



CITI BUILDING SERVICES, INC

PROPOSAL TO PROVIDE JANITORIAL SERVICES

FOR:

Madison Academy

6170 Torrey Rd

Flint twp, MI 48507

Madison High School

3266 S Genesee rd

Burton, MI 48519

AND

Attn: Greg Lathrop

June 7th, 2013

AREAS OF SERVICE

Entrance Lobby

Offices

Lunch Room/Kitchen

Gym

Conference Room

Common Area

Hallways

Classrooms

Restrooms

Mission Statement

It is our goal to exceed the expectations of the clients we serve. We deliver on our promises with a qualified, well-trained workforce that listens to and executes the needs of each customer. Every member of our team is a professional focused on producing outcomes that result in long-term business relationships built on value, integrity and excellence

A.	Entrance, Offices,
B.	Restrooms/Locker Rooms
C.	Lunchroom/Kitchen
D.	Hallways
E.	Gym
F.	Classrooms

I. Nightly Cleaning

A. Entrance, Offices

1. All trash receptacles are to be emptied and trash removed to a collection point.
2. Clean and polish drinking fountain(s).
3. Vacuum all carpeting and rugs.
4. Thoroughly dust all horizontal surfaces, including desk tops, files, window sills, chairs, tables (as needed)
5. Sweep all hard surface floors.
6. Mop all hard surface floors (as needed)
7. Spot clean partition glass.
8. Inspect and pick up, as needed, building entrance area.

B. Restrooms/Locker Rooms

1. Stock towels, tissue and hand soap.
2. Empty trash receptacles and wipe if needed.
3. Clean and polish mirrors.
4. Wipe towel cabinet covers.
5. Toilets and urinals to be cleaned and sanitized inside and outside.

6. Dust partitions and frames.
7. Clean tops of lockers weekly.
8. Scour and sanitize all basins. Polish bright work.
9. Mop restroom floors with a disinfectant.

C. Lunchroom/Kitchen

1. All trash receptacles are to be emptied and trash removed to a collection point.
2. Sweep hard surface floors.
3. Mop or run auto scrubber on all hard surface floors.
4. Spot clean walls near trash receptacles with disinfectant. (As needed)

D. Hallway

1. Thoroughly vacuum all carpeting.
2. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
3. Spot clean entranceway glass.
4. Sweep all hard surface floors
5. Clean tops and fronts of lockers weekly.
6. Mop or run auto scrubber on all hard surface floors.
7. Spot clean walls in hallways.(as needed)
8. Dust all horizontal and vertical surfaces, windowsills and pictures. (as needed)
9. Damp wipe entrance metal and fingerprints on entrance glass.

E. Gym

1. Dust mop gym floor.
2. Spot mop gym floors as needed.
3. Run auto scrubber with a neutral floor cleaner at least 2x weekly.

F. Classrooms

1. Clean windowsills and ledges as needed.
2. Empty all waste containers into waste container.
3. Sweep floor or vacuum carpeting.
4. Mop hard surface floors.
5. Wipe and Disinfect tables and desktops weekly.
6. Clean glass in door partitions as needed.

II. Monthly Cleaning

- A. Entrance, Offices, Library, Labs**
- B. Restrooms/Locker Rooms**
- C. Lunchroom**
- D. Hallways**
- E. Gym**
- F. Classrooms**

- ✓ Complete all high dusting throughout.
- ✓ Remove fingerprints and marks from around light switches and doorframes.
- ✓ Vacuum all upholstered furniture.
- ✓ Damp wipe telephones using a disinfectant

III. Summer Break

- ✓ Strip and wax VCT flooring.
- ✓ Hot water Carpet Extractions to all carpeted rooms.

IV. Christmas Break / Spring Break

- ✓ Top coat and scrub VCT flooring as needed.
- ✓ Carpet Extraction carpet cleaning in high traffic areas.

