



GENESEE COUNTY PURCHASING

A Division of the Genesee County Controller's Office

COUNTY ADMINISTRATION BLDG

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Keith Francis

Controller

May 20, 2016

GENESEE COUNTY REQUEST FOR PROPOSALS #16-085

Sealed proposals will be received until **3:00 p.m. (EDT), Wednesday, June 29, 2016**, at the Genesee County Purchasing Department, 1101 Beach Street, Room 343, Flint, MI, 48502 for **JANITORIAL SERVICES**.

This procurement is conducted in accordance with the Genesee County Purchasing Regulations, a copy of which is on file and available for inspection at the Genesee County Purchasing Department.

A mandatory pre-proposal conference will be held on Wednesday, June 8, 2016, 9:00 a.m. (EDT) in the Harris Auditorium of the Genesee County Administration Building located at 1101 Beach Street, Flint, Michigan. It is strongly recommended that all attendees read through the RFP in its entirety prior to attending the meeting. Failure of a prospective proposer to attend the meeting or arrive within a reasonable time following the start of the meeting, shall be cause for the prospective proposer to be deemed non-responsible and prohibited from participating in this solicitation. **Proposals will only be accepted from companies signed in and attending the conference.** Walk-through of the Administration Building, Courthouse, Jail and McCree facilities will take place at the conclusion of the meeting.

Each proposer is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. The proposal request number and due date for this RFP are:

DUE DATE: Wednesday, June 29, 2016, 3:00 p.m. (EDT)
PROPOSAL REQUEST NUMBER: #16-085

Cindy Carnes
CINDY CARNES, PURCHASING MANAGER

bid2\2016\16-075
Attachments

GENESEE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

RFP #16-085

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RFP # 16-085 JANITORIAL SERVICES

INSTRUCTIONS TO PROPOSERS

1. Sealed proposals will be received until 3:00 p.m. (EDT), **Wednesday, June 29, 2016**, at the Genesee County Purchasing Department, 1101 Beach Street, Room 343, Flint, MI, 48502. Label the envelope containing the proposal response as described on page one (1). **LATE PROPOSALS AND PROPOSALS SENT BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED.**
2. A **mandatory** pre-proposal conference will be held on **Wednesday, June 8, 2016, 9:00 a.m. (EDT)** in the Harris Auditorium of the Genesee County Administration Building located at 1101 Beach Street, Flint, Michigan. Proposals will only be accepted from companies signed in and attending the conference. The purpose of this meeting will be to discuss with prospective offerors the service requirements and allow for questions arising from the review of this RFP. Prospective Proposers are expected to attend the conference prepared and be familiar with the requirements, having read through the RFP and noted any areas in need of clarification. Any answers or statements provided will not be official until verified in writing by the Genesee County Controller. Answers will be affirmed in writing and a copy will be posted at the Genesee County website.
3. **Submit one original, two (2) hardcopies of the proposal, and one adobe PDF or Word Format of your proposal.** All proposals become the property of Genesee County. One electronic copy containing the entire proposal including all appendices and attached documentation must be submitted with the original proposal. The original must be marked as an original. The County will not photocopy your proposal documents for the purpose of complying with this provision requiring duplicate copies. Failure to provide the required number of complete duplicate copies may result in rejection of your proposal. Each HARD COPY proposal should be bound by binder clip or in a three-ring binder, rather than spiral, wire or comb bound copies.
4. The County's Standard Proposed Contract is attached to this RFP see attachment #1. After the award is made to the successful proposer(s), the County and the successful proposer(s) will negotiate a final contract that substantially conforms to the Standard Proposed Contract. Any exceptions to the terms and conditions of the Standard Proposed Contract or this RFP must be clearly set forth in your proposal and referenced on company letterhead. The County will not entertain negotiations to change any terms and conditions of the Standard Proposed Contract or RFP unless those changes are requested in your proposal.
5. **All prospective proposers shall be responsible for routinely checking the Genesee County Purchasing Department website (<http://www.co.genesee.mi.us/Purchasing/currentbids.htm>) for issued addenda and other relevant information. Genesee County shall not be responsible for**

the failure of a prospective proposer to obtain addenda and other information issued at any time, related to this RFP.

6. Buy4Michigan – an alternate review of proposal request can be done at Buy4Michigan.com. Open Market Bid 303716B0007864. Requests for proposal and opportunities to bid on products and services required by Genesee County can be found on the website www.Buy4Michigan.com. This website is the official posting site for most State of Michigan solicitation and allows municipalities across Michigan to more effectively notify vendors of RFP and bid opportunities. By making use of this site it increases internal efficiency and lowers costs for member agencies and taxpayers through shared resources.
 - A. You must register at the site to participate in other solicitations. Once registered you will have access to all solicitations throughout the State of Michigan posted at the website.

If you have questions or need assistance registering, please call the Vendor Support Department at 888-734-9749, Monday through Friday, 8:00 a.m. through 8:00 p.m. ET. To register for access to Genesee County bids, please go to <https://www.buy4michigan.com/bsa/login.sdo> and click on Register <https://www.buy4michigan.com/bsa/external/fidCheck.jsp>.

7. Michigan Inter-governmental Trade Network – an alternate review of the RFP number RFP-CC-16-085 can be done at <http://www.mitn.info/Genesee-County.asp?AgencyID=2340&PageType=open>.
 - A. Genesee County has partnered with BidNet as part of the Michigan Inter-governmental Trade Network and will post their bid opportunities to this site. As a vendor, you can register with Michigan Inter-governmental Trade Network (use hyperlink or <https://www.mitn.info/Registration.asp?ID=2340>) and be sure that you see all available bids and opportunities. By selecting automatic bid notification, your company will receive emails once Genesee County has a bid opportunity that matches your company's business. In addition, the site handles bid opportunities, RFPs, and RFQs for other member governmental agencies. If you need help registering, please call Michigan Inter-governmental Trade Network support department toll free 1-800-835-4603.
8. The County of Genesee requires a signed Insurance Checklist with each proposal submitted. Insurance required per the specifications governing this work must be provided prior to the contract starting date and kept in full effect and compliance during entire contract period. Failure to comply with these provisions will cause termination of the contract.
9. The contractor agrees to be responsible for any loss or damage to property or persons due to the performance of services herein contracted and further agrees to protect and defend the County of Genesee against all claims or demands whatsoever, and to hold the County of Genesee harmless from any loss or damage resulting there from.

10. Preference for Genesee County and Veteran Owned Businesses: Unless prohibited by law, in the case of requests for proposals where a quantitative based evaluation criteria is used for evaluating responsive proposals, Genesee County and Veteran Owned Businesses shall be afforded five (5) percent of the total evaluation points up to a maximum of five (5) points.
11. Proposers may select and choose which individual buildings they wish to submit a proposal for. Genesee County reserves the right to award contract(s) by individual building or all buildings together.
12. Use the format for your proposal as stated in the Section PROPOSAL REQUIREMENTS CONTENT/FORMAT beginning on page 8.

STANDARD TERMS AND CONDITIONS

See Genesee County website, Purchasing Department for Standard Terms and Conditions

ADDITIONAL TERMS AND CONDITIONS

1. **Issuing Office:** This RFP is issued by the Genesee County Purchasing Department on behalf of the Genesee County Buildings and Grounds Department. The sole point of contact for this RFP is Cindy Carnes, Purchasing Manager, Genesee County, 1101 Beach Street, Room 343, Flint, Michigan 48502, (810)257-3030 and ccarnes@co.genesee.mi.us.
2. **Inquiries:** All questions regarding this RFP shall be submitted in writing and received no later than 12:00 p.m. (EDT) Friday, June 10, 2016, to the Genesee County Purchasing Department as listed above. E-mail is the preferred method of contact for all inquiries concerning this RFP. No verbal interpretation to any proposer as to the meaning of any requirement stated in this RFP shall be binding on Genesee County. All responses to questions regarding this RFP shall be issued in writing and distributed as an addendum by Genesee County. Written answers to questions to clarify the RFP will be posted at <http://www.co.genesee.mi.us/Purchasing/currentbids.htm>
3. **Interpretations:** If the prospective proposer is in doubt as to the true meaning or intent of any part of the RFP Instructions/Specifications, the proposer shall submit a written request for clarification. Responses will not be made orally, nor will oral requests be responded to. Genesee County shall not be responsible for any other explanations or interpretations that anyone presumes to make.
4. **Validity Period:** Any proposal submitted as a result of this Request for Proposal shall be binding on the proposer for 120 calendar days following the due date.
5. **Disclosure:** All information in an offeror's proposal is subject to disclosure under the provisions of Public Act N. 442 of 1976 known as the "Freedom of

Information Act”. This Act also provides for the complete disclosure of contracts and attachments thereto. In the event that a proposer wishes to designate any portion of their submission as “confidential” or “proprietary,” the proposer must contact the Purchasing Manager prior to submission of the proposal. All requests regarding disclosure and requests for confidentiality of a proposal response to this RFP shall be submitted in writing and received no later than Friday, June 10, 2016 by 12:00 p.m. (EDT), to the Genesee County Purchasing Department as listed above.

6. **Addenda:** Genesee County reserves the right to amend and provide clarification of this RFP prior to the date for proposal submission. In such an event, an addendum will be posted on the Purchasing Department website (<http://www.co.genesee.mi.us/Purchasing/currentbids.htm>). Further, all proposers shall acknowledge having seen any and all addendums issued (1, 2, 3, etc.) on the Signature Page.
7. **Exceptions:** The proposer shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions, and specifications set forth in the proposal. Failure to furnish this statement shall mean that the proposer agrees to meet all requirements set forth in this solicitation.
8. **Acceptance of Proposal Content:** It is proposed that, if a contract is entered into as a result of this RFP, the RFP, and the professional services contract Attachment #1 will serve as the basis for the contract. The contents of the proposal of the successful proposer and its Best and Final Offer (if applicable) may become contractual obligations if a contract is issued. Failure of the successful proposer to accept these obligations will result in cancellation or termination of contract award.
9. **Discussion with Responsible Proposers and revisions to Proposals:** Discussions may be conducted with responsible proposers who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. The County reserves the right to request additional information, which might be deemed necessary to fairly compare proposals. During this procedure, neither the names of any proposer nor the contents of any proposal will be disclosed until the completion of negotiations, revision of proposals (Best and Final Offers) and/or consideration of award recommendation. The contract that may be entered into will be awarded based on the proposal response and, where applicable, the Best and Final Offer that is the most advantageous to Genesee County, per the evaluation criteria included in this RFP.

INTRODUCTION

Genesee County has a need to contract for janitorial cleaning services to maintain a clean, sanitary and safe work environment, in a cost effective manner. In an effort to

ensure the most efficient and economical services, Genesee County is utilizing this Request for Proposal (RFP) process, which bases award on the evaluation of work history, technical experience, ability, resources and other pertinent factors of the proposal in conjunction with the total cost. Genesee County, Michigan is requesting proposals for janitorial cleaning services for the following Genesee County locations for a three-year period to commence September 1, 2016:

- Genesee County Administration Building, 1101 Beach Street, Flint
- Floyd J. McCree Courts and Human Services Building (McCree South), 630 South Saginaw Street, Flint
- Burton Health Center, G-3373 South Saginaw Street, Burton
- Genesee County Courthouse, 900 South Saginaw Street, Flint
- Genesee County Jail, 1002 South Saginaw, Street, Flint
- Flushing District Court, 1415 Flushing Road, Flushing
- Mt. Morris District Court, 11820 N. Saginaw Street, Mt. Morris
- Grand Blanc District Court, 8173 South Saginaw Street, Grand Blanc
- Fenton District Court, 17100 Silver Parkway, Suite C, Fenton
- Burton District Court, 4094 Manor Drive, Burton
- Haley Building Adult Probation, 816 Beach Street, Flint
- For-Mar Visitor Center, 2142 N. Genesee Rd., Burton
- Genesee County Parks and Recreation Administration Building, 5045 Stanley Road, Flint
- Crossroads Village 3rd Floor office suite in Horton-Colwell Building, 6140 Bray Road, Flint

Proposers may submit a proposal for all of the County buildings or any combination of one or more buildings.

At each facility, the Contractor is responsible for cleaning the entire building excluding the mechanical and electrical rooms and any areas designated by the County Contract Administrator. See the Scope of Work Section for all the cleaning requirements. The information provided in this section is not intended to be a substitute for site inspection or verification of scope and difficulty of work to be performed.

