



Huron Charter Township

22950 Huron River Dr. • New Boston, MI 48164-9791
(734) 753-4466 • Fax 753-4111
www.hurontownship-mi.gov

HURON CHARTER TOWNSHIP

CLEANING SERVICES

REQUEST FOR BIDS

Huron Charter Township is accepting bids for cleaning services for the Township Municipal Offices located at 22950 Huron River Drive, New Boston, MI 48164. Krzyske Senior Center located at 28245 Mineral Springs, New Boston, MI 48164 and Huron Charter Township Police Department located at 36500 South Huron River Road, New Boston, Michigan 48164. Bid specifications may be picked up at the office of the Township Clerk, Kathlene Van Wasshnova, during normal business hours. A tour of the buildings included in the request for bids will be held **May 12, 2016**. All bids are due no later than 2:00 p.m. on **May 18, 2016**. Proof of insurance coverage and references are required upon bid submittal.

All bids must be clearly titled, Cleaning Service Bid and addressed to:

Kathlene Van Wasshnova
Huron Charter Township
22950 Huron River Drive
New Boston, MI 48164

Huron Charter Township reserves the right to reject any and all bids.

Respectfully,

Kathlene L. Van Wasshnova, CMC, Clerk
Huron Charter Township

Publish HVNH:
May 4, 2016
May 8, 2016

Board of Trustees

David A. Glaab - Supervisor • Kathlene L. Van Wasshnova - Clerk • Linda Spangler - Treasurer
Marlene C. Krause - Trustee • R. P. Lilly - Trustee • Donna J. Mendrysa - Trustee • Michael Stach - Trustee



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HURON CHARTER TOWNSHIP MUNICIPAL OFFICE CLEANING SERVICES TO BE PERFORMED

Dear Vendor:

Huron Charter Township is accepting bids for cleaning services for the Huron Township Municipal Offices located at 22950 Huron River Drive, New Boston, MI 48164. Bids are also being accepted for the Huron Township Police Department located at 36500 South Huron River Road, New Boston, MI 48164 and Krzyske Senior Center located at 28245 Mineral Springs, New Boston, MI 48164. Bid specifications are attached.

A walk through tour is scheduled for May 12, 2016. The tour will begin promptly at 1:00 pm at the Huron Charter Township Offices, located at 22950 Huron River Drive, New Boston, MI. Thereafter the tour will be taken to the Huron Charter Township Police Station located at 36500 South Huron River Dr. The last location to tour will be the Krzyske Senior Center located at 28245 Mineral Springs. This is the only tour time scheduled so please plan your schedules accordingly. Any questions regarding the bid process or building tours may be directed to Kathlene L. Van Wasshnova, Clerk at 734.753.4466 x 133 or 132.

All bids must be received no later than 2:00 p.m. on May 18, 2016.

All bids must be clearly titled, Cleaning Service Bid and addressed to:

Kathlene Van Wasshnova
Huron Charter Township
22950 Huron River Drive
New Boston, MI 48164

Your bid may be submitted as specified on the attached bid sheets if desired. Huron Charter Township reserves the right to reject any and all bids. Proof of Insurance and references are required.

Respectfully,

Kathlene L. Van Wasshnova, CMC, Clerk
Huron Charter Township

Board of Trustees

David A. Glaab - Supervisor • Kathlene L. Van Wasshnova - Clerk • Linda Spangler - Treasurer
Marlene C. Krause - Trustee • R. P. Lilly - Trustee • Donna J. Mendrysa - Trustee • Michael Stach - Trustee

CHARTER TOWNSHIP OF HURON
CLEANING SERVICES
BID SHEET

ALL BUILDINGS MUST BE BID SEPERATELY. ONE COMBINED BID, IF DESIRED, MAY BE SUBMITTED ALONG WITH SEPARATE BIDS.

- TOTAL MONTHLY COST FOR CLEANING OF MUNICIPAL OFFICES ON A 2 DAY A WEEK SCHEDULE. (TUESDAY AND THURSDAY)

TOTAL _____

- TOTAL MONTHLY COST FOR CLEANING OF POLICE DEPARTMENT ON A 5 DAY A WEEK SCHEDULE. (MONDAY THROUGH FRIDAY). CLEANING OF THE JAIL CELLS 3 DAYS A WEEK AT THE DISCRETION OF THE DEPARTMENT. ON CALL FOR EMERGENCIES .

