

**REQUEST BIDS BY THE CITY OF INKSTER  
FOR MUNICIPAL BUILDINGS JANITORIAL CLEANING SERVICE**

Bids must conform to the attached specifications. All bids must be in the hands of the Inkster City Clerk's office by 10:00 A.M. Eastern Standard Time on Friday, October 9, 2020. Bids will be read through virtual zoom meeting.

All bids must be mailed or hand delivered to following address

City of Inkster City Hall  
26215 Trowbridge  
Inkster, MI. 48141  
Attention: City Clerk

The envelope must be sealed and labeled "Municipal Buildings Janitorial Service"

The City of Inkster Council reserves the right to accept or reject, completely or in part, any or all bids and to waive any irregularity in best interest of the City of Inkster.

If you have any questions regarding specifications, call Jerome Bivins, Inkster Department of Public Service (DPS) at (313) 563-9774.

## **BID SPECIFICATIONS: JANITORIAL SERVICES**

**A site inspection of each building is mandatory prior to submitting a bid. Please contact the following individuals to schedule a walk-through:**

1. City Hall 26215 Trowbridge , Inkster, MI. 48141 Jerome Bivins (313) 563-9774
2. Justice Center 26279 Michigan Avenue, Inkster, MI. 48141 Jerome Bivins (313) 563-9774
3. Recreation Center 2025 Middlebelt, Inkster MI. 48141, Jerome Bivins (313) 563-9774
4. Department of Public Services 26900 Princeton, Inkster, MI. 48141 , Jerome Bivins (313) 563-9774

The City of Inkster intends on entering a three year contract with the option of one additional year. Both parties must agree to any contract extensions. The City reserves the right to terminate contracted services at any time.

### **JANITORIAL DUTIES WILL INCLUDE BUT MAY NOT BE LIMITED TO:**

**Due to COVID 19, we are requesting that you provide us with your cleaning processes on a routine and or emergency basis if we have to sanitize an entire building due to an outbreak, along with these responsibilities below for each building.**

#### **CITY HALL**

- Restrooms sanitized and replenished.
- All carpets/runners vacuumed.
- Tile floors swept and mopped.
- Emptying/removing all trash.
- Cleaning/wiping all desks/tables/shelves, unless covered by papers.
- Clean all glass doors.
- Kitchen sinks and countertops sanitized.
- Drinking fountains cleaned.
- Appliances wipe down.
- Cleaning all window sills

#### **JUSTICE CENTER**

- Restrooms sanitized and replenished.
- All carpets/runners vacuumed.

- Tile floors swept and mopped.
- Emptying/removing all trash.
- Cleaning/wiping all desks/tables/shelves, unless covered by papers.
- Clean all glass doors.
- Sweep and mop Jail cell area empty trash
- Elevators and stairways cleaned
- Kitchen sinks and countertops sanitized.
- Drinking fountains cleaned.
- Appliances wipe down
- Cleaning all window sills

### **RECREATION CENTER**

- Dust and disinfect the tables.
- Restrooms sanitized and replenished.
- All carpets/runners vacuumed.
- Tile floors swept and mopped.
- Emptying/removing all trash.
- Cleaning/wiping all desks/tables/shelves
- Clean all glass doors.
- Drinking fountains cleaned.
- Appliances wipe down.

### **DEPARTMENT OF PUBLIC SERVICES**

- Restroom sanitized and replenished.
- All carpets/runners vacuumed.
- The floors swept and mopped.
- Emptying/removing all trash.
- Cleaning/wiping all desks/tables/shelves unless covered with paper
- Clean all glass doors.
- Cleaning all window sills

### **CLEANING SUPPLIES AND PRODUCTS**

Contractor is responsible for providing cleaning supplies and documenting the specific products and cleaners to be used in the event they are awarded the bid. Contractor shall provide Material Safety Data Sheets and Brand Name of product of all cleaning supplies

and products to be used on or before starting work. Any changes in product will require new data sheets. Cost reimbursement will be included in monthly invoices and receipts will be required.

### **INSURANCE**

Contractor shall carry general liability insurance covering personal injury, property damage, fire, theft and all perils naming the City of Inkster as an additionally insured in the amount of \$1,000,000.

### **EMPLOYEE IDENTIFICATION**

Contractor shall provide the City of Inkster with an itemized listing of all its employees who will be performing services. All staff will be required to have a background check before beginning work assignment and this shall be turned in along with the list of employee's names. All staff shall wear appropriate employee identification tags during the course of employment on city premises.

**CITY HALL WORK WEEKLY CLEANING SCHEDULE**

- Weekday cleaning: 5 days; Monday-Friday after hours (After 8:30 P.M. until; the 1<sup>st</sup> Monday and 3<sup>rd</sup> Monday of each month which is Mayor and City Council meeting night).

TOTAL PRICE PER MONTH: \$ \_\_\_\_\_

**JUSTICE CENTER**

- Weekday cleaning: 5 days; Monday-Friday (6:00 P.M. until)

TOTAL PRICE PER MONTH \$ \_\_\_\_\_

**RECREATION CENTER**

- Weekday and Weekend cleaning: 5 days Wednesday-Sunday

TOTAL PRICE PER MONTH \$ \_\_\_\_\_

**DEPARTMENT OF PUBLIC SERVICES**

- Every Friday, After Hours

TOTAL PRICE PER MONTH \$ \_\_\_\_\_

**SUPPLIES WILL BE PURCHASED BY THE CONTRACTOR AND WILL BE INCLUDED SEPARATELY IN MONTHLY BILLING.**

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COMPANY NAME

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AUTHORIZED REPRESENTATIVE  
(PLEASE PRINT)

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ADDRESS

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TITLE (PLEASE PRINT)

---

TELEPHONE NUMBER

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AUTHORIZING SIGNATURE

**CITY OF INKSTER**  
**GENERAL CONDITIONS**



**INSURANCE**

A certificate of insurance naming the City of Inkster as additional insured must be provided by the successful proposer prior to commencement of work. A current certificate of insurance meeting the requirements in Attachment A is to be provided to the City and remain in force during the entire contract period.

**DOWN-PAYMENTS OR PRE-PAYMENTS**

Any proposal submitted which requires a down-payment or prepayment prior to delivery and full acceptance of the item(s) as being in conformance with specifications will not be considered for award.

**CONTRACT TERMINATION**

The City may terminate and/or cancel this contract (or any part thereof) at any time during the term, any renewal, or any extension of this contract, upon thirty days (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancellation shall be clearly stated in the written notice.