DEFINITIONS

For purposes of this RFP, the following definitions will be used:

- **Department** means the Building and Grounds Department
- **Proposer/Vendor** means a firm submitting a proposal in response to this RFP.
- **Proposal** is the Proposer/Vendor's response to this RFP.
- **County** means Genesee County.
- **Contractor(s)** means the successful proposer(s) awarded the contract.

PROPOSAL REQUIREMENTS CONTENT/FORMAT

Qualified individuals or firms interested in providing the services described herein are required to submit a complete (responsive) proposal for consideration. The proposal shall address the items listed below. Failure to provide all requested items may be sufficient cause for rejection of proposal as non-responsive.

1. PROPOSAL RESPONSE

shall include a copy of RFP #16-085 the cover page through page 59 and the following information:

- a. Signed Signature Page & Cost Proposal Forms – An authorized agent of the company submitting the proposal must sign the Signature Page and Cost Proposal Forms included with this RFP. Each proposer submitting a proposal represents that he/she has visited the site(s) and familiarized themselves with the conditions under which the work is to be performed.
- b. Executed Insurance Checklist
- c. Contractor Questionnaire – The Contractor Questionnaire must be completed in its entirety and submitted with your proposal, see pages 35 and 36.
- d. Bid Bond – All proposals shall be accompanied by a satisfactory Bid Bond or certified check in an amount equal to five percent (5%) of the annual proposed amount which the proposer submits as a proposal price
- e. Qualifications – state capabilities as a professional janitorial firm, see item #4 of this section for additional details on qualifications.
- f. Evidence of Financial Stability – Provide information that establishes the offeror has the credit and financial stability to assure good faith performance. All proposers shall include financial statements (most recent Federal Income Tax Returns or balance sheets and income statements).
- g. Work Plan – The proposal must include a detailed work plan and schedule demonstrating how all specifications of this proposal will be met.
- h. Supplies and Equipment – Submission of a complete detailed list of all cleaning chemicals, supplies and equipment (including brand names and product numbers) that will be used to fulfill this contract.
- i. Subcontractor(s) – List the names and addresses of any subcontractor or associate proposed to complete any of the services. State the capacity they would be used in, the specific services and/or products that the subcontractor will be providing on the project along with the approximate percentage of total services.
- j. References – provide, at a minimum, five (5) references preferably other public sector facilities by completing the attached reference page.
- k. Payment Schedule – include with the proposal a proposed payment schedule.
- l. Statement of Exceptions – The proposer shall furnish a statement on company letterhead giving a complete description of any exceptions to the terms, conditions, and specifications set forth in the proposal. Failure to furnish this statement constitutes agreement by the proposer to meet all requirements set forth in this solicitation.

The proposers must provide information about their company so that the County can evaluate the proposer's stability and ability to support the commitments set forth in response to the RFP. The County, at its option, may require the proposer to provide additional documentation to support and/or clarify requested information.

2. COST PROPOSAL

Proposer's price shall be sufficient to pay all applicable federal and state withholdings, worker's compensation, insurance, and comply with at a minimum, the current

minimum wage rate. All proposers shall provide with their proposal a cost breakdown detailing how the proposal price was determined. The breakdown shall include number of employees, cost of supplies, etc. Failure to include this breakdown with the proposal may be cause to deem the proposal non-responsive and rejected.

This plan must show the assignment of personnel, wage(s) paid, hours to be worked, and budget for supplies. Include in the wage rates all withholding taxes, social security, unemployment compensation, insurance payments, and fringe benefits.

3. SURETY/BONDS

No proposer shall be allowed to modify, withdraw, or cancel proposal, or any part thereof for sixty (60) days after the time designated for the receipt of proposals in the Advertisement for RFP without forfeiture of Bid Bond. Guaranty of the successful proposer shall be forfeited to Genesee County not as a penalty, but as liquidated damages for the cost and expense incurred should said proposer fail to honor the prices proposed for the services requested in the RFP document or to comply with any other requirements set forth herein. Guaranties of the unsuccessful proposers will be returned after award of Contract.

The successful proposer is required to provide a janitorial bond to Genesee County in the amount of \$10,000. The successful proposer shall provide surety for performance to Genesee County prior to beginning the work of this RFP/Contract. A personal check or a company check shall not be deemed a valid proposal guaranty.

4. CAPABILITIES OF PROPOSER AND STAFF

In order to qualify for contract award, a proposer shall have the capability in all respects to perform the contract and the integrity and reliability which will assure good faith performance. The firm must have all the necessary equipment, organizational capacity and technical competence necessary to complete the services defined herein.

The Proposer should state in their RFP their qualifications as a professional janitorial firm which should include, but not be limited to:

- A. The proposer shall be financially stable and have the financial wherewithal to carry out the requirements of this solicitation. Include balance sheets and income statements showing proof of a positive balance sheet and profitable business operations for two (2) of the last four (4) years. Proposers must demonstrate they have been in business providing similar service for at least the last four (4) years.
- B. List current cleaning contracts being performed by the Proposer.
- C. The Proposer shall include in their proposal, responsibilities and relevant experience of the person(s) who will be actively engaged in the janitorial service at Genesee County, the length of time employees who will execute the service have been employed by the service, and any special qualifications those employees might have.
- D. The Proposer shall be familiar with the area in which the services are to be provided.
- E. The Proposer shall submit with their proposal a summary of work completed with higher education institutions, government agencies or private industry which

addresses such factors as control of costs, quality of work and ability to meet schedules.

- F. List Key Members of proposed maintenance team, including supervisor(s) and provide a brief resume of employees who will furnish professional and technical support expertise on this contract. This should include, but not be limited to the following;
- 1) Their functions in the company.
 - 2) Their title and number of years of service with the company
 - 3) Their years of experience in the maintenance of comparably complex facilities and systems.
 - 4) List all individual members of your team that have provided janitorial service to comparable governmental facilities.
- G. Evidence of providing required training for supervisors and cleaning workers in safety, basic and green building cleaning procedures required to perform work for this contract. Provide a copy of the safety-training program.

If a proposer does not convince Genesee County that it possesses the above qualifications with the proposal (response), Genesee County shall not consider its proposal for contract award.

5. DETAILED WORK PLAN

The proposal must include a detailed work plan and schedule demonstrating how all specifications of this proposal will be met. A general statement is not acceptable. The plan must also outline how the daily, weekly, monthly, quarterly, bi-annual, and annual specifications will be met within the time frames indicated.

The detailed plan for providing the required level of cleanliness and staff supervision should include, but is not limited to the following information:

- 1) Describe how you intend to maintain quality standards. Discuss adequacy of service hours proposed to meet the quality specifications described in the RFP. Discuss any exceptions you suggest to Specifications and Requirements.
- 2) Describe how you propose to meet minimum work tasks and interface with normal building activities.
- 3) Describe how you will maintain public areas, specifically maintaining floor surfaces.
- 4) Describe the activities that can most easily be implemented to maximize opportunities to promote green building cleaning practices.
- 5) Describe how you will schedule basic janitorial service for facilities while coordinating with periodic project and annual work tasks.
- 6) Describe and present an example of your reporting system used to compare actual performance to your schedule for regular service.
- 7) Describe your capabilities to respond to emergency or other special cleaning services.
- 8) Describe how the firm will manage the project and organize the work.
- 9) Describe crew organization to perform basic and project work.

6. DETAILED LIST OF SUPPLIES AND EQUIPMENT

Submission of a complete detailed list of

- all cleaning chemicals,

- supplies and
- equipment

(including brand names and product numbers) that will be used to fulfill this contract must accompany the Proposal. Failure to complete this list may be a basis for rejection of the Proposal. The County may require samples of the products offered. No supplies shall be used that Genesee County or the manufacturer of the product determines harmful to the surfaces to which applied or to any other part of the buildings, their occupants, contents, or equipment. ****NOTE: Genesee County will supply successful proposer with all hand towels, toilet tissue, and hand soap for refilling restrooms only.**

Genesee County reserves the right to accept or reject any or all of the products offered. An acceptable substitute must be immediately furnished for any rejected item.

The successful contractor(s) will be required to submit to the Building and Grounds Department, Safety Data Sheets (SDS) for all materials used in Genesee County buildings. All products used shall conform to the various regulatory agencies including the Environmental Protection Agency, Michigan Water Resources Commission, and the governing bodies in the City of Flint for disposal of waste materials.

7. SUBCONTRACTORS

The names and addresses of any subcontractor or associate proposed to complete any of the services shall be stated in the proposal response. State the capacity they would be used in, the proposer's relationship with that firm and the specific services and/or products that the subcontractor will be providing on the project along with the approximate percentage of total services.

If subcontractors are used, Genesee County will consider the successful proposing vendor to be the Prime Contractor and to be solely responsible in all contractual matters, including payment of any and all charges resulting from such subcontractor arrangements. A complete list of subcontractors is required. The County reserves the right to approve all sub-contractors of the proposer at any time.

8. ABILITY TO PERFORM/REFERENCES

Genesee County reserves the right to obtain information regarding the ability of any vendor to perform and contact references. Such information shall be taken into consideration in evaluating proposals. For the purpose of this RFP, proposers shall provide, at a minimum, five (5) references preferably other public sector facilities by completing the attached reference page. The references should be current and can speak to the proposer's performance on projects similar in nature and scope to those contained in this RFP. The County reserves the right to make a site visit to verify ability to comply. At least one reference must be experience with cleaning health care facilities if a cost is included for the McCree South and/or the Burton Health Center.

List all projects, including project (RFP) number, with Genesee County during the past four (4) years, completed or active.

9. PROPOSED PAYMENT SCHEDULE

All proposers shall include with the proposal a proposed payment schedule for the payment of all costs, as detailed in the proposal submitted. The three Park buildings will be billed separate from the County's bill.

EVALUATION CRITERIA

It is the intent of Genesee County to conduct a comprehensive, fair and impartial evaluation of all proposals received. The evaluation and selection of proposals shall be in accordance with the criteria stated below and shall be based on the information called for in this RFP and in best and final offers (if requested). Proposals shall be reviewed by a selection committee. Each criterion will be scored based upon the points indicated. Award can be made without request of additional information from proposers; therefore, proposers are cautioned that proposals should be submitted initially on the most favorable terms, from both a technical and cost standpoint. The County shall be the sole judge of its own best interests, the proposals, and the resulting agreement. Award will be made to the proposal which presents the best value to the County based on the entire evaluation process and all the information gathered.

The following criteria will be used in the evaluation of the proposals:

1. Qualifications and Experience of Janitorial Firm (10 Points)
 - a. Basic company information as completed on Contractor's Questionnaire.
 - b. Facilities served by firm in Genesee County area during last (4) years.
 - c. Any special systems/equipment used to promote efficiency.
 - d. Experience on projects of similar nature, scope, and duration along with evidence of satisfactory completion of previous contracts.
 - e. Experience with providing services in an efficient and cost-effective manner.
 - f. Experience with green building cleaning standards during the past four (4) years.
 - g. Financial stability and basis of billing and payment terms.
2. Experience of key personnel relevant to providing timely, high quality janitorial service to multiple facilities. (10 Points)
 - a. Evidence of providing required training for supervisors and cleaning workers.
 - b. Responsibilities and relevant experience of the person(s) who will be actively engaged in the janitorial service at Genesee County.
3. Understanding of the Project, suitability of the Work and Management Plan. (20 Points)
 - a. Approach to meeting minimum work tasks and interface with normal building activities and maintaining public areas.
 - b. Schedule of basic janitorial service for facilities while coordinating with periodic project and annual work tasks.
 - c. Capabilities to respond to emergency or other special cleaning services.
 - d. Crew organization to perform basic and project work.
 - e. Activities to be implemented to maximize opportunities to promote green building cleaning practices.
4. Acceptability of supplies, materials and equipment proposed (10 points)
 - a. Appropriateness of cleaning chemicals for the proposed use.

- b. Use of green or sustainable products will be considered.
- 5. Quality control program including (25 points)
 - a. Startup orientation program to bring facilities into compliance with quality standards.
 - b. Maintenance of quality standards, specifically providing high quality floor surfaces.
 - c. Inspection procedures including any technical aids used to monitor performance standards
 - d. Maintenance of all required equipment in quality working condition
- 6. Unique Qualifications (a total of 10 points awarded to items 6, 7 and 8 combined)
 - a. Describe any other abilities, skills or qualities that would make your firm the best contractor for this project.
- 7. References (a total of 10 points awarded to items 6, 7 and 8 combined)
 - a. including past performance with the county
- 8. Responsiveness of Proposal (a total of 10 points awarded to items 6, 7 and 8 combined)
- 9. Cost (15 points)
 - a. Total points awarded for price will be determined by applying the following formula: $\text{Lowest Proposed Price/Proposer's Price} \times 15 \text{ Points Possible} = \text{Price Score}$. Genesee County reserves the right not to be limited to the lowest cost proposal.

