

April 7, 2015

To: Prospective Bidder

Subject: Request for Proposal

Grand Valley State University is currently accepting proposals for a three (3) year contract to provide custodial services to the following Grand Valley State University buildings and locations.

 DeVos Center Pew Campus – Grand Rapids, MI

 Eberhard Center Pew Campus – Grand Rapids, MI

 Keller Engineering Bldg. Pew Campus – Grand Rapids, MI

 Kennedy Hall Pew Campus – Grand Rapids, MI

 The Depot Pew Campus – Grand Rapids, MI

 Seward Parking Ramp Pew Campus – Grand Rapids, MI

 Steelcase Building Pew Campus – Grand Rapids, MI

The Bike Factory Pew Campus – Grand Rapids, MI

Cook-Devos Center for Health Pew Campus – Grand Rapids, MI

Sciences

*NOTE: This proposal may be result in multiple contracts and should not discourage companies of any size to respond to this request for proposal.*

This request for proposal is for a three (3) year contract period and we are requesting guaranteed pricing for a three (3) year period: **July 1, 2015 through June 30, 2018**. Grand Valley State University reserves the right to renew the contract for (2) additional years in one (1) year increments. Renewal(s) will depend on pricing and level of service received during contract period. Additional pricing for each one year renewal will be requested.

If you wish to bid on these custodial services, please submit your proposal for RFP #215-32 no later than **2:00 p.m. Friday, May 8, 2015**. **Bids must be received by electronic mail at:** **RFP-Received@gvsu.edu****.** “RFP#215-32 Custodial Services Contract” must be in the subject line of your electronic mail document.

All prospective bidders must attend a mandatory pre-bid meeting on the following date:

**Thursday, April 16, 2015 at 10:00 a.m. EST**

**Bike Factory, Room 330**

 The purpose of the meeting is to provide for questions and answers as required to clarify the requirements and specifications contained in the RFP. Only those prospective bidders present will be deemed eligible to bid on this project. Any assistants or subcontractors in the project are encouraged to attend the pre-bid meeting on:

Site visits are not mandatory, but may be scheduled upon advance request by interested prospective bidders. Custodial tours will be held as follows:

Thursday, April 16 10:00 a.m. Steelcase, Bike Factory, Depot,

Monday, April 20 10:00 a.m. Cook-Devos Center

Tuesday, April 21 10:00 a.m. DeVos Center, Parking Ramp,

Wednesday, April 22 10:00 a.m. Eberhard Center/ Keller/Kennedy Buildings

Thank you for your participation – we look forward to working with you.



##  REQUEST FOR PROPOSAL #215-32

## Grand Valley State University - Custodial Services

### Issued by Operations – Pew Campus and Regional Centers

350 Bike Factory, 201 Front Ave. SW • Grand Rapids, MI 49504

♦♦♦♦♦♦♦♦

**DUE: Friday, May 8, 2015• 2:00 p.m. EST**

**Electronic Mail to:** **RFP-Received@gvsu.edu** **Grand Valley State University**

**Custodial Services Contract**

**RFP #215-32**

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**Grand Valley State University**

**Custodial Services Contract**

**RFP #215-32**

## Section 1 – Request for Proposal (RFP)

* 1. **Submission Deadline and Requirements:** Grand Valley State University is requesting bid proposals from qualified companies for a *Contract for Custodial Services Operations for select buildings at the university.* Proposals must be received to the following email address**:** **RFP-Received@gvsu.edu** no later than **2:00 p.m. EST on Friday May 8, 2015**. Subject line must read: **RFP#215-32 Custodial Services Contract**. No telephone, facsimile, hard copy, or verbal proposals will be accepted. Grand Valley State University is not responsible for e-mail bids affected by spam or not received by the bid opening date and time, late, lost, misdirected, damaged, or incomplete mail.
	2. Additional copies of the RFP documents are available upon request.
	3. Each bidder is responsible for delivery of proposal. Proposals and/or proposal revisions received after the date and time specified will not be considered.
	4. **Inquiries**:Prospective bidders may request clarification of information contained in the RFP. All such requests must be received through email by the close of business on **Friday, April 24, 2015**. An email response to all written requests will be provided within three (3) business days and will be sent to all bidders who are on record as to having received the RFP. All inquiries for clarification of information contained in the RFP must be submitted through email to: RFP-Received@gvsu.edu
	5. **Pre-Bid Meeting:** All prospective bidders are required to attend **mandatory** pre-bid meeting. The purpose of the meeting is to provide for questions and answers as required to clarify the requirements and specifications contained in the RFP. Only those prospective bidders present will be deemed eligible to bid on this project. This pre-bid meeting will also include a schedule of site visits and tours. Any assistants or subcontractors in the project are encouraged to attend the pre-bid meeting on **Thursday, April 16, 2015 at 10:00 a.m. EST. The location will be 330 Bike Factory, at 201 Front Ave. SW, Grand Rapids, MI 49504.**
	6. **Tours:** Tours for the locations will be scheduled as follows:

Thursday, April 16 10:00 a.m. Steelcase, Bike Factory, Depot

Monday, April 20 10:00 a.m. Cook-Devos Center

Tuesday, April 21 10:00 a.m. DeVos Center, Parking Ramp,

Wednesday, April 22 10:00 a.m. Eberhard Center/Keller/Kennedy Buildings

Additional site visits may be scheduled upon advance request by interested prospective bidders. Contact Pew Campus Operations at 616/331-6700 to schedule site visits.

* 1. **Proposal Costs:** Any recipient of the RFP is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a Proposal, or otherwise responding to the RFP, or any negotiations incidental to its Proposal or the RFP.
	2. **RFP / Proposal Information Control:** The following process described is intended to ensure that all prospective bidders have equal access to information relative to the RFP. As part of the RFP preparation (which may have included previous discussions with selected prospective bidders), every effort has been made to provide prospective Bidders with adequate disclosure. Each bidder shall prepare a proposal based only on the information contained in the RFP, notwithstanding any information that may have been previously provided. A prospective bidder noting any inconsistency between the information contained in the RFP and any information previously provided should request clarification (reference Section I-1.06).

No information communicated, either verbally or in writing, to or from a bidder shall be effective unless confirmed by written communication contained in the RFP, an addendum to the RFP, a request for clarification or written response thereto, or in the Proposal.

* 1. **Addenda to the RFP:** Should it become necessary to revise any part of the RFP, notice of the revision will be given in the form of an addendum to all prospective bidders on record as having received the RFP. Each bidder must acknowledge receipt of addenda, but the failure of a bidder to receive or acknowledge receipt of any addendum, shall not relieve the bidder of the responsibility for complying with the terms thereof. Acknowledgment shall consist, minimally, of returning a signed copy of all addenda cover sheets as part of the proposal by the RFP closing date and time. All addenda shall become a part of the RFP. Acknowledgment of all addenda received must be submitted by the RFP closing date and time. Acknowledgment shall consist, minimally, of returning a signed copy of all addenda cover sheets as part of the proposal by the RFP closing date and time. All addenda shall become a part of the RFP. Acknowledgment of all addenda received must be submitted by the RFP closing date and time.
	2. **Opening of Proposals:** At the specified time and date stated in Section I-1.0 all submitted electronic proposals shall be opened. No immediate decision will be rendered. Any interested parties may request final pricing in writing by contacting the Grand Valley State University Procurement Services Office. There will be no official bid-opening meeting. However, information received will not be tabulated nor made available for further viewing or dissemination until after final action by the selection committee, except as required by law. Note: electronic submission does become your authorized signature of submission.
	3. **Reservation of Rights:** The University reserves the right to accept or reject any or all proposals not withdrawn before the opening date and to waive any irregularity or informality in the proposal process. The University reserves the right to conduct discussions, request additional information and accept revisions of proposals from any or all bidders. The University reserves the right to negotiate with the bidder whose proposal is deemed strongest by the Selection Committee. Bids may not be withdrawn within 60 days after opening date without forfeiting bid guarantee. The University reserves the right to make such investigations as deemed prudent to determine bidder's qualifications and eligibility, including but not limited to, requests for financial statements and company profiles.
	4. **Finality of Decision:** Any decision made by the University, including the selection of a Contractor, shall be final.
1. **Section II - Definitions**
	1. **“University”** – The Board of Control of Grand Valley State University or its expressly authorized representative. The term may also be referred to as “Owner” or “Grand Valley State University”.
	2. **“Contractor” –** Any custodial company having been invited by the University, as a matter of being on record as having received the RFP, and preparing and presenting a Proposal for the Custodial Services Contract rights in accordance with the RFP.
	3. “**Proposal" –** A response to the RFP submitted in accordance with the RFP.
	4. **“Custodial Services” –** Refers in the RFP to the current privatized service provider contract that includes the cleaning and maintenance of the facilities of Grand Valley State University.
	5. **"Properties" –** Refers only to the addresses and locations listed below. All other properties of the University are not included in this RFP.

DeVos Center Eberhard Center/Keller Engineering/Kennedy Hall

401 West Fulton 301 West Fulton

Grand Rapids, MI 49504 Grand Rapids, MI 49504

The Depot Seward Parking Ramp

510 West Fulton 520 Lake Michigan Drive

Grand Rapids, MI 49504 Grand Rapids, MI 49504

The Bicycle Factory Steelcase Building

201 Front Ave. SW 140 Front Ave

Grand Rapids, MI 49504 Grand Rapids, MI 49504

Cook-Devos Center for Health Sciences

301 Michigan St. NE

Grand Rapids, MI 49503-3314

* 1. **"Contract" –** The contract resulting from the University’s acceptance of the contractor’s proposal, together with such form of contract, if any, as the University and contractor may reasonably agree, that encompasses the RFP and the successful proposal.
	2. **“Billing Cycle”** – a four- (4) week accounting period within a contract year.
	3. **“Contract Year”** – Each 12-month period commencing on July 1 and ending on the next succeeding June 30 during the term hereof or ending on the termination date if the contract is terminated earlier if this contract is terminated prior to June 30.
	4. **“University Representative”** – Person or persons authorized to handle administrative matters associated with the contract. The University Representative is not authorized to enter any amendment or extension of this contract without written agreement from the contractor.
1. **Section III – Specifications**
	1. **Background General Overview:** This RFP is being issued to qualified custodial service providers for the operation of the above listed custodial components at the campuses of the Grand Valley State University.

* 1. **Contract Award:** This RFP may result in a single awarded contract. This RFP may also be awarded multiple separate custodial contracts based on division of buildings, maintaining of public spaces and maintaining of private spaces. Grand Valley State University reserves the right to award all services listed on the bid in the manner that best suits the university.
	2. **Sustainability:** At Grand Valley State University, socially responsible procurement – which is defined as supporting diversity, socially responsible procurement, and Sustainability – is highly valued. These ideals are fundamental to our academic, research, and athletic excellence. GVSU promotes supplier participation that is reflective of the diverse business community and of the University’s desire to procure environmentally friendly products, while remaining focused on socially responsible procurement methodologies.
	3. **Green Cleaning:** The contractor will be expected to provide a green cleaning program for all university facilities. Included in the bid, the contractor must supply their detailed plan to provide a green cleaning program for the university consistent with United States Green Building Council standards. These standards and clarifications can be found at [www.usgbc.org](http://www.usgbc.org/) The plan must include, but is not limited to, the following:
		1. The contractor must confirm that all cleaning products and consumable products used qualify under the Green Seal TM Standards GS-37.
		2. All purchases of cleaning, hard floor and carpet care products must meet Green Seal Standards and Carpet and Rug Institute Standards
		3. Purchases of hand towels and toilet tissue must meet EcoLogoM Certification
		4. Development of requirements for staffing and for training of personnel appropriate to the needs of each building. These requirements include the training of personnel in the disposal and recycling of cleaning chemicals, dispensing equipment and packaging.
		5. Development of guidelines addressing the safe handling and storage of cleaning chemicals used in the building.
		6. Establishment of standard operating procedures (SOPs) to protect vulnerable building occupants.
		7. Establish procedures for coordination with campus waste management and recycling procedures.
		8. Establish procedures for coordination with LEED Credit EQc5, Indoor Chemical and Pollutant Sources Control. In all campus buildings, to the extent possible, the contractor will implement its custodial operations in coordination with the LEED Indoor Chemical and Pollutant Source Control credit requirements regarding chemical storage, mixing and disposal. For LEED-Certified buildings which have earned or expect to earn the credit, the contractor will coordinate custodial operations to meet the letter and intent of the credit.
		9. Any changes or deviations from the green cleaning program must be agreed upon in writing by the university manager managing the contract and the contractor’s account manager.
	4. **Quality Standards:** Failure by the contractor to maintain quality, service and/or cleanliness standards as determined by University management will be documented and may result in reduction or cancellation of part or all custodial contracts. An on-site quality control lead is required.
	5. **Contract Enhancements:** The requirements in this scope of work are the minimum required for the University's custodial services program. Contractors are encouraged to be creative and propose improvements and enhancements for consideration.
	6. **Objectives:** The University seeks to accomplish the following objectives for its custodial services. (This list is not in order of importance.)
		1. Develop and establish service levels and operating hours that are responsive to the needs of students, faculty, staff, and guests.
		2. Maximize productivity through strong custodial service operations.
		3. Instill flexibility into all aspects of custodial service operations to enhance responsiveness to demand.
	7. **General Policies and Requirements Applying to All Areas.**
		1. All custodial functions shall be performed in University facilities on campus. The contractor will not be authorized to utilize the facilities for any other custodial service or purpose not specifically defined in the RFP.
		2. The Contractor will provide services at the times required. All custodial operations will deliver, upon opening, the full scope of prompt and efficient services.
		3. The policies and activities of the contractor shall be subject to the approval of the University; said policies and activities shall include, but not be limited to, the quality of the services by the award contractor.
		4. The Contractor’s Assistant Vice President of Operations shall meet regularly with authorized members of the University to effect adjustments in operations and cooperate at all times to maintain maximum efficiency, cleanliness, and good public relations with students, faculty and staff and guests or clients.
	8. **Facilities:**
		1. The University will provide the contractor with all facilities to efficiently operate the custodial service as proposed, together with heat and utility service. The University will maintain utility service at its best efforts. The University will not be responsible for any losses caused by utility outages. The contractor agrees to keep energy consumption at a minimum and will comply with energy conservation practices and policies in keeping with the University's efforts.
			1. The contractor will be responsible for the payment of telephone installation, if needed, instrumentation, and service. The contractor may install as many extensions as are necessary for proper communications both inside and outside of the University community.
		2. The contractor will be responsible for advising the University of the need for, and the University or its designee will make all necessary repairs and replacements to its facilities and equipment, except in those instances where the necessity for repair or replacement is due to negligence on the part of the contractor or employees under the supervision and direction of the contract. If any such incidents occur, repair and/or replacement costs are the responsibility of the award contractor.
		3. The contractual supervisor will be required to report potentially hazardous conditions and items in need of repair including office lighting, emergency and exit lights, plumbing, and water cooler problems, etc., to the Campus Security and/or Pew Campus Operations Office.
		4. **Lost and Found:**
			1. All valuable articles recovered by contractual employees in non-housing facilities must be immediately turned in to the Security Department. “Valuable” to be determined.
			2. All valuable articles recovered by contractual employees in housing facilities must be immediately turned into the Winter Hall front desk. A receipt for the item may be requested. “Valuable” to be determined.

* + 1. **Parking**:
			1. Limited Parking is available on site.
			2. Parking permits will be required or vehicles with current contractor logo affixed to the side.
			3. Contractor is responsible for any valid parking tickets they may receive.
		2. **Keys and Access Cards**:
			1. The contractor is responsible for control of the keys (maintained in key boxes with listings) obtained from the University, for the areas provided for the operation of custodial services.
			2. The contractor shall be responsible for reimbursing the University for the replacement of lost keys and cost of re-keying and replacement of lock cylinders required as a result of negligence and/or lost keys by its employees.
			3. Any keys issued to the contractor must not be duplicated at any time. Any additional keys must be requested to the University.
			4. All access cards distributed to the contractor must be kept current with names of the employees using them.
	1. **Equipment**:
		+ 1. The contractor will be expected to provide and maintain all of the cleaners, equipment and finishes necessary to meet the demands of the custodial contract keeping quality and service standards. It is understood and agreed that the University shall in no way be responsible for any theft, disappearances or other misappropriation of any equipment to be supplied by the contractor, nor for the theft, disappearance, or other misappropriation of any supplies or any other property of the contractor wherever located.
			2. The contractor will supply and current custodial supply and equipment inventory. The equipment list must include detailed description of each item including brand and model number, age of item, and quantity owned by the contractor.
			3. The contractor must also supply a planned list of the equipment to be purchased in order to carry out the contract. The list must include detailed description of each item including brand and model number, and quantity anticipated.
			4. All cleaners and equipment used must be appropriate to the recommendations by the flooring manufacturer or the university.
			5. Contractor’s prime responsibility is to protect owner’s property at all times and to use only such materials and treatments as will enhance the appearance of flooring, etc., and preserve the surface against deterioration.
			6. The contractor will be allowed to purchase any usable inventory of custodial equipment and supplies that may be on hand at the commencement of operations under an award contract. Financial arrangements shall be negotiated by mutual agreement.
	2. **Inventory of Custodial Supplies:**
		+ 1. The contractor shall maintain rigid procurement procedures throughout the entire process of purchasing, receiving, storage and inventory of all custodial supplies, and will pay for all cleaning and maintenance supplies related to custodial service and management applicable to the contract.
			2. The University shall have free access to any and all records or receipts, check lists, and product specifications issued each service unit to determine that sanitary specifications are complied with and that purchasing specifications are being met.
			3. All custodial items shall be delivered in proper transportation containers at University approved times.
			4. The University will provide certain janitorial supplies listed below. These items will be delivered on campus and the custodial company will be responsible for taking them to the designated storage area. The list includes the following:

