



REQUEST FOR PROPOSALS

2025 CITY OF GRAND LEDGE CLEANING SERVICES FOR CITY HALL and PUBLIC RESTROOM BUILDINGS

DATE:	April 30, 2025
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PROPOSAL DUE DATE:

Tuesday, May 20, 2025, at 1:00 PM

PRE-BID MEETING/BUILDING WALK-THROUGH: **Tuesday, May 13, 2025, at 1:00 PM** at Grand Ledge City Hall, Council Chambers, 310 Greenwood, Grand Ledge, Michigan 48837

NOTE: This is the only opportunity Bidders will have to walk through the building. No other walk-through appointments will be scheduled.

PROPOSAL DELIVERY LOCATION:

City of Grand Ledge
ATTN: Ameer King, Assistant City Manager
310 Greenwood Street, Grand Ledge, Michigan
48837

CONTACT:

Ameer King, Assistant City Manager
517-622-7925
aking@cityofgrandledge.com

Request for Proposal (RFP)

2025 CITY OF GRAND LEDGE CLEANING SERVICES FOR CITY HALL and PUBLIC RESTROOM BUILDINGS

Introduction

The City of Grand Ledge is requesting sealed bid proposals for cleaning services for City Hall, located at 310 Greenwood Street, and three (3) times weekly, cleaning services at public restroom buildings located on East River Street at Jaycee Park and West River Street at Fitzgerald Memorial Field and Riverview Park at 110 E. Front Street. Equipment and supplies to be provided by the City. The City seeks to engage a qualified Contractor for these services for one (1) base year and two (2) additional 1-year periods.

The goals of the project are to:

- Provide a single source for cleaning services which includes the Administrative offices, Police Department, and Community areas within City Hall as well as an option to provide seasonal, three (3) times weekly cleaning at three (3) public restrooms at Jaycee Park Fitzgerald Memorial Field and Riverview Park, all located in downtown Grand Ledge.

Building History and Existing Conditions

Greenwood Elementary School was built in 1950 and closed by the Grand Ledge Public School District in 2010. In July 2012, the City took the title of the property to repurpose the building into a highly-functional City Hall, including a Police Department and Community Center space. While the City Hall administrative offices are generally open Monday through Friday, 8:00 am – 5:00 pm, the Community Center space is often utilized after hours, and the Police Department space is open 7 days a week, 24 hours a day. The building is over 70 years old, and with the recent rehabilitation, is in good condition.

Companies with demonstrated experience in cleaning services with an interest in making their services available to the City of Grand Ledge are invited to respond to this RFP.

“Respondents” means the companies or individuals that submit proposals in response to this RFP. It is understood that the selected Respondent acting as an individual, partnership, corporation, or other legal entity, is state licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.) and capable of providing the specified services. The Respondent shall be financially solvent, and each of its members if a joint venture, its employees, agents, or sub-consultants of any tier, shall be competent to perform the services required under this RFP document.

Pre-Proposal Meeting

A pre-proposal meeting and City Hall walk-through will be held on Tuesday, May 13, 2025, at 1:00 PM in the Council Chambers of City Hall, 310 Greenwood Street, Grand

Ledge, Michigan 48837. The meeting will include a walk-through of the entire City Hall building. This is the only opportunity to view the building. No other visits will be scheduled.

An unaccompanied walk-through of the public restroom facilities can be done any day of the week between the hours of 9:00 AM and 8:00 PM.

Selection Timetable

Release RFP	Wednesday, April 30, 2025
Pre-proposal Meeting/Building Walk-Through	Tuesday, May 13, 2025, at 1:00 PM
RFP Due Date	Tuesday, May 20, 2025, at 1:00 PM
Tentative Bid Award	Tuesday, May 27, 2025
Contract begins	June 1, 2025

Submittal of Proposal

Deadline: Tuesday, May 20, 2025, at 1:00 P.M.

Respondents shall submit three (3) paper copies of the RFP response. Proposals shall be sealed and clearly labeled “RFP – 2025 Cleaning Services for City Hall and Public Restroom Buildings”.

Proposals and any questions related to the RFP may be directed to:

Amee King, Assistant City Manager
310 Greenwood Street, Grand Ledge, Michigan 48837
517-622-7925
aking@cityofgrandledge.com

Any proposal may be withdrawn or modified by written request, provided such request is received by the City at the above address prior to the date and time established for receipt of proposals. Proposals not so withdrawn shall constitute a firm offer to provide the services contained therein and shall remain firm for acceptance for sixty (60) days.

The cost of preparing a response to this RFP, including site visits, is the Contractor’s sole responsibility and will not be reimbursed by the City of Grand Ledge.

The City reserves the right to reject any or all proposals, to award the contract to other than the low bidder, to accept any or all alternatives, to waive irregularities and/or informalities, and, in general, to make the award in any manner deemed by it, in its sole discretion, to be in the best interest of the owner.

Qualifications of the Firm

The City of Grand Ledge may award the Cleaning Services contract to the firm that, in its sole opinion, is the most capable of providing the range of services described and anticipated by this RFP, and is in the long-term best interest of the city and its residents.

The City of Grand Ledge reserves the right to investigate the qualifications of all firms under consideration, including any information furnished by potential candidates.

Given access to the Police Department, all personnel must be lien certified (completion of an online course, initiated by the City, is required), provide fingerprints through Live Scan fingerprinting, and are subject to a background investigation.

The City of Grand Ledge reserves the right to:

- reject any or all proposals
- modify the proposal
- establish evaluation criteria determined to be in the best interest of the city
- issue a subsequent RFP
- conduct interviews of potential firms prior to selection

Note: This RFP does not commit the City of Grand Ledge to negotiate a contract, nor does it obligate payment for any cost incurred in the preparation and submission of the proposal.

