

**Request for Proposal  
For  
Janitorial and Maintenance Services  
Otsego County, Michigan  
BID 2009-16**



**Part 1: RFP Purpose**

The purpose of this Request for Proposal (RFP) is to receive proposals for selection of a contractor to provide Maintenance and Professional Services for the Otsego County Building & Grounds.

This RFP does not constitute a contract for services performed or to be performed. After selection of the successful firm (referred to as the contractor), Otsego County, and the contractor will negotiate a contract and a complete scope of services.

All proposals submitted become the property of Otsego County and will not be returned. The County is not responsible for any costs incurred by the respondent in proposal preparation, presentations, site visits, or benchmarks performed.

**Part 2: Scope of Work/Background Information**

Otsego County is seeking a qualified Vendor to provide janitorial and maintenance services for the Otsego County Building & Grounds. Some of the services include building repairs, lawn mowing, snow removal, equipment maintenance, B&G vehicle maintenance, and providing supplies such as paper towels, light bulbs, etc.

Otsego County currently has one full-time Building & Grounds Director, one full-time Senior Maintenance Technician, and one part-time Janitor performing the bulk of the above services. The contracting company would be in replacement of current employees. The County also uses jail trustees or work crew participants as available to help with projects, but availability cannot be counted upon.

Otsego County's facilities are open to the public from 8:00 am until 4:30 pm Monday thru Friday except for thirteen holidays per year.

Currently, the County has the part-time janitor provide services from 6:00 am until 10:00 am on Monday thru Friday. The two maintenance workers stagger hours with one beginning by at least 6:00 am, primarily to open the facilities and for snow removal in the winter, while the second closes the facilities..

Otsego County facilities (see **Appendix A**) covered under this contract include:

- Otsego County Courthouse, 225 W. Main Street.
- Alpine Center complex including 100 Livingston Blvd, 200 Livingston Blvd, 800 Livingston Blvd (main Alpine Center building), the Building & Grounds building, and 1068 Cross Street.
- Parking lot at 222 S. Court Street.
- Snow removal only for 215 S. Otsego Avenue. This is a parking lot owned by the First Congregational Church, but used during the week by Otsego County for employee parking.

- Sheriff's Long-term Evidence Storage Building at 540 S. Illinois. Lawn mowing once per month in summer, and driveway snow removal in winter.

An overview of the Building & Grounds budget can be found in **Appendix B**.

A detailed list of services to be provided by Contract can be seen in **Part 6**.

### **Part 3: Proposal Instructions**

- **Term of Contract.** The contract for services will be for the fourth quarter of 2009, and for the three years following, beginning October 1, 2009 and ending December 31, 2012. There will be a termination clause for either party to terminate the agreement with a 120-day notice. The bid price should have a breakdown of cost for the 4<sup>th</sup> quarter of 2009, as well as for each following year including 2010, 2011, and 2012.

- **Submission Instructions.** Submit three original proposal in a sealed package to this address:

**John Burt, Otsego County Administrator**  
**225 W. Main Street**  
**Gaylord, Michigan 49735**  
**Tel: (989) 731-7527**  
**Proposal for Maintenance and Professional Services**

- **Deadline.** Proposals must be received at the location stated above no later than 11:00 a.m. local time on **September 11, 2009**. Proposals received after the deadline will not be accepted. There will be a public bid opening at noon on September 11, 2009 in Room 100 of the County Building at 225 W. Main Street, Gaylord, MI.
- **Proposal Acceptance and Rejection.** The County reserves the right to accept, reject or negotiate any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures and to accept any bid determined by the County to be in the best interest of the County, regardless of price.
- **Questions.** If you have any questions about this RFP or the proposal procedures, submit them in writing or by fax by the question deadline of **September 8, 2009 at noon**. Questions received after this deadline will not be considered. All questions received before the deadline will be answered in writing by the County and mailed and faxed to all vendors on the bid list. The requestor is responsible for notifying the County of any problem in receiving written replies.

Direct questions about this RFP or the proposal procedures to the following person:

**John Burt, Otsego County Administrator**  
**225 W. Main Street**  
**Gaylord, Michigan 49735**  
**Tel: (989) 731-7527**  
**Fax: (989) 731-7529**

**Single Point of Contact.** Contact **Mr. John Burt** and no one else, regarding the status of proposal evaluation. Disregard of this directive may disqualify the proposer from further consideration.

#### Part 4: Selection Criteria

The County will open and review all proposals and select the proposer based on technical merit and bid price. Upon a satisfactory selection and successful negotiations, the County will initiate the contract award.

