

Invitation to Bid

The Town of Newington will accept bids for cleaning services at the Lucy Robbins Welles Library, the Senior and Disabled Center, and the Police Department. All bids must be submitted in accordance with Town specifications and on forms supplied by the Town. Bid forms and specifications are available in the office of the Town Manager, 131 Cedar Street, Newington, Connecticut 06111 and on line at the Town's website, www.newingtonct.gov under Doing Business, Bid Opportunities. Bids will be received in the Town Manager's Office and opened publicly at 2:30 PM on June 16, 2015. There will be a non-mandatory pre-bid conference on June 9, 2015 at 10:00 a.m., starting at the Lucy Robbins Welles Library front foyer, 95 Cedar Street, Newington. The Town of Newington reserves the right to reject any or all bids, or to waive informalities if deemed in the best interest of the Town.

John L. Salomone
Town Manager

Bid No. 8, 2014-15

TOWN OF NEWINGTON

CLEANING SERVICES – LUCY ROBBINS WELLES LIBRARY, POLICE DEPARTMENT AND SENIOR & DISABLED CENTER

I. GENERAL REQUIREMENTS

1. SCOPE OF SERVICES

It is the intent of these specifications to select a Contractor to provide cleaning services at the Lucy Robbins Welles Library, a 20,000 square foot building located at 95 Cedar Street; the Newington Police Department, located in the Peter Lavery Law Enforcement Center, a 43,000 square foot building located at 131 Cedar Street; and the Newington Senior and Disabled Center, a 27,000 square foot building located at 120 Cedar Street in Newington, Connecticut.

2. GENERAL INFORMATION

The attached cleaning specifications section does not purport to be complete in every detail. It should be considered characteristic of a minimum schedule and suggestive of the kind of services required. The Library consists of two main floors, the basement hallway, and all connecting stairways, all of which shall be included in the scope of cleaning services that are required. The Police Department consists of the two main floors, the adjacent stairways, and the Dispatch Room, all of which shall be included in the scope of cleaning services that are required. The entire Senior and Disabled Center shall be included in the scope of cleaning services that are required.

3. BID PROCEDURES

All bids shall be submitted on forms provided by the Town of Newington and addressed to the Town Manager's Office, Town Hall, 131 Cedar Street, Newington, CT 06111. Bids will be accepted until 2:30 PM on June 16, 2015 when they will be opened and read publicly. Bid envelopes shall be sealed and clearly labelled "Bid No. 8, 2014-15 Cleaning Services". The Town reserves the right to waive informalities or to reject any or all bids when it determines that such action will be in the best interest of the Town. The Town reserves the right to delete such items as it deems necessary from these proposals. All exceptions of the bidder to the terms and specifications of this bid shall be made in writing and submitted in full with the Bid Form. For all other terms and specifications, submission of a bid constitutes acceptance by the bidder. The Town reserves the right to reject bids which contain one or more exceptions that are unacceptable to the Town. All addenda will be posted on the Town's website, www.newington.ct.gov, under Doing Business, Bid Opportunities. Bidders are responsible for checking the Town's website for the presence and content of all addenda.

4. NONDISCRIMINATION

The Contractor agrees and warrants that it will not discriminate against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation, or physical disability or other basis in any manner prohibited by the laws or ordinances of the United States, the State of Connecticut, or the Town of Newington.

5. HOLD HARMLESS

The Contractor agrees to indemnify, defend and hold harmless the Town of Newington, the Owner and their respective elected and appointed officials, board members, employees, agents and/or servants against all demands, claims, actions or causes of actions, losses, damages, liabilities, costs and expenses, including without limitation, interest, penalties, court costs and reasonable attorney's fees, asserted against, resultant to, imposed upon or incurred by the Town of Newington resulting from or arising out of:

1. Any breach by the Contractor of the terms of the specifications as set forth herein, or
2. Any injuries (including death) sustained by or alleged to have been sustained by the elected and appointed officials, board members, employees, agents and/or servants of the Town of Newington, the Owner or the Contractor or subcontractors or material men, or
3. Any injuries (including death) sustained by or alleged to have been sustained by any member of the public or otherwise any or all persons, or
4. Any damage to property, real or personal, (including property of the Town of Newington and the Owner or their respective elected and appointed officials, board members, employees, agents and/or servants)

caused in whole or in part by the acts or omissions of the Contractor any subcontractor or any material men or anyone directly or indirectly employed by them while engaged in the performance of any work for the Town of Newington.

