



**TOWN OF MANSFIELD  
Discovery Depot  
Request for Proposal (RFP)**

**Custodial Services for Discovery Depot**

**Submission Deadline:**  
2:00pm, March 10, 2020

**Submission Contact and Address:**

Office of the Director of Finance  
Finance Department  
4 South Eagleville Road  
Mansfield, Connecticut 06268

[www.mansfieldct.gov](http://www.mansfieldct.gov)

**Background:**

The Town of Mansfield’s Discovery Depot is located east of Hartford in Mansfield, Connecticut at 50 Depot Road. This facility is a spacious 13,000 square foot, single story, purpose-built daycare facility.

**Overview:**

The facility is requesting a proposal from custodial services companies to provide up to five days of cleaning services at Discovery Depot on a year round basis. The selected vendor will work with the Director of the facility and other supervisory staff as needed. Services to be performed include the furnishing of all labor, materials, tools, equipment, supplies, services, tasks and incidental and customary work necessary to competently perform cleaning.

**Days and Times:**

Monday, Tuesday, Wednesday, Thursday, and Friday evenings with no work starting before 5:00pm.

**Holidays and days closed with no service required:**

<u>Holidays (2020)</u>
New Year’s Day
Martin Luther King
Presidents’ Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Columbus Day
Veteran’s Day
Thanksgiving Day
Day After Thanksgiving
Christmas Day

The Center closes for 12 major holidays each year and for the week between Christmas Eve Day and New Year’s Day.

## **SCOPE OF WORK:**

### **Frequency of Service: Five (5) times per week**

- Clean and disinfect all bathrooms in the classrooms and three (3) staff bathrooms including sinks, toilets, toilet bottoms, partitions, mirrors, counters, fixtures, and floors (mop).
- Clean and disinfect adult sinks and counter tops in all classrooms including the sinks outside of children's bathrooms.
- Remove garbage and recycling in all rooms and put in the outside recycling and garbage containers. Trash cans should be wiped clean inside and outside. Replace liners in trash cans in all rooms and office areas. See the Assistant Director for instructions on emptying the outside recycle and trash containers.
- Stock toilet paper, paper towels, and soap. Supplies to be provided by Town Facilities Department. Orders must be placed before out of supplies. See the Director for ordering instructions.
- Clean common areas such as; lobby, hallways, little rooms off the hallway, and staff lounge and work areas including cleaning all tiles, mopping tile floors, vacuuming all carpets and rugs (all trash cans and chairs should be moved for complete cleaning); cleaning windows, tables, bookshelves, desks, chairs, window ledges, and other surfaces. This includes dusting, and disinfecting (when appropriate) areas.
- Clean daily all kitchen counters, sinks, and floors (including staff lounge).
- All entrance, classroom doors windows, and lobby glass is to be dusted and spot cleaned; smudges and fingerprints removed, daily.
- All classroom door handles and woodwork around door handle to be wiped daily inside and outside.
- Vacuum reception, director's office, and back office areas.
- Vacuum all classroom rugs.
- Sweep and mop all floors.

### **Frequency of Service: Three (3) times per week (on non-consecutive days):**

- Pick up and remove trash and debris on outside walks, lawn, main entrance and parking lot areas.

### **Frequency of Service: Once per month**

- All interior windows of the little rooms off the hallway to be cleaned, including dusting sills.

### **Frequency of Service: Once a year**

- Shutdown of the facility for a week of deep cleaning. This additional cost will be negotiated with the Director and Contractor at a later date.

## **SUBMISSION REQUIREMENTS**

### ***Submission Due Date:***

Qualifications and proposals will be accepted at the Finance Office, 4 South Eagleville Road, Mansfield, CT 06268, until Tuesday, March 10, 2020 at 2:00pm. Proposals received after that time will not be considered. Submissions will be reviewed by staff. Submittals may be withdrawn 90 days after opening, if no award has been made.

### ***Pre-Bid Walk-Through:***

Attendance at a pre-bid walkthrough is recommended to review the project scope, site, and conditions as well as address any questions regarding the project. A pre-bid walkthrough will be held on an on-call basis. Please call the Discovery Depot at 860-487-0062 to arrange an appointment.

