

# REQUEST FOR PROPOSAL

**RFP # 26-31**

## **Wheeler Service Center Janitorial Services**

City of Ann Arbor  
Public Works Unit



**Due Date: May 1, 2026 by 11:00 a.m. (local time)**

Issued By:

City of Ann Arbor  
Procurement Unit  
301 E. Huron Street  
Ann Arbor, MI 48104

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## **SECTION I - GENERAL INFORMATION**

### **A. OBJECTIVE**

The City of Ann Arbor is soliciting qualified bidders to provide daily janitorial services for the Wheeler Service Center Operations and Vehicle Storage Buildings. The successful bidder will be awarded a two (2) year contract, subject to annual budgetary approval by the Ann Arbor City Council, with a City option for up to two additional one-year renewals.

### **B. QUESTIONS AND CLARIFICATIONS / DESIGNATED CITY CONTACTS**

All questions regarding this Request for Proposal (RFP) shall be submitted via e-mail. Questions will be accepted and answered in accordance with the terms and conditions of this RFP.

**All questions shall be submitted on or before April 22, 2026 at 11:00 a.m.**, and should be addressed as follows:

Scope of Work/Proposal Content questions shall be e-mailed to Cara Arheit, Public Works Administration Manager – [carheit@a2gov.org](mailto:carheit@a2gov.org)

RFP Process and Compliance questions shall be e-mailed to Colin Spencer, Buyer - [CSpencer@a2gov.org](mailto:CSpencer@a2gov.org)

Should any prospective offeror be in doubt as to the true meaning of any portion of this RFP, or should the prospective offeror find any ambiguity, inconsistency, or omission therein, the prospective offeror shall make a written request for an official interpretation or correction by the due date for questions above.

All interpretations, corrections, or additions to this RFP will be made only as an official addendum that will be posted to [a2gov.org](http://a2gov.org) and [MITN.info](http://MITN.info) and it shall be the prospective offeror's responsibility to ensure they have received all addenda before submitting a proposal. Any addendum issued by the City shall become part of the RFP, and must be incorporated in the proposal where applicable.

### **C. PRE-PROPOSAL MEETING**

**A mandatory pre-proposal meeting will be held on April 20, 2026 at 11:00 am** at the City of Ann Arbor Wheeler Service Center, 4251 Stone School Rd., Ann Arbor MI. **Failure to attend the meeting and sign the RFP #26-31 sign-in sheet at the pre-proposal meeting will automatically disqualify an offeror from submitting a valid proposal.** Any proposal submitted by a party not attending and signing the roster at the pre-proposal meeting will not be opened or considered. Administrative and technical questions regarding this project will be answered at this time. The pre-proposal meeting is for information only. Any answers furnished will not be official until

verified in writing by the Financial Service Area, Procurement Unit. Answers that change or substantially clarify the RFP will be affirmed in an addendum.

**Upon completion of the meeting in the Conference Room, a site walk through the various areas of the Operations and Vehicle Storage Buildings. will be provided.**

#### **D. PROPOSAL FORMAT**

To be considered, each firm must submit a response to this RFP using the format provided in Section III. No other distribution of proposals is to be made by the prospective offeror. An official authorized to bind the offeror to its provisions must sign the proposal. Each proposal must remain valid for at least ninety days from the due date of this RFP.

Proposals should be prepared simply and economically providing a straightforward, concise description of the offeror's ability to meet the requirements of the RFP. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

#### **E. SELECTION CRITERIA**

Responses to this RFP will be evaluated using a point system as shown in Section III. A selection committee comprised of staff from the City will complete the evaluation.

The fee proposals will not be reviewed at the initial evaluation. After initial evaluation, the City will determine top proposals, and open only those fee proposals. The City will then determine which, if any, firms will be interviewed. During the interviews, the selected firms will be given the opportunity to discuss their proposal, qualifications, past experience, and their fee proposal in more detail. The City further reserves the right to interview the key personnel assigned by the selected offeror to this project.

All proposals submitted may be subject to clarifications and further negotiation. All agreements resulting from negotiations that differ from what is represented within the RFP or in the proposal response shall be documented and included as part of the final contract.

#### **F. SEALED PROPOSAL SUBMISSION**

**All proposals are due and must be delivered to the City on or before, May 1, 2026 at 11:00 a.m. (local time).** Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

**Each respondent must submit in a sealed envelope**

- **one (1) original proposal**
- **one (1) additional proposal copy**

- one (1) digital copy of the proposal preferably on a USB/flash drive as one file in PDF format

Each respondent should submit in a single separate sealed envelope marked Fee Proposal

- two (2) copies of the fee proposal

The fee proposal and all costs should be separate from the rest of the proposal.

Proposals submitted should be clearly marked: “RFP No. 26-30 – Wheeler Service Center Janitorial Services” and list the offeror’s name and address.

Proposals must be addressed and delivered to:  
City of Ann Arbor  
c/o Customer Service  
301 East Huron Street  
Ann Arbor, MI 48104

All proposals received on or before the due date will be publicly opened and recorded on the due date. No immediate decisions will be rendered.

Hand delivered bids may be dropped off in the Purchasing drop box located in the Ann Street (north) vestibule/entrance of City Hall which is open to the public Monday through Friday from 8am to 5pm (except holidays). The City will not be liable to any prospective offeror for any unforeseen circumstances, delivery, or postal delays. Postmarking on the due date will not substitute for receipt of the proposal. Offerors are responsible for submission of their proposal. Additional time will not be granted to a single prospective offeror. However, additional time may be granted to all prospective offerors at the discretion of the City.

**A proposal may be disqualified if the following required forms are not included with the proposal:**

- Attachment C - City of Ann Arbor Non-Discrimination Declaration of Compliance
- Attachment D - City of Ann Arbor Living Wage Declaration of Compliance
- Attachment E - Vendor Conflict of Interest Disclosure Form of the RFP Document

***Proposals that fail to provide these forms listed above upon proposal opening may be deemed non-responsive and may not be considered for award.***

***Please provide the forms outlined above (Attachments C, D and E) within your narrative proposal, not within the separately sealed Fee Proposal envelope.***

***All proposed fees, cost or compensation for the services requested herein should be provided in the separately sealed Fee Proposal envelope only.***

## **G. DISCLOSURES**

Under the Freedom of Information Act (Public Act 442), the City is obligated to permit review of its files, if requested by others. All information in a proposal is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

## **H. TYPE OF CONTRACT**

A sample of the General Services Agreement is included as Appendix A. Those who wish to submit a proposal to the City are required to review this sample agreement carefully. **The City will not entertain changes to its General Services Agreement.**

The City reserves the right to award the total proposal, to reject any or all proposals in whole or in part, and to waive any informality or technical defects if, in the City's sole judgment, the best interests of the City will be so served.

This RFP and the selected offeror's response thereto, shall constitute the basis of the scope of services in the contract by reference.

## **I. NONDISCRIMINATION**

All offerors proposing to do business with the City shall satisfy the contract compliance administrative policy adopted by the City Administrator in accordance with the Section 9:158 of the Ann Arbor City Code. Breach of the obligation not to discriminate as outlined in Attachment C shall be a material breach of the contract. Contractors are required to post a copy of Ann Arbor's Non-Discrimination Ordinance attached at all work locations where its employees provide services under a contract with the City.

## **J. WAGE REQUIREMENTS**

The Attachments provided herein outline the requirements for payment of prevailing wages or of a "living wage" to employees providing service to the City under this contract. The successful offeror must comply with all applicable requirements and provide documentary proof of compliance when requested.

## **K. CONFLICT OF INTEREST DISCLOSURE**

The City of Ann Arbor Purchasing Policy requires that the consultant complete a Conflict of Interest Disclosure form. A contract may not be awarded to the selected offeror unless and until the Procurement Unit and the City Administrator have reviewed the Disclosure form and determined that no conflict exists under applicable federal, state, or local law or administrative regulation. Not every relationship or

situation disclosed on the Disclosure Form may be a disqualifying conflict. Depending on applicable law and regulations, some contracts may awarded on the recommendation of the City Administrator after full disclosure, where such action is allowed by law, if demonstrated competitive pricing exists and/or it is determined the award is in the best interest of the City. A copy of the Conflict of Interest Disclosure Form is attached.

