



**REQUEST FOR PROPOSAL**  
**RFP #DPL-CL-1901**

**Janitorial Services for All Detroit Public Library  
Branches for a Three Year Period**

***Company Name:*** \_\_\_\_\_

**Issued: July 13, 2018**  
**Due Date: August 3, 2018, 2018 at 2:00 p.m.**

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## **RFP # DPL-CL-1901**

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### **I. INTRODUCTION**

The Detroit Public Library (hence forth noted as DPL) is seeking sealed written proposals from qualified firms to provide Janitorial Services for All Detroit Public Library Branch Locations for a three-year period.

This Request for Proposal, and any subsequent addenda, is being issued by the Purchasing Department and this department is the sole point of contact regarding all procurement and contractual matters relating to the requirements described in the RFP. The Procurement Department is the only office authorized to modify, change, and clarify the requirements of this RFP and any contract awarded as a result.

### **II. INSTRUCTIONS**

1. Firms responding to this Request for Proposal shall submit their proposals in the overall format as outlined.
2. There will be a Pre-Proposal conference held at 10:00 a.m. on July 20, 2018 at Main Library:

Detroit Public Library  
5201 Woodward Avenue  
Administrative Offices-2<sup>nd</sup> Floor  
Detroit, MI 48202

All prospective firms are strongly encouraged to attend the Pre-Proposal conference.

3. Firms shall submit one original and three (3) copies in a sealed package or envelope to the following address:

Detroit Public Library  
Purchasing Department  
5201 Woodward Avenue  
Detroit, MI 48202

Bid Due Date/Time: August 3, 2018  
2:00 p.m., Local Time

No telephone, electronic, or facsimile proposals will be considered.

**Please note:** The Library is closed to patrons on Monday however, the business offices are open. Access to the building on Monday is through the Staff Entrance on Putnam Street.

To facilitate distribution and evaluation, the proposals shall be single-sided black and white copies. The response shall include all information specified and required pricing sheets.

4. Proposals shall be submitted in a sealed package, clearly listing the following information on the outside:
  - Title: RFP #DPL-CL-1901 – Janitorial Services for all Detroit Public Library Branches for a Three (3) year Period
  - Due Date: August 3, 2018 @ 2:00 p.m.
  - Company's Name and Address
5. **Late Proposals will not be accepted or considered.** It is the responsibility of the proposer to ensure that the proposal arrives at the Detroit Public Library's Purchasing Department prior to the date and time indicated. Telephone quotes will not be accepted and proposals submitted electronically are not acceptable. Proposals must be sent by mail or hand delivered, allowing sufficient delivery time to ensure receipt in the Purchasing Department by the deadline specified. Time and date validation shall occur in the Purchasing Department. All proposals received after the deadline will not be accepted and will be returned to the proposer unopened.
6. SUPPLIER CHANGES OR ALTERATIONS TO PROPOSAL DOCUMENTS INCLUDING SCOPE OF WORK MAY RESULT IN A PROPOSAL BEING CONSIDERED NON-RESPONSIVE. The only authorized supplier changes to a proposal document will be in the areas provided for a proposer's response, including the "Exceptions" section of the proposal. If a change or alteration to the documents is undetected and the proposer is awarded a contract, the original terms, conditions, and specifications in the Authorized Version of the proposal document will be applicable during the term of the contract. The Detroit Public Library shall

accept NO CHANGES to the proposal document made by the Supplier unless those changes are set out in the "Exceptions" provision of the Authorized Version of the proposal document. It is the Supplier's responsibility to acquire knowledge of any changes, modifications or additions to the Authorized Version of the proposal document. Any Supplier who submits a proposal and later claims it had no knowledge of any changes, modifications or additions made by the Detroit Public Library to the Authorized Version of the proposal document, shall be bound by the proposal, including any changes, modifications or additions to the Authorized Version. If a proposal is awarded to a Supplier who claims that it had no knowledge of the changes, modifications or additions made by the Detroit Public Library to the Authorized Version of the proposal, and that Supplier fails to accept the proposal award, the Detroit Public Library may pursue costs and expenses to re-solicit the requirements.

The Authorized Version of the proposal document shall be that proposal document appearing on the Detroit Public Library or MITN website with any amendments and updates. The official proposal documents may be obtained from the Detroit Public Library's website, [www.Detroitpubliclibrary.org](http://www.Detroitpubliclibrary.org) or through the Michigan Intergovernmental Trade Network (MITN) website, [www.bidnetdirect.com/MITN](http://www.bidnetdirect.com/MITN). Copies of proposal documents obtained from any other source are not considered official copies. Only those suppliers who obtain proposal documents from either the Library's website or the MITN website are guaranteed access to receive any addenda, if such information is issued. If you obtained this document from a source other than the sources indicated, it is recommended that you register on the MITN website, [www.bidnetdirect.com](http://www.bidnetdirect.com).

7. Proposals shall be dated and signed by a duly authorized partner or corporate officer, with that person's name and title clearly identified. No proposal shall be withdrawn for ninety (90) days from submission deadline unless otherwise stated in the proposal document.
8. The Detroit Public Library reserves the right to:
  - Reject any and all proposals received as a result of this RFP
  - Waive or decline to waive any informalities and any irregularities in any proposal received



This RFP does not commit DPL to award a contract. DPL will not pay proposers for any costs associated with preparing responses to this RFP. DPL reserves the right to accept or reject any or all Proposals received as a result of this request, to negotiate with qualified proposers, to award a contract without discussions/interviews or to cancel in part or in its entirety this RFP if it is in the best interests of DPL to do so.

9. The selected supplier will be required to assume responsibility for all goods and services offered in the proposal, whether or not the proposer produces them. Further, the selected supplier shall be the sole point of contact and responsibility with regard to all matters, including payment of any and all charges resulting from the contract.
10. All proposals and other materials submitted shall become the property of the Detroit Public Library.
11. All changes in the RFP documents shall be through written addendum and furnished to all proposers. Verbal information obtained otherwise will not be considered in awarding of the proposal. Addenda and updates will **NOT** be sent directly to suppliers. It is recommended that participating suppliers check the websites ([www.Detroitpubliclibrary.org](http://www.Detroitpubliclibrary.org) and [www.bidnetdirect.com](http://www.bidnetdirect.com)) daily for addenda and updates after release date. Suppliers shall print out, sign, and return addenda acknowledgement(s) with their proposal response. Failure to do so may be grounds for rejection.
12. Any questions concerning this RFP shall be submitted, in writing to:

Christina Ladson, Purchasing Manager  
Detroit Public Library  
5201 Woodward Avenue  
Detroit, MI 48202  
Email: [Cladson@detroitpubliclibrary.org](mailto:Cladson@detroitpubliclibrary.org)

### **III. QUALIFICATIONS**

This is a Request for Proposal (RFP) issued by the Detroit Public Library seeking qualified firms to provide Janitorial Services for a three (3) year period. DPL wants to provide a uniform distribution of information to firms and conduct a fair selection process. We ask that you please follow these instructions carefully. Any submittal that does not meet the requirements set forth in this document and any addenda will not be considered by the Selection Committee.

The Detroit Public Library reserves the right to reject any or all proposals and to waive irregularities or informalities as may be deemed in the best interest of the Library. It is the intent to award this RFP to the highest ranked proposal, meeting the outlined Scope of Work and the minimum qualifications outlined below:

1. Proposer shall have a minimum of five (5) years' experience providing these services of a similar size and scope as the Library.
2. Proposer shall have suitable financial resources to meet the obligations of this contract.
3. Proposers shall provide three references for the services outlined in this RFP. These services should have been provided within the past three (3) years.

### **IV. REQUIRED CONTENT**

All proposers shall include a statement of professional qualifications including the specialized experience of the firm, its principles, and staff for the satisfactory performance of the requested services.

Be sure to include:

- The names, address, telephone number, fax number of the firm and locations of all its offices, specifically indicating the principal place of business.
- The age of the firm and its average number of employees over the last five (5) years.
- Submit an organizational chart of the firm.
- Submit a list of any potential employees, supervisors and/or account managers who could be involved in completing any of the work under this proposal. Include resumes, specific qualifications, licenses, training and certification of all professionals to be assigned to perform services to the Detroit Public Library.

- Please state number of employees and hours to be spent at each building for proper maintenance according to the Scope of Work.
- List of equipment that will remain at each building for maintenance of subject building.
- Briefly describe all of the firm's collective and individual experience in the broad categories of work requested in the Scope of Services. Include the names and telephone numbers of contact persons in other client contracts for references.
- Statement of the firm's ability to sustain the loss of personnel without adversely affecting the delivery of services.

## **V. EVALUATION CRITERIA**

All proposals will be scored based upon the following evaluation criteria:

1. Cost/Price
2. Responsiveness to the requirements outlined in the Scope of Services- (Proposed staffing, equipment, etc.)
3. Firm's Experience and professional qualifications

The evaluation criteria is listed in order of importance to the Detroit Public Library.

## **VI. SELECTION PROCESS**

Proposals will be evaluated by the Selection Committee based upon the evaluation criteria stated above. DPL will select for any award the highest ranked proposal from a responsible proposer, which does not result in a financially infeasible procurement and is judged to be the most advantageous to DPL based upon consideration of the scope of work and the evaluation criteria.

The evaluation committee will review the proposals for the following:

- A proposer has adhered to the instructions of the RFP and included the required documentation, which was requested to allow for evaluation
- Proposed price does not result in financially infeasible procurement

Please note that no information, financial or otherwise, will be provided to any proposer about any of the proposals from other proposers during the evaluation period.



DPL reserves the right to select proposals that fall into the competitive range. Further, DPL reserves the right to award a contract(s) without conducting further interview or negotiations.

The Evaluation Committee will recommend contract award/acceptance of a proposal to the Detroit Public Library Commission. Upon acceptance of a recommendation, contract awards will be made by the Detroit Public Library Commission.

## VII. SUPPLIES

The Library wishes to ensure that a level of quality is maintained with the products utilized in the cleaning of our buildings and facilities. To this end, the following list represents the items we have determined as necessary for cleaning of the Library.

