



REQUEST FOR PROPOSAL

Traverse Area District Library
Bret R Boulter - Facilities Manager
610 Woodmere Avenue
Traverse City, MI 49686
(231) 932-8500 / (231) 409-9656
bboulter@tadl.org

TO: Prospective Bidders
DATE: Feb. 26, 2026
FROM: Michele P. Howard - Library Director
SUBJECT: Request for Proposal - Custodial Services at **Kingsley Branch**

Traverse Area District Library is accepting sealed bids for contractual custodial services for the facility located at **213 S Brownson Avenue** in Kingsley. Bids will be accepted based on participation in the mandatory pre-bid conference, meeting the qualifications for providing the services, proposed fees and submitting proof of insurance and bonding requirements.

Attached to this letter is an invitation to bid and bid form to provide interested parties with sufficient information to enable them to prepare and submit bids for a contract award.

The Library reserves the right to consider bids or modifications received at any time before award is made, if such action is in the best interest of the Library. The Library also reserves the right to reject any and all bids received as a result of this request, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the Library. The Library will not pay for the information solicited or obtained.

The completed bid forms must be received by the Response Date indicated in the Instructions to Bidders via Postal or Hand Delivery to:

Custodial Services RFP (Kingsley)
Traverse Area District Library
Bret R Boulter, Facilities Manager
610 Woodmere Ave
Traverse City, Michigan 49686

or via email to: bboulter@tadl.org.

ATTACHMENTS:

Cover Letter with Important Dates and Contacts
Instructions to Bidders including Building address and estimated square footage
Bid Form including Additional Cost Basis sheet

REQUEST FOR BID

Cover Letter

Kingsley Custodial Services

Traverse Area District Library

1st Pre-Bid Conference: March 6, 2026

2nd Pre-Bid Conference: March 12, 2026

Bids Due: March 31, 2026

Anticipated Award Date: April 30, 2026

Issued by

Traverse Area District Library

Facilities Manager

610 Woodmere Avenue

Traverse City, MI 49686

POINT OF CONTACT

Contract Administration: Michele P. Howard, Library Director
Phone: (231) 932-8500

Technical Assistance: Bret R Boulter, Facilities Manager
Phone: (231) 932-8522
Cell: (231) 409-9656

INSTRUCTIONS TO BIDDERS

GENERAL INFORMATION

Project Overview

Traverse Area District Library requires bids for custodial services at the Kingsley branch on S Brownson Avenue in Kingsley. Services must be performed on Tuesday and Friday. Services must be performed while the library is closed.

1. Staffing Requirements

The successful bidder is responsible for:

- Providing trained and supervised employees;
- Providing verification that emergency response / management availability is available on a 24/7 basis (i.e. call-in service).

2. Supplies

The successful bidder is expected to furnish equipment and supplies for the job's bid. Arrangements can be made for limited on-site storage at the locations.

3a. Criteria for a Successful Bid Will Include:

- A thirty day out clause in the contract.
- 3 to 5 References, including company name, contact person, phone, e-mail.
- Proof of insurance.
- Attendance at the pre-bid conference.
- Competitive fees.
- The professionalism and presentation of the company and its bid package.
- Verification of years in business - preference being 5 or more.

The successful contract will be that which is most advantageous to the Library, price and other factors considered. The Library reserves the right to consider bids or modifications received at any time before award is made, if such action is in the best interest of the Library.

3b. Rejection of Bids

The Library reserves the right to reject any and all bids received as a result of this request for bid or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the Library.

3c. Bid Costs

Traverse Area District Library is not liable for any cost incurred by the firm prior to the issuance of a contract and will not otherwise pay for the information solicited or obtained through the bid process.

4a. Pre-bid Conference

To be considered for the contract, bidders are required to participate in a pre-bid conference. There will be two opportunities, one on March 6, 2026 and a second on March 12, 2026. The purpose of these conferences is to allow prospective bidders an opportunity to review the locations and address questions related to the requested services. The pre-bid conference will begin at 9:00am.

Note: Parties interested in participating in the pre-bid conference are required to notify the Facilities Management office by email (bboulter@tadl.org) no later than 4pm on the day before the conference - no one will be admitted without prior notice of intent to participate.

The pre-bid conference will begin at the Traverse Area District Library main branch, 610 Woodmere Ave, Traverse City, MI, 49686. Participants are requested to meet in the lobby and to have business cards available for representatives of Traverse Area District Library. There are three branches and three separate RFPs.

