

cityofnovi.org

CITY of NOVI CITY COUNCIL

Agenda Item M
May 12, 2008

SUBJECT: Approval to award Janitorial Services contract to Du All Cleaning Inc., the low bidder, in the amount of \$62,520.00 (annually).

SUBMITTING DEPARTMENT: Parks, Recreation, and Forestry

CITY MANAGER APPROVAL:

EXPENDITURE REQUIRED	\$62,520.00
AMOUNT BUDGETED	\$100,000 estimated
APPROPRIATION REQUIRED	N/A
LINE ITEM NUMBER	Accounts 814 and 934 to various departments

BACKGROUND INFORMATION:

This contract is for janitorial services for the Civic and Community Center(s), Police Department Headquarters & Firing Range, and Community Development Satellite Office. Alternate #1 for Janitorial Services to The Novi Public Library will not be explored at this time. Upon completion of construction the library will be exploring cleaning alternatives for the new building.

Twenty two bids were received and reviewed. The contract is annual with two renewal options in one year increments based on satisfactory performance. The proposed contract gives the City leverage to access percentage based penalty amounts for items that are missed or performed unsatisfactorily, historically this type of contract has proven to work well for the City. Du All Cleaning Inc is a new service provider for our municipality and will be providing the City with a \$30,000 cost savings for this annual service.

During the course of the evaluation period, in reviewing a supplemental questionnaire to the bid package, speaking with references, meeting with company representatives, and visiting job sites, our team feels Du All Cleaning Inc understands the project scope. This firm also has experience with other municipalities including the City of Troy and Armada Township. Du All Cleaning Inc. will begin service with-in the next thirty days.

RECOMMENDED ACTION: Approval to award Janitorial Services contract to Du All Cleaning Inc., the low bidder, in the amount of \$62,520.00 (annually).

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Crawford				
Council Member Gatt				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				

CONTRACT

THIS CONTRACT, entered into this 12th day of May 2008 between the **CITY OF NOVI**, hereinafter referred to as the Owner, party of the first part, and Du All Cleaning Inc., hereinafter referred to as the Contractor, party of the second part.

WITNESSETH, that the said Contractor, for the consideration mentioned in the various items set forth below, by these presents does agree that he will furnish all labor, materials, machinery, tools and equipment and do all things necessary for and incidental to furnishing **JANITORIAL SERVICES** together with appurtenances thereto, as set forth in certain Advertisement for Bids, Information to Bidders and General Conditions for **JANITORIAL SERVICES** Proposal, Specifications, Bonds, and the following documents, all of which are attached hereto and made part of this agreement:

IN CONSIDERATION WHEREOF, said Owner does agree to pay to said Contractor the sum of Sixty Two Thousand Five Hundred Twenty Dollars (\$62,520.00), based upon the amounts and sum listed in the Proposal; which is subject, however, to adjustment by reason of any change in, addition to or deduction from the work, as provided in the General Conditions.

For the faithful performance of all and singular terms and stipulations contained in this agreement, said parties respectively bind themselves, their heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF, said parties have this day hereunto set their hands and seals in triplicate.

Witness:

CITY OF NOVI, Owner

By: _____

David B. Landry, Mayor

By: _____

Maryanne Cornelius, City Clerk



Contractor

By Mondi Pakaj

Date: 05/05/08

Approved as to form:

Thomas Schultz, City Attorney

Subscribed and sworn before me, this 5
day of May, 2008, a Notary Public
in and for Oakland County,
State of Michigan

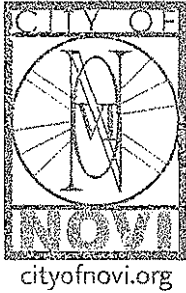
Cotney Brennan
(Signature)

