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INVITATION TO BID

Sealed bids will be received at the Administration Building of the Washtenaw County Road Commission at their office, 555 North Zeeb Road, Ann Arbor, Michigan until 9:30 A.M., Wednesday, November 15, 2017 at which time they will be publicly opened and read for furnishing the following:

- Janitorial Service at Three Road Commission Facilities. The contract will begin January 1, 2018.

Proposals, bid forms and other information is available at the office of the Road Commission at the above address.

Mandatory walk-throughs for each building are scheduled as follows:

- Building "A" Administration Building
Meet at 555 North Zeeb, Ann Arbor at 5:00 p.m., Monday, November 6, 2017. The walk-through will last approximately one hour.
- Building "B" Southeast Service Center
Meet at 5250 West Michigan Avenue, Ypsilanti at 5:00 p.m. Tuesday, November 7, 2017. The walk-through will last approximately one hour.
- Building "C" Northeast Service Center
Meet at 1222 East N Territorial Road, Whitmore Lake at 5:00 p.m. Wednesday, November 8, 2017. The walk-through will last approximately one hour.

Bidders must attend all three mandatory walk-throughs to be eligible to bid. An authorized bidder representative must sign the mandatory walk-through sign-in sheet to confirm attendance at each walk-through event.

BIDS MUST BE COMPLETED ON THE PROVIDED FORM(S) AND SHALL BE SIGNED BY AN AUTHORIZED AGENT OF THE BIDDER AND SHALL BE SUBMITTED IN A SEALED ENVELOPE THAT IS PLAINLY MARKED ON THE OUTSIDE AS TO THE CONTENTS. BIDS FAILING TO MEET THIS REQUIREMENT WILL NOT BE CONSIDERED. BIDS CANNOT BE SUBMITTED BY TELEPHONE OR FAX.

The Board reserves the right to reject any or all bids or any part of same; to waive irregularities and/or informalities and to make the award in part or entirety as may appear to be in the best interest of the County of Washtenaw.

BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF WASHTENAW

Douglas E Fuller

Douglas E. Fuller
Chair

JANITORIAL SERVICE

This submission shall include the entire Bid Proposal document and any amendments if issued.

I. PROPOSAL TERMS:

- A. The Washtenaw County Road Commission reserves the right to reject any or all bids or any part of same; to waive irregularities and informalities and to make the award in part or entirety as may appear to be in the best interest of the County of Washtenaw. If a bid is selected, it will be the most advantageous regarding price, quality of service, the Contractor's qualifications and capabilities to provide the specified service, and other factors which the Road Commission may consider. The Road Commission does not intend to award a contract fully on the basis of any response made to the proposal; the Road Commission reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the Washtenaw County Road Commission's specifications and needs.
- B. Bids must be signed by an authorized agent to bind the provider to its provisions for at least a period of 90 days. Failure of successful bidder to accept the obligation of the contract may result in the cancellation of any award.
- C. In the event it becomes necessary to revise any of the bid proposal, addenda will be provided; deadlines for submission of the bid may be adjusted to allow for revisions.
- D. Proposals should be prepared simply and economically providing a straight-forward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.
- E. A certified check or bid bond in the amount of 5% of the bid price for the full term of the contract, payable to the Washtenaw County Road Commission, is to accompany each proposal. No bid may be withdrawn for at least ninety (90) days after the scheduled closing time for receiving bids.

II. NON-DISCRIMINATORY ACT

The Washtenaw County Road Commission, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the ground of gender, disability, race, color, or national origin in consideration for an award.

III. PROPOSAL SPECIFICATIONS

The proposal shall include all of the following information. Failure to include all of the required information **WILL** result in disqualification of a Bidder.

- A. The responding vendor's qualifications, years in business, staff profile and experience to provide janitorial services required by the Washtenaw County Road Commission.

Attach as Addenda A

- B. The bidder shall identify the business entity as individual, assumed name, partnership (naming partners), or corporation. Indicate the official capacity of the person(s) executing the proposal and bid.