- **Offshore Labor.** It's the County's intent to contract with a US owned Company and have all work performed within the United States.
- **Firm Background.** The proposal will be evaluated on the basis of the respondent's background, including the number of years in business, size, and financial stability.
- **Staff Qualifications.** The proposal will be evaluated on the basis of the respondent's demonstrated staff qualifications, including the required professional registrations.
- **Local Project Experience.** The County prefers to select a contractor that can demonstrate successful project experience in the State of Michigan region.
- **Similar Project Experience.** The proposal will be evaluated on the basis of project experience that is of a similar technical nature and complexity, for clients that are similar in size, location, and type as Otsego County.
- **Schedule and Availability.** The respondent's projected schedule and resource availability will be evaluated in the choice of contractor, although the County understands that the actual beginning and completion dates are subject to the notice to proceed.
- **Price.** The proposed price of the project will be a major consideration in selection. The bid must contain an alternate option to reduce the number of maintenance employees by one, after one year. In the event this option is taken, the County will add one County employee.

#### Part 5: Proposal Format

All proposals must follow the same format. No exceptions to this format will be accepted. To be accepted for evaluation, the proposal format must address all required components in order.

The aim of the required format is to simplify the proposal preparation and evaluation processes and to ensure that all proposals receive the same orderly review.

All proposals must include the following components:

Section	Topic
	Cover Letter
1	Company Overview
2	Project Services
3	Project Team
4	Related Experience
5	Additional Information
6	Cost Proposal

## Part 6: Services Provided by the Contractor

The successful contractor must be able to provide the following services to the County:

- A. The County Courthouse and main Alpine Center Building (800 Livingston Blvd) must have doors unlocked by 6:30 am on all Mondays thru Fridays excluding holidays. The facilities must be locked by 5:00 pm on all Mondays thru Fridays excluding holidays. The contractor must also be on call for any off hour emergencies. There are occasional night meetings where doors may require being checked after the meeting.
- B. At least one maintenance staff person must be onsite at all times during working hours.
- C. Janitorial Services. CONTRACTOR is responsible for providing janitorial services and supplies for all Otsego County facilities (buildings & grounds) listed in this RFP. The only exceptions is half of the first floor, the entire second floor, and half of the fourth floor, of the main Alpine Center which are leased out with the lessee providing routine cleaning services. The contractor is responsible for cleaning all other Otsego County facility space not exempted in lease arrangements.

Some of the routine cleaning includes the following:

- 1) Furnishings shall be dusted and wiped as needed.
- 2) Windows, doors, countertops, walls, and baseboards shall be dusted and cleaned as needed.
- 3) Light fixtures shall be dusted and bulbs replaced as needed.
- 4) Floors shall be swept or mopped as needed.
- 5) Trash shall be emptied and liners changed as needed, and trash shall be removed to a specified area.
- 6) Drinking fountains and public telephones shall be cleaned and sanitized.
- 7) Carpets shall be vacuumed and shampooed as needed.
- 8) Bathroom sinks, bowls, urinals and fixtures shall be cleaned and sanitized daily.
- 9) Hand soap, tissue paper, and hand wipe dispenser, shall be filled.
- 10) Windows at the Courthouse must be cleaned inside and out at least once per year.
- 11) Vents must be cleaned at least once per year.

- D. Maintenance Services. CONTRACTOR is responsible for providing maintenance services and supplies for all Otsego County facilities (buildings & grounds) listed in this RFP. This includes a variety of activities with a few examples including patching walls and painting offices as required, repairing/replacing attached fixtures, repairing water leaks, maintain/replace flags at the Alpine Center, repairing/replacing window air conditioners as needed, etc.
- E. Service Contracts. CONTRACTOR shall be responsible for continuing all current Building & Grounds service contracts including, but not limited, to elevator inspections, boilers, and trash removal.
- F. Snow and Ice Removal. CONTRACTOR shall be responsible for removing snow and ice, on an as needed basis, from the entrances, the parking lots, and the sidewalks of all facilities listed in this RFP. Salt will be spread as needed to prevent injury due to slips and falls. All County facilities must be ready to open to the public by 8:00 am on Monday thru Friday and kept reasonably clear of snow until after 5:00 pm on all

Mondays thru Fridays except for County holidays. Maps of areas requiring snow removal can be found in **Appendix C**.

The snow removal for 215 S. Otsego Avenue, the First Congregational Church, must be free of snow prior to church service on Sunday morning service.

The driveway at 540 S. Illinois must be kept open for access to the Sheriff's Long-term Evidence Storage building.

Currently, the County Building & Grounds Department contracts with Earth Works, a local firm, to clear parking lots at the Courthouse and Alpine Center, as well as the sidewalks at the Courthouse, if there is at least 3" of snow overnight, prior to 7:00 am on each Monday thru Friday excluding County holidays. The staff performs the rest of the snow removal using a County owned truck with a plow. CONTRACTOR will be allowed to use County equipment/vehicles.

It should be noted that areas of maintenance may fluctuate slightly based upon need.