After review of the Woodmere Branch, any participants wishing to bid on the two other branches which have their own RFPs will travel in their own vehicle to the additional location as indicated in those RFPs (East Bay and Kingsley). Representatives from the Traverse Area District Library will be at each location to address any questions related to the services requested.

4b. Inquiries

All questions related to this request must be made in writing via email to the Facilities Manager. Questions and their answers will be distributed to all prospective bidders who attend the pre-bid conference.

5a. Response Date

To be considered, sealed bids must arrive at Traverse Area District Library on or before the date specified in the cover letter – March 31, 2026. Firms mailing bids should allow normal delivery time to insure timely receipt of their bids. The bids should be delivered via **Postal or Hand Delivery** to:

Traverse Area District Library
Bret R Boulter, Facilities Manager
610 Woodmere Avenue
Traverse City, MI 49686

or by email to: bboulter@tadl.org.

No faxed bids will be accepted.

5b. Bids

To be considered, firms must submit a complete response to this RFP, using the format provided. Bids must be signed by an official authorized to bind the firm to its provisions. For this RFP, the bid must remain valid for at least ninety (90) days.

5c. Contract of Successful Bidder

The contents of the bid, including any accompanying promotional material, of the successful bidder, as mutually modified, amended or supplemented shall become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

5d. Interview/Oral Presentation

The Library may request an interview and/or oral presentation of any firms who submit a bid. These meetings provide opportunity for the Library to ask questions and for the bidder to clarify the bid. The Facilities Manager will schedule these presentations.

5e. News Releases

News releases pertaining to this RFP or the service, study, or project to which it relates will not be made without prior Library approval, and then only in coordination with the Library Director.

5f. Disclosure of Bid Contents

Bids are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, Act 442).

After contract award, a summary of total price information for all submissions will be furnished upon request to those bidders participating in this RFP.

6. Independent Price Determination

By submission of a proposal, the bidder certifies, and in the case of a joint proposal the party thereto certifies as to its own organization, that in connection with this proposal:

6a. The prices of 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 bidder or with any other competitor prior to an award being made;

6b. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the bidder and will not be knowingly disclosed by the bidder to any competitor; and

6c. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

7a. Contractor's Liability

The Contractor will provide and maintain public and professional liability, property damage, and worker's compensation insurance insuring, as they may appear, the interests of all parties to any agreement that results from this RFB. The Contractor is responsible for ensuring that all precautions are exercised at all times for the protection of all persons and property. Documentation of the above insurances will be provided by the successful bidder to the Library prior to Contract execution and will be included as a Contract rider. Listed below are the minimum limits to liability.

- Workers' Compensation: Statutory
- Employer's Liability: \$500,000
- Commercial General Liability \$1,000,000 per occurrence
- Property Damage Liability \$1,000,000 per occurrence
- Excess Liability Coverage \$1,000,000 per occurrence

The contractor must provide these property and liability insurance coverage's on an "Occurrence Basis". Coverages shall include the following extensions (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent.

The Contractor shall secure all necessary certificates and permits from municipal or other public authorities and comply with all national, State, and municipal laws, ordinances, and regulations as may be required.

7b. Hold Library Harmless

The selected firm agrees to indemnify, defend, and save harmless the Library, its officers, agents, and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFP. Further, if any recipient of a contract subcontracts for work, they will enter into a contract with such subcontractor(s) which indemnifies the Library as provided herein.

8. Silence of Specifications

The apparent silence of this specification and any supplemental specification as to any detailed description omission shall be regarded as meaning that only the best commercial practices are to prevail and that only material of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretation of this specification shall be made upon the basis of this statement.

9a. Safety

The contractor shall comply with and ensure that the contractor's personnel and subcontracted personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of

illustration and not limitation, the standards of the Michigan Occupational Safety and Health Administration for the general industry and for the construction industry. The contractor shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified to be performed by the contractor and subcontractor(s).

The contractor shall identify to the Library Facilities Manager at least one on-site person who is the contractor's competent, qualified, or authorized person on the worksite and who is, by training or experience, familiar with policies, regulations and standards applicable to the work being performed. The competent qualified or authorized person must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, shall be capable of ensuring that applicable safety regulations are complied with, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the contractor's personnel from the work site.

