

**SPECIFICATIONS
AND
BID DOCUMENTS**



**Request for Proposals 2022-007
CUSTODIAL SERVICES**

DEPARTMENT OF PUBLIC WORKS

501 MAIN STREET SOUTH

SOUTHBURY, CONNECTICUT

August 31, 2022

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INVITATION TO BID
RFP 2022-007
CUSTODIAL SERVICES

The town of Southbury is seeking custodial services as outlined in this RFP.

The Custodial Services agreement will be a three-year period, starting November 1, 2022 to November 1, 2025. With mutual agreement, the service agreement can be extended one year.

A walk through is scheduled for September 8, 2022, for review of all buildings. Walk thru will start at the Southbury Public Library at 9:00 A.M.

Sealed bids will be received until **11:00 a.m., Thursday September 15, 2022** at the Office of the First Selectman, Southbury Town Hall, 501 Main Street South, Southbury, Connecticut 06488, at which time all bids will be publicly opened and read aloud in the Conference Room 208 of the Town Hall. Any bid received after that time will be returned unopened.

Prospective bidders shall examine the "Instructions to Bidders" and shall comply and conform strictly to the conditions and instructions contained therein. Questions regarding this proposal should be directed to Jerry Lukowski, Director of Public Works at (203) 262-0622 or email to publicworks@southbury-ct.gov.

The Town of Southbury reserves the right to reject any and all bids in whole or in part or to waive any informality in bidding if it is determined to be in the best interest of the Town of Southbury.

Jeff Manville
First Selectman
August 31, 2022

INFORMATION FOR BIDDERS

1. PROPOSAL

Proposals are being sought by the Town of Southbury, Connecticut for **CUSTODIAL SERVICES**. All work shall be furnished in full accordance with the specifications.

2. RECEIPT AND OPENING OF BIDS

Separate sealed bids will be received in the Office of the First Selectman, Town Hall, 501 Main Street South, Southbury, Connecticut, 06488, until the time and date stated in the INVITATION TO BID. Bids shall then be publicly opened and read aloud.

All bids shall be submitted in sealed, opaque envelopes clearly labeled with the name of the bidder, his address, and the words "BID DOCUMENTS RFP 2022-007" – "**CUSTODIAL SERVICES**" so as to guard against opening prior to the time set therefore. Bids may be forwarded by mail. If mailed, the sealed opaque envelope containing the proposal, marked as described above, shall be enclosed in another envelope properly addressed for mailing.

The Town may consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities in or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening thereof.

3. BID BOND REQUIREMENTS

Not required.

4. PREPARATION OF PROPOSAL

Each bid must be submitted on the prescribed form and all blank spaces for bid prices must be filled, handwritten in ink or type written, in both words and figures. Bid prices shall include all labor, materials and equipment necessary to complete the work in accordance with the bid documents.

5. WITHDRAWAL OF BIDS

Bids may be withdrawn personally or on written or telegraphic request dispatched by the bidder in time for delivery in the normal course of business prior to the time fixed for opening, provided that written confirmation of any telegraphic withdrawal over the signature of the bidder is placed in the mail and postmarked prior to the time set for bid opening. Negligence on the part of the bidder in preparing his bid confers no right of withdrawal or modification of his bid after such bid has been opened.

6. FAMILIARITY WITH LAWS, SITE CONDITIONS AND DOCUMENTS

Each bidder is required to be familiar with and to comply with the terms and conditions of the specifications and all other Bid documents and with all Federal, State and Local laws,

ordinances or regulations which in any manner relate to the furnishing of the equipment, materials and services in accordance with the Bid.

Each bidder shall thoroughly familiarize himself with all conditions of the bid documents and specifications before preparing his proposal. The submission of a proposal shall be construed as an assurance that such examination has been made and the failure of the bidder to familiarize himself with conditions relating to the specifications shall in way relieve any bidder from any obligation in respect to his bid.

7. TAX EXEMPTION

The Town of Southbury is exempt from paying tax and, for that reason; the bid price shall not include any tax on the items specified.

8. QUALIFICATIONS OF BIDDER

Bidders must be regular full time contractors in the type of service specified. The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any bid should the evidence submitted by, or investigation of, such bidder fail to satisfy the Town that such bidder is properly qualified to carry out the obligations of the Bid and to complete the project contemplated therein. Conditional bids will not be accepted.

9. ERRORS, INTERPRETATIONS AND ADDENDA

Should a bidder find any omissions, discrepancies or errors in the specifications or other Bid Documents or should he be in doubt as to the meaning of the Specifications or other Bid Documents, he should immediately notify the Town who may correct, amend or clarify such documents by a written interpretation or addendum. No oral interpretations shall be made to any bidder and no oral statement of the Town shall be effective to modify any of the provisions of the Bid Documents.

10. METHOD OF AWARD - LOWEST QUALIFIED BIDDER

(a) The Town reserves the right to reject any or all bids and may waive any informalities.

(b) The Bid will be awarded to the responsible bidder submitting the lowest bid complying with all conditions set forth in these Bid Documents. The delivery or completion date and skill and experience of the bidder shall be factors considered in the awarding of the Bid and may result in an award to a vendor other than the bidder quoting the lowest price.

