

BID RESPONSE LABEL

Proposals sent by U.S. Mail should be addressed to Director of General Services, Town of Manchester, 494 Main Street, P.O. Box 191, Manchester, CT 06045-0191. Proposals hand delivered by Federal Express, United Parcel Service or other persons shall be delivered to Director of General Services, Town of Manchester, 494 Main Street, Manchester, CT 06040. The appropriate pre-addressed label below must be affixed to the envelope containing your proposal.

THIS LABEL FOR USE WITH UNITED STATES POSTAL SERVICE DELIVERY



BID NO. <u>20/21-13</u>	TO BE OPENED:
<u>REQUEST FOR QUALIFICATIONS</u> <u>COVID-19 DISINFECTION SERVICES</u> <u>PRECAUTIONARY CLEANINGS (PART ONE)</u> <u>REMIEDIATION SERVICES (PART TWO)</u>	(DATE): AUGUST 13, 2020 _____ (TIME): <u>2:00 P.M.</u>
TO: DIRECTOR OF GENERAL SERVICES TOWN OF MANCHESTER LINCOLN CENTER 494 MAIN STREET P.O. BOX 191 MANCHESTER, CT 06045-0191	



THIS LABEL FOR USE WITH HAND DELIVERY (I.E., FED EX, UNITED PARCEL SERVICE)



BID NO. <u>20/21-13</u>	TO BE OPENED:
<u>REQUEST FOR QUALIFICATIONS</u> <u>COVID-19 DISINFECTION SERVICES</u> <u>PRECAUTIONARY CLEANINGS (PART ONE)</u> <u>REMIEDIATION SERVICES (PART TWO)</u>	(DATE): AUGUST 13, 2020 _____ (TIME): <u>2:00 P.M.</u>
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***** IMPORTANT *****
BID PROCESS CHANGES DUE TO COVID-19

Due to the current health crisis, the Department of General Services is changing the procedure for bid openings.

1. Bid responses will be received at the time indicated in bid documents, but due to public buildings being closed, vendors must contact General Services at (860) 647-3031 to make an appointment to drop off their bid, or send their bid by FedEx, UPS or US Postal Service to be received prior to the bid opening date and time.
2. Bid openings will be held virtually through **Go To Meeting**. Instructions for logging-in to the virtual bid opening will be included in bid packets.
3. **The virtual bid opening will be held ****30 minutes**** after responses are due**, to give vendors time to log-in.
4. The virtual bid opening will be exactly the same as a regular bid opening – General Services staff will open the bid and read the results out loud. Results are not final until reviewed, tabulations compiled and then posted/distributed to participants. In addition, the requesting department will recommend an award after a complete review of the submissions.

We are learning more about COVID-19 every day, and our goal is to balance the health and well-being of our community with the desire to keep Town business moving forward. We will be reassessing daily and any changes will be posted on the General Services page at <https://generalservices.townofmanchester.org/>

20/21-13 REQUEST FOR QUALIFICATIONS COVID-19 DISINFECTION SERVICES PRECAUTIONARY CLEANINGS (PART ONE) REMEDIATION SERVICES (PART TWO)

Thu, Aug 13, 2020 2:30 PM - 3:00 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/798909445>

You can also dial in using your phone.

United States: [+1 \(408\) 650-3123](tel:+14086503123)

Access Code: 798-909-445

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**TOWN OF MANCHESTER
PURCHASING DEPARTMENT
494 MAIN STREET – P.O. BOX 191
MANCHESTER, CT 06045-0191**

**20/21-13 REQUEST FOR QUALIFICATIONS
COVID-19 DISINFECTION SERVICES
PRECAUTIONARY CLEANINGS (PART ONE)
REMIEDIATION SERVICES (PART TWO)**

DATE OF BID OPENING: AUGUST 13, 2020, 2:00 P.M.

In accordance with the provisions of the Town Charter, sealed proposals will be received in the Office of the Director of General Services of the Town of Manchester, Connecticut, not later than the date and time set forth above, for furnishing the commodities and/or services listed herein. Proposals must be executed in accordance with and subject to instructions and specifications contained herein.

The Town of Manchester is an equal opportunity employer, and requires an affirmative action policy for all of its Contractors and Vendors as a condition of doing business with the Town, as per Federal Order 11246. By signing the Proposal Sheet for this bid, all vendors and contractors agree to this condition of doing business with the Town and should the Town choose to audit their compliance, the vendor agrees to cooperate fully.