6. HAZARDOUS MATERIALS

The Contractor, when providing, using, storing, delivering or disposing of any toxic, hazardous or potentially dangerous materials, shall advise the Town, in writing, of the condition of such hazardous materials in advance of conducting any work and is responsible for protecting the Contractor's own employees, those of the Town, and all its agents from the hazards associated with such materials. The Contractor shall furnish Material Safety Data Sheets to the Owner for all chemicals used and stored on the premises by the Contractor. The Contractor shall furnish written directions, precautions,

or training, provided or made available from the supplier of the materials, or other acceptable source, for use by all persons who may be subject to the hazard. The Contractor shall comply with all applicable regulations and laws. The Contractor shall dispose of any hazardous or toxic substances in accordance with all applicable regulations or laws, including E.P.A. and D.O.T., and shall provide the Town with the appropriate generator E.P.A. number. The Contractor shall do all things necessary to insure that there will be no discharge, spillage, uncontrolled loss, seepage or filtration of any hazardous or toxic waste on the site caused by the Contractor's operations. Contractor is responsible for any and all costs and liabilities associated with the clean up of any such spillage, etc., or as required by any regulating authority, and holds the Town harmless against any current or future liabilities resulting from such an incident.

7. INSURANCE

The Contractor shall furnish a certificate of insurance to the Town Manager for the following insurance coverage within ten (10) days from contract execution. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. The policy shall name both the Town and the Owner as additional insured. Such certificate of insurance shall specify that the Town of Newington will receive thirty (30) days notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

1. Commercial General Liability including Premises - Operations, Independent Contractors, Blanket Contractual, Products and Completed Operations, Broad Form Property Damage:

\$1,000,000 Each Occurrence

\$1,000,000 Aggregate

Combined Single Limit for personal injury or property damage or both combined.

2. Comprehensive Automobile Liability covering owned, non-owned, hired or leased vehicles.

\$1,000,000 Each Accident

Combined Single Limit for bodily injury or property damage or both combined.

3. Workers compensation insurance in accordance with Connecticut State Statutes.

Employers Liability Limit - \$100,000

8. PAYMENT

The annual charge for labor and materials to perform the cleaning services of this bid shall be included on the Bid Form. The Town will remit one-twelfth (1/12) of the annual charge monthly, within thirty days after receipt of invoice by the Newington Finance Department, 131 Cedar Street, Newington, CT 06111.

9. PRE-BID CONFERENCE

A pre-bid conference will be held at the Lucy Robbins Welles Library, 95 Cedar Street, starting in the front foyer, at 10:00 a.m. on June 9, 2015. While not required, attendance is strongly encouraged. Each bidder is responsible for any information discussed or presented at the pre-bid conference. Each bidder shall examine each work site and become fully acquainted with existing conditions so that the bidder fully understands the facilities, difficulties, and restrictions involved. Each bidder shall take all necessary measurements for this work. Failure of the bidder to become acquainted with the conditions at the library, Senior and Disabled Center, and police department shall in no way relieve the bidder from any obligation with respect to this bid or the resulting contract. All questions or comments regarding the specifications or work related to these specifications shall be presented to the Director of Facilities Management, David Langdon, either prior to (in writing or by calling 860-665-8579) or during the pre-bid conference.

10. BONDS

The Contractor shall furnish a Fidelity Bond in an amount equal to one hundred percent (100%) of the annual charge, as hereafter set forth. Surety of such bond shall be a duly authorized surety company licensed to do business in the State of Connecticut. All bonds shall meet the approval of the Town and shall be made to the Town of Newington. The cost of the bond premiums shall be paid by the Contractor and included in the annual charge for labor and materials to perform the cleaning services of this contract. Bond shall be delivered to the Town simultaneously with the delivery of the executed Contract.

11. NON-COLLUSION

Any act or acts of misrepresentation or collusion shall be the basis for disqualification of any bid or proposal submitted by such person or company guilty of said misrepresentation or collusion. If the Contractor has made any misrepresentations or has been involved in collusion and such conduct is discovered after the execution of this Agreement with the Town, the Town may cancel the Agreement without incurring liability, penalty, or damages.

12. SAFETY

The Contractor shall take all reasonable precautions to ensure the safety of workers, Town employees and the general public at all times. This shall include, but is not limited to, adherence to OSHA standards for lock out/tag out procedures, chemical hazard communications, personal protective equipment, and bloodborne pathogens.

13. STATUTORY REQUIREMENTS

The Contractor shall comply at all times with all federal and State of Connecticut statutes and regulations, as well as all local ordinances. The Contractor shall be aware of and comply with the hiring and documentation requirements of the Immigration Reform and Control Act of 1986. The Contractor shall have asked for and examined documentation in order to verify the legal employability of its employees and shall have executed the appropriate forms attesting thereto pursuant to the Act. The Contractor shall indemnify and hold harmless the Town and its elected and appointed officials, board members, agents, servants and employees from any costs and/or penalties incurred, including but not limited to fines, attorneys' fees and costs arising from a claim of violation of said Act.

