



TOWN OF EAST WINDSOR ENGINEERING & PUBLIC WORKS

Mailing Address: 11 Rye Street, Broad Brook, CT 06016
Physical Address: 6 Woolam Road, East Windsor, CT 06088

Leonard J. Norton, P.E. - Director of Public Works/Town Engineer- Phone (860) 292-7073, Fax (860) 292-7072

RFP Documents – Custodial Services

East Windsor, CT – March 18, 2015

East Windsor Request for Proposal

Proposals will be submitted to the Director of Public Works/Town Engineer, 11 Rye Street, Broad Brook, CT 06016, by 10:00am Friday April 17, 2015. The contractor shall furnish all necessary trained personnel, equipment and material necessary to perform custodial services for the Town of East Windsor buildings.

INFORMATION FOR BIDDERS

Tax Exemption – Purchase of materials are exempt from Connecticut sales tax.

Site Inspection – Contractors are encouraged to call the Department of Public Works to schedule a walkthrough of all buildings.

Proposal – Each proposer shall fill in all blank spaces of the PROPOSAL FORM in ink with no changes made to the form. Each bid must be in a sealed envelope addressed to the Director of Public Works/Town Engineer, 11 Rye Street, Broad Brook, CT 06016.

Right to Reject Proposals – The town reserves the right to reject any or all proposals if it is the Town's best interest to do so. Proposals submitted or received after the scheduled closing time for receipt of bids will be rejected.

Acceptance of Proposals – Acceptance of proposal will be by notice of the Town Engineer.

Custodial Specifications

Scope

This bid is intended to fulfill custodial and related services. Service to be performed 5 days per week at Town Hall and Senior Center, 6 days per week at Police Department, 3 days per week at Town Hall Annex and 1 day per week at Department of Public Works. Contractor must coordinate hours with the Public Works Director. Services provided will include all room on all floors of all facilities

Security /Background Checks

All personnel performing services will be required to have a security approval from the Agency prior to commencing work; Security approval will include background check and fingerprinting. Contractor will be responsible for the cost associated with security check including fingerprint cost, as required.

Daily Log Books

A daily log book will be used at each facility identifying services and tasks to be performed daily, weekly, monthly and bi-annually.

Daily Service

1. Sweep all resilient tile floor areas using treated dust mop
2. Vacuum all carpeting.
3. Empty all waste baskets and receptacles; remove trash and recyclables to designated dumpsters
4. Clean and Sanitize all lavatory facilities including the cell block area. All toilet bowls, seats, urinals, sinks and shower stall fixtures and floor must be cleaned and sanitized.
5. Clean and polish bright work (chrome and mirrors). Damp wipe partitions and damp wipe and sanitize back splash areas, damp mop and disinfect floor areas.
6. Replace hand towels, toilet tissue and soap in dispensers. Supplies are to be furnished by the Agency.
7. Clean all door glass and all interior glass.
8. Damp mop entrance hall and corridor. Notice of "CAUTION or WET FLOOR" sign must be posted.
9. Spot clean carpeting, as required.
10. Damp wipe table tops, counters, desk tops and maintain in clean condition daily.

Weekly Services

1. Damp mop and spray buff all resilient tile floor
2. Clean and sanitize kitchen table, countertops, sinks and microwaves.
3. Sweep all stairs and walkways outside facility.
4. Dust all office furniture and equipment, sills, molding, etc.

Quarterly Services

1. Machine strip and refinish all tile flooring using 3 coats of high quality finish wax and then apply one coat of sealer
2. Wash and sanitize all lavatory walls and stall partitions.
3. Clean all window blinds

Semi-Annual Services

1. Clean and shampoo all carpets.
2. Clean all air returns.
3. Wash all interior and exterior windows.

RFP FORM

The undersigned declares he has carefully examined the RFP Documents and location(s) of work for the above referenced project and proposes to perform the work at the following UNIT Prices:

Item No	Brief Description Of Work	Est Quant	Unit Price	Total Cost
1	Custodial Services	Lump Sum	\$	\$

TOTAL PROPOSAL = \$ _____

WRITTEN _____ DOLLARS

AND _____ CENTS

It is understood that the Lump Sum will control any contract awarded based on this proposal.

The above prices include the cost of all work to complete the project whether specifically stated or not. Cost of mobilization and demobilization, miscellaneous clearing and grubbing, protection of items and any other work required to complete the project shall be included in the price stated above.

The time of completion for the project is 30 days from the Notice to Proceed date.

The undersigned certifies that he has not colluded with any individual or firm that has a competitive interest in responding to this RFP.

Name of Firm: _____

Mailing Address: _____

Phone Number: _____

Signature of Proposer: _____ Title: _____

Name and Title (typewritten): _____

Insurance – The Contractor shall have the required insurance which shall be maintained in force until all work performed on this project is completed. All policies shall hold harmless the Town of East Windsor and the Town and its agents shall be named additional insured. Each insurance certificate shall contain a statement by the insurance carrier not to cancel the policy except upon thirty – (30) days notice to the Town.

Schedule of Insurance:

Manufacturer’s and Contractor’s Liability:

Personal Injury Liability	\$1,000,000 Per Person
	\$1,000,000 per occurrence
Property Damage	\$1,000,000 per occurrence

Automotive Liability:

Personal Injury	\$1,000,000 per person
	\$1,000,000 per occurrence
Property Damage Liability	\$1,000,000 per occurrence

Town’s Protective Liability:

Personal Injury Liability	\$1,000,000 per person
	\$1,000,000 per occurrence
Property Damage Liability	\$1,000,000 per occurrence

The Contractor shall also carry Worker’s Compensation Insurance as required by the State of Connecticut and any other applicable laws and regulations for all employees engaged in work under the Contract.

LEGAL NOTICE

TOWN OF EAST WINDSOR, CONNECTICUT

REQUEST FOR PROPOSALS

Custodial Services

March 18, 2015

The Town of East Windsor will receive proposals for Custodial Services for Town Buildings until 10:00am Friday April 17, 2015. At that time proposals will be opened in public and read aloud.

The documents comprising the Request for Proposals may be obtained at the First Selectman's Office, East Windsor Town Hall, 11 Rye Street, Broad Brook, CT 06016.

The Town of East Windsor reserves the right to amend or terminate this Request for Proposals, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the proposer that, in the Town's judgement, will be in the Town's best interest.