#### **L. COST LIABILITY**

The City of Ann Arbor assumes no responsibility or liability for costs incurred by the offeror prior to the execution of a General Services Agreement. The liability of the City is limited to the terms and conditions outlined in the Agreement. By submitting a proposal, offeror agrees to bear all costs incurred or related to the preparation, submission, and selection process for the proposal.

#### **M. DEBARMENT**

Submission of a proposal in response to this RFP is certification that the Respondent is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission is also agreement that the City will be notified of any changes in this status.

#### **N. PROPOSAL PROTEST**

All protests must be in writing and filed with the Purchasing Agent within 5 business days of any notices of intent, including, but not exclusively, divisions on pre-qualification of bidders, shortlisting of bidders, or a notice of intent to award a contract. Only bidders who responded to the solicitation may file a bid protest. The offeror must clearly state the reasons for the protest. If an offeror contacts a City Service Area/Unit and indicates a desire to protest an award, the Service Area/Unit shall refer the offeror to the Purchasing Manager. The Purchasing Manager will provide the offeror with the appropriate instructions for filing the protest. The protest shall be reviewed by the City Administrator or designee, whose decision shall be final.

Any inquiries or requests regarding this procurement should be only submitted in writing to the Designated City Contacts provided herein. Attempts by the offeror to initiate contact with anyone other than the Designated City Contacts provided herein that the offeror believes can influence the procurement decision, e.g., Elected Officials, City Administrator, Selection Committee Members, Appointed Committee Members, etc., may lead to immediate elimination from further consideration.

#### **O. SCHEDULE**

The proposals submitted should define an appropriate schedule in accordance with the requirements of the Proposed Work Plan in Section III.

The following is the schedule for this RFP process.

<b>Activity/Event</b>	<b>Anticipated Date</b>
Mandatory Pre-Proposal Meeting	April 20, 2026, 11:00 am.
Written Question Deadline	April 22, 2026, 11:00 a.m.
Addenda Published (if needed)	Week of April 24, 2026
Proposal Due Date	May 1, 2026, 11:00 a.m. (Local Time)
Selection/Negotiations	May 2026
Expected City Council Authorizations	June 2026

The above schedule is for information purposes only and is subject to change at the City's discretion.

#### **P. IRS FORM W-9**

The selected offeror will be required to provide the City of Ann Arbor an IRS form W-9.

#### **Q. RESERVATION OF RIGHTS**

1. The City reserves the right in its sole and absolute discretion to accept or reject any or all proposals, or alternative proposals, in whole or in part, with or without cause.
2. The City reserves the right to waive, or not waive, informalities or irregularities in of any proposal if determined by the City to be in its best interest.
3. The City reserves the right to request additional information from any or all offerors.
4. The City reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested within RFP.
5. The City reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or a revised scope be implemented.
6. The City reserves the right to select one or more consultants to perform services.
7. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted.
8. The City reserves the right to disqualify proposals that fail to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents outlined within RFP.

#### **R. ENVIRONMENTAL COMMITMENT**

The City of Ann Arbor recognizes its responsibility to minimize negative impacts on human health and the environment while supporting a vibrant community and economy. The City further recognizes that the products and services the City buys

have inherent environmental and economic impacts and that the City should make procurement decisions that embody, promote and encourage the City's commitment to the environment.

The City strongly encourages potential vendors to bring forward tested, emerging, innovative, and environmentally preferable products and services that are best suited to the City's environmental principles. This includes products and services such as those with lower greenhouse gas emissions, high recycled content, without toxic substances, those with high reusability or recyclability, those that reduce the consumption of virgin materials, and those with low energy intensity.

As part of its environmental commitment, the City reserves the right to award a contract to the most responsive and responsible bidder, which includes bids that bring forward products or services that help advance the City's environmental commitment. In addition, the City reserves the right to request that all vendors report their annual greenhouse gas emissions, energy consumption, miles traveled, or other relevant criteria in order to help the City more fully understand the environmental impact of its procurement decisions.

## **SECTION II - SCOPE OF SERVICES**

### **A. GENERAL DESCRIPTION OF WORK**

The City of Ann Arbor is soliciting qualified bidders to provide daily janitorial services for the Wheeler Service Center Operations and Vehicle Storage Buildings.

Detailed description of tasks that will be included in the contract are included in Attachment A

The successful bidder will be awarded a two (2) year contract, subject to annual budgetary approval by the Ann Arbor City Council, with a City option for up to 2 additional one-year renewals to commence on July 1, 2026.

### **B. SITE DETAILS**

The estimated square footage to be cleaned for each building is:

- Operations Building
  - 15,040 sq. ft. 1 story building.
  - 4 bathrooms, 2 locker rooms, wellness center consisting of 2 connected rooms, 1 kitchen, and 2 kitchenettes
  -
- Vehicle Storage Building (VSB):
  - 1,950 sq. ft. 1 story building
  - 2 bathrooms, 1 locker room, and 1 laundry/mud room.

### **C. DEFINITIONS & REQUIREMENTS**

#### **C.1 DEFINITIONS**

For the purposes of this RFP and the resulting contract, the following definitions apply:

- VSB: Vehicle Storage Building
- Bathrooms and Locker Rooms: All restroom areas, shower rooms, changing rooms, and any adjacent spaces intended for personal hygiene or changing activities.
- Common Areas: All building areas not classified as bathrooms or locker rooms, including but not limited to hallways, offices, lobbies, breakrooms, conference rooms, kitchen, kitchenettes, work bays, and entryways.
- Cross-contamination Prevention: Prevention methods include (but not limited to) using the same cloths, mops, buckets, or other tools in both restrooms/locker rooms and common areas or using restroom-dedicated tools on any other surfaces. All Contractor cleaning methods and equipment use must always prevent cross-contamination.

- High-Frequency Touch Points: Surfaces that are routinely touched by multiple people throughout the day, including door handles, light switches, handrails, elevator buttons, shared equipment buttons, faucet handles, and similar surfaces.
- Industrial-Grade Vacuum: A vacuum cleaner designed for commercial or industrial use, capable of handling prolonged operational use and suitable for carpeted areas in the operations building.
- Kitchenettes: Small food-preparation areas equipped with a sink, countertop, coffee makers, microwave, refrigerator, and basic storage cabinets.
- Wet Mop / Wet-Mop Bucket: Mop and bucket systems designed for use with water and cleaning solution. Dedicated sets are required for bathrooms/locker rooms and common areas to prevent cross-contamination.

## **C.2 REQUIREMENTS**

1. Contractor Furnished Equipment, Materials and Consumables
  - a. The Contractor shall furnish all trash liners, urinal blocks, cleaning products, and cleaning supplies necessary to perform the required work. All products and cloths must be appropriate for use on all relevant surfaces and must not damage chrome, stainless steel, or other finishes. Cleaning cloths used for urinals, commodes, and sanitary napkin disposal units shall be dedicated for that use only and shall not be used on any other surfaces or high-frequency touch points.
    - i. The City shall supply toilet paper, paper hand towels, and hand soap for the Contractor to utilize for restocking purposes. Any items supplied by the Contractor will be stored on-site in a designated area only.
  - b. The Contractor shall supply and maintain the following equipment on-site at each building:
    - One - 44 gallon rolling trash container
    - Two mop and bucket systems with wringers: one dedicated to bathrooms and locker rooms, and one dedicated to common areas  
Mops should ONLY be used on appropriate flooring and not on table tops, counters, bathrooms or kitchen fixtures, kitchen appliances or cabinet and drawer fronts.
    - One dust mop, which may not be used in bathrooms or locker rooms.
    - One broom and dustpan
    - One industrial grade vacuum (required for floor mats in both buildings and on the carpeted area in the operations building)
  - c. The Contractor shall provide one high-speed floor buffer (minimum 22"). The buffer must be kept on-site or be available for use at the site at short notice.
  - d. The Contractor shall supply and use wet-floor warning signs as needed.
  - e. All materials and equipment furnished by the Contractor shall meet or exceed the requirements of applicable City, State and Federal codes, ordinances, laws and regulations. If the Contractor shall furnish any supplies or equipment contrary to such codes, ordinances, laws and regulations, he/she shall assume full responsibility therefore and shall bear all costs attributed thereto.