**INVOICING**

Invoices for the City of Inkster may be mailed to City of Inkster, Attn: Finance Department 26215 Trowbridge St, Inkster, MI 48141, or emailed to: [mroots@cityofinkster.com](mailto:mroots@cityofinkster.com)

**TRANSFER OF CONTRACT/ SUBCONTRACTING**

The successful proposer will be prohibited from assigning, transferring, converting, or otherwise disposing of the contract agreement to any other person, company or corporation without the expressed written consent of the City of Inkster. Any subcontractor, so approved, shall be bound by the terms and conditions of the contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City of Inkster for such acts or omissions.

**CONTRACT RENEWAL**

No contract shall be automatically renewed at the end of any contract term.

**NO EXCLUSIVE CONTRACT**

Contractor agrees and understands that the contract shall not be construed as an exclusive agreement and further agrees that the City may, at any time, secure similar or identical products/services at its sole option.

### **NON-DISCRIMINATION**

In the hiring of employees for the performance of work described in this RFP and subsequent contract, neither the contractor, subcontractor, nor any person acting in their behalf shall by reason of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status discriminate against any person qualified to perform the work required in the execution of the contract.

### **ACCEPTANCE OF PROPOSAL CONTENT**

Should a contract ensue, the contents of the proposal of the successful Proposer may become contractual obligations. Failure of a contractor to accept these obligations may result in cancellation of the award.

### **DISCLOSURE**

All documents, specifications, and correspondence submitted to the City of Inkster become the property of the City of Inkster and are subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments hereto. This means that any informational material submitted as part of this RFP is available without redaction to any individual or organization upon request.

### **ECONOMY OF PREPARATION**

Proposals should be prepared simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content. Included in the response must be a point by point response to the Requirements and other sections of the RFP.

The City of Inkster is not liable for any costs incurred by proposer's prior to issuance of a contract.

### **MATERIAL SAFETY DATA SHEETS (MSDS)**

All City of Inkster purchases require a Material Safety Data Sheet, ("MSDS"), where applicable, in compliance with Miosha "Right to Know" law. The MSDS must include the following information:

1. The chemical name and the common name of the toxic substance.
2. The hazards or other risks in the use of the toxic substance, including:
  - a) The potential for fire, explosion, corrosivity, and reactivity;
  - b) The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by exposure to the toxic substance; and
  - c) The primary routes of entry and symptoms of overexposure.
3. The proper precautions, handling practices, necessary personal protective equipment, and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of overexposure.
4. The emergency procedure for spills, fire, disposal, and firstaid.
5. A description in lay terms of the known specific potential health risks posed by the toxic substance intended to alert any person reading this information.

6. The year and month, if available, that the information was compiled and the name, address, and emergency telephone number of the manufacturer responsible for preparing the information.

**INDEPENDENT PRICE DETERMINATION**

By submission of a proposal, the proposer certifies, and in case of a joint proposal, each party hereto certifies as to its own organization, that in connection with the proposal:

- (a) The prices in the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any other Competitor; and
- (b) No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing the proposal certifies that:

- (c) He is the person in the proposer's organization responsible within that organization for the decision as to prices being offered in the proposal and that he has not participated and will not participate in any action contrary to (a) and (b) above; or
- (d) He is not the person in the proposer's organization responsible within that organization for the decision as to prices being offered in the proposal but that he has been authorized in writing to act as agent for the persons responsible for such decisions in verifying that such persons have not participated, and will not participate, in any action contrary to (a) and (b) above, and that as their agent, does hereby so certify; and that he has not participated, and will not participate in any action contrary to (a) and (b) above.

A proposal will not be considered for award if the sense of the statements required in the proposal has been altered so as to delete or modify the above.



**CITYOF INKSTER  
JANITORIAL SERVICES  
SPECIFICATIONS**

**A. GENERAL SCOPE OF WORK - ALL LOCATIONS.**

1. It is the intention of City of Inkster to contract for the services of one or more qualified custodial service providers to provide cleaning/custodial services at various City buildings. The Contractor shall employ trained, reliable, quality conscious custodians and supervisors.
2. It is the objective of the City to obtain the full cleaning performance in accordance with the terms of the specifications, general cleaning standards, and the quality of work requirements in this Contract. Clean and well-maintained buildings are the City's goals, and while deduction provisions for work omitted or improperly performed is designed to protect the City's interest, it is not ordinarily a desirable substitute for getting the job accomplished. The City is contracting for the complete performance of each cleaning job as identified in the Specifications, and deductions will, therefore, be made as stipulated.
3. The successful contractor shall furnish and administer all supervision, labor, and equipment.
4. Water and electricity shall be supplied by the City. Hand soap, toilet paper, paper towels, toilet seat protectors, and trash liners will be furnished by the Contractor as required for the satisfactory performance of work of this Contract.
  - a) Water access locations:
    - 1) City Hall: On first floor in hallway next to Council chambers
    - 2) Dozier Rec Center/Atrium: located in loading dock area
    - 3) Police Department: located in janitor's storage closet
    - 4) DPS: located near restrooms
5. It is intended that the services include all functions normally considered a part of workmanlike, satisfactory custodial maintenance whether or not they are specifically listed herein.
6. This contract does not include washing of windows on the exterior walls of the building (neither inside nor outside) or the atrium windows. Glass doors and glass panels that are part of an entrance and glass within the buildings are included in this contract.

7. Services to be performed under this Contract shall be subject to inspection and approval by the Facilities Management Specialist or his designated representative. There shall be no deviations from any part of the Contract or from any approved schedule without prior written approval from the City. *Deductions will be an indication that work is not being performed per the Contract Specifications.* The City reserves the right to terminate this Contract for non-performance at any time it feels such termination is warranted.
8. The City reserves the option to change required days, hours, add, or delete locations to this contract.
9. The Contractor shall provide and maintain a manual listing of all cleaning products to be used on this Contract, as well as, M.S.D.S. sheets for those products, sign-in sheets, time sheets, and work requirements for that location. M.S.D.S sheets shall be kept in the same location as the chemicals.

**B. CONTRACT PERIOD.**

1. If a contract is executed as a result of the proposal, it stipulates a fixed price for services. The contract period will be for one (1) year. Upon mutual consent of the City and the successful proposer, the contract may be renewed two (2) times in one (1) year increments at the same terms and conditions of the original contract.
2. The City may, from time to time, find it necessary to continue this contract on a month-to-month basis only, not to exceed a six (6) month period. Such month-to-month extended periods shall be by mutual agreement of both parties, with all provisions of the original contract or any extension thereof remaining in full force and effect.

