

**BID PACKAGE
JANITORIAL SERVICES FOR TOWN OWNED FACILITIES
AVON, CT**

March 4, 2009

INVITATION TO BID 08/09-12
STANDARD INSTRUCTIONS
BID FORM
GENERAL SPECIFICATIONS
AGREEMENT

Blythe C. Robinson
Assistant Town Manager
60 West Main Street
Avon, CT 06001-4202

PURCHASE OF JANITORIAL SERVICES
STANDARD INSTRUCTIONS TO BIDDERS

PROJECT NAME: Janitorial Services for Town Owned Facilities
LOCATION: Avon, Connecticut

1. **INTRODUCTION**

The Town of Avon is soliciting bids for the above named project. These Standard Instructions to Bidders are a supplement to the Avon Janitorial Services for Town Owned Facilities. If there are any conflicts between the instructions in these Standard Instructions to Bidders and any other bidding document(s), these Standard Instructions to Bidders shall prevail.

2. **KEY EVENT DATES**

Invitation to Bid		March 4, 2009
Pre-Bid Conference		Not Required
Public Bid Opening	10:00 a.m.	March 25, 2009
Bid Awarded		(Not Definite)
Commencement of Work	Within ten (10) calendar days of Notice to Proceed	

3. **OBTAINING BID DOCUMENTS**

Specifications and bidding documents may be obtained from the Town Managers Office, 60 West Main Street, Avon CT, or from the Town's website at: www.town.avon.ct.us (under "Opportunities") Public Bids & RFP's. Any questions should be directed to Bruce C. Williams, Director of Public Works, at telephone number (860) 673-6151.

4. **BID SUBMISSION INSTRUCTIONS**

- A. One (1) original and two (2) copies of all bids must be submitted in a sealed envelope clearly marked "Sealed Bid for Avon Janitorial Services for Town Owned Facilities". If forwarded by mail or courier, the sealed envelope must be addressed to "Philip K. Schenck, Jr., Town Manager, Town of Avon, 60 West Main Street, Avon, Connecticut 06001-3743". Bids must be at the office of the Town Manager by the time the first bid is publicly opened. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first bid is publicly opened will NOT be accepted.
- B. Ditto marks or words such as "SAME" on the Bid considered writing and must not be used.
- C. All information must be submitted in blue ink or typewritten. Mistakes may be crossed out and corrections inserted. The person signing the bid must initial corrections.
- D. Bids are considered valid for ninety (90) days after bid(s) are opened. Bidders may not withdraw, cancel or modify their bid for a period of ninety (90) days after bid(s) are opened.
- E. An authorized person representing the legal entity of the bidder must sign bids.
- F. The inability to meet any specified requirements(s) must be stated in writing and attached to the bid form, or written on the bid form. If no exceptions are noted, it shall be assumed that the terms of the Invitation to Bid have been accepted.
- G. The Town reserves the right to waive any minor informality in a bid when such a waiver is in their best interest to do so.

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5. **QUESTIONS**

Any questions on the Town's locations should be directed to Mr. Bruce C. Williams, Director of Public Works at (860) 673-6151.

However, no oral interpretations shall be made to any respondent as to the meaning of any of the bid documents. Every request for an interpretation shall be made in writing, addressed and forwarded to Blythe C. Robinson either by email to brobinson@town.avon.ct.us, fax: (860) 409-4368, or by mail: Town Manager's Office, 60 West Main Street., Avon, CT 06001-3743. To receive consideration, such questions must be received at least five (5) calendar days before the established date for receipt of bids.

The Town will arrange as addenda, which shall be made a part of this Invitation to Bid and the resulting contract, all questions received as above provided and decisions regarding each. At least three (3) days prior to the receipt of bids, the Town will post a copy of any addenda to its website, located at: www.town.avon.ct.us (under "Opportunities") Public Bids & RFP's. It shall be the responsibility of each bidder to determine whether addenda have been issued, and if so, to download copies directly from the Town's website.

6. **COST OF BIDDING DOCUMENTS**

If any part of the bidding documents, including the specifications and plans, are provided on paper 18" X 24" or larger, there is a one hundred (\$100) dollar conditional refundable deposit required for each set of documents. Each bidder may obtain no more than two (2) sets of bidding documents. Upon returning the documents in good condition prior to ten (10) calendar days after the bid is awarded, the deposit will be fully refunded. There will be no refund for documents returned subsequent to ten (10) calendar days after the bid is awarded.

7. **PRESUMPTION OF BIDDER BEING FULLY INFORMED**

At the time the first bid is opened, each bidder is presumed to have read and is thoroughly familiar with all bidding and contract documents for this project, and has performed an on-site inspection of the work location. Failure or omission of the bidder to receive or examine any information concerning this bid shall in no way relieve any bidder from obligations with respect to their bid.

8. **PRE-BID CONFERENCE**

Attendance at the pre-bid conference, if any as indicated in section 2 titled Key Event Dates, is mandatory. Failure to attend does not relieve bidders of obligations under this bid.