Please provide a quote on the following items, which will be used by your staff:

Item	Brand	Est Qty	Unit Cost	Annual Cost
55 Gallon Drum Metal Interlocking Floor Finish, Franklin "Excel" or approved equal	Quoting on: _____	8	\$_____/ea	\$_____
55 Gallon Drum Floor Detergent, Franklin "Compare" or approved equal	Quoting on: _____	3	\$_____/ea	\$_____
55 Gallon Drum Stripper, Franklin "Offense" or approved equal	Quoting on: _____	6	\$_____/ea	\$_____
21" X 1" 3M Stripping Pads or approved equal	Quoting on: _____	40	\$_____/ea	\$_____

Item	Brand	Est Qty	Unit Cost	Annual Cost
21" x 1" 3M Scrubbing Pads or approved equal	Quoting on: _____	40	\$_____/ea	\$_____
21" x 1" 3M Polishing Pads	Quoting on: _____	40	\$_____/ea	\$_____
Gallon, Polish, "Sheila Shine" or approved equal	Quoting on: _____	12	\$_____/ea	\$_____
Toilet Bowl Cleaner, Vanish, quart size, or approved equal	Quoting on: _____	400	\$_____/ea	\$_____
Toilet Bowl Brushes	Quoting on: _____	124	\$_____/ea	\$_____
Glass Cleaner, Windex, Gallon Size, or approved equal	Quoting on: _____	24	\$_____/ea	\$_____
Chlorinated Bleach, Gallon size	Quoting on: _____	60	\$_____/ea	\$_____
Oil Soap, Gallon size, Murphy's or approved equal	Quoting on: _____	5	\$_____/ea	\$_____
Putty knives, ½" blade, Dozen quantity	Quoting on: _____	4	\$_____/ea	\$_____
Sponges	Quoting on: _____	60	\$_____/ea	\$_____

Item	Brand	Est Qty	Unit Cost	Annual Cost
Carpet Shampoo, Gallon size	Quoting on: _____	10	\$_____/ea	\$_____
Mop Heads, 24 oz.	Quoting on: _____	120	\$_____/ea	\$_____
Dust Mops, 36" Treated	Quoting on: _____	2500	\$_____/ea	\$_____
Dust Cloths	Quoting on: _____	50	\$_____/ea	\$_____
Feather Dusters, Telescoping Handles	Quoting on: _____	120	\$_____/ea	\$_____
<b>Total Estimated Annual Cost</b>			\$_____/Annually	

**LABOR:**

Item	Unit Cost	Annual Cost
Hourly Rate-Janitor	\$ _____/Hour	\$ _____
Hourly Rate-Branch Janitor (Based on Six Hour Shifts)	\$ _____/Hour	\$ _____
Hourly Rate-Janitor w/Hi-Lo Certification – Service Building	\$ _____/Hour	\$ _____
Hourly Rate - Supervisor (Cost/Inspection-Main and Branches)	\$ _____/Hour	\$ _____
Credit for Absent Janitor	\$ _____/Hour	\$ _____
Credit for Absent Supervisor	\$ _____/Hour	\$ _____
Credit for Absent Floor Machine Operator	\$ _____/Hour	\$ _____
Hourly Rate-Carpet cleaning crew for additional carpet cleaning	\$ _____/Hour	\$ _____
**Special Events Crew (Includes Supervisor)	\$ _____/Hour	\$ _____

\*\* - Price shall include cost per hour for special events crew including supervisor. Cost to be based on prevailing overtime rates per person per hour. Special events and carpet cleaning are to be billed separately.

Each bidder must submit a detailed listing below of the current hourly wage scale, job classifications. This must include the number of employees it intends to staff in each job classification, which the bidder intends to use in the performance of this Contract.

<u>Job Classifications</u>	<u>No. In Class</u>	<u>Current Hourly Rate</u>

1. Vendor shall include in their Proposal all applicable Government taxes, Social Security, Unemployment Compensation payments, Employees Benefits, and complete insurance coverage of Workman's Compensation, Public Liability, Property Damage and Theft.

2. State of Michigan Sales Tax:

The Detroit Public Library is exempt from the Michigan Sales Tax. All invoices shall be submitted via email to: [Accountspayable@detroitpubliclibrary.org](mailto:Accountspayable@detroitpubliclibrary.org) for payment. Any invoices that are submitted which include sales tax shall not be paid.

3. Contractor's payments will be made on a monthly on a net **45** basis upon receipt and approval of contractor's invoice.
4. The Detroit Public Library facilities are used for both public and private events, often including events on legal or other holidays. The Vendor is obliged to properly service the facilities, as directed by Director of Facilities, for these events and such other routine uses of the building. Work performed for the events will be considered additional and billed accordingly. However, please be advised that this service is in addition to the normal cleaning scheduled activities.
5. A log detailing the specific areas or items cleaned will be required for payment authorization.
6. \*\*\*\*\*UNIT PRICE CREDIT - SHALL INCLUDE ALL FRINGES\*\*\*\*\*  
And shall be deducted from monthly payment for labor not supplied on day or night shifts as specified.

## Negotiations

Negotiations are sometimes required with the low bidder regarding minor changes in the design. However, if major changes are necessary, these may be negotiated with the successful bidder or the original bids may be rejected and new bids requested on the revise basis of revised specifications.

## Pre-Award Meeting

Prior to signing any Contract documents or issuing a purchase order, the selected Contractor will participate in a pre-award meeting that will be led by the Facilities Department. The intent of the meeting is to review, in its entirety, the Contract requirements to ensure that the Contractor completely understands the scope of work, schedule, payment terms, Contract changes, and all other aspects of the Contract that will be put in place between the Contractor and the Library.



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**DOCUMENT REQUIREMENTS:**

Material Safety Data Sheets (MSDS) must be supplied to the Purchasing Department for all cleaning supplies used prior to commencement of services and during the term of this contract when any supplies or materials are changed.

## BRANCHES AND LOCATIONS

Branch	Address	Hours Of Operation
Main Library	5201 Woodward Ave., Detroit, MI	T/W-12:00-8:00 pm, TH/F/S-10:00-6:00 pm; Sunday-1:00-5:00 pm (October-May)
Service Building	5828 Third Ave, Detroit, MI	M-F-8:00-4:00 pm
Chaney Branch	16101 Grand River, Detroit, MI	M/W/S-10:00-6:00 pm, T/TH-12:00-8:00 pm
Jefferson Branch	12350 E. Outer Drive, Detroit, MI	T/TH/S-10:00-6:00 pm, M/W-12:00-8:00 pm
Campbell Branch	8733 W. Vernor, Detroit, MI	T/TH-10:00-6:00 pm, M/W-12:00-8:00 pm
Bowen Branch	3648 W. Vernor, Detroit, MI	M/W/S-10:00-6:00 pm, T/TH-12:00-8:00 pm
**Skillman Branch	121 Gratiot, Detroit, MI	M/T/W/TH/S-10:00-6:00 pm
Wilder Branch	7140 E. Seven Mile, Detroit, MI	W-12:00-8:00 pm; TH/S-10:00-6:00 pm; S:1:00-5:00 pm (October-May)
**Franklin Branch	13651 E. McNichols, Detroit, MI	M/W/S-10:00-6:00 pm, T/TH-12:00-8:00 pm
Sherwood Forest	7117 W. Seven Mile, Detroit, MI	M/W/S-10:00-6:00 pm, T/TH-12:00-8:00 pm
Elmwood Park	550 Chene, Detroit, MI	M/W/S-10:00-6:00 pm, T/TH-12:00-8:00 pm
Edison Branch	18400 Joy Road, Detroit, MI	T/TH/S-10:00-6:00 pm, M/W-12:00-8:00 pm
Lincoln Branch	1221 E. Seven Mile, Detroit, MI	M-12:00-8:00 pm, T-10:00-6:00 pm, F-10:00-6:00 pm
Chase Brach	17731 W. Seven Mile, Detroit, MI	M/W/S-10:00-6:00 pm, T/TH-12:00-8:00 pm
*Parkman Branch	1766 Oakman Blvd., Detroit, MI	T/TH/S-10:00-6:00 pm, M/W-12:00-8:00 pm
*Redford Branch	21200 Grand River, Detroit, MI	T/TH/S-10:00-6:00 pm, M/W-12:00-8:00 pm

**Please Note:** Branch hours are subject to change

\*Indicates Branches with Floater Janitor

\*\* Branches are Temporarily Closed for Renovations

### Prices

Prices are to be held firm for duration of the initial year of this agreement.

Please indicate pricing for the subsequent years

*Prices are firm for the initial year and subject to the following increase not to exceed:*

\_\_\_\_\_ (%) Increase – 2<sup>nd</sup> Year Period

\_\_\_\_\_ (%) Increase – 3<sup>rd</sup> Year Period

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**Branch Location Site Visits:**

The branch locations have been separated, to the greatest extent possible, based upon geographic location. Each proposer is responsible for reviewing the location, square footage and minimum requirements for each location, prior to submitting a proposal. No adjustments to the proposed prices will be considered due to the Proposer's failure to review each specific location.

Acknowledgement:

I, \_\_\_\_\_, certify that a company representative has visited each location and is familiar with the specific requirements for completing the required services at each branch.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

\_\_\_\_\_

***Award***

The Detroit Public Library anticipates one award of this contract to the highest ranked proposal.

The recommended contract will be submitted to the Detroit Public Library Commission for approval. It is anticipated that the services will begin upon Commission approval and after receipt of correct insurance and bonds.

If awarded a contract, the supplier agrees to fully complete the work in accordance with the Scope of Work. Past performance and experience may be factors in making this award.

***Protection of Work, Persons and Property***

During performance and up to date of final acceptance, the contractor shall be under absolute obligation to protect the Library's buildings, grounds, and adjacent properties against any damage, loss or injury. The contractor shall take all reasonable precautions to protect the persons and property of the Library from damage, loss or injury during performance under this contract.

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***Performance Bond***

The successful proposer shall furnish a corporate surety bond in an amount equal to 100% of the Contract payment amount, as security for the faithful performance of the Contract upon receipt of Detroit Public Library Purchase Order.



## SIGNATURE PAGE

Prices quoted shall remain firm for 90 days or bid award whichever comes first, except the successful bidder(s), whose prices shall remain firm for the entire contract period. The contract shall commence on date of award.