2. Contractor and his/her employees will report hazardous conditions and items in need of repair (including inoperable lights, leaks, toilet stoppages, etc.) to the Maintenance Supervisor. A reporting procedure will be mutually agreed upon by the Contractor and Contract Administrator within one week of award of contract.
3. The Contractor will be required to perform all duties related thereto at no extra cost provided that the scope of the contract is not expanded beyond janitorial services outlined in the bid documents.
4. Services shall be completed between the hours of 5:00 pm – 10:00 pm.
5. The Contractor's on-site Supervisor shall meet with the Administration Manager for a walk-through at least once a month to check performance and resolve any problems. This meeting shall be scheduled by the Contractor and take place between 8:00 am and 4:00 pm Monday through Friday.
6. Locked areas of City facilities shall remain locked at all times unless the Contractor is actively cleaning in that area. The Contractor is required to resecure any locked area. Building doors shall not be propped open.
7. Contractor's Employee Requirements
  - a. Identification - Contractor shall require all his/her employees to wear an identification pass (showing name and picture of employee) in a prominent position. Contractor's employees shall wear a shirt bearing the name or logo of the company for easy identification.
  - b. Access Devices - Any employee of the Contractor provided access devices (e.g. keys/access codes or cards) shall be responsible for their security and shall be required to return them at termination of their employment or the termination of the contract, whichever comes first. No access device may be duplicated. A complete list of employees' assigned access devices will be maintained by Contractor with a copy provided to the City. On termination of the contract, Contractor shall return all access devices. Failure to do so will result in a deduction from Contractor's final payment.
  - c. All employees employed by the Contractor will have the requisite skills to perform their designated tasks. Necessary training shall be performed at the Contractor's expense, and untrained individuals will not be brought onto the premises for training.
  - d. Contractor will have all janitorial employees bonded for any losses while employed and assigned to the City of Ann Arbor properties.
  - e. The City will have the right to require the contractor to remove any employee deemed incompetent, careless, or otherwise objectionable, or any personnel whose actions or appearance are deemed inconsistent with the best interests of the City. The decision of the City of Ann Arbor, acting through the Contract Administrator, or his/her authorized representative, shall be final as to what constitutes incompetent or deviant behavior.
  - f. Contractor employees must have satisfactory communication skills to read and understand chemical / hazardous material labeling. Employees must be able to speak and understand the English language to communicate and get direction from City staff.
  - g. If employees are taking breaks or eating in City facilities, then they must only do so in break rooms designated by the City.

- h. Employees of the contractor shall not use City telephones or computers for any purpose.
8. Employee Background Checks
- a. Contractor Background Checks of Employees - The Contractor shall conduct a background check on all personnel prior to submitting the employee's information for the City background check. The Contractor is expected to verify work history and references as part of this process.
  - b. City Background Checks of Employees - The City will require each employee of the Contractor to undergo an extensive background check before they can work at a City location. The following information **MUST** be supplied to the City by the Contractor for each employee being considered to work at a City location. The employee will not be allowed to work at a City location until their information has been verified and approved by the City.
    - Employees full name
    - Date of birth
    - Photo copy of Driver's License or Michigan ID card
    - Social Security Number
  - c. Security – The following security standard will be used to determine whether an employee should be assigned to work in either Safety Services Area, Financial Services Area, Wheeler Service Center Operations and Vehicle Storage Buildings or other high security areas as designated by the City:
    - Any Felony or Misdemeanor conviction involving theft, murder, rape, assault, or other violent crime in the last five years may not work at **any** City facility.
    - Any other criminal conviction may be allowed to work in a City facility if the Site Representative is notified in advance and agrees to the assignment.

## **E. DETAILED WORK PLANS**

1. See **Attachment A** schedule requirements and a detailed scope of tasks for the Operations and Vehicle Storage Buildings

## **SECTION III - MINIMUM INFORMATION REQUIRED**

### **PROPOSAL FORMAT**

Offerors should organize Proposals into the following Sections:

- A. Professional Qualifications
- B. Past Involvement with Similar Projects
- C. Proposed Work Plan
- D. Fee Proposal (include in a separate sealed envelope clearly marked "Fee Proposal")
- E. Authorized Negotiator
- F. Attachments

The following describes the elements that should be included in each of the proposal sections and the weighted point system that will be used for evaluation of the proposals.

#### A. Professional Qualifications – 25 points

1. State the full name and address of your organization and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include whether it is licensed to operate in the State of Michigan.
2. Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work.

Indicate which of these individuals you consider key to the successful completion of the project. Identify which individual(s) will serve as the main point of contact for managing the contract, coordination, and customer service. Resumes and qualifications are required for all proposed project personnel. Qualifications and capabilities of any subcontractors must also be included.

3. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.

#### B. Past involvement with Similar Projects – 25 points

The written proposal must include a list of specific experiences in similar services and indicate proven ability in implementing similar projects for the firm **and** the individuals to be involved in the project. A complete list of client references must be provided for similar service contracts recently completed or in progress. The

list shall include the firm/agency name, address, telephone number, project title, and contact person.

C. Proposed Work Plan – 25 points

Provide a detailed and comprehensive description of how the offeror intends to provide the services requested in this RFP. This description shall include, but not be limited to:

- How the project(s) will be managed and scheduled.
- Staffing plan including typical number of people per crew, responses to staffing turnover or shortages, availability to provide additional staffing/crews as requested, etc.
- How and when data and materials will be delivered to the City.
- The company's general philosophy in regards to providing the requested services, the working relationship between the offeror and City staff including communication and coordination.

Offerors shall be evaluated on the clarity, thoroughness, and content of their responses to the above items.

D. Fee Proposal - 25 points

Fee proposal forms in **Attachment A-2 Proposal Fee Form - Estimated Work Hours for Wheeler Service Center** must be used and should be submitted in a separate, sealed, envelope as part of the proposal. Fee quotations are to include the names, title, hourly rates, overhead factors, and any other relevant details. The proposal should highlight key staff and positions that would likely be involved with projects. Offerors shall be capable of justifying the details of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material and time.

E. Authorized Negotiator

Include the name, phone number, and e-mail address of persons(s) in your organization authorized to negotiate the agreement with the City

F. Attachments

Legal Status of Offeror, Conflict of Interest Form, Living Wage Compliance Form, and the Non-Discrimination Form should be returned with the proposal. These elements should be included as attachments to the proposal submission.

## PROPOSAL EVALUATION

1. The selection committee will evaluate each proposal by the above-described criteria and point system (A through C) to select a short-list of firms for further consideration.

The City reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. A proposal with all the requested information does not guarantee the proposing firm to be a candidate for an interview. The committee may contact references to verify material submitted by the offerors.

2. The committee then will schedule interviews with the selected firms if necessary. The selected firms will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and fee proposal.
3. The interview must include the project team members expected to complete a majority of work on the project, but no more than six members total. The interview shall consist of a presentation of up to thirty minutes (or the length provided by the committee) by the offeror, including the person who will be the project manager on this contract, followed by approximately thirty minutes of questions and answers. Audiovisual aids may be used during the oral interviews. The committee may record the oral interviews.
4. The firms interviewed will then be re-evaluated by the above criteria (A through D), and adjustments to scoring will be made as appropriate. After evaluation of the proposals, further negotiation with the selected firm may be pursued leading to the award of a contract by City Council, if suitable proposals are received.

The City reserves the right to waive the interview process and evaluate the offerors based on their proposals and fee schedules alone and open fee schedules before or prior to interviews.

The City will determine whether the final scope of the project to be negotiated will be entirely as described in this RFP, a portion of the scope, or a revised scope.

Work to be done under this contract is generally described through the detailed specifications and must be completed fully in accordance with the contract documents.

Any proposal that does not conform fully to these instructions may be rejected.

## **PREPARATION OF PROPOSALS**

Proposals should have no plastic bindings but will not be rejected as non-responsive for being bound. Staples or binder clips are acceptable. Proposals should be printed double sided on recycled paper. Proposals should not be more than 30 sheets (60 sides), not including required attachments and resumes.

