

**Charter Township of Garfield  
Janitorial Services Bids Summary**

08/05/21

<u>Janitorial Services</u>	<u>Township Clean 2x/wk Per/wk cost</u>	<u>Township Per/yr cost</u>	<u>SLRA Restrooms Per/wk cost</u>	<u>Restroom Schedule</u>	<u>SLRA Restrooms Per/yr cost</u>	<u>Stripping/ Waxing vct Carpet Cleaning Once a year cost</u>	<u>All Services Yearly Total</u>
Contemporary Cleaning Invoiced \$1,800 monthly Owner on site at all times	\$415.38	\$21,600.00	(incl w/ Hall) \$200.00 (2x wkly-May-Sep) \$100.00 (1x wkly-Oct-Apr) Subtotal	(incl w/ Hall) (2x wkly-May-Sep) (1x wkly-Oct-Apr)	(incl w/Hall) \$4,000.00 \$3,200.00 \$7,200.00	\$400.00	\$22,000.00
TC Green Clean	\$430.00	\$22,360.00	\$200.00 (2x wkly-May-Sep) \$100.00 (1x wkly-Oct-Apr) Subtotal		\$4,000.00 \$3,200.00 \$7,200.00	\$1,900.00	\$31,460.00
Universal Cleaners Automatic 5% yearly increase	\$398.87	\$20,741.24	\$124.58 (2x wkly-May-Sep) \$64.51 (1x wkly-Oct-Apr) Subtotal		\$2,491.60 \$2,064.32 \$4,555.92	\$780.00	\$26,077.16
<b>JennyClean</b> Invoiced \$1,387 monthly	\$320.08	\$16,644.16	\$141.09 (2x wkly-May-Sep) \$80.62 (1x wkly-Oct-Apr) Subtotal		\$2,821.80 \$2,579.84 \$5,401.64	\$1,812.20	\$23,858.00
<b>Amended</b>							



2810 N Garfield Rd  
 Traverse City, MI 49686  
 p. 231.486.6362

## IV. PROPOSAL

### ESTIMATE

Services	qty	unit price	amount
<b>Monthly Billing - Your Office, Healthy and Clean - 2x Weekly Services</b> Cleaning as outlined in attached proposal	1.0	\$1,387.00	<b>\$1,387.00</b>
<p>JennyClean has been serving northern Michigan for over 6 years. We are bonded and insured to make sure that you do not have any liability to worry about. All our team is trained in our proven system which included backpack vacuums that are up to 50% more efficient than traditional push vacuums. Don't worry about ever having to clean your office again! Let JennyClean take care of the clean so you've got time to lean!</p> <p>All cleaning products provided by JennyClean unless by special request of our customers.</p>			
<b>Annual VCT Strip and Wax</b> Kitchen, Copy room, and basement Bathroom	1.0	\$500.00	<b>\$500.00</b>
<b>Annual Carpet Cleaning</b>	1.0	\$1,312.20	<b>\$1,312.20</b>
<b>Monthly Billing - Your Bathrooms, Healthy and Clean - 2x Weekly Services</b> Service at Silver Lake Recreation Bathrooms - 2x/wk	1.0	\$606.67	<b>\$606.67</b>
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<b>Monthly Billing - Your Bathrooms, Healthy and Clean - 1x Weekly Services</b> Service at Silver Lake Recreation Bathrooms - 1/wk	1.0	\$346.67	<b>\$346.67</b>
<p>JennyClean has been serving northern Michigan for over 6 years. We are bonded and insured to make sure that you do not have any liability to worry about. All our team is trained in our proven system which included backpack vacuums that are up to 50% more efficient than traditional push vacuums. Don't worry about ever having to clean your office again! Let JennyClean take care of the clean so you've got time to lean!</p> <p>All cleaning products provided by JennyClean unless by special request of our customers.</p>			
<b>Subtotal</b>			<b>\$4,152.54</b>
<b>Total</b>			<b>\$4,152.54</b>

