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# CITY of NOVI CITY COUNCIL

**Agenda Item H**  
**August 10, 2009**

**SUBJECT:** Approval to extend the 2008 Janitorial Services contract (an annual contract with two renewal options) with DU ALL Cleaning Inc., for one year based on the same terms, conditions and pricing as the original contract (estimated amount of \$68,760).

**SUBMITTING DEPARTMENT:** Facility Operations

**CITY MANAGER APPROVAL:**

<b>EXPENDITURE REQUIRED</b>	\$ 68,760
<b>AMOUNT BUDGETED</b>	\$100,000
<b>LINE ITEM NUMBER</b>	Accounts 814 (contract services) and 934 (building maintenance); various departments.

**BACKGROUND INFORMATION:**

The original contract was for janitorial services at the Civic Center, Community Center, Police Department, Indoor Gun Range, and the Building Department Satellite Office (11 Mile & Beck Road). Since the satellite office is no longer utilized by staff, we have removed this building from the contract (\$720 per year), and added the DPS.

DPS staff has been cleaning the Field Services Complex outside of work hours for an annual cost of approximately \$30,000. This figure includes one staff member paid at time and a half and cleaning supplies. DU ALL will provide janitorial services at the DPS for \$9,360 per year.

We have been very satisfied with this company's performance, and they will maintain their 2008 contract prices.

**RECOMMENDED ACTION:** Approval to extend the 2008 Janitorial Services contract (an annual contract with two renewal options) with DU ALL Cleaning Inc., for one year based on the same terms, conditions and pricing as the original contract (estimated amount of \$68,760).

	1	2	Y	N
<b>Mayor Landry</b>				
<b>Mayor Pro Tem Gatt</b>				
<b>Council Member Burke</b>				
<b>Council Member Crawford</b>				

	1	2	Y	N
<b>Council Member Margolis</b>				
<b>Council Member Mutch</b>				
<b>Council Member Staudt</b>				

DU ALL  
DU ALL Cleaning Inc.

*Phone; (586)709-9517  
Fax; (586)566-6573*

May 11, 2009.

Mrs. Sue Morianti.  
City of Novi  
45175 W. Ten Mile Road  
Novi, MI 48375

RE: Janitorial Services Contract at City of Novi.

Dear Mrs.Morianti.

Thank you, for allowing us to prepare this letter for janitorial services at your facility.

DU ALL Cleaning Inc will not increase the price for Janitorial Services at City of Novi from May 31st 2009 – May 31st 2010.

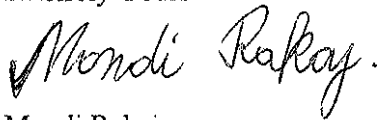
DU ALL Cleaning Inc will keep the same price and term and conditions that we had last year from May 31<sup>st</sup> 2008 – May 31<sup>st</sup> 2009. The same price will be charge from May 31<sup>st</sup> 2009 – May 31<sup>st</sup> 2010.

DU ALL Cleaning Inc is prepare to put all its management experience into maintaining your facility at the very highest quality standars.

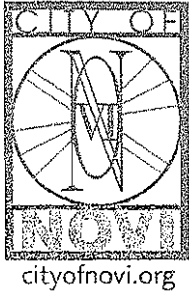
With experience and knowledge that we have gained from performing janitorial service at similar facilities over past 8 years, we are confident that we will be able to complete all of the contract obligations.

Once again, thank you for the opportunity to present this letter. If you have any questions, please feel free to contact me at (586)709-9517.

Sincirely Yours



Mondie Rakaj  
President  
DU ALL Cleaning Inc



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) DUALL CLEANING INC.

Address 47465 BARBARA RD

City MACOMB State MI Zip 48044

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

E-mail DUALLCLEANINGINC@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](mailto: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, 2<sup>nd</sup> 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](http://www.govbids.com), and obtain an official copy.



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**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 <sup>nd</sup> floor, 7 days/week/1 <sup>st</sup> floor	Month	\$2300.00	\$27600.00

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

*omit 6/2009*

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**

*hold not for library*

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

**ALTERNATE #2**

Carpet Cleaning \$ 0.09 <sup>PEP Sq. FT</sup> 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 %.

# PROPOSAL



## DU-ALL CLEANING

47465 Barbara Road • Macomb, MI 48044  
(586)709-9517

Licensed & Insured

Commercial-Industrial

PROPOSAL SUBMITTED TO D P S FACILITY	PHONE (248)735-5634	DATE 07/22/09
26300 DELWAL	JOB NAME JANITORIAL SERVICES	
CITY, STATE and ZIP CODE NOVI, MI 48375	JOB LOCATION OAKLAND COUNTY	

WE HEREBY SUBMIT THE FOLLOWING ESTIMATES:	Total Sq. Ft.	Price Per Sq. Ft.	Cost Per Month
Janitorial Services for DPS. Five days per week	3650	0.21.3	\$780.00
			Cost Per Time
Window Washing Int & Ext. <i>Y</i>			\$120.00
Carpet Cleaning.	2650	0.08	\$232.00
Steam Clean fabric chairs.			<del>\$ 2.50 Each</del> <i>2.12</i>
Wash walls in hallway and kitchen. <i>Y</i> <b>BATHROOM WALLS</b>			\$100.00
Initial full cleaning of D P S including ceiling fans, light fixtures, vents, <u>wall washing</u> , clean Plexiglass (on bulletin boards in hallway), outside of kitchen cupboards.			\$200.00

We Propose hereby to furnish material and labor – complete in accordance with specifications below, for the sum of:

SEVEN HUNDRED & EIGHTY \_\_\_\_\_ dollars (\$780.00 \_\_\_\_\_).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. By acceptance of this merchandise, you agree to pay a 1.5% per month late charge (21.8% per annum) or the highest rate allowed by law. Late charges start on the day following the due date.

