



Request for Proposal
Clinton County Janitorial Services

Issue Date: Friday, April 22, 2022

Proposals Due: May 12, 2022 at 4:00 p.m. EST

Section 1

1.1 Statement of Purpose and General Instructions:

It is the intention of Clinton County Facility and Fleet Services (hereinafter shall be referred to as “the County”) to procure from a Supplier, professional facility janitorial services for all Clinton County facilities detailed in this proposal. Recipients of the Request for the Proposal (hereinafter shall be referred to as “Supplier”).

Supplier must analyze and respond to all sections of the RFP, from Section 2 through the appendices and attachments, and provide sufficient information to allow the County to evaluate the proposal. A written response is required. If the Supplier is unable to fulfill any section in the RFP please indicate on a separate piece of paper an explanation for the sections that are either non-compliant or not applicable.

Supplier must also furnish all information as requested and complete all forms according to the section instructions.

Any deviations or exceptions to the County’s requirements are to be clearly noted in the Supplier’s response. Incomplete proposals, or proposals which do not comply with the County’s stated requirements, may be eliminated from the purchase decision at the County’s discretion.

Customer shall incur no obligation or liability whatsoever to anyone by reason of issuance of the RFP or action by anyone relative thereto.

Supplier, by submitting its proposal, agrees that any costs incurred by the Supplier in responding to this RFP, or in support of activities associated with this RFP, are to be borne by Supplier and may not be billed to the County.

1.2 Supplier Inquiries and Clarifications

Each Supplier has an obligation to ask any questions and/or clarify any issue, which they do not fully understand or which may be interpreted in more than one way. The County will make every attempt to answer all questions from each Supplier.

Questions are to be submitted in writing via email to:

Rob Wooten, Facilities and Fleet Director
Email: wootenr@clinton-county.org
Subject Line: Clinton County RFP Question

Supplier has an obligation to explain and clarify any and all conditions imposed on or included in their responses to this RFP. Proposals may be modified after submission by withdrawal in writing and resubmission prior to the stated due date. Modifications offered in any other manner will not be considered.

1.3 Project Schedule

Proposals must be received no later than **4:00pm EST on May 12, 2022.**

All proposals must be submitted via email to:

Rob Wooten, Facilities and Fleet Director
Email: wootenr@clinton-county.org
Subject Line: Clinton County RFP Submission

It will be the responsibility of the Supplier that the proposal submitted is received in a timely and proper manner. Received proposals will be reviewed by Clinton County **May 13th, 2022 through May 18th, 2022.**

Upon evaluation of the proposals, the County will notify the Suppliers who submit proposals as to the status of the County's selection of a Supplier. The County reserves the right to accept or reject any or all proposals submitted. A final selection by the County is expected to be made no later than **May 18, 2022.**

1.4 Compliance of Proposal

Proposals must be signed as set forth in Attachment #4 "Supplier Authority Statement," by a duly authorized representative of Supplier. An unsigned proposal may be rejected. An agent of Supplier may sign a proposal only if that person is authorized to sign contracts on behalf of Supplier.

1.5 Review Criteria/Rejection of Proposals

Supplier understands that the County will review all proposals on a variety of factors including, but not limited to: *quality, recommendations of staff and/or representatives reviewing the proposal, history of capability to provide similar services, price, and RFP terms and conditions.* 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, whether a bid is lowest or not.

1.6 Product/Services Qualification

During the time the County is evaluating the proposals, Supplier(s) or its authorized representative should be prepared to demonstrate, at the County's request, that the proposed objectives and requirements can be met or exceeded on all aspects of the proposed Service. The County reserves the right to request additional information, which may be deemed necessary to fairly compare proposals.

1.7 Disposition of Proposals

All information submitted in response to this RFP will become the property of the County. Proposals shall be retained by the County for official files as required. Successful and unsuccessful Suppliers will be notified by letter. The County is not obligated to detail any of the results of the evaluation.

1.8 Compliance with Law

All goods or equipment shall comply with all applicable Federal, State, and local laws relative thereto including all safety related items as required by the Federal Occupational Safety and Health Act (OSHA). The Supplier shall defend actions or claims brought and hold harmless the County from loss, cost or damage by reason of actual or alleged violations of Federal, State or local law in the design or manufacturing of equipment and/or material.