(c) In the event that there is a discrepancy between the price written in words and in figures, the price written in words shall govern.

11. SUBCONTRACTORS

The bidder is specifically advised that any person, firm or other party to whom it is proposed to award a subcontract under this Bid must be acceptable to the Town and that approval of the proposed subcontract award cannot be given by the Town unless and until the successful bidder submits all information and evidence requested by the Town regarding the proposed subcontractor. Although the bidder is not required to attach such information and evidence to his bid, the bidder is hereby advised of this requirement so that appropriate action can be taken to prevent subsequent delay in subcontract awards.

12. RIGHT OF THE TOWN TO TERMINATE PROJECT

In the event that any of the provisions of this Bid are violated by the Contractor, or by any of his subcontractors, the Town may serve written notice upon the Vendor of its intention to terminate the Work, such notices to contain the reasons for such intention to terminate the Work, and unless within five (5) days after the serving of such notice upon the Contractor, such violation or delay shall cease and satisfactory arrangement of correction be made, the project shall, upon expiration of said five (5) days, cease and terminate. In the event of any such termination, the Town shall immediately serve notice thereof upon the Contractor. In the event of such termination, the Town may take over the work or any portion thereof, and prosecute the same, by contract or any other method, for the account and at the expense of the Contractor, and the Contractor shall be liable to the Town for any excess cost occasioned by the Town as a result of such termination.

13. PAYMENTS

Invoices shall be furnished to the Finance Director for verification and approval of the amount due the Contractor. Final payment will not be made until final acceptance by the Town of Southbury of all work. The Vendor agrees that he will indemnify and save the Town harmless for all claims growing out of the lawful demands of subcontractors, laborers, suppliers and assignees.

14. PREVAILING WAGE RATES

This project is ***not*** subjected to prevailing wage rates.

15. CERTIFICATE of INSURANCE

The Contractor agrees to indemnify the Town against and save the Town harmless from any and all liability and loss from any claim, suit, or action based upon any alleged injury or death of any person including any employee of the Contractor or subcontractor, and for damage to any property that may occur or that may be alleged to have occurred in the course of the performance of the work, or from failure to guard the same, whether such act or failure to act is by the Contractor or any subcontractor or anyone directly or indirectly employed by any of them or by anyone for whose acts any of them maybe liable, and the Contractor agrees at its own expense to pay all charges for attorneys in connection with the defense against any such claim, and if any judgment should be rendered against the Town in any such action, the Contractor will satisfy and discharge the same without cost or expense to the Town.

Before commencing work, the Contractor shall obtain and deliver certificates of insurance to the Director of Public Works and during the performance of the work, the Contractor shall maintain insurance of the kinds and in at least the amounts specified hereunder in a form satisfactory to the Town; such certificates shall contain a provision that the Town shall be given thirty (30) days advance written notice by registered mail of, modification, change, termination, cancellation or expiration of, coverage. Renewal certificates shall be provided at least 60 days prior to expiration of the policy. With each Certificate of Insurance, the contractor shall provide a separate endorsement naming the Town of Southbury as an "Additional Insured". Such endorsement shall include the following language "The Town of Southbury is an additional named insured." The cost of such insurance shall be the sole responsibility of the Contractor. The Contractor shall require each Subcontractor employed on the Project to maintain the coverage listed below unless the Contractor's insurance covers activities of the Subcontractor on the Project.

1. Worker's Compensation Coverage and Employer's Liability Coverage A at Statutory Limits in accordance Connecticut Law and Coverage B at limits of \$100,000/\$500,000/\$100,000.
2. Broad Form Commercial General Liability including premises and operations, products, completed operations, contractual liability, independent contractors, and broad form property damage coverage, written on a "per occurrence" basis with minimum combined coverage for bodily injury, personal injury, and property damage liability of \$2,000,000 general annual aggregate, \$ 1,000,000 per occurrence and \$2,000,000 Products/Completed Operations Aggregate.
3. Comprehensive Automobile Liability, covering all vehicles used by Contractor in the course of work, including owned, non-owned and hired with minimum coverage of \$2,000,000 combined single limit for bodily injury and property damage.
4. Excess Liability with minimum coverage of \$ 2,000,000 in umbrella form.

If any policy is written on a "Claims Made" basis the retroactive date must be prior to or coincident with the date of the Contract and the Certificate shall state that the coverage is "claims made" and shall also state the retroactive date. The policy must be continually renewed for a minimum of two years from the completion date of the contract or the Contractor must purchase an Extended Reporting Period endorsement or shall purchase Prior Acts Coverage.

All Coverage is to be provided on a primary noncontributory basis.

All insurance shall be provided by a company authorized to do business in the State of Connecticut and having an A.M. Best rating of no less than A-VIII.

The insurer shall agree to waive all rights of subrogation against the Town of Southbury, its officers, officials, and employees for losses arising from work performed by the Contractor for the Town.

No insurance required or furnished hereunder shall in any way relieve the Contractor of or diminish any of his responsibilities, obligations and liabilities under the Contract.

