

**Town of Durham**

Office of the First Selectman  
P. O. Box 428  
Durham, CT 06422

**Documents for Bid of**

**Janitorial Services for Town Owned Buildings**

**Board of Selectman**

Laura L. Francis - First Selectman

John T. Szewczyk - Selectman

George M. Eames, IV - Selectman

Legal Notice  
Invitation to Bid  
Town of Durham

The Town of Durham requests that sealed bids be submitted for the following:  
**Janitorial Services for Town Owned Facilities**

Said bid must be in a sealed envelope clearly marked:  
**Janitorial Services for Town Owned Facilities Bid Enclosed**

**A mandatory pre-bid site inspection will be held Wednesday, January 6, 2021 at 9:00 a.m. Masks must be worn at all times.**

All sealed bids will be accepted at the Office of the First Selectman, 30 Town House Road, Durham, CT 06422 until **2:00 p.m., Monday, January 11, 2021** and will be opened at that time and date. No FAX bids will be accepted.

Specifications and bid documents may be obtained from the **address above**, at [www.townofdurhamct.org/bids](http://www.townofdurhamct.org/bids) or by calling **(860) 349-3625**.

The Town of Durham reserves the right to waive any informalities or defects in any bid. The Town reserves the right to accept other than the lowest bid if the Board of Selectmen, in its sole discretion, deems it to be in the best interest of the Town to do so. Bids, amendments to bids or withdrawal of bids after the time set for bid acceptance will not be considered. The Town of Durham requires a minimum of (2) bids to be received for the invitation to be valid.

Laura L. Francis, First Selectman  
Dated: December 23, 2020

## INFORMATION FOR BIDDERS

### Proposals Received

Sealed bids for **Janitorial Services for Town Owned Facilities** will be received at the Office of the Office of the First Selectman at the Durham Town Hall, 30 Townhouse Road, Durham, CT 06422, until **2:00 p.m., Monday, January 11, 2021**. Bids will be opened at that time and date.

### Key Event Dates

<b>Location: Town Hall, 30 Townhouse Road, Durham, Connecticut</b>		
Invitation to Bid	December 23, 2020	
<b>Pre-Bid Conference-Mandatory</b>	<b>January 6, 2021</b>	
Public Bid Opening	January 11, 2021	
Commencement of Work	Date: July 1, 2021	

### Addenda and Interpretations

No interpretations of the meaning of the Plans or other pre-bid documents will be made to any Bidder orally.

Every request for such interpretation shall be in writing, either by email to [jlehet@townofdurhamct.org](mailto:jlehet@townofdurhamct.org) or phone 860-349-3625 or by mail addressed to the Office of the First Selectman, Durham Town Hall, P.O. Box 428, 30 Townhouse Road, Durham, CT 06422. To be given consideration, such requests must be received at least three (3) working days prior to the date fixed for the opening of bids. No Faxes.

### Familiarity of the Work

Each Bidder shall fully inform himself prior to bidding as to existing conditions and limitations under which the work is to be performed and shall include in his bid a sum to cover the cost of items necessary to perform the work as set forth on the Bid Form. No allowance will be made to a Bidder because of lack of such examination or knowledge. The submission of a bid will be considered as conclusive evidence that the Bidder has made such examination.

The Town assumes no responsibility whatsoever with respect to ascertaining for the Contractor such facts concerning physical characteristics at the site of the project. The Contractor agrees that he shall make no claim for and has no right to additional payment or extension of time for completion of the work, or any other concessions, because of any interpretations or misunderstanding on his part of this Contract, or because of any failure on his part to fully acquaint himself with all conditions relating to the work.

### Disqualification of Bidders

More than one proposal from an individual, firm, partnership, corporation, or an association under the same or different names will not be considered. Reasonable grounds for believing that any Bidder is interested in more than one proposal for the work contemplated will cause the rejection of all proposals in which such Bidder is interested. Any or all proposals in which such Bidder is interested will be rejected if there is reason for believing that collusion exists among the Bidders; and all participants in such collusion will not be considered in future proposals for the same work. Proposals in which the prices are obviously unbalanced may be rejected. No Contract will be awarded except to a competent Bidder capable of performing the class of work contemplated.