### ***Directions for Submissions:***

Interested companies are required to submit one (1) original hard copy, and two (2) additional hard copies. Hard copies are to be delivered to the Finance Office at the address listed on cover.

Those companies applying must be licensed, certified, or have a proven record to perform the work, and provide evidence of experience in general contracting, as well as cost estimation of similar projects in the Northeast region of the United States.

Submissions must include the following sections:

- Letter of Transmittal
- Qualifications Statement (include brief history of firm, credentials, etc.)
- Scope of Services
- Specialized Expertise
- Similar Projects/References (Attachment A in Bid Form)
- Schedule of Fees (Bid Proposal Form)
- Ability to Meet the Schedule
- A concise and complete description of the work to be performed, including an explanation that your company understands the project, its approach to the work and the key issues to resolve.

### ***Proposal:***

The proposal shall include lump sum per week for the services to be provided based on the scope of work indicated in this request.

***Insurance Requirements:***

The Contractor shall procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with activities of the Contractor and any agents, representatives, subcontractors or employees. Insurance companies must be licensed by the State of Connecticut or otherwise acceptable to the Town. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the Contractor. Full disclosure of any non-standard exclusions is required for all required coverages.

The coverage indicated below at not less than the specified limits are required for this project (agreement):

- A. Commercial General Liability coverage naming the TOWN OF MANSFIELD as additional insured, written on an occurrence basis: \$1,000,000 per occurrence, \$2,000,000 aggregate
- B. Automobile Liability coverage, including coverage for owned, non-owned, or hired autos: \$1,000,000 per accident-combined single limit
- C. Workers' Compensation Coverage, (as per Connecticut law and custom) and employer's liability coverage \$100,000 (each accident) /\$500,000 (Disease, each employee) /\$100,000 (Disease, policy limit) limits or "Certificate of Solvency" issued by Connecticut Workers' Compensation Commission for self-insurers.
- D. Umbrella/Excess Liability: The contractor will maintain coverage applying over the underlying Commercial General Liability, Automobile Liability, Pollution Liability (where applicable), and Employer Liability section of the Workers' Compensation coverage. Minimum limits: \$2,000,000 per occurrence/\$2,000,000 annual aggregate. The Town of Mansfield shall have the sole discretion in increasing or reducing the Umbrella/Excess Liability coverage requirements depending on the scope and/or size of the work to be performed by Contractor/Bidder.

The Commercial General Liability, Commercial Auto Liability, and Umbrella/Excess Liability coverage shall be written on a Primary, Non-Contributory Basis.

The required insurance form shall be certified by a duly authorized representative of the insurer(s) and incorporated into and made a part of this agreement. Properly executed certificates signifying adequate coverage in effect for the duration of the contract with renewal certificates issued not less than 30 days prior to expiration of a policy period, must be submitted with the bid on file with the Town prior to commencement of this project (agreement).

Insurance as required by the Town of Mansfield shall be furnished by the Contractor to the Town. The Town of Mansfield shall be listed as "additional insured" by name on all insurance certifications except Worker's Compensation & Employers Liability. Failure of the Contractor to maintain all required insurance in accordance with the Contract shall constitute a material breach of the Contract and shall subject the Contractor the Town's withholding liquidated damages from the Contractor in the amount of five percent (5%) of

the total Contract price, as it may be amended by construction orders, subject to the continued commercial availability of such coverage.

The Contractor shall not commence work under this contract until he has obtained all the insurance required above of the Information for Bidders attached hereto and such insurance has been approved by the Town. The Contractor shall furnish the Town with certificates showing the type, amount, class of operations covered, effective dates, and dates of expiration of policies. Such certificates shall also contain substantially the following statements: "The insurance covered by this certificate will not be canceled or materially altered, except after ten (10) days written notice has been received by the Town." The Town of Mansfield shall be listed as "additional insured" by name on all such insurance certifications.

Each policy of insurance shall include a waiver of subrogation in favor of the Town of Mansfield and shall provide no less than thirty (30) days' notice to the Town in the event of a cancellation or change in conditions or amounts of coverage.

