

**Bid Specifications for
Contract Cleaning and Custodial Services
for
Town of North Haven Offices
and
North Haven Public Schools
The Board of Education Central Offices
Project No. 23-06**

Office of the Director of Administration/Procurement
Town of North Haven
18 Church Street
North Haven, CT 06473

**PROPOSALS MUST BE RECEIVED BY
10:00 AM ON MARCH 29, 2023**

Bid Specification for Cleaning Services

INTENT

The Town of North Haven will receive bids and issue a contract for “turnkey” custodial/janitorial services, to be provided by one (1) contractor, at the following Public School Buildings and Town Government facilities/buildings (Town facilities described in ADDENDUM E).

MANDATORY PRE-BID CONFERENCE

Attendance at a Pre-Bid Conference is required. Please assemble at the Finance Office, Town Hall, 18 Church Street, North Haven on Wednesday, March 22, 2023. Please bring the Bid Packet.

Bid Specification for Cleaning Services

Article 1—Provisions Required by Law Deemed Inserted

Every provision of law and clauses required by law to be inserted in this Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted or is not correctly inserted then the contract shall forthwith be amended to include such insertion.

Article 2—Award of Contract and Rejection of Bids

1. The Contract will be awarded to the responsible bidder(s) submitting the lowest cost for proposal(s) which comply with the conditions of Requirements for Bid for Contract Cleaning, provided the bid(s) is/are reasonable and it is to the interest of the Owner to accept it/them. The bidder(s) to whom the award(s) is/are made will be notified at the earliest practicable date. The Owner, however, reserves the right to reject all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest of the Owner.
2. The Owner also reserves the right to reject the bid of any bidder who has previously failed to perform properly, or to complete on time, contracts of a similar nature; who is not in a position to perform the contract; or who has habitually and without just cause neglected the payment of bills or otherwise disregarded his obligations to subcontractors, material, or employees. In determining the lowest responsible bidder the following elements, in addition to these above-mentioned, will be considered:
 - Whether the bidder maintains a permanent place of business
 - Whether the bidder has adequate plant equipment available to do the work properly and expeditiously
 - Whether the bidder has suitable financial resources to meet the obligations incident to the work
 - Whether the bidder has appropriate technical experience.
3. The ability of a bidder to obtain performance and payment bonds shall not be regarded as the sole test of such bidder's competency or responsibility.
4. The Owner reserves the right to reject all bids or to award a contract upon the basis that best serves the interest of the Owner and is within the limits of the funds available.
5. The successful bidder will not in any manner subcontract in part or whole this contract.
6. Bids will not be acceptable in any form other than as provided for by the Bid Form.
7. Bids shall be valid for one hundred and twenty days (120 days).

Article 3—Corrections

Erasures or other changes in the bids will automatically be rejected.

Article 4—Withdrawal of Bids

Bids may be withdrawn 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 receipt of bids, 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 receipt. Negligence on the part of the bidder in preparing bid confers no right or withdrawal of modification of his bid after such bid has been opened.

Article 5—Alternative Bids

Alternative bid proposals will not be accepted or recognized by the owner.

Article 6—Information to be Submitted by Bidders

It is required that each bidder shall submit with his Proposal Bid, data or information as requested in these documents. The owner will consider as informal any Proposal Bid which does not contain the required data or information. Each bidder is required to submit typewritten descriptions of the procedures, methods, applications, including drying times pertinent to floor care, materials, and equipment.

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Article 7—Examination of Site, Drawings and Such Other Requirements

Each bidder must inform himself fully of the conditions relating to the labor under which the work will be performed; failure to do so will not relieve the successful bidder of his obligation to furnish all materials and all labor necessary to carry out the provisions of the Contract Documents and to complete the contemplated work for the consideration set forth in this bid. The bidder must satisfy himself by his own investigation and research regarding all conditions affecting the work to be done and labor and materials needed, and make his bid in sole reliance thereon, and shall not at any time after the submission of a bid assert that there was any misunderstanding in regard to the nature of amount of work to be done. Bidders shall also with all aspects of the terms and conditions of the Bid Proposal and Contract. The failure or omission of any bidder to receive or examine any form, instrument or document or to visit the site and acquaint himself with conditions there existing shall not relieve any bidder from any obligation with respect to his bid.

Article 8—Examination of Site

Before submitting a bid, each contractor shall examine the site and inform himself fully as to all conditions under which the work is to be carried on, or that will in any way affect the work under this contract. A signed bid shall be deemed certification of such.