The contractor shall provide to the Library, at the Library's request, a copy of the contractor's written safety policies and safety procedures applicable to the scope of work. Failure to provide this information within seven (7) days of the Library's request may result in cancellation of the award.

9b. OSHA Requirements

The contractor certifies that all material supplied or used under this contract meets all occupational safety and health administration (O.S.H.A.) requirements, both federal and those of the commonwealth of Michigan; and further certifies that, if the material delivered or used in the performance of the work is found to be deficient in any of the applicable State or Federal Occupational Safety and Health requirements, all costs necessary to bring the material into compliance with the requirements shall be borne by the contractor.

10. Building Address and estimated square footage:

Traverse Area District Library
Kingsley Branch Library
213 S Brownson Avenue
Kingsley, MI 49649

estimated square footage: 6,100

PROJECT BID FORM

Traverse Area District Library

PROJECT: Custodial Services - Kingsley
DUE DATE: March 31, 2026
TO: Custodial Services RFP (Kingsley)
Traverse Area District Library
Bret R Boulter, Facilities Manager
610 Woodmere Ave
Traverse City, Michigan 49686

FROM: _____

Phone: _____

E-Mail: _____

1a. PROJECT DESCRIPTION

We certify that this proposal is for routine custodial services to the Traverse Area District Library at the Kingsley branch on S Brownson Avenue. Service will be on Tuesday and Friday, and will include:

- Cleaning of the following rooms: Employee and guest lobby area; the employee and public restrooms; private conference room;
- Vacuum all carpets and mats;
- Sweep and mop all tile including restrooms;
- Take out trash;
- Sanitize all tables and computer areas;
- Wipe down chairs as needed;
- Clean and disinfect sinks and toilets in restrooms;
- Wash fingerprints on doors;
- Wipe down bookshelves as needed;
- Wipe down circulation desk and dust behind the computers at that desk;
- Monitor entryway floor slats and clean as needed for salt build-up; and
- Monitor and make recommendations for deep cleaning projects.

In addition to the items listed above, the custodial service personnel should report to Facilities Manager any items needing repair - i.e. plumbing, electrical, heating/cooling services, or other items. The report should include the exact location and a description of the problem.

1b. Staffing Proposal

The staffing provided with this proposal and bid includes:

- Training and supervision of employees
- Quality control by means of weekly inspection and contact with the Library Facilities Manager
- Emergency cleanup which will include:
 - 1) Response time
 - 2) a fee schedule, and
 - 3) documentable assurances that workers are trained in the protocol for the proper cleanup of bodily fluids.

1c. Chemicals to be Used

We certify that this bid includes all chemicals for use during the duration of the custodial contract, that we will provide product samples for approval prior to use within the Library buildings and that all chemicals meet the green seal standards and requirements.

We certify that we will maintain a list and the corresponding Material Safety Data Sheets (MSDS) of all certified cleaners / disinfectants which are in use/stored at each location and that we will provide the Library with copies.

We certify that we will maintain enough stock to ensure that there is no interruption in cleaning / disinfecting procedures.

1d. Hand Soap / Sanitizer

We will provide all hand soap to be used in the automatic dispensers at bathroom sinks, and all gel and foam hand sanitizers used throughout the building.

1e. Paper products

The successful bidder will provide all paper products and trash liners for use during the duration of the custodial contract. Arrangements can be made for limited on-site storage at each location.

The successful bidder must:

- Provide product samples prior to use within the Library buildings
- Maintain enough stock for daily replacement of said products without interruption of cleaning procedures
- Provide new dispensers if the paper products do not fit into the existing dispensers at within the specified Library buildings
- Upgrade to different paper products if the quality of the original samples provided declines

Traverse Area District Library encourages the use of recycled products.

1f. Equipment to be Used

The successful bidder will provide and maintain all cleaning equipment used during the duration of the custodial service contract. Arrangements can be made for limited on-site storage at each location.

The successful bidder must:

- Provide a vacuum(s) for the location
- Provide floor care equipment including but not limited to: brooms, mops, dust cloths, buckets, dust pans, etc.
- Replace the vacuum collection bags regularly to avoid unpleasant smells when operated

REFERENCES

The successful bidder must provide the names of at least three businesses the Library can contact about your company's services and include the following;

- Company name and address
- Contact person's name and phone number
- Number of years of service provided
- Square footage of facilities serviced

PROOF OF BONDABILITY

Traverse Area District Library reserves the right to request a letter from Surety, licensed to do business in the State of Michigan, stating that Bidder is able to obtain Performance Bonds, and Labor and Material Payment Bonds, for one hundred percent (100%) of the Base Bid amount.

