



Wayne Metropolitan
Community Action Agency
Established 1971

REQUEST FOR PROPOSALS OF JANITORIAL CONTRACT

FOR:

**Wayne Metropolitan Community Action Agency
EARLY CHILDHOOD SERVICES PROGRAMS &
SERVICE CENTERS**

**VARIOUS LOCATIONS
SERVING WAYNE COUNTY**

Issue Date: Monday, May 04, 2026

Last Day to Submit Proposals:

Monday, May 18, 2026 by 4:00 p.m.

PURPOSE

Wayne Metropolitan Community Action Agency (Wayne Metro) is requesting proposals for comprehensive Janitorial Services for our Early Childhood Services Programs and Service Centers located throughout Wayne County.

The purpose of this Request for Proposals (RFP) is to solicit **all-inclusive janitorial services for a 4-year contract**, providing a combination of day and/or evening services and floor maintenance. Details and the proposed scope of work are set forth in the attached RFP.

The Request for Proposal Schedule is as follows:

Process Dates:

RFP Distributed	May 04, 2026
Bid Walkthrough	May 11 th & May12 th , 2026
Question Period	Until May 18, 2026
Proposal Submission Deadline	May 18, 2026
Contract Award	By June 01, 2026
Contract Period Begins	July 01, 2026

ABOUT WAYNE METROPOLITAN COMMUNITY ACTION AGENCY

The mission of Wayne Metropolitan Community Action Agency is to empower low-income people and strengthen communities. Wayne Metropolitan Community Action Agency has been providing services to low & moderate-income individuals and families since 1971. Since then, Wayne Metro has established a system of diversified programming and funding knowing that Wayne County residents need a source of reliable community support to help them succeed and thrive.

Wayne Metro supports all of Wayne County with more than 100 programs and over 700 employees. We are proud to serve our community as one of the most forward-thinking Community Action Agencies in the entire country

ABOUT WAYNE METRO HEAD START PROGRAM (WMHS)

Head Start is a federally funded and community-supported program. The federal government awards community organizations 80 percent of the cost of the program and expects the agency to fund 20 percent from cash or in-kind donations. These in-kind donations can consist of services, equipment or supplies. All donations are tax deductible.

*** Minority Businesses, Women's Business Enterprises, Veteran Owned Businesses are encouraged to participate in the bidding process.**

Nondiscrimination Policy Statement

Wayne Metropolitan Community Action Agency, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. Wayne Metropolitan CAA is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment, educational programs / activities, and program administration.

BID ANNOUNCEMENT

May 4th, 2026

Wayne Metropolitan Community Action Agency is soliciting qualified bidders to provide daily janitorial services including annual floor care at a variety of Early Childhood Service sites and locations and offices throughout Wayne County. The successful bidder will be awarded a **four (4) year** contract, subject to annual budgetary approval, with an option for up to two additional one-year renewals.

Prospective contractors may access a bid packet at:

Pickup: 138 Cortland, Highland Park, MI 48203 / M-F from 8:30 a.m. 4:30 pm. Packet is available online:

<https://www.waynemetro.org/rfp/>.

Please RSVP to attend the Bid Walkthrough by May 7th at 5:00pm. RSVP to attend: facilities@waynemetro.org

BID SITE WALK THROUGH SCHEDULES:

Service Hours/Days

Artspace Wayne Metro Early Childhood Center 13615 Michigan Ave., Dearborn, MI 48126	May 11, 2026	1:00pm-1:45pm	5/Days -Evening
Wayne Metro Early Childhood Center Dearborn Heights 4671 Parker St., Dearborn Heights, 48125	May 11, 2026	2:00pm-3:00pm	5/Days- Midday & Evening
Wayne Metro Early Childhood Center Taylor 6451 Jackson St., Taylor, MI 48180	May 11, 2026	3:10pm-3:40pm	5/Days -Evening
Cortland Community Impact Center Head Start & Service Center 138 Cortland St., Highland Park, MI 48203	May 12 th 2026	9:00am- 10:00	5/Days- Midday & Evening
Wayne Metro Early Childhood Center Hamtramck 12031 Mitchell St., Hamtramck, MI 48212	May 12 th 2026	10:15am- 11:00am	5/Days- Midday & Evening
Wayne Metro Early Childhood Center Harper Woods Site 19258 Kelly Road, Harper Woods, MI 48225	May 12 th 2026	11:30-12:15pm	5/Days -Evening
Wayne Metro Sunnyside Early Childhood Center 24820 Merriman Rd. New Boston, MI 48164	May 13 th 2026	9:00am-9:45am	5/Days -Evening
Wayne Metro Jefferson Barns Community Center 32150 Dorsey St., Westland, MI 48186	May 13 th 2026	10:30-11:10am	5/Days -Evening

1. Questions Accepted from Bidders through May 15th, 2026.

Prospective contractors may submit questions in writing by May 15th at 5 pm by emailing them to facilities@waynemetro.org. Include **"Janitorial RFP Question"** in the subject line.

2. Bid Packages Due by May 18th, 2026, by 5:00pm.

Packages may be submitted in person, by USPS, or by email.