9. **INTERPRETATION OF ACCEPTABLE WORK**

The specifications, bidding and contract documents are to be interpreted as meaning those acceptable to the Town of Avon. The Town will issue any substantive changes or interpretations in writing as an addendum.

10. **TAX EXEMPTIONS**

The Town of Avon is exempt from Federal Excise Taxes and Connecticut Sales and Use Taxes. Bidders shall avail themselves of these exemptions.

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11. INSURANCE

The bidder awarded this bid must provide a current Certificate of Insurance to the Assistant Town Manager PRIOR to commencement of work, with the following requirements:

- a. Commercial General Liability:
 - Each Occurrence: \$1,000,000
 - Personal/Advertising Injury Per Occurrence: \$1,000,000
 - General Aggregate: \$2,000,000
 - Product/Completed Operations Aggregate \$2,000,000
 - Fire Damage Legal Liability \$ 100,000
- b. Automobile Liability:
 - Each Accident: \$1,000,000
 - Hired/Non-owned Auto Liability \$1,000,000
- c. Worker's Compensation, as required by Connecticut State statutes.
- d. The "Town of Avon" is to appear as an additional insured on the contractor's general liability and automobile liability Certificates of Insurance.
- e. All insurance is to be provided by a company authorized to issue such insurance in the State of Connecticut with a Best rating of no less than A:VII.
- f. All insurance may not be canceled or modified without thirty (30) days written notice be registered U.S. Mail to: Town Manager, Town of Avon, 60 West Main Street, Avon, Connecticut 06001-3743.
- g. The limits of insurance may either be met as stated above, or in combination with an umbrella or excess liability policy.

12. SUBSTITUTION FOR NAME BRANDS

Should brand name items appear in this bid, the bidder must attach specifications for any substitutions, and explain how the substitution compares with the named brand's specification. The decision as to whether the substitution is acceptable rests solely with the Town of Avon.

13. AWARDING THE BID

The Town of Avon reserves the right to accept any bid or any part of bids, to reject any, all, or any part of bids, to waive any formalities or informalities in the bidding process, and to award the bid deemed to be in the best interests of the Town.

This Invitation to Bid provides for a multi-year agreement. Funding for the agreement beyond the first year (years two and three) is dependent upon an annual budget approval. If funding is not approved for the subsequent years, the Town may terminate the agreement at the end of the last year for which funding has been approved and the Town shall have no obligation or liability to the contracting party for the unfunded year or years.

An award shall be made to the lowest responsive and responsible bidder. That bidder is the person or firm whose bid to perform the work is the lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the Town and whose bid documents comply with the procedural requirements stated herein. The bid results and recommendation of award will be posted on the Town's website at: www.town.avon.ct.us (under "Opportunities) Public Bids & RFP's).

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The Bid Awarded date in section 2 titled Key Event Dates is the date the bid is anticipated to be awarded. It is not a date certain.

14. SUBMITTALS

The Bidder shall, as soon as practicable, but not exceed fifteen calendar days, after notification of selection for the award of the bid, furnish to the Owner, in writing the following:

- a) designation of the Work to be performed by the Contractor's own forces as well as the names, addresses, and other information required in Item #2 of the Specifications;
- b) names of the manufacturers, products and suppliers of the principal items of materials proposed for the work; and
- c) project work schedule.

15. REJECTION AND/OR CANCELLATION OF BIDS

The Town reserves the right to reject or cancel any and all bids, or any part of any or all bids, if such action is deemed to be in its best interest to do so.

16. DELIVERY ARRANGEMENTS

Please note the delivery requirements for each type of item to be purchased in the general specifications.

17. BID BOND

A Bid Bond is not required with this bid.

18. PERFORMANCE BOND

A Performance Bond is not required with this bid.

19. W-9 FORM

The successful bidder must provide the Town of Avon with a completed W-9 Form prior to commencing work.

20. AGREEMENT DOCUMENTS

The Agreement Documents are defined as:

- The Standard Instructions to Bidders
- The Agreement as executed
- The General Specifications including Exhibit A
- Any Addenda, if issued

END OF STANDARD INSTRUCTIONS TO BIDDERS

**BID FORM – TOWN OF AVON
PURCHASE OF JANITORIAL SERVICES FOR TOWN OWNED FACILITIES
60 West Main Street
Avon, CT 06001**

March 25, 2009

BID of _____ (hereinafter called
“BIDDER”, a corporation or limited liability company organized and existing under the
laws of the State of _____, a partnership, or an individual doing business as:
_____) * shall provide janitorial services in
accordance with the rates listed below:

BIDDER acknowledges receipt of the following ADDENDA (if any):

No.	Date: / /	No.	Date:
No.	Date: / /	No.	Date:
No.	Date: / /	No.	Date:

*Insert the Corporation, Partnership, or Individual name as applicable. Cross out non-applicable types.

The undersigned submits this Bid without collusion with any other person, firm or individual.

