

Request for Proposal
Janitorial Services
Beatty Early Childhood Education Center
1661 Leforge, Ypsilanti, MI

Washtenaw Intermediate School District

The Washtenaw Intermediate School District is soliciting proposals for a potential two-year contract (24 months) from prospective vendors who specialize in providing janitorial labor services as described within the attached documents. Ensuing contract will be eligible for annual renewals, thereafter, for up to three (3) years. See following "Scope of Work and Technical Requirements." Sealed proposals will be accepted until **Thursday, March 28, 2024, 10:00 a.m. EST**, after which time proposals will be opened and read aloud. All proposals will then be reviewed and considered. No emailed, faxed or electronic submissions are accepted. Proposals are to be addressed and delivered to:

Tanner Rowe, Director of Operations
Washtenaw Intermediate School District
1819 S. Wagner Road
Ann Arbor, MI 48103

Interested parties are strongly encouraged to attend the pre-proposal meeting and walk-through to be held on Thursday, March 21, 2024, at 3:30 p.m., 1661 LeForge, Ypsilanti, MI 48198.

Envelopes containing proposals must be sealed and clearly marked "**2024 Beatty Janitorial Labor Services Proposal – Do not Open**" with the name and return address of the vendor on the outside of the envelope. One signed original and two copies of the proposal shall be submitted.

No phone calls or individual meetings regarding this Request for Proposal will be accepted. Questions regarding the Request for Proposal must be directed via email only during the identified "Question Period" per the schedule below to:

sgordon@washtenawisd.org

**ALL PARTIES WISHING TO RESPOND TO THIS REQUEST FOR PROPOSAL SHALL
TAKE NOTICE OF INSTRUCTIONS TO BIDDERS.**

Request for Proposal Issued	March 13, 2024
Pre-Proposal Meeting & Walk Thru	March 21, 2024; 3:30 pm EST
Question Deadline (email only)	March 25, 2024
Answers posted	March 26, 2024
Proposals Due	March 28, 2024 10:00 a.m. EST
Post-Bid Interviews	March 28 – 29, 2024
Board of Ed Recommendation	April 9, 2024
Start of contract (year one)	July 1, 2024

Hard copies of this RFP will not be provided at the mandatory pre-proposal meeting.

Request for Proposal:
Janitorial Services

DEFINITIONS

The District refers to the Washtenaw Intermediate School District.

Vendor/Bidder/Contractor/Proposer refers to all recipients/potential respondents of this Request.

Request/Proposal refers to the entire process, including the request, response, special provisions, specifications and/or requirements.

RFP refers to the Request for Proposal document in its entirety.

PRE-PROPOSAL MEETING

The purpose of the pre-proposal meeting will be to provide an overview of the District's request and provide a guided tour of the facilities. Vendors interested in submitting a proposal are strongly encouraged to have an authorized representative in attendance at the pre-proposal meeting. Attendees must sign in at the pre-proposal meeting.

RESERVATION OF RIGHTS

The District reserves the right, in its sole and absolute discretion, to accept or reject, in whole or in part, any or all Proposals with or without cause. The District further reserves the right to waive any irregularity or informality in the RFP process or any proposal, and the right to award the contract to any other than the lowest price vendor. The District reserves the right to request additional information or clarification from any or all vendors as well as reserves the right to negotiate with the vendor(s) regarding their proposals. The District reserves the right to award the contract in parts or in whole and may award the contract to more than one vendor.

The District reserves the right to waive any informalities, irregularities or technical defects in proposals, and unless otherwise specified by the District, to accept any item or groups of items in the proposal, as may be in the best interest of the District. The District retains the right to award the contract(s) in part or in whole, as may be in the best interest of the District. The District retains the right to qualify or disqualify vendors on the basis of available information pertaining to their service and/or suitability of the services proposed.

Any decision made by the District, including the contractor selection, shall be final.

REQUEST CLARIFICATION

A pre-proposal meeting as well as a specified period for questions has been established and defined within this request for proposal. Any questions relative to interpretation of the request, the scope of services or the proposal process shall be addressed as indicated in ample time within the period set.

Questions regarding this request should be directed in writing, via email only, to Shantell Gordon, WISD Facilities Assistant , at sgordon@washtenawisd.org as specified before the end of the deadline for questions as posted within the document and request schedule.

If applicable, answers citing the question(s) asked, but not identifying the questioner, will be posted to the WISD web site if deemed relevant by the District and made available to all vendors as listed at the mandatory pre-proposal meeting.

BID PREPARATION AND RELATED COSTS

All costs associated with the presentation of the proposal and any supplemental information shall be borne solely by the vendor and shall not be passed on to the District under any circumstances. The District reserves the right to request clarification of information and to request additional information from any or all vendors.

