



September 22, 2011

To Whom It May Concern:

The City of Lincoln Park will receive sealed bids for general janitorial and cleaning services for the City of Lincoln Park buildings (listing attached) for the year 2011-13.

Instructions to Bidders, Specifications, and bid envelopes are enclosed. BID SHEETS ARE PROVIDED AND MUST BE USED.

Sealed bids must be returned in the envelope marked:

**“JANITORIAL SERVICES - 2011”**

to the office of the City Clerk, 1355 Southfield, Lincoln Park, MI 48146, before 3:00 p.m. on **Friday, October 14, 2011**. Bids will be opened at the council meeting which begins at 7:30 p.m. on October 17, 2011.

The City reserves the right to reject any and all bids not in the best interest of the City or the Department; and further, to accept a bid higher than the low bid, when deemed by the City Council to be in the best interest of the City.

Sincerely,

Julie Sadlowski  
Management Coordinator

Enclosures

---

**PROPOSAL FROM:** \_\_\_\_\_ **DUE:** \_\_\_\_\_

<u>BUILDING</u>	<u>DAYS PER WEEK</u>	<u>PRICE PER MONTH</u>
Library	___ 3 ___	_____
Kennedy Memorial Bldg.	___ 5 ___	_____
Kennedy Memorial Bldg.	<u>weekends (if needed)</u>	_____
City Hall	___ 3 ___	_____

**TOTAL PRICE PER MONTH:**                    \$ \_\_\_\_\_

**SUPPLIES WILL BE PURCHASED BY THE CITY OF LINCOLN PARK**

VARIATIONS FROM SPECIFICATIONS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE  
(PLEASE PRINT)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TITLE (PLEASE PRINT)

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
AUTHORIZING SIGNATURE

\_\_\_\_\_  
TELEPHONE NUMBER

## **BID SPECIFICATIONS: JANITORIAL SERVICES**

Please provide specific cleaning services for each facility listed below. You may contact the representative to schedule an appointment for an on site inspection.

- |                           |                   |                   |
|---------------------------|-------------------|-------------------|
| 1. Library                | Filomena Sgambati | 381-0374          |
| 2. Kennedy Memorial Bldg. | Doreen Christian  | 386-3100 ext. 30  |
| 3. City Hall              | Julie Sadlowski   | 386-1800 ext. 231 |

### **SUGGESTED BASIC CLEANING SERVICES:**

1. Restrooms sanitized and replenished.
2. All carpets/runners vacuumed.
3. Tile floors swept and mopped.
4. Emptying/removing all trash.
5. Cleaning/wiping all desks/tables/shelves, unless covered by papers. (Offices at Kennedy Memorial Building will be cleaned internally)
6. Dust/wipe clean business related equipment.
7. Glass doorways cleaned daily.
8. Elevators and stairways cleaned.
9. Kitchen sinks and countertops sanitized.
10. Appliances at the Kennedy Memorial Building wiped down.
11. Drinking fountains cleaned.
12. Floors at the Kennedy Memorial Building stripped and wax once a year and buffed every other month.
13. Daily table & chair set up at Kennedy Memorial Building.

Work hours to be determined at each facility.

Supplies to be provided by the City of Lincoln Park.

Contractor shall carry general liability insurance covering personal injury, property damage, fire, theft and all perils naming the City of Lincoln Park as an additional insured in the amount of \$1,000,000.

Contractor shall provide the City of Lincoln Park with an itemized listing of all its employees who will be performing services. All staff shall wear appropriate employee identification tag during the course of employment while on the city's premises.