Paper Towels - C-Fold, Auto Rolls

Toilet Tissue

Feminine Products

Hand Soap – lotion

Trash Bags – black, clear, and waxed paper

Urinal Screens

Dry erase markers and erasers

Hand Sanitizer

Body Fluid Clean-up kits

**Section IV – Contract Formation and Period**

1. **Contract Formation and Period**
	1. **Proposals:** This is a request for Proposals only. Proposals will be treated as offers to enter into a contract with Grand Valley State University. The written acceptance of the Contractor’s Proposal by the University shall constitute a contract, even pending execution of a formal written contract satisfactory to both the University and the Contractor.
	2. **Length of Contract:**  Contract period shall begin **July 1, 2015**. The University plans to award contract(s) to the Contractor(s) as a result of the RFP for an overall period of three (3) years. Maximum length of the Contract will be determined by the bid results, with the possibility of one-year extensions for up to two additional years beyond the determined length of the contract or finality of five (5) year contract with applicable discounts. All equipment installations shall be completed by July 1, 2015.
	3. **Termination:** The University may terminate the Contract upon sixty (60) days written notification to the Contractor if performance is not satisfactory as it relates to service requirements, deviation from specified product quality or cost agreements.
	4. **New Buildings, Additions, and Changes:** The University will work with the Contractor in negotiating service requirements and cost of any new buildings constructed or added/changed to existing buildings belonging to Grand Valley State University during the period of the contract.
2. **Section V – Selection Timeline**

The University’s anticipated timeline for the selection process is:

April 7, 2015 RFP emailed to prospective bidders

April 16, 2015 Mandatory pre-bid meeting and site visit

April 16 – 22, 2015 Site Visits and Tours

April 24, 2015 Deadline for submitting written requests for clarification & questions

**May 8, 2015 Deadline for submitting Proposals – 2:00 p.m. EST**

May 6 – 22, 2015 Evaluation of Proposals, presentations, and recommendations

May 26, 2015 Announcement of Contract Award to Contractor

Bidders notified of decision

June 1, 2015 Contract finalization target date

June 1 – June 30, 2015 Prepare sites & staff training

July 1, 2015 Custodial Service Operations Begin

1. **SECTION VI – PROPOSAL REQUIREMENTS AND FORMAT**
	1. This outlines the information that must be provided by Bidders and the required format for the Proposal. Any Proposal not providing the required information, or not conforming to the format specified, may be disqualified. Please refer also to the SUBMISSION DEADLINE AND REQUIREMENTS section (reference Section I-1.01) of the RFP for additional requirements.
	2. Proposals should be presented in a format that can readily be incorporated into a form of Contract between the successful Bidder and the University encompassing the RFP and the successful Proposal. Each Bidder is encouraged to include with its Proposal a form of such encompassing Contract. The RFP and Proposal, at the University's option, may be appended or otherwise included in the form of Contract to the effect that the RFP and Proposal are controlling on the terms of the Contract.
	3. Proposals must demonstrate an understanding of the scope of work and the ability to accomplish the tasks set forth and must include information that will enable the University to determine the Bidder's overall qualifications. Each Proposal shall also include any other information that the Bidder feels is significant in making an informed decision relative to the Proposal.
	4. Any exceptions to the specifications or any other special considerations or conditions requested or required by Bidder shall be enumerated by the Bidder and submitted as part of its Proposal, together with an explanation as to the reason the specifications cannot be met. Each Bidder shall be required and expected to meet the specifications in their entirety, except to the extent exceptions are expressly noted in its Proposal.
	5. Each Bidder shall submit its Proposal for a three (3) year contract term. Each Proposal shall include an implementation schedule, financial proformance (and assumptions) for each year of the proposal, labor schedule and the following:
		1. **Management Capability**
			1. The Contractor must provide precise plans for each step in assuming management control and describe its ability to commit the staff personnel and resources required to develop a responsive management structure. A statement of the Contractor's management philosophy should be included.
			2. The proposal shall specify how the management personnel employed to fulfill the contract will operate organizationally. All management positions proposed by the Contractor should be listed with areas of responsibility clearly defined.
			3. The proposal should include profiles identifying specific management personnel (i.e., Directors, Production Managers, etc.) in your organization that will be assigned to University's campus. The profiles should describe the experience, education, background, specific professional accomplishments, and any special qualifications. Final selection of management personnel must be approved by the University.
			4. An organizational chart of overall Contractor's management, showing special staff personnel, line supervision, and their relationships to campus personnel should be included.
			5. The proposal shall include a description of training programs used for management personnel. The Contractor shall also describe training programs for other personnel and include information on the staff conducting the training, their background and qualifications and available training resources.
		2. **Technical Quality**
			1. The proposal should include a description of how the facility is to be operated including an evaluation of each unit and its capacity to provide the desired services and the resources required to efficiently handle a custodial service operation of this size and scope.
			2. The proposal should list any Contractor-owned equipment necessary to provide the services specified in this RFP. The list shall show purchase prices of the equipment. This information will be constantly updated and all equipment not listed will be considered University property.
			3. The proposal should include the Contractor’s analysis of the campus custodial service environment, including techniques for preventing common problems and coping with them if they do arise. The Contractor should explain and include examples of systems used to determine customer satisfaction.
		3. **Contractor’s Experience and Capabilities**
			1. The proposal must include a description of the general background, experience and qualification of the Contractor in college and university or similar custodial service. The Contractor must list at least one operation presently served that is similar in nature to that of the University's. A general description of the type of units (e.g., industry, office building, etc.) and the period of time Contractor has served that contract for each. This information shall include the names, titles, addresses, and telephone numbers of individuals who are in a position to evaluate the general quality of the operation at their facilities.
			2. The Contractor shall supply a copy of the most current, certified year-end balance sheet, income statement and statement of changes in financial position for their company.
			3. The Contractor must describe their capacity to provide assistance in short and long range planning of facilities and services. Contractor must describe special additional personnel, if any, available to provide consulting services to local staff and to the University.
			4. The Contractor must describe the procedures and capacity for replacing local personnel at the management level.
		4. **Cost and Pricing**
			1. The Contractor shall submit a complete estimated operating statement for the proposed contract period(s), indicating the following estimated sales and costs:
* Salaries and Wages
* Other Payroll Costs
* Total Labor Costs
* Custodial Supplies
* General Insurance
* Office Supplies
* Uniform and Laundry
* Bank Charges
* Replacements
* Other Operating Costs
* Administrative Expenses
* Total Direct Expenses
* Total Cost and Expense
* Operating Profit
	+ - 1. Contractor is requested to submit discounted pricing based on the following criteria:
1. The entire contract – all buildings included in the RFP
2. A five (5) year contract
3. Annual or semi-annual billing
	1. Cover letter and/or executive summary prepared on company's business letterhead with authorized signatures. This should be limited to a brief narrative highlighting the Proposal and should be aimed at non-technical personnel. This item should not include commission/pricing proposals.
	2. Company profile, support commitment and personnel responsible for carrying out the Contract.
	3. Checklist of Proposal responses due.
	4. Exceptions, including explanations, to contract specifications, RFP requirements and signatures.
	5. Any additional information considered necessary or helpful to the University in determining bidder's qualifications/signatures.
	6. Reference information for at least one (1) higher education institution or similar client with Custodial Service contract needs similar to Grand Valley State University. Include contact name, address, and telephone number and number of years servicing client.
	7. Bidder's form of contract, if any, to encompass RFP and Proposal.
	8. Include required security.
4. **Section VII – Evaluation**
	1. **Criteria:** Contract award will be based upon a comprehensive review and analysis of the proposals that best meet the needs of Grand Valley State University. The specific evaluation criteria will include the following:
* Past Experience in custodial service operations of a similar nature
* Cost to provide service
* Work Order software compatibility with GVSU/demonstration required
* Green Cleaning program
* New and innovative ideas
* Creativity
* Impressions from an unannounced site visit of an existing property observing staff, cleanliness, and service
* Impressions from an announced site visit observing staff and service quality and cleanliness
* Management depth and experience
* Staffing module proposed for operation at the facilities
* Training methods and procedures for hourly staff
* Evidence of a “customer service” focus
	1. **Withdrawals:** The University reserves the right to accept or reject any or all proposals not withdrawn before the opening date and to waive any irregularity or informality in the proposal process. The University reserves the right to conduct discussions, request additional information and accept revisions of Proposals from any or all bidders. The University reserves the right to negotiate with the bidder whose proposal is deemed strongest by the selection committee. Bids may not be withdrawn within 60 days after opening date without forfeiting bid security. The University reserves the right to make such investigations as deemed prudent to determine bidder's qualifications and eligibility, including but not limited to, requests for financial statements and company profiles.
	2. **Presentations**:To assist in the evaluation process, a minimum of two (2) bidders may be invited for an interview and opportunity to give an oral presentation of their proposal to the University’s selection committee. The presentation should be no longer than two (2) hours in length, with sufficient time allocated for questions and answers. The presentations will take place between **May 6 – May 22 2015**, between the hours of 8:30 a.m. and 4:30 p.m., EST. Specific appointments will be scheduled with the invited bidders. This time will also be used to demonstrate work order software compatibility.
1. **Section VIII – Contract Specifications**
	1. **Health and Safety:**
		1. It shall be the sole responsibility of the contractor to require its employees to abide by all health and safety requirements imposed by law. Further, the contractor and all of its employees shall abide by safety and health regulations set forth by the University.
		2. The contractor agrees to forward a copy of the health inspection report for each contracted service area to a designated University representative.
	2. **Sanitation and Environment:**
		1. The contractor shall maintain sanitary working areas and shall comply with all federal, state, and local health and sanitation regulations that apply to custodial service operations.
		2. The University reserves the right to inspect all cleaning areas, storage areas, offices and any other space under the contractors control at any time with or without notice.
		3. The contractor shall state their corporate commitment to recycling and be responsible for maintaining proactive energy conservation programs and, as a minimum, shall include the following:

\* Waste reduction: The contractor shall employ all reasonable measures to reduce and prevent waste.

\* Recycling: The contractor shall participate in any existing and/or future recycling programs established by the University.

\* Safety: The contractor shall use a proactive safety program for its employees and operations on the campus, as well as comply with all University safety rules that apply to custodial services operations.

* 1. **Equipment, Facilities Maintenance and Sanitation:**
		1. The premises, equipment, and facilities shall be maintained in a condition satisfactory to the institution and in compliance with the City of Grand Rapids Health Department code and/or the State of Michigan health code. The Contractor shall adhere to the highest standards of cleanliness and sanitary practices to insure continual sanitation in all functions and matters related to the custodial service operation.
		2. The contractor will be responsible for specified stripping and sealing of floors, carpet cleaning, mat extractions (onsite and offsite), cleaning draperies and blinds, upholstered furniture, and cleaning walls and doors.
		3. The contractor will remove all trash, garbage, and debris from all premises occupied by the contractor according to a schedule approved by the University.
		4. The University shall have the right at all times to determine by inspection that facility cleanliness, sanitation and maintenance are satisfactory and in accordance with health standards.
	2. **Licenses:** the contractor shall obtain all required licenses and permits required by law for the operation of the custodial service contract. The Contractor shall pay all required fees, taxes, and other charges applicable.
	3. **Laws, rules and regulations:** The contractor must comply with all University policies, county ordinances and/or state and federal laws that may be applicable to its performance under the contract.
	4. **Personnel:**
		1. Bidders must return a written schedule enclosed with their bid indicating the number of employees they will have at each facility they are bidding on each day and the number of hours each will be working. Such schedules will be considered as the minimum acceptable number of employees per day and minimum acceptable number of hours per employee upon award of a contract. Before a contract is awarded, contractors must submit written documentation acceptable to Grand Valley State University proving that sufficient reserve staff is available to meet minimum staffing requirements for this Facility under all conditions without interruption.
		2. **Staff Appearance:**
			1. All employees of the contractor assigned to jobs on campus shall be attired in uniform at all times. Clothing must be neat, clean, and presentable.
			2. The contractor must insure that each employee carries a current identification card, with picture no more than two years old, and that each employee wears a badge in plain view indicating the employee’s name and company name in letters not less than ¼” in height.
		3. **Background Checks:**
			1. The contractor is required to perform record checks on each of their employees that will be working on University property. Contractor must provide the Operations Manager with a list of all employees and supervisors to be used in this facility. The list must include each employee’s name, address, Social Security number, date of birth and cleanly state job assignments. Alternate employees may not be used until such list has been updated to include their names and data and provided to the Operations Manager.
		4. **Tobacco and Alcohol:**
			+ 1. All buildings at all University locations are tobacco-free. Use of tobacco products is not permitted in any area inside any buildings. Smoking is prohibited within twenty-five (25) feet of any building, within twenty-five feet of any bus stop on University property and within twenty-five feet of the Little Mac Bridge on the Allendale campus. The Supplier is expected to respect this tobacco-free policy and fully comply with it.
				2. Personnel or agents of the contractor shall observe all campus traffic and parking regulations. Drinking of alcoholic beverages or the use of illegal drugs or being under the influence of either on the job by the contractor's employees will not be permitted
		5. **Scheduling:**
			1. The contractor shall maintain an adequate staff at all times to ensure a high quality custodial service operation, including expert personnel for administration, purchasing, equipment consulting, and supervision. The contractor shall submit by June 1 of each year the organization and staffing plan for administration of the custodial service operations covered under each contract for review and approval by the University. A qualified supervisor shall be on duty throughout the time that each custodial service operation is in operation for quality control and nightly updates.
			2. Upon request, the contractor must provide hours worked weekly to the University Manager showing the names, dates, areas, and hours actually worked including starting and quitting times for all employees who enter the building, all periodic work performed, and any non-routine work or incident that occurred that week.
			3. Contractor needs to provide sufficient reserve staff to meet staffing requirements for these facilities under all conditions without interruption – i.e. many apartment turns in short a period of time, large events, etc.
		6. **Management**:
			1. The contractor shall provide management staff, made known to the University, to routinely review and inspect operations, personally fill vacancies, consult with the University on current and future custodial service programs, and to act with full authority on the contractor's behalf in any and all matters pertaining to the specifications of this contract.
			2. The University reserves the right to prior consultation in the contractor’s choice of its unit managers. No assignment of such personnel shall be made without prior approval from the University. The contractor’s unit managers shall continue serving only as long as their performance is acceptable to the University. Such consultation and approval shall be prior to announcing the transfer to the selected individual.
			3. Contractor must supply a trained supervisor to be in attendance during working hours. The supervisor should be aware of all lab cleaning tasks, frequencies, protocols or access restrictions.
			4. The contractor will make provision for a manager to be accessible each day. Such management should be non-production personnel and should be clearly identifiable as the individual in charge of the operation and available to give assistance. Both Manager and on-site supervisor must wear a phone or paging device during working hours. Number must be supplied to the University.
			5. The contractor shall have the resources and staff for providing comprehensive training and staff development programs including the management of a diverse work force for employees at all levels of the organization.
		7. **Custodial Staff:**
			1. The University reserves the right to require the contractor to immediately remove any contractual employees from the premises for just cause. Any and all such removals shall be made in the name of the Contractor and all responsibilities will be assumed by the Contractor.
			2. Behaviors:
* Must not have relatives or other personal visitors at the work site.
* Must not consume food or beverages while on duty. During normal breaks and lunch periods the Lobby may be used for this purpose.
* Must not consume alcoholic beverages nor use narcotics while on duty nor be under their influence when reporting for duty.
* Must not receive nor initiate personal phone calls from Grand Valley State University telephones
* Must not play radios or other sound equipment.
* Must not use Grand Valley States University computers, televisions or any other equipment.
* Must not fraternize with Grand Valley’s staff, clients, tenants, or visitors to the building nor unnecessarily disrupt tenant from their work while performing contractual duties.
	+ 1. **Conflict of Interest:**
			1. The contractor may not employ students that are currently attending Grand Valley State University nor current university employees.
			2. The contractor may not employ faculty or staff that are currently employed by the University.
	1. **Inspections and Correction of Deficiencies:**
		1. The University shall have the right to access all custodial service facilities to inspect the operation thereof and the work of the contractor with respect to the quality of procedures, sanitary and safety standards, cleanliness, appearance and conduct of the contractor’s employees, operating hours, and general housekeeping and upkeep of premises. The University shall have the right to make reasonable regulations with regard to all such matters and the contractor agrees to comply with such regulations.
		2. The University will require regular joint inspections with the contractor’s designated manager. Any areas for improvement must be resolved as soon as possible.
		3. Performance evaluations will be given to the Contractor indicating exceptions in performance to the required specifications.
		4. Contractor must correct these deficiencies as follows
			1. Within 24 hours for any daily, weekly, or monthly activity
			2. Within 48 hours for any activity listed as quarterly or semiannual.
		5. Should the Contractor fail to correct the deficiency within the time stated, the university will assign the work to the subcontractor of its choice at the expense of the Contractor.
		6. Repeated failure to correct deficiencies will result in cancellation of contract by Grand Valley State University.
	2. **Accounting Statements and Audits**:
		1. At the end of each accounting period, the contractor shall furnish to the University an operating statement for each custodial service operation and a composite statement. The operating statement shall give a complete accounting of sales by category, including a breakdown of product cost, labor costs, other direct expenses and administrative and/or management charges.
		2. Each operating statement and the composite statement shall present revenue and expense amounts for the period being reported and fiscal year-to-date with percentage ratios given for each item and period.
		3. The University's fiscal reporting period is July 1 through June 30. The contractor’s year-to-date report shall correspond with this period.
		4. If requested, all operating statements and sales reports will be submitted by the contractor. For this purpose, a schedule of the contractors accounting periods should be defined.
		5. Billing Options:
			1. Monthly: Contractor is to submit billing within five days of the close of each calendar month to Grand Valley State University.
			2. Semi-Annual: Contractor is to submit billing on July 1 and January 1 of the contract years to Grand Valley State University.
			3. Annual: Contractor is to submit billing on July 1 of the contract years to Grand Valley State University.
		6. All start-up costs must be clearly identified, if applicable.
		7. The University reserves the right to audit or cause to be audited the contractor’s books and accounts with the University at any time during the term of this contract and for five (5) years thereafter.
	3. **Advertising:**  The Contractor agrees not to use this proposal or any subsequent agreement as part of any commercial advertising without prior approval of Grand Valley State University.