- G. Grass Maintenance.** CONTRACTOR shall be responsible for mowing and maintaining the grass at all facilities listed in this RFP as shown in **Appendix D**. Grass will be kept well manicured and relatively free of weeds. The grass will typically need to be cut once per week.

The field at 540 S. Illinois that is home to the Sheriff's Long-term Storage Building need only be cut approximately once per month, with one of those times to be the second week of July due to the field being utilized as part of the Alpenfest Parade as staging grounds.

It should be noted that areas of maintenance may fluctuate slightly based upon need.

- H. Building & Grounds Equipment.** In addition to general facility related equipment, CONTRACTOR shall maintain Building & Grounds equipment and vehicles barring major repairs in excess of \$5,000. Current equipment/vehicles include:

- 1) 2008 GMC 3500 HD 4x4 Pickup with plow blade
- 2) 1993 Dodge W250 Pickup Truck
- 3) Kabota tractor
- 4) 1999 EZ Dump Trailer
- 5) John Deere Tractor
- 6) Heavy Duty Tractor

- I. Major Repairs/Replacements.** Should it become necessary to either make an emergency repair or replace equipment in excess of \$5,000, the COUNTY will be responsible for cost providing that notice of the need is given to the County as early as possible, and the repair/replacement is not due to CONTRACTOR neglect.

- J. Drug Testing.** CONTRACTOR will have all new employees submit to a drug test prior to employment, with any positive tests resulting in withdrawal of employment offer. Employees should also receive a random drug test at least once per year.

## **Part 7: Obligations of the County**

Major repair costs over \$5,000 will be the responsibility of the County.

## **Part 8: Appearance and Conduct of Employees.**

- A. Employees of the contractor will be required to dress in uniforms identifying them as employees of the contractor at all times while rendering services under this Agreement.
- B. Employees of the contractor will be required to be neat, clean and courteous at all times while rendering services under this Agreement, and shall not permit its employees to conduct its business in a loud, noisy, boisterous, offensive or objectionable manner at any time.
- C. Employees of the contractor will be prohibited from rendering services under this agreement while consuming alcoholic beverages or using controlled substances, except as prescribed by a physician, or while under the influence of alcoholic beverages or controlled substances.

## **Part 9: Insurance/Indemnification**

The Contractor must maintain during the term of the contract the following insurance coverage, at a minimum:

Commercial General Liability Insurance in the amount of \$1,000,000.00 per occurrence for property damage and bodily injury, with a \$1,000,000.00 aggregate.

Worker's Disability Compensation Insurance including employer's liability coverage, in accordance with applicable statutes of the State of Michigan.

Motor Vehicle Liability Insurance, including Michigan no-fault coverage.

Any other Insurance that may be needed by the Contractor in order to fulfill contractual obligations.

Proof of Insurance must be provided by the Contractor to the County by January 1 of each year of the contract.

The Contractor shall indemnify, defend and hold harmless the County its boards, commissioners, officers, employees and agents against all claims of loss, damage and/or injury arising out of the performance of services or that may be sustained in or upon County premises from any actions or omissions by the Contractor. Such indemnification shall survive the termination of this Agreement.

## **Part 10: Record Keeping: Audits**

CONTRACTOR shall keep complete and accurate fiscal records and shall furnish the County with copies of such fiscal records, including CONTRACTOR's audited financial reports, as well as any other relevant records and reports, as the County may request.

In addition, the County shall have the right at any time to require an appropriate audit of CONTRACTOR's use of funds paid by the County under this Agreement.

With regard to audits and record keeping related to any contract between the County and any other governmental agency, CONTRACTOR agrees that it will establish and maintain accurate records to facilitate any audit or inspection conducted by that governmental agency or its representative to assure compliance with the contract.