Code of Ethics/Conflict of Interest Ordinance

A. Definitions.

The following definitions shall apply to this Ordinance:

1. **Public Official** (or Public Office). An elected or appointed official, whether paid or unpaid, full or part-time, of the Town of Southbury. This includes being a member or alternate member of any board, committee, commission or agency that exists in the Town of Southbury government.
2. **Town Employee** (or Town Employment). A paid employee, full or part-time, of the Town of Southbury.
3. **Ethics Commission**. The Town of Southbury Commission on Ethics as authorized by Section 7-148h of the Connecticut General Statutes.
4. **Conflict of Interest**. A conflict of interest shall be deemed to exist if any Public Official or Town Employee has a Direct Interest or an Indirect Interest, in any purchase, contract, transaction, or decision involving his/her office, board, commission, agency or employment.
5. **Direct Interest**. An interest of a Public Official or Town Employee or any business, investment, or property in which such Public Official or Town Employee is an owner, member, partner, officer, employee or stockholder or has any other form of participation, that is a Financial Interest or an Adverse Interest in any purchase, contract, transaction or decision involving his or her office, board, committee, commission, agency or employment.
6. **Indirect Interest**. An interest of a family member within the fourth degree by blood or marriage or a person engaged in a close business relationship with a Public Official or Town Employee in any purchase, contract, transaction or decision involving the Public Official's or Town Employee's office, board, committee, commission, agency or employment which, if held by the Public Official or Town Employee directly, would meet the definition of a Direct Interest.
7. **Financial Interest**. A Financial Interest shall be deemed to exist if a person or entity with a Direct Interest or an Indirect Interest as defined herein might, directly or indirectly, derive pecuniary or financial gain or suffer loss from any Town purchase, contract, transaction, decision or employment.
8. **Adverse Interest**. An interest that is adverse to the interests of the Town with respect to the matter under consideration.

Approved by the Board of Selectmen 2/2/17
Effective February 27, 2017

9. **Material Conflict of Interest.** A conflict of interest shall be deemed to be material where a reasonable person would conclude that a Financial Interest or Adverse Interest:

- a. is incompatible, or would to a reasonable person appear to be incompatible, with the proper discharge of official duties; or
- b. would tend to impair, or would to a reasonable person appear to impair, independence of judgment and action in the performance of official duties.

B. Declaration of Policy.

1. The proper operation of the government of the Town of Southbury requires that Public Officials and Town Employees be independent, impartial and responsible to the people; that governmental decisions and policies be made in the proper channels of the government structure and free from coercive or other improper influence; that Public Officials and Town Employees not use their positions for personal gain; and that the general public have confidence in the integrity of its government.
2. This Ordinance sets forth standards of ethical conduct to maintain and enhance responsible and effective public service by our Public Officials and Town Employees in the performance of their duties.
3. In the interest of ensuring that concerns regarding possible conflict of interests are promptly raised, this Ordinance permits a concern that a conflict of interest may exist to be raised by any person, regardless of whether the person would be considered an aggrieved party as that term is interpreted under Connecticut law. Any failure to observe the procedures set forth in this Ordinance shall not, however, afford a basis for an action for damages against the Town, any Town board, committee, commission, agency or employee, or any member of any Town board, committee, commission, or agency, or for challenging a decision, license, permit or other action of a Town Employee, board, committee, commission or agency or member of same by a person who would not, but for the provisions of this Ordinance, have standing to bring such an action.

C. Disclosure of Conflict.

1. Any Public official or Town Employee who has a conflict or potential conflict of interest as defined herein, whether or not such conflict or potential conflict is material, shall disclose the interest causing such conflict or potential conflict in writing to the Board of Selectmen.

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Effective February 27, 2017

2. Any Public Official or Town Employee who is a member of any Town board, committee, commission or agency who has a conflict or potential conflict of interest as defined herein, whether or not such conflict or potential conflict is material, shall, in addition to the disclosure required by this Ordinance, disclose the interest causing such conflict to such board, committee, commission, or agency and such disclosure shall be recorded in the board's, committee's, commission's or agency's minutes.

D. Determination of Materiality.

1. In the event that a disclosure or a claim of a conflict of interest with respect to any Public Official or Town Employee has been made to the Ethics Commission, and the Public Official or Town Employee does not disqualify himself/herself from matters with respect to which the conflict of interest allegedly exists, the Ethics Commission shall promptly inquire into the facts of the matter and determine whether or not a conflict exists and if so, whether it is material.

2. In the event that a disclosure or a claim or a conflict of interest with respect to any Public Official or Town Employee who is a member of a Town board, committee, commission or agency has been made to such board, committee, commission, or agency and the member does not disqualify himself/herself from matters with respect to which the conflict of interest allegedly exists, the board, committee, commission or agency shall forthwith determine by a majority of those members present, excluding the member whose interest is in question, whether or not a conflict exists and, if so, whether it is material.

E. Disqualification.

If it has been determined that a material conflict of interest exists, the Public Official or Town Employee who has the conflict shall be disqualified from discussing or acting upon any matter encompassed by that conflict of interest, and shall leave the room during any public hearing, discussions or deliberations regarding the matter. Any Public Official or Town Employee may disqualify himself/herself even though the conflict of interest is not material.