1. **Section IX – General Terms and Conditions**
	1. **Supplemental Conditions:**
		1. The supplier shall comply with the University’s policy and procedures and any additional instructions issued from time to time by the University. (<http://www.gvsu.edu/purchasing>)
		2. During the period of contract, no change is permitted in any of its conditions and specifications unless the supplier receives written approval from the University.
		3. Should the Firm find at any time that existing conditions make modification in contract requirements desirable, it shall promptly report such matter to the University for its consideration and decision.
		4. The Firm shall comply with any and all federal, state or local laws, now in effect or hereafter promulgated which apply to the operation herein specified.
		5. The Firm’s performance may be evaluated by a designee or an advisory committee of the University meeting from time-to-time during period of contract. It will be the responsibility of the contractor to respond, in writing if so requested, to inquiries, requests for change, and recommendations.
		6. The Firm shall advise the University, of the telephone numbers and addresses of management personnel and shall arrange for at least one such person to be available during the University’s normal working hours by telephone. The contractor shall also provide sufficient backup in times of staff shortages due to vacations, illnesses, and inclement weather.
		7. The Firm shall maintain applicable insurance coverage with appropriate coverage limits. The contractor shall provide the name of the primary insurance carrier and their trade rating which may apply to the operation herein specified.
	2. **Termination:**

9.02.1 The University may terminate this agreement for any reason, including but not limited to, changes to the market price of the products and non-appropriation of federal or state funding to university, by delivering not less than thirty days prior written notice to supplier.

* + 1. If termination is due to default by Supplier, Supplier shall have ten days from receipt of notice to cure the default. If Supplier fails to cure within the ten day period, university may terminate this agreement immediately.
		2. The failure of university to exercise its rights of termination for default due to Suppliers failure to perform as required in any one instance shall not constitute a waiver of termination rights in any other instance.
	1. **General Terms and Conditions**
		1. The terms and conditions shall govern any agreement issued as a result of this solicitation.
		2. Additional or attached terms and conditions which are determined to be unacceptable to the University may result in the disqualification of proposals. Examples include, but are not limited to: liability for payment of taxes, subjugation to the laws of another state, and limitations on remedies.
		3. Interpretation, Enforcement and Forum of Laws

For disputes between University and Supplier, this agreement shall be governed by, construed, interpreted, and enforced solely in accordance with the laws of the State of Michigan and the venue of any action shall lie in such state.

* + 1. Compliance with Law

Supplier warrants and certifies that in the performance of this agreement, it has complied with or will comply with all applicable statutes, rules, regulations and orders of the United States, and any state or political subdivision thereof, including but not limited to, laws and regulations pertaining to labor, wages, hours and other conditions of employment.

* + 1. Funding Provided by Federal Contracts or Grants

Where federal contracts or grants provide funding to University, it is the responsibility of the Supplier and University to comply with all FAR (Federal Acquisition Regulations) applicable laws and regulations by completing any certifications and disclosures and any other requirements. When federal contract or grant funds are used on purchases under this agreement, which exceed $25,000, certification must be provided in writing that the Supplier is not debarred, suspended, or proposed for debarment by the Federal Government.

* + 1. Insolvency

In the event of any proceedings in bankruptcy or insolvency by or against Supplier, or in the event of the appointment (with or without its consent) of an assignee for the benefit of creditors, or a receiver, University may cancel this agreement without prior notice and without incurring any liability whatsoever to Supplier.

* + 1. Assignments

Supplier shall not assign this agreement or any of Supplier’s rights or obligations hereunder, without University’s prior written consent. Any purported assignment made without prior written consent shall be void and of no effect.

* + 1. Resale

If University purchases any goods for resale, the customer shall have the benefit of every right, warranty, and interest enjoyed by University.

* + 1. Patent Trademark and Copyright Infringement

The Supplier warrants that the products/services hereby sold, either alone or in combination with other materials, do not infringe upon or violate any patent, copyright, trademark, trade secret, application or any other proprietary right of any third party existing under laws of the United States or any foreign country. The Supplier agrees, at it’s own expense, to defend any and all actions or suits alleging such infringements and will hold University, its officers, agents, servants, and employees harmless from any and all losses, expenses, claims, (including reasonable attorney’s fees), or judgments arising out of cases of such infringement.

* + 1. Use of Name, Logos, etc. in Advertising

Supplier agrees not to make reference to this agreement or use University logo or trademarks in any advertising material of any kind without expressed written permission. University agrees not to make reference to this agreement or use the logo of Supplier in any advertising and marketing materials of any kind without the expressed written permission of the Supplier.

* + 1. Indemnification

Supplier agrees to indemnify and hold University harmless from and against all liability, losses, damages, claims, liens, and expenses (including reasonable legal fees) arising out of or connected with the products purchased, work or services performed, or resulting from damages or injuries incurred by or to University by reason of any defect in manufacture, construction, inspection, delivery, material, workmanship, and/or design of any goods and services furnished hereunder, excepting only such liability as may result solely from the acts of negligence of University or its employees. Supplier, at the request of University, shall undertake to defend any and all suits and to investigate and defend any and all claims whether justified or not, if such claim or suit is commenced against University or its respective officers, agents, servants, and employees.

* + 1. Insurance

If fabrication, construction, installation, service or other work is specified to be conducted on University premises, Supplier shall maintain in force during the period of such work limits of liability as required by law or as set forth herein, whichever is greater: (a) worker’s compensation, as required by the laws of the State of Michigan; (b) commercial general liability for bodily injury and/or property damage in an amount of not less than $1,000,000 single limit, per occurrence; (c) automobile liability for bodily injury and/or property damage in an amount of not less than $1,000,000 single limit, per occurrence. Supplier shall provide a certificate of insurance naming University as additional insured. Supplier shall furnish to University satisfactory proof of such insurance coverage included with Supplier’s proposal.

* + 1. Licenses/Permits/Taxes and Tax Exempt Status
			1. Supplier shall be responsible for obtaining all permits, licenses and bonding, to comply with the rules and regulations of any state, federal, municipal or county laws or any city government, bureau or department applicable and assume all liability for all applicable taxes.
			2. University is a 501(c)(3) not-for-profit corporation and is exempt from state sales and use taxes imposed for services rendered and products, equipment or parts supplied.
			3. All prices listed and discounts offered are exclusive of sales and use taxes. Supplier has the duty to collect all taxes in connection with the sale, delivery or use of any items, products or services included herein from University (if for the purpose of resale), at the taxable rate in effect at the time of invoicing. Supplier shall comply with the tax requirements of the State of Michigan. University shall furnish to Supplier a certificate of exemption in form and timeliness acceptable to the applicable taxing authority.
		2. Americans with Disabilities Act

Supplier shall comply with all applicable provisions of the Americans with Disabilities Act and applicable federal regulations under the Act.

* + 1. Alcohol, Tobacco & Drug Rules and Regulations
			1. Employees of the Supplier and its subcontractors shall comply with all instructions, pertaining to conduct and building regulations of the University. University reserves the right to request the removal or replacement of any undesirable employee at any time.
			2. All buildings at all University locations are tobacco-free. Use of tobacco products is not permitted in any area inside any buildings. Smoking is prohibited within twenty-five (25) feet of any building, within twenty-five feet of any bus stop on University property and within twenty-five feet of the Little Mac Bridge on the Allendale campus. The Supplier is expected to respect this tobacco-free policy and fully comply with it.
			3. The Supplier agrees that in the performance of this agreement, neither the Supplier nor any of its employees shall engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including alcohol, in conducting any activity covered by this agreement. University reserves the right to request a copy of the Drug Free Workplace Policy. The Supplier further agrees to insert a provision similar to this statement in all subcontracts for services required.
		2. Equal Opportunity

The provisions of Section 202 of Executive Order 11246.41 C.F.R. Sec. 60-1.1 C.F.R. Sec. 60-250.4 and 41 C.F.R. Sec. 60-741.4 are incorporated herein by reference and shall be applicable to this agreement unless this agreement is exempted under the rules, regulations, or orders of the U.S. Secretary of Labor.

* + 1. Non-Discrimination

The parties agree to comply with applicable state and federal rules governing Equal Employment Opportunity and Non-Discrimination.

* + 1. Sexual Harassment and Bias Incidents
			1. Federal law and the policies of the University prohibit sexual harassment. Supplier is required to exercise control over its employees so as to prohibit acts of sexual harassment. If University in its reasonable judgment determines that any employee of Supplier has committed an act of sexual harassment, Supplier agrees as a term and condition of this agreement to cause such person to be removed from University’s facility and to take such other action as may be reasonably necessary to cause the sexual harassment to cease.
			2. While the University safeguards individuals’ constitutional rights and protected speech, the University is also committed to providing a campus environment that is safe and affirms diversity.  The University does not tolerate acts of intimidation, assault, battery, vandalism, destruction or defacement of property, stalking or other actions that violate criminal and/or civil laws, and University policies.  When such actions appear to be directed at individuals because of their race, ethnicity, religion, gender, sexual orientation, nationality, disability or other protected class status, they are considered to be acts of bias.  If University in its reasonable judgment determines that any employee of Supplier has committed an act of bias, Supplier agrees as a term and condition of this agreement to cause such person to be removed from University’s facility and to take such other action as may be reasonably necessary to cause the act of bias to cease.
		2. Compliance with Specifications

The Supplier warrants that all goods, services, or work supplied under this agreement shall conform to specifications, drawings, samples, or other descriptions contained or referenced herein and shall be merchantable, of good quality and workmanship and free from defect. The Supplier also warrants that all goods covered by this agreement which are the product of the Supplier or are in accordance with its specifications, will be fit and subject to University inspection before acceptance, and also to later rejection if use reveals defects not apparent upon receipt; and if rejected will be held at Supplier’s risk and expense for storage and other charges after 60 days of storage, goods may be disposed of without cost to University. Neither receipt of goods nor payment therefore shall constitute a waiver of this provision. \*All building and material representations in this document are provided for guidance but must be verified by contractor.

* + 1. Gratuities

University may, by written notice to Supplier, cancel the agreement if it discovers that gratuities, in the form of entertainment, gifts or the like, were offered or given by Supplier to any officer or employee of University with a view toward securing an agreement or securing favorable treatment with respect to the awarding of this agreement.

* + 1. Covenant Against Contingency Fees

Supplier certifies that it has neither offered nor paid a contingency fee to any individual, agent, or employee of University to secure or influence the decision to award this agreement to Supplier.

* + 1. Suspension or Debarment

University may, by written notice to the Supplier, immediately terminate the agreement if it is determined that the Supplier has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor by any public procurement unit or other governmental body.

* + 1. Conflict of Interest

In order to avoid even the appearance of any conflict of interest, neither University nor Supplier shall employ any officer or employee of the other party for a period of one year from the date hereof.

* + 1. Strikes or Lockouts

In the event Supplier should become involved in a labor dispute, strike or lockout, Supplier will be required to make whatever arrangements that may be necessary to insure that the conditions of this agreement are met in their entirety. Should the Supplier be unable to fulfill its obligations under this agreement, University shall have the right to make alternative arrangements to insure the satisfactory performance of the agreement during the time Supplier is unable to perform the required duties. Any costs incurred by University, as a result of such job action, shall be reimbursed by the Supplier.

* + 1. Force Majeure

Neither party shall be held responsible for any losses resulting if the fulfillment of any terms or provisions of this agreement are delayed or prevented by any cause not within the control of the party whose performance is interfered with, and which by the exercise of reasonable diligence, said party is unable to prevent.

* + 1. Modification of Terms

No waiver or modification of any of the provisions hereof shall be binding unless mutually agreed upon by University and the Supplier, in writing, with signatures of authorized representatives of all parties authorizing said modification.

* + 1. Termination of Convenience and Termination for Default
			1. University may terminate this agreement for any reason, including changes in the market price of the products, by delivering not less than thirty days (30) prior written notice thereof to Supplier.
			2. University may terminate this agreement immediately upon the default by the Supplier of this agreement by delivering written notice to Supplier, or if such default is able of being cured, University shall notify the Supplier in writing of such default and demand that the same be cured within 10 days. Should the Supplier fail to cure the same within said period, University shall then have the right to terminate this agreement.
			3. The failure of University to exercise its rights of termination for default due to Supplier’s failure to perform as required in any instance shall not constitute a waiver of termination rights in any other instance.
			4. An order by University may be cancelled due to non-appropriation of funds. This funding-out clause can be for non-appropriation of State and/or Federal funds.
		2. Continuation of Performance through Termination

Supplier shall continue to perform, in accordance with the requirements of this agreement, up to the date of termination, as directed in the termination notice.

* + 1. Open Records

University considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure after an agreement is awarded. Supplier is hereby notified that University adheres to all statutes, court decisions and the opinions of the State of Michigan regarding the disclosure of proposal information.

* + 1. Proprietary/Confidential Information

Respondents must clearly mark “Confidential” on any portion of response considered to contain confidential or proprietary information. All information, documentation, and other materials submitted by Respondent in response to this solicitation or under any resulting contract may be subject to public disclosure under the Freedom of Information Act and/or Open Records laws of the University.

* + 1. Strict Compliance

The parties may at any time insist upon strict compliance with these terms and conditions, notwithstanding any previous custom, practice or course of dealing to the contrary.

* + 1. Entire Agreement

This agreement together with the Exhibits annexed hereto constitutes the entire agreement between the parties and supersedes all prior agreements whether written or oral between the parties. Documents subject to Freedom of Information Act will only be released after award.

**Grand Valley State University**

**Custodial Services Contract**

**RFP #215-32**

**Exhibit 1 - Task Definitions**

1. **Vacuum Carpet**

Thoroughly vacuum all carpeted areas. Move all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.) and vacuum under. Be sure to replace all items moved. Straight suction vacuuming is acceptable; however, the Manager reserves the right to require that a beater bar type vacuum be used. Empty dust and dirt into plastic trash bag, tie off, and remove to dumpster.

1. **Edge Vacuuming**

Thoroughly vacuum all edges of carpeting along the base of walls and along the base of permanent fixtures using a crevice tool attachment. Also, vacuum upholstered furniture.

1. **Dust Mop**

Thoroughly dust mop all non-carpeted areas. Move all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.) and dust mop under. Be sure to replace all items moved. Dust mops must be treated with water based dust control chemical. Place dust and dirt into plastic trash bag, tie off, and remove to dumpster. Dust mop must not be dusted clean on carpeting.

1. **Damp Mop**

After dust mopping, thoroughly damp mop all non-carpeted areas. Move all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.) and damp mop under. Be sure to replace all items moved after floor has dried completely. Use a clean cotton mop head that is in good condition. Use clean water at all times (change water often). Mop head must be only damp. No excess water can be left behind. Approved, proper chemicals at proper dilution must be used at all times. Finished floor must be clean and streak-free.

1. **Empty Waste Receptacles**

Empty all containers that are provided for the disposal of waste (i.e., wastebaskets, torpedo type containers, sanitary napkin disposal bins, boxes, etc.) into plastic bags, tie off, and remove to dumpster. Great care must be taken to remove only trash. When in doubt, DO NOT REMOVE – ASK. Secure dumpster covers before leaving area. Plastic liners are used where wet trash is a problem. Where used, liners must be changed no less than once per month in restrooms all plastic liners must be replaced daily.

1. **Fill Dispensers**

Dispensers of all types must be checked daily and filled when necessary (soap, toilet tissue, and paper towels, etc.).

1. **Dusting**

Completely dust all fixtures, ledges, edges, shelves, exposed pipes, partitions, doorframes, etc. Pay particular attention to the tops of these items. An approved dust cloth or dusting tool, treated with a water based dust control chemical must be used. High dusting relates to the area above six feet. Low dusting relates to the area below two feet.

1. **Clean and Disinfect Waste Receptacles and Dispensers**

Thoroughly clean all waste receptacles and dispensers inside and outside. Use proper chemicals for surface to be cleaned at proper dilution. After item has been cleaned completely, wipe item with approved disinfectant\* solution and allow to air dry.

1. **Clean and Disinfect Sinks**

Thoroughly clean all sinks, including bottom, faucets, and spigots, with approved crème cleanser. Rinse thoroughly as all crème cleanser residues must be removed. Then wipe each item with approved disinfectant\* solution and allow to air dry.

1. **Clean Glass and Mirrors**

Thoroughly clean all glass and mirrors using an approved alcohol based glass cleaner. Use a soft, clean cloth. Dry completely. Surface should be streak, smear, and smudge free. Make sure attached frames, edges, and shelves are cleaned and dried as well as the glass surface. Squeegee may be used where necessary.

\* All disinfectant solutions must be changed after each restroom.

1. **Clean and Disinfect Toilets and Urinals**

Thoroughly clean toilets, toilet seats, and urinals with approved acid free bowl cleaner and rinse thoroughly. (Approved acid cleaner may not be used more than once per month and should be used on the interior of toilet or urinal only. Great care must be taken to avoid any chrome (when acid cleaner is used.) Then wipe each toilet, toilet seat, and urinal completely with approved all-purpose cleaner or approved glass cleaner only. Buff dry to a streak, smear, and smudge free “shine”.

1. **Clean and Disinfect Walls, Doors, Partitions, and Handrails**

Thoroughly clean all walls (including switch and plug covers), doors (including entrance doors inside and outside), partitions, and handrails with proper approved chemicals and proper approved dilution. Rinse thoroughly when necessary, then wipe all areas with approved disinfectant\* solution and allow to air dry.

Vacuum fabric covered walls with upholstery attachment. Spot clean with colorfast upholstery cleaner.

1. **Damp Mop – Disinfectant**\*

Use same definition as Item D, but add: Thoroughly damp mop floor with approved disinfectant\* solution. Allow to air dry.

1. **Remove Carpet Runners**

Carpet runners must be removed from floor to allow for proper cleaning, onsite or offsite, when necessary. Be sure to remove excess water from runner with approved wet pick up vacuum before carpet runners are removed. Carpet runners must be extracted routinely during periods of ice melt/salt usage to maintain a clean appearance.

1. **Replace Carpet Runners**

After floor has been properly cleaned, and is completely dry, replace carpet runners in their original location.

1. **Clean and Disinfect Drinking Fountain**

Thoroughly clean entire exterior surface with approved cleanser. The grain of the stainless steel must be followed at all times. Rinse thoroughly as all crème cleanser must be removed. Wipe entire surface with approved disinfectant\* solution.

1. **Wipe Dry**

Use clean, soft cloth, and wipe item dry. The grain of the stainless steel must be followed.

1. **Stainless Steel (Brass) Cleaning (Elevators, Doors, Trim, Etc.)**

Thoroughly clean all stainless steel (brass) not previously mentioned with approved cleaner and a clean soft cloth. Great care must be taken to follow the grain of the stainless steel at all times when cleaning.

