



# City of Williamston

161 E. Grand River Avenue, Williamston, MI 48895  
517-655-2774; fax 517-655-2797; [www.williamston-mi.us](http://www.williamston-mi.us)

TO: INTERESTED JANITORIAL SERVICES BIDDERS

DATE: December 16, 2020

SUBJECT: Bids for City Janitorial/Cleaning Services

The City of Williamston is soliciting sealed bids from janitorial/cleaning businesses to provide janitorial/cleaning services for City of Williamston buildings.

●The City of Williamston wishes to have service begin on February 1, 2021 for a three-year period, expiring January 31, 2024.

●Attached:

Itemized Bid Proposal Sheet

Cleaning Specifications for:

161 E. Grand River Ave. (City Hall)

175 E. Grand River Ave. (Police Department)

781 Progress Court (Department of Public Works)

526 Sunset Lane (Wastewater Treatment Plant)

Cleaning call-in provision

●There will be a walk-through of the City buildings, beginning at City Hall, on Monday, December 28, 2020, at 2:00 p.m.

●The City has janitorial services specifications for the following locations:

- |                                      |                         |
|--------------------------------------|-------------------------|
| 1. Williamston City Hall             | 161 E. Grand River Ave. |
| 2. Williamston Police Department     | 175 E. Grand River Ave. |
| 3. Williamston DPW Services Building | 781 Progress Court      |
| 4. Williamston Wastewater Offices    | 526 Sunset Lane         |

Cleaning Times \*:

City Hall – After 5:00 PM Tuesday thru Friday

DPW Building – After 5:00 PM Monday thru Friday

Wastewater Offices – After 5:00 PM Monday thru Friday

Police Dept. – Must be done by 5:00 PM Monday thru Friday

\* Meetings and programs will occasionally delay the start of cleaning past closing times.

●**INDEMNIFICATION** – The contractor shall protect, indemnify, and save harmless the City, the City's officers, officials, and employees and agents against any and all damages to property or injuries to or death of any person or persons, and shall defend, indemnify and save harmless the City and its officers, officials, employees and agents from any claims,

demands, suits, actions or proceedings of any kind or nature, including worker's compensation claims, of or by anyone whomsoever, arising out of or as a result of any negligent, grossly negligent, tortious or deliberate act, error or omission on the part of the contractor or other whose services are engaged by the contractor or anyone employed or controlled by either of them in the performance of the work provided for in this contract. Insurance coverage specified herein constitutes the minimum requirements and said requirements shall in no way lessen or limit the liability of the contractor under the terms of the contract. The contractor shall not commence work under this contract until it has obtained the insurance required under this contract, nor shall the contractor permit any subcontractor to commence work on its subcontract until the insurance required of the subcontractor has been so obtained.

●**INSURANCE** – The contractor agrees to secure and keep in force during the entire term of this contract, or any renewal thereof, insurance as stipulated below.

- a. **Liability Insurance:** The contractor shall provide and maintain during the life of the contract, public liability and property damage insurance and umbrella coverage in the following amounts:
  - i. Public Liability - \$1,000,000 per person/\$1,000,000 per accident.
  - ii. Property Damage - \$1,000,000 per any one claim
  - iii. Umbrella Liability - \$1,000,000 to protect itself, its agents, and its employees from claims for damages for personal injury including wrongful and accidental death and property damage which may arise from operations under the contract, whether such operations be performed by itself or its employees.

The policy or policies shall name the City of Williamston as additional insured and shall contain a clause that the insurer will not cancel or decrease the insurance coverage without giving the City thirty (30) days prior written notice.

- b. **Worker's Compensation** – The contractor shall provide and maintain during the life of the contract, worker's compensation insurance in accordance with the laws of the State of Michigan for all its employees. A certificate shall be filed with the City of Williamston by the insurance carrier showing such insurance to be in force at all times.

●Three references, including contact name and telephone number, must be enclosed with your bid.

●The deadline for receipt of sealed bids is **2:00 p.m. on Tuesday, January 12, 2021**. All sealed bids are to be submitted to the Williamston City Clerk at 161 E. Grand River Ave., Williamston, MI 48895.

Questions should be directed to Barb Burke, City Deputy Clerk at [barb.burke@williamston-mi.us](mailto:barb.burke@williamston-mi.us), 517-655-2774, press 5.

# City of Williamston – City Hall Cleaning Specifications

161 E. Grand River

**Proposed frequency of cleaning is (1) one time per week**

## **Services:**

### **Restroom:**

- Clean, sanitize, and polish toilets.
- Empty trash bags and replace with new bag, sanitize trash containers.
- Replenish, clean, and sanitize dispensers (soap, towel, tissue, and napkin).
- Clean and polish glass, mirrors, and chrome hardware.
- Sweep, damp mop, and sanitize floors.
- Clean and sanitize sinks and countertops.
- Remove trash bags from building and place in dumpster outside of building.
- Vacuum floor.