Each person signing the proposal certifies that they are a person in the offeror's firm/organization responsible for the decisions regarding the fees being offered in the Proposal and has not and will not participate in any action contrary to the terms of this provision.

## **ADDENDA**

If it becomes necessary to revise any part of the RFP, notice of the addendum will be posted to Michigan Inter-governmental Trade Network (MITN) [www.mitn.info](http://www.mitn.info) and/or the City of Ann Arbor web site [www.A2gov.org](http://www.A2gov.org) for all parties to download.

Each offeror must acknowledge in its proposal all addenda it has received. The failure of an offeror to receive or acknowledge receipt of any addenda shall not relieve the offeror of the responsibility for complying with the terms thereof. The City will not be bound by oral responses to inquiries or written responses other than official written addenda.

## **SECTION IV - ATTACHMENTS**

Attachment A-1 – Schedule Requirements and Description of Tasks

Attachment A-2 -- Proposal Fee Form - Estimated Work Hours for Wheeler Service Center

Attachment B - Legal Status of Offeror

Attachment C – Non-Discrimination Ordinance Declaration of Compliance Form

Attachment D – Living Wage Declaration of Compliance Form

Attachment E – Vendor Conflict of Interest Disclosure Form

Attachment F – Non-Discrimination Ordinance Poster

Attachment G – Living Wage Ordinance Poster

**ATTACHMENT A-1**  
**SCHEDULE REQUIREMENTS AND DESCRIPTION OF TASKS**

A. Schedule Requirements

1. Wheeler Service Center Public Works Operations and Vehicle Storage Building
  - a Cleaned five days per week (except Business observed holidays).
  - b The Wheeler Service Center cleaning should begin no sooner than 5:00 p.m. and must be completed no later than 10:00 p.m.
  - c On-site staffing or day porter services are not required.
2. Contractor shall provide a yearly calendar that identifies dates when monthly, quarterly, and semi-annual tasks are to be completed. This calendar shall be posted and kept up to date so the Site Representative is able to assist with coordination and can track completion of required tasks

B. Description of Tasks

1. Initial Deep Clean of the Operations Building and VSB
  - a This service is intended to restore areas of the facilities that show accumulated dirt, discoloration, and neglect beyond what is addressed through routine cleaning. The Contractor shall perform a comprehensive deep sanitation that includes, but is not limited to, the following focus areas: :
    1. Locker rooms and restrooms: Removal of discoloration, staining, and buildup on grout, ceramic tiles, shower walls, floors, partitions, and surrounding surfaces.
    2. Wellness center floors: Elimination of accumulated dirt and ground-in grime on all flooring types.
    3. Kitchens and kitchenettes: Deep cleaning of floors, corners, baseboards, appliance surfaces, and areas that are difficult to reach during routine cleaning.
    4. Common areas: Removal of dirt and grime from flooring and detailed cleaning of edges, corners, and areas where buildup is present.
    5. High and out-of-reach dusting: Dust removal from vents, ledges, pipes, beams, tops of cabinets, and other surfaces not typically cleaned during routine cycles.
  - b Contractors should include a comprehensive approach addressing:
    1. The methods, equipment, and cleaning agents to be used.
    2. A detailed scope of areas and surfaces to be addressed that include the above focus areas and any additional recommended areas.
    3. The staffing plan, schedule, and estimated duration.
    4. Measures to prevent cross-contamination during the deep clean.
    5. Any anticipated challenges and recommended solutions.
    6. How completion and quality of the optional deep clean will be verified
2. Operations Building
  - a Daily Tasks
    1. Common Areas (offices, cubicles, conference rooms, copy room, hallways and entryways)
      1. Empty all trash and recycling receptacles and dispose of materials at the designated collection point. Recycling and trash must be collected separately and must not be comingled.

2. Vacuum all carpeted areas and floor mats. Spot clean stains as necessary.
  3. Wipe down and disinfect all desktops, tabletops, countertops, drawer fronts, and file cabinet surfaces.
  4. Wipe down and disinfect all high-frequency touch points including light switches and door handles/knobs.
  5. Clean and disinfect all drinking fountains.
  6. Sweep and wet mop all hard surface floors.
  7. Vacuum all carpeted areas and floor mats. Spot clean stains as necessary.
  8. Spot clean:
  9. Interior glass, including glass in doors
    - Walls and doors, including cinder block walls
    - Hard-surface and vinyl chairs and bench surfaces
  10. Remove cobwebs as necessary
- b Restrooms / Locker Rooms
1. Mop and disinfect all floors.
  2. Wipe down and disinfect high-frequency touch points.
  3. Restock all supplies (paper, soap, etc.).
  4. Empty and sanitize all sanitary napkin disposal units.
  5. Empty all trash containers and dispose of trash at the designated collection point.
  6. Clean and sanitize all urinals, commodes, wash basins, towel dispensers, surrounding wall areas, and polish all chrome fittings and stainless-steel fixtures.
  7. Clean and polish all wall and cabinet mirrors.
  8. Clean (scrub) shower walls and floors.
  9. Remove hair and debris from shower floors.
  10. Spot clean ceramic tiles, walls, and toilet partitions, including areas surrounding commodes, urinals, sink backsplashes, soap dispensers, and paper towel dispensers.
- c Kitchen / Kitchenettes
1. Pick up trash and recycling on floors. Empty all trash and recycling receptacles and dispose of waste at the designated collection point. Recycling and trash must remain separate.
  2. Restock all supplies (paper, soap, etc.).
  3. Sweep floors and mop with disinfectants. Pay special attention to corners and baseboards.
  4. Clean and disinfect sinks, counters, stovetops, tables, and chairs.
  5. Wipe down and disinfect all high-frequency touch points, including paper towel dispensers, cabinet handles, light switches, disposal switches, the exterior of the refrigerator, ice machine, and vending machines.
  6. Clean and disinfect microwaves inside and out.
  7. Spot clean walls near trash receptacles with disinfectants.
  8. Clean sides and tops of trash receptacles with disinfectants.
- d Janitorial Closets
1. Keep closets clean and organized. Store mops hung to dry. Clean utility

- sink, maintain drainage, and sweep floors regularly.
  - 2. Put away all Contractor and City provided supplies on the day of delivery.
  - 3. Provide staff with a copy of new chemical/cleaning product information. Maintain proper labels on all spray bottles.
  - 4. Provide proper cleaning equipment, tools, liners, and cleaning supplies, all properly labeled.
  - 5. Check for special cleaning requests posted in the janitorial closet.
  - 6. Maintain Material Safety Data Sheets (SDS), inventory lists, and provide monthly updates.
- e Weekly Tasks
1. Common Areas (Offices, cubicles, conference rooms, copy room, hallways and entryways)
    - a. Vacuum or whisk upholstered furniture and damp-wipe vinyl-covered furniture.
    - b. Dust all surfaces including windowsills, ledges, door moldings, frames, vents, handrails, bookcases, and benches.
    - c. High-speed buff all hard surface floors.
    - d. Clean and polish interior window and door glass in common areas, including main entrance doors, secondary entry/exit doors, lobby areas, breezeway doors, conference rooms, and kitchen.
    - e. Dust copier machine and vacuum behind it.
    - f. Damp-wipe all telephones using disinfectants.
    - g. Wash interior windows, clean windowsills.
  2. Kitchen / Kitchenettes
    - a. Clean and disinfect cabinets and drawer fronts.
  3. Restrooms / Locker Rooms
    - a. Completely scrub and disinfect all ceramic tiles, walls, and toilet partitions.
    - b. Clean and wipe down the exterior of lockers, including tops.
  4. Wellness Center (consists of 2 rooms)
    - a. Pick up trash and recycling on floors. Empty all trash and recycling receptacles and dispose of waste at the designated collection point. Recycling and trash must remain separate.
    - b. Restock all supplies (paper, soap, etc.).
    - c. Sweep floors and mop with disinfectants. Pay special attention to corners and baseboards.
    - d. Clean and disinfect sinks, counters, stovetops, tables, and chairs.
    - e. Wipe down and disinfect all high-frequency touch points, including
  5. Work Bays & Offices (found in the back half of the building)
    - a. Copper Room
      - i. Sweep work bay floor.
      - ii. Vacuum floor mats.
      - iii. Clean and disinfect all tables, high frequency touchpoints, outside of refrigerator, and sink