### Preparation of Proposals

The Proposal must be made upon the form contained herein. The blank spaces in the Proposals must be filled in correctly where indicated. The Bidder must state, both in words and in numerals, written or printed in ink, the price for which he proposes to do the work contemplated. In case of discrepancy between the words and the numerals, the words shall govern. Ditto marks are not considered writing or printing and shall not be used. The Bidder shall sign his Proposal correctly. If an individual makes the Proposal, his name and post office address must be shown. If made by a firm, partnership, or corporation, the Proposal must be signed by an official of the firm, partnership, or corporation authorized to sign contracts, and must show the post office address of the firm, partnership, or corporation.

Each bid must be submitted in a sealed envelope bearing on the outside the name of the Bidder, the Bidder's address, and name of the project for which the bid is submitted. If forwarded by mail, the sealed

envelope containing the bid must be enclosed in another envelope addressed to: First Selectman, Durham Town Hall, P.O. Box 428, Durham, CT 06422.

#### Irregular Proposals

The Town reserves the right to reject any proposals if they show any omission, alteration of form, additions not called for, conditional bids, or irregularities of any kind.

#### Withdrawal of Proposals

If a Bidder wishes to withdraw his Proposal, he may do so before the time fixed for the opening of bids by communicating his purpose to the Durham First Selectman. Upon such notice, the Proposal will be made available unopened to the Bidder at the Durham First Selectman's Office.

#### Insurance

Before execution of the Contract, the Proposer will be required to file with the Town a certificate of insurance. The certificate, executed by an insurance company satisfactory to the Town, shall name the Town as an additional insured party on the form furnished with these specifications.

Worker's Compensation Insurance: With respect to all operations the Proposer performs and all those performed for it by subcontractors, the Proposer shall carry workmen's compensation insurance in accordance with the requirements and the laws of the State.

Commercial General Insurance: With respect to the Project operations the Proposer performs and also those performed for it by subcontractors, the Proposer shall carry regular Commercial General Insurance. The insurance shall provide coverage for each accident or occurrence in the amount of \$1,000,000, combined single limit, for all damages resulting from (1) bodily injury to or death of persons and/or (2) injury to or destruction of property. Subject to that limit per accident or occurrence, the policy shall provide at total or aggregate coverage of \$2,000,000 for all damages during the policy period.

Automobile Liability Insurance: The operation of all motor vehicles, including those hired or borrowed, used in connection with the project, shall be covered by Automobile Liability Insurance. The insurance shall provide coverage for accident or occurrence in the amount of \$1,000,000 combined single limit, for all damages resulting from (1) bodily injury to or death of persons and/or (2) injury to or destruction of property.

Excess Umbrella Liability Insurance: The Contractor shall maintain during the Term of the Agreement Excess Umbrella Liability Insurance of not less than \$3,000,000. This coverage shall be primary and non-contributory.

Termination or change of Insurance: Each insurance policy shall be endorsed to provide that the insurance company shall notify the Town by certified mail at least thirty (30) days in advance of termination, or any change in the policy. No such change shall be made without prior written approval of the First Selectman.

Claims: Each insurance policy shall state that the insurance company shall agree to investigate and defend the Town against all damages, even if groundless.

Compensation: There shall be no direct compensation allowed the Proposer on account of any premium or other change necessary to take out and keep in effect all insurance or bonds, but the cost thereof shall be considered included in the general cost of the work.

#### Hold Harmless & Indemnification

**The Town does not waive their right to subrogation.** The contractor, all subcontractors and suppliers shall at all times indemnify and hold harmless the Town, their officers, agents, and/or employees against any and all claims, demands, damages, losses, judgments, costs, workers' compensation payments, litigation expenses and counsel fees arising out of injuries to the person (including death), damage to the property, or any damages resulting from breach of contract that alleged to have been sustained.

