

MEMO 22-19

RECEIVED

MAY 31 2022

TO: Frank Schulte, City Administrator

FROM: James Kowalski, Director of Public Services *J.K.*

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

DATE: May 9, 2022

SUBJECT: Recommendation – Janitorial Services for Municipal Buildings

An "Invitation to Bid" for Janitorial Services for Municipal Buildings was advertised in the Grosse Pointe News and mailed to eleven companies. The following bids were received at the bid opening on May 3, 2022.

CleanNet of Greater Michigan Inc.	\$37,890.00 / year
McCoy Maintenance, Inc.	\$51,300.00 / year
Zeppelin Cleaning Services	\$61,679.00 / year
Systems4 of Metro Detroit	\$87,624.00 / year
Triple F Services	\$121,066.20 / year
Lifes Cleaning LLC	\$187,440.00 / year

CleanNet of Greater Michigan Inc. submitted the low bid in the amount of \$37,890.00 per year. Their references have been checked and their work has been satisfactory in the communities listed.

Therefore, I am requesting Council approval of the 3-year contract for Janitorial Services for Municipal Buildings from July 1, 2022 through June 30, 2025, to CleanNet of Greater Michigan Inc., 30665 Northwestern Highway, Suite 203, Farmington Hills, MI 48334 in the amount of \$37,890.00 in fiscal years 2022/2023, 2023/2024, and 2024/2025.

Attached is a copy of an updated contract, approved by the city attorney, as well as a current certificate of insurance. This is a budgeted item that will be included in each fiscal year budget in accounts 101-444-818.000 in the amount of \$25,200.00, 101-780-818.000 in the amount of \$2,400.00 and 101-774-818.104 in the amount of \$10,290.00.

Please contact me if you have any questions concerning this matter.

Recommend approval of the above stated and do not believe any benefit will accrue to the City by seeking further competitive bids. Approved for Council consideration.

*Frank Schulte*  
\_\_\_\_\_  
Frank Schulte, City Administrator

*5-23-22*  
\_\_\_\_\_  
Date

Fund Certification: Account numbers and amounts have been verified as presented.

*Shawn Murphy*  
\_\_\_\_\_  
Shawn Murphy, Treasurer/Comptroller

*5-31-2022*  
\_\_\_\_\_  
Date

JANITORIAL SERVICES  
MAY 3, 2022  
10:00 a.m.

COMPANY	SIGNED	BID BOND	BID AMOUNT
SYSTEM 4	✓		\$ 87,624/yr = \$ 7,302/mo
Clean Net	✓		\$ 37,890/yr = \$ 3,157.5/mo
McCoy Maint.	✓		\$ 51,300/yr = \$ 4,275/mo
Lifes Cleaning	✓		\$ 187,440/yr = \$ 15,620/mo
Zeppelin	No		\$ 60,679/yr = \$ 5,056.58/mo
Triple F	✓		\$ 121,066.20/yr = \$ 10,088.85/mo

Signed: (All Present) Jim Kowalski + Ernestina Mitta





CITY OF GROSSE POINTE WOODS  
20025 Mack Plaza Drive  
Grosse Pointe Woods, MI 48236

April 19, 2022

**INVITATION TO BID**

Sealed bids will be received by the City of Grosse Pointe Woods at the office of the City Clerk, 20025 Mack Plaza, Grosse Pointe Woods, Michigan 48236 until **10:00 a.m. on Tuesday, May 3, 2022**, at which time and place bids will be publicly opened and read aloud for furnishing the following item as described herein:

**JANITORIAL SERVICES FOR**  
**CITY OF GROSSE POINTE WOODS MUNICIPAL BUILDINGS**

Bid sheets should be submitted in a sealed, opaque envelope bearing the following notation:

CITY CLERK  
CITY OF GROSSE POINTE WOODS  
20025 MACK PLAZA  
GROSSE POINTE WOODS, MI 48236-2397

**CLEARLY MARKED "JANITORIAL SERVICES"**

- A. All bids shall be submitted exclusive of any sales tax, excise tax, etc.
- B. The bidder shall list on a separate sheet of paper any variation from or exceptions to the conditions and specifications of this bid. This sheet shall be labeled "Exceptions to Bid Conditions and Specifications", and shall be attached to the bid.
- C. All bids must state delivery date or schedule proposed.
- D. All bids shall incorporate any requirements of the Michigan State laws and shall incorporate all safety equipment and standards in conformance with the latest regulations of the Occupational Safety and Health Administration (OSHA).

**The City of Grosse Pointe Woods reserves the right to accept or reject any and all bids, to waive any informality in the bidding process or minor deviations from the specifications in a proposal and to accept any bid that deems itself in the best interest of the city.**

# SPECIFICATIONS

## JANITORIAL SERVICES FOR MUNICIPAL BUILDINGS

### SCOPE OF WORK:

The City of Grosse Pointe Woods requests proposals for work to be performed as described in the detailed specifications that follow this section. The specifications are based upon the frequency of performing each janitorial function.

### MATERIALS & EQUIPMENT:

Contractor will be required to furnish all equipment (i.e. Vacuums, mop bucket, brooms, sponges, cloths, toilet brushes, etc.).

The city will furnish all cleaners, paper towels, hand soap, toilet tissue, and deodorant toilet cakes to contractor upon request.

The contractor will not be permitted to use any cleaning, polishing or waxing products that are not first approved by the city. Cleaning compounds detrimental to vinyl or rubber tile, aluminum or wood must not be used. All products used must be of a non-hazardous material to the public. The use of bleach is prohibited. Material Safety Data Sheets (MSDS) of all chemicals used in municipal buildings will be on file with the city.

### RESERVATIONS:

The city herein expressly reserves the following rights:

1. To reject any or all bids.
2. To waive any or all irregularities in bids submitted.
3. To consider the competency and responsibility of bidders and their proposed subcontractors in making the awards.
4. The city reserves the right to extend the contract with the existing contractor for additional periods, as long as service requirements and contract price remains the same.

### INTERPRETATION OF PROPOSED CONTRACT DOCUMENTS:

If a bidder finds apparent discrepancies in, or omissions from, the work schedules or other documents, or is in doubt as to meanings, bidder shall at once notify the city, which will send written instructions to all bidders. For any questions regarding the contract contact Director James Kowalski at (313) 343-2460. Any bulletins or addenda so issued by the city are to be covered in the proposal, and in closing the contract, will become a part of the agreement.

### EXAMINATION OF BUILDING AND CONDITIONS:

Before submitting a proposal, bidders should carefully examine the buildings and fully inform themselves as to all existing conditions and limitations. To schedule an appointment to examine the buildings, please call the Department of Public Works at (313) 343-2460.