## IV. ACCEPTANCE

Accepted by Garfield Township:

JennyClean Representative

Printed Name/Title

Date



Cleaning Proposal for

GARFIELD TOWNSHIP  
3848 VETERANS DR  
TRAVERSE CITY, MI 49684

JennyClean Contact

JON UPLEGER, GENERAL MANAGER  
P. 231.486.6362  
E. [JON@JENNYCLEAN.COM](mailto:JON@JENNYCLEAN.COM)





## I. NATURE OF SERVICES TO BE PROVIDED:

### A. Scope of Work to be Performed

Cleaning will consist of work in Garfield Township office located on 3848 Veterans Dr, Traverse City, MI 49684. Services to be completed two times a week to include:

#### **GARFIELD TOWNSHIP OFFICE**

- Empty trashes - daily
- Offices/Cubicles/Conference Rooms - Weekly
  - Dust throughout all offices/cubicles (all flat surfaces)
  - Clean desks
  - Spot clean any furniture or touch points - daily
- Bathroom Cleaning - daily:
  - Sinks and counter tops cleaned and disinfected
  - Paper towel and soap dispensers cleaned and disinfected
  - Toilets and urinals cleaned and disinfected top to bottom
  - All touch points cleaned and disinfected
  - Showers cleaned and disinfected
  - Restock toilet paper (3 per toilet), paper towel, and soap
- Kitchens/common Areas daily:
  - Clean and disinfect all surfaces
  - Clean and shine kitchen sinks
  - Wipe down all tables and spot clean other furniture
- Clean and shine drinking fountains - weekly
- Vacuum/dust mop all areas – weekly or as needed
- Mop all hard surfaces – weekly or as needed
- Spot clean indoor glass – weekly or as needed
- Daily Disinfecting of touchpoints, doors, desks, switches, bathrooms, etc
- Annual VCT Strip and Wax and Carpet Cleaning

#### **SILVER LAKE RECREATION AREA BATHROOMS**

- Bathroom Cleaning - 2x/wk May - September, 1x/wk October - April:
  - Sinks and counter tops cleaned and disinfected
  - Paper towel and soap dispensers cleaned and disinfected
  - Toilets and urinals cleaned and disinfected top to bottom
  - All touch points cleaned and disinfected
  - Restock toilet paper (3 per toilet), paper towel, and soap

### B. Standards to be Followed

- Cleanings will occur 2x a week and be completed between the hours of 5:30pm - 6am.

- The team will start the job via the Housecall App which will notify our contact at Garfield Township that we have begun work (if requested).
- In the event Garfield Township or JennyClean needing to reschedule due to weather, every attempt will be made by both parties to find another day to clean.
- Our crews will abide by all safety programs we have in place. Any chemicals left at Garfield Township will have an SDS printed and stored in the same closet with it.

## II. QUALIFICATIONS

### A. Overview

JennyClean was founded in 2013 and has grown by leaps and bounds over the last 7 years. We have over 15 employees servicing accounts all over northern Michigan. Our company was founded on our five core values: CLEAN

Clean with Integrity

Let's Make Money

Everyone has Fun

Attitude and Dedication

No Excuses

These core values have helped our team separate ourselves from other janitorial companies. It keeps us committed to delivering a superior clean each and every time! We pride ourselves on figuring out creative ways to keep your office clean, while keeping the price affordable.

### B. Technical Requirements

1. Due to the large number of team members we have, we are able to handle multiple days a week jobs to bi-weekly jobs without having to worry about rescheduling jobs due to someone being unable to work.
2. All of our team are trained using our proven system. This training consists of video, hands on, and onsite training. We also conduct regular audits on our jobs to ensure that the quality is consistent.

### C. Insurance

JennyClean carries a \$2 million per occurrence/\$4 million aggregate liability policy through Farm Bureau Insurance. We also are bonded and carry Workers Compensation on all our employees.