Authorized Signature *Mondi Rakaj*

Note: This proposal may be Withdrawn by us if not accepted within 60 days.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_ Signature \_\_\_\_\_

Signature \_\_\_\_\_



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**CITY OF NOVI  
JANITORIAL SERVICES**

**CONTRACTED BUILDINGS**

**FREQUENCY AND DESCRIPTION OF SERVICES  
TO BE RENDERED**

Frequency

Description of Cleaning Services

**CARPETED FLOORS**

Daily	Vacuum all carpets (including under desks, chairs)
Daily	Remove debris and vacuum traffic areas
Daily	Remove debris and vacuum all walk-off mats at entrances

**NON-CARPETED FLOORS**

Daily	Damp mop
Bi-Weekly	Auto Scrub
Monthly	Tile floors waxed/buffed (Police Department)
Quarterly	Strip, wax and buff (wax or finish used to be approved by City of Novi)
Monthly	Ceramic Tile Floors buff/finish(not wax/slip proof)
Quarterly	Clean cove moldings

**DOORS**

Daily	Clean Lobby Doors - (Police Department Only)
Weekly	Clean all interior glass doors including door side panels And panels above doors

Monthly	Clean all non-glass doors
Twice weekly	Clean glass panels adjacent to doors: Monday/Thursday
Monthly	Clean plexiglass panels (Civic Center) inside surface only
Quarterly	Clean plexiglass panels Inside & outside surfaces

**APPROACHES, ENTRANCEWAYS, FOYERS**

Daily	Sweep and damp mop (water must be changed frequently)
Daily	Sweep all outside entranceways
Daily	Empty trash can outside combination door (P.D.) Empty trash cans outside civic center doors

**STAIRS, STAIRWELLS, LANDINGS AND ELEVATORS**

Daily	Elevator - Vacuum
Daily	Sweep Stairwells and damp mop

**ELEVATORS**

Daily	Wipe off panels, and doors Clean debris from track
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**FILE CABINETS**

Weekly	Dust
Quarterly	Wipe outside with Water & Cleaner

**ASHTRAYS**

Daily	Empty and clean sand urns (outside) Replenish sand as needed
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## **WASTEBASKETS**

Daily Empty. Change liner.  
Quarterly Clean inside and outside of wastebasket

## **TRASH CONTAINERS**

Daily Empty and store in designated area. Trash disposal area will be specified.

## **LEDGES AND COUNTERTOPS**

Daily Dust  
Weekly Wash with Cleaner

## **WATER FOUNTAINS**

Daily Clean and sanitize

## **DESK PHONES**

Monthly Clean and sanitize

## **PUBLIC PHONES AND BOOTHS**

Monthly Clean and sanitize

## **BOOK SHELVES/SHELVING**

Twice weekly Dust

## **LOCKERS AND BENCHES**

Monthly Dust - Lockers (Top)  
Quarterly Wash down with cleaner

**DUSTING: COBWEBS AND ABOVE SIX FEET**

Monthly General dusting, air vents

**LUNCHROOMS, KITCHENS, LOUNGES, CONFERENCE ROOMS,  
LOBBIES AND HALLWAYS**

Monthly Clean stack chairs with cleaner (Lunchroom)

Daily Empty wastebaskets and change liners (Lunchroom)

Daily Wash Countertops (all)

Daily Clean tables

Daily Vacuum carpet

Daily Damp mop

Daily Clean sink with cleanser

Weekly Clean exteriors of trash containers

Monthly Clean exteriors only of refrigerators

**RESTROOMS/LOCKER ROOMS**

Monthly Wash partitions with Cleaner

Daily Clean and sanitize commodes and urinals

Weekly Clean mirrors

Daily Clean sinks and chrome: fill soap dispensers as needed

Daily Clean and fill paper towel dispenser

Daily Empty and clean towel disposal; change liner as needed

Daily Fill toilet paper dispensers(do NOT leave extra rolls on dispenser)

Daily Empty and sanitize sanitary napkin disposal area

Daily Empty trash containers

Daily Clean and disinfect showers (P.D. only)

Monthly Introduce disinfectant into drains

### **CELL BLOCKS**

Daily Mop and disinfect floors

Daily Clean and disinfect toilets

Daily Clean glass windows

Daily Wipe & disinfect telephones

### **BOOKING**

Daily Wipe off shelving and countertops

Daily Mop floors

Daily Clean sink

### **SALLY PORT**

Weekly Sweep and hose down floor

### **LIGHT FIXTURES**

Twice Yearly Clean glass panels covering fixtures