



REQUEST FOR PROPOSALS TO PROVIDE SERVICES TO VICTOR TOWNSHIP

Township of Victor
Laingsburg, MI

Deadline: November 11, 2019

Victor Township, Laingsburg, MI is seeking proposals from qualified custodial companies and professionals to provide the Township with weekly custodial services. The anticipated term of the agreement is through March 31, 2021.

Victor Township encourages interested parties to submit complete proposals to Melanie McIntosh c/o Victor Township Hall, 6843 E Alward Rd Laingsburg, MI 48848 by 5:00 pm, Monday November 11, 2019. Electronic proposals can be submitted to info@victortwp.org. Selection will be made by the Township Board at the Victor Township Board Meeting on November 11, 2019. Proposals must include the following:

Contact Information including name, address, telephone and email address.

Please describe individual, contractor and/company, including years in business, expertise in one more of the above service areas, etc.

Provide proof of general liability coverage in an amount of \$500,000.00

Contractor shall supply all equipment, tools, materials, and supplies to accomplish the designated tasks. Whereas certain materials and supplies shall be procured, provided and/or reimbursed through the Township, such provision shall be specifically outlined in an agreement.

Provide the monthly cost of any anticipated on-call retainer to ensure the availability of the Contractor. This retainer is anticipated to be paid monthly whether services are provided or not. If services are required, the cost of services will be paid from the retainer amount first per cost associated in the agreement and additional cost paid in a normal manner per the agreement.

Services may be proposed on a per hour basis with or without a retainer. It is not required to provide an anticipated per hour rate if another method of fee for services is proposed. It is however required that if per hour services are proposed that a total annual service cost is provided as requested below.

Flat rate services may be proposed on an annual flat rate paid in monthly installment to provide such services.

Estimated Annual Service Cost. Irrespective of the type of fee for service proposed, an estimated annual service cost must be provided. This estimated annual service cost will be the basis for Township to compare services to fees for services.

If Contractor wishes to propose to provide services based on individual cost per service, please list services and cost per provision of service. It is not required that costs be itemized. It is however required that if costs are itemized that a total annual service cost is provided as requested below.

Victor Township reserves the right to cancel this solicitation for proposals. Proposals may be rejected in whole or in part for good cause when in the best interests of the township. Victor Township reserves the right to reject any or all proposals or accept what is, in its judgment, the best proposal. Documents and records created in a governmental function are property of Victor Township and will be subject to the Freedom of Information Act.

SERVICE TYPE & SUPERVISION. The services outlined below are for those services generally associated with custodial services. For the purposes of these services, the Township Supervisor shall be the immediate supervisor of the contractor.

SERVICES TO BE PERFORMED. Contractor is responsible for custodial services of Victor Township properties located at 6843 E. Alward Rd, Laingsburg, Michigan & 6770 E Alward Rd, Laingsburg, MI in compliance with the laws of the State of Michigan and the Ordinances of and rules promulgated by the Township for such activities. More specifically, such services shall include:

Weekly Services

- Sweeping, mopping and vacuuming all floor surfaces.
- Cleaning all exposed table, desk, counter, appliance and vanity surfaces.
- Cleaning all interior window surfaces and blinds.
- Cleaning cupboards, counter top, sinks and appliances in the kitchen area.
- Cleaning sinks and toilets in all restrooms.
- Filling hand soap dispensers in kitchen and all restrooms.
- Refilling empty toilet paper rolls and hand towel dispensers in all restrooms.
- Emptying of all (interior and exterior) refuse receptacles, placing new liners in receptacles, and disposing in the commercial sized dumpster made available by the Township.
- Seasonal weekend services availability April through October
- Cleaning sinks and toilets of public area restrooms accessible from exterior of Township Hall.
- Cleaning the Dennison School House and Reed Church biannually and as assigned.
- Polishing & sealing large hall floor bimonthly.
- Cleaning all exterior window surfaces biannually