



**REQUEST FOR PROPOSAL #221-19**

**Grand Valley State University - Custodial Services**

Issued by Facilities Services Grand Rapids and Regional Centers  
350 Bike Factory, 201 Front Ave. SW • Grand Rapids, MI 49504



**DUE: Friday, May 7, 2021 • 10:00 a.m. EST**  
**Electronic Mail to: [RFP-Received@gvsu.edu](mailto:RFP-Received@gvsu.edu)**



March 29, 2021

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 Building	Pew Campus - Grand Rapids, MI
Kennedy Hall	Pew Campus - Grand Rapids, MI
Seward Parking Ramp	Pew Campus - Grand Rapids, MI
The Depot	Pew Campus - Grand Rapids, MI
Consumers Energy Building	Pew Campus - Grand Rapids, MI
The Bike Factory	Pew Campus - Grand Rapids, MI
Innovation and Design Center	Pew Campus - Grand Rapids, MI
Seidman Center	Pew Campus - Grand Rapids, MI
Winter Hall	Pew Campus - Grand Rapids, MI
Secchia Hall	Pew Campus - Grand Rapids, MI
609 Watson	Pew Campus - Grand Rapids, MI
The Hub	Regional Center - Muskegon, MI
Lake Michigan Center	Regional Center - Muskegon, MI
Meijer Holland Center	Regional Center - Holland, MI
Cook-Devos Center for Health Sciences	Health Campus - Grand Rapids, MI
Raleigh J Finkelstein Hall	Health Campus - Grand Rapids, MI
DeVos Center for Interprofessional Health	Health Campus - Grand Rapids, MI

*NOTE: This proposal may 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, 2021 through June 30, 2024**. Grand Valley State University reserves the right to renew the contract for three (3) 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 #221-19 no later than **10:00 a.m. Friday, May 7, 2021**. **Bids must be received by electronic mail at: [RFP-Received@gvsu.edu](mailto:RFP-Received@gvsu.edu)**. "RFP#221-19 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:

**Monday, April 12, 2021 at 10:00 a.m. EST**  
**DeVos Center, Room 122E (Loosemore Auditorium)**  
**401 Fulton St W**  
**Grand Rapids MI 49401**

Parking is available in the DeVos Center Parking lot. The entrance is off of Winter Ave just north of Fulton St. Room 122 E is in DeVos Building E which is just east of the clock tower and just NE of the fountain that can be seen from Fulton St. GVSU is a permit only campus and you will need to pick up a parking permit from the booth attendant when entering the lot.

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 contract. Only two representatives will be able to attend from each company and face coverings are required.

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

Monday, April 12	11:00 a.m.	Consumers, Bike Factory, Depot, Watson, Secchia, Winter
Tuesday, April 13	10:00 a.m.	Cook-Devos Center, Raleigh J Finkelstein Hall, DCIH
Wednesday, April 14	10:00 a.m.	DeVos Center, Parking Ramp, IDC
Thursday, April 15	10:00 a.m.	Eberhard Center/ Keller/Kennedy Buildings
Friday, April 16	10:00 a.m.	The Hub, Lake Michigan Center, Holland

Tours will include an overview of the buildings and a sampling of the space in each building. Face coverings will be required. Thank you for your participation – we look forward to working with you.

**Grand Valley State University  
Custodial Services Contract  
RFP #221-19**

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**Grand Valley State University  
Custodial Services Contract  
RFP #221-19**

**1.0 Section 1 – Request for Proposal (RFP)**

- 1.01 **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](mailto:RFP-Received@gvsu.edu) no later than **10:00 a.m. EST on Friday May 7, 2021**. Subject line must read: **RFP#221-19 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.
- 1.02 Additional copies of the RFP documents are available upon request.
- 1.03 Each bidder is responsible for delivery of proposal. Proposals and/or proposal revisions received after the date and time specified will not be considered.
- 1.04 **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 **Wednesday, April, 22, 2021**. 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](mailto:RFP-Received@gvsu.edu)
- 1.05 **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 **Monday, April 12, 2021 at 10:00 a.m. EST. The location will be 122E DeVos Center (Loosemore Auditorium) 401 Fultion St W, Grand Rapids, MI 49504.**
- 1.06 **Tours:** Tours for the locations will be scheduled as follows:
- |                     |            |   |
|---------------------|------------|---|
| Monday, April 12    | 11:00 a.m. | Consumers,Bike,Depot,Watson, Secchia, Winter        |
| Tuesday, April 13   | 10:00 a.m. | Cook-Devos Center, Raleigh J Finkelstein Hall, DCIH |
| Wednesday, April 14 | 10:00 a.m. | DeVos Center, Parking Ramp, IDC                     |
| Thursday, April 15  | 10:00 a.m. | Eberhard Center/ Keller/Kennedy Buildings           |
| Friday, April 16    | 10:00 a.m. | The Hub, Lake Michigan Center                       |

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.

- 1.07 **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.
- 1.08 **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.

- 1.09 **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.
- 1.10 **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.
- 1.11 **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.
- 1.12 **Finality of Decision:** Any decision made by the University, including the selection of a Contractor, shall be final.

**2.0 Section II - Definitions**

- 2.01 **"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".
- 2.02 **"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.
- 2.03 **"Proposal"** – A response to the RFP submitted in accordance with the RFP.
- 2.04 **"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.
- 2.05 **"Properties"** – Refers only to the addresses and locations listed below. All other properties of the University are not included in this RFP.