- iv. Wipe down and disinfect all high-frequency touch points.
- b. Forestry Bay
  - i. Sweep work bay floor.
  - ii. Vacuum floor mats.
  - iii. Clean and disinfect all tables, high frequency touchpoints and sink.
  - iv. Wipe down and disinfect all high-frequency touch points.
- c. Meter Shop
  - i. Sweep work bay floor.
  - ii. Clean and disinfect desk surfaces and outside of lockers.
  - iii. Vacuum floor mats.
  - iv. Wipe down and disinfect all high-frequency touch points.
- d. Radio Shop (consists of 2 connected work bays)
  - i. Sweep floors and mop with disinfectants.
  - ii. Vacuum floor mats.
  - iii. Wipe down and disinfect all high-frequency touch points.
- e. Sign Shop (consists of 2 connected offices)
  - i. Sweep floors and mop with disinfectants.
  - ii. Vacuum floor mats.
  - iii. Wipe down and disinfect all high-frequency touch points,
- f. Solid State / Signal Control
  - i. Sweep floors and mop with disinfectants.
- g. Vacuum floor mats
  - i. Wipe down and disinfect conference table and file cabinet surfaces.
  - ii. Wipe down and disinfect all high-frequency touch points. (This does NOT include the large TV installation.)
- h. TSU Shop / Storage
  - i. Sweep work bay floor.
  - ii. Clean and disinfect training computer desk surface.
  - iii. Vacuum floor mats
  - iv. Wipe down and disinfect all high-frequency touch points.

### 3. Monthly Tasks.

- a. Common Areas (Offices, cubicles, conference rooms, copy room, hallways and entryways)
  - 1. Replace shredder bags as needed; dispose of used bags in trash (not recycling).
  - 2. Clean under chair seats, legs, casters, wheels, and armrests.
  - 3. Perform all high dusting not reached during daily or weekly cleanings.
- b. Kitchen / Kitchenettes
  - 1. Sweep or vacuum under and behind all refrigerators, ice machine, and vending machines.

4. Quarterly Tasks
  - a At a minimum, all tile floors capable of being waxed shall be waxed. Some areas may require more frequent waxing as needed.
5. Semiannual Tasks (minimum twice per year)
  - a Deep clean oven and stove.
  - b Deep clean all upholstered furniture in conference rooms, common areas, offices, and cubicles.
  - c At a minimum, all tile floors capable of being waxed shall be stripped and re-waxed. Work must be coordinated with the Site Representative.
  - d At a minimum, steam-clean all carpeted areas using an industrial carpet cleaner. Work must be coordinated with the Site Representative.

### C. Vehicle Storage Building

#### 1. Daily Tasks

- a Entryway
  1. Pick up trash and recycling on floors. Empty all trash and recycling receptacles and dispose of waste at the designated collection point. Recycling and trash must not be co-mingled.
  2. Wipe down and disinfect the sink and exterior of the ice machine.
  3. Wipe down and disinfect all high-frequency touch points including light switches, door handles/push plates, and soap and paper towel dispensers.
  4. Sweep and wet mop hard surface floors.
  5. Vacuum all floor mats.
  6. Spot clean:
    - Interior glass (including glass in doors)
    - Walls and doors, including cinder block walls
  7. Remove cobwebs as necessary.
- b Restrooms, Locker Rooms and Laundry Room
  1. Mop and disinfect all floors.
  2. Wipe down and disinfect all high-frequency touch points, including counters, light switches, door handles/push plates, stall handles and locks, and soap and towel dispensers.
  3. Restock all supplies (paper, soap, etc.).
  4. Empty and sanitize all sanitary napkin disposal units.
  5. Empty all trash containers and dispose of trash at the designated collection point.
  6. Clean and sanitize all urinals, commodes, wash basins, towel dispensers, surrounding wall areas, and polish all chrome fittings and stainless-steel fixtures.
  7. Clean and polish all wall and cabinet mirrors.
  8. Clean and polish exterior surfaces of the washer and dryer.
  9. Clean and disinfect the laundry room counter and sink.
  10. Spot clean ceramic tiles, walls, toilet partitions, sink backsplashes, and surfaces surrounding the soap and paper towel dispensers.

#### 2. Weekly Tasks

- a Dust all surfaces including ledges, door moldings, frames, vents, and all

high dusting not reached during daily cleaning.

- b Clean and wipe down the exterior of lockers, including tops.
- c Clean and polish entryway door windows.

3. Semiannual Tasks (minimum twice per year)

- a Deep clean the inside of the washing machine and dryer.

**ATTACHMENT A-2**  
**PROPOSAL FEE FORM - ESTIMATED WORK HOURS FOR WHEELER SERVICE CENTER**

List the total estimated work hours to clean per day, specified monthly, quarterly items, and semi-annual items. (Example: 2 people working one hour each equals two total cleaning hours)

A. Initial Deep Clean  
( \_\_\_ persons x \_\_\_ hours per day ) x \_\_\_ days = Total Deep Cleaning Hours \_\_\_

B. Daily:  
Wheeler Service Center – Public Work Operations and Vehicle Storage Buildings  
\_\_\_ persons X \_\_\_ hours per day = Total Cleaning Hours \_\_\_ per day

C. Specified Monthly Tasks  
Wheeler Service Center – Public Work Operations and Vehicle Storage Buildings  
\_\_\_ persons X \_\_\_ hours = Total Cleaning Hours \_\_\_

D. Specified Quarterly Tasks  
Wheeler Service Center – Public Work Operations and Vehicle Storage Buildings  
\_\_\_ persons X \_\_\_ hours = Total Cleaning Hours \_\_\_

E. Specified Semi-annual tasks::  
Wheeler Service Center – Public Work Operations and Vehicle Storage Buildings  
\_\_\_ persons X \_\_\_ hours = Total Cleaning Hours \_\_\_

The above numbers should be an estimate of the hours needed per day to complete daily tasks listed in the specifications and the number of hours for the completion of the specified tasks assigned to monthly, quarterly and semi-annual intervals. This is not a guaranteed staffing level. Throughout the year, additional staffing will be needed to complete weekly, monthly, quarterly, and semiannual tasks.

**PROPOSAL FEE FORM - PRICING**

**PRICING OPTIONS:**

If you do not check one of the following, your bid will be considered FIRM for the entire contract including renewals. (See option A)

- 1. (    ) The price per location is firm for the entire contract period (including renewals).
- 2. (    ) The price per location is firm until June 30, 2027 and is then subject to adjustment with maximum allowable increases of \_\_\_\_\_% each year of the contract, including the two (2) one year renewal periods.
- 3. (    ) The price per location is firm until June 30, 2028 and is then subject to adjustment with maximum allowable increases of \_\_\_\_\_% for each of the two (2) one year renewal periods.

NOTE: Percentage figure must be shown to obtain consideration under options B or C above.

**LOCATION PRICING:**

Wheeler Service Center, Public Works Operations and Vehicle Storage buildings only  
(cleaned 5 days a week, no holidays)

Monthly cost \$ \_\_\_\_\_ X 12 months = \$ \_\_\_\_\_ per year

Total Annual Cost for All Monthly, Quarterly and Semi-Annual Tasks \$ \_\_\_\_\_

---

Signature of Authorized Representative of Bid

**ATTACHMENT B  
LEGAL STATUS OF OFFEROR**

(The Respondent shall fill out the provision and strike out the remaining ones.)

The Respondent is:

- A corporation organized and doing business under the laws of the state of \_\_\_\_\_, for whom \_\_\_\_\_ bearing the office title of \_\_\_\_\_, whose signature is affixed to this proposal, is authorized to execute contracts on behalf of respondent.\*

\*If not incorporated in Michigan, please attach the corporation's Certificate of Authority

- A limited liability company doing business under the laws of the State of \_\_\_\_\_, whom \_\_\_\_\_ bearing the title of \_\_\_\_\_ whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.
- A partnership organized under the laws of the State of \_\_\_\_\_ and filed with the County of \_\_\_\_\_, whose members are (attach list including street and mailing address for each.)
- An individual, whose signature with address, is affixed to this RFP.