#### **Part 11: Termination**

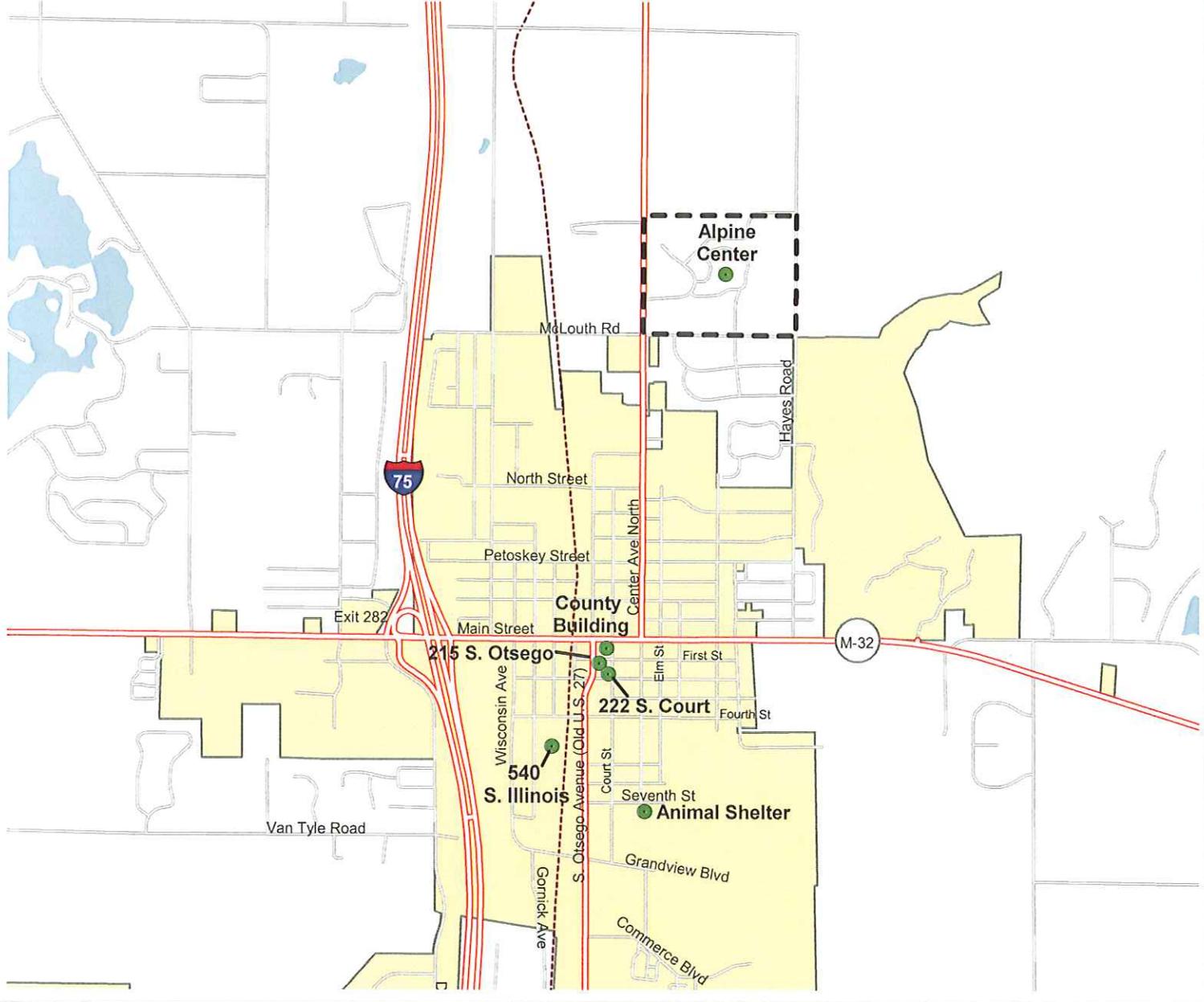
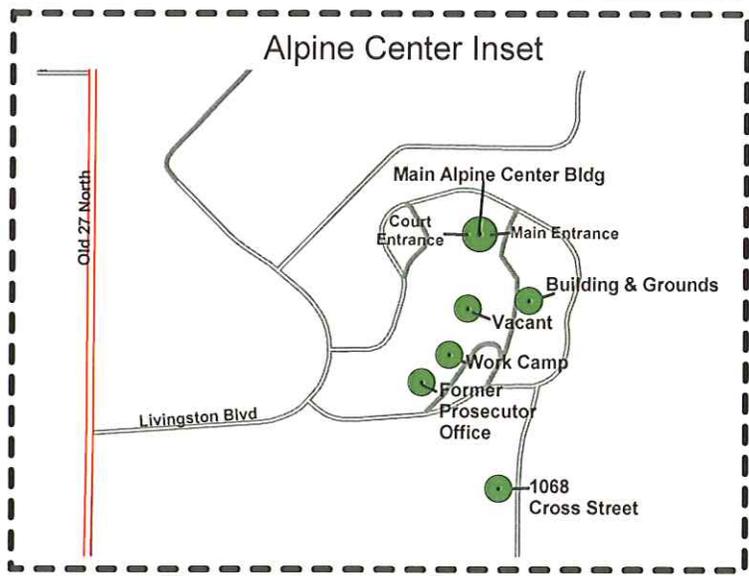
This Agreement may be terminated prior to the expiration of its term as follows:

- A. By mutual written agreement of the parties; or
- B. In the event of default or breach of this Agreement by either party, the other party may give the defaulting party written notice of each claimed default or breach and a date after receipt of such notice by which the default or breach must be remedied. If such default or breach is not remedied by this date, the non-defaulting party may terminate this Agreement by giving written notice of the same, and the defaulting party may also be liable for all damages sustained by the other party by reason the default or breach; or
- C. Either party may terminate this Agreement, with or without cause, upon 120 days prior written notice to either party.
- D. In the event of termination of Services, the CONTRACTOR will be entitled to the monies provided herein only through the date of termination.

