CITY OF BRIDGMAN

Bridgman, Michigan

WEKO BEACH AND CAMPGROUND

JANITORIAL SERVICES

ADVERTISEMENT FOR BIDS

CONTRACTOR'S PROPOSAL

NON-DISCRIMINATION CERTIFICATE

INSTRUCTIONS TO BIDDERS

CONTRACT

GENERAL CONDITIONS

SPECIFICATIONS

City of Bridgman
9765 Maple Street, P.O. Box 366
Bridgman, Ml 49106
(269) 465-5144

March 1, 2017

ADVERTISEMENT FOR BIDS

CITY OF BRIDGMAN, MICHIGAN

JANITORIAL SERVICES

Sealed proposals will be received by the City of Bridgman, Michigan in the office of the City Clerk until 11:00 A.M. Local Time on Friday, March 24, 2017, at which time and place the proposals will be publicly opened and read aloud in the City Hall Chambers Room for providing janitorial services work at Weko Beach and Weko Beach Campground.

The proposal as well as the specifications under which the work will be done are on file and may be examined at the Bridgman City Hall, 9765 Maple St., Box 366, Bridgman, Michigan, 49106 (269-465-5144).

All bidders are required to sign a certification that they will comply with all Federal and State non-discrimination laws and regulations.

The City reserves the right to reject any or all proposals, to waive irregularities in proposals and to accept the proposal that in the opinion of the City Council is most advantageous to the City.

No bid shall be withdrawn after the opening of bids for a period of thirty (30) days after the scheduled time of receiving bids.

CITY OF BRIDGMAN
Tim Kading Asst. City
Manager

PROPOSAL TO THE
CITY OF BRIDGMAN, MICHIGAN
JANITORIAL SERVICES

The undersigned, having familiarized himself/herself/themselves with the local conditions affecting the cost of the work, and with the Advertisement, the Form of Proposal, and Specifications on file in Bridgman City Hall, hereby proposes to perform everything required to be performed and to provide and furnish all the labor, materials, necessary tools, expendable equipment, and all utility and transportation services necessary to perform and complete in a workmanlike manner all the work required to provide janitorial services to the City of Bridgman, all in accordance with the specifications as prepared by the City at and for the following named unit prices:

A. Weko Beach Campground: East Shower House, 5247 Lake Street

TOTAL BID PRICE/CLEANING (A)$_____

B. Weko Beach Campground: West Shower House, 5247 Lake Street

TOTAL BID PRICE/CLEANING (B)$_____

C. Weko Beach House: Basement Restrooms, 5301 Lake Street

TOTAL BID PRICE/CLEANING (C)$_____

BIDDER'S EXCEPTIONS OR COMMENTS:

REFERENCES

Please attach a list of three (3) accounts of comparable size to this contract having similar facilities served by your firm over the last five (5) years. Information shall by typed or printed legibly. Please include: business names, contact person(s), addresses, and phone numbers.

The undersigned affirms that in making such proposal neither he/she nor any company that he/she may represent nor anyone in behalf of him/her or company directly or indirectly has entered into any combination, collusion, undertaking or agreement with any other bidder or bidders to maintain the prices of said work. or any compact to prevent any other bidder or bidders from bidding on said contract or work, and further affirms that such proposal is made without regard or reference to any other bidder or proposal and without agreement or understanding or combination either directly or indirectly with any other person or persons with reference to such bidding in any way or manner whatsoever.

The undersigned hereby agrees that if the foregoing proposal shall be accepted by the City, he/she will, within ten (10) consecutive calendar days after receiving notice of acceptance of such proposal, enter into contract. in the appropriate form, to furnish the labor, materials, equipment, and tools necessary for the full and complete execution of the work, at and for the price named in his proposal, and he will furnish to the said City and to the State of Michigan, such surety for the faithful performance of such contract and for the payment for all materials used in this work and for labor expended thereon as shall be approved and accepted by said City.

In interest of expediting the award of this contract the undersigned will be required to show that he/she has performed work similar to that included under the proposed contract for which his proposal is offered.

In submitting this bid it is understood that the right is reserved by the City of Bridgman to reject any and all bids. It is agreed that this bid may not be withdrawn for a period of thirty (30) days after the opening thereof.

Dated and signed this_____day of_____, 2017.