Respondent has examined the basic requirements of this RFP and its scope of services, including all Addendum (if applicable) and hereby agrees to offer the services as specified in the RFP.

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

(Print) Name \_\_\_\_\_ Title \_\_\_\_\_

Firm: \_\_\_\_\_

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

Contact Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_



**ATTACHMENT D  
CITY OF ANN ARBOR  
LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE**

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

*Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here  No. of employees\_\_*

The Contractor or Grantee agrees:

- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$17.42/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$19.42/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).

**Check the applicable box below which applies to your workforce**

Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits

Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

- (b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.
- (e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

\_\_\_\_\_  
Company Name

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

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Phone/Email address



**ATTACHMENT E**

<b>VENDOR CONFLICT OF INTEREST DISCLOSURE FORM</b>
--

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Conflict of Interest Disclosure*	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to employee <hr/> <input type="checkbox"/> Interest in vendor's company <input type="checkbox"/> Other (please describe in box below)

\*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:		
Vendor Name	Vendor Phone Number	
Signature of Vendor Authorized Representative	Date	Printed Name of Vendor Authorized Representative

**ATTACHMENT F  
CITY OF ANN ARBOR NON-DISCRIMINATION ORDINANCE**

Relevant provisions of Chapter 112, Nondiscrimination, of the Ann Arbor City Code are included below.  
You can review the entire ordinance at [www.a2gov.org/humanrights](http://www.a2gov.org/humanrights).

**Intent:** It is the intent of the city that no individual be denied equal protection of the laws; nor shall any individual be denied the enjoyment of his or her civil or political rights or be discriminated against because of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight.

**Discriminatory Employment Practices:** No person shall discriminate in the hire, employment, compensation, work classifications, conditions or terms, promotion or demotion, or termination of employment of any individual. No person shall discriminate in limiting membership, conditions of membership or termination of membership in any labor union or apprenticeship program.

**Discriminatory Effects:** No person shall adopt, enforce or employ any policy or requirement which has the effect of creating unequal opportunities according to actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight for an individual to obtain housing, employment or public accommodation, except for a bona fide business necessity. Such a necessity does not arise due to a mere inconvenience or because of suspected objection to such a person by neighbors, customers or other persons.

**Nondiscrimination by City Contractors:** All contractors proposing to do business with the City of Ann Arbor shall satisfy the contract compliance administrative policy adopted by the City Administrator in accordance with the guidelines of this section. All city contractors shall ensure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity and tends to eliminate inequality based upon any classification protected by this chapter. All contractors shall agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of any applicable protected classification. All contractors shall be required to post a copy of Ann Arbor's Non-Discrimination Ordinance at all work locations where its employees provide services under a contract with the city.

**Complaint Procedure:** If any individual believes there has been a violation of this chapter, he/she may file a complaint with the City's Human Rights Commission. The complaint must be filed within 180 calendar days from the date of the individual's knowledge of the allegedly discriminatory action or 180 calendar days from the date when the individual should have known of the allegedly discriminatory action. A complaint that is not filed within this timeframe cannot be considered by the Human Rights Commission. To file a complaint, first complete the complaint form, which is available at [www.a2gov.org/humanrights](http://www.a2gov.org/humanrights). Then submit it to the Human Rights Commission by e-mail ([hrc@a2gov.org](mailto:hrc@a2gov.org)), by mail (Ann Arbor Human Rights Commission, PO Box 8647, Ann Arbor, MI 48107), or in person (City Clerk's Office). For further information, please call the commission at 734-794-6141 or e-mail the commission at [hrc@a2gov.org](mailto:hrc@a2gov.org).

**Private Actions For Damages or Injunctive Relief:** To the extent allowed by law, an individual who is the victim of discriminatory action in violation of this chapter may bring a civil action for appropriate injunctive relief or damages or both against the person(s) who acted in violation of this chapter.

**THIS IS AN OFFICIAL GOVERNMENT NOTICE AND  
MUST BE DISPLAYED WHERE EMPLOYEES CAN READILY SEE IT.**

ATTACHMENT G

CITY OF ANN ARBOR LIVING WAGE ORDINANCE

**RATE EFFECTIVE APRIL 30, 2026 - ENDING APRIL 29, 2027**

**\$17.42 per hour**

If the employer provides health care benefits\*

**\$19.42 per hour**

If the employer does **NOT** provide health care benefits\*

Employers providing services to or for the City of Ann Arbor or recipients of grants or financial assistance from the City of Ann Arbor for a value of more than \$10,000 in a twelve-month period of time must pay those employees performing work on a City of Ann Arbor contract or grant, the above living wage.

**ENFORCEMENT**

The City of Ann Arbor may recover back wages either administratively or through court action for the employees that have been underpaid in violation of the law. Persons denied payment of the living wage have the right to bring a civil action for damages in addition to any action taken by the City.

Violation of this Ordinance is punishable by fines of not more than \$500/violation plus costs, with each day being considered a separate violation. Additionally, the City of Ann Arbor has the right to modify, terminate, cancel or suspend a contract in the event of a violation of the Ordinance.

\* Health Care benefits include those paid for by the employer or making an employer contribution toward the purchase of health care. The employee contribution must not exceed \$.50 an hour for an average work week; and the employer cost or contribution must equal no less than \$1/hr for the average work week.

**The Law Requires Employers to Display This Poster Where Employees Can Readily See It.**

**For Additional Information or to File a Complaint contact  
Colin Spencer at 734/794-6500 or [cspencer@a2gov.org](mailto:cspencer@a2gov.org)**

## APPENDIX A - SAMPLE CONTRACT

### GENERAL SERVICES AGREEMENT BETWEEN [TBD] AND THE CITY OF ANN ARBOR FOR [TBD]

This agreement ("Agreement") is between the City of Ann Arbor, a Michigan municipal corporation, 301 E. Huron St. Ann Arbor, Michigan 48104 ("City"), and [TBD], a(n) [TBD] Other, [TBD], [TBD], [TBD] [TBD] ("Contractor"). City and Contractor agree as follows:

#### 1. DEFINITIONS

**Administering Service Area** means [TBD].

**Contract Administrator** means [TBD], acting personally or through any assistants authorized by the Administrator/Manager of the Administering Service Area/Unit.

**Deliverables** means all documents, plans, specifications, reports, recommendations, and other materials developed for and delivered to City by Contractor under this Agreement.

**Effective Date** means the date this Agreement is signed by the last party to sign it.

**Project** means [TBD].

**Services** means [TBD] as further described in Exhibit A.

#### 2. DURATION

- A. The obligations of this Agreement shall apply beginning on the Effective Date and this Agreement shall remain in effect until satisfactory completion of the Services unless terminated as provided for in this Agreement.

#### 3. SERVICES

- A. Contractor shall perform all Services in compliance with this Agreement. The City retains the right to make changes to the quantities of Services within the general scope of the Agreement at any time by a written order. If the changes add to or deduct from the extent of the Services, the compensation shall be adjusted accordingly. All such changes shall be executed under the conditions of the original Agreement.
- B. Quality of Services under this Agreement shall be of the level of quality performed by persons regularly rendering this type of service. Determination of acceptable quality shall be made solely by the Contract Administrator.
- C. Contractor shall perform Services in compliance with all applicable statutory, regulatory, and contractual requirements now or hereafter in effect. Contractor shall also comply with and be subject to City policies applicable to independent contractors.

- D. Contractor may rely upon the accuracy of reports and surveys provided by the City, except when a defect should have been apparent to a reasonably competent professional or when Contractor has actual notice of a defect.

#### **4. INDEPENDENT CONTRACTOR**

- A. The parties agree that at all times and for all purposes under the terms of this Agreement each party's relationship to any other party shall be that of an independent contractor. Each party is solely responsible for the acts of its own employees, agents, and servants. No liability, right, or benefit arising out of any employer-employee relationship, either express or implied, shall arise or accrue to any party as a result of this Agreement.
- B. Contractor does not have any authority to execute any contract or agreement on behalf of the City, and is not granted any authority to assume or create any obligation or liability on the City's behalf, or to bind the City in any way.