#### **Part 12: Compliance with Law**

CONTRACTOR shall comply with all applicable federal, State and local laws and ordinances, rules and regulations, as well as any applicable County policies.

# APPENDIX A



## Otsego County Facilities



# APPENDIX B

## REVENUE & EXPENDITURE REPORT FOR OTSEGO COUNTY

### FUND 637 BUILDING AND GROUNDS

ACCOUNT DESCRIPTION	2008 YEAR END ACTIVITY	2009 AMENDED BUDGET	YEAR-TO-DATE THRU 08/27/09	INITIAL 2010 BUDGET
Expenditures				
Dept 265: BUILDING AND GROUNDS				
703.010 REG EMP - DEPT DIR/COMM	44,266.96	47,245.00	30,526.53	48,655.00
703.030 REGULAR - HOURLY	31,359.04	33,173.00	20,610.72	35,024.00
703.060 PART-TIME/TEMPORARY	11,801.33	13,414.00	11,911.65	13,544.00
703.070 OVERTIME	8,101.65	9,000.00	4,886.25	5,000.00
704.110 HOSPITALIZATION	30,650.59	25,092.00	17,559.95	24,431.00
704.140 LIFE AND DISABILITY	1,033.60	1,480.00	705.17	1,519.00
704.200 SOCIAL SEC CONTRIBUTIONS	7,286.21	7,077.00	5,136.82	7,286.00
704.300 RETIREMENT CONTRIBUTIONS	13,567.34	13,579.00	9,049.52	14,103.00
704.400 EDUCATION AND TRAINING	299.00	200.00	0.00	0.00
704.500 UNEMPLOYMENT COMPENSATION	1,235.10	1,100.00	1,346.29	1,100.00
704.600 WORKERS COMPENSATION	4,620.93	5,868.00	3,333.19	6,084.00
704.800 SICK PAY BUY OUT	841.12	1,504.00	0.00	1,560.00
726.000 SUPPLIES - GENERAL	10,796.01	6,000.00	4,977.69	15,000.00
726.046 SUPPLIES - UNIFORM/ACC	2,481.91	2,000.00	1,104.22	2,500.00
726.050 REPAIRS AND MAINT SUPPLIES	23,029.83	80,000.00	26,556.33	50,000.00
920.320 SNOW PLOWING	18,949.27	16,500.00	8,358.58	10,000.00
920.410 SERVICE CONTRACTS	7,373.65	45,000.00	7,370.50	12,000.00
930.660 GASOLINE	3,402.23	5,000.00	846.72	2,000.00
940.010 OUTSIDE CONTRACTED SERVICES	16,480.66	12,000.00	11,681.11	12,000.00
<b>Total</b>	<b>237,576.43</b>	<b>325,232.00</b>	<b>165,961.24</b>	<b>261,806.00</b>