NOTARY PUBLIC
My Commission expires 03-25, 2013
Acting in the County of Oakland

CITY OF NOVI
JANITORIAL SERVICES BID TABULATION
MARCH 26, 2008



Company		1. Civic Center			2. Community Center		3. Police		4. Building Satellite		5. Gun Range		TOTAL OF ITEMS 1 - 5	Alternate #1 - Library		Alt. #2 - Carpet	Alt.#3 - Upholstery Cleaning (office)	Alt#3 - Cleaning Leather chairs	Alt #3 - Upholstery Cleaning (auditorium)	Hourly cost for unspecified cleaning	Materials (cost + %)
		Unit Price (month)	Yearly Price (5 days/wk)	Unit Price-Saturday	Unit Price (month)	Yearly Price (7 nights/wk)	Unit Price (month)	Yearly Price (5 & 7 days/wk)	Unit Price (week)	Yearly Price (3 days/wk)	Unit Price (month)	Yearly Price (2 times/mo)	TOTAL OF YEARLY PRICES	Unit Price - 7 days/wk	Unit Price - 6 days/wk	Per Sq. Yd.	Each	Each	Each	per hour	%
Du All Cleaning	12	1,270.00	15,240.00	50.00	1,320.00	15,840.00	2,300.00	27,600.00	60.00	3,120.00	60.00	720.00	62,520.00	1,300.00	1,200.00	.09/sq ft	2.00	2.00	2.00	17.50	12
Kristel Cleaning	12	1,470.00	17,640.00	85.00	1,605.00	19,260.00	2,135.00	25,620.00	75.00	3,900.00	70.00	840.00	67,260.00	1,150.00	995.00	.06/sq ft	7.00	6.00	6.00	12.00	0.1
Alba Cleaning	12	1,480.00	17,760.00	80.00	2,300.00	27,600.00	2,350.00	28,200.00	30.00	1,560.00	35.00	420.00	75,540.00	1,250.00	1,200.00	1.17	15.00	20.00	10.00	14.00	5
Beverly's Janitorial	12	1,604.18	19,250.16	52.50	2,396.00	28,752.00	2,339.61	28,075.16	23.25	1,209.00	105.00	1,260.00	78,546.32	1,442.74	1,256.68	0.216	8.00	25.00	10.00	35.00	10
Giant Janitorial	12		25,000.00	no bid		25,000.00		30,000.00	60.00	3,000.00	100.00	1,200.00	84,200.00	1,675.00	1,500.00	no bid	35.00	20.00	20.00	16.95	5
Sterling Cleaning	12	1,732.00	20,784.00	70.00	2,625.00	31,500.00	2,625.00	31,500.00	22.50	1,170.00	30.00	360.00	85,314.00	1,750.00	1,500.00	0.79	5.00	8.00	2.50	16.00	5
Road Runr	12	2,000.00	24,000.00	92.30	2,400.00	28,800.00	2,675.00	32,100.00	45.15	2,399.80	70.00	840.00	88,139.80	1,400.00	1,200.00	0.56	3.75	7.50	3.75	21.50	20
Crystal Bright Janitorial	12	1,987.50	23,850.00	blank	2,187.50	26,250.00	2,620.83	31,449.96	82.22	4,275.44	228.38	2,740.56	88,565.96	no bid	no bid	no bid	no bid	no bid	no bid	no bid	no bid
Tedesco Building Serv.	12	1,925.00	23,100.00	95.00	2,408.00	28,896.00	2,609.00	31,308.00	90.00	4,680.00	150.00	1,800.00	89,784.00	1,613.00	1,382.00	0.90	2.00	3.00	1.75	14.75	12000%
Master Maintenance Corp.	12	2,020.00	24,240.00	75.00	2,475.00	29,700.00	2,740.00	32,880.00	40.38	2,099.76	75.00	900.00	89,819.76	1,890.00	1,620.00	0.90	8.00	15.00	5.00	17.50	15
Commercial Maintenance	12	1,738.48	20,861.76	80.86	2,600.00	31,200.00	2,650.00	31,800.00	167.00	8,684.00	48.00	576.00	93,121.76	1,950.00	1,671.43	0.72	10.00	12.50	7.00	12.36	10
Anago of Metro Detroit	12	1,754.00	21,048.00	80.00	2,946.00	35,352.00	3,028.00	36,336.00	60.00	3,120.00	100.00	1,200.00	97,056.00	1,964.00	1,682.00	0.15	2.00	3.00	1.35	13.50	15
Dunn-Rite Maintenance	12	2,000.00	24,000.00	100.00	2,350.00	28,200.00	2,500.00	30,000.00	300.00	15,600.00	100.00	1,200.00	99,000.00	1,500.00	1,500.00	0.99	7.00	5.00	5.00	20.00	10
Corporate Cleaning	12	2,144.00	25,728.00	90.00	2,144.00	25,728.00	2,615.00	31,380.00	325.00	16,900.00	50.00	600.00	100,336.00	1,414.00	1,208.00	0.09	0.08	0.08	0.06	18.00	20
Bull Enterprises	12	2,646.00	31,752.00	80.00/day	2,745.00	32,940.00	3,019.50	36,234.00	75.00	3,900.00	100.00	1,200.00	106,026.00	2,196.00	1,800.00	0.90	7.00	7.00	7.00	20.00	0
Premium Services	12	2,003.66	24,043.92	92.48	3,708.62	44,503.44	3,487.58	41,850.96	64.53	3,355.44	92.40	1,108.80	114,862.56	2,596.92	2,250.56	0.766	5.50	N/A	2.50	16.25	5
Michigan Building Cleaning	12	2,850.00	34,200.00	170.00	3,423.00	41,076.00	3,191.15	38,293.80	45.00	2,340.00	40.00	480.00	116,389.80	1,792.50	1,592.50	0.20	5.00	2.00	3.00	15.00	5
American Cleaning Co.	12	2,599.00	31,188.00	130.00	3,855.00	46,260.00	4,132.00	49,584.00	56.25	2,925.00	255.00	3,060.00	133,017.00	1,999.99	1,928.57	0.21	1.99	1.45	0.99	10.00	11
CSM Services	12	2,666.67	32,000.04	112.00	4,166.67	50,000.04	3,847.92	46,175.04	110.00	5,720.00	27.68	332.16	134,227.28	2,548.00	2,184.00	0.20/sq ft	5.00	10.00	5.00	15.00	20
Hi-Tec Building Services	12	3,150.00	37,800.00	15.95/hr	5,250.00	63,000.00	3,450.00	41,400.00	52.00	2,704.00	75.00	900.00	145,804.00	3,500.00	3,350.00	0.30	7.00	7.00	4.00	15.95	7
Jani-King	12	3,829.37	45,952.44	176.88	4,768.51	57,222.12	5,780.93	69,371.16	76.20	3,962.40	90.22	1,082.64	177,590.76	3,219.54	2,761.72	0.15	15.00	10.00	8.00	18.00	7.5
Distinctive Styles	12	8,000.00	96,000.00	720.00	9,000.00	108,000.00	11,000.00	132,000.00	735.00	38,220.00	525.00	6,300.00	380,520.00	7,035.00	6,245.00	14.40	7.00	14.00	7.00	52.00	0



