

AGREEMENT BETWEEN CHARTER TOWNSHIP OF MUNDY

AND _____

This agreement is made by and between the Charter Township of Mundy, "the Township" and _____, "the Cleaning Service".

The Township contracts with the Cleaning Service, as an independent contractor, and not as any employer/employee relationship, to clean the offices of the Township at its hall located at 3478 Mundy Avenue and the Police Department located at 4029 W. Grand Blanc Rd. Swartz Creek, MI. This agreement also includes monthly cleaning of the Board Room. Other areas in the building, that may be used on occasions, will be at an agreed upon charge.

The cleaning service will, by way of illustration and not by way of limitation, vacuum, mop, dust, and empty waste baskets. Countertops, work areas, and hallways shall be cleaned as well as the windows washed, both inside and out, as set forth in Attachment "A" for the Township Hall and Attachment "B" for the Police Department. All cleaning will take place after the business day has been completed. (Monday & Thursday) All cleaning supplies and equipment are included in the bid. A monthly calendar of events or meetings will be provided by the Supervisor's office to coordinate the scheduled cleaning of the appropriate meeting room at the Township Hall.

The cleaning service shall receive \$_____ per month for such services on Attachment "A", \$_____ per month for cleaning of the Board Room, and \$_____ per requested stripping and rewaxing of the floor surface in Room 125.

The cleaning service shall receive \$_____ per month for such services on Attachment "B".

This agreement shall remain in effect for two (2) years for the period from March 1, 2012, through February 28, 2014. This agreement can be terminated on seven (7) days notice by either party. Such notice shall be delivered to the Township by personal delivery to the Supervisor, and to _____ or any person in charge of the cleaning crew at the Township.

This Agreement may not be reassigned.

CHARTER TOWNSHIP OF MUNDY
BY:

Dated: _____
David L. Guigear, Supervisor

Dated: _____
Tonya L. Ketzler, Clerk

Dated: _____
Cleaning Service

Attachment "A"
Cleaning of Mundy Township Hall

Biweekly Service (Monday & Thursday)

Trash Removal (Liners replaced as needed)
All Surfaces Cleaned
 Counter Tops and Fronts Desk Tops
 Chair Fabric
Water Fountains-Cleaned and Polished

Bathrooms Cleaned -

Wash Basins Cleaned and Detailed
Toilets Cleaned and Detailed
Towel Dispensers Cleaned and Checked for Volume
Heating Fixtures Wiped
Handicapped Rails Wiped
Pictures/Plaques Wiped
Soap Dispenser Wiped and Checked for Volume
Doors Checked for Hand Prints etc.

Floor Cleaned -

All Tile Floors Vacuumed with Canister Vacuum Ensuring all Edges are Clear of Debris
All Tile Floors Mopped with Special Formula Ensuring Grout is Kept from Buildup
All Carpeted Areas are Vacuumed with Upright Windtunnel

Windows -

Once Weekly – Clean All Interior Windows (Without Screens)
Once Monthly – Clean All Exterior Windows
Bid Includes Monthly Exterior Glass

Rotate Biweekly – Ensuring Each is Kept Dust Free

Windowsills
Chair Bases
Cabinet Tops
Spots on Walls
Phones
Printers
Copiers
Pictures
Plaques

Attachment "B"
Cleaning of Mundy Township Police Department

POLICE DEPARTMENT CLEANING TASKS

Work to be performed biweekly (Monday & Thursday) after normal business hours. Most items are to be completed twice per week.

Empty trash – (twice per week)

- Front office
- Copier room
- Interview room
- Detective bureau/Admin (4)
- Community policing area
- Kitchen
- Bathrooms (2)
- Officer work areas (2)
- Men's locker room
- Prisoner processing area
- Lunch room
- Sergeants' office – if/when open
- Chief's office – if/when open

Vacuum (twice per week)

- Front office
- Copier room
- Interview room
- Detective bureau/Admin (4)
- Community policing area
- Officer work areas (2)
- Prisoner processing area
- Lunch room
- Sergeants' office – if/when open
- Chief's office – if/when open

Mop floors (twice per week)

- Kitchen
- Bathrooms (2)
- Men's locker room
- Front public lobby
- Employee entry area

Bathrooms (2) (twice per week)

- Showers to be cleaned as needed. (Seldom used)

Dust (once per week – cleared off shared work surfaces, book shelves, etc.)
Front office
Copier room
Interview room
Detective bureau/Admin (4)
Community policing area
Kitchen
Bathrooms (2)
Officer work areas (2)
Men's locker room
Prisoner processing area
Lunch room
Sergeants' office – if/when open
Chief's office – if/when open

Clean Windows & Door Glass – (Office areas, once every six months. Public lobby and employee entry door as needed)

Front office (2)
Detective bureau/Admin (2)
Community policing area
Lunch room (2)
Chief's office – if/when open
Front public lobby
Employee entry area

Clean prisoner holding room as needed.

Cleaning may include the need to clean bloodborne biohazard. While is rare, vendor should be prepared and have appropriate training.

The following are additional tasks to be performed as requested. Quote price per event.

Wax Floors (additional – price per event)
Kitchen
Bathrooms (2)
Men's locker room
Front public lobby
Employee entry area

Shampoo Carpets (additional – price per event)
Front office
Copier room
Interview room

Detective bureau/Admin (4)
Community policing area
Officer work areas (2)
Prisoner processing area
Lunch room
Sergeants' office – if/when open
Chief's office – if/when open

Mundy Township reserves the right to accept or reject any or all bids, to waive informalities or errors in the bidding process, and to accept any bid deemed to be in the best interest of the Charter Township of Mundy including bids that are not for the lowest amount. The Charter Township of Mundy is an equal opportunity Employer.