FEES FOR HANDLING ADDITIONAL WORK

For additional work to be performed, upon instruction of the owner, the undersigned agrees to complete the work per the price factor listed under 'additional cost basis' on the bid forms.

The undersigned agrees that each request for extra work duties shall be accompanied with complete itemized labor breakdown for hours associated with the specified request (carpet cleaning or stripping and waxing).

The undersigned agrees that the request for additional duties shall be agreed upon in writing, in advance.

ACKNOWLEDGMENTS

By initialing, _____ (business name) acknowledges that:

_____ The bidder has received the Bid Form, Instructions, and Cover Letter.

_____ The bid documents have been read and carefully examined so that the bidder fully understands and has correlated their observations with the requirements of the bidding documents.

_____ The bidder has visited the site, has familiarized themselves with the local conditions under which the work is to be performed and has correlated their observations with the requirements of the proposed contract documents.

_____ Their bid is based upon the materials, systems and equipment required by the bid documents and that exceptions are fully explained.

_____ This cost and price analysis is submitted in full compliance with the provisions of the paragraph titled 'Independent Price Determination' in Part I of the RFP to which this proposal is a response.

NEGOTIATION

The undersigned agrees that should the overall costs of this project exceed the funds available, after designation as the successful bidder, the bidder will be willing to negotiate with the owner for the purpose of making reductions in the contract work. The contractor shall agree to give full credit for all such deductions in the work requested by the owner, including full value for labor, material and subcontract work, and reasonable proportionate reductions in overhead and profit, thereby arriving at an agreed upon contract price.

AGREEMENTS

In submitting this bid, the undersigned agrees:

1. To hold their bid open for 90 consecutive calendar days from the bid due date.
2. To enter into and execute a contract with Traverse Area District Library, 610 Woodmere Ave, Traverse City, Michigan, 49686, if awarded on the basis of this bid, and to furnish required submittals within seven (7) days of notification of selection of contract for the work.
3. To perform the work in accordance with the proposed contract documents and to perform said work within the time period stipulated in the bid.

LEGAL STATUS AND SIGNATURE OF BIDDER

Business Name: _____

Address: _____

Phone #: _____

Federal ID #: _____

_____ Sole Proprietorship, doing business as _____

_____ Corporation incorporated under the laws of the State of _____

_____ Partnership - Names and Address of all members:

NAME	ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____

COMPLETE ALL INFORMATION BELOW:

Authorized Negotiator

Name: _____ Title: _____

Signed this _____ day of _____, 2026

TRAVERSE AREA DISTRICT LIBRARY
213 S Brownson Avenue
Kingsley, MI 49649

Kingsley Branch
Square footage: 6,100

_____ submits the following cost basis for
custodial services.

Work could begin on: _____ (date)

2026 Cost basis for general cleaning: \$_____ per year

Based on \$_____ per day

Additional costs:

Paper Products / Trash Liners	\$_____ per year
Carpet cleaning cost	\$_____ per year / _____ times per year
Stripping and waxing	\$_____ per year / _____ times per year
Exterior Window Cleaning	\$_____ per year / _____ times per year
Interior Window Cleaning	\$_____ per year / _____ times per year
Emergency Clean-Up	\$_____ per year / _____ times per year

2027 Cost basis for general cleaning: \$_____ per year

Based on \$_____ per day

Additional costs:

Paper Products / Trash Liners	\$_____ per year
Carpet cleaning cost	\$_____ per year / _____ times per year
Stripping and waxing	\$_____ per year / _____ times per year
Exterior Window Cleaning	\$_____ per year / _____ times per year
Interior Window Cleaning	\$_____ per year / _____ times per year
Emergency Clean-Up	\$_____ per year / _____ times per year

2028 Cost basis for general cleaning: \$_____ per year

Based on \$_____ per day

Additional costs:

Paper Products / Trash Liners	\$_____ per year
Carpet cleaning cost	\$_____ per year / _____ times per year
Stripping and waxing	\$_____ per year / _____ times per year
Exterior Window Cleaning	\$_____ per year / _____ times per year
Interior Window Cleaning	\$_____ per year / _____ times per year
Emergency Clean-Up	\$_____ per year / _____ times per year