CITY OF NOVI, MICHIGAN
PURCHASING DEPARTMENT
45175 W. TEN MILE RD.
NOVI, MI 48375

JANITORIAL SERVICES
PROPOSAL FORM

BIDS DUE Wednesday, March 25, 2008 by 3:00 P.M.

Bid submitted by:

Name (printed) MONDI RAKAJ Title: VICE PRESIDENT

Company (Legal Registration) DUAL CLEANING INC.

Address 47465 BARBARA RD

City MACOMB State MI Zip 48044

Telephone (586) 709-9517 Fax (586) 566-6573

E-mail DUAL CLEANING INC @ YAHOO.COM

Signature Mondi Rakaj Date 03/20/08

For information on responding to this ITB, contact Carol Kalinovik, Purchasing Director at ckalinovik@cityofnovi.org

Submittal of Bids: Bids must be delivered prior to the due date and time specified above to the City of Novi, Purchasing Department, 2nd floor, 45175 W. Ten Mile Rd., Novi, Michigan 48375. Bids must be submitted by person or mail. Faxed quotations will not be accepted.

THIS FORM MUST BE INCLUDED WITH PROPOSAL. FAILURE TO SUBMIT PRICING ON THE PROPOSAL FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.

NOTICE TO BIDDERS:

The City of Novi officially distributes bid documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of bid documents obtained from any other source are not considered official copies.** The City of Novi cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by any information received from alternate sources. Only those vendors who obtain bid documents from the MITN system are guaranteed access to receive addendum information, if such information is issued.

If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN site, www.govbids.com, and obtain an official copy.



cityofnovi.org

**CITY OF NOVI
JANITORIAL SERVICES**

PROPOSAL FORM - CONTINUED

The undersigned, as bidder, declares that he has visited the building(s) to be cleaned and has familiarized himself with the type of services desired and has carefully examined the specifications and instructions to bidders, which he understands and accepts as sufficient for the purpose, and agrees he will furnish to the City of Novi the specified services and will accept in full payment therefore the following amounts:

FOR THE SUPPLY OF JANITORIAL SERVICES FOR A ONE(1) YEAR PERIOD (WITH TWO (2) RENEWAL OPTIONS IN ONE (1) YEAR INCREMENTS (AT THE FOLLOWING LOCATIONS:

BID ITEM #1 – Civic Center, 45175 W. Ten Mile Road

Item	Unit	Unit price	Yearly price
Nightly cleaning 5 times/week	Month	\$1270.00	\$15240.00
Optional Nightly Cleaning	Saturday	\$50.00 PER TIME	NA

BID ITEM #2 – Community Center, 45175 W. Ten Mile Road

Item	Unit	Unit price	Yearly price
Nightly cleaning 7 times/week	Month	\$1320.00	\$15840.00

BID ITEM #3 - Novi Police Headquarters, 45125 W. Ten Mile Road

Item	Unit	Unit price	Yearly price
Nightly cleaning 5 days/week/2 nd floor, 7 days/week/1 st floor	Month	\$2300.00	\$27600.00

BID ITEM #4 – Building Satellite Office, 25804 Beck Rd.

