



CITY OF GROSSE POINTE WOODS

20025 Mack Plaza Drive
Grosse Pointe Woods, MI 48236

May 14, 2025

INVITATION TO BID

Sealed bids will be received by the City of Grosse Pointe Woods at the office of the City Clerk, 20025 Mack Plaza, Grosse Pointe Woods, Michigan 48236 until **10:00 a.m. on Tuesday, June 3, 2025**, at which time and place bids will be publicly opened and read aloud for furnishing the following item as described herein:

JANITORIAL SERVICES FOR CITY OF GROSSE POINTE WOODS MUNICIPAL BUILDINGS

Bid sheets should be submitted in a sealed, opaque envelope bearing the following notation:

CITY CLERK
CITY OF GROSSE POINTE WOODS
20025 MACK PLAZA
GROSSE POINTE WOODS, MI 48236-2397

CLEARLY MARKED “JANITORIAL SERVICES”

- A. All bids shall be submitted exclusive of any sales tax, excise tax, etc.
- B. The bidder shall list on a separate sheet of paper any variation from or exceptions to the conditions and specifications of this bid. This sheet shall be labeled “Exceptions to Bid Conditions and Specifications”, and shall be attached to the bid.
- C. All bids must state delivery date or schedule proposed.
- D. All bids shall incorporate any requirements of the Michigan State laws and shall incorporate all safety equipment and standards in conformance with the latest regulations of the Occupational Safety and Health Administration (OSHA).

The City of Grosse Pointe Woods reserves the right to accept or reject any and all bids, to waive any informality in the bidding process or minor deviations from the specifications in a proposal and to accept any bid that deems itself in the best interest of the city.

SPECIFICATIONS

JANITORIAL SERVICES FOR MUNICIPAL BUILDINGS

SCOPE OF WORK:

The City of Grosse Pointe Woods requests proposals for work to be performed as described in the detailed specifications that follow this section. The specifications are based upon the frequency of performing each janitorial function.

MATERIALS & EQUIPMENT:

Contractor will be required to furnish all equipment (i.e. Vacuums, mop bucket, brooms, sponges, cloths, toilet brushes, etc.).

The city will furnish all cleaners, paper towels, hand soap, toilet tissue, and deodorant toilet cakes to contractor upon request.

The contractor will not be permitted to use any cleaning, polishing or waxing products that are not first approved by the city. Cleaning compounds detrimental to vinyl or rubber tile, aluminum or wood must not be used. All products used must be of a non-hazardous material to the public. The use of bleach is prohibited. Material Safety Data Sheets (MSDS) of all chemicals used in municipal buildings will be on file with the city.

RESERVATIONS:

The city herein expressly reserves the following rights:

1. To reject any or all bids.
2. To waive any or all irregularities in bids submitted.
3. To consider the competency and responsibility of bidders and their proposed subcontractors in making the awards.
4. The city reserves the right to extend the contract with the existing contractor for additional periods, as long as service requirements and contract price remains the same.

INTERPRETATION OF PROPOSED CONTRACT DOCUMENTS:

If a bidder finds apparent discrepancies in, or omissions from, the work schedules or other documents, or is in doubt as to meanings, bidder shall at once notify the city, which will send written instructions to all bidders. For any questions regarding the contract contact Director James Kowalski at (313) 343-2460. Any bulletins or addenda so issued by the city are to be covered in the proposal, and in closing the contract, will become a part of the agreement.

EXAMINATION OF BUILDING AND CONDITIONS:

Before submitting a proposal, bidders should carefully examine the buildings and fully inform themselves as to all existing conditions and limitations. To schedule an appointment to examine the buildings, please call the Department of Public Works at (313) 343-2460.

FILLING IN BID FORMS:

Each bid shall be made on and in accordance with the form accompanying these instructions, and all blank spaces in the form shall be filled, in ink. Numbers shall be stated both in writing and figures and in case of discrepancy, the written version shall control. The signatures shall be in longhand and the completed form shall be without interlineations, alteration or erasure. **Bids shall be enclosed in a sealed envelope and directed to the city to the name and address given in the Notice to Bidder in an envelope clearly marked "Janitorial Services."**

MODIFICATION OF PROPOSAL:

No oral, telegraphic, telephone or email proposals or modifications will be considered.

AGREEMENT:

A contract will be required to be entered into by the successful bidder.

NAME OF BIDDER:

If the bidder is a corporation, the corporate name should appear on the bid, together with the state of incorporation, the address of its registered office, and the names of the president and secretary thereof.