Devos Center  
401 West Fulton  
Grand Rapids, MI 49504

EberhardCenter/  
Keller Engineering/Kennedy Hall  
301 West Fulton  
Grand Rapids, MI 49504

The Depot  
510 West Fulton  
Grand Rapids, MI 49504

Seward Parking Ramp  
520 Lake Michigan Drive  
Grand Rapids, MI 49504

The Bicycle Factory  
201 Front Ave. SW  
Grand Rapids, MI 49504

Consumers Energy Building  
120/140 Front Ave  
Grand Rapids, MI 49504

Secchia Hall  
32 Winter SW  
Grand Rapids, MI 49504

Winter Hall  
420 Fulton W  
Grand Rapids, MI 49504

Lake Michigan Center  
740 West Shoreline Dr WB  
Muskegon, MI 49441

The Hub  
200 Viridian Drive  
Muskegon, MI 49441

Meijer Holland Campus  
515 S Waverly Rd  
Holland, MI 49423

Cook-Devos Center for Health Sciences  
301 Michigan St. NE  
Grand Rapids, MI 49503

Daniel and Pamela Center for  
Interprofessional Health  
333 Michigan St. NE  
Grand Rapids, MI 49503

Raleigh J Finkelstein Hall  
500 Lafayette Ave NE  
Grand Rapids, MI 49503

William Seidman Center  
50 Front SW  
Grand Rapids, MI 49504

Innovation and Design Center  
227 Winter AVE  
Grand Rapids, MI 49504

Watson Building  
609 Watson  
Grand Rapids, MI 49504

- 2.06 **"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.

- 2.07 **"Billing Cycle"** - a four- (4) week accounting period within a contract year.
- 2.08 **"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.
- 2.09 **"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.

### 3.0 Section III – Specifications

- 3.01 **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.
- 3.02 **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.
- 3.03 **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.
- 3.04 **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:
- 3.04.1 The contractor must confirm that all cleaning products and consumable products used qualify under the Green Seal™ Standards GS-37.
  - 3.04.2 All purchases of cleaning, hard floor and carpet care products must meet Green Seal Standards and Carpet and Rug Institute Standards
  - 3.04.3 Purchases of hand towels and toilet tissue must meet EcoLogo™ Certification
  - 3.04.4 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.
  - 3.04.5 Development of guidelines addressing the safe handling and storage of cleaning chemicals used in the building.
  - 3.04.6 Establishment of standard operating procedures (SOPs) to protect vulnerable building occupants.
  - 3.04.7 Establish procedures for coordination with campus waste management and recycling procedures.
  - 3.04.8 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.
  - 3.04.9 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.
- 3.05 **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.
- 3.06 **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.
- 3.07 **Objectives:** The University seeks to accomplish the following objectives for its custodial services. (This list is not in order of importance.)
- 3.07.1 Develop and establish service levels and operating hours that are responsive to the needs of students, faculty, staff, and guests.

- 3.07.2 Maximize productivity through strong custodial service operations.
- 3.07.3 Instill flexibility into all aspects of custodial service operations to enhance responsiveness to demand.

**3.08 General Policies and Requirements Applying to All Areas.**

- 3.08.1 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.
- 3.08.2 The Contractor will provide services at the times required. All custodial operations will deliver, upon opening, the full scope of prompt and efficient services.
- 3.08.3 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.
- 3.08.4 The Contractor's Assistant Vice President of Operations or a senior member of their management team 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.

**3.09 Facilities:**

- 3.09.1 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.
  - 3.09.1.1 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.
- 3.09.2 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.
- 3.09.3 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.
- 3.09.4 **Lost and Found:**
  - 3.09.4.1 All valuable articles recovered by contractual employees in non-housing facilities must be immediately turned in to the Security Department.
  - 3.09.4.2 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.
- 3.09.5 **Parking:**
  - 3.09.5.1 Limited Parking is available on site.

3.09.5.2 Parking permits will be required on vehicles with current contractor logo affixed to the side.

3.09.5.3 Contractor is responsible for any valid parking tickets they may receive.

3.09.6 **Keys and Access Cards:**

3.09.6.1 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.

3.09.6.2 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.

3.09.6.3 Any keys issued to the contractor must not be duplicated at any time. Any additional keys must be requested to the University.

3.09.6.4 All access cards distributed to the contractor must be kept current with names of the employees using them.

3.10 **Equipment:**

3.10.1.1 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.

3.10.1.2 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.

3.10.1.3 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.

3.10.1.4 All cleaners and equipment used must be appropriate to the recommendations by the flooring manufacturer or the university.

3.10.1.5 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.

3.10.1.6 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.

3.11 **Inventory of Custodial Supplies:**

3.11.1.1 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.

3.11.1.2 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.

3.11.1.3 All custodial items shall be delivered in proper transportation containers at University approved times.

3.11.1.4 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, Multi-Fold, Auto Rolls

Toilet Tissue

Feminine Products

Hand Soap - lotion, foam

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

### 4.0 Contract Formation and Period

- 4.01 **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.
- 4.02 **Length of Contract:** Contract period shall begin **July 1, 2021**. 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 three additional years beyond the determined length of the contract or finality of six (6) year contract with applicable discounts. All equipment installations shall be completed by July 1, 2021.
- 4.03 **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.
- 4.04 **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.

## 5.0 Section V - Selection Timeline

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

April 5, 2021	RFP emailed to prospective bidders
April 12, 2021	Mandatory pre-bid meeting and site visit
April 12 - 16, 2021	Site Visits and Tours
April 22, 2021	Deadline for submitting written requests for clarification & questions
<b>May 7, 2021</b>	<b>Deadline for submitting Proposals - 10:00 a.m. EST</b>
June 6-12, 2021	Evaluation of Proposals, presentations, and recommendations
June 15, 2021	Announcement of Contract Award to Contractor Bidders notified of decision
June 16, 2021	Contract finalization target date
June 17 - June 30, 2021	Prepare sites & staff training
July 1, 2021	Custodial Service Operations Begin

## 6.0 SECTION VI - PROPOSAL REQUIREMENTS AND FORMAT

- 6.01 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.
- 6.02 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.
- 6.03 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.
- 6.04 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.
- 6.05 Each Bidder shall submit its Proposal for a three (3) year contract term. Each Proposal shall include an implementation schedule, financial performance (and assumptions) for each year of the proposal, labor schedule and the following:
- 6.05.1 **Management Capability**
    - 6.05.1.1 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.
    - 6.05.1.2 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.
    - 6.05.1.3 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.
    - 6.05.1.4 An organizational chart of overall Contractor's management, showing special staff personnel, line supervision, and their relationships to campus personnel should be included.
    - 6.05.1.5 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.
  - 6.05.2 **Technical Quality**
    - 6.05.2.1 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.

6.05.2.2 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.

6.05.2.3 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.