In person or by USPS: Clearly mark the envelope with the Company name, "Janitorial Proposal" and send to:
Wayne Metro CAA - Highland Park

ATTN: Facilities Department

138 Cortland St., Highland Park, MI 48203

3. Emailed Bid Packages will be accepted through May 18th, 2026, by 5:00pm. Include "Janitorial Proposal" in the subject line. Emailed packages must be in PDF format.

Packages should be emailed to: facilities@waynemetro.org

4. Contract Award Date is June 1st, 2026, by 3:00pm.

5. Contract Start Date is July 1st, 2026.

PROPOSAL REQUIREMENTS:

The Vendor shall provide a detailed description of services to be provided and shall respond to the Scope of Work identified. A proposal must comply with the following requirements to be considered valid:

Cover Letter:

Each proposal will have a cover letter on the letterhead of the company or organization submitting the proposal. The cover letter must briefly summarize the Vendor's ability to provide the services specified in the RFP. The cover letter shall be signed by a representative who has the legal capacity to enter the organization into a formal contract with Wayne Metro.

Narrative Questions:

To ensure that Wayne Metro has a clear understanding of each Vendor's background and capabilities, the proposal cover letter must contain responses to the following four prompts to aid in overall qualitative evaluation:

1. Describe your qualifications and experience (years in business) in providing services for similar projects of this scope and size (including specific experience with Pre-K-12 educational institutions).
2. Describe your practices to ensure safe cleaning, sanitizing and disinfecting practices. For example, avoiding cross contamination, using safe and eco-conscious products, training of staff, etc.
3. Demonstrate the quality of management and financial stability.
4. Workplan - Describe how you would staff the project to perform the services described.

Documentation:

The proposal must contain documentation of the following:

- A copy of the current State Business license(s) must be submitted in this bid package.
- The person/company licensed by the State of Michigan must be the entity that responds to the RFP.
- Proof of Insurances (see coverage requirements below)
- Three (3) references that verify your recent experience (within the last 3-5 years) and qualifications and demonstrate that you are a responsive and responsible bidder.
- Enclosed Fee proposal forms - Attachments A-1, A-2 (Estimated Work Hours & Pricing) - must be used and shall be submitted as part of the proposal.
- Certification that company is not federally debarred or suspended (signified by signature on the debarment Certification form)
- The Contractor must submit to Wayne Metro proof of the following insurances with this bid package: General Liability Insurance and Workers' Compensation Insurance.

SUBMISSION OF PROPOSAL

Contractors must return the RFP intact and complete by the due dates listed. Each submission shall be prepared providing a straightforward, concise description of the contractor's approach and ability to meet the service area needs, as stated in the RFP, and all attached documents. Submission of documents is a conclusive presumption that the contractor is familiar with the request for proposals and understands and agrees to abide by all the stipulations and requirements. By submitting the RFP for consideration, the contractor accepts all terms and conditions specified herein, as well as all agency's, city, state and federal regulations and requirements pertaining to the solicited services' operation. Wayne Metro reserves the right, at its sole discretion, to request

clarifications or additional information from any respondent for the purpose of proposal evaluation; however, such requests shall not permit changes to pricing, scope, or other substantive elements of the proposal.

Submissions shall be considered final upon receipt, and no additions, modifications, or revisions will be accepted after the deadline. Wayne Metro will not consider supplemental materials submitted outside of the original proposal.

SELECTION CRITERIA

A selection committee will be convened to determine the eligibility of the contractors based upon the criteria stated herein and to review bids in the best interest of the program. The contractors receiving the highest total score will be selected.

Contractors will be selected using a points system based on qualifications, experience and price. Selection of additional contractors (if required) will be made from the remaining pool of qualified contractors that have submitted a bid package. Should the pool of qualified contractors resulting from the bid process not be adequate at any point in time to meet program needs, Wayne Metro reserves the right to reissue bid packages to add additional contractors as needed. The applicant is responsible for submitting supporting documentation that will allow the selection committee to ascertain if points should be awarded in a particular category.

MINIMUM QUALIFICATIONS

Contractors failing to meet all minimum qualifications will automatically be disqualified from further consideration.

- Contractors must demonstrate successful past completion of Janitorial work similarly as described in this RFP.
- License (documented by submission of current license and subcontractor agreements)
- Insurance for Contractor and Subcontractor if applicable (documented by submission of up-to-date certificates up to required limits)
- Certification that company is not federally debarred or suspended (signified by signature on the debarment Certification form)
- In good financial standing

SCORING CRITERIA

Each proposal will be scored based on a total of up to **one hundred (100) base points**, with the opportunity to earn up to **five (5) additional bonus points**, for a maximum possible score of **one hundred five (105) points**.

The Contractor is responsible for submitting sufficient, clear, and detailed documentation to support scoring in each category.

