

Request for Proposals
Ann Arbor District Library Janitorial Services

Sealed proposals endorsed "**Ann Arbor District Library Janitorial Services Proposal**", will be received at the Downtown location 343 S. 5th Ave., Ann Arbor, MI 48104.

The Ann Arbor District Library is accepting sealed bid proposals from qualified professional firms to furnish labor, materials and all equipment required to perform work as specified in the Library's specification for janitorial services for six Library locations. This work must be performed as specified and in accordance with the specifications contained in the Request for Proposals (RFP).

The acceptance of any proposal made pursuant to this invitation shall not be binding upon the Library until an agreement has been executed.

Deadline for Submissions: April 17, 2020 at 12:00 p.m.

Contact Person(s): Len Lemorie
lemoriel@aadl.org
734-327-4281

Andra Williams
williamsa@aadl.org
734-327-4288

INTRODUCTION

For purposes of this request for proposals the Ann Arbor District Library will hereby be referred to as “Library” and the private firm will hereby be referred to as “Contractor”.

The Ann Arbor District Library is accepting sealed bid proposals from qualified professional firms to furnish labor, materials and all equipment required to perform work as specified in the Library’s specification for janitorial services for six Library locations. This work must be performed as specified and in accordance with the specifications contained in the Request for Proposals (RFP).

During the evaluation process, the Library reserves rights where it may serve the Library’s best interest to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the Library, firms submitting proposals may be requested to make oral presentations as part of the evaluation.

An agreement for services will be required with the selected Contractor. Contract services will commence upon execution of the service agreement by the Library.

This is a 3-year contract.

REQUEST FOR PROPOSALS (RFP)

The purpose of this RFP is to request sealed bid proposals from qualified parties presenting their qualifications, capabilities and costs to provide furnish labor, materials, and equipment required for the work to be performed as specified in the Library’s specification for janitorial services at the following locations:

Downtown 343 S.5th Ave., Ann Arbor, MI 48104 93,000 sq/ft
Pittsfield Branch 2359 Oak Valley Dr., Ann Arbor, MI 48103 14,600 sq/ft
Malletts Creek Branch 3090 E.Eisenhower PKWY, Ann Arbor, MI 48108 14,000 sq/ft
Traverwood Branch 3333 Traverwood Dr., Ann Arbor, MI 48105 16,500 sq/ft
Westgate Branch 2503 Jackson Ave., Ann Arbor, MI 48105 21,000 sq/ft
Archives 2805 S. Industrial Ave., Ann Arbor, MI 48104 5,900 sq/ft

A map is available at <http://www.aadl.org/aboutus/hours> for your review.

Interested firms must request an appointment for an on-site visit.

INVITATION TO SUBMIT A PROPOSAL

Proposals shall be submitted to:

AADL
Ann Arbor District Library
Attn: Len Lemorie 343 S. 5th Ave.
Ann Arbor, MI 48104

One (1) original and one (1) copy of the proposal shall be submitted. The proposal shall be firmly sealed in an envelope, which shall be clearly marked on the outside, **“Ann Arbor District Library Janitorial Services”**. Proposer may submit more than one proposal provided each proposal meets the functional requirements.

INSTRUCTIONS TO BIDDERS

1. Any and all forms requesting information from the bidder must be completed on the attached forms contained herein (see Contractor’s Responsibilities). If more than one bid is submitted, a separate bid proposal form must be used for each.
2. Any request for clarification of this RFP shall be made in writing and delivered to: Len Lemorie Facilities Manager Ann Arbor District Library 343 S. 5th Ave., Ann Arbor, MI 48104 office 734-327-4281 lemoriel@aadl.org such request for clarification must be delivered in writing.
3. All proposals must be submitted following the RFP format as stated in this document and shall be subject to all requirements of this document including the instruction to respondents and general information sections. All proposals must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the RFP format by the respondent.
4. Each respondent shall include in his or her proposal, in the format requested, the cost of performing the work. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The Library will furnish the successful company with tax exemption information when requested.
5. Each respondent shall include in their proposal the following information: Firm name, address, city, state, zip code, telephone number, and fax number. The company shall also provide the name, address, telephone number and e- mail address of an individual in their organization to whom notices and inquiries by the Library should be directed as part of their proposal.