### FILLING IN BID FORMS:

Each bid shall be made on and in accordance with the form accompanying these instructions, and all blank spaces in the form shall be filled, in ink. Numbers shall be stated both in writing and figures and in case of discrepancy, the written version shall control. The signatures shall be in longhand and the completed form shall be without interlineations, alteration or erasure. **Bids shall be enclosed in a sealed envelope and directed to the city to the name and address given in the Notice to Bidder in an envelope clearly marked "Janitorial Services."**

**MODIFICATION OF PROPOSAL:**

No oral, telegraphic, telephone or email proposals or modifications will be considered.

**AGREEMENT:**

A contract will be required to be entered into by the successful bidder.

**NAME OF BIDDER:**

If the bidder is a corporation, the corporate name should appear on the bid, together with the state of incorporation, the address of its registered office, and the names of the president and secretary thereof.

If the bid is submitted by a partnership, or two or more persons engaged in a joint venture, the names, addresses and birth dates of all persons composing the partnership or engaged in the joint venture shall be disclosed. An individual, operating under an assumed business name, shall indicate that he/she is the sole owner and proprietor of the business using such name, providing name, address and birth date.

**WORKING HOURS:**

The City and contractor will establish a mutually convenient time for all janitorial work to be performed for the following days:

- Municipal Complex, including City Hall (*all offices*), Municipal Court, Community Center (*only restrooms*), and Public Safety common areas and restrooms - Mon, Wed, Fri [3 days] – after 5:00 PM.
- Public Safety offices and lock up area in the Municipal Complex and the detached Detective Bureau building (*including offices, kitchen and restrooms*) - Fri [1 day] – at 3:00 PM.
- Absent Voter office (*located in basement*), Municipal Court offices, and Information Technology office - Fri [1 day] – at 4:00 PM.
- Cook Schoolhouse and Community Center kitchen – Wed [1 day] – at 4:00 PM
- Aquatic Facility women’s locker room and restrooms, including showers (located at 23000 E. Jefferson, St. Clair Shores) – Seasonally from opening day (Memorial Day) to closing (Labor Day) – Sun-Sat [7 days] – one female, five hours from 1:00 PM – 6:00 PM. *\*Please note July 1, 2022 will be first day for this contract and ending June 30, 2025.*

**PAYMENT OF CONTRACT:**

Payment will be made by the City of Grosse Pointe Woods within thirty (30) days of receipt of an invoice on a monthly basis.

**EMPLOYEE LISTING:**

The contractor will be required to furnish the city with a complete employee listing. Employee listing will be according to the facility where the employee will work. No new employees will work in a facility without prior notice being given to the city’s representative.

Each member of the janitorial staff shall provide proof of their proper name to the City by a copy of either a Michigan driver’s license and/or Michigan State ID card. The Department of Public Safety will investigate all potential staff members with a warrant and criminal history background check.

Upon a satisfactory background investigation, the janitorial staff member will be issued a City picture identification card to be worn at all times while in the building. Anyone not wearing the ID card will not be granted entry to the building.

**INSURANCE:**

The successful bidder shall provide to the City a copy of the Certificate of Insurance for the following:

- Liability insurance in the amount of \$1,000,000 combined limits, bodily injury, personal property and liability;
- Workers’ compensation insurance as required by State statute;
- Fidelity bond in the sum of Ten Thousand (\$10,000) Dollars for bidder and each employee covering any loss through theft, conversion or misappropriation of the City’s money, securities or property.

**TERM:**

Term is for three (3) years from July 1, 2022 to June 30, 2025 with option to extend for one additional year including the same terms and conditions at a cost to be negotiated at time of extension.

**TERMINATION:**

The contract may be terminated by either party upon forty-five (45) days’ notice in writing by one party to the other party, such notice specifying the date said contract shall terminate.

At any time after the first 90 days of performance, if city finds contractor has not complied with the specifications, it shall give notice that the contract will terminate on a stated date to be not less than 20 nor more than 60 days from the date of notice. Such notice shall document deficiencies in such contract performance.

**AREAS TO BE SERVICED:**

**Municipal Buildings at 20025 Mack Plaza**

The interior and exterior of the Municipal Buildings at 20025 Mack Plaza includes all first floor offices, conference, meeting rooms, receptions areas, general offices, lobbies, the Council-Court Room, halls and stairways, including the basement Absent Voter office, basement hallways, basement restrooms, Community Center kitchen and restrooms, the Cook Schoolhouse, and Public Safety Detective Bureau Office building, kitchen and restrooms. The following area is EXCLUDED: Public Safety Apparatus Room, basement pistol range, and Community Center meeting rooms.

Existing Floor Plan of the first floor and the basement of the municipal complex and the Cook Schoolhouse are attached hereto and made a part of the specifications as Exhibit A, B, C, & D to receive janitorial service:

First floor area of Municipal Complex (Exhibit A):	18,075 square feet
Basement floor area of Municipal Complex (Exhibit B):	7,748 square feet
Community Center <i>*only bathrooms and kitchen</i> (Exhibit A and C):	532 square feet
Cook Schoolhouse (Exhibit D):	1,150 square feet
Detective Bureau Offices	800 square feet
 TOTAL SQUARE FEET:	 28,305 square feet

**Aquatic Facility at 23000 E. Jefferson, St. Clair Shores**

Only the women’s locker room, bathhouse, and restrooms in the Aquatic Facility at 23000 E. Jefferson in St. Clair Shores are to be cleaned. Existing Floor Plan is attached hereto and made a part of the specifications as Exhibit E to receive janitorial service:

Aquatic Facility (Exhibit E)	2,363 square feet
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**SCHEDULE AND WORK TO BE ACCOMPLISHED:**

**MONDAY, WEDNESDAY, AND FRIDAY AFTER 5:00 PM:**

MUNICIPAL COMPLEX - INCLUDING CITY HALL (*ALL OFFICES*), COMMUNITY CENTER (*ONLY RESTROOMS*), MUNICIPAL COURT, AND PUBLIC SAFETY COMMON AREAS AND RESTROOMS

**1. Entrances, common areas, conference rooms, cubicles, kitchens (*Public Safety and City Hall Only*), and offices (*City Hall only*):**

- Empty all trash receptacles and remove trash to dumpster.
- Empty all shredding bins into garbage dumpster.
- Vacuum all carpeting and mats.
- Clean hard surface floors to remove debris and spillage.
- Dust mop and wet mop hard floor surfaces.
- Inspect and clean up building entrance areas.
- Clean sinks, counters, chairs and tables in kitchen areas.
- Restock paper towels, tissues, and hand soap in kitchen areas.
- Check stairways for debris and clean when necessary.
- Keep front lobby clean and wipe down counters.

**2. Restrooms:**

- Restock hand towel, tissue, toilet paper and hand soap.
- Remove trash and wipe down trash cans.
- Clean mirrors, partitions, and doors.
- Disinfect all counters and sinks.
- Disinfect toilets and urinals.
- Spot clean walls.
- Wet mop and rinse all floors.