CONTRACT COMPLIANCE

1. INSPECTION AND REMEDIES

The responsibility for inspection of conformance to these specifications rests with Genesee County. Any deficiencies found will be documented and become part of the Contractor's permanent performance record for use in any future offerings with Genesee County.

The Contractor will immediately be notified of any deficiencies found. The County may correct daily deficiencies as noted below. The Contractor will be given 24 hours to correct the activities labeled as weekly or monthly and 48 hours to correct activities labeled as quarterly or bi-annually.

Should the Contractor fail to correct these deficiencies within the time stated, he/she shall be considered in default of the contract. Genesee County may take one or all of the following actions:

- a. For daily deficiencies, correction may be made by Genesee County personnel and deduction for the actual cost to the County will be made from the Contractor's monthly invoice.
- b. For activities labeled as weekly, monthly, quarterly, or bi-annual, correction may be made either by Genesee County personnel or by procuring services from other sources and holding the Contractor responsible for all costs incurred.
- c. Terminate contract.

2. LENGTH OF CONTRACT

Contract shall be effective for a period of three (3) years, commencing on September 1, 2016 through August 31, 2019, with the option of two (2) one (1) year renewals upon mutual agreement between Genesee County and the Contractor.

Genesee County will provide direction to the Contractor through a Contract Administrator to be identified at the time of award. The Contract Administrator will submit in writing to the Contractor the names of GENESEE COUNTY personnel that will have authority to make changes or additions to the contracted items. Changes or additions made by anyone other than GENESEE COUNTY authorized personnel will not be accepted or paid for by GENESEE COUNTY.

3. PROPOSAL ACCEPTANCE/CONTRACT AWARD

The proposal of the successful proposer will be formally accepted via approval of the Genesee County Board of Commissioners and the standard professional services contract issued. The successful proposer must submit the appropriate insurance forms within five (5) business days from the issuance of a Notice of Intent.

SCOPE OF WORK

In combination with the mandatory pre-proposal meeting and site visit this RFP provides prospective proposers with information to enable them to prepare and submit proposals for consideration by Genesee County for the provision of Janitorial Services at the Administration Building, McCree South, Burton Health Center, Genesee County Courthouse, Genesee County Jail, Parks offices, and other Genesee County Buildings as specified.

1. WORK INCLUDED

The ultimate responsibility of the Contractor is to provide facilities that are uniformly clean, hygienic, orderly, and attractive, which will reflect favorably upon the County, the Court system, and the Contractor. Variances in user traffic, building renovation work, weather conditions and other uncontrollable and unpredictable factors will determine the actual frequency requirements necessary to maintain County standards.

Daytime custodial staff shall be required to perform other related duties as directed by the Contract Administrator or his designee. Some of these duties are described herein and include posting of temporary signs, and temporary cleaning duties at other, nearby locations.

2. GREEN CLEANING PRACTICES

The County prefers that green/sustainable cleaning practices are followed in providing janitorial services to all county facilities by utilizing low-emitting materials, recycled content materials/supplies where possible and environmentally friendly maintenance practices that are implemented through the adoption of training programs for custodial supervisors and staff. These initiatives are intended to reduce the amount of volatile organic compounds (VOC) used in cleaning while also eliminating many of the indoor airborne particulates, which may adversely impact indoor air quality. Conservation of water and energy is essential.

- Chemicals: Use efficiently to limit waste and exposure, follow green chemistry principle to eliminate the hazard in support of the Hippocratic protocol, “first, do no harm.”
- Prevent Solid waste: Avoid “single-use” container dispensing systems, use an accurate chemical management system
- Entryways: Criteria for walk-off matting and frequent cleaning of mats
- Floor care: Follow specifics for routine and restorative maintenance of floors and carpet
- Disinfection: Use EPA-registered disinfectants only where needed and as directed
- Restrooms: Clean and disinfect; do not mingle equipment with other areas
- Dining areas and break rooms: Clean and sanitize surfaces daily

Intent/Requirements: Reduce the amount of harmful chemicals used in the maintenance operations of county facilities. The intent is that only nontoxic cleaning supplies are used in the regular maintenance of the building. Nontoxic is defined as having a zero Health Hazard rating on the product’s Safety Data Sheet (SDS). Toxicity of the product is located in Section 2: Hazard(s) Identification and Section 11: Toxicological Information.

Janitorial products: Proposer must identify nontoxic cleaning materials that comply with the objective of providing sustainable cleaning supplies for use in meeting the specifications of this agreement. Proposal shall include a list of the planned cleaning chemicals and supplies to be used in providing the required janitorial service to the facilities. Include the SDS for each product highlighting the required compliance sections.

Recycled Content: Proposer is requested to use supplies with a recycled content of post-consumer or post-industrial recycled content which constitutes 25% of total product.

Cleaning Procedures: In the implementation of this contract the contractor will develop and implement procedures to avoid exposure of building occupants to potentially hazardous chemicals that adversely impact air quality. Proposer shall minimize cross-contamination of regularly occupied areas by chemical pollutants. In accordance with specifications, regularly maintain permanent entryway systems (grills, grates, walk off mats etc.) to capture dirt, particulates, etc. from entering the building at all high volume entryways. Genesee County maintains a contract for the entrance mats; the successful proposer is responsible for the daily cleaning of the mats. Where chemical use occurs (including housekeeping storage areas) maintain practices to ensure that chemical contaminates are adequately dispersed without entering occupied areas. Ensure that drains plumbed for appropriate disposal of liquid waste are used where water and chemical concentrate mixing or disposal occurs to provide environmentally appropriate disposal of liquid waste. When performing maintenance cleaning, custodians should use as little cleaning product as possible to effectively clean the area. When using deep-cleaning products, custodians should carefully apply a minimal amount of the product and allow time for the product to work rather than applying additional product.

Submission of a complete detailed list of all cleaning chemicals, supplies and equipment (including brand names and product numbers) that will be used to fulfill this contract must accompany the Proposal. Failure to complete this list may be a basis for rejection of the Proposal. The County may require samples of the products offered. No supplies shall be used that Genesee County or the manufacturer of the product determines harmful to the surfaces to which applied or to any other part of the buildings, their occupants, contents, or equipment. ****NOTE: Genesee County will supply successful proposer with all hand towels, toilet tissue, and hand soap for refilling restrooms only.**

Genesee County reserves the right to accept or reject any or all of the products offered. An acceptable substitute must be immediately furnished for any rejected item.

The successful contractor(s) will be required to submit to the Building and Grounds Department, "Safety Data Sheets" for all materials used in Genesee County buildings. The successful contractor(s) will be required to submit to Parks department for all materials used at the Parks facilities. All products used shall conform to the various regulatory agencies including the Environmental Protection Agency, Michigan Water Resources Commission, and the governing bodies in the City of Flint for disposal of waste materials.

3. BILLING

The contractor shall submit an invoice, in a form that is acceptable to the County, at the close of each calendar month to:

Genesee County Building and Grounds Department
1101 Beach Street, Room G-29
Flint, Michigan 48502

Monthly payments will be issued from a Genesee County Purchase Order.

Parks facilities are invoiced separately at the close of each calendar month and the invoice submitted to:

Genesee County Parks
Attn: Matt Armentrout
5045 E. Stanley Road
Flint, MI 48506

4. HOURS

Work hours of contractor(s) servicing this contract shall be between the hours of 5:00 p.m. and 8:00 a.m. with the exception of the day persons assigned to specific buildings. Day person's hours shall be from 8:00 a.m. to 5:00 p.m.

5. SECURITY

All matters of security are under the jurisdiction of Detective Bureau, Genesee County Sheriff's Office. All requirements (both cleaning and security) provided herein are subject to change without notice as directed by the Office of Genesee County Sheriff. The Park facilities are under the jurisdiction of the Park Ranger Division for security and background checks for staff on site at Park facilities.

- A) Daytime Housekeeping
Personnel entering the Courts during the day will pass through a security checkpoint and are subject to physical search by Court Security. Once in the facility, personnel are not permitted to exit unless under the direct supervision of Court Security or they must return through the security checkpoint. It is likely that some or all of the cleaning routine will vary day-to-day depending on court activity. Court Administration or a designee will direct the cleaning supervisor on exceptions to the daily cleaning schedule.
- B) Housekeeping at Night
The Contractor shall keep all suite and exterior doors closed during performance of work. The Contractor shall not allow anyone (including County or court employees) into the building or office suites when doors are locked. Contract employees must not accept delivery of packages nor bring packages into the building other than those containing their personal items. Violation may result in termination of the Contract.
- C) Criminal Background Check (Mandatory)
Detective Bureau will conduct a thorough criminal background check at the start of this Contract or upon employment of all Contractor employees assigned to the Genesee County Buildings. The Park Ranger Division will perform background checks for all employees in Park buildings. All employees of the Contractor will be required to complete a Release of Information sheet see Attachment #2. Detective Bureau shall be the sole determiner of the suitability of potential Contract employees to work in Genesee County Buildings. The Contractor is responsible for notifying the Contract Administrator of all new employees 10 days prior to being on site, and should expect that it will take up to two (2) business days to conduct a criminal background check. The Contractor should have sufficient personnel approved by the Detective Bureau so that absences can be covered. Criminal background checks will be done at no cost to the Contractor. These background checks are to include any supervisor(s), substitute workers and/or project cleaning personnel that may visit these facilities. This background check can include a fingerprint and two (2) photo identifications along with proof of authorization to work. The Contractor shall inform the Contract Administrator, of any criminal convictions of any type for Contract personnel within five (5) days of obtaining the information.
- D) Drug and Alcohol Testing (Optional Requirement)
Should the County or Detective Bureau deem it necessary, the Contractor will be required to have some or all employees assigned to Genesee County Buildings tested for the use of illegal drugs or reporting to work under the influence of alcohol. Any Contract employee using illegal drugs or working while impaired by alcohol will be permanently barred from working at Genesee County Buildings. Should testing be required, the County will reimburse the Contractor for the actual cost of the test and will allow up to one (1) hour of paid leave to have the test performed. Drug testing must be done at a certified laboratory. Detective Bureau may perform testing for alcohol consumption or refer the Contract employee to a laboratory or another law enforcement entity for testing.

E) Key Deposit

The Contractor shall be responsible for any lost keys, card keys and any inherent damages (i.e., re-keying of whole facility). This cost shall be withheld from payment(s). The decision to re-key the whole facility is solely that of the County. Upon completion of Contract, final payment shall be withheld until all issued keys are returned to the County Contract Administrator or authorized representative.

6. EMPLOYEES

The contractor must demonstrate the ability to provide trustworthy, reliable employees and shall make a good faith effort to retain the same employees on the same schedule in the same area for as long as possible. If a change of staff is to occur, GENESEE COUNTY shall be notified prior to the change when possible or as quickly as possible thereafter.

In addition, staff shall have the ability to:

- Read, write, speak, and understand the English language.
- Have the necessary public relations skills to deal with employees and customers in a professional, courteous, businesslike manner.
- Understand written and oral rules and regulations and apply them in a tactful and non-confrontational manner.
- Maintain poise and self-control under stress.

The Contractor's employees shall be neat and clean in appearance and shall wear a uniform or other identification that clearly identifies them as an employee of the Contractor. The contractor shall make every effort to furnish people of neat appearance and good moral character. The County reserves the right to require the replacement of any employee whose deeds or conduct is detrimental to the County.

The contractor shall subscribe and adhere to all applicable provisions to the Fair Employment Practices Act. Contractor shall submit a verifiable statement of the hours worked by each employee. These statements must be submitted to the Genesee County Building and Grounds Department on Monday for the previous work week and will be the criteria used to determine the contractor's compliance with the labor hour portion of the submitted work plan.

Because of the nature of the business activities of some of the building occupants, it may be necessary for Genesee County to summarily request that certain contractor employees be either restricted in access to certain areas, or even denied access to the whole building. The contractor shall be obligated to honor such requests.