The existence of insurance shall in no way limit the scope of this indemnification. The contractor further undertakes to reimburse the Town for damages to the property caused by the contractor, or his employees, agents, subcontractors or material men or by faulty, defective or unsuitable material or equipment used by him or them.

#### Sales Tax

Certain materials and supplies incorporated in the work of this project are exempt from Connecticut Sales Tax. The Bidder shall familiarize himself with current regulations of the State Tax Department. The tax on materials or supplies exempted by such regulations shall not be included as part of the bid. Upon request, the Owner will furnish the successful Bidder a sales tax exemption letter.

#### Collusion

By offering a submission to this RFP the proposer certifies the proposer has not divulged to, discussed or compared his proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever. Complete Appendix A and submit with proposal.

#### Compliance with Federal and State Regulations

The Contractor shall be responsible for full compliance with any Federal and/or State laws, regulations and standards, as applicable to any project fully or partially funded by State and/or Federal funding agency.

#### Permits

All licenses and permits for complying with any applicable Federal, State, and Municipal laws, codes and regulations in connection with the prosecution of the work shall be obtained by the Contractor. Fees will be waived upon approval of the First Selectman.

#### Right to Reject

The Town reserves the right to reject any, or any part of, or all proposals; to waive informalities, irregularities, defects and/or technicalities, and, if it so chooses in its sole discretion, to accept the Proposal which the Town deems to be in the best interest of the Town, whether or not it is the lowest dollar amount.

#### Bonding Employees

An Employee Indemnification Bond and/or Employee Fidelity Bond are required prior to formal award of the contract and in such amounts and upon such terms and conditions as the Town of Durham may reasonably require.

## General Conditions

1. The Town reserves the right to reject any or all proposals, if deemed not in the best interest of the Town.
2. Minor variations to the specifications not affecting the contractor's ability to perform properly will not disqualify a proposal from consideration.
3. All Federal, State and Local laws and regulations must be complied with.
4. Contractor will furnish all labor, equipment and cleaning supplies to complete the work described herein.
5. Contractor will supply his employees with proper masks and gloves for the safety of his employees and employees and visitors of the Town of Durham.
  - CDC recommends that everyone wear a cloth face covering in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission.
  - OSHA recommends allowing workers to wear masks over their nose and mouth to prevent them from spreading the virus. But OSHA does not advocate a one-size-fits-all approach. It requires that all personal protective equipment (PPE) be:
    - Selected based on the hazard to the worker
      - Properly fitted and periodically refitted
      - Consistently and properly worn
      - Regularly inspected, maintained and replaced
      - Properly removed, cleaned and stored or disposed of
6. The Town of Durham will supply to Contractor Disinfectant to be used and Disposable Towels.
7. Contractor is responsible for notifying the Town of Durham know when supplies are needed.
  - Contractor will complete supply list by designating the date, location, and amount of stock being removed. This list will be posted in the third-floor storage area. Appendix B.
8. Contractor is responsible for the security of all Town of Durham town owned buildings keys and fobs.
  - All building keys are to be secured daily, at the beginning and end shifts each day, in the lock box located in the Town Hall mail room.
  - Unless otherwise specified in this contract, no duplication of keys by the Contractor is authorized.
  - Key Loss: In the event of key loss Contractor is responsible to contact the Town of Durham with 24 hours. Contractor assumes the risk of loss.
  - Key Return: Keys, fobs will be returned to the Office of the First Selectman at the end of the term agreement.

## Contract Terms

1. Contract period will be July 1, 2021 through June 30, 2022.
2. Contract can be extended for one year with agreement of both parties.

