



**Janitorial Services RFP
Flint Service Center
711 N. Saginaw Street
Flint, MI 48503**

January 1, 2027 – December 31, 2031

GST Michigan Works! (GSTMW!) is seeking proposals for Janitorial Services for our American Job Center located in Flint, Michigan. Please contact Wendy Paxton at wpaxton@gstmiworks.org with any questions by 5:00 pm, September 11, 2026. Proposals are due to Sharon Bowen at sbowen@gstmiworks.org by 4:00 pm, October 12, 2026.

Section 1: Background & Proposal Instructions

1.1 GST Michigan Works! (GSTMW!)

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 Workforce Development Board and a 12-member Governing Board. Administrative offices and all records are located at 3270 Wilson Street, Marlette, MI 48453.

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 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.

Additional information about GSTMW! is available at <https://gstmiworks.org>, including the strategic plan, vision and mission statements, and customer service standards.

1.2 Background and General Information

GSTMW! is seeking proposals from qualified and insured janitorial/cleaning businesses for a commercial office building located at 711 N. Saginaw Street in Flint, Michigan. The successful bidder will provide dependable, high-quality janitorial services that maintain a professional, healthy, and safe environment. GSTMW! will offer a one (1) year contract with four (4) renewal years to cover a period of five (5) years if the bidder'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 RFP and is most advantageous to GSTMW! in price, quality and other factors specified in the RFP. A proposal must comply with the format required by the RFP to be considered. Any and all proposals may be rejected 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 RFP or in deciding not to respond. GSTMW! reserves the right to rescind this RFP in whole or part.

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, minority-owned businesses, women's business enterprises, and veteran-owned businesses. A Bidder qualifies as a small business firm if it meets the definition of a "small business" as established by the Small Business Administration (13 CFR 121.101 through 121.110). Upon request, GSTMW! will make this RFP available in large print or alternative format to individuals with disabilities. TTY:711.

All bidders must abide by 29 CFR Part 38 – IMPLEMENTATION OF THE NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT, and other federal and/or state statutes prohibiting discrimination in programs, services, and activities.

1.3 Questions

Send RFP questions to Wendy Paxton at wpaxton@gstmiworks.org by 5:00 pm on September 11, 2026.

1.4 Selection Process

All proposals must be sent via email to Sharon Bowen, at sbowen@gstmiworks.org by 4:00 pm on October 12, 2026.

1.5 Appeal Process

By submitting a proposal, a bidder agrees to use the GST Michigan Works!' Grievance Procedure if they wish to challenge the decision of the Boards, or any part of the procurement process. A copy of the Grievance Procedure is available at GSTMW!'s website: <https://gstmiworks.org/>.

1.6 Proposal Evaluations

GSTMW! will evaluate the proposals based on the following criteria:

Criteria	Points
Experience	20
References	10
Staffing Plan	15
Quality Control Program	10
Price	40
Total	100

1.7 Proposal Instructions and Format

1. 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.
2. Staffing Requirements: The proposal shall include the following: number of staff assigned, shift schedules, training program, employee retention practices, vacation coverage, emergency staffing plan, and supervisor information. Bidders should state how they will meet the requirements of the services requested. Include information on any services the bidder cannot provide. Include information of any enhanced services bidders can provide. Include information on qualifications, training, performance standards, contractor overview, and cost.
3. Staff Qualifications: All staff must pass criminal background checks, pass drug screening, and be legally authorized to work in the United States.
4. Bidder Qualifications: The bidder should have the following qualifications: a minimum of five years providing commercial janitorial services with commercial office buildings, general liability insurance, worker compensation insurance, and professional liability insurance.
5. Performance Standards: The bidder must ensure that staff arrive on time, maintain professional appearance, wear proper uniform and/or identification tags, treat all occupants and customers respectfully, and follow the cleaning outline provided by the contractor.
6. Proposal Requirements: Proposals should include company overview, the number of years in business, ownership information, Business License Number, Insurance Certificates, training programs, staffing plan, supervision plan, and three commercial references.
7. Cost Proposal: The bidder must provide pricing for hourly staff, supervisor or administrative fees (if applicable), and optional services and specify the cost of proposed services on a monthly and annual basis. Proposals should account for anticipated increases in staffing costs over the term of the contract.
8. Bidder responses and/or signatures are required on:
 - Cover Sheet (Note: signature required)
 - Part I Bidder Information and Site Information
 - Part II Conflict of Interest Form

1.8 Specifications

Specifications for the janitorial services are listed below. GSTMW! is a tenant in the building, occupies the majority of the available space, 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 requests for information. Failure to do so will subject the proposal to disqualification.