Witness: _____ Signature: _____

Date: _____ Name: _____
(print or type)

Title: _____

Firm: _____

Address: _____

Telephone: _____

E-Mail: _____

**TOWN OF AVON – JANITORIAL SERVICES
SUMMARY BID FORM – PER MONTH**

LOCATION	2009/2010	2010/2011	2011/2012
Town Hall Buildings 1 & 2	\$	\$	\$
Town Hall Buildings 5, 6, & 7	\$	\$	\$
Fire Station Co. 1, 2, 3, & 4	\$	\$	\$
Public Library	\$	\$	\$
Senior Center (Monday thru Friday)	\$	\$	\$
Senior Center (Sunday thru Thursday)	\$	\$	\$
Public Works Facility	\$	\$	\$
Police Buildings # 3 & 4	\$	\$	\$
Police Gym – Building #8	\$	\$	\$
Countryside Park	\$	\$	\$
SUB-TOTAL	\$	\$	\$
X 12 MONTHS	x12	x12	x12
TOTAL PER YEAR	\$	\$	\$

2009/2010 – Cost _____ dollars and _____ cents
(written words)

2010/2011 – Cost _____ dollars and _____ cents
(written words)

2011/2012 – Cost _____ dollars and _____ cents
(written words)

This BID is submitted in full compliance with the conditions outlined in the Contract Documents. BIDDER has responded to and completely filled in all required spaces in the BID document, and obtained the necessary Notary Public signature where so required.

This BID Respectfully Submitted by:
IF A SOLELY OWNED COMPANY:

Company Name: _____
Address: _____
Town: _____
By: _____
(Authorized Signature)
Title _____ Date _____

IF A CORPORATION OR LIMITED LIABILITY COMPANY:

A corporation organized under the laws of _____, composed of officers as follows:

_____ President	_____ Secretary
_____ Vice President	_____ Treasurer

Countersigned

IF A PARTNERSHIP:

A partnership doing business under the firm name and style of _____, composed of partners as follows:

_____ Name & Title (if any)	_____ Name & Title (if any)
_____ Name & Title (if any)	_____ Name & Title (if any)

This BID must bear the written signature of the BIDDER. If the BIDDER is a partnership, a partner must sign the BID. If the BIDDER is a corporation, the BID must be signed by a duly authorized officer of such corporation or limited liability company.

BIDDER'S QUALIFICATIONS STATEMENT

The BIDDER shall answer all of the following questions, as part of the BID, so that the OWNER can judge the BIDDER's ability, experience and facilities for performing the proposed work.

1. Name of BIDDER: _____

2. Bidder's Tax Identification Number:

3. What year was company organized/formed?

4. How many years has the BIDDER been engaged in business under the present firm or trade name? _____

5. What is the general character or type of work you perform?

6. Has the BIDDER ever failed to complete any contracted work?

If yes, explain with whom and why:

7. Has the BIDDER ever defaulted on a contract?

If yes, explain with whom and why:

8. For other work you have under contract at the present time: Attach list with description of work; the name of the client/owner with telephone number; and the approximate value of the work to be performed.

NOTE: The BIDDER is required to have completed a minimum of five (5) similar projects as a demonstration of competency and experience for the project proposed herein. Such projects are to be listed below.

9. Attach a list of all projects that your present organization has completed within the past ten years or is presently working on. Indicate here how many additional pages attached: ____pages.

10. List below the equipment that you propose to furnish and use on the proposed work:

OWNED EQUIPMENT:

(Staple additional sheets as required)

RENTED EQUIPMENT:

11. List the name(s), address(es) and telephone number(s) of the banks or financial institutions used for business and reference purposes

12. Attach a list of the names, addresses and the background/experience of all principal or key members of the BIDDERS organization, including its officers:

Indicate the number of pages attached:

NOTE: If requested, the BIDDER agrees to furnish the OWNER with a detailed financial statement and other relevant information that may be required by the Town of Avon to properly evaluate the qualifications of the BIDDER.

PROPOSED SUBCONTRACTORS

BIDDER intends to utilize the following subcontractors on this project:

If none, write "None" here: _____

NAME AND ADDRESS
OF SUBCONTRACTOR:

DESCRIPTION OF WORK:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

NON-COLLUSION AFFIDAVIT OF BIDDER

State of _____, County of _____, being first duly sworn,

disposes and says that:

1. He is the owner, officer, representative or agent of: _____ the BIDDER that has submitted the attached BID;
2. The attached BID is genuine; it is not a collusive or sham BID;
3. He is fully informed respecting the preparation and contents of, and knowledgeable of all pertinent circumstances respecting the attached BID;
4. Neither BIDDER nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham BID in connection with the CONTRACT for which the attached BID has been submitted or to refrain from bidding in connection with any contract, or has in any manner, directly or indirectly, sought by agreement, collusion, communication or conference with any other bidder, firm or person to fix the price or prices in the attached BID or of any other bidder, or to fix any overhead, profit or cost element of the BID prices or the bid price of any other bidder, or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Avon or any other person interested in the proposed CONTRACT.
5. The price(s) quoted in the attached BID are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the BIDDER or any of its agents, representatives, owners, employees, or parties in interest, including this affiant; and
6. That no elected or appointed official or other officer or employee of the Town of Avon, whose salary or compensation is payable in whole or in part by the Town of Avon is directly or indirectly interested in this BID, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

(Signed) _____
(Name of Bidder)

Subscribed and sworn to before me this _____ day of _____, 2009

Title

My Commission expires _____, 20__

CERTIFICATION OF MATERIAL CONFORMANCE WITH THE SPECIFICATIONS

This statement must be completed by the Bidder and shall accompany his Bid for this project.