Vendors shall submit one original hard copy proposal, hand-signed, by an authorized member of the proposer's firm. No oral, facsimile, or emailed proposals will be accepted. In addition to the original hard copy proposal, vendors shall submit two (2) additional copies. The original copy must be clearly identifiable and indicated. All proposals must be submitted on the Proposal Forms as included within this RFP.

VENDOR RESPONSIBILITY

Vendors are expected to be thoroughly familiar with all specifications and requirements of this Request and to provide proposals using the specific forms as provided within the Request for Proposal. Failure or omission to examine any relevant form, article, site or document will not relieve a vendor from any obligation regarding this Request. If, at any time, the District discovers deviations in a response that are not identified, the vendor may be subject to disqualification from consideration or cancellation of contract.

Each proposer, by submitting its proposal, releases the District from any and all claims arising out of, and related to, the RFP process and selection of a vendor or vendors.

GENERAL CONSIDERATIONS

Proposals received after the time and date specified, whether delivered or mailed, will not be considered and will be returned unopened. The timely submission of a proposal response rests entirely with the Vendor. Delays resulting from postal handling or for any other reason will not extend the timeline for response.

As a result of this request, vendors may be invited for an in-person interview for further presentation of their submission. Note schedule of "Finalist Interviews," as specified within this request for proposal. Finalist interviews may be in-person or virtual, dependent on pandemic statistics and local/state government guidance on in-person gatherings at the stated time. Vendors are expected to have a representative available to attend during the interview schedule. Vendors unable to present during the interview period may be disqualified from consideration.

The vendor(s) to whom an award is made will be notified at the earliest possible date. The tentative acceptance of the Proposal(s) and award of the contract will be by a notice in writing via email. All prices proposed by the Vendor must be firm for 90 days from the due date of the proposal. If, for some reason, agreement with the selected vendor cannot be reached to the satisfaction of the District, negotiations may begin with another vendor within fourteen days after the initial finalist vendor selection.

PREPARATION OF PROPOSALS

To facilitate proposal preparation, a copy of this proposal in .PDF format may be obtained and downloaded from our website, <http://washtenawisd.org>; "Departments," "Business Services," "Bids."

If erasures or other changes appear on the proposal forms, each erasure or change must be initialed by the person signing the proposal.

Any documents intended to supplement or deviate from the express requirements of this proposal solicitation may result in rejection of that proposal. Any forms and contracts the vendor proposes to include as part of any agreement resulting from this Request between the Vendor and the District must be submitted as part of the proposal response. Any forms and contracts not submitted as part of the proposal and subsequently presented for inclusion may be rejected by the District. This requirement includes, but is not limited to, the following types of documents: contracts, licensing agreements, maintenance contracts, and system support agreements.

Proposals must be submitted (mailed, shipped, hand-delivered) to the Contact (Tanner Rowe, WISD Director of Operations, 1819 S. Wagner Road, Ann Arbor, MI 48103) as listed in the instructions to bidders.

MODIFICATION OR WITHDRAWAL OF PROPOSALS

A proposal that is in the possession of the Contact may be altered only by letter bearing the signature or name of the person authorized for proposing, provided the alteration is received **prior** to the deadline for all proposals. A letter may not reveal the proposal price but could indicate an addition, subtraction, or other change in the proposal. Any change in the pricing structure as proposed must be received via sealed mailing, package/letter delivery service, or hand-delivery **prior** to the deadline for submission and prior to the bid opening.

A proposal that is in the possession of the Contact may be withdrawn by the vendor in person or by written request up to the time of the proposal opening. Proposals may not be withdrawn after the proposal opening.

PERFORMANCE – FORCE MAJEURE

Successful vendors shall be excused from performance hereunder during the time and to the extent that vendor is prevented from obtaining, delivering, or performing in the customary manner by acts of God, fire, war, loss or shortage of transportation facilities, lockout or commandeering of raw materials, products, plants or facilities by the government. Vendor shall provide the District substantiating evidence that non-performance is due to other than fault or negligence on their part.

RESOLUTION OF DISPUTES

Any issues or provisions of the contract in dispute between the District and the vendor, which, in the judgment of either party to the contract may materially affect the performance of such party, shall be reduced to writing by both parties and delivered to the Operations Director. The District and the contractor shall promptly, thereafter, negotiate in good faith and use every reasonable effort to resolve such dispute in a mutually satisfactory manner.

ESCALATION

Vendors shall provide a detailed description, including contact titles and information as well as anticipated timeline of response, of their procedure for resolution of unsatisfactory issues with service.

CONFLICT OF INTEREST

Vendor warrants it has no interest and shall acquire no interest that would directly or indirectly conflict in any manner or degree with the performance of this proposal.