1. **Spray Buff Hard Floors**
* Hard Floors must be properly prepared before spray buffing:
1. Remove carpet runners
2. Dust mop
3. Damp mop
* Begin spray buffing by lightly spraying area just to the left or right of approved floor machine (buffer) with approved spray buffing chemical at approved dilution. Buffing pad must be approved and will depend on the type of finish used.
* Floor machine (buffer) will be worked back and forth over area lightly sprayed until floor has a high, streak free luster. Then proceed to the next area, until scheduled area is completed.
* Great care must be taken to avoid using “loaded” pad (pad full of dried finish and dirt). Flip pad over or change to another clean dry pad often.
* Great care must also be taken not to allow floor machine (buffer) to run in one spot for too long to avoid burning the floor.
* Floor should be dust mopped after scheduled spray buffing is completed.
* Replace carpet runners.
1. **Strip and Refinish**

Close and properly mark area “closed’. Remove all movable objects from area.

1. Apply approved stripping solution at approved dilutions to area to be stripped. Allow solution to stand according to approved manufacturer’s recommendations. Do not allow solution to dry out or stand too long. Any finish or dirt must also be removed from walls, doors, etc., at this time. If splashed on adjacent surfaces, it must be removed before it dries.
2. Thoroughly agitate all floor area to remove all old finish with approved strip pad.
3. Use wet pick up vacuum to pick up old finish and stripper.
4. Thoroughly mop rinse area with clean cotton mop and clean water. Make sure walls, doors, etc., are also thoroughly rinsed.
5. Thoroughly mop rinse area a second time with clean cotton mop and clean water with approved neutralizer / conditioner chemical at approved dilution. Make sure walls, doors, etc., are also thoroughly rinsed.
6. Allow floor to air dry.
7. If any old finish remains, repeat #1 through #6.
8. Continue #1 through #7 until scheduled area is properly stripped and/or rinsed.
9. Apply thin coat of approved sealer with approved clean applicator. Sealer must not be slopped on walls, doors, baseboards, etc…Allow sealer to thoroughly dry.
10. Apply second coat of sealer as described in #9 above. Allow sealer to thoroughly dry.
11. Apply thin coat of approved finish with approved applicator. Finish must not be slopped on walls, doors, baseboards, etc. Allow to dry and apply additional coats.
12. **Scrub – Restroom Floors**

Close restrooms. Remove all movable objects from area.

1. Apply approved cleaning solution at approved dilution to area to be scrubbed. Do not allow solution to dry.
2. Quickly agitate small section coated with solution with approved stiff bristle brush and buffer. Be sure grouting is clean.
3. Use wet pick up vacuum to pick up dirty solution.
4. Thoroughly mop rinse area with clean cotton mop and clean water. Make sure all walls, doors, etc. are also thoroughly rinsed.
5. Thoroughly mop rinse area a second time with clean cotton mop and clean water. Make sure all walls, doors, etc. are also thoroughly rinsed a second time.
6. Allow floor to air dry.
7. After floor is thoroughly dry, replace all objects moved from area.
8. **Carpet Extracting**

All carpeting, including carpet runners and mats, must be thoroughly cleaned as follows:

1. All movable items must be removed from area(s) to be cleaned (i.e., chairs, waste receptacles, all free standing tables, typing stands, boxes, plants, all temporary floor coverings placed, etc…)
2. Thoroughly spray next area to be cleaned with approved pre-treat or traffic lane cleaner used at approved dilution. Spray must be applied so that fibers remain damp until cleaned. Chemical should be left to work for 10-15 minutes.
3. Thoroughly extract all properly pre-treated carpeted areas. Minimum of two cleaning passes in opposite directions. Approved equipment and chemicals at approved dilutions must be used.
4. All stains must be removed during the extraction process, using approved chemicals. Great care must be taken to completely remove stain removal chemical from carpet floor.
5. Thoroughly spray all thoroughly cleaned carpet with approved carpet fiber protector at approved dilution. Application must be made with approved sprayer.
6. Replace all items removed for cleaning. All items moved back into place that have metal of any type that comes in contact with carpeting must be wood blocked or tabbed to keep the metal off the carpet fiber until thoroughly dry. All blocks or tabs should be removed during the next scheduled regular area cleaning, provided the carpet is thoroughly dry.
7. **Alternative Carpet Cleaning Methods**

- All carpet and or floor mat extractions, both onsite and offsite, shall be included in the service

 agreement

1. **Porcelain Tile Floors**
* No finish or sealer will be applied to quarry tile floors unless recommended by the manufacturer’s representative and Grand Valley State University. Clean all traffic areas with an Automatic Floor Scrubber.
* Scrub thoroughly with a rotary machine with a quarry tile brush attachment and neutral cleaner.
* Use wet pick up vacuum to pick up water from tile and grout.
* Thoroughly rinse.
1. **Remove Recyclable Materials**

Pick up all recyclable materials from marked containers and remove to designated containers in the predetermined locations.

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**Exhibit 2 – General Cleaning Frequencies**

Cleaning frequencies of all buildings are to include, but are not limited to, the following:

**Public Spaces (entrances, lobbies, lounges, student study areas, vending areas, corridors, and restrooms)**

**Daily**

* Entrances
* Sweep & mop floors
* Vacuum carpeted areas/mats (extract in winter)
* Clean carpet & mats
* Clean glass
* Clean entrance doors & glass (interior & exterior - including door bases & ledges)
* Clean interior windows – spots and smudges
* Lobby, Lounges, Study Areas, Vending & Corridors
* Empty & clean wastebaskets – replace liner
* Empty & clean recycling containers/stations
* Clean kiosk areas
* Clean white boards with rag & water. Dust top of board and clean marker tray
* Restock white board markers and erasers
* Clean elevator doors inside and out
* Empty pencil sharpeners
* Wash table tops and spot clean chairs
* Clean drinking fountains
* Clean interior windows for spots and smudges
* Spot clean walls
* Sweep/vacuum floor
* Clean carpet
* Scrub floor with automatic scrubber
* Rearrange furniture neatly
* Public restrooms, locker rooms & showers
* Empty napkin disposal boxes, replace waxed bag if soiled or torn
* Empty trash and replace liners
* Dust stalls, partition tops and back walls.
* Clean doors & walls
* Dust handicapped rails
* Restock paper , soap product, and batteries
* Clean sinks, pipes, splash areas and mirrors
* Polish all stainless steel
* Clean urinals, splash areas and clean pipes
* Clean stools, splash areas and clean pipes
* Dust mop and wet mop floors

**Weekly**

* High dust ceiling corners and edges
* Dust tops of all partitions, credenzas and file cabinets
* Dust coat racks
* Low dusting (includes: furniture bases & windows)
* Clean and disinfect trash & recycling receptacles
* Flush floor drains in restrooms, mechanical rooms & work rooms
* Vacuum edges of carpet and furniture
* Spray buff high traffic floor areas
* Clean janitor closets and storage rooms

**Bi-Weekly**

* Quality control checks in each facility communicated to GVSU through online portal

 **Monthly**

* High dusting (including light fixtures)
* Dust blinds
* Dust and clean baseboards
* Wash furniture
* Clean whiteboards with ammonia solution
* Clean interior and exterior doors, frames, thresholds, adjacent walls and kick plates
* Deep clean carpets in high traffic areas (extract)
* Scrub restroom, locker room & shower floors (include shower walls)
* Dust/clean all air vents, ceiling and light fixtures (light fixtures inside and outside)

**Quarterly**

* Clean HVAC registers and vents
* Scrub and recoat waxable floors including kitchen

**Semi-Annual**

* Refinish tiled floors (scheduled with GVSU)

**Yearly**

* Strip and refinish floors (schedule with GVSU)
* Thoroughly extract all carpets

**As Required**

* Dust mop and wet mop all hard surfaced floors
* Sweep and mop stairwells and landings
* Extract floor mats

\*\* Limits on interior window washing above 8 feet.

\*\* VCT, terrazzo & concrete floors will need to be maintained at a minimum quality a level as they currently exist.

**OFFICES (private & open cubical offices)**

**Daily**

* One floor of the office tower will be cleaned thoroughly on a routine basis i.e. dusting in office, vacuuming, emptying trash & recycling, etc. Ex: 1st floor on Sunday, 2nd floor on Monday, etc.
* Empty & clean wastebaskets – replace liner
* Empty & clean recycling containers
* Wipe down tables - Without moving any items wipe fingerprints and/or spills
* Clean walls, doors & door glass
* Vacuum all carpeted areas
* Clean carpets & furniture
* Arrange furniture neatly
* Clean workrooms to include cleaning sinks, floors, and countertops and restock soap and paper towels

**Weekly**

* High dust ceiling corners and edges.
* Dust tops of partitions, credenzas and file cabinets in hallways.
* Dust coat racks.
* Clean and disinfect trash & recycling receptacles.
* Low dusting and window ledges.
* Vacuum edges of carpets and furniture.

**Monthly**

* High dusting (including light fixtures).
* Dust Blinds.
* Dust and clean baseboards.
* Wash furniture.
* Dust furniture legs & bases.
* Clean interior and exterior doors, frames, and adjacent walls and kick plates.
* Deep clean carpets in high traffic areas (with extractor).

**Quarterly**

* Clean HVAC registers and vents
* Scrub and re-coat waxable floors

**Semi-Annual**

* Refinish tiled floors

**Yearly**

* High dust/clean all air vents, ceiling and light fixtures (light fixtures inside and outside)
* Thoroughly extract all carpets
* Strip and refinish floors

**As Required**

* Dust mop and wet mop all hard surfaced floors
* Extract floor mats

**MEETING SPACES (classrooms, computer rooms & conference rooms)**

**Daily**

* Empty pencil sharpeners
* Empty & clean wastebaskets – replace liner
* Empty & clean recycling containers
* Clean white boards with rag and water. Dust top of board and clean marker ledge
* Restock white board markers and erasers
* Wipe down tables and rearrange furniture neatly (according to diagrams)
* Wash all tables, wipe fingerprints and/or spills
* Clean walls, doors & door glass
* Vacuum all carpeted areas
* Clean carpets & furniture
* Use automatic floor scrubbers for all tiled floors
* Spray buff high traffic floor areas (every other day)

**Weekly**

* High dust ceiling corners and edges
* Dust tops of partitions, credenzas and file cabinets in hallways
* Dust coat racks
* Wash walls
* Clean and disinfect trash & recycling receptacles
* Vacuum edges of carpets and furniture
* Low dusting and window ledges

**Bi-Weekly**

* Quality control checks in each facility communicated to GVSU through online portal

**Monthly**

* High dusting (including light fixtures)
* Dust blinds
* Dust and clean baseboards
* Clean whiteboards with ammonia solution.
* Wash furniture
* Dust chair legs
* Clean interior and exterior doors, frames, and adjacent walls and kick plates
* Deep clean carpets in high traffic areas (with extractor)
* High dust/clean all air vents, ceiling and light fixtures (light fixtures inside and outside)

**Quarterly**

* Clean HVAC registers and vents.
* Scrub and recoat waxable floors including kitchen.

**Semi-Annual**

* Refinish tiled floors.

**Yearly**

* Strip and refinish floors
* Thoroughly extract all carpets

**As Required**

* Dust mop and wet mop all hard surfaced floors
* Extract floor mats

**LAB SPACES**

**Daily**

* Empty & clean wastebaskets – replace liner
* Empty & clean recycling containers
* Clean white boards with rag and water. Dust top of board and clean marker ledge
* Restock white board markers and erasers
* Restock paper towels and soap dispensers
* Clean countertops and sinks
* Clean walls, doors & door glass
* Vacuum all carpeted areas
* Dust mop and wet mop all hard surfaced floors
* Use automatic floor scrubber for all tiled floors
* Clean carpet & furniture
* Neatly rearrange furniture
* Clean doors and door glass (door bases and ledges)
* Spray buff high traffic floor areas (every other day)

**Weekly**

* High dust ceiling corners and edges
* Dust tops of partitions, credenzas and file cabinets in hallways
* Dust coat racks
* Clean Walls, doors & door glass
* Clean and disinfect trash & recycling receptacles
* Low dusting and window ledges
* Flush floor drains
* Vacuum edges of carpets and furniture

**Bi-Weekly**

* Quality control checks in each facility communicated to GVSU through online portal

**Monthly**

* High dusting (including light fixtures)
* Dust blinds
* Dust and clean baseboards
* Clean whiteboards with ammonia solution
* Clean furniture.
* Dust chair legs
* Clean interior and exterior doors, frames, and adjacent walls and kick plates
* Deep clean carpets in high traffic areas (with extractor)
* Dust/clean all air vents, ceiling and light fixtures (light fixtures inside and outside)

**Quarterly**

* Clean HVAC registers and vents
* Scrub and re-coat waxable floors including kitchen

**Semi-Annual**

* Refinish tiled floors (scheduled with GVSU)

**Yearly**

* Strip and refinish floors
* Thoroughly extract all carpets (scheduled with GVSU)

**As Required**

* Wash all table top surfaces.
* Extract floor mats

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**Exhibit 3A – DeVos Center Building Specifications**

**DeVos Center - Building Specifications**

All building-wide cleaning frequencies in Exhibit 2 apply to the DeVos Center unless otherwise specified below

1. Private office spaces are to be cleaned once weekly with each floor on a separate evening. For example, 1st floor on Sundays, 2nd floor on Tuesdays, etc. Dean and/or Director offices may be cleaned nightly and will be specified by GVSU Operations.
2. Public Areas are to be cleaned 7 days a week on the first floor. The weekend requirements will be at reduced schedule.
3. The bookstore, transaction, and security areas will need to be cleaned Monday through Friday during open hours. Floor work in the Transaction Center will need to be scheduled with Security, Operations Manager, and the Transaction Center Manager.
4. Conference, meeting, seminar and auditorium spaces are to be cleaned Sunday through Thursday. A weekend list will be supplied for specific rooms that will need to be cleaned on weekends. The weekend requirements will be at a reduced schedule.
5. Classrooms are to be cleaned Sunday through Thursday. A weekend class list will be supplied for specific classrooms that will need to be cleaned on weekends. This class list will change from semester to semester. The weekend classroom usage is at a greatly reduced demand.
6. Lab spaces: are to be cleaned Sunday through Thursday. Some Lab cleaning tasks, frequencies or access may have additional restrictions and requirements.
7. Unit cost per hour for general cleaning and cost per square foot for stripping and waxing needs to be included in the RFP. Please include cost per square foot for reconditioning carpet and hard floor services, and all floor mat extractions.
8. All VCT floors need to be maintained at the minimum of the current quality levels.
9. Day porter to be scheduled from 9am-9pm Monday-Friday, and 10am-2pm Saturday-Sunday or as needed for events

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**Exhibit 3B – DeVos Center Breakdown of Space**

SV = Sheet Vinyl VCT = Vinyl tile CT = Ceramic Tile CPT = Carpet CONC = Concrete RT = Rubber tread TERR = Terrazzo HGBC = High Build Glazed Coating (non waxing)

RTFL-vct = access panel floor with vinyl tile RTFL-cpt = access panel floor with carpet

