

Sealed Bid

CITY OF ANN ARBOR

ITB No. 4722 WWTSU – Janitorial Services

JULY 15, 2022

DU-ALL CLEANING, INC.

35474 Mound Rd. Sterling Heights MI 48310 (586) 580-3617

 **COPY**



35474 Mound Rd
Sterling Heights MI 48310
Tel: (586) 580-3617
Direct: (586) 709-9517
www.dualcleaning.com

July 15, 2022

City of Ann Arbor

Janitorial Services Bid for: **Waste Water Treatment Services Unit**

Dear Colin Spencer

First of all, we would like to thank you for the opportunity to bid the Janitorial Services for the City of Ann Arbor Waste Water Treatment Services Unit located at 49 S. Dixboro Rd Ann Arbor Michigan. Du-All Cleaning, Inc is a proud Michigan-based company and nothing makes us happier than working with the cities, municipalities, government agencies and businesses that make this state great! Our extensive experience and familiarity with City of Ann Arbor WWTSU makes us the perfect vendor to provide this service.

Du-All Cleaning, Inc. is a full-service commercial cleaning company that has been successfully providing janitorial services for customers nationwide for over 15 years. We consider ourselves to be the problem solvers of our industry. We provide our customers with quality services and full satisfaction. A key to our growth and success is due to our management's ability to understand the customer's needs. Along with that, our hard working and highly trained staff is well equipped for any job, allowing us to achieve customer's satisfaction.

As a multi-million-dollar company in the building service industry, we have 2 locations in Michigan and we have recently moved to a new, larger headquarters to accommodate our growth in the industry. We currently employ over 120 full and part time Janitorial Services Associates. We take our business seriously, as we strive to be the best in our industry. Our company is always looking for better ways and better technology to do the job more efficient, more cost effective and greener.

At Du-All Cleaning Inc. our hiring practices are some of the strictest in the industry. We care who puts on the Du-All uniform and represents our company. More importantly, we care who goes into your business. We do not hire every person who applies at our company like some competitors do. We have a list of high priority hurdles they must pass to be employed at Du-All Cleaning, Inc. before they even begin the training process. All of our employees must pass a stringent background check and drug screening, as we provide janitorial services for municipalities and government offices, including police stations, court buildings, city offices as well as buildings that house State Police and Homeland Security offices.

At Du-All Cleaning, Inc. we will work with each individual facility or department noted in the contract to create a schedule of cleaning tasks that will allow for the janitorial services to be completed at times that work for our customers. Du-All Cleaning, Inc. operates 24-hours a day, 365 days a year to ensure your buildings are always in pristine condition and with minimal disruption to your operations.

Our emergency call response time will be within two (2) hours. You may contact us via phone number (586) 580-3617 or email: mondi@dualcleaning.com or pam@dualcleaning.com .

I would like to assure you that we will bring only the most qualified and dedicated staffing, who will fit the professional atmosphere of the City of Ann Arbor WWTSU, and that your satisfaction is my top priority. We have a great working relationship with all of our customers and will gladly provide you with references from customers just like you.

Please feel free to call me anytime, if you have any questions or need additional information about our company. I look forward to hearing from you and continuing a great relationship with the staff and visitors of the City of Ann Arbor WWTSU.

Thank you and have a wonderful day.

Sincerely,

A handwritten signature in cursive script that reads "Mondri Rakaj".

Mondri Rakaj

President

Du-All Cleaning, Inc.

mondi@duallcleaning.com

Business Organization

Du-All Cleaning and Building Services, Inc.

Corporate Headquarters

35474 Mound Rd

Sterling Heights MI 48310

586-580-3617 (Office)

586-709-9517 (Direct)

Mondi Rakaj

President

Mondi@duallcleaning.com

www.Duallcleaning.com (Website)

Du-All Cleaning and Building Services, Inc. is a corporation located and authorized to do business in The State of Michigan, as of May 2, 2002.

Federal Tax ID Number: 26-0116482

DUNS Number: 945982556

CAGE Code: 7VZR6

SAM Registration Status: Active

SAM Activation Date: 06/16/2017

Guarantee

Du-All Cleaning, Inc. will honor the quoted price(s) and assigned scope of work for the entire length of the contract with the City of Ann Arbor. Should the City of Ann Arbor request additional services not included in the contract, Du-All Cleaning, Inc will submit a proposal for approval and request a confirmed PO Number before work will begin, with the exception of emergency services, which will be provided with authorization from an appropriate City of Ann Arbor officer or representative. We will provide all labor, equipment, supplies and supervision necessary to complete the tasks and requirements listed in the RFP/ITB. Invoices will be submitted via approved method. Du-All Cleaning, Inc guarantees it's work for the term of the contract.

