

# ROAD COMMISSION FOR IONIA COUNTY

170 E. Riverside Drive • P.O. Box 76 • Ionia, Michigan 48846 • Phone (616) 527-1700 • Fax (616) 527-8848

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CHARLES G. MINKLEY  
Commissioner

KENNETH L. GASPER  
Commissioner

KAREN D. BOTA  
Commissioner

ROBERT G. DUNTON  
Commissioner

NICHOLAS S. BOWERMAN  
Commissioner

DOROTHY G. POHL, CPA  
Managing Director

PAUL A. SPITZLEY, P.E.  
County Highway Engineer

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## INVITATION TO BID

Sealed bids will be received by the Board of Ionia County Road Commissioners at 170 E. Riverside Drive, Ionia, Michigan 48846 until **1:00 p.m. Wednesday, October 30, 2019** at which time they will be publicly opened and read in the Commission offices for:

### CONTRACT # 20-100: JANITORIAL SERVICES

**A mandatory on-site inspection meeting will be held Tuesday, October 22, 2019 at 9:00 a.m. at 170 E. Riverside Drive. Attendance at the on-site inspection meeting is required to be eligible to bid.**

All bids are to be in sealed envelopes and plainly marked “**Sealed Bid for Contract # 20-100 Janitorial Services**” and **shall include the name and address of the bidder.**

Further information upon which bids shall be based is available at [www.ioniacountyroads.org](http://www.ioniacountyroads.org) on the “Doing Business” page or upon request to [info@ioniacountyroads.org](mailto:info@ioniacountyroads.org).

All bids will meet or exceed the specifications established by the Ionia County Road Commission. The Board reserves the right to reject any and all proposals or to waive irregularities therein, and to accept any proposals which, in the opinion of the Board, may be most advantageous and to the best interest of the County.

Board of County Road Commissioners  
Ionia County, Michigan

Charles G. Minkley, Chair  
Robert G. Dunton, Vice-Chair  
Kenneth L. Gasper, Member  
Nicholas S. Bowerman, Member  
Karen D. Bota, Member

**BOARD OF COUNTY ROAD COMMISSIONERS  
OF THE COUNTY OF IONIA**

**INSTRUCTIONS TO BIDDERS**

Sealed bids will be publicly opened at the offices of the Board of County Road Commissioners of the County of Ionia, State of Michigan, located at 170 E. Riverside Drive, Ionia, Michigan 48846.

Refer to the **INVITATION TO BID** for the exact timing and for the identification of the bids as related to furnishing materials, services, equipment, work and/or supplies with the terms, conditions, specifications, drawings, plans and special provisions as stated herein and hereto attached.

The Board's practice is to open and read the bids at the designated time and then refer the file to staff for tabulation and analysis. During this period, the files are closed until presented to the Board of County Road Commissioners at their next regular meeting. Notifications of award, pending award, or other outcome, will be made in writing. The bid tabulation will accompany award, as is customary for item bid, or may be requested by phone at (616) 527-1700.

1. All bids must be submitted on the Board's blank form when provided. The bid shall be legibly prepared in ink or typewriter. The bidder must initial erasures or alterations.
2. Specifications and plans should not be returned with bid unless otherwise stated herein.
3. Bids shall be mailed or delivered. **Bids shall be in a sealed envelope and identified on the outside as to the bid concerned and shall include the name and address of the bidder.** Bids sent by fax or email will NOT be accepted.
4. Bids will not be accepted after the time designated for the opening of the bids. The bidder shall assume full responsibility for delivery of bids prior to the appointed hour and shall assume the risk of late delivery or non-delivery regardless of the manner used for the transmission thereof. **Bids will be accepted at the Road Commission office** on behalf of the Board at any time during normal business hours only, said hours being 7:30 a.m. to 4:00 p.m., Monday through Friday, with the exception of legal holidays.
5. It is understood that the Board of County Road Commissioners is a governmental unit and as such, is exempt from the payment of all State and Federal taxes, except as allowed by the regulatory agencies to be included in the cost of materials and services.
6. The bidder, by execution of the bid proposal, thereby declares that the bid is made without collusion with any other person, firm or corporation and agrees to furnish all bid items in strict adherence with all Federal regulatory measures.
7. The Board reserves the right to reject any and all bids, to waive any irregularities therein, and to accept any bid which, in the opinion of the Board, may be most advantageous and to the best interest of the County. In case of error in the extension of prices in the bid or other arithmetical error, the unit prices will govern.