Building Information

Location: 711 N. Saginaw Street, Flint MI
 Building Size: Approximately: 75,000 sq ft
 GSTMW! Area: 51,200 sq ft
 Tenant occupies some space on all four floors in the building
 Number of Offices: 84
 Number of Conference/Training Rooms: 16
 Break Rooms: 6
 Lobby Areas: 8
 Elevators: One (1)
 Occupancy: Commercial Offices
 Hours of Operation: Monday-Friday, 8:00 AM to 5:00 PM,
 Closed on recognized State of Michigan holidays.
 Visitors Per Day to the building: 300-350
 Visitors Per Day in GSTMW's areas: 100-150

Schedule of Services

Cleaning hours: After business hours between 5:30 pm and 6:00 am, twice a week.

Areas/tasks not included:

- Restrooms
- Trash removal

Scope of Work:

GSTMW! is following Center for Disease Control (CDC) and State of Michigan Department of Technology, Management & Budget (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 Environmental Protection Agency (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 and cab mounted elevator call buttons
- Tables
- Light switches
- Countertops

- GSTMW! reception/lobby areas.
- Hallways inside GSTMW! suites and public hallways on all floors.
- GSTMW! facilities - private offices, conference rooms, training rooms, computer labs, kitchens and break areas.

Janitorial Services Products:

Janitorial service contractors must use products that are EPA approved.

Contractor Responsibilities:

- All labor
- Supervision
- Cleaning equipment
- Chemicals
- Consumable supplies
- Replacement staffing
- Quality inspections
- OSHA-compliant Safety Data Sheets (SDS)
- Name tags or uniforms
- Maintain key control
- Secure building upon departure
- Immediately report damage
- No unauthorized visitors
- No photography

Cleaning and Disinfecting	Frequency
Clean and disinfect high touch points such as light switches, doorknobs	2x/week
Clean and disinfect lobby and cab mounted elevator buttons	2x/week
Clean inside and outside of microwaves	2x/week
Spot clean internal partition glass to remove smudges and fingerprints	weekly
Spot clean refrigerator exterior	weekly
Check walls for dirt spots, fingerprints and scuff marks and wash	weekly
Dust blinds, door jams, light fixtures, ledges, windowsills, and ceiling vents accessible from the floor	monthly
Clean cabinets, file cabinets, and baseboards	2x/year

Carpet & Floor Care (see attached floor diagrams for high and low traffic areas)	Frequency
Vacuum carpet wall to wall in high traffic areas and all hallways (office diagram is attached)	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 solid surface floors	weekly

Supplies:

The janitorial company is to supply all 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, vacuums, and labor.

The landlord provides toilet paper, paper towels, and garbage bags for the building.

PROPOSAL COVER SHEET

**GST MICHIGAN WORKS!
JANITORIAL SERVICE for the
FLINT, MICHIGAN SERVICE CENTER**

(Official Name of Organization Submitting Proposal)

does hereby accept all the terms and conditions of the Request for Proposals (RFP), including the RFP 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.

The official authorized to bind the organization must sign below:

Signature

Printed Name

Title

Date

PART I
BIDDER INFORMATION

GENERAL INFORMATION

1. Official Name of Bidding Organization: _____
2. Address: _____
3. Contact Person Information:
 - Name: _____
 - Job Title: _____
 - Email Address: _____
 - Phone Number: _____
 - Fax Number: _____
4. Name and Title of Person(s) Authorized to Sign Contract:

5. Type of Organization:

☐ Private for Profit	☐ Private Non-Profit
☐ Public Government	☐ Other (specify)
6. Michigan License Number: _____
7. Service Narrative: State how the organization will meet the specifications of the janitorial services requested. Include information on any services the organization is unable to provide. Include information of any enhanced services proposed. (Add additional pages as needed).
 - a. Company background and qualifications;
 - b. Staffing plan, staff qualification and training of employees;
 - c. Schedule of services – evening hours requested Monday – Friday two times a week;
 - d. Supervision;
 - e. Small businesses, women’s business enterprises, and minority-owned business status;
 - f. Insurance certificates;
 - g. Three commercial references;
 - h. Assurance: The bidder must assure that all disinfectant products that are being used at GSTMW! are EPA approved.
8. Cost Proposal: Monthly and annual projections. Proposals should account for anticipated increases in staffing costs over the term of the contract. (Add additional pages as needed).

PART II**CONFLICT OF INTEREST FORM**

Name of Organization

GSTMW! BOARDS AND STAFF MEMBERS

Please review the list of GSTMW! Board and staff members below. In the space provided, 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. Indicate any such relationships with any elected official of Genesee, Huron, Lapeer, Sanilac, Shiawassee, or Tuscola counties. If none, indicate by "N/A."

Workforce Development Board:

Baird, Rick	Mosier, Brianna
Batistoni, Pete	Nas, Paula
Brinkman, Mary	Panduren, Leanne
Byers, Kimberly	Prill, Yvonne
Gasso, Rachelle	Rogers, Lisa
Gaudet, Dan	Shelton, Mary
Gutierrez, Madison	Sheppard, Daniel
Kunisch, Chuck	Turner, Rafael
Hartwell, John	Witt, Janie
Lewis-Jennings, Tracie	Zahn, Correen
Mose, Sandi	

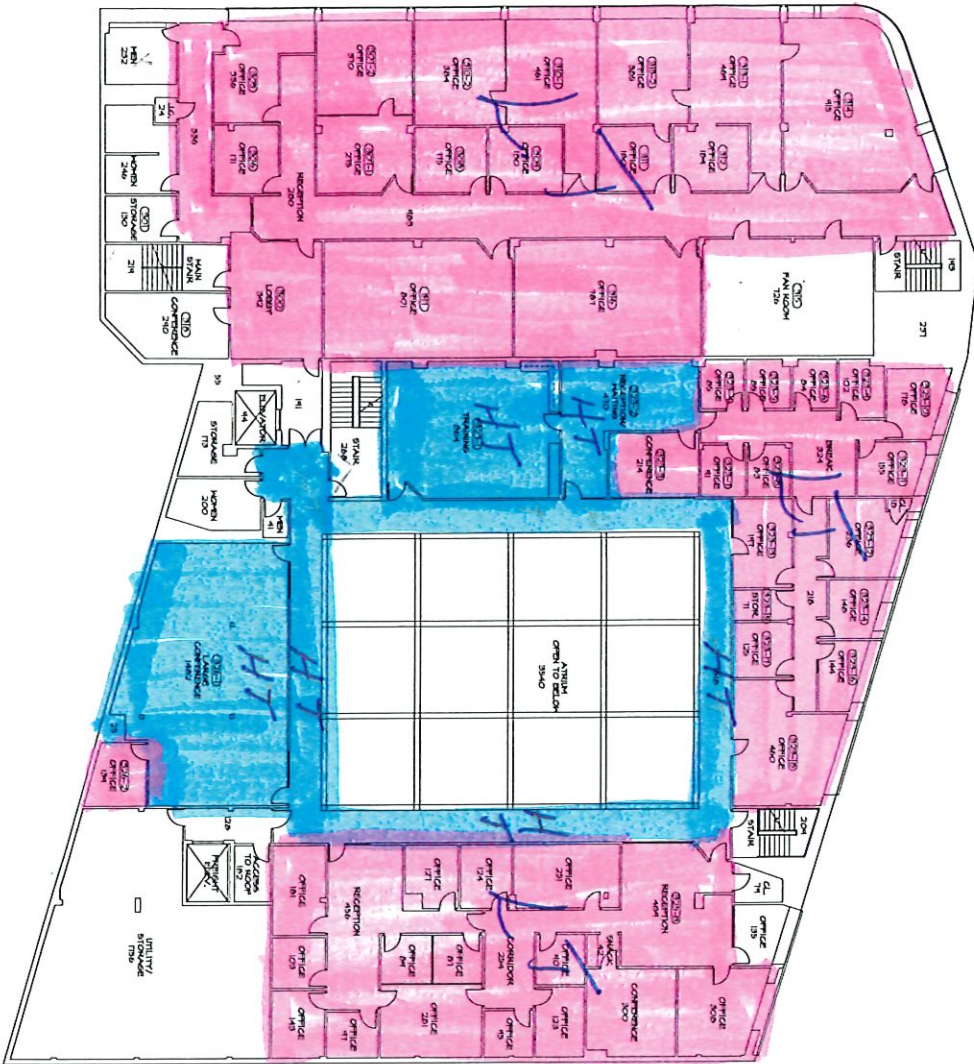
Governing Board:

Avery, James	Howell, Gary
Babcock, Mary	Khoury, Sami
Ballard, Roger	Koch, Matthew
Brodeur, Greg	Lutz, Bill
Haggadone, Brad	Moody, John

GSTMW! Staff:

Aleck, Deborah	Kerbyson, Jody	Powell, Heidi
Barry, Raymond	Kluger, Katherine	Rak, Tonya
Beattie, Lincoln Scott	Kuenzli, JulAnn	Rambow, Treva
Billiau, Jessica	Latham II, Erich	Rancour, Gregory
Bowen, Sharon	Libkie, Angela	Reynolds, Roy
Burns, Jessica	Lorah Hammond, Mary	Rich, Rochelle
Byrnes, Holly	Mays, Cora	Ritz, Dannelle
Chrismer, Katrina	Mays, Reginald	Rock, Sheila
Chrivia, Joleen	McGee, Michael	Sadler, Bartlett
Condra, Elizabeth	McGrandy, Shawn	Schornack, Angel
Conley, Olivia	McKellar, Skylar	Schueler, Christian
Cook, Kelly	Mendez Conroy, Wendy	Shantz, Emma
Diegel, Tori	Morato Williams, Patricia	Thornthwaite, Cindy
Engelhard, Amy	Morehead, Roxanne	Thrall, Amanda
Grant, Cheryl	Morrison, Hunter	Watson, Shakesha
Harper, Nancy	Morrison, Jacelee	Willcox, Haymet
Hernandez Rodriguez, Maria	Motter, Laura	Woodward, Genna
Jeffery, Marcie	Nowicki, Deborah	Young, Stephon
Johnson, John	Paxton, Wendy	Zambron, Cindy
Junga, Amanda	Peabody, Roman	

Relationships:



Pink - L.T.
Blue - H.T.

