

# PROFESSIONAL SERVICES CONTRACT

This Contract for Professional Services (the “Contract”) is by and between the County of Genesee, a Michigan Municipal Corporation, whose principal place of business is located at 1101 Beach Street, Flint, Michigan 48502 (the “County”), and **DU All Cleaning, Inc**, a **Michigan, Domestic Profit Corporation**, whose principal place of business is located at **35474 Mound Rd., Sterling Heights, MI 48310** (the “Contractor”) (the County and the Contractor together, the “Parties”).

## 1. Term

### 1.1 Initial Term

The initial term of this Contract commences on **4-7-25** and shall be effective through **9/30/27** (the “Initial Term”).

### 1.2 Extension Terms

The Board has the option to extend this Agreement for up to four (4) one-year terms (the “Extension Terms”).

## 2. Scope of Work

The Contractor agrees to perform the services described on Exhibit A (the “Services”).

## 3. Compensation

The Contractor shall be paid a flat fee of **\$337,799.46 for FYE 25 and \$587,923.44 for FYE 26 & FYE 27** for the performance of the Services. Upon completion of the Services, the Contractor must provide to the County an invoice in a form acceptable to the County, along with any necessary supporting documentation. The County will pay the Contractor within sixty (60) days of the County’s acceptance of the invoice and supporting documentation.

## 4. Taxes.

The County is a Michigan Municipal Corporation. The Contractor acknowledges that the County is exempt from Federal Excise Tax and Michigan Sales Tax.

## 5. Contract Administrator

The contract administrator for this Contract is **Raymond Zanke** (the “Contract Administrator”). The Contractor acknowledges that the Contract Administrator is the primary County contact for notices and instructions related to this Contract. The Contractor agrees to provide a copy of all notices related to this Contract to the Contract Administrator.

## 6. Warranties

The Contractor warrants that:

- 6.1 The Services will be performed in a good and workmanlike manner and in accordance with generally acceptable practices in the industry.
- 6.2 The Contractor will comply with all federal, state, and local laws in the performance of the Services.
- 6.3 The Contractor will comply with the requirements of any federal or state grants used to fund or support this Contract.
- 6.4 The Contractor will obtain and maintain all applicable licenses and permits necessary to provide the Services for the entire term of this Contract.
- 6.5 The Contractor will obtain and maintain all applicable licenses and permits necessary to provide the Services for the entire term of this Contract.

The Contractor agrees to indemnify, defend, and hold harmless the County, its officials, officers, agents, and employees from any and all claims, damages, or liability, including defense costs, arising out of the Contractor's breach of these warranties.

## **7. Suspension of Work**

### **7.1 Order to Suspend Performance**

Upon written order of the Contract Administrator, the Contractor agrees to immediately suspend performance of the Services. The Contractor shall not be entitled to compensation for any Services performed during any period in which the Contract Administrator has directed that the Services be suspended.

### **7.2 Necessary Actions Before Suspension**

If immediate suspension of the Services would cause harm, injury, or damage to persons or property, the Contractor must immediately notify the Contract Administrator of the nature of such harm, injury, or damage, and obtain written authorization from the Contract Administrator to take such necessary action as to prevent or minimize such harm, injury or damage. Actions authorized by the Contract Administrator pursuant to this paragraph are compensable.

## **8. Termination**

### **8.1 Termination for Cause**

If the Contractor is in breach of any provision of this Contract, and such breach continues for fourteen (14) days after written notice is issued to the Contractor by the County of the breach, the County may terminate this Contract. Such termination for cause is effective upon receipt of the notice of termination by the Contractor.

In addition to any other remedies provided by law or this Contract, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

#### 8.2 Immediate Termination

If the County, in its discretion, determines that the Contractor's breach of this Contract constitutes a threat to public health, safety, or welfare, the County may terminate this Contract immediately upon notice to the Contractor.

In addition to any other remedies provided by law or this Contract, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

#### 8.3 Termination for Convenience

If the County determines that it is in the County's best interests, the County may terminate this Contract upon thirty (30) days written notice to the Contractor.

The County shall pay for all work properly performed up to the effective date of the notice of termination.

#### 8.4 Termination for Lack of Funding

If this Contract is funded by public funds or a grant from a public or private entity, and the funds are not appropriated or the grant is discontinued, the County may terminate this Contract by written notice specifying the date of termination.

The County shall pay for all work properly performed up to the effective date of the notice of termination.