Evaluation Process

All proposals will be evaluated by City representatives. The City Manager will make a final selection as deemed to be in the best interest of the City of Grand Ledge in accordance with the City's Purchasing Policy.

Labor Laws and Equal Employment Opportunity

The selected firm must abide by Federal, State, and local regulations pertaining to equal employment, and shall obey and abide by all the laws of the State of Michigan relating to the employment of labor and public work and all ordinances and requirements of the City of Grand Ledge regulating or applying to public improvements.

Indemnification and Hold Harmless

The selected firm agrees to indemnify and hold harmless the City of Grand Ledge and their officers, employees, and agents from any and all liability, loss, or damage as a result of claims, actions, suits, causes of action, proceedings, costs, expenses, judgments and liabilities of any kind whatsoever arising out of selected firm's performance of the contractual work. It is further agreed that the selected firm shall have the responsibility to the City of Grand Ledge for the proper performance of its professional services in conformity with the customary and usual result of the failure of such performance, provided such damages suffered by the City of Grand Ledge as a result of the failure of such performance, provided such damages are caused by the selected firm's error, omission or negligent act, or the error, omission or negligent act of its officers, agents, or employees. No compensation will be paid to the selected firm for services required to correct work arising out of the selected firm's errors or omissions. Additionally, the selected firm shall be responsible for any payment to other consultants/Contractors to correct work arising from the selected firm's errors and omissions. A representative of the selected firm shall sign and submit the Hold Harmless Agreement as evidence prior to commencement of the contractual work.

Insurances

The selected firm shall procure and maintain during the life of the contract the following insurance coverage from a company or companies licensed to sell insurance in Michigan with an A+ A.M. Best rating, or equivalent: Workers' Compensation in compliance with Michigan law; Comprehensive General Liability Insurance in the amount of \$1,000,000 each occurrence for Bodily Injury Liability and Property Damage Liability.

The insurance required shall be written for the greater of limits not less than the limits of liability specified or required by the law, OR primary coverage of \$1,000,000 per occurrence. Insurance on an occurrence basis coverage shall be maintained without interruption from the date of commencement of operations under the contract until the date herein specified that coverage is no longer required. It is understood and agreed by naming the City of Grand Ledge as additional insured that the coverage afforded is considered to be primary, and any other insurance the City of Grand Ledge may have in effect shall be considered secondary and/or excess.

All certificates of insurance must be forwarded to the City of Grand Ledge prior to commencement of any work. Required insurance policies shall not be changed or canceled without ninety (90) days prior written notice to the City of Grand Ledge.

General Notes

1. By State Law, NO SMOKING shall be allowed on the project site.
2. The contractor's personnel are expected to maintain a high-quality professional attitude while on site. Contractors shall be subject to such rules and regulations for the conduct of the work as the City of Grand Ledge may establish. Possession or consumption of alcoholic beverages or drugs or noxious behavior on site is strictly prohibited. Violations of any of the above will result in the removal of the individual and employer from the project, and they will be held liable for any damages that may result from their actions.
3. All personnel will be required to provide identifying information at all times while on site.
4. Given access to the Police Department, all personnel must be lien certified (completion of an online course, initiated by the City, is required), provide fingerprints through Live Scan fingerprinting, and are subject to a background investigation.

Type of Contract

The City of Grand Ledge contemplates the award of a fixed-price contract to be billed monthly. Additionally, provide an hourly rate for additional cleaning that may be requested before or after special City Hall events, or on an as-needed basis, and the optional window cleaning.

Scope of Work

Provide all labor necessary to provide cleaning services at City Hall located at 310 Greenwood Street, Grand Ledge, Michigan, and, *optionally*, three (3) times weekly, seasonal cleaning services at public restroom buildings located on East River Street at Jaycee Park and West River Street at Fitzgerald Memorial Field. Equipment and supplies to be provided by the City. Additional cleaning may be requested before or after special events at City Hall, or on an as-needed basis.

Five (5) Times per Week

- Empty trash cans in all areas. All trash is to be taken to the dumpster, which is located in the parking lot.
- Wipe down high-traffic surface areas, including kitchens and bathrooms in the Administration and Police Department.

Three (3) Times per Week

- Clean bathrooms in the hallway (3) Police Department (3), and locker rooms in the police department (2), which includes mopping floors, cleaning surfaces, fixtures, toilets, stall doors, mirrors, and sinks.
- Clean breakrooms in Administration and Police Department, wipe surfaces and sinks as needed.

Three (3) Times per Week

- Clean three (3) community bathrooms, each with two (2) stalls, on Monday, Wednesday, and Friday. Located at Fitzgerald Memorial Field, 206 W. River Street, Jaycee Park, East River Street/Russell Street, and Riverview Park, 110 E. Front Street. (Two restrooms are open spring through fall, with the third open year-round.) This would be billed separately.

Two (2) Times per Week

- Vacuum and/or mop floors and wipe all surfaces in all offices, two main hallways, and main building entrances, as needed.

Weekly

- Empty recycling bins. Recycling bins are located in the parking lot.
- Vacuum and/or mop all community areas, and wipe surfaces (excluding gym).
- Clean bathrooms in community areas (3), which includes mopping floors, cleaning surfaces, fixtures, toilets, stall doors, mirrors, and sinks.
- Ensure exterior entrances (3) are free of debris, such as leaves, trash, etc.

Monthly

- High dust for cobwebs.
- Dust wood trim and picture frames in main hallways and City Council Chambers.
- Dust mop gym floor and, if needed, wet mop.

Quarterly

- Interior glass cleaning, including City Hall, Police Department, and Community Areas.
- Clean glass in display cases located in the hallway.

Optional

- Exterior glass cleaning once a month from May through October of each year.