

East Bay Charter Township

8

Cleaning Bids

Motion by: _____ Second by: _____

To

Approve

Table

Deny

Roll call vote:

Aye: _____

Nay: _____

Abstain: _____

Absent: _____

Motion:

Passed

Failed

June 12, 2008

The following companies supplied bids and were interviewed for the East Bay Charter Township cleaning services for 2008:

1. Sterling Commercial Cleaning
6068 Sterling Rd.
Traverse City, MI 49686

BID: \$72.50 weekly

2. Pride & Joy Cleaning Service – (Current Service)
3813 Altaire
Traverse City, MI 49686

BID: \$124.75 weekly

3. C&H Maintenance Service – (Not Interviewed, only submitted bid)
2812 N. Garfield Rd.
Traverse City, MI 49686

BID: \$82.62 weekly

The township recommends Sterling Commercial Cleaning based on the bid price and interview. Made attempts to contact C&H for interview with no response from them.

2009
Sterling Commercial Cleaning
6068 Sterling Rd
Traverse City, MI 49686



Estimate

Date	Estimate #
5/6/2008	102

East Bay Township Hall
1965 N. Three Mile Rd
Traverse City, Mi. 49686

Item	Description	Rate	Total
Cleaning	Clean office complex per bid sheet: Kitchens Restrooms Both Entries Front Hallway South Hallway Other Offices Conference Rooms Wax both kitchen surfaces Spot clean carpet Carpet Cleaning - Separate bid	72.5	72.50

Phone: 231-649-1178
www.sterlingofficecleaning.com

Total	\$72.50
	Net 20

Glen Lile, Supervisor
Susanne M. Courtade, Clerk
Tracey Bartlett, Treasurer



Beth Friend, Trustee
Craig Goodrich, Trustee
Dale McAllister, Trustee
Leroy "Butch" Strait, Trustee

May 1, 2008

Sterling Commercial Cleaning
6068 Sterling Rd.
Traverse City Mi 49686

Dear Sirs:

We are currently seeking bids for office cleaning. We respectfully request if interested that you fill out & return the enclosed bid sheet. Please return By May 19. If you have any questions please feel free to contact me at 947-8647.

Thank-you,

A handwritten signature in cursive script that reads "Valerie Hendges".

Valerie Hendges
Receptionist
1965 N Three Mile Rd
Traverse City Mi 49686

PRIDE & JOY CLEANING SERVICE, INC. 1989

3813 Altaire
Traverse City, MI 49686
231-946-3440

EAST BAY TOWNSHIP HALL
1965 Three Mile Road
Traverse City, MI 49686

April 15, 2008

Cleaning Duties Performed Every Friday

Kitchens: Clean sinks, counter tops, window sills, desk top, clean coffee spills etc. off walls, empty trash, sweep and wet mop hard surface floors. Towel dispensers cleaned and checked for volume.

Restrooms: Sanitize stools, urinals and countertops. Clean mirrors, sinks, hand rails, toilet tissue holders, outside of paper towel dispensers, tops of metal storage cabinets, empty trash, sweep and wet mop hard surface floors. Fill all paper towel and toilet tissue dispensers. Soap dispensers wiped and checked for volume.

Entries: Clean glass on exterior and interior front entry doors (north and south entrances), clean black windowsills, empty trash, sweep and wet mop hard surface floor, vacuum area rugs.

Front Hallway: Clean windowsills, picture frames, water fountain, sweep and wet mop hard surface floor, all area rugs vacuumed.

South Hallway: Vacuum carpet, clean and polish water fountain.

All Other Offices: Dust desktops and accessories, (Desks to be cleaned must be cleaned off by employees prior to cleaning.) chairs, top of filing cabinets, countertops, picture frames, windowsills, empty trash, and vacuum carpet. Remove cobwebs from all light fixtures, ceilings. Clean all phones, printers, copiers. Sanitize all door handles.

Conference Rooms: Dust desks, clean window sills, remove cobwebs from light fixtures, vacuum carpet.

Weekly Cost: \$124.75

Please Note:

We have not increased the cost of cleaning at East Bay Township Hall since July 2005.

Spot cleaning (extra charge large)
carpet cleaning 24 sq ft.

