

Town of Durham

Selectman's Office
P. O. Box 428
Durham, CT 06422

Documents for Bid of

Janitorial Services for Town Owned Buildings

Board of Selectman

Laura L. Francis - First Selectman

John T. Szewczyk - Selectman

Steven A. Levy - Selectman

Legal Notice
Invitation to Bid
Town of Durham

The Town of Durham requests that sealed bids be submitted for the following:
Janitorial Services for Town Owned Facilities

Said bid must be in a sealed envelope clearly marked:
Janitorial Services for Town Owned Facilities Bid Enclosed

A mandatory pre-bid site inspection will be held at 10:00 A.M. on Monday, February 10, 2014

All sealed bids will be accepted at the Selectman's Office, 30 Town House Road, Durham, CT 06422 until **10:00 a.m. on Thursday, February 20, 2014** and will be opened at that time and date. No FAX bids will be accepted.

Specifications and bid documents may be obtained from the **address above**, at **www.townofdurhamct.org** or by calling **(860) 349-3625**.

The Town of Durham reserves the right to waive any informalities or defects in any bid. The Town reserves the right to accept other than the lowest bid if the Board of Selectmen, in its sole discretion, deems it to be in the best interest of the Town to do so. Bids, amendments to bids or withdrawal of bids after the time set for bid acceptance will not be considered. The Town of Durham requires a minimum of (2) bids to be received for the invitation to be valid.

Laura Francis, First Selectman
Dated: January 29, 2014

INFORMATION FOR BIDDERS

Proposals Received

Sealed bids for **Janitorial Services for Town Owned Facilities** will be received at the Office of the First Selectman at the Durham Town Hall, 30 Townhouse Road, Durham, CT 06422, until 10:00 AM, local time, on Thursday, February 20, 2014. Bids will be opened at that time and date.

Key Event Dates

Location: 30 Townhouse Road, Durham, Connecticut

Invitation to Bid	Date: January 29, 2014	Time: 9:00 a.m.
Pre-Bid Conference - Mandatory	Date: February 10, 2014	Time: 10:00 a.m.
Public Bid Opening	Date: February 20, 2014	Time: 10:00 a.m.
Commencement of Work	July 1, 2014	

Addenda and Interpretations

No interpretations of the meaning of the Plans or other pre-bid documents will be made to any Bidder orally.

Every request for such interpretation shall be in writing, either by facsimile (FAX) at 860-343-6733 or by mail addressed to the First Selectman at the Durham Town Hall, P.O. Box 428, 30 Townhouse Road, Durham, CT 06422. To be given consideration, such requests must be received at least three (3) working days prior to the date fixed for the opening of bids.

Familiarity of the Work

Each Bidder shall fully inform himself prior to bidding as to existing conditions and limitations under which the work is to be performed, and shall include in his bid a sum to cover the cost of items necessary to perform the work as set forth on the Bid Form. No allowance will be made to a Bidder because of lack of such examination or knowledge. The submission of a bid will be considered as conclusive evidence that the Bidder has made such examination.

The Town assumes no responsibility whatsoever with respect to ascertaining for the Contractor such facts concerning physical characteristics at the site of the project. The Contractor agrees that he shall make no claim for and has no right to additional payment or extension of time for completion of the work, or any other concessions, because of any interpretations or misunderstanding on his part of this Contract, or because of any failure on his part to fully acquaint himself with all conditions relating to the work.

Disqualification of Bidders

More than one proposal from an individual, firm, partnership, corporation, or an association under the same or different names will not be considered. Reasonable grounds for believing that any Bidder is interested in more than one proposal for the work contemplated will cause the rejection of all proposals in which such Bidder is interested. Any or all proposals in which such Bidder is interested will be rejected if there is reason for believing that collusion exists among the Bidders; and all participants in such collusion will not be considered in future proposals for the same work. Proposals in which the prices are obviously unbalanced may be rejected. No Contract will be awarded except to a competent Bidder capable of performing the class of work contemplated.