### 9. **Nondiscrimination**

The Contractor covenants that it will not discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual identity, gender, gender identity, gender expression, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position, and that it will require the same non-discrimination assurances from any subcontractor who may be used to carry out duties described in this contract. Contractor covenants that it will not discriminate against businesses that are owned by women, minorities or persons with disabilities in providing services covered by this Contract, and that it shall require the same assurances from subcontractors. Breach of this covenant shall be regarded as a material breach of this contract.

## **10. Freedom of Information Act**

This Contract and all attachments, as well as any other information submitted by the Contractor to the County, are subject to disclosure under the provisions of MCL 15.231, et seq., known as the "Freedom of Information Act".

## **11. Intellectual Property**

Any intellectual property created by the Contractor in the performance of the Services shall be considered a work made for hire, and any and all rights in such intellectual property shall belong solely to the County. Upon the County's request, the Contractor agrees to execute any documents necessary to convey ownership of such intellectual property to the County.

## **12. Audit Rights**

### **12.1 Certification of Accurate Information**

Contractor certifies that all information provided to the County by the Contractor relating to the award or modification of this Contract, or any payment or dispute related to this Contract, is true and correct. The Contractor further certifies that its accounting system conforms to generally accepted accounting principles.

### **12.2 Inspection**

The Contractor agrees that the County may inspect the Contractor's plant, place of business, or worksite to ensure compliance with the terms of this Contract. If this Contract is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor's plant, place of business, or worksite to ensure compliance with the terms of this Contract and the terms of the applicable grant.

### **12.3 Audit**

The Contractor agrees that the County may examine the Contractor's records to ensure compliance with the terms of this Contract. If this Contract is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor's records to ensure compliance with the terms of this Contract and the terms of the applicable grant.

### **12.4 Records Retention**

The Contractor agrees to maintain any business records related to this Contract or the Contractor's performance under this Contract for a period of at least three (3) years after final payment.

## **13. Identity Theft Prevention**

- 13.1 In the event that the Contractor will obtain identifying information during the performance of the Services, the Contractor must take reasonable precautions to ensure that such identifying information is protected from unauthorized disclosure and is used only for the purpose of performing the Services.
- 13.2 For the purposes of this Paragraph, "identifying information" means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including but not limited to name, address, telephone number, social security number, date of birth, driver's license number, taxpayer identification number, or routing code.

#### **14. Insurance Requirements and Indemnification**

The Contractor shall at all times maintain in full force and effect for duration of the term of this agreement the following insurance coverages. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan, having an AM Best rating of at least A- and acceptable to Genesee County. In addition, the County reserves the right to modify or waive at any time any applicable insurance requirements based on the scope of services provided at the discretion of the County's Risk Manager or other authorized representative of the County.

**Commercial General Liability Insurance** on an "occurrence basis" with minimum limits of \$1,000,000 per occurrence and a \$2,000,000 aggregate limit.-. The policy shall name Genesee County, including all employees, elected and appointed officials and volunteers, all boards, commissions, and/or authorities, and their board members, employees, and volunteers as additional insureds. Coverage shall be primary and non-contributory, including a waiver of subrogation in favor of the County.

**Workers' Compensation Insurance** – as required by and in accordance with all applicable statutes of the State of Michigan, including Employers' Liability Coverage.

**Automobile Liability** – Including Michigan No-Fault coverages, with limits of liability not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Coverage shall include all owned, non-owned, and hired vehicles. Limits may be satisfied using primary and excess/umbrella liability policies. -. The policy shall name Genesee County, including all employees, elected and appointed officials and volunteers, all boards, commissions, and/or authorities, and their board members, employees, and volunteers as additional insureds.

**Professional Liability Insurance** – in an amount not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. If this policy is a claims made form, the Contractor shall be required to keep said policy in force, or purchase "tail" coverage for a minimum of three (3) years after the termination of this contract.

**Cyber Liability Insurance** – in an amount not less than \$1,000,000 per occurrence and \$2,000,000 aggregate including, data breach response, network

security liability and business interruption. Coverage should be primary and non-contributory, name Genesee County as additional insured. Including legal and regulatory compliance.

A licensee or its insurance broker shall notify the County of any cancellation or reduction in coverage within seven (7) days of receipt of insurer's notification to that effect. The contractor, licensee, permittee, or lessee shall forthwith obtain and submit proof of substitute insurance to the County Risk Manager within five (5) business days in the event of expiration or cancellation of coverage.

