Janitorial Services RFQ

Flint Service Center

September 15, 2020

GST Michigan Works is seeking quotes for janitorial services at 711 North Saginaw Street, Flint, MI 48503 two times per week.  Contact Sharon Bowen at sbowen@gstmiworks.org for any questions. Quotes are due by October 9, 2020.

**Background and General Information:**

GSTMW is a special unit of local government, which all together serves as the Michigan Works! Agency for Genesee, Huron, Lapeer, Sanilac, Shiawassee and Tuscola counties. GSTMW is exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code. The agency employs approximately 59 people. It is governed by a 21-member volunteer Board of Directors and a 12-member Governing Board. Administrative offices and all records are located at 3270 Wilson Street, Marlette, MI 48453. Additional offices are listed on our website.

GSTMW is a federal and state grant-funded organization. Its major purpose is to strengthen the regional economy. It assists employers in finding and retaining qualified employees and, by assuring the labor force meets the needs of employers. The purpose of the service center is to provide labor exchange and workforce development services for employers and job seekers.

GSTMW is seeking janitorial services for the Flint service center. GSTMW will offer a one (1) year contract with two (2) renewal years to cover a period of three (3) years, if the Contractor’s services are satisfactory.

The services will be procured on an open, competitive basis. The GSTMW administration will select the bidder whose proposal is responsive to the RFQ and is most advantageous to GSTMW in price, quality and other factors specified in the RFQ. A proposal must set forth all responses in the format required by the RFQ to be considered. Any and all proposals may be rejected in whole or in part. GSTMW reserves the right to rescind this RFQ in whole or part. GSTMW will not be responsible to any bidder or potential bidder for any costs incurred or opportunities lost in responding to this RFQ or in deciding not to respond.

To ensure the integrity of this procurement, bidders must make special efforts to prevent fraud and other abuses. Fraud includes deceitful practices and intentional misconduct such as willful misrepresentation. “Abuse” is a general term that encompasses improper conduct that may or may not be fraudulent in nature. While federal legislation is not specific, possible problem areas could include the following: conflict of interest, kickbacks, bribes, nepotism, political patronage, political activities and sectarian activities. Bidders that are found to violate fraud or abuse standards will be disqualified. Bidders must report immediately any fraud or abuse violations.

Any bidder that attempts to exchange information with any other potential bidder to gain competitive advantage will be subject to disqualification and possible criminal prosecution. Any bidder who attempts to discuss its proposal with, or offer anything of value to any GSTMW officer, director, staff person, agent or representative during this procurement process, will be subject to disqualification and possible criminal prosecution. These provisions do not prohibit potential bidders from seeking and joining with subcontractors or partners in making the proposal. All partners and subcontractors must be identified in the proposal. These provisions do not prohibit communication between GSTMW and any bidder that GSTMW determines to be necessary as part of the procurement process.

Efforts will be made by GSTMW to utilize small businesses, women’s business enterprises and minority-owned businesses. A Responder qualifies as a small business firm if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.103 through 121.108). Upon request, GSTMW will make this RFQ available in large print or alternative format to individuals with disabilities. TTY:711.

The successful bidder must comply with all applicable federal and state laws prohibiting discrimination on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, disability, or any other protected category.

Specifications for janitorial services are listed below. Questions or requests for a tour of the location must be sent to sbowen@gstmiworks.org by October 2, 2020. A floor plan of the building is included. Responses to this RFQ should be sent to sbowen@gstmiworks.org by October 9, 2020. GST Michigan Works is a tenant in the building and has the majority of staff and customers visiting the building. The landlord provides a basic level of maintenance and janitorial services. The scope of work listed below includes additional work needed to maintain the level of cleanliness GSTMW expects to provide for our customers. Bidders must respond completely and accurately to all questions and other items calling for information. Failure to do so will subject the proposal to disqualification.

**Scope of Work:**

**Cleaning supplies:** The cleaning vendor will provide supplies for cleaning and disinfecting. In addition, the carpet needs cleaning with Whitaker Encapsulating Carpet System Cleaning using supplies provided by GSTMW. Vacuums are also supplied for use by the vendor.

**Areas to be cleaned:**

* Hallways inside GSTMW suites and public hallways on all floors
* GST facilities
	+ Private offices
	+ Conference rooms
	+ Training rooms
	+ Computer rooms
	+ Kitchens
	+ Reception/lobby areas

**Areas/tasks not included:**

* Restrooms
* Trash removal

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| **Cleaning and Disinfecting** | **Frequency** |
| Dust blinds, door jams, light fixtures, ledges, windowsills and ceiling vents accessible from the floor  | monthly |
| Clean and disinfect high touch points such as light switches and door knobs  | 2x/week |
| Spot clean internal partition glass to remove smudges and fingerprints  | weekly |
| Spot dust and clean visible soil on cabinets, file cabinets, and baseboards  | 2x/year |
| Clean dirt spots and scuffs from walls | weekly |
| Clean and disinfect elevator buttons  | 2x/week |
| Clean and disinfect inside and outside of microwaves and outside of refrigerators | 2x/week |

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| **Carpet & Floor Care** | **Frequency** |
| Vacuum carpet wall to wall in high traffic areas and all hallways | 2x/week |
| Vacuum carpet wall to wall in offices and meetings rooms (referred to as low-traffic areas) | weekly |
| Spot vacuum carpet in low-traffic areas | as needed |
| Damp-mop hard surface floors  | weekly |
| Clean carpet using Whitaker Encapsulating Carpet Cleaning System  | Monthly for high traffic areas, quarterly for low traffic areas and spots as needed |

**Appeal Process:**

By submitting a proposal, a bidder agrees to use the GST Michigan Works! Grievance Procedure if it wishes to challenge the decision of the Boards or any part of the procurement process. A copy of the Grievance Procedure is available on the GSTMW’s website: http://gstmiworks.org/.