|  |
| --- |
| **DeVos Center**  |
| **Room Number** | **Room Name** | **Floor Type** | **Square Feet** |
|
| 101A | Vestibule | CT | 169 |
| 101B | Open Offices | CPT | **2,834** |
| 101C | Vestibule | CPT/CT | 159 |
| 101D | Vestibule | CT | 242 |
| 101E | Vestibule | CPT/CT | 115 |
| 101E | Elevator | CPT | 68 |
| 102A | Corridor | CT | 1,222 |
| 102C | Elevator lobby | CT | 619 |
| 102D | Study area | CT | 88 |
| 102E | Regency meeting room | CPT | 1,416 |
| 103A | IT | VCT | 572 |
| 103C | Restroom | CT | 273 |
| 103D | Storage | CONC | 117 |
| 103E | Gordon Gallery | CT/CPT | 1330 |
| 104A | Library  | CPT | 284 |
| 104B | File room | VCT | 231 |
| 104C | Restroom | CT | 273 |
| 104D | Study area | CT | 88 |
| 104E | Corridor | CT | 66 |
| 105A | IT | VCT | 359 |
| 105B | Conference room | CPT | 253 |
| 105D | IT | CONC | 169 |
| 105E | Exhibition Hall | CT | 4,507 |
| 106A | Workroom | VCT | 177 |
| 106B | Workroom | VCT | 231 |
| 106C | Storage | CT | 20 |
| 106D | Study area | CT | 88 |
| 106E | Coat closet | CPT | 128 |
| 107B | Testing room | CPT | 231 |
| 107C | University Club | CPT/CT | 1,629 |
| 107D | Case room | CPT | 1,132 |
| 108A | Library | CPT | 1,044 |
| 108C | Food Court | CT | **875** |
| 108E | Kitchen | CT | 808 |
| 109A | Mechanical | CONC | 65 |
| 109D | Case room | CPT | 1,135 |
| 109E | Elevator room | CONC | 40 |
| 110A | Clock tower | CONC | 289 |
| 110B | Office | CPT | 113 |
| 110C | Kitchen serving area | CT | *Included above* |
| 110E | Storage | CT | 92 |
| 111A | Computer Lab | CPT | 1,143 |
| 111B | Office | CPT | 113 |
| 111D | Case room | CPT | 1,137 |
| 111E | Custodial | CONC | 71 |
| 112E | Storage | CONC | 110 |
| 113A | Computer Lab | CPT | 1,145 |
| 113B | Office | CPT | 112 |
| 113E | Restroom | CT | 342 |
| 114A | Computer Lab | CPT | 985 |
| 114B | Office | CPT | 113 |
| 114C | Kitchen | CT | 1,302 |
| 114E | Corridor | CT | 65 |
| 115A | Computer Lab | CPT | 1,158 |
| 115B | Office | CPT | 112 |
| 115C | Transaction area | CPT | 398 |
| 115E | Restroom | CT | 347 |
| 116A | Library work area | VCT | 3,221 |
| 116B | Receptionist | CPT | *Included w/ 101B* |
| 116C | Storage | VCT | 192 |
| 116E | Greenroom | CPT | 298 |
| 117A | Electrical  | CONC | 92 |
| 117B | Office | CPT | 113 |
| 117C | Office | CPT | 110 |
| 117E | Classroom | CPT | 839 |
| 118C | Restroom | VCT | 69 |
| 118E | Restroom | CT | 53 |
| 119A | Custodial | VCT | 82 |
| 119B | Office | CPT | 113 |
| 119C | Workroom | VCT | 177 |
| 119E | Classroom | CPT | 859 |
| 120C | Custodial | VCT | 81 |
| 120E | IT room | VCT | 177 |
| 121.2E | Office | CPT | 165 |
| 121.3E | Office | CPT | 110 |
| 121.4E | Office | CPT | 141 |
| 121.5E | Workroom | CPT | 112 |
| 121A | Restroom | CT | 185 |
| 121B | Office | CPT | 112 |
| 121C | Electrical | CONC | 68 |
| 121E | Class room | CPT | 287 |
| 122C | Office | VCT | 69 |
| 122E | Loosemore Auditorium | CPT/VCT | 3,600 |
| 123A | Restroom | CT | 273 |
| 123B | Conference | CPT | 13 |
| 123E | Vestibule | CPT/CT | 98 |
| 124A | Office | CPT | 105 |
| 124E | Storage | VCT | 561 |
| 125A | Class room | CPT | 911 |
| 125B | Office | CPT | 136 |
| 125C | Student Project area | CPT | 3,559 |
| 126A | Office | CPT | 105 |
| 126C | Loading dock | CONC | 1,379 |
| 126E | Storage | VCT | 208 |
| 127A | Class room | CPT | 930 |
| 128A | Office | CPT | 105 |
| 130A | Office | CPT | 105 |
| 130B | Electrical | CONC | 78 |
| 132B | Mechanical | CONT | 68 |
| 132E | Mechanical | CONC | 34 |
| 134C | Copy Center  | VCT | 673 |
| 134E | Office | CPT | 219 |
| 136E | Lecture Hall | VCT/CPT | 1,235 |
| 138E | Lecture Hall | VCT/CPT | 1,235 |
| 140C | Office | CPT | 90 |
| 140E | Storage | CONC | 70 |
| 141C | Vestibule | CPT/CT | 97 |
| 142C | Bookstore | CPT | 2,295 |
| 142E | Restroom | CT | 148 |
| 144E | Restroom | CT | 148 |
| 145C | Plaza | CPT/CT | 9,301 |
| 150C  | Vestibule | CPT/CT | 97 |
| 201A | Curriculum Lib. | CPT | 1,776 |
| 201D | Case room | CPT | 1,155 |
| 201E | IT | CONC | 77 |
| 202A | Conference room | CPT | 641 |
| 202D | Study area | VCT | 88 |
| 202E | Conference room | CPT | 770 |
| 202E | Study area | VCT | 110 |
| 203A | Computer Lab | CPT | 1,175 |
| 203C-206C | Offices | CPT | 438 |
| 203D | Case room | CPT | 1,148 |
| 203E | Classroom | VCT | 864 |
| 204A | Computer Lab | CPT | 1,175 |
| 204D | Study area | VCT | 88 |
| 204E | Study area | VCT | 26 |
| 205A | Computer Lab | CPT | 1,195 |
| 205D | Case room | CPT | 1,144 |
| 205E | Classroom | CPT | 889 |
| 206A | Electrical | CONC | 84 |
| 206D | Study area | VCT | 88 |
| 206E | Study area | VCT | 26 |
| 207A | Custodial | VCT | 98 |
| 207C | Office | CPT | 110 |
| 207E | Classroom | CPT | 872 |
| 208A | Restroom | CT | 185 |
| 208C-214C | Offices | CPT | 766 |
| 208E | Study area | VCT | 26 |
| 209A | Restroom | CT | 273 |
| 209E | Classroom | CPT | 881 |
| 210A | Class room | CPT | 910 |
| 210E | Study area | VCT | 110 |
| 211A | CODAC | CPT | 948 |
| 211E | Corridor | VCT | 486 |
| 213E | Classroom | CPT | 848 |
| 215C | Workroom | VCT | 196 |
| 215E | Restroom | CT | 295 |
| 216C | Compressed files | VCT | 278 |
| 217C | Lounge | CPT | 267 |
| 217E | Storage | CONC | 20 |
| 218.1&.2C | Office | CPT | 191 |
| 219.1&.2C | Office | CPT | 199 |
| 219E | Restroom | CT | 344 |
| 220C | Workroom | CPT | 101 |
| 221C | Office | CPT | 101 |
| 221E | Custodial | VCT | 194 |
| 222C | Storage | CONC | 76 |
| 223C | Electrical | CONC | 76 |
| 223E | Classroom | CPT | 886 |
| 224C-229C | Office | CPT | 638 |
| 225E | Classroom | CPT | 870 |
| 230C | Conference Room | CPT | 107 |
| 231C | Conference room | CPT | 107 |
| 232C-259C | Offices | CPT | 2,964 |
| 262C-285C | Offices | CPT | 2,639 |
| 286C | Conference room | CPT | 109 |
| 287C | Conference room | CPT | 109 |
| 290C | Restroom | CT | 138 |
| 291C | Restroom | CT | 138 |
| 292C | Restroom | CT | 158 |
| 293C | Restroom | CT | 158 |
| 294C | Custodial | CONC | 57 |
| 295C | Custodial | CONC | 57 |
| 297C | Conference room | CPT | 156 |
| 298C | Electrical | CONC | 65 |
| 299C | IT | CONC | 65 |
| 301E | Storage | CONC | 77 |
| 302C | Conference room | CPT | 272 |
| 302E | Conference Room | CPT | 770 |
| 302E | Study area | VCT | 121 |
| 303C | Conference room | CPT | 652 |
| 303E | Classroom | CPT | 846 |
| 304C-311C | Office | CPT | 877 |
| 304E | Study area | VCT | 121 |
| 304E | Study area | VCT | 121 |
| 305E | Classroom | CPT | 889 |
| 305E | Classroom | VCT | 889 |
| 307E | Classroom | CPT | 872 |
| 307E | Classroom | VCT | 872 |
| 308C | Conference Room | CPT | 112 |
| 309E | Classroom | CPT | 864 |
| 311E | Corridor | VCT | 549 |
| 312C | Compressed files | VCT | 278 |
| 313C | Workroom | VCT | 196 |
| 313E | Lab | WSV | 1,038 |
| 314C | Supply Rm.  | CPT | 113 |
| 315.1 &.2C | Offices  | CPT | 222 |
| 315E | Restroom | CT | 295 |
| 316C | Office | CPT | 114 |
| 317C | Office | CPT | 113 |
| 317E | Storage | CONC | 20 |
| 319C | Office | CPT | 114 |
| 319E | Restroom | CT | 344 |
| 320C | Work Room | CPT | 101 |
| 321E | Custodial | VCT | 194 |
| 322C | Electrical | CONC | 76 |
| 323C | Office | CPT | 101 |
| 323E | Classroom | CPT | 886 |
| 324C | Office | CPT | 106 |
| 325C | Electrical | CONC | 76 |
| 325E | LAB prep | WSV | 640 |
| 326C-329C | Office | CPT | 426 |
| 327E | Electrical | CONC | 84 |
| 330C | Conference | CPT | 107 |
| 331C | Office | CPT | 108 |
| 332C | Office | CPT | 107 |
| 333C | Conference | CPT | 106 |
| 334C-359C | Offices | CPT | 2,627 |
| 361C | Office | CPT | 119 |
| 362C | Office | CPT | 119 |
| 363C | Storage | CONC | 65 |
| 364C-386C | Offices | CPT | 2,528 |
| 387C | Conference | CPT | 110 |
| 389C | Office | CPT | 109 |
| 390C | Restroom | CT | 138 |
| 392C | Restroom | CT | 158 |
| 393C | Restroom | CT | 138 |
| 394C | Custodial | CONC | 57 |
| 395C | Restroom | CT | 158 |
| 397C | Custodial | CONC | 57 |
| 398C | Storage | CONC | 65 |
| 399C | Storage | CONC | 65 |
| 403C-414C1 | Offices | CPT | 1,316 |
| 412C | Conference Room | CPT | 112 |
| 415C | Workroom | VCT | 196 |
| 416C | Compressed files | VCT | 278 |
| 417C | Faculty Lounge | CPT | 267 |
| 418.1C | Office | CPT | 106 |
| 418.2C | Office | CPT | 114 |
| 419.1C | Office | CPT | 106 |
| 419.2C | Office | CPT | 114 |
| 420C | Office | CPT | 101 |
| 421C | Office | CPT | 101 |
| 422C | Mechanical | CONC | 79 |
| 423C | Electrical | CONC | 79 |
| 424C-429C | Offices | CPT | 642 |
| 430C | Office | CPT | 108 |
| 431C | Office | CPT | 107 |
| 432C | Conference | CPT | 103 |
| 433C | Office | CPT | 103 |
| 434C | Conference | CPT | 108 |
| 435C | Conference | CPT | 108 |
| 436C-459C | Offices | CPT | 2,620 |
| 462C-486C | Offices | CPT | 2,728 |
| 487C | Conference | CPT | 108 |
| 488C | Conference | CPT | 224 |
| 490C | Restroom | CT | 138 |
| 492C | Restroom | CT | 158 |
| 493C | Restroom | CT | 138 |
| 494C | Custodial | CONC | 57 |
| 495C | Restroom | CT | 158 |
| 497C | Custodial | CONC | 57 |
| 498C | IT | CONC | 65 |
| 499C | Conference | CPT | 224 |
| 501C | Elevator lobby | CPT | 700 |
| 502C | Board Conference room | CPT | 768 |
| 503C | Closet | CPT | 69 |
| 504C | Food serving area | VCT | 189 |
| 505C | Corridor | CT | 59 |
| 506C | Food prep area | VCT | 121 |
| 507C | Restroom | CT | 66 |
| 508C | Compressed files | CPT | 197 |
| 509C | Office | CPT | 237 |
| 510C | Workroom | VCT | 203 |
| 511C | Conference | CPT | 194 |
| 512C | Restroom | CT | 119 |
| 513C | IT | CONC | 67 |
| 514C | Restroom | CT | 120 |
| 517C | Office | CPT | 114 |
| 518C | Storage | CPT | 209 |
| 519C | Conference | CPT | 102 |
| 520C | Office | CPT | 107 |
| 522C | Office | CPT | 107 |
| 523C | Office | CPT | 107 |
| 524C | Office | CPT | 107 |
| 525C | Custodial | VCT | 56 |
| 526C | Office | CPT | 108 |
| 527C | Office | CPT | 107 |
| 528C | Storage | CPT | 82 |
| 529C | Office | CPT | 108 |
| 531C | Office | CPT | 113 |
| 539C | Receptionist | CPT | 97 |
| C-101A | Corridor | CT | 1,469 |
| C-101B | Corridor | CT | 1,273 |
| C-101C | Corridor | CT | 463 |
| C-101D | Corridor | CT | 2,138 |
| C-101E | Corridor | CT | 177 |
| C-102C | Corridor | CT | 584 |
| C-102E | Corridor | CT | 1,184 |
| C-103E | Corridor | CT | 328 |
| C-104E | Corridor | CT | 492 |
| C-201A | Corridor | CPT | 226 |
| C-201C | Corridor | VCT/CPT | 1,635 |
| C-201D | Corridor | VCT | 1,920 |
| C-201E | Corridor | VCT | 786 |
| C-202A | Corridor | VCT | 1,443 |
| C-202C | Corridor | VCT/CPT | 2,001 |
| C-202E | Corridor | VCT | 1,625 |
| C-203A | Corridor | VCT | 888 |
| C-203C | Corridor | CPT | 701 |
| C-203E | Corridor | CPT | 902 |
| C-204C | Corridor | CPT | 854 |
| C-205C | Corridor | CPT | 904 |
| C-206C | Corridor | CPT | 847 |
| C-207C | Corridor | VCT | 178 |
| C-301C | Corridor | VCT/CPT | 1,232 |
| C-301E | Corridor | VCT | 786 |
| C-302C | Corridor | VCT/CPT | 2,037 |
| C-302E | Corridor | VCT | 1,625 |
| C-303C | Corridor | CPT | 1,005 |
| C-303E | Corridor | VCT | 772 |
| C-304C | Corridor | CPT | 963 |
| C-305C | Corridor | CPT | 1,013 |
| C-306C | Corridor | CPT | 992 |
| C-401C | Corridor | VCT/CPT | 1,815 |
| C-402C | Corridor | VCT/CPT | 1,995 |
| C-403C | Corridor | CPT | 801 |
| C-404C | Corridor | CPT | 868 |
| C-405C | Corridor | CPT | 812 |
| C-406C | Corridor | CPT | 857 |
| C-501C | Corridor | CPT | 383 |
| C-502C | Corridor | CPT | 392 |
| C-503C | Corridor | CPT | 383 |
| C-504C | Corridor | CPT | 354 |
| E101A | Elevator | CPT | 44 |
| E101C | Elevator | CPT | 68 |
| E102C | Elevator | CPT | 68 |
| M101B | Mechanical | CONC | 754 |
| M101D | Mechanical | CONC | 806 |
| S-1 | Stairs | RT | 64 |
| S-2 | Stairs | CT | 168 |
| S-3 | Stairs | RT | 230 |
| S-3 | Stairs | RT | 230 |
| S-3 | Stairs | RT | 230 |
| S-3 | Stairs | RT | 230 |
| S-4 | Stairs | RT | 168 |
| S-4 | Stairs | RT | 168 |
| S-4 | Stairs | RT | 168 |
| S-5 | Stairs | RT | 191 |
| S-5 | Stairs | RT | 191 |
| S-5 | Stairs | RT | 191 |
| S-6 | Stairs | RT | 221 |
| S-6 | Stairs | RT | 221 |
| S-6 | Stairs | RT | 221 |
| S-7 | Stairs | RT | 221 |
| S-8 | Stairs | CT | 228 |
| S-9 | Stairs | RT | 203 |

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**Exhibit 4A – Eberhard Center Building Specifications**

**Eberhard Center - Building Specifications**

1. All building-wide cleaning frequencies in Exhibit 2 apply to the Eberhard Center unless otherwise specified below
2. Private office spaces are to be cleaned once weekly with each floor on a separate evening. For example, 1st floor on Sundays, 2nd floor on Tuesdays, etc. Dean and/or Director offices may be cleaned nightly and will be specified by GVSU Operations.
3. Public Areas: floors 9 & 8 are to be cleaned 5 days a week (Sunday – Thursday). The Public areas on floors 7 - 1 are to be cleaned 6 days a week Sunday - Friday. Classes and events will determine cleaning requirements for these floors over weekends. The weekend requirements will be at reduced schedule.
4. Conference, meeting, seminar and auditorium spaces: are to be cleaned Sunday through Thursday. A weekend list will be supplied for specific rooms that will need to be cleaned on weekends. The weekend requirements will be at a reduced schedule.
5. The 2nd floor hosts Conference center spaces which hold both weekday and weekend events. On days where there are multiple events being held the contractor will be responsible for cleaning in between them. Weekend cleaning needs will be determined by weekend events.
6. Classrooms: are to be cleaned Sunday through Thursday. A weekend class list will be supplied for specific classrooms that will need to be cleaned on weekends. This class list will change from semester to semester. The weekend classroom usage is at a greatly reduced demand.
7. Lab spaces: are to be cleaned Sunday through Thursday. Some Lab cleaning tasks, frequencies or access may have additional restrictions and requirements.
8. Special cleaning notes:
* Security Office should be cleaned during the weekday between 8am-5pm while staff is present.
* 5th floor Telecommunication space should not be cleaned or entered unless requested
* WGVU TV studios & master control rooms should be cleaned when requested
* WGVU Radio studios should be cleaned when requested.
* All VCT floors should be maintained as the minimum of current quality levels.
1. Day porter to be scheduled from 8am-5pm, Monday-Friday. Hours are subject to change as building needs change. Any changes in schedule must be agreed upon by GVSU and contractor. Day porter is to be responsible for keeping the building cleaned, stocked, and ready for events during their shift. Hours may be adjusted to accommodate larger events or weekend requirements. All hours must be agreed upon by GVSU and contractor.
2. Unit cost per hour for general cleaning and cost per square foot for stripping and waxing needs to be included in the

 RFP. Please include cost per square foot for reconditioning carpet and hard floor services, and all floor mat extractions.

 10.