**C. SAFETY.**

1. The Contractor shall take all necessary precautions for the safety of their employees performing the work under this Contract. The Contractor shall direct and properly maintain at all times, as required by job conditions and work progress, all necessary safeguards for the protection of the workmen and the public.
2. The contractor will be familiar with and operate within the guidelines set forth by the Occupational Safety and Health Act (OSHA) and Michigan Occupational Safety and Health Act (MOSHA) which affect custodial and housekeeping operations.

**D. FIRE PROTECTION AND PREVENTION.**

1. The Contractor shall comply with fire protection measures as described in the all fire prevention Codes.
2. The Contractor shall not store combustible supplies of any kind in any City building. The Contractor shall consider contaminated buckets, mops, cloths, and brushes as potentially subject to spontaneous heating and shall not store such items in City buildings. All buckets shall be emptied and cleaned after each use and all used materials shall be thoroughly cleaned or properly bagged and removed from the premises.

**E. BUILDING SECURITY**

1. At no time will the Contractor block open exterior doors or impede the function of their latching.
2. The Contractor or their employees shall not grant access to the buildings to any persons who are not a member of the Contractor's staff.
3. Keys/ID badges will be provided as required for access to the building at time of assignment. The Contractor shall be responsible for the safekeeping of building keys and return keys at expiration of the Contract. No additional keys will be furnished for locks. The Contractor shall be charged for any locksmithing services due to loss of keys/badges. Contractor shall be charged for replacement for loss of any ID badges.
4. Any and all interior doors unlocked by contractor employees for cleaning purposes shall be relocked after completion of services.
5. All interior doors shall be closed unless otherwise indicated by special instructions.
6. Prior to leaving the building and/or completed section of building, it shall be the responsibility of the Contractor to close and lock all windows, extinguish all non-automated lights, except as otherwise directed and to securely fasten and/or lock all doors.

**F. ENERGY CONSERVATION**

1. Energy conservations shall be practiced. Lights in unoccupied areas should be turned off, except where automatically controlled, and windows and doors are to be kept closed.

**G. INSPECTIONS.**

1. Each day prior to opening, the Facilities Management Specialist, or designee, shall inspect the previous day's work to ensure that each task has been completed in a good and workmanlike manner and to the satisfaction of the City agency. The Contractor shall fill in the cleaning service checklist, noting any incomplete task(s), and sign and date the form. The Facilities Management Specialist, or designee, will review and verify the checklist. The Facilities Management Specialist, or designee, will note the date, time, and sign the checklist after inspecting, and will notify the Contractor of any deficiencies. The Contractor shall sign the checklist and note the date and time as acceptance of the deficiencies that need to be corrected.

**H. CORRECTIONS.**

1. When the Contractor is advised by the Facilities Management Specialist, or designee, of an incomplete task, the deficiency shall be corrected by the Contractor's employees completing the task(s) in question within twenty-four (24) hours of the notification.

**I. STORAGE SPACE, JANITOR'S CLOSET AND LOCKER ROOM.**

1. Space available in the building will be assigned to the Contractor for the storage of bulk supplies and the equipment to be used in the performance of the work of the Contract. The Contractor's employees shall keep this space in a neat and orderly condition.
2. The Contractor shall be responsible for all spills caused by their employees. Spills caused by leaky trash bags or spills outside of janitor's closets shall be especially noted. When necessary, the Contractor shall be responsible for the cleanup of those spills and shampoo carpets in areas needed as a result of Contractor's employee negligence. If the Contractor does not correct the spill to the satisfaction of the City, the City reserves the right to hire another contractor to correct the spills. The cost to hire the additional contract will be deducted from the Contractor's monthly invoice.

**J. CLEANING CHEMICAL PRODUCTS & SUPPLIES.**

1. The City requires that the Contractor uses good quality products. The products used under this Contract shall be approved prior to use during the Contract. The Contractor shall supply a list of all products to be used and MSDS sheets for all chemicals to be used in City Buildings while providing this Contract's services. Each Proposer shall include MSDS sheets with the Proposal Response for products known to be used by the Proposer for these services.

2. The Contractor shall furnish all equipment and materials, not provided by the City. Water and electricity shall be provided by the City. Hand soap, toilet paper, paper towels, toilet seat protectors, and trash liners will be furnished by the Contractor as required for the satisfactory performance of the work of this Contract.

**K. EQUIPMENT REQUIREMENTS.**

1. The Contractor shall provide floor vacuums compliant with the following minimum Specifications and provide the City with validation of compliance. The vacuum system's minimum requirements include filtration efficiency capable of trapping 99% of contaminants as small as 0.3 micron. The Contractor shall comply with the manufacturer's specifications for filter bag replacement and follow the manufacturer's recommendation for filter change frequency.
2. The Contractor shall furnish supplies meeting the Specifications. These supplies and equipment include, but are not limited, to the following:
  - Vacuum cleaners
  - Floor buffing machines
  - Clean, mop heads
  - Brushes and rags
  - Buckets
  - Brooms
  - Dusters

**L. QUALIFICATION OF PROPOSERS.**

1. The successful proposer shall meet the requirements below in order to be considered for an award of Contract:
  - a) Shall have a satisfactory record of past performance. Past performance on City contracts will be considered as well as reference recommendations.
  - b) Shall have successfully performed Contracts similar in nature and dollar value within the past three (3) years. Proposers shall provide a list including contact information of three (3) most recent contracts of same scope and size. Failure to do so may be cause for rejection of the Proposal Response.
  - c) Shall have been in business under the same business name for a period of not less than three (3) years.

- d) Shall demonstrate methodology/work plan and provide samples of sign-in sheets, time sheets, and work checklists with their proposal.
- e) Shall have the ability to obtain background investigations on their employees at no additional cost to the City. All background investigations shall be submitted to the City prior to commence of contract, for all new employees added to the contract, at all contract renewals, and as requested by the City during the term of the Contract.
- f) A site visit by the City designee of a building presently being cleaned by the short-listed list of contractors may be requested prior to a award.