Article 9—Interpretations

No oral interpretation will be made to any bidder as to the meaning of the Terms and Conditions, in part or whole. Every request for such an interpretation shall be made in writing to the Director of Administration/Procurement, Town of North Haven, 18 Church Street, North Haven, CT 06473.

Any inquiry received five or more days prior to the date fixed for opening of bids will be given consideration. Every interpretation made to a bidder will be in the form of an addendum to the Terms and Conditions that will be mailed to each bidder. It shall be the responsibility of the bidder to make inquiry as to addenda issued. Any such addenda shall become part of the contract and all bidders shall be bound by such addenda, whether or not received by the bidders.

Article 10—Time for Receiving Bids

1. Bids received prior to the time set for receipt will be securely kept unopened. The Owner will decide when the specified time for opening bids has arrived, and no bid received thereafter will be considered. No responsibility will attach to the owner for premature opening of a bid not properly addressed and identified. Unless specifically authorized, telegraphic bids will not be considered.
2. Bidders are cautioned to allow ample time for transmittal of bids by mail or otherwise. Bidders shall secure correct information relative to this probable time of arrival and distribution of mail at the place where bids are to be opened; so far as practicable, make do allowance for possible delays.

Article 11—Material and Equipment

Within 10 days after the award of the bid, the Contractor shall submit for approval a complete list of material, equipment, and accessories they propose to use, unless otherwise specified, giving the names and addresses of manufacturers and the trade name and/or catalog number.

Article 12—Estimates of Cost

The successful bidder will be required to cooperate with the Owner in a detailed breakdown of his bid price in order to show the division of costs between several parts of the work and in the manner and form required by the Owner.

Article 13—Prices

In the event of discrepancy between the prices quoted in the bid in words and those quoted in figures, the words shall control. The prices shall include the furnishing of all material, plant equipment, tools, and all other facilities, and the performance of all labor and services necessary or proper for the completion of the work in full conformity with the provisions of the Contract Documents.

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Article 14—Statement of Bidder's Qualification

A statement may be requested of the successful bidder(s)—financial resources, his experience and his organization and equipment available for the work contemplated. The Owner shall have the right to take such steps as he deems necessary to determine the ability of the bidder to perform the work and the bidder shall furnish all such information and data for this purpose as the Owner may request. The right is reserved to reject any bid where an investigation of the available evidence or information does not satisfy the Owner that the bidder is qualified to carry out properly the terms and conditions of the contract.

Article 15—Execution of Contract

1. After the award of the contract and within five (5) days after the prescribed forms are presented for signature, the successful bidder shall execute and deliver to the Owner, a contract in the form included in the Specifications in such number of separate identical parts as the Owner may require. Separate contract forms, in lieu of those found in these specifications, shall be used for the purpose.
2. The failure of any successful bidder to execute such contract within five (5) days after the prescribed forms are presented for signature, or within such extended period as the owner may grant based upon reasons determined adequate by the Owner, shall constitute a default, and at the Owner's sole discretion, the Owner may either award the Contract to the next reasonable bidder or re-invite desired or selected bidders.

Article 16—Anti-discrimination Act (Public Act No. 366)

The contractor agrees and warrants that in the performance of this Contract he will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, national origin, or handicapping condition, or in any manner prohibited by the laws of the United States or of the State of Connecticut.

Article 17—Use of Separate Bid Forms

1. Attention is directed to the fact that these Bid Specifications include a complete set of bidding and contract forms. These forms are for the convenience of bidders and are not to be detached from the Bid Specifications or filled out or executed. Separate copies of bid forms are furnished for that purpose.

Article 18—Bid Form

1. All bids must be prepared in conformity with and shall be based upon and submitted subject to all requirements of the Bid Specifications together with all addenda thereto.
2. Documents shall be enclosed in an inner envelope addressed to:

Contract Cleaning Bid Documents
Attention: Director of Administration/Procurement

PROPOSALS MUST BE RECEIVED BY: 10:00 AM on March 29, 2023

This envelope shall be enclosed in a manila envelope and brought to:

Director of Administration/Procurement
Town of North Haven
18 Church Street, North Haven, CT 06473
Att: Contract Cleaning Bid Documents

If the document is to be mailed, it must be received by the close of business one day prior to the bid opening and shall be mailed to:

Director of Administration/Procurement
Town of North Haven
18 Church Street, North Haven, CT 06473
Att: Contract Cleaning Bid Documents

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Both envelopes shall be sealed and clearly labeled **Contract Cleaning Bid Documents** to guard against opening prior to the time set to open bids. The bidder shall be responsible for the placement of the project on the outside of both such bid envelopes.