14. QUALIFICATIONS OF EMPLOYEES

All employees assigned to clean the building by Contractor shall be physically able to do their assigned work. Contractor shall submit the name and address of each of its employees engaged in cleaning the building (and update as required) and, if necessary, shall have each employee fill out any form designated by Owner for security or other reasons deemed necessary. Owner has the right to require Contractor to reassign from Owner's building any employee Owner or its representative deems incompetent, careless, insubordinate or otherwise performing their work in a fashion unacceptable to Owner. Supervisor shall communicate daily with Owner's assigned staff member at each location, either verbally or through use of a written log. A written log shall be kept at each Town building and maintained daily by the Contractor. At least one of the Contractor's employees shall be capable of reading and writing English, and also capable of providing the Owner's requests or instructions to all other employees of the Contractor who are on site at each of the Town's buildings. The Town reserves the right to screen all personnel assigned to the building for purposes of establishing and maintaining security.

15. SUPPLIES AND MATERIALS

The Owner shall supply to the Contractor all paper products, light bulbs, and hand soaps. The Contractor shall supply trash, waste basket, and sanitary napkin disposal liners, all cleaning solvents, soaps and polishes other than hand soaps, all janitorial carts, mops, brooms, buckets, brushes, vacuum cleaners and electric scrubbers. The Contractor shall supply all other tools, equipment and materials necessary to comply with these

specifications. All cleaning solutions shall be non-injurious and have no adverse affects on public health. All products shall be used in such a manner as to conform with the manufacturer's instructions, as provided with each product. The Contractor shall supply Material Safety Data Sheets for all chemicals used and stored on the premises.

16. STORAGE

A small custodial closet will be available to the Contractor for storing equipment and cleaning supplies in each building. No trash shall be stored in this closet at any time. Contractor shall keep the space clean, organized and stocked in accordance with a mutually agreed to layout.

17. UNIFORMS

Contractor's employees shall wear a company uniform (shirt or blouse minimum) that shall include the company name or logo along with the name of the employee, so as to be easily identifiable as an employee of the Contractor. This shall apply to substitute employees as well. If required by the Town, security badges provided by the Town shall also be worn at all times each employee is on Town premises.

18. REPORTING

Contractor shall immediately report all emergencies to the appropriate municipal service and notify Owner thereafter. Contractor shall complete a daily log (form to be approved by Owner) and shall verbally report items in need of repair, including but not limited to leaky faucets, dead lights, non-removable graffiti, etc. The log shall be kept in a location designated by the Owner. Messages and requests from the Owner for services that fall within the scope of the Contract shall be completed by the Contractor before the Owner's next business day or else a written response shall be recorded in the log indicating when completion will occur. Completion of the requested services should also be so noted in the log by the Contractor. Failure to complete requested tasks to the satisfaction of the Town Manager, so long as such tasks are within the scope of the Contract, shall be sufficient grounds for termination of the Agreement.

19. PROFESSIONAL DEMEANOR

The Contractor and the Contractor's employees shall behave in a professional manner. Contractor shall be responsible to see that all employees do not disturb papers on the desks, open desk drawers or cabinets or use telephones. Tampering with desk drawers, theft, or use of telephones for non-emergency calls shall result in immediate dismissal from the premises by Owner.

20. CONTRACT TERM

The Contract for the services provided through this bid shall begin on July 1, 2015 and terminate on June 30, 2017. The Contract may be extended for one (1) additional year, contingent upon the mutual consent of both parties.

21. SECURITY

The Library and the Senior & Disabled Center buildings each have a security system which the Contractor shall operate. Contractor shall be responsible for the proper instruction of all employees in the operation of the security equipment. In the Law Enforcement Center the Contractor will have access to the appropriate secured areas. Certain areas may be inaccessible to the Contractor when they are unoccupied by Police Department personnel. Other areas, such as the dispatch center, will be off limits to the Contractor during public safety emergencies or during periods of critical police activity. The Contractor shall not enter any cell or area where prisoners or detainees are still present and shall immediately leave an area if requested to do so in order for an officer to escort a prisoner or detainee into the area.

22. SERVICE REPRESENTATIVE

The Contractor shall supply Owner with the name and telephone number of the Contractor's Service Representative, and an alternate, who shall be responsible for the supervision of the cleaning personnel. The Contractor shall further supply the Owner with a twenty four hour contact telephone number. Calls by the Town to this telephone number shall either receive an immediate response or a return call within one hour (sixty minutes) at any time of the day or night on any day of the year.

