

REST AREA CONTRACT
JANITORIAL AND GROUNDS MAINTENANCE SERVICES

MICHIGAN DEPARTMENT OF TRANSPORTATION
GRAND REGION



LUDINGTON REST AREA – R328

MASON COUNTY

2023

SPECIAL PROVISIONS

JANITORIAL AND GROUNDS MAINTENANCE SERVICES FOR: Ludington Rest Area - Mason County.

It is the intent of the Mason County Road Commission (MCRC), on behalf of the Michigan Department of Transportation (MDOT), to contract maintenance activities for the following rest area:

R-328 – Northbound US-31 at mile marker 163, approximately 3.9 miles north of the US-31/Pere Marquette Highway interchange (exit 158), in Summit Township, Mason County.

Maintenance responsibilities for this contract include the following sections from the TECHNICAL SPECIAL PROVISIONS:

- I. General Maintenance
- II. Building Maintenance
- III. General Grounds and Flower Bed Landscaping
- IV. Lawn Maintenance
- V. Rest Area Refuse Disposal

CONTRACT PERIOD

The term of the resulting contract will be for 26 weeks and will commence with the execution of the contract by both parties. The ESTIMATED contract period shall be from April 28, 2023, to approximately October 27, 2023 (26 weeks).

By mutual agreement of the parties, the contract may be extended for up to two (2) one-year periods, if personal services are approved under Civil Service rules and if the CONTRACTOR meets all the specifications, terms, conditions and performance requirements of the contract.

BID DUE DATE/OPENING

All bids are to be received on the bid form provided and in a sealed envelope plainly marked as to the item bid upon and the name of bidder.

Sealed bids will be received by the Mason County Road Commission (MCRC) representative listed below, until February 22, 2023, when the bids will be opened.

AWARD OF BID

To be made to the lowest responsible bidder.

MEASUREMENT AND PAYMENT

The following represents a summary of the estimated work. The bid price includes all labor, materials, equipment, and incidentals to complete the work as specified. The completed work as measures for REST AREA MAINTENANCE, LAWN MAINTENANCE, AND SPRING AND FALL CLEANUP will be paid for at the contract unit prices for the following bid items.

BID ITEM DESCRIPTION	PAY UNIT	# OF UNITS
Rest Area Janitorial and Maintenance*	week	26
Rest Area Lawn Maintenance**	cycle	13

* To include Refuse Disposal

** To include Spring/Fall Cleanup

BILLING/PAYMENT

All CONTRACTOR work must be accomplished per specifications herein to the satisfaction of the Mason County Road Commission designated representative prior to payment for services. Daily inspections for compliance with Contract specifications shall be performed by Mason County Road Commission.

The CONTRACTOR shall submit the monthly invoice at the contract bid price to The CONTRACTOR shall submit the monthly invoice at the contract bid price to the MCRC representative listed below.

CONTRACT ADMINISTRATORS

Steve Wessels, Transportation Maintenance Coordinator
 Michigan Department of Transportation
 2225 Olthoff Drive, Muskegon, MI 49444
 WesselsS@mi.gov
 Phone 269-998-4305
 Fax 231-777-3621

Mary Samuels, Manager/Director
 Mason County Road Commission
 510 E. State Street
 P.O. Box 247
 Scottville, MI 49454
 marysamuels@masoncountyroads.com
 Phone 231-757-2882
 Fax 231-757-2662

HOURS OF WORK

REGULAR WEEKLY HOURS:

Normal staffing hours at the rest area during summer and winter seasons

REGULAR WEEKLY HOURS	
April to October	
<i>Monday - Thursday</i>	<i>6:00 a.m. - 6:00 p.m.</i>
<i>Friday - Sunday</i>	<i>6:00 a.m. - 8:00 p.m.</i>

HOLIDAY WEEKENDS SCHEDULE:

The following Holiday weekend dates (Memorial Day, Independence Day, Labor Day) require additional coverage in which the CONTRACTOR shall provide two employees (one male employee to maintain the men's rest room and one female employee) to maintain the women's rest room at the rest area between the hours of 6:00 a.m. and 10:00 p.m. each day. No additional compensation will be provided. Coverage cost for these periods are to be included in the contract bid unit price.

HOLIDAY WEEKENDS		
2023	2024	2025
May 27, 28, 29	May 25, 26, 27	May 24, 25, 26
July 1, 2, 3, 4	July 4, 5, 6, 7	July 3, 4, 5, 6
Sept. 2, 3, 4	Aug. 31, Sept. 1, 2	Aug. 30, 31, Sept. 1

SEASONAL CLOSURE

The Michigan Department of Transportation reserves the right to close the Rest Area during the winter due to budget constraints. The MDOT will notify the CONTRACTOR 30 calendar days in advance of the scheduled closing date. The final Rest Area cleaning will follow the same procedures outlined in the specifications for the final contract cleaning.

BID FORM

State Rest Area - Building, Grounds, Lawn Maintenance and Refuse Disposal

- PART I. CONTRACTOR INFORMATION AND TOTAL COST
- PART II. PRICING SHEET SUMMARY
- PART III. BUSINESS PLAN FOR WEEKLY REST AREA EXPENSES*
- PART IV. REFUSE SERVICE
- PART V. LIST OF SUPPLIES TO BE USED
- PART VI. INFORMATION REQUIRED FROM BIDDERS

PART I. CONTRACTOR INFORMATION AND TOTAL COST

Furnish labor, equipment, and materials to maintain building and grounds for one year with options of two (2) one-year renewals – April 28, 2023, to approximately October 27, 2023 (26 weeks).

Cost Per Week

R-328 – Northbound US-31 at mile marker 163, approximately 3.9 miles north of the US-31/Pere Marquette Highway interchange (exit 158), in Summit Township, Mason County.