# APPENDIX C



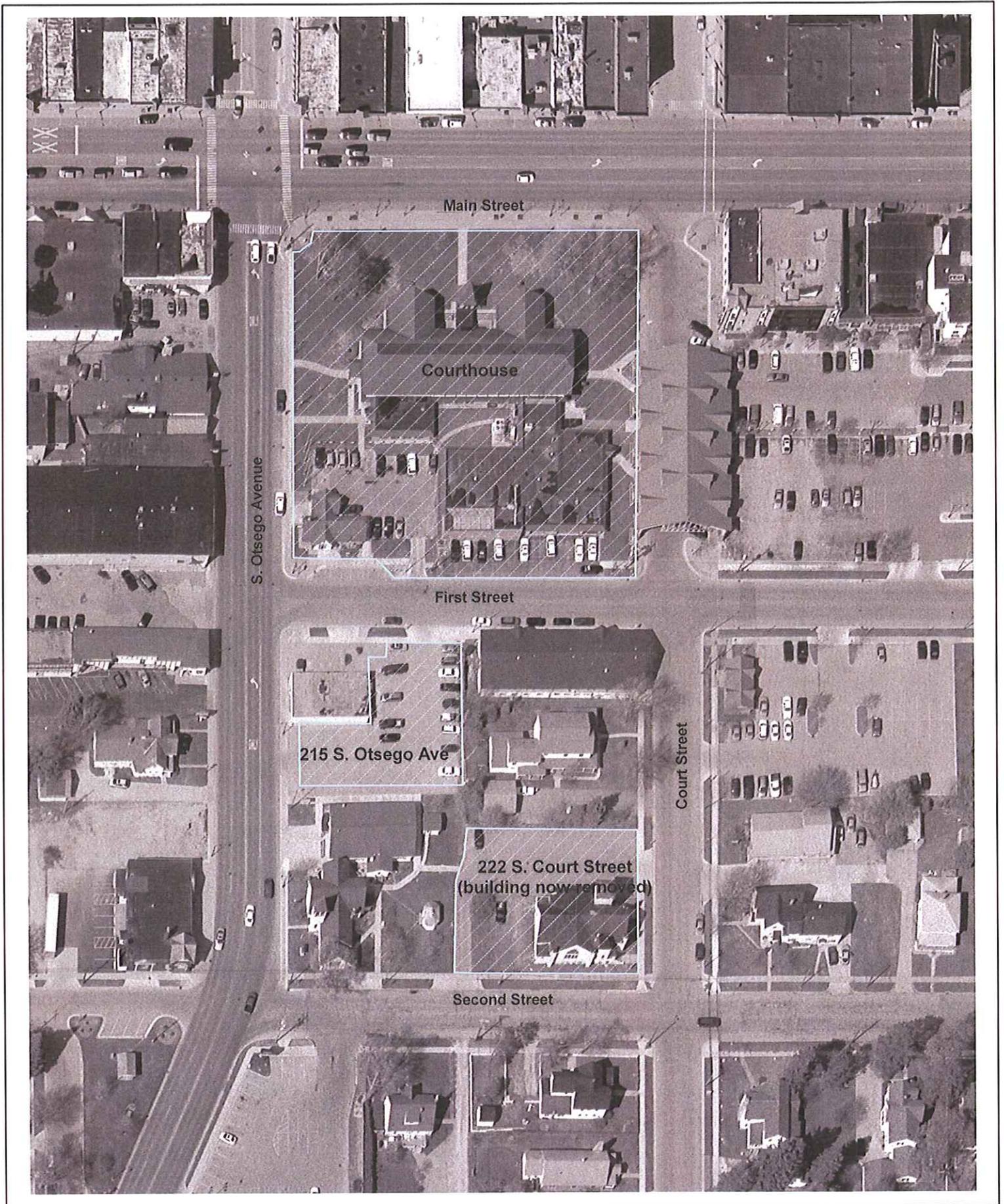
# Alpine Center Snow Removal

Scale: 1" = 400'



Hatched areas denote areas that Contractor will be responsible for the snow removal.