EVALUATION PROCEDURE AND CRITERIA

The evaluation panel will consist of Library staff and any other person(s) designated by the Library who will evaluate the proposals based on, but not limited to, the following criteria:

1. Ability to provide services as outlined.
2. Related experience, Contractor background, and personnel qualifications.
3. Quality of materials proposed.
4. Overall costs.
5. References.

TERMS AND CONDITIONS

1. The Library reserves the right to reject any or all proposals received, waive informalities, or accept any proposal, in whole or in part, it deems best. The Library reserves the right to award the contract to the next most qualified Contractor if the successful Contractor does not execute a contract within ten (10) days after the award of the proposal.
2. The Library reserves the right to request clarification of information submitted and to request additional information.
3. The Library reserves the right to terminate the contract at its discretion should it be determined that the services provided do not meet the specifications contained herein. The Library may terminate this Agreement at any point in the process upon notice to Contractor sufficient to indicate the Library's desire to do so. In the case of such a stoppage, the Library agrees to pay Contractor for services rendered to the time of notice, subject to the contract maximum amount.
4. Any proposal may be withdrawn up until the date and time set above for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide the services set forth in the proposal.
5. The cost of preparing and submitting a proposal is the responsibility of the Contractor and shall not be chargeable in any manner to the Library.
6. Payment will be made within thirty (30) days after invoice. The designated Library representative to this project that all the criteria requested under the Scope of Work contained herein have been provided defines

acceptance by the Library as authorization. Invoices are to be rendered each month following the date of execution of an Agreement with the Library.

7. The Contractor will not exceed the timelines established for the completion of this project.
8. The successful bidder shall enter into and will execute the contract as set forth and attached as Attachment A.

CONTRACTOR'S RESPONSIBILITIES

Each bidder shall provide the following as part of their proposal:

1. Complete and sign all forms requested for completion within this RFP.
 - a. Bidders agreement
 - b. Cost proposal
2. Provide a description of completed projects that demonstrate the firm's ability to complete projects of similar scope, size, and purpose, and within a timely manner within the budget.
3. Provide a written plan detailing the anticipated timeline for completion of the tasks set forth in the Scope of Work.
4. The Contractor will be responsible for any changes necessary for the plans to be approved by the Ann Arbor District Library.
5. Provide a description of the firm, including resumes and professional qualifications of the principals involved in administering the project.
6. Provide three (3) client references from past projects, include current phone numbers. At least two (2) of the client references should be for projects utilizing the same materials included in the Contractor's proposal.

For the purpose of security, all employees of Contractor working in Library Facilities shall be subject to a library provided background investigation prior to employment. All personnel must successfully complete the library's background investigation and be approved by the Library prior to start of work. All personnel employed by the contractor in performance of these services shall be those in its regular employment. A list with this information shall be kept current. All personnel shall be employees of the contractor and not self-employed individuals. **NO subcontracting is permitted.**

The Contractor shall provide a sufficient number of personnel to complete the requirements of the Scope of Work in the allotted time.

The Contractor shall be responsible to provide all personnel to accomplish all required services on schedules hereinafter designated, and for the proper

personal conduct of all of its personnel, while in premises.

The Contractor shall provide all staff, vehicles, equipment, fuel, wages, and insurance for conducting this service.

The Contractor's employees shall check in (start of shift) and out (end of shift) daily according to procedures provided by the Building Maintenance Supervisor.

The Contractor will be responsible for ensuring that janitorial personnel are familiar with the work to be performed, and that required service levels are being maintained.

The Contractor shall perform all services in accordance with all legal and regulatory requirements.

LIBRARY RESPONSIBILITY

1. The Library will provide a designated representative to work with the Contractor to coordinate both the Library's and Contractor's efforts and to inspect and verify any work performed by the Contractor.

2. The Library will provide access to the Ann Arbor District Library during regular business hours or during nights and weekends as approved by the Library's designated representative.