1.9 Assignment of Contract

The selected Supplier shall not assign, convey, sublet or otherwise dispose of any contract resulting from this RFP, or right, title or interest in any form, without previous consent in writing from the County endorsed on or attached in the contract.

1.10 Default Provision

In case of default by the Supplier or contractor, the County of Clinton may procure the services from other sources and hold the Supplier or contractor responsible for any excess costs occasioned or incurred thereby.

1.11 Non-Collusion Affidavit, Non-Discrimination Clause and Hold Harmless Statement

All Suppliers are required to complete Attachments 1 through 5 and include the completed attachments in the proposal. The person signing the attachments must be an authorized party as required in Section 1.5.

SECTION 2

SCOPE OF WORK

2.1 Scope of Work Overview

It is Clinton County's intent to contract professional cleaning services on an annual basis for the following county facilities: Clinton County Courthouse, Clinton County Sheriff's Office, Mid-Michigan District Health Department – St. Johns location, Clinton County Maintenance Facility, and Clinton County Fairgrounds (Smith Hall and Restrooms).

The Supplier awarded the contract will have complete responsibility for all services listed in the scope of work.

All custodial service responsibilities will be performed starting at 6 p.m. each day, Monday through Friday. It shall be understood that cleaning responsibilities shall be performed after activities have ended in conference and common areas to provide for a clean building the following day.

The Contractor shall provide, at its own expense, all equipment, labor, and cleaning materials required for the performance of the services to be provided under this Agreement.

The Contractor shall always provide competent and adequate supervision, the supervisor shall cooperate fully with the representatives of the County and shall be available for inspections of the buildings at times other than during working hours when requested by the County's representatives and adequate notice has been given.

Keys or access cards shall be furnished by the County and no keys are to be duplicated. All County keys in possession of Contractor shall be returned at the termination of the Agreement.

The Contractor shall provide details of when the items required to be completed monthly or greater are completed to the County Facility Director or his/her designee with a mutually approved method.

The Contractor shall promptly, within 24 hours, correct all work rejected by the representative of the County as defective or as failing to conform to the custodial service specifications, including failure to execute such work.

The Contractor shall coordinate with the County to ensure all potential employees complete necessary background checks, fingerprinting, and security training as necessary before new employees are allowed to work in any County facility.

2.2 Scope of Work: Clinton County Courthouse (approximately 120,000 sq. ft.)

All common areas will be cleaned five (5) nights per week. Common areas are defined as: courtrooms, boardrooms, conference rooms, public restrooms, employee restrooms, holding cells, jury rooms, public hallways, stairwells, and entryways to the City of St. Johns offices.

- Empty all wastebaskets and recycling containers and wash as needed, both inside and outside the buildings. All waste material will be emptied into the dumpster on the east side of the Courthouse. Recycling to be removed from all areas of building and put into the recycling room on the first floor.
- Exterior ashtrays and trash containers to be emptied and wiped clean at all building entrances. Police immediate areas around entrances and steps for cigarette butts and trash.
- Vacuum all rugs and carpeting.
- Spot clean any spills immediately following a stain.
- Drinking fountains are to be wiped clean with an approved germicidal cleaner and a clean cloth; chrome fixtures shall be polished dry with approved cleaners.
- Linoleum, tile, terrazzo hard surfaced floors, and concrete floors, are to be swept and either mopped or scrubbed. Care is to be exercised to prevent dirt building up in comers, along baseboards, and in cracks and crevices.
- Wash all entryway and doorway glass and frames on the inside and outside.
- Sweep and mop all stairwells to insure clean and acceptable appearance.
- Sweep and mop all corridor areas to maintain appearance.
- Restrooms
 - Floors are to be swept and mopped or scrubbed nightly with pre-approved disinfectant.
 - Special attention shall be given to floors around stools and urinals to assure the elimination of stains and odors and to maintain a uniformly clean appearance throughout.
 - Stools, seats, and urinals to be washed inside and out with a disinfectant detergent. All splashing around stools and urinals to be removed.
 - Holding cell areas are to be thoroughly cleaned and disinfected nightly with an approved cleaner to ensure stainless steel integrity.
 - Washbasins shall be wiped clean with an approved cleaner. Soap dispensers, towel dispensers, mirrors, chrome fixtures shall be damp wiped and polished dry with a clean cloth.

