

QUOTE PACKAGE

Project: Janitorial Services

Owner: City of Highland Park
Robert B. Blackwell Municipal Building
12050 Woodward Avenue
Highland Park, Michigan 48203

Quote Due Location: City of Highland Park
Attention: City Clerk
12050 Woodward Avenue
Highland Park, Michigan 48203

May 26, 2010

Quote Due Date and Time: Friday, June 18, 2010, At 4:00 PM at:

City of Highland Park
Attention: City Clerk
12050 Woodward Avenue
Highland Park, MI 48203

Quotes must be marked "HP Janitorial Services" on the outside of the Quote Package for identification.

All Quotes MUST be Date- and Time-Stamped by City Clerk

All Quotes will be opened at a regular meeting of the Highland Park City Council on June 21, 2010

TECHNICAL SPECIFICATIONS JANITORIAL SERVICES

DESCRIPTION OF WORK

- 3.1 The City of Highland Park (“Owner”) is soliciting bids for General Janitorial Services for both the Robert B. Blackwell Municipal Building (the “Municipal Building”) and Police Mini Station #1 (the “Mini Station”), (collectively, “Facilities”). The scope of work covered under this section includes the following:

General Conditions - Scope:

- a. Cleaning of Facilities three (3) times per week (Monday, Wednesday, Friday), each day after 5:00 pm.
- b. Contractor is responsible for all paper products and cleaning materials.
- c. Contractor is responsible for all tools and cleaning equipment.
- d. Contractor is responsible for any and all plastic consumables.
- e. Contractor is responsible for all cleaning chemicals and products.

Municipal Building - Specific Scope:

- f. Clean, sanitize and mop all bathrooms, water closets, utility spaces and or common lavatories.
- g. Remove all trash to city-provided dumpster.
- h. Dust and clean all common areas and offices.
- i. Dust and damp mop all hard floor surfaces.
- j. Vacuum all carpets and rugs.
- k. Clean all hard surfaces of elevators
- l. Clean all interior glass

Mini Station - Specific Scope:

- m. Clean, sanitize and mop all bathrooms, water closets, utility spaces and or common lavatories.
- n. Remove all trash to city-provided dumpster.
- o. Dust and clean all common areas and offices.
- p. Dust and damp-mop all hard floor surfaces.
- q. Vacuum all carpets and rugs.
- r. Clean all interior glass
- s. Clean and sanitize main jail holding cells, benches and facilities

SCHEDULE OF WORK

- 3.2 Owner reserves the right to order Contractor to perform the work in such an order, which would be in its discretion the most advantageous to Owner and / or to timely address health and safety issues.

DAMAGES

- 3.3 Promptly repair damages caused to adjacent property by repair operations at no cost to Owner.

UTILITY CHARGES

- 3.4 The Contractor shall preserve, in an operating condition, all active utilities traversing the project area. Repairs to utilities damaged as a result of the work performed under this contract shall be in accordance with the requirements of Owner and the utility company involved, and shall be done at no expense to Owner.

END OF SECTION