Values Statement

At Du-All Cleaning and Building Services, Inc. we share your commitment to conservation and sustainability. We take great pride in providing building services to a variety of different buildings, always showing great care for the age and historical impact of each building. We will gladly participate in any trash disposal and recycling programs that you have in place and will partner with you to make improvements wherever possible. We offer Green cleaning chemicals and practices to minimize the environmental impact of our services.

At Du-All Cleaning Inc. We Do It All
State of Michigan Finest Janitorial Cleaning Company

- ❖ Premium Commercial Janitorial Service
- ❖ Premium Construction Services
- ❖ Painting
- ❖ Drywall
- ❖ Floor Maintenance Programs
- ❖ Hi-Tech Floor Strip and Re-Coat
- ❖ Tile Strip and Wax
- ❖ High Speed Burnishing
- ❖ Tile and Grout Cleaning and Resealing
- ❖ Epoxy Floor Maintenance Programs
- ❖ Building Maintenance Service
- ❖ Consulting Service
- ❖ On Site Training and Supervision
- ❖ Truck Mounted Carpet Cleaning
- ❖ Carpet Maintenance Programs
- ❖ Scrub and Steam Carpet Cleaning
- ❖ Extraction Spot Cleaning
- ❖ 24 Hour Flood Restoration Clean-up
- ❖ Grounds Service
- ❖ Specialty Environment Cleaning
- ❖ Uniformed and Certified Employees
- ❖ Window Cleaning
- ❖ Construction Clean-up
- ❖ Floor Care Machine Sales, Service and Rentals
- ❖ Free Building Analysis
- ❖ Biohazard Cleanup

****Du-All Cleaning, Inc. has the capability and capacity to perform emergency janitorial services 24-hours a day, seven days a week, including holidays****

References

1. **Genesee Health System**
420 W Fifth Ave, 808 Annex 2nd Floor
Flint, MI 48203
Contact Person: Dennis Osmon
Phone Number: 810-287-7748
Email: jgrassi@cityofwarren.org
Contract Status: Active Contract
Length of Time Servicing: 4 Years
Service: Carpet Cleaning, Floor Care, Building Services

2. **City of Roseville**
29777 Gratiot Ave Roseville MI 48066
Contact Person: Scott Pruzinsky/Facilities Supervisor
Phone Number: (586) 944-6970
Email: spruzinsky@Roseville-MI.gov
Contract Status: Active Contract
Length of Time Servicing: 5 Years
Service: Commercial Janitorial, Carpet Cleaning, Floor Care

3. **City of Saint Clair Shores**
27600 Jefferson Saint Clair Shores, MI 48081
Contact Person: Natalie Turner
Phone Number: (586) 447-3311
Email: Natalie@SCSMI.net
Contract Status: Active Contract
Length of Time Servicing: 2 Years
Service: Commercial Janitorial, Carpet Cleaning, Floor Care

Compliance

Du-All Cleaning Inc. shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of our services. We shall not discriminate against any worker, employee or applicant because of race, religion, creed, age, sex or national origin. We are consistently keeping current on all laws, ordinances, regulations and codes.

Equipment

Du-All Cleaning Inc. will furnish at its' own cost and expense, all labor and cleaning equipment needed to complete service. All equipment will be maintained in working condition in accordance with laws and regulations of the State of Michigan. Equipment will pass any and all inspections. All Equipment for new accounts is purchased brand new.

Cleaning Chemicals and Supplies

At Du-All Cleaning Inc., we have access to a large variety of cleaning chemicals and professional training. We offer a Green cleaning program upon request to minimize the environmental impact of our services. Not only do we use top industry chemicals, but we also sell them to other cleaning companies and customers. All MSDS chemical data sheets are kept on each job site and customer copies are available. All employees are trained in chemical application and safety. We can set up our customers on a hand soap program with free dispensers and better pricing. We offer different acrylic floor finishes for different floor types and different amounts of foot traffic.