- Dust all ceiling diffusers, windowsills, ledges, grills, and stall partitions.
- Restroom partitions, switch plates, door push plates, and door kick plates shall be clean and kept free of marks and stains.
- Empty all trash receptacles and empty and disinfect all feminine receptacles, replace all trash liners in waste receptacles.
- Replenish all supplies: paper towel, toilet paper, soap for dispensers and deodorant blocks as needed. (Supplies for this item will be provided by the County)

All office areas will be cleaned three (3) nights per week: Monday, Wednesday, and Friday. Office areas are defined as locked offices, private work desks, office hallways, filing cabinets, break rooms, copy rooms, mailrooms, and private restrooms.

- Empty all wastebaskets and recycling containers and wash as needed, both inside and outside the buildings. All waste material will be emptied into the dumpster on the east side of the Courthouse. Recycling to be removed from all areas of building and put into the recycling room on the first floor.
- Vacuum all rugs and carpeting.
- Spot clean any spills immediately following a stain.
- Linoleum, tile, terrazzo hard surfaced floors, and concrete floors, are to be swept and either mopped or scrubbed. Care is to be exercised to prevent dirt building up in comers, along baseboards, and in cracks and crevices.
- Wipe all desk and counter surfaces with approved cleaning/disinfecting solution.
- Private restrooms shall be cleaned to the above restroom scope

Weekly Services:

- All office areas and common areas to be dusted, including bookshelves, file cabinets, countertops, and moldings.
- All tile and terrazzo floors shall be spray-buffed as required to maintain acceptable appearance.

Monthly Services:

- Vacuum and spot clean all upholstered furniture as necessary.
- Spot clean all walls in corridors and offices of miscellaneous marks.
- Completely wash down all restroom partitions.
- Wipe down and polish all wooden furniture as necessary.
- All mats and runners to be removed, cleaned, and returned to service when dry.

Quarterly Services:

- Wash all interior windows.
- All non-carpeted areas shall be stripped, scrubbed, and waxed, as needed, to maintain appearances.
- All restroom ceramic wall tiles to be wiped down and polished to maintain appearance.

Semi-annual Services:

- Light fixtures shall be cleaned throughout the contract area as needed.

Annual Services:

- Shampoo or steam clean (with County approved equipment) all carpeted areas and apply an approved carpet protector, as needed, to maintain an acceptable appearance.

Slop sinks and janitorial closets assigned to the Contractor shall be kept in a clean and orderly manner. Upon completion of nightly duties, the lights in each respective suite are to be turned off and the building and individual office suites made secure by Contractor unless previous arrangements are made.

2.3 Scope of Work: Clinton County Sheriff's Office (approximately 9,000 sq. ft.)

The administrative areas of the Clinton County Sheriff's Office will be cleaned (3) nights per week: Monday, Wednesday, and Friday.

- Empty all wastebaskets and recycling containers and wash as needed, both inside and outside the buildings. All waste material will be emptied into the dumpster. Recycling to be removed from all areas of building.
- Exterior ashtrays and trash containers to be emptied and wiped clean at all building entrances nightly. Police immediate areas around entrances and steps for cigarette butts and trash.
- Vacuum all rugs and carpeting.
- Spot clean any spills immediately following a stain.
- Drinking fountains are to be wiped clean with an approved germicidal cleaner and a clean cloth; chrome fixtures shall be polished dry with approved cleaners.