### D. References

- Bill Paschke, 4front Credit Union, 231-534-5232, serviced 5x/wk
- Lori Dawson, Village of Elk Rapids, 231-264-9274, serviced 2x/wk
- Kathy Windiape, Torch Lake Township, 231-599-2036, serviced 9x/wk
- Jacob Hardy, Traverse City Light & Power, 231-932-4563, serviced 2x week



### E. COVID-19 Special Response

JennyClean has been serving our clients throughout the COVID-19 crisis and has invested in additional training, products, and certificates. All of our team is trained in how to properly use our EPA approved Coronavirus killing Non Acid Disinfectant. This will be applied to all touchpoints as a part of our regular cleaning. In addition, for the first month of service, we will provide more robust disinfecting services at no additional charge.

## III. TERMS AND CONDITIONS

- A. Proposal good for a period of 60 days
- B. JennyClean will provide all cleaning supplies. JennyClean does not provide general office supplies like toilet paper, paper towel, trash bags, soap, etc
- C. An additional charge will be invoiced for cleaning above and beyond standard cleaning outlined in this proposal. JennyClean will communicate any additional costs prior to performing work. Once permission is received, costs will be added to monthly invoice.
- D. Services are billed at the beginning of the month and will be considered delinquent after 30 days. One-time services are billed in advance and due before services will commence. This estimate may not be valid if not immediately agreed to.
- E. Delivery of services by JennyClean constitutes acceptance of this proposal and its notes and exclusions.
- F. Acceptance of this proposal constitutes acceptance of all terms in this proposal.
- G. Both parties agree that approximate square footage is defined for the purpose of this proposal as being up to 30% less than stated square footage. This is due to time constants during the bid and measuring process, inaccuracy of equipment, untrained people doing measurement and user error. If the client provides square footage estimates, it is expected that these measurements will fall in a plus or minus range of no greater than 3%. This is expected due to the fact that the client has ample time and resources to obtain a professional blue print or otherwise qualified measurement.
- H. JennyClean is restricted to cleaning anything below 7ft high. Anything over this restriction will be an additional charge.
- I. Kitchen appliances will be cleaned on the outside only.
- J. JennyClean cleans surfaces included in specification. We do not move items that are obstructive. We do not move furniture, parts of furniture, paper or any other items on desks. We do not move items on kitchen counters, rugs or mats.
- K. Facility will be cleaned by 7am on the day after we specify cleaning.
- L. Any changes to these specifications may result in a price increase.
- M. Client agrees to name a single representative to administer the contract on a day-to-day basis and communicate to contractor. Client agrees to notify contractor if or when this point of contact changes.

- N. JennyClean is only responsible for locking doors we use unless otherwise agreed upon in writing. Furthermore, JennyClean is not responsible for insuring that all doors not used by contractor are locked. The client acknowledges that JennyClean may not be the last party in the facility, therefore not responsible for security.
- O. It should not be assumed the contractor is the last one in the facility.
- P. JennyClean must be notified and agree to any site-specific protocols. There will be a charge for additional protocols, audits, compliance related items, etc. if JennyClean agrees to comply with these items.
- Q. If keys, codes, etc. are changed and JennyClean is not notified, JennyClean will not make-up services. The same charges will still apply and be due.
- R. Client agrees not to hire any of Contractor's employees or service providers in any capacity. Furthermore, Client agrees to not indirectly hire any of contractors employees in any capacity (through a third party). This portion of the agreement will remain in force regardless of the contact being terminated by either party for a period of 6 months after termination. Any breach of this portion of the agreement will result in Client compensating Contractor \$10,000 per occurrence.
- S. Client agrees to provide Contractor with 2 sets of keys to all areas. Contractor agrees to notify Client within 24 hours of any missing keys.
- T. These treatments are not guaranteed to be effective in any way.
- U. JennyClean accepts no liability as a result of actions taken or not taken.
- V. 90 day written cancellation notice required (30 days required for Change Notice. JennyClean reserves the right to offer changes sooner than 30 days as their schedule allows)