Preparation of Proposals

The Proposal must be made upon the form contained herein. The blank spaces in the Proposals must be filled in correctly where indicated. The Bidder must state, both in words and in numerals, written or printed in ink, the price for which he proposes to do the work contemplated. In case of discrepancy between the words and the numerals, the words shall govern. Ditto marks are not considered writing or printing and shall not be used. The Bidder shall sign his Proposal correctly. If an individual makes the Proposal, his name and post office address must be shown. If made by a firm, partnership, or corporation, the Proposal must be signed by an official of the firm, partnership, or corporation authorized to sign contracts, and must show the post office address of the firm, partnership, or corporation.

Each bid must be submitted in a sealed envelope bearing on the outside the name of the Bidder, the Bidder's address, and name of the project for which the bid is submitted. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed to: First Selectman, Durham Town Hall, P.O. Box 428, Durham, CT 06422.

Irregular Proposals

The Town reserves the right to reject any proposals if they show any omission, alteration of form, additions not called for, conditional bids, or irregularities of any kind.

Withdrawal of Proposals

If a Bidder wishes to withdraw his Proposal, he may do so before the time fixed for the opening of bids by communicating his purpose to the Durham First Selectman. Upon such notice, the Proposal will be made available unopened to the Bidder at the Durham First Selectman's Office.

Insurance

Before execution of the Contract, the Proposer will be required to file with the Town a certificate of insurance. The certificate, executed by an insurance company satisfactory to the Town, shall name the Town as an additional insured party on the form furnished with these specifications.

- a. Worker's Compensation Insurance: With respect to all operations the Proposer performs and all those performed for it by subcontractors, the Proposer shall carry workmen's compensation insurance in accordance with the requirements and the laws of the State.
- b. Commercial General Insurance: With respect to the Project operations the Proposer performs and also those performed for it by subcontractors, the Proposer shall carry regular Commercial General Insurance. The insurance shall provide coverage for each accident or occurrence in the amount of \$1,000,000, combined single limit, for all damages resulting from (1) bodily injury to or death of persons and/or (2) injury to or destruction of property. Subject to that limit per accident or occurrence, the policy shall provide at total or aggregate coverage of \$2,000,000 for all damages during the policy period.
- c. Automobile Liability Insurance: The operation of all motor vehicles, including those hired or borrowed, used in connection with the project, shall be covered by Automobile Liability Insurance. The insurance shall provide coverage for accident or occurrence in the amount of \$500,000, combined single limit, for all damages resulting from (1) bodily injury to or death of persons and/or (2) injury to or destruction of property.
- d. Termination or change of Insurance: Each insurance policy shall be endorsed to provide that the insurance company shall notify the Town by certified mail at least thirty (30) days in advance of termination, or any change in the policy. No such change shall be made without prior written approval of the First Selectman.

- e. Claims: Each insurance policy shall state that the insurance company shall agree to investigate and defend the Town against all damages, even if groundless.
- f. Compensation: There shall be no direct compensation allowed the Proposer on account of any premium or other charge necessary to take out and keep in effect all insurance or bonds, but the cost thereof shall be considered included in the general cost of the work.

Hold Harmless & Indemnification

The Town does not waive their right to subrogation. The contractor, all subcontractors and suppliers shall at all times indemnify and hold harmless the Town, their officers, agents, and/or employees against any and all claims, demands, damages, losses, judgments, costs, workers' compensation payments, litigation expenses and counsel fees arising out of injuries to the person (including death), damage to the property, or any damages resulting from breach of contract that alleged to have been sustained.

The existence of insurance shall in no way limit the scope of this indemnification. The contractor further undertakes to reimburse the Town for damages to the property caused by the contractor, or his employees, agents, subcontractors or material men or by faulty, defective or unsuitable material or equipment used by him or them.

Sales Tax

Certain materials and supplies incorporated in the work of this project are exempt from Connecticut Sales Tax. The Bidder shall familiarize himself with current regulations of the State Tax Department. The tax on materials or supplies exempted by such regulations shall not be included as part of the bid. Upon request, the Owner will furnish the successful Bidder a sales tax exemption letter.

Collusion

By offering a submission to this RFP the proposer certifies the proposer has not divulged to, discussed or compared his proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever. Complete Appendix A and submit with proposal.