The contractor's employees shall not utilize any County telephones, office equipment, furnishings, or supplies, with the exception of hand towels, toilet tissue, and hand soap for refilling restrooms only. Each of the contractor's employees will be required to sign a form, provided by the County, stating that he/she has read and understands this statement. See Attachment # 3.

Contractor employees shall eat and smoke in assigned areas only.

Due to the nature of business conducted at Genesee County, day employees shall use freight elevators for transportation of all cleaning equipment.

7. SUPERVISION

The successful Contractor shall be responsible for all coordination, and supervision of personnel associated with the janitorial service at GENESEE COUNTY facilities. These activities include, but may not be limited to, the following:

- A. Recruit, screen, and train personnel.
- B. Provide a Project Manager who shall be responsible for the performance of the contract and remain the Contractor's contact person for the duration of the contract. The Project Manager shall establish a routine for communications with GENESEE COUNTY'S Contract Administrator(s) to provide a prompt and timely response to any concerns or problems that may arise. Time and frequency of direct meetings may vary as determined by the Contract Administrator(s). The Project Manager shall contact the Contract Administrator(s) to review overall performance, receive special instructions regarding cleaning items, or discuss other pertinent items regarding the contract and the Contractor's performance.
- C. Provide adequate field supervision to ensure janitorial staff arrive at assigned post on time, complete all scheduled work, and provide backup as needed during all required hours. A detailed plan for providing supervision must be included with proposal.
- D. Development of an internal monitoring system that will be used to ensure service quality that shall include regularly scheduled written inspections with a copy to the Contract Administrator. Contract Administrator may choose to inspect with the Contractor.
- E. Evaluating staff performance.

8. QUALITY CONTROL

The Contractor shall establish a quality control program to assure the requirements of the contract are provided as specified. The Contractor's basic quality control program should be provided to the Contract Administrator when requested. An updated copy must be provided to the Contract Administrator as changes occur. The program should include, but not be limited to the following:

- A. The successful contractor(s) will be required to submit monthly work plans, in a form approved by the County, to the Building and Grounds Department for contract compliance purposes. Monthly work may reflect weekly plans and must be submitted no later than the 20th of the month prior to scheduled work. Both plans must include the task or service to be done and the completion date.
- B. A method of identifying deficiencies in the quality of services performed before the level of performance is unacceptable.
- C. A plan in place to periodically conduct field audits of all personnel to maintain quality standards.
- D. An inspection system covering all the services required in this document must be provided. Contractors' inspection system personnel will coordinate on a daily basis with designated site administrator.
- E. Maintain a working e-mail address at all times during the contract period. The Contract Administrator will generally communicate daily work requests or daily deficiency reports to the Contractor via e-mail.

- F. Performance and timely response to emergency service calls shall be recorded by contractor and carefully monitored by county.

9. EMPLOYEE SAFETY TRAINING AND PRACTICES

- A. Contractors, at their own expense, shall provide each of their employees who will be working on the job site, with the training needed to safely and competently perform the services required by this contract, including compliance with Green Cleaning Practices.
- B. The Contractor must be familiar with all applicable Federal, State, County, City and Local Laws, Regulations or Codes and be governed accordingly as they apply to this service and must be aware of the safety standards concerning materials used. The Contractor shall develop and implement procedures to ensure its employees use chemicals in accordance with the instructions of the chemical manufacturers. Contractor shall provide to the Contract Administrator Safety Data Sheets (SDS) for chemicals and cleaning products used.
- C. Contractor employees shall be trained in accident prevention and provide barricades necessary to protect persons or property against injury or damage, and at all times, be responsible for any such damage or injury that occurs as a result of their fault or negligence.
- D. Some tasks may require working with potentially hazardous materials. The contractor shall be obligated to ensure employees are trained and medically cleared for such work. The contractor shall also be required to assess the need for, and provide their employees personal protective equipment (PPE) as required.
- E. Tasks may include exposure to blood borne pathogens. The contractor is obligated to ensure employees are trained for such work. The county's Blood borne Exposure Control Plan is available upon request.
- F. Proposers should provide a copy of their safety-training program with their proposal; this must be provided prior to award.
- G. The Contractor will keep a record of all training for each employee. The record shall show, as a minimum, the employee's name, and date of employment, date and type of training for each class attended. A transcript of the training records will be made available to the County on request.
- H. All generally accepted and government required safety practices shall be followed.

10. MECHANICAL OR OTHER EQUIPMENT AND SUPPLIES

CONTRACTOR'S RESPONSIBILITY

- A. Furnish all supplies, materials, and equipment necessary for the proper performance of the janitorial service. Supplies and materials include, but are not limited to, brooms, brushes, dust cloths, wet and dry mops, sponges, squeegees, porcelain ware cleaner, liquid and powder detergents, disinfectants, glass cleaner, floor polish, waxes, stripper, metal and furniture polish, and any other compounds necessary to properly maintain the premises. Where necessary, the contractor shall supply plastic bags and liners for wastebaskets. As a minimum, these supplies and materials shall be of a quality to conform to applicable federal specifications. The Contractor shall not use any material or supplies that the Contract Administrator(s) determines would be unsuitable for the purpose, or

- offensive or harmful to any part of the facility, its contents, equipment, employees, or patrons.
- B. All chemicals brought on-site shall be purchased by the contractor and stocked in closets in their original containers. The chemicals shall remain in their containers until diluted or mixed for use. All solution bottles and spray bottles shall be in safety containers, which are safe for handling and their intended use. All containers must be properly labeled by the manufacturer or have a photocopy of the label from the chemical container affixed to the container.
 - C. Provide all necessary cleaning equipment including, but not limited to, buffing machines, industrial type vacuum cleaners, carpet extractors, etc., needed for the performance of the work of this contract. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the Contract Administrator(s), which shall not be unreasonably withheld. Equipment deemed by the Contract Administrator(s) to be of improper type or design or inadequate for the purpose intended shall be replaced by the Contractor.
 - D. Provide to the Contract Administrator(s) and post in janitorial closets Safety Data Sheets (SDS) for all chemicals used or stored in the buildings.
 - E. Provide hazardous chemical communications training to Contractor's personnel.
 - F. Break down of any cardboard boxes generated by supplies, materials, or equipment used by the Contractor as well as GENESEE COUNTY supplied consumables and place in the dumpster area for recycling.
 - G. Report vandalism and/or damage of GENESEE COUNTY'S property to the Contract Administrator(s) immediately upon discovery.
 - H. Keep all equipment and tools in proper repair. Any damage caused to the building or furnishings in the building occasioned by the contractor's failure to keep said equipment in proper repair, or damage resulting from carelessness or improper use of said equipment, shall be the responsibility of the contractor. Genesee County may repair said damage and back charge the contractor that amount. Any equipment found to be defective must be removed from the premises by the contractor.
 - I. Identify all non-expendable items through stenciling or other means that are of a permanent nature.
 - J. Contractor is solely responsible for all contractor owned items stored on the premises.

GENESEE COUNTY RESPONSIBILITY

- A. Furnish electrical power at existing power outlets for the Contractor's use to operate equipment as is necessary in the conduct of the required work. Hot and cold water will also be made available as necessary for that purpose.
- B. Supply all consumable supplies for restrooms to include hand soaps, paper towel, and toilet tissue.
- C. Provide storage for the contractor to store any necessary supplies, materials, and equipment.
- D. Establish time and frequency of direct meetings with the Contractor's Project Manager.
- E. Schedule inspections with the Contractor's Project Manager. Quality service and strict adherence to the contract will be expected from the Contractor

11. HOLIDAY SCHEDULE

The following schedule indicates the holidays observed by the respective occupants of the buildings, excepting the Genesee County Jail which is open 365 day per year (366 on leap years). The contractor will not be required to provide cleaning services on the days the respective areas are closed for holidays or other days designated by the County's Contract Administrator.

The Building and Grounds Department can supply the contractor with a list of actual dates these holidays are observed.

GENESEE COUNTY BUILDINGS AND PARKS BUILDINGS

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
Lincoln's Birthday	Thanksgiving Day
President's Day	Friday after Thanksgiving Day
Good Friday	Christmas Eve Day
Memorial Day	Christmas Day
Independence Day	New Year's Eve Day

STATE OF MICHIGAN (Haley building)

New Year's Day	Thanksgiving Day
Martin Luther King Day	Friday after Thanksgiving Day
President's Day (3rd Monday/February)	Christmas Eve Day
Memorial Day	Christmas Day
Independence Day	New Year's Eve Day
Labor Day	
Veteran's Day	

GENERAL SPECIFICATIONS AND REQUIREMENTS

1. COMPLIANCE WITH PERFORMANCE STANDARDS

The Contractor shall be required to clean each facility subject to this contract to a neat and clean condition satisfactory to the County and in accordance with the specifications and frequencies set forth in the agreement. The Contract Administrator at each location will monitor the Contractor's performance.

All questions concerning the quality or acceptability of materials used, the work performed, the manner of performance, and progress meeting the requirements of the contract should be taken to the Contract Administrator at each location.

2. SPECIFICATION DEFINITIONS

The following definitions of words or phrases, which are used in the Job Specifications section of this document, define the acceptable minimum standard required for work under this contract.

- A. Daily Service - Service or tasks that are, without exception, to be performed each working day, Monday through Friday, except Holidays as specified in "Holiday Schedule".
- B. Weekly Service - Service or tasks that are to be completed on a weekly basis.

- C. Monthly Service - Service or tasks that are to be completed in their entirety each month.
- D. Quarterly Service - Service or tasks that are to be completed in their entirety every three (3) months.
- E. Bi-Annual Service - Service or tasks that are to be completed in their entirety every six (6) months.
- F. Wet Mopping and Scrubbing – At the stated frequencies, hard floors shall be Wet Mopped or Scrubbed as follows:
 - a. The floors shall be properly prepared to remove all loose dirt and debris, wads of gum, tar, and other foreign substances.
 - b. Upon completion of wet mopping or scrubbing, the floor shall be clean, free of dirt, stains, spills, mars, mop marks, and properly rinsed and dry mopped to present a clean appearance.
 - c. All surfaces shall be dry. All corners, cracks, and splice joints shall be clean. Base shoe, walls, furniture, doors, etc., shall be wiped to remove any streaks or splashes.
- G. Stripping and Sealing – At the stated frequencies, hard floors shall be Stripped and Sealed as follows:
 - a. Clear the floor area as necessary.
 - b. Thoroughly clean the floor by Wet Mopping and Scrubbing.
 - c. Strip the existing sealer from the floor and thoroughly rinse and neutralize the floor according to stripper and sealer manufacturer’s recommendations.
 - d. Apply a uniform coat of sealer according to manufacturer’s recommendations.
 - e. Replace all furniture and equipment items previously removed.
- H. Wet Mopping and Buffing -
 - a. At the stated frequencies, floor shall be wet mopped and buffed between regular waxing operations. The floor shall be properly swept free of all loose dirt prior to mopping.
 - b. Fresh water, to which an odorless detergent or cleaning agent has been added, shall be used with a sponge-type or string-type mop to remove all dirt and marks. (A Quaternary disinfectant shall also be added to the water for cleaning the restroom floor.) Upon completion of wet mopping, the floor shall be clean and free of dirt, dust, grit, marks, water streaks, mop marks and properly rinsed, and dry mopped to present a clean appearance.
 - c. All surfaces shall be dry with corners, cracks, and splice joints clean after wet mopping.
 - d. The floor area will be machine buffed to restore the gloss to the floor. Spot wax as necessary to restore floor to clean, bright appearance. Do not allow wax buildup at edges or corners and blend spot wax into existing wax leaving no demarcation line between the two.
- I. Rugs, Carpets and Upholstery -
 - a. A properly vacuumed carpet shall be free of all dirt, dust, grit, lint, dust balls, and debris. Areas that cannot be reached by vacuums, shall be

broom cleaned prior to vacuuming. All spots or stains shall be removed by spot cleaning methods. The machine used to vacuum shall have adequate suction to lift dirt, grit and debris from the base of the carpet nap (3.5 amps or greater). It shall also function in a manner to completely contain all material vacuumed from the carpet without discharging dust or other materials into the air. All stains shall be removed immediately with a carpet cleaning solution in such a manner as to not leave rings or discoloration.

b. Soft upholstery shall be free of all lint, dust, and other debris. Fabric or nap shall not be damaged by cleaning procedure.