**6.05.3 Contractor's Experience and Capabilities**

6.05.3.1 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.

6.05.3.2 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.

6.05.3.3 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.

6.05.3.4 The Contractor must describe the procedures and capacity for replacing local personnel at the management level.

**6.05.4 Cost and Pricing**

6.05.4.1 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

6.05.4.2 Contractor is requested to submit discounted pricing based on the following criteria:

1. The entire contract - all buildings included in the RFP
2. A six (6) year contract
3. Annual or semi-annual billing

- 6.06 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.
- 6.07 Company profile, support commitment and personnel responsible for carrying out the Contract.
- 6.08 Checklist of Proposal responses due.
- 6.09 Exceptions, including explanations, to contract specifications, RFP requirements and signatures.
- 6.10 Any additional information considered necessary or helpful to the University in determining bidder's qualifications/signatures.
- 6.11 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.
- 6.12 Bidder's form of contract, if any, to encompass RFP and Proposal.
- 6.13 Include required security.

## 7.0 Section VII - Evaluation

7.01 **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

7.02 **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.

7.03 **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 12 2021**, 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.

## 8.0 Section VIII – Contract Specifications

### 8.01 Health and Safety:

- 8.01.1 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.
- 8.01.2 The contractor agrees to forward a copy of the health inspection report for each contracted service area to a designated University representative.

### 8.02 Sanitation and Environment:

- 8.02.1 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.
- 8.02.2 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.
- 8.02.3 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.

### 8.03 Equipment, Facilities Maintenance and Sanitation:

- 8.03.1 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.
- 8.03.2 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.
- 8.03.3 The contractor will remove all trash, garbage, and debris from all premises occupied by the contractor according to a schedule approved by the University.
- 8.03.4 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.

8.04 **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.

8.05 **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.

### 8.06 Personnel:

- 8.06.1 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.

**8.06.2 Staff Appearance:**

8.06.2.1 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.

8.06.2.2 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 1/4" in height.

**8.06.3 Background Checks:**

8.06.3.1 The contractor is required to perform record checks on each of their employees that will be working on University property.

**8.06.4 Smoking and Alcohol:**

8.06.4.1.1 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.

8.06.4.1.2 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

**8.06.5 Scheduling:**

8.06.5.1 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.

8.06.5.2 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.

8.06.5.3 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 a short period of time, large events, etc.

**8.06.6 Management:**

8.06.6.1 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.

8.06.6.2 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.

8.06.6.3 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.

8.06.6.4 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.

8.06.6.5 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.

**8.06.7 Custodial Staff:**

8.06.7.1 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.

**8.06.7.2 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.

**8.06.8 Conflict of Interest:**

8.06.8.1 The contractor may not employ students that are currently attending Grand Valley State University nor current university employees.

8.06.8.2 The contractor may not employ faculty or staff that are currently employed by the University.

**8.07 Inspections and Correction of Deficiencies:**

8.07.1 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.

- 8.07.2 The University will require regular joint inspections with the contractor's designated manager. Any areas for improvement must be resolved as soon as possible.
- 8.07.3 Performance evaluations will be given to the Contractor indicating exceptions in performance to the required specifications.
- 8.07.4 Contractor must correct these deficiencies as follows
  - 8.07.4.1 Within 24 hours for any daily, weekly, or monthly activity
  - 8.07.4.2 Within 48 hours for any activity listed as quarterly or semiannual.
- 8.07.5 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.
- 8.07.6 Repeated failure to correct deficiencies will result in cancellation of contract by Grand Valley State University.

**8.08 Accounting Statements and Audits:**

- 8.08.1 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.
- 8.08.2 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.
- 8.08.3 The University's fiscal reporting period is July 1 through June 30. The contractor's year-to-date report shall correspond with this period.
- 8.08.4 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.
- 8.08.5 Billing Options:
  - 8.08.5.1 Monthly: Contractor is to submit billing within five days of the close of each calendar month to Grand Valley State University.
  - 8.08.5.2 Semi-Annual: Contractor is to submit billing on July 1 and January 1 of the contract years to Grand Valley State University.
  - 8.08.5.3 Annual: Contractor is to submit billing on July 1 of the contract years to Grand Valley State University.
- 8.08.6 All start-up costs must be clearly identified, if applicable.
- 8.08.7 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.

- 8.09 **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.

## 9.0 Section IX - General Terms and Conditions

### 9.01 Supplemental Conditions:

- 9.01.1 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>)
- 9.01.2 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.
- 9.01.3 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.
- 9.01.4 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.
- 9.01.5 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.
- 9.01.6 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.
- 9.01.7 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.

### 9.02 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.
- 9.02.2 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.
- 9.02.3 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.

### 9.03 General Terms and Conditions

- 9.03.2 The terms and conditions shall govern any agreement issued as a result of this solicitation.
- 9.03.3 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.
- 9.03.4 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.

- 9.03.5 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.
- 9.03.6 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.
- 9.03.7 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.
- 9.03.8 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.
- 9.03.9 Resale  
If University purchases any goods for resale, the customer shall have the benefit of every right, warranty, and interest enjoyed by University.
- 9.03.10 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 its 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.
- 9.03.11 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.
- 9.03.12 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.
- 9.03.13 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.

9.03.14 Licenses/Permits/Taxes and Tax-Exempt Status

9.03.14.1 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.

9.03.14.2 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.

9.03.14.3 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.

9.03.15 Americans with Disabilities Act

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

9.03.16 Alcohol, Tobacco & Drug Rules and Regulations

9.03.16.1 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.

9.03.16.2 All buildings at all University locations are smoke-free. Use of tobacco/vape 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 and fully comply with this smoke-free policy.

9.03.16.3 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.

9.03.17 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.

9.03.18 Non-Discrimination

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

9.03.19 Sexual Harassment and Bias Incidents

9.03.19.1 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.

9.03.19.2 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.

9.03.20 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.

9.03.21 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.

9.03.22 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.

9.03.23 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.