If the bid is submitted by a partnership, or two or more persons engaged in a joint venture, the names, addresses and birth dates of all persons composing the partnership or engaged in the joint venture shall be disclosed. An individual, operating under an assumed business name, shall indicate that he/she is the sole owner and proprietor of the business using such name, providing name, address and birth date.

WORKING HOURS:

The City and contractor will establish a mutually convenient time for all janitorial work to be performed for the following days:

- **Municipal Complex, including City Hall (*all offices*), Municipal Court, Community Center (*only restrooms*), and Public Safety common areas and restrooms – Wed and Fri [2 days] – after 5:00 PM.**
- **Public Safety offices and lock up area in the Municipal Complex and the detached Detective Bureau building (*including offices, kitchen and restrooms*) - Fri [1 day] – at 3:00 PM.**
- **Municipal Court offices (offices close at 4:30 PM). Absent Voter office (*located in basement*), and Information Technology office - Fri [1 day] – at 4:00 PM.**
- **Cook Schoolhouse and Community Center kitchen – Wed [1 day] – at 4:00 PM**
- **Aquatic Facility women's locker room and restrooms, including showers (located at 23000 E. Jefferson, St. Clair Shores) – Seasonally from opening day (Memorial Day) to closing (Labor Day) – Sun-Sat [7 days] – one female, five hours from 1:00 PM – 6:00 PM. **Please note July 1, 2025 will be first day for this contract and ending June 30, 2028.***

PAYMENT OF CONTRACT:

Payment will be made by the City of Grosse Pointe Woods within thirty (30) days of receipt of an invoice on a monthly basis.

EMPLOYEE LISTING:

The contractor will be required to furnish the city with a complete employee listing. Employee listing will be according to the facility where the employee will work. No new employees will work in a facility without prior notice being given to the city's representative.

Each member of the janitorial staff shall provide proof of their proper name to the City by a copy of either a Michigan driver's license and/or Michigan State ID card. The Department of Public Safety will investigate all potential staff members with a warrant and criminal history background check.

Upon a satisfactory background investigation, the janitorial staff member will be issued a City picture identification card to be worn at all times while in the building. Anyone not wearing the ID card will not be granted entry to the building.

INSURANCE:

The successful bidder shall provide to the City a copy of the Certificate of Insurance for the following:

- Liability insurance in the amount of \$1,000,000 combined limits, bodily injury, personal property and liability;
- Workers' compensation insurance as required by State statute;
- Fidelity bond in the sum of Ten Thousand (\$10,000) Dollars for bidder and each employee covering any loss through theft, conversion or misappropriation of the City's money, securities or property.

TERM:

Term is for three (3) years from July 1, 2025 to June 30, 2028 with option to extend for one additional year including the same terms and conditions at a cost to be negotiated at time of extension.

TERMINATION:

The contract may be terminated by either party upon forty-five (45) days' notice in writing by one party to the other party, such notice specifying the date said contract shall terminate.

At any time after the first 90 days of performance, if city finds contractor has not complied with the specifications, it shall give notice that the contract will terminate on a stated date to be not less than 20 nor more than 60 days from the date of notice. Such notice shall document deficiencies in such contract performance.

AREAS TO BE SERVICED:**Municipal Buildings at 20025 Mack Plaza**

The interior and exterior of the Municipal Buildings at 20025 Mack Plaza includes all first floor offices, conference, meeting rooms, receptions areas, general offices, lobbies, the Council-Court Room, halls and stairways, including the basement Absent Voter office, basement hallways, basement restrooms, Community Center kitchen and restrooms, the Cook Schoolhouse, and Public Safety Detective Bureau Office building, kitchen and restrooms. The following area is EXCLUDED: Public Safety Apparatus Room, basement pistol range, and Community Center meeting rooms.

Existing Floor Plan of the first floor and the basement of the municipal complex and the Cook Schoolhouse are attached hereto and made a part of the specifications as Exhibit A, B, C, & D to receive janitorial service:

First floor area of Municipal Complex (Exhibit A):	18,075 square feet
Basement floor area of Municipal Complex (Exhibit B):	7,748 square feet
Community Center <i>*only bathrooms and kitchen</i> (Exhibit A and C):	532 square feet
Cook Schoolhouse (Exhibit D):	1,150 square feet
Detective Bureau Offices	800 square feet
TOTAL SQUARE FEET:	28,305 square feet