NOTE: The undersigned has checked the bid figures carefully and understands that he/she shall be responsible for any error or omission in this bid offer and is in receipt of all addenda as issued.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ *City* *State* *Zip*

TAX ID: \_\_\_\_\_

TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ FAX NUMBER: (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PAYMENT TERMS: \_\_\_\_\_

ACKNOWLEDGEMENT:

I, \_\_\_\_\_, certify that I have read the INSTRUCTION TO BIDDERS and that the bid proposal documents contained herein were obtained directly from the Detroit Public Library or MITN website, [www.bidnetdirect.com](http://www.bidnetdirect.com), and is an official copy of the Authorized Version.

COMPANY REPRESENTATIVE'S NAME:

\_\_\_\_\_  
(Print)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

# JANITORIAL SERVICES

## RFP #DPL-CL-1901

### Scope of Work

The Contractor shall provide all personnel, equipment, tools, materials, supervision and other items and services necessary to perform the services as described in this RFP. The required objective is to maintain the facility(s) in such a manner that the location provide a clean, healthy, and safe work environment for Detroit Public Library staff, patrons and visitors.

The primary objective of these requirements is to insure that all public and staff areas of the designated Library facilities are cleaned for public and staff when the building is in use.

The secondary purpose and scope of work for the janitorial staff is to perform room set-ups for Library events, performances, and training. These set-ups vary in scope and complexity and can number in excess of sixty per week throughout the building. Some set-ups can be for the same room space several times in a day requiring cleaning before and after each event.

Contractor shall supply a daily check off sheet, which indicates the schedule for each employee indicating areas and tasks to be performed.

### Days/Hours Requirements

1. There will be two janitors assigned to the afternoon shift to provide spot cleaning and minor event set-ups.
2. Days - Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, 6 days/week, 52/weeks/year

Note: Three Branches - Wilder, Redford and Main will also open on Sunday's for five hours from May through October.

- a. 8 hours/swing (not including lunch) during open hours.
- b. The Library will be closed on the following holidays: See Appendix C

It is the Contractor's responsibility to adjust scheduling to cover these holidays. The Contractor will be responsible for any overtime paid to their staff for cleaning Main Library for the holiday schedule.

NOTE: Regardless of holidays, Contractor will ensure that the library is clean prior to resumption of Library service.

### 2. Labor CONTRACTOR WILL PROVIDE ALL SUPERVISION

The Contractor will provide janitors and supervisors for general cleaning, carpet cleaning, and floor machine operation. Total 8 hours/day, 6 days per week, 52 weeks per year. Holidays accepted. Work will be performed as determined by



Detroit Public Library. Contractor is to specify necessary staffing levels and staff qualifications to ensure that the building is cleaned to standards required and that all event set-ups are completed in a timely manner.

3. The following information is **For Branches Only:**

Hourly rate for one janitor per branch shall be submitted to cover the Detroit Public Library Branches. Please refer to the list of branches and locations. The total number of Branches will vary depending on the Library's needs, at the time. Additional Branches may be added or subtracted at the discretion of the Detroit Public Library. The Hourly rate will be the same for all Branches and **branch janitors will work a 30 hour week**. Additionally, the janitor assigned to the Service Building shall be a certified Hi-Lo Driver.

There will be two mobile floaters that will be drive between DPL base Branches, as needed. A replacement janitor shall be assigned to any branch within one (1) hour, when there is an absent janitor.

Besides the basic janitorial duties, the Branch janitor is required to make set ups, police the outside area, throw salt in the winter and clear a path from the library to the sidewalk, if snow conditions require. The duties of the branch janitors will be assigned by each Branch Manager.

The cost indicated should reflect the janitor hourly rate only. **Subcontracts will not be permitted.**

Contractor shall provide Deliverables/Services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

A. **Description of Service-Main Library:**

Contractor shall perform the task descriptions that follow, which are the minimum acceptable cleaning performance standards under this Agreement:

1. **Carpet /Rug Cleaning:** All carpets/rugs shall be clean, free of spots, gum, crusted material, spillages, and removable stains. There shall be no evidence of "fuzzing" caused by harsh rubbing or brushing of carpet. Carpet cleaning by hot water extraction at a temperature that will kill and eliminate bacteria. Hot water extraction by truck-mount is the preferred method.
2. **Carpet Spot Cleaning:** Buildup, spillage or crusted material shall have been removed along with spots, smears and stains. There shall be no evidence of "fuzzing" caused by harsh rubbing or brushing of carpet. Spot cleaned areas shall blend with adjacent areas.
3. **Carpet Cleaning by Thorough Vacuuming:** Carpets shall be clean and free from dust balls, dirt and other debris; nap on carpet shall lie in one direction upon completion of the vacuuming task. Note: Prior to vacuuming area, move and vacuum under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items moved. After vacuuming, leave all rugs clean, free from dust balls, dirt and other debris. Prior to vacuuming, broom all edges not reached by vacuum. Straight suction

vacuuming is not acceptable. Empty dust and dirt from vacuum cleaner into a plastic trash bag, tie off and remove to a Dumpster. As part of the vacuuming process, carpet spot cleaning is required on an ongoing basis.

4. **Dust Mop:** Thoroughly dust mops all non-carpeted areas. Move and dust mop under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items moved. Dust mops must be treated with water based dust control chemical. Place dust and dirt into plastic trash bag, tie off and remove to Dumpster.
5. **Damp Mop:** Thoroughly damp mops all non-carpeted areas. Move and damp mop under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items after floor has dried completely. Use a clean cotton mop head that is in good condition. Use clean water at all times (change water often). Mop head must be only damp. No excess water can be left behind. Approved proper chemicals at proper dilution must be used at all times. Finished floor must be clean and streak free.
6. **Floor Cleaning / Thorough Sweeping:** Floors shall be clean and free of trash and foreign matter. No dirt, dust shall be left in corners, behind radiators, under furniture or behind doors.
7. **Damp Mopping and Spray Buffing:** Floors shall be slip resistant, free of marks, skipped areas, streaks, and mop strands. Walls, baseboards and other surfaces shall be free of splashing and marks from the equipment. The finished area should have a uniform luster. There shall be no buildup of finish in corners. Dust mopping must be performed with a treated mop. After sweeping and damp mopping operation, all floors must be clean and free from strings, bristles and dirt streaks. Leave no dirt in corners, behind radiators, under furniture, behind doors, on stairs or landings. Leave no dirt where sweepings were picked up. Leave no dirt, trash, or foreign matter under desks, tables or chairs.
8. **Wet Mopping and Scrubbing:** The floors must be properly prepared, thoroughly swept to remove visible dirt and debris, wads of gum, tar and foreign substances from the floor surfaces. Upon completion of the wet mopping or scrubbing, the floor must be clean and free of dirt, water streaks, mop marks, strings; properly rinsed and dry mopped to present an overall appearance of cleanliness. All surfaces must be dry and corners and cracks clean after the wet mopping or scrubbing. Chairs, wastebaskets and other similar items must not be stacked on desks, tables or windowsills, nor used in place of stepladder. All furniture readily movable by one person and intended to be moved frequently must be moved during all floor cleaning operations and replaced in original positions upon completion. Baseboards, walls, furniture and equipment must in no way be splashed, disfigured or damaged during these operations, but rather left in a clean condition.
9. **Wet Mopping and Buffing:** Floors must be damp mopped and buffed between regular waxing operations. Prepare the floor by sweeping to remove all visible dirt and debris. The floor area will then be damp mopped and machine buffed to a polished appearance with a high-speed buffer.

10. **Damp Wiping:** This task consists of using a clean damp cloth or sponge to remove all dirt spots, streaks, from walls, glass and other specified surfaces and then drying to provide a polished appearance. The wetting solution must contain an appropriate cleaning agent. When damp wiping in toilet areas, use a multi-purpose disinfectant and deodorizer.
11. **Stripping and Sealing:** Completely remove all dirt, wax and other foreign substances in returning the floor to its original surface. Apply a thin coat of sealer with caution to prevent streaking or bleaching of floor surface. This application in preparation for waxing must be according to manufacturer's recommendations. The stripper, sealer and wax products used must be compatible for this activity.
12. **Waxing and Buffing:** Apply wax in a thin, even coat and machine buff with a high-speed buffer immediately after drying. The number of coats applied will depend on the type and condition of the floor. All waxed surfaces must be maintained so as to provide safe ANTI-SLIP walking conditions. Chairs, wastebaskets and other similar items must not be stacked on desks, tables or windowsills, nor used in place of stepladder. All furniture readily movable by one person and intended to be moved frequently must be moved during all floor cleaning operations and replaced in original positions upon completion. Baseboards, walls, furniture and equipment must in no way be splashed, disfigured or damaged during these operations, but rather left in a clean condition.
13. **Empty Waste Receptacles:** Empty all containers that are provided for the disposal of waste i.e., waste baskets, sanitary napkin disposal bins, boxes, etc. into plastic bags, tie off and remove to dumpster. Liners must be used in all waste receptacles and must be changed as needed. Waste containers in restrooms; break rooms, lunchrooms and conference rooms must be inspected daily and changed, as needed.
14. **Restroom Cleaning:** A schedule for cleaning restrooms must be established with the Facilities Manager, prior to commencement of the contract. Any changes made must approve any changes in this schedule.
  - a. **Fill Dispensers (Restroom Cleaning):** Dispensers of all types must be checked daily and filled when necessary (soap, toilet tissue, paper towels, etc.).
  - b. **Dusting (Restroom Cleaning):** Completely dust all fixtures, ledges, edges, shelves, exposed pipes, partitions, door frames, tops of file cabinets, etc. Pay particular attention to the tops of these items. An approved dust cloth or dusting tool, treated with water based dust control chemical, must be used.
  - c. **Disinfect (Restroom Cleaning):** Clean and disinfect waste receptacles and dispensers inside and outside. Use proper chemicals for surface to be cleaned at proper dilution. After item has been cleaned completely, wipe item with approved \*disinfectant solution and allow to air dry.

