



SHIAWASSEE COUNTY ROAD COMMISSION

701 West Corunna Avenue, Corunna, Michigan 48817-1229
Phone: (989) 743-2228 - Fax: (989) 743-5008

CHRISTOPHER CANNON
Managing Director

MIKE GIRARD
Director of Finance and
Human Resources/
Clerk of the Board

Commissioners:
MIKE CONSTINE
RIC CRAWFORD
JOHN PLOWMAN

NOTICE TO BIDDERS SHIAWASSEE COUNTY ROAD COMMISSION

Sealed proposals will be received by the Shiawassee County Road Commission, 701 W. Corunna Avenue, Corunna, Michigan 48817 until noon, **Monday, December 8, 2025.** Proposals will be publicly opened at 7:30 a.m. on Tuesday, December 9, 2025, and read for the following:

2026-2027 JANITORIAL SERVICE

Information will be available at the office of the Shiawassee County Road Commission or by calling (989) 743-2228. The proposal may also be obtained from the Road Commission website at www.shiawasseeroads.com or requested via email at generalmail@shiawasseeroads.com. Bids can be mailed or hand-delivered to the Road Commission offices at the above address. This is a public bid opening. Results (bid tabulations) will be posted on our website.

ALL BIDS MUST BE IN A SEALED ENVELOPE AND PLAINLY MARKED ON THE OUTSIDE AS "JANITORIAL BID". THE ENVELOPE SHALL INCLUDE THE NAME AND ADDRESS OF THE BIDDER.

"The Shiawassee County Road Commission, in accordance with Title VI of the Civil Rights of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, disability, race, color, or national origin in consideration for an award."

The Board reserves the right to reject any or all proposals or any part of the same, to waive irregularities and or informalities and to make the award in part or entirety as may appear in the best interest of the County of Shiawassee.

SHIAWASSEE COUNTY BOARD OF ROAD COMMISSIONERS
Mike Constine, Ric Crawford, John Plowman

SHIAWASSEE COUNTY ROAD COMMISSION
701 W CORUNNA AVENUE
CORUNNA, MI 48817
PHONE: (989)743-2228
EMAIL: generalmail@shiawasseeroads.com

2026 – 2027 JANITORIAL SERVICE AGREEMENT

Please submit a bid based on the following requirements:

1. TWO (2) TIMES WEEKLY:

- a. Vacuum carpeting. Spot clean carpet with products that will not fade or discolor carpeting in administrative office area.
- b. Remove all trash in waste baskets and dispose of debris.
- c. Clean and sanitize sinks, urinals, toilets, toilet bowls and mirrors in the following locations:
 - i. Administrative office area breakroom and bathrooms
 - ii. Union breakroom bathrooms/locker area
 - iii. Garage bathroom
- d. Spot clean wash room walls.
- e. Refill soap dispensers, hand towels and toilet tissues from SCRC supply.

2. ONE (1) TIME WEEKLY:

- a. Mop all non-carpeted flooring in the administrative office area.
- b. Dust window sills, furniture, file cabinets, desk tops, counter tops, office and lobby furniture as needed.
- c. Spot clean glass partitions, door jams, base boards, etc.

3. ADDITIONAL TO WEEKLY DUTIES:

- a. Clean lobby doors and glass.
- b. Clean windows, inside (two (2) times annually).
- c. Strip and wax Administrative area bathrooms, lobby and foreman area floors (one (1) time annually in late spring or early summer).
- d. Additional wax only Administrative area bathrooms, lobby and foreman area floors (one (1) time annually in the late fall/early winter)
- e. Strip and wax Union breakroom bathrooms/locker area and Garage bathroom floors (two (2) times annually in late spring/early summer and late fall/early winter).

4. AS NECESSARY:

- a. Dusting of all blinds and baseboards.

5. JOB REQUIREMENTS:

- a. All necessary cleaning equipment and supplies will be provided by the contractor.
- b. Work shall consist of two days per week (Tuesday and Thursday)
- c. Janitorial services must be provided at a time outside of normal Road Commission business hours. Typically, after 4:00 PM.
- d. An invoice will be required for submission of payment on a monthly basis.

6. **TERMINATION OF CONTRACT:**

- a. This agreement shall be for two (2) years.
- b. Upon a thirty (30) day written notice by either party, this agreement shall be void.

7. This is for contractual services only. There will be no benefits paid for by the Shiawassee County Road Commission. Proof of workers' compensation insurance and a certificate of liability insurance with \$1,000,000 of general liability coverage must be provided with the quote.

8. **RENEWAL OPTION:** The Shiawassee County Road Commission reserves the right to renew this agreement for additional two-year terms. Each renewal to be mutually agreed upon by both parties. Pricing, terms and conditions for the first two-year contract will remain the same for any subsequent two-year renewal period.

Monthly Cost for Janitorial Services \$_____

Date _____

Company Name

Address

Company Representative Signature

Printed

Phone Number

Email

Commercial Reference #1:

Contact Person

Address

City, State, Zip

Phone Number

Commercial Reference #2:

Contact Person

Address

City, State, Zip

Phone Number