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**Exhibit 4B – Eberhard Center Breakdown of Space**

**Eberhard Center**

|  |  |  |  |
| --- | --- | --- | --- |
| **Room Number** | **Room Name** | **Floor Type** | **Square Feet** |
| S1 | Stairs | CT | 374 |
| S3 | Stairs | RT/VCT | 285 |
| S4 | Stairs | RT/VCT | 342 |
| S5 | Stairs | RT/VCT | 240 |
| C-AAA | Corridor | CT | 7,358 |
| C-BBB | Corridor | VCT | 518 |
| C-CCC | Corridor | CPT | 830 |
| C-DDD | Corridor | VCT/CPT | 393 |
| C-EEE | Corridor | CONC | 181 |
| V11 | Vestibule | CPT/CT | 160 |
| V12 | Vestibule | CPT/CT | 160 |
| 101 | Student Center | CPT | 454 |
| 101A | Study room | CPT | 127 |
| 101B | Office | CPT | 88 |
| 101C | Study room | CPT | 110 |
| 101D | Workroom | CPT | 126 |
| 102 | Storage | CPT | 55 |
| 103 | Office | CPT | **705** |
| 103A | Office | CPT | Included above |
| 103B | Office | CPT | Included above |
| 103C | Office | CPT | Included above |
| 103D | Conference room | CPT | Included above |
| 104 | Office | CPT | 669 |
| 104A | Play room | CPT | 93 |
| 104B | Work room | CPT | 93 |
| 104C | Office | CPT | 91 |
| 104D | Conference room | CPT | 140 |
| 104E | Office | CPT | 90 |
| 104F | Observation room | CPT | 70 |
| 104G | Testing room | CPT | 72 |
| 104H | Control room | CPT | 150 |
| 104I | Observation room | CPT | 130 |
| 105 | Office | CPT | 106 |
| 106 | Conference room | CPT | 162 |
| 107 | Custodial closet | CONC | 108 |
| 109 | WGVU workroom | CPT | 487 |
| 110 | WGVU workroom | CPT | 199 |
| 111A | Workroom | CONC | **644** |
| 111B | Storage | CONC | Included above |
| 112 | Elevator room | CPT | 60 |
| 113A | Mailroom | CONC | 385 |
| 113B | Serving room | CONC | Included above |
| 113C | Service room | CONC | Included above |
| 114 | Loading dock | CONC | 517 |
| 115 | Restroom | CT | 240 |
| 116 | Restroom | CT | 171 |
| 117 | Office Suite | CPT | 586 |
| 118 | Classroom | CPT | 208 |
| 120 | Tape room | VCT | 425 |
| 121 | Green room | CPT | 195 |
| 122 | Lounge | VCT | 195 |
| 123 | Restroom | CT | 203 |
| 124 | Rest room | CT | 203 |
| 125 | Production review | CT | 132 |
| 126 | Studio | VCT | 2,353 |
| 127 | Production control | RPFL-vct | 360 |
| 128 | Live Announcer | RPFL-vct | 52 |
| 129 | Production control | RPFL-vct | 360 |
| 130 | Studio | VCT | 1,521 |
| 131 | Mater Control | RPFL-vct | 906 |
| 132 | Edit room | RPFL-cpt | 273 |
| 133 | Master Control | RPFL-cpt | 288 |
| 134 | Storage | VCT | 560 |
| 135 | Storage | VCT | 192 |
| 136 | WGVU Scene shop | CONC | 3,077 |
| 137 | Tool room | CONC | 44 |
| 138 | Storage | CONC | 44 |
| 139 | Set design | CONC | 132 |
| 14O | Fire pump | CONC | 230 |
| 141 | Cable room | CONC | 55 |
| 142 | Electrical room | CONC | 460 |
| 143 | Generator room | CONC | 230 |
| 144 | Storage | CONC | 1,110 |
| E101 | Elevator | CPT | 217 |
| E102 | Elevator | VCT | 44 |
| S201 | Stairs | CT | 350 |
| S202 | Stairs | CT | 345 |
| S203 | Stairs | RT/VCT | 215 |
| S204 | Stairs | RT/VCT | 350 |
| S205 | Stairs | RT/VCT | 201 |
| C21 | Corridor-balcony | CT | 1,289 |
| C-223 | Corridor-donor gallery | CT | 957 |
| C-224 | Corridor | CT | 740 |
| C-225 | Corridor | CT | 1,590 |
| C-226 | Corridor | CT | 805 |
| C-227 | Corridor | VPT | 788 |
| 201 | Teleconference Center | CPT | 1,641 |
| 202 | Teleconference Center | CPT | 773 |
| 203 | Teleconference Center | CPT | 828 |
| 204 | Storage | CONC | 195 |
| 205 | Conference room | CPT | 495 |
| 206 | Media Services Offices | VPT | 387 |
| 207 | Media Services | CONC | 425 |
| 208 | Kitchen | VCT | 289 |
| 209 | Office | CPT | 193 |
| 210 | Office | CPT | 450 |
| 211 | Wiring closets | CONC | 50 |
| 212 | Wiring closets | CONC | 65 |
| 213 | Wiring closets | CONC | 65 |
| 214 | Storage | CPT | 90 |
| 215 (A-H) | Conference rooms | CPT | 5,455 |
| 216 | Restroom | CT | 335 |
| 217 | Restroom | CT | 325 |
| 218 | Radio offices | CPT | 875 |
| 219 | News Production | CPT | 76 |
| 220 | Studio #2 | CPT | 76 |
| 221 | On Air | CPT | 160 |
| 222 | Master control room | CPT | 160 |
| 223 | Production prep room | CPT | 150 |
| 224 | Storage | CPT | 122 |
| 226 | Studio #1 | CPT | 277 |
| 227 | WGVU Lib / Office | CPT | 422 |
| 228 | Storage | CPT | 462 |
| 229 | Storage | CONC | 1,460 |
| 230 | Mechanical room | CONC | 1,022 |
| 231 | Custodial room | CONC | 96 |
| E-201 | Elevators | CPT | 220 |
| E-202 | Elevators | VCT | 48 |
| 301 | Restroom | CT | 225 |
| 302 | Custodial | CONC | 50 |
| 303 | Restroom | CT | 225 |
| S-303 | Stairs | RT/VCT | 350 |
| S-304 | Stairs | RT/VCT | 350 |
| 304 | Mechanical room | CONC | 325 |
| 307 | Vending Lounge | CT | 810 |
| 310 | Classroom | VCT | 750 |
| 311 | Classroom | VCT | 794 |
| 312 | Classroom | VCT | 657 |
| 313 | Classroom | CPT | 655 |
| 314 | Classroom | CPT | 655 |
| 315 (a-c) | Project Room | VCT | 360 |
| 316 | Classroom | VCT | 798 |
| 317 | Classroom | VCT | 740 |
| EL-301 | Elevator lobby | CT | 1,405 |
| C-31 | Corridor | VCT | 1356 |
| 401 | Restroom | CT | 225 |
| 402 | Custodial | CONC | 50 |
| 403 | Restroom | CT | 125 |
| S-403 | Stairs | RT/VCT | 350 |
| S-404 | Stairs | RT/VCT | 350 |
| 410 | Classroom  | CPT | 862 |
| 411 | Classroom | CPT | 749 |
| 414 | Classroom | CPT | 749 |
| 415 | Classroom | CPT | 465 |
| 416 | Classroom | CPT | 395 |
| 417 | Classroom | CPT | 395 |
| 418 | Classroom | CPT | 492 |
| 419 | Classroom | CPT | 395 |
| 420 | Classroom | CPT | 465 |
| 421 | Classroom | CPT | 750 |
| 423 | Classroom | CPT | 750 |
| EL-401 | Elevator lobby | CT | 1,405 |
| C-41 | Corridor | VCT | 1,320 |
| 501 | Restroom | CT | 225 |
| 502 | Custodial | CONC | 50 |
| 503 | Restroom | CT | 225 |
| S-503 | Stairs | RT/VCT | 350 |
| S-504 | Stairs | RT/VCT | 350 |
| 510 | Classroom | CPT | **700** |
| 511 | Classroom | CPT | 675 |
| 512 | Classroom | CPT | 836 |
| 513 | Training Lab | CPT | 700 |
| 514 | Classroom | VCT | 890 |
| 515 | Classroom | VCT | 710 |
| 516 | Communications room | RTFL-vct | 870 |
| 517 | Communications room | RTFL-vct | 1,100 |
| 519 | Communications room | RTFL-VCT | 85 |
| EL-501 | Elevator lobby | CT | 1,405 |
| C-51 | Corridor | VCT | 790 |
| 601 | Restroom | CT | 225 |
| 602 | Custodial | CONC | 50 |
| 603 | Restroom | CT | 225 |
| S-603 | Stairs | RT/VCT | 350 |
| S-604 | Stairs | RT/VCT | 350 |
| 604 | Mechanical | CONC | 325 |
| 608 | Student Study | CPT/VCT | 840 |
| 610 (a-c) | Office/Storage/Common | CPT | 484 |
| 611 | Classroom | CPT | 1021 |
| 612 | Computer Lab | CPT | 1024 |
| 614 | Classroom | CPT | 1024 |
| 617 | Lab | CPT | 1024 |
| 618 (a-h) | Office/Storage/Conf/Common | CPT | 1004 |
| EL-601 | Elevator lobby | CT | 1,405 |
| C-61 | Corridor | VCT | 840 |
| 701 | Restroom | CT | 225 |
| 702 | Custodial | CONC | 50 |
| 703 | Restroom | CT | 125 |
| S-703 | Stairs | RT/VCT | 350 |
| S-704 | Stairs | RT/VCT | 350 |
| 704 | Mechanical | CONC | 325 |
| 707 | Storage/Electrical Room | CONC | 144 |
| 708 | Faculty Collaboration Room | CPT/VCT | 840 |
| 710 | Classroom | CPT | 960 |
| 712 (a-d) | Office (some common space) | CPT | 543 |
| 714 | Observation Room | CPT | 234 |
| 716 | Classroom | CPT | 1119 |
| 718 a | Closet | CPT | 12 |
| 718 b | Conference Room | CPT/VCT | 208 |
| 718 (c-l) | Office (some common space) | CPT | 1165 |
| EL-701 | Elevator lobby | CT | 1,405 |
| C-71 | Corridor | VCT | 840 |
| S-803 | Stairs | RT/VCT | 350 |
| S-804 | Stairs | RT/VCT | 350 |
| 801 | Reception/Lobby | CPT | 820 |
| 802 | Conference Room | CPT | 145 |
| 804 | Workroom | CPT | 97 |
| 805 | Office | CPT | 180 |
| 807 | Conference room | CPT | 398 |
| 808 | Custodial closet | CONC | 48 |
| 809 | Electrical Room | CONC | 65 |
| 810 | Restroom | CT | 178 |
| 811 | Restroom | CT | 185 |
| 812 | Conference room | CPT | 320 |
| 813 | Copy/camera room | VCT | 84 |
| 814 | Work area | VCT | 84 |
| 815 | Storage | VCT | 170 |
| 820 | Offices (open office area) | CPT | 4945 |
| 821-826 | Office/Work room/Commo | CPT | 2180 |
| S-903 | Stairs | RT/VCT | 350 |
| S-904 | Stairs | RT/VCT | 350 |
| Stairs #7 | Stairs | CONC | 73 |
| 901 | Reception/Elevator Lobby | CPT | 890 |
| 902 | Conference room | CPT | 170 |
| 903 | Workroom | CPT | 130 |
| 905 | Mechanical | CONC | 52 |
| 906 | Custodial | CONC | 90 |
| 907 | Restroom | CT | 178 |
| 908 | Restroom | CT | 185 |
| 920 | Office (open office area) | CPT | 7901 |
| 902-939 | Office/Work rm/Conf rm | CPT | 10428 |

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**Exhibit 5A – Keller Engineering Center Building Specifications**

**Keller Engineering – Building Specifications**

1. All building-wide cleaning frequencies in Exhibit 2 apply to the Keller Engineering Building unless otherwise specified below
2. Office Spaces: are to be cleaned Sunday – Thursday.
3. Public Areas: are to be cleaned 5 days a week Sunday - Thursday. Classes and events will determine cleaning requirements for weekends. The weekend requirements will be at reduced schedule.
4. Conference, meeting, seminar and auditorium spaces: are to be cleaned Sunday through Thursday. A weekend list will be supplied for specific rooms that will need to be cleaned on weekends. The weekend requirements will be at a reduced schedule.
5. Classrooms: are to be cleaned Sunday through Thursday. A weekend class list will be supplied for specific classrooms that will need to be cleaned on weekends. This class list will change from semester to semester. The weekend classroom usage is at a greatly reduced demand.
6. Lab spaces: are to be cleaned Sunday through Thursday. Some Lab cleaning tasks, frequencies or access may have additional restrictions and requirements.
7. Special cleaning notes:

- Students have 24/7 access to this facility and cleaning staff will need to work with

 & around students to get all nightly tasks completed.

- Some cleaning tasks will need to be coordinated with the building manager.

1. All VCT & concrete floors should be maintained as the minimum of current quality levels.
2. Day porter services covered by Eberhard day porter
3. Unit cost per hour for general cleaning and cost per square foot for stripping and waxing needs to be included in the RFP. Please include cost per square foot for reconditioning carpet and hard floor services, and all floor mat extractions.

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**Exhibit 5B – Keller Engineering Center Breakdown of Space**

SV = Sheet Vinyl VCT = Vinyl tile CT = Ceramic Tile CPT = Carpet CONC = Concrete RT = Rubber tread TERR = Terrazzo HGBC = High Build Glazed Coating (non waxing)

RTFL-vct = access panel floor with vinyl tile RTFL-cpt = access panel floor with carpet

**Keller Engineering**

|  |  |  |  |
| --- | --- | --- | --- |
| **Room Number** | **Room Name** | **Floor Type** | **Square Feet** |
| 101 | Combustion Lab | CONC | 902 |
| 102 | Thermal Sciences Lab | CONC | 1434 |
| 103 | Forming Lab | CONC | 767 |
| 105 | Office | CONC | 202 |
| 106 | Vehicle Project Area | CONC | 1,126 |
| 107 | Material Removal Lab | CONC | 2,058 |
| 108 | Dock & Storage Lab | CONC | 641 |
| 109 | Lab Prep room | CONC | 622 |
| 112 | Custodial | CONC | 82 |
| 113 | Design Bay Lab | CONC | 874 |
| 114 | Restroom/shower | CONC | 202 |
| 115 | Design Bay Lay | CONC | 875 |
| 117 | Vibrations Lab | CONC | 610 |
| 118 | Mechanical | CONC | 804 |
| 119 | Storage | CONC | 48 |
| V-100 | Vestibule | CPT | 95 |
| V-121 | Vestibule | CPT | 74 |
| E-1 | Elevator | RT | 114 |
| S-1 | Stairs | CONC | 296 |
| S-2 | Stairs | CONC | 97 |
| C-101 | Corridor | CONC | 3,231 |
| 201 | Wood Lab | CONC | 1,036 |
| 202 | Balcony – training room | CONC | 464 |
| 203 | Materials measure. Lab | CONC | 955 |
| 204 | Conference room | CPT | 517 |
| 205 | ECE Lab | CONC | 972 |
| 207 | Office/ Lab crib | CONC | 354 |
| 209 | Manufacturing Lab | VCT | 1,367 |
| 210 | Elevator Equip./Cust | CONC | 82 |
| 211 | Balcony – computer room | CONC | 955 |
| 212 | Restroom/shower | CONC/CT | 200 |
| 213 | Lounge/vending area | VCT | 602 |
| S-1 | Stairs | CONC | 287 |
| S-2 | Stairs | CONC | 290 |
| C-202 | Corridor | VCT | 2,379 |
| 300 | Elevator Lobby | CONC | 107 |
| 302 | Storage | CONC | 144 |
|  |  |  |  |

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**Exhibit 6A – Kennedy Hall of Engineering Building Specifications**

**Kennedy Engineering – Building Specifications**

All building-wide cleaning frequencies in Exhibit 2 apply to the Kennedy Hall of Engineering unless otherwise specified below

Office Spaces: are to be cleaned Sunday – Thursday.

Public Areas: are to be cleaned 5 days a week Sunday - Thursday. Classes and events will determine cleaning requirements for weekends. The weekend requirements will be at reduced schedule.

Conference, meeting, seminar and auditorium spaces: are to be cleaned Sunday through Thursday. A weekend list will be supplied for specific rooms that will need to be cleaned on weekends. The weekend requirements will be at a reduced schedule.

Classrooms: are to be cleaned Sunday through Thursday. A weekend class list will be supplied for specific classrooms that will need to be cleaned on weekends. This class list will change from semester to semester. The weekend classroom usage is at a greatly reduced demand.

Lab spaces: are to be cleaned Sunday through Thursday. Some Lab cleaning tasks, frequencies or access may have additional restrictions and requirements.

* There is a Solid State Materials Clean Lab that will require cleaning to be coordinated with the building manager. This takes place about 2x per month.
* Custodial staff will need to be trained and follow cleaning procedures.

Special cleaning notes:

* Students have 24/7 access to this facility and cleaning staff will need to work with and around students to get all nightly tasks completed.
* Some cleaning tasks will need to be coordinated with the building manager
* Men’s restrooms have waterless urinals and the contractor will be responsible for replacing cartridges when needed. GVSU will supply replacement parts.
* All VCT & concrete floors should be maintained as the minimum of current quality levels.
* Unit cost per hour for general cleaning and cost per square foot for stripping and waxing needs to be included in the RFP. Please include cost per square foot for reconditioning carpet and hard floor service

1. Day porter services covered by Eberhard day porter

1. Unit cost per hour for general cleaning and cost per square foot for stripping and waxing needs to be included in the

 RFP. Please include cost per square foot for reconditioning carpet and hard floor services, and all floor mat extractions.

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**Exhibit 6B – Kennedy Hall of Engineering Breakdown of Space**

SV = Sheet Vinyl VCT = Vinyl tile CT = Ceramic Tile CPT = Carpet CONC = Concrete RT = Rubber tread TERR = Terrazzo HGBC = High Build Glazed Coating (non waxing)

RTFL-vct = access panel floor with vinyl tile RTFL-cpt = access panel floor with carpet

**Kennedy Hall of Engineering**

|  |  |  |  |
| --- | --- | --- | --- |
| **Room Number** | **Room Name** | **Floor Type** | **Square Feet** |
| V-100 | Vestibule | CPT | 141 |
| S-2 | Stairs | TERR | 700 |
| C-101 | Corridor | TERR | 1728 |
| C-102 | Corridor | TERR | 860 |
| 103 | Restroom (men) | CT | 253 |
| 101 | Restroom (women) | CT | 253 |
| E-101 | Elevator | CPT | 30 |
| 107 | Physics Lab | CONC | 988 |
| 111 | Mechanical Room | CONC | 978 |
| 113 | Electrical Room | CONC | 233 |
| 122 | Classroom | CPT | 1368 |
| 124 | Caseroom | CPT | 1694 |
| 134 | Conference Room | CPT | 246 |
| 136 | Office | CPT | 479 |
| 136A | Office | CPT | 218 |
| 136B | Document Storage | CPT | 124 |
| 136C | Copy/Work Room | CPT | 358 |
| 135 | Material Character. Lab | CONC | 1027 |
| 135A | Solid Material Equip. Room | CONC | 184 |
| 137 | Clean Room Vestibule | HGBC | 115 |
| 137A | Clean Room | HGBC | 1021 |
| 105 | Custodial Closet | CONC | 120 |
| C-201 | Student Study | CPT | 156 |
| C-202 | Corridor  | CPT | 1472 |
| C-203 | Corridor | CPT | 1669 |
| 205 | Restroom (men) | CT | 131 |
| 203 | Restroom (women) | CT | 143 |
| 207 | Custodial | CONC | 120 |
| 209 | Development Lab Prep | CONC | 430 |
| 211 | Data Room | CONC | 108 |
| 215 | Student/Faculty Gathering | CPT | 1211 |
| 217 | Office | CPT | 125 |
| 219 | Office | CPT | 125 |
| 221 | Office | CPT | 125 |
| 222 | C.A.T. Studio | CPT | 876 |
| 223 | Office | CPT | 125 |
| 224 | Technology Project LAB | CONC | 323 |
| 225 | Office | CPT | 125 |
| 226 | Fabrication Lab | CONC | 323 |
| 227 | Office | CPT | 125 |
| 228 | Design Lab | CONC | 924 |
| 229 | Office | CPT | CPT |
| 231 | Office | CPT | CPT |
| 233 | Office | CPT | CPT |
| 234 | Lab Support | CONC | 730 |
| 235 | Office | CPT | 125 |
| 236 | Design Lab | CONC | 1126 |
| 237 | Mechanical Room | CONC | 51 |
| 239 | Office | CPT | 202 |
| 241 | Small Project Room | CONC | 138 |
| 242 | Design Lab | CONC | 876 |
| 243 | Office | CPT | 125 |
| 244 | Computer Lab | CPT | 968 |
| 245 | Office | CPT | 125 |
| 247 | Office | CPT | 125 |
| 249 | Office | CPT | 125 |
| 250 | Measurement Lab | CONC | 827 |
| 251 | Office | CPT | 125 |
| 252 | Product Sign Lab | CONC | 972 |
| 253 | Office | CPT | 125 |
| 255 | Office | CPT | 125 |
| 257 | Office | CPT | 125 |
| 258 | CAD Lab | CPT | 778 |
| 259 | Office | CPT | 125 |
| S-1 | Stairs | CONC | 700 |
| C-301 | Student Study | CPT | 156 |
| C-302 | Corridor | CPT | 1321 |
| C-303 | Corridor | CPT | 1690 |
| 305 | Restroom (men) | CT | 131 |
| 303 | Restroom (women) | CT | 143 |
| 311 | Building Support | CONC | 108 |
| 313 | Mechanical Room | CONC | 860 |
| 315 | Student/Faculty Gathering | CPT | 125 |
| 317 | Reference Lab | CPT | 125 |
| 319 | Office | CPT | 125 |
| 321 | Office | CPT | 125 |
| 322 | C.A.T. Studio | CPT | 876 |
| 323 | Office | CPT | 125 |
| 324 | Service Learning Lab | CPT | 830 |
| 325 | Office | CPT | 125 |
| 327 | Office | CPT | 125 |
| 329 | Office | CPT | 125 |
| 330 | Conference Room | CPT | 997 |
| 331 | Office | CPT | 125 |
| 332 | Office Suite | CPT | 553 |
| 332A | Filing & Workroom | CPT | 358 |
| 332B | Office | CPT | 179 |
| 332C | Office  | CPT | 225 |
| 332D | Conference Room | CPT | 197 |
| 333 | Office | CPT | 125 |
| 335 | Office | CPT | 125 |
| 337 | Office | CPT | 125 |
| 339 | Office | CPT | 125 |
| 341 | Office | CPT | 125 |
| 342 | Energy & Power Lab | CONC | 829 |
| 343 | Office | CPT | 125 |
| 344 | C.A.T. Lab | CONC | 829 |
| 345 | Office | CPT | 125 |
| 347 | Office | CPT | 125 |
| 348 | Electromagnetic Lab | CONC | 565 |
| 349 | Office | CPT | 125 |
| 350 | Classroom | CPT | 942 |
| 351 | Office | CPT | 125 |
| 353  | Office | CPT | 125 |
| 355 | Office | CPT | 125 |
| 357 | Office | CPT | 125 |
| 358 | CS & CE Lab | CPT | 1178 |
| 359 | Office | CPT | 115 |
| 360  | Skywalk | CPT | 445 |