**M. LABOR AND WAGE REQUIREMENTS.**

1. The Contractor is responsible for the payment of all salaries, wages, bonuses, Social Security, Worker's Compensation, taxes, Federal and State Unemployment Insurance, and any and all taxes relating to the personnel furnished under this Contract.
2. The Contractor is responsible for withholding State and Federal Income Taxes and F.I.C.A. Taxes shall also comply with all other laws relating to employees, such as wage and hourly laws, safety and health requirements, and collective bargaining laws.

**N. HOLIDAYS.**

For providing custodial services under this contract, the work week shall be as indicated on the Building Information Summary Chart. In buildings that require a five-day work week, the following holidays will be observed by the contractor.

Any work necessary to be performed on Saturdays, Sundays or legal City holidays in areas scheduled for seven-day work weeks shall be performed **without** additional expense to the City.

- New Year Day, January 1
- Martin Luther King's Birthday
- Presidents Day, February
- Good Friday, last Friday before Easter
- Memorial Day, last Monday in May
- Independence Day, July 4
- Labor Day, 1<sup>st</sup> Monday in September
- Veteran's Day, November
- Thanksgiving Day, 4th Thursday in November
- Day after Thanksgiving, 4th Friday in November
- Christmas Eve, December 24
- Christmas Day, December 25
- New Year's Eve, December 31

**O. CONTRACTOR RESPONSIBILITIES.**

1. The Contractor shall assume all administrative and supervision responsibilities for own staff and ensure all work performed is of high quality in accordance with good practices, procedures, and industry standards. The Contractor shall conform to all Federal, State, and Local Laws and Governmental Regulations.
2. The Contractor will designate an individual to act as project supervisor. The project supervisor shall be available to the contractor's employees and to the Facilities Management Specialist, or his designee, at all times by use of a cell phone or other reliable means. The project supervisor shall monitor employee performance, attendance, and punctuality and work closely with the Facilities Management Specialist, or his designee in assuring contract compliance.
3. Contractor shall provide for the City a registry of employees approved and assigned to work at the work site locations and ensure the registry is updated prior to new employee assignments. New employees (assigned at the beginning of the contract, or at any time during the contractor any renewals) may not begin work at a City facility until they have passed a background check, all information has been provided to the City, and they have been approved by the Facilities Management Specialist or his designee.
4. The Contractor shall take all necessary precautions for the safety of the employees performing the work under this Contract. The Contractor shall direct and properly maintain at all times, as required by job conditions and work progress, all necessary safeguards for the protection of workmen and the public.
5. The Contractor's employees shall not have family members or non--employees present at the assignment location.
6. The Contractor's employees shall not engage in cell phone conversations during the course of work.
7. The Contractor's employees shall vacate the City premises promptly upon completion of the assignment.
8. Employees of the contractor will eat and take work breaks in specific areas and will not be allowed to eat or take breaks in offices.
9. The Contractor shall require all their employees to wear a badge with photo identification and a uniform stating the company name as identification for admittance into the building and as means of identification during the time their employees are in the building. This is mandatory.
10. The Contractor will not allow any of their employees to use the City of Inkster ID badge of another one of the contractor's employees. This is

strictly prohibited.

11. The Contractor will not allow their employees to smoke within any City facility or within 100 feet from any entrance. Smoking is prohibited per ordinance.
12. The Contractor shall carefully screen, train, and supervise each employee providing services under this Contract. Employees shall comply with all requirements as stated in this solicitation.
13. The Contractor shall report promptly to the Facilities Management Specialist, or his designated representative, any building deficiencies such as leaky faucets, stopped toilets or drains, broken fixtures, or any unsafe conditions.
14. The City may require the dismissal of any employee who the City determines, at its sole discretion, as incompetent, careless, insubordinate, or who violates any governmental law, rule, or regulation in a City facility. Additionally, the City may require the reassignment of any employee whose continued employment is contrary to consistently good relationships with City staff. The City may require, at its sole discretion, reassignment and restricted access of any employee the City believes may be a safety and/or security risk.
15. The City, at its discretion and authority, may require the departure from the premises of any employee(s) found to be noncompliant with uniform and badge requirements as set forth in this Contract.
16. The Contractor shall provide and update as necessary for the City records an affirmation of background investigations performed and the employee(s)' acceptability for assignment to the work location. Background investigations of Contractor's employees may be verified by the City at any time during this Contract.
17. The Contractor shall require their employees to comply with the instructions pertaining to conduct and building regulations. All employees shall sign in and sign out in the facility's security logbook upon entering and leaving the building. Sign in and sign out shall be in accordance with the set schedule agreed upon by both the Contractor and the City. Copies of log in sheets shall be submitted with the Contractor's invoice.
18. Once trash has been disposed of in the dumpsters, employees shall ensure the gates to the containment area are closed and latched. Employees may be required to set alarms at some locations. This information shall be provided to the Contractor prior to commencing work.
19. Assure that the Contractor's employees shall not disturb papers on desks, open drawers in any desks or other furniture, use City telephones or any other City equipment or appliances in the building {such as radios, coffee

pots, microwave ovens, or televisions), or use equipment or appliances belonging to City employees.

20. While performing services under this Contract, the Contractor's employees shall not use illegal drugs or alcohol or be under the influence of illegal drugs or alcohol.
21. The Contractor shall assume full responsibility for any and all damage or claim for damage, injury to persons, property, and equipment that may result from any services performed under this Contract. The Contractor shall be held liable by the City for damages caused by its employees to any equipment, apparatus, or installed property in the City facilities in which work is performed in accordance with this RFP.
22. Contractor must commit to a number of qualified staff dedicated to accomplishing all of the tasks required on the attached list. If at any time the number of staff service falls off and staff is determined to be less than what was committed in the RFP, the City of Inkster reserves the right to cancel the contract for non-performance.
23. Performance evaluation meetings will be scheduled during regular business hours as needed to keep services compliant with specifications.

**P. CALL BACKS AND DEDUCTIONS.**

For all work that is performed in an unsatisfactory manner, the contractor shall be given a "call-back". A "call-back" shall be defined as an unscheduled call to the contractor to complete or correct any portion of work not completed satisfactorily during the regularly scheduled time the work should have been done. All "call-backs" shall be answered, and the work completed or corrected within the next regularly scheduled work period or at the direction of the Facilities Management Specialist or his designee, the unsatisfactory work shall be completed immediately.

