

Janitorial Services RFQ  
Flint Service Center  
September 15, 2021

GST Michigan Works (GSTMW) is seeking janitorial services quotes for our American Job Center in Flint, Michigan. Please contact Wendy Paxton at [wpaxton@gstmiworks.org](mailto:wpaxton@gstmiworks.org) with any questions by 5PM September 25, 2021. Quotes are due to Sharon Bowen at [sbowen@gstmiworks.org](mailto:sbowen@gstmiworks.org) by 5 PM October 5, 2021.

**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 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 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 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. 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 in 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 bidder 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 stereotyping, transgender status, and gender identity), national origin, age, height, weight, marital status, disability, political affiliation or belief, or any other protected category.

**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 GSTMW's website: <http://gstmiworks.org/>.

**Proposal Evaluations:**

Bidders 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

**Flint Service Center  
711 North Saginaw St.  
Flint, MI 48503:**

Specifications for the cleaning are listed below. Questions or requests for a tour of the location must be sent to [wpaxton@gstmiworks.org](mailto:wpaxton@gstmiworks.org) by September 27, 2021. Responses to this RFQ should be sent to [sbowen@gstmiworks.org](mailto:sbowen@gstmiworks.org) by October 5, 2021. GSTMW 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 cleaning 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:**

GSTMW 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 include:

- All interior and exterior entry doors, stairwells, and restroom 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

### **Janitorial Services Cleaning Products:**

Providers of GSTMW janitorial services must use cleaning products that are EPA approved, and found on the “EPA List of Disinfectants for Use Against COVID-19 website:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

### **Supplies:**

The building landlord will provide toilet paper, paper towels and garbage bags.

**Areas to be cleaned:**

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

**Areas/tasks not included:**

- Restrooms
- Trash removal

<b>Cleaning and Disinfecting</b>	<b>Frequency</b>
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 doorknobs	2x/week
Spot clean internal partition glass to remove smudges and fingerprints	weekly
Clean cabinets, file cabinets, and baseboards	2x/year
Check walls for dirt spots and wash	weekly
Clean elevator buttons	2x/week
Clean inside and outside of microwaves	2x/week
Spot clean refrigerator exterior	weekly

<b>Carpet &amp; Floor Care</b>	<b>Frequency</b>
Vacuum carpet wall to wall in high traffic areas and all hallways (office diagram will be provided)	2x/week
Vacuum carpet wall to wall in offices and meetings rooms (low traffic areas) once a week and spot vacuum on other days as needed	weekly
Damp-mop hard surface floors	weekly

**Supplies:**

The cleaning company is to supply all cleaning products such as but not limited to bleach, glass cleaner, furniture polish, disinfectant, mops and mop heads, broom and dustpan, rags for cleaning and dusting, and labor.

GSTMW will supply backpack vacuums and carpet cleaning machine and associated chemicals.

**Use Proposal Instructions and Format below:****GST MICHIGAN WORKS! 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 Quotes (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. Person Authorized to Sign Contract:

Title: \_\_\_\_\_

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 two times a week;
- Qualifications/training of employees;
- Supervision;
- Small businesses, women’s business enterprises and minority-owned business status;
- References;
- Assurance: The bidder must assure that all disinfectant products using are EPA approved.

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 or staff members.

8. Cost Proposal:

- Number 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	McNeil, Mia
Batistoni, Pete	Mose, Sandi
Brinkman, Mary	Panduren, Leanne
Collison, Dennis	Rogers, Lisa
Dawes, Steve	Schlaud, Annette
Dunlap, Glenda	Schultz, Vicky
Ernst, Matt	Sheppard, Daniel
Harrington, Harold	Stone, Kendra
Hipes, Howard	Turner, Rafael
Kunisch, Chuck	Turner, Scott
Lewis-Jennings, Tracie	

#### **Workforce Development Board Alternates:**

Cook, Jeff; Gaby, Kevin; Hinds, Brenda; Jacobs, Megan; McDonald, Scott; Mehalko, Melissa; Shelton-Weise, Mary; Terry, Verona

#### **Governing Board:**

Ballard, Roger	Plowman, John
Bishop, Quentin	Roy, Gary
Bodis, John	Talaski, Todd
DuRussel, Douglas	Warren, Rick
Ellenburg, Ellen	Webster, Marlene
Heberling, Gary	Young, Tom
Newman, Debra	Zender, Bryan
Nolden, Bryant	

#### **Governing Board Alternates:**

Bishop, Quentin; Ellenburg, Ellen; Zender, Bryan.

**GSTMW Staff:**

Albrecht, Sarah	McGee, Michael
Aleck, Deborah	McCreedy, Jill
Barry, Raymond	McLaughlin, Diona
Beattie, Lincoln Scott	McLaurin, Sonya
Bigelow, Wanda	Mendez Conroy, Wendy
Billiau, Jessica	Morehead, Roxanne
Bowen, Sharon	Mroz, Jesse
Bullock, Monica	Nowicki, Deborah
Burns, Jessica	Nunn, Katy
Cook, Kelly	Osborn, Amanda
Diegel, Tori	Palmer, Carol
Franco, Maricela	Paxton, Wendy
Grant, Cheryl	Preston II, Eldon
Harrison, Gary	Rak, Tonya
Hemphill, Karin	Rancour, Greg
Hernandez Rodriguez, Maria	Rich, Rochelle
Jeffery, Marcie	Ritchie, Jennie
Kean, Jona	Rock, Sheila
Kerbyson, Jody	Sanders, Joyce
Kinde, Nicole	Schornack, Angel
King Przybysz, Annalisa	Schueler, Christian
Krauss, Ty	Teinert, Christian
Kuenzli, JulAnn	Thorntwaite, Cindy
Latham II, Erich	Tiedeman, Tara
Leslie, Kathy	Toins, Shayla
Lewis, Jerome	Tuckey, Richard
Libkie, Angela	Watson, Shakesha
Linck Rhodes, Christine	Zambron, Cindy
Lorah Hammond, Mary	