

NOTICE OF BID INVITATION
JANITORIAL SERVICES FOR TOWN OF MONROE BUILDINGS

NOTICE is hereby given that sealed Bids will be received by the Town Clerk, for the Town of Monroe, County of Orange, State of New York on or before **March 5, 2018** at 10:00 A.M., prevailing time, at Monroe Town Hall, 1465 Orange Turnpike, Monroe, New York, at which time and place bids will be opened and read in public for:

JANITORIAL SERVICES FOR TOWN BUILDINGS
FOR A CONTRACT PERIOD OF APRIL 1, 2018 through MARCH 31, 2020.

Interested parties may request a Bid Package, including detailed specifications and other Bid information from the Town Clerk's Office at the above address beginning on **February 7, 2018**, during regular business hours 8:00 A.M. to 4:00 P.M., excluding holidays and weekends.

In order to submit a Bid, the Contractor must participate in a **MANDATORY** walk-through of the buildings specified in the Bid Package on **February 16, 2018 at 10:00A.M.**, to be initiated at Town Hall. Please contact the Town of Monroe Supervisor, Anthony Cardone, at (845) 783-1900, extension 104 to register for the walk-through. Unescorted access to any of the Town of Monroe buildings is NOT permitted.

All Bids must be presented on forms supplied by the Town in the Bid Package. Any Bids not returned on the proper forms will not be considered. All blank spaces for Bid prices must be filled in, in ink or typewritten, in both words and figures. Erasures or other changes in the Bid must be explained or noted and initialed by the Contractor. Where there is a discrepancy between amounts in written words and printed numbers, the written word will control. **Sealed Bids must be received by the Town Clerk's Office no later than 10:00 a.m. on Monday, March 5, 2018.** In the event of duplicate Bids, the Town Board reserves the right to make the award to the Bidder it believes would best service the needs of the Town. The Town Board further reserves the right to waive informalities and to reject any and all Bids, provided the best interest of the Town is served thereby.

Bids shall be plainly marked on the outside of the sealed envelope as follows: **JANITORIAL SERVICES FOR TOWN OF MONROE BUILDINGS.** The Town assumes no responsibility for Bids returned by mail.

Dated: _____, 2018

BY ORDER OF THE TOWN BOARD
OF THE TOWN OF MONROE
MARY ELLEN BEAMS, TOWN CLERK

BID INSTRUCTIONS AND REQUIREMENTS
JANITORIAL SERVICES-TOWN OF MONROE

The Bid Specifications and Bid form consist of the documents listed below. Please initial at the bottom of each page where noted, and sign where indicated. **SUBMIT PAGES _____ AS PART OF YOUR BID.**

The Bid Package to be submitted consists of _____ pages and includes the following:

1. Bid Instructions and Requirements
2. Specifications for Janitorial Services & Floor Care
3. Bidder Qualifications & Questionnaire
4. References
5. Bid Forms & Separate Pricing Proposals
6. Bidder's Certificate of Compliance with the Iran Divestment Act
7. Statement of Non-Collusion
8. Certificates of Insurance
9. Agreement

The undersigned proposes to furnish janitorial services to the Town of Monroe for the following buildings:

Town Hall 1465 Orange Turnpike Monroe, New York 10950	Town Court 15-17 Lake Street Monroe, New York 10950	Senior Center 101 Mine Road Monroe, New York 10950
TMACC Theaters 34 Millpond Parkway Monroe, New York 10950	Highway Department 87 Mine Road Monroe, New York 10950	Dial-A-Bus 91 Mine Road Monroe, New York 10950

At the time of the opening of Bids, each Contractor will be presumed to have inspected the Town Buildings and to have read and to be thoroughly familiar with the Contract documents. Failure or omission of any Contractor to examine any forms, instruments, or documents shall, in no way, relieve the Contractor from any obligation with respect to its Bid.

GENERAL CONDITIONS OF BID

1. The Bidder must bid on all Town Buildings as set forth above in order to qualify for consideration.
2. The Bidder must present proof of Registration as a business with the State of New York or proof of incorporation in New York State.