- d. Clean and Disinfect Sinks (Restroom Cleaning): Thoroughly clean all sinks, including bottom, faucets, and spigots, with approved crème cleanser. Rinse thoroughly as all crème cleanser residues **must be removed**. Then wipe each item with approved \*disinfectant solution and allow to air dry.
  - e. Clean Glass and Mirrors (Restroom Cleaning): Thoroughly clean all glass and mirrors using an approved alcohol based glass cleaner. Use a soft, clean cloth. Dry completely. Surface should be streak, smear, and smudge free. Make sure attached frames, edges, and shelves are also cleaned and dried as well as the glass surface. Squeegee may be used as needed.
  - f. Clean and Disinfect Toilets and Urinals (Restroom Cleaning): Thoroughly clean toilets, toilet seats, and urinals with approved acid free bowl cleaner, rinse thoroughly. (Approved acid cleaner may not be used more than once per month and should be used on the interior of toilet or urinal only. Great care must be taken to avoid any chrome when acid cleaner is used). Wipe each toilet, toilet seat and urinal completely with approved disinfectant solution. Buff-dry to a streak, smear and smudge free "shine". Leave seats in a raised position.
  - g. Clean and Disinfect Walls, Doors, Partitions and Handrails (Restroom Cleaning): Thoroughly clean all walls (including switch and plug covers), doors (including entrance doors inside and outside), partitions and handrails with proper approved chemicals and proper approved dilution. Rinse thoroughly as needed, then wipe all areas with approved \*disinfectant solution and allow to air dry.
  - h. Damp Mop - \*Disinfectant (Restroom Cleaning): Thoroughly damp mop all non-carpeted areas. Move and damp mop under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items after floor has dried completely. Use a clean cotton mop head that is in good condition. Use clean water at all times (change water often). Mop head must be only damp. No excess water can be left behind. Approved proper chemicals at proper dilution must be used at all times. Finished floor must be clean and streak free. Thoroughly damp mop floor with approved \*disinfectant solution. Allow to air dry.
15. **Service Restroom**: Visually check - dispensers must be filled, trash removed and restrooms spot cleaned as needed.
16. **Remove Mats (as applicable)**: Carpet runners must be removed from floor to allow for proper cleaning, as needed. Be sure to remove excess water from runner with approved wet pick up vacuum before carpet runners are removed. Carpet runners must be extracted as specified during ice melt/salt usage, to maintain a clean appearance.

17. **Replace Mats (as applicable):** After floor has been properly cleaned and is completely dry, replace carpet runners in their original locations.
18. **Cleaning / Disinfecting Drinking Fountains:** Thoroughly clean entire exterior surface with approved cream cleanser. The grain of the stainless steel must be followed at all times. Rinse thoroughly as all cream cleanser must be removed. Wipe entire surface with approved disinfectant solution and wipe dry utilizing a clean, soft cloth and wipe item dry. The grain of the stainless steel must be followed.
19. **Stainless Steel (Brass) Cleaning (Elevators, Doors, Trim, Etc.):** Thoroughly clean all stainless steel (brass) not previously mentioned with approved cleaner and a clean soft cloth. Great care must be taken to follow the grain of the stainless steel at all times when cleaning.
20. **Cleaning, High Traffic Areas:** High traffic area is any area that would receive heavy traffic and that would require cleaning as specified. Areas would include: corridors, lobbies, waiting areas, conference rooms, or any other area.
21. **Spray Buff Hard Floors:** Hard floor must be properly prepared before spray buffing by removing carpet runners, dust mopping, and damp mopping hard floor areas. Begin spray buffing by lightly spraying area just to the left or right of approved floor machine (buffer) with approved spray buffing chemical, at approved dilution. Buffing pad must be approved and will depend on type of finish used. Rotary floor machine (buffer) will be worked back and forth over area lightly sprayed until floor has a high, streak free luster. Then proceed to the next area, until scheduled area is completed. Great care must be taken to avoid using "loaded" pad (pad full of dried finish and dirt). Flip pad over or change to another clean dry pad often. Great care must also be taken not to allow floor machine (buffer) to run in one spot for too long to avoid burning the floor. Floor shall be dust mopped after scheduled spray buffing is completed. Replace carpet runners to original position post-cleaning.
22. **Strip and Refinish – (PVC and Stone, not Rubber Floors)** Close and properly mark area with proper signage. Remove all movable objects from area.
  - (a) Apply approved stripping solution at approved dilutions to area to be stripped. Allow solution to stand according to approved manufacturer's recommendations. Do not allow solution to dry out or stand too long. Any finish or dirt must also be removed from walls, doors, baseboards, etc. at this time.
  - (b) Thoroughly agitate all floor area to remove all old finish with approved strip pad.
  - (c) Use wet vacuum to pick up old finish and stripper.
  - (d) Thoroughly mop rinse areas with clean cotton mop and clean water. Make sure walls, doors, baseboards, etc. are also thoroughly rinsed.
  - (e) Thoroughly mop rinses areas a second time with clean cotton mop and clean water with approved neutralizer/conditioner chemical at approved dilution. Make sure walls, doors, etc. are also thoroughly rinsed.
  - (f) Allow floor to air dry.

- (g) If any old finish remains, repeat "a" through "f".
- (h) Continue "a" through "g" until scheduled area is properly stripped and/or rinsed.
- (i) Apply thin coat of approved sealer with approved clean nylon or rayon mop head or approved clean applicator. Stripping solution finish and sealer must not be slopped on walls, doors, etc. Allow sealer to thoroughly dry.
- (j) Apply second coat of sealer as described in "i" above. Allow sealer to thoroughly dry.
- (k) Apply top coating and second coat of approved floor finish.

23. **Scrub - Restroom Floors/Hard Surface Stairwell Floors**: Close restrooms. Remove all movable objects from area and place approved "closed" signage to area prior to completion of task.

- (a) Apply approved cleaning solution at approved dilution to area to be scrubbed. Do not allow solution to dry.
- (b) Quickly agitate small section coated with solution with approved stiff bristle brush. Be sure grouting is clean.
- (c) Use wet vacuum to pick up dirty solution.
- (d) Thoroughly mop rinses area with clean cotton mop and clean water. Make sure all walls; doors, etc. are also thoroughly rinsed.
- (e) Thoroughly mop rinse a second time with clean cotton mop and clean water. Make sure all walls; doors, etc. are also thoroughly rinsed a second time.
- (f) After floor is thoroughly dry, replace all objects moved from area. Remove signs and reopen.
- (g) Scrub all walls including partitions

24. **Wall Spot Cleaning**: Thoroughly clean all spots, smudges, stains, etc. from walls, partitions and modular partitions using approved chemicals at approved dilutions. Wipe dry with clean soft cloth. Also thoroughly clean all interior glass with approved alcohol based glass cleaner and wipe dry with clean dry cloth. All surfaces must be dirt and streak free.

25. **Dusting**: There shall be no obvious dust streaks. Corners, crevices, molding and ledges (including heating) shall be free of all obvious dust. There shall be no oils, spots or smudges on desk or dusted surfaces. Thoroughly dust all vertical and horizontal surfaces in all cleanable areas with approved dust cloth or tool treated with an approved water based dust control chemical, up to and including ceiling vents, air bars, and lighting devices, window blinds, etc. Do not move dusting residue from spot to spot, but remove directly from the areas in which dirt lies by the most effective means appropriate; treated dusting cloths or vacuum tools.

- (a) Leave no dust streaks.
- (b) Leave corners, crevices, molding and ledges free of dust and cobwebs.
- (c) Leave no oil spots or smudges on dusted surfaces caused by dusting tools.



26. **Horizontal surfaces:** include, but are not limited to, counter tops, file cabinets, tables, coat-racks, telephones, etc., must be lifted and dusted. Do not disturb work papers. Dusting high and low includes, but is not be limited to, partition tops, pictures, chair rungs, etc. Window hangings are either Venetian blinds and shall be dusted.
27. **Remove Recyclable Paper** (as applicable): Pick up all recyclable paper from marked containers centrally located throughout the building and remove to designated containers in the loading dock area. This does not include individual boxes on desks.
28. **Clean Air Vents:** Vacuum excess dust and dirt from air vents. Damp wipes clean with approved disinfectant solution and wipe dry.
29. **Clean and disinfect Showers, shower walls and stalls (Restroom/Locker Room where applicable)**: Thoroughly clean all showers, including bottom, faucets, and spigots, with approved crème cleanser. Thoroughly clean all walls, floors, (including plug covers), doors (including entrance doors inside and outside), partitions and handrails with proper approved chemicals and proper approved dilution. Rinse thoroughly as needed, then wipe all areas with approved \*disinfectant solution and allow to air dry.
30. **Glass Cleaning (Lobby):** Glass Cleaning is a part of the overall task of lobby cleaning. Glass cleaning shall be performed as specified. It is expected that all lobby glass, including doors, and windows (to the limit of reach from floor level) shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, revolving door or window to accomplish clean glass.
31. **Emergency clean up:** Cleanup duties will be assigned to the contractor when an emergency occurs. Cleaning tasks may include: dusting, vacuuming, mopping, carpets extraction, window washing, or other tasks.
32. **Rubbish Removal:** Rubbish from a central location is the responsibility of the Library. Contractor must bag all waste material and place inside containers provided for that purpose.
33. **Replenishable Supplies:** The contractor is responsible for the purchase and supply of materials.
34. **Hazardous Conditions:** Conditions that may be questionable or deemed Hazardous (i.e., such as burned out lights, loose railings, ceiling tiles, exposed wiring, broken windows, etc.) must be reported by janitorial staff to contract supervisor verbally followed by written notification to the building manager with the date of observation.

## **Safety**

The successful Proposer has the responsibility to the Library for establishing, maintaining, and supervising the safety and loss prevention programs covering all work performed. The Contractor shall designate a responsible member, whose duties shall include loss and

accident prevention and who shall have the responsibility and full authority to enforce the program.

The Contractor must promptly report in writing to the Library all accidents arising out of or in connection with the performance of the work, which caused personal injury, property damage, or death. The report shall give full details and statements of witnesses. In addition, if serious injury, serious damage or death is alleged, the accident shall be reported immediately by telephone. If any claim is made by anyone against the Library as a result of any accident, the Contractor shall promptly report the facts in writing to the Library, giving full details of the claim.

1. The Contractor's supervisor will make a written report of each injury and submit a copy to the Library.
2. The Contractor shall provide at the site first-aid supplies for minor injuries.

