



**Muskegon Community College
Request For Proposals
Custodial Supplies, Laundry, and Paper Products**

SECTION I: Summary

A. Request for Proposals

Muskegon Community College Office of Financial Services seeks proposals from vendors/organizations/firms for **Custodial Supplies, laundry services, and paper products**.

Sealed proposals will be received either by mail or personal delivery by **2 PM, Tuesday September 30, 2025**. Proposals received after the specified time will not be considered. Proposals shall be sealed and plainly labeled on the outside of the envelope/box with “**Custodial supplies, laundry, and paper products**” along with the name of the vendor/organization/firm submitting the proposal. It is the sole responsibility of the bidder to assure that their proposal is received by Muskegon Community College prior to the date and time specified. One (1) original and (5) identical copies should be submitted to the following address:

Muskegon Community College
Attention: Mike Council, Purchasing Manager
Financial Services-Room 1044
221 South Quarterline Road
Muskegon, MI 49442

Electronic Submissions may be made to mike.council@muskegoncc.edu

NOTICE: Prospective bidders who have received this document from a source other than the Office of Financial Services should immediately contact the Office and provide their name and mailing address in order to ensure that amendments to the Request for Proposal or other communications are sent to them. Any prospective bidder who fails to provide the Office with this information assumes complete responsibility in the event that they do not receive communications from the Office of Financial Services prior to the closing date. From the time this RFP is issued until award notification is made, all contact with MCC regarding this RFP must be made through the MCC RFP Coordinator. No other person/ MCC employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process at MCC's discretion.

B. Background on Muskegon Community College

Muskegon Community College or (“MCC” or “College”) is a public community college, a political subdivision of the State of Michigan, with a full-time equated student enrollment of approximately 2,300 and unduplicated head count of approximately 5,400. The College has an annual Operating Fund budget of \$44 million and employs approximately 225 regular full and part-time staff as well as a significant number of adjunct faculty and student assistants. The College offers 41 associate degree programs and 48 certificate programs. The College's main campus, located on a 111-acre campus in Muskegon, includes the Hendrik Meijer Library & Information Technology Center, the Bartels-Rode Gymnasium, the Frauenthal Foundation Fine Arts Center with the Overbrook Theater and Art Gallery, the Stevenson Center for Higher Education, the Science Center, the Health and Wellness Center, and the Art and Music Center. MCC also operates extension centers in Ottawa and Newaygo Counties, as well as the Sturris Technology Center in downtown Muskegon.

SECTION II: Scope

Muskegon Community College (MCC) is seeking proposals for a 3- year supplier of custodial supplies, laundry services and paper products.

Requirements:

Prices for the following should be set for a term of 3 years.

Paper Products

- Paper towels and toilet paper must meet at least one of the following criteria:
 - o Made of 80% recycled content, with at least 50% post-consumer recycled content
 - o Totally Chlorine Free (TCF) and Forest Stewardship Council (FSC) Certified
 - o Green Seal Certified
 - o Eco-Logo Certified
- Products must be stocked by the vendor at a central location and checked weekly.

Dispensers

General Requirements

- The awarded contractor is responsible for replacing all dispensers across all campuses, if needed, to meet the specifications below.
- New dispensers should be mounted using existing holes whenever possible or cover old holes if reuse is not feasible.
- Dispensers must be installed in compliance with ADA guidelines, where applicable.
- Installation of all dispensers must be completed within two months of contract award.
- Vendor must provide a shelf stock of four units of each dispenser type for quick replacements by college maintenance staff.

Paper Towel Dispensers

- Manual operation only (no mechanical levers) – pull-down style
- All units must be uniform and preferably blue
- Estimated 230 units across all campuses

Toilet Paper Dispensers

- All units must be uniform and preferably blue
- Estimated 230 units across all campuses

Soap Dispensers

- All units must be uniform and preferably blue
- Must dispense foaming soap
- Estimated 240 units across all campuses

Chemical Dispensing Dispensers

- Provide and install metered chemical dispensers capable of tracking usage
- Install units at 27 locations across all campuses
- Dispensers must be compatible with the listed custodial chemicals
- Must comply with OSHA, EPA, and City of Muskegon water department regulations, particularly for backflow prevention

Required Chemicals (for dispensers)

- Neutral Disinfectant
- Restroom Cleaner
- Neutral Floor Cleaner (for both mop buckets and auto scrubbers)
- Window Cleaner or General-Purpose Cleaner

Microfiber Cloths Specifications

- Provide four colors of cloths for designated tasks
- Minimum size: 12" x 12"
- Material: Microfiber or similar properties

