



**INSTRUCTIONS AND APPLICATION FOR BID FOR THE CLEANING AND CUSTODIAL SERVICES OF THE CLINTON TOWNSHIP & ROSEVILLE MICHIGAN WORKS! CAREER CENTERS FOR THE PERIOD OF JULY 1, 2025 THROUGH JUNE 30, 2026**

**I. INTRODUCTION & PURPOSE**

This preliminary questionnaire is being issued by the **Macomb/St. Clair Workforce Development Board** (referred to elsewhere in these instructions as "**M/SCWDB**") as an invitation to qualified cleaning and custodial service companies to submit a bid to provide regular cleaning services at the **Michigan Works! Career Center(s)** in the following locations:

**Clinton Township Michigan Works! Career Center**

43630 Hayes Road  
Suites 100, 240, and 250  
Clinton Township, MI 48038

**Roseville Michigan Works! Career Center**

15950 Twelve Mile Road, Suite 100  
Roseville, MI 48066

All of the MW! Career Centers operate on Monday through Friday schedule from 8:00 a.m. until 5:00 p.m. with the possibility of extended hours from time to time.

Contracts will be awarded through this bid process covering the period beginning on **July 1, 2025** and running through **June 30, 2026**. **Based on satisfactory performance, M/SCWDB may choose to exercise two, one-year extensions. Total contract may potentially go through June 30, 2028. Cost and contract stipulations may be re-negotiated for each exercised extension.**

**II. DESCRIPTION OF PROPERTIES**

**Clinton Township MW! Career Center (contains 3 Suites)**

**Suite #100 contains approximately 12,618 SF** with 28 rooms and 13 separate office cubicles/work areas. 1 room has vinyl flooring. 8 rooms have tile floors accounting for approximately 2,040 SF of space. The remaining units are carpeted.

**Suite #250 contains 4,462 SF** of mostly carpeted space with 7 cubicles, 4 offices, 3 meeting rooms, a kitchen area (tiled), 2 restrooms (tiled) and a copy room.

**Suite #240** covers **2,975 SF** of mostly carpeted space. It includes a large computer lab area, 5 offices, a lounge (tiled), 2 restrooms (tiled), and a conference room.

The **Roseville MW! Career Center** contains approximately 11,273 SF with approximately 26 rooms and 20 separate office cubicles/work areas. 8 of those rooms have tile floors (The Lunchroom, the entry way, the Communications room, the Utility room, and the 4 restrooms) accounting for approximately 1,739 SF of space. The remaining units are carpeted.

**Prospective Bidders are invited to visit the Michigan Works! Career Centers to obtain a firsthand look at any or all of the properties.**

**Roseville:**

**Friday, March 7<sup>th</sup>, 9:00 A.M. -10:00 A.M. or 2:00 P.M – 3:00 P.M.**

**Wednesday, March 12<sup>th</sup>, 9:00 A.M. -10:00 A.M. or 2:00 P.M – 3:00 P.M.**

**Clinton Township:**

**Friday, March 14<sup>th</sup>, 9:00 A.M. -10:00 A.M. or 2:00 P.M – 3:00 P.M.**

**Wednesday, March 19<sup>th</sup>, 9:00 A.M. -10:00 A.M. or 2:00 P.M – 3:00 P.M.**

**Contact Erin O’Brien at (586) 469-5096 or [erin.obrien @msc-mw.org](mailto:erin.obrien@msc-mw.org) to sign up.**

The building cleaning hours would be scheduled following the close of business on **Monday through Friday**. In addition to Saturdays and Sundays, the buildings will be closed for a total of 13 weekdays in observance of the following holidays:

New Year's Day	Election Day (during even numbered years)
Martin Luther King's Birthday	Veterans Day
President's Day	Thanksgiving Day (2 days, Thursday and Friday)
Memorial Day Independence Day	Christmas Eve
Juneteenth	
Independence Day	Christmas Day
Labor Day	New Year's Eve

Cleaning and maintenance services will not be required on those dates. A complete schedule of the dates of these closings will be provided to the Contractor selected through this bid process.

