



**West Michigan Community Mental Health**

With locations at:

920 Diana St., Ludington  
910 Conrad Industrial Park Dr., Ludington

**REQUEST FOR PROPOSAL (RFP)**

West Michigan Community Mental Health (WCMH) is seeking bids for the following services at sites listed above:

- Janitorial Services

There are no limits on which services and how many interested and qualified parties may bid on. Not all services are needed for each location, so please review the bid specifications prior to submitting a bid.

**Interested parties can request a full bidder's, including bidders instructions, by contacting Nicole Kusebuski at [nicole2k@wcmchs.org](mailto:nicole2k@wcmchs.org).**

**PROPOSAL DEADLINE: Completed proposals must be received no later than 5pm, Friday August 6, 2021. WCMH will accept proposals via mail, fax or email in PDF format. All proposals should be submitted to Nicole Kusebuski at [nicole2k@wcmchs.org](mailto:nicole2k@wcmchs.org) or faxed to (231) 845-7095, ATTN: Nicole Kusebuski.**

**NO LATE PROPOSALS WILL BE ACCEPTED**

**WCMCHS CLEANING SCHEDULE FOR 910 CONRAD INDUSTRIAL DRIVE, LUDINGTON, MI**

3 x Weekly	Once/Week	Once/Month	Quarterly	Semi-Annually	Annual	As Needed
<ul style="list-style-type: none"> <li>• Vacuum Carpets: Reception, hallways, vestibules, mats</li> <li>• Mop Floors: entry-ways, kitchens, bathrooms</li> <li>• Wash: mirrors, glass entry doors, lobby areas, fingerprints on walls, conference room tables/credenza</li> <li>• Empty waste baskets/garbage to dumpster</li> <li>• Check for litter: entry way and outside entry</li> <li>• Empty outdoor ashtrays</li> </ul>	<ul style="list-style-type: none"> <li>• Vacuum carpets/floors: offices, records room, meeting rooms, basement (if applicable)</li> <li>• Dust/Clean: Required use of an anti-bacterial cleaner on cloth or surface to remove greasy fingerprints, coffee rings, etc. Includes all surfaces that collect dust, behind &amp; on computers, chair bases, bookshelves, picture frames, phone headsets, chairs, tables, lamps, file cabinets, hardware (knobs &amp; hinges), window sills, computer monitors, desks (Note: desks are to be checked and dusted weekly when top is clear)</li> <li>• Wipe down: refrigerator &amp; appliances (or as needed)</li> </ul>	<ul style="list-style-type: none"> <li>• Dust: Baseboards/ wood work, ceiling, heating &amp; cooling grates, light fixtures</li> <li>• Clean: storage/janitor closets (if unlocked)</li> <li>• Vacuum lampshades</li> </ul>	<ul style="list-style-type: none"> <li>• Vacuum upholstered furniture</li> <li>• Wash interior windows</li> </ul>	<ul style="list-style-type: none"> <li>• Wash: Exterior windows</li> </ul>	<ul style="list-style-type: none"> <li>• Dust: Mini blinds and between panes if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Spot clean carpets</li> <li>• Refrigerator Interiors</li> <li>• Microwaves</li> <li>• Additional vacuum carpets/ Cleaning of meeting rooms</li> </ul>
<p align="center">5 x Per Week</p>						
<ul style="list-style-type: none"> <li>• Disinfect/Wipe Down: bathroom fixtures, countertops (reception)</li> <li>• Wash Dishes &amp; wipe down kitchen/break areas</li> <li>• Refill tissue, towel, &amp; soap dispensers</li> <li>• Empty waste baskets in kitchen and bathrooms</li> </ul>						

**WCMCHS CLEANING SCHEDULE FOR 920 DIANA STREET, LUDINGTON, MI**

3 x Weekly	Once/Week	Once/Month	Quarterly	Semi-Annually	Annual	As Needed
<ul style="list-style-type: none"> <li>• Vacuum Carpets: Reception, hallways, vestibules, mats</li> <li>• Mop Floors: entry-ways, kitchens, bathrooms</li> <li>• Wash: mirrors, glass entry doors, lobby areas, fingerprints on walls, conference room tables/credenza</li> <li>• Empty waste baskets/garbage to dumpster</li> <li>• Check for litter: entry way and outside entry</li> <li>• Empty outdoor ashtrays</li> </ul>	<ul style="list-style-type: none"> <li>• Vacuum carpets/floors: offices, records room, meeting rooms, basement (if applicable)</li> <li>• Dust/Clean: Required use of an anti-bacterial cleaner on cloth or surface to remove greasy fingerprints, coffee rings, etc. Includes all surfaces that collect dust, behind &amp; on computers, chair bases, bookshelves, picture frames, phone headsets, chairs, tables, lamps, file cabinets, hardware (knobs &amp; hinges), window sills, computer monitors, desks (Note: desks are to be checked and dusted weekly when top is clear)</li> <li>• Wipe down: refrigerator &amp; appliances (or as needed)</li> </ul>	<ul style="list-style-type: none"> <li>• Dust: Baseboards/ wood work, ceiling, heating &amp; cooling grates, light fixtures</li> <li>• Clean: storage/janitor closets (if unlocked)</li> <li>• Vacuum lampshades</li> </ul>	<ul style="list-style-type: none"> <li>• Vacuum upholstered furniture</li> <li>• Wash interior windows</li> <li>• Wax floors – kitchen and tiled areas</li> </ul>	<ul style="list-style-type: none"> <li>• Wash: Exterior windows</li> </ul>	<ul style="list-style-type: none"> <li>• Dust: Mini blinds and between panes if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Spot clean carpets</li> <li>• Refrigerator Interiors</li> <li>• Microwaves</li> <li>• Additional vacuum carpets/ Cleaning of meeting rooms</li> </ul>
<p style="text-align: center;">5 x Per Week</p>						
<ul style="list-style-type: none"> <li>• Disinfect/Wipe Down: bathroom fixtures, countertops (reception)</li> <li>• Wash Dishes &amp; wipe down kitchen/break areas</li> <li>• Refill tissue, towel, &amp; soap dispensers</li> <li>• Empty waste baskets in kitchen and bathrooms</li> </ul>						