### **General Offices and Lobby Areas:**

- Spot clean doors, frames, and walls.
- Empty trash bags and replace with new bags, sanitize trash containers
- Empty recycling bins at each desk into large recycling bin
- Empty shredding machines into plastic bag and place in recycling bin. Replace with new bag.
- Dust, damp wipe and sanitize desks, tables, and phones.
- Remove cobwebs from ceiling areas and floor.
- Dust lights, air vents, ledges and baseboards as needed.
- Dust window blinds as needed.
- Dust exposed filing cabinets, bookcases, and shelves.
- Remove trash bags from building and place in dumpster outside of building.
- Spot clean glass windows in entry doors.
- Vacuum entryway areas, and damp mop.
- Dust and damp wipe chairs, clocks, and pictures.
- Vacuum carpeted floor.

### **Break Room Area:**

- Empty trash bags and replace with new bags, sanitize trash containers
- Clean and sanitize sinks and countertops.
- Dust and damp wipe toaster and exterior of microwave oven and refrigerator.
- Dust lights, air vents, ledges and baseboards as needed.
- Remove cobwebs from ceiling areas and floor.
- Replenish paper towels.
- Remove trash bags from building and place in dumpster outside of building.
- Wipe out/clean inside of microwave.

### **Meeting Room Area:**

- Empty trash bags and replace with new bags, sanitize trash containers
- Dust, damp wipe and sanitize counters and tables.
- Remove cobwebs from ceiling areas and floor.
- Dust lights, air vents, ledges and baseboards as needed.
- Dust exposed filing cabinets, bookcases, and shelves.
- Spot clean glass windows in entry door.
- Stack and organize chairs as needed.
- Vacuum carpeted floor.

All labor, cleaning supplies and cleaning equipment will be provided by Bid Winner to perform cleaning services for  
City of Williamston – City Hall.

City of Williamston will supply trash liners, paper products, soap, bathroom products and light bulbs.

# City of Williamston – Police Department Cleaning Specifications

175 E. Grand River

Proposed frequency of cleaning is (1) one time per week between the hours of 8:00am and 5:00pm with Police Chief's approval.

## Services:

### Restrooms:

- Clean, sanitize, and polish toilets.
- Empty trash bags and replace with new bag, sanitize trash containers.
- Replenish, clean and sanitize dispensers (soap, towel, tissue, and napkin).
- Clean and polish glass, mirrors, and chrome hardware.
- Sweep, damp mop, and sanitize floors.
- Clean and sanitize sinks and countertops.
- Remove trash bags from building and place in dumpster outside of building.
- Vacuum floor.

### General Offices and Lobby Areas:

- Spot clean doors, frames and walls.
- Empty trash bags and replace with new bags, sanitize trash containers.
- Dust, damp wipe and sanitize desks, tables and phones.
- Remove cobwebs from ceiling areas and floor.
- Dust lights, air vents, ledges and baseboards as needed.
- Dust window blinds as needed.
- Dust exposed filing cabinets, bookcases and shelves.
- Remove trash bags from building and place in dumpster outside of building.
- Spot clean glass windows in entry doors.
- Vacuum entryway areas.
- Dust and damp wipe chairs, clocks and pictures.
- Vacuum carpeted floor.
- Wipe out/clean inside of microwave.

### **Break Room Area:**

- Empty trash bags and replace with new bags, sanitize trash containers.
- Clean and sanitize sinks and countertops.
- Dust and damp wipe toaster and exterior of microwave oven and refrigerator.
- Remove trash bags from building and place in dumpster outside of building.

### **Meeting Room Area:**

- Empty trash bags and replace with new bags, sanitize trash containers.
- Dust, damp wipe and sanitize counters and tables.
- Dust window blinds as needed.
- Remove cobwebs from ceiling areas and floor.
- Dust lights, air vents, ledges and baseboards as needed.
- Dust exposed filing cabinets, bookcases and shelves.
- Vacuum carpeted floor.

All labor, cleaning supplies and cleaning equipment will be provided by Bid Winner to perform cleaning services for City of Williamston – Police Department.

City of Williamston will supply trash liners, paper products, soap, bathroom products and light bulbs.

**City of Williamston**  
**Department of Public Works Office**  
**Cleaning Specifications**  
781 Progress Court

Proposed frequency of cleaning is (1) one time per week

**Services:**

**Restrooms:**

- Clean and sanitize toilets.
- Empty trash bags and replace with new bag, sanitize trash containers.
- Replenish, clean, and sanitize dispensers (soap, towel, tissue, and napkin).
- Clean and polish glass, mirrors, and chrome hardware.
- Sweep, damp mop, and sanitize floors.
- Clean and sanitize sinks and countertops.
- Remove trash bags from building and place in dumpster outside of building.
- Dust and damp wipe shower stall as needed (no shower as of 12/2020, but eventually will have)

**General Offices and Lobby Areas:**

- Spot clean doors, frames, and walls.
- Empty trash bags and replace with new bags, sanitize trash containers
- Dust, damp wipe and sanitize desks, tables, and phones.
- Remove cobwebs from ceiling areas and floor.
- Dust lights, air vents, ledges and baseboards as needed.
- Dust window blinds as needed.
- Dust exposed filing cabinets, bookcases, and shelves.
- Remove trash bags from building and place in dumpster outside of building.
- Spot clean glass windows in entry doors.
- Vacuum entryway areas, and damp mop.
- Dust base of chairs
- Vacuum carpeted floor.