23. EMERGENCY SERVICES

If, in the event an item of cleaning was inadvertently overlooked by Contractor's staff, Contractor agrees to dispatch, upon the request of Owner, a staff member to rectify the problem at no additional cost. Owner will be reasonable with such requests and will reserve recalls for cleaning services to major items of building sanitation and/or employee comfort. Cleaning deficiencies will be reported to the Service Representative as required.

24. TRASH DISPOSAL

The Contractor's employees shall dispose of trash in the Town's trash dumpster(s). Cardboard, newspaper, and white paper shall be kept separated and shall be disposed of in their respective recycling dumpsters, as identified by the Town. Cardboard boxes shall

be broken down before being placed in the dumpster. Trash shall not be left, either permanently or temporarily, in any public area. All trash shall be placed in bags and disposed in the dumpster on the same day in which it is collected by the Contractor. The Town reserves the right to relocate the dumpsters to another location within the same parcel of land during the course of the contract. Such a relocation shall not result in any additional charges or reimbursement due the Contractor so long as the dumpsters remain on Town owned land that is within sight of their respective buildings.

25. STAFFING

The Contractor shall supply a sufficient number of employees to complete the work that is specified within the period of time specified. Work specified for each interval of time (daily, weekly, monthly, etc.) shall be completed during the life of the Contract unless an exception is provided in writing by the Owner's designated representative. The primary purpose of the staff and the building at both the Lucy Robbins Welles Library and the Newington Senior and Disabled Center is to serve the public. In order to service the public effectively, it is important that the daily items identified in the Scope of Services section be completed.

26. DEFAULT/TERMINATION

- A. In the event that the Contractor fails to adequately staff any of the Town buildings to complete the daily tasks, the Owner shall attempt to contact the Contractor by telephone. If the Contractor can not or does not provide personnel to complete the daily tasks in a timely manner, as determined by the Town, the Town has the right, at its sole discretion, to either 1) withhold payment for an amount equal to 5% of the monthly amount due the Contractor for each day missed or inadequately staffed or 2) arrange for another company or entity to provide some or all of the daily services required in the Cleaning Specifications section and charge the Contractor for any and all expenses incurred as a result. Failure to adequately staff all three buildings to complete the daily tasks more than one day during the life of the Contract is sufficient grounds for the Town to terminate the Contract, determine the Contractor to be a non-responsive vendor, and call the Contractor's bond.
- B. After the first year of the Contract resulting from these specifications, the Town shall have the unilateral right to cancel the Contract with thirty (30) days written notice.
- C. During the first year of the Contract, in the event the Contractor is in default of any provision of the Contract, and the default is not cured within ten calendar days of the issuance of a Notice to Contractor by the Town specifying the element of default, the Town shall terminate the Contract, at the Town's option.
- D. Upon termination of the Contract, the Contractor shall immediately return all keys and any other property of the Town or Owner to the Town or Owner.

27. MILESTONE DATES

Within ten calendar days of the execution of the Contract, the Contractor shall provide to the Owner a comprehensive list of specific dates when items identified in the Cleaning Services section to be performed Monthly, Quarterly, Semi-Annually or Annually, shall be completed, as well as the specific day of the week when items identified as being performed Weekly shall be completed. Once received by the Owner, this list shall be binding upon the Contractor for completion, unless the Owner has provided prior written approval of any changes.

28. MONTHLY MEETING

Within ten calendar days of execution of the Contract, the Contractor shall notify the Owner of an acceptable schedule of dates for mandatory monthly meetings between the Contractor's Service Representative and the Owner's Representative to review conditions at each of the Town buildings and to discuss any issues related to the Contract. The Contractor shall also identify a designated alternate who shall attend these meetings when the Contractor's Service Representative is unavailable. Failure by the Contractor's Service Representative or the designated alternate to attend more than one of these scheduled meetings during the life of the contract is sufficient grounds for termination of the contract by the Town.

II. CLEANING SPECIFICATIONS

A. LUCY ROBBINS WELLES LIBRARY - SERVICES TO BE PROVIDED

1. General:

a. First Floor

This area includes: Entry vestibule, lobby area, and elevator doors and floor; Community Room, including kitchenette area; public restrooms in lobby area; the Business Office and the Director's Office; the staff lounge, including lavatory; Circulation Desk area and office; the reading areas and stack areas; and the computer internet cubicles and group study rooms.

b. Second Floor

This area includes: Children's area, including lavatories; the staff office area; meeting rooms (Lienhard Room); and the Children's Program room.

c. Square Footage

The total area of responsibility for the Lucy Robbins Welles Library building as described is approximately 20,000 square feet.

