

Flat Rock Public Library
25200 Gibraltar Rd.
Flat Rock, Michigan 48134

The Flat Rock Public Library will be receiving proposals from commercial cleaning firms to provide janitorial services for the Library.

Proposals must be submitted in a sealed envelope via mail or hand-delivered and clearly identifying the proposal title: "Proposals for Janitorial Services of Flat Rock Public Library" to the Library Director's office at Flat Rock Public Library 25200 Gibraltar Rd. Flat Rock, Michigan 48134. Proposals will be accepted through the close of business 6:00 p.m. on Monday February 5, 2024.

General Scope of Work:

- To provide daily cleaning services for The Flat Rock Public Library (The Library is currently open 6 days- Monday -Saturday)
- Services include all normal and customary office and general cleaning as outlined in attached Cleaning list Schedule
- The service provider will be responsible for the purchase of all cleaning supplies and equipment needed to fulfill the contract.
- The Library will be responsible for the purchase of trash can liners, large trash bags, toilet paper, hand towels, hand soap and urinal supplies.
- The premises equipment and facilities shall be maintained in a condition satisfactory to the Library Director and Board and follow the specified frequencies.
- Service provider shall maintain all storage and closet areas assigned through this contract in a clean, safe and sanitary condition.
- Service provider will be responsible for any and all damage to building and contents when said damages are caused by service provider or someone working on behalf of the service provider.
- Service provider is responsible for control of keys and building alarm codes obtained from the Library. Service provider is responsible for reimbursing the Library for the replacement of lost keys. Service provider must notify the Library Director immediately in such instances. No keys are to be duplicated.

This request for proposals is not an offer of a contract.

Receipt of a proposal neither commits the Library to award a contract to any service vendor, even if all requirements stated in this proposal are met, nor limits the Library's right to negotiate in its best interest. The Library reserves the right to contract with a service provider for reasons other than lowest price. The service provider and their employees, and subcontractors and their employees shall be considered independent contractors and shall not be deemed employees of the Library for any reason.

The following shall be the minimum contents of the proposal:

- Completed bid form and a three references including the name, address and telephone number of three businesses in which bidder has provided similar cleaning services.

Questions regarding this request for proposals shall be directed to

Michael Cummings
Library Director
Flat Rock Public Library
25200 Gibraltar Rd.
Flat Rock, MI 48134

734-782-2430

director@frlib.org

CLEANING LIST AND SCHEDULE

DAILY - GENERAL CLEANING

1. Empty waste bins and replace liners. Wash when needed.
2. Dust mop and damp mop all hard floors using disinfectant.
3. Vacuum mats and carpets
4. Dust all horizontal surfaces of chairs, tables, desks, and other types of Furniture (DO NOT TOUCH PAPER LEFT ON DESKS)
5. Remove cobwebs from all areas
6. Collect all garbage, bottles, papers, leaves, debris, etc. from the front entrance
7. Remove fingerprints and marks from door frames and light switches
8. Spot clean internal glass in doors
9. Clean metal trim on entrance doors.
10. Spot clean painted surfaces and walls
11. Remove splash marks from partitions around sinks and from walls
12. Dust the tops of mirrors, frames, and bathroom partitions
13. Clean and sanitize all sinks and water fountain. Polish all bright work
14. Wipe hand towel dispensers.
15. Clean and polish mirrors
16. Stock toilet paper, facial tissues, hand soap and hand towels
17. All toilets and urinals will be disinfected and cleaned on both side and sanitized and then wiped dry

WEEKLY:

Damp wipe waste cans

Dust exterior of light fixtures

Wipe clean receptacles

Wash interior windows

Monthly:

Dust ceiling vents and grills

Wipe clean baseboards/molding

Dust vertical surfaces, walls and woodwork up to 8 feet

Dust fixtures, fire boxes, pictures (frames) and wall hangings.

BID FORM

FLAT ROCK PUBLIC LIBRARY

JANITORIAL SERVICES

Proposal Issued January 8, 2024

Contractor Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Cell Phone: _____

Email: _____

Bid Amount

Monthly General Cleaning Services : \$ _____

Exceptions—Please Describe:

___ I have read the Request for Proposals dated January 8, 2024

Name: _____

Authorized Signature: _____

Date: _____ Title: _____