Name of Bidder _____

Signature Of Bidder _____

Title _____

Business Address_____

_____

Telephone Number_____

Fax Number _____

Mobile Number _____

E-mail Address _____

CERTIFICATION OF NON-DISCRIMINATION

Company Name of Bidder_____

Address_____

_____

Please Check One

Contractor _____ Supplier_____ Other_____

Weko Beach and Campground
Janitorial Services

The undersigned certifies that for the above referenced service(s)/product(s) performed for or furnished to the City of Bridgman:

1. The undersigned does not discriminate in the purchase of materials or in the hiring of personnel, or in the sub-contracting of personnel, on the basis of religion, race, color, national origin, sex, age or handicap.

2. That all Federal and State statutes and regulations pertaining to discrimination on the basis of religion, race, color, national origin, sex, age or handicap have been and shall continue to be fully observed.

3. The undersigned will indemnify and hold harmless the City of Bridgman, its agents and employees, from any and all liability founded upon a claim of violation of Civil Rights or affirmative action regulations pertaining to discrimination.

_____
Signature

_____

Printed Name and Title Date

INSTRUCTION TO BIDDERS

Work to be Done

The work to be done under this contract includes the furnishing of all labor, materials and equipment necessary for building janitorial services work at various locations, complete and in accordance with the specifications.

Construction Conditions

It is required that each bidder will examine the specifications for the work and make a personal examination of the site of the proposed work and its surroundings. It is also expected that he/she will obtain firsthand information concerning the available facilities for receiving, transporting, handling and storing cleaning equipment and materials and concerning other environmental conditions that may affect his work.

Basis Upon Which Proposals are Solicited

Proposals are solicited for the proposed building janitorial services as described in the specifications. The basis on which proposals will be received will be that of unit prices for the work described in the Form of Proposal.

The preliminary estimates of quantities indicated, although given with as much accuracy as is practicable beforehand, are to be regarded as approximate only, and as being given for the general guidance of bidders and as basis upon which the different proposals will be compared. The City reserves the right to increase or diminish any or all of the quantities within reasonable limits, and the Contractor will be paid for the actual amount of work completed and accepted by the City and at prices stated in his proposal.

Form of Proposal

All proposals must be made and signed by the bidder in the form attached hereto.

All prices stated in the proposal must be plainly written in legible figures. Illegibility of any figures in the proposal will be sufficient cause for rejection of the proposal by the City.

Each proposal must be enclosed in a sealed envelope addressed to the City Clerk of the City of Bridgman, Michigan, and labeled on the outside **"Proposal for Janitorial Services Weko Beach and Campground".**

Conformity to Specifications

Proposals must be made in full conformity to all the conditions as set forth in the specifications for the work now on file at City Hall.

Name, Address and Status of Bidder

The name and legal status of the bidder, that is, as a corporation, partnership, or an individual, shall be stated in the proposal. A corporation bidder shall name the state in which the articles of incorporation are held, and must give the title of the official having authority, under the by-taws, to sign contracts; a partnership bidder shall give the full name and address of partners.

Anyone signing a proposal as an agent of another must submit with his proposal legal evidence of his authority to do so. The place of residence of each bidder, or the office address in the case of a firm or company, with the county and state, must be given after his signature.

Experience and Financial Statement

Bidders will be required to provide references offering proof of previous experience as well as satisfactory performance in this type of work. Bidders must provide a list of past projects completed which closely resemble the quantities and value of this project. If required by the City, each bidder under consideration may be required to submit a statement of his financial status.

Written or Oral Explanations

Should a bidder find discrepancies in or omission from the contract documents or specifications, or should he/she be in doubt as to their meaning, he may at once notify the Assistant City Manager and request an interpretation thereof and he/she will be held responsible for the prompt delivery of such request. The Assistant City Manager will thereupon send written instructions in an addendum to all bidders. The City will not be responsible for any oral instruction in connection with this contract.

Execution of Contract

The bidder whose proposal shall be accepted for the City of Bridgman portion of the work will be required to execute the contract between the successful Contractor and the City of Bridgman in the form attached hereto, within (10) consecutive calendar days after the receipt of the notice of such acceptance. In the case of his refusal to do so, he/she will be considered to have abandoned all of his rights and interests in the award and the work may be awarded to another.

Individual contracts between private property owners and the Contractor will be separate from the City of Bridgman contract. The Contractor shall be responsible for preparing a separate proposal and contract with private property owners. The City of Bridgman will not be responsible for payment of any contracted work other than what is performed for the City.