Compliance with Federal and State Regulations

The Contractor shall be responsible for full compliance with any Federal and/or State laws, regulations and standards, as applicable to any project fully or partially funded by State and/or Federal funding agency.

Permits

All licenses and permits for complying with any applicable Federal, State, and Municipal laws, codes and regulations in connection with the prosecution of the work shall be obtained by the Contractor. Fees will be waived upon approval of the First Selectman.

Right to Reject

The Town reserves the right to reject any, or any part of, or all proposals; to waive informalities, irregularities, defects and/or technicalities, and, if it so chooses in its sole discretion, to accept the Proposal which the Town deems to be in the best interest of the Town, whether or not it is the lowest dollar amount.

Bonding Employees

An Employee Indemnification Bond and/or Employee Fidelity Bond are required prior to formal award of the contract and in such amounts and upon such terms and conditions as the Town of Durham may reasonably require.

General Conditions

1. The Town reserves the right to reject any or all proposals, if deemed not in the best interest of the Town.
2. Minor variations to the specifications not affecting the contractor's ability to perform properly will not disqualify a proposal from consideration.
3. All Federal, State and Local laws and regulations must be complied with.
4. Contractor will furnish all labor, equipment and cleaning supplies to complete the work described herein.
5. Supplies for all facilities are stored at the Town Hall. Contractor will be responsible for maintaining supplies as needed to all facilities. Contractor is also responsible to maintain supply inventory at Town Hall by notifying proper personnel to order supplies when they are low.

Contract Terms

1. Contract period will be July 1, 2014 through June 30, 2015.
2. Contract can be extended for one year with agreement of both parties.

General Specifications

Town Hall, 30 Town House Road

1.) General Maintenance

Frequency: Twice Weekly

Square Footage: 8700

a.) Twice Weekly

- Vacuum all flooring including
 - Entrances and stairwells
 - Vacuum stairwell sconces and window ledges of debris
 - Wipe down all molding, baseboards, and window ledges in entries, stairwells and hall ways
 - Remove all cobwebs
 - Elevator
 - Wipe down interior
 - Interior Offices
 - Kitchens
 - Bathrooms
 - Conference rooms
 - Vault (once weekly, Tuesday Evenings before 7:00 p.m.)
- Wet mop stairs and wood flooring as needed
- Wash and sanitize all kitchens
- Wash and sanitize all bathrooms
 - Polish all mirrors, bright work, enamel, and stainless surfaces
 - Clean all receptacles
 - Fill toilet tissue, soap and towel dispensers
 - Empty all sanitary receptacles, trash containers and waste receptacles according to recycle policy and place in proper receptacle located outside; replace all waste containers with clean bag if necessary
- Clean all interior door/wall glass
- Turn off all lights
- Lock all interior and exterior doors at the completion of work according to security procedures

b.) Monthly

- Dust all horizontal surfaces, clearing cobwebs, etc.
- Dust and clean window sills
- Detail vacuuming of carpet corners and edges
- Dust high and low areas (pictures, clocks, etc.)
- Clean microwave interiors
- Wet mop vault floor - Tuesday Evenings before 7:00 p.m.

c.) 2 Times Yearly

- Wash all trash containers (sooner if needed)
- Dust / vacuum blinds

2.) Carpet Cleaning

Frequency: Once yearly (Spring)

Square Footage: 3900

3.) Window Cleaning

Frequency: Once yearly (May)

SPECIAL INSTRUCTIONS

The selected working hours will begin after 9:00 p.m. and end before 6:00 A. M.

Public Library, Maple Avenue

- 1.) **General Maintenance**
Frequency: M-F, 5 days per week
Square Footage: 14862