- Any bid on which there is an alteration or departure from the bid form attached hereto will be considered informal and rejected.

Article 19—References

All bidders must furnish references of a minimum of three customers for whom contracted cleaning service is currently being performed daily. Each listed customer's area must be of similar size, scope, and comparable dollar value to that of the subject bid.

Owner is particularly interested in work related to public schools and have a minimum of five years cleaning middle and high schools with at least 600,000 sq. ft. combined.

Article 20—Provisions Required by Law Deemed Inserted

Each and every provision of law and clauses required by law to be inserted in this Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted or is not correctly inserted then the contract shall forthwith be amended to include such insertion.

Article 21—Definitions

Wherever used in any of the Contract Documents, the following meaning shall be given to the terms herein defined:

Contract

The Contract Documents listed in the agreement executed by the Owner and the Contractor.

Owner / Contractor

The Owner is the Town of North Haven, Director of Administration/Procurement, her/his designee, and the Town of North Haven Board of Education.

The intention of the Documents is to include all labor and materials, equipment, and transportation necessary for the proper completion of the work.

Wherever in the Bid Specifications or Contract Documents the word *directed, required, permitted, ordered, instructed, designated, considered necessary* or words like *import* are used, it shall be understood that the directions, requirements, permission, order, instructions, designation or decision of the Owner is intended; where *as shown, as indicated, as detailed* or words of similar import are used, it shall be understood that reference to the document.

Owner / Contractor (continued)

Programs and these Schedules accompanying Specifications is made unless otherwise stated; and similarly, the words *approved, acceptable to, or satisfactory to the Owner* As used herein, *provided* shall be understood to mean *furnished and installed complete in place*.

Cleaning Materials Specifications

Refers to a description of materials and/or supplies by brand name and/or its equivalent.

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Program	Defines the minimum acceptable level of frequency specific cleaning requirements schedules may be performed.
Cleaning Requirements	Defines that which must be performed as specified within the designated categories, herein referred to as Schedules.
Schedule	Refers to the duties, responsibilities, items and areas and type of work to be performed.

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Article 22—Length of Contract

This contract will be for the period July 1, 2023 through June 30, 2024 in accordance with the Programs and Schedules defined herein. The Owner reserves the right to extend the contract up to five (5) additional one (1) year terms.

Article 23—Right of Owner to Terminate Contract

If the Contractor should be adjudged as bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should persistently or repeatedly refuse or fail to supply enough properly skilled workmen or proper material, or if he should fail to make prompt payment to his employees, or persistently disregard instructions of the Owner, or fails to prosecute the work or any separate part thereof with such diligence as will insure its completion, within the time specified or any extension thereof, or fails to complete said work within such time, or fail to observe or perform the provisions of the Contract Documents, or otherwise be guilty of a custodial violation of any provision of the Contract Documents then the Owner may, by at least five days prior written notice to the Contractor, without prejudice to any other rights or remedies of the Owner in the premises, terminate the Contractor's right to proceed with the work. In such event the Owner may take over the work and prosecute the same to completion by contract or otherwise, and the Contractor and his Sureties shall be liable to the Owner for such excess cost occasioned to the Owner thereby; and in any such case the Owner may take possession of and utilize in completing the work such material, appliances, and plant as may be on the site of the work and necessary therefore. The forgoing provisions are in addition to, and not in limitation of the rights of the Owner under any other provisions of the Contract Documents.

Article 24—Time for Completion

The work shall, commence at the time stated in the notice to the Contractor to proceed and shall be fully completed as follows:

- Entire Project shall be completed as stated in the bid.

Notice to proceed may be given to the bidder on any date after the bidder has executed the Contract with all insurances herein requested.

Article 25—Cooperation

It shall be the responsibility of the Contractor to coordinate the work of this Contract and to cooperate and work in harmony with all other contractors to whom the Owner may award contracts for work at the site of this project, to the best interests of the Owner and so that all the work at the project site shall be executed properly and complete in a matter satisfactory to the Owner.