- **General Specifications Per Building**

**Town Hall, 30 Town House Road**

General Maintenance

Frequency: Reference Below

Square Footage: 8700

a. Daily

- All Frequently Touched Areas: Clean and Disinfect ALL surfaces; including but not limited to; door handsets, pulls, push bars, railings, buttons, and switches.
- Plexiglass shields: Clean and Disinfect ALL plexiglass shields/dividers in various offices.
- Exterior window shelves: Clean and Disinfect ALL exterior window shelves.
- Bathrooms: Clean and Disinfect ALL surfaces; including but not limited to; toilets, garbage receptacle tops, handicap rail, paper towel and toilet paper dispensers, sanitary receptacle, soap dispenser, sink and faucets.
  - Empty all sanitary receptacles and trash containers and replace with new bags.
  - Vacuum and wet mop floors.
  - Fill toilet tissue, soap and towel dispensers
- Elevator: Clean and Disinfect All surfaces; including but not limited to; buttons on the inside and outside
- Kitchens: Clean and Disinfect All surfaces; including but not limited to; microwave panel and interior, refrigerator door and handle, drawer pulls, paper towel dispenser, soap dispenser, sink and faucets.
  - Vacuum and/or wet mop
  - Fill soap and towel dispensers
  - Empty all trash containers and replace with new bag.
- Conference - Meeting Rooms: Clean and Disinfect ALL surfaces; including but not limited to; all chairs, desktops, flat surfaces, switches
- Vault: Clean and Disinfect All Hard Surfaces; including but not limited to; file tops, file drawer and cabinets pulls, desktops, chairs, and light switches. Must be cleaned during working hours 9:00 a.m. through 4:30 p.m.
- Common Equipment: Clean and Disinfect All surfaces; all photo copiers, postage machine, and lock box in mail room
- Trash Containers: Empty all trash containers

b. Twice Weekly

- Vacuum all flooring including
  - Entrances and stairwells
  - Elevator floor
    - Vacuum stairwell sconces and window ledges of debris
    - Wipe down all molding, baseboards, and window ledges in entries, stairwells and hallways
- Wet mop stairs and wood flooring as needed
- Clean all interior door/wall glass
- Turn off all lights
- Lock all interior and exterior doors at the completion of work according to security procedures

c. Monthly

- Dust all horizontal surfaces, clearing cobwebs, etc.
- Dust and clean windowsills
- Detail vacuuming of carpet corners and edges
- Dust high and low areas (pictures, clocks, etc.)

d. 2 Times Yearly

- Wash all trash containers (sooner if needed)
- Dust / vacuum blinds

e. Carpet Cleaning

Frequency: Once yearly (Spring)  
Square Footage: 3900

- f. Window Cleaning  
Frequency: Once yearly (May)

**SPECIAL INSTRUCTIONS**

The selected working hours will begin after 9:00 p.m. and end before 6:00 A. M.

Contact Information: Jaclyn Lehet, Executive Assistant, 860-349-3625



## Public Library, 37 Maple Avenue

### General Maintenance

Frequency: Reference Below

Square Footage: 14862

#### a.) Daily

- All Frequently Touched Areas: Clean and Disinfect ALL surfaces; including but not limited to; door handsets, pulls, push bars, railings, buttons and switches, chairs, tabletops, and counters.
- Plexiglass shields: Clean and Disinfect ALL plexiglass shields/dividers in various offices.
- Exterior window shelves: Clean and Disinfect ALL exterior window shelves.
- Elevator: Clean and Disinfect All surfaces; including but not limited to; buttons on the inside and outside
- Conference - Meeting Rooms: Clean and Disinfect ALL surfaces; including but not limited to; all chairs, desktops, flat surfaces, switches. Vacuum floor.
- Kitchens: Clean and Disinfect All surfaces; including but not limited to; microwave panel and interior refrigerator door and handle, drawer pulls, paper towel dispenser, soap dispenser, sink and faucets. Vacuum and/or wet mop.
  - Empty all trash containers and replace with new bag.
    - Place in proper receptacle located at Town Hall (no trash on premises); replace all waste containers with clean bag if necessary
    - Occasionally there will be large boxes or stacks of magazines that will need to be discarded to the Town Hall receptacle
- Bathrooms: Clean and Disinfect ALL surfaces; including but not limited to; toilets, garbage receptacle tops, handicap rail, paper towel and toilet paper dispensers, sanitary receptacle, soap dispenser, sink and faucets.
  - Empty all sanitary receptacles and trash containers and replace with new bags.
  - Vacuum and wet/mop
  - Fill toilet tissue, soap and towel dispensers
- Common Equipment: Clean and Disinfect All common equipment that is frequently touched
- Vacuum all flooring including
  - Entryways
  - Hallways
  - Stairways
  - Restrooms
  - Independent rooms/office
- Trash Containers: Empty all trash containers
- Wet mop any hardwood flooring/stairs
- Turn off lights
- Lock all interior and exterior doors at the completion of work according to security procedures
- Follows all applicable safety rules and procedures