### **III. SERVICES & RESPONSIBILITIES**

Guidance provided by the CDC regarding cleaning of public spaces can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

Among the services that the cleaning and maintenance service provider will be expected to perform are the following:

### **Daily Services (approximately 248 days per year)**

- Empty trash and waste baskets throughout the building. Replace plastic waste basket liners as necessary.
- Dust desks chairs, and other office furniture, classroom desks, tables, and chairs, windowsills, ledges and all flat surfaces using disinfectant.
- Vacuum carpeting and sweep tile surfaces throughout the building.
- Clean glass surfaces within the building including all windows and doors.
- Spot clean doors, frames, and light switches.
- Wipe clean lunchroom and snack room tables and counters.
- Dust baseboards, chair and table legs, and window and door moldings throughout the building.
- Mop tile floors on an "as-need" basis and at a minimum of once per week.
- Clean restrooms thoroughly using disinfectant.
- Check and restock supplies in restrooms including toilet paper and hand towels.
- Empty restroom trash containers.
- Sweep and mop restroom floors using a disinfectant.
- Spot clean walls and restroom partitions.
- Clean all commodes and urinals.
- Clean bathroom restroom sinks and polish faucets and mirrors.
- Brush down air vents when necessary

### **Once Per Week (52 times per year)**

- Empty cigarette garbage cans outside of front door

### **Once Per Month (12 times per year)**

- Buff all tile floors.

### **Quarterly (4 times per year)**

- Clean all exterior windows.
- Scrub, strip, reseal, and re wax tile floors.

### **Semiannual (twice per year)**

- Shampoo carpeting
- Wash interior windows

**NOTE:** The M/SCWDB may not strictly adhere to the schedule of "Services & Duties" and may request that some of these services be completed more frequently than appears on this schedule. For example, if the carpet becomes severely stained, it may be necessary to schedule an additional carpet cleaning.

### **SUPPLIES**

Please note that the service provider selected to provide services through this RFP process will be expected to provide the following cleaning supplies:

- Disinfectant (Must be approved by CDC as effective against COVID-19)
- Chemical Cleaning Supplies
- Garbage Bags
- Trash Can Liners
- Urinal Cakes
- Toilet Paper
- Paper Towels
- Seat Covers
- Soap
- Feminine Products
- Any and all tools required to perform services

The cost of such supplies should be separated by line item to negotiate the possibility of determining most cost effective options.

## **IV. GENERAL DIRECTIONS, SPECIFICATIONS, AND INFORMATION**

**IMPORTANT: Each bidder must submit a proposal that includes both locations. M/SCWDB reserves the right to only award one location based on the information provided.**

Your bid should be responsive to the information being requested in this request for proposal. The M/SCWDB may award a contract based on bids received without discussion with the bidders. Each bid

should therefore be submitted in the most favorable terms from a price and technical standpoint, which the proposer can make to the M/SCWDB. The charges listed should be valid for the length of the contract. The M/SCWDB reserves the right to request additional data, discussion, or a presentation in support of written bids. In order to receive consideration, **bidders must be registered on the “Federal Contractor Registry” (<http://www.sam.gov>) and be in good standing.**

### **Format**

An application is included as part of this packet. It must be filled out completely. Do not submit information that is not requested. Submit attachments only where requested. This bid solicitation is a competitive process. Bidders are therefore advised to present their bids in the most favorable light possible.

### **Scoring of Proposals**

Proposals will be reviewed and scored on a 100-point basis. Proposals will be judged and scored on the following criteria:

<u>Criteria</u>	<u>Possible # of Points Earned</u>
Daily Service Charge:	30 points
Monthly Service Charge:	35 points
Quarterly Service Charge:	20 points
Semiannual Service Charge:	15 points
Supply charges	10 points

### **Audits and Investigations**

The organization contracted to provide the requested services must agree to cooperate with any monitoring, inspections, audits, or investigations of activities related to this agreement that may be conducted by the Macomb/St. Clair Workforce Development Board, the County of Macomb, the State of Michigan, the United States Department of Labor, and/or any of their designated representatives.