#### 14.1 Insurance Certificate and Additional Insured Coverage

- 1. Certificate of Insurance** – The contractor must provide a Certificate of Insurance evidencing the required insurance set forth above. The Certificate Holder should be listed as follows:

Genesee County  
Attn: Risk Management  
1101 Beach Street, Flint, MI 48502

- 2. Endorsements** In addition, the contractor must provide the following endorsements, including but not limited to:

- a. An additional insured endorsement (equivalent in coverage to ISO form CG 20 10 and CG 20 37) naming the "Genesee County, its officials, employees and agents, all boards, commissions and/or authorities and board members, including employees and volunteers thereof" as additional insureds under the general liability policy. No person or department should be identified as the additional insured. Coverage afforded shall be considered primary and any other insurance or self-insurance, maintained by or available to the County shall be considered secondary and/or excess.
- b. An endorsement to each policy stating that such policy shall not be cancelled or reduced in coverage except after thirty (30) days prior written notice to County. Cancellation, material restriction, nonrenewal or lapse of any of the required policies shall be grounds for immediate termination of the Agreement by the County. If any of the required coverages expire during the term of the contract, the vendor shall deliver renewal certificates, endorsements, and/or policies to County at least ten (10) days prior to the expiration date.

In lieu of required endorsements, a copy of the policy sections, where coverage is provided for additional insured and cancellation notice, may be acceptable. Copies of all policies mentioned above shall be furnished, if so requested.

#### 14.2 Indemnification

The Contractor agrees to indemnify, defend, and hold harmless the County, its officials, officers, agents, and employees from any and all claims, damages, or liability, including defense costs, arising out of the Contractor's performance of the Services or presence on the County's property or

worksite. Contractor agrees that the insurance requirements specified in the contract do not reduce the liability Contractor has assumed in the indemnification/hold harmless section of the Contract.

## **15. Independent Contractor**

The Contractor and its agents and employees are independent contractors and are not the employees of the County.

## **16. General Provisions**

### **16.1 Entire Contract**

This Contract, consisting of the following documents and Exhibits, embodies the entire Contract between the Parties.

16.1.1. The Contract – This Professional Services Contract

16.1.2. Exhibit A – The Scope of Work

There are no promises, terms, conditions, or obligations relating to the Services other than those contained herein. In the event of a conflict between this Contract and any Exhibit, the terms of this Contract shall control.

### **16.2 No Assignment**

The Contractor may not assign or subcontract this Contract without the express written consent of the County.

### **16.3 Modification**

This Contract may be modified only in writing executed with the same formalities as this Contract.

### **16.4 Binding Effect**

The provisions of this Contract shall apply to and bind the heirs, executors, administrators, and assigns all of the parties hereto.

### **16.5 Headings**

The paragraph headings in this Contract are used only for ease of reference, and do not limit, modify, construe, and or interpret any provision of this Contract.

### **16.6 Governing Law and Venue**

This Contract is entered into under the laws of the State of Michigan. Any litigation between the Parties arising out of this Contract must be initiated within two years of the cause of action accruing and must be brought in a court of competent jurisdiction in Genesee County, Michigan.

16.7 Subpoena Power

The Contractor acknowledges and understands that the Chairperson of the Genesee County Board of Commissioners, pursuant to MCL 46.3(5), as amended, has the power to administer oaths, issue subpoenas, and compel a person's attendance in the same manner as a court of law. The Contractor agrees to submit to this power with respect to this Contract.

16.8 Severability and Survival

In the event that any provision of this Contract is deemed by any court of competent jurisdiction to be legally ineffective, such decision shall have no effect on the remaining provisions of this Contract.

16.9 Interpretation

Each Party has had opportunity to have this Contract reviewed by legal counsel and has had equal opportunity to contribute to its contents. In the event of any dispute concerning the interpretation of this Contract, there shall be no presumption in favor of any interpretation solely because the form of this Contract was prepared by the County.

16.10 Remedies

All remedies specified in this Contract are non-exclusive. The County reserves the right to seek any and all remedies available under this Contract and applicable law in the event that the Contractor fails to abide by the terms of this Contract.

IN WITNESS WHEREOF, the Parties have caused this Contract to be executed by their duly authorized agents.

Du-All Cleaning Inc.

COUNTY OF GENESEE

By: \_\_\_\_\_  
Mondi Rakaj  
Director of Operations/President

By: \_\_\_\_\_  
Delrico J. Loyd, Chairperson  
Board of County Commissioners

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# EXHIBIT A

## Description of the Services

This information will be provided upon mutual agreement between the County and selected vendor.

### COMPLIANCE WITH PERFORMANCE STANDARDS

The Contractor shall be required to clean each facility subject to this contract to a neat and clean condition satisfactory to the County and in accordance with the specifications and frequencies set forth in the agreement. The Contract Administrator at each location will monitor the Contractor's performance.

All questions concerning the quality or acceptability of materials used, the work performed, the manner of performance, and progress meeting the requirements of the contract should be taken to the Contract Administrator at each location.