NON-COLLUSION

The vendor and the undersigned of any proposal certifies that their proposal has not been made or prepared in collusion or cooperation with any other proposing vendor, or representative thereof, and the prices, terms, or conditions of the proposal have not been communicated by or on behalf of the vendor to any other proposing vendor or potential vendor and will not be so communicated to any other vendor or potential vendor prior to the official opening of the proposals. This certification may be treated for all purposes as if it were a sworn statement made under oath, subject to the penalties of perjury.

INTEGRATION

All Proposal solicitation documents, vendor's response to each solicitation, all correspondence and addenda contain the entire understanding between the parties and any additions or modifications hereto may only be made in writing executed by both parties.

LAWS TO BE OBSERVED

The successful vendor shall keep fully informed on all federal and state laws, all local bylaws, regulations and all orders and decrees of bodies or tribunals having any jurisdiction or authority which in any manner affect those engaged or employed on the work or which in any way affect the ordinances, regulations, orders and decrees in force at the time of award. The successful vendor shall protect and indemnify the District and its representatives against any claim or liability arising from or based on the violation of any such law, bylaw, ordinance, regulation order or decree whether by himself or by his employee(s). No extension of time or additional payment be made for loss of time or disruption of work caused by any actions against the successful vendor for any of the above reasons.

The parties expressly agree and understand that the provider is not an employee or agent of the District in any sense but is a sole independent contractor.

DISCRIMINATION

The District hereby notifies all Vendors it will affirmatively insure that, in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit Proposals in response to this Request and will not be discriminated against on the grounds of race, religion, color, sex, height, weight, handicap, marital status, national origin, or ancestry in consideration of an award. Vendor hereby agrees that should he/she be awarded this contract, Vendor will not discriminate against any person who performs work thereunder because of race, religion, color, sex, height, weight, handicap, marital status, national origin, or ancestry.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

By submitting their Proposal, Vendors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

SCHOOL SAFETY INITIATIVE LEGISLATION

The contractor and all of its employees and agents providing janitorial services to the District shall meet the requirements of the School Safety Initiative Legislation, being MCL 380.1230, 380.1230a, 380.1230c, 380.1230d and 380.1230g. The contractor acknowledges and agrees that unless the District notifies the contractor that it is not subject to the provisions of the Michigan Public Act of 2006, as amended, the contractor will have any and all of its employees or representatives who will be on any District facility regularly and continuously to carry out the janitorial services as considered within this RFP fingerprinted and subject to criminal history and background checks through the Michigan State Police and Federal Bureau of Investigation, as

detailed in Public Act of 2006, as amended, prior to commencing any work. Additionally, unless notified, in writing, that it is not subject to Michigan Public Act 84 of 2006, as amended, the contractor represents and warrants to the District that it will at all times during the initial term or any renewal term of the contract be in compliance with the provisions of Michigan Public Act of 2006, as amended, including but not limited to, reporting to the District within three (3) business days of when any of its agents, employees or representatives who will be on the District's properties regularly and continuously to carry out the janitorial services as considered within this RFP is/are charged with a crime listed in Section 1535a(1) or 1539b(1) of the Revised School Code, being MCL 380.1539a(1) and 380.1539b(1), or a substantially similar law, and to report immediately to the District if that person is subsequently convicted, plead guilty, or plead no contest to that crime. The Contractor shall indemnify, defend, and hold the District, its employees, Board of Education, and each member thereof, harmless from and against any and all claims, counter-claims, suits, debts, demands, actions, judgments, liabilities, expenses, including actual attorney fees and actual expert witness fees, arising out of or in connection with any violation of, or the contractor's failure to comply with the requirements of Michigan Public Act 84 of 2006, as amended. The contractor shall be responsible for all costs and expenses associated with the above-required fingerprinting and background checks. If requested, the contractor shall supply all necessary data and information, by the District, to enable the District to properly submit contractor and its employees/agents for inclusion in the State of Michigan Department of Education's list of 'registered educational personnel.'

SUBSTANCE FREE ENVIRONMENT

The use of tobacco, drugs or alcohol is prohibited in all District buildings, vehicles, and on the grounds of all District facilities.

FREEDOM OF INFORMATION ACT

Information submitted in vendor proposals becomes public information and, as such, is subject to public disclosure and review under the Michigan Freedom of Information Act. Information contained in the vendor's proposal which is company-confidential must be clearly identified in the proposal itself.

GOVERNING LAW

The laws of the State of Michigan shall govern the validity, construction and effect of this contract and any and all extensions and/or modifications. Michigan law shall govern regardless of any language in any attachment or other document that the vendor may propose.

SEVERABILITY

Should any provision of this contract be declared to be invalid by any court of competent jurisdiction, such provisions shall be severed and shall not affect the validity of the remaining provisions of this contract.