Services

- Weekly laundry service including:
 - o Pickup and delivery
 - o Professional laundering
- Weekly cloth quantities:
 - o Main Campus: 320 cloths (80 per color)
 - o Sturges Tech Center: 40 cloths
 - o Ottawa Center: 20 cloths
- Summer usage may be reduced or paused at satellite campuses

- Preferred service model: Return laundered cloths to each custodial closet; if not possible, use a single collection point

Wet Mops

Specifications

- Standard looped wet mop heads
- Matching mop handles must be provided

Services

- Weekly laundry service:
 - o Pickup and delivery
 - o Professional laundering
- Weekly mop quantities:
 - o Main Campus: 24 wet mops
 - o Sturris Tech Center: 5 wet mops
 - o Ottawa Center: 1 wet mop
- Summer usage may be reduced or paused at satellite campuses
- Preferred service model: Return to each custodial closet; if not possible, use a single collection point

Dry Mops

Specifications

- Standard dry mops in sizes 24" and 36"
- Matching handles must be provided

Services

- Weekly laundry service:
 - o Pickup and delivery
 - o Professional laundering
- Weekly mop quantities:
 - o Main Campus: 20 dry mops
 - o Sturris Tech Center: 5 dry mops
 - o Ottawa Center: 1 dry mop
- Summer usage may be reduced or paused at satellite campuses
- Preferred service model: Return to each custodial closet; if not possible, use a single collection point

Chemicals

- All chemicals must be:
 - o Non-caustic, non-staining, and residue-free
 - o Biodegradable
 - o Effective in hot or cold, hard or soft water

Required for Dispensers

- Neutral Disinfectant
- Restroom Cleaner
- Neutral Floor Cleaner (bucket & auto scrubber concentrations)
- Window or General Purpose Cleaner

Additional Requirements

- Preferred: Vendor to refill chemicals at each custodial closet for usage tracking
- Vendor must provide secondary labels for all purchased chemicals
- SDS sheets must be provided for each chemical

Hand Soap

- Foaming
- Light to no scent
- Anti-microbial
- High skin compatibility
- Must be compatible with dispensers

Body and Hair Soap

- Used in showers
- Foaming
- Light to no scent
- Anti-microbial
- High compatibility with skin and hair
- Must be compatible with dispensers

Chemicals to Quote (not used in dispensers; purchase as needed)

- Carpet Shampoo
- Acid Toilet Bowl Cleaner
- Cleaning Vinegar
- Floor Wax
- Floor Stripper
- Stainless Wax

Other Products

Please provide pricing if your company supplies any of the following:

- Toilet bowl brushes / Johnny mops
- Floor scrubber pads
- Spray bottles
- Lobby brooms and dustpans

Training

- Provide training on chemicals and dispensers at time of installation
- Provide additional training if chemicals or dispensers change

Environmental Responsibility

- All products should aim to be environmentally friendly
- Use recycled materials whenever possible

SECTION III: Proposal Format and Content

- A. MCC will accept proposals until **September 30, 2025 at 2:00pm**. One (1) original and five (5) copies of the proposal are to be submitted to:

Mike Council
Purchasing and Financial Services Manager
Muskegon Community College
221 S Quarterline Road
Muskegon, MI 49442

- B. Proposals must adhere to the following format, both in content and sequence. Proposals should be succinct, yet provide adequate detail for objective analysis. By submitting a proposal, each vendor/organization/firm certifies that it understands this RFP and has full knowledge of its scope. Each vendor/organization/firm also certifies that it understands that it will be solely responsible for any and all costs relating to preparation of proposals, including any time involved with oral presentations.

In order to ensure a uniform review process and obtain the maximum degree of compatibility, *it is required* that the proposals be organized in the manner specified below.

1. Title Page: The bidder should identify the RFP subject, the name of the Vendor/Organization/Firm, local address, telephone number, name and title of contact person and date of submission.
2. Table of Contents: Provide clear identification of the material by section and by page number.
3. Vendor/Organization/Firm History: Information related to the bidders qualifications and resources.
 - a. Briefly describe your Vendor/Organization/Firm history, number of employees and years in existence.
 - b. Provide details of your Vendor/Organization/Firm financial status and stability.
4. Complete Proposed Pricing Worksheet (See Schedule A)
5. References: List at least three (3) client references. (See Schedule B).

