



Dear Prospective Bidder:

Kinexus Group is a 501c3 private non-profit organized in 1983 to provide workforce and business development services to the tri-county region of Berrien, Cass and Van Buren Counties. It is governed by a board consisting of private industry, community-based organizations, education, labor, non-profits, and governmental officials from the three-county area. Kinexus Group's family of subsidiaries for which we may be conducting an RFP process include: Michigan Works! Berrien-Cass- Van Buren, Market Van Buren, Bridge Academy of Southwest Michigan, Manufacturers Growth Alliance, and Youth Solutions.

Request for Proposal (RFP) applications as well as an Intent to Bid form will also be available immediately online at <https://www.miworks.org/public-information>. Intent to bid forms are important to submit so that your organizational representative receives future communication regarding this RFP including questions and answers during the RFP process.

Kinexus Group is seeking qualified bidders to provide competitive bids for janitorial services at the following locations:

- **Service Center** : 499 W. Main Street, Benton Harbor, MI 49022, (approximately 30,000 sq feet)
- **Headquarters**: 330 W. Main Street, Benton Harbor, MI 49022, (approximately 7,321 sq feet)
- **Service Center**: 32849 Red Arrow Highway Paw Paw MI 49079 (approximately 9,256 sq feet)
- **Youthbuild**: 315/323 E. Main Street, Benton Harbor, MI 49022 (approximately 10,750 sq feet)

*LOCATION NOTE: our lease and grant for 315-323 E Main Street is up for renewal in October 2024. We have intent to continue if we are re-awarded the grant that allows us to operate in this space, however this is not a guarantee.*

**Bids may be awarded separately, so please price them separately.** Contract period will be for one year, with the option to extend for two additional years based on price and performance.

Your proposal must include the services detailed on the lists below for the **Service Centers** and **Headquarters** locations. The YouthBuild Location has it's own specifications\* and will be listed in this RFP.

**Service Centers**: Janitorial Services should occur so that the building is clean at the start of each business day by 8:00 a.m. (Monday – Tuesday – Wednesday – Thursday – Friday ) at 499 W. Main Street in Benton Harbor and at 32849 Red Arrow Highway in Paw Paw. The **Headquarters** at 330 W. Main Street in Benton Harbor should be cleaned 3 days a week so that the building is clean at the start of the following business days (Monday, Wednesday, Friday).

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**\*Youthbuild Building Scope:** Janitorial services to be required once time per week between Friday 5 PM EST and Monday 7 AM EST. The supply ordering system is the same for the Youthbuild location as it is for the service centers.

- Bathroom Cleaning ( Qty. 2)
    - Men's
    - Women's
  - Trash Removal
    - Desk Area and Front Door – Small Size (Qty. 4)
    - Bathrooms – Medium Size (Qty. 2)
    - Center of Main Room – Large Size (Qty. 1)
    - Kitchen Area – Large Size (Qty. 1)
  - Floor Sweeping
    - Complete Building (Exclude the Wood Working Shop Area)
  - Desktop Cleaning (If Necessary)
    - Office Area
    - Student Tables (Center of Main Building)
    - Lounge Area (By the Printers)
    - Cubicle Area (By the Printers)
  - Kitchen Area Cleaning (Back Room)
    - Dining Tables
    - Lounge Area
  - Construction Work Area (Cleaning Not Required) \* **end of YB specific list.**
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Weekends may be utilized for your staff to clean at all locations. Please note, our offices are open Monday – Friday 8 am – 5 pm. On occasion, meetings and special events are held at our offices after hours. On those occasions, we ask that cleaning services are performed in other areas of the building, and in the area of the event/meeting after the meeting has dispersed.

If a holiday falls on a regular cleaning day, please contact the site contact to arrange cleaning expectations for that week. Site contacts will be shared with the winning contractor. We will provide the winning bidder with a list of planned holidays and site contacts.

**Service Center and Headquarters Proposals should include at each visit:**

- Sweeping/vacuuming/mopping uncarpeted floors, vacuuming carpeted floors
- General cleaning to keep office looking fresh and clean
- Wiping down conference tables, dusting
- Emptying trash

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- Cleaning and sanitizing restrooms, employee break area, and other common surfaces to help mitigate the spread of germs
- Cleaning glass doors with special attention to fingerprints and smudges
- Filling all dispensers: soap, toilet paper, paper towels, changing trash bags, urinal traps, etc. *(Kinexus Group provides a supplier for these disposable items and will pay the bill for these items. The janitorial service will be responsible for "ordering" these items via online system. The facility manager will approve the order, and the order will be delivered to the 499 Main Street, Benton Harbor location. Janitorial provider will pick up the order from the 499 W Main Street office. Kinexus Group will pay the invoice directly to the supplier.) Janitorial service will be responsible for maintaining an accurate inventory of supplies used by the janitorial service. This supply should be a reasonable amount of stock due to lack of storage for a heavy inventory.*
- Remove trash to outside dumpster each night (if dumpster has a padlock, we will provide key).
- Janitorial provider to provide equipment and supplies used in the cleaning process (vacuum, mop, glass cleaner, toilet cleaner, dusting supplies etc. )
- Wiping front of appliances and trash bins if they are dirty/smudged