F. Claim of Conflict.

If a formal written complaint is made to the Ethics Commission that any Public Official or Town Employee has an undisclosed conflict of interest, the Ethics Commission shall record and act upon the claim in accordance with its procedures as outlined in Section J.

G. Gifts and Favors.

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Effective February 27, 2017

No Public Official or Town Employee shall accept or receive, directly or indirectly, anything of value (whether by rebate, gift, promise, obligation or contract for future reward or compensation or otherwise) for awarding or influencing the award of any decision, permit, license, contract or purchase order by the Town. Anything of value when in the form of a gift shall not be deemed relevant if the actual cost of that item is less than \$25.00.

H. Representation.

1. Without the prior written consent of the Ethics Commission, no Public official or Town Employee shall appear for compensation, except on behalf of the town, before any Town board or agency in which he/she was formerly employed or served as an official at any time within a period of one (1) year after termination of his/her service with the Town.
2. Without the prior written consent of the Ethics Commission, no current or former Public Official or Town Employee shall represent anyone other than the Town concerning any particular matter in which he/she participated personally and substantially while in municipal service.
3. No current or former Public Official or Town Employee shall disclose or use confidential information acquired in the course of and by reason of his/her official duties, for personal and/or financial gain for himself/herself or others.
4. No former Public Official or Town Employee who participated substantially in the negotiation or award of municipal contract or who supervised the negotiation or award of such a contract shall accept employment with a party to the contract other than the Town for a period of one (1) year after such contract is signed.

I. Independent Contractors.

Before hiring any consultant, independent contractor or other advisor, the Public Official, Town Employee, board, committee, commission or agency that proposes to hire the independent contractor shall inquire whether the independent contractor has any conflict of interest as that term is defined in this Ordinance or as defined in any code of ethics or similar code applicable to the independent contractor. Any such conflict shall be specified in the appropriate Town records (such as minutes of any relevant board, committee, commission, or agency). Prior to hiring any independent contractor with a conflict, the Public Official, Town Employee, board, committee, commission or agency proposing to hire the independent contractor must make a determination that the conflict is not material and/or that despite the conflict, the independent contractor should be hired. The decision and the reasons therefore must be a matter of public record.

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No consultant, independent contractor or other advisor of the Town shall represent a private interest in any action or proceeding against the interest of the Town which is in conflict with the performance of his/her duties as such consultant, independent contractor or advisor. No consultant, independent contractor or advisor may represent anyone other than the Town concerning any matter in which he/she participated personally and substantially as a consultant to the Town. Neither shall such consultant, independent contractor or advisor disclose confidential information acquired while performing his/her duties for the Town, nor shall he/she use such information for the personal and/or financial interests of himself/herself or others.

J. Procedure.

All claims pertaining to a violation of this Ordinance shall be made, in writing, to the Ethics Commission in accordance with the rules and regulations promulgated by that Commission which shall be found in the Town of Southbury Ethics Commission Statement of Procedures. These rules shall require the Complainant to specify the facts that gave rise to his/her claim and the specific provision of this Ordinance that has been breached on a Form provided by the Ethics Commission. The Ethics Commission may, but is not required to consider claims made against individuals who are former Public Officials or Town Employees. Any allegations and any information learned, supplied to or received from or by the Ethics Commission shall remain confidential until a finding of Probable Cause is determined by the Ethics Commission.

The Ethics Commission is authorized to issue advisory opinions at its discretion.

K. Penalties.

1. Any person who violates any of the provisions of this Ordinance may be censured or reprimanded or may be suspended or removed from Public Office or Town Employment, as the case may be, in the manner provided by law as recommended by the Ethics Commission with action by the Board of Selectman.
2. Any violation of this Ordinance shall render any purchase, contract, or transaction or any part thereof affected thereby voidable as recommended by the Ethics Commission with action by the Board of Selectmen.
3. Any violation of this Ordinance with respect to any decision of a board, committee, commission or agency shall be subject to any remedies deemed proper as recommended by the Ethics Commission with action by the Board of Selectmen and permitted by law.
4. The penalties provided above are in addition to any other penalties provided by law to address violations of the provisions of this Ordinance.

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L. Concurrent Offices.

1. No Town Employee shall serve on any board, committee, commission or agency to which the Town Employee reports or acts as staff, except as otherwise stated in the Town Charter or Ordinances. Notwithstanding the foregoing, a Town Employee may serve on any board, committee, commission or agency in an advisory capacity.
2. Except as otherwise provided in the Charter or by Ordinance, the First Selectman, the Selectmen, the Town Clerk, members of the Board of Finance and members of the Ethics Commission shall hold no other Public Office, and the provisions of Section 9-210 of the General Statutes concerning incompatible Town offices shall apply to the officers described therein.
3. The restrictions set forth in Section L. 1 and Section L. 2 shall not apply to membership on any temporary or advisory only committee, task force, working group, or the like.
4. Subject to the restrictions set forth in applicable law, or by the Charter or by Ordinance, and in Section L. 2 of this Ordinance, nothing in this Ordinance shall prevent the appointment of the same person to more than one Public Office, provided the offices are not incompatible, provided the duties of the offices to which he/she is appointed may, in the opinion of the Ethics Commission, be satisfactorily fulfilled by one person, and provided further that inability to fulfill satisfactorily the duties of all offices to which he is appointed shall be cause for removal from any one or more of said offices.

