

CITY OF MUSKEGON
Department of Public Works

ADDENDUM NO. I
JANITORIAL SERVICES CONTRACT FOR 2025-2027

Pre-Bid Meeting
May 20, 2025 @ 10:00 am
Public Services Building

ATTENDANCE	COMPANY	EMAIL	PHONE NO.
Jacqui Erny	City of Muskegon		
Tim Harvey	City of Muskegon		
Ira Williams	Infinity Staffing	info@infinitystaffingpros.com	231-725-5897
Jon Frantz	Top to Bottom Cleaning Group	jon@toptobottom-cleaning.com	616-540-7161
Rob Langworthy	Goodwill	rlangworthy@goodwillwm.org	231-769-3885
Amy Tenbarge	UCS	Amy.tenbarge@unitedcommercialservices.com	616-799-2770
Greg Brower	WMJ	gbrouwerr@wmjanitorial.com	616-558-9552
Chris Reinhart	WMJ	creinhart@wmjanitorial.com	
Del Haagsma	Reliant Cleaning	d.haagsma@reliantprofcleaning.com	616-638-6321
Richard Hall	Reliant Cleaning	r.hull@reliantprofcleaning.com	
Neal VanAllsburg	Curo Cleaning Services	Neal.vanallsburg@curoclean.com	616-381-9632
Brandon Alexander	Z's Green Clean	brandon@zsgreenclean.com	616-610-8377
Kimberly Williams	ZFM Company	zfmkimberly@gmail.com	231-670-1475

OVERVIEW:

The contract consists of the cleaning of City Hall/Police Department, and the Public Service Building (Department of Public Works). This contract will include the cleaning and maintenance of the carpets. Inspections of the cleaning will be done on a regular basis.

CONTRACT REQUIREMENTS:

1. NO late bids will be accepted.
2. Bids will be accepted by our City Clerk's office (1st Floor, City Hall, 933 Terrace St) until **2:00 pm on Thursday, June 5, 2025**. You **do not** have to be present for the opening of the bids.
3. It is suggested that each bidder refer to the "Bidder's Checklist" to ensure that all required information is included with their bid.
4. **A PERFORMANCE BOND IS NOT NECESSARY FOR THIS CONTRACT**, however, submission of the 5% Bid Bond is required at the time you submit your bid. Bid Bonds can be issued in one of the acceptable forms, which are by: Cashier's Check, or by completing the Bid Bond in Section 1.6, or on a Bid or Proposal (Surety) Bond issued by your Insurance Carrier.
5. The "Local Preference" Policy- If a local contractor's bid is within a range of 1% or less than the lowest submitted bid, the award preference may be given to the local contractor within the city's corporate limits.
6. Bid Bonds from the unsuccessful bidders are to be released upon award of the contract and upon execution of the contract for the successful bidder.
7. City Income Tax Law- The successful bidder must adhere to the City Income Tax guidelines, 1% for employees working and residing within the city limits and .5% for all others. The successful bidder must register with the Income Tax Department located on the first floor of City Hall.
8. This is **NOT** a Prevailing Wage Contract.

CONTRACTOR INQUIRIES

1. Professional Building Services is the current company providing janitorial services to the City of Muskegon. The current contract is \$21,450/year for the Public Service Building and \$45,760/year for City Hall. <https://muskegon-mi.gov/documents/pdf/4686.pdf>
2. Bid bonds are required and cannot be paid by personal check.
3. The total cleanable square footage at City Hall.
 - a. Basement: 12768 sq. ft.
 - b. 1st floor: 17379 sq. ft.
 - c. 2nd floor: 11968 sq. ft.
2. Total cleanable square footage at Public Service Building
 - a. 11738 sq. ft.
3. Low Bidder Qualification-The City will also look into the longevity of the business, references, and quality of work from current/past customers, etc.
4. Janitorial Staff will be provided with a monthly “Calendar” that outlines dates/time on all meetings being held in City Hall (Commission Meeting, etc.) Janitorial duties should not interfere with these functions.