**Bids must include performing the following special projects:**

- Vacuum desk upholstery as needed
- Dusting and or wiping cleared work surfaces, cubicle tops, window ledges, air vents etc as needed
- Inside and outside window cleaning two times per year (May, November). Please note that Landlord at 330 W Main Street does take care of outside windows therefore the OUTSIDE window cleaning is not required at that location
- Buffing and waxing of hard surface floors as needed to remove scuffing and restore shine to appropriate flooring at least once per year
- Carpet cleaning up to twice a year to remove stains, salt, dirt etc. for entry way/lobby and conference rooms, classrooms, and common areas if requested by your building contact. Janitorial staff will be responsible for moving chairs, wastebaskets etc in the main areas, Individual cube chairs/wastebaskets/objects on the floor will be moved by Kinexus Group staff.
- Chair upholstery and cube wall cleaning as requested by facility manager. Plan on 10 chairs or cube walls per month or 50 per year at each location and factor that into your cost. Janitorial bidders may use subcontractors for chair/carpet cleaning, however janitorial bidder is responsible for communication, management, and performance. Schedule with the building contact as needed.
- A supervisor walk through a minimum of 12 times a year (one walkthrough per month) to review/spot check janitorial performance. This walk through should be scheduled with the building contacts. The janitorial contractor will be responsible for scheduling walkthroughs.

On occasion, Kinexus Group may require "emergency care": significant spills/stains that could include bodily fluids. Please list separately **your cost to respond to such needs as well as an approximate timeframe to respond to these events during normal business hours.**

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Due to global pandemic potential, we may fall under a State requirement to sanitize the **499 W, Main Street Benton Harbor location as well as the Paw Paw location mid-day** in addition to the regular nightly cleaning when state staff are allowed back into the facility. We will need a cost for providing that additional temporary service as well. During the mid-day sanitizing, there will only be a need to sanitize common areas (common desktop surfaces, door handles, restroom toilet handles, sink faucets, soap and towel dispensers, kitchen common surfaces and handles, etc). Vacuuming, trash does not need to be removed at this mid-day event. This is a service that will only be needed while required and may begin and be terminated at any time based on guidance from the State and will only be required in offices where State staff are housed (499 W. Main Street, and Paw Paw location). We will give notice as soon as we receive notice. At this time, we are NOT under this requirement and in fact have never fallen under this requirement, but we want to be ready in the case that it does occur. This would be on an as needed basis only.

**Video walkthroughs are linked in the folder below. These videos can be found here:**  
<https://drive.google.com/drive/folders/1mjn6kwLvhcVcX5Gm4uUejaUmbQjpJN4k?usp=sharing> There are several files on this page for review. The first video is of 499 W. Main Street, the second video is of 330 West Main Street both in Benton Harbor, and the other three videos are of the Paw Paw Service Center and one video of the Next Level Tech Center. In the 499 walkthrough, there is one additional restroom not visible in the CNA classroom. It is one toilet, one sink.

**We will allow individual walkthroughs of centers if you feel necessary. Please email [stacy@kinexus.org](mailto:stacy@kinexus.org) to schedule. Please note that this is just a visual walkthrough. Any questions that come up during the walkthrough should be written down and emailed in accordance with the requirements in this RFP for Q and A including the question deadline. If you intend to ask questions, your walkthrough should be scheduled prior to the deadline for question submission.**

Winning bidder must be bonded and insured. Please provide a copy of the certificate.

**Invoices and payment:** Monthly invoices must be submitted on a Net 30 terms and should not be submitted prior to the service term being completed. (Example: if you are billing for Feb 1-February 28, turn in the invoice for that time period on or after February 28 with Net 30 terms.)

Bidders will be evaluated on the following criteria :

Criteria	Possible Score
Price	20
Documentation of Work	10
Pandemic Cleaning	10
Meeting Needs Outlined in this RFP	30
Reviews/References	30
Total Possible	100

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Contract MUST be cancellable by either party with 30 days written notice.

**Timeline and Deadlines: Questions and Bids should be submitted to [stacy@kinexus.org](mailto:stacy@kinexus.org) with a subject line: Kinexus Group RFQ: Janitorial Services. Questions must be received no later than the deadline listed in the RFP timeline. I will reply that your bid/questions are received, if you do not receive that note, you should contact me to assure that it has arrived. My direct line is 269-215-4899.**

### REQUEST FOR PROPOSAL (RFP) TIMELINE

Date	Action
By 2/20/2024	Notice Sent to Bidders List with RFP
By 2/20/2024	Kinexus Group has RFP application available on miworks.org
By 2/16/2024	Legal Notice sent to Newspaper for publication – Publish Date 2/21/24
3/21/2024	Deadline for receipt of Bidder Questions at 8:00 AM Eastern
3/26/2024	Response to Bidder Questions by 5:00 PM Eastern
4/12/2024	Proposals due at Kinexus Group by 12:00 Noon Eastern
4/19/2024	Approximate Bidder Notification – Contract to begin on or about May 6

The dates set forth above are for informational purposes. Kinexus Group reserves the rights to modify the dates.

