



**HASTINGS PUBLIC LIBRARY**  
HASTINGS, MICHIGAN

**REQUEST FOR QUOTE (RFQ)**  
FOR

**One-time Building Interior & Carpet Cleaning**

**PROCUREMENT NAME: Building & Carpet Cleaning**

**RFQ ISSUE DATE: Friday February 2, 2024**

**PROPOSAL DUE DATE: Wednesday February 21, 2024 @ 5:00pm**

Requests for Quotes and related documents may be obtained during normal business hours from:

Hastings Public Library, 227 E. State St., Hastings, MI 49058

Phone: (269) 945-4263 | Fax: (269) 948-3874

Contact: Peggy Hemerling, Library Director

Email: [phemerling@HastingsPublicLibrary.org](mailto:phemerling@HastingsPublicLibrary.org)

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## I. General Terms and Conditions

Hastings Public Library assumes no responsibility of any kind or nature for any costs incurred by any potential vendor in the preparation of a response to this RFQ. This applies to and includes any costs of delivery for a timely quote.

### Hastings Public Library's Rights

Hastings Public Library reserves the exclusive, unencumbered right to:

- A. Cancel, revise, or amend the RFQ;
- B. Reject any quote or all Quotes submitted in response hereto in whole or in part;
- C. Waive any irregularities in any quote;
- D. Award the whole or part of the work or goods that are the subject of this RFQ to that offeror whose quote is, as determined at the sole discretion of Hastings Public Library, to be in the best interest of the Library considering such factors as it may deem pertinent.
- E. Quotes must be received on or before **Wednesday February 21, 2024, at 5:00pm**, at the main desk of the Hastings Public Library or via email. Deadline is for physical delivery to the specified location; postmarks or other indicators of sending or delivery will not be accepted. Quotes should be delivered to:

Hastings Public Library  
Library Director  
227 E. State St.  
Hastings, MI 49058

Or via email to:

[pheмерling@HastingsPublicLibrary.org](mailto:pheмерling@HastingsPublicLibrary.org)

- a) If delivering quotes via email, please ensure all details and Quotes are contained in attachments and not the body or subject of the email.
- F. Hastings Public Library may request additional information, clarification, or presentations from any of the offerors after review of the Quotes received.
- G. Hastings Public Library has the right to use any or all ideas presented in reply to this RFQ, subject only to the limitations regarding proprietary/confidential data of offeror.

### Quote Submissions

Quotes must be submitted in accordance with the instructions and requirements contained in this RFQ. Failure to do so may result in the proposal or bid being considered non-responsive and it may be rejected.

An offeror must promptly notify the Library Director of any ambiguity, inconsistency, or error, which may be discovered upon examination of the RFQ. An offeror requesting clarification or interpretation of this RFQ should contact Peggy Hemerling, Library Director.

- A. **An offeror may submit a quote for a portion of this RFQ, such as only the carpet & upholstery cleaning or only the building cleaning, or may bid on everything.**
- B. Any questions regarding the RFQ must be submitted in writing/via email before **Monday, February 19, 2024 at 5:00pm**. If necessary, an addendum to the RFQ will be provided to all holders of the RFQ of record.
- C. **Onsite visits to see the physical building are encouraged.** Contact Peggy Hemerling to schedule.
- D. Any interpretation, correction, or change of the RFQ will be made by an addendum. Interpretations, corrections, or changes to this RFQ made in any other manner will not be binding and offerors must not rely upon such interpretations, corrections, or changes. The Library Director will issue Addenda. Addenda will be emailed, faxed, or mailed to all known recipients of the RFQ.
- E. Negligence on the part of the bidder in preparing the quote confers no rights for the withdrawal or modification of the bid after it has been opened.
- F. If either a unit price or extended price is obviously in error, and the other is obviously correct, the incorrect price will be disregarded.
- G. Quotes should demonstrate the offeror's successful experience in providing the services and/or items requested by this RFQ.
- H. Any quote submitted shall be deemed conclusive assurance that the offeror does not discriminate in any manner against any class of protected persons under federal or state law. This includes non-discrimination on the basis of gender, race, national origin, age, and other categories specified by law. Non-discrimination applies to consideration for employment and services.
- I. By submission of this proposal, the bidder certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other bidder or competitor.
- J. Quotes must explicitly and completely describe and present all components of the price proposed for work or goods. **The Hastings Public Library is exempt from State of Michigan Sales and Use Taxes.** However, property purchased by a contractor to be used in the construction, alteration, repair, or improvement of fixed property owned by the library is taxable to the contractor. Therefore, the price bid for contracts other than construction contracts must be exclusive of taxes and will be so construed. Construction contracts will be construed to include all applicable taxes unless the contract specifies otherwise.