Bonds and Insurance

The Workman's Compensation Insurance and Public Liability and Property Damage insurance in the amount specified in the general Conditions must be carried by the Contractor who undertakes the work of the contract.

Right to Accept, to Reject and to Waive Defects

The City reserves the right to accept any proposal, to reject any or all proposals, and to waive defects or irregularities in any proposal. In particular, any alteration, erasure, or interlineations in the contract documents which are attached hereto and specifically made a part of these instructions and of the form of proposal, shall render the accompanying proposal irregular and subject to rejection by the subject to rejection by the City. Proposals, which are clearly unbalanced, will also be considered as irregular and subject to rejection by the City.

Award of Contract

The contract shall be deemed as having been awarded when formal notice of award shall have been duly served upon the bidder to whom the City contemplates awarding the contract by the Assistant City Manager.

Withdrawal of Bids

Any bidder who has submitted a proposal to the City may withdraw his bid at any time prior to the scheduled time for the receipts of bid. No bidder may withdraw his bid after the time stated in the advertisement for opening bids for a period of thirty (30) days thereafter.

CITY OF BRIDGMAN
CONTRACT JANITORIAL SERVICES

THE CONTRACT made this _____day of_____, 2017, by and between, _____ _____ hereinafter called the "Contractor", and the **City of Bridgman, Michigan,** hereinafter called the "City".

WITNESSETH: That the Contractor and the City for the consideration stated herein agree as follows:

ARTICLE I SCOPE OF WORK - The Contractor shall perform everything required to be performed and shall provide and furnish all of the labor, materials, necessary tools, expendable equipment, and all utility and transportation services required to perform and complete in a workmanlike manner all the work required for the **JANITORIAL SERVICES,** all in strict accordance with the Specifications, including any and all addenda, prepared by Tim Kading, Assistant City Manager, which Specifications are made a part of this contract; and the Contractor shall do everything required by the contract and other documents constituting a part thereof.

ARTICLE II TIME - It is agreed that the said Contractor will begin work under this contract after approval and signing of the contract by the City and that he will be prosecute it with all due diligence thereafter at such points and with such force and in such manner and at such rate as will bring the entire work to completion by the specified dates and times, all being considered an essential element of the Contract.

ARTICLE Ill THE CONTRACT PRICE - Payments are to be made to the Contractor in accordance with and subject to the provisions embodied in the document made part of this contract. The City shall pay to the Contractor for the performance of the contract, subject to any additions or deductions provided therein, in current funds, the sum as determined by the actual quantities as final built and the following schedule of unit prices:

A. Weko Beach Campground: East Shower House, 5247 Lake Street

TOTAL BID PRICE/CLEANING (A)$_____

B. Weko Beach Campground: West Shower House, 5247 Lake Street

TOTAL BID PRICE/CLEANING (B)$_____

C. Weko Beach House: Basement Restrooms, 5301 Lake Street

TOTAL BID PRICE/CLEANING (C)$_____

COMPONENT PARTS OF THIS CONTRACT - This contract consists of the following component parts, all of which are as fully a part of this contract as if herein set out verbatim or, if not attached, as if hereto attached:

1. Advertisement for Bids
2. Contractor's Proposal
3. Non-Discrimination Certificate
4. Instruction to Bidders
5. Contract
6. General Conditions
7. Specifications

In event that any provision of the component parts of this contract conflicts with any provision in any other component parts, the provision in the component part first enumerated above shall govern over any other component part which follows it numerically, except as may be otherwise specifically stated.

IN WITNESS WHEREOF: The parties hereto have caused this instrument to be executed in two (2) original counterparts the day and year first written above.

ATTEST

COMPANY NAME:_____

AUTHORIZED OFFICIAL (PLEASE PRINT):_____

AUTHORIZED SIGNATURE:_____

TELEPHONE:_____

FAX:_____

ATTEST

AUTHORIZED OFFICAL: _____

AUTHORIZED SIGNATURE: _____

GENERAL CONDITIONS

Contractor's Insurance

The Contractor shall not commence work under this contract until he has obtained all insurance required under this paragraph and such insurance has been approved by the Owner, nor shall the Contractor allow any Sub-Contractor to commence work on his sub-contract until all similar insurance required of the Sub-Contractor has been so obtained and approved.