## **MAIN LIBRARY LIST OF AREAS TO BE CLEANED**

THE FOLLOWING ARE CONSIDERED MINIMUM GUIDELINES; THE CONTRACTOR IS RESPONSIBLE FOR THE COMPLETE CLEANING OF THE MAIN LIBRARY BRANCH OF THE DETROIT PUBLIC LIBRARY. THIS INCLUDES ALL AREAS, OFFICES, AND SHELVES, ETC. IT IS THE CONTRACTORS RESPONSIBILITY TO ENSURE THAT ALL AREAS ARE REVIEWED AND INCLUDED WITHIN THE SCOPE OF THE SUBMITTED PROPOSAL BID.

### **I.     *Main Entrances***

1.   Cass entrance
2.   Woodward entrance
3.   Children's Library
4.   Employee, South Wing

### **II.    *Main Corridors***

1.   Cass Concourse, Cass side of building
2.   Cass Balcony, Cass side of building
3.   Walk thru between Cass and Woodward entrances
4.   Fourth floor, Woodward side of building

### **III.   *Elevators, Public***

1.   Cass, near Cass entrance

### **IV.    *Elevators, Stacks***

1.   South Wing, Freight
2.   South Wing, Stack
3.   Central building, Staff, General Information
4.   North Wing, Burton

### **V.     *Escalator* - South Wing (first to second floor)**

### **VI.    *Public Stairs***

1.   Woodward side of building, Grand Staircase
2.   Central building, Center staircase, opposite Cass elevator
3.   North Wing, Administrative Office
4.   South Wing, stairs to Technology & Science
5.   North Wing, Explorers Room stairs
6.   Emergency Exit Stairs (Monthly)

### **VII.   *Cafeteria* - A-level, south wing**

### **VIII. Restrooms, Public**

1. Old Building, First floor near Woodward entrance
2. Connecting Wing, Second Floor, Handicapped
3. North Wing, First floor, Children's Library
4. Cass Concourse, A level (Friends Auditorium foyer)
5. North Wing, A level (Explorers Room)
6. Handicapped, third floor, central stacks

### **IX. Restrooms, Staff**

1. Cass Concourse, A level, locker rooms - Men and Women
2. Cass Concourse, A level, emergency rooms - Men and Women
3. Cass Concourse, A level, maintenance locker rooms – Men and Women
4. South Wing, A level, Men and Women
5. South Wing, First floor, Men and Women (SE)
6. South Wing, Second floor, Men and Women (TS)
7. North Wing, First floor, Men and Women (BL)
8. North Wing, Second floor, Men
9. North Wing, Second floor, Women (2)
10. North Wing, Second floor, Commission Room
11. Old Building, Second floor, Men
12. Old Building, Second floor, Women (2)
13. Old Building, Fourth floor, Women
14. Old Building, Stack 5 - Women
15. Old Building, Stack 6 - Women
16. Old Building, Stack 7 - Men
17. Old Building, A level next to photo room

### **X. Reading Rooms, First Floor**

1. North Wing, Old Browsing Library
2. North Wing, Burton Historical Collection
3. North Wing, Children's Library
4. Cass Concourse, Film Department
5. Cass Concourse, Circulation Department (Charge and Return desk)
6. Cass Concourse, Internet Lab
7. South Wing, Sociology & Economics
8. South Wing, Philosophy, Religion and Education
9. Old Building, Biography Room
10. Old Building, New Browsing
11. Old Building, General Information
12. Old Building, History and Travel
13. Old Building, Map Room

**XI. *Reading Room, Second Floor***

1. South Wing, Technology and Science/Business & Finance
2. Cass Balcony, Friends Conference Room, Friends Offices, Harwell Room

**XII. *Reading Rooms, Third Floor***

1. Old Building, Art & Literature
2. Old Building, Music and Performing Arts

**XIII. *Reading Room, Fourth Floor***

1. Old Building, All

**XIV. *Offices, Workrooms, Non Public Departments - and corridors adjacent (A Level)***

1. North Wing, Digitization Lab
2. North Wing, Children's Library Workroom
3. North Wing, Burton Collection Map Room, Manuscripts Office and workroom
4. North Wing, Engineers workroom
5. Cass Concourse, Security Team Room
6. Cass Concourse, Used Book Sale Room
7. Cass Concourse, Kitchen, Cafeteria, Staff Lounge
8. South Wing, Data Processing
9. South Wing, Shipping
10. South Wing, IS area
11. South Wing, Facilities Manager Office
12. South Wing, Circulation workroom
13. Old Building, Print Shop and corridors adjacent

**XV. *Offices, Workrooms, Non Public Departments, and corridors adjacent (First Floor)***

1. North Wing, Children's Library Workroom
2. North Wing, Old Browsing Library Office
3. North Wing, Burton Collection Workroom
4. Cass Concourse, Film Department Workroom and Manager's office
5. Cass Concourse, Circulation Department Workroom and Manager's Office
6. Cass Concourse, Business & Finance Workroom and Manager's Office
7. South Wing, Philosophy, Religion & Education Workroom and Manager's Office
8. South Wing, Sociology and Economics Workroom and Manager's Office
9. Guard Station, Security Manager's Office, Loading Dock area
10. Old Building – New Browsing
11. Old Building, General Information Workroom and Manager's Office
12. Old Building, TIP Desk and Workroom
13. Old Building, History and Travel Workroom and Manager's Office
14. Old Building, Switchboard

**XVI. *Offices, Workrooms, Non Public Departments and adjacent corridors  
(Second Floor)***

1. North Wing, Commission
2. North Wing, Director's Office
3. North Wing, Director's Secretary work area
4. North Wing, Deputy Director's Office
5. North Wing, Associate Director, Human Resources
6. North Wing, Human Resources, Manager
7. North Wing, Human Resources work area and file rooms
8. North Wing, Community Relations Offices and workroom
9. North Wing, Reception area
10. North Wing, Graphic Arts Office
11. North Wing, Community Relations Office
12. North Wing, Xerox room
13. North Wing, Administrators Offices and work areas
14. North Wing, Business Office
15. North Wing, Purchasing Department
16. Cass Balcony, Study Carrels, 1-14
17. Cass Balcony, Rare Book Room Workroom
18. South Wing, Technology and Science (East & West) workrooms,  
Chief's Office, N. W. corner offices
19. Old Building, Acquisitions and Manager's Office
20. Old Building, TIP
21. Old Building, Catalog Department and Manager's Office
22. Old Building, Interlibrary Loan
23. Old Building, Database Management
24. Old Building, Automation
25. Old Building, Documents Office
26. Old Building, Children's Services Office

**XVII. *Offices, Workrooms, Non Public Departments and adjacent corridors,  
Third Floor***

1. Old Building, Art & Literature, East and West Workrooms and Manager's Office
2. Old Building, Music and Performing Arts, Workroom, Manager's Office, Hackley Reading Room and Workroom

**XVIII. *Offices, Workrooms, Non Public Departments and adjacent corridors, Fourth Floor***

1. Old Building, storage areas
2. Old Building, Old Friends of DPL offices
3. Old Building, Michigan Humanities Council
4. Old Building, GDEOA Office
5. Old Building, Union Offices
6. Old Building, Burton Stacks

**XIX. *Book Stacks***

1. South Wing, B level
2. South Wing, A level
3. North Wing, A level
4. North Wing, B level
5. Old Building, A level
6. Old Building, Central Stacks, Floors 1-7

**XX. *Staff and Emergency Exit Stairs***

1. North Wing, east and west ends
2. Cass Concourse, A level, stairs from Friends Auditorium
3. South Wing, center and west end
4. Old Building, Central Stacks, 3 sets of stairs 1-7, 1-7, 4-7
5. Old Building, near freight elevator
6. Old Building, near Friends of DPL Office
7. Old Building, History and Travel
8. Old Building, General Information (near TIP workroom)

**XXI. *Meeting Rooms***

1. Explorer (A level)
2. Meeting Rooms, Friends Auditorium (A level)
3. Meeting Rooms, Conat (A level)
4. Meeting Rooms, Staff Lounge, (A level)
5. Meeting Rooms, Rutzen, Commission Room, Small Conference and Lobby Conference (Second floor)
6. Adam Strohm Hall and Picture Gallery (Third Floor)

**XXII. *Exterior***

1. Sidewalks
2. Stairs
3. Ramps
4. Parking lots
5. Trash containers

## **Annual Suggested Main Library Equipment Requirements**

- 8 - Upright carpet vacuum cleaners – Hoover or Sanitaire
- 2 - Battery powered automatic Nobles floor scrubbing machine #391020.
- 2 - Electric powered automatic Nobles floor scrubbing machine #3301-608276.
- 2 - Electric floor scrubbing machines, 21" with brushes and pad holder, (low speed)
- 3 - High speed electric floor burnisher machines
- 2 - Water pickup vacuum cleaners with attachments, 16 gal. Capacity
- 20 - Mop pails with casters, 5 gal. Capacity
- 20 - mop wringers – Gear Press
- 20 – Cleaners' carts with cloth waste paper bags
- 1 - carpet extractor machine, single brush.
- 20 - mop handles, 24 oz. mop size (8)
- 6 - pails, 12 qt.

All equipment must be maintained in sound operating condition and operated in accordance with all applicable codes and regulations. Vendor failure to maintain the equipment is not an excuse for failure to provide adequate cleaning service.