a.) Daily

- Vacuum all flooring including
 - Entryways
 - Hallways
 - Stairways
 - Restrooms
 - Independent rooms/offices
- Wet mop any hardwood flooring/stairs
- Wipe down main counter
- Wash and sanitize all kitchens
 - Empty trash containers and waste receptacles according to recycle policy and place in proper receptacle located at Town Hall (no trash on premises); replace all waste containers with clean bag if necessary
 - Occasionally there will be large boxes or stacks of magazines that will need to be discarded to the Town Hall receptacle.
- Wash and sanitize all bathrooms
 - Polish all mirrors, bright work, enamel, and stainless surfaces
 - Fill toilet tissue, soap and towel dispensers
 - Empty all sanitary receptacles; replace with clean bag
- Dust behind and around all computers
- Dust all ledges within reach
- Clean all interior door/wall glass
- Set up and tear down chairs, tables and wall in meeting rooms as needed
 - The Library Director will request meeting rooms to be arranged
- Assists in shipping and receiving of library supplies and materials
 - The Library Director will ask for items to be placed in specific areas
- Reports maintenance problems to the Library Director
- Turn off lights
- Lock all interior and exterior doors at the completion of work according to security procedures
- Follows all applicable safety rules and procedures

b.) Weekly

- Dust furniture, equipment and behind all computers
 - Dusting of shelves (feather dusting of book shelves, no movement of the books themselves)
- Vacuum upholstered furniture

c.) Monthly

- Dust all horizontal surfaces, clearing cobwebs, etc.
- Dust and clean window sills
- Detail vacuuming of carpet corners and edges
- Dust high and low areas (pictures, clocks, etc.)
- Detail vacuum under desks
- Clean Microwave interiors
- Wash bathroom walls, woodwork, tables, windows, doors and sills

d.) Quarterly

- Wash all trash containers (sooner if needed)
- Vacuum chairs

e.) 2 TIMES YEARLY

- Dust and vacuum blinds
- Strip and wax floors
- Wash walls - where specified

2.) **Carpet Cleaning**

Frequency: **Once Yearly (Spring)**

Square Footage: **13,629**

3.) **Window Cleaning**

Frequency: **Once Yearly (May)**

SPECIAL INSTRUCTIONS

The selected working hours will begin after 9:00 p.m. and end before 6:00 A. M.

Durham Volunteer Ambulance Corps, 205 Main Street

- 1.) **General Maintenance**
Frequency: Once weekly
Square Footage=1600

The building is generally lightly used. Due to its age, design and use-however, the building becomes very dirty very quickly. The schedule should reflect this reality.

a.) Once Weekly

- Empty trash cans - all areas - according to recycle policy and place in proper receptacle located at Town Hall; replace all waste containers with clean bag if necessary. - **Leave recyclable cans**
- Sweep or vacuum apparatus bay around ambulance platform
- Sweep or vacuum hardwood floors in meeting/crew room
- Sweep or vacuum basement stairs and bathroom hallway
- Dust all areas
- Sanitize bathrooms
- Sanitize door knobs/hardware
- Sanitize kitchen countertop
- Sanitize showers

b.) As required

- Wash hardwood floors-meeting room

c.) Monthly

- Vacuum carpet in stairwell and upstairs
- Clean windowsills
- Wash interior door windows

SPECIAL INSTRUCTIONS

Any questions should be referred to the EMS Chief of Service at 860-704-9308.

NO MAINTENANCE BETWEEN THE HOURS OF 11:00 PM AND 6:00 AM. DUE TO OVERNIGHT LIVING QUARTERS

Security

The company and the employees of that company should be the subject of a thorough background investigation. This background investigation should include a fingerprint supported criminal records check, if possible.

The company should be properly insured for any employee malfeasance or other illicit behavior.

The company should be aware that their presence in the building is tracked electronically and the proper access code will only be issued upon satisfactory representation of the employee/company trustworthiness. Any derogatory information developed during the background investigation that does not disqualify the potential employee from the general contract for other town buildings will need to be cleared by the EMS Chief of Service.

Access to the upstairs office and storage areas both upstairs and downstairs will not be permitted.

Tools and Equipment

No tools or equipment will be provided. It is presumed that the responsible company will provide all equipment and supplies necessary to complete the job requirements.

Any cleaning material will not be used unless a MSDS sheet is provided.

Any cleaning material chosen must be chosen understanding that the Corps provides medical services and as such should not interfere with materials normally used for that purpose.