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**Janitorial Bid Submission Form/Cover Page for Submission**

**You may add additional pages as you need to.**

**Bidder :**

<i>Business Name, Address, Email, Phone, Contact name</i>
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Please fill in your bid amount in the chart below: Amount must include all janitorial costs including special projects requested in the bid.

<b>Location</b>	<b>Monthly Bid (includes cost of special projects built in to the monthly cost)</b>	<b>Monthly bid if 5 day per week cleaning is required</b>	<b>Emergency Care Cost (Significant spills/stains that could contain bodily fluid</b>	<b>Cost per chair to clean additional chairs (over and above the 10 per month)</b>
Michigan Works Training Center 499 W. Main Street, Benton Harbor, MI 49022 Normally cleaned 5x week				
Kinexus Group Headquarters 330 W. Main Street, Benton Harbor, MI 49022 Normally cleaned 3 x week				
Michigan Works Service Center 32849 Red Arrow Highway Paw Paw MI 49079 Normally cleaned 5 x week				
Youthbuild Building 1x week		<b>No data needed</b>	<b>No data needed</b>	<b>No data needed</b>
Due to COVID and State requirements, We MAY have to request a mid day cleaning at the 499 Location, and the Red Arrow Hwy location. Please list your cost to do the following 5 days a week : Sanitize all common areas to protect against COVID spread. Tables, doorhandles, common surfaces	499 W Main	<b>No data needed</b>	32849 Red Arrow Hwy	<b>No data needed</b>

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**Please Answer These Questions :**

1. Does your bid include meeting all of our needs outlined in the bid request? Yes No (choose one). If NO please explain:
  
2. Are you a Small, Veteran owned, Woman owned, Minority owned business?
  
3. Explain your daily documentation of how work is completed in accordance with the contract.
  
4. Describe your Quality Control measures including your response to reported issues with services.
  
5. Please submit 3 commercial references written between 2020-Current

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**CERTIFICATIONS**

**Debarment and Lobbying**

**CERTIFICATION REGARDING**  
**DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**  
**Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549 Debarment and Suspension (3 CFR, 1986 Comp.); Executive Order 12689 Debarment and Suspension (3 CFR, 1989 Comp.); 2 CFR Part 215, Appendix A, Section 8; 13 CFR Part 145; and 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS THAT ARE AN INTEGRAL PART OF THE CERTIFICATION.**

(1) The prospective recipient of federal assistance funds certified, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.

(2) Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Printed Name and Title of Authorized Representative

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Signature of Authorized Representative



## INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "proposal" and "voluntarily excluded", as used in this clause have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any low tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting his proposal that it will include clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitation for lower tier covered transactions.

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7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it know that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishing a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

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**CERTIFICATION REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge and belief that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
  
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement the undersigned shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying," in accordance with its instructions.
  
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contract under grants, loans, and cooperative agreements) and that all Subrecipient shall certify and disclose accordingly.
  
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$10,000 and not more than \$100,000 for each such failure.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION:		DATE:

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## **EQUAL OPPORTUNITY POLICY STATEMENT**

### **State of Michigan (WDA/TIA)- KINEXUS Group**

THIS POLICY APPLIES TO ALL PROGRAMS ADMINISTERED BY THE Workforce Development Agency, State of Michigan and Kinexus Group. It is the policy of the State of Michigan and Kinexus Group to assure that equal opportunity will be provided under any contract, program, or activity funded in whole or in part with funds made available by or through any state department, institution, or agency. All recipients of financial assistance are required to assure the equitable treatment of all persons in the opportunity for employment as well as their access to and receipt of, program services without discrimination based upon religion, race, color, national origin, age, sex, height, weight, marital status, arrest record, handicap, or other non-merit factors.

This policy applies to all programs administered by the State, subgrantees, contractors, and subcontractors. All personnel will actively promote equal employment opportunity within their respective organizational units. This policy extends to the active recruitment of female and minority-owned enterprises in the delivery of services related to employment and training.

This policy will affect all employment and training practices including, but not limited to, recruitment, hiring, transfer, promotions training, compensation, benefits, layoffs, placements, and selection of subgrantees and contractors.

To ensure compliance with the established policy, a goal-oriented program has been structured with specific targets and timetables. Failure on the part of subgrantees and contractors to comply with this policy will jeopardize initial, continued, or renewed funding under federal and state-funded programs. The Workforce Innovation Act(WIOA) further requires for all programs receiving WIOA funds the following assurance:

As a condition to the award of financial assistance under WIOA from the Workforce Development Agency, State of Michigan the grant applicant assures, with respect to operation of the WIOA-funded program or activity and all agreements or arrangements to carry out the WIOA-funded program or activity, that it will comply fully with nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act of 2014, as amended; including the nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 38. The United States has the right to seek judicial enforcement of this assurance.

Issued by: Workforce Development/Talent Agency, State of Michigan

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Signature of Contractor Authorized Representative

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