\$_____ x 26 weeks

Combined Total per Week
(Includes Refuse Disposal Services)

\$_____ **TOTAL CONTRACT**

Company Name: _____

Company Address: _____

Telephone Number: _____ Fax #: _____

Email: _____

Authorized Signature: _____
Written TYPED/Printed

Title: _____ Date: _____

Federal Employer ID# or Social Security #: _____

PART II. PRICING SHEET SUMMARY

Company Name: _____

CHECK ALL THAT APPLY	DESCRIPTION OF SERVICES <i>(as defined in the Technical Special Provisions)</i>	UNIT OF MEASURE	ESTIMATED SERVICES PER YEAR	PRICE PER OCCASION	ANNUAL PRICE
	Rest Area General Building Maintenance *	Week	26 weeks	\$	\$
	Rest Area General Grounds and Flower Bed Landscaping	Week	26 Weeks	\$	\$
	Rest Area Lawn Maintenance **	Cycle	13 cycles	\$	\$
ANNUAL TOTAL:					\$

Quantities are estimates only; actual work performed based on Contract Administrator approval.

** Sections I., II., and V. of the Technical Special Provisions (Janitorial Services and Refuse Disposal)*

***To include Spring and Fall Clean up*

PART III. BUSINESS PLAN FOR WEEKLY REST AREA EXPENSES**Company Name:** _____

Labor \$ _____

Paper Products \$ _____

Chemicals & Cleaners \$ _____

Plastic Products \$ _____

Miscellaneous Supplies \$ _____

(Gloves, signs, mops, etc.)

Equipment \$ _____

Lawn Care \$ _____

Bark \$ _____

Refuse Service \$ _____

(2x Week Service)

Travel \$ _____

Overhead \$ _____

Liability Insurance/Worker's Compensation \$ _____

Profit \$ _____

TOTAL* \$ _____**TOTAL MUST EQUAL WEEKLY TOTAL AMOUNT BID*

Note: This information will be considered confidential.

PART IV. REFUSE SERVICE

Refuse Company Name: _____

Refuse Company Address: _____

Contact Person: _____

Telephone Number: _____

Fax Number: _____

PART V. LIST OF SUPPLIES TO BE USED

Company Name: _____

<u>MATERIAL</u>	<u>BRAND NAME</u>	<u>PRODUCT NUMBER</u>
Toilet Paper	_____	_____
Liquid Hand Soap	_____	_____
Scented Urinal Pads	_____	_____
Plastic Bag (Barrel Lines 55 gal.)	_____	_____
Sanitary Napkin Disposal Bag	_____	_____
Glass Cleaner	_____	_____
Toilet Bowl/Urinal Cleaner	_____	_____
Rotary Floor Machine Liquid Cleaner	_____	_____
Liquid Detergent Synthetic Disinfectant	_____	_____
Stainless Steel Cleaner	_____	_____
De-Icing Chemical	_____	_____
Marker/Vandal Remover	_____	_____

<u>MATERIAL</u>	<u>BRAND NAME</u>	<u>PRODUCT NUMBER</u>
Latex Gloves	_____	_____
Personal Eye Wash	_____	_____
Wet Floor Signs	_____	_____
Cotton Mop	_____	_____
Mop Handle	_____	_____
Scrub Pads	_____	_____
Handles	_____	_____
Mop Bucket & Wringer	_____	_____
Floor Squeegees	_____	_____
Broom	_____	_____
Window Squeegee & Extension	_____	_____
Toilet Bowl Mop	_____	_____
Spray Bottles	_____	_____
Sponges	_____	_____

<u>MATERIAL</u>	<u>BRAND NAME</u>	<u>PRODUCT NUMBER</u>
Cloths	_____	_____
Air Blower	_____	_____
Wet-Dry Vacuum	_____	_____
175 RPM Rotary Floor Machine w/15" Brush Spread	_____	_____
"Zim Grit" Rotary Brush Head	_____	_____
Portable Pump-up Sprayer	_____	_____
Hose	_____	_____
Oil Dry	_____	_____
Telescoping Ladder 6-9' OSHA Approved	_____	_____
Florescent Bulbs	_____	_____
Toilet Plunger	_____	_____
Drain Snake	_____	_____
Aerosol Gum Remover	_____	_____
Flowers	_____	_____

MATERIAL

BRAND NAME

PRODUCT NUMBER

Soil Mix

Mulch for Shrub Beds

Snow Blower

CERTIFICATE OF COMPLIANCE Non-Holiday Rest Area Coffee Break Permit

Permit Number _____

I hereby declare as president or chief officer of _____
_____ that all conditions of this
permit have been met and that the rest area was cleaned of all debris
created by our serving refreshments.

I also acknowledge that failure to abide by the conditions and properly
clean the area may result in suspension of permit privilege for one
calendar year, including any permits already issued.

President _____ Date _____

NOTE: This form is to be returned to the issuing Region office within one
week of the effective date of this permit.

REST AREA INCIDENT REPORT

Record every incident noted, such as, stolen tables, rutted lawn, broken lights, scratched windows, broken fixtures, damaged partitions, substance abuse and anti-social activities, etc. (Do not record normal graffiti.)

- (1) Estimate time of incident.
- (2) Describe damage. (Specify V = Vandalism or O = Observation.) If more room is needed use reverse side of paper. If there is none write none. Include description of vehicle and license number if one was obtained.
- (3) Give police agency, location of post and report number, if available.
- (4) Have Foreman or Rest Area Coordinator help with estimated cost of repair.

REST AREA		MONTH & YEAR	REGION
DATE	(1) TIME OCCURRED	(2) DESCRIPTION OF DAMAGE OR OBSERVATIONS	(3) POLICE AGENCY
1			(4) ESTIMATED COST OF REPAIR
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