Article 26—Relationship of Owner

1. The Director of Administration/Procurement shall represent the Owner in all matters relating to this Contract. He shall determine that the Contractor performs all work in accordance with the Terms and Conditions; shall interpret the Contract Documents, extra work orders in connection with the work. He shall see that all materials to be used meet the requirements of the Contract and that the workmanship is of high quality. He shall have the right to reject the use of any equipment or other facilities or the removal from the job site of any equipment or other facilities needed on the job. He shall have no supervision of or responsibility to anyone for work done in a negligent or willful manner that results in injury to property or to persons. Upon request, he will confirm in writing any oral order, direction, requirements, or determination.
2. Inspectors shall be authorized to inspect all work done and material furnished. Such inspection may extend to all or any part of the work and to the preparation or manufacture of the material to be used, but only for the purpose of determining that such work or material conforms to the Terms and Conditions and approval of such work or material proposed to be done and used and/or actually performed and used shall carry with it no responsibility for damages to person or property arising out of the use of said materials or the performance of such. The presence or absence of an inspector shall not relieve the Contractor from any requirements of the Contract. In case of any dispute arising between the Contractor and the inspector as to material furnished or the manner of performing the work, the inspector shall have the authority to reject material or suspend the work until the question at issue can be referred to and

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decided by the Director of Administration/Procurement. The inspector shall not be authorized to revoke, alter, enlarge, relax or release any requirements of these Specifications or to approve or accept any portion of the work, or to issue instructions contrary to the Terms and Conditions. The inspector shall in no case act as foreman or perform other duties for the Contractor or interfere with the management of the work by the latter. Any advice which the inspector may give the Contractor shall in no way be construed as binding the Director of Administration/Procurement in any way nor releasing the Contractor from the fulfillment of the terms of the Contract.

Article 27—Control of the Chief Operating Officer Not Limited

The enumeration in this Contract of instances in which the opinion, judgment, discretion or determination of the Director of Administration/Procurement shall control or in which work shall be performed to his satisfaction or subject to his approval or inspection shall not imply that only matters similar to those enumerated shall be so governed and performed, but without exception all the work shall be so performed. He shall have authority to stop the work whenever such stoppage may be necessary in his reasonable opinion to insure the proper execution of the Contract.

Article 28—Delays and Extensions of Time

1. If the Contractor shall be delayed in the completion of the work by reason of unforeseeable causes beyond his control and without his fault or negligence, including but not restricted to acts of God or of the public enemy, acts or neglect of the Owner, fires, floods, epidemics, quarantine, restrictions, strikes, riots, civil commotions, freight embargoes of his work shall be extended by such time as shall be fixed by the Owner.
2. The Contractor shall, within five days from beginning of any such delay, notify the Director of Administration/Procurement, in writing of the causes of delay.
3. No such extension of time shall be deemed a waiver of the right of the Owner to terminate the Contract for abandonment or delay by the Contractor as herein provided or relieve the Contractor from full responsibility for the performance of his obligations hereunder.

Article 29—Claims for Extra Cost

If the Contractor claims that instructions beyond the Contract Documents involve extra cost or an extension of time, he shall give the Director of Administration/Procurement written notice thereof within ten days after the receipt of such instructions and in any event before proceeding to execute the work. The procedure shall then be the same as provided for in **Changes in the Work**. No such claim shall be valid unless so made.

Article 30—Inspection

1. All material and workmanship shall be subject to inspection and examination by the Director of Administration/Procurement at any and all times for the sole purpose of determining that such materials and workmanship meet the Terms and Conditions of the Contract. The Director of Administration/Procurement shall have the right to reject defective material and workmanship or require its correction. Rejected workmanship shall be satisfactorily corrected. Rejected material shall be promptly segregated and removed from the premises and satisfactorily replaced with proper material without charge to the Owner. If the Contractor fails to proceed at once with the correction of rejected defective material or workmanship, the Owner may by Contract or otherwise have the defects remedied or rejected material removed from the site and charge the cost of the same against any money which may be due the Contractor, without prejudice to any other rights or remedies of the Owner in the premises.
2. The Contractor shall furnish promptly without additional charge all material reasonably necessary for all tests that may be required. All tests by the Director of Administration/Procurement shall be performed in such manner as not to unnecessarily delay the work and unless otherwise provided for shall be made at the expense of the Owner. The Contractor shall be charged with the costs of additional tests when the material tested does not meet Specifications.