**FRIDAY AT 3:00 PM:**

PUBLIC SAFETY OFFICES AND LOCK UP AREA IN THE MUNICIPAL COMPLEX AND THE DETACHED DETECTIVE BUREAU BUILDING (*INCLDUDING OFFICES, KITCHEN, AND RESTROOMS*)

**1. Offices, lock up area, and Detective Bureau Building common areas and kitchen:**

- Empty all trash receptacles and remove trash to dumpster.
- Empty all shredding bins into garbage dumpster.
- Vacuum all carpeting and mats for debris.
- Clean hard surface floors to remove debris and spillage.
- Dust mop and wet mop hard floor surfaces.
- Inspect and clean up building entrance areas.
- Clean sinks, counters, chairs and tables in kitchen areas.
- Restock paper towels, tissues, and hand soap in kitchen areas.
- Keep front lobby clean and wipe down counters.

**2. Restrooms:**

- Restock hand towel, tissue, toilet paper and hand soap.



- Remove trash and wipe down trash cans.
- Clean mirrors, partitions, and doors.
- Disinfect all counters and sinks.
- Disinfect toilets and urinals.
- Spot clean walls.
- Wet mop and rinse all floors.

**FRIDAY AT 4:00 PM:**

ABSENT VOTER OFFICE (*LOCATED IN BASEMENT*), MUNICIPAL COURT OFFICES, AND INFORMATION TECHNOLOGY OFFICE

**1. Offices:**

- Empty all trash receptacles and remove trash to dumpster.
- Empty all shredding bins into garbage dumpster.
- Vacuum all carpeting and mats for debris.
- Clean hard surface floors to remove debris and spillage.
- Dust mop and wet mop hard floor surfaces.
- Inspect and clean up building entrance areas.

**WEDNESDAY:**

COOK SCHOOLHOUSE AND COMMUNITY CENTER KITCHEN

**1. Common area (*Cook Schoolhouse only*) and kitchens:**

- Empty all trash receptacles and remove trash to dumpster.
- Empty all shredding bins into garbage dumpster.
- Clean all mats for debris.
- Clean hard surface floors to remove debris and spillage.
- Dust mop and wet mop hard floor surfaces.
- Inspect and clean up building entrance areas.
- Clean sinks, counters, chairs and tables in kitchen areas.
- Restock paper towels, tissues, and hand soap in kitchen areas.

**2. Restrooms (*Cook Schoolhouse only*):**

- Restock hand towel, tissue, toilet paper and hand soap.
- Remove trash and wipe down trash cans.
- Clean mirrors, partitions, and doors.
- Disinfect all counters and sinks.
- Disinfect toilets and urinals.
- Spot clean walls.
- Wet mop and rinse all floors.

**SUNDAY THROUGH SATURDAY \* FROM MEMORIAL DAY TO LABOR DAY:**

AQUATIC FACILITY WOMEN'S LOCKER ROOM, RESTROOMS, AND SHOWERS (LOCATED AT 23000 E. JEFFERSON, ST. CLAIR SHORES)

**1. Locker room:**

- Empty all trash receptacles and remove trash to dumpster.
- Clean hard surface floors to remove debris and spillage.
- Dust mop and wet mop hard floor surfaces.

**2. Restrooms, including showers:**

- Restock hand towel, tissue, toilet paper, and soap.
- Restock shampoo and soap in showers.
- Remove trash and wipe down trash cans.
- Clean mirrors, partitions, and doors.
- Disinfect all counters and sinks.
- Disinfect toilets.
- Clean shower drains (hair, etc.).
- Wipe shower dividers.
- Remove splash marks from around basins.
- Spot clean walls.
- Wet mop and rinse all floors.

**MUTUAL UNDERSTANDING:**

Janitor/supply closets, equipment and materials will be kept in a neat, clean and orderly condition at all times. Janitorial/supply closets are located in the Administrative men's restroom and ladies' restroom/lounge areas, Basement, and the Public Safety Apparatus Storage area – *see Exhibits A-E*.

It is understood by the contractor that the city will engage the services of outside vendors for the performance of the following services which the contractor may also quote:

- Interior wall washing annually;
- Interior and exterior window washing semi-annually;
- Resilient tile floor/strip/seal maintenance semi-annually;
- Carpet and mat cleaning quarterly;
- Ceramic tile washing semi-annually; and
- Window blind washing semi-annually.

## BIDDER'S REFERENCE PAGE

(Submit with Bid)

The Contractor shall submit references for municipal or commercial building janitorial services, which the City can verify. Each reference shall be for work actually performed by the Bidder (subcontractor references are not applicable).

**ALL REFERENCES WILL BE TREATED AS THE CONTRACTOR'S CONFIDENTIAL BUSINESS INFORMATION.** Previous work for the City may be used as a reference. Complete each item for all 4 references.

<b>Owner/Agency:</b>	City of Auburn Hills
<b>Address:</b>	1827 N. Squirrel Road
<b>Address:</b>	(multiple locations)
<b>City, State, Zip</b>	Auburn Hills, MI 48326
<b>Contact:</b>	Stephen Baldante
<b>Phone:</b>	917-400-7278

<b>Owner/Agency:</b>	Emagine Theatres
<b>Address:</b>	(multiple locations)
<b>Address:</b>	
<b>City, State, Zip</b>	
<b>Contact:</b>	Cinthy Damien
<b>Phone:</b>	248-840-3735

<b>Owner/Agency:</b>	Pontiac District Court
<b>Address:</b>	70 N. Saginaw St.
<b>Address:</b>	
<b>City, State, Zip</b>	Pontiac, MI 48342
<b>Contact:</b>	Allen Cooley
<b>Phone:</b>	248-758-3800

<b>Owner/Agency:</b>	City of Dearborn
<b>Address:</b>	5111 Bingham, Ste 101
<b>Address:</b>	
<b>City, State, Zip</b>	Dearborn, MI 48126
<b>Contact:</b>	Dee Dee Jarrett
<b>Phone:</b>	313-320-8601

Only contractors experienced in this type of work will be considered. Failure to provide sufficient verifiable references will result in rejection of this bid.

## CITY OF GROSSE POINTE WOODS

IT IS UNDERSTOOD THAT THE CITY OF GROSSE POINTE WOODS IS A GOVERNMENTAL UNIT AND AS SUCH IS EXEMPT FROM THE PAYMENT OF ALL STATE AND FEDERAL TAXES APPLYING ON THE ABOVE MENTIONED EQUIPMENT, AND THE ABOVE PRICES THEREFORE DO NOT INCLUDE THIS AMOUNT.