3. Any such persons entering the said buildings to provide janitorial services are subject to a background check. Persons who have a criminal history or other conduct which negatively impugns their character for the purposes of performing janitorial services may, in the sole discretion of the Town Board, be disqualified.
4. The Bidder will be required to furnish specific staffing requirements for each building.
5. Prices submitted shall be fixed and without a separate discount or allowance.
6. The Town reserves the right to amend, modify, rescind, alter, revise or enter into to the agreement as drafted, which is provided with the Bid Package, so as to promote the best interest of the Town and its inhabitants.
7. All Bidders must be bonded with a minimum janitorial/business service bond of \$100,000 and supply proof with response to this bid. The form of the bond must be satisfactory to the Town Attorney.
8. Certified payroll must be submitted with the monthly voucher.
9. Along with any Bid, the Bidder must supply proof of Workers Compensation Insurance and Liability Insurance of at least \$1,000,000.00 and will name the Town of Monroe as an insured under said policies. Coverage shall remain in effect throughout the term of this Agreement.
10. **In addition to satisfying the following Proposal requirements, please provide a listing of at least four (4) current and/or past clients including contact information, which will serve as a reference list, in the form attached hereto and provided in the Bid Package.**
11. Bills for payment shall be submitted on Town vouchers furnished with Purchase Orders at least ten (10) days prior to the regular monthly meetings of the Town Board, in order to be considered for payment in that month.
12. In the event of duplicate bids, the Town Board reserves the right to make the award to the bidder it believes would best serve the needs of the Town.
13. The Town shall not consider any Bids covering less than the contract period.
14. In order to submit a Bid, the Bidder must participate in a **MANDATORY** walk-through of the buildings specified in the bid package on **February 16, 2018 at 10:00 a.m.**, to be initiated at Town Hall. Please contact Town of Monroe Supervisor Anthony Cardone at (845) 783-1900, extension 104 to register for the walk-through. Please be prepared to drive between the different locations. Unescorted access to any of the Town of Monroe buildings is NOT permitted.

15. **PREVAILING WAGE REQUIREMENT FOR EMPLOYEES:** If Bidder will employ people to complete the contract, Bidder shall be required to comply with the requirements of Article 9 of the Labor Law – see Section 230 et seq. of the Labor Law – (Prevailing Wage Law for Building Service Employees). By bidding, Bidder agrees to comply with Article 9 for all employee bidder hires, and to otherwise comply with all laws, rules, and regulations. A copy of the prevailing wage schedule is included in these bid documents.
16. Payment invoices shall be submitted on Town of Monroe vouchers (to be supplied) by the 10th day of the month, furnished with a valid Purchase Order Number. A Net 30-day invoice payment policy will be exercised.
17. No interpretation of the meaning of the specifications or other Bid documents will be made to any Contractor verbally. Every request for such interpretation must be in writing addressed to: TOWN OF MONROE, TOWN CLERK, 1465 Orange Turnpike, Lower Level, Monroe, New York 10950 with a copy to the Town of Monroe Special Counsel: Feerick Lynch MacCartney & Nugent, PLLC, Attn.: Brian D. Nugent, Esq., 96 South Broadway, South Nyack, New York 10960.
18. All applicable Federal and State laws, municipal ordinances, local laws and the rules and regulations of all authorities having jurisdiction over the services shall apply to the Contract throughout the term thereof, and said laws are deemed to be included in the Contract the same as though herein written out in full.
19. Contractor shall be bound by the provisions of New York Labor Law § 220-e including, but not limited to the requirement that (a) in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason of race, creed, color, disability, sex or national origin discriminate against any citizen of the state of New York who is qualified and available to perform the work to which the employment relates; and (b) no contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed, color, disability, sex or national origin

Dated: _____, 2018
Monroe, New York

By Order of the Town Board of the Town of Monroe
Mary-Ellen Beams, Town Clerk

SPECIFICATIONS FOR JANITORIAL SERVICES

CONTRACT PERIOD: APRIL 1, 2018 through MARCH 31, 2020

- I. **Description of Work Required:** It shall be the responsibility of the Contractor to maintain the interior areas of the Town of Monroe Buildings to provide a neat, clean, and sanitary appearance. The buildings to be cleaned are the Town Hall, Town Court, Senior Center, TMACC Theaters, Highway Department, and the Dial-A-Bus Building.