Task	Frequency					
	Daily	Monthly	Quarterly	Semi-Annually	Annually	*As-Needed
<b>I. Main Entrances, Main Corridors, Elevators, Public and Staff, Escalators, Public Stairs, and Cafeteria</b>						
Spot wash entry glass, inside	X					
Spot wash walls and doors	X					
Empty waste containers	X					
Spot clean furniture	X					
Clean drinking fountains	X					
Wet mop or machine scrub floors	X					
Dust mop floors	X					
Vacuum carpets	X					
Spray buff floors	X					
Strip and re-finish floors – 6 coats				X		
Sweep stairs	X					
Damp mop stairs	X					
Clean and mop mats and runners		X				
Damp wipe tables and chairs	X					
Clean counters, sink and fixtures	X					
Clean carpeting				X		
<b>II. Restrooms, Public and Staff</b>						
Empty containers	X					
Dust mop floors	X					
Damp mop floors	X					
Refill dispensers	X					

Task	Frequency					
	Daily	Monthly	Quarterly	Semi-Annually	Annually	*As-Needed
Clean and disinfect fixtures	X					
Clean mirrors	X					
Spot clean partitions and walls	X					
Remove graffiti						X
Spot clean entrance doors	X					
Machine scrub floors		X				
Vacuum carpets or rugs	X					
Clean carpeting				X		
Spray buff floors	X					
Clean shower walls and floors	X					
Dust lockers	X					
Wash lockers	X					
Spot clean furniture	X					
Wash plastic furniture		X				
Dust furniture	X					
Vacuum upholstered furniture		X				
Wash partitions and walls		X				
Power wash all tile				X		

### III. Reading Rooms - First, Second, Third, and Fourth Floor

Clean phones at reference desk	X
Empty waste containers	X
Dust mop floors	X
Spray buff resilient floors	X

Task	Frequency					
	Daily	Monthly	Quarterly	Semi-Annually	Annually	*As-Needed
Wet mop floors (multiple times/day in winter (as necessary))	X					
Vacuum carpets or rugs	X					
Clean carpeting				X		
Spot clean carpets		X				
Strip and re-finish floors– 6 coats				X		
Dust furniture	X					
Clean furniture	X					
Dust open ends of book shelves	X					
Dust reachable horizontal surfaces	X					
Spot mop floors and doors	X					
Clean air vents		X				
Spot clean chairs	X					
<b>IV. Offices, Workrooms, Non Public Depts. and adjacent corridors, A Level, First, Second, Third, and Fourth Floor</b>						
Dust horizontal surfaces if clear	X					
Clean phones	X					
Clean mirrors and sinks	X					
Empty waste containers	X					
Dust mop floors	X					
Spot mop floors and doors	X					
Wet mop floors	X					
Vacuum carpets or rugs	X					
Clean carpeting				X		
Spot clean carpets		X				
Spot wash walls, doors, switch plates	X					
Spot clean furniture	X					
Vacuum fabric furniture		X				

Task	Frequency					
	Daily	Monthly	Quarterly	Semi-Annually	Annually	*As-Needed
Damp wipe plastic furniture	X					
Clean air vents		X				
Spray buff floors		X				
Strip and re-finish floors– 6 coats				X		

#### V. Book Stacks, Staff and Emergency Exit Stairs

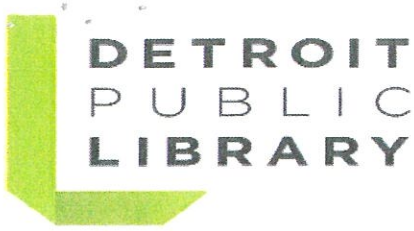
Dust light fixtures at landings	X					
Police trash	X					
Dust mop	X					
Spot wet mop stack floor	X					
Wet mop stairs and landings	X					
Spray buff floors		X				
Dust open ends of shelves	X					
Strip and re-finish floors– 6 coats				X		
Empty waste containers	X					
Spot wash walls & doors	X					

#### VI. Meeting Rooms

Spot clean carpets and furniture		X				
Clean carpeting				X		
Vacuum carpets and furniture and furniture after events						X
Dust non-upholstered furniture surfaces	X					
Damp wipe plastic chairs and tables	X					
Police Trash	X					
Spot clean walls & doors	X					
Empty waste containers	X					

<b>Task</b>	<b>Frequency</b>					
	<b>Daily</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>*As-Needed</b>
Spot mop floors	X					
Dust mop floors	X					
Wet mop floors	X					
Scrub floors		X				
Strip and re-finish floors— 6 coats				X		
<b>VII. Exterior</b>						
Pick-up paper	X					
Empty trash containers	X					





## **Basic Janitorial Duties**

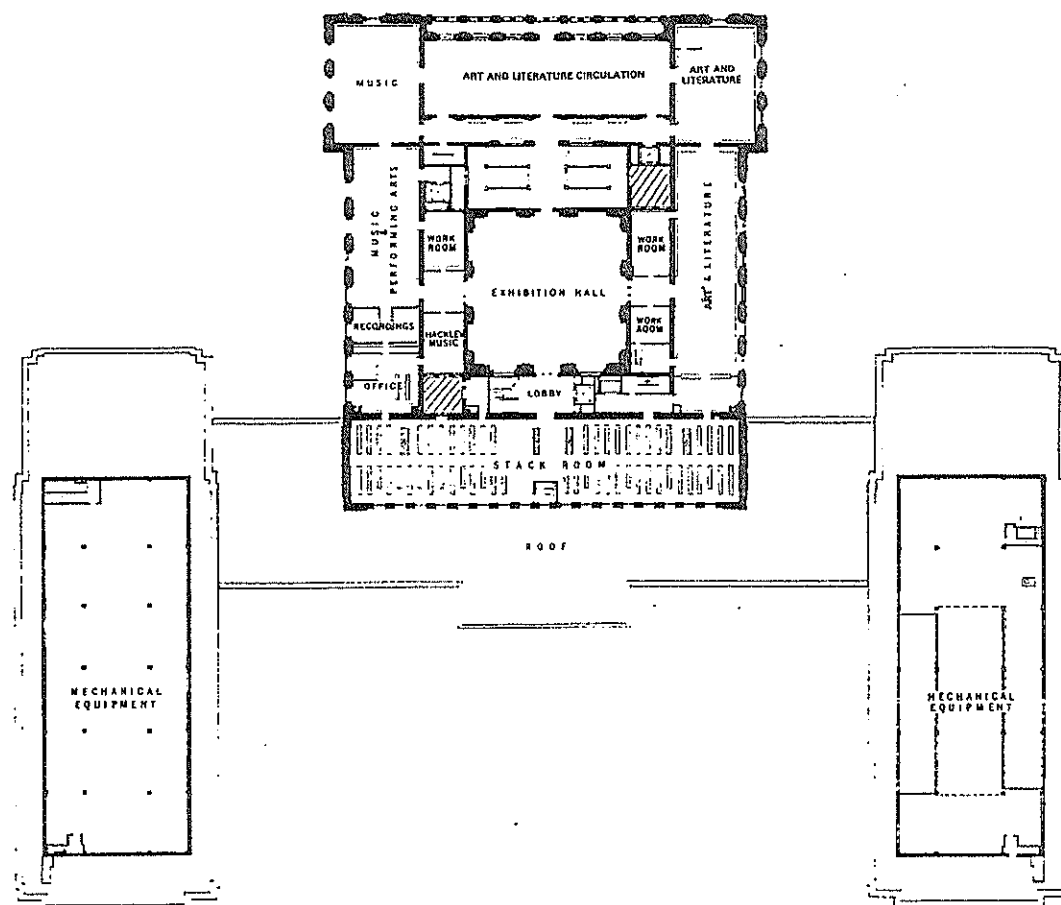
### **Detroit Public Library Branch Locations (Only)**

Daily duties:

1. Police outside the branch and empty any trash cans
2. Clean all restrooms (spot wash walls and wipe down partitions)  
Sweep and mop restroom floors
3. Remove (empty) all trash from the library
4. Wipe all desks and tables
5. Dust mop and Damp mop all floors
6. Vacuum all carpet and mats
7. Change soap and hand sanitizers when needed
8. Dust all shelving and books as directed
9. Clean kitchen area (sink, floor, counter, trash) do not clean out the refrigerator, microwave or wash the dishes.
10. Clean all glass doors inside and out
11. Help with and complete set ups (check area throughout the day)
12. If there is snow and snow removal contractor has not serviced the branch, a 36" path shall be shoveled from the front door to the sidewalk and a path to the drop box.
13. Throw salt to prevent slip and falls

These are general guidelines. Some duties may vary based upon the needs of the branch, at any given time.

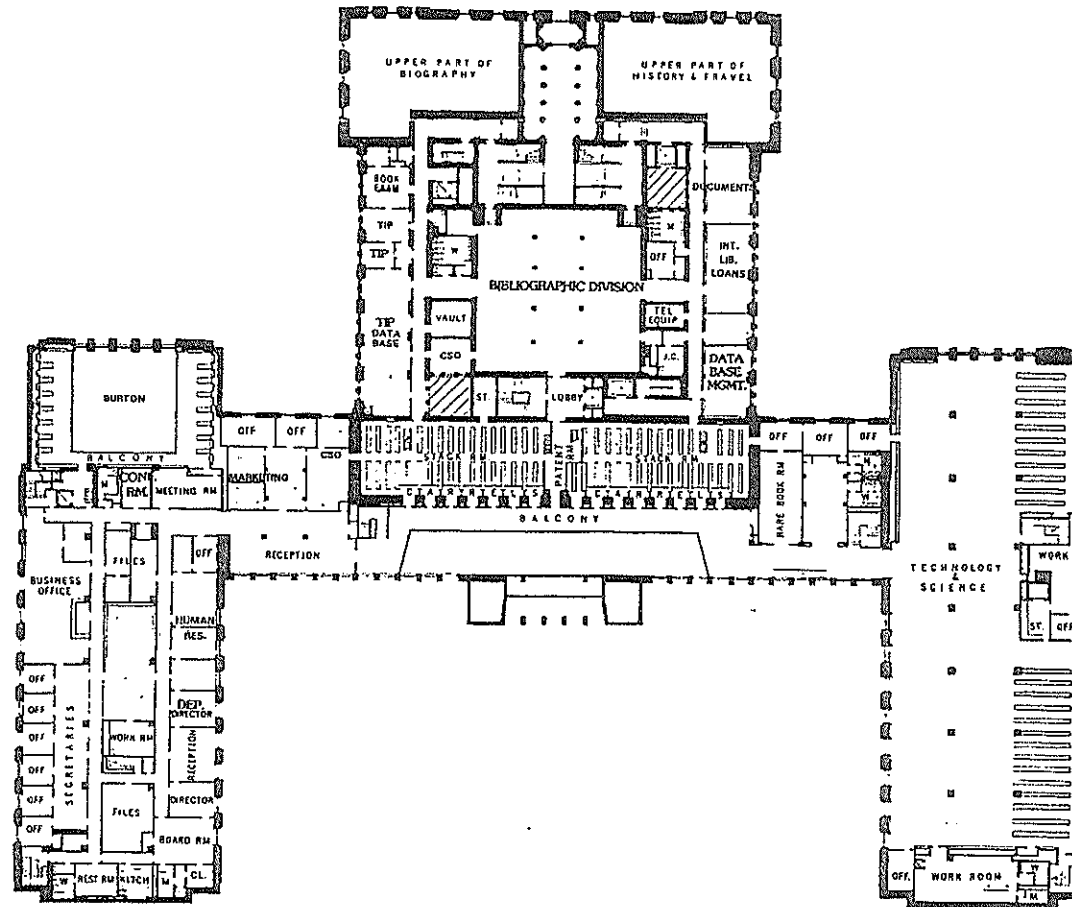
The Branch Manager and/or Assistant Manager will provide oversight at the branches.