J. Dusting -

a. Dusting residue shall not be moved from spot to spot but removed directly from the area in which it lies by the most effective means appropriate; treated dusting cloths or vacuum tools.

b. A properly dusted surface shall be free of all dirt and dust, dust streaks, lint and cobwebs. There shall be no dust streaks remaining on any surface, including corners, ledges, shelves, molding, etc.

c. There shall be no oils, spots, smudges or residue from dusting aids on dusted surfaces.

d. Dusting shall be completed before vacuuming, sweeping, and dust mopping.

K. Damp Wiping -

This task consists of using a clean, damp cloth or sponge to remove all dirt spots, streaks from walls, glass or other specified surfaces, and then drying to provide a polished appearance.

L. Furniture Upkeep -

a. Desks, files, tables, cabinets, etc., shall be kept free of fingerprints, stains, smudges, etc. Chair and table legs and edgings shall be cleaned free of marks and polished to a bright appearance.

b. Water fountains shall be disinfected; the chrome, stainless steel and cabinets polished to a clean, bright appearance.

M. Glass Cleaning -

Properly cleaned glass/mirror surface shall be free of streaks, film, deposits, debris and stains and shall have a uniformly bright appearance.

Bullet resistant glass must be cleaned with an approved cleaning product and lint-free cloth.

N. Sinks -

Fixtures and their hardware, when properly cleaned, shall be free of all deposits, stains, streaks, film, odor, debris, and germs.

O. Vaults -

Including certain other areas are of limited access and entry for cleaning purposes will be defined by the contract administrator as to cleaning practices and times. Other areas, as circumstances dictate, may be excluded on either a permanent or temporary basis as confidentiality dictates.

3. PERFORMANCE STANDARDS

Specific tasks and the frequency of their performance are stated in the Job Specifications. These are minimum requirements. Due to conditions found at particular locations, the Contractor may need to increase the frequency of the tasks in order to keep the facilities neat and clean in accordance with the performance standards stated herein. Any increase in the routine tasks shall be at no additional cost to the County. The Contract Administrator will use the following minimum quality standards to evaluate the performance of the Contractor:

- A. Absence of all dust, lint, spider webs, etc. on horizontal and vertical surfaces, floors, walls, ledges, upholstered furniture, systems furniture, equipment, fixtures and surfaces up to and including the ceiling, that are visible from the floor surface below or adjacent floor levels, balconies, stairs, etc. This includes exposed surface of lights, grills, light fixtures, pipe, sprinkler system, cables, ledges, walls and ceiling vents.
- B. Absence of finger marks, spots and/or soil build-up on walls, partitions, doors, windows, dividers, etc.
- C. All urinals, toilets, lavatories must be maintained in a clean and sanitary condition free of all stains, streaks, soil or other residue or latent odor, do not mingle cleaning equipment with other areas
- D. Absence of all bacteria growth and spore formations on surfaces and water fountains.
- E. Absence of litter and/or trash in stairwells, offices, rest rooms and other public areas.
- F. Absence of graffiti, marks, streaks, spots, stains from all mirrors, stainless steel, chrome, brass and other bright metal surfaces where appropriate. All work shall be polished to a dry sheen.
- G. Floor drains shall be maintained at all times with a germicidal solution to fill the drain trap and prevent the escape of sewer gas.
- H. Absence of chewing gum from floors, carpet, sidewalks or any other surfaces.
- I. The reflectance and protective finish on smooth, hard surfaced, wood, terrazzo, tile and resilient floors shall be a uniform gloss without streaks, swirls or visible scratches.
- J. Provide adequate protection against slippery floors by ensuring finishes and treatments are properly applied, maintained and free of standing water.
- K. Absence of incrustation, soil and wax build-up on floors, particularly in corners, along edges and baseboards, around door jams and around furniture and equipment legs and bases.
- L. Absence of visible soil, litter, dust, lint, debris and spots from all carpets, mats and floors.
- M. Maintain all janitorial equipment and supply storage areas in a neat condition.
- N. Absence of soil, litter, dust and incrustation in ashtrays, urns, wastebaskets, and trash containers. Ashtrays, wastebaskets and trash containers shall be washed when needed.
- O. Absence of marks, spots, stains and streaks on interior and exterior entrance doors and glass, all partition glass, and interior windows.
- P. Absence of soil and dust on window blinds, shades, sills, frames and ledges.

Q. Absence of trash in buildings. Trash shall be collected and removed to designated area which shall be maintained in a neat and tidy condition.

4. OTHER TASKS

The below tasks are to be performed on an "As-Needed Basis" with a minimum of 7 days notice from the Contract Manager and a quoted price from the contractor. The Contractor shall quote and complete these tasks prior to submitting an additional billing invoice for the month in which the work was requested.

- a. Exterior window washing.
- b. Wash interior walls and baseboards.
- c. Room carpet cleaning.

5. SPECIAL OR EMERGENCY CLEANING

When directed by the Contract Administrator by written order to clean any area required for a special occasion, or made necessary by an emergency or mishap at any of the locations listed in this RFP, the Contractor shall furnish all labor and supervision as required to fill the order.

Examples of emergency cleaning include, but are not be limited to, vomit, bowel and blood pathogen clean up within two hours of notification. These emergency services are to be done by the Day Porter (if on duty) or by Contractor's staff (if on duty). If it happens when Contractor's staff/day porter are not on duty, Genesee County staff will do preliminary cleaning with a complete cleaning done by contractor staff when they arrive on duty. Contractor's staff is not responsible for bedding and/or other linens.

Emergency responses occurring during normal service hours will be performed without incurring an additional charge if the emergency can be responded to by redeploying regular staff and equipment. If the emergency requires additional staff, the Contract Administrator may authorize a charge for additional emergency service.

In the event of a major emergency and at the sole determination of the Contract Administrator or his designee, the Contractor may be requested to assist in a cleanup operation when an additional outside contractor has been engaged by the County to provide related services.

6. INITIAL START UP CLEANING

The Contractor shall do an initial cleaning, to bring the location into contract compliance in accordance with the quality standards of these specifications. This cleaning must be performed within 30 days of the start of the contract unless a different length of time is specified in the proposal. Initial cleaning cost is to be listed as a separate cost from the monthly/annual cost in the proposal. Contract Administrator must approve the completed work.

JOB SPECIFICATIONS - ALL BUILDINGS

The following job specifications are the minimum acceptable cleaning standards required by Genesee County for all buildings included in this Request for Proposal.

Each building to have a lead person or supervisor that does at least the following:

- Insures that all workers sign in and sign out for assigned duty
- Verifies that all scheduled work has been completed
- Insures that lights are turned off after areas are cleaned (may need assistance of owner's Property Attendant) and that doors are closed and/or locked as necessary
- Notifies Property Attendant (where applicable) that the crew is leaving the building
- Completes a checklist that documents the above and notes any special work performed or unusual conditions observed
- Submits the checklist to the supervisor or owner's representative

1. **DAILY PERFORMANCE STANDARD: MONDAY THROUGH FRIDAY**

A. Room Cleaning: Office Areas, File Rooms, Libraries, and Conference Rooms

- a. Empty and put back all waste containers and wash as needed. If plastic liners are used, inspect and replace if soiled. Personal desk side recycling containers will be emptied and cleaned by Genesee County.
- b. Floors shall be swept clean with a treated dust mop. Evidence of spillage shall be damp mopped. Damp mop traffic areas soiled or spotted during the day. Remove visible debris from the floor. Where needed vacuum all carpeted foot-traffic areas and rugs.
- c. Remove trash to an area designated by the County.
- d. Clean and disinfect all drinking fountains.
- e. All wall surfaces, partitions, doors, internal windows, and window sills shall be spot cleaned.

B. Restrooms

- a. Floors shall be wet mopped and disinfected.
- b. Clean ceramic tile walls and toilet partitions.
- c. Stools, seats and urinals shall be washed inside and out with a disinfectant detergent. Seat shall be left in a raised position. Wash basins shall be cleaned and wiped free of all water marks. All mirrors, shelves, chrome fixtures and pipes shall be damp wiped and polished dry.
- d. Empty and clean all waste containers.
- e. Replenish all toilet tissue, hand towels and soap from County stock.
- f. Floor trap shall be filled daily and keep floor drain free of debris.

C. All Entrances, Lobbies, Corridors, Main Hallways, Elevators and Waiting Rooms.

- a. Floors shall be wet mopped using appropriate and effective means and buffed as appropriate for the specific floor material.
- b. Clean all entrance glass, interior and exterior, they shall appear visibly and uniformly clean. This shall include the elimination of streaks, film and cleaner residue.
- c. All displays, pictures or furniture shall be cleaned with a treated dust cloth. Vinyl furniture shall be damp wiped.
- d. Elevator floors shall be damp mopped and door tracks vacuumed free of dirt and debris.
- e. Vacuum all carpeted areas and floor rugs.

D. Stairways, Steps and Landings

- a. All stairs and landings shall be free of dust, dried soil, gum, stains, and visible debris; this includes risers and cove bases.
- b. The surfaces shall appear visibly and uniformly clean without dust streaks, lint, standing water, cleaner residue or film.

2. **WEEKLY PERFORMANCE STANDARD**

A. Room Cleaning: Office Areas, File Rooms, Libraries, and Conference Rooms

- a. Thoroughly vacuum all carpeted areas.
- b. Detergent wet mop, spot wax, and machine buff all tiled floors.
- c. Waste Containers contents removed and can liners replaced, inside and outside of the container shall be cleaned and disinfected as required. Containers shall appear visibly and uniformly clean. This shall include the elimination of streaks, food-stuff and the presence of any offensive odor emitting from the container.
- d. Departmental 65 gallon recycle bins are to be move to designated location for recycling services provider. Empty containers are to be cleaned and returned to designated departments. Recycle bins are in the Administration Building, Circuit Courthouse and the McCree Building.

B. Restrooms

- a. Stall partitions, doors, walls, sills, ledges; shall be washed with detergent not harmful to surfaces.

C. All Entrances, Lobbies, Corridors, Main Hallways, Elevators and Waiting Rooms.

- a. Clean all entry way and vestibule glass, inside and out.
- b. Floors shall be wet mopped, scrubbed, waxed and buffed as most appropriate for the specific floor material.

D. Stairways

- a. Thoroughly clean by sweeping and wet mopping all stairs and landings, and dusting ledges
- b. Damp wipe all handrails

3. **MONTHLY PERFORMANCE STANDARD**

A. Room Cleaning: Office Areas, File Rooms, Libraries, and Conference Rooms

- a. All waste containers shall be washed inside and out as needed. Recycling containers shall be cleaned by Genesee County.
- b. Damp wipe and polish all furniture and woodwork in courtrooms and offices and corridors.
- c. Wash all interior glass partitions, both sides and the interior side of all exterior windows.
- d. Damp wipe all ceiling fans.
- e. Vacuum all intakes and exhaust vents.
- f. Dust all window blinds on exterior and interior windows.
- g. Vacuum and/or brush the upholstery on chairs.
- h. Dust and clean all furniture and furnishings.

4. **QUARTERLY PERFORMANCE STANDARD**

A. All Entrances, Lobbies, Corridors, Hallways and Elevators

- a. Floors shall be stripped, sealed, waxed and buffed as most appropriate for the specific floor material.

5. BI-ANNUAL PERFORMANCE STANDARD

A. Room Cleaning: Office Areas, File Rooms, Libraries, and Conference Rooms

- a. All floors shall be stripped, sealed, waxed and buffed. All furniture shall be moved by use of furniture dollies or by carrying and the floor cleaned in its entirety. Chairs, wastebaskets and similar items shall not be stacked on desks, tables, etc., nor shall the contractor use these items in place of a stepladder.
 - i. Upon completion of work, all furniture must be returned to its original position. These requirements apply to all operations where furniture is moved.
 - ii. Any bank consisting of three each or more files, three each or more cabinets or three each or more shelving need not be moved. All other items of furniture shall be moved unless weight or physical dimensions are such that disassembly would be required.
- b. Panels of systems furniture are to be vacuumed and dusted thoroughly. Where necessary furniture is to be moved to access the full panel.

Where the task notes “As Needed” or “As Required”, this means if any visible signs of dirt, film or discoloration or if there is dust that can be detected by wiping your finger on the surface it should be cleaned.

JOB SPECIFICATIONS - INDIVIDUAL BUILDINGS

In addition to the previous job specifications outlined above for all buildings, the following specifications apply to the listed buildings:

1. GENESEE COUNTY ADMINISTRATION BUILDING

1101 Beach Street
Flint, Michigan

- a. Day time employee as required during the hours of 8:00 a.m. to 5:00 p.m. Contract administrator is able to assign other jobs as needed.