3. The Library will provide access to all areas necessary for completion of this project, and space for storage of the custodial materials and equipment to be used in the building. These areas are to be maintained in an orderly manner by the Contractor.

4. The Contractor shall furnish all materials and equipment, subject to the Library approval, necessary to perform the services set forth in the scope of work. Material Safety Data Sheets on all products used on premises by the Contractor must be made available to the Library.

SETTLEMENT OF DISPUTES

The successful bidder agrees to certain dispute resolution avenues/limitations.

INSURANCE

The successful bidder is required to procure and maintain certain types of insurances. Please refer to paragraph 12 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

CONTINUATION OF COVERAGE

The Contractor also agrees to provide all insurance coverage as specified. Upon failure of the Contractor to obtain or maintain such insurance coverage for the term of the agreement, the Library may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the contract amount. In obtaining such coverage, Ann Arbor District Library shall have no obligation to procure the most cost-effective coverage but may contract with any insurer for such coverage.

EXECUTION OF CONTRACT

The bidder whose proposal is accepted shall be required to execute the contract and to furnish all insurance coverage as specified within ten (10) days after receiving notice of such acceptance. Any contract awarded pursuant to any bid shall not be binding upon the Library until both parties have executed a written contract. Failure or refusal to execute the contract shall be considered an abandon, all rights and interest in the award and the contract may be awarded to another.

INDEMNIFICATION

The contractor shall indemnify, hold harmless and, at the Library's option, defend the Library, its present and future employees, representatives and agents from and against any and all claims, losses, damages, liabilities, and expenses (including costs of defense, arbitration, settlement, and reasonable attorney's fees) for death or bodily injury to any person, destruction of or damage to any property, loss of any property rights or entitlements, contamination of or adverse effects on the environment, or violation of Government laws, regulations, or orders, if and to the extent they result from, arise out of or are in connection with the contractor's performance of these services described in this agreement. In addition, the contractor promises to comply with all applicable laws regulating employment, conditions of employment, equal protection and unemployment and worker's compensation.

CONFLICT OF INTEREST

The successful bidder is subject to certain conflict of interest requirements/restrictions.

EXAMINATION OF PROPOSAL MATERIALS

The submission of a proposal shall be deemed a representation and warranty by the Contractor that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. Statistical information, which may be contained in the RFP or any addendum thereto, is for

informational purposes only.

HOURS OF WORK

The work at Ann Arbor District Library and its branches by the Contractor will take place Sunday through Saturday from 9:00am until cleaning is completed, but no later than 11:45 p.m. without authorization of the Building Maintenance Supervisor.

TERM

The term of services with the library shall be for three years unless the Library terminates the Service Agreement by providing notice to the Contractor of its intention to do so at least 30 days prior to the expiration of the initial term or any renewal term. This section does not prohibit the Library from exercising its rights under the Performance Monitoring or Cancellation sections of this document.

PERFORMANCE MONITORING

Throughout the term of this agreement the Library and/or designee will require a monthly walk-through with the contractor to determine that all work has been performed to the library's satisfaction.

Poor performance, or noncompliance with any provision of this contract, will result in penalties. After the contractor is given a reasonable opportunity to cure performance and compliance issues, the Library will assess a monetary penalty of 30% of the monthly payment for each occurrence of continued poor performance or noncompliance. Repeated failure to perform or failure of the contractor to remedy poor performance shall be grounds for Contract termination.

CANCELLATION

Should the Library become dissatisfied with the quality of the performance, it shall serve the contractor, by certified mail, notice of the dissatisfaction. If the library remains dissatisfied with the level of performance, it may unilaterally cancel the contract upon notice similarly served without cause and without payment of further costs, expenses or damages.

SCOPE OF WORK

The Library reserves to right to alter the Scope of Work due to operational changes at Library facilities, at least fifteen (15) days prior to the effective date of any such alterations, the Library shall provide, in writing, a summary of such alterations and the impact on future payments for services under the Service Agreement.

