



1-888-LAKETRAN | [www.laketran.com](http://www.laketran.com)

555 Lakeshore Blvd. Painesville Twp., OH 44077

## Pre-Proposal Meeting Minutes Headquarters Janitorial

September 14, 2022

- All questions must be addressed to Andrea Aaby – [aaaby@laketran.com](mailto:aaaby@laketran.com).
- Laketran receives funding from the Federal Transit Administration to maintain our fleet and facilities. Therefore, this contract must abide by federal contracting rules. The forms, Attachments A – I are mandatory and must be completed as a condition of responsiveness.
- For Attachment A Pricing Form, you must complete the form as it has been provided. If you would like to provide a supplementary breakdown of the costs, you can submit this along with your proposal. Additionally, if you would like to provide costs for additional services such as carpet cleaning, consumables, etc., you can submit this information along with your proposal.
- Do not just submit a price. This is a Request for Proposal, so Laketran will evaluate the vendors to determine the best vendor for Laketran. This is an opportunity to sell yourself and your qualifications.
- Laketran has not specified the hours that the cleaning staff must be onsite. You are expected to propose the hours your team will work. The main area that has restricted hours is the administration side of the building must be cleaned before 8:00am or after 4:30pm. Customer Service Call Center and Dispatch must have care taken to reduce noise from cleaning during the hours of 6:00am – 9:30pm M-F and 8:00am – 7:00pm Saturdays.
  - Saturday is available for supplemental/project cleaning.
- Laketran provides the cleaning solution for the current janitorial contract. This can continue for the next contract or you can provide your own cleaning solutions. However, if you provide your own cleaning solution then you must provide Laketran a copy of the Safety Data Sheet (SDS).
- A cleanliness evaluation will be conducted by a supervisor once per month. A supervisor cannot be a staff member whose main job function is cleaning.



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- Cleaning crew will be expected to follow the badging process (Laketran is about to implement a new process). There is not a Covid-19 vaccination requirement.
- Windows must be cleaned inside and outside. The only windows that are excluded are windows on overhead garage doors and the high bay windows over the maintenance bays.
- Laketran has a single stream recycling program.
  - Paper is recycled in specific paper bins.
  - Plastic and metal are recycled by Republic Service and they charge Laketran \$150 per occurrence for contamination.
- Cleaning crew are expected to wear closed toe shoes at all times. Steel toe is not required. Safety glasses are required when cleaning the Maintenance area – three offices, restrooms, and breakroom.
- The Union Office is not included in the Scope of Work.
- Laketran purchases consumables, but the janitorial vendor is expected to refill.
- Laketran can only pay for work that has been performed. Therefore, the vendor cannot bill for cleaning that has not occurred. There is a preference for invoices to be sent via email.
- High dusting does not require a ladder, but can require using a duster on an extended handle. Section 3.1.3 defines high dusting.
- Only the following areas of the garage are in the Scope of Work:
  - Yardmaster office in the garage requires light cleaning.
  - Two large refuse containers must be emptied.
- Laketran's other transit centers are not included in the Scope of Work.
- Laketran will provide the winning janitorial vendor a 5x10 closet to store supplies, 2 utility closets, and badge/key access to all the necessary areas throughout the scope of work.





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**HQ JANITORIAL  
PRE-PROPOSAL MEETING  
9/14/2022**

**Print Information or Attach Business Card**

Company	DEERWOOD INDUSTRIES
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**HQ JANITORIAL  
PROPOSAL MEETING  
9/14/2022**

**Print Information or Attach Business Card**

Company	
Attendee's Name/Title	
Address	
City, State, Zip	
Phone	
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**Q JANITORIAL  
PRE-PROPOSAL MEETING  
9/14/2022**

**Print Information or Attach Business Card**

Company	Atalian Global Services
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**HQ JANITORIAL  
PRE-PROPOSAL MEETING  
9/14/2022**

**Print Information or Attach Business Card**

Company	Crystal Clear Building Services
Attendee's Name/Title	Kristen Yankovitz - Sales
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**Print Information or Attach Business Card**

Company	Clean Team Inc.
Attendee's Name/Title	David Biddinger - Branch Manager Tracy Applegate - Operations Manager Shannon Burnside - Staffing Coordinator
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PRE-PROPOSAL MEETING  
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Company	CITY WIDE FACILITY SOLUTIONS
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**HQ JANITORIAL  
PRE-PROPOSAL MEETING  
9/14/2022**

**Print Information or Attach Business Card**

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