- 9.03.24 **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.
- 9.03.25 **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 ensure 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.
- 9.03.26 **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, including any act of nature or of common enemy or by state or federal order, and which by the exercise of reasonable diligence, said party is unable to prevent. The parties agree to promptly inform and consult with each other as to any of the above causes, which in their judgment could or will be the cause of delay in the performance of this Agreement and both parties will be excused from performance during the pendency of the delay. If during the consultation between the two parties it is mutually agreed that portions of the Agreement are still able to be performed, but one or more particular services are not able to be performed, the monthly contract cost for those service(s) not able to be performed will be subtracted from the original monthly contracted amount.
- 9.03.27 **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.
- 9.03.28 **Termination of Convenience and Termination for Default**
- 9.03.28.1 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.
- 9.03.28.2 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.
- 9.03.28.3 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.
- 9.03.28.4 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.
- 9.03.29 **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.
- 9.03.30 **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.

9.03.31 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.

9.03.32 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.

9.03.33 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 #221-19**

**Exhibit 1 - Task Definitions**

- A. **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.
- B. **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.
- C. **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.
- D. **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.
- E. **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.
- F. **Fill Dispensers**  
Dispensers of all types must be checked daily and filled when necessary (soap, toilet tissue, and paper towels, etc.).
- G. **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.
- H. **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.
- I. **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.
- J. **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.

- K. 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”.
- \* All disinfectant solutions must be changed after each restroom.
- L. 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.
- M. Damp Mop - Disinfectant\***  
Use same definition as Item D, but add: Thoroughly damp mop floor with approved disinfectant\* solution. Allow to air dry.
- N. 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.
- O. Replace Carpet Runners**  
After floor has been properly cleaned, and is completely dry, replace carpet runners in their original location.
- P. 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.
- Q. Wipe Dry**  
Use clean, soft cloth, and wipe item dry. The grain of the stainless steel must be followed.
- R. 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.
- S. 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.
- T. 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.

**U. 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.

**V. 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.

**W. Alternative Carpet Cleaning Methods**

- All carpet and or floor mat extractions, both onsite and offsite, shall be included in the service Agreement, and include a description of the methods and chemicals or materials used.

**X. 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.

Y. **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**

- VIP Offices will be cleaned thoroughly on a routine basis i.e. dusting in office, vacuuming, emptying trash & recycling, 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**

- 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: 1<sup>st</sup> floor on Sunday, 2<sup>nd</sup> floor on Monday, etc.
- 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
- 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)
- 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

- 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, 1<sup>st</sup> floor on Sundays, 2<sup>nd</sup> 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. Restrooms are to be cleaned on Fridays if there are classes on Saturday. The weekend requirements may be at reduced depending on the class 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	<i>Included above</i>
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	<i>Included w/ 101B</i>
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, 1<sup>st</sup> floor on Sundays, 2<sup>nd</sup> 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 2<sup>nd</sup> 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:
  - 5<sup>th</sup> floor Telecommunication space should not be cleaned or entered unless requested
  - WGVSU TV studios & master control rooms should be cleaned daily
  - WGVSU Radio studios should be cleaned daily.
  - All VCT floors should be maintained as the minimum of current quality levels.
9. 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.
10. 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 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	<b>705</b>
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	<b>644</b>
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
140	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	<b>700</b>
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.
8. All VCT & concrete floors should be maintained as the minimum of current quality levels.
9. Day porter services covered by Eberhard day porter
10. 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**

1. All building-wide cleaning frequencies in Exhibit 2 apply to the Kennedy Hall of Engineering 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.
  - 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.
7. 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
8. Day porter services covered by Eberhard day porter
9. 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**

The Parking ramp will be cleaned Sunday through Thursday.

Frequencies:

Daily

- HVAC 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 doorways 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.
- Remove bird nests and droppings

Quarterly

- Clean interior and exterior doors.
- Door frames.
- Kick plates.
- Adjacent walls.
- Sweep parking levels

Yearly

- Dust and clean baseboards
- Power wash entire ramp including stairwells (ceilings, walls)
- Sweep and machine scrub all ramp decks

**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**

- 1. All building-wide cleaning frequencies in Exhibit 2 apply to the Depot unless otherwise specified below.
- 2. The Depot will be cleaned Monday - Friday.
- 3. 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**

<b>Room Number</b>	<b>Room Name</b>	<b>Floor Type</b>	<b>Square Feet</b>
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 - Consumers Energy Center Building Specifications**

**Consumers Energy - Building Specifications**

- 1. All building-wide cleaning frequencies in Exhibit 2 apply to the CEC building unless otherwise specified below.
- 2. The CEC cleaned area consists of the common connector between the Consumers Energy building and Steelcase Building and the secure areas of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floors. Pricing needs to be broken out appropriately on the Proposal. CEC should be cleaned Monday through Friday.
- 3. Third floor 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. Removal of trash and recycling should be through the loading dock space.

**Exhibit 9B - Consumers Energy Building Breakdown of Space**

**Flooring breakdown of common space:**

**Carpet: 90**  
**Sealed Concrete: 1390 + 1460+ 1460**  
**Tile:**

**Flooring breakdown of third floor:**

**Carpet: 6776**  
**VCT: 150**

**Flooring breakdown of first and second floor:**

**Carpet: 825 + 4870**  
**Sealed Concrete: 4955**  
**VCT: 150**

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

**The Bike Factory - Building Specifications**

5. All building-wide cleaning frequencies in Exhibit 2 apply to the Bike Factory unless otherwise specified below.
6. The Bike Factory will be cleaned Monday through Friday.
7. 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.
8. 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 11A- IDC Building Specifications**

**IDC - Building Specifications**

1. All building-wide cleaning frequencies in Exhibit 2 apply to the IDC 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 Fridays and 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:
  - a. 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.
  - b. Some cleaning tasks will need to be coordinated with the building manager
8. All VCT & concrete floors should be maintained as the minimum of current quality levels.
9. Day porter services may be covered by Eberhard or DeVos day porter
10. 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.