SPECIAL INSTRUCTIONS

1. **This bid and any addenda will be issued on the Town of Manchester website at <http://generalservices1.townofmanchester.org/index.cfm/bids/>. It shall be the responsibility of the bidder to download this information. THE TOWN OF MANCHESTER WILL NOT MAIL A SEPARATE HARD COPY OF ADDENDUM TO BIDDERS.** Failure of any bidder to receive any such addendum or interpretation shall not relieve such bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the Contract Documents. No addendum shall be issued less than 2 calendar days before the due date unless it is to change the due date.
2. Bid prices may not be withdrawn by bidder for 90 days after bid opening.
3. All questions or inquiries must be submitted at least 7 days before the bid opening.
4. The enclosed pre-addressed label must be attached to the envelope containing your bid.

BOARD OF DIRECTORS
TOWN OF MANCHESTER, CONNECTICUT

RULES AND REGULATIONS FOR COMPETITIVE BIDDING
INCLUDING INSTRUCTIONS TO BIDDERS

These rules and regulations have been adopted by the Board of Directors of the Town of Manchester pursuant to Section 5-22 of the Town Charter. They are standard for all competitive bidding proposals issued by the Town of Manchester, Connecticut for contracts of all types where labor, materials and necessary equipment to complete work is to be furnished to the Town, where the Town is to purchase supplies, materials and equipment, where the Town is to sell surplus materials and equipment, or where the Town is to sell real estate. These rules and regulations shall be binding upon all prospective bidders and the Town of Manchester.

GENERAL RULES

1. The Director of General Services may delete or modify any of the instructions to bidders for a particular proposal, indicating such change in the appropriate section of the proposal documents. The Director of General Services may insert special instructions in any special contracts which are subject to competitive bidding.
2. The attached proposal is signed by the bidder with full knowledge of, and agreement with, the general specifications, conditions and requirements of this bid.
3. Where appropriate, return copy of proposal on the enclosed form.
4. Submit proposal in an envelope marked with the bidder's name and address on the upper left-hand corner.
5. Proposals sent by U.S. Mail should be addressed to Director of General Services, Town of Manchester, Lincoln Center, 494 Main Street, P.O. Box 191, Manchester, CT 06045-0191. Proposals hand delivered by Federal Express, UPS or other persons shall be delivered to Director of General Services, Town of Manchester, 494 Main Street, Manchester, CT 06040. The enclosed pre-addressed label must be affixed to the envelope containing your proposal.
6. Proposals received later than the time and date specified will not be considered. Amendments to, or withdrawals of bids received later than the time and date set for bid opening will not be considered.
7. All bids shall be opened publicly and read aloud. Bidders may be present at the opening of bids. All bids shall be tabulated and copies of said tabulation shall be made available to Bidders upon their request.
8. All deliveries of commodities or services hereunder shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by the Town of Manchester are exempt from payment of Federal Excise Taxes and the Connecticut Sales Tax and such taxes must not be included in bid prices. Federal Excise Tax exemption certificates, if requested, will be furnished.

