



**106 TONKIN ST.
BEAVERTON, MICHIGAN 48612
989-435-4104**

Request for Proposal (RFP)

Janitorial and Cleaning Services

Introduction

Beaverton Activity Center is seeking proposals from qualified janitorial service providers to perform daily and/or weekly, routine cleaning and facility maintenance services in our re-purposed former school building located in Beaverton, Michigan. The BAC, a 501(c)(3) non-profit, is organized for charitable and educational purposes. Our organization serves as the community "Hub" for year-round economic, educational, recreational, social, and physical activities.

The BAC is committed to maintaining a clean, safe, and welcoming environment for staff, visitors, and community members. The selected contractor will be expected to provide consistent, high quality cleaning services and maintain performance standards throughout the contract term.

Scope of Services

The successful bidder shall provide qualified personnel, supervision, scheduling, quality control, and management necessary to perform all required janitorial services.

The BAC will provide all necessary cleaning supplies, chemicals, consumables, and cleaning equipment.

Areas to be maintained: First and second floor hallways and entrances, elevator, second floor six rooms, first and second floor four bathrooms, B-Fit Center, MMH Rehabilitation office and treatment rooms, Reception area, Gym, two locker rooms, Library and two bathrooms, Preschool three classrooms and bathrooms, workroom with bathroom, kitchen, and multi-purpose room with two bathrooms.

- Daily Services
 - Empty all trash receptacles and replace liners
 - Clean and disinfect restrooms – toilets, sinks, counters, and floors
 - Restock restroom supplies
 - Vacuum carpets and entry mats
 - Sweep and mop hard surface floors
 - Dust surfaces and furniture
 - Clean doors, glass, and high-touch surfaces
 - Sanitize breakrooms and kitchen areas
 - Maintain neat Custodial Closets and clean equipment as needed
- Weekly Services
 - Detailed dusting of all surfaces
 - Spot clean walls and doors
 - Vacuum furniture
 - Clean interior glass
- Monthly Services
 - Floor buffing and polishing as needed
 - High dusting
 - Detailed cleaning of common areas
 - Baseboard cleaning
- Quarterly Services
 - Carpet deep cleaning
 - Window cleaning
 - Other deep cleaning tasks as identified

Facility Information

Beaverton Activity Center square footage: ~ 25,000 sq. ft.

Number of offices: 7

Number of restrooms: 12

Meeting rooms: 6

Common areas: 4

Operating Hours: *Please see Appendix A*

Contractor Requirements

The successful bidder must:

- Be licensed and insured
- Carry General Liability Insurance
- Provide Workers' Compensation coverage
- Conduct employee background checks
- Have a minimum of three years janitorial experience
- Provide references from similar organizations and/or worksites

Performance Standards

The BAC expects the selected bidder to:

Quality Expectations

- Consistent completion of assigned tasks
- No visible dust accumulation
- Floors maintained in clean condition
- Restrooms checked and sanitized regularly
- Trash removed daily

Inspection Process

The BAC reserves the right to conduct routine inspections.

Deficiencies may result in:

1. Written warning
2. Corrective action plan
3. Contract termination for repeated issues

Supervision Requirements / Contractor Supervision and Quality Assurance

The successful bidder shall provide active management and oversight of all staff assigned to BAC facilities.

Requirements include:

- Designation of a primary supervisor/account manager
- Regular onsite inspections by supervisory staff
- Documentation of inspections and corrective actions

- Replacement staffing during absences, vacations, or turnover.
- Response to BAC concerns within 24 hours
- Routine communication with BAC management regarding service quality

Staffing Expectations / Personnel Standards

Successful bidder shall provide personnel who:

- Are dependable and punctual
- Demonstrate professional conduct
- Have relevant cleaning experience
- Are trained in proper sanitation procedures
- Can work independently and efficiently
- Maintain confidentiality regarding BAC operations and clients

Proposal Requirements

Proposals shall include:

Company Information

- Company Name & address
- Contact person
- Years in business

Staffing Plan

- Number of employees assigned
- Supervisor information
- Coverage during absences

Experience

- Similar contracts completed
- Government, nonprofit, or community facility experience

References

Provide at least three client references, including:

- Organization name
- Contact person
- Phone number
- Contract duration

Pricing

Provide:

- Monthly service cost
- Any additional hourly rates
- Deep cleaning rates
- Supply costs (if applicable)

Site Walkthrough

Interested bidders may attend a site walkthrough. Please contact the BAC to schedule.

Submission Instructions

Submit proposals electronically or in sealed envelope to:

BAC

Attn: Renee Lang, President and BAC Board of Directors

Ashley Couturier, Operations Administrator

106 Tonkin St., Beaverton, MI 48612

acouturier@beavertonactivitycenter.com

rmlang@outlook.com

*Proposals must be received no later than **October 15th , 2026***

Appendix A

Day	Preschool	Library	B-Fit Center	MMH - PT	Reception Area
Monday	7:30 am – 3:30 pm	9 am – 7 pm	7 am – 5 pm	7 am – 3 pm	9 am – 3 pm
Tuesday	7:30 am – 3:30 pm	9 am – 5 pm	7 am – 5 pm	7 am – 5:30 pm	9 am – 3 pm
Wednesday	7:30 am – 3:30 pm	9 am – 5 pm	7 am – 5 pm	7 am – 3 pm	9 am – 3 pm
Thursday	7:30 am – 3:30 pm	9 am – 7 pm	7 am – 5 pm	7 am – 5:30 pm	9 am – 3 pm
Friday	8:00 am – 4:00 pm	9 am – 5 pm	7 am – 5 pm	7 am – 12 pm	9 am – 3 pm
Saturday	Closed	9 am – 1 pm	9 am – 12:30 pm	Closed	Closed
Sunday	Closed	Closed	Closed	Closed	Closed
Total Hours	40	48	53.5	42	30