#### **5. COMPENSATION OF CONTRACTOR**

- A. The total amount of compensation paid to Contractor under this Agreement shall not exceed \$0.00, which shall be paid upon invoice by Contractor to the City for services rendered according to the schedule in Exhibit B. Compensation of Contractor includes all reimbursable expenses unless a schedule of reimbursable expenses is included in an attached Exhibit B. Expenses outside those identified in the attached schedule must be approved in advance by the Contract Administrator.
- B. Payment shall be made monthly following receipt of invoices submitted by Contractor and approved by the Contract Administrator, unless a different payment schedule is specified in Exhibit B.
- C. Contractor shall be compensated for additional work or Services beyond those specified in this Agreement only when the scope of and compensation for the additional work or Services have received prior written approval of the Contract Administrator.
- D. Contractor shall keep complete records of work performed (e.g. tasks performed, hours allocated, etc.) so that the City may verify invoices submitted by Contractor. Such records shall be made available to the City upon request and submitted in summary form with each invoice.

#### **6. INSURANCE/INDEMNIFICATION**

- A. Contractor shall procure and maintain from the Effective Date or Commencement Date of this Agreement (whichever is earlier) through the conclusion of this Agreement, such insurance policies, including those required by this Agreement, as will protect itself and the City from all claims for bodily injury, death, or property damage that may arise under this Agreement; whether the act(s) or omission(s) giving rise to the claim were made by Contractor, Contractor's subcontractor, or anyone employed by Contractor

or Contractor's subcontractor directly or indirectly. Prior to commencement of work under this Agreement, Contractor shall provide documentation to the City demonstrating Contractor has obtained the policies and endorsements required by this Agreement. Contractor shall provide such documentation in a form and manner satisfactory to the City. Currently, the City requires insurance to be submitted through its contractor, myCOI. Contractor shall add registration@mycoitracking.com to its safe sender's list so that it will receive necessary communication from myCOI. When requested, Contractor shall provide the same documentation for its subcontractors.

- B. All insurance providers of Contractor shall be authorized to do business in the State of Michigan and shall carry and maintain a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" Overall and a minimum Financial Size Category of "V". Insurance policies and certificates issued by non-authorized insurance companies are not acceptable unless approved in writing by the City.
- C. To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold the City and its officers, employees, and agents harmless from all suits, claims, judgments, and expenses, including attorney's fees, resulting or alleged to result, from an act or omission by Contractor or Contractor's employees or agents occurring in the performance or breach of this Agreement, except to the extent that any suit, claim, judgment, or expense are finally judicially determined to have resulted from the City's negligence, willful misconduct, or failure to comply with a material obligation of this Agreement. The obligations of this paragraph shall survive the expiration or termination of this Agreement.
- D. Contractor is required to have the following minimum insurance coverage:
  - 1. Commercial General Liability Insurance equivalent to, as a minimum, Insurance Services Office form CG 00 01 04 13 or current equivalent. The City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements that diminish the City's protections as an additional insured under the policy.

\$1,000,000	Each occurrence as respect Bodily Injury Liability or Property Damage Liability, or both combined
\$2,000,000	Per project General Aggregate
\$1,000,000	Personal and Advertising Injury
  - 2. Worker's Compensation Insurance in accordance with all applicable state and federal statutes; also, Employers Liability Coverage for:

Bodily Injury by Accident - \$500,000 each accident
Bodily Injury by Disease - \$500,000 each employee
Bodily Injury by Disease - \$500,000 each policy limit
  - 3. Motor Vehicle Liability Insurance equivalent to, as a minimum, Insurance Services Office form CA 00 01 10 13 or current equivalent. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles. The City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements that diminish the City's protections as an

additional insured under the policy. The limits of liability shall be \$1,000,000 for each occurrence as respects Bodily Injury Liability or Property Damage Liability, or both combined.

4. Umbrella/Excess Liability Insurance shall be provided to apply in excess of the Commercial General Liability, Employers Liability and the Motor Vehicle coverage enumerated above, for each occurrence and for aggregate in the amount of \$1,000,000.
- E. Commercial General Liability Insurance and Motor Vehicle Liability Insurance (if required by this Agreement) shall be considered primary as respects any other valid or collectible insurance that the City may possess, including any self-insured retentions the City may have; and any other insurance the City does possess shall be considered excess insurance only and shall not be required to contribute with this insurance. Contractor agrees to waive any right of recovery by its insurer against the City for any insurance listed herein.
- F. Insurance companies and policy forms are subject to approval of the City Attorney, which approval shall not be unreasonably withheld. Documentation must provide and demonstrate an unconditional and unqualified 30-day written notice of cancellation in favor of the City of Ann Arbor. Further, the documentation must explicitly state the following: (a) the policy number(s); name of insurance company; name(s), email address(es), and address(es) of the agent or authorized representative; name and address of insured; project name; policy expiration date; and specific coverage amounts; (b) any deductibles or self-insured retentions, which may be approved by the City in its sole discretion; (c) that the policy conforms to the requirements specified. Contractor shall furnish the City with satisfactory certificates of insurance and endorsements prior to commencement of any work. If any of the above coverages expire by their terms during the term of this Agreement, Contractor shall deliver proof of renewal and/or new policies and endorsements to the Administering Service Area/Unit at least ten days prior to the expiration date.

## 7. **WAGE AND NONDISCRIMINATION REQUIREMENTS**

- A. Nondiscrimination. Contractor shall comply, and require its subcontractors to comply, with the nondiscrimination provisions of MCL 37.2209. Contractor shall comply with the provisions of Section 9:158 of Chapter 112 of Ann Arbor City Code and assure that Contractor's applicants for employment and employees are treated in a manner which provides equal employment opportunity.
- B. Living Wage. If Contractor is a "covered employer" as defined in Chapter 23 of Ann Arbor City Code, Contractor must comply with the living wage provisions of Chapter 23 of Ann Arbor City Code, which requires Contractor to pay those employees providing Services to the City under this Agreement a "living wage," as defined in Section 1:815 of the Ann Arbor City Code, as adjusted in accordance with Section 1:815(3); to post a notice approved by the City of the applicability of Chapter 23 in every location in which regular or contract employees providing services under this Agreement are working; to maintain records of compliance; if requested by the City, to provide documentation to verify compliance; to take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee or person contracted for employment in order to pay the living wage required by Section 1:815;

and otherwise to comply with the requirements of Chapter 23.

- C. Prevailing Wage. Contractor shall comply with Chapter 14 of Title I of Ann Arbor City Code, which in part states "...that all craftsmen, mechanics and laborers employed directly on the site in connection with said improvements, including said employees of subcontractors, shall receive the prevailing wage for the corresponding classes of craftsmen, mechanics and laborers, as determined by statistics for the Ann Arbor area compiled by the United States Department of Labor. At the request of the City, any contractor or subcontractor shall provide satisfactory proof of compliance with the contract provisions required by the Section." Where this Agreement and the Ann Arbor City Code are silent as to definitions of terms required in determining compliance with regard to prevailing wages, the definitions provided in the Davis-Bacon Act as amended (40 U.S.C. 278-a to 276-a-7) for the terms shall be used.
- D. Contractor agrees that all subcontracts entered into by Contractor shall contain wage provisions similar to section 7.B and 7.C of this Agreement covering subcontractor's employees who perform work under this Agreement.

## **8. REPRESENTATIONS AND WARRANTIES BY CONTRACTOR**

- A. Contractor warrants that the quality of Services shall conform to the level of quality performed by persons regularly rendering this type of service.
- B. Contractor warrants that it has all the skills, experience, and professional and other licenses necessary to perform the Services.
- C. Contractor warrants that it has available, or will engage at its own expense, sufficient trained employees to provide the Services.
- D. Contractor warrants that it has no personal or financial interest in this Agreement other than the fee it is to receive under this Agreement. Contractor certifies that it will not acquire any such interest, direct or indirect, which would conflict in any manner with the performance of the Services. Contractor certifies that it does not and will not employ or engage any person with a personal or financial interest in this Agreement.
- E. Contractor warrants that it is not, and shall not become overdue or in default to the City for any contract, debt, or any other obligation to the City, including real and personal property taxes. Further Contractor agrees that the City shall have the right to set off any such debt against compensation awarded for Services under this Agreement.
- F. Contractor warrants that its bid or proposal for services under this Agreement was made in good faith, that it arrived at the costs of its proposal independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such costs with any competitor for these services; and no attempt has been made or will be made by Contractor to induce any other person or entity to submit or not to submit a bid or proposal for the purpose of restricting competition.
- G. The person signing this Agreement on behalf of Contractor represents and warrants that they have express authority to sign this Agreement for Contractor and agrees to

hold the City harmless for any costs or consequences of the absence of actual authority to sign.