Aquatic Facility at 23000 E. Jefferson, St. Clair Shores

Only the women's locker room, bathhouse, and restrooms in the Aquatic Facility at 23000 E. Jefferson in St. Clair Shores are to be cleaned. Existing Floor Plan is attached hereto and made a part of the specifications as Exhibit E to receive janitorial service:

Aquatic Facility (Exhibit E)	2,363 square feet
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SCHEDULE AND WORK TO BE ACCOMPLISHED:

WEDNESDAY AND FRIDAY AFTER 5:00 PM:

MUNICIPAL COMPLEX - INCLUDING CITY HALL (*ALL OFFICES*), COMMUNITY CENTER (*ONLY RESTROOMS*), MUNICIPAL COURT, AND PUBLIC SAFETY COMMON AREAS AND RESTROOMS

1. Entrances, common areas, conference rooms, cubicles, kitchens (*Public Safety and City Hall Only*), and offices (*City Hall only*):

- Empty all trash receptacles and remove trash to dumpster.
- Empty all shredding bins into garbage dumpster.
- Vacuum all carpeting and mats.
- Clean hard surface floors to remove debris and spillage.
- Dust mop and wet mop hard floor surfaces.
- Inspect and clean up building entrance areas.
- Clean sinks, counters, chairs and tables in kitchen areas.
- Restock paper towels, tissues, and hand soap in kitchen areas.
- Check stairways for debris and clean when necessary.
- Keep front lobby clean and wipe down counters.

2. Restrooms:

- Restock hand towel, tissue, toilet paper and hand soap.
- Remove trash and wipe down trash cans.
- Clean mirrors, partitions, and doors.
- Disinfect all counters and sinks.
- Disinfect toilets and urinals.
- Spot clean walls.
- Wet mop and rinse all floors.

FRIDAY AT 3:00 PM:

PUBLIC SAFETY OFFICES AND LOCK UP AREA IN THE MUNICIPAL COMPLEX AND THE DETACHED DETECTIVE BUREAU BUILDING (*INCLDUDING OFFICES, KITCHEN, AND RESTROOMs*)

1. Offices, lock up area, and Detective Bureau Building common areas and kitchen:

- Empty all trash receptacles and remove trash to dumpster.
- Empty all shredding bins into garbage dumpster.
- Vacuum all carpeting and mats for debris.
- Clean hard surface floors to remove debris and spillage.
- Dust mop and wet mop hard floor surfaces.
- Inspect and clean up building entrance areas.
- Clean sinks, counters, chairs and tables in kitchen areas.
- Restock paper towels, tissues, and hand soap in kitchen areas.
- Keep front lobby clean and wipe down counters.

2. Restrooms:

- Restock hand towel, tissue, toilet paper and hand soap.
- Remove trash and wipe down trash cans.

- Clean mirrors, partitions, and doors.
- Disinfect all counters and sinks.
- Disinfect toilets and urinals.
- Spot clean walls.
- Wet mop and rinse all floors.

FRIDAY AT 4:00 PM:

MUNICIPAL COURT OFFICES (offices close at 4:30 PM), ABSENT VOTER OFFICE (*LOCATED IN BASEMENT*), AND INFORMATION TECHNOLOGY OFFICE

1. Offices:

- Empty all trash receptacles and remove trash to dumpster.
- Empty all shredding bins into garbage dumpster.
- Vacuum all carpeting and mats for debris.
- Clean hard surface floors to remove debris and spillage.
- Dust mop and wet mop hard floor surfaces.
- Inspect and clean up building entrance areas.

WEDNESDAY:

COOK SCHOOLHOUSE AND COMMUNITY CENTER KITCHEN

1. Common area (*Cook Schoolhouse only*) and kitchens:

- Empty all trash receptacles and remove trash to dumpster.
- Empty all shredding bins into garbage dumpster.
- Clean all mats for debris.
- Clean hard surface floors to remove debris and spillage.
- Dust mop and wet mop hard floor surfaces.
- Inspect and clean up building entrance areas.
- Clean sinks, counters, chairs and tables in kitchen areas.
- Restock paper towels, tissues, and hand soap in kitchen areas.

2. Restrooms (*Cook Schoolhouse only*):

- Restock hand towel, tissue, toilet paper and hand soap.
- Remove trash and wipe down trash cans.
- Clean mirrors, partitions, and doors.
- Disinfect all counters and sinks.
- Disinfect toilets and urinals.
- Spot clean walls.
- Wet mop and rinse all floors.