### SPECIFICATION DEFINITIONS

The following definitions of words or phrases, which are used in the Job Specifications section of this document, define the acceptable minimum standard required for work under this contract.

- A. Daily Service - Service or tasks that are, without exception, to be performed each working day, Monday through Friday, except Holidays as specified in "Holiday Schedule".
- B. Weekly Service - Service or tasks that are to be completed on a weekly basis.
- C. Monthly Service - Service or tasks that are to be completed in their entirety each month.
- D. Quarterly Service - Service or tasks that are to be completed in their entirety every three (3) months.
- E. Bi-Annual Service - Service or tasks that are to be completed in their entirety every six (6) months.
- F. Wet Mopping and Scrubbing – At the stated frequencies, hard floors shall be Wet Mopped or Scrubbed as follows:
  - a. The floors shall be properly prepared to remove all loose dirt and debris, wads of gum, tar, and other foreign substances.
  - b. Upon completion of wet mopping or scrubbing, the floor shall be clean, free of dirt, stains, spills, marks, mop marks, and properly rinsed and dry mopped to present a clean appearance.
  - c. All surfaces shall be dry. All corners, cracks, and splice joints shall be clean. Base shoe, walls, furniture, doors, etc., shall be wiped to remove any streaks or splashes.
- G. Stripping and Sealing – At the stated frequencies, hard floors shall be Stripped and Sealed as follows:
  - a. Clear the floor area as necessary.
  - b. Thoroughly clean the floor by Wet Mopping and Scrubbing.
  - c. Strip the existing sealer from the floor and thoroughly rinse and neutralize the floor according to stripper and sealer manufacturer's recommendations.
  - d. Apply a uniform coat of sealer according to manufacturer's recommendations.
  - e. Replace all furniture and equipment items previously removed.

H. Wet Mopping and Buffing -

- a. At the stated frequencies, floor shall be wet mopped and buffed between regular waxing operations. The floor shall be properly swept free of all loose dirt prior to mopping.
- b. Fresh water, to which an odorless detergent or cleaning agent has been added, shall be used with a sponge-type or string-type mop to remove all dirt and marks. (A Quaternary disinfectant shall also be added to the water for cleaning the restroom floor.) Upon completion of wet mopping, the floor shall be clean and free of dirt, dust, grit, marks, water streaks, mop marks and properly rinsed, and dry mopped to present a clean appearance.
- c. All surfaces shall be dry with corners, cracks, and splice joints clean after wet mopping.
- d. The floor area will be machine buffed to restore the gloss to the floor. Spot wax as necessary to restore floor to clean, bright appearance. Do not allow wax buildup at edges or corners and blend spot wax into existing wax leaving no demarcation line between the two.

I. Rugs, Carpets and Upholstery -

- a. A properly vacuumed carpet shall be free of all dirt, dust, grit, lint, dust balls, and debris. Areas that cannot be reached by vacuums, shall be broom cleaned prior to vacuuming. All spots or stains shall be removed by spot cleaning methods. The machine used to vacuum shall have adequate suction to lift dirt, grit and debris from the base of the carpet nap (3.5 amps or greater). It shall also function in a manner to completely contain all material vacuumed from the carpet without discharging dust or other materials into the air. All stains shall be removed immediately with a carpet cleaning solution in such a manner as to not leave rings or discoloration.
- b. Soft upholstery shall be free of all lint, dust, and other debris. Fabric or nap shall not be damaged by cleaning procedure.

J. Dusting -

- a. Dusting residue shall not be moved from spot to spot but removed directly from the area in which it lies by the most effective means appropriate; treated dusting cloths or vacuum tools.
- b. A properly dusted surface shall be free of all dirt and dust, dust streaks, lint and cobwebs. There shall be no dust streaks remaining on any surface, including corners, ledges, shelves, molding, etc.
- c. There shall be no oils, spots, smudges or residue from dusting aids on dusted surfaces.
- d. Dusting shall be completed before vacuuming, sweeping, and dust mopping.

K. Damp Wiping -

This task consists of using a clean, damp cloth or sponge to remove all dirt spots, streaks from walls, glass or other specified surfaces, and then drying to provide a polished appearance.

L. Furniture Upkeep -

- a. Desks, files, tables, cabinets, etc., shall be kept free of fingerprints, stains, smudges, etc. Chair and table legs and edgings shall be cleaned free of marks and polished to a bright appearance.
- b. Water fountains shall be disinfected; the chrome, stainless steel and cabinets polished to a clean, bright appearance.

M. Glass Cleaning -

Properly cleaned glass/mirror surface shall be free of streaks, film, deposits, debris and stains and shall have a uniformly bright appearance.

