



## Town of East Haven

### BID # 15-03 BUILDING MAINTENANCE AT THE EAST HAVEN POLICE DEPARTMENT

Date \_\_\_\_\_

- The Town of East Haven reserves the right to award separate items to separate bidders. Awards will be made in accordance with available funding.
- Bidders are advised to show the **total price** on the **BID FORM** and to **sign** the **BID FORM** where indicated.
- Prices shall not include sales or excise taxes, for which the Town is not liable. The Town will execute any necessary exemption certificates.
- Substitutions proposed by bidders shall only be accepted at the discretion of the Town.
- The Town reserves the right to reject any and all bids or waive defects in same if it is deemed in the best interest of the Town to do so.

**BID FORM**

	<b>Monthly Cost</b>	<b>Annual Cost</b>
<b>Contract Date</b> July 1, 2015 – June 30, 2016		
<b>Option Year 1</b> July 1, 2016 – June 30, 2017		
<b>Option Year 2</b> July 1, 2017 – June 30, 2018		

**Name/Company** \_\_\_\_\_

**Address** \_\_\_\_\_  
 \_\_\_\_\_

**Phone** (    ) \_\_\_\_\_ **Fax** (    ) \_\_\_\_\_

**Email** \_\_\_\_\_ **@** \_\_\_\_\_

\_\_\_\_\_  
 Signature Date

**CLEARLY** Print Name/Title: \_\_\_\_\_

## SERVICE REQUIREMENTS

### Daily\*

*Seven (7) days per week and 24-hour service for emergencies (at no extra charge) to comply with OSHA guidelines*

- Empty waste baskets and dispose of trash in designated area
- Dust desks, tables and chairs
- Spot-clean walls & doors
- Dust-mop hardwood floors
- Vacuum carpeted areas, remove spots
- Clean lobby door glass
- Clean and polish drinking fountains
- Scour and disinfect wash basins, toilet bowls, seats and urinals
- Clean and polish mirrors
- Wipe and polish bright work
- Spot-clean walls, doors and partitions in restrooms
- Wet-mop and disinfect all floors
- Clean and disinfect all cells and holding area

\*Includes disinfecting rear containment areas of police car and prisoner van when needed for contamination.

**Bidders are instructed to contact the Police Chief at (203) 468-3214 for a tour of the facility and to discuss the hours when these services will be required/performed at the sole discretion of the Police Chief or his designee(s).**

### Special Clause

*Any individual who works at the East Haven Police Department shall voluntarily submit to a records and a background check performed by the East Haven Police Department personnel. The sole discretion to allow any individual to work at the East Haven Police Department, interior or exterior, belongs to the **Chief of Police**. Contractor agrees that a violation of the aforementioned **Special Clause** without expressed permission from the **Chief of Police** shall be **GROUNDS TO TERMINATE** the contracted agreement.*

### **Weekly**

- Dust file cabinets, shelves, ledges, sills and baseboards
- Spot-clean partition glass; doors and walls
- Buff tile floors
- Dust telephones and disinfect mouthpieces

### **Monthly**

- Dust high areas
- Vacuum upholstered furniture
- Add one (1) coat of finish to tile floors
- Dust and clean light fixtures

### **Semi-Annually**

- Wash exterior and interior of all windows
- Shampoo carpeting
- Strip and refinish all tile floors in the building

### **Other**

- The Police Department will furnish all supplies (paper towels, toilet paper, soap, wax stripper, etc.) required to provide these services.
- Vendor must supply all necessary equipment required to provide these services.

**ANY MEMBER OF A CUSTODIAL SERVICE WHO IS CONTRACTED TO CLEAN THE EAST HAVEN  
POLICE DEPARTMENT MUST BE TRAINED IN INFECTIOUS CONTROL PROCEDURES IN  
ACCORDANCE WITH FEDERAL OSHA GUIDELINES.**

**This training will be conducted by the East Haven Police Department.**

- General Experience:** The contractor must have at least three (3) years of experience in janitorial and commercial cleaning of municipal, industrial or institutional facilities. A list of prior and current clients should be provided as references.
- Inspection of Sight:** Prospective bidders should inspect the site prior to the submission of their bid.
- Terms of Services:** The term of these services will be July 1, 2015 through June 30, 2016. There will be a two (2) year option.
- Payment Terms:** Payment will be made promptly upon presentation of original itemized monthly invoices from the vendor.
- Other Requirements:** The successful bidder must submit a complete list of all employees who will work at this location. This list must be given to the Chief of Police for the purpose of background checks immediately upon receipt of Notice of Bid Award.
- The Chief must approve and verify all employees to be assigned to the building prior to commencement of these services. Failure to comply will be cause for Notice of Bid Award recall and termination of any and all contracts with the awarded company.

**NO SUBCONTRACTING WILL BE ALLOWED FOR THE DURATION OF THIS CONTRACT.**

## REFERENCES

1. Project Name \_\_\_\_\_ Contract Amount \_\_\_\_\_

Location of Project \_\_\_\_\_

Contact Person/Owner \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Years service provided at this location \_\_\_\_\_

2. Project Name \_\_\_\_\_ Contract Amount \_\_\_\_\_

Location of Project \_\_\_\_\_

Contact Person/Owner \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Years service provided at this location \_\_\_\_\_

3. Project Name \_\_\_\_\_ Contract Amount \_\_\_\_\_

Location of Project \_\_\_\_\_

Contact Person/Owner \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Years service provided at this location \_\_\_\_\_

**This information was prepared by:**

(CLEARLY print name/title): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date