The Contractor shall provide the following services with the frequency specified.

2. Administrative:

- a. Review Owner cleaning log and respond according to contractual obligations.

3. Exterior of Building:

a. Daily:

- (1.) Empty outside trash container and ashtrays by front and delivery entrances. Sweep front portico and delivery entrance area.

4. Public and Office Areas, Including Meeting and Program Rooms:

a. Daily:

- (1.) Empty all waste and recyclable receptacles, replace liners as necessary, place trash outdoors in dumpsters, and transport recyclables to recycling dumpsters designated by Owner (currently at the lower parking lot of Newington Town Hall). The Owner agrees that such recycling dumpsters shall be located within the Town of Newington, should the location change during the term of the Agreement.

- (2.) Spot clean carpets.

- (3.) Clean and sanitize drinking fountains.

- (4.) General dusting of all office furnishings, including telephones, with treated cloths.

- (5.) Clean and sanitize telephones.

- (6.) General dusting around all personal computers, typewriters, and other equipment with feather duster or the like.

- (7.) Damp wipe all non-wood desk tops and counter tops, including study carrels.

- (8.) Sweep and dust mop all uncarpeted areas using dust treated mops and cloths.

- (9.) Damp mop tile in foyer.

- (10.) Damp mop staff entrance.

- (11.) Vacuum all carpet areas, including utility rugs in entrance area.
- (12.) Remove fingerprints and smudges from all entrance doors.
- (13.) Remove fingerprints and smudges from partition glass.
- (14.) Remove all graffiti from walls, paying special attention to the two study rooms.
- (15.) Change light bulbs as necessary.
- (16.) Remove scuff marks from walls.

b. Weekly:

- (1.) Dust all picture frames and vertical surfaces of office furniture.
- (2.) Dust with treated cloth all ledges and sills below six (6) feet.
- (3.) Remove fingerprints and smudges from desks and cabinets.
- (4.) Dust all exposed wooden and steel book shelving.
- (5.) Wash metal shelving, where necessary.
- (6.) Sweep book drop room, staff entrance closet, and staff room closet.
- (7.) Sweep all emergency stairways.

c. Monthly:

- (1.) Sweep and damp mop book drop room, staff room closet, staff entrance closet, and basement corridor.
- (2.) Complete high dusting (i.e., louvers, doors, sills, return air vents, light fixtures, tops of book stack end panels, sills in entrance foyer, etc.), in areas not reached during daily cleaning.
- (3.) Polish all wooden surfaces, including furniture and any unpainted wood on fireplaces, with lemon oil.
- (4.) Dust all blinds.
- (5.) Dust all paneled walls.
- (6.) Hand brush all upholstered furniture.

(7.) Vacuum hidden tracks for electrical wires in Circulation and Children's Room information desks.

(8.) Vacuum Children's Room picture book bins.

d. Quarterly:

(1.) Machine scrub all non-carpeted areas and treat equivalent to spray buffing.

(2.) Clean all air diffusers and vacuum adjacent ceilings.

(3.) Shampoo high traffic, frequently used* areas.

(4.) Damp mop emergency stairways.

(5.) Vacuum all draperies.

(6.) Vacuum all upholstered furniture.

(7.) Clean ceiling pendant lights in the Community Room, periodical area and reference office.

*At a minimum, this shall be the carpeted areas a.) on the 1st Floor between the Main Entrance and the Reference Desk and b) on the 2nd Floor between the Reference Desk and the Staff Office and in front of the elevator.

e. Semi-Annually:

(1.) Shampoo all carpeted areas.

(2.) Strip and replace finish on all non-carpeted areas, including basement corridor, except ceramic tile in foyer and lavatories.

5. Lavatories, including the Staff Lavatory:

a. Daily:

(1.) Empty all sanitary receptacles and trash containers and place trash in outside dumpster for disposal.

(2.) Clean exterior of trash containers and change liners.

(3.) Wash and sanitize all sinks, toilets, and urinals.

(4.) Polish all mirrors, bright work and enamel surfaces with non-abrasive cleaners.

- (5.) Remove all graffiti, smudges, and marks from partitions and walls.
- (6.) Sweep and mop clean floors with disinfectant cleaner and spot clean as required.
- (7.) Fill toilet tissue, soap and towel dispensers.
- (8.) Change light bulbs as necessary.
- (9.) Unclog minor water blockages with a plunger, at request of library staff.

b. Weekly:

- (1.) Scrub and polish all ceramic tile and partition walls.
- (2.) Hand wash all painted surfaces, including radiator covers, and appropriate ceiling areas.
- (3.) Dust light fixtures.

c. Quarterly:

- (1.) Wash painted walls in staff lavatory.