IT IS HEREBY CERTIFIED THAT:

NAME OF BIDDER: _____

BUSINESS ADDRESS: _____

That the equipment proposed to be supplied in fulfillment of this Agreement conforms in all respects to the specifications. Further, the proposed equipment will perform its intended function in a manner acceptable and suitable to the Town of Avon.

(Signature)

(Title)

Subscribed and sworn to before me this

_____ day of _____, 2009

Title

My Commission expires _____, 20__

**STATEMENT OF BIDDERS COMPLIANCE WITH EQUAL
EMPLOYMENT OPPORTUNITY LAW AND
REGULATIONS INCLUDING EXECUTIVE ORDER NO. 3**

This statement must be completed by the Bidder and shall accompany his bid for this project.

IT IS HEREBY CERTIFIED THAT:

NAME OF BIDDER: _____

BUSINESS ADDRESS: _____

To the extent required by law, the Bidder has complied on past Contracts and will fully comply on this project with all applicable laws and regulations regarding equal employment opportunities for minorities and women, and;

Has ___ has not ___ previously performed work under the conditions of the Governor's Executive Order No. 3 of the State of Connecticut, or any preceding similar Executive Order with regards to Non-Discrimination.

(Signature)

(Title)

Subscribed and sworn to before me this

_____ day of _____, 2009

Title

My Commission expires _____, 20__

IMPORTANT: THIS STATEMENT MUST BE SUBMITTED WITH BID

END OF SECTION

JANITORIAL SERVICE SPECIFICATIONS AND BUILDING LOCATIONS

INTENT: The intent of the Town of Avon is to secure an efficient, well-executed and timely janitorial services agreement for town owned facilities.

1. General

The following are the general administrative specifications for maintenance of the Avon Town Facilities frequency of the work factors for these buildings are clearly defined in the following Scope of Services.

2. Qualification of Employees

All employees assigned to the buildings shall be physically able to do their assigned work. The contractor will submit the name and address of each of his employees engaged in the work, and will have employee fill out any form designated by the Town of Avon for security or any reason deemed necessary by the Town of Avon. The Town of Avon has the right to require the Contractor to dismiss from work or reassign any employee they deem incompetent, careless, insubordinate or otherwise objectionable.

3. Supplies and Materials

Town shall supply paper products and hand soap supplies. The vendor must provide the equipment (vacuum cleaners, mops, brooms, etc.).

4. Storage Space

A janitor's closet will be available to the Contractor for storing his equipment. The Contractor will be expected to keep the space in a neat and orderly condition.

5. Reporting Requirements

The Contractor's employees shall report fires, hazardous conditions and items in need of repair including leaky faucets, dead lights, toilet stoppages, etc. The Contractor shall ensure that its employees do not disturb papers on desks, open desk drawers or cabinets, or use telephones, except in emergencies.

6. Coordination Notebook

The contractor shall provide a coordination notebook and will respond to all comments made by staff.

7. Type of Contract

It is proposed that, if a contract is entered into as a result of this Bid, it will be a total cost contract to be paid monthly. Negotiations may be undertaken with the firm whose Bid shows it to be qualified, reasonable, and capable of performing the work. The contract that may be entered into will be that most advantageous to the Town of Avon, all factors considered.

8. Post Bid Assistance

The Town of Avon will make available to the successful firm appropriate records, plans and surveys, as well as appropriate staff to answer questions and to provide contract evaluation for the Town. Any request for staff support will be subject to review and approval by the Town of Avon.

9. Payment

Monthly payment will be made within thirty (30) days of receipt of invoice, upon satisfactory inspection and approval by appropriate Town Personnel.

10. Quality of Service

The Contractor's work is subject to review at the end of the first thirty (30) day period of the contract with option to terminate contract if performance is unsatisfactory.

11. Extension of Bid Time Frame

If the successful firm has provided the Town quality service, the Town will have the option of requesting the firm to continue to provide services to the Town for one (1) additional year on the basis of a negotiated price. This discretion shall be solely with the Town of Avon.

12. Hours of Work

The hours when work is permitted at each location is listed for each location. These may be amended during the life of the contract at the discretion of the Director of Public Works or his designee after consultation with the applicable department manager.

FIRE STATIONS

Company #1: 25 Darling Drive

Company #2: 106 Secret Lake Road

Company #3: 490 West Avon Road

Company #4 365 Huckleberry Hill Road

Days of Service

The contractor shall clean Company #1 five days per week, Company #2, #3, and #4 two times per week. Any changes of this schedule shall be discussed with the Town.

Hours of Service

Company #1: Anytime except Monday 6:00 – 11:00 pm., Tuesday through Friday-anytime (total 5 days per week);

Company #2, #3, #4:

Sunday anytime between 7:00am and 11:00pm, Wednesday anytime between 7:00am and 11:00pm.