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**Exhibit 7A – Seward Parking Ramp Building Specifications**

**The Parking Ramp – Building Specifications**

1. The Parking ramp will be cleaned Sunday through Thursday.
2. **\*Security personnel will need to be present at all times while cleaning the office area**.
3. The Security Office (109) will have different cleaning frequencies than other office areas - as indicated below.

Frequencies:

Daily

* Security office area

- Empty trash & recycling containers

- Clean sink and counter

- Sweep and Mop floors

Clean entryway glass.

Clean restroom.

- Stairwells

- Empty trash container.

- Wiped down door ways and frames.

- Clean entryway glass.

- Sweep and mop stairwell floors & landings.

- Pick up trash in landing areas.

- Clean elevators (including floors, walls and tracks).

- Vacuum and spot clean mats.

* Pick up trash in the parking area.

Weekly

* Dust office area.
* Vacuum edges of carpet and furniture.
* Clean trash container tops.
* Wipe down rails in the stairwells.
* Low dusting and window ledge.
* Deep scrub office area floors.
* Interior glass.

Bi-Weekly

* Quality control inspections communicated to GVSU through the online portal

Monthly

* High dusting.
* Extract carpet mats.

Quarterly

* Clean interior and exterior doors.
* Door frames.
* Kick plates.
* Adjacent walls.

Yearly

* Dust and clean baseboards
* Scrub floors of entire ramp

**Exhibit 7B – Seward Parking Ramp Breakdown of Space**

**Seward Parking Ramp**

|  |  |  |  |
| --- | --- | --- | --- |
| **Room Number** | **Room Name** | **Floor Type** | **Square Feet** |
| S150 | Stair/Elevator Southeast | CONC | 3,705 |
| S102 | Stair/Elevator Northeast | CONC | 5,375 |
| S103 | Stair Northwest | CONC | 3,757 |
| 109 | Office | RT | 280 |
| 111 | Restroom | RT | 90 |
| E-104 | Elevator | RT | 79 |
| E-152 | Elevator | RT | 86 |
| E-154 | Elevator | RT | 86 |

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**Exhibit 8A – Depot Building Specifications**

**The Depot – Building Specifications**

All building-wide cleaning frequencies in Exhibit 2 apply to the Depot unless otherwise specified below.

The Depot will be cleaned Sunday through Thursday.

Equipment storage is limited at the Depot. Any items stored on site need to be approved first.

**Exhibit 8B - Depot Building Breakdown of Space**

**Depot**

|  |  |  |  |
| --- | --- | --- | --- |
| **Room Number** | **Room Name** | **Floor Type** | **Square Feet** |
| C-101 | Circulation | CPT/CONC | 167 |
| 100 | Custodial | CONC | 52 |
| 101 | Office | CPT | 134 |
| 102 | Restroom | CONC | 52 |
| 105 | Open Office | CPT | 940 |

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**Exhibit 9A – Steelcase Building Specifications**

**Steelcase Building – Building Specifications**

1. The restroom in the Steelcase Building will need to be cleaned and stocked once a week or as needed.
2. The work area in the Steelcase Building will need to have the trash/recycling pulled and the area swept once a week.
3. The entire first floor of the Steelcase buildings will need to be swept once a month.

**Exhibit 9B – Steelcase Building Breakdown of Space**

**Steelcase Building**

|  |  |  |  |
| --- | --- | --- | --- |
| **Room Number** | **Room Name** | **Floor Type** | **Square Feet** |
| NA | Work Area | WOOD | 140 |
| NA | Restroom | VT | 36 |

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**Exhibit 10A – Bicycle Factory Building Specifications**

**The Bike Factory – Building Specifications**

1. All building-wide cleaning frequencies in Exhibit 2 apply to the Bike Factory unless otherwise specified below.
2. The Bike Factory will be cleaned Sunday through Thursday.
3. Event and meeting room spaces will need to be cleaned based on scheduled use. A weekly event calendar will be made available to the contractor so that any cleaning needs outside of the normal schedule can be identified.
4. Grand Valley State University leases its space at the Bike Factory. The contractor will be provided keys to GVSU space only. Access in and out of the building, including removal of trash and recycling, should be through the main front door for the GVSU space. Access to the loading dock and service elevator will be restricted.

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**Exhibit 10B – Bicycle Factory Building Breakdown of Space**

**Bike Factory**

|  |  |  |  |
| --- | --- | --- | --- |
| **Room Number** | **Room Name** | **Floor Type** | **Square Feet** |
| 123 | Front lobby | CONC | 384 |
| NA | Main stair | Wood | 360 |
| NA | Elevator | CT | 40 |
| 207 | Custodial Closet | CONC | 17 |
| 220 | Open Office | CPT | 1724 |
| 223 | Elevator Lobby | CONC | 184 |
| C220 | Pre-function/Waiting | CPT/CONC | 818 |
| C230 | Corridor | CONC | 275 |
| 221 | Conference Room | CPT | 118 |
| 222 | Office | CPT | 150 |
| 230 | Conference Room | CPT | 1119 |
| 235 | Conference Room | CPT | 341 |
| C229 | Corridor | CONC | 300 |
| 212 | Recycling Center | CONC | 50 |
| C231 | Corridor | CONC | 260 |
| 204 | Restroom | CT | 164 |
| 205 | Restroom | CT | 164 |
| 245 | Restroom | VCT | 100 |
| 243 | Work Room | VCT | 332 |
| 244 | Kitchen | VCT | 150 |
| 240 | Library | CPT | 332 |
| 241 | Coat Room | CONC | 80 |
| 255 | Conference Room | CPT | 228 |
| 260 | Open Office | CPT | 3324 |
| 271 | Plotter Room | CPT | 150 |
| 313 | Conference Room | CPT | 298 |
| 315 | Conference Room | CPT | 132 |
| 307 | Custodial Closet | CONC | 17 |
| 309 | Elevator Lobby | CONC | 176 |
| 316 | Lobby | CONC | 224 |
| 319 | Conference Room | CPT | 264 |
| 320 | Pre-function/Waiting | CONC/CPT | 750 |
| 310 | Open Office | CPT | 2163 |
| 310A | Office | CPT | 110 |
| 310B | Office | CPT | 110 |
| 310C | Office | CPT | 110 |
| 310D | Office | CPT | 110 |
| 310E | Office | CPT | 110 |
| 310F | Office | CPT | 110 |
| 310G | Office | CPT | 110 |
| 310H | Office | CPT | 110 |
| 310I | Office | CPT | 110 |
| 310J | Office | CPT | 110 |
| 318 | Kitchen | VCT | 180 |
| C334 | Corridor | CONC | 800 |
| 322 | Coat Room | CONC | 76 |
| 330 | Conference Room | CPT | 780 |
| 340 | Conference Room | CPT | 940 |
| 344 | Kitchen | VCT | 264 |
| 304 | Restroom | CT | 164 |
| 305 | Restroom | CT | 164 |
| 335 | Restroom | VCT | 56 |
| 351 | Office | CPT | 110 |
| 353 | Office | CPT | 110 |
| 355 | Office | CPT | 110 |
| 361 | Office | CPT | 110 |
| 371 | Office | CPT | 110 |
| 350 | Open Office | CPT | 1160 |
| 370 | Open Office | CPT | 190 |
| 373 | Conference Room | CPT | 230 |
| 352 | Work Room | CPT | 360 |
| 346 | Kitchen | VCT | 264 |
| 312 | Recycling Center | CONC | 50 |

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**Exhibit 11- CHS Building Specifications**

**Cook-Devos Center for Health Sciences**

The days and hours of services to the Cook-Devos Center will be as follows. They include, but are not limited to the following.

1. Occupied office spaces are to be cleaned 5 days a week on a rotating schedule. First floor on Sundays, Second Floor on Mondays, etc.
2. The Public Areas are to be cleaned seven days a week as long as the building is open on all seven days. The weekend requirements will be at a reduced schedule and must be approved by both the university and the contractor.
3. Conference, meeting and seminar spaces and the auditorium are to be thoroughly cleaned Sunday through Thursday. A weekend list will be supplied for specific rooms that will need to be cleaned on weekends. The weekend requirements will be at a reduced schedule.
4. The classrooms are to be cleaned Sunday through Thursday. The weekend classroom usage is at a greatly reduced demand.
5. Lab spaces are to be cleaned Sunday through Thursday. Some lab cleaning tasks, frequencies, or access may have additional restrictions and /or requirements
6. Parking Ramp – please provide a price for ramp cleaning. To include: Scrub floors /yearly
7. Dayporter services are required at CHS for the following hours\*\* :

Monday – Thursday 9am – 5pm , Friday 10am-5pm

\*\* Hours are subject to change as building needs do. Any changes must be agreed upon by GVSU and contractor. \*\*

\* Dayporter is to responsible for keeping the building cleaned, stocked, and ready for events during their shift. Hours may be adjusted to accommodate larger events or weekend requirements. All hours must be agreed upon by GVSU and the contractor.

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**Exhibit 11 – CHS Breakdown of Space**

WSV = Sheet Vinyl VCT = Vinyl tile PVT = Ceramic Tile CPT = Carpet CONC = Concrete RT = Rubber tread

