacuum floors and chairs, dust, empty trash
- Kitchen - Sweep and mop floor, dust and clean all surfaces, clean sink and counter tops, empty trash
- Lobby Area - Sweep and mop floor, dust, vacuum, wipe sills, spot clean windows, empty trash
- Restrooms - Clean toilets, sweep and mop floors, clean sinks and counter tops, empty trash
- Engineering Office - Vacuum, dust, wipe sills, empty trash
- Testing/File Room - Sweep and mop floors, dust

CLEANING TO BE DONE TWICE PER YEAR:

- Office windows (inside and out), walls and closet doors
- Carpet shampoo/cleaning including Scotch Guard (advance notice shall be given to the Road Commission)
- Furnace room - Sweep floor

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 4:30PM and 10:00PM.

GENERAL DESCRIPTION OF WORK:

- A. Restrooms - all toilets, showers, and washbasins will be cleaned and sanitized at each cleaning. Floors will be mopped each time.
- B. 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.

TO BE COMPLETED BY BIDDER:

The undersigned has examined the above specifications and are familiar 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 one (1) time per week as designated previously | 52 times | _____ | _____ |
| Clean those areas at the rate of two (2) times per year as designated previously | 2 times | _____ | _____ |

LENGTH OF CONTRACT:

The successful bidder will commence work January 1, 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 | |
| _____ | | | _____ | |
| Business ID Number | | | E-Mail | |
| _____ | | | _____ | |
| Authorized Signature of Bidder | | | Date | |

Exceptions, recommendations or remarks:

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

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.