Daily

1. Clean and sanitize drinking fountains, restock cups if applicable;
2. General dusting of all office furnishings, furniture and tables;
3. Police outside of buildings for litter (includes sweeping entrances, front and rear sidewalks);
4. Remove fingerprints and smudges from entrance door glass, interior/exterior;
5. Clean kitchen and lounge areas including sinks and fixtures;
6. Empty all sanitary receptacles, trash containers and waste receptacles and place in dumpster;
7. Empty trash container outside front door entrance;
8. Empty all recycling containers;
9. Wash and sanitize all sinks and toilets;
10. Polish all mirrors, bright work and enamel surfaces;
11. Remove smudges and marks from walls;
12. Sweep and mop-clean all tile, linoleum, lavatory and locker room floors with disinfectant cleaner;
13. Fill toilet tissue, soap and towel dispensers;
14. Dust all ledges within reach of average person;
15. Sweep and mop clean meeting hall floor;
16. Clean stair well;
17. Wipe all cleared chalk boards;
18. Vacuum all carpeted areas.

Weekly

1. Dust all picture frames, vertical surfaces of office furniture, and louvers on doors;
2. Wash and sanitize telephone;
3. Scrub clean lavatory and locker room floors and showers;
4. Remove marks and spills from carpeting, as possible;
5. Sweep patio;
6. Sweep sidewalk from curb to main entrance;

Monthly

1. High dusting to include cleared areas and tops of book shelves, window ledges and all ledges not dusted during daily service;
2. Scrub & wax meeting hall floor;
3. Remove calcium stains from all bathroom/kitchen fixtures and drinking fountain with pumas type cleaner.

Quarterly

1. Vacuum all upholstered furniture and drapes.

TOWN HALL BUILDINGS (#1, #2, #5, #6, #7) 60 West Main Street

Days of Service

Monday through Friday (5 times per week)

Hours of Service

Between the hours of 7:30pm and 8:30am

Daily:

1. Police and pick up all litter from stairwells;
2. General dusting of all office furnishings;
3. Clean and Sanitize drinking fountains, restock cups if applicable;
4. Police outside of building for litter (includes sweeping entrance way and sidewalk from curb to beginning of wooden bridge – does not include snow removal)
5. Vacuum all carpeted areas;
6. Remove fingerprints and smudges from entrance door glass and partition glass;
7. Wash all cleared chalkboards;
8. Clean kitchen and lounge areas (upstairs and in Avon Room);
9. Damp wipe Formica counter tops and tables;
10. Dust-mop all tile floors, removing spots as necessary;
11. Vacuum Avon Room stairway and dust handrails;
12. Empty all sanitary receptacles, trash containers and waste receptacles and place in dumpster. Replace plastic insert bags when they are soiled;
13. Empty recycling containers;
14. Scrub, wash, and sanitize all sinks and toilets with a pumas type cleaner;
15. Polish all mirrors, bright work and enamel surfaces;
16. Remove smudges and marks from walls;
17. Sweep and mop-clean floors with disinfectant cleaner;
18. Fill toilet tissue, soap and towel dispensers;
19. Dust all ledges within reach of average person.

Weekly

1. Remove fingerprints and smudges from counters and desktops;
2. Dust all picture frames, charts, vertical surfaces of office furniture and louvers on doors;
3. Wash and sanitize telephones;

4. Remove fingerprints and smudges from kitchen and lounge cabinets;
5. Scrub clean lavatory floors;
6. Vacuum vault (Building # 2) during normal business hours.

Monthly

1. High dusting to include cleared areas and tops of book shelves, window ledges and all ledges not dusted during daily service;
2. Clean and wax floor (Building # 2)

Quarterly

1. Vacuum all upholstered furniture and drapes.

AVON FREE PUBLIC LIBRARY **281 Country Club Road**

Days of Service
Seven Days per Week

Hours of Service
Between the hours of 10:00pm and 10:00am.

Daily:

1. Empty all waste receptacles and place for disposal;
2. Police and pick up all litter from stairwells;
3. Clean and sanitize drinking fountains, , restock cups if applicable;
4. Police outside of building for litter-includes sweeping entrance way and sidewalk from curb line to doorway all year (does not include snow removal);
5. Vacuum all carpeted areas;
6. Remove fingerprints and smudges from entrance door glass and partition glass in foyer and children's room;
7. Vacuum elevator carpeting and polish all bright work and walls;
8. Clean kitchen and lounge areas;
9. Damp wipe all Formica counter tops, craft tables and reference cabinet tops;
10. Dust-mop all parquet and tile floors, removing spots as necessary;
11. Vacuum front stairway and dust handrails;
12. Empty all sanitary receptacles, trash containers and waste receptacles and place in dumpster;
13. Wash and sanitize all sinks and toilets;
14. Polish all mirrors, bright work and enamel surfaces;
15. Remove smudges and marks from walls;
16. Sweep and mop-clean floors with disinfectant cleaner;
17. Fill toilet tissue, soap and towel dispensers;
18. Dust all ledges within reach of average person;
19. Damp wipe all corian tops on circulation desk and reference desk areas.