## References

Hastings Public Library may make investigations to determine the ability of the offeror to perform or supply the services and/or items as described in this RFQ.

- A. References may be requested as a part of the solicitation or after the opening of quotes. When requested they are to be furnished as called for. Failure to honor this request will cause the bidder to be subject to rejection.

## Disclosure

- A. Ownership of all data, materials, and documentation originated and prepared for the Hastings Public Library pursuant to the RFQ shall belong exclusively to the Library and be subject to public inspection in accordance with the Michigan Freedom of Information Act.
- B. Only Hastings Public Library will make news releases or other public announcements pertaining to this RFQ or the proposed award of a contract.
- C. All of the information included in your quote response is subject to the “Freedom of Information Act” and may be disclosed in its entirety.
- D. No information regarding the contents of responses to the RFQ will be released prior to award. Once an award has been made, all Quotes will be open to public inspection subject to the provisions set forth above.
- E. The successful offeror must comply with all applicable City, State, and Federal laws, codes, provisions, and regulations.

## **Indemnification**

The contractor agrees to hold and save the Library, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost or judgment for patent, copyright or trademark infringement arising out of the purchase or use of equipment or use of equipment, materials, supplies, or services covered by this contract.

## **II. Process Overview**

Hastings Public Library is soliciting quotes for a one-time cleaning of the entire interior of the building following installation of new windows and re-painting.

## **Specific or Technical Requirements of the Work**

- A. See Attachment “A”

## Evaluation Criteria

- A. The ability, capacity, and skill of the offeror to provide items described in this RFQ in a prompt and timely manner without delay or interference.
- B. The character, integrity, reputation, judgment, experience, efficiency, and effectiveness of the offeror.
- C. The quality and timeliness of performance of previous contracts or services of the nature described in this RFQ.
- D. Compliance by the offeror with laws and ordinances regarding prior contracts, purchases, or services.
- E. The conditions, if any, specified in offeror's proposal; i.e. what expectations or requirements the offeror might have of the Library as a condition of, or related to the proposal.
- F. Quotes shall be submitted in an easy-to-read form with any exceptions, deviations or modifications to the published requirements clearly noted and explained.
- G. Compliance by the offeror with the Library's insurance requirements policy.
- H. Price.

## Selection Process

- A. **Quotes will be opened upon receipt.**
- B. Quotes not received by the published deadline will not be opened or considered.
- C. Library staff will evaluate quotes according to the evaluation criteria noted in the RFQ and prepare a recommendation to the Board of Directors.
- D. The Board of Directors will make the final, binding decision as to the award of the contract or the rejection of any or all Quotes.
- E. Library staff or the Board of Directors may request additional information or clarification from any offeror. Failure to supply requested additional information may result in a proposal being rejected or not considered further.
- F. Hastings Public Library shall award the contract to the quote that best accommodates the various project requirements, reserves the right to award the contract to more than one offeror, and to refuse any quote without obligation to either Hastings Public Library or to any offeror.
- G. Prior to award, Hasting Public Library shall reserve the right to cancel, suspend, and/or discontinue any quote at any time they deem necessary or fit without obligation or notice to the offeror(s).
- H. A formal contractual agreement will be entered into to effect the arrangements with the awarded offeror(s). ***Offerors should submit any requested contract terms as part of their quote.***

### III. Submitting Quotes

Every valid response to this RFQ will include the next five (5) items completed in full and returned to the Library by the stated deadline. Forms follow this page and/or are included in attachments as listed below unless noted:

- Certification (form follows)
- Insurance Documents (see Attachment “B”)
  - a. Attach certificates of required insurance.
- IRS W-9 (vendor provided)
- Equipment or Service
  - a. List any and all equipment or service(s) required for this proposed project with individual, specific costs, and detail the cost.
  - b. List any equipment or service requiring a subcontractor, along with a brief explanation.
  - c. List any accommodations or space required from Hastings Public Library, along with a brief explanation.
  - d. Indicate whether the quote submitted is for the entire RFQ or a piece of it, ,i.e. carpet or building cleaning only.
  - e. Include an estimate of the number of days and/or hours to complete the job.**
  - f. Include information on whether the entire building needs to be closed during cleaning, or if sections can be closed off while others remain accessible to the public and/or staff.**
- Cost Proposal
  - a. A detailed list of any and all expected costs or expenses related to the proposed project.
  - b. Summary & explanation of any other contributing expense to the total cost.
  - c. Brief summary of the total cost of the proposal.

