

REQUEST FOR PROPOSALS

**BDL Coldwater Branch
Janitorial Service**

POSTED: AUGUST 29, 2024



WWW.BRANCHDISTRICTLIBRARY.ORG/RFP

RFP Guidelines

1. BRIEF SUMMARY

Notice is hereby given that the Branch District Library (BDL) is issuing a Request for Proposals to provide qualified service providers with sufficient information to enable them to prepare and submit proposals for consideration to provide janitorial service at the Coldwater Branch Library (10 E. Chicago St., Coldwater, MI).

The Coldwater Branch Library is approximately 17,000 square feet on 5 levels. The northern portion of the building dates from 1886, and the southern addition was added in 1978. It is the headquarters of the Branch District Library, and receives over 5,000-8,000 visits per month, or over 70,000 visits per year. There are 23 workstations with approximately 27 staff working in the building in any given week.

Interested firms are encouraged to visit the Coldwater Branch Library to better judge the scope of the work.

2. REQUIRED COMPONENTS OF PROPOSALS

Proposals are sought from firms with recognized expertise in commercial janitorial services. Proposals should include the following:

1. Firm's name, address, and primary contact person.
2. Statement or description of qualifications, and/or examples of recent projects that serve as examples of experience and expertise necessary for this project.
3. Summary of the work to be performed along with cost of service on a per-month basis.
4. Whether long-term contracts are offered to lock in pricing, and if so, what the terms would be.
5. Copy of proof of liability insurance.
6. Estimated date services could begin.

3. DEADLINE FOR SUBMISSIONS

Proposals must be received by 5pm on Friday, September 13, 2024.

RFP Guidelines (cont.)

4. SUBMISSION INSTRUCTIONS

Respondents shall deliver proposals either as

- A. a digital copy in a standard format to Coldwater Branch Manager Christina Holibaugh at HolibaughC@BranchDistrictLibrary.org; or
- B. a paper copy mailed or delivered to Christina Holibaugh, 10 E. Chicago St., Coldwater MI 49036

All proposals shall be clearly marked **"BDL Coldwater Branch Janitorial Service"**.

BDL reserves the right to reject any or all proposals, to award the contract to the most suitable bidder (as determined by the BDL Board), to accept/reject any or all alternatives, to waive irregularities and/or informalities and, in general, to award the project in a manner deemed to be in the best interest of the BDL and without further discussion.

The BDL Board of Trustees will evaluate all received proposals and vote upon at the next possible public meeting of the BDL Board of Trustees.

5. QUESTIONS

Please direct all questions regarding this RFP to Christina Holibaugh at 517-278-2341, extension 106, or via email at HolibaughC@BranchDistrictLibrary.org.

Services Requested

SCHEDULE

We seek janitorial services for every day we are open (Monday-Saturday). To minimize disruptions to public visitors to the building, we would prefer for janitorial services to take place after we close (7pm M-F, 4pm Sa).

TO BE COMPLETED DAILY

Trash

1. All trash cans should be checked and/or emptied daily. Replace liners when necessary.
2. This includes the two cans outside both main entrances.
3. This includes sanitary pad receptacles in all washrooms.
4. Trash may be disposed of in the dumpster that the library shares with the Branch County Courthouse.

Check Supplies Status and Refill if Necessary

1. Toilet paper dispensers in all washrooms.
2. Paper towel dispensers in all washrooms, basement staff areas, and 4th-floor workroom sink.
3. Baby changing table liners in 1st-floor and 4th-floor washrooms.
4. Other hygiene products in 1st-floor and 4th-floor washrooms.
5. Soap dispensers in 1st-floor and 4th-floor washrooms.
6. Inform Coldwater Branch Manager when additional supplies should be ordered.

Vacuuming Carpet with a Powered Vacuum Cleaner

1. Basement teen area.
2. Entire 1st floor.
3. Main open space on the 2nd floor.

Services Requested (cont.)

4. Entire 3rd floor.
5. 4th-floor hallway and children's area.
6. All landings on main stairs.

Dry-Sweep Hard Flooring Areas

1. Basement teen lounge.
2. Basement staff break room.
3. Elevator.
4. Main public stairs.
5. Bricks inside the main entrance area on the 1st floor.
6. Craft/computer area in the 4th-floor children's room.
7. 4th-floor meeting room.
8. 4th-floor staff room.

Wet-Mop Hard Flooring Areas

1. All washrooms (1 in basement, 2 on 1st floor, 2 on 4th floor).
2. Bricks inside the main entrance area on the 1st floor (daily when seasonally needed due to salt, otherwise weekly).

Clean Glass

1. The 4 glass doors of the east and west main entrances on the 1st floor.
2. Mirrors in all washrooms (1 in basement, 2 on 1st floor, 2 on 4th floor).
3. 4th-floor doors between elevator and children's room.

Wipe Down Surfaces with a Cleaning Solution

1. Computer keyboards and mice.
2. Desks, table tops, and counters.
3. Chairs that are not upholstered.

Services Requested (cont.)

4. Drinking fountains on 1st and 4th floors.
5. Elevator buttons and handrails.
6. Sinks (basins, faucets, etc.) in all washrooms and in staff rooms in the basement and 4th-floor.
7. Toilet bowls in all washrooms.
8. Toilet exteriors: seats (on top and underneath), porcelain, handles, etc. in all washrooms.
9. Baby changing tables (interior and exterior) in washrooms on 1st and 4th floors.

WEEKLY (OR MORE OFTEN AS NEEDED)

Dusting of Surfaces

1. Window ledges (including outside offices).
2. Tops of office partitions on 4th floor.
3. Baseboards.

Wet-Mop Hard Flooring Areas

1. Basement teen lounge.
2. Basement staff break room.
3. Elevator.
4. Main public stairs.
5. Both sets of emergency exit stairs.
6. Bricks inside the main entrance area on the 1st floor (weekly when not in snow/salt season).
7. 4th-floor children's room craft/computer area.
8. 4th-floor meeting room.



BRANCH
DISTRICT LIBRARY

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