8. Insurance Requirements: Upon request or notification of award, and prior to execution of the contract, the contractor shall have fourteen (14) days to submit to the Ionia County Road Commission a completed copy of their Certificate of Liability Insurance as evidence of the following specific requirements:

A. Indemnification: The contractor shall save harmless and indemnify the Ionia County Road Commission as well as their officers, agents and employees, against all claims for damages to public or private property and for injuries to persons arising out of and during the progress and to the completion of the work.

1. CERTIFICATE HOLDER block shall read: "Ionia County Road Commission, 170 E. Riverside Drive, Ionia, Michigan 48846".
2. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS block shall read: "Additional Insured: The Board of County Road Commissioners for Ionia County, the Ionia County Road Commission and its officers, agents and employees".

B. Worker's Compensation Insurance: The contractor shall carry Worker's Compensation Insurance of not less than the Statutory Limit.

C. Bodily Injury and Property Damage: The contractor, shall afford protection against all claims for damages to public or private property, and injuries to persons, arising out of and during the progress of the work, and to its completion and, where specified in the proposal, similar insurance to protect the owner of premises on or near which operations are to be performed.

1. **Bodily Injury and Property Damage Other Than Automobile**. Unless otherwise specifically required by special provisions in the proposal, the minimum limits of property damage and bodily injury liability covering each contract will be:

Bodily Injury and Property Damage Liability:	
Each Occurrence:.....	\$1,000,000
Aggregate: .....	\$2,000,000

The insurance will include, but not be limited to coverage for:

- a. Underground damage to facilities due to drilling and excavating with mechanical equipment, and
- b. Collapse or structural injury to structures due to blasting or explosion, excavation, tunneling, pile driving, cofferdam work, or building moving or demolition.

Comprehensive General Liability Insurance naming the Ionia County Road Commission, its commissioners, officers, agents and employees, as "Additional Insured" is required as shown above. This policy shall also include coverage for product liability and completed operations, and bodily or property damage due to perils of explosion, collapse and underground hazards (X, C, U). The completed certificate shall provide the name of the insurance company and its address, phone number, and fax number, in addition to the policy numbers, policy periods, policy descriptions, and signature of the insurance agent.

C. Owner's Protective Public Liability Insurance: In the alternative to the previous section, the contractor shall provide for and in behalf of the Ionia County Road Commission, its commissioners, officials, agents and employees, and all agencies specifically named below, and their employees, a policy for Owner's Protective Public Liability Insurance. Such insurance shall provide coverage and limits the same as the Contractor's Public Liability Insurance.

The agencies specifically named are the Ionia County Road Commission and the Board of Ionia County Road Commissioners.

9. Cancellation of Contract Provisions: The Ionia County Road Commission shall have the right to cancel the contract for non-performance, should an inspection by the designated representative reveal that the contractor's work results in any non-acceptable maintenance condition of one or all specified areas. The designated representative at the time of the **first** circumstance shall call for a meeting with the contractor and issue a written warning of possible contract termination should the condition continue. If the condition should repeat for a **second** time, written notice of termination shall be sent.
10. Presumption upon Receipt of Bid: Submission of bid will be construed as a conclusive presumption that the contractor is thoroughly familiar with the bid requirements and specifications and that he/she understands and agrees to abide by each and all stipulations and requirements contained therein.
11. Contractor and Contractor's Subcontractor: Neither the contractor nor his/her subcontractors shall discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to his/her hire, tenure, terms, conditions or privileges of employment because of his/her race, color, religion, national origin, or ancestry. Breach of this covenant may be regarded as a material breach of this contract.

**Specifications for Janitorial Services**  
**Contract #20-100**

It is the intent of the Ionia County Road Commission to contract specific janitorial services in accordance with the following outline, descriptions and schedule.

