

# MIDLAND COUNTY ROAD COMMISSION

## BID FORM

### Item No.1 - COMMERCIAL CLEANING

It is the purpose and intent of this proposal to describe the cleaning of the Road Commission main offices and boardroom located at 2334 N. Meridian Rd, Sanford, Michigan. Work under this proposal includes, but is not limited to, the following listed items, and may be adjusted for other inclusions as becomes necessary by mutual agreement between both parties.

Proposals will be received by email to [bids@midlandroads.com](mailto:bids@midlandroads.com) with the subject line of "Commercial Cleaning Bid" until:

**Bid Deadline: Friday, November 29, 2024, at 4:00 p.m.**

#### **CLEANING REQUIREMENTS:**

##### **Twice Weekly Requirements:**

1. Empty all waste baskets and trash containers and replace trash bags
2. Clean men's bathroom and locker room - includes replenishing supplies and towels, sweep and mop floor, cleaning all mirrors, toilets, urinals, fixtures and countertops
3. Clean women's bathroom and locker room - includes replenishing supplies, towels, sweep and mop floor, cleaning all mirrors, toilets, fixtures and countertops
4. Clean lunchroom and kitchenette - includes cleaning tables, sink, countertops, cleaning microwaves inside and out, mop all hard surface flooring, wipe top of refrigerators, vacuum carpet/rugs and replenish towels
5. Vacuum all front offices and board room carpeting
6. Remove cobwebs from all front offices and boardroom
7. Clean tables in conference rooms and boardroom
8. Clean front entrance way, vacuum and clean glass doors
9. Dust office furnishings including file cabinets, desktops where cleared, computer keyboards and monitors, copy machine, printers and phones
10. Wipe inside windowsills clearing any cobwebs and debris

##### **Additional Cleaning Requirements:**

1. Clean both sides of windows and board room sliding glass doors (every 3 months)
2. Clean bathroom tile grout with agreed upon grout cleaner (every 6 months)
3. Vacuum upholstered furniture and wipe down vertical blinds (every 6 months)

4. Clean heat vents (every 6 months)
5. Strip and wax Vinyl Composite Tile (VCT) tile floors (as requested)
6. Shampoo carpets (as requested)

Upon acceptance by the Board of Commissioners, this bid shall be awarded for 12 months. The awarded bidder will furnish all cleaning materials, equipment and supplies. Bidder will not be responsible for furnishing paper towels, toilet paper, tissues or hand soap.

If the bidder would like to schedule a walk-through of the facility or has any questions regarding this bid, they may contact Donna Lowe, Finance Director, at (989) 687-9060 or email [bids@midlandroads.com](mailto:bids@midlandroads.com). Walk-throughs are available upon request during regular business hours Monday-Friday, 7:30am - 4:00pm.

All work shall be done on Tuesday and Thursday during non-office hours, which is after 5:00pm, but before 6:00am. Alternate days of the week may be considered if it results in a lower bid price. The facility may be available for cleaning on Saturday or Sunday.

**BID AMOUNTS:**

\$ \_\_\_\_\_ Monthly price to clean twice weekly for 12 months

\$ \_\_\_\_\_ Price to shampoo carpet (3,500 sf)

\$ \_\_\_\_\_ Price to strip and wax Vinyl Composite Tile (VCT) tile floors (900 sf)

Please list 3 work related references:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Bidder Information:**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name & Phone: \_\_\_\_\_

I AGREE that only employees of the above company will enter the facility and will be at least 18 years of age.

\_\_\_\_\_  
Signature

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

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

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