6. Staff Room and Community Room Kitchen:

a. Daily:

- (1.) Damp mop floor and remove stains as required.
- (2.) Damp wipe tables and chairs.
- (3.) Clean, wash and sanitize sink and counter areas.
- (4.) Clean and wipe exteriors of all refrigerators and other appliances.
- (5.) Empty and clean exterior of waste receptacles and change liners.
- (6.) Change light bulbs as necessary.

b. Weekly:

- (1.) Clean and polish all sinks, counter tops, refrigerators and other appliances.
- (2.) Clean interior of microwave ovens.

c. Quarterly:

(1.) Machine scrub non-carpeted areas and treat equivalent to spray buffing.

d. Annually, as needed:

(1.) Strip and replace finish on all non-carpeted areas.

7. Elevator:

a. Elevator includes doors (both sides), jambs, headers, access panels, call buttons and any and all indicator lights.

b. Daily:

(1.) Vacuum carpeted area, spot clean as required.

(2.) Clean and/or dust all wall and ceiling areas.

(3.) Wipe clean all polished metal and bright surfaces.

(4.) Change light bulbs as needed.

c. Weekly:

(1.) Wipe clean and polish all wood, metal, and bright surfaces.

d. Monthly:

(1.) Shampoo all carpeted areas.

8. Special Treatment:

a. Weekly:

(1) Clean glass surfaces of Library Director's desk and conference table.

b. Monthly:

(1.) Rub conference table in Lienhard Room with lemon oil.

9. Work Hours:

a. Contractor understands that "Daily" shall mean Monday through Sunday. At the Lucy Robbins Welles Library, work must begin after 9:00 p.m. Monday through

Thursday, and after 5:00 p.m. Friday, Saturday, and on Sundays between October and June, and be completed no later than 10:00 a.m. the following morning.

10. Lost and Found:

- a. Portions of library materials (i.e. sections of books, cassette cases, bar-code labels, etc.) found in public locations shall be brought to the Lucy Robbins Welles Library Business Office daily.

B. PETER J. LAVERY LAW ENFORCEMENT CENTER - SERVICES TO BE PROVIDED

1. General

a. First Floor

This area includes: dispatch/communications area including kitchen area and restroom; lobby and elevator doors; public interview room; Community Services and Animal Control Office areas; female locker room including restrooms and vestibule area; physical training room; male locker room including restrooms and vestibule area; evidence processing area; cold storage area; sally port; prisoner processing area (including all restroom, cell blocks, interviewing rooms and holding areas); boiler room; hallways, and staircases (2).

b. Second Floor

This area includes: lobby; Records Division office area; all office areas including interview rooms and conference rooms; storage areas; day room; C.I.D. Lab; briefing room; all restrooms and hallways; workrooms; and elevator (floor and doors).

c. Square Footage

Total area of responsibility for the Peter J. Lavery Law Enforcement Center as described is approximately 34,000 square feet.

The Contractor shall provide the following services with the frequency specified.

2. Daily Cleaning of First and Second Floors unless specified below:

- a. Empty all wastebaskets and remove to trash and recycling dumpsters.
- b. Dust all horizontal surfaces of desks, chairs, and tables.
- c. Dust all surfaces, including sills, moldings, ledges, shelves, frames, vents, radiators, baseboards, partitions, and counters etc.
- d. Clean and sanitize all drinking fountains

- e. Clean by damp wiping: fingerprints, smears and smudges on walls, doors, frames, kick and push plates, baseboards, handles, light switches, and glass fronts including display cases
- f. Clean hallway door windows and hall windows into briefing room.
- g. Damp mop floors in both lobby areas, day room (lunch room), and all non carpeted surfaces, using germicidal detergent solutions in restrooms, except as specified below (three times weekly, Monday, Wednesday, and Friday).
- h. Vacuum all exposed carpeting, except as specified below (three times weekly, Monday, Wednesday, and Friday).
- i. Clean counters, tables and sinks in Day Room, Dispatch kitchenette area, and workrooms.

3. Daily Cleaning of Restrooms and Locker Rooms:

- a. Clean and polish all chrome fittings, including shelves and metal dispensers.
- b. Clean and sanitize both sides of every toilet seat with a germicidal solution.
- c. Clean, sanitize, and polish all vitreous fixtures, including toilet bowls, urinals, and sinks, using a germicidal solution.
- d. Clean and polish all mirrors.
- e. Inspect, clean and squeegee all tile areas in shower stall areas as required.
- f. Dust and clean all toilet partitions, dispensers, and receptacles.
- g. Empty all disposal receptacles, inserting liners as needed.
- h. Refill all dispensers including napkin, soap, tissues, towels, cups, liners, etc.
- i. Remove spots, stains, and splashes from wall areas.
- j. Wash and sanitize exterior of all containers.
- k. Clean by damp wiping: fingerprints, smears and smudges on walls, doors, frames, kick and push plates, baseboards and radiators, handles, light switches, and glass surfaces.
- l. Sweep or vacuum locker room flooring and first floor restroom flooring areas (three times weekly, Monday, Wednesday and Friday).
- m. Damp mop floors locker room and restroom areas thoroughly, using germicidal detergent solutions (three times weekly, Monday, Wednesday, and Friday).

