

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
REQUEST FOR PROPOSAL
CLEANING SERVICES
February 4, 2020**

The Bloomfield Township Public Library requests proposals from qualified firms for library cleaning services.

Services presently provided include nightly cleaning, seven days a week, excluding holidays and scheduled closings.

The Library has nearly 1,000 visitors every day. Cleaning services are needed for the 86,660 square feet of public and office space on the main level and 15,905 square feet on the lower level. The Library is open to the public 68.5 hours per week. **Cleaning services are expected to commence promptly at the close of business on each day and conclude by 1:00 a.m., Monday through Thursday; and 10:30 p.m., Friday through Sunday.**

Library hours are:

- Monday through Thursday, 9:30 a.m. – 9:00 p.m.
- Friday, 9:30 a.m. – 6:30 p.m.
- Saturday, 9:30 a.m. – 5:30 p.m.
- Sunday, 12:00 p.m. – 5:30 p.m.

Proposal guidelines are listed below. This request for proposals also can be obtained on the Library's web site at www.btpl.org, at the Library's Welcome Desk at Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302, or by calling Tera Moon, Assistant Director, at 248-642-5800, ext. 112.

A mandatory pre-bid walk-through of the Library will be held on Friday, February 21, 2020 at 11:00 a.m. All prospective bidders must attend.

Please deliver four (4) copies of the proposal in a sealed envelope marked with the name of the proposer and entitled "Library Cleaning Services," to the Welcome Desk of the Bloomfield Township Public Library during open library hours.

Proposals must be addressed to:

Tera Moon, Assistant Director
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI, 48302

Proposals must arrive no later than **4:00 p.m., E.D.S.T., Monday, March 9, 2020**

All proposals will be publicly opened immediately thereafter at the Library. Verbal, telephone, fax, or electronic mail proposals are invalid and will not receive consideration.

All questions regarding this request for proposals should be directed to Tera Moon, Assistant Director, Bloomfield Township Public Library via email at: moontera@btpl.org.

PROPOSAL GUIDELINES

Proposals must include:

- The full name of the firm, local address, telephone number, name and title of the contact person and date of submission.
- A description of the company's background (history, mission, current size).
- A current list of clients, including contact information for at least three references.
- Your firm's library or commercial cleaning experience.
- Number of personnel required to complete all specified work including one on-site working supervisor or crew leader.
- Number of personnel hours required to complete all specified work.
- Your firm's daily quality assurance methodology.
- Aggregate sum of general liability and worker's compensation insurance.
- Licensing & bonding documentation.
- Response time required to address corrective measures.
- List of equipment to be used and stored on-site.
- Cost of annual service with monthly billing breakdown.
- Address plan for site inspection, including quality assurance of work; checking stock of cleaning supplies stored onsite; and ensuring that onsite-stored equipment is in good working order.
- Include a sample copy of the cleaning checklist to be used by custodial staff assigned to the Library.
- A list of materials stored on-site such as, properly labeled cleaning agents and solvents complete with safety data sheets (SDS). Current SDS should be contained within a binder and stored on-site in designated space.

TAXES

State and local sales and use taxes are not applicable and should not be included in the proposal.

CONTRACT AWARD

Proposals will be evaluated with strict emphasis on quality. After technical qualities have been evaluated, cost and other considerations will be evaluated. It is the intent of the Library to award the bid at the regular monthly meeting of the Library Board of Trustees on April 28, 2020. It is the intent of the Library to notify the successful proposer by Wednesday, April 29, 2020.

The contract will be awarded in the form of a signed proposal sheet mailed to the vendor selected. The award of the bid will be for a minimum of one year with the option of renewal for two additional years at the discretion of Bloomfield Township Public Library. The Library reserves the right to terminate the contract for cleaning services at any time.

WITHDRAWAL OF PROPOSALS

Any proposer may withdraw the proposal at any time prior to the deadline for receipt of proposals.

PRE-BID WALK-THROUGH

A mandatory pre-bid walk-through of the Library will be held on Friday, February 21, 2020 at 11:00 a.m. All prospective bidders must attend. Please arrive prior to that time and gather in the Rumsey Board Room located on the main level.

NEGOTIATION

Bloomfield Township Public Library solicits this proposal subject to review and negotiation with one or more of the firms under consideration. It is understood that negotiation may lead to proposal revision. All proposals submitted will remain firm for a period of ninety (90) days. The Bloomfield Township Public Library reserves the right to accept or reject any or all proposals submitted, either in whole or in part; to request additional information from all proposers; to award contract to other than the low proposer; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interests of the Library. Any contract awarded will be made to the vendor who, based on evaluation of all responses, all criteria and oral interviews, if necessary, is determined to be the best qualified to provide services.

Successful proposer will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to fully provide the requested services in accordance with the proposal parameters. Awards will be made for all cleaning services, using the proposal entirely or in part, at the Library's discretion, in a manner most favorable to Bloomfield Township Public Library.