DAY PORTER/DAY CUSTODIANS SCHEDULE

Five (5) Days A Week

Named Areas:

A.	Entrances, Public Area Aisle, Hallways, Offices , classrooms, Portables, gym/lunchroom and Common Areas
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I. Daily Cleaning

A. Entrances, Public Area Aisle, Hallways, Offices , Classrooms, Gym and Common Areas

1. Polish all trash receptacles are to be emptied and trash removed to a collection point.
2. Open Building up daily.
3. Respond to any calls from office
4. Clean up after lunch periods.
5. Help with any set ups or break downs throughout the day.
6. Polish mats for debris.
7. Polish all hard surface floors to remove any debris and spillage from soiled areas.
8. Inspect and pick up, as needed, building entrance area.
9. Monitor and clean up lunchroom during and after lunch.

B. Restrooms

1. Police supply of towels, tissue and hand soap.
2. Police trash receptacles and wipe if needed.
3. Spot clean mirrors as needed.
4. Police all hard surface floors to remove any debris and spillage from soiled areas.

I. Introduction and Overview

The Romine Group Inc. is requesting bids for Madison Academy's cleaning contract. Will Kneer, VP of The Romine Group Inc (TRG), will be the signing agent. The point of contact for all bids will be Greg Lathrop of TRG. All inquiries should be made through e-mail to: greg@therominegroup.com or by phone at 586-731-5300.

Sealed bids will be accepted for Madison's 2013-2014 Cleaning Contract until 10:00 a.m., June 11, 2011 (the Due Date). Bids will be opened on the Due Date at 10:45 a.m. Bid proposals may only be delivered via U.S. Mail, courier service, or hand delivery. TRG reserves the right to reject bids that do not meet the bidding requirements, and to choose the bid that is deemed most advantageous to Madison Academy. Bids can be mailed, or dropped off at:

The Romine Group
Attn: Greg Lathrop
7877 Stead St.
Utica, MI 48317

II. Specifications for Bid

Bidders must provide a proposed contract that includes references, proof of insurance, costs encompassing all required work, and a work to be completed page that covers all the details in section III. The duration of the proposed contract should be that of 24 months, beginning on July 1, 2013 and ending on June 30, 2016. The contract must include the variance that The Romine Group reserves the right to end the contract, prior to term, with or without cause, after 14 days of written notice. *MSL*
30 - MSL
MSL

III. Scope of Work

Work to be performed on a nightly basis from August 15th – June 30th

ENTRANCES

- Clean all glass on entrance doors and adjoining glass.
- Vacuum entrance carpets.
- Dust mop and wet mop all tile.

COORIDORS

- Vacuum hallways and entrances to classrooms.

OFFICE AREAS

- Dust mop and wet mop tile floors.
- Vacuum carpets, spot clean as needed.
- Clean/Sanitize door handles, light switches, and door jams.

- Empty all waste baskets, replace liners.
- Clean all windowsills, ledges, desks, and other surfaces as needed. Desks covered with papers, documents, etc. should not be cleared as to prevent misplacement, loss, or damage.
- Spot clean marks on walls, dividers, and furniture as needed.

GYMNASIUMS/CAFETERIAS

- Dust mop gymnasiums on a nightly basis. Gyms shall be auto-scrubbed, with a neutral floor cleaner at least 2 times a week.
- Cleaning above and below bleachers shall be completed on evenings when events are held such as games, performances, and other gatherings.
- Cafeterias and other eating areas need to be auto-scrubbed and sanitized nightly.

RESTROOMS/LOCKERROOMS

- Wet mop and sanitize all floors.
- Spot clean walls and partitions as needed.
- Clean and polish all mirrors.
- Clean and sanitize toilet bowls, urinals, sinks, countertops, and polish chrome fixtures.
- Empty all waste and sanitary containers, replace liners.
- Replenish hand towels, toilet paper, and soap as needed.