a. Compensation Insurance: The Contractor shall take out and maintain during the life of this contract Workmen's Compensation Insurance for all employees employed at the site of the project and in case any work is sublet the contract shall require the Sub-Contractor similarly to provide Workmen's Compensation Insurance for all of the latter's employees unless such employees who engage are covered by protection afforded by the Contractor. In case any class of employees who engage in hazardous work under this contract at the site of the project is not protected under workmen's compensation statute, the contractor shall provide and shall cause each sub-contractor to provide adequate insurance coverage for the protection of his employees not otherwise protected.

b. Public Liability and Property Damage Insurance: * The Contractor shall take out and maintain during the life of this contract such Public Liability and Property Damage Insurance as shall protect him and any Sub-Contractor performing work covered by this contract from claims for damages for personal injury, including accidental death, as well as from claims for property damages which may arise from operations under this contract whether such operations be by himself or by any Sub-Contractor or by anyone directly or indirectly employed by either of them and the amount of such insurance shall be as follows:

*Construed as including Contractor's Contingent or Protective Insurance if necessary to protect the Contractor from damage claims arising from the operations under this contract.

Public Liability Insurance in an amount not less than one million dollars ($1,000,000.00) for each occurrence for injuries, including accidental death to any person, and property Damage Insurance in an amount of not less than one hundred thousand dollars ($100,000.00) for each occurrence.

The Contractor shall furnish the Owner with satisfactory proof of carriage of the insurance required.

Disorderly Employees

Disorderly, intemperate or incompetent persons must not be employed, retained or allowed upon the work. Any worker who refuses or neglects to comply with the directions of the Assistant City Manager or Parks Department Supervisor in the matter of personal conduct shall, at the request of the Assistant City Manager or Parks Department Supervisor, be promptly discharged and shall not thereafter be re-employed without the consent of the Assistant City Manager or Parks Department Supervisor.

Extra Work

It is agreed that the Contractor shall do such extra work in connection with this contract as the City may specifically order in writing. Such extra work may be paid for at unit prices set up in the contract or, if no prices are acceptable, at a price mutually agreed upon in advance by the Contractor and the City. But if such extra work, or any part thereof, be a kind for which no price has been agreed upon in advance, then the City will pay and the Contractor shall accept, as full compensation for such work, an amount equal to the hourly rate for additional work as specified in the proposal.

Assignment of Contract

The Contractor shall not assign this contract or any part thereof without the written consent of the Owner. No assignment of this contract shall be valid unless it shall contain a provision that the funds to be paid the Assignee under the assignment are subject to a prior lien for services rendered or materials supplied for the performance of the work called for in said contract in favor of all persons, firms, or corporations rendering such services or supplying such materials.

CITY OF BRIDGMAN
SPECIFICATIONS

JANITORIAL SERVICES

DESCRIPTION

The work to be performed under this contract shall consist of furnishing all professional labor; materials, tools and equipment required for the Janitorial Services work at Weko Beach and Campground located at 5247 Lake Street Bridgman, MI 49106. Work to be performed will be the cleaning of the East Campground Shower House, West Campground Shower House, and the Basement Restrooms of Weko Beach House.

CONTRACT PERIOD

The term of this agreement shall be beginning on May 1, 2017 through October 16, 2017 with an option, determined by the City, to renew at the same terms and conditions for an additional one season period. All prices shall remain firm for the first two (2) years of this agreement.

CONTRACT AWARD

It is the intent of the City to award all work listed to one janitorial firm. Award of the bid shall be based on price, qualifications, experience, references, and other related factors.

JANITORIAL FIRM REFERENCES

Bidders **MUST** provide with the proposals a list of business names, contact person(s), addresses, and phone numbers for a minimum of three (3) accounts of comparable size to this contract having similar facilities served over the last five (5) years.

LABOR LAWS AND ORDINANCES

The Contractor shall obey and abide by all the laws of the State of Michigan relating to the employment of labor in public works contracts.

EMPLOYMENT QUALIFICATIONS

It shall be the responsibility of the janitorial firm owner to employ honest. trustworthy workers at all times. Firms shall employ only those individuals that successfully pass a criminal background check as ordered and paid for by the janitorial firm

MSDS SHEETS

The janitorial firm shall provide current Material Safety Data Sheets to the designated contact persons for all materials stored and/or used in the various buildings under this contract. At no time shall materials be stored or used in the buildings unless first providing the appropriate MSDS sheets.