SUNDAY THROUGH SATURDAY * FROM MEMORIAL DAY TO LABOR DAY:

AQUATIC FACILITY WOMEN'S LOCKER ROOM, RESTROOMS, AND SHOWERS (*LOCATED AT 23000 E. JEFFERSON, ST. CLAIR SHORES*)

1. Locker room:

- Empty all trash receptacles and remove trash to dumpster.
- Clean hard surface floors to remove debris and spillage.
- Dust mop and wet mop hard floor surfaces.

2. Restrooms, including showers:

- Restock hand towel, tissue, toilet paper, and soap.
- Restock shampoo and soap in showers.
- Remove trash and wipe down trash cans.
- Clean mirrors, partitions, and doors.
- Disinfect all counters and sinks.
- Disinfect toilets.
- Clean shower drains (hair, etc.).
- Wipe shower dividers.
- Remove splash marks from around basins.
- Spot clean walls.
- Wet mop and rinse all floors.

MUTUAL UNDERSTANDING:

Janitor/supply closets, equipment and materials will be kept in a neat, clean and orderly condition at all times. Janitorial/supply closets are located in the Administrative men's restroom and ladies' restroom/lounge areas, Basement, and the Public Safety Apparatus Storage area – *see Exhibits A-E*.

It is understood by the contractor that the city will engage the services of outside vendors for the performance of the following services which the contractor may also quote:

- Interior wall washing annually;
- Interior and exterior window washing semi-annually;
- Resilient tile floor/strip/seal maintenance semi-annually;
- Carpet and mat cleaning quarterly;
- Ceramic tile washing semi-annually; and
- Window blind washing semi-annually.

BIDDER'S REFERENCE PAGE

(Submit with Bid)

The Contractor shall submit references for municipal or commercial building janitorial services, which the City can verify. Each reference shall be for work actually performed by the Bidder (subcontractor references are not applicable).

ALL REFERENCES WILL BE TREATED AS THE CONTRACTOR'S CONFIDENTIAL BUSINESS INFORMATION. Previous work for the City may be used as a reference. Complete each item for all 4 references.

Owner/Agency:	
Address:	
Address:	
City, State, Zip	
Contact:	
Phone:	

Owner/Agency:	
Address:	
Address:	
City, State, Zip	
Contact:	
Phone:	

Owner/Agency:	
Address:	
Address:	
City, State, Zip	
Contact:	
Phone:	

Owner/Agency:	
Address:	
Address:	
City, State, Zip	
Contact:	
Phone:	

Only contractors experienced in this type of work will be considered. Failure to provide sufficient verifiable references will result in rejection of this bid.

CITY OF GROSSE POINTE WOODS

IT IS UNDERSTOOD THAT THE CITY OF GROSSE POINTE WOODS IS A GOVERNMENTAL UNIT AND AS SUCH IS EXEMPT FROM THE PAYMENT OF ALL STATE AND FEDERAL TAXES APPLYING ON THE ABOVE MENTIONED EQUIPMENT, AND THE ABOVE PRICES THEREFORE DO NOT INCLUDE THIS AMOUNT.

The bidder by execution of the proposal thereby declares that the bid is made without collusion with any other person, firm or corporation making any other bid, or who otherwise would make a bid, and agrees to furnish all bid items in strict accordance with all Federal Regulatory Measures.

All bids must be submitted on the city's bid sheet.

Submission of a bid will be construed as a conclusive presumption that the bidder is thoroughly familiar with the bid sheet and specifications, and that he understands and agrees to abide by each and all of the stipulations and requirements contained therein.

BIDDERS ARE REQUESTED TO SUBMIT ALL AVAILABLE DATA AND DESCRIPTIVE LITERATURE COVERING THE EQUIPMENT PROPOSED TO BE FURNISHED.

THE UNDERSIGNED, by execution of this bid, certified that he is the _____ of the firm named as bidder in the bid; and that he signs the bid on behalf of the firm; and that he is authorized to execute the same in behalf of said firm.