INSURANCE COVERAGE

The vendor, at its expense, must maintain during the terms of any subsequent contract the following minimum levels of insurance coverage:

1. Professional Liability Insurance with minimum limits of \$1 million per occurrence and \$1 million aggregate.
2. Workers Compensation Insurance which meets Michigan statutory requirements.
3. Comprehensive General Liability Insurance with minimum limits of bodily injury of \$500,000 per person and \$1 million aggregate and with minimum limits for property damage of \$500,000 each occurrence and \$1 million aggregate.

The vendor shall indemnify and save harmless the District, its officers and employees from all suits, actions, or claims of any character brought because of injuries or damage received or sustained by any person, persons, or property; on account of the operations of the said vendor, its agents, servants, or subcontractors; or on account of or in consequence of any neglect in safeguarding the work.

TERMINATION

Subject to the provision below, the contract may be terminated by the District upon sixty (60) days advance written notice to the other party; but if any work or service hereunder is in progress but not completed as of the date of termination, then this contract may be extended upon written approval of the District until said work or services are completed and accepted.

Termination for Cause: Termination by the District for cause, default, unsatisfactory performance, or negligence on the part of the firm shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The sixty, (60) days advance notice requirement is waived in the event of Termination for Cause. The failure of the successful vendor to comply with the terms and conditions of this proposal will subject this contract to revocation.

Unsatisfactory performance shall be defined as no service, consistent late service, failure to adequately resolve ongoing reported deficiencies in level of service or failure to comply with the requirements of this Request for Proposal.

CERTIFICATION AND COMPLIANCE

The undersigned agrees to furnish the commodity and/or services stipulated in the attached Request, at the prices and terms stated, subject to the general conditions outlined and the specific conditions identified. If more than one company is involved in providing this solution and certifying its compliance with this Request, all companies should sign the certification as identified.

A signed contract furnished to the successful vendor results in a binding contract without further action by either party. The contents of vendor's response to this Request for Proposal will become part of the final contract between the parties.

INSTRUCTIONS TO BIDDERS

1. It shall be the vendor's responsibility to read this entire document, review all enclosures and attachments, and comply with requirements specified within.
2. Proposals received after the deadline will not be accepted or considered.
3. Telephonic proposals or facsimile proposals will not be accepted.
4. Unless otherwise specified, no proposal may be withdrawn, changed, or modified in any way for a period of ninety (90) calendar days from the date all proposals are due.
5. Negligence on the part of the vendor in preparing the proposal confers no rights for the withdrawal or edit of the proposal after it has been accepted.
6. Proposals received prior to the time of opening will be kept secure and unopened. No responsibility will be attached to any Washtenaw Intermediate School District employee who prematurely opens an incorrectly addressed proposal.
7. If either a unit price or extended price is obviously in error, the incorrect price will be disregarded.
8. The Washtenaw Intermediate School District is exempt from State and Federal Taxes and will provide appropriate documentation to the awarded vendor.
9. The Washtenaw Intermediate School District reserves the right to accept or reject any or all bids, waive irregularities or defects, and accept other than the lowest bid when deemed to be in the best interest of the school district.
10. All information included in a proposal response is subject to the Freedom of Information Act and may be disclosed in its entirety after the formal bid opening has been completed.
11. By submission of this proposal, each vendor certifies that the pricing structure has been arrived at independently from consultation, communication, or agreement of such prices for the purpose of restricting competition with any other vendor or competitor.
12. Vendor, or agent, shall enter or hand write (on each sheet of the attached forms in appropriate field provided) company name and initial and shall place signature on pricing page of proposal documents (in field provided).
13. Vendor agrees to hold harmless and save the Washtenaw Intermediate School District, its officers, agents and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost of judgment for patent, copyright, or trademark infringement arising out of the purchase or use of equipment, materials, supplies or services covered by this proposal request and any subsequent contract covered by this contract.
14. A completed, and clearly legible, Familial Disclosure Form must be included with each proposal, or the proposal will not be accepted.
15. A completed, and clearly legible, Affidavit of Bidder, Iran Economic Sanctions Act Form must be included with each proposal, or the proposal will not be accepted.
16. A completed, and clearly legible, "Pricing proposal Beatty Early Learning Center Janitorial Services Routine and Restorative Form" must be included with each proposal or the proposal will not be accepted.
17. A completed, and clearly legible, "Proposed staffing schedule Beatty Early Learning Center Routine Janitorial Services Form" must be included with each proposal presenting pricing for Routine Janitorial Services or the proposal will not be accepted.
18. A completed and clearly legible, "Proposed custodial equipment, products, and disposables list Beatty Early Learning Center" must be included with each proposal or the proposal will not be accepted.
19. Job descriptions for each position as listed on proposed staffing schedules submitted within this proposal must be included with the proposal or the proposal will not be accepted.

20. A completed, and clearly legible, "Supplemental pricing proposal for additional services Form" must be included with each proposal or the proposal will not be accepted.
21. A written description of the "Escalation Process" by which vendor intends to resolve disputes must be included with each proposal or the proposal will not be accepted.