### **Contractual Policies**

The organization or "contractor" selected through this bid process to provide the requested service will enter into a service contract with the M/SCWDB that will cover the period of **July 1, 2025 through June 30, 2026**. Under this contract, the contractor will bill the M/SCWDB for services rendered on a monthly basis by the 10<sup>th</sup> of the following month.

## **Limitations**

This preliminary questionnaire does not commit the Macomb/St. Clair Workforce Development Board to award a contract, to pay any costs incurred in the preparation of a proposal prepared in response to the solicitation, or to procure or contract for services or supplies. The M/SCWDB reserves the right to accept or reject any or all bids received as a result of this solicitation, to negotiate with all qualified bidders, or to cancel this request for bids if it is in the best interest of the M/SCWDB to do so.

## **Response Requirements**

**In order to receive consideration, bids must be labeled as "Custodial Services Bid", and dropped off or mailed to the following address:**

**Mr. Justin Al-Igoe, Executive Director  
Macomb/St. Clair Workforce Development Board  
Verkuilen Building  
21885 Dunham Road, Suite #11  
Clinton Township, MI 48036-1030**

## **Due Date**

Bids must be received in the offices of the M/SCWDB no later than **4:00 p.m. on Friday, April 4th, 2025**. Bids received after that date will not be accepted for consideration. Bids received prior to that time will remain sealed, will be time stamped and held in a secure location until **9:00 a.m. on Monday, April 7th, 2025**. At that time, all bids will be opened and recorded in the administrative offices of the Workforce Development Board.

## **Cancellation**

M/SCWDB reserves the right to cancel contracts based on performance, funding cuts or changes to/loss of leased locations. M/SCWDB will provide a 90-day notice to the vendor that the contract is being terminated along with the final day that the services will be needed. In the event of changes to/loss of leased locations, M/SCWDB reserves the rights to renegotiate the terms of the contract.

## **Questions**

Questions about this bid process can be directed to **Erin O'Brien** at **(586) 469-5096** or by e-mail at: **Erin.Obrien@msc-mw.org**.

**An electronic copy of this bid form, in Word format, can be obtained by visiting: [Home - Michigan Works! Macomb/St. Clair \(msc-mw.org\)](http://Home-MichiganWorks!Macomb/St.Clair(msc-mw.org))**



**MICHIGAN WORKS! CAREER CENTER  
CLEANING AND CUSTODIAL SERVICES BID APPLICATION  
FOR THE PERIOD OF  
July 1, 2025 THROUGH JUNE 30, 2026**

**INTRODUCTION**

This application must be completed and returned labeled as "Custodial Services Bid" to the attention of:

**Mr. Justin Al-Igoe, Executive Director  
Macomb/St. Clair Workforce Development Board  
Verkuilen Building  
21885 Dunham Road, Suite #11  
Clinton Township, MI 48036-1030**

Bids must arrive in the offices of the Workforce Development Board no later than **4:00 p.m.** on **Friday, April 4th, 2025**. An electronic copy of this bid form, in Word format, may be obtained by visiting: [Homnde - Michigan Works! Macomb/St. Clair \(msc-mw.org/rfp/\)](http://Homnde - Michigan Works! Macomb/St. Clair (msc-mw.org/rfp/))

**I. IDENTIFYING INFORMATION**

A. \_\_\_\_\_  
NAME OF BUSINESS

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIPCODE

B. \_\_\_\_\_  
CONTACT PERSON/TITLE

\_\_\_\_\_  
PHONE NUMBER FAX NUMBER

\_\_\_\_\_  
E-MAIL ADDRESS

**II. BACKGROUND INFORMATION:**

A. How many years of experience has your company had in providing custodial services?  
\_\_\_\_\_

B. Provide a list of the names of some of your current or previous customers.

May we contact those references?