NAME AND ADDRESS OF BIDDER:

COMPANY NAME _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

SUBMITTED BY _____
(NAME) (TITLE)

(SIGNATURE)

TELEPHONE _____ **FAX** _____

DATE _____

CITY OF GROSSE POINTE WOODS

BID SHEET

THE UNDERSIGNED DECLARES THAT A CAREFUL EXAMINATION HAS BEEN MADE OF THE ITEM OF THE ACCOMPANYING SPECIFICATIONS INCLUDED IN THIS BID SHEET AND THE UNDERSIGNED UNDERSTANDS ALL OF THE REQUIREMENTS OF SAME. IT IS FURTHER UNDERSTOOD THAT THE UNDERSIGNED WILL CONTRACT TO DELIVER WITHIN THE SPECIFIED TIME, DATE, AFTER THE ISSUANCE OF THE CITY'S PURCHASE ORDER, ANY ITEMS AS CONTAINED IN THIS BID AND IN ACCORDANCE WITH SPECIFICATIONS; TO-WIT:

JANITORIAL SERVICES FOR MUNICIPAL BUILDINGS

MONTHLY MUNICIPAL COMPLEX - INCLUDING CITY HALL (*ALL OFFICES*), COMMUNITY CENTER (*ONLY RESTROOMS*), MUNICIPAL COURT, AND PUBLIC SAFETY COMMON AREAS AND RESTROOMS COST

\$ _____

MONTHLY PUBLIC SAFETY OFFICES AND LOCK UP AREA IN THE MUNICIPAL COMPLEX AND THE DETACHED DETECTIVE BUREAU BUILDING (*INCLUDING OFFICES, KITCHEN, AND RESTROOMS*) COST

\$ _____

MONTHLY MUNICIPAL COURT OFFICES, ABSENT VOTER OFFICE (*LOCATED IN BASEMENT*), AND INFORMATION TECHNOLOGY OFFICE COST

\$ _____

MONTHLY COOK SCHOOLHOUSE AND COMMUNITY CENTER KITCHEN COST

\$ _____

MONTHLY AQUATIC FACILITY WOMEN'S LOCKER ROOM, RESTROOMS, AND SHOWERS COST * *ONLY FROM MEMORIAL DAY TO LABOR DAY*

\$ _____

TOTAL COST PER MONTH

\$ _____

TOTAL COST IN WRITING

DELIVERY DATE _____

COMPANY NAME _____

CONTACT PERSON _____

TELEPHONE _____ FAX _____

Exhibit A

Legend:

* = location of janitorial closets for storage purposes

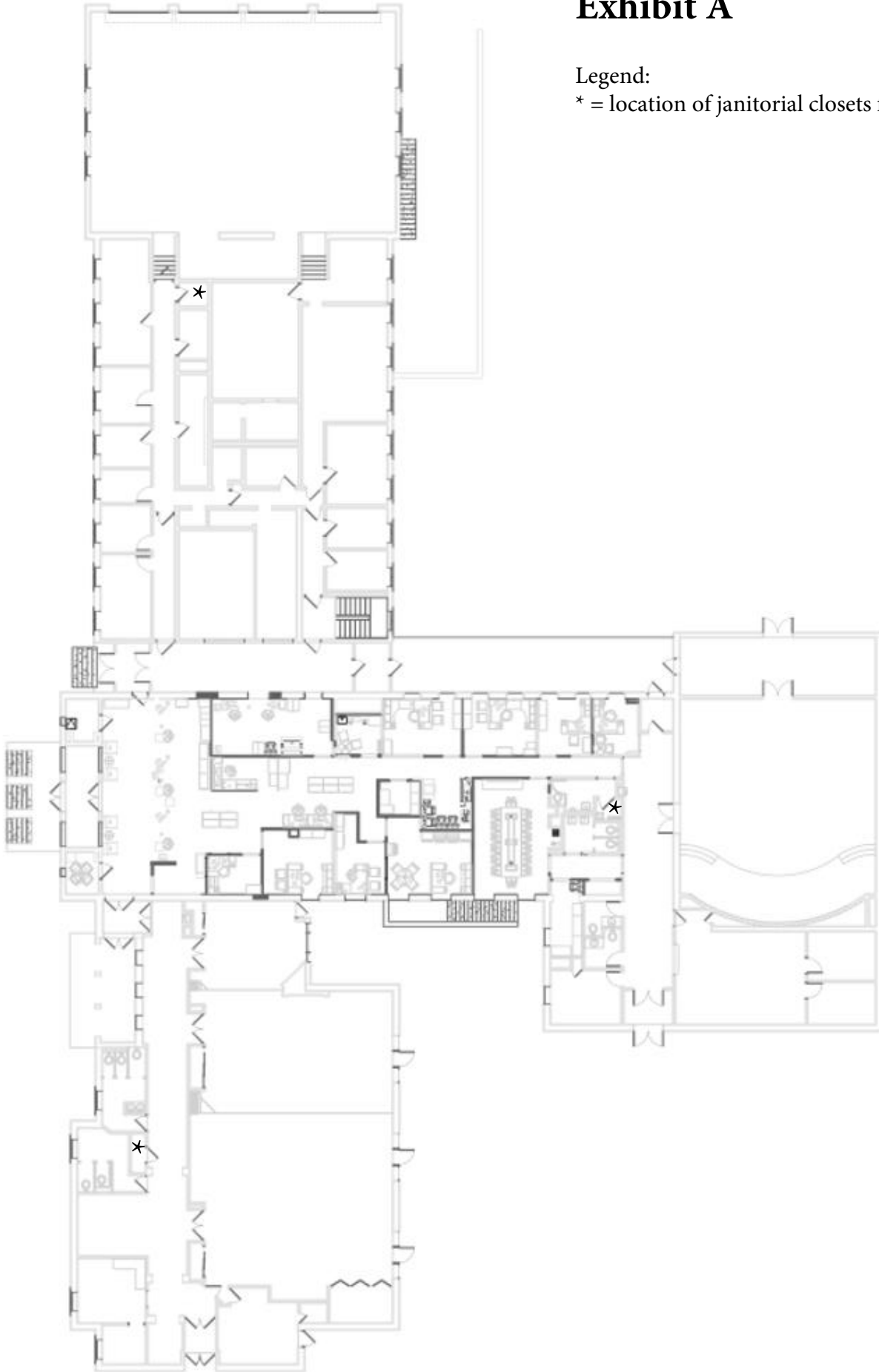


Exhibit B

Legend:

* = location of janitorial closets for storage purposes

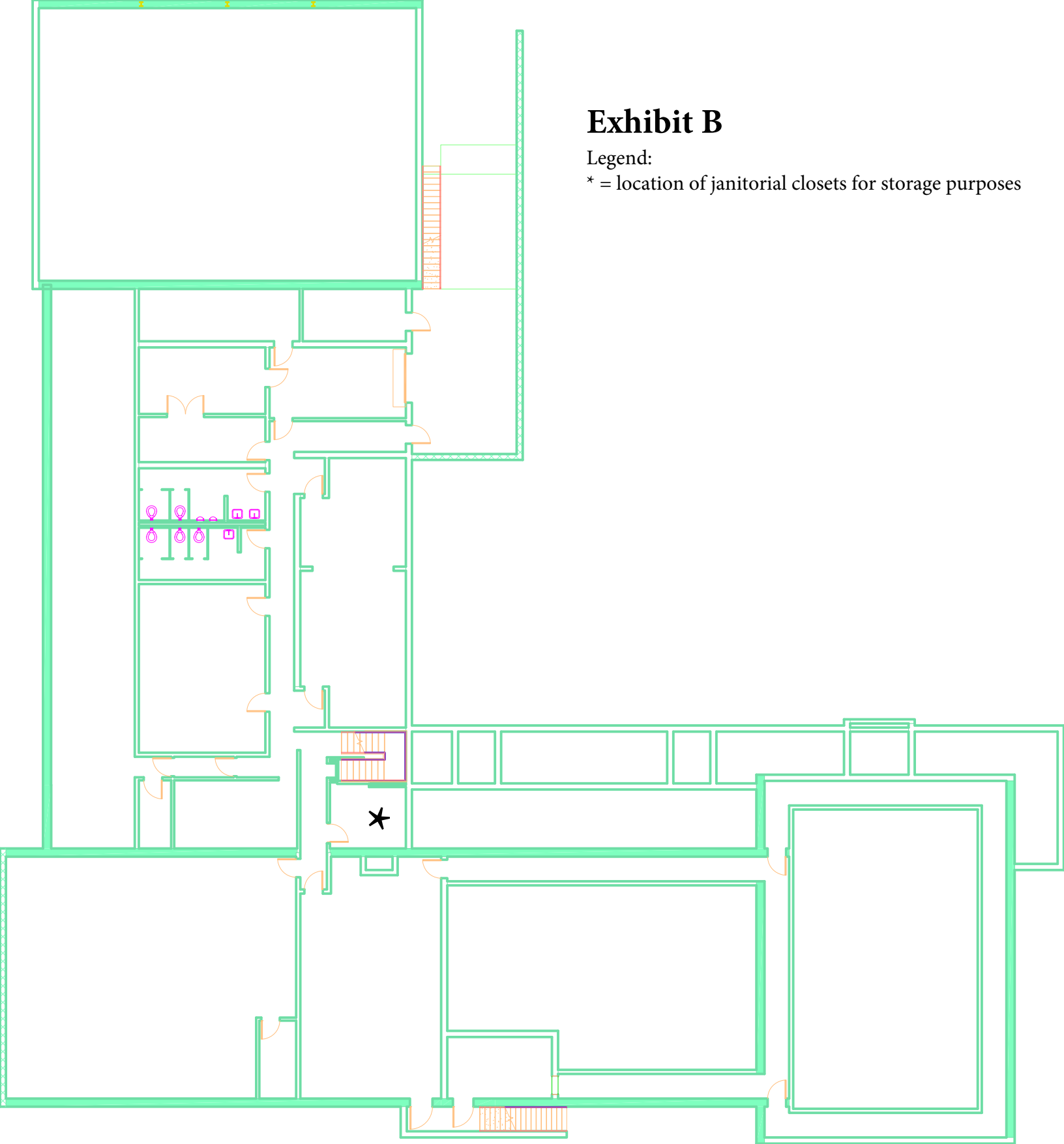


Exhibit C

(only cleaning bathrooms and kitchen)

Legend:

* = location of janitorial closets for storage purposes

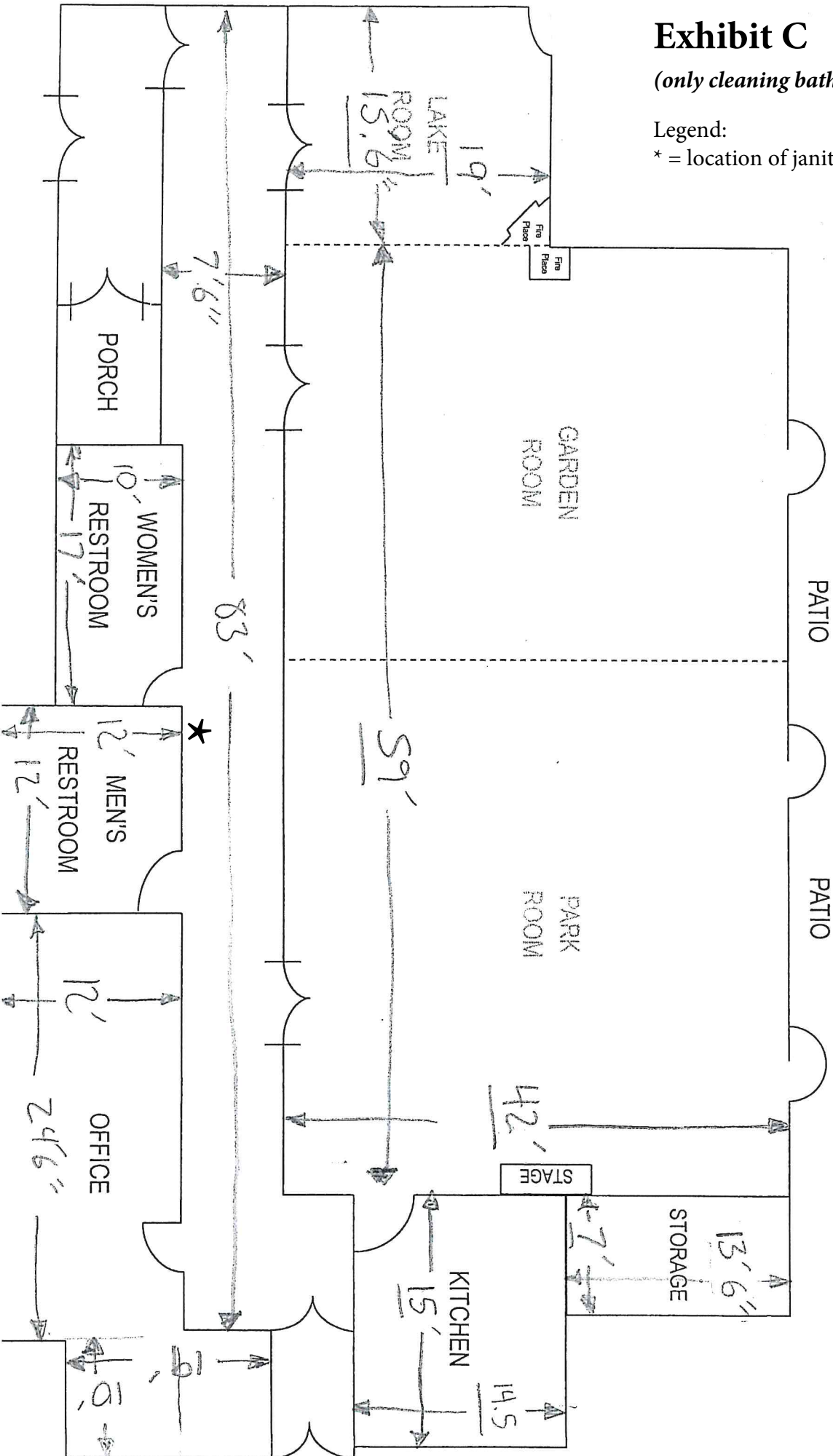
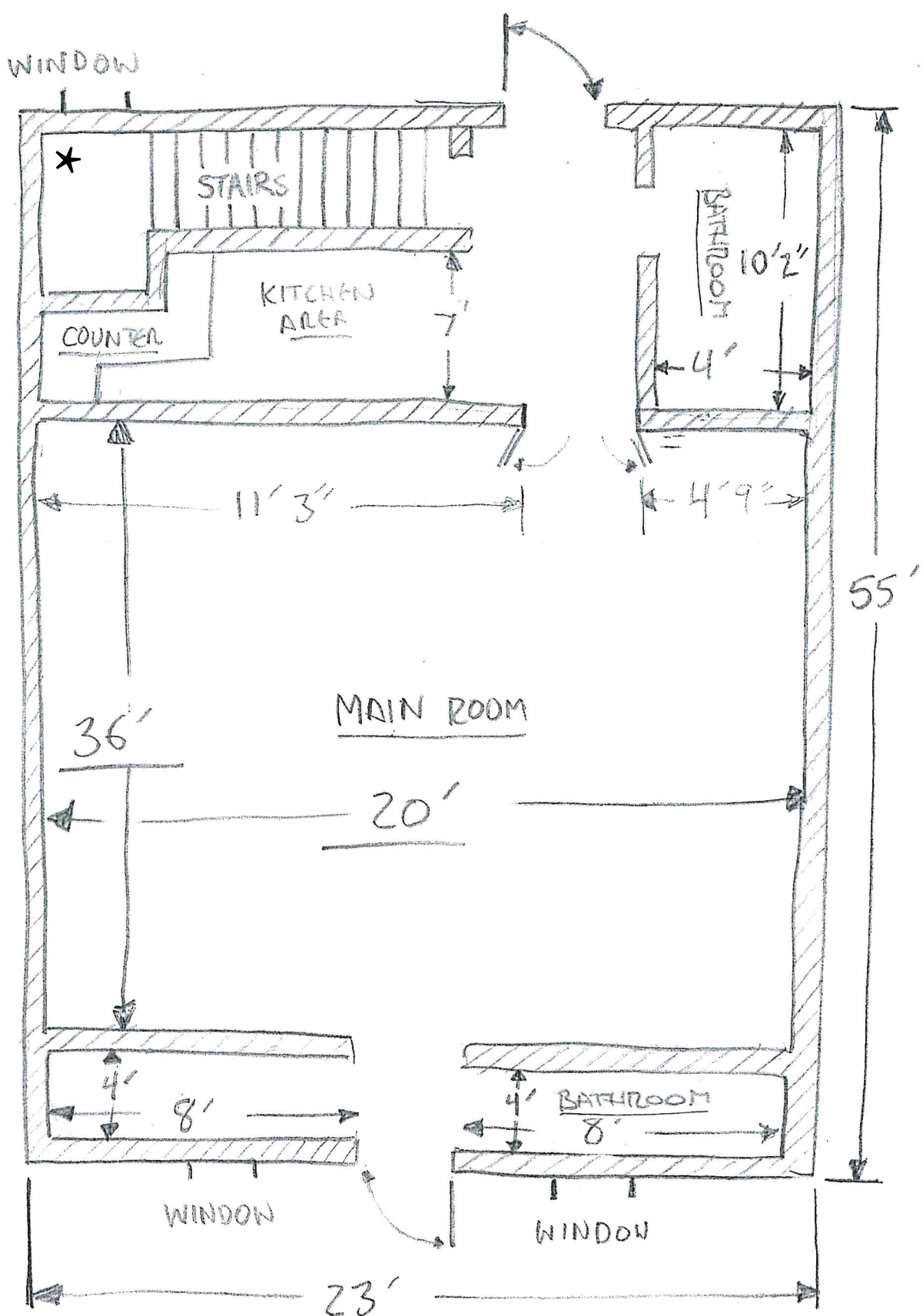


Exhibit D

Legend:
* = location of janitorial closets for storage purposes

COOK
SCHOOL
HOUSE



20'
4' 9"
11' 3"

Exhibit E

Legend:
* = location of janitorial closets for storage purposes