TERM OF CONTRACT

The District intends to award a contract to one or more contractors for janitorial labor services for the District facility as identified with an proposed effective start date of July 1, 2024 for a period of up to two years (24 months) with a rolling renewal date effective July 1 and an ending date of June 30 each year. The District reserves an option to extend the initial contract by up to three (3) additional years on a year-to-year basis subject to approval by the District's Board of Education, in its sole and absolute discretion. Proposers shall have no expectation of a contract beyond the initial two year (24-month term) as identified within this RFP.

The scope of services requested are as defined within the RFP specifications and Master Schedule.

The successful contractor agrees to provide written/posted and accurate staffing schedules on a weekly basis throughout the duration of the service contract.

DISTRICT FACILITIES

For purposes of this RFP, the District requests janitorial labor services for:
1661 LeForge, Ypsilanti, MI 48198

Specifications including, but not limited to, cleanable square footage, room types, task types and frequency of tasks, for each specified facility, follow within this document.

The District reserves the right to negotiate for janitorial labor services with other vendors for district leased or owned facilities other than the Beatty Early Learning Center. A contract award resulting from this RFP for Janitorial Labor Services for Beatty Early Learning Center does not imply or guarantee similar agreements at other District locations.

SCOPE OF WORK AND TECHNICAL REQUIREMENTS

Vendor shall supply qualified and appropriate labor/supervision (personnel) to deliver routine janitorial services including all products, disposables, and equipment as identified in Attachment A: "Routine Cleaning Specifications."

Vendor shall supply qualified and appropriate labor/supervision (personnel) to deliver restorative (deep cleaning) janitorial services including all products, disposables, and equipment as identified in Attachment B: "Restorative Cleaning Specifications."

Additional details for the Beatty Early Learning facility follows; Attachment C: Beatty Early Learning Center

Vendor shall supply all products, disposables, dispensers, (including all cleaning chemicals, tools, hand soap, hand sanitizer, toilet tissue, disposable hand towels) and equipment as well as labor, appropriate training for labor force, and supervision. Vendor shall provide the district with relevant SDS (Safety Data Sheet) for any and all chemical(s) used or proposed for use on the property. Vendor is expected to use products/equipment responsibly and as per manufacturer instructions and to discard all chemicals, residue of chemicals (dirty mop bucket liquids, for example) legally and responsibly into sanitary drains. Vendor shall maintain and hold readily available all relevant SDS on site for products in use. All products will remain properly identified and labeled at all times. Vendor also agrees to adequately maintain any equipment used on site and to ensure it is safe and operational as designed by the manufacturer.

ATTACHMENT A – Routine Cleaning Specification (expectations). Beatty Early Learning Center

Preferably to be completed at a time when the facility is not occupied. Hours of occupancy are typically: M – F, 7:00 a.m. until 4:45 p.m.

In addition to the Routine Cleaning Specifications, Day Labor is required for a minimum of 8 hours between 7:00 a.m. and 3:30 p.m., Monday – Friday.

Day Labor to provide ongoing cleaning/disinfecting of door handles and high touch surfaces defined as restroom fixtures, light switches, appliance handles, etc.; sweep exterior entrance(s) or hand shovel/salt for snow in season as needed; attend to emergency spills, bodily fluids, restroom service needs, sweep interior hallway and discard any debris collected, support food/meal time trash removal, and minor/light duty custodial work as needed while in attendance. Exterior trash pickup as needed around the perimeter of the building.

Day Labor is expected to remain on-site and available for program needs for the duration of the 8-hour shift.

Master (Cleaning) Schedule

Lobby entrance area

Daily

- Vacuum carpet daily, prefer HEPPA filter style vacuum
- Clean both sides of glass doors
- Spot clean all walls, and windows
- Clean and disinfect door handles/door push paddles
- In season, sweep or brush leaves/debris from entryway, retrieve and discard (daytime labor)
- In season, sweep or brush snow at entry way, hand salt, when needed at times the snowplow provider is not readily available (daytime labor)

Weekly

- Dust all horizontal surfaces

Office Area including conference room – Front office, main office to building

Daily

- Empty all trash receptacles and replace liners
- Vacuum all carpeted traffic lane areas
- Spot clean all walls, light switches and doors
- Clean and disinfect conference room table tops

Weekly

- Dust and spot clean fixtures, high and low areas (pictures, clocks, partition tops etc.)
- Fully vacuum all carpets from wall to wall, including under desks, tables
- Dust ledges and windowsill
- Clean window/door pane glass

Staff Breakroom

Daily

- Empty trash receptacles
- Sweep floor
- Clean and Disinfect table top, sink and countertop
- Spot Mop hard floors

Weekly

- Fully mop hard floors

Classrooms (8)