***Indemnification:***

The Bidder is aware of and agrees that, if awarded an Agreement, he is bound by the following indemnification language:

To the fullest extent permitted by law, the Contractor shall release, defend, indemnify, and hold harmless the Town of Mansfield, their respective boards, commissions, officers, officials, employees, agents, representatives, and servants from any and all suits, claims, losses, damages, costs (Including without limitation reasonable attorneys' fees), compensation, penalties, fines, liabilities or judgments or any name or nature for:

- Bodily injury, sickness, disease, or death; and/or
- Damage to or destruction of property, real or personal; and/or
- Financial losses (including, without limitation, those caused by loss of use)

sustained by any person or concern, including officers, employees, agents, Subcontractors or servants of the Town, or the Contractor, or by the public, which is cause or alleged to have been caused in whole or in part by the negligent act(s) or omission(s) of the Contractor, its officers, employees, agents, or Subcontractors, in the performance of this Agreement or from the inaccuracy of any representation or warranty of the Contractor contained in the Contract Documents. This indemnity shall not be affected by other portions of the Agreement relating to insurance requirements.

To the fullest extent permitted by law, the Contractor agrees to release, defend, indemnify, and hold harmless the Town of Mansfield, their respective boards and commissions, officers, employees, agents, representatives, and servants from any loss, claim, cost penalty, fine or damage that may arise out of the failure of the Contractor, its officers, agents, employees or Subcontractors to comply with any laws or regulations of the United States of America, the State of Connecticut, the Town of

Mansfield, or their respective agencies. This undertaking shall not be affected by other portions of the Agreement relating to insurance requirements.

***Vendor Warranty:***

Vendor hereby agrees to:

- a. Perform contract in accordance with the specifications and bid under which the contract was awarded.
- b. Warranty the products or services against defective material or workmanship and to repair or replace any damage or marring of products occasioned in transit.
- c. Furnish adequate protection from damage for all work and to repair damages of any kind, for which he or his workmen are responsible, to the premises or equipment, to his own work or to the work of other contractors.
- d. Indemnify, defend, and hold harmless the Town, its agencies, agents, offices, servants or employees from any action, law suit or judgment arising out of defects in its products, materials or workmanship, negligence in its activities or breach of its agreement with the Town, including the cost of defense and counsel fees.

Articles which in any respect fail to conform to the specifications upon which the award is made will be rejected and held subject to the Bidder's disposition and expense.

***Contract:***

The contract pursuant to this solicitation shall be based upon the request for bid issued by the Town and the offer submitted by the Contractor in response to the request for bid. The offer shall substantially conform to the terms, conditions, specifications, and other requirements set forth within the text of the request for bid. The Town reserves the right to clarify any contractual terms with the concurrence of the Contractor. However, any substantial nonconformity in the offer, as determined by the Town Director of Finance, shall be deemed nonresponsive and the offer rejected.

Such contract shall contain the entire agreement between the Town and the Contractor relating to this requirement and shall prevail over any and all previous agreements, contract, proposals, negotiations, purchase orders or master agreements in any form.

**Town of Mansfield  
Custodial Services for Discovery Depot  
Bid Proposal Form**

The undersigned proposes to furnish all labor, equipment, and materials required for the specified custodial services for the Discovery Depot in accordance with the accompanying scope of work, for the lump sum price specified below.

This bid includes Addenda  
numbered \_\_\_\_\_

The proposed total lump sum cost is:

\_\_\_\_\_

(Written Words)

\$ \_\_\_\_\_

(Figures)



The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Date \_\_\_\_\_  
\_\_\_\_\_  
(Signed name of bidder)

Corporate Seal \_\_\_\_\_  
\_\_\_\_\_  
(Printed name of bidder)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Company name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Email)

***Evaluation Criteria & Right to Reject:***

The Finance Department reserves the right to reject any and all proposals or submittals for such reason as it deems proper and does not bind itself to accept the lowest bid or any proposal. In acceptance of proposals or submittals, the Finance Department will be guided by what it deems to be in the best interest of the town at the time of selection. The Finance Department also reserves the right to negotiate further with one or more firms as to any of the features of their proposals or submittals and to accept modifications to the work and/or price when such action will be in the best interest of the town. The award will be made to the most responsible qualified bidder, taking into consideration all criteria included in this request for proposal. The cost portion of the evaluation will be based upon a lump sum proposal fee submitted and will also be used as part of the criteria for selection.