Bullet resistant glass must be cleaned with an approved cleaning product and lint-free cloth.

N. Sinks –

Fixtures and their hardware, when properly cleaned, shall be free of all deposits, stains, streaks, film, odor, debris, and germs.

O. Vaults -

Including certain other areas are of limited access and entry for cleaning purposes will be defined by the contract administrator as to cleaning practices and times. Other areas, as circumstances dictate, may be excluded on either a permanent or temporary basis as confidentiality dictates.

## **PERFORMANCE STANDARDS**

Specific tasks and the frequency of their performance are stated in the Job Specifications. These are minimum requirements. Due to conditions found at particular locations, the Contractor may need to increase the frequency of the tasks in order to keep the facilities neat and clean in accordance with the performance standards stated herein. Any increase in the routine tasks shall be at no additional cost to the County. The Contract Administrator will use the following minimum quality standards to evaluate the performance of the Contractor:

- A. Absence of all dust, lint, spider webs, etc. on horizontal and vertical surfaces, floors, walls, ledges, upholstered furniture, systems furniture, equipment, fixtures and surfaces up to and including the ceiling, that are visible from the floor surface below or adjacent floor levels, balconies, stairs, etc. This includes exposed surface of lights, grills, light fixtures, pipe, sprinkler system, cables, ledges, walls and ceiling vents.
- B. Absence of finger marks, spots and/or soil build-up on walls, partitions, doors, windows, dividers, etc.
- C. All urinals, toilets, lavatories must be maintained in a clean and sanitary condition free of all stains, streaks, soil or other residue or latent odor, do not mingle cleaning equipment with other areas
- D. Absence of all bacteria growth and spore formations on surfaces and water fountains.
- E. Absence of litter and/or trash in stairwells, offices, rest rooms and other public areas.
- F. Absence of graffiti, marks, streaks, spots, stains from all mirrors, stainless steel, chrome, brass and other bright metal surfaces where appropriate. All work shall be polished to a dry sheen.
- G. Floor drains shall be maintained at all times with a germicidal solution to fill the drain trap and prevent the escape of sewer gas.
- H. Absence of chewing gum from floors, carpet, sidewalks or any other surfaces.
- I. The reflectance and protective finish on smooth, hard surfaced, wood, terrazzo, tile and resilient floors shall be a uniform gloss without streaks, swirls or visible scratches.
- J. Provide adequate protection against slippery floors by ensuring finishes and treatments are properly applied, maintained and free of standing water.
- K. Absence of incrustation, soil and wax build-up on floors, particularly in corners, along edges and baseboards, around door jams and around furniture and equipment legs and bases.

- L. Absence of visible soil, litter, dust, lint, debris and spots from all carpets, mats and floors.
- M. Maintain all janitorial equipment and supply storage areas in a neat condition.
- N. Absence of soil, litter, dust and incrustation in ashtrays, urns, wastebaskets, and trash containers. Ashtrays, wastebaskets and trash containers shall be washed when needed.
- O. Absence of marks, spots, stains and streaks on interior and exterior entrance doors and glass, all partition glass, and interior windows.
- P. Absence of soil and dust on window blinds, shades, sills, frames and ledges.
- Q. Absence of trash in buildings. Trash shall be collected and removed to designated area which shall be maintained in a neat and tidy condition.

### **OTHER TASKS**

The below tasks are to be performed on an "As-Needed Basis" with a minimum of 7 days' notice from the Contract Manager and a quoted price from the contractor. The Contractor shall quote and complete these tasks prior to submitting an additional billing invoice for the month in which the work was requested.

- a. Exterior window washing.
- b. Wash interior walls and baseboards.
- c. Room carpet cleaning.

### **SPECIAL OR EMERGENCY CLEANING**

When directed by the Contract Administrator by written order to clean any area required for a special occasion or made necessary by an emergency or mishap at any of the locations listed in this RFP, the Contractor shall furnish all labor and supervision as required to fill the order.

Examples of emergency cleaning include, but are not limited to, vomit, bowel and blood pathogen clean up within two hours of notification. These emergency services are to be done by the Day Porter (if on duty) or by Contractor's staff (if on duty). If it happens when Contractor's staff/day porter are not on duty, Genesee County staff will do preliminary cleaning with a complete cleaning done by contractor staff when they arrive on duty. Contractor's staff is not responsible for bedding and/or other linens.

Emergency responses occurring during normal service hours will be performed without incurring an additional charge if the emergency can be responded to by redeploying regular staff and equipment. If the emergency requires additional staff, the Contract Administrator may authorize a charge for additional emergency service.