9. The Bidder, where applicable, shall insert the price per stated unit and extend a total price for each item. In the event there is a discrepancy between the unit price and the extension, the unit price will govern.
10. Bidders shall, where applicable, submit terms for payment in spaces provided in the proposal form, showing the amount of cash discount which shall apply to bid prices when paid within the stated number of days in the proposal.
11. All inquiries, whether oral or written, shall be submitted within the time limitations specified in the bid documents and shall be directed to the General Services Office, Town of Manchester, 494 Main Street, P.O. Box 191, Manchester, CT 06045-0191, by email, gensvcs@manchesterct.gov or fax (860) 647-5206. All information given by the Town except by written addenda shall be informal and shall not be binding upon the Town nor shall it furnish a basis for legal action by any bidder or prospective bidder against the Town.
- 12A. The Town reserves the right to reject any and all bids. To waive technical defects and to make such awards including accepting a bid, although not the low bid, as it deems in its sole discretion to be in the best interest of the Town. The Town reserves the right to reject any bid if the bidder, any officer of the bidder, or any other company owned in whole or in part by any officer(s) of the bidder, is delinquent in the payment of any taxes or fees owed to the Town. The Town reserves the right to require a disclosure statement from the bidder listing the name(s) of all officers of the company.
- 12B. In the event the Town determines that a contractor is delinquent in any payment due the Town, then the Town may offset the delinquent amount due to the Town against the sums owed the contractor.
13. The Town of Manchester may make such investigation as deemed necessary to determine the ability of the bidder to discharge a contract. The bidder shall furnish the Town with all such information and data as may be required for that purpose. The Town reserves the right to reject any bid if the bidder fails to satisfactorily convince the Town that he is properly qualified by experience and facilities to carry out the obligations of the contract and to satisfactorily complete the work called for herein, or if the bid is conditional in nature.
14. Except where otherwise provided, a contract between the Town and a successful bidder shall consist of the Invitation to Bid, Specifications, Plans, Bid including Proposal sheet, and Acceptance by the Town and these Rules and Regulations. Acceptance by the Town may be by purchase order for the portion of the work awarded a contractor.
15. All Invitations to Bid shall be publicly advertised on at least three (3) occasions in a newspaper having a general circulation within the Town of Manchester, Connecticut. The last advertising date shall be at least seven (7) calendar days before the date which is advertised for the opening of bids.
16. Copies of bids shall be made available to all interested persons for a fee to be determined by the Director of General Services which fee will be refundable at the discretion of the Director of General Services upon return of said documents.
17. Alternate bids shall not be accepted unless otherwise specified in the bid documents.

18. Any act or acts of misrepresentation or collusion, shall be a basis for disqualification of any bid or bids submitted by such persons guilty of said misrepresentation of collusion. In the event that the Town enters into a contract with any bidder who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty or damages.
19. In the event that any bidder wishes to protest the potential award of a bid or any procedure of act in the advertising or soliciting of the bids, said bidder must make said protest in writing which shall state the reason therefore and request a conference with respect thereto. Said protest must be received in the Town, Office of General Services within **FIVE (5)** business days after the mailing of bid results or decisions.
20. A conference with respect to said protest shall be scheduled by the Director of General Services forthwith and shall be attended by him or his designee and such other persons as the Director of General Services and the General Manager shall require to attend. The subject matter of said conference shall be limited to the reasons for the protest specified in the written request for said conference. Said conference shall also include a discussion of all possibilities for a resolution of dispute. The Town shall make a decision in writing within three (3) business days after said conference and forward the same to the protesting bidder forthwith.
21. In the event that any protesting bidder wishes to take legal action against the Town, he must first fully comply with all of these Rules and Regulations, including those which have been changed by the Director of General Services pursuant to paragraph 1 herein.
22. Except for special instructions inserted in special contracts by the Director of General Services pursuant to paragraph 1 herein, in the event of any conflicts between these Rules and Regulations and the terms and conditions of any document these Rules and Regulations shall prevail.
23. All Awards shall be made by the Director of General Services.
24. These Rules and Regulations, as revised, shall be effective as of June 23, 1993.

Revised:

April 14, 1981

March 13, 1984

August 1, 1989

June 23, 1993

**STANDARD INSURANCE AND INDEMNIFICATION REQUIREMENTS
FOR BIDS, PERMITS AND THE USE OF TOWN FACILITIES**

I. GENERAL CONDITIONS:

Within ten (10) business days of the award or notice, or prior to the start of work, whichever comes first, the contractor/insured will provide, pay for, and maintain in full force and affect the insurance outlined here for coverage's at not less than the prescribed minimum limits of liability. Such coverage is to remain in force during the life of the contract and for such additional time as may be required, and will cover the contractor/ insured's activities, those of any and all subcontractors, or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Any failure to comply with reporting requirements and provisions of the policies shall not affect coverage provided to Town, its officers, officials, agents or employees.

A. Certificates of Insurance: The contractor/insured will give the owner a certificate of insurance completed by a duly authorized representative of their insurer certifying that at least the minimum coverage's required here are in effect and specifying that the liability coverage's are written on an occurrence form and that the coverage's will not be canceled, non-renewed, or materially changed by endorsement or through issuance of other policy(ies) of insurance without sixty (60) days advance written notice to the General Services Department. Failure of the owner to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the owner to identify a deficiency from evidence provided will not be construed as a waiver of the contractor/insured's obligation to maintain such insurance. Any failure to comply with reporting requirements and provisions of the policies shall not affect coverage provided to Town, its officers, officials, agents or employees.

B.Insurer Qualification: All insurance will be provided through companies authorized to do business in the State of Connecticut and considered acceptable by the owner.