6. Required Forms: Complete and sign all required forms (See Schedules C and D).

SECTION IV: SUBMISSION INSTRUCTIONS

By submitting a response to this RFP, Proposer agrees to the following terms and conditions:

- I. **Anticipated Timeline.** Listed below are dates and times of actions related to this RFP:

Action	Date
RFP Issued	Monday, September 8, 2025, 8am
Deadline for Receiving Questions	Wednesday, September 24, 2025
Responses to Questions:	Friday, September 26, 2025 EOD (5pm)
Proposal Due:	Tuesday September 30, 2025, 2pm
Presentations / Interviews (if necessary):	TBD
Selection of Vendor	Wednesday, October 15, 2025

Late submissions will not be considered.

2. Submission Format

- Electronic submissions are preferred and must be sent to Mike.Council@muskegoncc.edu
- If submitting in hard copy, send 3 copies to:

Muskegon Community College
Attn: Mike Council
Room # 1044B
221 S. Quarterline Rd.
Muskegon, MI 49442

3. **Proposer Questions or Clarifications.** If any Proposer contemplating submitting a proposal is in doubt as to the true meaning of any part of this RFP, it may submit to MCC a written request for an interpretation thereof. No oral explanation or instruction of any kind or nature whatsoever given before the award of a contract to a vendor shall be binding. All inquiries regarding this proposal must be emailed to Mike.Council@muskegoncc.edu.
4. **Proposal Amendments.** MCC reserves the right to amend this RFP without altering the timing requirements indicated. Any changes or addenda to this RFP will be communicated in writing to all Proposers as quickly as possible.
5. **Proposal Rejection.** MCC reserves the right to reject any Proposer's response for any reason. MCC is under no obligation to award any Proposer the business, and may elect to reject all responses and pursue actions outside of this RFP process.
6. **Proposer Expenses.** Proposer is solely responsible for any expenses incurred by it for proposal preparation and submission. This includes attendance at personal interviews or other meetings.
7. **Selection Process.** The selection process will be performed by a selection committee representing the Muskegon Community College's Physical Plant and Administration. This group will evaluate the proposals and make the final recommendation.
8. **Contract Awarded and Pricing Structure.** Proposals are to include the fees/hourly rates for design, engineering and construction management.
9. **Duration of Offer.** All proposal responses must indicate they are valid for a minimum of one hundred eighty (180) calendar days from the date of the proposal is due, unless extended by mutual written agreement between Muskegon Community College and the vendor.
10. **Review Final Contract Documents.** If MCC awards this project to a Proposer, this RFP and the selected Proposer's proposal, including all appendices or attachments, will become part of the final contract.
11. **Freedom of Information Act.** The content of all proposals, correspondence, addenda, memoranda, working papers and other medium which discloses any aspect of the RFP process shall be considered public information when the award decision is announced. This includes all proposals received in response to this RFP, both the selected proposal(s) and the proposal(s) not selected, and the information in those proposals that a Proposer may consider proprietary in nature. Therefore, MCC makes no representation it can or will maintain the confidentiality of such information. The act of submitting a proposal to MCC shall be construed as understanding and acceptance of this public information disclosure requirement.
12. **Equal Opportunity Notice.** It is the policy of Muskegon Community College to provide equal opportunities and not discriminate in enrollment, education, employment, public accommodations, activities or services on the basis of race, color, religion, sex, national origin,

marital status, sexual orientation, gender identity, transgender status, political persuasion, disability, height, weight, veteran status, age or any other protected class. It is the policy of the College to patronize only those companies and vendors that demonstrate a commitment to equal opportunity within their own enterprises and abide by Federal and State laws.

SECTION V: FINAL CONTRACT

Following the award, MCC and the selected vendor will negotiate the terms of the definitive contract. In the event that an acceptable contract cannot be reached with the selected vendor, MCC may withdraw its award and negotiate with the next highest ranked Proposer, and so on, until an acceptable contract has been finalized. Alternatively, MCC may cancel the RFP, at its sole discretion.

The definitive contract shall at a minimum, contain the insurance provisions set forth in Section VI below and the following terms:

1. This is not an agreement of employment or partnership of the selected vendor or any of the its employees by MCC. The vendor is an independent contractor for all purposes under this Agreement.
2. The selected vendor shall perform its services in a professional manner and shall use only qualified and experienced personnel.
3. The selected vendor agrees to maintain at all times, adequate staff of experienced and qualified employees for efficient performance under this Agreement.
4. The selected vendor agrees that all personnel working for or on its behalf , while on MCC's premises, shall obey the rules and regulations that are established by MCC, and shall comply with the reasonable directions of MCC's managerial staff.
5. The selected vendor shall be responsible for all damages to persons or property caused by the vendor or any of its agents or employees while on MCC's premises. The vendor shall promptly repair, to the specifications of MCC, any damage that it, or its employees or agents, may cause to MCC's premises or equipment. If the vendor fails to do so, MCC may repair such damage and the vendor shall reimburse MCC promptly for the cost of repair.
6. The vendor agrees that, in the event of an accident of any kind, the vendor will immediately notify MCC's contact person and thereafter, if requested, furnish a full-written report of such accident.
7. MCC shall have no responsibility for the loss, theft, disappearance of, or damage to equipment, tools, materials, supplies, and other personal property of the vendor or its employees or subcontractors.