Daily

- Empty all trash receptacles and replace liners as necessary
 - If liners are torn, clean soiled areas resulting from leaking liners
- Vacuum area rugs
- Spot clean all walls, light switches and doors
- Sweep or catch/dust mop hard floors and discard debris
- Spot clean hard floors

Weekly

- Fully mop hard floors

Children's Restrooms (4 + one in the gym) and Staff Restrooms (1 with 2 stalls, 1 private)**Daily**

- Sweep all hard floors, discard any debris collected
- Mop all hard floors
- Clean and disinfect fixtures
- Clean mirrors
- Spot clean vertical surfaces
- Empty all trash receptacles and replace liners
- Ensure hand soap, toilet tissue, and towel dispensers are filled and operational

Weekly

- Dust horizontal surfaces

Quarterly

- Machine scrub restroom floors

Hallway areas and Gymnasium**Daily**

- Sweep or catch/dust mop floors, discard debris collected
- Spot clean hard floors
- Vacuum carpet mats (. i.e., runners) as needed
- Clean and disinfect drinking fountain

Weekly

- Dust all high and low areas including, pictures, clocks etc.
- Auto scrub hard floors - wall to wall

Kitchen**Daily**

- Sweep or dust/catch mop floors and discard debris
- Spot mop floors
- Empty all trash receptacles and replace liners as necessary
- Spot clean all walls, light switches, and doors (vertical surfaces)
- Clean and disinfect door handles

Weekly

- Auto scrub hard floors - wall to wall
-

Laundry room

- Sweep or dust/catch mop floors and discard debris
- Spot mop floors
- Empty all trash receptacles and replace liners as necessary

Weekly

- Mop floors - wall to wall

Mechanical, Electrical rooms

- Excluded from contract

Janitorial closet/janitorial storage areas

- Vendor and employees are expected to maintain custodial closet/custodial storage areas in a reasonable and orderly fashion, keeping custodial storage areas locked with chemicals secured and stored appropriately when the area is not immediately in use.

ATTACHMENT B – Restorative Cleaning Specification (expectations). Beatty Early Learning Center

Vendor is expected to provide labor, equipment, supplies, materials, tools, etc. as needed in order to provide the following list of services per the frequency specified below. Vendor agrees to collaborate and communicate in advance with owner, scheduling tasks at mutually agreeable times at least 30 days in advance.

Some of these services may be arranged during breaks when students/staff are not scheduled to be in the facility during the normal school year including but limited to: spring break, winter break, summer break.

Restorative Janitorial Services – building wide

- Carpet Shampoo/Extraction/Cleaning - twice per year (to be scheduled at mutually agreeable times at least 30 days in advance)
- Strip & Wax VCT Floors twice per year (to be scheduled at mutually agreeable times at least 30 days in advance)
- Wash exterior windows – once per year (to be scheduled at mutually agreeable times at least 30 days in advance)
- Clean light lenses – twice per year
- Clean hvac vents/registers – twice per year

Attachment C: Site List

Beatty Early Learning Center, 1661 LeForge, Ypsilanti, MI 48198

17,500 square feet

11,375 (approximate) square feet resilient tile

3,500 (approximate) square feet carpet

1,925 (approximate) square feet, grouted, ceramic tile

15 toilets

15 toilet tissue dispensers

26 sinks

26 soap dispensers 28 hand towel dispensers

1 urinal

4, minimum, hand sanitizer dispensers

2 showers

2 drinking fountain(s)

General, regular school session schedule:

Final week of August, each year, through and inclusive of the second week of June, each year

Mondays – Fridays

Bell times: 8:00 a.m. – 3:15 p.m.

Staff schedule: 7:00 a.m. – 4:45 pm, Mondays – Fridays

Periodic special events and evening activities, including gym use:

As scheduled, Mondays – Fridays, inclusive - Does Not Apply

General Winter break:

Final two weeks of December each year, may be final week of December and first week of January, each year

General Spring break: One week – typically March or April, each year

General routine cleaning days/year (weekend days/holidays excepted):

204

The building is generally available for restorative cleaning days/year:

(Specific restorative services schedule to be mutually agreed upon, no less than 30 days in advance between owner and service provider)