1. Qualifications and Experience – 25 Points

Evaluation of the Contractor's demonstrated experience and past performance, including:

- Relevant experience providing janitorial services of similar size and scope
- Experience servicing Early Childhood, Pre-K, K-12, or similar facilities
- Years in business and demonstrated track record of performance
- Quality and relevance of references provided

2. Technical Approach / Work Plan – 25 Points

Evaluation of the Contractor's proposed approach to performing the Scope of Work, including:

- Staffing plan and adequacy of coverage across all sites
- Demonstrated understanding of required services (day porter, evening cleaning, floor care)
- Efficiency, organization, and feasibility of the work plan
- Ability to meet scheduling and service requirements across multiple locations

3. Safety, Compliance, and Quality Control – 20 Points

Evaluation of the Contractor's ability to meet safety and regulatory requirements and ensure service quality, including:

- Cleaning, sanitization, and disinfection practices (including prevention of cross-contamination)
- OSHA compliance and employee training procedures
- Background checks and staff screening processes
- Quality assurance and inspection procedures

4. Management and Financial Stability – 10 Points

Evaluation of the Contractor's organizational capacity, including:

- Management structure and supervisory oversight
- Financial stability and capacity to sustain a multi-year contract
- Communication protocols and reporting practices

5. Pricing – 20 Points

Pricing will be evaluated based on overall cost competitiveness, completeness of the submitted pricing forms, including:

- In-Kind Offered and/or No Fee Services

BONUS POINTS (Up to 5 Points)

In addition to the base score, Contractors may receive up to five (5) bonus points for the following:

- Value-added services or enhancements beyond the stated Scope of Work: up to 2 points
- Innovative approaches to improve efficiency or reduce long-term costs: up to 2 points
- Demonstrated use of environmentally sustainable or "green" cleaning practices: up to 1 point

Bonus points will be awarded at the sole discretion of Wayne Metropolitan Community Action Agency based on the documentation provided.

Wayne Metro reserves the right to request interviews or clarifications from top-ranked bidders, which may be considered in final scoring.

RIGHT TO REJECT

Wayne Metro reserves the right to reject any or all RFPs in whole, or in part, and to waive any informality, or accept any RFP it may deem necessary in the best interest of the agency.

PREPARATION COSTS

All costs incurred in the preparation and presentation of the RFP shall be wholly absorbed by the contractor. All documents submitted will become the property of Wayne Metro.

CONFLICT OF INTEREST

The Contractor shall notify Wayne Metro if they or any person holding a key or other position with their company, have a relationship to or with any Wayne Metro personnel that would be considered a conflict of interest. By signing the RFP, the Contractor is stating that no such relationship exists.

SIGNATURE

An authorized officer and/or employee of the company legally permitted to represent the company in contracting must sign the RFP. The signature represents a commitment on the part of the company to provide such goods and services offered to Wayne Metro should it be determined that the Contractor is awarded the contract.

PROPOSAL TERMS

CONTRACT PERIOD

The proposed contract shall be valid for a four-year period, from **July 1st, 2026, through June 30th, 2030**. Each contract may be renewed for subsequent one-year periods, through negotiation between the Contractor and the School. Negotiation may be initiated no later than sixty (60) days prior to the termination of the current agreement. Wayne Metro reserves the right to extend the contract on a month-to-month basis for a period of up to three months after the term of the full contract has been completed.

TERMINATION FOR CONVENIENCE

Wayne Metro reserves the right to terminate this Contract, in whole or in part, at any time and for any reason, upon thirty (30) days written notice to the Contractor. In the event of such termination, the Contractor shall be compensated for services satisfactorily performed up to the effective date of termination. The Contractor shall not be entitled to any additional compensation, including but not limited to anticipated profits or consequential damages.

FUNDING CONTINGENCY

This Contract is contingent upon the availability of federal, state, and local funding. Wayne Metro reserves the right to terminate this Contract immediately, upon written notice, without penalty, in the event funding is reduced, suspended, or terminated.

STAFFING SCHEDULES

The proposals submitted shall encompass each work site's schedule, and in accordance with the requirements outlined in the Scope of Work included. The Contractor shall ensure staffing levels and coverage for the specified work hours, as included in the Scope of Work.

SUPPLIES AND EQUIPMENT

All cleaning supplies and equipment will be the sole responsibility of the Contractor, apart from consumable supplies, which Wayne Metro will purchase, but which the Contractor will re-stock. Supplies to be provided by Wayne Metro will generally be paper products, hand soap, and trash liners. The contractor will instruct staff to submit a monthly consumables order to Wayne Metro; Wayne Metro staff will place orders for these consumables.

All other supplies, equipment and property brought on the premises by the Contractor shall remain the property of the Contractor. The contractor will follow Wayne Metro's pre-school cleaning requirements and use only Wayne Metro approved cleaning chemicals. It is expected that Janitorial staff will maintain floors with buffing as needed to maintain shine.

INSURANCE COVERAGE

As a part of the contract requirements, the Contractor must obtain at its own cost and keep in force during the term of the awarded contract, including all extensions, the minimum coverage limits specified below.

Commercial General Liability Insurance: <u>Minimal limits:</u> \$1,000,000 each occurrence limit \$1,000,000 personal & advertising injury limit \$2,000,000 general aggregate limit \$2,000,000 products/completed operations <u>Deductible Maximum:</u> \$50,000 each occurrence	Workers' Compensation Insurance <u>Minimal Limits:</u> Employers Liability Limit of Insurance \$1,000,000 Waiver of subrogation in favor of the Indemnified Party.
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CLEARANCES

A Contractor awarded a contract must provide, at the Contractor's own expense, the background clearances required under state law for each worker assigned to the Head Start and Early Childhood Services program sites. Wayne Metro shall provide details regarding such clearances and the methods of obtaining them, upon request.