- II. **Materials:** The Town shall provide all towels, plastic waste bags and disposable rest room supplies as may be required. The Contractor shall provide all cleaning and polishing materials and equipment necessary to provide proper service as determined by the Town of Monroe. Bidders may submit an optional quote on the form provided with this bid for the Town to purchase products through the successful bidder.

- III. **Hours of Work:** The following shall be the hours of work:
 - A. Contractor shall not begin work before 4:00 p.m. at the Town Hall, Senior Center and Dial-A-Bus Building and will be expected to schedule his/her activities around public meetings and other limiting factors. Town Hall shall be cleaned Monday-Friday after 4 p.m. The Senior Center shall be cleaned on Tuesday, Wednesday, Thursday and Friday after 4 p.m., finishing no later than 6:30 p.m. as to accommodate Municipal Meetings. Dial-A-Bus shall be cleaned once a week on Friday after 4 p.m.
 - B. Work at the Town Court shall be completed during the early a.m. hours so as not to disrupt daily office operations or Night Court., prior to the start of the regular business day at 8 a.m.
 - C. Work at the TMACC Theaters shall take place during the early a.m. hours 7 days a week prior to the first movie showing of the day.
 - D. Work at the Highway Department shall not begin before 3:30 p.m. The Highway Department shall be cleaned every Friday after 3:30 p.m.
 - E. Alternate days for the above will be entertained if it makes the schedule more efficient.

- IV. **Work Schedule:** The Contractor shall provide services each week, commencing Monday and ending Friday, with recognized Town holidays as the only exceptions to the normal schedule. The Holiday Scheduled is attached hereto as Exhibit "A" and incorporated as if set forth in entirety herein.

- V. **Daily Security Procedure:** Upon completion of daily cleaning, Contractor shall

turn off all lights except those designated by the Town to be left on, close all windows, lock all doors, and set alarm system as deemed necessary by the Town.

- VI. **Method of Payment:** The Contractor shall invoice the Town monthly for services provided on a lump sum monthly charge, which shall be 1/12 of the total yearly bid price for Janitorial Services.
- VII. **Supplies:** All materials and equipment shall be provided by the Contractor. These shall include wet mops, dust mops, brooms, dust cloths, mop buckets, floor pads, disinfectants, furniture polish, window cleaner, metal polish, scouring pads, bowl cleaners, wipers, vacuum cleaners and waste collectors. Paper products, including toilet tissue, urinal odor blocks, paper towels, plastic trash liners, sanitary napkins and hand soap shall be provided by the Town. However, as set forth herein, Bidders may submit an optional quote on the form provided with this bid for the Town to purchase products through the successful bidder.
- VIII. **Work Required:** The following sets forth the minimum service routines, which **must** be followed for Town Hall, Town Court, Senior Center, TMACC Theaters, Highway Department, and Dial-A-Bus. All Bathrooms in the buildings are included.

A. TOWN HALL (1465 Orange Turnpike)

*To be cleaned 5 times a week, Monday-Friday after 4 p.m.

i. LOBBY

- 1. Dust and mop hard surface floors
- 2. Empty trash receptacles and reline
- 3. Dust all furniture, counters and displays
- 4. Dust corridor ceiling, lights
- 5. Remove scuffmarks off lobby and corridor wall covering
- 6. Wipe down door surfaces
- 7. Clean the inside windows as needed

ii. OFFICES, CONFERENCE ROOM

- 1. Empty and reline wastebaskets
- 2. Dust and mop hard surface floors
- 3. Dust desks, all counter tops and tables
- 4. Dust all horizontal surfaces including shelving, molding, ledges, and sills
- 5. Remove scuffmarks off all painted walls and wall coverings
- 6. Clean the inside windows as needed