CLASSROOMS

- Empty all waste baskets, replace liners.
- Clean and sanitize sinks and countertops.
- Dust mop/wet mop tile floors.
- Vacuum carpeted areas. Spot clean carpet as needed.
- Spot clean doors and walls as needed.
- Dust all windowsills, whiteboard ledges, file cabinets, and other surfaces as needed. Desks covered with paper, books, documents, etc. should not be cleared as to prevent misplacement, loss, or damage.

During the months of July and August the scope of work will be limited to nightly cleaning of the Offices and Office bathrooms, whereas the rest of the areas can be cleaned weekly. The majority of the work during this month will be a complete top to bottom cleaning of the school including, but not limited to, fixtures, furniture, walls, lockers, doors, etc. Also included during this time will be a complete carpet cleaning, as well as a complete stripping and re-waxing of all tile floors. All windows during this time should be cleaned both inside and out. The intent with this summer cleaning is to have the school spotless when the staff and students return for the next school year.

During Christmas break the scope of work should include a scrubbing and waxing of all tile floors, a complete carpet cleaning, all windows both interior and exterior should be

cleaned, and the exterior of all lockers should be cleaned. The cleaning responsibilities will consist of a one time application of all duties described in the nightly scope of work.

During Spring Break the scope of work should include scrubbing and waxing of tile floors, the cleaning of all windows both inside and out, and a complete cleaning of all lockers exteriors. Other cleaning responsibilities will consist of a one time application of all duties described in the nightly scope of work.

IV. Supplies, Wax, Cleaners, and Equipment

The school will provide all trash-can receptacles and liners, paper products, and hand soap products. All other needed supplies, wax, wax stripper, cleaners, etc., and equipment will be provided by the cleaning company. The cleaning company will be provided a space to store supplies and equipment by the school facility staff. The school does not warranty, protect, or take responsibility for any lost, damaged, or stolen items. The cleaning company must provide the school facility staff with MSDS worksheets on all chemicals to be used on the school property and all containers must be appropriately labeled.

V. Flooring Composition and Size

There will be roughly 75,909 square feet of flooring that needs to be cleaned. The composition breakdown is as follows:(approximates)

Carpet- 40,204 sf

VCT- 25,444 sf

Teraflex- 6,800 sf

Ceramic Tile- 3,461 sf

VI. Site Walkthrough

A walk-through of the Madison Academy campuses is available, by request only. Please contact Greg Lathrop if you are interested in a walk-through.

Madison Academy campuses are located at:

K-8

6170 Torrey Road
Flint, MI. 48507

9-12

3266 S.Genesee Road
Burton, MI. 48519

VII. Method of Award and Selection Criteria

In addition of contract cost, other factors that may be considered for evaluating bids are the ability and skill, reputation and appearance, and past work history of the bidder. The school will enter into contract with the bidder that they fell most confident will satisfy all of their requirements. It is the intention of TRG to notify the winning bidder no later than

Friday, June 14, 2013. The winning bidder will be contacted by phone, followed in writing.

- Notices must be delivered to: CITI Building Services Inc., 17251 West 12 Mile Rd Suite 107 Southfield, MI 48076.
- The validity of this agreement and the interpretation and performance of all its terms shall be construed and enforced in accordance with the laws of the State of Michigan. The location of any action or proceeding commenced under or pursuant to this agreement shall be in Southfield, in the State of Michigan. If court finds in favor of C.B.S, Client will pay all attorney fees and court costs.
- If any part of this agreement is deemed contrary to law by a court of competent jurisdiction, it will not affect the validity of the remaining parts of the agreement.

Submitted per:



Anthony Bauriedl,

President

CITI Building Services, Inc.

ACCEPTANCE OF PROPOSAL

The above prices, terms, and specifications are hereby accepted. You are authorized to perform the work as specified. Payment will be made as outlined above, and work is to begin on the 16 day of JULY, 2013.

Date: / /

Signature: 

Title: _____

Print name in full: GREG LATHROP