

SPECIFICATIONS AND CLEANING SCHEDULE FOR HARKNESS MEMORIAL MANSION

Description of Goods and Services:

I. Scope

The Contractor shall provide custodial services as described herein at Harkness Memorial State Park located at 275 Great Neck Road, Waterford, CT 06385 (the "Mansion").

II. Services

- a) The Contractor shall thoroughly complete the services as described in detail in Exhibit A, in a professional manner, using quality equipment, materials and chemicals that conform to all current Federal, State and local regulations.
- b) The Contractor shall ensure that the Facility at all times conforms to the level of cleaning indicated; is uniformly clean, hygienic and pleasing to the eye.
- c) The Contractor shall provide the labor, equipment necessary for cleaning and maintenance, except as otherwise specified herein.

III. Facility Access

- a) Client Agency Designee will provide the Contractor's on-site supervisor with building entry keys and/or key card or code access (collectively "Keys") as applicable.
- b) All Keys to the Facility will be furnished by the Client Agency Designee to the Contractor. Contractor shall sign a Key receipt form as provided by the Client Agency Designee. All Keys will remain the property of the State and will not be duplicated by the Contractor or its employees. The Contractor shall return all Keys to the Client Agency Designee upon request and at the end of the term of the Contract. If any Keys are not returned by Contractor, a charge for re-keying all affected locksets will be assessed against Contractor. The Contractor shall also assume the cost of re-keying buildings if Keys are lost or stolen by the Contractor or its employees or representatives.
- c) Contractor shall report the loss of any Keys to the Client Agency Designee within two (2) hours after the Contractor or any of its employees or representatives are notified or become aware of such loss. Contractor shall accept full responsibility of such loss and expenses that may result including, but not limited to re-keying of the Facility. Failure of the Contractor to report the loss of any Keys or to accept full responsibility for any loss or expense in accordance with the terms of this provision will be grounds for immediate termination of the Contract.

IV. Security

- a) Contractor shall adhere to established security and/or property entrance policies and procedures for the Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter the Facility for the purpose of carrying out the scope of work described in this Contract.
- b) Contractor shall provide identification badges for all employees. The badges will have the company name/logo, employee's photograph, name and signature. The badges will be worn by the employee at all times within the Facility. Contractor's employees may not lend identification badges to another person.

V. Limitations on Site

- a) Neither the Contractor nor any of its employees or other personnel shall bring or use drugs or alcohol at the Facility or any other State property.
- b) Neither Contractor nor any of its employees or other personnel shall bring any unauthorized personnel, including children, onto the Facility or any other State property.
- c) The Contractor's staff shall not use any telephones, office equipment or any other personal property belonging to the State, the Client Agency Designee or any employee of the State.
- d) In accordance with Executive Order #16 of Governor John G. Rowland, neither the Contractor nor any of its employees or personnel shall bring any guns, knives or other dangerous weapons, as identified by Client Agency Designee, onto the Facility or any other State property.

VI. Property Damage

The Contractor shall be responsible for the repair or replacement cost of any damage to State and or personal property caused by the use, misuse, or negligence of the Contractor or the Contractor's employees. Such damage(s) must be reported to Client Agency Designee in writing immediately upon discovery by Contractor.

VII. Insurance

- a. Before commencing Performance, the Contractor shall obtain and maintain at its own cost and expense for the duration of the Contract, the following insurance as described below. Contractor shall assume any and all deductibles in the described insurance policies. The Contractor's insurers shall have no right of recovery or subrogation against the State and the described Contractor's insurance shall be primary coverage. Any failure to comply with the claim reporting provisions of the policy shall not affect coverage provided to the State.
- b. The Contractor shall carry and maintain at all times during the term of the Contract, and during the time that any provisions survive the term of the Contract, sufficient general liability insurance to satisfy its obligations under this Contract. The Contractor shall cause the State to be named as an additional insured on the policy and shall provide (1) a certificate of insurance, (2) the declaration page and (3) the additional insured endorsement to the policy to DEEP all in an electronic format acceptable to DEEP prior to the Effective Date of the Contract evidencing that the State is an additional insured. Contractor shall provide an annual electronic update of the 3 documents to DEEP on or before each anniversary of the Effective Date during the Contract Term.
- c. Commercial General Liability: \$5,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include, Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Broad Form Property Damage coverage. If a general aggregate is used, the general aggregate limit shall apply separately to the project or the general aggregate limit shall be twice the occurrence limit.
- d. Workers' Compensation and Employers Liability: Statutory coverage in compliance with the Compensation laws of the State of Connecticut. Coverage shall include Employer's Liability with minimum limits of \$100,000 each accident, \$500,000 Disease – Policy limit, \$100,000 each employee.
- e. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles.