4. Daily Cleaning of Cells and Prisoner Processing Area:

- a. Bag used blankets. Bags shall be supplied by the Owner.
- b. Sweep, wash, mop, and sanitize floors and walls of used cell blocks and prisoner processing area as necessary.
- c. Wash and sanitize toilet bowls, urinals, and sinks and both sides of toilet seats (as required) with a germicidal solution.
- d. Clean and sanitize metal, wood, glass, plexiglass, and all plastic surfaces with appropriate cleaners.
- e. Dust all surfaces as required.
- f. Clean by damp wiping; fingerprints, smears and smudges on walls, doors, frames, kick and push plates, baseboards, handles, light switches, and glass surfaces.

5. Weekly Cleaning of First and Second Floors (at a minimum):

- a. Replace plastic liners in wastebaskets.
- b. Vacuum exercise room and clean wall mirrors.
- c. Dust tops of all lockers.
- d. Clean all windows inside with non-streak glass cleaner.
- e. Sweep and damp mop staircases (2).

6. Bi-Weekly (every two weeks) Cleaning of First and Second Floors (at a minimum) (Mondays):

- a. Buffing/polishing all floor tile surfaces using appropriate cleaners.

7. Monthly Cleaning of First and Second Floors (at a minimum) (1st of each month):

- a. Dust the edges where the ceilings and the walls abut for the entire length of all sides of each room. Wash as necessary.
- b. Sweep Boiler room area and cold storage area.
- c. Sweep Sally Port floor area.
- d. Wash HVAC air supply and return grates in ceilings and walls.
- e. Dust window blinds.

8. Quarterly Cleaning of First and Second Floors (at a minimum) (1st day of each quarter):

- a. Sanitize all cell block surface areas, walls, and floors with EPA registered disinfectant solutions.

9. Semi-Annual, All Carpeted and Vinyl Floors

- a. Shampoo carpeted areas and remove cleanser with extractor.
- b. Strip, wax/resurface with a non-slip wax/floor surface product, and buff vinyl floors.

10. On Call Emergency Cleaning (24 Hours)

- a. Cleaning of areas as required for specific incidents that necessitate the clean up of bodily fluids, blood borne pathogens, and/or other biological materials in a manner that is in full compliance with all state and federal requirements, including those of the Center for Disease Control and the Occupational Safety and Health Administration.

11. Work Hours:

- a. Contractor understands that "Daily" shall mean Monday through Friday, 7:00 a.m. to 3:00 p.m..

12. Lost and Found:

- a. Items found in public locations shall brought to the Records Office daily.

C. SENIOR AND DISABLED CENTER - SERVICES TO BE PROVIDED

1. General:

a. Main Floor

This area includes: Hallways and lobby areas, including vestibules; the kitchen and cafeteria; meeting rooms, which consist of the multi-purpose room, arts and crafts, A & B meeting room, ceramics room, card room and the pool room; the fitness room; the woodworking room; the main office area, including the Director's Office; health rooms; gift shop; computer room; the TV lounge; the auditorium; and the north office area.

b. Square Footage

The total area of responsibility for the Newington Senior and Disabled Center building as described is approximately 27,000 square feet.

The Contractor shall provide the following services with the frequency specified.

2. Administrative

a. Daily

- (1.) Review Owner cleaning log and respond according to contractual obligations.

3. Exterior of Building

a. Daily

- (1.) Sweep outside entrances as needed.

4. Hallways

a. Daily

- (1.) Sanitize and polish water fountains.
- (2.) Vacuum all carpeted areas.