2. FLOYD J. MCCREE COURTS AND HUMAN SERVICES BUILDING (MCCREE SOUTH)

630 South Saginaw Street
Flint, Michigan

- a. Day time employees as required during the hours of 8:00 a.m. to 5:00 p.m.
- b. Cleaning of the escalators is the responsibility of the contractor awarded the first floor area.
- c. Escalators shall be cleaned in the same manner and have the same cleaning schedule as outlined for elevators.
- d. For clarification purposes, the Health Department, 2nd Floor Common Area shall include the hallway leading to the Parking Deck.

- e. Health Department 2nd floor:
 - i. Exam rooms need to be cleaned over the noon hour and again in the evening. Cleaning person should not be in exam rooms during the regular clinic hours unless requested to do so. Actual hours will be determined by the Health Center schedule of seeing clients.
 - ii. All plastic chairs in the waiting room area and all clinic rooms should be cleaned with disinfectant every night.
 - iii. Sinks and counter tops in each clinic room need to be cleaned and disinfected every night.
 - iv. The waiting room area, including floors is to be clean, see Daily Performance Standard.

3. BURTON HEALTH CENTER

G-3373 South Saginaw Street
Burton, Michigan

- a. Day time employee as required during the hours of 8:00 a.m. to 5:00 p.m. to meet Daily Performance Standard, actual hours will be determined by the Health Center schedule of seeing clients.
- b. Exam rooms need to be cleaned over the noon hour and again in the evening. Cleaning person should not be in exam rooms during the regular clinic hours unless requested.
- c. All plastic chairs in the waiting room area and all clinic rooms should be cleaned with disinfectant every night.
- d. Sinks and counter tops in each clinic room need to be cleaned and disinfected every night.
- e. The waiting room area floors are to be cleaned, see Daily Performance Standard.
- f. Employee lounge sink cleaned at night.
- g. Rugs at all entrances should be vacuumed each evening.

4. GENESEE COUNTY COURTHOUSE AND DISTRICT COURTS

900 South Saginaw Street
Flint, Michigan

- a. Judicial suites require:
 - i. Dusting of bookshelves, window sills, tables, benches and millwork as required to meet performance standards, furniture polish is not to be used damp cloth dusting is acceptable. Glass table and counter tops are to be cleaned with glass cleaner.
 - ii. Vacuuming weekly or more frequently as required to meet performance standards.
 - iii. Bathrooms cleaned as required in Daily Performance Standard.
- b. Jury rooms require:
 - i. Dusting/damp wiping window sills and tables as required to meet performance standards, furniture polish is not to be used. Glass table and counter tops are to be cleaned with glass cleaner.
 - ii. Vacuuming weekly or more frequently as required to meet performance standards.

- iii. Bathrooms cleaned as required in Daily Performance Standard.
- c. Upholstery and leather chairs shall be free of dust dirt and spots without causing damage. They shall appear visibly and uniformly clean.
- d. Porcelain and Marble floors, baseboards, cove base, tile grout, corners and thresholds shall appear visibly and uniformly clean, free of dust, soil, gum, spots, stains and other debris. This shall include the elimination of cleaner residue.
- e. Monthly deep cleaning is to be scheduled a minimum of one week in advance of cleaning day so that staff can clear surfaces and prepare areas for the thorough cleaning. These cleanings are to be scheduled with the Contract Administrator.
- f. Glass top tables and counters are to be thoroughly cleaned top and bottom/underside. A bi-annual cleaning is to be coordinated with the Building and Grounds department. Glass and tables/counter surfaces will be free of dust and soil without causing damage. They shall appear visibly and uniformly clean. This shall include the elimination of streaks, film and cleaner residue.
- g. With the written direction from the Contract Administrator, vaults and certain other areas are of limited access and entry for cleaning purposes and as circumstances dictate, may be excluded on either a permanent or temporary basis as desired by the Probate/Circuit Court Judges, Prosecutor or Clerk.
- h. Day time employee as required from the hours of 8:00 a.m. to 5:00 p.m.

5. GENESEE COUNTY JAIL

1002 South Saginaw Street
 Flint, Michigan

- a. Specific non-secure areas to be cleaned in the jail are as follows:
 - Monday through Friday each week, except holidays, Administration, Records, Locker Room, and Staff Showers.
 - Seven days each week, holidays included, Public Lobby, Public Restrooms, Detective Area, Paramedic Area, Including Restrooms
- b. Day time employee as required during the hours of 8:00 a.m. to 5:00 p.m.

6. OTHER BUILDINGS

Flushing District Court
 1415 Flushing Road
 Flushing, Michigan

Mt. Morris District Court
 820 N. Saginaw Street
 Mt. Morris, Michigan

Grand Blanc District Court
 8173 South Saginaw Street
 Grand Blanc, Michigan

Fenton District Court
 17100 Silver Parkway, Suite C,
 Fenton, Michigan

Burton District Court
 4094 Manor Drive
 Burton, Michigan

Haley Building – Adult Probation
 816 Beach Street
 Flint, Michigan

7. PARKS BUILDINGS

Genesee County Parks Administration Office Building

5045 E. Stanley Road,
Flint, MI 48506

- a. Daily (Monday – Friday) after 5 p.m.
 - i. Clean public bathrooms (men & women) off of lobby area.
 - ii. Clean staff bathrooms by kitchen (men & women) and in Ranger locker room (single occupancy).
 - iii. Empty all trash receptacles (common areas and offices).
 - iv. Vacuum all carpet areas (common areas and offices).
 - v. Dust (common areas and offices).
 - vi. Mop all tile and vinyl flooring areas (entrance, bathrooms, kitchen area & Ranger locker room)
 - vii. Clean glass on Entrance doors and side panels.
 - viii. Spot clean glass on all other doors.
- b. Quarterly:
 - i. Spot clean walls and clean spider webs (common areas and offices).
- c. Annually:
 - i. Clean Interior and exterior of all windows.
 - ii. Thoroughly clean and buff all vinyl floors to remove scuff marks
 - iii. Thoroughly clean and scrub all tile floors.
 - iv. Clean all heating/cooling vents and light fixture covers.

For-Mar Nature Preserve and Arboretum

2142 N. Genesee Road,
Burton, MI 48509

All cleaning products used in the Nature Pod MUST be “green” to protect the sensitive amphibians and frogs.

- d. 1x per week (Monday) after 5 p.m.
 - i. Clean public bathrooms (men & women) off of lobby area.
 - ii. Clean single occupancy staff bathroom.
 - iii. Empty all trash receptacles (common areas and offices).
 - iv. Vacuum all carpet areas (common areas and offices).
 - v. Dust (common areas and offices).
 - vi. Mop all tile and vinyl flooring areas (entrance, Nature pod, bathrooms, kitchen area & offices).
 - vii. Clean glass on Entrance doors and side panels.
 - viii. Spot clean glass on all other doors.
- e. Quarterly:
 - i. Spot clean walls and clean spider webs (common areas and offices).

- f. Annually:
 - i. Clean Interior and exterior of all windows.
 - ii. Thoroughly clean and buff all vinyl floors to remove scuff marks
 - iii. Thoroughly clean and scrub all tile floors.
 - iv. Clean all heating/cooling vents.

Crossroads Village

6140 Bray Road,
Flint, MI 48505

3rd Floor office suite in the Horton-Colwell Building on Main Street.

- g. 1x per week (Monday), can be done during the day since the village is closed.
 - i. Clean staff bathrooms (men & women).
 - ii. Empty all trash receptacles (common areas and offices).
 - iii. Vacuum all carpet areas (common areas and offices).
 - iv. Dust (common areas and offices).
 - v. Mop all vinyl flooring areas (bathrooms and break room area).
- h. Quarterly:
 - i. Spot clean walls and clean spider webs (common areas and offices).
- i. Annually:
 - i. Clean Interior of all windows.
 - ii. Clean all heating/cooling vents and light fixture covers.

CONTRACTOR'S QUESTIONNAIRE

Name of Contractor:

Local Address:

Principal Place of Business (if different):

Type of Business Entity (LLC, Corp. Etc.):

Primary Contact and phone number:

1. How many years has your company been in the janitorial cleaning business?
2. Number of year the firm has maintained an office in Genesee County?
3. Total number of current employees?
 - A. Average seniority?
4. How many hourly employees does your company employ?
 - A. Within the State of Michigan?
 - B. Within Genesee County?
5. How many salaried supervisory employees does your company employ?
 - A. Within the State of Michigan?
 - B. Within Genesee County?
6. Demonstrate their financial capabilities. Each firm shall submit two (2) years of financial statements for review. The financial statements are not required to be audited financial statements. An element of responsibility for purposes of disclosing the financial statements required by this RFP is that the firm act in good faith in making its disclosure.
7. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the interested firm, its parent or subsidiaries, predecessor organization(s), or any wholly-owned subsidiary during the past three (3) years. Include in the description the disposition of each such petition.
8. List all business related claims, arbitrations, administrative hearings, and lawsuits that are pending or were filed during the last three (3) years brought by or against the firm, its predecessor organization(s), or any wholly-owned subsidiary including but not limited to those claims, arbitrations, administrative hearings and lawsuits that allege negligence, error, or omission, or default, termination, suspension, failure to perform, or improper performance of an obligation of a contract or a legal duty related to a contract. The list should include all case names; case, arbitration, or hearing identification numbers; identification of the project involved in the dispute; a description of the subject matter of the dispute; and the final outcome or current status if the matter has not become final.
9. List and describe all criminal proceedings or hearings concerning business related offenses in which the interested firm, its principals, officers, predecessor organization(s), or wholly owned subsidiaries were defendants.
10. Has the interested firm, its principals, officers, or predecessor organization(s) been debarred or suspended from bidding by any government during the last five (5) years? If yes, provide details.
11. Has your company ever failed to complete any work awarded to you? If so, where and why?
12. Has your company ever been terminated from a contract? If so, where and why?

CONTRACTOR'S QUESTIONNAIRE

List five largest jobs in Genesee County*

<u>Company Name</u>	<u>Square Feet</u>	<u>Contract Dates</u> <u>Start/Finish/Renewals</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

List five largest jobs in Michigan if other than in Genesee County*

<u>Name</u>	<u>Square Feet</u>	<u>Contract Dates</u> <u>Start/Finish/Renewals</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Total number of buildings presently serviced in Genesee County _____

* Note which if any of the buildings are cleaned using Green/Sustainable janitorial products and or processes.

