

Janitorial Services RFQ  
Sandusky Service Center  
January 4, 2021

GST Michigan Works is seeking cleaning services quotes for janitorial services at 575 W. Sanilac, Sandusky, MI 48471, two times per week.

Contact Jerome Lewis at [jlewis@gstmworks.org](mailto:jlewis@gstmworks.org) for any questions. Quotes are due by January 29, 2021.

## **Background and General Information:**

GST Michigan Works (GSTMW) is a special unit of local government, which 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 56 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 agency is to provide labor exchange and workforce development services for employers and job seekers.

GSTMW is seeking janitorial services for the Sandusky Service Center. GSTMW will offer a one (1) year contract with four (4) renewal years to cover a period of five (5) 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 (including pregnancy, childbirth, and related medical conditions, sex stereo typing, transgender status, and gender identity), national origin, age, height, weight, marital status, disability, political affiliation or belief, or any other protected category.

Specifications for the cleaning are listed below. Questions or requests for a tour of the location must be sent to [jlewis@gstmiworks.org](mailto:jlewis@gstmiworks.org). by January 15, 2021. Responses to this RFQ should be sent to [jlewis@gstmiworks.org](mailto:jlewis@gstmiworks.org). by January 29, 2021. The scope of work listed below includes 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:**

GST Michigan Works! is following Center for Disease Control (CDC) and State of Michigan DTMB precautionary guidelines and mandates to ensure the utmost safety for its staff, subcontract personnel, and customers. In doing so, the following facilities related measures must be observed and maintained.

**Routine Cleaning and Disinfection:** Frequently touched surfaces shall be disinfected using EPA approved disinfectants. Examples of frequently touched surfaces that will need routine disinfection following re-opening include:

- all interior and exterior entry door, stairwell, and restrooms hardware (push/panic bars, doorknobs, door levers, and handicap entry buttons)
- handrails in building entries or other common areas
- lobby mounted and cab mounted elevator call buttons
- tables
- light switches
- countertops
- desks
- phones
- keyboards
- toilets
- faucets and sinks
- touch screens

**Janitorial Services Cleaning Products:** GST Michigan Works! (GSTMW) janitorial services providers for its facilities must use cleaning products that are EPA approved, and found on the “EPA List ‘N’ - Disinfectants for Use Against SARS-COV 2 (COVID-19)” website: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>.

**Supplies:** GST will provide toilet paper, paper towels and garbage bags.

<b>Cleaning and Disinfecting</b>	<b>Frequency</b>
Dust blinds, door jams, light fixtures, ledges, windowsills and ceiling vents accessible from the floor	1x/month
Clean and disinfect high touch points such as light switches and doorknobs (as alluded to above “Routine Cleaning and Disinfection”)	2x/week
Spot clean internal partition glass to remove smudges and fingerprints	1x/week
Clean cabinets, file cabinets, and baseboards	2x/year
Clean inside and outside of microwaves	2x/week

Spot clean refrigerator exterior	2x/week
Clean and disinfect toilets and sinks, and maintain/re-stock restroom supplies/soaps toilet paper/paper towels	2x/week
Empty wastebaskets/trash receptacles, remove from premises and place in dumpster	2x/week

<b>Carpet &amp; Floor Care</b>	<b>Frequency</b>
Vacuum carpet wall to wall in high traffic areas and all hallways	2x/week
Vacuum carpet wall to wall in offices and meetings rooms	weekly
Spot vacuum carpet in all areas	2x/week
Damp-mop hard surface floors, including restroom floors	2x/week

### **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 organization 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! SANDUSKY SERVICE CENTER JANITORIAL SERVICES PROPOSAL**

\_\_\_\_\_

(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 \_\_\_\_\_

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

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

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

\_\_\_\_\_

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.

9. Assurance: The bidder must assure that all disinfectant products used in providing janitorial services in GST Michigan Works! facilities are EPA approved and found on the "EPA List 'N'- Disinfectants for Use Against SARS-COV 2 (COVID-19)" website: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>.

## 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:**

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:**

Albrecht,	Sarah
Aleck,	Deborah
Barrett,	Shakesha
Barry,	Raymond
Beattie,	Lincoln
Bigelow,	Wanda
Billiau,	Jessica
Bowen,	Sharon
Brown,	Helen
Bullock,	Monica
Burns,	Jessica
Cook,	Kelly
Diegel,	Tori
Freiheit,	Julie
Grant,	Cheryl
Harrison,	Gary
Hemphill,	Karin
Hernandez Rodriguez,	Maria
Hurley,	Louann
Jeffery,	Marcie
Kean,	Jona
Kerbyson,	Jody
Kinde,	Nicole
King Przybysz,	Annalisa
Krauss,	Ty
Kuenzli,	JulAnn
Latham II,	Erich
Leslie,	Kathy
Lewis,	Jerome

Libkie,	Angela
Linck Rhodes,	Christine
Lorah Hammond,	Mary
McCreedy,	Jill
McLaughlin,	Diona
Mendez Conroy,	Wendy
Morehead,	Roxanne
Mroz,	Jesse
Nowicki,	Deborah
Nunn,	Katy
Osborn,	Amanda
Palmer,	Carol
Paxton,	Wendy
Preston II,	Eldon
Rak,	Tonya
Rambow,	Treva
Rancour,	Gregory
Rich,	Rochelle
Ritchie,	Jennie
Rock,	Sheila
Sanders,	Joyce
Schornack,	Angel
Schueler,	Christian
Teinert,	Christian
Thorntwaite,	Cindy
Tiedeman,	Tara
Toins,	Shayla
Tuckey,	Richard
Zambron,	Cindy