C.Additional Insured: The policy or policies providing insurance as required, with the exception of professional liability and workers' compensation, will defend and include the owner and owner's architects, directors, officers, representatives, agents, and employees as additional insureds on a primary and noncontributory basis for work performed under or incidental to this contract.

D. Retroactive Date and Extended Reporting Period: Coverage, whether written on a claims made or occurrence basis, shall be maintained without interruption from the date of commencement of the Work until date of final payment and then extended for an additional three (3) years from date of final payment.

If any insurance required here is to be issued or renewed on a Claims Made form as opposed to an Occurrence form, the retroactive Date for coverage will be no later than the commencement date of the project. The Claims Made form will have an Extended Reporting Period of three years from the date of project completion. All Claims made policies cancelled or non-renewed and not replaced by a subsequent claims made policy will have an Extended Reporting period of three years from the date of cancellation or non-renewal.

E. Subcontractors' Insurance: The contractor/insured will require each subcontractor hired by and/or employed by contractor/insured to purchase and maintain insurance of the types specified below. When requested by the owner, the contractor/insured will furnish copies of certificates of insurance evidencing coverage for each subcontractor.

F. Waiver of Subrogation: The contractor/subcontractor will purchase required insurance policies that shall be endorsed with a waiver of subrogation and all rights of recovery in favor of the

Town, its officers, officials, agents and employees. The contractor/insured will require of subcontractors, by appropriate written agreements, similar waivers each in favor of all parties enumerated in this section.

- G. Hold Harmless: The contractor/insured shall defend, indemnify and hold harmless the owner, officers, officials, agents and employees, and if applicable, the engineer and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees of counsel selected by the owner, arising out of or resulting from the performance of the work and /or the supplying of materials, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom, and (b) is caused in whole or in part by any negligent act or omission of the contractor/ insured, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not they are caused in part by a party indemnified hereunder.

II. INSURANCE LIMITS AND COVERAGE:

- A. To the extent applicable, the amounts and types of insurance will conform to the minimum terms, conditions and coverage's of Insurance Services Office (ISO) policies, forms, and endorsements.
- B. If the contractor/insured has self-insured retention's or deductibles under any of the following minimum required coverage's, the contractor/insured must identify on the certificate of insurance the nature and amount of such self-insured retention's or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retention's or deductibles will be the contractor/ insured's sole responsibility.
- C. Workers' Compensation Insurance: With respect to all operations the Contractor performs and all those performed for it by subcontractors, the Contractor shall carry, and require each subcontractor to carry, Workers' Compensation insurance as required by the laws of the State of Connecticut.

Employer's Liability insurance shall be provided in amounts not less than:

- \$500,000 per accident for bodily injury by accident;
- \$500,000 policy limit by disease; and
- \$500,000 per employee for bodily injury by disease

- D. Commercial General Liability Insurance: With respect to the operations the Contractor performs and also those performed for it by subcontractors, the Contractor shall carry, and require each subcontractor to carry, Commercial General Liability insurance, including Contractual Liability, Products and Completed Operations, Broad Form Property Damage and Independent Contractors. See chart below for applicable minimum coverage amounts.

Contract Amount (\$)	Minimum Single Occurrence Amount (\$)	Minimum Annual Aggregate Amount (\$)
0 - 2,000,000	1,000,000	2,000,000
2,000,001 - 10,000,000	2,000,000	4,000,000
> 10,000,000	4,000,000	8,000,000

Notes:

- If underground work is to be undertaken, each policy shall have coverage for and exclusions removed for “Explosion, Collapse and Underground” (“XCU”).
 - Should blasting be required, all necessary permits for the use of explosives shall be obtained by the contractor/insured or insured from the Fire Marshall.
- E. Automobile Liability Insurance: The Contractor shall obtain automobile liability insurance covering the operation of all motor vehicles, including those hired or borrowed, that are used in connection with the Project for all damages arising out of bodily injury to or death of all persons and/or injury to or destruction of property; in any one accident or occurrence. This policy shall not be subject to an annual aggregate limitation. See chart above for applicable minimum coverage amounts.
- F. Owner’s and Contractor’s Protective Liability Insurance for and in the Name of the Town and/or State: With respect to the Contractor’s Project operations and also those of its subcontractors, the Contractor shall carry, for and on behalf of the Town and/or State for each accident or occurrence resulting in damages from bodily injury to or death of persons and/or injury to or destruction of property. See chart below for applicable minimum coverage amounts.