8. The contract may be terminated by mutual consent of both parties or by MCC at its discretion. This contract, if awarded, may be cancelled in whole or in part by MCC upon giving at least sixty (60) days written notice prior to cancellation; except that nonperformance on the part of the vendor will be grounds for termination. Termination will take place within fifteen (15) days of notification.
9. All prices for the vendor's goods and/or services hereunder are firm for the term of this Agreement. MCC shall pay the vendor for satisfactory delivery of goods and /or performance of the services specified in this Agreement, and any related addenda.
10. The vendor will abide by all State and Federal Regulations on wages and hours of any employee. The vendor shall be responsible for all of its employees, subcontractors and their actions during their term of the contract with MCC. The vendor shall keep current all licenses and permits.

SECTION VI: Insurance Requirements

The contractor, and any and all of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to Muskegon Community College. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIRs are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

1. Coverage. The selected Provider shall maintain insurance, having the coverage described below and approved by MCC, prior to the contract, and shall maintain such insurance until the contract is terminated according to the prescribed procedures.

2. Evidence of Insurance. The Provider shall furnish MCC with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All certificates shall provide for written notice to MCC prior to the cancellation of any insurance referred to therein. Failure to furnish the required certificate or failure to maintain the required insurance may result in termination of this Agreement at MCC's option. Any waiver of Provider's obligation to furnish such certificate or maintain such insurance must be in writing and signed by an authorized representative of MCC. Failure of MCC to demand such certificate or other evidence of full compliance with these insurance requirements or failure of MCC to identify a deficiency from evidence that is provided shall not be construed as a waiver of Provider's obligation to maintain such insurance, or as a waiver as to the enforcement of any of these provisions at a later date.

3. Certified Copies of Policies. Provider shall provide certified copies of all insurance policies

required above within ten (10) days of MCC's written request for said copies.

4. Commercial General and Umbrella Liability Insurance. Provider shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project or location. CGL insurance shall be written on an ISO occurrence form (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). "MCC, its elected and appointed officials, employees, students, agents and volunteers" shall be included as an insured under the CGL and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to College. There shall be no endorsement or modification of the CGL to make it excess over other available insurance; alternatively, if the CGL states that it is excess or pro rata, the policy shall be endorsed to be primary with respect to the additional insured. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability assumed under a contract. Coverage shall be endorsed, if necessary to include lost key coverage.

5. Automobile and Umbrella Liability Insurance. Provider shall maintain automobile liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$2,000,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). Umbrella Coverage \$3,000,000.

6. Workers Compensation Insurance. Provider shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

7. Commercial Property Insurance. Provider may, at its option, purchase business income, extra expense or similar coverage, and in no event shall MCC be liable for any business interruption or other consequential loss sustained by Provider, whether or not it is insured, even if such loss is caused by the negligence of MCC, its elected and appointed officials, employees, students, agents or volunteer. Provider may, at its option, purchase insurance to cover its personal property. In no event shall MCC be liable for any damage to or loss of personal property sustained by Provider, whether or not it is insured, even if such loss is caused by the negligence of MCC, its elected and appointed officials, employees, students, agents and volunteers.

8. Professional Liability Insurance. Provider shall maintain in force for the duration of this contract errors and omissions liability insurance appropriate to the Provider's profession. Coverage as required in this paragraph shall apply to liability for a professional error, act, or omission arising out of the scope of the Provider's services as defined in this Agreement. Coverage shall be written subject to limits of not less than \$1,000,000 per loss. If coverage is written on a claims-made basis, the Provider warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this Agreement; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under the contract is completed.

9. Acceptability of Insurers. All required insurance shall be purchased from insurers acceptable to MCC. MCC shall have the right to reject insurance from an insurer that it deems unacceptable due to poor financial condition or because it is not operating legally.

10. No Representation of Coverage Adequacy. By requiring insurance herein, MCC does not represent that coverage and limits will necessarily be adequate to protect Provider, and such coverage and limits shall not be deemed as a limitation on Provider's liability under the indemnities granted to MCC in this contract.

