



Charter Township of Garfield

Grand Traverse County

3848 Veterans Drive
Traverse City, MI 49684
(231) 941-1620 | Fax (231) 941-1588

Contact: Bill Mouser
Email: wouser@garfield-twp.com

REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL JANITORIAL SERVICES

Charter Township of Garfield is requesting proposals for Janitorial services for the Township Hall located at 3848 Veterans Drive and the restroom facilities at Silver Lake Recreation area, 1785 East Silver Lake Road.

- The Township Hall, 3848 Veterans Drive.
 1. The basement, 6944 square feet, is unfinished storage space, with two restrooms that are accessible only by Township staff.
 2. The main floor, 10,740 square feet, consists of the main entry lobby, corridors, two restrooms, offices, small conference room, copy room and a lunchroom with residential type appliances.
 3. The second floor has a stair mezzanine, large meeting room, conference room, two restrooms.
 4. There are also two stair wells, an IT room and janitor closets.
- Work Schedule
 1. Regular business hours for the Township Hall are 7:30 am until 6:00 pm Monday thru Thursday.
 2. Janitorial services can only occur outside of the regular business hours.
 3. Janitorial services shall be provided twice weekly.
- Contractor Staff
 1. Contractor shall employ sufficient staff and only personnel skilled in janitorial work.
 2. Contractor assumes total responsibility for their employees.
 3. A building key or electronic key card will be provided to the contractor.
- Supplies and Equipment
 1. The Contractor will furnish all tools and equipment to accomplish the work.
 2. The Contractor will furnish all cleaning supplies, including but not limited to detergents, soap and disinfectants.
 3. Paper products and other consumables supplied by owner.

- Township Hall
 1. Weekly: vacuuming of carpeted areas, mopping of non-carpeted floors, sweeping of stairwells, cleaning and restocking of all 6 restrooms, removal of fingerprints and spots from walls, including dusting of counters, common areas and windowsills on first and second floors. Clean glass on main entry doors and sidelights. During the winter months vacuuming and mopping may need to be performed twice weekly.
 2. Twice weekly: removal of trash, garbage and recycling. Cleaning of kitchen/break area, spot cleaning and restocking first floor restrooms.
 3. Annually: VCT floors in kitchen and copy room are to be stripped and refinished, carpets to be cleaned with a carpet extractor.
 4. Dust and wipe clean ceiling diffusers and air returns.

- Silver Lake Recreational Area
 1. Bathrooms are to be cleaned and restocked twice weekly from May thru September, once weekly from October thru April.

Garfield Township reserves the right to call for unscheduled additional due to special events, such as tournaments, large meetings, elections, which may take place at either location. Cleaning services for these special events are to be listed and invoiced separately. All bidders are required to schedule a site visit prior to submitting a Bid.

A client reference list is required with the bid submission. Certificate of Insurance will be required at award of contract. Garfield Township reserves the right to reject any bids or to waive any irregularities in bidding.

Bid submissions are due by 5:00 PM August 5, 2021. If you have any questions, call Bill Mouser at (231) 941-1620.

Please submit your proposal to:
Charter Township of Garfield
Attention: Bill Mouser
3848 Veterans Drive
Traverse City, MI 49684
Or
Email: wmouser@garfield-twp.com