East Bay Township

C+H

Services Offered	Day	Square Footage	Unit of Measure	Allocated Time Minutes	Hour Conversion	Frequency Per week	Total Weekly Hours	Hourly Rate	Weekly Costs
Janitorial Services									
Trash Removal	DLY	6,366	Square Footage	12.73	0.21	1.00	0.21	\$ 16.00	\$ 3.40
Trash Removal to Dumpster	DLY	6,366	Square Footage	6.37	0.11	1.00	0.11	\$ 16.00	\$ 1.70
Clean Wastebaskets	WK	18	Items	13.50	0.23	1.00	0.23	\$ 16.00	\$ 3.60
Vacuum Carpet	DLY	5,311	Square Footage	15.93	0.27	0.00	0.00	\$ 16.00	\$ -
Detail Vacuuming	WK	5,311	Square Footage	26.56	0.44	1.00	0.44	\$ 16.00	\$ 7.08
Dust Mop	DLY	1,055	Square Footage	7.91	0.13	1.00	0.13	\$ 16.00	\$ 2.11
Wet Mop	DLY	1,055	Square Footage	11.08	0.18	1.00	0.18	\$ 16.00	\$ 2.95
Wipe/Wash Tables	DLY	0	Items	0.00	0.00	1.00	0.00	\$ 16.00	\$ -
Dust Office/Conf. Chairs	WK	103	Items	51.50	0.86	1	0.86	\$ 16.00	\$ 13.73
Blinds	MTH	0	Items	0.00	0.00	0.25	0.00	\$ 16.00	\$ -
Baseboards	MTH	6,366	Square Footage	12.73	0.21	0.25	0.05	\$ 16.00	\$ 0.85
Horizontal Dusting	WK	6,366	Square Footage	25.46	0.42	1	0.42	\$ 16.00	\$ 6.79
Detail Dusting	WK	6,366	Square Footage	38.20	0.64	1	0.64	\$ 16.00	\$ 10.19
Spot Clean Vertical Surfaces	WK	6,366	Square Footage	12.73	0.21	1	0.21	\$ 16.00	\$ 3.40
Glass Door Cleaning	DLY	6	Items	18.00	0.30	1	0.30	\$ 16.00	\$ 4.80
Revolving Glass Door	DLY	0	Items	0.00	0.00	1	0.00	\$ 16.00	\$ -
Drinking Fountains	DLY	2	Items	2.00	0.03	1	0.03	\$ 16.00	\$ 0.53
Clean Sinks/Kitchen	DLY	1	Items	2.00	0.03	1	0.03	\$ 16.00	\$ 0.53
Wash Tables (4x4)	DLY	1	Items	0.50	0.01	1	0.01	\$ 16.00	\$ 0.13
Clean Lunchroom Chairs	DLY	2	Items	0.50	0.01	1	0.01	\$ 16.00	\$ 0.13
Clean Refrigerator	NA	2	Items	6.00	0.10	1	0.10	\$ 16.00	\$ 1.60
Clean Microwave	DLY	2	Items	4.00	0.07	1	0.07	\$ 16.00	\$ 1.07
Elevator	DLY	0	Items	0.00	0.00	1	0.00	\$ 16.00	\$ -
Rest Rooms	DLY	14	Total Fixtures	35.00	0.58	1	0.58	\$ 16.00	\$ 9.33
Rest Room Partitions	WK	4	Items	10.00	0.17	1	0.17	\$ 16.00	\$ 2.67
Police Entrances	DLY	2	Total Fixtures	5.00	0.08	1	0.08	\$ 16.00	\$ 1.33
Clean Air Vents	MTH	0	Items	0.00	0.00	0.25	0.00	\$ 16.00	\$ -
Clean Janitors closet	WK	1	Items	5.00	0.08	1	0.08	\$ 16.00	\$ 1.33
Sweep/Mop Stairs/handrills	WK	0	Total Floors	0.00	0.00	1	0.00	\$ 16.00	\$ -
Check In	DLY	1	Items	2	0.03	1	0.03	\$ 16.00	\$ 0.53
Check Out	DLY	1	Items	2	0.03	1	0.03	\$ 16.00	\$ 0.53
Walking around Shop	Dly	0	Square Footage	0	0.00	1	0.00	\$ 16.00	\$ -
Site Supervision	DLY	6,366	Square Footage	7.64	0.13	1	0.13	\$ 18.00	\$ 2.29
				334.34	5.57		5.15		\$ 82.62

JANTORIAL Sub Total
Monthly Price

\$ 4,296.06
\$ 358.01

5.2 weeks