NOTE

This RFP is not an offer to contract. Only the execution of a written contract will obligate Wayne Metro in accordance with the terms and conditions of such contract. No agreement or other binding obligation is implied, or will occur, unless a definitive contract is executed. The issuance of this RFP and the submission of the company's proposal do not create any obligation upon Wayne Metro to purchase goods or services from the firm, or to enter into any binding legal relationship with any one or more companies.

GENERAL PROVISIONS

SITE DESCRIPTIONS

Wayne Metro Early Childhood Services Program provides services to children ages 0 – 5 years old and offers other family services Monday through Friday. Site operation hours are generally from 7:30 a.m. to 3:30p.m.

****Please note hours are reduced during the summer at these school sites from mid-June through mid-August. Vendor is expected to offer reduced janitorial services and pricing during this time as only a few classrooms will be open.**

Wayne Metro Service Centers provide services to the community in office settings Monday through Friday. Site operation hours are generally 8:30 a.m. to 5:00p.m.

Wayne Metro also operates a combined service site and some homeless services sites. These locations may serve children and the community independently within the same building. Please see site descriptions below.

SITE LOCATION	STAFFING HOURS	SITE DESCRIPTION
Cortland Community Impact Center & Childhood Services 138 Cortland St., Highland Park, MI 48067	<u>1st Floor School</u> 7:30am- 3:30pm ----- <u>2nd floor Service Center</u> 8:30am-5:00pm (some 7:00pm late days)	2 Floors – This site houses the early childhood program on the first floor with (7) classrooms and operates Community services on the 2 nd floor. **Summer: 3 classrooms operating

SITE LOCATION	STAFF HOURS	SITE DESCRIPTION
** Wayne Metro Early Childhood Center Hamtramck 12031 Mitchell St., Hamtramck, MI 48212	7:30am – 3:30pm	This is an early childhood site with (10) classrooms and administrative offices. **Summer: 2 classrooms operating
** Wayne Metro Early Childhood Center Dearborn Heights 4761 Parker St., Dearborn Heights, 48125	7:30am – 3:30pm	This is an early childhood site with 13 classrooms and administrative offices. **Summer: 4 classrooms operating
Wayne Metro Early Childhood Center Harper Woods Site 19258 Kelly Road, Harper Woods, MI 48225	7:30 pm – 3:30pm	This site is an early childhood site with 2 classrooms and administrative offices **Summer: 0 classrooms operating

SCHOOL SITES WITH LIMITED SERVICES

Wayne Metro leases space for the school sites listed below. These sites may have limited access areas and require less janitorial services:

SITE LOCATION	STAFF HOURS	SITE DESCRIPTION
Artspace Wayne Metro Early Childhood Center 13615 Michigan Ave., Dearborn, MI 48126	7:30am – 3:30pm	This site is a leased and shared space with 7 classrooms and administrative offices **Summer: 2 classrooms operating
Wayne Metro Early Childhood Center Taylor 6451 Jackson St., Taylor, MI 48180	7:30am – 3:30pm	This site is a leased and shared space with 5 classrooms and administrative offices **Summer: 4 classrooms operating
Wayne Metro Jefferson Barns Community Center 32150 Dorsey St., Westland, MI 48186	7:30am – 3:30pm	This site is a leased and shared space with 4 classrooms and administrative offices
Wayne Metro Sunnyside Early Childhood Center 24820 Merriman Rd. New Boston, MI 48164	7:30am – 3:30pm	This site is a leased and shared space with 5 classrooms and administrative offices **Summer: 3 classrooms operating

OVERVIEW OF SERVICES REQUIRED

WORKING HOURS

The Vendor will provide day porter services between 10:00 am and 2:00 pm to assist with spills, clean ups and other on-call services while staff and students are still on the premises. Evening cleaning services may take place between 4:00pm and 8:00pm. REQUIRED DUTIES during these hours are outlined below. It is up to the vendor to provide the required services in the most efficient and economical way possible.

WORKING DAYS

The Vendor shall provide services on all scheduled operating days unless otherwise directed by Wayne Metro. This includes all days when the school is open, and any weekday when the school is closed. When the school is

closed to students and staff, monthly and weekly cleaning tasks should be performed as is appropriate for the site. A list of school closure dates will be provided to the contractor at the beginning of the school year. The following days are observed as holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

INCLEMENT WEATHER

Wayne Metro values the safety of its employees and extends this to individuals contracted to work. Therefore, on some weather-inclement days, the agency may be shut down and access to sites will not be granted as determined by Wayne Metro.

REQUIRED DUTIES

Wayne Metro requires the following janitorial services to be provided by the Contractor, in accordance with the terms of this RFP. The final Scope of Work (SOW) will be defined in the contract. The contractor may supplement these duties by providing janitorial services to Wayne Metro, so long as they are similar or equivalent services, that do not exceed or conflict with the services described in the Scope of Work. Janitorial services shall be performed with a frequency specified in the SOW. Cleaning details will be based on site needs and provided to the contractor before the start of the contract.