Contract Amount (\$)	Minimum Single Occurrence Amount (\$)	Minimum Annual Aggregate Amount (\$)
0 – 20,000,000	1,000,000	2,000,000
20,000,001 – 50,000,000	2,000,000	4,000,000
> 50,000,000	4,000,000	8,000,000

- G. Excess Coverage: Contractor shall purchase and maintain excess or umbrella liability insurance with a limit of not less than \$5,000,000, covering all lines of insurance required by this contract.

LIVING WAGE ORDINANCE

Summary Description for Vendors Regarding Manchester's Living Wage Ordinance

Effective February 1, 2010, the Town of Manchester adopted a living wage ordinance. This Summary Description is designed to provide any vendor bidding on a Town of Manchester contract with the key provisions of that ordinance. It does not contain the full ordinance.

LIVING WAGE REQUIREMENT:

The ordinance requires that companies awarded service contracts by the Town of Manchester exceeding \$25,000 in any one fiscal year pay their **Eligible Employees a living wage**. Companies considered **Covered Employers** subject to this requirement are defined below. The Town of Manchester has determined that the contract resulting from this bid or Request for Proposals will be subject to the ordinance if the total contract value is \$25,000 or more in any one fiscal year.

The living wage is currently calculated to be \$14.24/hour for employees that are provided comprehensive health care benefits, or \$18.32/hour for employees that are not provided comprehensive health care benefits.

The living wage and health benefit requirements are adjusted annually each July, effective July 1, 2010. Companies will be required to pay the applicable living wage rate in effect during the term of their contracts.

COVERED EMPLOYERS AND EXEMPTIONS:

The ordinance requires that Covered Employers pay the living wage rate. Certain employers are excluded from paying the living wage rate. They are as follows:

- Non-profit organizations as defined by the ordinance, and
- Entities that employ less than 25 eligible employees.

ELIGIBLE EMPLOYEES:

Eligible employees are **all permanent, full time employees** of the company (defined as a normal work week of at least 30 hours), working in the State of Connecticut, **not just those working on the Town contract.** The following are not considered eligible employees for the purposes of the living wage requirement:

- Employees with a normal work week of less than 30 hours.
- Seasonal or temporary employees.
- Employees under the age of 18.
- Employees hired as part of a school-to-work program.
- Students who serves in a work-study program or as an intern.

- Trainees participating for not more than six months in a training program.
- Employees enrolled in a governmentally funded vocational rehabilitation program.
- Volunteers working without pay.
- Employees exempted under Section 14(c) of the Fair Labor Standards Act due to disabilities.
- Any person whose wage rate is subject to a federal or State of Connecticut statute or regulation mandating a prevailing wage rate.

EMPLOYER OBLIGATIONS:

Covered Employers are required to do the following pursuant to the ordinance.

- Certify with the submission of their bid or proposal a) that they will pay the required living wage to eligible employees if awarded a contract, or b) that they are exempt from requirements of the ordinance,
- Upon award, covered employers shall provide the Town a sworn affidavit affirming that all eligible employees of the covered employer working in the State of Connecticut are receiving the living wage and health benefits required by this ordinance.
- This sworn affidavit shall be provided thereafter on an annual basis within 30 days of a request being made by the Town if the duration of the contract exceeds one (1) year.
- Notify their employees of their rights under the Living Wage Ordinance by posting a copy of the ordinance and other materials prepared by the Town of Manchester in locations where employees will see them.
- Make best efforts to attempt to hire residents of the Town of Manchester for all new positions which result from a service contract subject to the ordinance.

PROHIBITED PRACTICES:

- Covered Employers cannot decrease non-wage benefits (such as insurance, vacation, or pension) as a means of complying with the living wage requirements.
- Covered Employers cannot retaliate or discriminate against any employee for making a complaint against the covered employer regarding compliance with living wage requirements.

ENFORCEMENT:

The Town may enforce the provisions of this ordinance by the imposition of fines, suspension of contract or declaring the Covered Employer ineligible for future contracts.

WAIVERS:

The ordinance provides for the waiver of certain requirements in the ordinance. However, no waivers will be considered until the bidding process has been completed and a contract has been awarded. Requests for waivers must be made by the Covered Employer, in writing, to the General Manager. The General Manager shall submit the waiver request to the Board of Directors, which shall have the sole discretion as to whether it is granted.