TOTAL _____

- TOTAL MONTHLY CLEANING OF KRZYSKE SENIOR CENTER ON A 2 DAY A WEEK SCHEDULE. (TUESDAY AND THURSDAY)

TOTAL _____

**HURON CHARTER TOWNSHIP
MUNICIPAL OFFICE CLEANING
SERVICES TO BE PERFORMED**

RESTROOMS

Toilets, Sinks, Urinals	Clean, sanitized and polished
Trash Containers	Emptied, relined, cleaned and sanitized
Dispensers, Soap, Towels, Tissue, Hand Towels	Fill, clean and sanitize
Glass, Mirrors and Chrome Hardware	Clean and polish
Floors	Sweep, mop and sanitize
Partitions and Doors	Dust, damp mop and spot clean
Walls	Spot damp wipe as needed
Floor Drains	Seal and Clean

FLOORS

Ceramic Floors	Sweep, mop, keep grout clean each day.
Tile Floors	Sweep, mop, each day. Buff and Clean on a Bi-annual basis
Rugs, Carpets	Vacuum each day and change bag every 60 days

DOORS, WALLS, AND PARTITIONS

Entrance Doors, Glass walls and Windows	Clean each day
Interior Glass and Metal Casing	Clean each day
Door Frames and Door Walls	Dust and Spot Clean each day
Baseboards	Spot Clean as needed

KITCHEN AND LUNCHROOM

Floors	Sweep, mop and sanitize each day
Sinks, Countertops and Cabinet Fronts	Clean and sanitize each day
Tables and Chairs	Damp clean, sanitize each day
Appliances	Damp clean, sanitize each day

**HURON CHARTER TOWNSHIP
MUNICIPAL OFFICE CLEANING
SERVICES TO BE PERFORMED**

BOARD ROOM AND CONFERENCE ROOMS

Board Table	Clean and polish Board table each day
Floors	Vacuum each day
Sink, Countertop and Furniture	Clean, polish, sanitize each day

MISCELLANEOUS

Waste Cans	Empty daily and place trash in outside dumpster
Outside Cigarette Urns	Empty once per week
Filing Cabinets	Dust tops once per month
Window Blinds	Dust, spot clean as needed
Upholstered Furniture	Dust, spot clean as needed
Phones, and Countertops	Clean and sanitize all phones and countertops of each department each day
Desks	Clean if desk is cleared and indicated as such (occasionally)
Floor Mats	Vacuumed and turned, each day
Vestibule Carpets	Vacuum, turned, each day.
Vestibule Tile	Sweep and mop from salt debris in winter
Drinking Fountains and Drinking Dispensers	Clean and sanitize each day
Kick Plates and Thresholds	Clean debris and wash plates as needed.
Light Switches, handles and push plates	Clean, sanitize each day

MAINTENANCE AND STORAGE ROOMS

Cement floors in Maintenance Rooms	Sweep, clean as needed
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- **FREQUENCY: TUESDAY AND THURSDAY AFTER HOURS**

- **NOTE: It is MANDATORY that mop water, cleaner and sanitizer be changed for each room being cleaned. The continued use of same mop water will not be tolerated under any circumstances.**

**HURON CHARTER TOWNSHIP
SENIOR CENTER CLEANING
SERVICES TO BE PERFORMED**

RESTROOMS

Toilets, Sinks, Urinals	Clean, sanitized and polished
Trash Containers	Emptied, relined, cleaned and sanitized
Dispensers, Soap, Towels, Tissue, Hand Towels	Fill, clean and sanitize
Glass, Mirrors and Chrome Hardware	Clean and polish
Floors	Sweep, mop and sanitize
Partitions and Doors	Dust, damp mop and spot clean
Walls	Spot damp wipe as needed
Floor Drains	Seal and Clean

FLOORS

Ceramic Floors	Sweep, mop, keep grout clean each day.
Tile Floors	Sweep, mop, each day. Buff and Clean on a Bi-annual basis
Rugs, Carpets	Vacuum each day and change bag every 60 days

DOORS, WALLS, AND PARTITIONS

Entrance Doors, Glass walls and Windows	Clean each day
Interior Glass and Metal Casing	Clean each day
Door Frames and Door Walls	Dust and Spot Clean each, day
Baseboards	Spot Clean as needed

KITCHEN

Floors	Sweep, mop and sanitize each day
Sinks, Countertops and Cabinet Fronts	Clean and sanitize each day
Tables and Chairs	Damp clean, sanitize each day
Appliances	Damp clean, sanitize each day

**HURON CHARTER TOWNSHIP
SENIOR CENTER CLEANING
SERVICES TO BE PERFORMED**

MISCELLANEOUS

Waste Cans	Empty daily and place trash in outside dumpster
Outside Cigarette Urns	Empty once per week
Filing Cabinets	Dust tops once per month
Window Blinds	Dust, spot clean as needed
Upholstered Furniture	Dust, spot clean as needed
Phones, and Countertops	Clean and sanitize all phones and countertops of each department each day
Desks	Clean if desk is cleared and indicated as such (occasionally)
Floor Mats	Vacuumed
Kick Plates and Thresholds	Clean debris and wash plates as needed.
Light Switches, handles and push plates	Clean, sanitize each day

MAINTENANCE AND STORAGE ROOMS

Cement floors in Maintenance Rooms	Sweep, clean as needed
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- **FREQUENCY: TUESDAY AND THURSDAY AFTER HOURS**
- **NOTE: It is MANDATORY that mop water, cleaner and sanitizer be changed for each room being cleaned. The continued use of same mop water will not be tolerated under any circumstances.**



Everette Robbins
Chief of Police

HURON TOWNSHIP POLICE DEPARTMENT

36500 S. Huron Road,
New Boston, Mi. 48164



Phone: (734) 753-4400
Fax: (734) 753-22 19

HURON TOWNSHIP POLICE DEPARTMENT CLEANING SERVICES TO BE PERFORMED PAGE 1 OF 4

RESTROOMS:

Toilets, Sinks, Urinals
Trash Containers
Dispensers, Soap, Towels, Tissue, Hand Towels
Glass, Mirrors, and Chrome Hardware
Floors
Partitions & Doors
Walls
Floor Drains

Cleaned, Sanitized, and Polished
Emptied, Re-Lined, Cleaned, and Sanitized
Fill, Clean, and Sanitize
Clean and Polish
Sweep, Damp Mop, and Sanitize
Dust, Damp Mop and Spot Clean
Damp Wipe
Seal and Clean

LOCKER ROOMS:

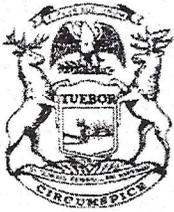
Toilets, Sinks, Urinals
Trash Containers
Dispensers, Soap, Towels, Tissue, Hand Towels
Glass, Mirrors, and Chrome Hardware
Floors
Partitions & Doors
Walls
Floor Drains
Showers
Lockers

Cleaned, Sanitized, and Polished
Emptied, Relined, Cleaned, and Sanitized
Fill, Clean, and Sanitize
Clean and Polish
Sweep, Damp Mop, and Sanitize
Dust, Damp Mop and Spot Clean
Damp Wipe
Seal and Clean
Cleaned and Sanitized on a Daily Basis
Wipe Down and Sanitize

FLOORS:

Ceramic Floors
Tile Floors
Rugs and Carpets

Sweep, Damp Mop Daily, Keeping Grout
Clean on a Daily Basis
Sweep, Damp Mop Daily, Buff and Clean
on a Bi-Annual Basis
Vacuum on a Daily Basis



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Chief of Police

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CLEANING SERVICES TO BE PERFORMED PAGE 2 OF 4

LOBBY/WAITING AREA:

Entrance Doors, Glass and Windows
Interior Glass and Counters
Floors
Chairs

Clean on a Daily Basis, Wipe Down
Clean and Wipe Down on a Daily Basis
Sweep, Damp Mop, and Sanitize
Dust and Wipe Down on a Daily Basis

KITCHEN AND LUNCHROOM:

Floors
Sinks, Countertops and Cabinets Fronts
Tables and Chairs
Appliances

Sweep, Damp Mop and Sanitize Daily
Clean and Sanitize Daily
Damp Clean and Sanitize Daily
Damp Clean and Sanitize Daily

SQUAD, CONFERENCE AND ARRAIGNMENT ROOMS:

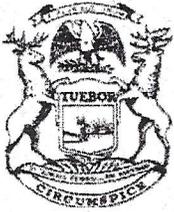
Tables
Chairs
Carpet
Storage Cabinets
Desks

Cleaned and Sanitize Daily
Dust, Wipe Down and Re-Organize
Vacuum Daily
Dust
Dust and Wipe Down

COMMAND OFFICE SPACE:

Desks
Chairs
Cabinets
Carpet
Waste Bin
Windows and Blinds

Dust and Wipe Down
Dust, Wipe Down and Re-Organized
Dust and Spot Clean
Vacuum Daily
Emptied and Re-Lined Daily
Dust and Wiped Down



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CLEANING SERVICES TO BE PERFORMED PAGE 3 OF 4

DISPATCH AREA AND RESTROOM:

Tables	Cleaned and Sanitize Daily
Chairs	Dust Wipe Down and Re-Organize
Carpet	Vacuum Daily
Storage Cabinets	Dust
Desks	Dust and Wipe Down
Sink	Clean, Sanitize and Polish

*JAIL CELLS (TO BE CLEANED EVERY MONDAY WEDNESDAY AND FRIDAY)

Toilet and Sink Unit	Clean and Sanitize
Floors	Sweep, Damp Mop, and Sanitize
Walls	Dust, Wipe Down and Sanitize
Phone Unit	Wipe Down and Sanitize
Vinyl Mattresses (When Present)	Wipe Down and Sanitize
Benches	Wipe Down and Sanitize

***Must be Bio-Hazard Certified and Responsive to Emergency Calls**

MISCELLANEOUS:

Waste Cans	Empty Daily and Place Trash in Outside Dumpster
Cigarette Urns	Empty on a Weekly Basis
Chairs, Clocks, Pictures, Light Fixtures	Dust
Vents, and Window Blinds	Dust and Spot Clean
Upholstered Furniture	Dust and Spot Clean
Desks, Countertops and Phones	Cleaned and Sanitized Daily
Floor Mats	Vacuumed on a Daily Basis
Kick Plates, Thresholds, Light Switches, Handles, and Push Plates	Clean and Polish
Hallways	Swept and Mopped



Everette Robbins
Chief of Police

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CLEANING SERVICES TO BE PERFORMED PAGE 4 OF 4

- NOTE; It is MANDATORY That Mop Water, Cleaner and Sanitizer be changed for each room being cleaned. The continued use of the same Mop Water WILL NOT be tolerated under any circumstances.