The Contractor shall perform the following services in accordance with the requirements as defined and noted herein:

Downtown Library

343 S. 5th Ave.

Ann Arbor, MI 48104

Contractor will provide vacuums, related vacuum supplies, dusters, and cleaning cloths, cleaning chemicals, paper supplies, and trash liners.

- All trash receptacles are to be emptied, washed (if needed), and trash removed to the designated collection point. [L] [SEP]
- Vacuum all carpeting. [L] [SEP]
- Clean and polish drinking fountains/water coolers. [L] [SEP]
- Thoroughly dust all horizontal surfaces, including desk tops, window sills, chairs, [L] [SEP] tables, pictures, telephones, computers, etc. [L] [SEP]
- Clean all ceiling vents. [L] [SEP]
- Damp wipe horizontal surfaces including all counter tops to remove coffee [L] [SEP] rings, fingerprints and/or any spillage. [L] [SEP]
- Dust mop hard surface floors with a treated dust mop, remove gum, etc. [L] [SEP]
- Damp mop hard surfaces floors using approved products by t h e Building [L] [SEP] Maintenance Supervisor. [L] [SEP]
- Damp wipe entrance metal and remove fingerprints from entrance glass. [L] [SEP]
- Spot clean partition glass. [L] [SEP]
- Close and lock all windows and all doors in each office upon completion of work. Turn [L] [SEP] off all lights except the one that have a motion sensor. If there is to be an unscheduled meeting, a notice will be left for the contractor. [L] [SEP]

Restrooms

The same procedure applies to restrooms & locker rooms.

- Stock towels, tissue, and hand soap. [L] [SEP]
- Empty sanitary napkin receptacles and damp wipe with disinfectant. [L] [SEP]
- Dust partition, tops of lockers, tops of mirrors and frames. [L] [SEP]
- Wipe towel cabinet covers and cabinets. [L] [SEP]
- Toilets and urinals to be cleaned and disinfected inside and outside.
Polish stainless [L] [SEP] steel fixtures. [L] [SEP]
- Toilet seats to be cleaned on both sides and disinfected. [L] [SEP]
- Disinfect and sanitize all basins. Polish stainless steel fixtures. [L] [SEP]
- Clean and polish mirrors. [L] [SEP]
- Remove splash marks from around basins. [L] [L] [SEP] [SEP]
- Dust mop hard surface floors and/or vacuum floors. [L] [SEP]
- Wet mop restroom floors with disinfectant. [L] [SEP]
- Empty trash receptacles and damp wipe with disinfectant. [L] [SEP]

Lunchroom [L] [SEP]

- All trash receptacles are to be emptied and trash removed to the designated collection point. [L] [SEP]
- Dust mop hard surface floors with a treated dust mop. [L] [SEP]
- Damp mop hard surface floors to remove spillage or soiled areas. [L] [SEP]
- Clean and damp wipe tables, counter tops and chairs. [L] [SEP]
- Spot clean walls near trash receptacles with disinfectant. [L] [SEP]
- Clean fronts, tops, and sides of trash receptacles with a disinfectant. [L] [SEP]

- Clean and polish drinking fountain/water coolers. [L] [SEP]
- Spot clean fronts of vending machines and partition glass. [L] [SEP]

All Entrances, Stairways, Elevators and Hallways [L] [SEP]

- Dust mop hard surface floors with a treated dust mop. [L] [SEP]
- Vacuum carpeting in elevators. [L] [SEP]
- Clean and polish drinking fountains. [L] [SEP]
- Wipe down stainless steel in elevators with an approved cleaner. [L] [SEP]
- Clean elevator threshold (tracks). [L] [SEP]
- Sweep & damp mop all stairways and all landings. [L] [SEP]
- Dust all horizontal surfaces including entrances, walls, and stairway railings. [L] [SEP]

Weekly Cleaning

- [L] [SEP] Dust all vertical surfaces of desks, file cabinets, chairs, tables; all air vents and other office furniture.
- Damp wipe telephone, using disinfectant. [L] [SEP]
- Thoroughly vacuum all carpeting, taking care to get into corners and along edges. [L] [SEP]
- Thoroughly damp mop hard surface floors, taking care to get into corners and along [L] [SEP] edges. [L] [SEP]

Stairways & Elevators

- Wipe clean all stairwell doors and jams
- Wet mop stairs and stair landings. (Clean baseboards if applicable.) • Dust and clean lights and fixtures.
Dust and clean emergency fire equipment and plumbing
- Sweep down stairs and landing, and getting into corners and along edges. Dust handrails, banisters, and ledges. • Clean walls of fingerprints and smudge marks, etc. • Dust and clean stairwell signage.