Weekly

1. Remove fingerprints and smudges from counters and desk tops;
2. Dust all picture frames, charts, vertical surfaces of office furniture and louvers on doors;
3. Removed minor scratches from corian counter tops according to manufacturers direction;
4. Wash and sanitize telephones;
5. Remove fingerprints from doors and woodwork;
6. Vacuum rear stairway and dust handrails;
7. Remove fingerprints and smudges from metal book racks and reference counters;
8. Remove fingerprints and smudges from kitchen and lounge cabinets;
9. Sweep under entrance foyer mat during winter months;
10. Remove all fingerprints and smudges from door window lights.

Monthly

1. Check fire extinguishers;
2. Clean furnace and mechanical rooms;
3. Scrub clean lavatory floors;
4. High dusting to include cleared areas and tops of book shelves, window ledges in silo and all other ledges not dusted during daily service;
5. Damp-wipe all non-wood desk tops.

Quarterly

1. Vacuum all upholstered furniture and drapes;
2. Sweep mechanical room;
3. Clean Closet in Community Room.

AVON SENIOR CENTER 635 West Main Street

Days of Service
5 days per week

Hours of Service
Between the hours of 9:00pm – 8:00am.

Daily

1. Clean and sanitize drinking fountains, restock cups if applicable;;
2. General dusting of all office furnishings, furniture and tables;
3. Police outside of building for litter (includes sweeping entrance way and sidewalk, both main and pool side entrances from curb to doorways);
4. Vacuum all carpeted areas;
5. Remove fingerprints and smudges from entrance door glass;
6. Remove fingerprints and smudges from partition glass;
7. Clean kitchen and lounge areas;
8. Clean Craft Room;
9. Damp wipe Formica counter tops;
10. Dust-mop all parquet and tile floors, removing spots as necessary;
11. Dust handrails;

12. Empty all sanitary receptacles, trash containers and waste receptacles and place in dumpster;
13. Wash and sanitize all sinks and toilets;
14. Polish all mirrors, bright work and enamel surfaces;
15. Remove smudges and marks from walls;
16. Sweep and mop-clean floors with disinfectant cleaner;
17. Fill toilet tissue, soap and towel dispensers;
18. Dust all ledges within reach of average person;
19. Damp mop meeting room wooden floor.

Weekly

1. Remove fingerprints and smudges from counters and desk tops;
2. Dust all picture frames, charts, vertical surfaces of office furniture, and louvers on doors;
3. Wash and sanitize telephones;
4. Remove fingerprints from door and woodwork;
5. Remove marks and spills from carpeting, as possible;
6. Remove fingerprints and smudges from wooden book racks;
7. Remove fingerprints and smudges from kitchen and lounge cabinets;
8. Sweep under entrance foyer mat during winter months;
9. Scrub clean lavatory floor.

PUBLIC WORKS FACILITY

11 Arch Road

Days of Service

5 days per week (Monday through Friday)

Hours of Service

Between the hours of 7:00am – 9:00am

Daily

1. General dusting of all office furnishings, furniture and tables;
2. Vacuum all carpeted areas;
3. Remove fingerprints and smudges from entrance door glass;
4. Remove fingerprints and smudges from partition glass;
5. Clean kitchen to include sweep and mop-clean floor;
6. Damp wipe Formica counter tops and table tops;
7. Empty all sanitary receptacles, trash containers and waste receptacles and place in dumpster;
8. Wash and sanitize all sinks and toilets;
9. Polish all mirrors, bright work and enamel surfaces;
10. Remove smudges and marks from walls;
11. Sweep and mop-clean floors, lavatory and locker room with disinfectant cleaner;
12. Fill toilet tissue, soap and towel dispensers;
13. Dust all ledges within reach of average person;
14. Sweep and mop clean office floors;
15. Clean and sanitize drinking fountain.

Weekly

1. Remove fingerprints and smudges from counters and desk tops;
2. Dust all picture frames, charts, vertical surfaces of office furniture, and louvers on doors;
3. Wash and sanitize telephones;
4. Sweep under entrance foyer mat during winter months;
5. Scrub clean and wax lunch room;
6. Scrub clean lavatory floors, shower and locker room floor.

Monthly

1. High dusting to include cleared areas and window ledges and all ledges not dusted during daily service;
2. Clean and wax office floor.

POLICE BUILDINGS - # 3 & 4 60 West Main Street

Days of Service

5 days per week (Monday through Friday)

Hours of Service

Between the hours of 7:30pm and 8:30am

Daily

1. Clean and sanitize drinking fountain;
2. General dusting of all office furnishings, furniture and tables;
3. Police outside of building for litter (includes sweeping entrances, front and rear and sidewalks from front entrance to stairway to parking lot);
4. Remove fingerprints and smudges from entrance door glass, dispatch and records doors;
5. Remove fingerprints and smudges from partition glass, dispatch and records;
6. Clean kitchen and lounge areas;
7. Damp wipe Formica counter tops;
8. Empty all sanitary receptacles, trash containers and waste receptacles and place in dumpster;
9. Empty all recycling containers;
10. Wash and sanitize all sinks and toilets;
11. Polish all mirrors, bright work and enamel surfaces;
12. Remove smudges and marks from walls;
13. Sweep and mop-clean all tile, linoleum, lavatory and locker room floors with disinfectant cleaner;
14. Fill toilet tissue, soap and towel dispensers;
15. Dust all ledges within reach of average person;
16. Wipe all cleared chalkboards;
17. Vacuum all carpeted areas.