Attach as Addenda B

- C. The number of full-time hourly employees employed by the business currently.

Attach as Addenda C

- D. The number of part-time hourly employees employed by the business currently.

Attach as Addenda D

- E. The number of salaried supervisory employees employed by the business currently.

Attach as Addenda E

- F. A list of not less than three (3) organizations where the bidder is currently providing janitorial services. The list is to include the names and telephone numbers and contact personnel of each organization.

Attach as Addenda F

- G. The number of square footage and type of facilities presently being serviced or have serviced and for how many years for each facility.

Attach as Addenda G

IV. STANDARD PROVISIONS FOR CONTRACTS

If a contract is awarded, the selected contractor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. The vendor will list the Washtenaw County Road Commission as additional insured. These provisions are general principles which apply to all contractors of service to the Road Commission such as the following:

ARTICLE III – REPORTING OF CONTRACTOR

Section 1: - The Contractor is to report to the Facilities Department Supervisor or his assigned delegate and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2: - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3: - The Road Commission may review and inspect the Contractor's activities during the term of this contract.

Section 4: - After reasonable notice to the Contractor, the Road Commission may review any of the Contractor's internal records, reports or insurance policies.

ARTICLE IV – PERSONNEL

Section 1: - The Contractor will provide the required services and will not subcontract or assign the services without the Road Commission's written approval.

Section 2: - The Contractor will not hire any Road Commission employee or an agent of the Road Commission for any purpose.

ARTICLE V – TERM OF CONTRACT

This contract will be for the period commencing January 1, 2018 through December 31, 2020. Upon mutual consent with the Washtenaw County Road Commission and the successful Bidder, the contract may be renewed 3 additional years at the same terms and conditions of the original contract.

ARTICLE VI – INDEMNIFICATION AGREEMENT

The Contractor will protect, defend and indemnify the Washtenaw County Road Commission, its' officers, agents, or servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the Washtenaw County Road Commission in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of Contractor, any sub-contractor, or any employee, agent or representative of the Contractor or any sub-contractor.

ARTICLE VII – INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Worker's Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The Road Commission shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insured's and policy forms shall be subject to the approval of the Washtenaw County Road Commission. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to the Road Commission. The Contractor shall be responsible to the Road

Commission or insurance companies insuring the Washtenaw County Road Commission for all costs resulting from both financially unsound insurance companies selected by the Contractor and their inadequate insurance coverage. The Contractor shall furnish the Road Commission with satisfactory certificates of insurance or a certified copy of the policy.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Road Commission. If the insurance as evidenced by the certificates furnished by the Contractor expires or is cancelled during the term of the contract, services and related payments will be suspended. The Contractor shall furnish the Road Commission with certification of insurance evidencing such coverage and endorsements prior to start of contract, January 1, 2018. Certificates shall be addressed to the Washtenaw County Road Commission, ATTN: Tiffany Lobbestael, 555 North Zeeb Road, Ann Arbor, MI 48103 and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

ARTICLE VIII – COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all Federal, State and Local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX – INTEREST OF CONTRACTOR AND ROAD COMMISSION

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no offer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest in any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X – CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the Road Commission may cancel this contract without liability or, at its' discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI – EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, nation origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: employment, upgrading, demotion or transfer, recruitment advertisement, layoff or termination, rates of pay or other forms of compensation, selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XII – LIVING WAGE

The WCRC has passed a Living Wage Regulation that requires employers who provide services to the Road Commission and the public to pay their employees under that contract, a minimum of either \$12.93 per hour with benefits or \$14.43 per hour without benefits. The Contractor agrees to comply with this ordinance in paying its employees. The Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made before April 30, 2018 and annually thereafter which amount shall be automatically incorporated into this contract. The Road Commission agrees to give the Contractor two (2) weeks' notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees. Certified payroll records covering the Contractor's and all Subcontractors' workforces shall be completed, and submitted to the Assistant Superintendent of Maintenance.