KEY
SUITE NUMBER
ROOM NAME
SQUARE FOOTAGE



THIRD FLOOR PLAN
N 1/2

CHMP INC.
616 WESTERN ROAD
FLINT, MI 48903
TELEPHONE 313/424444

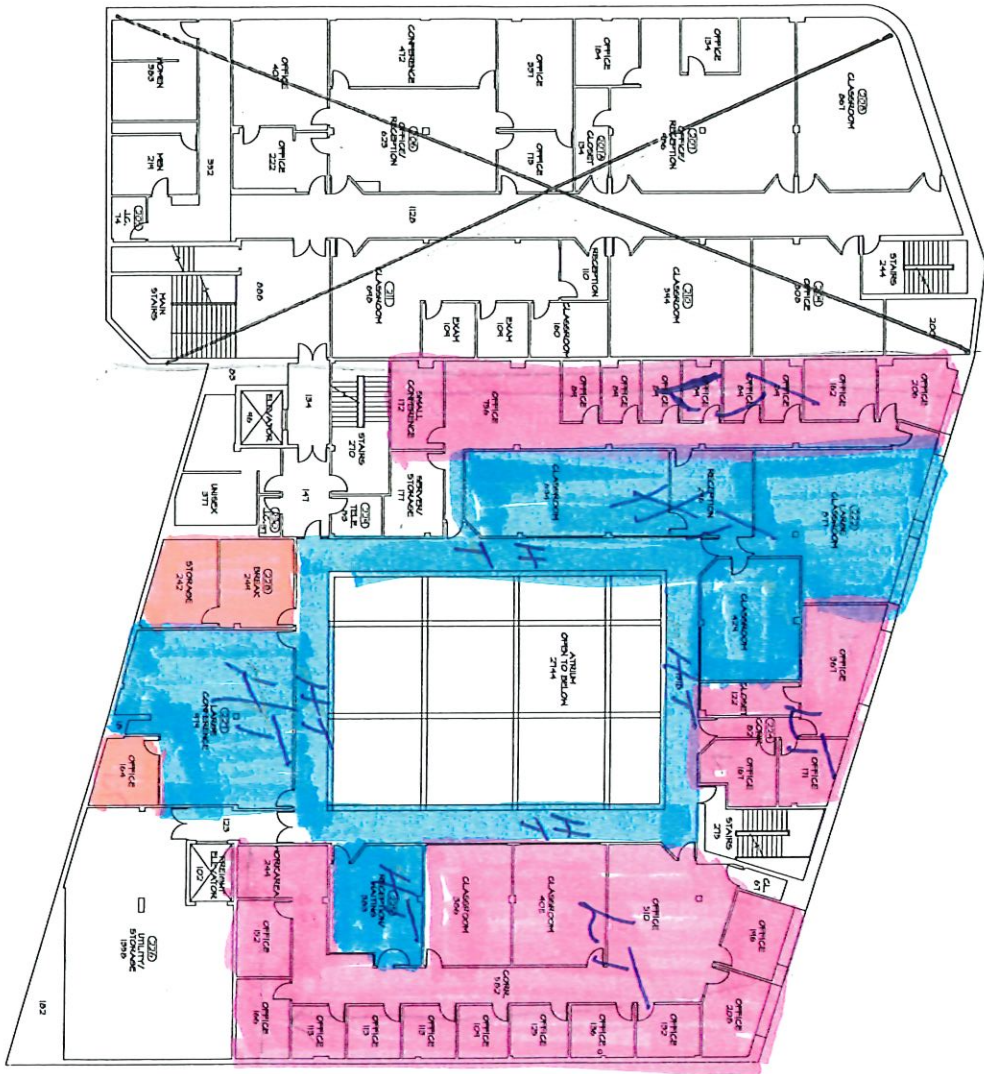
ARCHITECTURE
LABORATORY ARCHITECTURE
CONSTRUCTION

CHMP INC.
616 WESTERN ROAD
FLINT, MI 48903
TELEPHONE 313/424444

BUILDING AREA CALCULATIONS FOR:
REUTHER CENTER
711 N. SAGINAW STREET, FLINT, 48903, GENESEE COUNTY

PROJECT NO. 00000000
DATE FEBRUARY 11, 2000
AS BUILT DATE
DRAWN BY JHL
CHECKED BY JHL
SCALE AS NOTED
DATE

A-4



Pink - low Traffic
Blue - High Traffic

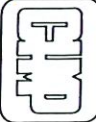
KEY
 (200) SUITE NUMBER
 OFFICE ROOM NAME
 174 SQUARE FOOTAGE



SECOND FLOOR PLAN

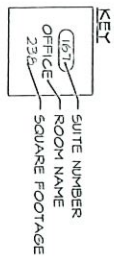
BUILDING AREA CALCULATIONS FOR:
REUTHER CENTER
 711 N. SAGINAW STREET, FLINT, 48503, GENESEE COUNTY

CHMP INC.
 1104 TARRANTIAL ROAD
 FLINT, MI 48503
 TELEPHONE 313/434-1111
 FAX 313/434-1112
 E-MAIL CHMP@CHMP.COM
 WWW.CHMP.COM