THE DETROIT PUBLIC LIBRARY

THIRD FLOOR

North arrow  
Revised 12/20/24



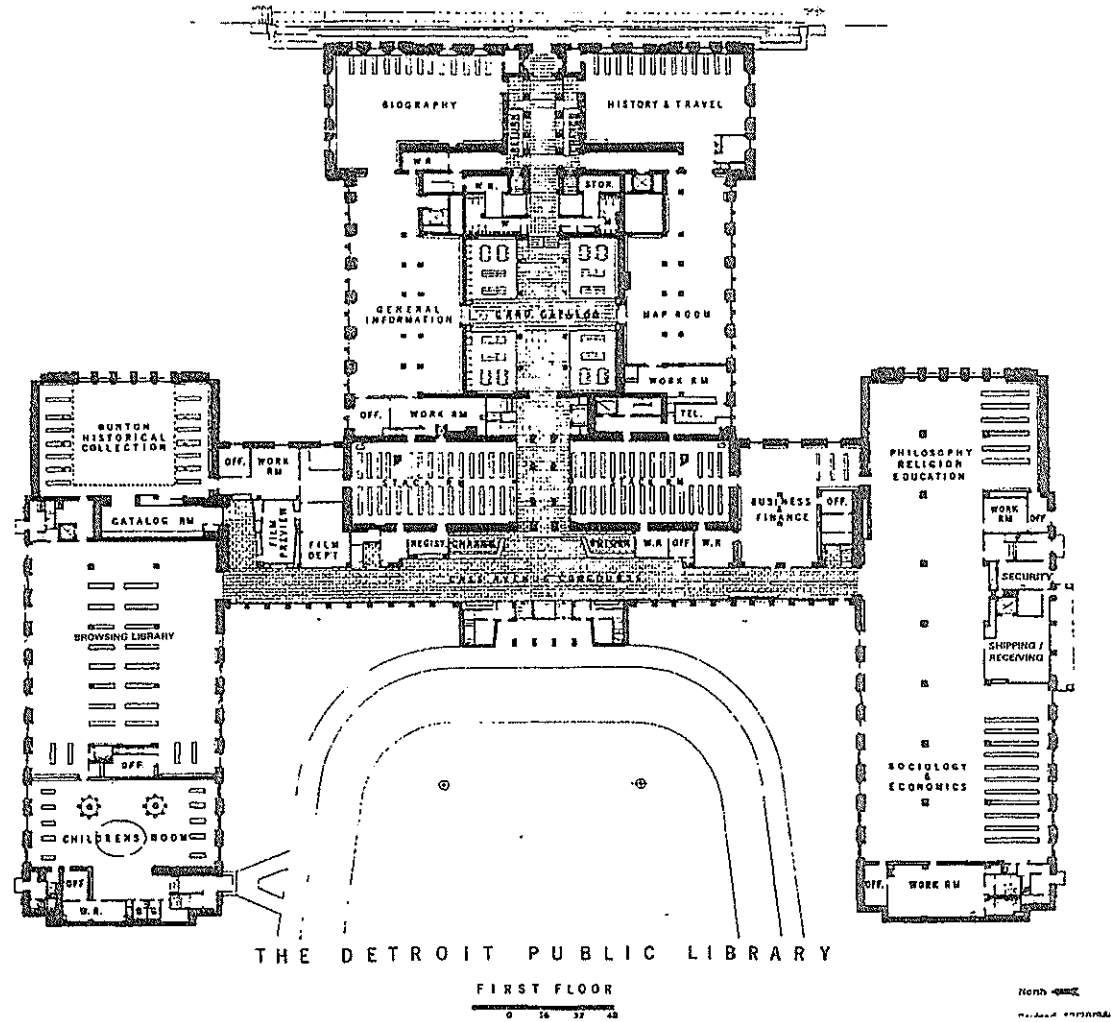
THE DETROIT PUBLIC LIBRARY

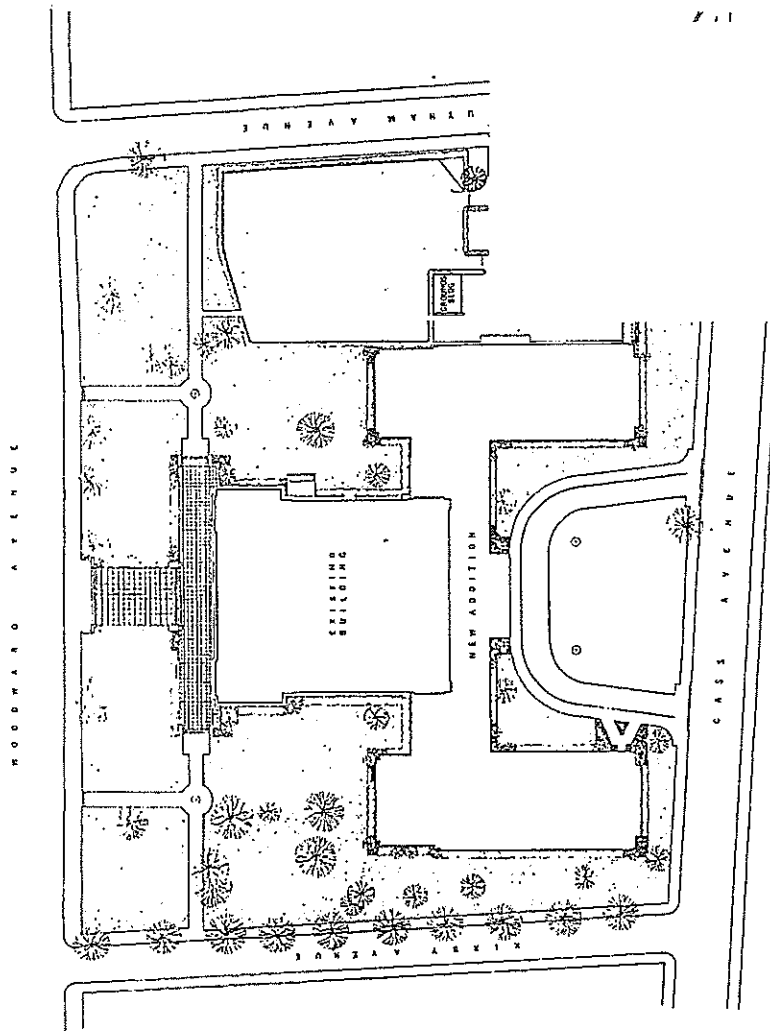
SECOND FLOOR



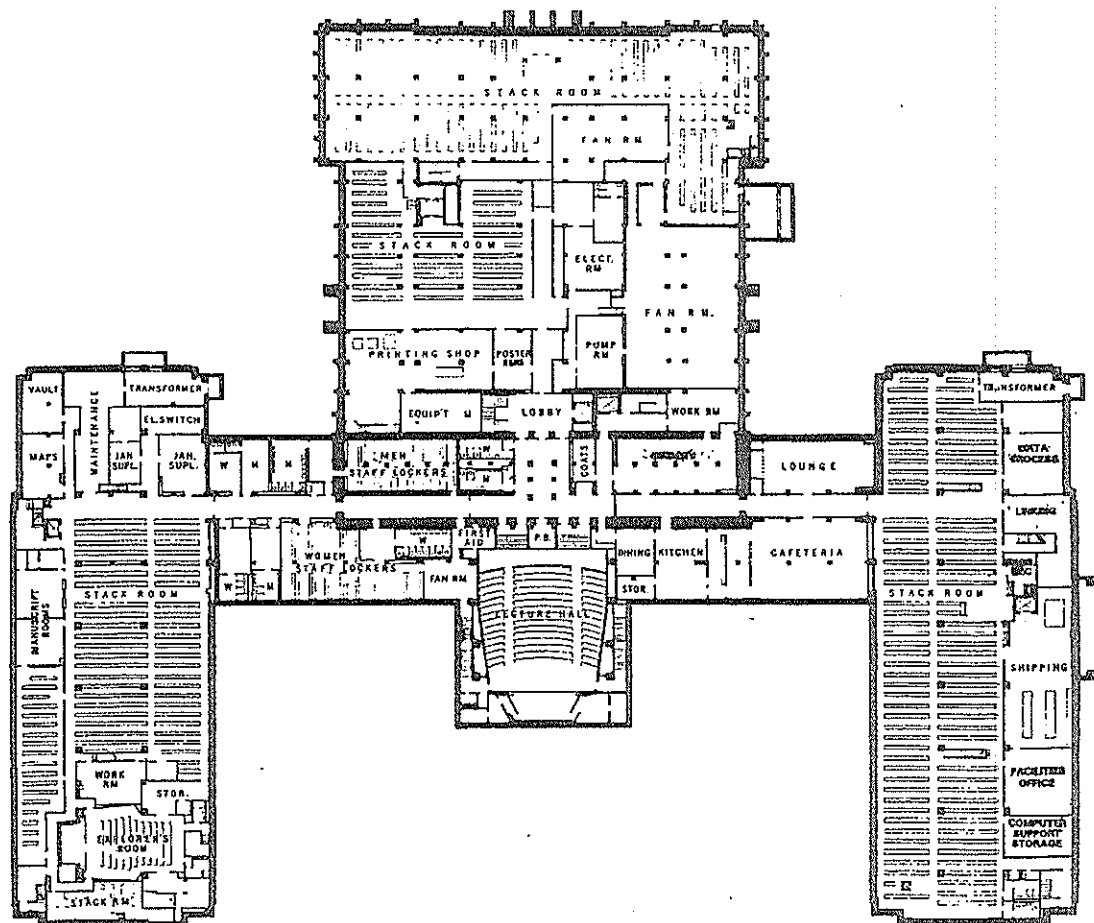
North Revised 04/05/95







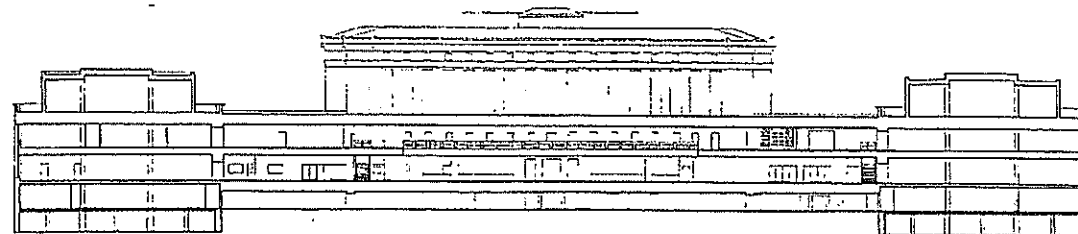
THE DETROIT PUBLIC LIBRARY  
SITE PLAN



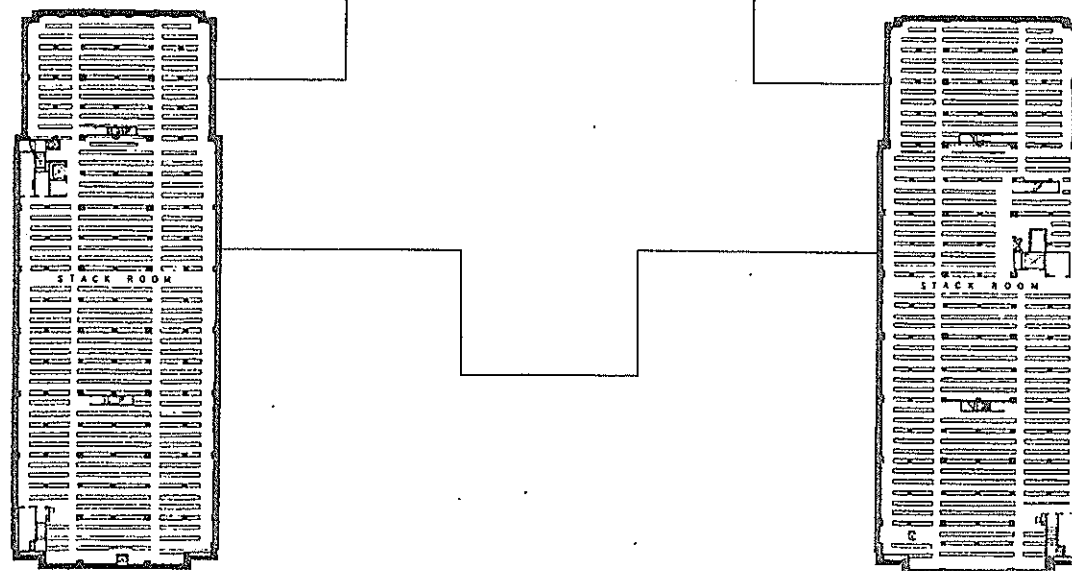
THE DETROIT PUBLIC LIBRARY  
FLOOR A

0 16 32 48

North



SECTION



THE DETROIT PUBLIC LIBRARY  
FLOOR B

0 15 32 48

North

Revised 12/20/04

## Detroit Public Library's Ranked by Size

<b>Main Library</b>	<b>420,000 sf</b>	<b>1921/1963</b>
<b>Skillman</b>	<b>27,700 sf</b>	<b>2003 (100% Renovated)</b>
<b>Parkman</b>	<b>18,540 sf</b>	<b>1931 (1<sup>st</sup> floor Ren. 2010)</b>
<b>Monteith</b>	<b>17,405 sf</b>	<b>1926</b>
<b>Douglass</b>	<b>15,401 sf</b>	<b>1971 (Renovated 2015)</b>
<b>Wilder</b>	<b>11,450 sf</b>	<b>1967 (Renovated 2016)</b>
<b>Edison</b>	<b>10,935 sf</b>	<b>1955 (Renovated 2017)</b>
<b>Conley</b>	<b>10,769 sf</b>	<b>1913 (Renovated 1990)</b>
<b>Duffield</b>	<b>10,200 sf</b>	<b>1916 (Renovated 2016)</b>
<b>Redford</b>	<b>9,992 sf</b>	<b>1981 (Renovated 2015)</b>
<b>Chandler Park</b>	<b>7,870 sf</b>	<b>1957</b>
<b>Hubbard</b>	<b>7,562 sf</b>	<b>1953</b>
<b>Chaney</b>	<b>7,270 sf</b>	<b>1955</b>
<b>Bowen</b>	<b>7,135 sf</b>	<b>1912</b>
<b>Jefferson</b>	<b>6,914 sf</b>	<b>1951</b>
<b>Campbell</b>	<b>6,800 sf</b>	<b>2006 (Lease)</b>
<b>Sherwood</b>	<b>6,580 sf</b>	<b>1951 (Renovated 2005)</b>
<b>Lincoln</b>	<b>6,070 sf</b>	<b>1951</b>
<b>Knapp</b>	<b>5,843 sf</b>	<b>1950</b>
<b>Franklin</b>	<b>5,670 sf</b>	<b>1950</b>
<b>Chase</b>	<b>5,590 sf</b>	<b>1952</b>
<b>Elmwood</b>	<b>5,000 sf</b>	<b>1975 (Lease)</b>
<b>Service Building</b>	<b>34,000 sf</b>	<b>1958</b>

**APPENDIX B**  
**NON-COLLUSION AFFIDAVIT**

IFB Number: \_\_\_\_\_ Description: \_\_\_\_\_

I state that I am \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of Firm)

and that I am authorized to make this affidavit on behalf of my Firm, its Owner, Directors, and Officers. I am the person responsible in my firm for the price(s) and the amount of the bid.

I state that:

1. The price(s) and the amounts of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of the bid, and either the approximate price(s) or the approximate amount of the bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before the bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or noncompetitive bid.
5. \_\_\_\_\_, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PERSON SUBMITTING BID

\_\_\_\_\_  
BID NOTARY'S SIGNATURE

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ in and for \_\_\_\_\_ County.

My commission expires: \_\_\_\_\_

REFERENCE #1	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL	
YEARS OF EXPERIENCE	

REFERENCE #2	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	
YEARS OF SERVICE	

REFERENCE #3	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	
YEARS OF SERVICE	

## APPENDIX A

### Certificate of Insurance

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The Detroit Public Library has specific certificate of insurance requirements. The Contractor shall maintain at its expense during the term of this contract, the following insurance:

- A. Worker's Compensation insurance with Michigan statutory limits and Employer's Liability insurance with minimum limits of \$500,000.00 each accident, \$500,000.00 each disease, \$500,000.00 each disease/each employee.