ARTICLE XIII – EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XIV – OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the Road Commission. Any publication of the information or results must be coauthored by the Road Commission.

ARTICLE XV – ASSIGNS AND SUCCESSORS

This contract is binding on the Washtenaw County Road Commission and the Contractor, their successors and assigns. Neither the Road Commission nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XVI – TERMINATION OF CONTRACT

Termination without cause. Either party may terminate the contract by giving thirty (30) day written notice to the other party.

ARTICLE XVII – PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the Road Commission against such liability.

ARTICLE XVIII – PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XIX – CHANGES IN SCOPE OR SCHEDULE OF EVENTS

Changes mutually agreed upon by the Road Commission and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XX – CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXI – EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

V. GENERAL PROPOSAL REQUIREMENTS

AWARD:

The Washtenaw County Road Commission reserves the right to reject any or all proposals or any part of same; to waive irregularities and/or informalities and to make the award in part or entirety as may appear to be in the best interest of the County of Washtenaw.

If a proposal is selected it will be the most advantageous regarding price (see “Low Bidder” following), quality of service, the Contractor’s qualifications and capabilities to provide the specified service, and other factors which the Road Commission may consider. The Road Commission does not intend to award a contract fully on the basis of any response made to the proposal; the Road Commission reserves the right to consider proposals for modifications at any

time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the Road Commission's specifications and needs.

LOW BIDDER:

The lowest responsible bid will be based on the cost per month, per building or combination of buildings, demonstrated ability to perform the work and history of performance. The Washtenaw County Road Commission is most interested in the quality of work to be performed and will exercise a high degree of evaluation on the bidder's history performance.

COST OF PROPOSAL:

The Road Commission will not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to this proposal.

INSPECTION OF FACILITIES:

The Washtenaw County Road Commission reserves the right before making an award to have the premise of the bidder inspected, or to take any other action necessary to determine fitness, reliability and ability to perform. The inspection could check the physical location, facilities, equipment, spare parts and/or equipment for ability to comply with conditions of the bid.

BID RESPONSE:

Vendor must affirm that the costs stated in this Proposal will be valid for the one year period after the proposal is awarded.

INVOICES:

Invoices submitted must be itemized to include monthly costs for given time period, and include the Road Commission's purchase order number. Any additional charges need to be detailed on the invoice.

VI. GENERAL CONDITIONS

PART 1: SERVICE INFORMATION

1.1 AREAS:

The approximate square footage area of floor surfaces to be cleaned is as follows:

BUILDING "A": Administration Building, Zeeb Road

<u>Resilient Tile</u>	<u>Carpet</u>	<u>Ceramic Tile</u>	<u>Total Net</u>
4,722 SFT	14,000 SFT	2,100 SFT	20,822 SFT

BUILDING "B": Southeast Service Center, West Michigan Avenue

<u>Resilient Tile/Terrazzo</u>	<u>Carpet</u>	<u>Ceramic Tile</u>	<u>Total Net</u>
3,022 SFT	620 SFT	145 SFT	3,787 SFT

BUILDING "C": Northeast Service Center, East N Territorial Road

<u>Ceramic Tile</u>	<u>Total Net</u>
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Approx. 150 SFT Approx. 150 SFT

Other future sites: The three most responsive, responsible bidders can quote on any additional sites that are added after this bid.

1.2 DAYS/HOURS OF WORK:

- A. The specified janitorial services are to be provided five (5) evenings per week, Sunday through Friday, starting time after 5:00 p.m. to be completed prior to 4:00 a.m. The Road Commission reserves the right to modify and/or change the starting time if necessary.
- B. The Contractor will schedule all work to be done on a non-interfering basis with the building operation as far as is practical. The work schedule is to be approved by the Facilities Supervisor.

1.2 HOURLY RATE AND PAYMENT:

In the proposal, the Contractor is to establish an hourly charge rate for each classification of employee for the janitorial services specified. This rate is to include all labor, overhead and profit.