The bidder by execution of the proposal thereby declares that the bid is made without collusion with any other person, firm or corporation making any other bid, or who otherwise would make a bid, and agrees to furnish all bid items in strict accordance with all Federal Regulatory Measures.

All bids must be submitted on the city's bid sheet.

Submission of a bid will be construed as a conclusive presumption that the bidder is thoroughly familiar with the bid sheet and specifications, and that he understands and agrees to abide by each and all of the stipulations and requirements contained therein.

BIDDERS ARE REQUESTED TO SUBMIT ALL AVAILABLE DATA AND DESCRIPTIVE LITERATURE COVERING THE EQUIPMENT PROPOSED TO BE FURNISHED.

THE UNDERSIGNED, by execution of this bid, certified that he is the Regional Director CleanNet of Greater Michigan Inc. of the firm named as bidder in the bid; and that he signs the bid on behalf of the firm; and that he is authorized to execute the same in behalf of said firm.

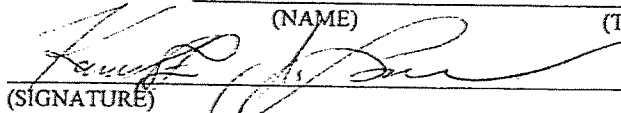
**NAME AND ADDRESS OF BIDDER:**

COMPANY NAME CleanNet of Greater Michigan Inc.

ADDRESS 30665 Northwestern Highway Suite 203

CITY Farmington Hills STATE MI ZIP 48334

SUBMITTED BY Kenneth Lamere Sales Executive  
(NAME) (TITLE)

  
(SIGNATURE)

TELEPHONE 248.419.2999 FAX 248.671.0109

DATE 4/26/2022

## 5. Mutual Understanding

- Interior wall washing annually
- Interior and exterior window washing semi-annually
- Resilient tile floor/strip/seal maintenance semi-annually
- Carpet and mat cleaning quarterly
- Ceramic tile washing semi-annually
- Window blind washing semi-annually

CleanNet of Greater Michigan can perform these special services and will provide quotes for the City of Grosse Pointe Woods.

CITY OF GROSSE POINTE WOODS

BID SHEET

THE UNDERSIGNED DECLARES THAT A CAREFUL EXAMINATION HAS BEEN MADE OF THE ITEM OF THE ACCOMPANYING SPECIFICATIONS INCLUDED IN THIS BID SHEET AND THE UNDERSIGNED UNDERSTANDS ALL OF THE REQUIREMENTS OF SAME. IT IS FURTHER UNDERSTOOD THAT THE UNDERSIGNED WILL CONTRACT TO DELIVER WITHIN THE SPECIFIED TIME, DATE, AFTER THE ISSUANCE OF THE CITY'S PURCHASE ORDER, ANY ITEMS AS CONTAINED IN THIS BID AND IN ACCORDANCE WITH SPECIFICATIONS; TO-WIT:

JANITORIAL SERVICES FOR MUNICIPAL BUILDINGS

MONTHLY MUNICIPAL COMPLEX - INCLUDING CITY HALL (ALL OFFICES), COMMUNITY CENTER (ONLY RESTROOMS), MUNICIPAL COURT, AND PUBLIC SAFETY COMMON AREAS AND RESTROOMS COST

\$ 1,300.00

MONTHLY PUBLIC SAFETY OFFICES AND LOCK UP AREA IN THE MUNICIPAL COMPLEX AND THE DETACHED DETECTIVE BUREAU BUILDING (INCLUDING OFFICES, KITCHEN, AND RESTROOMS) COST

\$ 400.00

MONTHLY ABSENT VOTER OFFICE (LOCATED IN BASEMENT), MUNICIPAL COURT OFFICES, AND INFORMATION TECHNOLOGY OFFICE COST

\$ 400.00

MONTHLY COOK SCHOOLHOUSE AND COMMUNITY CENTER KITCHEN COST

\$ 200.00

MONTHLY AQUATIC FACILITY WOMEN'S LOCKER ROOM, RESTROOMS, AND SHOWERS COST \* ONLY FROM MEMORIAL DAY TO LABOR DAY

\$ 3,182.00

TOTAL COST PER MONTH

\$ 5,482.00

*Five Thousand Four Hundred and Eighty Two*  
TOTAL COST IN WRITING

DELIVERY DATE 4/28/2022

COMPANY NAME CleanNet of Greater Michigan Inc.