- Scope: Contractor shall be responsible for furnishing all labor, materials, equipment, tools and any other apparatus required in the performance of this contract unless otherwise stated herein.
- Location: Ionia County Road Commission, 170 E. Riverside Drive, Ionia, Michigan. The areas to be cleaned will be the main office building, shop (mechanics') building, the sign shop and all other areas designated during the on-site inspection

**General Specifications**

- A. Examination of Site:
1. Bidders are to familiarize themselves with the site and buildings in which the work is to be performed. **A mandatory on-site inspection meeting will be held Tuesday, October 22, 2019 at 9:00 a.m. at 170 E. Riverside Drive. To be eligible to bid, attendance at the on-site inspection meeting is required.**
  2. The purpose of this meeting is to provide a briefing of the scope of work, the specifications, and conduct a tour of the buildings so that all prospective bidders will have an equal opportunity to view the facility and ask questions that pertain to the requested services.
- B. Qualifications:
1. Contractor must be able to provide a minimum of three references upon request.
  2. Contractor must use a daily punch list of work performed by their employees to be presented to the Maintenance Supervisor upon request.
- C. Insurance Requirements:
- Before beginning their work, the successful bidder will furnish evidence of insurance coverage as specified in the attached "Instructions to Bidders", item # 8.
- D. Bid Price Structure:
1. Bid price shall be based on the services required and shall include all the following costs:
    - a. Labor
    - b. Supervision
    - c. Social Security Requirements
    - d. Liability and Compensation insurances
    - e. Unemployment Compensation and miscellaneous benefits provided by the Contractor
    - f. Employee uniforms and/or identification materials
    - g. Equipment and equipment repairs
    - h. Cleaning materials and chemicals
    - i. Any costs for administration materials such as log books, punch lists and related forms
    - j. Any other costs needed to provide the required service
  2. Bid amount for additional requirements shall be a per job fee based on the specified task.
  3. It should be understood that award of this contract will not be based solely on cost. The Road Commission will make an award based on the proposal it determines to be in its best interest.

E. Invoice and Payment

The contractor shall provide the Ionia County Road Commission an itemized monthly statement for services rendered. Invoices will be paid within thirty (30) calendar days of receipt, on the basis that the work is satisfactorily completed. Invoices may be submitted electronically by fax (616) 527-8848 or email [accountspayable@ioniacountyroads.org](mailto:accountspayable@ioniacountyroads.org).

F. Contractor Personnel:

1. Custodians employed by the contractor shall be fully trained and skilled in safe and proper cleaning techniques, and be able to communicate with Road Commission personnel.
2. Contractor shall provide the Maintenance Supervisor with a current list of all employees that will perform the work and shall keep the Maintenance Supervisor informed of all changes to the list.
3. No subcontract labor will be allowed.

G. Equipment/Supplies:

1. Contractor's Responsibility:
  - a. Contractor shall provide all necessary equipment to conduct the cleaning service and shall include but not limited to: vacuum cleaners, dusting equipment, mops and mop heads, cleaning chemicals, cleaning rags, and cleaning paper products.
  - b. Contractor shall be responsible for stocking and maintaining all cleaning supplies and equipment as needed.
  - c. Contractor shall be responsible for all maintenance, repairs and replacement of equipment as needed.
  - d. Contractor shall be responsible for any damages caused to the Road Commission facility due to the contractor's personnel or equipment. Any damages must be reported to the Maintenance Supervisor.
2. Road Commission's Responsibility:
  - a. Ionia County Road Commission shall provide the contractor with products for restroom use and shall include but not limited to: toilet paper, hand towels, hand soap, trash bags, and air fresheners.
  - b. Ionia County Road Commission shall provide the contractor with on-site storage/closet space for stock materials and related cleaning equipment.

H. Contract Period:

1. The period of this contract, following written notification of the award, shall commence January 1, 2020 and end December 31, 2020.
2. Beyond the scope of this contract, no additional work will be performed without the road commission's written acceptance of the contractor's quote or proposal in advance of the work being performed.
3. The road commission, at its discretion, reserves the right to increase, decrease or eliminate the frequency of janitorial items listed on the schedule or make any changes necessary, at any time during the duration of this contract, and to cancel this contract if funds become unavailable. Such revisions will require two weeks written notice to the contractor.

I. Renewal Options:

The road commission reserves the right to renew the contract for a maximum of four additional one-year periods, each upon mutual agreement of both parties. Pricing, terms and conditions of the first contract will remain the same for each one-year renewal period.

## Work Specifications

### A. Work Hours and Schedules:

All janitorial services will be performed at hours that will not interfere with the normal business operation of the road commission and road commission staff. The bulk of the janitorial services should occur between the hours of 4:00 p.m. and 5:00 a.m. on business days and at contractor's discretion on the weekend.