VIII. Assessment of Damages

In the event that the Contractor provides unsatisfactory service(s) or fails to comply with the terms of the Contract and such unsatisfactory service is remedied at the option of the Client Agency Designee, Contractor shall pay to Client Agency the full amount expended to correct the deficiencies, as assessed by the Client Agency Designee.

IX. Cleaning Equipment

Contractor shall furnish all cleaning equipment necessary to perform the Services, including but not limited to power drive floor scrubbing machines, back pack vacuums, high dusting equipment, waxing and polishing machines, industrial floor and upholstery vacuum cleaners. Such equipment will be the size and type customarily used in work of this kind and no equipment will be used which is harmful to the Facility or its contents.

X. Schedules and Days of Operation

- a) Contractor shall perform all Services Thursdays - Sundays between the hours of 6:00AM and Noon. The Contractor's staff will not enter the Facility any sooner than 15 minutes prior to start of their shift, nor re-enter following shift end. The State reserves the right to change schedules at any time to meet its requirements.

EXHIBIT A

EVENT CLEANING – INTERIOR & EXTERIOR

Event cleaning tasks will be performed between the hours of 6:00AM and 12:00PM on Thursdays - Sundays, from April 25th, 2019 – December 15th, 2019. Event cleaning includes both the first and second floors. (Tasks are listed by order of priority.) All cleaning equipment, materials, supplies and chemicals will be provided by the Contractor.

- 1) General dusting of all woodwork and trim including mantles and alcoves, window ledges, built-in bookshelves, chair rail trim and woodwork on the stairs. Dust furniture in bridal room and office. Make sure to check ceiling corners for cobwebs.
- 2) Dust and damp mop all wooden floors on first floor of mansion. Sweep edges/corners of room with broom prior to dust and damp mopping. Buff floors as needed. Wet mop and clean breakfast room floor.
- 3) Clean and disinfect four (4) bathrooms and fixtures. Clean mirrors. Sweep and wet-mop all bathroom floors.
- 4) Vacuum carpet upstairs in bridal room and in hallway. Vacuum stairs and downstairs carpet runners.
- 5) Clean and disinfect kitchen sinks. Clean and disinfect kitchen counters. Wipe down stove.
- 6) Wet mop and clean kitchen floors and service wing floors.
- 7) Clean front and rear entry door glass. Clean doors leading to loggias. Spot clean windows as needed.
- 8) Tented area/Entryway/Open Loggia: sweep (wet mop obvious spills), blow debris, pick up cigarette butts, and remove trash from rocks.

MONTHLY CLEANING

The monthly cleaning will include the same event cleaning tasks (interior and exterior) but it will also include the following:

- 1) Cleaning of interior/exterior windows.
- 2) Steam cleaning of the upholstered benches and carpets.
- 3) Thorough cleaning/sanitizing of the kitchen and bathrooms.
- 4) Wood floor waxing.

There is a mandatory site meeting scheduled for Monday, March 25th at 10:00AM at the Mansion. The address is: Harkness Memorial State Park 275 Great Neck Road, Waterford, CT 06385. Please send an email to raul.granillo@ct.gov and include the Company name, phone number and representative who will be attending. Please arrive on time.

The bids are due on Friday, March 29th @ 4:00PM. Bids must be email to raul.granillo@ct.gov before the closing date. Selected contractor must be ready to start work on Thursday, April 25th, 2019.