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## Janitorial Services RFQ Owosso Service Center April 26, 2023

GST Michigan Works is seeking quotes for janitorial/cleaning services at 1975 West Main Street, Owosso, MI 48867 three times per week, at our second-floor location. Contact Bob Beebe at 989-729-9599 extension 470 to visit the location.

Quotes are due May 15<sup>th</sup>, 2023, and should include all cleaning products, equipment, and labor needed.

## **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 60 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 Owosso 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 [sbowen@gstmiworks.org](mailto:sbowen@gstmiworks.org) by May 4, 2023. Responses to this RFQ should be sent to [sbowen@gstmiworks.org](mailto:sbowen@gstmiworks.org) by May 15, 2023. 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 soap for restroom dispensers, center pull paper towel, toilet paper, hand sanitizer, batteries for air fresheners and air fresheners.

The Cleaning Company is to supply the following:

- Waste basket liners (various sizes to fit receptacles)
- All cleaning products such as but not limited to bleach, glass cleaner, furniture polish, toilet bowl cleaner, disinfectant, mops and mops heads, vacuum, broom & dustpan, rags for cleaning and dusting, and labor.
- The cleaning company will replenish the soap, paper towels, hand sanitizers, toilet paper and air fresheners as needed from the client’s supply.

<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")	3x/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	1x/week
Spot clean refrigerator exterior	1x/week
Clean and disinfect toilets and sinks and maintain/re-stock restroom supplies/soaps. toilet paper/paper towels	3x/week
Empty wastebaskets/trash receptacles, remove from premises and place in dumpster	3x/week

<b>Carpet &amp; Floor Care</b>	<b>Frequency</b>
Vacuum carpet wall to wall in high traffic areas and all hallways	3x/week
Vacuum carpet wall to wall in offices and meetings rooms	weekly
Spot vacuum carpet in all areas	3x/week
Damp-mop hard surface floors, including restroom floors	3x/week

**Additional Cleaning Specifications:**

1. Clean restrooms

- Clean toilets & urinals with disinfectant - toilet bowl, rims, outsides, backs, flush/auto flush units, and seats.
- Clean and disinfect metal disposal units in women's restroom.
- Clean and disinfect stall door handles (inside and out).
- Clean sinks/faucets/countertops with cloth and cleanser to assure stains and water marks are removed. Check the front of sink basin.
- Clean mirrors and stainless-steel shelves at sinks and at mirrors.
- Fill soap dispenser as necessary along with filling toilet paper holders. These must be checked each time.
- Sweep floors and mop with soap/bleach/water.
- Clean metal strip along the top of tiles once a week.
- Wipe off entrance door with an anti-bacterial wipe or soap and water.
- Wipe down the wall under the hand dryer weekly.
- Empty waste and feminine product waste units each time.
- Clean vents, grills, diffusers, ledges, door moldings, floor moldings, windowsills, light fixtures, rails monthly.

2. Hallways/Lobby/Entrances

- Vacuum floors and rugs (spot vac. each time, complete vac. Weekly).
- Check walls for dirt spots and wash. Check around elevator buttons, clean the wall, and button pad.
- Clean vents, grills, diffusers, ledges, door moldings, floor moldings, windowsills, light fixtures, rails monthly.
- Dust pictures/signs (once every two weeks).
- Check and refill hand sanitizers weekly.
- Clean and disinfect drinking fountains each time.
- Wash counter and glass at reception area.
- Vacuum reception offices.
- Wipe all handrails with disinfectant wipes or soap and water.
- Clean both stairwells at the ends of the hall. Employee entrance each time and west entrance monthly.
- Front Entrance/Lobby
- Sweep and mop all areas including stairs, including stairs and landing to lower level.
- Dust top of candy and pop machines weekly.
- Clean glass areas (main doors – each time) rest of glass – monthly or as needed.

### 3. Offices/Meeting Rooms

- Vacuum main area/rugs - also offices (spot vac. each time, complete vac. weekly).
- Clean/mop chair floor mats (weekly and as needed).
- Clean/disinfect all tabletops/tops of petitions (once a week).
- Clean chair bottoms (every 2 weeks).
- Vacuum wall partitions monthly.
- Clean glass monthly.
- Empty waste containers each time.
- Dust desktops weekly.
- Disinfect telephones weekly.
- Dust coat rack (weekly).
- Clean vents, grills, diffusers, ledges, door moldings, floor moldings, windowsills light fixtures, rails monthly.

### 4. Lunchroom

- Vacuum each time and mop weekly.
- Wipe down table tops each time with soap/water/disinfectant.
- Wipe refrigerator and microwave outside weekly.
- Clean sink/faucets with cloth and cleanser to assure stains and water marks are removed.
- Fill soap dispenser and paper towel dispenser as needed. Check both each time.
- Empty waste container each time.
- Vacuum couch and chair monthly.
- Wipe down stove and countertop each time.
- Clean vents, grills, diffusers, ledges, door moldings, floor moldings, windowsills light fixtures, rails monthly.



Each time - check for light bulbs burn out that need changing.  
 Monthly – sweep and mop furnace room.

**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! OWOSSO 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; Years in business.
- Plan of service;
- Schedule of services – evening hours requested Monday, Wednesday, 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 ensure 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	Hipes, Howard
Batistoni, Pete	Jacobs, Megan
Baird, Rick	Kunisch, Chuck
Brinkman, Mary	Lewis-Jennings, Tracie
Collison, Dennis	Mose, Sandi
Ernst, Matt	Nas, Paula
Esselink, Robert	Panduren, Leanne
Finkbeiner, Ann	Rogers, Lisa
Fountain, Samantha	Schlaud, Annette
Gaudet, Dan	Sheppard, Daniel
	Turner, Rafael

#### Governing Board:

Avery, James	Howell, Gary
Ballard, Roger	Lutz, Bill
Babcock, Mary	Moody, John
Ellenburg, Ellen	Talaski, Todd
Emery, Thomas	Webster, Marlene
Haggadone, Brad	Young, Tom

#### GSTMW Staff:

Aleck, Deb	Jeffery, Marcie	Nowicki, Deb	Rock, Sheila
Barry, Ray	Kerbyson, Jody	Osborn, Amanda	Schornack, Angel
Beattie, Scott	Kinde, Nicole	Palmer, Carol	Schueler, Chris
Bigelow, Wanda	King-Przybysz, Annalisa	Paxton, Wendy	Schumacher, Sarah
Billiau, Jessica	Kuenzli, JulAnn	Peabody, Roman	Thorntwaite, Cindy
Bowen, Sharon	Latham II, Erich	Polmanteer, Stephanie	Tiedeman, Tara
Burns, Jessica	Leslie, Kathy	Powell, Heidi	Tuckey, Rick
Cook, Kelly	Lewis, Jerome	Pratt, Diona	Watson, Shakesha
Diegel, Tori	Libkie, Angela	Preston, Eldon	Webb, Adriane
Finley, Liz	Lorah-Hammond, Mary	Rak, Tonya	Woodruff, Katherine
Franco, Maricela	McCreedy, Jill	Rambow, Treva	Young, Stephon
Grant, Cheryl	McGee, Mike	Rancour, Greg	Zambron, Cindy
Harper, Nancy	McGrandy, Shawn	Reynolds, Roy	
Harrison, Gary	Mendez Conroy, Wendy	Rich, Rochelle	
Hernandez-Rodriguez, Maria	Morehead, Roxanne	Ritchie, Jennie	
Howard-Young, Regina	Motter, Laura	Ritz, Dannelle	