- Linoleum, tile, terrazzo hard surfaced floors, and concrete floors, are to be swept and either mopped or scrubbed. Care is to be exercised to prevent dirt building up in comers, along baseboards, and in cracks and crevices.
- Wash all entryway and doorway glass and frames on the inside and outside.
- Sweep and mop all corridor areas to maintain appearance.
- Wipe all desk and counter surfaces with approved cleaning/disinfecting solution.
- Restrooms/Locker rooms
 - Floors are to be swept and mopped or scrubbed nightly with pre-approved disinfectant.
 - Special attention shall be given to floors around stools and urinals to assure the elimination of stains and odors and to maintain a uniformly clean appearance throughout.
 - Stools, seats, and urinals to be washed inside and out with a disinfectant detergent. All splashing around stools and urinals to be removed.
 - Washbasins shall be wiped clean with an approved cleaner. Soap dispensers, towel dispensers, mirrors, chrome fixtures shall be damp wiped and polished dry with a clean cloth.
 - Dust all ceiling diffusers, windowsills, ledges, grills, and stall partitions.
 - Restroom partitions, switch plates, door push plates, and door kick plates shall be clean and kept free of marks and stains.
 - Empty all trash receptacles and empty and disinfect all feminine receptacles, replace all trash liners in waste receptacles.
 - Replenish all supplies, roll paper towel, toilet paper, soap for dispensers and deodorant blocks as needed. (Supplies for this item will be provided by the County)

Weekly Services:

- All office areas and common areas to be dusted, including bookshelves, file cabinets, countertops, and moldings.
- All tile and terrazzo floors shall be spray-buffed as required to maintain acceptable appearance.

Monthly Services:

- Vacuum and spot clean all upholstered furniture as necessary.
- Spot clean all walls in corridors and offices of miscellaneous marks.

- Completely wash down all restroom partitions.
- Wipe down and polish all wooden furniture as necessary.
- All mats and runners to be removed, cleaned, and returned to service when dry.

Quarterly Services:

- Wash all interior windows.
- All non-carpeted areas shall be stripped, scrubbed, and waxed, as needed, to maintain appearances.
- All restroom ceramic wall tiles to be wiped down and polished to maintain appearance.

Semi-annual Services:

- Light fixtures shall be cleaned throughout the contract area as needed.

Annual Services:

- Shampoo or steam clean (with County approved equipment) all carpeted areas and apply an approved carpet protector, as needed, to maintain an acceptable appearance.

Slop sinks and janitorial closets assigned to the Contractor shall be kept in a clean and orderly manner. Upon completion of nightly duties, the lights in each respective suite are to be turned off and the building and individual office suites made secure by Contractor unless previous arrangements are made.

2.4 Scope of Work: Mid-Michigan District Health Department – St. Johns Location (approximately 13,000 sq. ft.)

All common areas will be cleaned five (5) nights per week. Common areas are defined as: conference rooms, public restrooms, employee restrooms, hallways, lobby, and all lab areas and exam rooms.

- Empty all wastebaskets and recycling containers and wash as needed, both inside and outside the buildings. All waste material will be emptied into the on-site dumpster. Recycling to be removed from all areas of building and put into the on-site recycle bins.

- Exterior ashtrays and trash containers to be emptied and wiped clean at all building entrances nightly. Police immediate areas around entrances and steps for cigarette butts and trash.
- Vacuum all rugs and carpeting.
- Spot clean any spills immediately following a stain.
- Drinking fountains are to be wiped clean with an approved germicidal cleaner and a clean cloth; chrome fixtures shall be polished dry with approved cleaners.
- Linoleum, tile, terrazzo hard surfaced floors, and concrete floors, are to be swept and either mopped or scrubbed nightly. Care is to be exercised to prevent dirt building up in comers, along baseboards, and in cracks and crevices.
- Wash all entryway and doorway glass and frames on the inside and outside.
- Sweep and mop all corridor areas to maintain appearance.
- Restrooms
 - Floors are to be swept and mopped or scrubbed nightly with pre-approved disinfectant.
 - Special attention shall be given to floors around stools and urinals to assure the elimination of stains and odors and to maintain a uniformly clean appearance throughout.
 - Stools, seats, and urinals to be washed inside and out with a disinfectant detergent. All splashing around stools and urinals to be removed.
 - Washbasins shall be wiped clean with an approved cleaner. Soap dispensers, towel dispensers, mirrors, chrome fixtures shall be damp wiped and polished dry with a clean cloth.
 - Dust all ceiling diffusers, windowsills, ledges, grills, and stall partitions.
 - Restroom partitions, switch plates, door push plates, and door kick plates shall be clean and kept free of marks and stains.
 - Empty all trash receptacles and empty and disinfect all feminine receptacles, replace all trash liners in waste receptacles.
 - Replenish all supplies: paper towel, toilet paper, soap for dispensers and deodorant blocks as needed. (Supplies for this item will be provided by the County)

All office areas will be cleaned three (3) nights per week: Monday, Wednesday, and Friday. Office areas are defined as locked offices, private work desks, office hallways, filing cabinets, break rooms, copy rooms, and mailrooms.