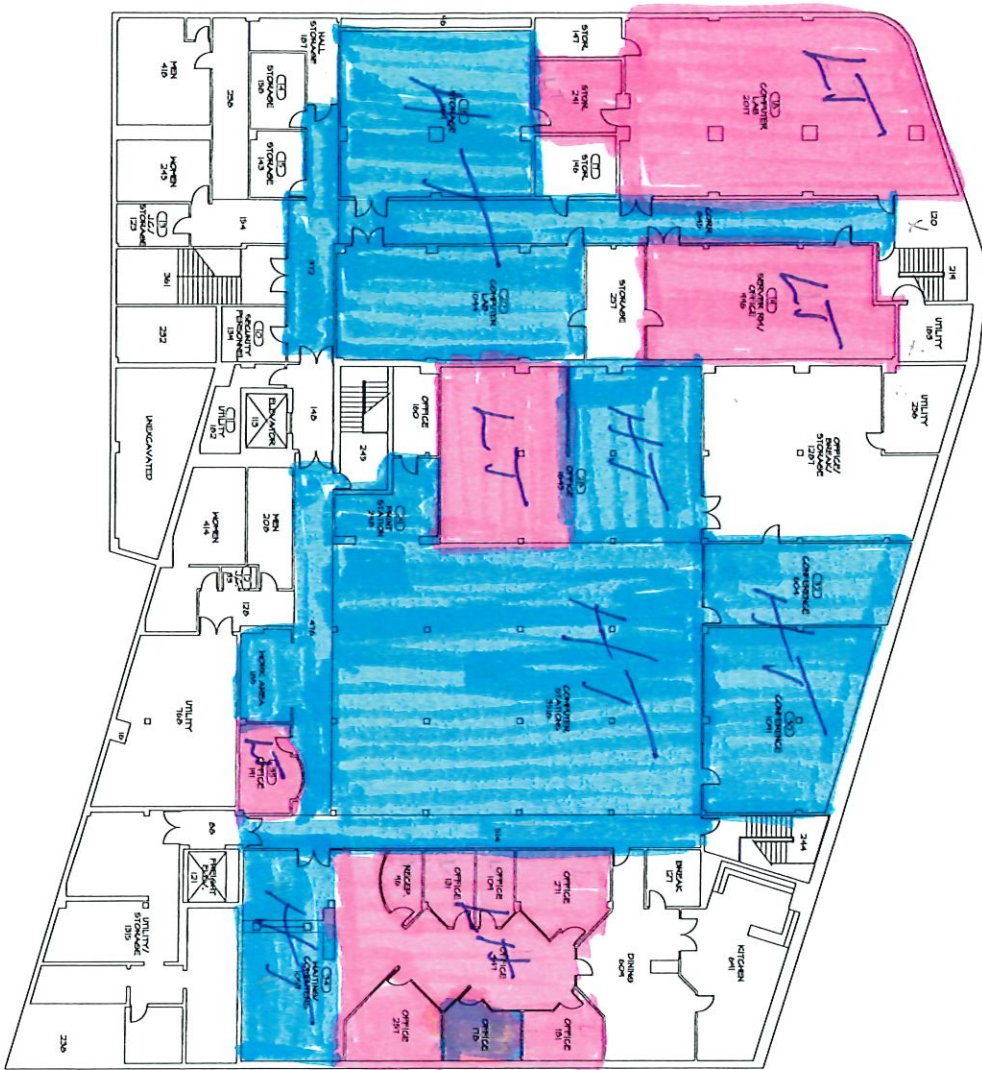


PROJECT NO. 00000000
 DATE: FEBRUARY 11, 2010
 AS BUILT DATE: JUNE
 DRAWING BY: JCH
 CHECKED BY: JCH
 APPROVED BY: JCH
 DATE: JUNE

A-3



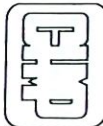
FIRST
FLOOR PLAN



SECT
 SUITE NUMBER
 OFFICE ROOM NAME
 155
 SQUARE FOOTAGE

BUILDING AREA CALCULATIONS FOR:
REUTHER CENTER
 711 N. SAGINAW STREET, FLINT, 48503, GENESEE COUNTY

ARCHITECTURE
 LANDSCAPE ARCHITECTURE
 CONSULTING
 CHMP, INC.
 1100 N. YAMONTOWN ROAD
 FLINT, MI 48503
 TELEPHONE 313/455-4444



CHMP, INC.
 1100 N. YAMONTOWN ROAD
 FLINT, MI 48503
 TELEPHONE 313/455-4444

PROJECT NO. 00000000
 DATE: 1/1/2000
 AS BUILT DATE: -
 DRAWN BY: JLM
 CHECKED BY: JLM
 SCALE: AS NOTED
 DATE: 1/1/2000

A-1