In the event of a major emergency and at the sole determination of the Contract Administrator or his designee, the Contractor may be requested to assist in a cleanup operation when an additional outside contractor has been engaged by the County to provide related services.

### **INITIAL START UP CLEANING**

The Contractor shall do an initial cleaning, to bring the location into contract compliance in accordance with the quality standards of these specifications. This cleaning must be performed within 30 days of the start of the contract unless a different length of time is

specified in the proposal. Initial cleaning cost is to be listed as a separate cost from the monthly/annual cost in the proposal. Contract Administrator must approve the completed work.

## JOB SPECIFICATIONS - ALL BUILDINGS

The following job specifications are the minimum acceptable cleaning standards required by Genesee County for all buildings included in this Request for Proposal.

Each building to have a lead person or supervisor that does at least the following:

- Ensures that all workers sign in and sign out for assigned duty
- Verifies that all scheduled work has been completed
- Ensures that lights are turned off after areas are cleaned (may need assistance of owner's Property Attendant) and that doors are closed and/or locked as necessary
- Notifies Property Attendant (where applicable) that the crew is leaving the building
- Completes a checklist that documents the above and notes any special work performed or unusual conditions observed
- Submits the checklist to the supervisor or owner's representative

### **DAILY PERFORMANCE STANDARD: MONDAY THROUGH FRIDAY**

- A. Room Cleaning: Office Areas, File Rooms, Libraries, and Conference Rooms
  - a. Empty and put back all waste containers and wash as needed. If plastic liners are used, inspect and replace if soiled. Personal desk side recycling containers will be emptied and cleaned by Genesee County.
  - b. Floors shall be swept clean with a treated dust mop. Evidence of spillage shall be damp mopped. Damp mop traffic areas soiled or spotted during the day. Remove visible debris from the floor. Where needed vacuum all carpeted foot-traffic areas and rugs.
  - c. Remove trash to an area designated by the County.
  - d. Clean and disinfect all drinking fountains.
  - e. All wall surfaces, partitions, doors, internal windows, and window sills shall be spot cleaned.
- B. Restrooms
  - a. Floors shall be wet mopped and disinfected.
  - b. Clean ceramic tile walls and toilet partitions.
  - c. Stools, seats and urinals shall be washed inside and out with a disinfectant detergent. Seat shall be left in a raised position. Wash basins shall be cleaned and wiped free of all water marks. All mirrors, shelves, chrome fixtures and pipes shall be damp wiped and polished dry.
  - d. Empty and clean all waste containers.
  - e. Replenish all toilet tissue, hand towels and soap from County stock.
  - f. Floor trap shall be filled daily and keep floor drain free of debris.
- C. All Entrances, Lobbies, Corridors, Main Hallways, Elevators and Waiting Rooms.
  - a. Floors shall be wet mopped using appropriate and effective means and buffed as appropriate for the specific floor material.
  - b. Clean all entrance glass, interior and exterior, they shall appear visibly and uniformly clean. This shall include the elimination of streaks, film and cleaner residue.

- c. All displays, pictures or furniture shall be cleaned with a treated dust cloth. Vinyl furniture shall be damp wiped.
- d. Elevator floors shall be damp mopped and door tracks vacuumed free of dirt and debris.
- e. Vacuum all carpeted areas and floor rugs.

**D. Stairways, Steps and Landings**

- a. All stairs and landings shall be free of dust, dried soil, gum, stains, and visible debris; this includes risers and cove bases.
- b. The surfaces shall appear visibly and uniformly clean without dust streaks, lint, standing water, cleaner residue or film.

**WEEKLY PERFORMANCE STANDARD (vendor to provide schedule)**

**A. Room Cleaning: Office Areas, File Rooms, Libraries, and Conference Rooms**

- a. Thoroughly vacuum all carpeted areas. (also, as needed, for occasional messes)
- b. Detergent wet mop, spot wax, and machine buff all tiled floors.
- c. Waste Containers contents removed and can liners replaced, inside and outside of the container shall be cleaned and disinfected as required. Containers shall appear visibly and uniformly clean. This shall include the elimination of streaks, food-stuff and the presence of any offensive odor emitting from the container.
- d. Departmental 65 gallon recycle bins are to be move to designated location for recycling services provider. Empty containers are to be cleaned and returned to designated departments. Recycle bins are in the Administration Building, Circuit Courthouse and the McCree Building.

**B. Restrooms**

- a. Stall partitions, doors, walls, sills, ledges; shall be washed with detergent not harmful to surfaces.