- Dust and clean emergency phones.

Monthly Cleaning

- Accomplish all high dusting not reached in the above-mentioned cleaning. [L] [SEP]
- Remove fingerprints and marks from around light switches and doors frames. [L] [SEP]
- Vacuum all upholstered furniture. [L] [SEP]
- Wash all partition glass. [L] [SEP]
- Spray and/or buff all vinyl tile flooring and terrazzo. [L] [SEP]

Pittsfield Branch

2359 Oak Valley Dr.

Ann Arbor, MI 48103

Contractor will provide vacuums, related vacuum supplies, dusters, and cleaning cloths, cleaning chemicals, paper supplies, and trash liners. [L] [SEP]

Entrance [L] [SEP]

- Dust all sills, ledges and mullions. [L] [SEP]
- Dust all of the bookshelves going around the items on them. [L] [SEP]
- Dust the tops of picture frames and signs within reach. [L] [SEP]
- Thoroughly dust all corners to remove cobwebs; paying special attention to the [L] [SEP] ceiling corners. [L] [SEP]
- Vacuum all carpeting. [L] [SEP]
- Wipe all fingerprints and smudges off of the entrance doors, door jambs and glass. [L] [SEP]
- Vacuum and damp mop stairwells, dust railings. [L] [SEP]

- Clean drinking fountain. [L] [SEP]
- Clean and dust all of the Formica counter tops and ledges. [L] [SEP]

Exhibit Galleries [L] [SEP]

- Sweep and damp mop floors. [L] [SEP]
- Collect all refuse from wastebaskets, replacing liners as necessary. [L] [SEP]
- Thoroughly dust all corners to remove cobwebs; paying special attention to the [L] [SEP] ceiling corners. [L] [SEP]
- Dust all sills, ledges and mullions. [L] [SEP]
- Do not dust or move artifact items. [L] [SEP]

Offices

- Collect all refuse from wastebaskets and replace liners as needed. [L] [SEP]
- Vacuum all carpeting and/or mop wood floor. [L] [SEP]
- Clean all desktops and file cabinets, without disturbing any business papers or [L] [SEP] personal items. [L] [SEP]
- Do not dust or move artifact items. [L] [SEP]

Restrooms

- Clean, deodorize and disinfect all restroom facilities (this includes toilets, urinals, washbasins and waste containers). [L] [SEP]
- Sweep and mop restroom floors with disinfectant. [L] [SEP]
- Clean all mirrors, counter tops, faucets, dispensers and tile in restrooms. [L] [SEP]
- Make sure each restroom has an adequate supply of paper towels and toilet paper. [L] [SEP]
- Collect all refuse and replace liners with each cleaning. [L] [SEP]

Kitchen

- Clean kitchen area including sinks, counters, fronts of cabinets. [L] [SEP]
- Wipe off table. [L] [SEP]
- Vacuum all carpeting. [L] [SEP]
- Collect all refuse from wastebaskets, replacing liners as necessary.