Interior Daily

- Restroom Cleaning
- Classroom Cleaning
- Lobby & Office Cleaning
- Breakroom Cleaning (includes horizontal surfaces)
- Meeting Room Cleaning (includes horizontal surfaces)
- Removing all Building Trash
- Sweeping, Mopping & Vacuuming
- Cleaning interior windows
- Dusting, & High-Touch Surface Cleaning
- Hallway & Stairwell Cleaning
- Wiping Walls (high-touch areas)
- Refill & Restock Supplies / Submit Monthly Supply orders to Facilities Staff

Exterior Daily

- Trash Pick-Up (perimeter, parking lot and playground)
- Emptying Outdoor Receptacles

Annually (Summer during reduced hours)

- Carpet/ Area Rug Cleaning
- Floor Scrubbing (All floors)

- Floor Waxing (VCT Tiled)
- Office furniture Steam Cleaning
- Service Center Annual Cleaning will be scheduled*

School/Program Closure -Deep Cleaning

- Clean trash cans
- Extensive dusting (Ceiling Tiles)
- Cobweb removal
- Office Chair dusting (wipe-down)
- Floor Buffing to maximize shine

REQUIRED FOR JANITORIAL STAFF

Selected contractors must furnish all required tools and equipment to perform necessary janitorial services. This includes Janitorial company picture identification and uniforms for janitorial staff to always wear and be visible when they are on site. In addition, Wayne Metro will provide identification badges that must be worn while on site. All Wayne Metro sites are smoke, drug and weapon free sites. Smoking must be done at a minimum of 100ft away from Wayne Metro Property (this includes parking lots).

STAFFING LEVELS

The Contractor shall ensure adequate Custodial Service staffing levels, to ensure the highest level of cleanliness throughout the Contract term. All staffing hours must be met. In the event staffing coverage cannot be met, a substitution of hours must be provided and be approved by Wayne Metro's Contract Manager prior to work being performed.

SUPERVISION

The Contractor shall have an experienced supervisor available during all hours work is performed. A senior manager of the supervisor must be available to the Facilities Manager by appointment between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to handle special problems and inspect the facility or building with the Facilities Manager, or designee, when required. The Contractor will provide the Facility Manager with the name and telephone number of the senior manager, prior to Contract execution.

STAFF COMMUNICATIONS

The Contractor's porter(s) and on-site supervisor must carry direct means of communication provided by the Contractor at all times during work shifts.

CRIMINAL BACKGROUND CHECK

Prior to any individual performing work under this Agreement, Wayne Metro shall conduct or cause to be conducted an Internet Criminal History Access Tool (ICHAT) check, a national and state sex offender registry check, and a Central Registry (CR) check for each Contractor employee, subcontractor, and subcontractor employee. The Contractor shall require each employee who works under this Agreement at a Wayne Metro site to notify Wayne Metro in writing of criminal convictions (felony or misdemeanor), pending felony charges, or placement on the Central Registry as a perpetrator within 10 days of the event after initial review and approval.

The Contractor further certifies that the Contractor shall not submit claims for or assign duties under this Agreement to any employee (current or new), subcontractor, or subcontractor employee based on a determination by Wayne Metro that the results of a positive ICHAT and/or a CR response or reported criminal felony conviction or perpetrator identification make the individual ineligible to provide the services.

PERFORMANCE EVALUATION

Wayne Metro will perform a full-service review after six months. If there are unsatisfactory findings, the contractor will have three months to make corrections. If corrections remain unsatisfactory, Wayne Metro reserves the right to terminate the contract with a written 30-day notice.

Wayne Metro reserves the right to interview contractors to gather additional information needed to determine compliance with the minimum qualifications specified in this RFP or to select from the top candidates.

The agency further reserves the right to terminate the working relationship with a Contractor for reasons including, but not limited to, failure to provide proof of insurance and licenses, failure to consistently perform work as outlined, and failure to perform work of the quality expected by Wayne Metro.

ROUTINE COMMUNICATIONS

Contractor shall send all routine communications and reports related to the Contract to Wayne Metro's Contract Manager. If any information on staffing, staff changes, or equipment changes during the life of the Contract, then the Contractor shall update the Contract Manager within 30 days. Communications relating to a specific work order or request for services should be addressed to the Facilities Manager or Site Manager within 48 hours. Communications may be by e-mail, regular mail, or telephone.

STATION REGULATIONS

The Contractor agrees that all Contractor personnel shall remain within the limits of the work site and shall not enter any restricted areas. All of the Contractor's personnel, shall adhere to the Wayne Metro code of conduct that includes, but is not limited to, policies and procedures regarding violence in the workplace, sexual harassment, and discrimination.

QUALITY CONTROL

If required by the Facilities Director, the Contractor's on-site supervisor shall perform a detailed inspection covering a minimum percentage specified by Wayne Metro of the maintained space during each cleaning shift and shall report each inspection to the Contract Manager.

SAFETY REQUIREMENTS

The Contractor shall comply with all applicable requirements of Occupational Safety and Health Administration OSHA's "General Industry Standards." These requirements shall include all primary and refresher training mandated under the OSHA guidelines. Additionally, all injuries shall be recorded on the "OSHA 300 Log" and 300-A according to 29 CFR. 9.1

PERSONAL PROTECTIVE EQUIPMENT

All of the Contractor's personnel are required to wear personal protective equipment in the performance of their duties. This requirement includes, when appropriate, protective eyewear or face shields, respiratory protection, and applicable leak proof gloves.