#### b.) Weekly

- Dust furniture, equipment and behind all computers
  - Dusting of shelves (feather dusting of bookshelves, no movement of the books themselves)
  - Dust behind and around all computers
  - Dust all ledges within reach.
  - Clean all interior door/wall glass
  - Vacuum upholstered furniture
  - Miscellaneous items as needed; including but not limited to:
    - Set up and tear down chairs, tables and wall in meeting rooms as needed
    - The Library Director will request meeting rooms to be arranged
    - Assists in shipping and receiving of library supplies and materials
    - The Library Director will ask for items to be placed in specific areas
    - Reports maintenance problems to the Library Director

#### c.) Monthly

- Dust all horizontal surfaces, clearing cobwebs, etc.
- Dust and clean windowsills
- Detail vacuuming of carpet corners and edges
- Dust high and low areas (pictures, clocks, etc.)
- Detail vacuum under desks

d.) Quarterly

- Wash all trash containers (sooner if needed)

e.) Twice Yearly

- Dust and vacuum blinds
- Strip and wax floors
- Wash walls - where specified, woodwork, doors and sills

f.) Carpet Cleaning

Frequency: Twice Yearly (Spring and Fall)

Square Footage: 13,629

g.) Window Cleaning

Frequency: Once Yearly (May)

**SPECIAL INSTRUCTIONS**

The selected working hours will begin after 9:00 p.m. and end before 6:00 A. M.

Contact Information: Christine Michaud, Library Director, 860-349-9544

## Durham Volunteer Ambulance Corps, 205 Main Street

### General Maintenance

Frequency: Reference Below

Square Footage=1600

The building is generally lightly used. Due to its age, design and use-however, the building becomes very dirty very quickly. The schedule should reflect this reality.

#### a.) Daily

- All Frequently Touched Areas: Clean and Disinfect ALL surfaces; including but not limited to; door handsets, pulls, push bars, railings, buttons, and switches.
- Plexiglass shields: Clean and Disinfect ALL plexiglass shields/dividers in various offices.
- Exterior window shelves: Clean and Disinfect ALL exterior window shelves.
- Bathrooms: Clean and Disinfect ALL surfaces; including but not limited to; toilets, garbage receptacle tops, handicap rail, paper towel and toilet paper dispensers, sanitary receptacle, soap dispenser, sink and faucets, and showers.
  - Vacuum and wet/mop
  - Fill toilet tissue, soap and towel dispensers
  - Empty all sanitary receptacles and trash containers and replace with new bags.
- Kitchens: Clean and Disinfect All surfaces; including but not limited to; microwave panel and interior, refrigerator door and handle, drawer pulls, paper towel dispenser, soap dispenser, sink and faucets. Empty all trash containers and replace with new bag.
- Conference - Meeting Rooms: Clean and Disinfect ALL surfaces; including but not limited to; all chairs, desktops, flat surfaces, switches
- Employee Common Areas: Clean and Disinfect All frequently touched surfaces
- Common Equipment: Clean and Disinfect All surfaces.
- Empty trash cans - all areas - according to recycle policy and place in proper receptacle located at Town Hall; replace all waste containers with clean bag if necessary. - Leave recyclable cans
- Sweep or vacuum apparatus bay around ambulance platform
- Sweep or vacuum hardwood floors in meeting/crew room
- Sweep or vacuum basement stairs and bathroom hallway
- Dust all areas

