

## ALLEGAN COUNTY ROAD COMMISSION

### OFFICE CLEANING SERVICES

(For consideration at 11:00 A.M., E.S.T., Wednesday, March 23, 2016)

Board of County Road Commissioners  
of the County of Allegan  
1308 Lincoln Road  
Allegan, MI 49010  
269-673-2184

Gentlemen:

We hereby propose to provide weekly cleaning services of the Administration Building and Maintenance Garage office areas of the Allegan County Road Commission, 1308 Lincoln Ave, Allegan, MI 49010. Work to be performed after hours from Friday evening through Sunday evening. Awarded bid to start May 6, 2016. The Allegan County Road Commission will provide basic supplies and cleaning products (this does not include tools or specialty equipment). Contact Walter Jansen with any questions or to schedule an appointment for site visits.

#### GENERAL REQUIREMENTS:

1. Private, locally owned company
2. Background checks of employees
3. Company will be insured, minimum \$100,000.00 of liability coverage
4. Quality control measures in place

#### SERVICE REQUIREMENTS:

1. Weekly
  - a. Empty trash and recycling
  - b. Vacuum carpets
  - c. Mop tile floors
  - d. Clean restroom and locker facilities
  - e. Clean kitchen area (including appliances)
  - f. Clean entry doors, door windows and vestibule glass
  - g. Sweep stairwell and landing
  - h. Clean drinking fountains
2. Monthly
  - a. Dust work surfaces and furniture
  - b. Dust window blinds
  - c. Dust wall hangings
3. Semi Annually
  - a. Clean carpets
  - b. Scrub tile floors and walls
  - c. Wash exterior windows
  - e. Dust ceiling vents

EXCEPTIONS:

---

---

---

---

---

OPTIONS:

---

---

---

---

---

TOTAL PRICE PER WEEK \$ \_\_\_\_\_

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

PRINTED NAME & TITLE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

E MAIL ADDRESS \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

DATE \_\_\_\_\_

NOTE: \*This price includes all service, destination and delivery charges and constitutes the complete and total amount of the bid. No other charges will be allowed.

Contract Extension – This contract may be extended one year at a time for three years by mutual written agreement of both parties. Request for extension should be submitted no later than April 1, by the contract to be considered.