Du-All Cleaning Specializes in providing professional cleaning and building support services for municipalities, community centers, courts, police stations, government agencies, educational facilities, libraries, recreational centers, restaurants and sports venues

INVITATION TO BID

City of Ann Arbor
Guy C. Larcom Municipal Building
Ann Arbor, Michigan 48107

Ladies and Gentlemen:

The undersigned, as Bidder, declares that this Bid is made in good faith, without fraud or collusion with any person or persons bidding on the same Contract; that this Bidder has carefully read and examined the bid documents, including City Nondiscrimination requirements, Vendor Conflict of Interest Form, Living Wage requirements, Instructions to Bidders, Bid Forms, Purchase Order Terms and Conditions, General Conditions, Detailed Specifications, and all Addenda, and understands them. The Bidder declares that it conducted a full investigation of the work proposed and is fully informed as to the nature of the work and the conditions relating to the work's performance.

The Bidder acknowledges that it has not received or relied upon any representations or warrants of any nature whatsoever from the City of Ann Arbor, its agents or employees, and that this Bid is based solely upon the Bidder's own independent business judgment.

In accordance with these bid documents, and Addenda numbered 1, the undersigned, as Bidder, proposes to deliver to the City all product/services herein described for the amounts set forth in the Bid Forms.

The Bidder declares that it has become fully familiar with the liquidated damage clauses for completion times and for compliance with City Code Chapter 112, understands and agrees that the liquidated damages are for the non-quantifiable aspects of non-compliance and do not cover actual damages that may be shown and agrees that if awarded the Contract, all liquidated damage clauses form part of the Contract.

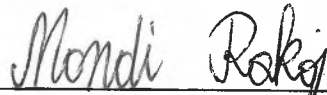
Bidder further agrees that the cited provisions of Chapter 14 and Chapter 23 form a part of this Contract.

The Bidder declares that it has become familiar with the City Conflict of Interest Disclosure Form and certifies that the statement contained therein is true and correct.

In submitting this Bid, it is understood that the right is reserved by the City to accept any Bid, to reject any or all Bids, to waive irregularities and/or informalities in any Bid, and to make the award in any manner the City believes to be in its best interest.

SIGNED THIS 15 DAY OF July, 2022.

Du-All Cleaning, Inc.
Bidder's Name


Authorized Signature of Bidder

35474 Mound Rd
Sterling Heights, MI 48310
Official Address

Mondri Rakaj, President
(Print Name of Signer Above)

(586) 580-3617
Telephone Number

Mondri@dualcleaning.com
Email Address for Award Notice

BID FORM - PRICING

The bidder further agrees and understands that the City of Ann Arbor reserves the right to accept any Bid, to reject any or all Bids, to waive irregularities and/or informalities in any Bid, to make the award in any manner the City believes to be in its best interest, and to reduce or eliminate this purchase agreement without prior notice. Unit Prices must be firm for the entire term of the Contract which is anticipated to be two years or upon completion.

VENDOR NAME: Du-All Cleaning, Inc.

We hereby offer to furnish labor, supervision, material and equipment in conformance with Wastewater Treatment Plant specifications as follows:

1. WASTEWATER TREATMENT PLANT - Monday through Saturday service as specified on pages 11 through 13 (**Inclusive of weekly and monthly task**).

PER MONTH \$ 2,299.33 X 12 = \$ 27,591.96 Per Year

2. WASTEWATER TREATMENT PLANT – Semi Annual as specified on pages 13.

COST \$ 950.00 X 2 = \$ 1,900.00 Per Year

3. WASTEWATER TREATMENT PLANT - Annual as specified on pages 13

COST \$ 1,900.00 X 1 = \$ 1,900.00 Per Year

TOTAL COST of One Year Service (1+ 2+ 3) \$ 31,391.96 Per Year

ADDITIONAL COSTS

4. Emergency Call Back \$ 49.00 Cost per hour.
5. Janitorial Service on a scheduled holiday \$ 36.00 Cost per hour.

BID FORM – REFERENCES

Please list at least three references with whom you have had similar contracts during the past three years.

1. Company or City City of Roseville
 Contact Name Scott Pruzinsky
 Telephone Number (586) 634-5115
 E-mail Spruzinsky@Roseville-MI.gov

2. Company or City City of St. Clair Shores
 Contact Name Natalie Turner
 Telephone Number (586) 447-3311
 E-mail Natalie@scsmi.net

3. Company or City Genesee County Health System
 Contact Name Dennis Osman
 Telephone Number (810) 287-7748
 E-mail Dosmon@genhs.org



Vendor Conflict of Interest Disclosure Form

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Conflict of Interest Disclosure*	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to employee <input type="checkbox"/> Interest in vendor's company <input type="checkbox"/> Other (please describe in box below)
N/A	