Examples of unsatisfactory performance, as it relates to "call-backs", include but are not limited to the following:

- Non-performance of or unsatisfactory performance of any portion of the work as specified and scheduled.
- Non-responsive to "call-backs"

Results of unsatisfactory performance:

- "Call-backs" in excess of two (2) within an invoice period shall result in a deduction of fifty (\$50.00) dollars from that period's invoice with fifty (\$50.00) dollars deducted for each "callback" thereafter.
- Two (2) "call-backs" during a one (1) month period or more than six (6) times in a year could constitute grounds for contract termination.

**Q. EMPLOYEE CONDUCT.**

The City reserves the right to request the removal of any contractor's employee for reasonable cause. Such causes shall include, but are not limited to, the following:

- Wearing of inappropriate clothing and/or uniform
- Engaging in loud, boisterous and unprofessional conduct
- Unauthorized use, disposition and/or misappropriation of City and/or City employee's personal property
- Use of City telephones for personal calls is prohibited
- Engaging in unlawful and unauthorized acts
- Misrepresentation of facts
- Failure to meet acceptable standards of personal cleanliness and neatness, bearing and demeanor.
- Not following procedures or doing job correctly.
- Smoking within any City facility or within 100 feet of any entrance.

**R. WORK STANDARDS.**

Detailed work standards are listed in Appendix A.

**CITY OF INKSTER BUILDING INFORMATION SUMMARY SHEET**

	<b>City Hall</b>	<b>Dozier Recreation Center</b>	<b>Justice Center</b>	<b>DPS</b>
<b>Address</b>	26215 Trowbridge St, Inkster, MI 48141	2025 Middlebelt, Inkster MI 48141	26279 Michigan Ave. Inkster MI, 48141	26900 Princeton St., Inkster MI 48141
<b>frequency of cleaning</b>	5 days/week	5 days/week	5 days/week	1 day/week
<b>Facility Hours</b>	Monday-Friday 8 am - 5 pm	0Wednesday-Sunday	24/7	Monday-Friday 7:30 am - 4:00 pm
<b>Cleaning Hours</b>	5 pm until finish	9 am until finish	5 pm until finish	5 pm until finish
<b>Restricted Areas</b>	Server Room		Crime Lab	Server Room
<b>Number of Floors</b>	1	2	3	1
<b>Total Square Feet *</b>				
<b>Carpeted (SF) *</b>				
<b>Vinyl Tile (SF)*</b>				
<b>Ceramic Tile (SF)</b>				
<b>Hardwood Floor (SF)*</b>				
<b>Rubber Floor (SF)*</b>				
<b>Concrete Floor (SF)*</b>				
<b>Restrooms</b>				
<b>Stairwells</b>				
<b>Elevators</b>				
<b>Drinking Fountains</b>				
<b>Entrance ways</b>				
<b>Cells</b>				

\*All Square Foot measurements are approximate

**BUILDING NAME: DOZIER RECREATION CENTER** 2025 Middlebelt Rd Inkster MI

Clean throughout the entire 2 story section of the building, including but not limited to offices, restrooms, event rooms, copy room, lunchrooms/breakrooms, stairways, hallways, Gym.

Facility Hours: Monday- Friday, 8 am-

Cleaning Hours: Monday - Friday after, 9 am -

Restricted area:

**Special Instructions: High touch cleaning with hospital grade disinfectant as daily task.**

	<b>Frequency of Service</b>
<b>GENERAL CLEANING - THROUGHOUT BUILDING</b>	
- Empty trash receptacles throughout building and replace liners (does not include emptying of blue recycling receptacles or recycling bins in lunchroom )	Daily
- Empty outside trash receptacles at all entrances and replace liners	Daily
- Remove all trash collected to designated area	Daily
- Clean cobwebs	Daily
<b>OFFICES/CONFERENCE ROOMS COMMON AREAS/ COPY ROOM / HALLWAYS</b>	
- Dust horizontal surfaces including tables, counters, tops of cubicle walls, tops of file cabinets (does not include office desks)	Daily
- Clean and disinfect counters	Daily
- Spot vacuum carpets and sweep floors when debris is noticeable	Daily
- Clean and disinfect door handles	Daily
- Wash and clean inside and outside of security glass with approved cleaner	Daily
- Sweep, wet mop, and disinfect vinyl floors	Daily
- Clean both sides of glass partitions and transom glass with approved cleaner	Weekly
- Dust high reach areas	Weekly
- Fully vacuum carpets from wall to wall, including rugs/mats and under desks	Weekly
- Clean smudges from all glass and tabletops	Weekly
- Spot clean doors, door frames, light switches	Weekly
- Dust window blinds	Quarterly
- Strip, seal, wax vinyl floor area	Quarterly
- Vacuum ceiling air vents	Monthly

**KITCHEN/ LUNCH ROOM / BREAKROOM**

- Scour/clean and disinfect sink Daily
- Clean and disinfect kitchen counters and tables Daily
- Clean and disinfect door handle Daily
- Dust mop hard surface floors with treated dust mop Daily
- Spot vacuum carpets and sweep floors when debris is noticeable Daily
- Sweep, wet mop, and disinfect vinyl floors Daily
- Fully vacuum carpets from wall to wall, including rugs/mats Weekly
- Dust high reach areas Weekly
- Spot clean doors, door frames, light switches Weekly
- Clean and disinfect appliances and cabinets Monthly
- Strip, seal, wax vinyl floor area Quarterly
- Vacuum ceiling air vents Monthly

**RESTROOMS**

- Clean and disinfect all restroom fixtures, sinks, commodes, and urinals Daily
- Clean and disinfect counters, trash containers, dispensers, hand dryers, baby changing stations Daily
- Clean and disinfect entrance door(s), wall surfaces, oil partition walls between commodes and urinals, wains coting, wipe off all soap residue from walls & floor below soap dispensers. Daily
- Clean mirrors Daily
- Replenish toilet paper, seat protectors, and paper towels Daily
- Sweep, wet mop, and disinfect floors Daily
- Brush scrub floors Daily
- Clean and disinfect interior and exterior surfaces of sanitary napkin receptacles, and replace bog liner with new liner Daily
  
- Clean and flush floor drain with germicidal detergent second flushing with clean rinse water. Weekly
- Spot clean doors, door frames, light switches Weekly
- Dust ceiling air vents Monthly

**ENTRANCES/VESTIBULES**

- Clean gloss doors, inside and outside
- Sweep debris. Vacuum mats/floors within vestibule and inside atrium.
- Straighten mats
- Sweep debris 10 feet away from door. No debris is to be left on the sidewalk.
- Remove salt stains (seasonal)
- Clean walls when smudges noticed