M. Meetings.

1. **Members Attendance.** Public Officials who are members of boards, committees, commissions, and agencies are expected to attend all meetings of such boards, committees, commissions and agencies or attend meetings in accordance with the by-laws or other duly adopted rules of the group to which they belong. However, it shall not be deemed to be a violation of this Ordinance if Public Officials who are members of boards, committees, commissions, and agencies comply with the standards set forth in Section 512 of the Town Charter. For the purposes of this Ordinance only, the attendance standards set forth in Section 512 shall apply to both elected and appointed members of boards, committees, commissions and agencies.
2. **Alternates' Attendance.** Public Officials who are alternate members of boards, committees, commissions and agencies are expected to attend all meetings of such boards, committees, commissions and agencies, or attend meetings in accordance with the by-laws or other duly adopted rules of the group to which

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they belong. However, it shall not be deemed to be a violation of this Ordinance if Public Officials who are alternate members of boards, committees, commissions and agencies comply with the standards set forth in Section 512 of the Town Charter. For the purposes of this Ordinance only, the attendance standards set forth in Section 512 shall apply to both elected and appointed alternate members of boards, committees, commissions and agencies.

3. Voting. All Public Official members or seated alternate members of boards, committees, commissions and agencies who are qualified to vote, shall vote on all matters upon which a vote is held by such board, committee, commission or agency unless there shall be reasonable cause for abstention and said cause is stated and recorded in the minutes of the meeting.

4. Statement of Reasons. In every case where the action of any board, committee, commission or agency is subject to a right of appeal to another administrative body or to the courts of the State of Connecticut, a statement of the reasons for its action shall be included in the minutes of the meeting.

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Effective February 27, 2017

BID PROPOSAL



TOWN OF SOUTHBURY

RFP2022-007

CUSTODIAL SERVICES

TO: Mr. Jeff Manville
First Selectman
501 Main Street South
Southbury, Connecticut 06488

PROPOSAL OF:

NAME OF COMPANY: _____

STREET ADDRESS: _____

ADDRESS: _____

CITY

STATE

ZIP: _____

TELEPHONE () _____ FAX () _____

EMAIL ADDRESS: _____

FOR: Contract 2022-007 – Custodial Services

The undersigned declares that he/she has visited the town buildings, has reviewed the specifications and all other bidding documents, and that, if his/her bid is accepted, he/she will furnish the specified services and/or products for the Town of Southbury.

EXCEPTIONS: All bidders must list below any and all exceptions to the attached specifications:

(Legal Company Name)

(Signature of Authorized Representative)

(Title of Authorized Representative)

(Business Address)

(City, State and Zip Code)

(Date)

() _____
(Telephone Number)

(Email Address)

**NOTICE TO CONTRACTORS – CODE OF ETHICS/CONFLICT OF INTEREST
ORDINANCE**

The Town of Southbury has amended its Code of Ethics/Conflict of Interest Ordinance effective **February 27, 2017** and is included in the Information to Bidders. The Contractor shall comply with all applicable provisions of said Ordinance. The Contractor acknowledges receiving a copy of said Ordinance, a copy of which is attached hereto and made a part hereof. The Contractor further agrees that any instance of its violating and provisions of the Code of Ethics/Conflict of Interest Ordinance will be sufficient cause for the Town to terminate any or all of the Contractor's contracts or pending contracts with the town. The Contractor agrees that the above clause will also be incorporated in all of its contracts with its subcontractors and consultants.

ACKNOWLEDGEMENT OF RECEIPT

I have read the above Code of Ethics/Conflict of Interest Ordinance. and agree to abide by its terms.

ORDINANCE RECEIVED BY: _____ (Print name)

_____ (Signature)

_____ (Date)

INDEMNIFICATION CERTIFICATE

To the fullest extent permitted by law, the contractor shall indemnify and hold harmless the Town of Southbury, and agents and employees of said Town from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss or use resulting therefrom, but only to the extent caused in whole or in part by acts or omissions of the contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to the Town of Southbury. In claims against any person or entity indemnified under this paragraph by an employee of the contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the contractor or a subcontractor under workers' or workmen's compensation acts, disability benefits acts or other employee benefits acts.

(Legal Company Name)

(Signature of Authorized Representative)

(Title of Authorized Representative)

(Business Address)

(City, State and Zip Code)

(Date)

Town of Southbury

RFP Custodial Guide

August 30, 2022

Please review this guide prior to responding to the RFP.

The “Bidder Cost Sheet “is the appropriate location to insert your information. The Gray boxes are required. The other boxes are optional if it helps.

The RFQ covers a 3-year period (our fiscal years July – June) please provide a bidder cost sheet for each year.

The included location sheets are the guide of what is requested and the frequency needed to maintain the level of cleanliness needed.

There will be a pre-bid walk through – to better familiarize you with our facilities. September 8th at 9 am; meet at the Southbury Library, 100 Poverty Rd.