BUILDING SPECIFICATIONS

Number of Floors	2
Total Square Feet (Public Space)	76,245
Carpeted Square Feet	72,662
Non-Carpeted Square Feet	3,583
Restrooms	12
Café	1
Stairwells	1
Elevators	1
Drinking Fountains	6
Entrance ways	2
Study Rooms	19
Service Desks	6
Computer stations	22
Computer lab	1

Areas not included are all staff work areas (Administration, Technical Services, Systems, Adult Services, and Youth Services workrooms), all meeting rooms, Friends office, Donation Room, and Board Room. These areas are restricted and should not be considered in a proposal for cleaning services.

The Library will provide trash can liners.

FREQUENCY AND DESCRIPTION OF SERVICES TO BE RENDERED

Carpeted floors

Daily	Vacuum all carpets (including under public service desks, chairs)
Daily	Remove debris and vacuum traffic areas and all public spaces
Daily	Spot clean carpet stains and remove gum or other foreign substances.
Weekly	Vacuum along perimeter walls.

Tile, Linoleum, floors and walls

Daily	Floors shall be properly prepared, thoroughly swept to remove all loose dirt, debris and all foreign substances.
Daily	Damp mop with floor cleaner, refresh mop water frequently and dry mop to present a clean appearance.
Quarterly	Clean wall cove base moldings, both vinyl and wood.

Doors

Weekly	Clean all wood door surfaces..
Weekly	Clean door handles and kick plates and wipe with stainless steel polish.
Twice weekly	Clean glass panels on doors..

Main lobby, commons, café, vestibules, and stairway

Daily	Sweep lobby floor to remove debris; clean surface with mild detergent or stone soap; thoroughly rinse surface with clean water after washing.
Daily	Sweep and mop lobby entranceway vestibule.
Daily	Sweep and mop lobby stairway.
Daily	Clean stairway, landing, and interior glass panels.
Daily	Empty trash can at Welcome Desk.
Daily	Wipe down commons seating and table surfaces. Apply wood polish to table tops.
Quarterly	Deep clean stairway by letting cleaning solution dwell 5-15 minutes then remove with wet vacuum or mop; rinse with clean water.

Wastebaskets

Daily	Empty and change liners in all public area waste baskets and wipe clean exterior as needed.
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Large trash containers

Daily	Empty and change liners. All trash must be kept contained and transported in a large portable barrel or gondola in order to prevent liquid leakage until disposed of into the library's outdoor trash dumpster.
Weekly	Clean and polish outside of stainless steel trash containers.

Ledges and window sills

Weekly	Dust and remove cobwebs.
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Public Services Desks

Daily	Clean public service desks and wipe with granite / stone polish for clean streak free appearance.
Weekly	Clean and sanitize all desk phone handsets.

Book shelves and other shelving

Twice weekly	Dust tops of shelves.
Upon request	Dust empty shelves.

Dusting:

Daily	Clean and wipe all tables in public work areas with wood polish.
Monthly	General dusting, restroom air vents.

Staff Lounge – lunchroom & kitchenette, study rooms, and hallways

Daily	Empty wastebaskets and change liners (Lunchroom).
Daily	Wipe down and sanitize countertops with disinfectant..
Daily	Clean Corian tables with disinfectant and wipe dry streak free.
Daily	Vacuum carpet.

Daily	Mop linoleum floor in kitchenette and Staff Entrance Hallway
Daily	Clean sink with cleanser.
Weekly	Clean exteriors of trash containers.
Monthly	Clean and polish exterior of refrigerator.

Water fountains

Daily	Clean, sanitize, and polish stainless steel.
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Restrooms

Weekly	Clean and polish stainless steel partitions.
Daily	Clean and disinfect commodes and urinals with non-acid cleanser.
Daily	Clean mirrors with streak-free glass cleaner.
Daily	Clean sinks and fixtures: fill soap dispensers as needed.
Daily	Clean and fill paper towel dispenser.
Daily	Empty and clean towel disposal; change liner as needed.
Daily	Fill toilet paper dispensers (do NOT leave extra rolls on dispenser).
Daily	Empty and sanitize sanitary napkin disposal area.
Daily	Empty trash containers.
Daily	Wet mop floors with non-acidic disinfectant and dry mop.
Daily	Clean and sanitize stainless steel diaper stations.
Monthly	Introduce degreaser and hot water into floor drains.
Quarterly	Deep steam cleaning of porcelain and ceramic tile floors in all 8 public and 4 staff restrooms and apply grout sealant.

Light fixtures

Weekly	Remove cobwebs and dust covering fixtures.
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Elevator

Daily	Vacuum.
Daily	Clean handrails, side panels, and touch pads.
Weekly	Polish stainless steel doors, inside and out.

Bloomfield Township Public Library main level and lower level floor plans follow on page 7 and 8 respectively.