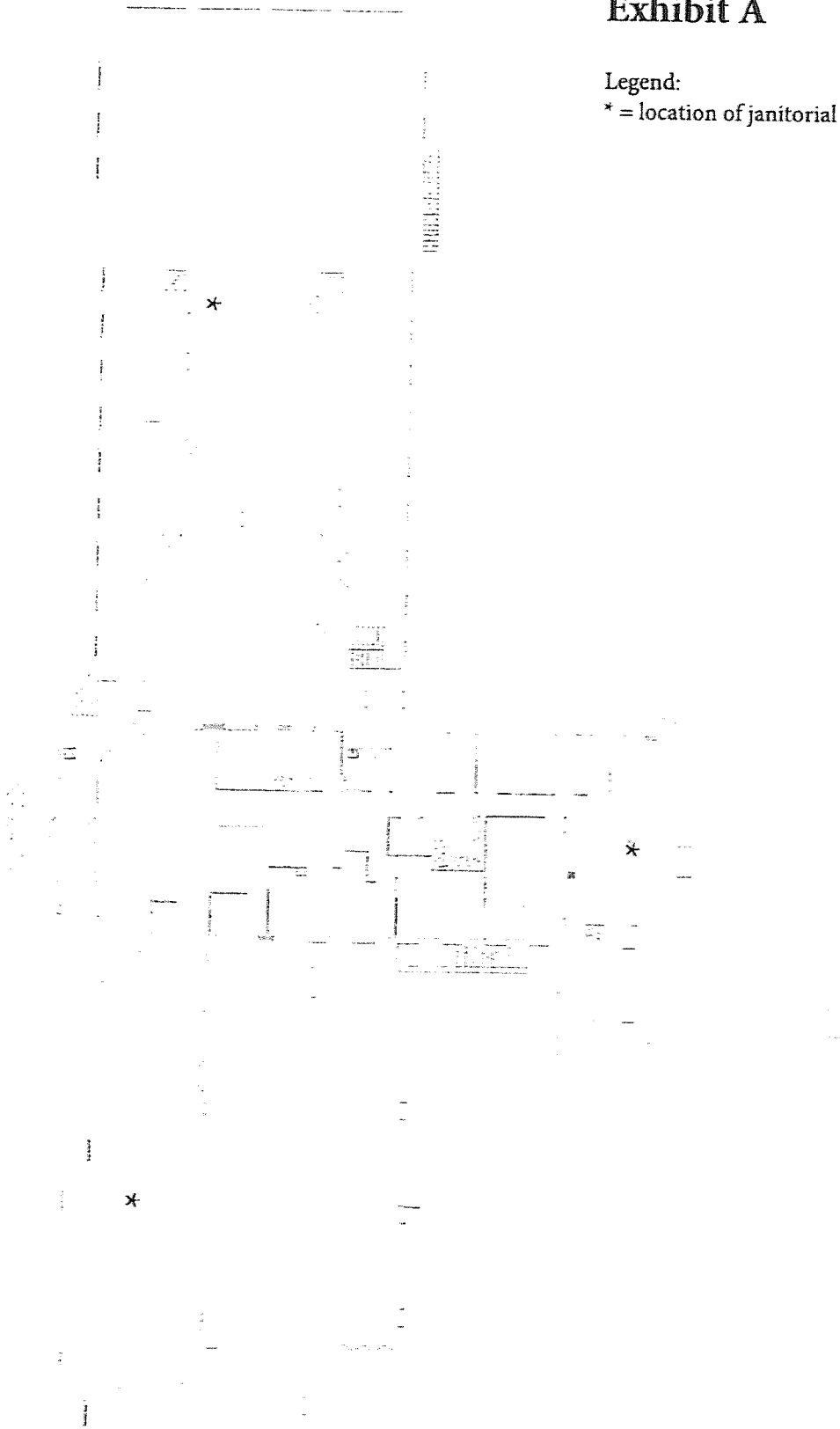
CONTACT PERSON Ken Lamere

TELEPHONE 248.419.2999 FAX 248.671.0109

# Exhibit A

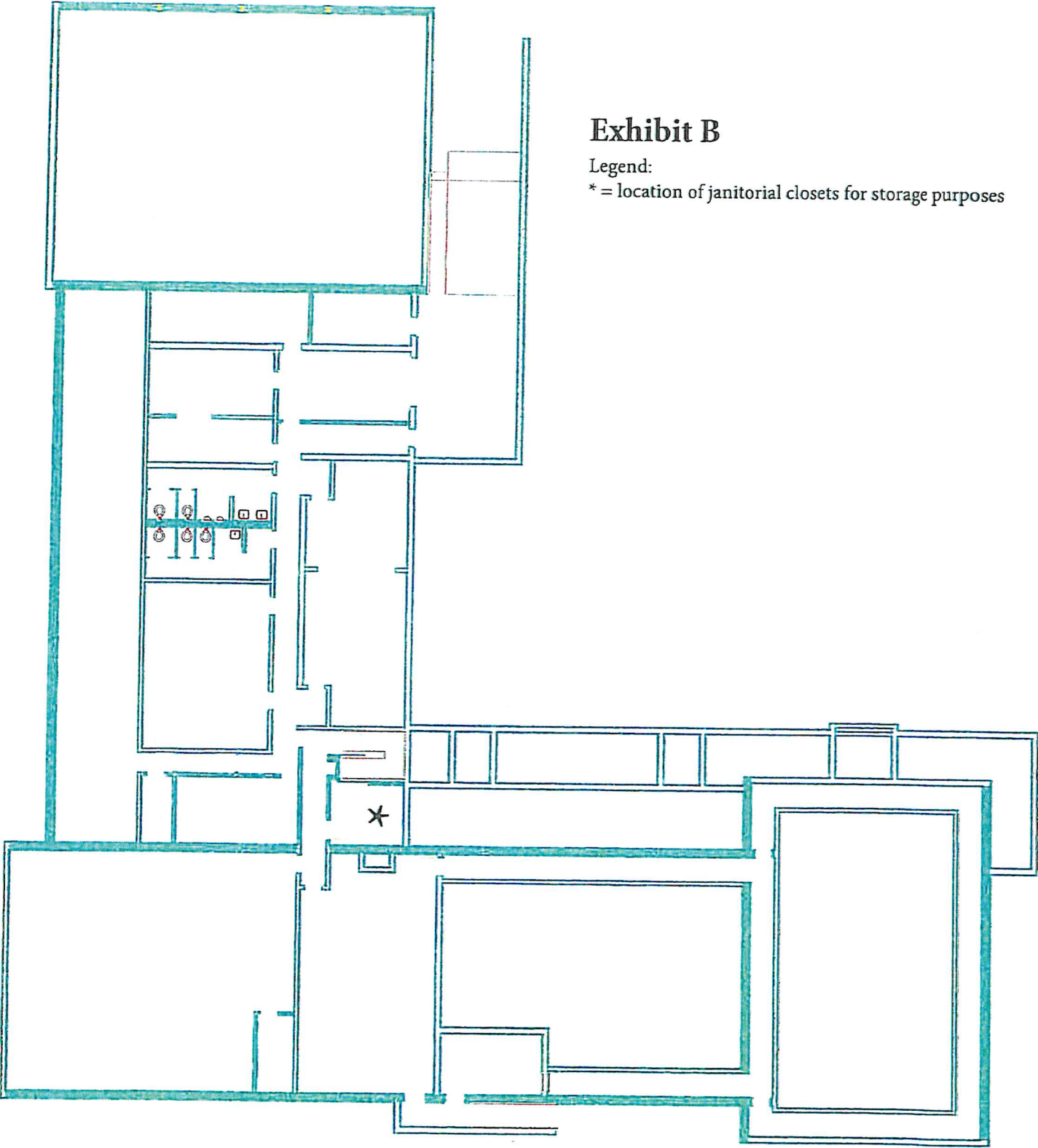
Legend:

\* = location of janitorial closets for storage purposes



# Exhibit B

Legend:  
\* = location of janitorial closets for storage purposes

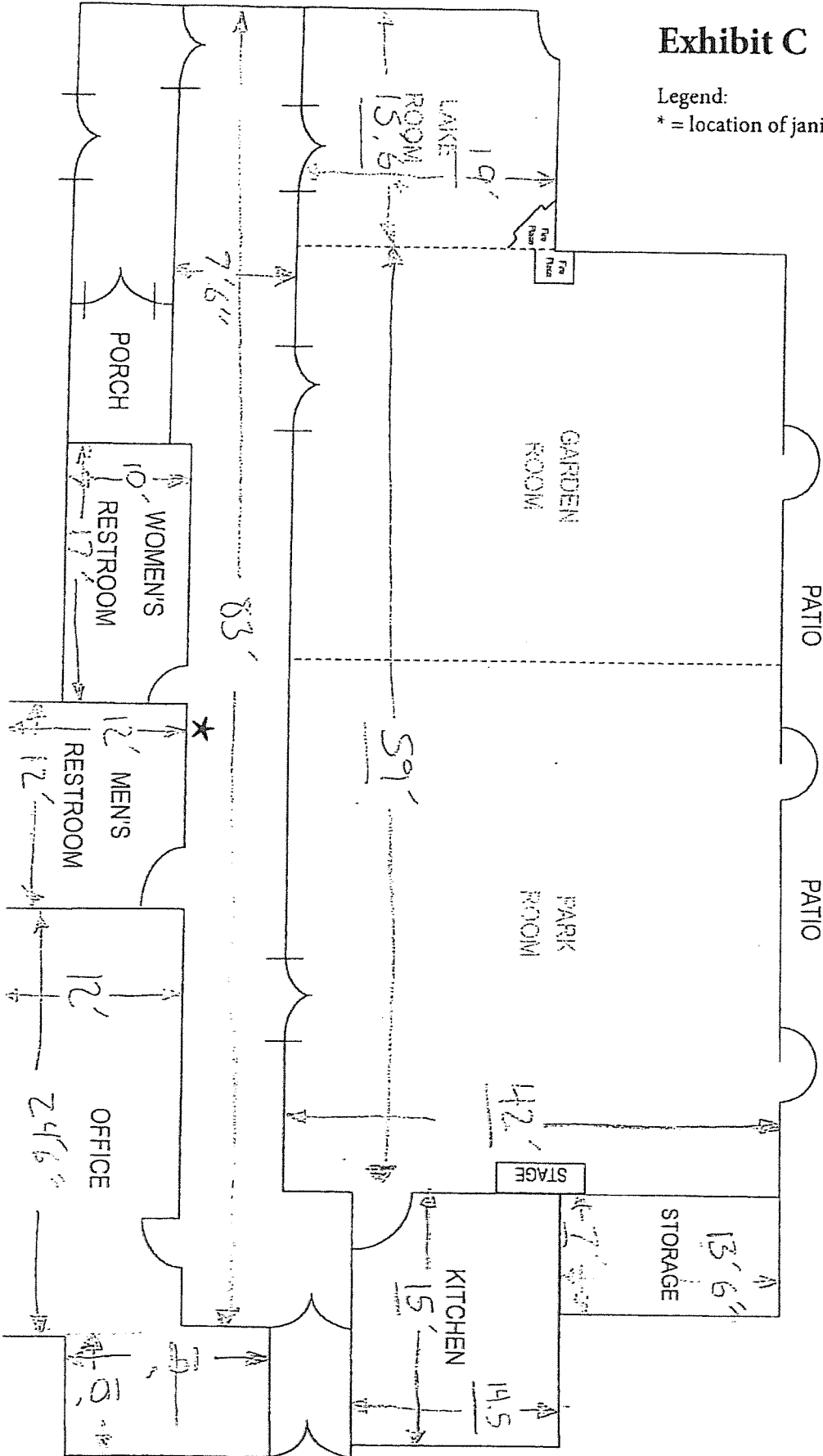




# Exhibit C

Legend:

\* = location of janitorial closets for storage purposes

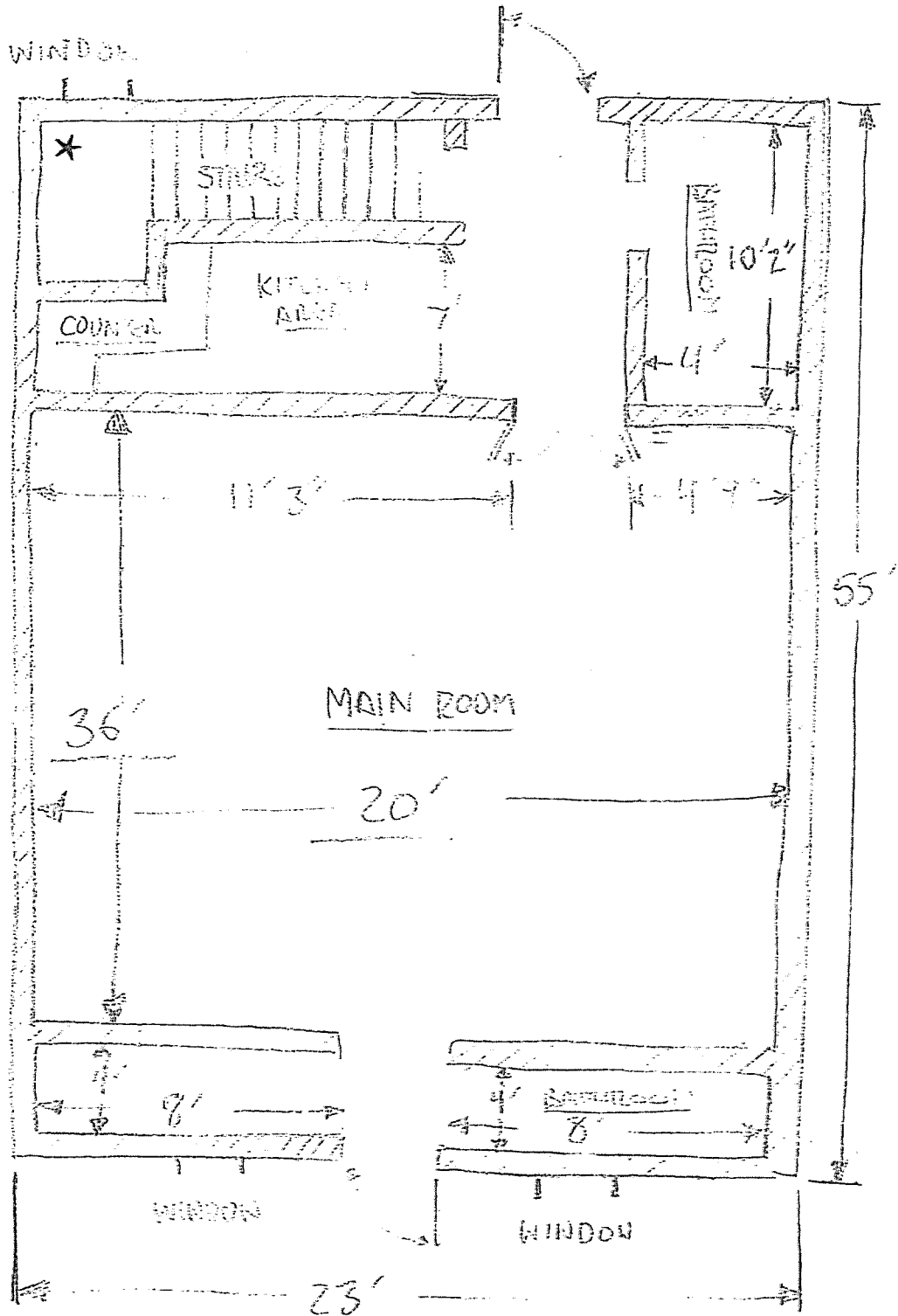


# Exhibit D

Legend:

\* = location of janitorial closets for storage purposes

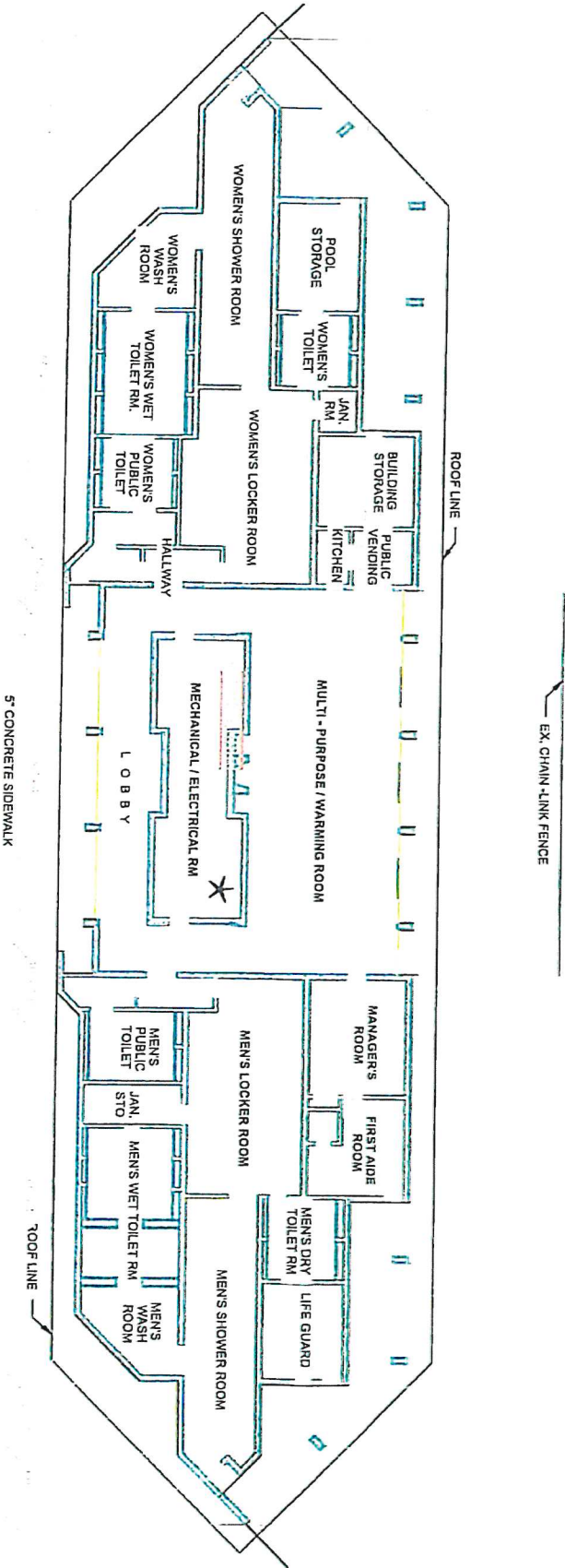
Cook  
School  
House



# Exhibit E

Legend:

\* = location of janitorial closets for storage purposes





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/9/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Exchange Underwriters, Inc 2111 N Franklin Dr Ste. 100 Washington PA 15301	<b>CONTACT NAME:</b> Kim Wietasch	
	<b>PHONE (A/C, No, Ext):</b> 724-745-1600	<b>FAX (A/C, No):</b> 724-745-0224
<b>E-MAIL ADDRESS:</b> kwietasch@exchangeunderwriters.com		
<b>INSURED</b> CleanNet of Greater Michigan, Inc 9851 Broken Land Parkway S#208 Columbia, MD 21046	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> AmGUARD Insurance Company	NAIC # ✓ 42390
	<b>INSURER B:</b> Ohio Casualty	✓ 24074
	<b>INSURER C:</b> West American	✓ 44393
	<b>INSURER D:</b> American Fire & Casualty Co.	✓ 24066
	<b>INSURER E:</b> <b>INSURER F:</b>	

VOK!  
 J.A.  
 5/10/22 CNU-001

**COVERAGES**

CERTIFICATE NUMBER: 1240423198

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	BKW58813896	9/1/2021	9/1/2022 ✓	EACH OCCURRENCE \$ 1,000,000 ✓ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
D	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY	Y	Y	BAA58813896	9/1/2021	9/1/2022 ✓	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 ✓ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		Y	USO58813896	9/1/2021	9/1/2022 ✓	EACH OCCURRENCE \$ 5,000,000 ✓ AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	CLWC257750	9/1/2021	9/1/2022 ✓	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 ✓ E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Third Party Bond			BKW58813896	9/1/2021	9/1/2022	Limit 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 City of Grosse Pointe Woods is included in named as Additional Insured with respects to General Liability on a primary and non-contributory basis and Automobile Liability when required by CleanNet billed contract. Participating Franchisees are covered for General Liability, Workers Compensation and Bond. General Liability, Automobile Liability, Workers Compensation and Umbrella Liability Waiver of Subrogation applies when required by Contract. Umbrella policy to follows form over the General Liability, Automobile Liability and Workers Compensation policies.

**CERTIFICATE HOLDER****CANCELLATION**

City of Grosse Pointe Woods  
 2025 Mack Plaza  
 Grosse Pointe Woods MI 48236

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
*Susan J. Herman*

## Jeanne Duffy

---

**From:** Kenneth Lamere <KLamere@cleannetusa.com>  
**Sent:** Thursday, May 5, 2022 3:39 PM  
**To:** Jeanne Duffy  
**Cc:** Frank Schulte; Jim Kowalski  
**Subject:** RE: Janitorial Services RFP

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**CAUTION: This email originated from outside of the organization. DO NOT click links, open attachments or reply to this message unless you recognize the sender and know the content is safe:**

Hi Jeanne,

The annual cost for the aquatic facility from July 1- June 30 will be **\$10,290.00**

If you have any other questions please let me know.

Thank you,

Ken

**From:** Jeanne Duffy <jduffy@gpwmi.us>  
**Sent:** Thursday, May 5, 2022 2:20 PM  
**To:** Kenneth Lamere <KLamere@cleannetusa.com>  
**Cc:** Frank Schulte <fschulte@gpwmi.us>; Jim Kowalski <JKowalski@gpwmi.us>  
**Subject:** RE: Janitorial Services RFP

Hi Ken,

Thank you for calling me back earlier. I spoke with my Director and the City Manager and are making sure we understand your bid for Janitorial Services. Are you able to provide us an annual cost for the aquatic facility from July 1- June 30? We aren't sure how you will prorate the partial months.