You may add other items on separate lines if you see fit, these items will be reviewed separately.

Equipment required to properly support your services are the responsibility of the contractor. They should be maintenance clean and good working order at all times.

Consumable products are supplied by the town and will be issued by location via a request form provided by the Town.

All employees will be issued a Security Badge which shall be worn at all times

The Security Badge is also used to clock in and out – Staff shall clock in and out at each location – if they are servicing more than one location, they must clock in and out at each building

Staff which will be performing custodial services at out Police Department will need to go thru a specialized training and clearance process which is processed through the State of CT – There is a cost for each person. The Town will cover the cost of 3 staff members – additional training and certifications will be the responsibility of the contractor.

Custodial service and staff requirement – each location will have a yearly “day calendar” (provided by The Town) each day an account is serviced – custodial staff shall check to book for items which could require attention, just a heads up or to report an issue or item they have observed. The book should be initialed and dated even if there have been no entries.

Bidder Cost Sheet

Bidder Name:			Fiscal Year:		Shaded "cost" boxes must be filled in			
Regular routine Custodial Services Cost Sheet					Unshaded "cost" boxes optional			
<u>Location</u>		<u>Freq</u>	<u>Approx. Sq. Ft</u>	<u>Staffing</u>	<u>Hours/day</u>	<u>Cost/service</u>	<u>Cost/hour</u>	<u>Monthly costs</u>
Southbury Library	100 Poverty Road	7days	34,000					
Southbury Police Department	421 Main Street South	7 days	9,500					
Southbury Community Building	561 Main Street South	5 days	16,000					
Old Town Hall Museum	624 South Britian Road	2xmonthly	1,500					
Old Library Museum	South Britian Road	2xmonthly	900					
Bullet Hill School House	223 Main Street North	2xmonthly	1,250					
Ballantine Park	611 old Field Road	weekend/seasonal						
Settlers Park	Crook Horn Road	weekend/seasonal						
Community House Park	160 Community House Road	weekend/seasonal						
<u>Specialty Services</u>						<u>Cost/service</u>	<u>Cost/hour</u>	
Window Washings - inside and outside								
Bathrooms deep cleaning tile, grout and cove base								
Extract carpets								
Shampoo Carpets								
Upholstery clean. Shampooing and extracting								
Strip and re wax VT and cove base - 3 coats								
Exterior wood cleaning - hand wash and rinse (Historic Buildings only)								
General handy- man services - patching, small repairs, painting furniture and equipment moving, etc.								
Emergency on-call services - Floods, cleanups and non-routine assistance.								
Other								

Town Parks Guide Sheet

<u>Custodial and Maintenance Services</u>	<u>Location : Town Parks</u>	
		hours /day
		Personnel/day
Restrooms		
Daily	Clean and sanitize all toilets bowls, seats, and urinals	
Daily	Clean all Sinks, countertops, fixtures, dispensers, glass and chrome	
Daily	Spot clean walls, doors, partitions and all touch points	
Daily	Refill all dispensers and automatic devices	
Daily	Empty all waste and trash receptacles	
Daily	Sweep and Mop floor with Sanitizing Cleaners	
<u>Town Parks rest room facilities</u>	Settlers Park	
	Community house Park	
	Ballantine Park	
	Schedule - Saturday and Sunday - Summer season only 12-16 weekends	

Southbury Police Station Guide Sheet

<u>Custodial and Maintenance Services</u>	<u>Location : Police department</u>	Approx Sq. FT: 9,500
	<u>421 Main Street South</u>	hours /day
		Personnel/day
Restrooms / Locker Rooms/Retention Areas		
Daily	Clean and sanitize all toilets bowls, seats, and urinals (includes exterior of fixtures)	
Daily	Clean all Sinks, countertops, fixtures, dispensers, glass and chrome	
Daily	Spot clean walls, doors, partitions and all touch points	
Daily	Refill all dispensers and automatic devices	
Daily	Empty all waste and trash receptacles	
Daily	Sweep and Mop floor with Sanitizing Cleaners	
Daily	Showers, locker area, changing areas etc	
General Areas - includes all levels and floors		
Daily	Includes all offices, meeting rooms, conference rooms, common areas and corridors	
Daily	Empty and maintain all trash and recycling baskets, bins and receptacles -	
Daily	Clean and Disinfect water fountains	
Daily	Wipe down and Disinfect all tables, desks and counters	
Daily	Wipe down and Disinfect all meeting rooms, conference rooms and general public areas	
Daily	Clean and Disinfect elevator surfaces - inside and out - buttons, doors control panels, door tracks , etc.	
Daily	Sweep / damp mop any hard surface floors	
Daily	Vacuum all carpeted areas, corners and edges as needed.	
Daily	Clean and Disinfect entry ways surfaces - inside and out - glass, handles, tracks, etc.	
Daily	Spot clean and Disinfect smudges and marks from walls, doors, jambs and light switches	
Daily	Remove Cobwebs as needed	
Daily	Empty all trash and recycling receptacles	
Daily	Exterior - clean and disinfect all touch surfaces and handles	
Daily	Exterior sweep back and build up of dirt,debris and excessive salts from entrances	
Daily	Maintain entrance mats, flooring and rugs	
Weekly	Exterior - clean and disinfect all touch surfaces and handles	
Weekly	Perform dusting of all window sills	
Weekly	Perform dusting of all chair rail molding throughout	
Weekly	Clean Door sills, frames and tracks	
Monthly	perform all high dusting	
Monthly	Add water to floor drains and traps	
Monthly	Perform dusting of all file cabinets, chair legs, computer	
Monthly	Perform dusting of all open book shelf and storage units	
Quarterly	Clean all air vents - supply and return grills	
Quarterly	Clean exterior waste receptacles	
Quarterly	Exterior - clean and disinfect all touch surfaces and handles	
Quarterly	Clean entrance interior and exterior windows and sills - doors and frames	
Quarterly	Remove all gum and marking form sidewalks	
Quarterly	Remove markings, scuffs, smudges and spots from pillars and support columns	
Quarterly	Detail clean of stair ways	
<u>Annually</u>	Shampoo elevator carpets	
	Power Wash main entrances, portico, employee entrances and overhangs	
<u>General cleaning schedule</u>		
	Police Department 7 days weekly Currently performed - after beginning of 2nd shift rotation	