Malletts Creek

3090 E. Eisenhower Parkway

Ann Arbor, MI 48108

Contractor will provide vacuums, related vacuum supplies, dusters, and cleaning cloths, cleaning chemicals, paper supplies, and trash liners. [L] [SEP]

- All trash receptacles are to be emptied, replace the liners and washed as needed, and trash removed to the designated collection point. [L] [SEP]
- Vacuum all carpeting /matting and wipe down the door thresholds to the front entrance and handicap entrance. [L] [SEP]
- Thoroughly dust/ clean all horizontal surfaces, including desktops, files, windowsills, chairs, tables, pictures, telephones, computers, etc. [L] [SEP]
- Clean all ceiling vents. [L] [SEP]
- Damp wipe horizontal surfaces including all counter tops to remove coffee rings, [L] [SEP] fingerprints and /or any spillage. [L] [SEP]
- Dust mop hard surface floors with a dust mop. [L] [SEP]
- Damp wipe entrance metal and fingerprints on entrance glass. [L] [SEP]
- Spot clean interior windows in the front lobby and staff entrance. [L] [SEP]
- Dust all horizontal surfaces including entrances. [L] [SEP]

- EACH FRIDAY - All recycling receptacles from every department must be emptied in the proper container located in the delivery area.

Restrooms

The same procedure applies to all restrooms & locker rooms.

- Stock towels, tissue, and hand soap.
- Empty sanitary napkin receptacles and damp wipe with disinfectant.
- Dust partition, tops of mirrors and frames.
- Wipe towel cabinet covers and cabinets.
- Toilets and urinals to be cleaned and disinfected inside and outside. Polish stainless steel fixtures.
- Toilet seats to be cleaned on both sides and disinfected.
- Disinfect and sanitize all basins. Polish stainless steel fixtures.
- Clean and polish mirrors.
- Clean all doors with disinfectant to remove fingerprint and stains.
- Remove splash marks from around basins.
- In the shower wipe down walls, floors and clean the traps with a disinfectant.
- Dust mop hard surface floors and/or vacuum floors.
- Wet mop restroom floors with disinfectant.
- Empty trash receptacles and damp wipe with disinfectant.

Lunchroom

- All trash receptacles are to be emptied and trash removed to a collection point.

- Sweep and mop kitchen floor with specially provided mop every night [L] [SEP]
- Clean and damp wipe tables, counter tops, sink, chairs and cabinets. [L] [SEP]
- Spot clean walls near trash receptacles, light switches and thermostats with [L] [SEP] disinfectant. [L] [SEP]
- Clean fronts, tops, and sides of trash receptacles with a disinfectant. [L] [SEP]
- Clean and polish drinking fountain/water coolers. [L] [SEP]
- Clean inside and outside of microwaves and front of the refrigerator. [L] [SEP]

Weekly Cleaning

- Dust all vertical surfaces of desks, file cabinets, chairs, table; all air vents (diffusers and exhaust vents) and other office furniture. [L] [SEP]
- Damp wipe telephone, using disinfectant. [L] [SEP]
- Thoroughly vacuum all carpeting, taking care to get into corners and along edges. [L] [SEP]
- Thoroughly damp mop hard surface floors, taking care to get into corners and along edges. [L] [SEP]

Monthly Cleaning

- Accomplish all high dusting not reached in the above-mentioned cleaning. [L] [SEP]
- Clean and remove fingerprints and smudge marks from around all light switches and [L] [SEP] all doors frame and surface. [L] [SEP]
- Vacuum all upholstered furniture and wipe down chair legs/feet in main office area. [L] [SEP]
- Wash all partition glass and all interior windows. [L] [SEP]

Westgate Branch

2503 Jackson Ave.

Ann Arbor, MI 48103

****Westgate Branch scope of work will include a day porter 7 days a week from 11:00am-7:00pm. Duties will include checking restrooms every 30 minutes, wiping off ALL café tables as they become available, spot cleaning carpet when notified of spills. Assisting with room setups in the program space and cleaning Meeting Rooms “A” and “B” after rentals. ****

Contractor will provide vacuums, related vacuum supplies, dusters, and cleaning cloths, cleaning chemicals, paper supplies, and trash liners.