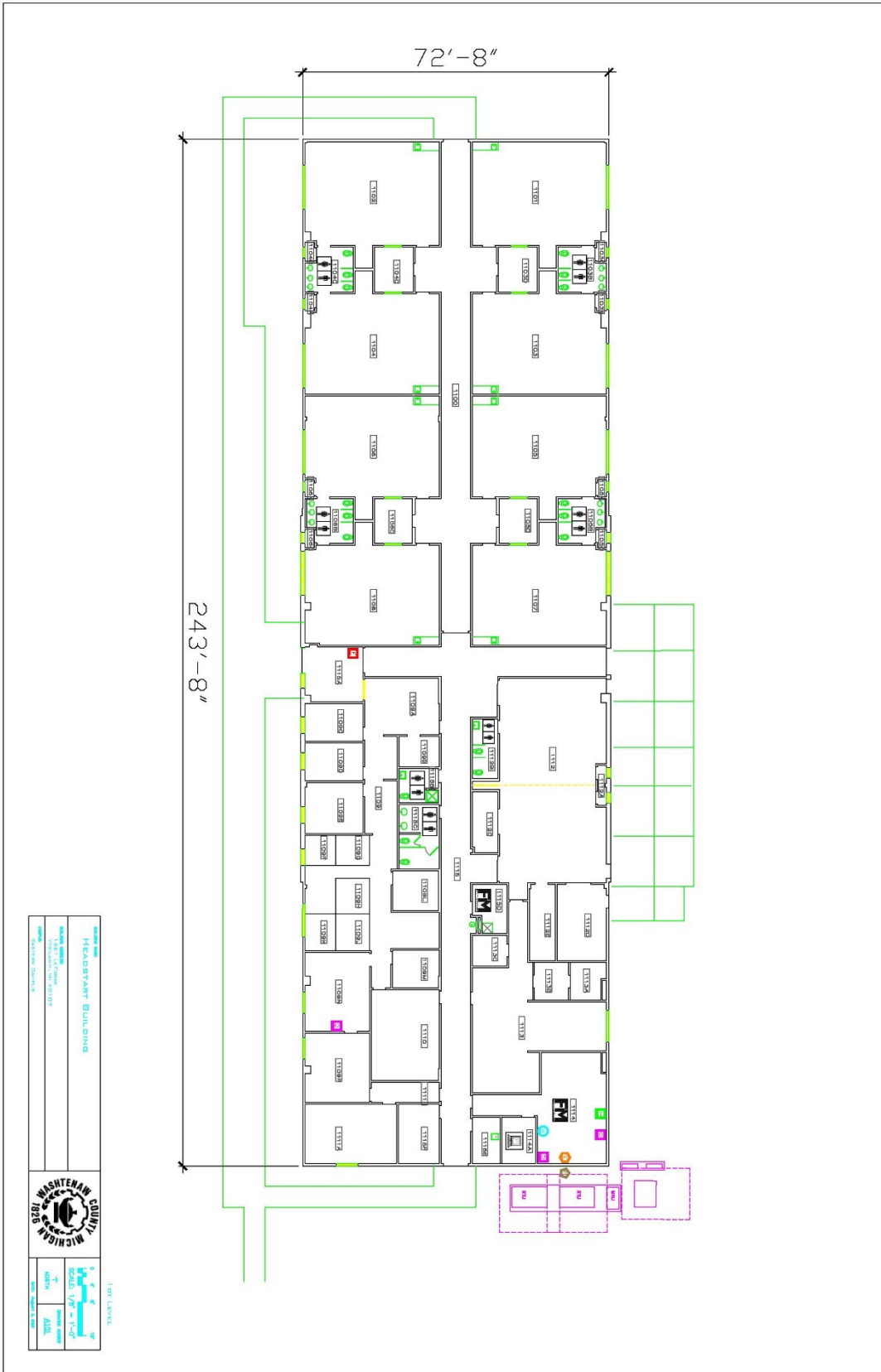
Spring Break: 5 weekdays

June: 7 weekdays

August: 15 weekdays

December/January: 10 weekdays

July: 19 weekdays



FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

(This disclosure statement must be included with your bid as required by Public Act 232 of 2004)

All bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board of Education or Superintendent of Schools of the School District of Ypsilanti.

The undersigned, the owner or authorized officer of

(the "bidder"), pursuant to the familial disclosure requirement provided in the attached invitation to bid, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any members of the Board of Education and Superintendent of the Washtenaw Intermediate School District.
If such a relationship exists, please explain:

By: _____
(bidder's signature)

Name: _____ (type
or print)

Date: _____

Subscribed and Sworn to Before Me

This _____ day of _____, 2018 A.D., in
and for the

County of _____, Michigan. My
commission

expires: _____.

Signature of Notary.

AFFIDAVIT OF BIDDER, IRAN ECONOMIC SANCTIONS ACT

The undersigned, the owner or authorized officer of

(the "Bidder"), pursuant to the Iran Economic Sanctions Act (MCL 1290313) hereby represents
and warrants that it is not an "Iran linked business."

BIDDER: _____

By: _____

Its: _____

STATE OF MICHIGAN

)

) ss.

COUNTY OF

)

The instrument was acknowledged before me on the _____ day of _____, 20____,
by_____.

