

**SOUTHEAST MICHIGAN COMMUNITY ALLIANCE
25363 Eureka Road
Taylor, MI 48180
(734) 229-3500**

**REQUEST FOR QUOTE (RFQ)
OFFICE CLEANING SERVICES**

Original Proposal due: by 4:00 pm Friday, February 12, 2010

SIGNATURE PAGE

In submitting this bid it is understood that the right is reserved by SEMCA to reject any or all bids

Bidder will identify business entity as individual or if doing business under assumed name indicates assumed name, partnership (naming partners), corporation, foreign or domestic (naming principal officers), and indicate official capacity of person executing proposal and bid.

Firm Name (Corporation, Partnership or Assumed Name)

Firm Address (Street) (City)
(Zip Code)

Federal Tax ID #

Firm Phone Number Firm Fax Number E-mail address

Name of Principal Officer(s) Title

Name of Partnership/Owners Title

Name of person executing bid (Please Print) Title

Signature of person executing bid Date

SOUTHEAST MICHIGAN COMMUNITY ALLIANCE, INC.
REQUEST FOR QUOTE FY 2009-10
OFFICE CLEANING

Southeast Michigan Community Alliance (SEMCA), a non-profit corporation located at 25363 Eureka Rd. Taylor, Michigan, 48180 is seeking a Request for Quote for office cleaning at above address for the fiscal year 2010.

Prospective bidders must schedule an appointment with Barbara Earehart, Project Manager/HR at (734) 229-3526 to tour the building prior to submitting quote.

Terms:

A. The deadline for submission is **4: 00 pm Friday, February 12, 2010**. All proposals (1 original / 1 copy) must be submitted in a **sealed envelope** marked **Cleaning Service RFQ**, which should be hand-delivered or delivered return receipt requested.

B. Late bids, unsigned bids and those not in compliance with these guidelines will not be considered. Proposal received after this time will only be considered if it is in the best interest of SEMCA to do so. SEMCA will time stamp and record each proposal as it is received. SEMCA will not be responsible for delays caused by the method of submittal chosen by the proponents.

C. SEMCA reserves the right to not award a contract if the results of the RFQ are unsatisfactory. All parties or agencies submitting a bid agree to provide any appropriate additional information necessary to comply with regulations and procedures.

D. The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

E. Terms of the contract would begin April 7, 2010 through April 7, 2011 with an option for an automatic renewal for one additional year.

F. Vendor must affirm that the costs stated in the RFQ will be valid for the term of the entire period after the proposal is submitted.

G. The janitorial service are to be provided five (5) evenings per week, Monday through Friday, starting time will be 5:00 p.m. SEMCA reserves the right to modify and/or change the starting time if necessary.

Exception to this schedule are the following eleven (11) holidays when offices will be closed: Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, 4th of July and Labor Day.

H. Cost of monthly service should be based on the square footage of SEMCA's building which are approximate 16,020.

I. Contractor will maintain at its own expense during the term of this contract, the following insurance:

1. Worker's Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.

2. Comprehensive/Commercial General Liability Insurance with a combined single limits of \$1,000,000 each occurrence for bodily injury and property damage. SEMCA shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.

J. The contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

1. Provide company background (including vendor’s qualifications, years in business, staff profile and experience. (Do Not Include Brochures)

2. Cleaning Specifications

Please indicate in the “Frequency” column how often your company will perform this function.

Frequency (daily, weekly, monthly, yearly)

<u>Spot Wash</u>	
Clean Glass doors – entrance	
All Conference Rooms Partition glass	
<u>Vacuum</u>	
Vacuum chairs	
Vacuum Floors – carpet	
<u>Dust & Clean</u>	
Receptionist counter	
Tables & desks	
Chairs & lamps	
Baseboards, corner & edges	
High & low surfaces & window ledges	
Picture frames & wall hangings	
Glass display units	
Blinds	
Light Fixtures, ceiling vents & fans	
Filing cabinets	
Wall hangings	
Ledges	
Light fixtures, ceiling vents & fans	
Window sills	
<u>Sanitize</u>	
Phones	
Waste containers	

Water fountain	
	Frequency (daily, weekly, monthly, yearly)
<u>Damp Mop</u>	
Floors-hard surface	
<u>Empty & replace liners</u>	
Wastebaskets	
<u>CONFERENCE & BOARD ROOMS</u>	
Chair set up (straighten)	
<u>RESTROOMS</u>	
Sinks – Clean & disinfect	
Mirrors - Wash	
Metal & hardware –Damp wipe	
Commodes & urinals – Clean & Disinfect	
Tile walls & toilet partitions – Spot Clean	
Restroom partitions - Wash	
Dispensers & fixtures – Damp Wash	
Refill Soap, towels & tissue dispensers	
<u>KITCHEN, LUNCH ROOMS</u>	
Sanitize counters, tabletops, sinks & drinking fountains, o/side refrigerator & microwave	
Spot Clean Walls	
Buff Kitchen & lunchroom floor	
<u>GENERAL INSTRUCTIONS -</u>	Comments
Janitor closet- Maintain Cleaning standards	
Lights – Turn off designated lights	
Lock Doors & windows	
Set Alarms	
Building Irregularities – Notify contact via log book	
<u>FURNACE & MECHANICAL ROOM</u>	
Sweep floors - Monthly	

Provide following information below.

3. Total Monthly Service Charge \$ _____

4. Special Services Cost: If your company provides specialty services please provide quote (specialty services include: cleaning of carpets, strip & wax floors, shampoo carpets, wash windows)

Cost

Strip & refinish floors
(kitchen/lunchroom, back door area, bathrooms)

Clean inside Windows
Shampoo Carpets

5. Paper Products & Supplies Cost or Provide Pricing schedule:

Z- Folds 200 sheets per pack/20 packs per case
C- Folds 200 sheets per pack/12 pk per case
Large bags (38x58) 100ct/ case
Medium bags (40x48) 250 ct/case
Small bags (24 x33) 1,000 ct/case
Urinal screen w/ block 1 unit
Hand soap/gallons 4 gallons per case
Aerosol Sprays (Bathrooms – Wall Mount)
Spray Disinfectant
Toilet Tissue
Kimberly Clark Roll Towel 12/case 8” x 800’
Sanitary Wax Bags
Dial Foaming Hand Soap
Others items not listed:

6. Include your invoicing and payment requirements:

7. Include your cancellation policy:

8. Include a copy of your Certificate of Liability Insurance showing amount of coverage (Worker's Comp, MUI; Bonding of employees). **(Company awarded contract will need to add SEMCA as an additional insured)**

9. Please provide at least 3 references with contact person/phone number that SEMCA may contact prior to awarding contract:

10. Do your employees wear uniforms and display picture ID that identify your company?

Yes No

11. Does your company perform background checks (Yes No); drug screening Yes No?

12. If awarded contract will you need to hire/train someone or do you have staff already available?

13. Does your company provide an MSDS manual? Yes No

14. How do you handle a Biohazard that may occur?

15. How often does your management staff inspect employee performance?

16. Does your company provide a communication log?

NOTE TO ALL PROSPECTIVE CONTRACTORS

- All cleaning company employees will be required to sign a confidentiality form with SEMCA.
- All keys furnished by SEMCA will be returned to SEMCA upon contract end or employee termination unless re-assigned to another employee of which SEMCA will be notified.
- Contractor will be responsible to re-key facility if keys are not returned by their employee.