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Article 31—Access to Records and Work

The Owner and authorized representatives and agents shall, always, have access to and be permitted to observe and review all work, material, payrolls, records of personnel, conditions of employment, invoices of material and other relevant data and records.

Article 32—General Warranty

Neither the final certificate of payment nor any provision in the Contract Documents nor partial or entire use or occupancy of the premises by the Owner shall constitute an acceptance of work not done in accordance with the Contract Documents or relieve the Contractor or his sureties of liability in respect to any express warranties or responsibility for faulty material or workmanship. All work and materials are warranted to be in full and complete accordance with the Contract and all plans, drawings, addenda, specification, and requirements as pertaining thereto and that all work and materials are free from all defects and imperfections and fully suitable for the use and purposes for which each and every part is intended. The Contractor or his Sureties shall remedy all defects in the work and pay for all damage to other work resulting there from which shall appear within a Period of one Year from the date of final acceptance unless a longer period is specified. The Owner shall give notice of observed defects with reasonable promptness. Final acceptance by the Owner shall be effected upon the satisfactory completion by the Contractor of the Contract requirements including work to be accomplished as listed during the final inspection of the project by the Director of Administration/Procurement.

Article 33—Deduction for Uncorrected Work

If the Director of Administration/Procurement deems it inexpedient to require the Contractor to correct work injured or not done in accordance with the Contract Documents, an equitable deduction from the Contract price shall be made by agreement between the Contractor and Owner subject to settlement in case of dispute, as hereinafter provided.

Article 34—Material, Workmanship and Workers

Unless otherwise specifically provided for in the Specifications, all workmanship, equipment, material and articles incorporated in the work covered by this Contract are to be of the best grade of their respective kinds for the purpose. Where equipment, material or articles are referred to in the Specifications, or when called for by the Owner, the Contractor shall furnish the required information for approval of all the material or articles which he contemplates incorporating in the work.

1. Within 10 days after the award of the bid, the Contractor shall submit for approval a complete list of material, equipment, and accessories proposed to be used, unless otherwise specified, giving the names and addresses of manufacturers and the trade name and/or catalog number. Descriptive matter pertaining to any material submitted shall be furnished when requested. The Owner reserves the right for the Contractor to honor similar requests at random throughout life of Contract.
2. NoTown or North Haven Public Schools employee or relative of a Town or North Haven Public Schools employee may be hired by the contractor to work in any North Haven Town or Public Schools facility.
3. The Director of Administration/Procurement may require the Contractor to dismiss from the workplace such employee or employees as they deem incompetent, careless, insubordinate, or otherwise objectionable.
4. Contractors will ensure that only their workers are in North Haven Public Schools buildings during cleaning.

Article 35—Other Contracts

The Owner has and may award other contracts for additional work or use its own employees and this Contractor shall fully cooperate with such other contractors and carefully fit his own work to that provided under other Contracts as may be directed by the Director of Administration/Procurement. The Contractor shall not commit or permit any act which will interfere with the performance of work by any such other contractors or employees.

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Article 36—Mutual Responsibilities of Contractors

If, through acts on the part of the Contractor, any other contractor or any subcontractor shall suffer loss or damage on the work, the Contractor agrees to settle with such other contractor or subcontractor by agreement or arbitration if such other contractor or subcontractor will so settle. If such other contractor or subcontractor shall assert any claim against the Owner on account of any damage alleged to have been so sustained, the Owner shall notify the Contractor, who shall defend at no expense to the Owner any suit based upon such claim, and if any judgment or claim against the Owner shall be allowed the Contractor shall pay or satisfy such judgment or claim and pay all costs and expenses in connection therewith.

Article 37—Contractor

1. Only one contractor is recognized as a party to this contract. Where the term "Contractor" is used, reference is made to the Contractor mentioned in the Agreement.
2. It is understood that, except as otherwise specifically stated in the Contract Documents, the Contractor shall provide and pay for all material, labor, tools, equipment, transportation, superintendence, all other services, facilities and costs of every nature whatsoever, necessary to execute and complete the entire work to be done under the contract documents and deliver it complete in every respect.

Article 38—Superintendence by Contractor

The Contractor shall give his personal superintendence to the work and have a competent superintendent/foreman satisfactory to the Owner on the work at all times during progress with authority to act for him. The Contractor shall also provide an adequate staff for the proper coordination and expediting of his work. The foreman shall not be changed except with the consent of the Owner. The Contractor shall be solely responsible for the performance of the work in a manner that will not result in injuries to the property or person of others. The Contractor must have at each of the schools under Contract, a full time semi-working foreman to supervise the Contractor's work crews and personnel during their hours.