**Exhibit 11B- IDC Breakdown in Space**

**IDC Flooring Accounts**

Total: 63,000 sqft

Concrete = 59,965 - second floor

Carpet 6,035 + second floor

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<b>Exhibit 12A - L. William Seidman Center Building Specifications</b>
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**L. William Seidman Center - Building Specifications**

1. All building-wide cleaning frequencies in Exhibit 2 apply to the L. William Seidman Center unless otherwise specified below.
2. Private office spaces are to be cleaned once weekly with each floor on a separate evening. For example, 1<sup>st</sup> floor on Sundays, 2<sup>nd</sup> floor on Tuesdays, etc. Dean and/or Directors office may be cleaned nightly and will be specified by GVSU Operations.
3. Public Areas are to be cleaned 7 days a week on the first floor. 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. Seminar Rooms: Seminar rooms are to be cleaned nightly.
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.
8. All floors need to be maintained at the minimum of the current quality levels.
9. 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.
10. Day porter services are required at SCB 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 12B - L. William Seidman Center Flooring Breakdown of Space**

**L. William Seidman Center Flooring Breakdown of Space**

**Floor 1:**

Granite: 11,500 Square Feet  
Carpet: 19,585 Square Feet  
Porcelain Field Tile: 1,560 Square Feet  
Rubber Tile: 1,140 Square Feet

**Floor 2:**

Granite: 4,235 Square Feet  
Carpet: 20,480 Square Feet  
Porcelain Field Tile: 955 Square Feet  
Rubber Tile: 1,600 Square Feet  
VCT: 400 Square Feet

**Floor 3:**

Granite: 310 Square Feet  
Carpet: 27,488 Square Feet  
Porcelain Field Tile: 600 Square Feet  
Rubber Tile: 1,010 Square Feet

**Floor 4:**

Granite: 350 Square Feet  
Carpet: 1,895 Square Feet  
Porcelain Field Tile: 395 Square Feet  
Rubber Tile: 980 Square Feet  
VCT: 610 Square Feet

**Total:** 94,698, Square Feet

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**Exhibit 13A - Housing Building Specifications**

**Exhibit 12 A - Housing Specifications**

**1. Days and Hours of Service:**

a. Weekdays:

- i. Public spaces at Winter Hall and Secchia Hall need to be cleaned Monday through Friday beginning at 6:00 a.m. until completed.
- ii. Any loud cleaning (i.e. vacuum, loud machines) in the hallways or open spaces will need to be between the hours of 9:00 a.m. and 9:00 p.m. These items are allowed any hours in non-open locations i.e. conference rooms, laundry room, fitness center, etc.
- iii. The Winter Hall Fitness center must be first to be cleaned at 6:00 a.m. and completed by 8:00 a.m.
- iv. All locations need to be cleaned in accordance with cleaning frequencies below. If for some reason, this is not possible (i.e. access, occupied, etc.), the contractor must contact the university manager for alternative direction.

b. Weekends:

- i. Contractor is required to provide cleaning for a total of four (4) hours between Saturdays and Sundays. Duties include the following:
  1. Empty trash in entrances and public areas
  2. Fitness center - spot cleaning, trash, and stocking
  3. Hallway /Tower - spot cleaning, empty trash, and debris pickup
  4. General spot cleaning of all public areas
  5. Public restrooms - spot cleaning, trash, and stocking
  6. Conference rooms - straightened furniture, trash, cleaned as needed for events

**2. Apartment Turnovers:**

- a. Grand Valley State University's Housing Department will work directly with the contractor in coordinating apartment cleaning. All coordination must be in writing including the operations manager, housing manager, and contractor.
- b. The housing manager will provide a deadline in each request that must be adhered to by the contractor.
- c. All apartment cleaning requests must be responded to in writing within 24 hours of the request.
- d. All units might be requested to be clean (potentially in batches or as needed) with a turnaround time of 7-10 days.

**3. Public Area Floor Cleaning:**

- a. Public area floors must be stripped and waxed annually or extracted annually and touched up between semesters. Contractor will work directly with the operations manager in coordinating public area floor maintenance. All coordination must be in writing including the operations manager, housing manager, and contractor.
- b. All floors must be cleaned between the hours of 3:00 a.m. and 7:00 a.m.
- c. Secchia Hall towers require an additional person to assist with door opening as exterior doors may not be left propped and unattended.

**4. Public Area Furniture Cleaning**

- a. All furniture located in public spaces should be inspected daily for stains and damage and should be cleaned as needed.

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**Exhibit 13B - Secchia Hall 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

**Exhibit 3B - Secchia Hall Breakdown of Space**

Building	Room Number	Description	Floor Type	Square Feet	Total Square Feet
Secchia	S1	Stairs	RT	224	
Secchia	113	Laundry	Epoxy	425	
Secchia	114	Mechanical	CONC	425	
Secchia	Common	Common Space	CONC., VCT, RT	10,000	
<b>Secchia Typical Apartments (Averages)</b>					
<b>Secchia</b>	<b>Single A</b>	<b>21 Apartments</b>			
	A	Living room/Kitchen	CPT/VCT/ LVT	225	
	B	Bathroom	VCT/ LVT	43	
	C	Bedroom	CPT	128	
	D	Corridor	CPT/ LVT	14	<b>410</b>
<b>Secchia</b>	<b>Single B</b>	<b>18 Apartments</b>			
	A	Living room/Kitchen	CPT/VCT/ LVT	172	
	B	Bathroom	VCT/ LVT	51	
	C	Bedroom	CPT	123	
	D	Corridor	CPT/ LVT	48	<b>394</b>
<b>Secchia</b>	<b>Double A</b>	<b>24 Apartments</b>			
	A	Living room/Kitchen	CPT/VCT/ LVT	172	
	B	Bathroom	VCT/ LVT	52	
	C	Bedroom 1	CPT	123	
	D	Bedroom 2	CPT	147	
	E	Corridor	CPT LVT	47	<b>541</b>
<b>Secchia</b>	<b>Triple A</b>	<b>6 Apartments</b>			
	A	Living room/Kitchen	CPT/VCT/ LVT	259	
	B	Bathroom	VCT/ LVT	67	
	C	Bedroom 1	CPT	112	
	D	Bedroom 2	CPT	115	
	E	Bedroom 3	CPT	99	
	F	Corridor	CPT/ LVT	59	<b>711</b>
<b>Secchia</b>	<b>Quad A</b>	<b>12 Apartments</b>			
	A	Living room/Kitchen	CPT/VCT/ LVT	207	
	B	Bathroom 1	VCT/ LVT	40	
	C	Bathroom 2	VCT/ LVT	53	
	D	Bedroom 1	CPT	147	
	E	Bedroom 2	CPT	134	
	F	Bedroom 3	CPT	123	
	G	Bedroom 4	CPT	127	
	H	Corridor	CPT/ LVT	116	<b>947</b>

