

Bidder Name: \_\_\_\_\_



BID IS DUE 1/20/2022, 11:00 AM

P.O. BOX 59, CHELSEA, MI 48118, (734) 475-2246, www.twp-lima.org

Posted 1/10/2022

**REQUEST FOR PROPOSALS**  
**Janitorial Cleaning Services**

Overview

Bi-Weekly (twice monthly) Offices and Hall cleaning for Lima Township. Restroom cleaning, vacuuming, wiping, trash removal, sweeping, and disinfecting are required. Cleaning supplies and cleaning equipment is provided. Cleaning is done when the offices and hall are not occupied. Both sites should be inspected to gain a full scope of the requested services and allow bidders to submit an informed proposal.

**TOWNSHIP OFFICES** – 12172 Jackson Road. Total Offices space approx. 1,200 sq. ft. Site may be inspected during normal business hours. Mon., Wed., Thur. 9 AM-Noon. Cleaning Specifications are as follows:

- Restrooms, clean toilets, replenish towels and paper as necessary, clean sink, mirror, sweep, mop, empty trash.
- Vacuum all visible carpets and under desks. Move only what is easily moved and put back into place.
- Vacuum around edges of all cabinets, walls and desks.
- Spot clean windows/glass inside only.
- Wipe/dust all surfaces including chair arm rests. Desks - move only what is easily moved and returned to its place. Clean without disturbing desks. Disinfect by wiping phones, keyboards, etc.
- Disinfect heavily touched areas i.e. door handles, chair arm rests, file cabinet handles.
- Empty all trash containers and put in new bags..

**VOTING/MEETING HALL** – 11452 Jackson Road. Total Hall space approx. 1,850 sq. ft. Site may be inspected by appointment only (Contact Duane Luick at 734-808-2038) Cleaning Specifications are as follows:

- Restrooms, clean toilets, replenish towels and paper as necessary, clean sink, mirror, sweep, mop, empty trash.
- Vacuum or sweep small amount of carpets.
- Sweep or dust mop hardwood floors. Spot clean and shine floors as needed.
- Spot clean dirty windows/glass inside only. Use best judgement.
- Wipe/dust all visible surfaces including chair arm rests. Move only what is easily moved and put back into place.
- Disinfect heavily touched areas i.e. door handles and stair railings and other surfaces.
- Empty all trash containers and put in new bags.

BID PER EACH CLEANING OCCASION:

**TOWNSHIP OFFICES EACH CLEANING \$ \_\_\_\_\_ VOTING HALL EACH CLEANING \$ \_\_\_\_\_**

Some elections, large meetings, or other special events create the need for an additional cleaning.

Are you available? Yes  No  **EACH ADDITIONAL HALL CLEANING \$ \_\_\_\_\_**

Any other extra one-time jobs (i.e. clean refrigerator ) **HOURLY RATE \$ \_\_\_\_\_**

Bidder Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Submit this proposal in a sealed envelope labeled: Lima Twp. Janitorial Cleaning R.F.P. **Proposals MUST be received by 11:00 AM on Thursday, January 20, 2022 at which time they will be publicly opened.** Mail to PO Box 59, Chelsea, MI 48118 or deliver (24/7 drop box) to Township Offices, 12172 Jackson Road. The Township is not responsible for postal mail delivered late and will not take it into consideration. Faxed/emailed proposals will not be accepted, read, or opened. This bid will be awarded to a single service provider and based on the best interest of the Township. Only the winning bidder will be contacted. For questions call Elaine Bater, Clerk at 734-475-2246 ext. 203.