**Proposal Evaluations:**

Respondents may be asked for additional information during the process of evaluating the quotes. GSTMW will evaluate the proposals based on the following criteria.

* Meets overall specifications – 50 points
* Cost – 50 points

**Use Proposal Instructions and Format below:**

GST MICHIGAN WORKS! FLINT SERVICE CENTER JANITORIAL SERVICES PROPOSAL

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Official Name of Organization/Business Submitting Proposal)

does hereby accept all the terms and conditions of the Request for Proposals (RFQ), including the RFQ stipulations. The bidder also certifies that the information in this proposal is correct to the best of its knowledge and belief and the filing of this proposal has been authorized by the organization submitting the proposal.

2. Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Contact Person

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

4. Name and Title of Person Authorized to Sign Contract:

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Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Type of Organization:

( ) Private for Profit ( ) Private Non-Profit

( ) Public Government ( ) Other (specify)

6. Service Narrative: Fully state how you will meet the specifications of janitorial services requested. Include information on any services you are unable to provide. Include information of any enhanced services you propose to provide.

* Company background;
* Plan of service;
* Schedule of services – evening hours requested Monday – Friday;
* Qualifications/training of employees;
* Supervision;
* Small businesses, women’s business enterprises and minority-owned business status;
* References.

7. Conflict of Interest Information: Review the list of GSTMW Board and staff members. Indicate, and describe any business, employment, or family relationships your organization or any staff members of your organization may have with any GSTMW Board members or staff.

8. Cost Proposal:

* # hours projected per week for scope of service;
* Cost per hour for services;
* Estimated cost per week;
* Estimated cost annually.

**CONFLICT OF INTEREST INFORMATION**

**GSTMW BOARDS AND STAFF MEMBERS**

Please review the list of GSTMW Board and staff members below. In your narrative indicate, and describe any business, employment, or family relationships your organization or any staff members of your organization may have with any GSTMW Board members or staff.

**Workforce Development Board:**

|  |  |
| --- | --- |
| Avendt, Scott | McCree, Kyle |
| Batistoni, Pete | Mose, Sandi |
| Collison, Dennis | Panduren, Leanne |
| Dunlap, Glenda | Ransford, Mark |
| Ernst, Matt | Rogers, Lisa |
| Harrington, Harold | Schlaud, Annette |
| Hipes, Howard | Schultz, Vicky |
| Joiner, Jessica | Stone, Kendra |
| Kariem, Gerald | Turner, Scott |
| Kunisch, Chuck | Zuck, Laura |
| Lewis-Jennings, Tracie |  |

**Governing Board:**

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| Bodis, John |
| Conely, Bob |
| Dean, Daniel |
| Ellenburg, Ellen |
| Jensen, Mark |
| McMaster, Daniel |
| Nolden, Bryant |
| Plowman, John |
| Roy, Gary |
| Talaski, Todd |
| Warren, Rick |
| Young, Tom |

**GSTMW Staff:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Aleck, | Deborah |  | Libkie, | Angela |
| Anderson | John |  | Linck Rhodes, | Christine |
| Barrett, | Shakesha |  | Lorah Hammond, | Mary |
| Barry, | Raymond |  | McCreedy, | Jill |
| Beattie, | Lincoln Scott |  | McLaughlin, | Diona |
| Bigelow, | Wanda |  | Mendez Conroy, | Wendy |
| Billiau, | Jessica |  | Mroz, | Jesse |
| Bowen, | Sharon |  | Nowicki, | Deborah |
| Brown, | Helen |  | Nunn, | Katy |
| Bullock, | Monica |  | Osborn, | Amanda |
| Burns, | Jessica |  | Palmer, | Carol |
| Cook, | Kelly |  | Paxton, | Wendy |
| Diegel, | Tori |  | Preston II, | Eldon |
| Fitchett, | Sarah |  | Rak, | Tonya |
| Freiheit, | Julie |  | Rambow, | Treva |
| Grant, | Cheryl |  | Rancour, | Gregory |
| Harrison, | Gary |  | Rich, | Rochelle |
| Hemphill, | Karin |  | Ritchie, | Jennie |
| Hernandez Rodriguez, | Maria |  | Rock, | Sheila |
| Hurley, | Louann |  | Sanders, | Joyce |
| Jeffery, | Marcie |  | Schornack, | Angel |
| Kean, | Jona |  | Schueler, | Christian |
| Kerbyson, | Jody |  | Teinert, | Christian |
| Kinde, | Nicole |  | Thomas, | Brenda |
| King Przybysz, | Annalisa |  | Thornthwaite, | Cindy |
| Krauss, | Ty |  | Tiedeman, | Tara |
| Kuenzli, | JulAnn |  | Toins, | Shayla |
| Latham II, | Erich |  | Tuckey, | Richard |
| Leslie, | Kathy |  | Zambron, | Cindy |
| Lewis, | Jerome |  |  |  |