PART 2: GENERAL SPECIFICATIONS

2.1 SCOPE OF WORK:

- A. The work covered in this specification includes furnishing all labor, equipment, some supplies and supervision necessary for complete janitorial service. Supply responsibilities are listed on Page 10. It shall be understood that in addition to these services, all tasks incidental to cleaning functions not specifically listed but normally included in general janitorial practices will be provided.
- B. These specifications will apply to the present building locations. Minor alternations in the physical layout or change in operation will not affect the provisions of the contract.
- C. The janitorial task and frequency schedule indicates the **minimum acceptable cleaning frequencies.**
- D. The Contractor will employ only personnel who are trained and proficient in performing janitorial services, using modern equipment, methods, and techniques. All janitorial personnel shall present a neat, clean and well groomed appearance and be of good moral character. The Road Commission reserves the right to require the replacement of any employee whose deeds or conduct is believed to be detrimental to the Washtenaw County Road Commission. The Contractor and its' employees are expected to maintain conduct and appearance at the highest level of professionalism.
- E. The Contractor's employees shall not utilize any Road Commission telephones, office equipment or furnishings.
- F. The Contractor shall provide the Facilities Supervisor, and keep current, a list of all employees, by name, which are under the employ of the Contractor and assigned work under this contract.
- G. All janitorial employees are required to:
 - a. Wear distinctive and/or identifiable uniform
- H. Upon completion and during the sequence of their duties, janitorial personnel will turn off all lights in unoccupied areas unless otherwise directed.
- I. Building Security:
 - a. Notices and schedules of meetings, including times and room location, will be provided by the Road Commission.
 - b. Road Commission employees with keypad access may enter the building at any given time.
 - c. Emergency phone numbers will be provided to the Contractor.

2.2 EMPLOYEE SAFETY

- A. The Contractor is responsible for instructing and training their employees in appropriate safety measures. Janitorial employees will be responsible for maintaining a safe work environment while completing their tasks.
- B. The Contractor shall comply with the Michigan Right to Know Law (Amendment to Act 154) which requires that all employers within the State comply with Federal Hazard Communications Standards (C.F.R. 1910.1200) and certain additional guidelines as of February 25, 1987. These Standards specify that employers develop a written hazard communication program, which is to be made available for workers, their designated representatives, the Assistant Secretary for OSHA, and the Director of NIOSH, Michigan Department of Labor, Public Health and MIOSHA representatives. In accordance with the Law, this written program details how the employer plans to meet the requirements of the Law in regard to 1) Labeling of chemical containers, 2) Listing chemicals found in each workplace, 3) Furnishing chemical fact sheets (called Material Safety Data Sheets), 4) Informing the Road Commission of potential chemical hazards, 5) Providing training to employee who are exposed to chemicals on the work site.
- C. The Contractor shall comply with the OSHA Blood borne Pathogens Standard, 29 CFR 910.1030 and Section 24 of Act No. 154 of the Public Acts of 1974, as amended, being Section 408.1024 of the Michigan Compiled Laws.

2.3 SUPERVISION AND CONTRACT ADMINISTRATION

- A. A periodic review of the Contractor's performance will be conducted by the Facilities Supervisor. Any deficiencies in performance will be relayed to the Contractor either verbally or in writing.
- B. Failure to provide supervision, adequate to ensure conformance with the specifications will be considered deficient performance. **Failure to correct a notice of deficient performance from the Road Commission will constitute cause for termination of the Contractor.**
- C. The Contractor will correct, within 24 hours, deficiencies for any task labeled as daily, weekly or monthly. The Contractor will correct, within 48 hours, any deficiencies for any task labeled as semi-monthly, quarterly or annually. Should the Contractor fail to correct these deficiencies within the time stated, the Road Commission may take one or all of the following actions:
 - a. Correction of the deficiencies will be made by the Road Commission and billed to the contractor or deducted from the monthly billing.
 - b. Procure service for correction of the deficiency from other sources and hold the Contractor responsible for any costs incurred.
 - c. Terminate the contract.
- D. The Contractor shall distribute to all employees assigned duties under this contract a copy of "Part 3, Tasks and Frequencies."

