

TOWN OF ANDOVER

Town Hall and Library Cleaning Contracted Services RFP

Town Hall: 17 School Road, Andover, CT

Library: 355 Route 6, Andover, CT

SUBMISSION DEADLINE: Wednesday, MAY 15, 2019 - 2:00 P.M.

QUESTION SUBMISSION DEADLINE: Wednesday, MAY 8, 2019 – 2:00 P.M.

MANDATORY PRE-BID WALK-THROUGHS: Monday, APRIL 29, 2019 – 1:00 PM @ Town Hall and 1:30 PM at Library

Questions regarding this RFP may be submitted in written form no later than 2:00 p.m. on May 8, 2019 to:

Linda McDonald, Administrative Assistant
Town of Andover
17 School Road
Andover, CT 06232
860-742-7305 x214
adminassistant@andoverct.org

INTRODUCTION

The Town of Andover invites and welcomes proposals/project quotes for their Town Hall/Library cleaning services contract. Any proposal submitted for consideration must be received by **May 15, 2019 - 2:00 P.M.**

CONTRACT INFORMATION

LOCATIONS: This bid proposal is for Andover Town Hall and Library cleaning services located at 17 School Road and 355 Route 6, Andover, CT respectfully. **Cleanings would be weekly for FY 2020. (July 1, 2019 - June 30, 2020)**

PROJECT OBJECTIVE: The objective of this contract is to provide comprehensive cleaning services within the designated Andover Town buildings.

CONTRACT SCOPE and SPECIFICATIONS: All cleaning supplies will be provided by the Town of Andover. The scope and specifications for provided services include:

- General cleaning and janitorial services performed once weekly at the Andover Town Hall and Library buildings which include:
 - Emptying all trash cans and shredding machines and transporting waste to the dumpster.
 - Mopping all vinyl and ceramic floors.
 - Thorough vacuuming of all carpeted floors and rugs located within individual offices and throughout each respective building.

- Thorough cleaning of all bathrooms including toilets and sinks.
- Cleaning and restocking soap dispensers, toilet paper holders and paper towel dispensers.
- Cleaning the tile trim located by the bathroom floors.
- **Cleaning Specifications at the Town Hall (17 School Road) location:**
 - Carpeted Rooms include:
 - Five (5) office rooms upstairs
 - Safe Room
 - Upstairs hallway
 - Three (3) office rooms downstairs
 - Large Community Room
 - Vinyl/Ceramic Flooring areas include:
 - Four (4) sets of stairs
 - Two (2) entry ways
 - One (1) hallway
 - Two (2) bathrooms
- Company must not move, rearrange, or tamper with any office materials that are not include under the contract specifications.
- All buildings must be properly secured after each cleaning.

Bid should include one “spring cleaning” of Town Hall, including carpet cleaning, floor to ceiling cleaning of bathrooms, cleaning filters in air conditioning units , vacuuming heating vents in community room, vacuuming coils in baseboards, cleaning ceiling fan in lobby.

- **Additional Cleaning Specifications at the Andover Library (355 Route 6) location:**
 - Wipe around two public computer stations.
 - Dust behind books on shelves (books don’t have to be moved)

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS: The Town of Andover shall award the contract to the proposal/quote that best accommodates the various project requirements. The Town reserves the right to award the contract to more than one bidder and refuse any proposal or contract without obligation to either the Town or to any bidder offering or submitting a proposal.

DEADLINE TO SUBMIT PROPOSAL: All proposals must be received by the Town of Andover no later than 2:00 p.m. on Wednesday, May 15, 2019 for consideration in the project selection process.

PROPOSAL SELECTION CRITERIA: Only the proposals received by the stated deadline will be considered. All proposals, submitted by deadline, will be reviewed and evaluated upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projection. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Bidder’s ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

The Town of Andover shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary without obligation or notice to the proposing bidder/contractor.

PROPOSAL SUBMISSION FORMAT

Listed below is the information to be included in the proposal submission:

Summary of Bidder Background

- Name(s) and/or Company Name
- Address
- Contact Information and preferred method of communication
- Description of company in terms of size, range, and types of services offered to clientele (does not apply if bidder is a single entity)
- Evidence of legal authority to conduct business in the State of Connecticut (i.e. copy of business license)
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal
- Organization chart showing key personnel that would provide services to the Town of Andover

Financial Information (Disregard if you are not applying as a company/business)

- Provide a copy of the most recent audited financial statement, or an annual report by a Certified Public Accountant
- State whether the Bidder or its parent company (if any) has ever filed bankruptcy or any form of reorganization under the Bankruptcy Codes
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body

Equipment or Service

- List any accommodation, services, or space required from the Town of Andover, including a brief explanation.

Cost Proposal Summary

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Total cost of project with brief summary.

Submit bid package to:

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