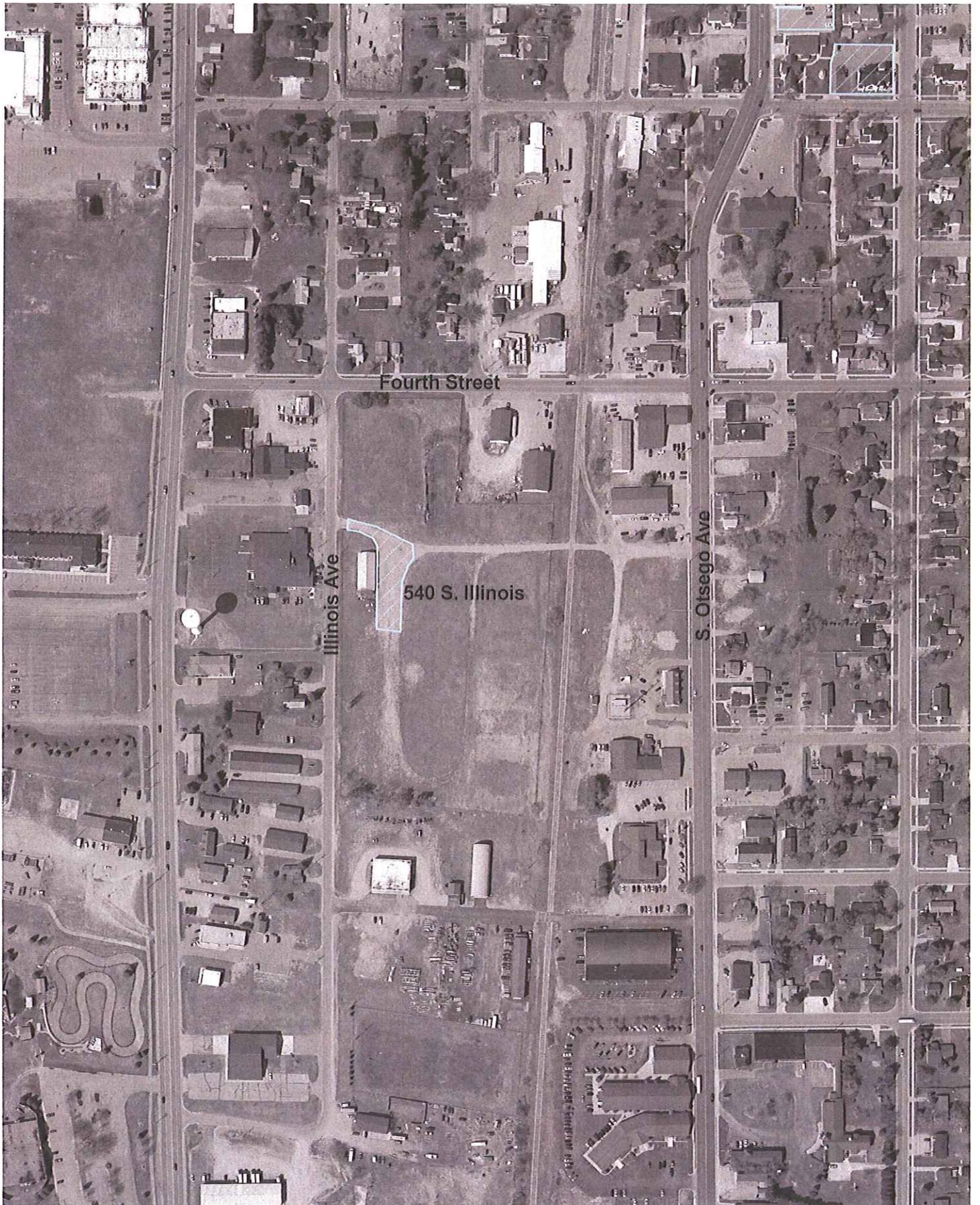
## Downtown Properties Snow Removal

Scale: 1" = 100'



Hatched areas denote areas that Contractor will be responsible for the snow removal.





# 540 S. Illinois Snow Removal

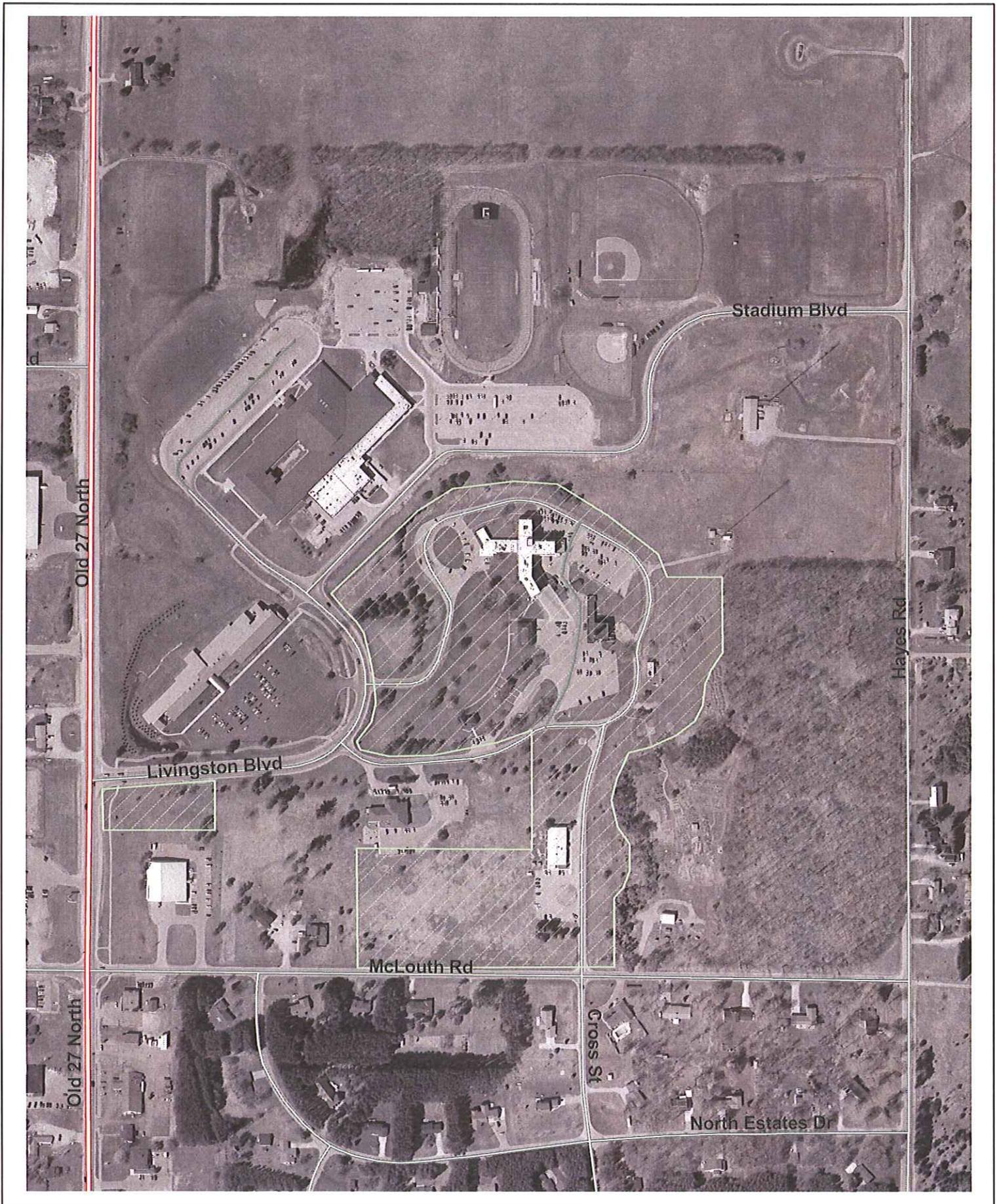
Scale: 1" = 300'



Hatched areas denote areas that Contractor will be responsible for the snow removal.