### ATTACHMENTS AND EXHIBITS LIST

1. Attachment “A”: Quote Specifications
2. Attachment “B”: Hastings Public Library Insurance Requirements
3. Attachment “C”: Green Cleaning Policy

# CERTIFICATION

In compliance with this request for proposal and subject to all terms and conditions imposed therein, which are incorporated in this proposal by reference, the undersigned offers and agrees to furnish the services and/or items requested in this solicitation if the undersigned is selected as the successful offeror.

Legal Name of Entity Submitting Proposal: \_\_\_\_\_

Address: Street: \_\_\_\_\_

City, State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Legal form of Entity: \_\_\_\_\_ Date company formed: \_\_\_\_\_  
(e.g. sole proprietorship, partnership, corporation)

Federal Employee Identification Number (FEIN): \_\_\_\_\_

Description of company in terms of size, range, types of services offered and clientele:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evidence of legal authority to conduct business in Michigan: \_\_\_\_\_  
(e.g. business license number)

Has offeror or its parent company (if any) ever filed for bankruptcy? (Yes/No) \_\_\_\_\_

Has offeror or its parent company (if any) ever received any sanctions or are currently under investigation by any regulatory or governmental body? (Yes/No) \_\_\_\_\_

Authorized Official: Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date : \_\_\_\_\_

# ATTACHMENT “A”

## Quote Specifications

### General Information

Hastings Public Library recently had all of its windows replaced, installed a new HVAC system, had drywall repair completed, and the entire interior of the building painted. All of this work created significant amounts of dust which now needs to be removed. This RFQ is soliciting quotes for cleaning the entire inside of the library.

Note some areas are *excluded* from this RFQ for cleaning: five public restrooms, one staff restroom, the server room, mechanical room, electrical room, elevator mechanical room, janitor closets on both floors, community room storage closets, two youth librarian storage rooms, and the 2<sup>nd</sup> floor storeroom.

**Remember: Quotes can be submitted for only building cleaning, only carpet & upholstery cleaning, or both.**

### Minimum Requirements

- All carpets to be professionally cleaned, not just vacuumed.
  - Vendor to specify method, i.e. steam cleaning, shampoo, etc.
- All fabric coverings on chairs and benches to be professionally cleaned.
  - Vendor to specify method, i.e. steam cleaning, shampoo, etc.
- All hard surfaces to be wiped down leaving no visible evidence of dirt, dust or debris including, but not limited to:
  - Window sills.
  - Tops of book cases.
  - Book shelves and books (see below for more detail).
  - Desks.
  - Counter tops and credenzas with openings not covered by doors.
  - Tops of door frames.
  - Stairway hand-rails.
  - Benches.
- Stairway steps and risers cleaned (primary stairs and emergency exit).
- Clean book shelves and books/DVDs/audiobooks/other materials (collectively called *Items*).
  - All items need to be removed from the shelves, the shelves cleaned, and the items returned to the shelf in the same alphabetical, numerical or physical order as when they were removed from the shelf.
  - Tops of items need to be dusted.
- Computer hardware and decorative items.
- All interior windows to be cleaned: inside entry vestibules, the Michigan Room entrance, the Admin Office entry, the Community Room and hallway windows overlooking the first floor, window inserts in interior doors, etc.
- Locations/rooms to be cleaned:



- All first-floor public spaces including the children's room, computer and fireplace area, fiction & non-fiction book shelf area, Wi-fi lounge, teen room, study room, copy room, Friends book store, above the south entrance.
- All first-floor staff areas including service desks, staff workroom and hallway, book drop room.
- Two stairwells: one public, one emergency exit.
- All second-floor public spaces including the Michigan Room, Community Room and all hallways.
- All second-floor staff areas including the literacy office, staff workroom, tech office, director's office and breakroom.

## **Green Cleaning**

The Hastings Public Library is a LEED certified green building. All cleaning products and methods must adhere to our established cleaning policy. See Attachment "C".

## **Storage and Removal of Materials**

The Library has limited storage space. If contractors need to leave cleaning materials and/or equipment onsite for multiple days, the Library needs at least two days advanced notice to discuss arrangements.

Contractors need to remove and dispose of all trash, debris, used cleaning supplies, etc. on a daily basis if the library is open to the public. If the building is closed during cleaning for multiple days, disposal can occur at the end of the project.

## **Equipment**

Contractors need to provide their own ladders, scaffolding, and other equipment needed, along with cleaning supplies. Contact Peggy Hemerling for details.

## **Timing**

Interior construction work is expected to be complete by the end of February 2024. A specific cleaning date or dates will be coordinated between the awarded offeror and the Library to commence as soon as possible after construction finishes.