Durham Activity Center, 350 Main Street, 2nd Floor

1.) General Maintenance

Frequency: Once Weekly

Square Footage: 6,794

a.) Once weekly

- Vacuum all flooring including
 - 1st floor entrance/elevator area
 - Stairwell to 2nd floor
 - 2nd floor entrance/elevator area
 - 2nd floor hallway
 - Activity Center - all flooring
- Wet mop activity center floor
- Dust all ledges within reach
- Empty all trash containers and waste receptacles according to recycle policy; replace with clean bag if required and place in outside receptacle located at the rear of the building
- Wash and sanitize bathroom
 - Polish all mirrors, bright work, enamel, and stainless surfaces
 - Fill toilet tissue, soap and towel dispensers
 - Empty all sanitary receptacles; replace with clean bag
- Clean all interior door/wall glass
- Turn off all lights
- Lock all interior and exterior doors at the completion of work according to security procedures

2.) Strip & Wax Floor

Frequency: Twice Yearly

Square Footage: 3,127

3.) Carpet Cleaning

Frequency: Once Yearly

Square Footage: 2,581

SPECIAL INSTRUCTIONS

The selected working hours will begin after 11:00 P. M. and end before 6:30 A. M.

Durham Fire House, 41 Main Street

1.) General Maintenance

Frequency: Once Weekly

Square Footage: 2,448

a.) Once weekly

- Vacuum all flooring including
 - Entrance
 - Bathrooms
 - Kitchen area
 - Meeting room
- Wet mop flooring as needed
- Wash and sanitize bathroom
 - Polish all mirrors, bright work, enamel, and stainless surfaces
 - fill toilet tissue, soap and towel dispensers
 - Empty all sanitary receptacles; replace with clean bag
- Empty trash cans - all areas - according to recycle policy and place in proper receptacle located at the rear of the building; replace all waste containers with clean bag if necessary
- Dust all ledges within reach
- Clean all interior door/wall glass
- Turn off all lights
- Lock all interior and exterior doors at the completion of work according to security procedures

2.) Meeting Room

Strip & Wax Floor

Frequency: twice yearly

Square Footage: 2,148

3.) Activity Room

Carpet Cleaning

Frequency: once yearly

Square Footage: 754

SPECIAL INSTRUCTIONS

The selected working hours will begin after 6:00 P. M. and end before 6:00 A. M.

Resident State Trooper Office, 24 Town House Road

1.) General Maintenance

Frequency: Once Weekly
Office

a.) Once Weekly

- Vacuum all flooring including
 - Entrance
 - Main office area only
 - Bathroom in rear of building
 - Wet mop wood flooring in Main office as needed
 - Wash and sanitize bathroom
 - a. Polish all mirrors, bright work, enamel, and stainless surfaces
 - b. Fill toilet tissue, soap and towel dispensers
 - c. Empty all sanitary receptacles; replace with clean bag
 - Empty trash cans - all areas - according to recycle policy and place in proper receptacle located at Town Hall; replace all waste containers with clean bag if necessary.
 - Dust all ledges within reach
 - Turn off all lights
 - Lock all interior and exterior doors at the completion of work according to security procedures

- Quarterly
 - Wash all trash containers (sooner if needed)
 - Vacuum office chairs
 - Clean all chairs, table bases, baseboards, ledges
 - Dust and vacuum blinds

SPECIAL INSTRUCTIONS

The selected working hours will begin after 6:00 P. M. and end before 6:00 A. M.

APPENDIX A

Bid Form

Proposal of _____* (hereinafter called "Bidder"), organized and existing under the laws of the State of _____, doing business as _____ to the Town of Durham (hereinafter called the "Town").

**Insert "a corporation," "a partnership," or "an individual" as applicable.*

In compliance with your Invitation to Bid, Bidder hereby proposes to perform all work for the Town of Durham in strict accordance with the Contract Documents and at the prices stated below.

By submission of this Bid, each Bidder certifies that this Bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Bid with any competitor.

The Contractor shall and will do any and all work and furnish any and all materials not herein provided for which, in the opinion of the Town, may be found necessary or advisable for the proper completion of the work or the purposes thereof, or any modifications or alternations thereto.