- H. The obligations, representations, and warranties of this section 8 shall survive the expiration or termination of this Agreement.

## **9. OBLIGATIONS OF THE CITY**

- A. The City shall give Contractor access to City properties and project areas as required to perform the Services.
- B. The City shall notify Contractor of any defect in the Services of which the Contract Administrator has actual notice.

## **10. ASSIGNMENT**

- A. Contractor shall not subcontract or assign any portion of any right or obligation under this Agreement without prior written consent from the City. Notwithstanding any consent by the City to any assignment, Contractor shall at all times remain bound to all warranties, certifications, indemnifications, promises, and performances required of Contractor under the Agreement unless specifically released from the requirement in writing by the City.
- B. Contractor shall retain the right to pledge payments due and payable under this Agreement to third parties.

## **11. TERMINATION OF AGREEMENT**

- A. If either party is in breach of this Agreement for a period of 15 days following receipt of notice from the non-breaching party with respect to the breach, the non-breaching party may pursue any remedies available against the breaching party under applicable law, including the right to terminate this Agreement without further notice. The waiver of any breach by any party to this Agreement shall not waive any subsequent breach by any party.
- B. The City may terminate this Agreement, on at least 30 days' advance notice, for any reason, including convenience, without incurring any penalty, expense, or liability to Contractor, except the obligation to pay for Services actually performed under the Agreement before the termination date.
- C. Contractor acknowledges that if this Agreement extends for several fiscal years, continuation of this Agreement is subject to appropriation of funds through the City budget process. If funds are not appropriated or otherwise made available, the City shall have the right to terminate this Agreement without penalty at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to Contractor. The Contract Administrator shall give Contractor written notice of such non-appropriation within 30 days after the Contract Administrator has received notice of such non-appropriation.

- D. The expiration or termination of this Agreement shall not release either party from any obligation or liability to the other party that has accrued at the time of expiration or termination, including a payment obligation that has already accrued and Contractor's obligation to deliver all Deliverables due as of the date of termination of the Agreement.

## **12. REMEDIES**

- A. This Agreement does not, and is not intended to, impair, divest, delegate, or contravene any constitutional, statutory, or other legal right, privilege, power, obligation, duty, or immunity of the parties.
- B. All rights and remedies provided in this Agreement are cumulative and not exclusive, and the exercise by either party of any right or remedy does not preclude the exercise of any other rights or remedies that may now or subsequently be available at law, in equity, by statute, in any other agreement between the parties, or otherwise.
- C. Absent a written waiver, no act, failure, or delay by a party to pursue or enforce any right or remedy under this Agreement shall constitute a waiver of that right with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either party shall subsequently affect the waiving party's right to require strict performance of this Agreement.

### **13. NOTICE**

All notices and submissions required under this Agreement shall be delivered to the respective party in the manner described herein to the address stated below or such other address as either party may designate by prior written notice to the other. Notices given under this Agreement shall be in writing and shall be personally delivered, sent by next day express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (1) the date of actual receipt; (2) the next business day when notice is sent next day express delivery service or personal delivery; or (3) three days after mailing first class or certified U.S. mail.

If Notice is sent to Contractor:

[TBD]  
ATTN: [TBD]  
[TBD]  
[TBD], [TBD] [TBD]

If Notice is sent to the City:

City of Ann Arbor  
ATTN: [TBD]  
301 E. Huron St.  
Ann Arbor, Michigan 48104

With a copy to: The City of Ann Arbor  
ATTN: Office of the City Attorney  
301 East Huron Street, 3<sup>rd</sup> Floor  
Ann Arbor, Michigan 48104

### **14. CHOICE OF LAW AND FORUM**

This Agreement will be governed and controlled in all respects by the laws of the State of Michigan, including interpretation, enforceability, validity and construction, excepting the principles of conflicts of law. The parties submit to the jurisdiction and venue of the Circuit Court for Washtenaw County, State of Michigan, or, if original jurisdiction can be established, the United States District Court for the Eastern District of Michigan, Southern Division, with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient and waive any claim of non-convenience.

### **15. OWNERSHIP OF DOCUMENTS**

Upon completion or termination of this Agreement, all Deliverables prepared by or obtained by Contractor as provided under the terms of this Agreement shall be delivered to and become the property of the City. Original basic survey notes, sketches, charts, drawings, partially completed drawings, computations, quantities, and other data shall remain in the possession of Contractor as instruments of service unless specifically incorporated in a Deliverable, but shall be made available, upon request, to the City without restriction or limitation on their use. The City

acknowledges that the documents are prepared only for the Services. Prior to completion of the Services the City shall have a recognized proprietary interest in the work product of Contractor.

## **16. CONFLICTS OF INTEREST OR REPRESENTATION**

Contractor certifies it has no financial interest in the Services to be provided under this Agreement other than the compensation specified herein. Contractor further certifies that it presently has no personal or financial interest, and shall not acquire any such interest, direct or indirect, which would conflict in any manner with its performance of the Services under this Agreement.

Contractor agrees to advise the City if Contractor has been or is retained to handle any matter in which its representation is adverse to the City and to obtain the City's consent therefor. The City's prospective consent to Contractor's representation of a client in matters adverse to the City, as identified above, will not apply in any instance where, as the result of Contractor's representation, Contractor has obtained sensitive, proprietary, or otherwise confidential information of a non-public nature that, if known to another client of Contractor, could be used in any such other matter by the other client to the material disadvantage of the City. Each matter will be reviewed on a case by case basis.

## **17. SEVERABILITY OF PROVISIONS**

Whenever possible, each provision of this Agreement will be interpreted in a manner as to be effective and valid under applicable law. However, if any provision of this Agreement or the application of any provision to any party or circumstance is prohibited by or invalid under applicable law, that provision will be ineffective to the extent of the prohibition or invalidity without invalidating the remainder of the provisions of this Agreement or the application of the provision to other parties and circumstances.

## **18. EXTENT OF AGREEMENT**

This Agreement, together with all Exhibits constitutes the entire understanding between the City and Contractor with respect to the subject matter of the Agreement and it supersedes, unless otherwise incorporated by reference herein, all prior representations, negotiations, agreements, or understandings, whether written or oral. Neither party has relied on any prior representations in entering into this Agreement. No terms or conditions of either party's invoice, purchase order, or other administrative document shall modify the terms and conditions of this Agreement, regardless of the other party's failure to object to such terms or conditions. This Agreement shall be binding on and shall inure to the benefit of the parties to this Agreement and their permitted successors and permitted assigns and nothing in this Agreement, express or implied, is intended to or shall confer on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement. This Agreement may only be altered, amended, or modified by written amendment signed by Contractor and the City. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement.

## **19. ELECTRONIC TRANSACTION**

The parties agree that signatures on this Agreement may be delivered electronically or by

facsimile in lieu of an physical signature and agree to treat electronic or facsimile signatures as binding.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK; SIGNATURE PAGES FOLLOW]**

SAMPLE

[TBD]

CITY OF ANN ARBOR

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: [TBD] \_\_\_\_\_

Name: Milton Dohoney Jr. \_\_\_\_\_

Title: [TBD] \_\_\_\_\_

Title: City Administrator \_\_\_\_\_

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

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

**Approved as to form:**

By: \_\_\_\_\_

Name: Atleen Kaur \_\_\_\_\_

Title: City Attorney \_\_\_\_\_

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

SAMPLE

**EXHIBIT A**  
**Scope of Services**

**EXHIBIT B**  
**Compensation**