CITY CONTACTS

The following individuals are the designated City liaisons to the janitorial firm in matters involving this contract, once awarded. Ordering of hand towels, toilet tissue, etc. shall be coordinated through these individuals and these individuals will contact the janitorial firms to pass along work requests, complaints, etc. from city staff members. These individuals and their supervisors will be the only authorized persons to make requests to the janitorial firm for services.

- City of Bridgman: Weko Beach and Campground

  Matthew Cross
  Parks Department Supervisor
  5247 Lake St. Bridgman, MI 49106
  Phone: 269-266-7874
  cross-matt@comcast.net

- City of Bridgman: Weko Beach and Campground

  James Russell
  Head Park Ranger
  5247 Lake St. Bridgman, MI 4916
  Phone: 269-465-3406

VIEWING FACILITIES

Arrangements to view the various facilities prior to the bid opening may be made by contacting Matthew Cross the above listed individuals. Visits must be scheduled between the hours of 8:00A.M. and 2:00 PM (Monday – Friday)

JANITORIAL SUPPLIES

All janitorial supplies necessary to complete the specified work shall be provided by the janitorial firm with the exception of, toilet tissue, hand soap, sanitary bags, which will be provided by the City.

DETAILED DESCRIPTION OF WORK BY LOCATION

A. Weko Beach Campground: East Shower House

Cleaning to be performed (3:00 AM to 8:00 AM)

- Monday, Wednesday, Friday (May 5 thru May 26) & (Sept. 4 thru October 16)
- Daily May 26 thru September 4

Areas to be Cleaned

- 6 sinks
- 6 toilets
- 2 urinals
- 6 showers

East Shower House

- Stock toilet tissue, hand soap, and sanitary bags (provided by the Parks Department).
- Empty trash receptacles.
- Clean & polish mirrors.
- Plunge toilets as needed (Plunger Provided)
- Toilets & urinals to be cleaned & sanitized inside & out.
- Toilet seats to be cleaned on both sides using a disinfectant.
- Wipe down stall doors & walls.
- Scour & sanitize sink basins.
- Showers to be cleaned and sanitized
- Wipe down walls of shower changing area
- Change shower liners as needed (provided by the City)
- Clean Window Sill
- Sweep floor
- Mop & rinse floors with disinfectant.
- Dispose of trash in dumpster

B. Weko Beach Campground: West Shower House

Cleaning to be performed (3:00 AM to 8:00 AM)

- Monday, Wednesday, Friday (May 5 thru May 26) & (Sept. 4 thru October 16)
- Daily May 26 thru September 4

Areas to be Cleaned

- 6 sinks
- 6 toilets
- 2 urinals
- 6 showers

(West Shower House Description Continue)

West Shower House

- Stock toilet tissue, hand soap, and sanitary bags (provided by the Parks Department).
- Empty trash receptacles.
- Clean & polish mirrors.
- Plunge toilets as needed (Plunger Provided)
- Toilets & urinals to be cleaned & sanitized inside & out.
- Toilet seats to be cleaned on both sides using a disinfectant.
- Wipe down stall doors & walls.
- Scour & sanitize sink basins.
- Showers to be cleaned and sanitized
- Wipe down walls of shower changing area
- Change shower liners as needed (provided by the City)
- Clean Window Sill
- Sweep floor
- Mop & rinse floors with disinfectant.
- Dispose of trash in dumpster

C. Weko Beach House: Basement Restrooms

Cleaning to be performed (3:00 AM to 9:00 AM)

- Daily (7 days per week) May 26 thru September 4

Areas to be Cleaned

- 6 sinks
- 7 toilets
- 3 Urinals
- Interior Commons Area (including interior stairs)

Beach House Basement Restrooms (Men and Women)

- Stock toilet tissue, hand soap, and sanitary bags (provided by the Parks Department).
- Empty trash receptacles.
- Clean & polish mirrors.
- Plunge toilets as needed (plunger provided)
- Toilets & urinals to be cleaned & sanitized inside & out.
- Toilet seats to be cleaned on both sides using a disinfectant.
- Wipe down stall doors & walls.
- Scour & sanitize sink basins.
- Wipe down walls of changing area stalls
- Sweep floor
- Dust handrail of interior steps
- Mop & rinse floors with disinfectant.
- Dispose of trash in dumpster