#### b.) As required

- Wash hardwood floors-meeting room

#### c.) Monthly

- Vacuum carpet in stairwell and upstairs
- Clean windowsills
- Wash interior door windows

## SPECIAL INSTRUCTIONS

- Any questions should be referred to the EMS Chief of Service, Lou Brockett at 203-213-7775
- **NO MAINTENANCE BETWEEN THE HOURS OF 11:00 PM AND 6:00 AM. DUE TO OVERNIGHT LIVING QUARTERS**

### Security

- The company and the employees of that company should be the subject of a thorough background investigation. This background investigation should include a fingerprint supported criminal records check, if possible.
- The company should be properly insured for any employee malfeasance or other illicit behavior.
- The company should be aware that their presence in the building is tracked electronically and the proper access code will only be issued upon satisfactory representation of the employee/company trustworthiness. Any derogatory information developed during the background investigation that does not disqualify the potential employee from the general contract for other town buildings will need to be cleared by the EMS Chief of Service.
- Access to the upstairs office and storage areas both upstairs and downstairs will not be permitted.
- Tools and Equipment
- No tools or equipment will be provided. It is presumed that the responsible company will provide all equipment and supplies necessary to complete the job requirements.

- Any cleaning material will not be used unless a MSDS sheet is provided.
- Any cleaning material chosen must be chosen understanding that the Corps provides medical services and as such should not interfere with materials normally used for that purpose.

## Durham Activity Center, 350 Main Street, 2<sup>nd</sup> Floor

### General Maintenance

Frequency: Reference Below

Square Footage: 6,794

#### a.) Daily

- All Frequently Touched Areas: Clean and Disinfect ALL surfaces; including but not limited to; door handsets, pulls, push bars, railings, buttons, and switches.
- Plexiglass shields: Clean and Disinfect ALL plexiglass shields/dividers in various offices.
- Exterior window shelves: Clean and Disinfect ALL exterior window shelves.
- Bathrooms: Clean and Disinfect ALL surfaces; including but not limited to; toilets, garbage receptacle tops, handicap rail, paper towel and toilet paper dispensers, sanitary receptacle, soap dispenser, sink and faucets.
  - Vacuum and wet/mop
  - Fill toilet tissue, soap and towel dispensers
  - Empty all sanitary receptacles and trash containers and replace with new bags.
- Elevator: Clean and Disinfect All surfaces; including but not limited to; buttons on the inside and outside. Vacuum floors.
- Kitchens: Clean and Disinfect All surfaces; including but not limited to; microwave panel and interior, refrigerator door and handle, drawer pulls, paper towel dispenser, soap dispenser, sink and faucets. Empty all trash containers and replace with new bag.
  - Vacuum and /or wet mop floors.

#### b.) Twice weekly

- Vacuum all flooring including
  - 1<sup>st</sup> floor entrance/elevator area
  - Stairwell to 2<sup>nd</sup> floor
  - 2<sup>nd</sup> floor entrance/elevator area
  - 2<sup>nd</sup> floor hallway
  - Activity Center - all flooring
- Wet mop activity center floor
- Dust all ledges within reach
- Empty all trash containers and waste receptacles according to recycle policy; replace with clean bag if required and place in outside receptacle located at the rear of the building
- Clean all interior door/wall glass
- Turn off all lights
- Lock all interior and exterior doors at the completion of work according to security procedures

#### c.) Strip & Wax Floor

Frequency: Twice Yearly

Square Footage: 3,127

#### d.) Carpet Cleaning

Frequency: Once Yearly

Square Footage: 2,581

### **SPECIAL INSTRUCTIONS**

The selected working hours will begin after 11:00 P. M. and end before 6:30 A. M.