### **Break Room and Cafeteria Area:**

- Empty trash bags and replace with new bags, sanitize trash containers
- Clean, damp wipe and sanitize sinks, tables, and countertops.
- Dust and damp wipe exterior of microwave oven and refrigerator.
- Dust lights, air vents, ledges and baseboards as needed.
- Remove cobwebs from ceiling areas and floor.
- Remove trash bags from building and place in dumpster outside of building.

### **General Hallway Areas:**

- Empty trash bags and replace with new bags, sanitize trash containers
- Remove cobwebs from ceiling areas and floor.
- Dust lights, air vents, ledges and baseboards as needed.
- Clean and sanitize drinking fountains.
- Sweep, damp mop, and sanitize floors.
- Spot clean glass windows in entry doors.
- Vacuum carpeted floor.

All labor, cleaning supplies and cleaning equipment will be provided by Bid Winner to perform cleaning services for City of Williamston – Department of Public Works office.

City of Williamston will supply trash liners, paper products, soap, and bathroom products.



# City of Williamston – Wastewater Office

## Cleaning Specifications

526 Sunset Lane

Proposed frequency of cleaning is (1) one time per week

### Services:

#### Restrooms:

- Clean and sanitize toilets.
- Empty trash bags and replace with new bag, sanitize trash containers.
- Replenish, clean, and sanitize dispensers (soap, towel, tissue, and napkin).
- Clean and polish glass, mirrors, and chrome hardware.
- Sweep, damp mop, and sanitize floors.
- Clean and sanitize sinks and countertops.
- Remove trash bags from building and place in dumpster outside of building.
- Dust and damp wipe shower stall as needed.

#### General Offices and Lobby Areas:

- Spot clean doors, frames, and walls.
- Empty trash bags and replace with new bags, sanitize trash containers
- Dust, damp wipe and sanitize desks, tables, and phones.
- Remove cobwebs from ceiling areas and floor.
- Dust lights, air vents, ledges and baseboards as needed.
- Dust window blinds as needed.
- Dust exposed filing cabinets, bookcases, and shelves.
- Remove trash bags from building and place in dumpster outside of building.
- Spot clean glass windows in entry doors.
- Vacuum entryway areas, and damp mop.
- Dust base of chairs
- Vacuum carpeted floor.

### **Break Room and Cafeteria Area:**

- Empty trash bags and replace with new bags, sanitize trash containers
- Clean, damp wipe and sanitize sinks, tables, and countertops.
- Dust and damp wipe exterior of microwave oven and refrigerator.
- Dust lights, air vents, ledges and baseboards as needed.
- Remove cobwebs from ceiling areas and floor.
- Remove trash bags from building and place in dumpster outside of building.

### **General Hallway Areas:**

- Empty trash bags and replace with new bags, sanitize trash containers
- Remove cobwebs from ceiling areas and floor.
- Dust lights, air vents, ledges and baseboards as needed.
- Clean and sanitize drinking fountains.
- Sweep, damp mop, and sanitize floors.
- Spot Clean glass windows in entry doors.
- Vacuum carpeted floor.

### **Laboratory Area:**

Empty trash bags and replace with new bags, sanitize trash containers

- Vacuum carpeted floor.
- Damp mop tile floor.

All labor, cleaning supplies and cleaning equipment will be provided by Bid Winner to perform cleaning services for City of Williamston – Wastewater office.

City of Williamston will supply trash liners, paper products, soap, and bathroom products.

# **City of Williamston Cleaning Call-In Provision**

## **Services:**

**Call-in services will be paid on an hourly basis and will cover unforeseen emergencies/events that require immediate or prompt attention.**

**Proposed frequency of activity is on a call-in basis.**

**City of Williamston**  
**Itemized Bid Proposal Sheet**  
(To be completed by Bidder)

\$ \_\_\_\_\_ Weekly charge for cleaning 161 E. Grand River Ave. per attachment "A"

\$ \_\_\_\_\_ Weekly charge for cleaning 175 E. Grand River Ave. per attachment "B"

\$ \_\_\_\_\_ Weekly charge for cleaning 781 Progress Court per attachment "C"

\$ \_\_\_\_\_ Weekly charge for cleaning 526 Sunset Lane per attachment "D"

\$ \_\_\_\_\_ GRAND TOTAL OF WEEKLY CLEANING CHARGES

\$ \_\_\_\_\_ Hourly rate for Call-In Services per attachment "E"