Company Name _____

JANITORIAL SERVICES

PROPOSAL FORM 1

	<u>BUILDING</u>	<u>AMOUNT PER MONTH</u>	<u>AMOUNT PER YEAR</u>
6.	Mt. Morris District Court 11820 N. Saginaw Street, Mt. Morris, MI @ 3,600 sq. ft.	\$ _____	\$ _____
7.	Grand Blanc District Court 8173 S. Saginaw Street, Grand Blanc, MI @ 5,500 sq. ft.	\$ _____	\$ _____
8.	Fenton District Court 17100 Silver Parkway, Suite C, Fenton, MI @ 5,000 sq. ft.	\$ _____	\$ _____
9.	Burton District Court 4094 Manor Drive, Burton, Michigan @ 5,500 sq. ft.	\$ _____	\$ _____
10.	Health Department – Burton Branch 3373 S. Saginaw Street, Burton, Michigan @ 16,000 sq. ft.	\$ _____	\$ _____
11.	Haley Building – Adult Probation 816 Beach Street, Flint, Michigan @ 18,594 sq. ft. contract does not include the work release space leased To SoM	\$ _____	\$ _____
 <u>Parks:</u>			
12.	Genesee County Parks Administration Office Building 5045 E. Stanley Road, Flint, MI 48506 @ 8,000 sq. ft.	\$ _____	\$ _____
13.	For-Mar Nature Preserve and Arboretum 2141 N. Genesee Road, Burton, MI 48509 @ 6,500 sq. ft.	\$ _____	\$ _____
14.	Crossroads Village 6140 Bray Road, Flint, MI 48505 @ 1,500 sq. ft.	\$ _____	\$ _____

Prices submitted by: _____
Company Name

JANITORIAL SERVICES

PROPOSAL FORM 2

For Start-up Cleaning Cost and Carpet Cleaning when needed during the contract

BUILDING

1. Genesee County Administration Bldg
Start-up cleaning to be completed in 30 days \$ _____
Carpet cleaning per square foot \$ _____

2. Floyd J. McCree Courts and Human Services Bldg.
 - A. Genesee County Health Department including 2nd Floor Common Area
Start-up cleaning to be completed in 30 days \$ _____
Carpet cleaning per square foot \$ _____

 - B. First Floor 67th District Court, Pre-trial Services, Prosecutors, and Common Areas
Start-up cleaning to be completed in 30 days \$ _____
Carpet cleaning per square foot \$ _____

3. Genesee County Courthouse
Start-up cleaning to be completed in 30 days \$ _____
Carpet cleaning per square foot \$ _____

4. Genesee County Jail
Start-up cleaning to be completed in 30 days \$ _____
Carpet cleaning per square foot \$ _____

5. Flushing District Court
Start-up cleaning to be completed in 30 days \$ _____
Carpet cleaning per square foot \$ _____

6. Mt. Morris District Court
Start-up cleaning to be completed in 30 days \$ _____
Carpet cleaning per square foot \$ _____

Prices submitted by: _____
Company Name

JANITORIAL SERVICES PROPOSAL FORM 2

For Start-up Cleaning Cost and Carpet Cleaning, continued

	<u>BUILDING</u>	<u>AMOUNT PER YEAR</u>
7.	Grand Blanc District Court Start-up cleaning to be completed in 30 days	\$ _____
	Carpet cleaning per square foot	\$ _____
8.	Fenton District Court Start-up cleaning to be completed in 30 days	\$ _____
	Carpet cleaning per square foot	\$ _____
9.	Burton District Court Start-up cleaning to be completed in 30 days	\$ _____
	Carpet cleaning per square foot	\$ _____
10.	Health Department – Burton Branch Start-up cleaning to be completed in 30 days	\$ _____
	Carpet cleaning per square foot	\$ _____
11.	Haley Building – Adult Probation Start-up cleaning to be completed in 30 days	\$ _____
	Carpet cleaning per square foot	\$ _____
12.	Parks inclusive of all sites Start-up cleaning to be completed in 30 days	\$ _____
	Carpet cleaning per square foot	\$ _____

Prices submitted by: _____
Company Name

REFERENCES: At least one reference must be experienced with cleaning health care facilities if a cost is included for the McCree South and/or the Burton Health Center.

Company	Contact Name
Value of Contract	Size of site in sq. ft.
Address	
Phone Number / E-mail	

Company	Contact Name
Value of Contract	Size of site in sq. ft.
Address	
Phone Number / E-mail	

Company	Contact Name
Value of Contract	Size of site in sq. ft.
Address	
Phone Number / E-mail	

Company	Contact Name
Value of Contract	Size of site in sq. ft.
Address	
Phone Number / E-mail	

Company	Contact Name
Value of Contract	Size of site in sq. ft.
Address	
Phone Number / E-mail	

SIGNATURE PAGE
GENESEE COUNTY RFP #16-085

The undersigned represents that he or she:

1. is duly authorized to make binding offers on behalf of the company,
2. has read and understands all information, terms, and conditions in the RFP,
3. has not engaged in any collusive actions with any other potential proposers for this RFP,
4. hereby offers to enter into a binding contract with Genesee County for the products and services herein offered, if selected by Genesee County within 120 days from proposal due date,
5. certify that it, its principals, and its key employees are not "Iran linked businesses," as that term is described in the Iran Economic Sanctions Act, P.A. 2012, No. 517, codified as MCL 129.311, et seq.
6. acknowledges the following addenda _____ issued as part of the RFP:

Conflict of Interest:

____ To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other County contracts, or property interest for this proposal.

____ The undersigned firm by attachment to this form, submits information which may be a potential conflict of interest due to other County contracts, or property interest for this Proposal.

Exceptions to Solicitation and/or Standard Contract: NO _____ YES _____ (include attached statement)

Name (typed): _____

Signature: _____ Title: _____

Company: _____

Federal Employee Identification Number (FEIN): _____

DUNS Number: _____

Date: _____

Contact Person of company representative for matters regarding this RFP

CONTACT NAME POSITION

E-MAIL

MAILING ADDRESS CITY STATE ZIP CODE

PHONE FAX

GENESEE COUNTY INSURANCE CHECKLIST

PROFESSIONAL SERVICES CONTRACT FOR: Janitorial Services RFP # 16-085

Coverages Required	Limits (Figures denote minimums)
<input checked="" type="checkbox"/> 1. Workers' Compensation	Statutory limits of Michigan
<input checked="" type="checkbox"/> 2. Employers' Liability	\$100,000 accident/disease \$500,000 policy limit, disease Including Premises/operations
<input checked="" type="checkbox"/> 3. General Liability	\$1,000,000 per occurrence with \$2,000,000 aggregate
<input type="checkbox"/> 4. Professional liability	\$1,000,000 per occurrence with \$2,000,000 aggregate Including errors and omissions
<input type="checkbox"/> 5. Medical Malpractice	\$200,000 per occurrence \$800,000 in aggregate
<input checked="" type="checkbox"/> 6. Products/Completed operations	\$1,000,000 per occurrence with \$2,000,000 Aggregate [If applicable]
<input checked="" type="checkbox"/> 7. Contractual liability	\$1,000,000 general aggregate (gen. agg.)
<input checked="" type="checkbox"/> 8. Automobile liability	\$1,000,000 combined single limit each accident- Owned, hired, nonowned
<input type="checkbox"/> 9. Umbrella liability/Excess Coverage	\$,000,000 BI & PD and PI
<input checked="" type="checkbox"/> 10 <u>Genesee County named as an additional insured on other than workers' compensation and via endorsement. A copy of the endorsement or evidence of blanket Additional Insured language in the policy must be included with the certificate.</u>	
<input checked="" type="checkbox"/> 11. Other insurance required: Janitorial Bond in the amount of \$10,000	
<input checked="" type="checkbox"/> 12. Best's rating: A VIII or better, or its equivalent (Retention Group Financial Statements)	
<input checked="" type="checkbox"/> 13. The certificate must state bid number and title	
<input checked="" type="checkbox"/> 14. All insurance companies must be licensed and admitted to do business in Michigan.	

Insurance Agent's Statement

I have reviewed the requirements with the bidder named below. In addition:

The above required policies carry the following deductibles:

_____ Liability policies are **occurrence** _____ **claims made** _____

Insurance Agent Signature

Bidder's Statement

I understand the insurance requirements and will comply in full if awarded the contract.

Bidder Signature

After award of a contract the contractor must provide a certificate of insurance to the Genesee County Risk Manager, 1101 Beach Street, Flint, MI 48506 and reference the RFP title and number in the certificate. Required general insurance provisions are provided in the checklist above. These are based on the contract and exposures of the work to be completed under the Contract. Modifications to this checklist may occur at any time prior to signing of the contract. Any changes will require approval by the Prospective Contractor, the department and County Risk Manager. To the degree possible, all changes will be made as soon as feasible. REVISED 04/08/2010

ATTACHMENT 1 – PROFESSIONAL SERVICES CONTRACT

After the award is made to the successful proposer, the County and the successful proposer will negotiate a final contract that substantially conforms to this Standard Proposed Contract. Any exceptions to the terms and conditions of the Standard Proposed Contract or this RFP must be clearly set forth in your proposal and referenced on company letterhead.

Janitorial Services CONTRACT

This Contract for Professional Services (the “Contract”) is by and between the County of Genesee, a Michigan Municipal Corporation, whose principal place of business is located at 1101 Beach Street, Flint, Michigan 48502 (the “County”), and **[Contractor Name]**, a **[State] [Entity Type]**, whose principal place of business is located at **[Contractor Address]** (the “Contractor”) (the County and the Contractor together, the “Parties”).

1. Agreement and Authority

Execution of this Agreement is authorized by Resolution # _____ issued by the Genesee County Board of Commissioners.

2. Term

2.1 Initial Term

The initial term of this Contract commences on **September 1, 2016** and shall be effective through **August 31, 2019** (the “Initial Term”).

2.2 Extension Terms

The County has the option to extend this Contract for up to three (3) additional one year terms (the “Extension Terms”).

3. Scope of Work

The Contractor agrees to perform the services described on Exhibit A (the “Services”).

4. Compensation

INSTRUCTIONS: Select only one of the three Compensation Options (Unit Rate, Budget Reimbursement, or Flat Fee). Then, delete this sentence and the Compensation Options that are not used:

Unit Rate. The Contractor shall be paid according to the rates identified on Exhibit A. The total amount paid to the Contractor shall not exceed **\$ _____**. The Contractor must provide to the County monthly invoices in a form acceptable to the County, along with any necessary supporting documentation such as time sheets. The County will pay the Contractor within

sixty (60) days of the County's acceptance of the invoice and supporting documentation.

Budget Reimbursement. The County will reimburse the Contractor for approved expenses incurred by the Contractor in the performance of this Contract. The total amount paid to the Contractor under this Contract shall not exceed \$ [REDACTED]. The Contractor's projected budget for the Initial Term of this Contract is attached as Exhibit C (the "Budget"). If this Contract is extended, the County and the Contractor will agree in writing on a projected Budget for each Extension Term.

- 4.1 If requested in writing by the Contractor, and supported by good cause, the Contract Administrator may authorize a transfer between Budget line items of up to 10% of the total annual Budget for a Contract Term. No such transfer is authorized until approved in writing by the Contract Administrator.
- 4.2 The County will not approve any expense not identified in the Budget, and the County will not approve any expenses in excess of the amounts identified in the Budget.
- 4.3 The Contractor must provide to the County monthly invoices in a form acceptable to the County, along with any supporting documentation such as time sheets and receipts for incurred expenses. The County will pay the Contractor within sixty (60) days of the County's acceptance of the invoice and supporting documentation.

Flat Fee. The Contractor shall be paid a flat fee of \$ [REDACTED] for the performance of the Services. Upon completion of the Services, the Contractor must provide to the County an invoice in a form acceptable to the County, along with any necessary supporting documentation. The County will pay the Contractor within sixty (60) days of the County's acceptance of the invoice and supporting documentation.

5. **Taxes.** The County is a Michigan Municipal Corporation. The Contractor acknowledges that the County is exempt from Federal Excise Tax and Michigan Sales Tax.

6. **Contract Administrator**

The contract administrator for this Contract is [REDACTED] (the "Contract Administrator"). The Contractor acknowledges that the Contract Administrator is the primary County contact for notices and instructions related to this Contract. The Contractor agrees to provide a copy of all notices related to this Contract to the Contract Administrator.

7. **Warranties**

The Contractor warrants that:

- 7.1 The Services will be performed in a good and workmanlike manner and in accordance with generally acceptable practices in the industry.
- 7.2 The Contractor will comply with all federal, state, and local laws in the performance of the Services.
- 7.3 The Contractor will comply with the requirements of any federal or state grants used to fund or support this Contract.
- 7.4 The Contractor will obtain and maintain all applicable licenses and permits necessary to provide the Services for the entire term of this Contract.

The Contractor agrees to indemnify and hold the County, its officials, officers, agents, and employees harmless from any and all claims, damages, or liability, including defense costs, arising out of the Contractor's breach of these warranties.

8. Suspension of Work

8.1 Order to Suspend Performance

Upon written order of the Contract Administrator, the Contractor agrees to immediately suspend performance of the Services. The Contractor shall not be entitled to compensation for any Services performed during any period in which the Contract Administrator has directed that the Services be suspended.

8.2 Necessary Actions Before Suspension

If immediate suspension of the Services would cause harm, injury, or damage to persons or property, the Contractor must immediately notify the Contract Administrator of the nature of such harm, injury, or damage, and obtain written authorization from the Contract Administrator to take such necessary action as to prevent or minimize such harm, injury or damage. Actions authorized by the Contract Administrator pursuant to this paragraph are compensable.

9. Termination

9.1 Termination for Cause

If the Contractor is in breach of any provision of this Contract, and such breach continues for fourteen (14) days after written notice is issued to the Contractor by the County of the breach, the County may terminate this Contract. Such termination for cause is effective upon receipt of the notice of termination by the Contractor.

In addition to any other remedies provided by law or this Contract, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

9.2 Immediate Termination

If the County, in its discretion, determines that the Contractor's breach of this Contract constitutes a threat to public health, safety, or welfare, the County may terminate this Contract immediately upon notice to the Contractor.