\_\_\_\_\_ Yes \_\_\_\_\_ No



**III. BID**

Cost Breakdown: For each of the Career Centers, please list your fees to provide the services requested and described in the above narrative. Service fees should be broken down to a "per visit" basis. Supplies fees should be broken down to a "per month" amount.

**CLINTON TOWNSHIP**

**ROSEVILLE**

Daily Services: \$ \_\_\_\_\_

Daily Services: \$ \_\_\_\_\_

Monthly Services: \$ \_\_\_\_\_

Monthly Services: \$ \_\_\_\_\_

Quarterly Services: \$ \_\_\_\_\_

Quarterly Services: \$ \_\_\_\_\_

Semiannual Services: \$ \_\_\_\_\_

Semiannual Services: \$ \_\_\_\_\_

Basic Cleaning Supplies:  
\$ \_\_\_\_\_

Basic Cleaning Supplies:  
\$ \_\_\_\_\_

Toilet Paper:  
\$ \_\_\_\_\_

Toilet Paper:  
\$ \_\_\_\_\_

Paper Towels:  
\$ \_\_\_\_\_

Paper Towels:  
\$ \_\_\_\_\_

Seat Covers:  
\$ \_\_\_\_\_

Seat Covers:  
\$ \_\_\_\_\_

Soap:  
\$ \_\_\_\_\_

Soap:  
\$ \_\_\_\_\_

Feminine Products:  
\$ \_\_\_\_\_

Feminine Products:  
\$ \_\_\_\_\_

Trash Can Liners:  
\$ \_\_\_\_\_

Trash Can Liners  
\$ \_\_\_\_\_

**IV. ADDITIONAL INFORMATION**

Provide documentation that the company is bonded and insured.

Is the company registered on the Federal Contractor Registry? (<http://www.sam.gov> )

\_\_\_\_\_ Yes \_\_\_\_\_ No

If you would like to provide any additional information about your company and/or your ability to provide the requested service, please list it here. You may include an attachment if necessary.

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**V. BIDDER'S SIGNATURE PAGE**

Please provide all requested information as part of your response.

A. Bidding under the name of: \_\_\_\_\_

B. Federal Employer Identification Number: \_\_\_\_\_

C. Type of Organization: \_\_\_\_\_ Private-For-Profit

\_\_\_\_\_ Public/Non-Profit

\_\_\_\_\_ Private/Non-Profit

D. List the address that payment should be directed to if awarded this contract.

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E. Is the owner or any employee of the organization submitting this bid associated with, or have a family member serving on the Macomb/St. Clair Workforce Development Board, the Macomb or St. Clair County Board of Commissioners, or as an administrative employee of the Macomb/St. Clair Workforce Development Board? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes", identify whom that individual is, the person that he or she is associated with, the position held by each of these individuals, and the relationship that exists between them.

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I certify that this proposal is a firm offer to provide cleaning and custodial services at the Michigan Works! Career Center between the dates of July 1, 2025, and June 30, 2026. I certify that the organization that I represent will maintain complete and accurate records for a period of 3 years justifying all charges to the Macomb/St. Clair Workforce Development Board for work rendered should a contract be awarded through this bid process. Such records will leave a clear audit trail to the point of origin.

The organization contracted to provide the requested services must agree to cooperate with any monitoring, inspections, audits, or investigations of activities related to this agreement that may be conducted by the Macomb/St. Clair Workforce Development Board, the County of Macomb, the State of Michigan, the United States Department of Labor, and/or any of their designated representatives.

This document must be signed by an appropriate representative of the organization submitting this bid who has signatory authority for entering into contracts on behalf of the organization.

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Print Name and Title

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Authorized Signature/Date

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Address

Phone Number / Fax Number