iii. KITCHEN AREA

1. Empty, clean, sanitize and reline trash receptacles
2. Damp clean and sanitize countertops
3. Damp clean all appliance exteriors
4. Spot clean walls, cabinets
5. Clean the inside of the refrigerator once a month

iv. **RESTROOMS**

1. Clean and sanitize (all surfaces) toilets, urinals, sinks, faucets
2. Scour, wash and disinfect all basins, bowls and urinals
3. Wash and disinfect all toilet seats
4. Spot clean all partitions and tile walls
5. Sweep and wash all floors using proper disinfectant
6. Empty paper towel and other waste receptacles and transport waste to designated area.
7. Replenish expendable rest room supplies into proper dispensers
8. Wash and polish all mirrors, powder shelves, bright work and enameled surfaces
9. Replace deodorant cakes in urinals as needed

B. TOWN COURT (15-17 Lake Street)

*To be cleaned 5 times a week, Monday-Friday in the early a.m. hours, prior to the start of the regular business day at 8 a.m.. All garbage should be placed in the dumpsters.

i. **ENTRY HALLWAY**

1. Dust and mop hard surface floors
2. Vacuum carpeted areas
3. Empty trash receptacles and reline
4. Dust entry ceiling, lights
5. Remove scuffmarks off all painted walls/wall covering.
6. Wipe down door surfaces
7. Clean the inside windows as needed

ii. **STAIRWAY**

1. Dust and mop hard surface stairs
2. Wipe banisters (front and back)

iii. **OFFICES**

1. Empty and reline wastebaskets.
2. Dust and mop hard surface floors
3. Dust desks, all counter tops and tables
4. Dust all horizontal surfaces including shelving, molding, ledges, and sills

5. Remove scuffmarks off all painted walls and wall coverings
6. Clean the inside windows as needed
7. Vacuum carpeted areas
8. Spot clean carpet when necessary

iv. **COURTROOM AND JUDGES' CHAMBERS**

1. Empty and reline wastebaskets.
2. Dust and mop hard surface floors
3. Dust and wipe down desks, Judge's bench, all counter tops, walls and tables
4. Dust all horizontal surfaces including shelving, molding, ledges, and sills
5. Remove scuffmarks off all painted walls and wall coverings
6. Clean the inside windows as needed
7. Wipe down seating

v. **RESTROOMS**

1. Clean and sanitize (all surfaces) toilets, urinals, sinks, faucets
2. Scour, wash and disinfect all basins, bowls and urinals
3. Wash and disinfect all toilet seats
4. Spot clean all partitions and tile walls
5. Sweep and wash all floors using proper disinfectant
6. Empty paper towel and other waste receptacles and transport waste to designated area
7. Replenish expendable rest room supplies into proper dispensers
8. Wash and polish all mirrors, powder shelves, bright work and enameled surfaces
9. Replace deodorant cakes in urinals as needed

C. SENIOR CENTER (101 Mine Road)

*To be cleaned Tuesday, Wednesday, Thursday, and Friday after 4 p.m., finishing no later than 6:30 p.m. All garbage removed from building should be placed in dumpster near Dog Shelter Building.

i. **LOBBY**

1. Dust and mop hard surface floors
2. Clean the front window door
3. Clean the inside windows as needed
4. Clean and sanitize drinking fountain
5. Wipe down door surfaces
6. Remove any scuffmarks off all painted walls and wall coverings

ii. **MAIN FLOOR**

1. Wipe down tables and chairs, especially on Thursdays, and if needed, on Tuesday and Wednesday
2. Vacuum all carpeted areas
3. After vacuuming, table and chairs should be placed in order (14 tables with 8 chairs at each table)
4. Dust informational table near TV and office
5. Clean windows
6. Wipe windowsills and dust blinds on the 1st of the month
7. Spot clean carpet when necessary, especially outside of kitchen area

iii. OFFICE

1. Vacuum carpeting
2. Dust desk
3. Empty trash receptacles and reline

iv. KITCHEN

1. Dust and mop hard surface floors
2. Clean countertops, sink and appliances
3. Empty, clean, sanitize and reline trash receptacles
4. Clean the inside of the refrigerator once a month