Weekly

1. Dust all picture frames, charts, vertical surfaces of office furniture, and louvers on doors;
2. Wash and sanitize telephones;
3. Scrub clean lavatory and locker room floors and showers;
4. Remove marks and spills for carpeting, as possible;
5. Sweep under entrance foyer mat during winter months.

Monthly

1. High dusting to include cleared areas and tops of book shelves, window ledges and all ledges not dusted during daily service;
2. Scrub & wax meeting hall floor.

Quarterly

1. Vacuum all upholstered furniture and drapes.

POLICE GYM – BLDG. #8 60 West Main Street

Days of Service

5 days per week (Monday through Friday)

Hours of Service

Between the hours of 7:30pm-8:30am

Daily

1. Vacuum all carpeted areas;
2. Empty all sanitary receptacles, trash containers, and waste receptacles and place in dumpster;
3. Empty all recycling containers;
4. Wash and sanitize all sinks, toilets and showers;
5. Polish all mirrors, bright work and enamel surfaces;
6. Remove smudges and marks from walls;
7. Sweep and mop-clean floors with disinfectant cleaner;
8. Fill toilet tissue, soap and towel dispensers;
9. Dust all ledges within reach of average person.

Weekly

1. Dust all picture frames, charts, vertical surfaces of office furniture, and louvers on doors;
2. Wash and sanitize telephones;
3. Scrub clean lavatory and shower stalls.

Monthly

1. High dusting to include cleared areas and tops of shelves, window ledges and all ledges not dusted during daily service.

COUNTRYSIDE PARK
335 Huckleberry Hill Road

Days of Service

2 days per week (Monday and Friday – April 1st – November 30th)

3 days per week (Monday, Wednesday, & Friday – December 1st – March 31st)

Hours of Service

As specified by Public Works with the exception of Wednesday's when it must be cleaned prior to 9:00 AM.

Daily

1. Empty all waste receptacles and place for disposal;
2. Police outside of building for litter-includes sweeping entranceway and sidewalk from curb line to doorway all year (does not include snow removal);
3. Remove fingerprints and smudges from both entrance and deck doors;
4. Wash and sanitize all sinks and toilets;
5. Remove smudges and marks from walls;
6. Sweep and mop clean floors with disinfectant cleaner;
7. Fill toilet tissue, soap and towel dispensers;
8. Clean kitchen, including counter tops.

Building	Address	Square Footage
Town Hall Building 1	60 West Main Street Avon, CT 06001	8085
Town Hall Building 2	60 West Main Street Avon, CT 06001	1856
Town Hall Bldg. 5, 6, 7	60 West Main Street Avon, CT 06001	15,665
Fire Station/Company 1	25 Darling Drive Avon, CT 06001	10,078
Fire Station/Company 2	106 Secret Lake Road Avon, CT 06001	5000
Fire Station/Company 3	490 West Avon Road Avon, CT 06001	5425
Fire Station/Company 4	365 Huckleberry Hill Road Avon, CT 06001	3730
Public Library	281 Country Club Road Avon, CT 06001	19,266
Senior Center	635 West Avon Road Avon, CT 06001	8400
Public Works Facility	11 Arch Road Avon, CT 06001	3141
Police Building #3	60 West Main Street Avon, CT 06001	5378
Police Building #4	60 West Main Street Avon, CT 06001	4249
Police Gym Building #8	60 West Main Street Avon, CT 06001	1675
Countryside Park	335 Huckleberry Hill Road Avon, CT 06001	1392

JANITORIAL SERVICES AGREEMENT

This Janitorial Services Agreement (the "Agreement") is entered into the ____ day of _____, 2009 ("Effective Date") by and between the Town of Avon, a political subdivision of the State of Connecticut (the "Town") and _____, a _____ located at _____, _____, _____ (the "Contractor").

WHEREAS, the Town has issued a Invitation for Bid (the "IFB") for Janitorial Services for the Town of Avon (the "Work") located at various locations - in Avon, Connecticut (the "Premises"); and

WHEREAS, Contractor submitted its Bid to the Town on March 25, 2009, for the Work in accordance with the requirements and specifications of the IFB; and

WHEREAS, the Town has selected Contractor and the Town and the Contractor desire to enter into a formal Agreement for the performance of the Work;

THEREFORE, in consideration of the recitals set forth above and the mutual promises by the parties below, the parties agree as follows:

1. General. The Contractor agrees to perform the Work in accordance with this Agreement, Standard Instructions to Bidders and the General Specifications (collectively the "Contract Documents). The Agreement Documents represent the entire and integrated agreement between the Town and the Contractor and supersede all prior negotiations, representations or agreements, whether written or oral.