**GYM**

- Clean and disinfect railings
- Sweep/dust mop floor
  
- Auto Scrub floor
- Vacuum corners and hard to reach areas

Daily Daily Daily

Daily Daily Weekly

Weekly

Daily Daily

Weekly

**BUILDING NAME: CITY HALL** 26215 Trowbridge St, Inkster, MI

Facility Hours: Monday - Friday 8am -  
Saturday 8am -  
Sunday

Frequency of cleaning: 5days/week

Cleaning Hours: Sunday - Saturday, 9 A.M. until finish

Restricted Areas:

**SPECIAL INSTRUCTIONS: High touch cleaning with hospital grade disinfectant as daily task.**

**Mayor's office includes all general cleaning specification (Keys and area must be assigned to an employee)**

Must adjust schedule to clean after the meetings and activities are completed at night. Do not clean the Parks & Recreation storage room. Parks offices and meeting rooms must be cleaned on Friday nights.

<b>GENERAL CLEANING - THROUGHOUT BUILDING</b>	<b>Frequency of Service</b>
Empty trash receptacles throughout building and replace liners	
Empty outside trash receptacles at all entrances and replace liners	
Remove all trash collected to designated area	Daily
Clean cobwebs	Daily
	Daily
	Daily
<b>OFFICES/CONFERENCE ROOMS/COMMON AREAS/COMMUNITY ROOMS/ COUNCIL CHAMBERS</b>	
Dust horizontal surfaces including tables, counters, tops of cubicle walls, tops of file cabinets (does not include office desks)	Daily
Clean and disinfect counters.	Daily
Pickup and dispose of any trash left on counters or floors in common areas.	Daily
Spot vacuum carpets and sweep floors when debris is noticeable	Daily
Clean and disinfect door handles	Daily
- Sweep, wet mop, and disinfect vinyl floors	Daily
Sweep, machine scrub, and disinfect ceramic tile floors	Daily
Dust mop hardwood floors	Daily
Clean smudges from all glass and horizontal surfaces	Daily
Clean glass partitions and transom glass with approved cleaner	Weekly
Dust high reach areas	Weekly
Fully vacuum carpets from wall to wall, including rugs/mats and under desks	Weekly

Spot clean doors, door frames, light switches	Weekly
Vacuum ceiling air vents	Monthly
Dust window blinds	Quarterly
Strip, seal, wax vinyl floor area	Quarterly

**COUNCIL CHAMBERS**

Dust horizontal surfaces including tables, counters, and cabinets	Daily
Vacuum all floors	Daily
Clean restroom	Daily
Clean Podium	Daily
Sweep and machine scrub and disinfect ceramic tile floors	Daily
Dust, clean and disinfect Information Desk in atrium	Weekly
Clean glass doors and glass walls inside and outside of Council chambers	Weekly
Dust windowsills	Monthly
Damp wipe all base moldings	Monthly

**KITCHEN / LUNCHROOM / BREAKROOM**

Scour/clean and disinfect sink	Daily
Clean and disinfect kitchen counters and tables	Daily
Clean and disinfect door handles	Daily
Sweep and wet mop/disinfect hard surface floors	Daily
Spot vacuum carpets when debris is noticeable	Daily
Damp wipe appliances and cabinets	Daily
Fully vacuum carpets from wall to wall, including rugs/mats	Weekly
Dust high reach areas	Weekly
Spot clean doors, door frames, light switches	Weekly
Clean and disinfect appliances and cabinets	Monthly
Vacuum ceiling air vents	Monthly
Clean and flush drains with germicidal detergent, followed by a second flushing with clean rinse water.	Monthly
Strip, seal, wax vinyl floors	2x Annual

**RESTROOMS**

Clean and disinfect all restroom fixtures, sinks, commodes, and urinals	Daily
Clean and disinfect counters, trash containers, dispensers, hand dryers, baby changing stations	Daily
Clean and disinfect entrance door(s), wall surfaces, all partition walls between commodes and urinals, wainscoting, wipe off all soap residue from walls & floor below soap dispensers.	Daily
Clean mirrors	Daily
Replenish toilet paper, seat protectors, and paper towels	Daily
Sweep floors	Daily

Wet mop and disinfect floors

Daily

Clean and disinfect interior and exterior surfaces of sanitary napkin receptacles. and replace bag liner with new liner	Daily
Clean and flush floor drains with germicidal detergent. followed by a second flushing with clean rinse water.	Weekly
Spot clean doors. door frames. light switches	Weekly
Vacuum ceiling air vents	Monthly

**HALLWAYS/ DRINKING FOUNTAINS**

Clean. polish and disinfect drinking fountain fixtures	Daily
Vacuum all floor mats. Straighten mats.	Daily
Sweep and wet mop and disinfect vinyl floors	Daily
Sweep and machine scrub and disinfect ceramic tile floors	Daily
Spot clean doors, door frames, light switches	Weekly
Vacuum ceiling air vents	Monthly
Damp wipe all base moldings	Monthly
Strip, seal, wax vinyl floor area	Quarterly

**ENTRANCES/VESTIBULES**

Clean glass doors, inside and outside	Daily
Sweep debris from vestibule and the first 10 feet outside of entrance door. No debris shall be left on the sidewalk	Daily
Vacuum mats/floors within vestibule and inside atrium. Replace mats in proper position (straightened and do not block doors)	Daily
Remove salt stains {seasonal}	Daily
Damp wipe walls when smudges noticed	Weekly

**MAYOR'S OFFICE**

Vacuum carpets	Daily
Dust and clean conference table	Daily
Damp wipe desk when clear	Daily
Thoroughly clean restroom	Daily
Dust window ledges	Weekly
Vacuum or sweep bugs and cobwebs from corners	Daily
Vacuum ceiling grates	Weekly

**BUILDING NAME:** JUSTICE CENTER  
26279 Michigan Ave Inkster MI

Clean throughout the entire building, including but not limited to offices, restrooms, conference rooms, meeting rooms, lunchrooms/breakrooms, stairways, and hallways.