- Empty all wastebaskets and recycling containers and wash as needed, both inside and outside the buildings.
- Vacuum all rugs and carpeting.
- Spot clean any spills immediately following a stain.
- Linoleum, tile, terrazzo hard surfaced floors, and concrete floors, are to be swept and either mopped or scrubbed. Care is to be exercised to prevent dirt building up in comers, along baseboards, and in cracks and crevices.
- Wipe all desk and counter surfaces with approved cleaning/disinfecting solution.
- Private restrooms shall be cleaned to the above restroom scope

Weekly Services:

- All office areas and common areas to be dusted, including bookshelves, file cabinets, countertops, and moldings.
- All tile and terrazzo floors shall be spray-buffed as required to maintain acceptable appearance.

Monthly Services:

- Vacuum and spot clean all upholstered furniture as necessary.
- Spot clean all walls in corridors and offices of miscellaneous marks.
- Completely wash down all restroom partitions.
- Wipe down and polish all wooden furniture as necessary.
- All mats and runners to be removed, cleaned, and returned to service when dry.

Quarterly Services:

- Wash all interior windows.
- All non-carpeted areas shall be stripped, scrubbed, and waxed, as needed, to maintain appearances.
- All restroom ceramic wall tiles to be wiped down and polished to maintain appearance.

Semi-annual Services:

- Light fixtures shall be cleaned throughout the contract area as needed.

Annual Services:

- Shampoo or steam clean (with County approved equipment) all carpeted areas and apply an approved carpet protector, as needed, to maintain an acceptable appearance.

Slop sinks and janitorial closets assigned to the Contractor shall be kept in a clean and orderly manner. Upon completion of nightly duties, the lights in each respective suite are to be turned off and the building and individual office suites made secure by Contractor unless previous arrangements are made.

2.5 Scope of Work: Maintenance Facility (approximately 1,500 sq. ft.)

The administrative area of the Maintenance Facility will be cleaned one (1) night per week.

- Empty all wastebaskets and recycling containers and wash as needed. All waste material will be emptied into the on-site dumpster. Recycling to be emptied into on-site recycle bins.
- Vacuum all rugs and carpeting.
- Spot clean any spills immediately following a stain.
- Drinking fountains are to be wiped clean with an approved germicidal cleaner and a clean cloth; chrome fixtures shall be polished dry with approved cleaners.
- Linoleum, tile, terrazzo hard surfaced floors, and concrete floors, are to be swept and either mopped or scrubbed nightly. Care is to be exercised to prevent dirt building up in comers, along baseboards, and in cracks and crevices.
- Sweep and mop all corridor areas to maintain appearance.
- Wipe all desk and counter surfaces with approved cleaning/disinfecting solution.
- All office areas and common areas to be dusted, including bookshelves, file cabinets, countertops, and moldings.
- All tile and terrazzo floors shall be spray-buffed as required to maintain acceptable appearance.
- Restrooms
 - Floors are to be swept and mopped or scrubbed with pre-approved disinfectant.
 - Special attention shall be given to floors around stools and urinals to assure the elimination of stains and odors and to maintain a uniformly clean appearance throughout.
 - Stools, seats, and urinals to be washed inside and out with a disinfectant detergent. All splashing around stools and urinals to be removed.

- Washbasins shall be wiped clean with an approved cleaner. Soap dispensers, towel dispensers, mirrors, chrome fixtures shall be damp wiped and polished dry with a clean cloth.
- Dust all ceiling diffusers, windowsills, ledges, grills, and stall partitions.
- Restroom partitions, switch plates, door push plates, and door kick plates shall be clean and kept free of marks and stains.
- Empty all trash receptacles and empty and disinfect all feminine receptacles, replace all trash liners in waste receptacles.
- Replenish all supplies, roll paper towel, toilet paper, soap for dispensers and deodorant blocks as needed. (Supplies for this item will be provided by the County)

Annual Services:

- Shampoo or steam clean (with County approved equipment) all carpeted areas and apply an approved carpet protector, as needed, to maintain an acceptable appearance.