- E. The Washtenaw County Road Commission will provide the Contractor sufficient copies of “Part 3, Task and Frequencies” so that all persons assigned duties under this contract will have a copy.

2.4 SUPPLIES

- A. For the treatment of various types of flooring, carpeting, furniture, etc., only such material recommended and approved by the manufacturers and/or the Road Commission shall be used.
- B. The Contractor will provide all cleaning products and MSDS sheets for all chemicals used in the buildings. MSDS sheets will be given to the Facilities Supervisor before cleaning products are brought into the building. Storage of cleaning products shall be limited to the area(s) designated by the Facilities Supervisor.
- C. The Road Commission shall provide hand soap for dispensers, paper products such as roll paper towels, c-fold paper towels, and toilet paper.
- D. It shall be the responsibility of the Contractor to contact the Road Commission in a timely manner for the delivery of the aforementioned products as determined by the Facilities Supervisor.

2.5 EQUIPMENT

- A. All power and hand equipment will be furnished by the Contractor. The Contractor shall be responsible for keeping all equipment and tools in good repair. Any damage caused to the building or furnishings shall be the responsibility of the Contractor. The Road Commission shall repair said damage and back charge the Contractor for the costs. Any equipment found defective will be removed from the premises by the Contractor.
- B. Non-expendable items must be identified as the Contractor’s by marking it as such in an identifiable manner.
- C. The Contractor is solely responsible for equipment and tools stored on the property.

2.6 TASK FREQUENCY SCHEDULE

The attached Task Frequency schedule is defined to be a **minimum** expectation of cleaning frequency. Failure to complete the tasks in the frequency listed will be determined to be a deficiency in performance which may lead to termination of contract.

These levels of acceptable cleanliness are to be obtained without the avoidance of those tasks outlined in the “Part 3 Tasks and Frequencies.” Those Contractors unable to provide an appropriate level of service are subject to termination.

BID FORM
2018-2020 JANITORIAL CONTRACT

2018

ADMINISTRATION BUILDING LUMP SUM \$ _____

SOUTHEAST SERVICE CENTER LUMP SUM \$ _____

NORTHEAST SERVICE CENTER LUMP SUM \$ _____

2019

ADMINISTRATION BUILDING LUMP SUM \$ _____

SOUTHEAST SERVICE CENTER LUMP SUM \$ _____

NORTHEAST SERVICE CENTER LUMP SUM \$ _____

2020

ADMINISTRATION BUILDING LUMP SUM \$ _____

SOUTHEAST SERVICE CENTER LUMP SUM \$ _____

NORTHEAST SERVICE CENTER LUMP SUM \$ _____

TOTAL ALL BUILDINGS 2018-2020 LUMP SUM \$ _____

STRIP & REFINISH TILE FLOORS SQ. FOOT \$ _____

CLEAN ALL CARPET SQ. FOOT \$ _____

CONTRACT FROM JANUARY 1, 2018 THROUGH DECEMBER 31, 2020.

Notes pertaining to this bid: _____

Company: _____

Address: _____

Signed: _____

(print or type name also)

Title: _____ Office Number: _____

Cell Number: _____ Email: _____

Date: _____

ADDENDA

Attach requested ADDENDA A through G to the balance of this proposal.

SIGNATURE PAGE

_____ SIGNATURE	_____ COMPANY NAME
_____ PRINT OR TYPE NAME ALSO	_____ COMPANY ADDRESS
_____ TITLE	_____ CITY ST ZIP
_____ TELEPHONE NUMBER	_____ FAX NUMBER
_____ FEDERAL TAX ID#	<u>CHECK ONE</u> Partnership <input type="checkbox"/> Non-Profit Corp <input type="checkbox"/> Profit Corp <input type="checkbox"/> Other <input type="checkbox"/> _____

The above individual is authorized to sign on behalf of the company submitting the proposal.

Proposals must be signed by an official that is authorized to bind the provider to its provisions for at least a period of 90 days.