2. Duties. Contractor shall perform the Work described in the Agreement Documents except for any work that is specifically prescribed in the Agreement Documents to be the responsibility of another person. Contractor shall furnish all labor, equipment, materials, supplies, transport, and any other things necessary to carry out the terms of the Agreement Documents.

3. Separate Contracts. The Town reserves the right to let other contracts in connection with this work. The Contractor shall afford other contractors reasonable opportunity for the introduction and storage of their materials and execution of their work, and shall properly connect and coordinate his work with theirs.

4. Compliance with Laws. Contractor shall comply with all federal, state and local laws and regulations governing the Work whether or not such laws and regulations are fully and properly reflected in the IFB.

5. Term. The term of this Agreement shall commence on the Effective Date of this Agreement and be in effect for three (3) years, concluding on June 30, 2012. In addition the Town shall have an option to extend the term for up to one (1) year upon written notice to the Contractor of not less than ninety (90) days. The contractor shall not start the Work prior to having received a notification to proceed from the Town.

6. Payment. The Town will pay the Contractor for all work performed as detailed on the bid form as submitted by the Contractor. Payment will be made monthly upon the completion by the Contractor of all Work required to be performed under the terms of the Contract Documents and acceptance of the Work

by the Town. The Contractor must provide an itemized monthly bill by location and each type of work performed.

7. Insurance. The Contractor shall carry and keep in force during the term of this Agreement insurance as more specifically described in Section 11 of the Standard Instructions to Bidders, by a company or companies authorized to do business in Connecticut. The Company shall provide certificates of insurance specifying such coverage and naming the Town as additional insured prior to the start of the work.

8. Liability. The Contractor agrees to assume full responsibility and liability for damage or injury to persons or real or tangible personal property caused directly or indirectly by the negligent or tortuous actions or inactions of the Contractor, its agents, employees or subcontractors with respect to the Work. The Contractor further agrees to assume full responsibility and liability for the Contractor's failure to comply with any applicable federal, state or local law or regulation in the performance of Contractor's duties pursuant to the Contract Documents.

9. Hold Harmless. The Contractor agrees to indemnify and save harmless the Town of Avon, its agents and employees, from and against all loss or expense, (including costs and attorneys' fees), arising out of or resulting from the performance of the work by the Contractor by reason or liability imposed upon the Town of Avon, its agents and employees, for damages because of bodily injury, including death at any time resulting there from, sustained by any person or persons, (including employees of the Contractor), or on account of damage to property, including loss of use thereof, if such injuries or damages are caused by the negligence or breach of Agreement documents of the Contractor, its' agents and employees or otherwise. The existence of insurance shall in no way limit the scope of this indemnification. The indemnification provision shall be separate and distinct from issuance of a Certificate of Insurance.

10. No Assignment. The Contractor shall not subcontract, transfer or assign its obligations under the Agreement Documents or any portion thereof without the prior written consent of the Town.

11. Termination. If the Contractor fails to perform this Agreement in accordance with its terms, the Town shall have the right, in addition to all other remedies it may have, to declare the Agreement in default and, therefore, terminated and to resubmit the Agreement for further bid. In that event, the Contractor shall pay the Town, as liquidated damages, the amount of any excess of the new Agreement Price over the Agreement Price herein provided for, both pro-rated to the period of time covered by the unexpired term of the Agreement at the time of default, plus any legal or other costs incurred by the Town in terminating the Agreement and securing a new contractor.

Funding for the subsequent years of the agreement is dependent upon annual budget approval. If funding is not approved for the second or third year or years, the Town may terminate the agreement at the end of the last year for which funding has been approved and the Town shall have no obligation or liability to the contracting party for the unfunded year or years.

12. Change Orders, Price Modifications, and Other Amendments. The Town shall have the right to require the Bidder to make alterations of, additions to and deductions from the Scope of Work. All such changes to the Scope of Work shall be made by a written change order written by the Town. The Contractor shall compute the effect of the change order upon the Agreement price, subject to review and acceptance by the Town. Any other changes or amendments to the terms of this Agreement and the other

Agreement Documents may be made only by a written document referencing this Agreement and executed by both parties.

13. Connecticut Law and Courts. This Agreement shall be governed by and construed in accordance with the internal laws (as opposed to the conflicts of law provisions) of the State of Connecticut and the parties irrevocably submit in any suit, action or proceeding arising out of the Agreement to the jurisdiction of the United States District Court for the District of Connecticut and the jurisdiction of any court of the State of Connecticut.

14. Contract Documents. The Contract Documents include, without limitation, the following:

- (i) The Agreement;
- (ii) The IFB, including the Standard Instructions to Bidders, and General Specifications
- (iii) Any addendum issued prior to the execution of this Agreement or modifications issued after the execution of this Agreement; and
- (iv) The Vendor's Bid Submission

15. Execution. This Agreement may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement, and shall become binding when one or more counterparts have been signed by each of the parties hereto and delivered (including delivery by facsimile) to each of the parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year first written above.

THE TOWN OF AVON

By _____

[name of contractor]

By _____