2.6 Scope of Work: Clinton County Fairgrounds (Smith Hall) (approximately 10,000 sq. ft.)

The Contractor shall clean Smith Hall after every scheduled event or at the request of the County.

- Empty all wastebaskets and recycling containers and wash as needed, both inside and outside the buildings. All waste material will be emptied into the on-site dumpster.
- Exterior ashtrays and trash containers to be emptied and wiped clean at all building entrances nightly. Police immediate areas around entrances and steps for cigarette butts and trash.
- Vacuum all rugs and carpeting.
- Drinking fountains are to be wiped clean with an approved germicidal cleaner and a clean cloth; chrome fixtures shall be polished dry with approved cleaners.
- Linoleum, tile, terrazzo hard surfaced floors, and concrete floors, are to be swept and either mopped or scrubbed nightly. Care is to be exercised to prevent dirt building up in comers, along baseboards, and in cracks and crevices.
- Sweep and mop all corridor areas to maintain appearance.
- Wipe all counter surfaces with approved cleaning/disinfecting solution.
- Dust all areas as needed including cabinets, countertops, and moldings.
- Restrooms

- Floors are to be swept and mopped or scrubbed nightly with pre-approved disinfectant.
- Special attention shall be given to floors around stools and urinals to assure the elimination of stains and odors and to maintain a uniformly clean appearance throughout.
- Stools, seats, and urinals to be washed inside and out with a disinfectant detergent. All splashing around stools and urinals to be removed.
- Washbasins shall be wiped clean with an approved cleaner. Soap dispensers, towel dispensers, mirrors, chrome fixtures shall be damp wiped and polished dry with a clean cloth.
- Dust all ceiling diffusers, windowsills, ledges, grills, and stall partitions.
- Restroom partitions, switch plates, door push plates, and door kick plates shall be clean and kept free of marks and stains.
- Empty all trash receptacles and empty and disinfect all feminine receptacles, replace all trash liners in waste receptacles.
- Replenish all supplies: paper towel, toilet paper, soap for dispensers and deodorant blocks as needed. (Supplies for this item will be provided by the County)

Slop sinks and janitorial closets assigned to the Contractor shall be kept in a clean and orderly manner. Upon completion of nightly duties, the lights are to be turned off and the facility made secure by Contractor unless previous arrangements are made.

2.7 Scope of Work: Clinton County Fairgrounds (Fairgrounds Restrooms) (approximately 1,200 sq. ft.)

The Contractor shall clean the Fairgrounds Restrooms after every scheduled event or at the request of the County.

- Restrooms
 - Floors are to be swept and mopped or scrubbed with pre-approved disinfectant.
 - Special attention shall be given to floors around stools and urinals to assure the elimination of stains and odors and to maintain a uniformly clean appearance throughout.
 - Stools, seats, and urinals to be washed inside and out with a disinfectant detergent. All splashing around stools and urinals to be removed.

- Washbasins shall be wiped clean with an approved cleaner. Soap dispensers, towel dispensers, mirrors, chrome fixtures shall be damp wiped and polished dry with a clean cloth.
- Dust all ceiling diffusers, windowsills, ledges, grills, and stall partitions.
- Restroom partitions, switch plates, door push plates, and door kick plates shall be clean and kept free of marks and stains.
- Empty all trash receptacles and empty and disinfect all feminine receptacles, replace all trash liners in waste receptacles.
- Replenish all supplies: paper towel, toilet paper, soap for dispensers and deodorant blocks as needed. (Supplies for this item will be provided by the County)

SECTION 3

Supplier Response and Unit Cost Information

3.1 Completeness of Proposal

Each proposal shall provide a clear, concise delineation of Supplier's capabilities to satisfy the requirements of the RFP. Emphasis in each proposal shall be on completeness and clarity of content. In order to expedite the evaluation of proposals, it is mandatory that Supplier follow the instructions contained herein.

Failure to comply with any of the RFP mandatory requirements may subject the proposal to rejection. The mandatory submissions are not the sole requirements of the RFP. The County will be the final authority in determining the responsiveness of a proposal.