In addition to any other remedies provided by law or this Contract, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

9.3 Termination for Convenience

If the County determines that it is in the County's best interests, the County may terminate this Contract upon thirty (30) days written notice to the Contractor.

The County shall pay for all work properly performed up to the effective date of the notice of termination.

9.4 Termination for Lack of Funding

If this Contract is funded by public funds or a grant from a public or private entity, and the funds are not appropriated or the grant is discontinued, the County may terminate this Contract by written notice specifying the date of termination.

The County shall pay for all work properly performed up to the effective date of the notice of termination.

10. **Equipment Purchased with County Funds [Budget Reimbursement Contracts ONLY. Delete this Section if the method of compensation is not Budget Reimbursement.]**

10.1 The Contractor shall not purchase Equipment for the performance of this contract using funds provided by the County unless such purchase is clearly identified in a line item in Contractor's Budget.

10.2 Reporting

The Contractor agrees that any Equipment purchased for the performance of the Services with funds supplied by the County under this Contract

must be reported to the Contract Administrator upon purchase. For the purposes of this paragraph, Equipment is defined as tangible, non-expendable, personal property having useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit.

10.3 Conveyance to the County

Upon the County's request at the termination of this Contract for any reason, the Contractor agrees to convey to the County all title in any Equipment purchased for the performance of the Services with funds supplied by the County under this Contract.

11. Nondiscrimination

The Contractor covenants that it will not discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position, and that it will require the same non-discrimination assurances from any subcontractor who may be used to carry out duties described in this contract. Contractor covenants that it will not discriminate against businesses that are owned by women, minorities or persons with disabilities in providing services covered by this Contract, and that it shall require the same assurances from subcontractors. Breach of this covenant shall be regarded as a material breach of this contract.

12. Freedom of Information Act

This Contract and all attachments, as well as any other information submitted by the Contractor to the County, are subject to disclosure under the provisions of MCL 15.231, *et seq.*, known as the "Freedom of Information Act".

13. Intellectual Property

Any intellectual property created by the Contractor in the performance of the Services shall be considered a work made for hire, and any and all rights in such intellectual property shall belong solely to the County. Upon the County's request, the Contractor agrees to execute any documents necessary to convey ownership of such intellectual property to the County.

14. Audit Rights

14.1 Certification of Accurate Information

Contractor certifies that all information provided to the County by the Contractor relating to the award or modification of this Contract, or any payment or dispute related to this Contract, is true and correct. The

Contractor further certifies that its accounting system conforms to generally accepted accounting principles.

14.2 Inspection

The Contractor agrees that the County may inspect the Contractor's plant, place of business, or worksite to ensure compliance with the terms of this Contract. If this Contract is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor's plant, place of business, or worksite to ensure compliance with the terms of this Contract and the terms of the applicable grant.

14.3 Audit

The Contractor agrees that the County may examine the Contractor's records to ensure compliance with the terms of this Contract. If this Contract is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor's records to ensure compliance with the terms of this Contract and the terms of the applicable grant.

14.4 Records Retention

The Contractor agrees to maintain any business records related to this Contract or the Contractor's performance under this Contract for a period of at least three (3) years after final payment.

15. Identity Theft Prevention

15.1 In the event that the Contractor will obtain identifying information during the performance of the Services, the Contractor must take reasonable precautions to ensure that such identifying information is protected from unauthorized disclosure and is used only for the purpose of performing the Services.

15.2 For the purposes of this Paragraph, "identifying information" means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including but not limited to name, address, telephone number, social security number, date of birth, driver's license number, taxpayer identification number, or routing code.

16. Insurance Requirements and Indemnification

The Contractor agrees to obtain insurance coverage of the types and amounts required as set forth in the Insurance Checklist attached as Exhibit B and keep such insurance coverage in force throughout the life of this Contract.

16.1 Insurance Certificate and Additional Insured Coverage

The Contractor further agrees to provide certificates of insurance to the County evidencing the coverages specified in the Insurance Checklist, and including the County as an additional insured. Additional insured coverage is to be by proof of blanket additional insured coverage within the general liability policy or as provided by an endorsement specifying the County as an additional insured to the policy. Contractor's agent must provide a copy of the endorsement or language from the policy with the certificate of insurance.

16.2 Indemnification

The Contractor agrees to indemnify and hold the County, its officials, officers, agents, and employees harmless from any and all claims, damages, or liability, including defense costs, arising out of the Contractor's performance of the Services or presence on the County's property or worksite.

17. Independent Contractor

The Contractor and its agents and employees are independent contractors and are not the employees of the County.

18. General Provisions

18.1 Entire Contract

This Contract, consisting of the following documents and Exhibits, embodies the entire Contract between the Parties.

18.1.1. The Contract – This Professional Services Contract

18.1.2. Exhibit A – The Scope of Work

18.1.3. Exhibit B – The Insurance Checklist

18.1.4. Exhibit C – The Contractor's Budget

There are no promises, terms, conditions, or obligations relating to the Services other than those contained herein. In the event of a conflict between this Contract and any Exhibit, the terms of this Contract shall control.

18.2 No Assignment

The Contractor may not assign or subcontract this Contract without the express written consent of the County.

18.3 Modification

This Contract may be modified only in writing executed with the same formalities as this Contract.

18.4 Binding Effect

The provisions of this Contract shall apply to and bind the heirs, executors, administrators, and assigns all of the parties hereto.

18.5 Headings

The paragraph headings in this Contract are used only for ease of reference, and do not limit, modify, construe, and or interpret any provision of this Contract.

18.6 Governing Law and Venue

This Contract is entered into under the laws of the State of Michigan. Any litigation between the Parties arising out of this Contract must be initiated within two years of the cause of action accruing and must be brought in a court of competent jurisdiction in Genesee County, Michigan.

18.7 Severability and Survival

In the event that any provision of this Contract is deemed by any court of competent jurisdiction to be legally ineffective, such decision shall have no effect on the remaining provisions of this Contract.

18.8 Interpretation

Each Party has had opportunity to have this Contract reviewed by legal counsel and has had equal opportunity to contribute to its contents. In the event of any dispute concerning the interpretation of this Contract, there shall be no presumption in favor of any interpretation solely because the form of this Contract was prepared by the County.

18.9 Remedies

All remedies specified in this Contract are non-exclusive. The County reserves the right to seek any and all remedies available under this Contract and applicable law in the event that the Contractor fails to abide by the terms of this Contract.

IN WITNESS WHEREOF, the Parties have caused this Contract to be executed by their duly authorized agents.

CONTRACTOR NAME

COUNTY OF GENESEE

By: _____

Name of Contractor Signatory

Title of Contractor Signatory

By: _____

Jamie W. Curtis, Chairperson
Board of County Commissioners

Date: _____

Date: _____

Approved as to form:

Chief Assistant Prosecuting Attorney – Civil Division

EXHIBIT A
Description of the Services

Provide Janitorial Services, as specified in RFP 16-085, at the Administration Building, McCree South, Burton Health Center, Genesee County Courthouse, Genesee County Jail, Parks offices, and other Genesee County Buildings as specified.

WORK INCLUDED

The ultimate responsibility of the Contractor is to provide facilities that are uniformly clean, hygienic, orderly, and attractive, which will reflect favorably upon the County, the Court system, and the Contractor. Variances in user traffic, building renovation work, weather conditions and other uncontrollable and unpredictable factors will determine the actual frequency requirements necessary to maintain County standards.

Daytime custodial staff shall be required to perform other related duties as directed by the Contract Administrator or his designee. Some of these duties are described herein and include posting of temporary signs, and temporary cleaning duties at other, nearby locations.

Specifications for each building and performance standards to be met are stated in RFP#16-085.

EXHIBIT B
Insurance Checklist

**PROFESSIONAL SERVICES CONTRACT FOR: Janitorial Services
RFP # 16-085**

Coverages Required	Limits (Figures denote minimums)
<input checked="" type="checkbox"/> 1. Workers' Compensation	Statutory limits of Michigan
<input checked="" type="checkbox"/> 2. Employers' Liability	\$100,000 accident/disease \$500,000 policy limit, disease Including Premises/operations
<input checked="" type="checkbox"/> 3. General Liability	\$1,000,000 per occurrence with \$2,000,000 aggregate
<input type="checkbox"/> 4. Professional liability	\$1,000,000 per occurrence with \$2,000,000 aggregate Including errors and omissions
<input type="checkbox"/> 5. Medical Malpractice	\$200,000 per occurrence \$800,000 in aggregate
<input checked="" type="checkbox"/> 6. Products/Completed operations	\$1,000,000 per occurrence with \$2,000,000 Aggregate [If applicable]
<input checked="" type="checkbox"/> 7. Contractual liability	\$1,000,000 general aggregate (gen. agg.)
<input checked="" type="checkbox"/> 8. Automobile liability	\$1,000,000 combined single limit each accident- Owned, hired, nonowned
<input type="checkbox"/> 9. Umbrella liability/Excess Coverage	\$,000,000 BI & PD and PI
<input checked="" type="checkbox"/> 10 <u>Genesee County named as an additional insured on other than workers' compensation and via endorsement. A copy of the endorsement or evidence of blanket Additional Insured language in the policy must be included with the certificate.</u>	
<input checked="" type="checkbox"/> 11. Other insurance required: Janitorial Bond in the amount of \$10,000	
<input checked="" type="checkbox"/> 12. Best's rating: A VIII or better, or its equivalent (Retention Group Financial Statements)	
<input checked="" type="checkbox"/> 13. The certificate must state bid number and title	
<input checked="" type="checkbox"/> 14. All insurance companies must be licensed and admitted to do business in Michigan.	

EXHIBIT C
Contractor's Projected Budget
[Date] to [Date]

[INSTRUCTIONS: If this is not a Budget Reimbursement contract, delete this Exhibit.]

ATTACHMENT 2 – RELEASE OF INFORMATION FORM

Genesee County



**AUTHORITY FOR RELEASE OF INFORMATION FOR SUPPORT
PERSONNEL AND CONTRACTORS**

NAME: _____
Last
First
Full Middle Name

PREVIOUS NAMES: _____

PHONE NUMBER: _____ S.S. #: XXX-XX- _____

CURRENT ADDRESS: _____
Street
City
State
Zip Code
County

HOW LONG AT CURRENT ADDRESS? _____

DATE OF BIRTH: _____ PLACE OF BIRTH: _____
City
State
County

DRIVER'S LICENSE#: _____

My signature below indicates my consent for Genesee County to conduct a criminal and/or a driver's license check on me. I hereby certify that all statements made in this consent statement are true and complete, and I understand that any misstatement of material facts will subject me to disqualification or dismissal. A photocopy of this release form will be valid as an original hereof, even though said photocopy does not contain an original writing of my signature.

 Signature of Applicant

 Date

LEIN	SOS	ICHAT	ACCURINT	GC CIRCUIT/DISTRICT COURTS
_____ Record Check Clear			Completed by: _____	
_____ History Indicated			Date: _____	
SHERIFF DEPARTMENT DETERMINATION:				
Date: _____ approved to hire _____ declined to hire				
<i>Initialed by Sheriff Department staff making the determination</i>				
CONTRACT ADMINISTRATOR USE:				
Received Determination From: _____ On Date: _____				
Departmental Review By: _____ Date: _____				
Department approved ___ Declined ___ Contractor Notified Date: _____				

ATTACHMENT 3 – REQUIREMENTS OF CONTRACTOR EMPLOYEE

Staff shall have the ability to:

- Read, write, speak, and understand the English language.
- Have the necessary public relations skills to deal with employees and customers in a professional, courteous, businesslike manner.
- Understand written and oral rules and regulations and apply them in a tactful and non-confrontational manner.
- Maintain poise and self-control under stress.

The contractor's employees shall:

- be neat and clean in appearance
- wear a uniform or other identification that clearly identifies them as an employee of the Contractor
- eat in assigned areas only
- smoke in assigned areas outside of the buildings only

The contractor's employees shall not:

- Utilize any County telephones, office equipment, furnishings, or supplies, with the exception of hand towels, toilet tissue, and hand soap for refilling restrooms only.
- allow anyone (including County or court employees) into the building or office suites when doors are locked.
- must not accept delivery of packages nor bring packages into the building other than those containing their personal items.

Due to the nature of business conducted at Genesee County, day employees shall use freight elevators for transportation of all cleaning equipment.

My signature below indicates that I have read, understand and agree to follow the above statements:

Signature

Date

Print full name