The above is intended to be a summary of the requirements of the living wage ordinance as they affect covered employers and is provided for informational purposes only. Employers should read the entire Living Wage Ordinance. It can be found online at www.townofmanchester.org on the left side of the page. Click on Document Center, scroll to General Services and click on Living Wage Ordinance.

**TOWN OF MANCHESTER
LIVING WAGE CERTIFICATION FORM**

The Town of Manchester has determined that this contract may be subject to the provisions of the Manchester Living Wage Ordinance, Chapter 212 of the Manchester Code of Ordinances, Sections 212-1 through 212-11.

Bidders are required to indicate whether they are a Covered Employer as defined by the Manchester Living Wage Ordinance or are exempt from the requirements by marking the appropriate section below. **FAILURE TO INDICATE MAY RESULT IN THE REJECTION OF YOUR BID.**

_____ I/We are a covered employer and shall pay the required living wage to eligible employees and comply with the requirements of the ordinance during the term of the contract.

Or that:

_____ I/We are not a Covered Employer and therefore not subject to Manchester's Living Wage Ordinance for the reason indicated below:

_____ Charitable foundations, charitable trusts or nonprofit agencies or nonprofit corporations, provided that the foundation, trust or nonprofit agency or corporation is exempt from federal income taxation and may accept charitable contributions under Section 501 of the Internal Revenue Code of 1986, or any subsequent corresponding internal revenue code of the United States, as from time to time amended.

_____ Bidder employs less than twenty five (25) eligible employees.

_____ Annual contract value is less than \$25,000.

I, _____ of _____ do hereby certify
Officer, Owner, Authorized Rep. Company Name

that the representations made above are accurate for _____ :
Bid Name or RFP Name

Signed by: _____ Dated: _____

TO BE RETURNED WITH BID OR RFP SUBMISSION.

**20/21-13 REQUEST FOR QUALIFICATIONS/PROPOSAL
COVID-19 DISINFECTION SERVICES
PRECAUTIONARY CLEANINGS (PART ONE)
REMEDIATION SERVICES (PART TWO)**

SECTION I: QUALIFICATIONS

Bidders MUST be able to demonstrate their company's experience, personnel training, and necessary equipment for the removal COVID-19 and the ability to comply with CDC, DPH and any State or Federal regulations regarding the remediation of COVID-19. Each bidder shall provide references demonstrating their qualifications along with proof of insurance and any other paperwork required prior to award of contract(s) with the Town of Manchester and/or Manchester Public Schools (MPS).

SECTION II: SCOPE OF SERVICES

For clarification, there are two parts to this solicitation. Each bidder may bid on one or both Parts of this RFQ. Bidders will not be barred for responding to only one Part of this RFQ.

Part One: Routine Precautionary Cleaning. The Town of Manchester seeks to enter into an agreement for the provision of a routine precautionary cleaning of Town Buildings (Exhibit 1) and Manchester Public Schools (Exhibit 2). The contract will be awarded to the lowest responsible bidder(s). The time frame for the provision of this service is unknown at this time but is approximated to be from the time of contract award until approximately 8/1/2021. The Town may extend this contract for up to two additional years (3 years total) Please note: this time frame may change depending on updated COVID-19 assessment and guidance, either an extension or early termination.

The Town/MPS desires to award a contract for services contemplated under Part One of this RFQ to one (1) vendor that will provide routine precautionary cleanings. The Town/MPS, however, recognizes the large nature of this project, and in an effort to promote the success of small businesses during this unprecedented time, the Town/MPS may award this contract to a secondary vendor (2nd lowest responsible bidder) if the lowest responsible vendor cannot perform the cleaning services for all listed Town Buildings and/or Manchester Public Schools on a routine basis due to the availability of its employees and/or other restrictions. In this instance, the workload will be divided between two (2) of the lowest responsible bidders and preference will be given to the lowest responsible bidder. The lowest responsible bidder, after accepting the contract and signing an agreement with the Town, will have preference with regard to which locations that vendor is able to service on a routine basis. The Town of Manchester reserves the right to modify the list of buildings for routine disinfection services depending on factors such as building use, occupancy and public access. In some instances depending on the perceived Covid-19 risk level and available funding, buildings may be routinely disinfected between 1-4 times per month. Buildings may be added or removed and the same unit pricing (\$/ft²) shall apply to any added buildings.