3.2 Proposal Expiration

Supplier shall indicate expiration date for pricing in any proposal submitted. Expiration date shall not be less than 180 days from the proposal due date.

3.3 Inclusive Unit Cost Information

Supplier's proposal shall be inclusive of all costs including Supplier provided supplies as detailed in the scope of work. Failure to provide this information may cause Supplier's proposal to be eliminated from the decision.

3.4 Payment Policy

The Supplier shall invoice the County monthly for services completed the previous month.

3.5 Supplier Response

In addition to completion of the forms contained in this RFP, the Supplier's response is to be returned in a format that follows the RFP section by section stating the Supplier is compliant, non-compliant or not applicable (N/A for sections in which compliance/non-compliance is not an appropriate response).

3.6 Sales Taxes

Sales taxes are not to be included in any pricing. The County will provide tax exemption certificate/number to selected Supplier.

3.7 Additional Services

Please list any additional services your company is able to provide for this project and detail what the related charges for those services are.

ATTACHMENT #1

Owner: Clinton County
Project Name: Clinton County Janitorial Services

Your Supplier Submittal should include the following information:

1. Name, address, and a brief history of the firm.
2. Name, email, and telephone number of authorized individuals from your firm.
3. List of commercial facilities where you have performed similar services in the last 10 years.
4. Reference contact info for three (3) commercial facilities where you currently provide similar services.
5. You are invited to include a maximum of one (1) page of information not included above, if you feel it may be useful and applicable to this RFP.
6. Make/model/year of equipment expected to be used at County facilities.
7. A list of additional relevant services (not detailed in the scope of work) your company can provide and their cost.
8. Detailed cost quotation for each building detailed in the RFP. (Attachment #3)
9. Completed Supplier Authority Statement. (Attachment #4)
10. Completed Certifications and Assurances form. (Attachment #5)

ATTACHMENT # 2

SCHEDULE OF ACTIVITIES

The following schedule has been established by Clinton County for the Clinton County Janitorial Services RFP. Dates are subject to change at the sole discretion of the County.

April 22nd, 2022 - Release RFP

May 2nd, 2022 – May 6th, 2022 - On-site facility tour(s) by appointment only (mandatory)

May 12th, 2022 – Proposals due by COB

May 13th, 2022 – May 17th, 2022 – Clinton County to Review submitted proposals

May 18th, 2022 – Final Decision and Award

May 19th, 2022 – Finalize and sign Contractual Service Agreement

May 23rd – May 31st, 2022 -Coordinate equipment/supply move-in/training

June 1st, 2022 – Awarded contractor to begin work

ATTACHMENT # 3

COST LIST

DESCRIPTION	COST
Professional Janitorial Services for Clinton County Courthouse (ANNUAL COST)	
Professional Janitorial Services for Clinton County Sheriff's Office (ANNUAL COST)	
Professional Janitorial Services for Mid-Michigan District Health Department (ANNUAL COST)	
Professional Janitorial Services for Clinton County Maintenance Facility (ANNUAL COST)	
Professional Janitorial Services for Clinton County Fairgrounds (Smith Hall) (PER OCCURANCE COST)	
Professional Janitorial Services for Clinton County Fairgrounds (Fairgrounds Restrooms) (PER OCCURANCE COST)	
Additional Carpet Cleaning as requested by the County (COST PER SQUARE FOOT)	

Attachment #4

SUPPLIER AUTHORITY STATEMENT

The Supplier represents and certifies as part of the proposal that he/she is authorized to act as an agent for the company responsible for this proposal. The cost stated in this proposal were arrived at independently, without consultation, communication or agreement with any other Supplier, or with any competitor for the purpose of restricting completion.