Community Building Guide Sheet

<u>Custodial and Maintenance Services</u>	Location : Community Building	Approx Sq. FT: 16,000
	<u>561 Main Street South</u>	Hours /day
		Personnel/day
Restrooms		
Daily	Clean and sanitize all toilets bowls, seats, and urinals	
Daily	Clean all Sinks, countertops, fixtures, dispensers, glass and chrome	
Daily	Spot clean walls, doors, partitions and all touch points	
Daily	Refill all dispensers and automatic devices	
Daily	Empty all waste and trash receptacles	
Daily	Sweep and Mop floor with Sanitizing Cleaners	
General Areas - includes all levels and floors		
Daily	Includes all offices, meeting rooms, conference rooms, common areas and corridors	
Daily	Empty and maintain all trash and recycling baskets, bins and receptacles	
Daily	Clean and Disinfect water fountains	
Daily	Wipe down and Disinfect all tables, desks and counters	
Daily	Wipe down and Disinfect all meeting rooms, conference rooms and general public areas	
Daily	Clean and Disinfect elevator surfaces - inside and out - buttons, doors control panels, door tracks , etc.	
Daily	Sweep / damp mop any hard surface floors	
Daily	Vacuum all carpeted areas, corners and edges as needed.	
Daily	Clean and Disinfect entry ways surfaces - inside and out - glass, handles, tracks, etc.	
Daily	Spot clean and Disinfect smudges and marks from walls, doors, jambs and light switches	
Daily	Remove Cobwebs as needed	
Daily	Empty all trash and recycling receptacles	
Daily	Exterior - clean and disinfect all touch surfaces and handles	
Daily	Exterior Entrances - sweep back build up of dirt,debris and excessive salts from entrances	
Daily	Maintain entrance mats, flooring and rugs	
Weekly	Exterior - clean and disinfect all touch surfaces and handles	
Weekly	Perform dusting of all file cabinets, chair legs, computer.	
Weekly	Perform dusting of all open book shelf and storage units	
Weekly	Perform dusting of all window sills	
Weekly	Perform dusting of all chair rail molding throughout	
Weekly	Clean Door sills, frames and tracks	
Monthly	perform all high dusting	
Quarterly	Clean all air vents - supply and return grills	
Quarterly	Machine Scrub VCT flooring and buff tile floors	
Quarterly	Clean exterior waste receptacles	
Quarterly	Exterior - clean and disinfect all touch surfaces and handles	
Quarterly	Clean entrance windows and sills - doors and frames	
Quarterly	Remove all gum and marking form sidewalks	
<u>Annually</u>	Deep clean of kitchen - floors, walls and equipment	
	Power Wash main entrances, portico, employee entrances and overhangs	
	<i>Cleaning of building begins anytime after 9:30pm</i>	
Hours of operation	Senior Center & Parks and Recreation Office	
	Monday - Thursday	8:00 AM to 4:30 PM
	Friday	8:00 AM to 1:00 PM
	Parks and Recreation evening activities - M - F	until 9:00pm