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**Exhibit 13C - Winter Hall Breakdown of Space**

**Winter Hall Breakdown of Space**

<b>TYPICAL APARTMENTS</b>					
	<i>Single</i>	<i>109 apartments</i>			
	A	Kitchen	SV (no wax)/LVT	48	
	B	Bathroom	SV (no wax)/LVT	54	
	C	Bedroom	CPT/LVT	145	<b>247</b>
	<i>Double</i>	<i>52 apartments</i>			
	A	Kitchen	SV (no wax)/LVT	103	
	B	Bathroom	SV (no wax) /LVT	46	
	C	Bedroom 1	CPT/LVT	110	
	D	Bedroom 2	CPT/LVT	108	<b>367</b>
<b>Winter</b>	<b>Barrier Free Single</b>	<b>4 apartments</b>			
	A	Kitchen	SV (no wax) /LVT	85	
	B	Bathroom	CT/LVT	78	
	C	Bedroom	CPT/LVT	152	<b>315</b>
<b>Winter</b>	<b>Barrier Free Double</b>	<b>4 apartments</b>			
	A	Kitchen	SV (no wax) /LVT	117	
	B	Bathroom	CT/LVT	62	
	C	Bedroom 1	CPT/LVT	128	
	D	Bedroom 2	CPT/LVT	126	<b>433</b>

**Flooring by Type (non-apartment space)**

Carpet: 9,219 Square Feet  
 Ceramic Tile: 269 Square Feet  
 Ceramic Tile w/mat: 571 Square Feet  
 Ceramic Tile/Carpet: 2,276 Square Feet  
 Rubber Tread: 470 Square Feet  
 Concrete: 798 Square Feet  
 Sheet Vinyl (no wax): 1,777 Square Feet  
 VCT: 6,742 Square Feet

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**Exhibit 13D – Housing Building Frequencies**

**Exhibit 3D – Secchia Hall and Winter Hall Frequencies**

\*\* Cleaning Frequencies are to follow general building frequencies as listed in Exhibit 2, **in addition** to those indicated below.

**Daily**

- Laundry Room (Tower G and Winter Hall)
- Empty & clean wastebaskets – replace liner
- Spot clean doors
- Clean window glass
- Clean sinks and splash areas
- Wipe down laundry machines
- Wipe down vending machines and mailboxes
- Dust mop and wet mop floors

**Exterior**

- Empty trash and ashtrays located by entrances
- Sweep each exterior entrance (front and back)
- Pick up trash and debris around each entrance

**Kitchen area**

- Empty & clean wastebaskets – replace liner
- Clean tables, sinks, counter
- Clean in & out of stove, fridge & microwave
- Sweep and mop floors

**Weekly**

- Flush floor drains
- Vacuum edges and corners
- Low dusting and window ledges
- Dust and wipe down all railings
- Vacuum, dust, and empty trash in offices (143, 115, 153)
- Clean and mop behind all laundry machines

**Yearly**

- Thoroughly extract all public area carpets
  - must be scheduled with operations manager
  - must be completed between 3:00 a.m. and 7:00 a.m.
- Thoroughly extract all apartment area carpets
  - must be scheduled with operations manager
- Strip and refinish floors
  - must be scheduled with operations manager
  - must be completed between 3:00 a.m. and 7:00 a.m.
- Clean underneath equipment in laundry rooms
  - must be scheduled with operations manager

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

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**Exhibit 13E - Housing Apartment Cleaning/Turnovers**

**Exhibit 3E - Secchia Hall and Winter Hall Apartment Cleaning / Turnovers**

The University shall approve the room turn check list used by the Contractor. Apartment Turnovers are to include, but are not limited to, the following:

**Kitchen/Hallways**

- Clean HVAC registers and vents
- Clean light fixtures (in and out)
- Spot clean walls
- Dust & clean cupboards and drawers (in and out)
- Clean counter tops, back splashes, sinks and fixtures
- Clean closets
- Clean baseboards, edges and corners
- Clean interior and exterior doors (including frames)
- Sweep and clean floor
- Stove
  - Clean inside (include washing of racks)
  - Clean drawers (in, out and under)
  - Clean stove top, burners, pans, front, sides and back of stove
- Refrigerator
  - Remove bins and wash
  - Clean inside and outside
  - Clean the sides, behind, under, and the wall behind

**Living Room**

- Empty wastebaskets (damp wipe inside and outside)
- High dust/clean all vents, ceiling and light fixtures (in and out)
- Wash walls, doors, frames, windows, sills, and blinds
- Vacuum all upholstered furniture and spot clean
- Polish wood furniture and clean furniture drawers
- Clean baseboards, edges and corners.
- Vacuum room & spot clean carpeting.

**Bathroom**

- Empty wastebaskets (damp wipe inside and outside)
- High dust/clean all vents, ceiling and light fixtures (in and out)
- Wash walls, doors and frames
- Clean mirrors and medicine cabinet (in and out)
- Clean counter tops, back splashes, sinks and fixtures
- Scrub clean shower/tub and fixtures removing all build up
- Clean stools - splash areas and pipes
- Clean baseboards, edges and corner sweep and clean floor

**Bedroom(s)**

- High dust/clean all vents, ceiling and light fixtures (in and out)
- Wash walls, doors, frames, windows, sills, and blinds
- Vacuum all upholstered furniture and spot clean
- Polish wood furniture
- Clean closets & dressers (in and out of drawers)
- Clean baseboards, edges and corners
- Vacuum room & spot clean carpeting. (moving all furniture)

**Floor cleaning**

- Details above should include spot removal of carpeted areas and removal of all marks on other floorings
- Complete carpet cleaning, stripping and waxing of VCT floors and upholstery cleaning should be completed annually and must be coordinated with university manager.

**Room Repairs**

- During room turns the Contractor shall look for damaged areas in rooms that may need to be repaired and submit work order requests to the University.