Signature of Approving Authority

Signature Title

Printed name

Date

Attachment #5

CERTIFICATIONS AND ASSURANCES

Company Name: _____

The Supplier makes the following statement of assurances as a required element of the bid to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with other bidders for the purpose of restricting competition. However, Supplier may freely join with other persons or organizations for the purpose of presenting a single bid.
2. The attached bid is a firm offer for a period of one hundred eighty (180) days from the proposal due date, and it may be accepted by Clinton County without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the one hundred eighty (180) day period.
3. Supplier understands that Clinton County will not reimburse Supplier for any costs incurred in the preparation of this bid. All bids become the property of Clinton County, and Supplier claims no proprietary right to the ideas, writings, items, or samples, unless so stated in this bid.
4. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the bidder and will not knowingly be disclosed by him/her prior to bid opening, either directly or indirectly to any other bidder or to any competitor.
5. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.
6. Supplier agrees that submission of the attached bid constitutes acceptance of the solicitation contents.
7. Supplier acknowledges communication of any kind regarding the RFP directed to parties other than the identified contact person may result in disqualification of Supplier's proposal.

8. Supplier warrants that no conflict of interest knowingly exists for any member of the project team that contributed to this bid or prospective contract.
9. Supplier shall procure and maintain Workers' Compensation Insurance, including Employer's Liability Coverage, in accordance with all applicable statutes of the State of Michigan during the duration of this prospective contract.
10. Supplier shall procure and maintain Professional Liability Insurance (errors and omissions) shall be maintained during the life of this contract with limits of liability of not less than \$1,000,000 per claim.
11. Supplier shall procure and maintain Comprehensive General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit. Coverage shall include the following: a) Contractual Liability; b) products and completed operations; c) Independent Contractors Coverage; d) Broad Form General Liability Endorsement or Equivalent.
12. Supplier shall procure Additional Insured Commercial General Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insureds". The County of Clinton, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.
13. Cancellation Notice- All insurances described above shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days advanced written notice of cancellations, non-renewal, reduction and/or material change shall be sent to Clinton County Administrative Services, Attention Craig Longnecker, 100 E State Street Suite 2100, St. Johns, MI 48879"
14. Supplier shall provide to the County of Clinton at the time the contracts are returned by it for execution, two (2) copies of certificates of insurance for each of the policies mentioned above. If so requested, certified copies of all policies will be furnished.
15. Supplier shall, as required by law, and/or the Equal Opportunity Employment and Non- Discrimination Policy of Clinton County, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privilege of employment, or a matter directly or indirectly related to employment because of race, color, religion, sex, sexual orientation, gender identity,

national origin, disability, height, weight, marital status, age or political affiliation (except where age, sex or lack of disability constitutes a bona fide occupational qualification.) The Supplier shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the following:

- The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 8
- Stat. 394, as amended, and regulations promulgated there under.
- The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 328 (42 USCA §12101 et seq), as amended, and regulations promulgated there under.

Breach of this section shall be regarded as a material breach of the agreement.

16. The Supplier who is selected shall, at its own expense, protect, defend, indemnify, save and hold harmless the County of Clinton and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that the County of Clinton and its elected and appointed officers, employees, servants and agents may incur as a result of the acts, omissions or negligence of the Supplier or its employees, servants, agents or subcontractors that may arise out of the agreement. The Supplier's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out in behalf of or reimbursed to the County, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the Supplier.

17. The Supplier who is selected shall be an independent contractor. The employees, servants and agents of the Supplier shall not be deemed to be and shall not hold themselves out as employees, servants, or agents of the County and shall not be entitled to any fringe benefits received by the County's personnel, such as, but not limited to, health and accident insurance, life insurance, longevity or paid sick or vacation leave. The Supplier shall be responsible for paying all compensation to its personnel for services they have performed under this Contract and for withholding and payment of all applicable taxes to the proper Federal, State and local governments.

18. The Respondent must certify to the County that neither it nor any of its successors, parent companies, subsidiaries, or companies under common ownership or control of the Contractor, are an "Iran linked business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of the Iran Economic Sanctions Act, Michigan Public Act 517 of 2012 (MCL 129.311 et seq.). The Respondent shall not become an "Iran linked business" during the term of the contract. NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE

AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS OF INVESTIGATION AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

19. The Customer reserves the right to accept or reject any or all proposals, and also the right to waive any formal defects in proposals when deemed in the best interest of the Customer. The Customer reserves the right to accept a proposal higher in price than the lowest proposal and to negotiate with any respondent concerning matters which the Customer determines require clarification or changes not in conformity with the specific requirements set forth herein.

Signature of Approving Authority

Signature Title

Printed name

Date