RECORDS RETENTION

The Contractor shall keep and maintain all training records and certifications, SDS's, first report of injury and illness requiring first aid or additional medical professional treatment. The Contractor shall keep and maintain all such records for at least five years beyond Contract termination and make all records available to Wayne Metro upon request. Safety Data Sheets on all chemicals used must be maintained on-site conspicuously in the Janitorial supply closet.

SPECIAL PERMITS, LICENSE AND PRODUCT NOTIFICATIONS

Schools may require hazard cleaning such as COVID Sanitation. The Contractor is responsible for obtaining, and making available to Wayne Metro, or School, upon request, all necessary licenses and permits regarding any potential contamination prior to the commencement of Services in each facility or building.

LOSS OR DAMAGE

The Contractor shall be responsible for notifying Wayne Metro of any damage caused to the facility or building by the Contractor's employees within 7 calendar days of the incident. Based on the damage, Wayne Metro may perform repairs and deduct the cost from the monthly payment. Under no circumstances will the Contractor perform or have performed repairs without the Contract Manager's prior approval. Wayne Metro shall not bear the risk of any loss. The Contractor shall be responsible for any loss or theft of any items and equipment, public or private, from the workplace.

SECURITY

The Contractor shall always uphold strict security and keep all doors locked. Any penalty levied against the Customer for false alarms caused by the Contractor's employees shall be deducted from the monthly payment to the Contractor. Employees may be subject to background checks and training.

BUILDING ACCESS

The Contract Manager, Facility Manager, or designee shall direct and control Contractor access to the facility or building. The Contractor's employees shall be responsible for securing all doors as work is completed and set alarms as applicable. Each employee must access the facility using badges provided or key access. Under no circumstances will Contractor allow non-contracted employees or visitors to enter or access any part of Wayne Metro's facilities

UNIFORMS:

All custodial personnel of the Contractor shall always present a neat and professional appearance and wear neat and clean uniforms provided by the Contractor.

IDENTIFICATION:

The Contractor shall submit a list of employees and a photocopy of a valid picture I.D. to the Facilities Manager within 1 month of commencement of services. All employees, including the on-site supervisor, must sign in and out at the facility upon entering and exiting the building. I.D. badges must be worn while performing services under this Contract.

INSURANCE INSTRUCTIONS

All required insurance must protect Wayne Metro from claims that may arise out of, are alleged to arise out of, or result from the Contractor's or subcontractor's performance; be primary and non-contributing to any comparable liability insurance (including self-insurance) carried by the Wayne Metro; and be provided by a company with an A.M. Best rating of "A" or better and a financial size of VII or better. The Contractor shall waive all rights against Wayne Metro for damages covered by insurance. Failure to maintain the required insurance does not limit this waiver. All certificates of insurance and duplicate policies shall contain the following:

Wayne Metropolitan Community Action Agency shall be named additional insured on all policies (excluding Workers' Compensation) and the underwriters will have no right to recovery or subrogation against Wayne Metro including its agents, employees, Board of Directors and agencies. The Contractor shall indemnify, defend, and hold harmless Wayne Metro, its officers, employees, and agents from any claims, damages, or liabilities arising out of the Contractor's performance of services.

If any of the required policies provide claims-made coverage, the Contractor must:

1. Provide coverage with a retroactive date before the effective date of the Agreement or the beginning of Agreement Activities;
2. Maintain coverage and provide evidence of coverage for at least three years after completion of the Agreement Activities; and
3. If coverage is canceled or not renewed and not replaced with another claims-made policy form with a retroactive date prior to the Agreement effective date, Contractor must purchase extended reporting coverage for a minimum of three years after completion of work.

The insurance company(s) issuing the policy or policies will have no recourse against Wayne Metro for payment of any premiums or for assessments under any form of policy.

The Contractor will assume all deductibles in the above-described insurance policies.

All certificates are to provide twenty (20) days' notice of material change or cancellation.

Copies of insurance certificates must be provided with the RFP submission. Certificates of insurance with Wayne Metro as additionally insured must be provided prior to execution of a Contract if selected.

PRICE ADJUSTMENTS

Prices may not be adjusted during the initial term of the Contract. For the renewal term of the Contract, the prices will be the renewal term prices specified on the Price Sheet(s); however, the renewal term prices may be adjusted no earlier than twelve months after the start date of the renewal term and, thereafter, or no earlier than twelve months after the effective date of the previous price adjustment.

Pricing shall be established in accordance with the Contractor's selected option in Attachment A-2 (Proposal Fee Form). If Option B is selected, any annual price increases shall not exceed the percentage specified by the Contractor and must be submitted in writing for approval by Wayne Metro no less than sixty (60) days prior to the effective date of the increase. All price adjustments are subject to Wayne Metro's review and approval.