**C. All Entrances, Lobbies, Corridors, Main Hallways, Elevators and Waiting Rooms.**

- a. Clean all entry way and vestibule glass, inside and out.
- b. Floors shall be wet mopped, scrubbed, waxed and buffed as most appropriate for the specific floor material.

**D. Stairways**

- a. Thoroughly clean by sweeping and wet mopping all stairs and landings, and dusting ledges
- b. Damp wipe all handrails

**MONTHLY PERFORMANCE STANDARD**

**A. Room Cleaning: Office Areas, File Rooms, Libraries, and Conference Rooms**

- a. All waste containers shall be washed inside and out as needed. Recycling containers shall be cleaned by Genesee County.
- b. Damp wipe and polish all furniture and woodwork in courtrooms and offices and corridors.
- c. Wash all interior glass partitions, both sides and the interior side of all exterior windows.
- d. Damp wipe all ceiling fans.
- e. Vacuum all intakes and exhaust vents.
- f. Dust all window blinds on exterior and interior windows.
- g. Vacuum and/or brush the upholstery on chairs.

- h. Dust and clean all furniture and furnishings.

#### **QUARTERLY PERFORMANCE STANDARD**

- A. All Entrances, Lobbies, Corridors, Hallways and Elevators
  - a. Floors shall be stripped, sealed, waxed and buffed as most appropriate for the specific floor material.

#### **BI-ANNUAL PERFORMANCE STANDARD**

- A. Room Cleaning: Office Areas, File Rooms, Libraries, and Conference Rooms
  - a. All floors shall be stripped, sealed, waxed and buffed. All furniture shall be moved by use of furniture dollies or by carrying and the floor cleaned in its entirety. Chairs, wastebaskets and similar items shall not be stacked on desks, tables, etc., nor shall the contractor use these items in place of a stepladder.
    - Upon completion of work, all furniture must be returned to its original position. These requirements apply to all operations where furniture is moved.
    - Any bank consisting of three each or more files, three each or more cabinets or three each or more shelving need not be moved. All other items of furniture shall be moved unless weight or physical dimensions are such that disassembly would be required.
  - b. Panels of systems furniture are to be vacuumed and dusted thoroughly. Where necessary furniture is to be moved to access the full panel.

Where the task notes "As Needed" or "As Required", this means if any visible signs of dirt, film or discoloration or if there is dust that can be detected by wiping your finger on the surface it should be cleaned.

## **JOB SPECIFICATIONS - INDIVIDUAL BUILDINGS**

In addition to the previous job specifications outlined above for all buildings, the following specifications apply to the listed buildings:

#### **GENESEE COUNTY ADMINISTRATION BUILDING**

1101 Beach Street, Flint, Michigan

- a. Day time employee as required during the hours of 8:00 a.m. to 5:00 p.m. Contract administrator is able to assign other jobs as needed.

#### **NEW GENESEE COUNTY ADMINISTRATION BUILDING**

324 S. Saginaw Street, Flint, Michigan

- a. Employee as required during the hours of 8:00 a.m. to 5:00 p.m. with extended hours. Contract administrator is able to assign other jobs as needed.

#### **FLOYD J. MCCREE COURTS AND HUMAN SERVICES BUILDING (MCCREE SOUTH)**

630 South Saginaw Street, Flint, Michigan

- a. Day time employees as required during the hours of 8:00 a.m. to 5:00 p.m.
- b. Cleaning of the escalators is the responsibility of the contractor awarded the first floor area.

- c. Escalators shall be cleaned in the same manner and have the same cleaning schedule as outlined for elevators.
- d. For clarification purposes, the Health Department, 2<sup>nd</sup> Floor Common Area shall include the hallway leading to the Parking Deck.
- e. Health Department 2<sup>nd</sup> floor:
  - Exam rooms need to be cleaned over the noon hour and again in the evening. Cleaning person should not be in exam rooms during the regular clinic hours unless requested to do so. Actual hours will be determined by the Health Center schedule of seeing clients.
  - All plastic chairs in the waiting room area and all clinic rooms should be cleaned with disinfectant every night.
  - Sinks and counter tops in each clinic room need to be cleaned and disinfected every night.
  - The waiting room area, including floors is to be clean, see Daily Performance Standard.

### **BURTON HEALTH CENTER**

G-3373 South Saginaw Street, Burton, Michigan

- a. Day time employee as required during the hours of 8:00 a.m. to 5:00 p.m. to meet Daily Performance Standard, actual hours will be determined by the Health Center schedule of seeing clients.
- b. Exam rooms need to be cleaned over the noon hour and again in the evening. Cleaning person should not be in exam rooms during the regular clinic hours unless requested.
- c. All plastic chairs in the waiting room area and all clinic rooms should be cleaned with disinfectant every night.
- d. Sinks and counter tops in each clinic room need to be cleaned and disinfected every night.
- e. The waiting room area floors are to be cleaned, see Daily Performance Standard.
- f. Employee lounge sink cleaned at night.
- g. Rugs at all entrances should be vacuumed each evening.