v. RESTROOMS

1. Clean and sanitize (all surfaces) toilets, urinals, sinks, faucets
2. Scour, wash and disinfect all basins, bowls and urinals
3. Wash and disinfect all toilet seats
4. Spot clean all partitions and tile walls
5. Sweep and wash all floors using proper disinfectant
6. Empty paper towel and other waste receptacles and transport waste to designated area
7. Replenish expendable rest room supplies into proper dispensers
8. Wash and polish all mirrors, powder shelves, bright work and enameled surfaces
9. Replace deodorant cakes in urinals as needed

***Stairwell between floors must be dusted and mopped**

vi. DOWNSTAIRS LEVEL

1. Dust Computer Room on Thursdays, including all tables and underneath
2. Dust and mop hard surface floors
3. Vacuum and dust each room

vii. DOWNSTAIRS LEVEL RESTROOMS

1. Clean and sanitize (all surfaces) toilets, urinals, sinks, faucets
2. Scour, wash and disinfect all basins, bowls and urinals
3. Clean all glass and mirrors
4. Spot clean all ceramic tile walls, floors partitions
5. Damp clean, sanitize walls, partitions
6. Sweep and wash all floors using proper disinfectant
7. Empty paper towel and other waste receptacles and transport waste to designated area.
8. Replenish expendable rest room supplies into proper dispensers
9. Replace deodorant cakes in urinals as needed

D. TMACC THEATERS- (34 Millpond Parkway)

*First two (2) floors to be cleaned 7 days a week to include lobby, theaters and concession area during the early a.m. hours, prior to the first movie showing of the day.

i. LOBBY

1. Dust and mop hard surface floors
2. Damp wipe hard surface floors
3. Clean and sanitize drinking fountains
4. Empty, clean, sanitize and reline trash receptacles
5. Vacuum carpet areas
6. Clean the front and side doors
7. Clean the inside windows as needed
8. Buff the main lobby floors once every 2 weeks
9. Empty outside trash receptacles and smoking urns

ii. CONCESSION AREA

1. Empty, clean, sanitize and reline trash receptacles
2. Dust and mop hard surface floors with a degreaser
3. Wipe down all equipment to remove grease and spills
4. Remove hood filters/wash and reinstall
5. Wipe hoods to remove grease
6. Damp clean, sanitize countertops
7. Spot clean walls, cabinets
8. Sanitize and wipe down candy showcase, including cleaning of glass

iii. THEATERS

1. Empty, clean, sanitize and reline trash receptacles
2. Vacuum all carpeting
3. Sweep, damp mop tile flooring, removing gum, candy and/or other items that stick to the floor.

4. Clean base and back of seats as well as chair arms and beverage holders
5. At the beginning of the contract period, contractor will steam clean all theater seats. Contractor will thereafter Steam clean theater seats once a week on a rotating theater schedule (***Please provide separate pricing information for this on the form provided below.**)
6. At the beginning of the contract period, contractor will steam clean all carpeting in the theaters. Steam clean carpet every 2-3 months (***Please provide separate pricing information for this on the form provided below.**)
7. Spot clean all carpeting when necessary
8. Clean entrance and exit doors

iv. RESTROOMS

1. Clean and sanitize (all surfaces) toilets, urinals, sinks, faucets
2. Scour, wash and disinfect all basins, bowls and urinals.
3. Wash and disinfect all toilet seats.
4. Spot clean all partitions and tile walls.
5. Sweep and wash all floors using proper disinfectant
6. Empty paper towel and other waste receptacles and transport waste to designated area.
7. Replenish expendable rest room supplies into proper dispensers
8. Wash and polish all mirrors, powder shelves, bright work and enameled surfaces
9. Replace deodorant cakes in urinals as needed

v. THIRD FLOOR

***To be cleaned on a weekly basis unless the space has been used for a function**

vi. THIRD FLOOR MAIN AREA

1. Dust and mop hard surface floors
2. Damp wipe hard surface floors
3. Clean and sanitize drinking fountains
4. Empty, clean, sanitize and reline trash receptacles
5. Vacuum carpet areas
6. Clean the inside windows as needed

vii. THIRD FLOOR RESTROOMS

1. Clean and sanitize (all surfaces) toilets, urinals, sinks, faucets
2. Scour, wash and disinfect all basins, bowls and urinals.
3. Wash and disinfect all toilet seats.
4. Spot clean all partitions and tile walls.
5. Sweep and wash all floors using proper disinfectant
6. Empty paper towel and other waste receptacles and transport waste to designated area.

