

ST. JOSEPH COUNTY

REQUEST FOR QUALIFICATIONS (RFQ)

Janitorial Services – Three Rivers Courts Building

RFQ Issue Date: [3/24/2026]

RFQ Due Date: [4/6/2026]

Submit Responses To:

Jody Alger
Building and Grounds Director
St. Joseph County
125 W. Main Street
Centreville, MI 49032

Email submissions accepted: algerj@stjosephcountymi.gov

1. PURPOSE

St. Joseph County is seeking qualified vendors to provide **janitorial services for the Three Rivers Courts Building located at 920 W. Michigan Avenue, Three Rivers, Michigan.**

This Request for Qualifications (RFQ) is intended to identify a vendor capable of providing **consistent, professional cleaning services in a court facility environment**, along with a cost proposal.

2. FACILITY OVERVIEW

The facility includes, but is not limited to:

- 1 Courtroom
- 1 Judge's Chambers
- 1 Jury room
- 35 Offices
- 4 Conference rooms
- 12 Toilets, 10 sinks
- Hallways and 3 Public Waiting Areas
- Entry and Security Area
- 1 Breakroom
- 2 Holding Cells

Cleaning services are expected to be performed **after court hours unless otherwise directed.**

3. SCOPE OF SERVICES

Services may include, but are not limited to:

Daily Cleaning Tasks

- Empty trash and replace liners
- Vacuum carpeted areas
- Sweep and mop hard floors
- Clean and disinfect restrooms
- Disinfect high-touch surfaces (door handles, switches, handrails)
- Clean interior glass and entry doors
- Wipe counters, desks (clear surfaces only), and public seating
- Clean breakroom areas and appliance exteriors
- Spot clean walls, doors, and fingerprints

Additional Expectations

- Maintain confidentiality of court operations
 - Do not disturb legal documents or secure materials
 - Report maintenance or safety concerns
 - Maintain professional appearance and conduct
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4. SERVICE FREQUENCY

The County anticipates:

- **Five (5) days per week (Monday–Friday)**

Vendors may also provide optional pricing for:

- **Three (3) days per week**
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5. VENDOR QUALIFICATIONS

Vendors should provide the following information:

1. Company name and contact information
 2. Years in business
 3. Number of employees
 4. Confirmation that all employees assigned are **18 years of age or older**
 5. Description of supervision and quality control procedures
 6. Experience with courthouse, government, or similar facilities
 7. At least **two (2) references** for similar work
 8. Confirmation of liability insurance
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6. COST PROPOSAL

Please provide:

- Weekly cost for **5 days per week**
- Weekly cost for **3 days per week (optional)**

Indicate:

- Whether cleaning supplies are provided by the vendor or the County
 - Any additional or optional services not included in base pricing
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7. EVALUATION

Responses will be evaluated based on:

- Vendor qualifications and experience
- References
- Service approach and reliability
- Cost

- Ability to meet the operational needs of the County

The County reserves the right to select the vendor determined to be **most advantageous to the County**, not necessarily the lowest cost.

8. INSURANCE REQUIREMENTS

The selected vendor will be required to provide proof of:

- Commercial General Liability Insurance
 - Workers Compensation Coverage (if applicable)
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9. QUESTIONS

Questions regarding this RFQ may be directed to:

Jody Alger
Building and Grounds Director
(269) 467-5655 Ext: 655

10. RIGHT TO REJECT

St. Joseph County reserves the right to reject any or all responses and to waive minor informalities in the RFQ process.

11. CONTRACT TERM

The County anticipates awarding a contract for an initial term of **one (1) year**, with the option to renew upon mutual agreement.