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**Exhibit 14A – 609 Watson Building Specifications**

Daily Monday – Friday @ 9am.

Security office area  
Security Locker rooms  
Security Entry  
Security Kitchen area  
Ground's office area  
Compliance Muster Area

- Empty trash & recycling containers
- Clean sink and counters
- Sweep and Mop floors
- Clean entryway glass.
- Clean restrooms.

Weekly

- Private Offices
- 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
- Power wash patrol car indoor parking area

**Exhibit 14B – 609 Watson Flooring Breakdown**

**Carpet - 5174 sqft**

**LVT 176 sqft**

**Tile 472 sqft**

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**Exhibit 15A - Muskegon Properties Breakdown of Space**

**Lake Michigan Center**

- 34,163 Square Feet
- 2 stories
- Main Building, Field station, & Garage
- 10 Offices
- 2 classrooms
- 5 Labs
- 1 seminar room
- 2 conference rooms
- 2 Break Rooms
- Fully ADA accessible
- 2 large cubical office suites

**MiHUB**

- 24,074 Square feet
- 2 stories
- Main building, & Fuel cell building
- 22 Offices
- 2 Classrooms
- 3 Labs
- 1 Seminar Room
- 2 Conference Rooms
- 2 Break Rooms
- Fully ADA Accessible

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**Exhibit 15B - Muskegon Properties Flooring**

The flooring in each building is as follows:

**Lake Michigan Center**

VCT/Vinyl Tile:

- Break Rooms
- Front entry/Lobby
- Stairwells and Labs

Carpeted:

- Office space
- Meeting and Conference rooms
- Seminar room
- Classrooms

Cement:

- Mechanical rooms
- Custodial rooms
- Garage restroom

Porcelain Covered Flooring:

- Restrooms

**MIHUB**

Recycled Rubber:

- Break Rooms

Carpeted:

- Front Entry/Lobby
- All hallways
- Office Lab space
- Meeting and Conference rooms
- Seminar Room
- Offices
- Classrooms

Cement/Metal Flooring:

- Fuel cell Building
- Mechanical Rooms
- Loading Dock

Porcelain Covered Flooring:

- Restrooms

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**Exhibit 15C - Muskegon Properties Flooring Breakdown of Space - MIHUB**

**Flooring by Type**

Cement:	1,888 Square Feet
Ceramic Tile:	450 Square Feet
Carpet:	19,960 Square Feet
Metal :	484 Square Feet
Recycled Rubber:	1,040 Square Feet
VCT:	252 Square Feet

**Total: 24,074**

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**Exhibit 15D - Muskegon Properties Flooring Breakdown of Space - Lake Michigan Center  
(AWRI)**

**Flooring by Type**

Cement:	444 Square Feet
Ceramic Tile:	876 Square Feet
Carpet:	9,604 Square Feet
Rubber Steps:	439 Square Feet
VCT:	10,079 Square Feet
VCT/CPT:	112 Square Feet
VCT/Rubber:	187 Square Feet

**Total: 21,741**

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**Exhibit 15E - Muskegon Properties Flooring Breakdown of Space - Lake Michigan Center  
(Field Station) (Boat House)**

**Flooring by Type**

**Floor 1:**

Walk-off mat:	112 square feet
Sheet Vinyl:	1,540 square feet
Sealed Concrete:	3,880 square feet
Carpet:	390 square feet
Porcelain Tile:	120 square feet
VCT:	1,000 square feet

**Floor 2:**

VCT:	860 square feet
Porcelain Tile:	110 square feet
Carpet:	1,080 square feet
Sealed Concrete:	3,280 square feet

**Total: 12,372**

**Boat House:**

Concrete	50 square feet
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**Grand Valley State University**  
**Custodial Services Contract**  
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**Exhibit 15F - Summary of Custodial Services - Muskegon**

The days and hours of services to Lake Michigan Center and MAREC 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 Mondays, Second floor on Tuesdays, etc.
2. The public areas are to be cleaned 5 days a week. The weekend requirements will be at a reduced schedule due to a limited number of weekend events.
3. Conference, meeting and seminar spaces and the auditorium are to be cleaned Monday through Friday. A weekend list will be supplied for specific rooms that will need to be cleaned on weekends based on events. The weekend requirements will be at a reduced schedule.
4. The classrooms are to be cleaned Monday through Friday. A weekend class list will be supplied for specific classrooms that will need to be cleaned on weekends. This list will change from semester to semester. The weekend classroom usage is at a greatly reduced demand.
5. Lab spaces are to be cleaned Monday through Friday or on an as needed basis. Some lab cleaning tasks, frequencies or access may have additional restrictions and requirements.

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**Exhibit 16A - Summary of Custodial Services - Meijer Holland Campus**

1. All building-wide cleaning frequencies in Exhibit 2 apply to the Meijer Campus - Holland 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:
  - a. Cleaning of facility should take place between 10p - 8a unless permission has been requested and approved. Cleaning contractor maybe requested to adjust start time to fit 8a ending time.
  - b. Exterior tasks should include: emptying trash containers and ashtrays & damp wipe outside; sweep around building entrances; clean table top & benches; and pick up trash & debris on upper balcony area.
8. A phone number is required an immediate emergency response.
9. All VCT floors should be maintained as the minimum of current quality levels.
10. 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.