Article 39—Communications

1. All notices, demands, requests, instructions, approvals, and claims must be in writing.
2. Written status reports will be required of the contractor monthly.
3. Any notice to or demand upon the Contractor shall be sufficiently given if delivered at the office of the Contractor specified in the bid or at such other office as the Contractor may from time to time designate to the Director of Administration/Procurement, in writing, or deposited in the United States Mail in a sealed, postage-paid envelope, or if delivered with charges prepaid, to any telegraph company for transmission, in each case addressed to such office.
4. All papers required to be delivered to the Owner shall, unless otherwise specified in writing to the Contractor, be delivered to:
Director of Administration/Procurement
Town of North Haven
18 Church Street
North Haven, Ct 06473

Article 40—Changes in the Work

1. The Owner may make changes in the work of the Contractor by making alterations therein or by making additions thereto or by omitting work there from without invalidating the Contract and without invalidating releasing the Sureties of said bonds. All such work shall be executed under the conditions of the original Contract.
2. Except for minor modifications in the work not involving extra cost or additional time and not inconsistent with the purpose of the project and except in an emergency endangering life or property, no extra work or change shall be made except in pursuance of a written order from the Owner authorizing the extra work or change, and no claim for an addition to the Contract amount shall be valid unless so ordered.
3. The Director of Administration/Procurement shall have the authority to change brands specified when no extra cost is involved.

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4. All change orders shall be based on a detailed estimate prepared by the Contractor in such form as may be required by the Director of Administration/Procurement. The value of the change order shall be determined by one of the following methods. The Director of Administration/Procurement shall decide which of the methods shall be used.
 - 4.1 By fixing the total lump sum value of the change in the work and setting out the price which shall be added to or deducted from the Contract price and the number of days, if any, which are to be added to or subtracted from the time for completion. The lump sum value shall be determined by the Contractor by listing the cost of the following here applicable:
 - Materials (indicating identification, quantities, and unit price).
 - Transportation charges.
 - Direct labor (indicating hours and rates by trades).
 - Insurances required by reason of the performance of the extra work.
 - Payment required to be made to labor organizations under existing labor agreements.
 - Equipment rental charges.
 - A flat 15 percent of the total of items 1 through 6 as compensation for all other costs and expenses including administration, overhead, profit and superintendence.
 - When the change involves a dedication or both additions and deductions resulting in a net deduction in the Contract price, the cost of such work shall be computed in accordance with bulleted items of paragraph 4.1 of this article. No percentages for overhead and profit shall be allowed.
 - 4.2 By ascertaining the number of unit Quantities of each part of the work which is changed and then multiplying the ascertained number of such unit quantities by an approved unit price for the work complete in place.
 - 4.3 By ordering the Contractor to proceed with the work and to keep and present in such form as the Director of Administration/Procurement may direct a correct account of the cost of the extra or changed work together with all vouchers therefore. Overhead and profit shall be determined as enumerated for method 4.1.
5. Contractor's work sheets itemizing estimates for changes or credits for additions to or deductions from the work required by the Contract shall be open to inspection by the Director of Administration/Procurement.

Article 41—Specifications

1. Except for the Contractor's executed set, all Programs and Schedules are the property of the Owner. The Owner will furnish the Contractor without charge two sets of the Specifications. Additional sets will be furnished upon request at a cost determined by the Owner. Such Documents are not to be used on other work and all sets regardless of condition shall be returned to the Owner upon request at the completion of the work or termination of the Contract.
2. Where equipment or material requiring approval is made up of component parts also requiring approval, the submission must be forwarded as a whole.

Article 42—Removal of Debris, Cleaning and Such Other Work

The contractor shall remove and properly dispose of the resultant dirt and debris as directed during the progress of the work. Upon completion of the work, the Contractor shall remove all equipment and unused material provided for the work and put the building and premises in a neat and clean condition and do all cleaning and washing required by the Specifications.