- All trash receptacles are to be emptied, wash them if needed, and trash removed to a collection point. [L] [SEP]
- Vacuum all carpeting. [L] [SEP]
- Clean and polish drinking fountains/water coolers. [L] [SEP]
- Thoroughly dust all horizontal surfaces, including desk tops, files, window sills, [L] [SEP] chairs, tables, pictures, telephones, computers, etc. [L] [SEP]
- Damp wipe horizontal surfaces including all counter tops to remove coffee rings, [L] [SEP] fingerprints and/or any spillage. [L] [SEP]
- Dust mop hard surface floors with a treated dust mop, remove gum, etc., [L] [SEP]
- Damp mop hard surfaces floors using approved products by the Maintenance Supervisor. [L] [SEP]
- Damp wipes entrance metal and fingerprints on entrance glass. [L] [SEP]
- Spot clean partition glass. [L] [SEP]
- Close and lock all windows, turn off lights and lock doors upon completion of work. [L] [SEP] Turn off all lights and lock exterior doors when leaving the building. (Exterior doors should be locked at all times, unless there is a meeting in the building. If there is to be an unscheduled meeting, a notice

will be left for the contractor). Set building security alarm. [L] [SEP]

Restrooms

- Stock towels, tissue, and hand soap. [L] [SEP]
- Change batteries in soap and towel dispensers (if needed). [L] [SEP]
- Empty sanitary napkin receptacles and damp wipe with disinfectant. [L] [SEP]
- Dust partition, tops of mirrors and frames. [L] [SEP]
- Wipe towel cabinet covers and cabinets. [L] [SEP]
- Toilets and urinals to be cleaned and disinfected inside and outside. Polish stainless [L] [SEP] steel fixtures. [L] [SEP]
- Toilet seats to be cleaned on both sides and disinfected. [L] [SEP]
- Disinfect and sanitize all basins. Polish stainless steel fixtures. [L] [SEP]
- Clean and polish mirrors. [L] [SEP]
- Remove splash marks from around basins. [L] [L] [L] [L] [SEP] [SEP]
- Dust mop hard surface floors and/or vacuum floors. [L] [SEP]
- Wet mop floors with disinfectant. [L] [SEP]

Lunchroom & Kitchen

- All trash receptacles are to be emptied and trash removed to a collection point. [L] [SEP]
- Dust mop hard surface floors with a treated dust mop. [L] [SEP]
- Damp mop hard surface floors to remove spillage or soiled areas. [L] [SEP]
- Clean and damp wipe tables, counter tops and chairs. [L] [SEP]
- Spot clean walls near trash receptacles with disinfectant. [L] [SEP]

- Clean fronts, tops, and sides of trash receptacles with a disinfectant. [L] [SEP]

Weekly Cleaning

- Dust all vertical surfaces of desks, file cabinets, chairs, table; all air vents (diffusers and exhaust vents) and other office furniture. [L] [SEP]
- Damp wipe telephones, using disinfectant. [L] [SEP]
- Thoroughly vacuum all carpeting, taking care to get into corners and along edges. [L] [SEP]
- Thoroughly damp mop hard surface floors, taking care to get into corners and along [L] [SEP] edges. [L] [SEP]

Monthly Cleaning

- Clean all ceiling vents. [L] [SEP]
- Accomplish all high dusting not reached in the above-mentioned cleaning. [L] [SEP]
- Remove fingerprints and marks from around light switches and doors frames. [L] [SEP]
- Vacuum all upholstered furniture. [L] [SEP]
- Wash all partition glass. [L] [SEP]

Traverwood Branch

3333 Traverwood Dr.

Ann Arbor, MI 48105

Contractor will provide vacuums, related vacuum supplies, dusters, and cleaning cloths, cleaning chemicals, paper supplies, and trash liners. [L] [SEP]

Daily Cleaning

- All trash receptacles are to be emptied, wash them if needed, and trash removed to a collection point. [L] [SEP]
- Vacuum all carpeting. [L] [SEP]
- Clean and polish drinking fountains/water coolers. [L] [SEP]
- Thoroughly dust all horizontal surfaces, including desk tops, files, window sills, [L] [SEP] chairs, tables, pictures, telephones, computers, etc. [L] [SEP]
- Damp wipe horizontal surfaces including all counter tops to remove coffee rings, [L] [SEP] fingerprints and/or any spillage. [L] [SEP]
- Dust mop hard surface floors with a treated dust mop, remove gum, etc., [L] [SEP]
- Damp mop hard surfaces floors using approved products by the Maintenance Supervisor. [L] [SEP]
- Damp wipes entrance metal and fingerprints on entrance glass. [L] [SEP]
- Spot clean partition glass. [L] [SEP]
- Close and lock all windows, turn off lights and lock doors upon completion of work. [L] [SEP] Turn off all lights and lock exterior doors when leaving the building. (Exterior doors should be locked at all times, unless there is a meeting in the building. If there is to be an unscheduled meeting, a notice will be left for the contractor). Set building security alarm. [L] [SEP]