11. Indemnification. Provider agrees to defend, indemnify and hold MCC, its elected and appointed officials, employees, students, agents and volunteers harmless from any claim, including, but not limited to death, bodily injury, personal injury or property damage, together with reasonable attorneys' fees and court costs, arising from Provider's performance under this Agreement, except, however, Provider will not be required to indemnify MCC for claims that arise out of the sole negligence or acts of MCC.

12. Subcontractor Requirements. Provider agrees to contractually obligate its subcontractors to indemnify MCC in precise conformance to the terms of Provider's obligation to indemnify MCC pursuant to this Agreement. The Provider further agrees to contractually obligate its subcontractors to provide insurance with the insurance coverages and limits of liability required to be provided by the Provider pursuant to the terms and conditions of this Agreement.

13. Cancellation or Reduction in Coverage. In the event of a lapse or reduction in the required coverages, the Provider shall cease operations and shall not resume operations until new insurance is in force.

Schedule A

**MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
CUSTODIAL SUPPLIES, LAUNDRY, AND PAPER PRODUCTS**

Proposed Pricing Worksheet

<u>VENDOR NAME:</u>			
<u>Product/Service</u>	<u>Pricing</u>	<u>Quantity</u>	<u>Notes</u>
Paper towels			
Toilet paper			
Paper towel dispensers			
Toilet paper dispensers			
Soap dispensers			
Chemical dispensers			
Disinfectant			
Restroom cleaner			
Floor cleaner			
Window/General Purpose cleaner			
Hand, body and hair soap			
Microfiber cloths			
Wet mops			
Dry mops			
Carpet shampoo			
Toilet bowl cleaner			
Cleaning vinegar			
Floor wax			
Floor stripper			
Stainless wax			
Laundry services for microfiber cloths and mops			

Schedule B

List of References

IMPORTANT: This form must be returned with the bid proposal form.

1. Name of Company _____
Address _____
Contact Person/Title _____
E-mail Address _____
Telephone Number _____

2. Name of Company _____
Address _____
Contact Person/Title _____
E-mail Address _____
Telephone Number _____

3. Name of Company _____
Address _____
Contact Person/Title _____
E-mail Address _____
Telephone Number _____

Schedule C

MUSKEGON COMMUNITY COLLEGE REQUEST FOR PROPOSAL CUSTODIAL SUPPLIES, LAUNDRY, AND PAPER PRODUCTS

BIDDER'S CERTIFICATION

I have carefully examined the Request for Proposal, Instructions, Terms and Conditions, Scope of Services, Bid forms and all other documents accompanying this proposal.

I propose to furnish the services specified in the Request for Proposal at the prices or rates quoted in my proposal. I agree that my proposal will remain firm for a period of sixty (60) days in order to allow Muskegon Community College adequate time to evaluate the proposals.

I certify that all information contained in this Request for Proposal is truthful to the best of my knowledge and belief. I further certify I am duly authorized to submit this proposal on behalf of the vendor/organization/firm and that the vendor/organization/firm is ready, willing and able to perform if awarded this bid/proposal.

I further certify that this bid/proposal is made without prior understanding, agreement, connection, discussion or collusion with any other person, firm or corporation submitting a bid/proposal for the same commodity or service; no officer, employee or agent of Muskegon Community College or of any other bidder interested in bid/proposal; and the undersigned executed this bidder's certification with full knowledge and understanding of the matters contained and was duly authorized to do so.

Name of Vendor/Organization/Firm_____

Signature_____

Name & Title_____

Mailing Address_____

Telephone Number_____

E-mail Address_____

Schedule D

Muskegon Community College

CERTIFICATION. REGARDING DEBARMENT, SUSPENSION, & OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under federal non-procurement programs by any federal department or agency.
2. Have not, within the three-year period preceding the proposal, had one or more public transactions (federal, state, or local) terminated for cause or default, have ever been on the Prevailing Wage Violator's Registry or are currently being investigated under current name or any DBA's, corporate names, subsidiaries or other business entities under which you have operated in the last three years; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three-year period preceding the bid, been convicted or had a civil judgment rendered against it.
 - A. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local) or a procurement contract under such a public transaction.
 - B. For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging, or
 - C. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, under 18 U.S.C. § 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to five years, or both.

Name/Title of Authorized Representative

Name of Participant Agency or Firm

Signature of Authorized Representative

Date

☐ I am unable to certify to the above statement. Attached is my explanation.