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Article 43—Care of the Work

1. The contractor shall be responsible for all damages to persons or property that occur because of his fault or negligence in connection with the prosecution of the work and shall be responsible for the proper care and protection of all material delivered and work performed.
2. In an emergency affecting the safety of life or property, including adjoining property, the Contractor is authorized to act at his discretion to prevent such threatened loss or injury and he shall so act without special instructions or authorization from the Owner. Any compensation claimed by the Contractor on account of such emergency work shall be determined by the Owner.
3. The Contractor shall take adequate precautions to protect existing sidewalks, curbs, pavements, utilities, adjoining property, and such incidentals and to avoid damage thereto. The Contractor shall completely replace or repair all damage or loss to theft caused by his operations at no additional expense to the Owner.

Article 44—Use of Premises

1. The Contractor shall confine his apparatus, storage of material and construction operations to the limits indicated by ordinances or permits or as may be directed by the Director of Administration/Procurement and shall not unreasonably encumber the premises with his material.
2. The Contractor shall enforce any instructions of the Director of Administration/Procurement regarding signs, advertising, fires, danger signals, barricades, and smoking.

Article 45—Subcontractors

1. The Contractor shall not award any work to any subcontractor.
2. The Contractor shall be fully responsible to the Owner for the acts and omissions of persons directly employed by him and shall hold the Owner harmless from all claims arising out of such acts and omissions.

Article 46—Wage Rates

There shall be paid each laborer or crafts person of the Contractor engaged in work on the project under this contract, not less than the minimum hourly wage rates determined by the State, as prevailing in the industry for various classifications of work to be performed.

Article 47—Anti-discrimination Act (Public Act No. 366)

The contractor agrees and warrants that in the performance of this Contract he will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, or national origin or in any manner prohibited by the laws of the United States or of the State of Connecticut.

Article 48—Personnel Security Check

A police verification of each contractor's employee working on town and school property as to the absence of any record reflecting moral, felony, drug, or other types of arrests that would be detrimental to the town and school and its population. The minimum acceptable police check shall be from the employee's community in which he resides, provided the law does not prohibit same.

Article 49—Compliance with Federal and Connecticut Labor and Employment Laws

The Contractor agrees to comply with all Federal and Connecticut labor and employment laws concerning the hiring, compensation and immigrant or visa status of its employees that will be used at North Haven Public Schools facilities for cleaning. In connection with the foregoing obligation to comply, Contractor acknowledges and agrees that it is wholly responsible for completing and maintaining records of Form I-9 (Employment Eligibility Verification form) in accordance with all applicable requirements for each of its employees used in connection with its cleaning of North Haven Public Schools facilities.

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Article 50—Insurances

INSURANCE REQUIREMENTS

The successful proposer must provide acceptable evidence of compliance with the following insurance requirements:

Commercial General Liability: General Aggregate (other than Products/Completed Operations) \$2 million
Products and Completed Operations \$2 million

Automobile Liability \$1 million

Professional Liability Insurance (per incident or per occurrence) \$5 million

Workers' Compensation Statutory Coverage

Employer's Liability \$1 million

The Town of North Haven and the North Haven Board of Education shall be a certificate holder and an Additional Insured on the Commercial General Liability Policy, and if applicable the Automobile Liability policy. The selected firm will be required, for the length of the engagement, to furnish the Town and Board of Education with a current certificate of insurance and a copy of the endorsement or policy wording adding the Town/City as Additional Insured, as evidence that it has complied with the obligations under this section of the agreement. In addition, the selected firm shall require its subcontractors, if any, to meet the same insurance requirements and to furnish the Town and Board of Education with similar evidence of compliance with this obligation.

A 30-days Notice of Cancellation or change in limits is required to be furnished to the Town and Board of Education. The Proposer/Contractor is responsible for the payment of all insurance premiums.

Other data:

In the event the form of any policy or certificate or the amount of the insurance of the companies writing same are not satisfactory to the Owner, the Contractor shall secure other policies or certificates in form and amount and with companies satisfactory to the Owner. The Contractor shall not cause policies to be canceled or permit them to lapse and all insurance policies shall include a clause to the effect that the policy shall not be subject to cancellation or a reduction in the required limits of liability or amounts of insurance until notice has been sent by registered mail to the Owner stating when, not less than ten (10) days thereafter, such cancellation or reduction shall be effective.

All certificates of insurance shall contain true transcripts from the policy, authenticated by the proper officer of the insurer evidencing those insured, the extent of the insurance, the location and operations to which the insurance applies the expiration date and the above-mentioned notice of cancellation clause. All policies and certificates by accepted successful bidder shall be delivered to the Owner immediately before preparation of the contract. All policies and certificates shall be filed with the Owner.