Contact Information: Sherry Hill, Recreation Director, 860-343-6724

## Durham Fire House, 41 Main Street

### General Maintenance

Frequency: Reference Below

Square Footage: 2,448

#### a.) Daily

- All Frequently Touched Areas: Clean and Disinfect ALL surfaces; including but not limited to; door handsets, pulls, push bars, railings, buttons, and switches.
- Plexiglass shields: Clean and Disinfect ALL plexiglass shields/dividers in various offices.
- Exterior window shelves: Clean and Disinfect ALL exterior window shelves.
- Bathrooms: Clean and Disinfect ALL surfaces; including but not limited to; toilets, garbage receptacle tops, handicap rail, paper towel and toilet paper dispensers, sanitary receptacle, soap dispenser, sink and faucets.
  - Vacuum and wet/mop
  - Fill toilet tissue, soap and towel dispensers
  - Empty all sanitary receptacles and trash containers and replace with new bags.
- Kitchens: Clean and Disinfect All surfaces; including but not limited to; microwave panel and interior, refrigerator door and handle, drawer pulls, paper towel dispenser, soap dispenser, sink and faucets.
  - Vacuum floors
  - Empty all trash containers and replace with new bag.
- Conference - Meeting Rooms: Clean and Disinfect ALL surfaces; including but not limited to; all chairs, desktops, flat surfaces, switches.
  - Vacuum.
- Trash Containers: Empty all trash containers
- Employee Common Areas: Clean and Disinfect All frequently touched surfaces
- Common Equipment: Clean and Disinfect All surfaces

#### b.) Twice Weekly

- Vacuum all flooring including
  - Entrance
  - Meeting room
- Wet mop flooring
- place in proper receptacle located at the rear of the building; replace all waste containers with clean bag if necessary
- Dust all ledges within reach
- Clean all interior door/wall glass
- Turn off all lights
- Lock all interior and exterior doors at the completion of work according to security procedures

#### c.) Meeting Room & Communications Room

Strip & Wax Floor (Note: Do not lay rugs down if floors are not completely dry)

Windows: twice yearly

Frequency: twice yearly

Square Footage: 2,148

#### d.) Activity Room

Carpet Cleaning

Windows: twice yearly

Frequency: twice yearly

Square Footage: 754

### **SPECIAL INSTRUCTIONS**

The selected working hours will begin after 6:00 P. M. and end before 6:00 A.M.

Contact Information: Jaclyn Lehet, Executive Assistant, 860-349-3625

**Resident State Trooper Office, 24 Town House Road**

General Maintenance

Frequency: Reference Below

Office

a.) Twice Weekly (to be monitored- may be subject to increase)

- All Frequently Touched Areas: Clean and Disinfect ALL surfaces; including but not limited to; door handsets, pulls, push bars, railings, buttons, and switches
- Bathrooms: Clean and Disinfect ALL surfaces; including but not limited to; toilets, garbage receptacle tops, handicap rail, paper towel and toilet paper dispensers, sanitary receptacle, soap dispenser, sink and faucets.
  - Vacuum and wet/mop
  - Fill toilet tissue, soap and towel dispensers
  - Empty all sanitary receptacles and trash containers and replace with new bags.
- Vacuum all flooring including
  - Entrance
  - Main office area only
  - Bathroom in rear of building
  - Wet mop wood flooring in Main office as needed
  - Empty trash cans - all areas - according to recycle policy and place in proper receptacle located at Town Hall; replace all waste containers with clean bag if necessary.
  - Dust all ledges within reach
  - Turn off all lights
  - Lock all interior and exterior doors at the completion of work according to security procedures

b.) Quarterly

- Wash all trash containers (sooner if needed)
- Vacuum office chairs
- Clean all chairs, table bases, baseboards, ledges
- Dust and vacuum blinds

**SPECIAL INSTRUCTIONS**

The selected working hours will begin after 6:00 P. M. and end before 6:00p.m.