#### Regular Janitorial Services

These Janitorial Services are performed daily:

1. Empty all wastebaskets in main office (offices, entryway, lobby, kitchens, workstation, vault, and shredder room), empty wastebaskets in shop and sign shop buildings.
2. Clean restrooms in main office (2 locker rooms and 1 public restroom) and shop: Clean and sanitize basins, countertops, showers, toilets, urinals; sweep and mop floors; clean mirrors

The following services are performed **twice-weekly minimum, or more frequently as needed:**

1. Entryways (clean windows & glass doors, sweep & mop).
2. Sweep & mop non-carpeted floors in all buildings, i.e. sign shop, mechanics' shop/parts room, and main office building.
3. Vacuum carpeted floors.
4. Kitchen areas include - (2) kitchens:  
Clean tops of counters, tables & appliances; sweep & mop or vacuum kitchen floors.
5. Clean water dispensers / fountains.

#### Monthly Janitorial Services

These services are performed once per month and will be rotated into the Regular Janitorial Services schedule, generally at the discretion of the contractor.

1. Dust tops of file cabinets, tables, desks (if cleared), counters, windowsills, blinds, etc.
2. Buff floors

#### Semi-Annual Janitorial Services

These services are performed twice per year and will be rotated into the Regular Janitorial Services schedule, generally at the discretion of the contractor.

1. Vacuum baseboards, corners, ceilings, and light fixtures
2. Treat spots and deep clean carpets
3. Clean interior windows in all buildings
4. Clean exterior windows in all buildings
5. Clean ovens, range hoods & vent filters
6. Clean refrigerators in 2 kitchen areas (one-week prior notice requested)
7. Sanitize cupboards in 2 kitchen areas (inside and outside of doors, drawers and shelves)
8. Sanitize lockers in 2 locker rooms (inside and out)

#### Annual Cleaning Services

These services are performed once per year, if needed, and will be rotated into the Regular Janitorial Services schedule, at the discretion of the road commission.

1. Stripping and waxing tile floors

B. Security Requirements:

1. Children or other family members of contractor's employees are not allowed at the Road Commission facility during working hours.
2. Employees of the contractor are not allowed to use equipment, telephones, vehicles, computers, or any other item or service belonging to the Ionia County Road Commission.
3. A key will be provided to allow access to all areas designated to be cleaned. If key becomes lost or stolen, it must be reported immediately to the Maintenance Supervisor. This key must be promptly returned to the road commission upon completion of the contract period.
4. Contractor shall be responsible for ensuring buildings are secured and locked each day when work is completed.
5. Failure to adhere to security requirements will result in termination of the contract.

Questions concerning specifications may be directed to  
**Gordon (Duffy) Fyan, Maintenance Supervisor**  
**(616) 527-1700 extension 107**



**Ionia County Road Commission**  
**Bid Form for Janitorial Services - Contract #20-100**

Bid Price to Perform Regular Janitorial Services  
 (cost per week) \$ \_\_\_\_\_ x 52 = \$ \_\_\_\_\_

Bid Price to Perform Monthly Janitorial Services  
 (cost per month) \$ \_\_\_\_\_ x 12 = \$ \_\_\_\_\_

Bid Price to Perform Semi-Annual Janitorial Services  
 (cost per 1/2 year) \$ \_\_\_\_\_ x 2 = \$ \_\_\_\_\_

Bid Price to Perform Annual Janitorial Service \$ \_\_\_\_\_

**Total Contract Bid** \$ \_\_\_\_\_

Payment Terms: \_\_\_\_\_

Date available to furnish insurance certificate  
 and begin work: \_\_\_\_\_

**INDEMNIFICATION:** The contractor agrees to hold harmless and indemnify the, Ionia County Road Commission, its commissioners, officers, agents and employees from any and all claims, suits and judgments to which the Ionia County Road Commission, its commissioners, officers, agents or employees may be subject and for all costs and actual attorney fees which may be incurred arising out of any injury to persons or damage to property, including property of the Ionia County Road Commission, whether due to negligence of the contractor or the joint negligence of the contractor and the Ionia County Road Commission, arising out of the work specified in this proposal, or in connection with work not authorized in this proposal, or resulting from failure to comply with the terms of this proposal. Contractor will not be obligated to indemnify the Ionia County Road Commission for any injury or property damage arising out of the sole negligence of the Ionia County Road Commission, its commissioners, officers, agents or employees.

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name / Title

\_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Fax Number

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Email address

\_\_\_\_\_  
 City, State, ZIP

\_\_\_\_\_  
 Cell Phone Number