*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:		
Du-All Cleaning, Inc.	(586) 580-3617	
Vendor Name	Vendor Phone Number	
<i>Mondi Rakaj</i>	07/15/2022	Mondi Rakaj President, Du-All Cleaning, Inc.
Signature of Vendor Authorized Representative	Date	Printed Name of Vendor Authorized Representative

Questions about this form? Contact Procurement Office City of Ann Arbor Phone: 734/794-6500, procurement@a2gov.org

**CITY OF ANN ARBOR
DECLARATION OF COMPLIANCE**

Non-Discrimination Ordinance

The "non discrimination by city contractors" provision of the City of Ann Arbor Non-Discrimination Ordinance (Ann Arbor City Code Chapter 112, Section 9:158) requires all contractors proposing to do business with the City to treat employees in a manner which provides equal employment opportunity and does not discriminate against any of their employees, any City employee working with them, or any applicant for employment on the basis of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight. It also requires that the contractors include a similar provision in all subcontracts that they execute for City work or programs.

In addition the City Non-Discrimination Ordinance requires that all contractors proposing to do business with the City of Ann Arbor must satisfy the contract compliance administrative policy adopted by the City Administrator. A copy of that policy may be obtained from the Purchasing Manager

The Contractor agrees:

- (a) To comply with the terms of the City of Ann Arbor's Non-Discrimination Ordinance and contract compliance administrative policy, including but not limited to an acceptable affirmative action program if applicable.
- (b) To post the City of Ann Arbor's Non-Discrimination Ordinance Notice in every work place or other location in which employees or other persons are contracted to provide services under a contract with the City.
- (c) To provide documentation within the specified time frame in connection with any workforce verification, compliance review or complaint investigation.
- (d) To permit access to employees and work sites to City representatives for the purposes of monitoring compliance, or investigating complaints of non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the Ann Arbor Non-Discrimination Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Non-Discrimination Ordinance, obligates the Contractor to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract.

Du-All Cleaning, Inc.

Company Name

Mondi Rakaj

07/15/2022

Signature of Authorized Representative

Date

Mondi Rakaj President, Du-All Cleaning, Inc.

Print Name and Title

35474 Mound Rd Sterling Heights, MI 48310

Address, City, State, Zip

(586) 580-3617

Mondi@dualcleaning.com

Phone/Email Address

Questions about the Notice or the City Administrative Policy, Please contact:

Procurement Office of the City of Ann Arbor

(734) 794-6500

**CITY OF ANN ARBOR
LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE**

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title 1 of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here No. of employees

The Contractor or Grantee agrees:

- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$14.82/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$16.52/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).

Check the applicable box below which applies to your workforce

- Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits
- Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

- (b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.
- (e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

Du-All Cleaning, Inc.

Company Name

35474 Mound Rd

Street Address

Mondi Rakaj

Signature of Authorized Representative

Date

Sterling Heights, MI 48310

City, State, Zip

Mondi Rakaj President, Du-All Cleaning, Inc.

Print Name and Title

(586) 580-3617 Mondi@dualcleaning.com

Phone/Email address

City of Ann Arbor Procurement Office, 734/794-6500, procurement@a2gov.org

Rev. 3/10/22

**CITY OF ANN ARBOR
LIVING WAGE ORDINANCE**

RATE EFFECTIVE APRIL 30, 2022 - ENDING APRIL 29, 2023

\$14.82 per hour

If the employer provides health care benefits*

\$16.52 per hour

If the employer does **NOT** provide health care benefits*

Employers providing services to or for the City of Ann Arbor or recipients of grants or financial assistance from the City of Ann Arbor for a value of more than \$10,000 in a twelve-month period of time must pay those employees performing work on a City of Ann Arbor contract or grant, the above living wage.

ENFORCEMENT

The City of Ann Arbor may recover back wages either administratively or through court action for the employees that have been underpaid in violation of the law. Persons denied payment of the living wage have the right to bring a civil action for damages in addition to any action taken by the City.

Violation of this Ordinance is punishable by fines of not more than \$500/violation plus costs, with each day being considered a separate violation. Additionally, the City of Ann Arbor has the right to modify, terminate, cancel or suspend a contract in the event of a violation of the Ordinance.

* Health Care benefits include those paid for by the employer or making an employer contribution toward the purchase of health care. The employee contribution must not exceed \$.50 an hour for an average work week; and the employer cost or contribution must equal no less than \$1/hr for the average work week.

The Law Requires Employers to Display This Poster Where Employees Can Readily See It.

**For Additional Information or to File a Complaint contact
Colin Spencer at 734/794-6500 or cspencer@a2gov.org**