_____, Notary Public

_____County, Michigan

My commission Expires: _____

Acting in the County of: _____

Pricing Proposal: Beatty Early Learning Center - Janitorial Services

Routine Janitorial Services Cost per Attachment A – School Year, September 1 – June 30 (incl. Labor, Supervision, Administration, Chemicals, Disposables, Equipment and all other associated costs to deliver services)	Annual Cost, per Master Schedule A (to be billed on a monthly basis)
Year 1, July 1, 2024 – June 30, 2025	\$
Year 2, July 1, 2025 – June 30, 2026	\$
Option Year 3, July 1, 2026 – June 30, 2027	\$

Routine Janitorial Services – Summer Option (incl. Labor, Supervision, Administration, Chemicals, Disposables, Equipment and all other associated costs to deliver services)	Weekly rate, Per Master Schedule A (to be billed on a monthly basis)
Year 2, July 1, 2025 – June 30, 2026	\$
Option Year 3, July 1, 2026 – June 30, 2027	\$

Restorative Janitorial Services per Attachment B (incl. Labor, Supervision, Administration, Chemicals, Disposables, Equipment and all other associated costs to deliver services)	Total cost, lump sum (to be billed, lump sum, after services are delivered)
Year 1, July 1, 2024 – June 30, 2025	\$
Year 2, July 1, 2025 – June 30, 2026	\$
Option Year 3, July 1, 2026 – June 30, 2027	\$

Additional Costs, if any, not included in “lump sum” pricing as provided above. Please describe	Amount/Per (Event, Day, Etc.)
	\$
	\$
	\$
	\$
	\$

Company Name: _____ Initials: _____

Signature: _____ Date: _____

Proposed staffing schedule: Beatty Early Learning Center Janitorial Services (add additional lines where necessary)

Must include 8 hours, minimum, day labor. In the table below please show the proposed hours for completing the routine evening cleaning tasks.

Position / Title	Mon	Tues	Wed	Thurs	Fri

Vendor to include written job descriptions with proposal for each position as noted above.

Company Name: _____ Initials: _____

Proposed janitorial equipment list Beatty Early Learning Center

Motorized Custodial Equipment Description	Brand Name/Make	Model	Size/HP/Other applicable information
Non - Motorized Custodial Equipment Description	Brand Name/Make	Model	Size Other applicable information

Company Name: _____ Initials: _____

Proposed Cleaning Chemicals, Disposables, Consumables List – Beatty Early Learning Center
(There is a preference to use diluted chemical systems: Hillyard Arsenal One)

Routine Cleaning Chemicals – Product Name	Manufacturer	Purpose
Restorative Cleaning Chemicals/Products	Manufacturer	Purpose
Trash liners, other disposables, etc.		

*Dispensers Provided must be “touch free”

	Brand/Item Number/Item Name	Dispenser Type/Model Name
Toilet Tissue		
Hand Towels*		
Hand Soap*		
Hand Sanitizer*		

Company Name: _____ Initials: _____

Supplemental pricing proposal for additional services

Is your company able to provide “emergency” services, off schedule, to respond to custodial needs (plumbing overflows; emergency building repairs clean-up, etc.)? Yes No

If yes, please provide rates, by position title. Please include any and all administrative costs relative to each hour of custodial service (i.e. – supervision, executive management, administration, etc.” Also, include any minimums established for emergency response (ex: 4 hour minimum). Add additional lines where necessary. If rates vary by weekday/weekend, please specify.

Emergency Personnel Title	Cost per hour	Minimum

Is your company able to provide planned in advance, off-schedule custodial services, to respond to special event custodial needs (Ex: weekend events, special board meetings, enrollment fair, fund raisers, construction/renovation/building repairs, etc.)? Yes No

If yes, please provide rates, by position title. Please include any and all administrative costs relative to each hour of custodial service (i.e. – supervision, executive management, administration, etc.” Also, include any minimums established for emergency response (ex: 4 hour minimum). Add additional lines where necessary.

Off Schedule Personnel Title	Cost per hour	Minimum

Company Name: _____ Initials: _____

Escalation Process for complaints/disputes

(Vendor to describe resolution process including first, second, third point of contact – and provide contact information for each step should a complaint or dispute with level of services arise)

Company Name: _____ Initials: _____

Vendor/proposer Checklist – All documents below MUST be submitted with the proposal.

- ☐ Familial Disclosure Form
- ☐ Affidavit of Bidder, Iran Economic Sanctions Act Form
- ☐ "Pricing Proposal: Beatty Early Learning Center Janitorial Services" Form
- ☐ "Proposed staffing schedule: Beatty Early Learning Center Janitorial Services" Form
- ☐ "Proposed Janitorial Equipment List Beatty Early Learning Center" Form
- ☐ "Proposed cleaning chemicals, disposables, consumables list" Form
- ☐ Job Descriptions/Position Descriptions per vendor proposal
- ☐ "Supplemental pricing proposal for additional services" Form
- ☐ Escalation/Dispute Resolution Process

Deadline for submissions: Thursday, March 28, 2024, 10:00 a.m. EST