Item	Unit	Unit price	Yearly price
Nightly cleaning 3 days/week	Week	\$60.00	\$720.00

BID ITEM #5 – Indoor Gun Range, 26350 Delwal

Item	Unit	Unit price	Yearly price
Monthly cleaning 2 times/month	Month	\$60.00	\$720.00

TOTAL OF YEARLY PRICE 1+2+3+4+5 = \$ 60120.00

ALTERNATE #1 – NOVI PUBLIC LIBRARY

Item	Unit	Unit price
7 days/week	Month	\$1300.00
6 days/week	Month	\$1200.00

ALTERNATE #2

Carpet Cleaning \$ 0.09 ^{PEP Sq. FT} Sq. Yd.

ALTERNATE #3

Upholstery Cleaning (Office Chairs) \$ 2.00 EA
 Cleaning Leather Chairs (Council Chambers) \$ 2.00 EA
 Upholstery Cleaning (Auditorium Seating) \$ 2.00 EA

The undersigned agrees that the hourly cost for unspecified cleaning services if requested shall be \$ 17.50 per hour. Material for unspecified cleaning services shall be billed at cost plus 12 %.

In submitting this sealed bid, it is understood that the City of Novi reserves the right to reject or accept any or all proposals in whole or in part and waive any irregularities or formalities therein. It is agreed that this bid may not be withdrawn for one hundred twenty (120) days from the opening thereof.

The contractor and his subcontractors agree that they will not discriminate against any employee or applicant for employment, to be employed in the performance of this contract with respect to his hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his sex or age, except when based on a bona fide occupational qualification, or because of his race, color, religion, national origin or ancestry (Act 251 P.A. 1955, as amended). The contractor further agrees that he will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to age, sex, race, creed, color or national origin. Breach of this covenant may be regarded as a material breach of the contract.

Bidder will identify business entity as individual, or if doing business under assumed name, indicate assumed name, partnership (naming partners), corporation, foreign or domestic (naming principal officers), and indicate official capacity of person executing proposal and bid.

Please list the number of years in business: 5 YEARS

Please list three (3) references that the City may contact:

- | | | |
|---|----------------------|----------------------|
| 1. <u>CITY OF TROY</u>
<u>D.P.W FACILITY</u> | <u>(248)524-3390</u> | <u>SAM LAMERATO</u> |
| Firm Name | Phone No. | Contact Person |
| 2. <u>ARMADA TOWNSHIP HALL</u> | <u>(586)784-5200</u> | <u>DON EISON</u> |
| Firm Name | Phone No. | Contact Person |
| 3. <u>CITY OF TROY</u>
<u>NATYRE CENTER</u> | <u>(248)524-3584</u> | <u>STACEY YANKEE</u> |
| Firm Name | Phone No. | Contact Person |
| <u>CONTINENTAL LANES</u> | <u>(586)293-2300</u> | <u>STEPHAN PAUL</u> |
| Firm Name | Phone No. | Contact Person |

Date: 03/20/08

Bidding Firm Name DUAL CLEANING INC.
(if partnership or assumed name, indicate names of owners)

Address 47465 BARBARA RD
MACOMB, MI 48044

Name MONDI RAKAJ
(please print)

Title: VICE PRESIDENT

Signature: Monodi Rakaj

Phone No. (586) 709-9517 Fax No. (586) 566-6573

Du All Cleaning Inc.
Working Hard for Customer Satisfaction
47465 Barbara Rd.
Macomb, MI 48044
Phone: (586) 709-9517
Fax: (586) 566-6573
Email: duallcleaninginc@yahoo.com

PROFILE-Who Are We

Du All Cleaning Inc. is one of the fastest growing janitorial service companies in Metro Detroit. We are providing our customers in this area quality services and full satisfaction. A key element of our success and growth lies in our management ability to understand customers' needs. Another key of Company's success are our well trained and well equipped employees who work hard to achieve customer satisfaction.

MISSION- Why We're Here

To constantly guarantee what is essential to your workplace, a clean and healthy working environment. Our goal is to exceed your cleaning standards by adjusting our work according to your needs. We work hard not only to create new customers but also keep happy our existing ones by good quality services.

VISION-What We Seek to Become

Du All Cleaning Inc. will be recognized as a preeminent janitorial service leader. We will continue to provide training for employee development and advancement in order to achieve total customer satisfaction. Ongoing assessments and continues quality improvements will result in broadening the company's reputation and creating opportunities for growth. We intend to be the most respected company in the janitorial service industry for the Detroit area.

VALUES

Du All Cleaning Inc. shares the following values as it works hard to accomplish its mission:

- Our customers are our partners in creating value; their loyalty is our greatest reward.
- Integrity and honesty.
- Accountability to customers for commitments, results, and quality.
- High standards of working conditions and respect for our employees.
- Ethical behavior.