Any and all work will need to be accomplished in the projected timeframes put forth in this Request for Proposal, or in any attached listing of projects by location and projected completion work dates. Contract award may be as a package or broken down by each service based on the best value for the Town of Mansfield.

Responses will be reviewed and evaluated by the Director at Discovery Depot and the candidates may be invited to participate in oral interviews. Criteria to be considered in evaluating proposals will include:

- Qualifications and required licensing or certification for stated work
- Minimum Liability Insurance for stated work
- Ability of professional personnel
- Past record and experience
- Willingness to meet time requirements
- Location
- Workload of the firm
- Technical experience of the company
- Responsiveness in clear understanding of the work to be performed
- Strength of client recommendations
- Local (City, County, Regional) experience

***Additional Information:***

Additional information may be obtained by contacting:

Debbie Plourde, Director  
Phone: 860-487-0062  
Email: [PlourdeDA@mansfieldct.org](mailto:PlourdeDA@mansfieldct.org)

**Attachment A**  
**Similar Projects and References**

## Similar Work and References

In the spaces following, provide information regarding contracts completed by your company similar in nature to the project being bid. A minimum of four (4) contracts should be listed. Publically bid contracts are preferred, but not mandatory.

Project Name: \_\_\_\_\_

Owner: \_\_\_\_\_

City/State: \_\_\_\_\_

Dollar Amount: \$ \_\_\_\_\_ Date Completed: \_\_\_\_\_

Publically Bid:  Yes  No

Type of Work: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Contact Person's Relation to the Project: \_\_\_\_\_  
(i.e. contract manager, purchasing agent, etc.)

Project Name: \_\_\_\_\_

Owner: \_\_\_\_\_

City/State: \_\_\_\_\_

Dollar Amount: \$ \_\_\_\_\_ Date Completed: \_\_\_\_\_

Publically Bid:  Yes  No

Type of Work: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Contact Person's Relation to the Project: \_\_\_\_\_  
(i.e. contract manager, purchasing agent, etc.)

Project Name: \_\_\_\_\_

Owner: \_\_\_\_\_

City/State: \_\_\_\_\_

Dollar Amount: \$ \_\_\_\_\_ Date Completed: \_\_\_\_\_

Publically Bid: [  ] Yes [  ] No

Type of Work: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Contact Person's Relation to the Project: \_\_\_\_\_  
(i.e. contract manager, purchasing agent, etc.)

Project Name: \_\_\_\_\_

Owner: \_\_\_\_\_

City/State: \_\_\_\_\_

Dollar Amount: \$ \_\_\_\_\_ Date Completed: \_\_\_\_\_

Publically Bid: [  ] Yes [  ] No

Type of Work: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Contact Person's Relation to the Project: \_\_\_\_\_  
(i.e. contract manager, purchasing agent, etc.)

**Attachment B**  
**Questionnaire Concerning Occupational Health & Safety**



**Town of Mansfield  
Department of Public Works  
QUESTIONNAIRE CONCERNING OCCUPATIONAL HEALTH  
AND SAFETY**

The Town of Mansfield is a political subdivision of the State of Connecticut and it is required by various state statutes and regulations and by its own Town Code of Ordinances to obtain background information on prospective contractors prior to entering into a contract. The questions below are designed to assist the Town of Mansfield in procuring this information.

		Yes	No
1.	Has the Bidder been cited for three or more willful or serious violations of any occupational safety and health act?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Has the Bidder received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the issuance of this Request For Bids/Proposals/Qualifications?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Has the Bidder been the recipient of one or more ethical violations from the State of Connecticut Ethics Commission during the three-year period preceding the issuance of this Request For Bids/Proposals/Qualifications?	<input type="checkbox"/>	<input type="checkbox"/>
4. The Bidder shall provide three (3) References for work completed within the last five (5) years.			
4a.	Designer/Owner Contact Name Work Description	Contract Value (\$) Phone No	
4b.	Designer/Owner Contact Name Work Description	Contract Value (\$) Phone No	
4c.	Designer/Owner Contact Name Work Description	Contract Value (\$) Phone No	