Thank you again,

Jeanne Duffy

**From:** Kenneth Lamere <KLamere@cleannetusa.com>  
**Sent:** Tuesday, April 19, 2022 3:52 PM  
**To:** Jeanne Duffy <jduffy@gpwmi.us>  
**Subject:** RE: Janitorial Services RFP

**CAUTION: This email originated from outside of the organization. DO NOT click links, open attachments or reply to this message unless you recognize the sender and know the content is safe:**

Thank You Jeanne,

Ken

**From:** Jeanne Duffy <[jduffy@gpwmi.us](mailto:jduffy@gpwmi.us)>  
**Sent:** Tuesday, April 19, 2022 2:14 PM  
**To:** Kenneth Lamere <[KLamere@cleannetusa.com](mailto:KLamere@cleannetusa.com)>  
**Cc:** Jim Kowalski <[JKowalski@gpwmi.us](mailto:JKowalski@gpwmi.us)>; Matthew Crook <[mcrook@gpwmi.us](mailto:mcrook@gpwmi.us)>  
**Subject:** RE: Janitorial Services RFP

Good afternoon,

I have attached the new Janitorial Services Bid Documents for you and placed a hard copy in the mail. Let us know if you have any further questions.

Thank you,

Jeanne Duffy  
City of Grosse Pointe Woods  
Department of Public Works  
[pubwks@gpwmi.us](mailto:pubwks@gpwmi.us)  
(313) 343-2460 ext. 303

**From:** Jeanne Duffy  
**Sent:** Tuesday, April 5, 2022 10:12 AM  
**To:** 'KLamere@cleannetusa.com' <[KLamere@cleannetusa.com](mailto:KLamere@cleannetusa.com)>  
**Cc:** Matthew Crook <[mcrook@gpwmi.us](mailto:mcrook@gpwmi.us)>  
**Subject:** RE: Janitorial Services RFP

Good morning,

The City would like to thank you for your bid. Unfortunately the bids received were more than we expected. The City is reevaluating what is required and looking to change the scope of work. At this time, it looks like the City will rebid the Janitorial Services, we will be sure to notify you once that happens.

Thank you,

Jeanne Duffy  
City of Grosse Pointe Woods  
Department of Public Works  
[pubwks@gpwmi.us](mailto:pubwks@gpwmi.us)  
(313) 343-2460 ext. 303

**From:** Kenneth Lamere <[KLamere@cleannetusa.com](mailto:KLamere@cleannetusa.com)>  
**Sent:** Thursday, March 31, 2022 5:21 PM  
**To:** Matthew Crook <[mcrook@gpwmi.us](mailto:mcrook@gpwmi.us)>  
**Subject:** Janitorial Services RFP

**CAUTION: This email originated from outside of the organization. DO NOT click links, open attachments or reply to this message unless you recognize the sender and know the content is safe:**

Good Afternoon Matt,

This is Ken Lamere from CleanNet of Greater Michigan, I hope all is well.

I just wanted to follow up with our bid submission and see if there a winner or a time line for the award.  
Thanks again for the walk through of the facilities.

Ken

## Ken Lamere, Account Executive

CLEANNET OF GREATER MICHIGAN INC  
30665 NORTHWESTERN HIGHWAY SUITE 203  
FARMINGTON HILLS, MI 48334



BBB Rating: A+  
As of 9/11/2020  
Click for Profile

CleanGuard<sup>®</sup>360™  
DISINFECTING SYSTEM

*"Meeting and Exceeding Expectations Day After Day"*

DIRECT: 248-419-2999

CELL: 586-943-6625

OFFICE: 248-671-0110

Fax: 248-671-0119

[klamere@cleannetusa.com](mailto:klamere@cleannetusa.com)

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**JANITORIAL SERVICES CONTRACT FOR  
GROSSE POINTE WOODS MUNICIPAL BUILDINGS**

**THIS AGREEMENT** is entered into this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between the City of Grosse Pointe Woods, a Municipal Corporation, Wayne County, Michigan (“City”), and CleanNet of Greater Michigan Inc., 30665 Northwestern Highway Suite 203, Farmington Hills, MI 48334 (“Contractor”).

**WITNESSETH:**

**WHEREAS**, the Contractor has offered to extend pricing for the period July 1, 2022 through June 30, 2025 for janitorial services for the City of Grosse Pointe Woods Municipal Buildings in accordance with the instructions, specifications, and contract documents accepted by City Council on \_\_\_\_\_, including a provision that the City could extend the contract for additional periods as long as service requirements and the contract price remained the same;

**NOW THEREFORE**, in consideration of the mutual undertakings of the parties it is agreed by and between the parties as follows:

1. The “contract documents” defined as follows: this Contract, the Invitation to Bid dated April 19, 2022, the Specifications for Janitorial Services for the Municipal Building, the Bidder’s Reference Page, the Bid Sheet dated May 26, 2022, and the Certification of Bidder Form, shall be incorporated herein by reference, and shall become a part of this contract, and shall be binding upon both parties.
2. The Contractor agrees that it will, during the term of this contract or any extension, perform duties and provide janitorial services for the City of Grosse Pointe Woods Municipal Building in accordance with the contract documents, and in compliance with all provisions of applicable Federal, State and local laws pertaining to the functions to be performed hereunder.
3. The City agrees that it will, upon satisfactory performance of the work as required in the contract documents, pay the Contractor \$37,890.00 per annum as specified in its proposal. Payments will be made on a monthly basis within thirty (30) days of receipt of an invoice.
4. This contract shall have a term of three (3) years, commencing July 1, 2022 to June 30, 2025, or until terminated by either party giving not less than thirty (30) days advance written notice of termination.



5. The Contractor agrees to indemnify, defend and hold the City harmless from any and all claims or damages occasioned by, or arising out of, or in connection with, the performance of its duties hereunder, and agrees to secure and keep in force all insurance as required by the contract documents.

6. The Contractor shall file with the City a fidelity bond, which bond is incorporated herein by reference, and made a part of this contract.

7. The Contractor shall add the City as an additional insured on its commercial general liability insurance and shall furnish proof of such insurance to the City of Grosse Pointe Woods.

8. In the event the Contractor shall fail, neglect or refuse to perform any or all of its duties under the contract, the City may perform such duties, and charge all costs incurred in connection therewith to the Contractor, and may deduct such costs from any monies due, or to become due to the Contractor. Such remedy shall be non-exclusive of any other remedies the City may have, (including but not limited to termination of this contract) and the exercise thereof shall be in addition to, and without prejudice to, whatever other rights the City may have against the Contractor in the event of a breach.

9. It is the intent of the parties that the Contractor shall utilize on a consistent basis the same employees to perform the services in an effort to avoid any retraining or background investigations. The City shall be informed of any change in personnel seven days in advance.

**CITY OF GROSSE POINTE WOODS, MI**  
A Municipal Corporation

Witnessed by:

\_\_\_\_\_

By: \_\_\_\_\_  
Frank Schulte, City Administrator

CleanNet of Greater Michigan Inc.  
Contractor

\_\_\_\_\_

By: \_\_\_\_\_