7. Replenish expendable rest room supplies into proper dispensers
8. Wash and polish all mirrors, powder shelves, bright work and enameled surfaces
9. Replace deodorant cakes in urinals as needed

E. HIGHWAY DEPARTMENT- (87 MINE ROAD)

*To be cleaned once a week on Friday between the hours of 11 a.m. and 1 p.m.

i. HIGHWAY OFFICE

1. Dust and mop hard surface floors
2. Vacuum floor rug
3. Empty and reline wastebaskets

ii. LUNCH ROOM

1. Empty, clean, sanitize and reline trash receptacles
2. Dust, sweep and mop hard surface floors
3. Damp clean and sanitize countertops

iii. RESTROOMS

1. Clean and sanitize (all surfaces) toilets, urinals, sinks, faucets
2. Scour, wash and disinfect all basins, bowls and urinals.
3. Clean all glass and mirrors
4. Spot clean all ceramic tile walls, floors partitions
5. Damp clean, sanitize walls, partitions
6. Sweep and wash all floors using proper disinfectant
7. Empty paper towel and other waste receptacles and transport waste to designated area.
8. Replenish expendable rest room supplies into proper dispensers
9. Replace deodorant cakes in urinals as needed

F. DIAL-A-BUS- (91 MINE ROAD)

*To be cleaned once a week on Fridays between the hours of 8 a.m.-10 a.m.

i. DRIVERS' LOUNGE

1. Vacuum all carpeting
2. Dust and mop all hard surface floors
3. Empty, clean, sanitize and reline trash receptacles
4. Dust all furniture, counters and displays
5. Dust ceiling, lights

ii. DISPATCH OFFICE

1. Empty and reline wastebaskets.
2. Vacuum all carpeting
3. Dust and mop all hard surface floors
4. Dust desks, all counter tops and tables
5. Dust all horizontal surfaces including shelving, molding, ledges, and sills.
6. Remove scuffmarks off all painted walls and wall coverings
7. Spot clean all carpeting when necessary

iii. **MAIN OFFICE**

1. Empty and reline trash receptacles
2. Vacuum all carpeting
3. Dust and mop all hard surface floors
4. Dust desks, all counter tops and tables
5. Dust all horizontal surfaces including shelving, molding, ledges, and sills
6. Remove scuffmarks off all painted walls and wall coverings
7. Spot clean all carpeting

iv. **RESTROOMS**

1. Clean and sanitize (all surfaces) toilets, urinals, sinks, faucets
2. Scour, wash and disinfect all basins, bowls and urinals.
3. Wash and disinfect all toilet seats.
4. Spot clean all partitions and tile walls.
5. Sweep and wash all floors using proper disinfectant
6. Empty paper towel and other waste receptacles and transport waste to designated area.
7. Replenish expendable rest room supplies into proper dispensers
8. Wash and polish all mirrors, powder shelves, bright work and enameled surfaces
9. Replace deodorant cakes in urinals as needed

G. FLOOR CARE

i. **TILE FLOORING**

At the beginning of the contract period, Contractor shall strip all designated tile flooring areas of existing finish with a commercial stripping agent, thoroughly clean and re-coat all floor areas with an approved high gloss hard finish. Finish shall consist of two coats of sealer, followed by two coats of a high gloss top finish.

Contractor shall power buff all waxed floor areas once quarterly, for a total of eight (8) buffings during the contract period.

The schedule for stripping, re-coating and buffing of tile flooring shall be arranged with and approved by the Owner. At a minimum, this shall be performed once annually.