PAYMENT TERMS

The Contractor shall submit detailed monthly invoices for services performed at each site. Invoices must include site location, dates of service, and a summary of services provided. Wayne Metro shall remit payment within thirty (30) days of receipt of an approved and accurate invoice. Wayne Metro reserves the right to withhold payment, in whole or in part, for services not performed in accordance with the terms of this Agreement. Any disputed amounts shall be communicated to the Contractor in writing, and the Contractor shall promptly address and correct any deficiencies.

No additional charges or fees outside the agreed-upon pricing shall be invoiced without prior written approval from Wayne Metro. Re-performance of unsatisfactory services shall be completed at no additional cost to Wayne Metro.

BUSINESS REVIEW MEETINGS

To maintain the partnership between Wayne Metro and the Contractor, Wayne Metro may request a business review meeting. The business review meeting may include, but is not limited to, the following:

- Successful completion of deliverables
- Review of the Contractor's performance
- Review of minimum required reports
- Addressing of any elevated issues
- Review of continuous improvement ideas that may help lower total costs and improve efficiency.

Wayne Metro reserves the right to require re-performance of unsatisfactory services at no additional cost. Repeated service deficiencies may result in financial deductions, corrective action plans, or termination.

CONTRACT TRANSITION

The Contractor must perform, at no additional cost, transition services for Wayne Metro at the end of, or termination of, this Contract. The complete transition of existing services to replacement services is hereby explicitly made a criterion for completing this Contract. As part of transition services, the Contractor shall, where applicable:

- Provide sufficient efforts and cooperation to ensure an orderly and efficient transition of services to any replacement contract.

- Deliver to Wayne Metro upon request, whether or not previously made available, the following: any outstanding invoices or billing charges for work performed under the previous contract, invoicing or billing for any work performed during any holdover period or extension period not covered by the previous contract, any related supply orders and invoicing for same, and any other documentation of costs incurred during the contract period or holdover period.
- Promptly answer all questions related to the transition and migration of the Contract and Purchase Orders.
- Provide such other services, functions, or responsibilities inherent or necessary to the transition of services to a replacement contract.

ASSIGNMENT

The Contractor shall not assign any interest in this Contract and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of Wayne Metro, provided however, that claims for money due or to become due to the Contractor from Wayne Metro may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to Wayne Metro.

SIGNATURE PAGE

ADDENDA

Each offeror should acknowledge in its proposal all addenda it has received. The failure of an offeror to receive or acknowledge receipt of any addenda shall not relieve the offeror of the responsibility for complying with the terms thereof. The Wayne Metropolitan will not be bound by oral responses to inquiries or written responses other than official written addenda.

This Section is not intended to be construed in any manner as waving, restricting or limiting the liability of either party for any obligations under this Agreement (including any provisions hereof requiring the Contractor and subcontractor(s) to indemnify, defend and hold harmless Wayne Metro.

By signing this contractor RFP bid application, I certify that I am legally permitted to represent the company in contracting, fully understand and agree to abide by the terms of the RFP, and certify that I have not been debarred or suspended, or have otherwise been excluded from or deemed ineligible for participation in federal assistance programs. I also certify that the firm has the financial capacity to manage and perform the work described in the RFP. I verify that the answers provided in this application are accurate to the best of my knowledge and hereby authorize Wayne Metro to verify all information provided in this RFP. I certify that neither I, nor any person holding a key or other position within the company have a relationship with any Wayne Metro personnel that would be considered a conflict of interest. I have not, either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of this bid.

Signature

Date

Print Name and Title

Wayne Metropolitan Community Action Agency

ATTACHMENT A-1 PROPOSAL FEE FORM

ESTIMATED WORK HOURS FOR EACH LOCATION: List the total estimated work hours to clean each location per day. (Example: 2 people working one hour each equals two total cleaning hours)

1. Cortland Head Start & Early Childhood Services: DAY PORTER SERVICE

_____ persons X _____ hours per day = Total Cleaning Hours _____ per day

1A. Cortland Head Start & Early Childhood Services: EVENING SERVICE

_____ persons X _____ hours per day = Total Cleaning Hours _____ per day

1B. Cortland Community Impact Service Center: EVENING SERVICE

_____ persons X _____ hours per day = Total Cleaning Hours _____ per day

2. Wayne Metro Early Childhood Center Hamtramck: DAY PORTER SERVICE

_____ persons X _____ hours per day = Total Cleaning Hours _____ per day

2B. Wayne Metro Early Childhood Center Hamtramck: EVENING SERVICE

_____ persons X _____ hours per day = Total Cleaning Hours _____ per day

3. Wayne Metro Early Childhood Center Dearborn Heights: DAY PORTER SERVICE

_____ persons X _____ hours per day = Total Cleaning Hours _____ per day

3B. Wayne Metro Early Childhood Center Dearborn Heights: EVENING SERVICE

_____ persons X _____ hours per day = Total Cleaning Hours _____ per day

4. Wayne Metro Early Childhood Center Harper Woods: EVENING SERVICE

_____ persons X _____ hours per day = Total Cleaning Hours _____ per day

5. Artspace Wayne Metro Early Childhood Center: EVENING SERVICE

_____ persons X _____ hours per day = Total Cleaning Hours _____ per day

6. Wayne Metro Early Childhood Center Taylor: EVENING SERVICE

_____ persons X _____ hours per day = Total Cleaning Hours _____ per day

7. Wayne Metro Jefferson Barns Community Center: EVENING SERVICE

_____ persons X _____ hours per day = Total Cleaning Hours _____ per day

8. Wayne Metro Sunnyside Early Childhood Center: EVENING SERVICE

_____ persons X _____ hours per day = Total Cleaning Hours _____ per day

* The above numbers should be an estimate of the hours needed per day to complete required task listed in the Overview of Services. This is not a guaranteed staffing level. Throughout the year, additional staffing may be needed to complete annual tasks.