Southbury Library Guide Sheet

Custodial and Maintenance Services	Location : Southbury Public Library	Approx Sq. FT: 34,400
	100 Poverty Road	hours /day
		Personnel/day
Restrooms		
Daily	Clean and sanitize all toilets bowls (in and out), seats, and urinals	
Daily	Clean all Sinks, countertops, fixtures, dispensers, glass and chrome	
Daily	Spot clean walls, doors, partitions and all touch points	
Daily	Refill all dispensers and automatic devices	
Daily	Empty all waste and trash receptacles	
Daily	Sweep and Mop floor with Sanitizing Cleaners	
Daily	Custodial closets, areas and storage rooms and equipment - cleaned, organized and free of clutter	
General Areas - includes all levels and floors		
Daily	Includes all offices, meeting rooms, conference rooms, common areas and corridors	
Daily	Empty and maintain all trash and recycling baskets, bins and receptacles	
Daily	Clean and Disinfect water fountains - bottle fill stations	
Daily	Wipe down and Disinfect all tables, desks and counters	
Daily	Wipe down and Disinfect all meeting rooms, conference rooms and general public areas	
Daily	Clean and Disinfect elevator surfaces - inside and out - buttons, doors control panels, door tracks , etc.	
Daily	Sweep/ vacuum / damp mop any hard surface floors	
Daily	Vacuum all carpeted areas, corners and edges as needed.	
Daily	Clean and Disinfect entry ways surfaces - inside and out - glass, handles, tracks, etc.	
Daily	Spot clean and Disinfect smudges and marks from walls, doors, jams and light switches	
Daily	Remove Cobwebs as needed	
Daily	Empty all trash and recycling receptacles	
Daily	Exterior - clean and disinfect all touch surfaces and handles	
Daily	Exterior sweep back any build up of dirt, debris and excessive salts from entrances	
Daily	Maintain entrance mats, flooring and rugs	
Weekly	Exterior - clean and disinfect all touch surfaces and handles	
Weekly	Perform dusting of all file cabinets, chair legs, computer.	
Weekly	Perform dusting of all open book shelf and storage units	
Weekly	Perform dusting of all window sills	
Weekly	Perform dusting of all chair rail molding throughout	
Weekly	Clean Door sills, frames and tracks	
Monthly	perform all high dusting	
Quarterly	Clean all air vents - supply and return grills	
Quarterly	Clean exterior waste receptacles	
Quarterly	Exterior - clean and disinfect all touch surfaces and handles	
Quarterly	Clean entrance windows and sills - doors and frames	
Quarterly	Remove all gum and marking from sidewalks	
Quarterly	Remove markings, scuffs, smudges and spots from pillars and support columns	
Annually	Detail clean of stair ways	
	Shampoo elevator carpets	
	Deep clean of kitchen - floors, walls and equipment	
	Power Wash main entrances, portico, employee entrances and overhangs	
General cleaning schedule	NOTE: Buildings have varying closing times	
	<u>Cleaning of building begins anytime after closing times</u>	
	Southbury Public Library	
	Monday, Wednesday and Friday	9:30 AM to 5:30 PM
	Tuesday and Thursday	9:30 AM to 9:00 PM
	Saturday	9:30 AM to 4:00 PM
	Saturday (August)	Closed
	Sunday	12:00 PM to 5:00 PM
	Sunday (July - August)	Closed
	<u>Cleaning of building begins anytime after 9:30pm</u>	

Historic Buildings Guide Sheet

Custodial and Maintenance Services	Location : Old Town Hall - 624 South Britian Road	Approx Sq. FT: 1,500
	Location : Old Library - South Britian Road	Approx Sq. FT: 900
	Location : Bullet Hill School House - 223 Main Street North	Approx Sq. FT: 1,250
Restrooms		
2x monthly	Clean and sanitize all toilets bowls, seats, and urinals	
2x monthly	Clean all Sinks, countertops, fixtures, dispensers, glass and chrome	
2x monthly	Refill all dispensers and automatic devices	
2x monthly	Empty all waste and trash receptacles	
2x monthly	Sweep and Mop floor with Sanitizing Cleaners	
General Areas - includes all levels and floors		
2x monthly	Includes all offices, meeting rooms, conference rooms, common areas and corridors	
2x monthly	Empty and maintain all trash and recycling baskets, bins and receptacles -	
2x monthly	Wipe down and Disinfect all tables, desks and counters	
2x monthly	Wipe down and Disinfect all meeting rooms, conference rooms and general public areas	
2x monthly	Sweep / damp mop any hard surface floors	
2x monthly	Vacuum all carpeted areas, corners and edges as needed.	
2x monthly	Clean and Disinfect entry ways surfaces - inside and out - glass, handles, tracks, etc.	
2x monthly	Spot clean and Disinfect smudges and marks from walls, doors, jambs and light switches	
2x monthly	Remove Cobwebs as needed.	
2x monthly	Empty all trash and recycling receptacles	
2x monthly	Exterior - clean and disinfect all touch surfaces and handles	
2x monthly	Exterior Entrances - sweep back build up of dirt,debris and excessive salts from entrances	
2x monthly	Maintain entrance mats, flooring and rugs	
2x monthly	Exterior - clean and disinfect all touch surfaces and handles	
2x monthly	Perform dusting of all window sills	
2x monthly	Perform dusting of all chair rail molding, stairs throughout	
2x monthly	Clean Door sills, frames and tracks	
2x monthly	perform all high dusting	
2x monthly	Clean all air vents - supply and return grills	
2x monthly	Machine Scrub VCT flooring and buff tile floors	
2x monthly	Clean exterior waste receptacles	
2x monthly	Exterior - clean and disinfect all touch surfaces and handles	
2x monthly	Clean entrance windows and sills - doors and frames	
Monthly	Dust / cobweb maintenance	
Monthly	Check Dehumidifiers, clean filter and check area	
	<i>Cleaning of building begins anytime after 9:30pm</i>	
Hours of operation	Historic Building locations	
	Each location has changing schedules - will need to be reviewed monthly	
	Invoices are only submitted when services are rendered -	