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Room Number** | **Room Name** | **Floor Type** | **Square Feet** | **Special cleaning notations** |
| S101(ll-p) | Stair Southeast | CONC | 1,734 | Dust mop quarterly |
| S102(ll-p) | Stair Northeast | RT | 1,734 |  |
| S103(ul-5) | Stair Northwest | CONC | 1,260 | Dust mop quarterly |
| S104(ll1) | Stair Southwest | CONC | 602 | Dust mop quarterly |
| S105/106(ul-4) | Stair Monumental | PVT | 2,581 |  |
| E101 | Passenger Elevator | CPT | 87 |  |
| E102 | Passenger Elevator | CPT | 87 |  |
| E103 | Freight Elevator | CPT | 87 |  |
| LL002 | Vestibule | PVT | 130 |  |
| LL012 | Receiving | CONC | 623 | AS REQUESTED |
| LL030 | Parking Area | CONC | 27,756 | AS REQUESTED |
| LL101 | E.M. Prep | VCT | 245 | TRASH WEEKLY. FLOORS MONTHLY |
| LL101A | E.M. Room | VCT | 125 | AS REQUESTED |
| LL101B | E.M. Room | VCT | 271 | AS REQUESTED |
| LL103 | Unisex Toilet | VCT | 60 | CLEAN WEEKLY |
| UL002 | Vestibule | PVT | 303 |  |
| UL030 | Parking Area | SEALER | 28,591 | AS REQUESTED |
| UL002 | Concessions/ Study | PCT | 247 |  |
| UL008 | Vestibule | PCT w/ recessed CPT | 193 |  |
| UL009 | Student Study | PCT/CPT | 3,050 |  |
| UL013 | Lobby | PCT/CPT | 1,455 |  |
| UL015 | Conference Room | CPT | 352 |  |
| UL020 | Vestibule | PCT w/ recessed CPT | 105 |  |
| C101 | Lobby | PCT | 838 |  |
| C102 | Main Corridor | PCT | 2,209 |  |
| C104 | West Corridor | VCT | 844 |  |
| C105 | North Corridor | VCT | 1,171 |  |
| C106 | East Corridor | VCT | 1,301 |  |
| C107 | Student Study | CPT | 868 |  |
| C107A | Circulation | PCT | 392 |  |
| 100 | Open Office | CPT | 953 |  |
| 102 | Conference | CPT | 142 | VIP Area - Nightly |
| 103 | Files | VCT | 112 | As Requested |
| 104 | Director Office | CPT | 169 | VIP Area - Nightly |
| 105 | Workroom | CPT | 139 |  |
| 106 | Closet | CPT | 29 |  |
| 107 | Office | CPT | 110 |  |
| 109 | Office | CPT | 110 |  |
| 110 | Conference | CPT | 253 |  |
| 113 | Office Suite | CPT | 558 |  |
| 113A | Lab | CPT | 108 |  |
| 113B | Lab | CPT | 108 |  |
| 114 | Office | CPT | 108 |  |
| 115 | Classroom | VCT | 656 |  |
| 116 | Office | CPT | 113 |  |
| 117 | Storage | VCT | 112 |  |
| 118 | Office | CPT | 113 |  |
| 119 | Auditorium | CPT | 3,786 |  |
| 120 | Office | CPT | 113 |  |
| 122 | Office | CPT | 113 |  |
| 123 | Conference Room | CPT | 1,573 |  |
| 124 | Office | CPT | 113 |  |
| 126 | Office | CPT | 113 |  |
| 127 | Classroom | VCT | 1,008 |  |
| 128 | Office | CPT | 113 |  |
| 130 | Office | CPT | 113 |  |
| 132 | Office | CPT | 113 |  |
| 136 | Conference | CPT | 284 |  |
| 137 | Electrical | VCT | 77 | As requested |
| 139 | Meeting Support | VCT | 138 |  |
| 140 | Meeting Room | CPT | 704 |  |
| 142 | Seminar | CPT | 229 |  |
| 145 | Large Classroom | VCT | 1,736 |  |
| 146 | Seminar | CPT | 241 |  |
| 147 | I.T. | VCT | 82 | As requested |
| 150 | Seminar | CPT | 234 |  |
| 154 | Seminar | CPT | 255 |  |
| 157 | Mail Room | VCT | 92 |  |
| 159 | Receiving | VCT | 321 | As Requested |
| 161 | Meeting Support | WSV | 332 |  |
| 164 | Office | CPT | 550 |  |
| 167 | Control | VCT | 228 |  |
| 168 | Office | CPT | 232 |  |
| 169 | Storage/ Prep | VCT | 101 |  |
| 172 | Office | CPT | 351 |  |
| 173 | Lab | CPT | 340 |  |
| 175 | I.T. | VCT | 108 |  |
| 177 | Housekeeping | VCT | 84 |  |
| 178 | Office | CPT | 113 |  |
| 179 | Electrical | VCT | 79 | As Requested |
| 180 | Office | CPT | 113 |  |
| 185 | Men's Restroom | PCT | 453 |  |
| 187 | Women's Restroom | PCT | 453 |  |
| 189 | Computer Lab | VCT | 825 |  |
| 191 | Computer Lab | VCT | 767 |  |
| C201 | Lobby | PCT | 1,379 |  |
| C201A | Lockers | PCT | 78 |  |
| C202 | Main Corridor | VCT | 1,472 |  |
| C203 | South Corridor | VCT | 229 |  |
| C204 | West Corridor | VCT | 854 |  |
| C205 | North Corridor | VCT | 847 |  |
| C205A | Student Study | VCT | 242 |  |
| C206 | East Corridor | VCT | 1,170 |  |
| C207 | Student Study | CPT | 64 |  |
| C207A | Alcove | PCT | 152 |  |
| 200 | Open Office | CPT | 894 |  |
| 203 | Files | VCT | 202 |  |
| 204 | Workroom | CPT | 127 |  |
| 205 | Lab Storage | VCT | 319 |  |
| 206 | Conference | CPT | 109 |  |
| 207 | Lab | VCT | 1,957 |  |
| 208 | Office | CPT | 130 |  |
| 209 | Classroom | VCT | 834 |  |
| 210 | Conference | CPT | 116 |  |
| 211 | Classroom | VCT | 662 |  |
| 212 | Office | CPT | 113 |  |
| 213 | Storage | VCT | 160 | As Requested |
| 214 | Office | CPT | 113 |  |
| 215 | Lab | VCT | 2,111 | Must follow mfg cleaning spec for ecofloor |
| 215A | Lab | VCT | 155 |  |
| 215B | Exam | CPT | 143 |  |
| 216 | Office | CPT | 113 |  |
| 218 | Office | CPT | 113 |  |
| 220 | Office | CPT | 113 |  |
| 222 | Office | CPT | 113 |  |
| 223 | CODEC Classroom | VCT | 864 |  |
| 224 | Office | CPT | 113 |  |
| 226 | Office | CPT | 113 |  |
| 228 | Office | CPT | 113 |  |
| 230 | Office | CPT | 113 |  |
| 232 | Office | CPT | 115 |  |
| 233 | Classroom | VCT | 1,364 |  |
| 235 | Electrical | VCT | 95 |  |
| 236 | Conference | CPT | 292 |  |
| 237 | Seminar | CPT | 171 |  |
| 239 | Prep Lab | VCT | 304 |  |
| 239A | Hall | VCT | 130 |  |
| 239B | Men's Changing | VCT | 155 |  |
| 239C | Unisex Toilet | VCT | 71 |  |
| 239D | Women's Changing | VCT | 226 |  |
| 240 | Meeting Room | CPT | 705 |  |
| 242 | Office | CPT | 114 |  |
| 243 | Seminar | CPT | 217 |  |
| 244 | Office | CPT | 114 |  |
| 246 | Office | CPT | 113 |  |
| 247 | Seminar | CPT | 294 |  |
| 248 | Office | CPT | 113 |  |
| 249 | Office | CPT | 128 |  |
| 250 | Office | CPT | 113 |  |
| 251 | Electrical | VCT | 102 |  |
| 252 | Office | CPT | 113 |  |
| 253 | Lab | VCT | 2,028 |  |
| 254 | Office | CPT | 115 |  |
| 255 | Lab | VCT | 1,446 |  |
| 256 | Office | CPT | 114 |  |
| 257 | Storage | VCT | 506 |  |
| 258 | Office | CPT | 128 |  |
| 260 | Office | CPT | 113 |  |
| 262 | Office | CPT | 113 |  |
| 264 | Office | CPT | 113 |  |
| 266 | Office | CPT | 113 |  |
| 268 | Office | CPT | 113 |  |
| 270 | Office | CPT | 113 |  |
| 272 | Office | CPT | 113 |  |
| 274 | Office | CPT | 113 |  |
| 276 | Office | CPT | 113 |  |
| 277 | Lab | VCT | 1,201 |  |
| 277A | Storage | VCT | 94 |  |
| 278 | Office | CPT | 113 |  |
| 279 | Electrical | VCT | 89 |  |
| 280 | Office | CPT | 113 |  |
| 283 | Housekeeping | VCT | 148 |  |
| 285 | Men's Restroom | PCT | 283 |  |
| 286 | Office/Files | CPT | 210 |  |
| 287 | Women's Restroom | PCT | 355 |  |
| 289 | Storage | VCT | 45 |  |
| 290 | Library | CPT | 2,212 |  |
| C301 | Lobby | PCT | 741 |  |
| C302 | Main Corridor | VCT | 1,410 |  |
| C303 | South Corridor | VCT | 229 |  |
| C304 | West Corridor | VCT | 855 |  |
| C305 | North Corridor | VCT | 847 |  |
| C305A | Student Study | VCT | 242 |  |
| C306 | East Corridor | VCT | 1,259 |  |
| C307 | Student Study | CPT | 775 |  |
| C307 | Circulation | PCT | 378 |  |
| C307 | Lockers | PCT | 262 |  |
| C307A | Alcove | PCT | 169 |  |
| 300 | Open Office | CPT | 894 |  |
| 303 | Files | VCT | 213 |  |
| 304 | Workroom | CPT | 124 |  |
| 305 | Lab Storage | VCT | 752 | No Access - upon Request Only |
| 306 | Conference | CPT | 116 |  |
| 307 | Lab | VCT | 1,566 |  |
| 308 | Office | CPT | 136 |  |
| 309 | Lab | VCT | 1,285 |  |
| 310 | Conference | CPT | 116 |  |
| 311 | Storage | VCT | 208 |  |
| 312 | Office | CPT | 113 |  |
| 313 | Classroom | VCT | 817 |  |
| 314 | Office | CPT | 113 |  |
| 315 (A – G) | Lab | VCT | **2,331** |  |
| 316 | Office | CPT | 113 |  |
| 318 | Office | CPT | 113 |  |
| 320 | Office | CPT | 113 |  |
| 322 | Office | CPT | 113 |  |
| 323 | Research / Office | CPT | 814 |  |
| 324 | Office | CPT | 113 |  |
| 326 | Office | CPT | 113 |  |
| 328 | Office | CPT | 113 |  |
| 330 | Office | CPT | 113 |  |
| 331 (A – M) | Lab | CPT | 2,014 |  |
| 332 | Office | CPT | 138 |  |
| 333 | Classroom | VCT | 466 |  |
| 335 | Electrical | VCT | 94 |  |
| 336 | Conference | CPT | 284 |  |
| 337 | Seminar | CPT | 211 |  |
| 340 | Meeting Room | CPT | 704 |  |
| 342 | Office | CPT | 114 |  |
| 343 | Seminar | CPT | 257 |  |
| 344 | Office | CPT | 114 |  |
| 345 | Seminar | CPT | 444 |  |
| 346 | Office | CPT | 113 |  |
| 347 | Office | CPT | 102 |  |
| 348 | Office | CPT | 113 |  |
| 349 | Electrical | VCT | 97 |  |
| 350 | Office | CPT | 113 |  |
| 351/353 | Lab | VCT | 1455 |  |
| 352 | Office | CPT | 113 |  |
| 353A | Mothers Nursing  | VCT | 74 | Trash Daily, Cleaning weekly |
| 354 | Office | CPT | 114 |  |
| 356 | Office | CPT | 114 |  |
| 357 | Lab | OTHER | 1,161 | Floors Dust or Wet Mop Only |
| 358 | Office | CPT | 128 |  |
| 360 | Office | CPT | 113 |  |
| 362 | Office | CPT | 113 |  |
| 364 | Office | CPT | 113 |  |
| 366 | Office | CPT | 113 |  |
| 368 | Office | CPT | 113 |  |
| 370 | Office | CPT | 113 |  |
| 371 (A – G) | Lab | CPT / Vinyl | 1,150 |  |
| 372 | Office | CPT | 113 |  |
| 374 | Office | CPT | 113 |  |
| 376 | Office | CPT | 113 |  |
| 378 | Office | CPT | 113 |  |
| 379 | Electrical | VCT | 89 |  |
| 380 | Office | CPT | 113 |  |
| 381 | Office | CPT | 84 |  |
| 383 | Housekeeping | VCT | 59 |  |
| 385 | Men's Restroom | PCT | 283 |  |
| 387 | Women's Restroom | PCT | 360 |  |
| 389 | Storage | VCT | 55 |  |
| C401 | Lobby | PCT | 774 |  |
| C402 | Main Corridor | VCT | 1,451 |  |
| C403 | South Corridor | VCT | 229 |  |
| C404 | West Corridor | VCT | 864 |  |
| C405 | North Corridor | VCT | 848 |  |
| C405A | Student Study | VCT | 242 |  |
| C406 | East Corridor | VCT | 1,169 |  |
| C407 | Student Study | PCT | 517 |  |
| C407 | Circulation | PCT | 424 |  |
| C407 | Lockers | PCT | 261 |  |
| C407A | Alcove | PCT | 169 |  |
| 400 | Open Office | CPT | 891 |  |
| 403 | Files | VCT | 192 |  |
| 404 | Workroom | CPT | 127 |  |
| 405 | Storage | VCT | 773 |  |
| 406 | Office | CPT | 234 |  |
| 407 | Lab | CPT | 762 | Trash daily. All else by Request Only |
| 410 | Conference | CPT | 116 |  |
| 411 / 415 | Lab | VCT | **2,915** | No Access – by Request Only |
| 412 | Office | CPT | 113 |  |
| 413 | Lab | WSV | 1,370 | No sinks/countertops – by Request Only |
| 414 | Office | CPT | 113 |  |
| 416 | Office | CPT | 113 |  |
| 417 | Prep room | WSV | 370 | No sinks/countertops – by Request Only |
| 418 | Office | CPT | 113 |  |
| 420 | Office | CPT | 113 |  |
| 421 | Lab | WSV | 1,407 | No sinks/countertops – by Request Only |
| 422 | Office | CPT | 113 |  |
| 424 | Office | CPT | 113 |  |
| 425 | Classroom | VCT | 729 |  |
| 426 | Office | CPT | 113 |  |
| 428 | Office | CPT | 113 |  |
| 430 | Office | CPT | 113 |  |
| 431 | Computer Lab | VCT | 761 |  |
| 432 | Office | CPT | 115 |  |
| 435 | Electrical | VCT | 95 |  |
| 436 | Conference | CPT | 286 |  |
| 437 | I.T. | VCT | 89 |  |
| 439 | Housekeeping | VCT | 76 |  |
| 440 | Meeting Room | CPT | 705 |  |
| 442 | Office | CPT | 113 |  |
| 443 | Seminar | CPT | 164 |  |
| 444 | Office | CPT | 113 |  |
| 445 | I.T. | VCT | 102 |  |
| 446 | Office | CPT | 113 |  |
| 447 | Electrical | VCT | 97 |  |
| 448 | Office | CPT | 113 |  |
| 450 | Office | CPT | 113 |  |
| 452 | Office | CPT | 113 |  |
| 453 | Shared Office | CPT | 330 |  |
| 454 | Office | CPT | 114 |  |
| 455 | Office Suite | CPT | 1743 |  |
| 456 | Office | CPT | 114 |  |
| 458 | Office | CPT | 128 |  |
| 460 | Office | CPT | 113 |  |
| 462 | Office | CPT | 113 |  |
| 464 | Office | CPT | 113 |  |
| 466 | Office | CPT | 113 |  |
| 468 | Office | CPT | 113 |  |
| 469 | Classroom | VCT | 1,842 |  |
| 470 | Office | CPT | 113 |  |
| 472 | Office | CPT | 113 |  |
| 474 | Office | CPT | 113 |  |
| 476 | Office | CPT | 113 |  |
| 475/477 | Lab | VCT | 1,579 | Trash Daily, remaining by Request only |
| 478 | Office | CPT | 113 |  |
| 479 | Electrical | VCT | 89 |  |
| 480 | Office | CPT | 113 |  |
| 481 | I.T. | VCT | 84 |  |
| 483 | Housekeeping | VCT | 59 |  |
| 485 | Men's Restroom | PCT | 283 |  |
| 487 | Women's Restroom | PCT | 359 |  |
| 489 | Storage | VCT | 172 |  |
| 490 | Student Study | CPT | 1,592 |  |
| C501 | Lobby | PCT | 779 |  |
| C502 | Corridor | VCT |  405 |  |
| C503 | South Corridor | VCT | 593 |  |
| C504 | West Corridor | VCT | 1,035 |  |
| C505 | North Corridor | VCT | 848 |  |
| C505A | Student Study | VCT | 459 |  |
| C506 | East Corridor | VCT | 1,237 |  |
| C507 | Student Study | PCT | 517 |  |
| C507 | Circulation | PCT | 385 |  |
| C507 | Lockers | PCT | 262 |  |
| C507A | Alcove | PCT | 146 |  |
| 500 | Open Office | CPT | 900 |  |
| 503 | Files | VCT | 195 | No Access – by Request Only |
| 504 | Workroom | CPT | 127 |  |
| 505 | Lab Storage | VCT | 341 | No Access – by Request Only |
| 506 | Conference | CPT | 116 |  |
| 507 | Tenant Lab | WSV | 1,510 | No Access – by Request Only |
| 508 | Office | CPT | 136 |  |
| 509 | Tenant Lab | WSV | *3,750* | No Access – by Request Only |
| 513 | Tenant Lab | WSV | *included* | No Access – by Request Only |
| 515 | Tenant Lab | WSV | *included* | No Access – by Request Only |
| 517 | Tenant Lab | WSV | *included* | No Access – by Request Only |
| 519 | Tenant Lab | WSV | *included* | No Access – by Request Only |
| 521 | Tenant Lab | WSV | *included*  | No Access – by Request Only |
| 523 | Tenant Lab | WSV | *included*  | No Access – by Request Only |
| 527 | Tenant Lab | WSV | *included*  | No Access – by Request Only |
| 529 | Tenant Lab | WSV | *included*  | No Access – by Request Only |
| 531 | Tenant Lab | WSV | *included*  | No Access – by Request Only |
| 533 | Tenant Lab | WSV | *included*  | No Access – by Request Only |
| 510 | Conference | CPT | 116 |  |
| 511 | Equipment | WSV | 1,138 |  |
| 512 | Office | CPT | 113 |  |
| 514 | Office | CPT | 113 |  |
| 516 | Office | CPT | 113 |  |
| 518 | Office | CPT | 113 |  |
| 520 | Office | CPT | 113 |  |
| 522 | Office | CPT | 113 |  |
| 524 | Office | CPT | 113 |  |
| 526 | Office | CPT | 113 |  |
| 528 | Office | CPT | 113 |  |
| 530 | Office | CPT | 113 |  |
| 532 | Office | CPT | 112 |  |
| 535 | Electrical | VCT | 95 |  |
| 536 | Conference | CPT | 292 |  |
| 537 | Seminar | CPT | 171 |  |
| 540 | Meeting Room | CPT | 705 |  |
| 542 | Office | CPT | 113 |  |
| 543 (A – B) | Lab | WSV | 1,681 | Trash Daily, remaining by Request only |
| 544 | Office | CPT | 113 |  |
| 545 | Office | CPT | 102 |  |
| 546 | Office | CPT | 113 |  |
| 547 | Electrical | VCT | 97 |  |
| 548 | Office | CPT | 113 |  |
| 550 | Office | CPT | 113 |  |
| 551 (A – B) | Lab | WSV | 1,643 | Trash Daily, remaining by Request only |
| 552 | Office | CPT | 113 |  |
| 554 | Office | CPT | 114 |  |
| 556 | Office | CPT | 114 |  |
| 558 | Office | CPT | 128 |  |
| 559 | Lab | WSV | 434 |  |
| 560 | Office | CPT | 113 |  |
| 562 | Office | CPT | 113 |  |
| 564 | Office | CPT | 113 |  |
| 565 (A – E) | Prep Room | WSV | 2,383 | Trash Daily, remaining by Request only |
| 566 | Office | CPT | 113 |  |
| 568 | Office | CPT | 113 |  |
| 570 | Office | CPT | 113 |  |
| 571 | Storage | WSV | 130 |  |
| 572 | Office | CPT | 113 |  |
| 574 | Office | CPT | 113 |  |
| 576 | Office | CPT | 113 |  |
| 577 | Tenant Lab | WSV | 1,158 | No Access – by Request only |
| 578 | Office | CPT | 113 |  |
| 579 | Electrical | VCT | 90 |  |
| 580 | Office | CPT | 113 |  |
| 581 | Office | CPT | 84 |  |
| 583 | Housekeeping | VCT | 59 |  |
| 585 | Men's Restroom | PCT | 283 |  |
| 587 | Women's Restroom | PCT | 360 |  |
| 589 | Storage | VCT | 55 |  |

**Grand Valley State University**

**Custodial Services Contract**

**RFP #215-32**

**Schedule – Checklist of Proposal Responses Due**

**(Return with electronic proposal)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Complete | Incomplete | Reason for Incomplete |
| Signed Original Proposal |  |  |  |
| Addenda Acknowledgments |  |  |  |
| Exceptions to specifications and/or requirements |  |  |  |
| Contractor’s Experience and Capabilities |  |  |  |
| Cost (monthly and annually) |  |  |  |
| Cover letter or company letterhead |  |  |  |
| Company profile, support and personnel |  |  |  |
| Checklist of Proposal Responses Due |  |  |  |
| Equipment needed/pricing/PM |  |  |  |
| Product list - Green Seal approved |  |  |  |
| References |  |  |  |

**Grand Valley State University**

**Custodial Services Contract**

**RFP #215-32**

**Certification/Proposal/Contract**

1. The undersigned certifies that to the best of his/her knowledge:

There is no officer or employee of Grand Valley State University who has, or whose relative has a substantial interest in any contract award subsequent to this proposal.

The names of any and all public officers or employees of Grand Valley State University who have, or whose relative has, a substantial interest in any contract award subsequent to this proposal are identified by name as part of this submittal.

 Name(s):

1. The undersigned further certifies that their company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is or \_\_\_\_\_\_\_\_\_\_\_ is NOT currently debarred, suspended or proposed for debarment by any federal entity. The undersigned agrees to notify the University of any change in this status, should one occur, until such time as an award has been made under this procurement action.
2. Bidder declares the following legal status in submitting this proposal:

 A partnership

 A corporation organized and existing under the laws of the State

 of .

 An individual doing business as (DBA)

1. Bidder declares that company is at least 51% owned, controlled and actively managed by (check all that apply):

 African-American Native American Woman/Women

 Asian American Multi-Racial Hispanic American

 ADA Disabled Person(s)

1. Bidder acknowledges receipt of the following addenda:

 Addendum No. Dated

 Addendum No. Dated

1. Base Proposal Sum:

Location Annual Cost

1. Entire Contract – all buildings within the RFP
2. All Pew Campus Buildings up for bid (not Holland

or Muskegon)

1. Devos Center only
2. Eberhard Center, Keller Engineering Building, and Kennedy Hall of Engineering
3. Seward Parking Ramp, the Depot, Bicycle Factory And Steelcase Building
4. Cook-Devos Center for Health Sciences

1. List below offered discounted rates for billing/contract adjustments (optional):
	1. Discount for Semi-Annual Payment (July and January) %
	2. Discount for Annual Payment (July) %
	3. Discount for automatic five (5) year contract %
2. The undersigned proposes to furnish all labor, materials, equipment, tools and services required to complete the work in accordance with the proposed Contract Documents listed herein, including all addenda issued pertaining to same, for the sum or sums as stated, and agrees that these Documents will constitute the Contract if accepted by Grand Valley State University.

 Company Name

 Address City, State, Zip

 Office Phone Cellular Phone Fax Number

 Authorized Agent Signature Name & Title

 Witness Signature Name

 Tax Identification No. Date

1. Acceptance: This proposal is accepted by Grand Valley State University

 Authorized Agent Signature Name & Title

 Witness Signature Name

 Office Phone Cellular Phone Fax Number

 38 1684280

 GVSU Tax Identification No. Date

**Grand Valley State University**

**Custodial Services Contract**

**RFP #215-32**

**Meeting Agenda**

**Pre-Bid Meeting, April 16, 2015 10:00 a.m. EST**

**Agenda**

1. Introductions
2. Overview of the buildings
3. Introduction of any additional materials
4. Overview of the Request for Proposal
5. Question and Answer Period