## **Signoff**

Hastings Public Library reserves the right to inspect all work as it is completed and request reasonable touch-up efforts for areas identified as not fully cleaned. These inspections can be performed in partnership with the awarded offeror and discussed as we acknowledge there are situations that may be out of the contractor's control.

**END OF ATTACHMENT A**

# ATTACHMENT "B"

## INSURANCE POLICY FOR HASTINGS PUBLIC LIBRARY

The purpose of this policy statement is to establish guidelines requiring insurance for contractors, organizations, groups or individuals that carry on activities or do work on Library property. All Certificates of Insurance shall be maintained by the Library and updated as necessary.

### I. Doing work on Library Property.

Certificates indicating insurance coverage shall be required by all contractors or individuals that do work on Library property.

The following coverage is required:

Type	Limit of Liability
<b>1</b> Workers Compensation Statutory Coverage B and Employers Liability	\$500,000.00
<b>2</b> Public Liability (Including products and completed operations liability)  Bodily Injury  Property Damage	\$500,000.00 Each Person  \$1,000,000.00 Each Accident  \$500,000.00 Each Accident  \$1,000,000.00 Each Aggregate
<b>3</b> Automobile Liability (Including hired cars and automobile non- ownership)  Bodily Injury  Property Damage	\$250,000.00 Each Person  \$500,000.00 Each Accident  \$250,000.00 Each Accident  \$5,000,000.00 Each Aggregate
<b>4</b> Additional Insured – Hastings Public Library to be specifically named in clause on policy and certificate as an "additional insured."	

# ATTACHMENT “C”

## Green Cleaning Policy

Hastings Public Library has designed its new building so that air quality will be excellent. To that end, the library has specified that the HVAC system supply a high standard of air quality. Furthermore, the library has chosen interior products, including paints, adhesives, flooring, insulation, upholstery, that do little or no “off-gassing.” The health and safety of staff and library patrons is of utmost importance and takes precedence over all policies and to insure this safety the library administrator shall review this policy and its implementation annually

Whenever possible, Hastings Public Library will eliminate toxic chemicals that create hazards to staff, library patrons, and the library’s environment. Some chemicals used in common cleaning products have been shown to cause adverse health effects and negatively affect indoor air quality. Research suggests that to minimize the potential for health and safety risks from cleaning products, the least toxic product that can perform the job should be purchased. In addition, toxic chemicals require special handling, storage, and disposal, which might add to the cost of using, keeping, and disposing of these products.

Hastings Public Library will endeavor to meet the following health and environmental requirements:

- Undiluted product must not be toxic to humans.
- Undiluted product must not contain any ingredients that are carcinogens or that are known to cause reproductive toxicity, unless present in concentrations below the applicable maximum contaminant levels of drinking water.
- Undiluted product must not be corrosive to the skin or eyes, nor be a skin sensitizer.
- Undiluted product must not be combustible.
- Product as used must not contain substances that contribute to poor indoor air quality. ANY VOC (volatile organic compound) of the product used be less than 0.1% by weight. The product used must not be toxic to aquatic life.
- Each of the organic ingredients must be readily biodegradable.
- The product as used must not contain more than 0.5% by weight of total phosphorus.
- The product must be a concentrate.
- Manufacturers must identify any fragrances on their MSDS sheets.
- The product must not contain: Heavy metals, such as arsenic, lead, cadmium, cobalt, chromium, mercury, nickel, selenium, or ozone-depleting compounds.
- All products including carpet cleaning, disinfectants, and floor care products must meet the Green Seal standards (GS-37, GS-40) or comparable standards.
- Hand soaps must not be anti-microbial, although a low-level preservative is permissible to prevent bacterial growth.

The Hastings Public Library will use the following green cleaning practices:

- The entryways and entryway mats, inside and out, will be cleaned frequently.
- Dirt will be trapped and removed before it enters the building.
- Cleaning solvents will be applied directly to the cloth rather than sprayed on the surface to be cleaned to minimize particles and chemicals in the air.
- Carpet & Rug Institute's Green Label approved vacuums and bags will be used.
- Vacuum bags will be emptied frequently for more efficient operation.
- There will be a focus on implementing measures to prevent accidents and any accidents will be cleaned up quickly.
- Microfiber dusting cloths and flat mops will be used.
- Touch-points, items that people come in contact with, such as door handles and fixtures will be a focus for cleaning.
- Environmentally sensitive paper products, such as recycled tissues and towels bleached without the use of chlorine will be used.
- Maintain an effective recycling program.
- Publicize the green cleaning program so that staff and library users understand the importance of their contribution to the success of the process. It's essential that everyone help ensure a healthy facility by properly reporting spills, cleaning-up foods and debris, and eliminating clutter.