Restrooms

- Stock towels, tissue, and hand soap. [L] [SEP]
- Change batteries in soap and towel dispensers (if needed). [L] [SEP]
- Empty sanitary napkin receptacles and damp wipe with disinfectant. [L] [SEP]
- Dust partition, tops of mirrors and frames. [L] [SEP]
- Wipe towel cabinet covers and cabinets. [L] [SEP]
- Toilets and urinals to be cleaned and disinfected inside and outside. Polish stainless [L] [SEP] steel fixtures. [L] [SEP]

- Toilet seats to be cleaned on both sides and disinfected. [L] [SEP]
- Disinfect and sanitize all basins. Polish stainless steel fixtures. [L] [SEP]
- Clean and polish mirrors. [L] [SEP]
- Remove splash marks from around basins. [L] [SEP]
- Dust mop hard surface floors and/or vacuum floors. [L] [SEP]
- Wet mop floors with disinfectant. [L] [SEP]
- Empty trash receptacles and damp wipe with disinfectant.

Lunchroom & Kitchen

- All trash receptacles are to be emptied and trash removed to a collection point. [L] [SEP]
- Dust mop hard surface floors with a treated dust mop. [L] [SEP]
- Damp mop hard surface floors to remove spillage or soiled areas. [L] [SEP]
- Clean and damp wipe tables, counter tops and chairs. [L] [SEP]
- Spot clean walls near trash receptacles with disinfectant. [L] [SEP]
- Clean fronts, tops, and sides of trash receptacles with a disinfectant. [L] [SEP]

All Entrances, Stairways, Elevators and Hallways

- Dust mop hard surface floors with a treated dust mop. [L] [SEP]
- Clean and polish elevator interior. [L] [SEP]
- Clean elevator threshold (tracks). [L] [SEP]
- Clean and polish drinking fountains. [L] [SEP]
- Spot clean fronts of vending machines and partition glass. [L] [SEP]
- Sweep & damp mop all stairways and all landings. [L] [SEP]

- Dust all horizontal surfaces including entrances, walls, and stairways railings. [L] [SEP]

Weekly Cleaning

- Dust all vertical surfaces of desks, file cabinets, chairs, table; all air vents (diffusers and exhaust vents) and other office furniture. [L] [SEP]
- Damp wipe telephones, using disinfectant. [L] [SEP]
- Thoroughly vacuum all carpeting, taking care to get into corners and along edges. [L] [SEP]
- Thoroughly damp mop hard surface floors, taking care to get into corners and along [L] [SEP] edges. [L] [SEP]

Stairwells and Elevators

- Sweep down stairs and landing, and getting into corners and along edges. [L] [SEP]
- Dust handrails, banisters, and ledges. [L] [SEP]
- Clean walls of fingerprints and smudge marks, etc. [L] [SEP]

Monthly Cleaning

- Clean all ceiling vents. [L] [SEP]
- Accomplish all high dusting not reached in the above-mentioned cleaning. [L] [SEP]
- Remove fingerprints and marks from around light switches and doors frames. [L] [SEP]
- Vacuum all upholstered furniture. [L] [SEP]
- Wash all partition glass. [L] [SEP]

Archives

2805 S. Industrial Parkway

Ann Arbor, MI 48104

****Services at this location will be performed one day a week, preferably Friday or Saturday. ****

Weekly Cleaning

- Empty all trash cans
- Wipe down and disinfect kitchen countertops
- Clean and disinfect restrooms
- Mop hard surface floors
- Vacuum all carpeted areas.

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