All extra work and materials shall be ordered in writing by the Town, and in no case will any work or materials in excess of the amount shown in the Plans be paid for unless so ordered. Additionally if the extra work requires additional cost, a change order must be issued prior to work commencing. No claim for delay shall be made as a result of this process. No voucher, claim or charge against the Town shall be paid, nor is the Town liable for any voucher, claim or charge unless a change order is issued. The Contractor further agrees that he shall accept, as full compensation for such extra work and materials, the unit price bid, in the case of Items covered by unit prices in the Proposal, and no more; and for such Items as are not covered by a unit price, he shall accept as full compensation:

1. An agreed-on lump sum price, or
2. The reasonable cost, as determined by the Town, of all necessary labor, including insurance and payroll, taxes, equipment rental, and materials, plus fifteen percent (15%) which covers supervision, the use of tools and plant, and other overhead expenses and profit.

The Contractor agrees to prosecute such extra work with all reasonable diligence and to employ thereon-competent workers. The Contractor shall give the Town access to all accounts, bills, payrolls, and vouchers relating to extra work not covered by unit prices, and he agrees that he shall have no claim for compensation for such extra work in the case of items not covered by unit prices, unless a statement in writing of the actual cost of the same, fully itemized as to labor and materials, is presented to the Town before the fifteenth (15th) day of the month following that during which each specific order was complied with.

The Town reserves the right to waive any informalities or defects in any bid. The Town also reserves the right to refuse any and all proposals and is under no obligation to accept the lowest bid if the Town's Board of Selectmen, in its sole discretion, deems it to be in the best interest of the Town.

I, the undersigned, have examined and carefully read all the attached or referenced documents and hereby agree to furnish at the net price indicated all labor and equipment in accordance with the specifications and conditions contained in these documents.

Company Name

Mailing Address

Authorized Signature

Print Name and Title

Date

Telephone Number (____) _____

Fax Number (____) _____

Bid Proposal
Janitorial Service for Durham Town Owned Facilities

BIDDER hereby agrees to furnish, at the net process indicates, all materials, labor and equipment for all the items listed below, subject to and in accordance with the specifications and conditions described in the CONTRACT DOCUMENTS, all of which are made part of the proposal.

Schedule of Prices

Total All Facilities

Lump Sum Price \$ _____

Price written in words _____

Town Hall, 30 Town House Road

General Maintenance

Lump Sum Price \$ _____

Price written in words _____

Carpet Cleaning (once yearly)

Lump Sum Price \$ _____

Price written in words _____

Window Cleaning (once yearly)

Lump Sum Price \$ _____

Price written in words _____

Public Library, 7 Maple Avenue

General Maintenance

Lump Sum Price \$ _____

Price written in words _____

Carpet Cleaning (once yearly)

Lump Sum Price \$ _____

Price written in words _____

Window Cleaning (once yearly)

Lump Sum Price \$ _____

Price written in words _____

Volunteer Ambulance Corp, 205 Main Street

General Maintenance

Lump Sum Price \$ _____

Price written in words _____

Durham Activity Center, 350 Main Street

General Maintenance

Lump Sum Price \$ _____

Price written in words _____

Strip, Buff and Wax (twice yearly)

Lump Sum Price \$ _____

Price written in words _____

Carpet Cleaning (once yearly)

Lump Sum Price \$ _____

Price written in words _____

Volunteer Fire Department, 41 Main Street

General Maintenance

Lump Sum Price \$ _____

Price written in words _____

Strip, Buff & Wax (twice yearly)

Lump Sum Price \$ _____

Price written in words _____

Carpet Cleaning (once yearly)

Lump Sum Price \$ _____

Price written in words _____

Resident State Trooper, 24 Town House Road

General Maintenance

Lump Sum Price \$ _____

Price written in words _____

APPENDIX B

Town of Durham
Non-Collusive Bid Statement

Project: _____

Bid Opening Date: _____

Bidder's name and address: _____

Name of person signing this statement: (PLEASE PRINT)

To the Town of Durham:

1. The bid has been arrived at by the bidder independently and has been submitted without collusion and without any agreement, understanding, or planned common cause of action with any other vendor of material, supplies, equipment or services described in the invitation to bid, designed to limit independent bidding or competition.

2. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or person prior to the official opening of the bid.

Dated at: _____

On: _____

Signature: _____

Title: _____