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**Exhibit 16B - Meijer Holland Campus Breakdown of Space**

- Opened 1998
- 30,693 square feet, single story facility
- 12 faculty and other staff offices
- classrooms
- 1 computer equipped classroom
- 1 conference room
- Student study areas
- Fully ADA accessible
- Exterior sitting area

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<b>Exhibit 11- CHS Building Specifications</b>
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**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: POWER WASH ENTIRE RAMP (CEILING, WALLS) AND 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  
Concrete RT = Rubber tread

VCT = Vinyl tile

PVT = Ceramic Tile

CPT = Carpet

CONC =

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 eco floor
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	<b>2,331</b>	
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	<b>2,915</b>	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	<i>included</i>	No Access - by Request Only
515	Tenant Lab	WSV	<i>included</i>	No Access - by Request Only
517	Tenant Lab	WSV	<i>included</i>	No Access - by Request Only
519	Tenant Lab	WSV	<i>included</i>	No Access - by Request Only
521	Tenant Lab	WSV	<i>included</i>	No Access - by Request Only
523	Tenant Lab	WSV	<i>included</i>	No Access - by Request Only
527	Tenant Lab	WSV	<i>included</i>	No Access - by Request Only
529	Tenant Lab	WSV	<i>included</i>	No Access - by Request Only
531	Tenant Lab	WSV	<i>included</i>	No Access - by Request Only
533	Tenant Lab	WSV	<i>included</i>	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	PCI	283	
587	Women's Restroom	PCI	360	
589	Storage	VCT	55	

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**Exhibit 6B- Raleigh Finkelstein Hall Specifications**

**Raleigh Finkelstein Hall Specifications**

The days and hours of services to the Raleigh Finkelstein Hall will be as follows. They include, but are not limited to the following.

1. Private office spaces are to be cleaned once weekly with each floor on a separate evening. For example, 1<sup>st</sup> floor on Sundays, 2<sup>nd</sup> floor on Tuesdays, etc. Dean and/or Directors office 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. 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.
4. 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.
5. Seminar Rooms: Seminar rooms are to be cleaned nightly.
6. Lab spaces are to be cleaned Sunday through Thursday. Some lab cleaning tasks, frequencies, or access may have additional restrictions and /or 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.
8. All floors need to be maintained at the minimum of the current quality levels.
9. 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.
10. Dayporter services are required at RFH 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 6A - Raleigh Finkelstein Hall Flooring Breakdown**

SC = Sealed Concrete      CT = Ceramic Tile      CPT = Carpet      SV - Sheet Vinyl  
 SP = Sports Floor      MAT = Walk Off Mats      RF = Resinous Flooring  
 PFT = Porcelain Floor Tile      BBT = Vinyl Composition Tile

<b>Flooring Type</b>	<b>Total</b>
BBT	18877
PFT	7376
CPT	26764
MAT	605
SP	3822
SV	3506
RF	1522
SC	712
<b>Total</b>	<b>63,184</b>

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**Exhibit 19A - DeVos Center for Interprofessional Health Building Specifications**

**Devos Center for Interprofessional Health**

The days and hours of services to the Devos Center for Interprofessional Health 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: POWER WASH ENTIRE RAMP (CEILING, WALLS) AND SCRUB FLOORS /YEARLY
- 7 Dayporter services are required at DCIH 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 19B - DeVos Center for Interprofessional Health Flooring Breakdown**

SC = Sealed Concrete      CT = Ceramic Tile      CPT = Carpet      SV - Sheet Vinyl  
SP = Sports Floor      MAT = Walk Off Mats      RF = Resinous Flooring  
PFT = Porcelain Floor Tile      BBT = Vinyl Composition Tile

Carpet: 55,296 sq ft  
Resilient tile: 44,201 sq ft  
Quarry tile: 2,782 sq ft  
Porcelain tile: 59,347 sq ft  
WO entry grid: 242 sq ft  
CPT tile mat: 450 sq ft  
Sealed conc: 12,000 sq ft

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**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			

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**Certification/Proposal/Contract**

I. 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): \_\_\_\_\_

II. 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.

III. 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) \_\_\_\_\_

IV. 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

\_\_\_\_\_ Veteran Owned      \_\_\_\_\_ ADA Disabled Person(s)

V. Bidder acknowledges receipt of the following addenda:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

VI. Base Proposal Sum:

Campus	Location	Annual Cost
Pew Campus - Academic		
	DeVos Center	\$
	Eberhard Center	\$
	Innovation and Design Center	\$
	Keller Engineering Building	\$
	Kennedy Hall of Engineering	\$
	Seward Ramp	\$
	Seidman Building	\$
	Consumers Energy Building Shared Space	\$
	Consumers Energy Third Floor	\$
	Consumers Energy First and Second Floor	\$
	The Bicycle Factory	\$
	The Depot	\$
	Watson Building	\$
	Subtotal:	\$
Health Campus		
	Cook DeVos Center for Health Science	\$
	DeVos Center for Interprofessional Health	\$
	Raleigh J Finkelstein Hall	\$
	Subtotal:	\$
Muskegon		
	Lake Michigan Center	\$
	The Hub	\$
	Subtotal:	\$
Holland		
	Meijer Holland Center	\$
	Subtotal:	\$
Entire Academic Contract Total:		\$

Pew Campus - Housing		Cost:
Secchia Hall Public Spaces - Annual Cost		\$
Winter Hall Public Spaces - Annual Cost		\$
Pew Campus Housing Public Space Total:		\$
Secchia Hall Apartment Turns		Cost:
General Cleaning (Per clean)		
1 bedroom		\$
2 bedroom		\$
3 bedroom		\$
4 bedroom		\$
1 bedroom (barrier free)		\$
Carpet/LVT & Upholstery Cleaning (per clean)		
1 bedroom		\$
2 bedroom		\$
3 bedroom		\$
4 bedroom		\$
1 bedroom (barrier free)		\$
Hard Floors (wax) (per application)		\$
Winter Hall Apartment Turns		Cost:
General Cleaning (Per clean)		
1 bedroom		\$
2 bedroom		\$
3 bedroom		\$
4 bedroom		\$
1 bedroom (barrier free)		\$
2 bedroom (barrier free)		\$
Carpet/LVT & Upholstery Cleaning (per clean)		
1 bedroom		\$
2 bedroom		\$
3 bedroom		\$
4 bedroom		\$
1 bedroom (barrier free)		\$
2 bedroom (barrier free)		\$
Hard Floors (wax) (per application)		\$

Unit cost per square foot to reconditioning carpet and hard floor services, and all floor mat extractions. \$ \_\_\_\_\_

\_\_\_\_\_  
List below offered discounted rates for billing/contract adjustments (optional):

- a. Discount for Semi-Annual Payment (July and January) \_\_\_\_\_ %
- b. Discount for Annual Payment (July) \_\_\_\_\_ %
- c. Discount for automatic five (5) year contract \_\_\_\_\_ %

VII. 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

I. 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