- b. Monthly
 - (1.) Clean above door frames.
 - (2.) Sanitize all door handles and hand rails.
- 5. Lobby Areas (3 Entrances)
 - a. Daily
 - (1.) Vacuum carpeted areas, including utility rugs.
 - (2.) Sweep non-carpeted areas, mop as necessary.
 - (3.) Empty trash cans.
 - b. Weekly
 - (1.) Wash glass doors, inside and outside.
- 6. Kitchen (has a staff of 5-8 people who serve meals daily)
 - a. Daily
 - (1.) Empty all trash receptacles and recyclables, and replace bags.
 - (2.) Sweep and wet mop floor.
 - (3.) Fill paper towel dispensers as needed.
- 7. Cafeteria (Services between 50-80 adults daily for lunch)
 - a. Daily
 - (1.) Empty all trash receptacles and recyclables, and replace bags.
 - (2.) Sweep and wet mop floor.
 - (3.) Sanitize/wipe all table tops.
 - (4.) Clean chairs as needed.
 - b. Weekly
 - (1.) Wipe window sills.
 - b. Monthly
 - (1.) Machine scrub floor and treat equivalent to spray buffing.
 - (2.) Clean and polish metal surfaces in the food serving area.
- 8. Meeting Rooms (Multi-purpose Room, Arts & Crafts, A&B Meeting Room, Ceramics Room, Card Room & Pool Room)

a. Daily

- (1.) Empty trash receptacles and replace liners as necessary.
- (2.) Vacuum rugs (spot clean when needed).
- (3.) Sanitize/wipe all table tops.
- (4.) Clean chairs as needed.

b. Weekly

- (1.) Dust all ledges and furniture with a treated cloth.
- (2.) Wipe window ledges.
- (3.) Clean counter tops and wipe cabinet doors (Multi-purpose, Arts & Crafts, and Ceramics).
- (4.) Scrub and polish sinks (Multi-purpose, Arts & Crafts, and Ceramics).

9. Fitness Room

a. Daily

- (1.) Empty trash receptacle, replace liner as needed.

b. Weekly

- (1.) Sanitize/wipe down all equipment.
- (2.) Wipe window ledge.
- (3.) Vacuum carpeting.

10. Woodworking Room (this room is not used daily)

a. Daily

- (1.) Check room.

b. Weekly

- (1.) Empty trash receptacle, replace liner as needed.
- (2.) Sweep floor.

c. Monthly

- (1.) Damp mop floor
- (2.) Wipe window ledge.

11. Main Offices

a. Daily

- (1.) Empty trash receptacles, replace liners as needed.
- (2.) Vacuum carpeted areas.

12. Health Rooms

a. Daily

- (1.) Empty trash receptacles, replace liners as needed.
- (2.) Vacuum carpeted areas.

b. Weekly

- (1.) Wipe all surfaces, including counters in two health offices.
- (2.) Wipe window ledge.

13. Gift Shop

a. Daily

- (1.) Empty trash receptacles, replace liners as needed.
- (2.) Vacuum carpeted areas.

14. Computer Room

a. Daily

- (1.) Empty trash receptacles, replace liners as needed.
- (2.) Vacuum carpeted areas.

b. Weekly

- (1.) Dust all counter tops with a treated cloth.
- (2.) Wipe window ledge.

15. TV Lounge

a. Daily

- (1.) Empty trash receptacles, replace liners as needed.
- (2.) Vacuum carpeted areas.

b. Weekly

- (1.) Dust all furniture with a treated cloth.
- (2.) Clean glass top on coffee and sofa tables

(3.) Wipe window ledge.

16. Auditorium

a. Weekly

(1.) Dry mop floor.

17. North Office Area

a. Daily

(1.) Empty trash receptacles, replace liners as needed.

(2.) Vacuum carpeted areas.

18. Entire Building

a. Yearly, as needed, all carpeted and vinyl floors.

(1.) Strip, wax/resurface with a non-slip wax/floor surface product, and buff vinyl floors.

(2.) Shampoo carpets and remove cleanser with extractor.

19. Work Hours

As used within these specifications, "Daily" shall mean Monday through Friday. Work must begin after 9:00 p.m. Mondays through Thursdays and after 4:30 p.m. on Fridays, and end no later than 7:00 a.m. the following morning.

20. Lost and Found

Items found in public locations shall be brought to the Main Office daily.

TOWN OF NEWINGTON

CLEANING SERVICES – LUCY ROBBINS WELLES LIBRARY, POLICE DEPARTMENT, AND SENIOR & DISABLED CENTER

BID FORM

Town Manager
131 Cedar Street
Newington, CT 06111

In accordance with the specifications, the undersigned submits the following bid for cleaning services at the Lucy Robbins Welles Library, the Peter J. Lavery Law Enforcement Center, and the Newington Senior and Disabled Center:

BASE BID

Annual lump sum price for the cleaning services at all three locations combined, for the amount of:

\$ _____ per year

The undersigned submits this bid without collusion with any other individual or corporation.

SUBMITTED FOR:

SUBMITTED BY:

Firm _____

Signature _____.

Address _____

Name _____.

Title _____.

Telephone _____.