Frequency 5 days/week

Facility Hours: 24/7

Cleaning Hours: see Special Instructions

Restricted Areas: Crime Lab

**SPECIAL INSTRUCTIONS:** Shift coverage needs to be approved by the Budget Analyst.

<b>GENERAL CLEANING - THROUGHOUT BUILDING</b>	<b>Frequency of Service</b>
Empty trash receptacles throughout building and replace liners	
Empty outside trash receptacles at all entrances and replace liners	
Remove all trash collected to designated area	Daily
Clean cobwebs	Daily
	Daily
	Daily
<b>OFFICES/CONFERENCE ROOMS/COURTROOMS</b>	
Dust horizontal surfaces including tables, counters, tops of cubicle walls, tops of file cabinets (does not include desks)	
Damp wipe and disinfect counters	
Spot vacuum carpets and sweep floors when debris is noticeable	Daily
lean and disinfect door handles	Daily
Wash and clean inside and outside of security glass with approved cleaner	Daily
	Daily
- Sweep and wet mop and disinfect vinyl floors	
- Sweep and machine scrub and disinfect ceramic tile floors	Daily
- Wet mop non-carpeted floors	Daily
Clean both sides of glass partitions and transom glass with approved cleaner	Daily
Dust high reach areas	
Fully vacuum carpets from wall to wall, including rugs/mats and under desks	Weekly
	Weekly
Clean smudges from all glass and table tops	
	Weekly
	Daily

Spot clean doors, door frames, light switches	Weekly
Dust window blinds	Quarterly
Strip, seal, wax vinyl floor area	Quarterly
Vacuum ceiling air vents	Monthly

**KITCHEN/ LUNC HROOM / BREAKROOM/ TRAINING CENTER**

Sc our/c lea n and disinfect sink	Daily
Cleon and disinfect kitchen counters and tables	Daily
Clean and disinfect door handles	Daily
Dust mop hard surface floors with treated dust mop	Daily
Spot vacuum carpets when debris is noticeable	Daily
Sweep, wet mop, and disinfect hard surface floors	Doily
Fully vacuum carpets from wall to wall, including rugs/ mats	Daily
Dust high reach areas	Weekly
Spot clean doors, door frames, light switches Damp	Weekly
wipe and disinfect appliances and cabinets Strip ,	Monthly
seal, wax vinyl floors	Quarterly
Vacuum cellingair vents	Monthly

**RESTROOMS/ SHOWERS**

Clean and disinfect all restroom/shower fixtures, sinks, commodes, and urinals	Daily
Cleanand disinfectcounters, trash containers, dispensers, hand dryers, baby changing stations	Daily
Clean and disinfect entrance door(s), wall surfaces, all partition walls between commodes and urinals, wainscoting, wipe off oil soap residue from walls & floor below soap dispensers.	Daily
Clean mirrors	Daily
Replenish toilet paper, seat protectors, and paper towels	Daily
Sweep floors	Daily
Wet mop and c lean/ disinfect floors	Daily
Machine scrub floors that can't be completely cleaned with wet mopping	Daily
Clean and disinfect interior and exterior surfaces of sanitary napkin receptacles, and replace bog liner with new liner	Daily
Damp clean and disinfect all surfaces of showers, including walls, curtains and doors.	Daily
Clean and flush shower and floor drains with germicidal detergent, followed by a second flushing with clean rinse water.	Weekly
Spot clean doors, door frames, light switches	Weekly
Vacuum ceiling airvents	Monthly

**HALLWAYS/ DRINKING FOUNTAINS**

Cleon, polish and disinfect drinking fountain fixtures	As needed
Vacuum all floor mats. Straighten mots.	
Sweep and wet mop hard surface floors	Daily
Machine scrub hard surface floor surfaces	Daily

Daily

Spot clean doors, door frames, light switches	Weekly
Vacuum ceiling air vents	Monthly
Damp wipe all base moldings	Monthly
Strip, seal, wax vinyl floor area	Quarterly
<b>ENTRANCES/ VESTIBULES</b>	
Clean glass doors, inside and outside	Daily
Sweep debris. Vacuum mats/floors within vestibule and inside entrance and replace in proper position (straightened and not blocking the door)	Daily
Sweep debris 10 feet away from door on outside. No debris is to be left on the sidewalk.	Daily
Remove salt stains (seasonal)	Daily
<b>ELEVATOR</b>	
Spot vacuum carpets when debris is noticeable	Daily
Spot clean and polish all stainless steel using stainless steel cleaner	Daily
Spot clean walls	Daily
Damp wipe and disinfect buttons (inside and outside)	Daily
Clean door tracks and threshold plates (scrub brush or vacuum)	Daily
Clean and polish inside and outside of elevator doors and fascia	Weekly
Fully vacuum carpets from wall to wall, including rugs/mats	Weekly
Fully clean interior walls	Weekly
Vacuum ceiling grates	Monthly
<b>STAIRS, STAIRWELL, SAND LANDINGS</b>	
Clean and disinfect railings Sweep/dust mop stairs and landings	Daily
Wet mop stairs and landings	Daily
Vacuum corners and hard to reach areas	Every other day
Dust high surfaces, walls, woodwork, windowsills, ledges and vents	Weekly
<b>JAIL CELLS/C ELL BLOCK</b>	
Clean and disinfect floors	Daily
Clean and disinfect commodes	Daily
Clean glass windows	Daily
Clean and sanitize telephones	Daily
Clean and disinfect bunk	Daily
<b>BOOKING AREA</b>	
Sweep/dust mop floors	Daily
Wet mop and disinfect floors	Daily
Clean and disinfect sinks	Daily
Clean and disinfect countertops and shelving	Daily

**SALLY PORTS**

- Sweep/dust mop floors
- Wet mop and disinfect floors

Daily  
Daily

**BUILDING NAME:** DEPARTMENT OF PUBLIC SERVICES  
26900 Princeton St, Inkster MI

Facility Hours: 7:30 A.M. – 3:30 P.M . Monday- Friday

Frequency of cleaning: 1 day per week

Cleaning Hours: 5 P.M. until finish

Restricted Areas:

**SPECIAL INSTRUCTIONS:**

	<b>Frequency of Service</b>
<b>GENERAL CLEANING - THROUGHOUT BUILDING</b>	
- Empty trash receptacles throughout building and replace liners (does not include emptying of blue recycling receptacles or recycling bins in lunchroom)	Weekly
- Empty outside trash receptacles at all entrances and at gas pumps and replace liners	Weekly
- Remove all trash collected to designated area	Weekly
- Clean cobwebs	Weekly
<b>OFFICES/CONFERENCE ROOMS/COMMON AREA</b>	
- Dust horizontal surfaces including tables, counters, tops of cubicle walls. tops of file cabinets (does not include desks)	Weekly
- Damp wipe and disinfect counters	Weekly
- Clean smudges from all glass and tabletops	Weekly
- Spot vacuum carpets and sweep floors when debris is noticeable	Weekly
- Clean and disinfect door handles	Weekly
- Sweep, wet mop & disinfect painted concrete floors	Weekly
- Clean both sides of glass partitions and transom glass with approved cleaner	Weekly
- Dust high reach areas	Weekly
- Fully vacuum carpets from wall to wall. including rugs/mats and under desks	Weekly
- Spot clean doors, door frames, light switches	Weekly
- Vacuum ceiling air vents	Monthly
- Dust window blinds	Quarterly
<b>KITCHEN/LUNCHROOM (INCLUDES CONFERENCE ROOM USED AS BREAKROOM / LUNCHROOM )</b>	
- Scour/ clean and disinfect sink	- Clean and disinfect
- Clean and disinfect kitchen counters and tables	and disinfect

t door handle	Daily
- Dust mop hard surface floors with treated dust mop	Daily
- Spot vacuum carpets and sweep floors when debris is noticeable	Daily
- Wet mop hard surface floors	Daily
	Daily

- Sweep and wet mop and disinfect floors
  - Fully vacuum carpets from wall to wall. including rugs/mats
  - Dust high reach areas
  - Spot clean doors. door frames, light switches
  - Damp wipe and disinfect appliances and cabinet, including ice maker
  - Vacuum ceiling air vents
  - Strip, seal, wax vinyl floor area
- Damp wipe and disinfect appliances and cabinet

**RESTROOMS**

- Clean and disinfect all restroom fixtures, sinks, commodes, and urinals Weekly
- Clean and disinfect counters, trash containers, dispensers, hand dryers, baby changing stations Weekly
- Clean and disinfect entrance door(s), wall surfaces, all partition walls between commodes and urinals, wainscoting, wipe off all soap residue from walls & floor below soap dispensers. Weekly
- Clean mirrors Weekly
- Replenish toilet paper, seat protectors, and paper towels Weekly
- Sweep floors Weekly
- Wet mop and clean/disinfect floors Weekly
- Machine scrub floors that can't be completely cleaned with wet mopping Weekly
- Clean and disinfect interior and exterior surfaces of sanitary napkin receptacles, and replace bag liner with new liner Weekly
- Damp clean and disinfect all surfaces of showers. including walls, curtains and doors. Weekly
- Clean and flush shower and floor drains with germicidal detergent, followed by a second flushing with clean rinse water. Weekly
- Spot clean doors, door frames, light switches
- Vacuum ceiling air vent

**HALLWAYS/ DRINKING FOUNTAINS**

- Clean, polish and disinfect drinking fountain fixtures
  - Vacuum all floor mats. Straighten mats Weekly
  - Sweep and wet mop ceramic tile floors Weekly
  - Machine scrub hard surface floor surfaces (except hardwood floors) Weekly
  - Spot clean doors, door frames, light switches Weekly
  - Vacuum ceiling air vents Weekly
- Weekly  
Weekly

- Damp wipe all base moldings & walls
- Strip, seal, wax vinyl floor area

Monthly  
Semi-An

**ENTRANCES/VESTIBULES**

Weekly

- Clean glass doors, & windows inside and outside
- Sweep debris. Vacuum mats/floors within vestibule and inside entrance, and replace in proper position (straightened)
- Sweep debris 10 feet away from door. No debris is to be left on the side walk.
- Remove salt stains (seasonal)

**CITY OF INKSTER**  
**INSURANCE REQUIREMENTS**  
**ATTACHMENT A**

1. The Contractor shall maintain at its expense during the term of this Contract, the following insurance:
  - a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **\$100,000** (One Hundred Thousand Dollars) each accident.
  - b. **Commercial General Liability Insurance** - The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** (One Million Dollars) per occurrence combined single limit.
  - c. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **\$1,000,000** (One Million Dollars) each person and **\$1,000,000** (One Million Dollars) each occurrence and minimum property damage limits of **\$1,000,000** (One Million Dollars) each occurrence.
2. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the City; alternately, contractor may agree to provide notice of such cancellation or reduction.
3. The City of Inkster shall be named as Additional Insured for General Liability and Auto Liability. Certificates of Insurance evidencing such coverage shall be submitted to City of Inkster, Purchasing Department, 26215 Trowbridge St Inkster MI 48141 prior to commencement of performance under this Contract and at least fifteen (15) days prior to the expiration dates of expiring policies. A current certificate of insurance must be on file with the City for the duration of the contract. Said coverage shall be primary coverage rather than any policies and insurance self--insurance retention owned or maintained by the City. Policies shall be issued by insurers who endorse the policies to reflect that, in the event of payment of any loss or damages, subrogation rights under those contract documents will be waived by the insurer with respect to claims against the City
4. The Contractor shall be responsible for payment of all deductibles contained in any insurance required hereunder.
5. If, during the term of this Contract, changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the

Contractor's expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.

6. If any work is sublet in connection with this Contract, the Contractor shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the Contractor.
7. The provisions requiring the Contractor to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Contractor under this contract.
8. The City has the authority to vary from the specified limits as deemed necessary.

### **ADDITIONAL REQUIREMENTS**

#### **HOLD HARMLESS/INDEMNITY**

1. The Contractor agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers and contractors from any claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:
  - A. Acts or omissions by the Contractor, its agents, employees, servants and contractors in furtherance of execution of this Agreement, unless resulting from the sole negligence and tort of the City, its officers, employees, agents and contractors.
  - B. Violations of state or federal law involving whether administrative or judicial, arising from the nature and extent of this Agreement.
  - C. The Contractor agrees to defend the City from and against any and all actions or causes of action, claims, demands or whatsoever kind or nature arising from the operations of the Contractor and due to the act or omissions of the Contractor or its agents, including, but not limited to, acts of omissions alleged to be in the nature of gross negligence or willful misconduct. The Contractor agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims or demands arising from the operations of the Contractor under this Agreement due to the above-referenced acts or omissions.
2. The Contractor agrees that it is its responsibility and not the responsibility of the City to safeguard the property and materials used in performing this Contract. Further the Contractor agrees to hold the City harmless for any loss of such property and materials used in pursuant to the Contractor's performance under this Contract.
3. The Contractor shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height,

weight, handicap, ancestry, place of birth, sexual preference or marital status. The Contractor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this contract.