### **GENESEE COUNTY COURTHOUSE AND DISTRICT COURTS**

900 South Saginaw Street, Flint, Michigan

- a. Judicial suites require:
  - Dusting of bookshelves, windowsills, tables, benches and millwork as required to meet performance standards, furniture polish is not to be used damp cloth dusting is acceptable. Glass table and counter tops are to be cleaned with glass cleaner.
  - Vacuuming weekly or more frequently as required to meet performance standards.
  - Bathrooms cleaned as required in Daily Performance Standard.
- b. Jury rooms require:
  - Dusting/damp wiping windowsills and tables as required to meet performance standards, furniture polish is not to be used. Glass table and counter tops are to be cleaned with glass cleaner.
  - Vacuuming weekly or more frequently as required to meet performance standards.



- Bathrooms cleaned as required in Daily Performance Standard.
- c. Upholstery and leather chairs shall be free of dust dirt and spots without causing damage. They shall appear visibly and uniformly clean.
- d. Porcelain and Marble floors, baseboards, cove base, tile grout, corners and thresholds shall appear visibly and uniformly clean, free of dust, soil, gum, spots, stains and other debris. This shall include the elimination of cleaner residue.
- e. Monthly deep cleaning is to be scheduled a minimum of one week in advance of cleaning day so that staff can clear surfaces and prepare areas for the thorough cleaning. These cleanings are to be scheduled with the Contract Administrator.
- f. Glass top tables and counters are to be thoroughly cleaned top and bottom/underside. A bi-annual cleaning is to be coordinated with the Building and Grounds department. Glass and tables/counter surfaces will be free of dust and soil without causing damage. They shall appear visibly and uniformly clean. This shall include the elimination of streaks, film and cleaner residue.
- g. With the written direction from the Contract Administrator, vaults and certain other areas are of limited access and entry for cleaning purposes and as circumstances dictate, may be excluded on either a permanent or temporary basis as desired by the Probate/Circuit Court Judges, Prosecutor or Clerk.
- h. Day time employee as required from the hours of 8:00 a.m. to 5:00 p.m.

#### **GENESEE COUNTY JAIL**

1002 South Saginaw Street, Flint, Michigan

- a. Specific non-secure areas to be cleaned in the jail are as follows:
  - Monday through Friday each week, except holidays, Administration, Records, Locker Room, and Staff Showers.
  - Seven days each week, holidays included, Public Lobby, Public Restrooms, Detective Area, Paramedic Area, Including Restrooms
- b. Day time employee as required during the hours of 8:00 a.m. to 5:00 p.m.

#### **OTHER BUILDINGS**

Flushing District Court  
1415 Flushing Road  
Flushing, Michigan

Mt. Morris District Court  
820 N. Saginaw Street  
Mt. Morris, Michigan

Grand Blanc District Court  
8173 South Saginaw Street  
Grand Blanc, Michigan

Fenton District Court  
17100 Silver Parkway, Suite C,  
Fenton, Michigan

Burton District Court  
4094 Manor Drive  
Burton, Michigan

Haley Building – Adult Probation  
816 Beach Street  
Flint, Michigan

#### **Genesee County Juvenile Justice Center 4287 W. Pasadena Ave., Flint, MI 48504**

- a. Daily (Monday thru Friday) after 2:30 p.m.

- Clean administration offices
- Clean classrooms
- Clean therapy rooms
- Clean visitation room
- Clean public and staff restrooms including breakroom and locker room.
- Empty all trash receptacles (common area, offices, and rooms listed above)

**Genesee County Animal Control**

**G-4351 W. Pasadena Ave., Flint, MI 48504**

**All cleaning products used must be safe to be used around animals.**

- Three (3) days per week in the afternoons.
  - Clean public and staff bathrooms.
  - Clean front public lobby
  - Clean main office
  - Empty all trash receptacles and take to dumpster
  - Wipe down windows in lobby
  - Clean lobby and office floors three (3) days per week
  - Clean glass on entrance/exit doors.

**Genesee County Community Action Resource Department**

**2727 Lippincott, Flint, MI 48507**

- Daily (Monday – Friday) between 8:00 a.m. and 5:00 p.m.
  - Clean bathrooms.
  - Clean Administrative from office
  - Clean Senior Nutrition office area.