Invoicing pertaining to Part One, only: The Town/MPS shall issue to the vendor(s) a "Blanket PO" for services. Vendor(s) shall email their invoices on a routine or monthly basis to process payment. All invoices shall include the blanket PO # for reference. All questions and correspondence related to contract award and purchase orders shall be directed to genvcs@manchesterct.gov. The administration

of this contract shall be by the Facilities Manager, Christopher Till, ctill@manchesterct.gov.

Part Two: Emergency Remediation. The Town/MPS seeks to enter into an agreement for the provision of remediation of a Town of Manchester building in the event that someone with a confirmed case of COVID-19 has entered or spent time in said building. The Town expects to have all services rendered within 24 hours of a Town Department's call to remediate. The Town will award contracts for this service to all qualified bidders and, in accepting the contract award; each bidder will be issued a Purchase Order by the Town under the terms of this RFP. The Facilities Manager shall have the discretion to choose among the contracted vendors, and in making decisions, shall consider the vendors' response time, the Department's cleaning preferences and preferred products used within their facilities, and overall cost. These services will be considered "emergency services," and, as such, any contract awarded for these services will be utilized on a case-by-case basis. The Town of Manchester does not guarantee that the Town/MPS will request the provision of these from all of the vendors who were awarded and have accepted the contract for these services.

Invoicing pertaining to Part Two: Invoicing for emergency remediation should include Town of Manchester purchase order number; the Town/MPS Department and location for which services were provided; date(s) of service. Invoices shall be sent to the Facilities Manager, Christopher Till, ctill@manchesterct.gov for processing.

SECTION III. REQUIRED DOCUMENTS

All bidders submitting quotes in response to either Parts One or Two, or both, shall provide the following when submitting their proposals:

- 1) Cost proposal (see below);
- 2) Any certifications / licenses / permits held by the bidder pertaining to COVID-19;
- 3) Minimum of three (3) professional references;
- 4) Product data sheets & MSDS for bidder's choice of cleaning agent(s);
- 5) Proof of insurance (see below);
- 6) Completed W-9 form;
- 7) Completed Living Wage Form (attached);
- 8) Contact information for 24-hour service including email addresses; and
- 9) When responding to Part One, the bidder must complete and submit pages 5 and 6 of this RFQ; and when responding to Part Two, the bidder must complete and submit pages 7 and 8 of this RFQ.

Cost Proposal. When providing its cost proposal, each bidder shall include, within the overall price, the following business costs: (a) cost of waste removal; (b) cost of all supplies and equipment (i.e., the Town of Manchester will not pay for additional supplies so please include this within your bid); (c) employee benefits; (d) mileage; and (e) any additional expenses which shall be considered part of the remediation work.

The Town of Manchester is net 30-45 days. If bidders will face a financial hardship due to these terms, please be sure to add this into the comments section so that we are aware. Likewise, if bidders cannot provide services to all buildings, as required in Part One, due to limitations of number of available employees, etc. please be sure to advise same within the comments section below. If a bidder is not

open 24 hours per day, seven days per week, please advise of the same. As previously noted, restrictions will not bar a responsible bidder from obtaining an agreement with the Town of Manchester.

**PRICE PROPOSAL FORM
20/21-13 COVID-19 DISINFECTION SERVICES
PRECAUTIONARY CLEANINGS (PART ONE)**

AREA SIZE RANGE (PER BUILDING)	TOTAL PRICE PER SQ.FT. INCLUDING EMPLOYEE WAGES, SUPPLIES & MATERIALS, FUEL, INSURANCE, ETC.
Up to 1,000 SQ.FT.	
1,000 SQ.FT. - 5,000 SQ.FT.	
5,000 SQ.FT. - 10,000 SQ.FT.	
10,000 SQ.FT. - 20,000 SQ.FT.	
20,000 SQ.FT. - 40,000 SQ.FT.	
40,000 SQ.FT. - 80,000 SQ.FT.	
Over 80,000 SQ.FT.	

Business name: _____

Contact information: _____

Cleaning agents used: _____

Do cleaning agents comply with CDC, DOH, and all State and Federal regulations?: _____

Please describe why your facility prefers using the cleaning agents above and how well those cleaning agents work _____

Can bidder perform cleaning within all facilities on a routine (weekly) basis? If not, please choose desired buildings in which bidder can perform weekly precautionary cleaning.