# APPENDIX D



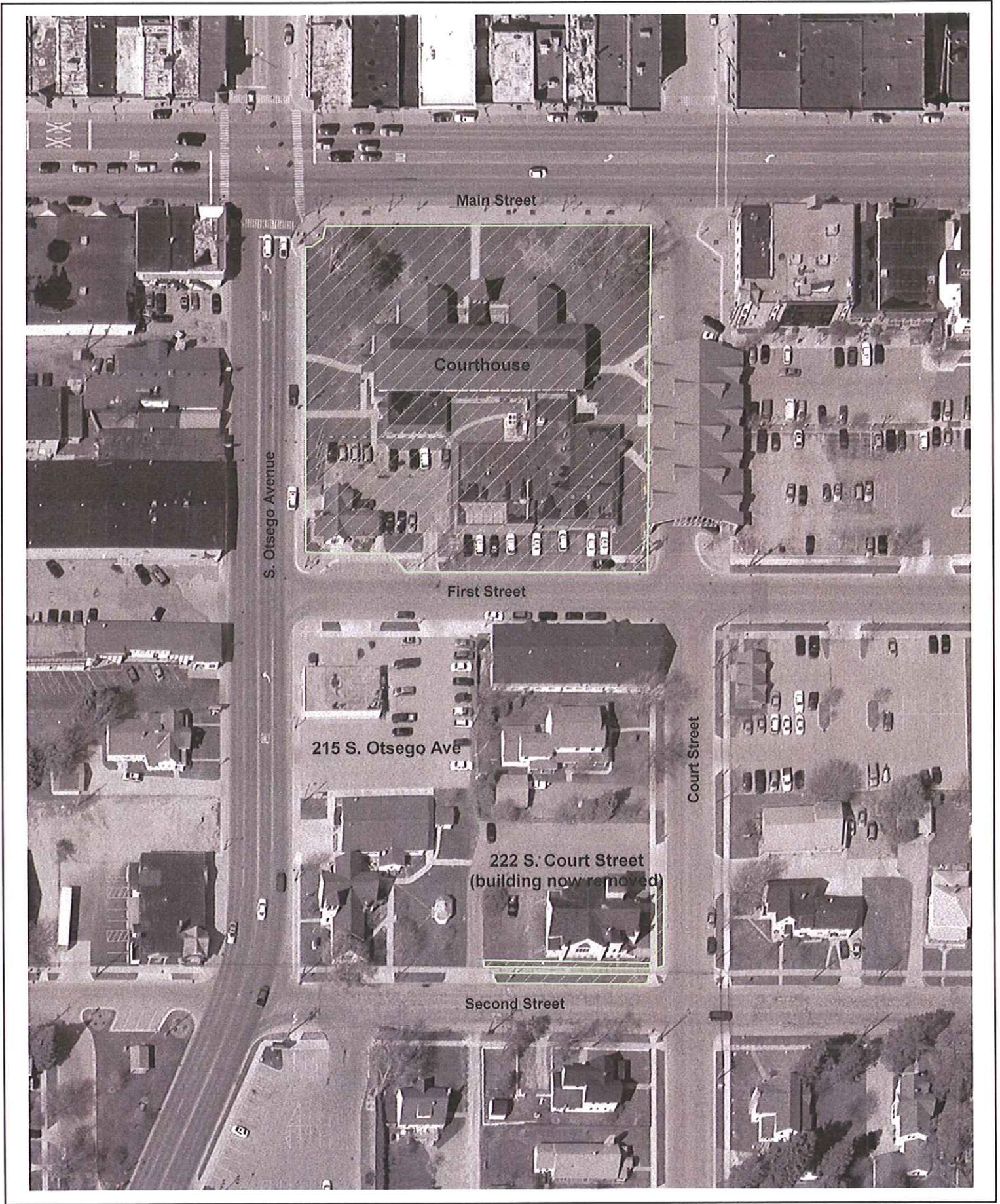
# Alpine Center Grass Maintenance

Scale: 1" = 400'



Hatched areas denote areas that Contractor will be responsible for the lawn maintenance.





# Downtown Properties Grass Maintenance

Scale: 1" = 100'



Hatched areas denote areas that Contractor will be responsible for the lawn maintenance.





### 540 S. Illinois Grass Maintenance

Scale: 1" = 300'



Hatched areas denote areas that Contractor will be responsible for the lawn maintenance.