  - B. Commercial General Liability insurance with a combined single limits of \$1,000,000.00 per occurrence subject to a minimum aggregate limit of \$2,000,000.00
  - C. Automobile Liability insurance covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of the Michigan No-Fault Insurance Act, including residual liability insurance with a minimum combined single limit of \$1,000,000.00. Include MCS90 endorsement (if hazardous waste will be transported by supplier's auto) with minimum property damage limits of \$1,000,000.00 each occurrence.
- II. If during the term of this contract, changed conditions or other pertinent factors, should in the reasonable judgment of the Detroit Public Library, render inadequate the insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be affected at the contractor's expense, under valid and enforceable policies.
- III. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice to the Detroit Public Library. The Commercial General Liability insurance policy shall name the Detroit Public Library as an additional insured. Certificates of insurance evidencing such coverage shall be submitted to the Business Office, Purchasing Department, prior to the commencement of performance under this contract and at least fifteen (15) days prior to the expiration dates.



# CALENDAR OF LIBRARY CLOSINGS AND SCHEDULE CHANGES

2018 – 2019

3/7/18

July 4, 2018 (Wednesday)	Independence Day
September 1, 2018 (Saturday)	Labor Day Designated Holiday (Main Public Service Agencies)
September 3, 2018 (Monday) *	Labor Day (Branches & Support Agencies)
October 3, 2018 (Wednesday)	Staff Day
<b>October 7, 2018 (Sunday)</b>	<b>Sunday Service Start at Main, Redford, Wilder</b>
November 10, 2018 (Saturday)	Veterans Day Designated Holiday (Main Public Service Agencies & Branches)
November 12, 2018 (Monday)	Veterans Day Designated Holiday (Support Agencies)
November 22, 2018 (Thursday)	Thanksgiving
November 23, 2018 (Friday)	Day After Thanksgiving (Main & Support Agencies)
November 24, 2018 (Saturday)	Day After Thanksgiving Designated Holiday (Branches)
December 22, 2018 (Saturday)	Christmas Eve Designated Holiday (Main Public Service Agencies)
<b>December 23, 2018 (Sunday)</b>	<b>No Sunday Service</b>
December 24, 2018 (Monday)	Christmas Eve (Branches & Support Agencies)
December 25, 2018 (Tuesday)	Christmas Day
December 29, 2018 (Saturday)	New Year's Eve Designated Holiday (Main Public Service Agencies)
<b>December 30, 2018 (Sunday)</b>	<b>No Sunday Service</b>
December 31, 2018 (Monday)	New Year's Eve (Branches & Support Agencies)
January 1, 2019 (Tuesday)	New Year's Day
January 19, 2019 (Saturday)	Martin Luther King Jr. Day Designated Holiday (Main Public Service Agencies)
January 21, 2019 (Monday)	Martin Luther King Jr. Day (Branches & Support Agencies)
February 16, 2019 (Saturday)	Presidents' Day Designated Holiday (Main Public Service Agencies)
February 18, 2019 (Monday)	Presidents' Day (Branches & Support Agencies)
April 19, 2019 (Friday)	Good Friday (Main & Support Agencies)
April 20, 2019 (Saturday)	Good Friday Designated Holiday (Branches)
<b>April 21, 2019 (Sunday)</b>	<b>No Sunday Service</b>
May 25, 2019 (Saturday) **	Memorial Day Designated Holiday (Main Public Service Agencies)
<b>May 26, 2019 (Sunday)</b>	<b>No Sunday Service</b>
May 27, 2019 (Monday)	Memorial Day (Branches & Support Agencies)
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* September 7-8, 2018 (Friday – Saturday)	Branch Fall Schedule Begins (Closed Fridays, Open Saturdays)
** May 24-25, 2019 (Friday – Saturday)	Branch Summer Schedule Begins (Open Fridays, Closed Saturdays)