How long has your company been in business? _____

Please provide 3 references and contact information:

Reference one _____

Reference two _____

Reference three _____

Comments section: please provide any additional information that the Town of Manchester should be aware of should the Town of Manchester enter into a contract with your facility _____

Vendor’s Signature & Title

Date

PRICE PROPOSAL FORM
20/21-13 COVID-19 DISINFECTION SERVICES
REMEDICATION SERVICES (PART TWO)

AREA SIZE RANGE (PER BUILDING)	TOTAL PRICE PER SQ.FT. INCLUDING EMPLOYEE WAGES, SUPPLIES & MATERIALS, FUEL, INSURANCE, ETC.
Up to 1,000 SQ.FT.	
1,000 SQ.FT. - 5,000 SQ.FT.	
5,000 SQ.FT. - 10,000 SQ.FT.	
10,000 SQ.FT. - 20,000 SQ.FT.	
20,000 SQ.FT. - 40,000 SQ.FT.	
40,000 SQ.FT. - 80,000 SQ.FT.	
Over 80,000 SQ.FT.	

Business name: _____

Contact information: _____

Cleaning agents used: _____

Do cleaning agents comply with CDC, DOH, and all State and Federal regulations?: _____

Please describe why your facility prefers using the cleaning agents above and how well those cleaning agents work _____

Can bidder perform cleaning within all facilities on an emergency basis? If not, please choose desired buildings in which bidder can perform periodic emergency cleaning. _____

EXHIBIT 1 – TOWN BUILDINGS: AREAS & LOCATIONS

Town Hall	41 Center Street
<i>First, Second & Third Floors – 7,826 sq/ft/floor</i>	
Lincoln Center	494 Main Street
<i>First, Second & Third Floors – 9,072 sq/ft/floor</i>	
Weiss Center	479 Main Street
<i>First & Second Floor – 7,500 sq/ft/floor</i>	
Probate Court	66 Center Street
<i>First & Second Floor – 1,686 sq/ft/floor</i>	
Youth Service Bureau	63 Linden Street
<i>First & Second Floor – 3,930 sq/ft/floor</i>	
Sanitation/Fleet Garage	263 Olcott Street
<i>Fleet – 902 sq/ft</i>	
<i>Sanitation – 1,212 sq/ft</i>	
Scale House	1 Landfill Way
<i>First Floor – 964 sq/ft</i>	
Fire Station #2	75 Center Street
<i>Second Floor – 4,514 sq/ft</i>	
Public Works Building	321 Olcott Street
<i>First Floor – 8,574 sq/ft</i>	
<i>Second Floor – 4,344 sq/ft</i>	
Emergency Operations Center (EOC) -	321 Olcott Street
<i>First Floor – 4,324 sq/ft</i>	
Work Space	901/903 Main Street
<i>First Floor – 6,843 sq/ft</i>	
<i>Second Floor – 6,603 sq/ft</i>	
<i>Third Floor – 1,300 sq/ft</i>	
Police Station	239 Middle Turnpike East
Senior Center	549 Middle Turnpike East
Mary Cheney Library	586 Main Street
Whiton Library	100 North Main Street
East Cemetery Office	240 East Center Street
Community "Y" YWCA	80 North Main Street
Mahoney Recreation Center	110 Cedar Street
Recreation Lodge	39 Lodge Drive
Northwest Park Building #1	448 Tolland Turnpike
M.E.L.C	80R Waddell Road
M.E.L.C (Old)	80 Waddell Road
Fire Station #1	138 McKee Street
Fire Station #3	11 Weaver Road
Fire Station #4	105 Highland Street
Fire Station #5	331 Tolland Turnpike

EXHIBIT 2
Manchester Public School Buildings

Central Administration	45 North School Street
Manchester High School	134 East Middle Turnpike
Bentley Academy	134 East Middle Turnpike
Illing Middle School	227 Middle Tnpk. East
Bennet Academy	1151 Main Street
Bowers Elementary School	141 Princeton Street
Buckley Elementary School	250 Vernon Street
Highland Park Elementary School	397 Porter Street
Keeney Elementary School	179 Keeney Street
Martin Elementary School	140 Dartmouth Road
Verplanck Elementary School	126 Olcott Street
Waddell Elementary School	163 Broad Street
Manchester Middle Academy	65 North School Street
Manchester Preschool Center	60 Washington Street
Manchester Regional Academy	665 Wetherell Street