Contact Information: Jaclyn Lehet, Executive Assistant, 860-349-3625

**Allyn Brook Park, 1 Pickett Lane**

General Maintenance

Frequency: Reference Below

Office

a.) Daily

- Bathrooms: Clean and Disinfect ALL surfaces; including but not limited to; toilets, garbage receptacle tops, handicap rail, paper towel and toilet paper dispensers, sanitary receptacle, soap dispenser, sink and faucets.
  - Empty all sanitary receptacles and trash containers and replace with new bags.
  - Wet Mop
  - Fill toilet tissue, soap and towel dispensers

Contact Information: Sherry Hill, Recreation Director, 860-343-6724



**APPENDIX A  
Bid Proposal  
Janitorial Service for Durham Town Owned Facilities**

BIDDER hereby agrees to furnish, at the net process indicates, all materials, labor and equipment for all the items listed below, subject to and in accordance with the specifications and conditions described in the CONTRACT DOCUMENTS, all of which are made part of the proposal.

**SCHEDULE OF PRICING**

<b>TOWN HALL</b>	<b># OF EMPLOYEES REQUIRED</b>	<b>TOTAL YEARLY DOLLAR AMOUNT</b>
GENERAL MAINTENANCE		\$
CARPET CLEANING		\$
WINDOW CLEANING		\$
<b>PUBLIC LIBRARY</b>	<b># OF EMPLOYEES REQUIRED</b>	<b>TOTAL YEARLY DOLLAR AMOUNT</b>
GENERAL MAINTENANCE		\$
CARPET CLEANING		\$
WINDOW CLEANING		\$
<b>VOLUNTEER AMBULANCE CORP</b>	<b># OF EMPLOYEES REQUIRED</b>	<b>TOTAL YEARLY DOLLAR AMOUNT</b>
GENERAL MAINTENANCE		\$
<b>DURHAM ACTIVITY CENTER</b>	<b># OF EMPLOYEES REQUIRED</b>	<b>TOTAL YEARLY DOLLAR AMOUNT</b>
GENERAL MAINTENANCE		\$
STRIP/WAX		\$
CARPET CLEANING		\$
<b>VOLUNTEER FIRE DEPARTMENT</b>	<b># OF EMPLOYEES REQUIRED</b>	<b>TOTAL YEARLY DOLLAR AMOUNT</b>
GENERAL MAINTENANCE		\$
STRIP/WAX		\$
CARPET CLEANING		\$
WINDOW CLEANING		\$
<b>RESIDENT STATE TROOPER</b>	<b># OF EMPLOYEES REQUIRED</b>	<b>TOTAL YEARLY DOLLAR AMOUNT</b>
GENERAL MAINTENANCE		\$
<b>ALLYN BROOK PARK</b>	<b># OF EMPLOYEES REQUIRED</b>	<b>TOTAL YEARLY DOLLAR AMOUNT</b>
GENERAL MAINTENANCE		\$
<b>TOTAL - ALL BUILDINGS</b>	<b>TOTAL NUMBER OF EMPLOYEES</b>	<b>TOTAL ALL BUILDINGS</b>
GENERAL MAINTENANCE		\$
STRIP/WAX		\$
CARPET CLEANING		\$
WINDOW CLEANING		\$
<b>TOTAL CONTRACT AMOUNT</b>		<b>\$</b>

If additional employees need to be hired to fill gaps in service, please state time frame of availability.

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APPENDIX C

Town of Durham  
Non-Collusive Bid Statement

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

Bid Opening Date: \_\_\_\_\_

Bidder's name and address: \_\_\_\_\_

\_\_\_\_\_

Name of person signing this statement: (PLEASE PRINT)

\_\_\_\_\_

**To the Town of Durham:**

1. The bid has been arrived at by the bidder independently and has been submitted without collusion and without any agreement, understanding, or planned common cause of action with any other vendor of material, supplies, equipment or services described in the invitation to bid, designed to limit independent bidding or competition.
2. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or person prior to the official opening of the bid.

Dated at: \_\_\_\_\_

On: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_