WAYNE METROPOLITAN COMMUNITY ACTION AGENCY
ATTACHMENT A-2 PROPOSAL FEE FORM

PRICING FORM OPTIONS: If no option is selected, pricing shall be deemed firm for the full contract term, including all renewal periods, and no increases will be permitted. (See option A)

A. () The price per location is firm for the entire contract period.

B. () The price per location is firm until June 30, 2027 and is then subject to adjustment with maximum allowable increases of _____% each year of the contract, including the (1) one year renewal periods.

Cortland Head Start & Early Childhood Services School: (cleaned 5 days a week, no holidays)

Monthly cost \$_____ X 10 months = \$_____per year

Monthly cost \$_____ X 2 months = \$_____per year

Cortland Community Impact Service Center: (cleaned 5 days a week, no holidays)

Monthly cost \$_____ X 12 months = \$_____per year

Wayne Metro Early Childhood Center Harper Woods Site: (cleaned 5 days a week, no holidays)

Monthly cost \$_____ X 10 months = \$_____per year

Monthly cost \$_____ X 2 months = \$_____per year

Wayne Metro Early Childhood Center Hamtramck: (cleaned 5 days a week, no holidays)

Monthly cost \$_____ X 10 months = \$_____per year

Monthly cost \$_____ X 2 months = \$_____per year

Wayne Metro Early Childhood Center Dearborn Heights: (cleaned 5 days a week, no holidays)

Monthly cost \$_____ X 10 months = \$_____per year

Monthly cost \$_____ X 2 months = \$_____per year

Artspace Wayne Metro Early Childhood Center: (cleaned 5 days a week, no holidays)

Monthly cost \$_____ X 10 months = \$_____per year

Monthly cost \$_____ X 2 months = \$_____per year

Wayne Metro Early Childhood Center Taylor: (cleaned 5 days a week, no holidays)

Monthly cost \$_____ X 10 months = \$_____per year

Monthly cost \$_____ X 2 months = \$_____per year

Wayne Metro Jefferson Barns Community Center: (cleaned 5 days a week, no holidays)

Monthly cost \$_____ X 10 months = \$_____per year

Monthly cost \$_____ X 2 months = \$_____per year

Wayne Metro Sunnyside Early Childhood Center: EVENING SERVICE

Monthly cost \$_____ X 10 months = \$_____per year

Monthly cost \$_____ X 2 months = \$_____per year

Signature of Authorized Representative of Bidder:

Signature

Date

(Print) Name _____

Title _____

ATTACHMENT B
LEGAL STATUS OF OFFEROR

(The Respondent shall fill out the provision and strike out the remaining ones.)

The Respondent is:

☐ A corporation organized and doing business under the laws of the state of _____, for whom
bearing the office title of _____, whose signature is affixed to this proposal, is authorized
to execute contracts on behalf of respondent.*

***If not incorporated in Michigan, please attach the corporation's Certificate of Authority**

☐ A limited liability company doing business under the laws of the State of Michigan, by whom
_____ bearing the title of _____,
whose signature is affixed to this proposal, is authorized to execute the contract on behalf of the LLC.

☐ A partnership organized under the laws of the State of Michigan, and filed within Wayne County, whose
members are (attach list including street and mailing address for each.)

☐ An individual, whose signature with address, is affixed to this RFP.

Respondent has examined the basic requirements of this RFP and its scope of services, including all Addendum
(if applicable) and hereby agrees to offer the services as specified in the RFP.

Signature _____ Date: _____,

(Print) Name _____ Title _____

Firm: _____

Address: _____

Contact Phone _____ Fax _____ Email _____

FEDERAL DEBARMENT CERTIFICATION FORM

**Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension (1986) and Executive Order 12689, Debarment and Suspension (1989) at 2 C.F.R. Part 180.

(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS ON THE WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

1. The prospective recipient of Federal assistance funds certifies, by Response, that it is in compliance with the requirements of 2 C.F.R. Part 180 and that neither it, its principals, nor its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Response.

ATTESTATION

By signing this report, I certify to the best of my knowledge and belief that the foregoing is true, complete, and accurate. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Sections 3729-3730 and 3801-3812).

Company Name: _____

Name and Title of Authorized Representative:

Signature:

Date:

FEDERAL DEBARMENT CERTIFICATION FORM (CONTINUED)

Instructions for Certification

1. By signing and submitting this Response, the prospective recipient of Federal assistance funds is providing the certification as set out below.
0. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
0. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this Response is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
0. The prospective recipient of Federal assistance funds agrees by submitting this Response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
0. The prospective recipient of Federal assistance funds further agrees by submitting this Response that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