All the insurances specified in this Contract shall be provided by the contractor at no additional expense to the Owner.

Bid Specification for Cleaning Services

Article 51—Assignment

Neither this Contract nor any part thereof shall be assigned by the Contractor to any person, firm or corporation.

Article 52—Work Performed after Regular Working Hours

Any work necessary to be performed after regular working hours, on Saturdays, Sundays, or legal holidays shall be performed without additional expense to the Owner.

Article 53—Right of Parties to Terminate Contract

This agreement may be terminated by either party sixty (60) days after delivery of notification by certified mail.

Article 54—Specifications for Cleaning Materials

Proposal submitters are required to identify the cleaning materials that their firm will use.

Article 55—Email address for communication

Contractor is required to supply email address for communication with the Town of North Haven and North Haven Public Schools. The Town of North Haven and North Haven Public Schools will submit list of email addresses to be used by Contractor in working on schedules, problems, and their resolution. Contractor must have their email address read on a regular basis throughout the regular workday.

Article 56—Cleaning Logbook

The Director of Facilities and Grounds or Principal of the facility in conjunction with their custodian will make a **Cleaning Logbook** available for all facilities (Town and Board of Education). This Logbook will be kept in the Contractors designated storage area in the North Haven Public Schools and the Town Hall. Contractor will use this logbook to note problems that need to be corrected. In conjunction with Article 54, the logbook may be referenced in email messages from North Haven Public Schools and/or the Contractor concerning the same issues. A similar logbook will be kept in all town buildings.

Article 57—OSHA Logbook

Contractor is required to keep an OSHA Logbook detailing the MSD sheets for all chemicals and substances used by Contractor to clean the facility. This Logbook is to be kept in the designated storage area for the Contractor in the facility.

Article 58—Moving Furniture

Contractor is required to move furniture and replace it to its original positions during major cleaning or floor refinishing. No town of North Haven or North Haven Public Schools employees are to be involved in assisting Contractors.

Article 59—No Children or Other Non-Contractor Employees Allowed in Facilities

Contractors are to ensure that only contractor or subcontractor employees are in North Haven Public Schools facilities or Town buildings during cleaning.

Article 60—Escalation Process

In conjunction with Articles 54 and 55, the Owner expects that the Contractor will do everything possible to resolve issues noted either in the Cleaning Logbook or via email. If the same issue is noted three times and has not been resolved, the following escalation process will be implemented:

1. Custodian will telephone the Contractor's representative and request their involvement in resolving the situation.
2. Should the situation continue another day, the Director of Facilities and Grounds or their designee of the facility will telephone the Contractor's representative and request a meeting to resolve this situation.
3. Should the situation continue another day, the Director of Administration/Procurement will contact the Contractor and request a meeting to resolve this situation.

Bid Specification for Cleaning Services

4. Should the situation continue another day, Article 23 will be invoked, and the contract terminated.

Article 61 - Terms

1. Contract Price

Prices must remain firm during the contract period. Price reductions may be taken at any time. Price increases shall not be granted unless specifically allowed for in this contract and described in a document signed by both parties.

2. Contract Amendments

Any changes to the Agreement will be made in the form of a written amendment signed by both parties.

3. No Joint Venture

Nothing contained in this contract shall be construed as creating a joint venture, partnership, or employment relationship among the parties hereto, nor shall any party have the right, power, or authority to create any obligation or duty, express or implied, , on behalf of any other party.

4. Indemnification

The Contractor hereby agrees to indemnify and hold the Town of North Haven, its agents, employees, public officials and representatives harmless from any and all claims, causes of action, demands for damages, or liabilities of any kind, including the reasonable costs to defend such action regardless of whether such action is successful or not, brought by any person or entity whatsoever, arising from any act, error, or omission of the Contractor and or its employees during or resulting from Contractor's activities (including those of its subcontractors) under this contract.

5. Notice of Litigation

The Contractor agrees to notify the Town of North Haven/North Haven Board of Education if the Contractor is, or has a reasonable cause to expect to be, subject to litigation which might adversely affect the Contractor's ability to perform the agreed services or affect the Contractor's financial capacity.

Bid Specification for Cleaning Services

ADDENDUM “A”

BID FORM

CLEANING SERVICE BID

The Town of North Haven and the North Haven Board of Education is seeking bids for cleaning services at town buildings and facilities and the North Haven High School, Middle School and Central Administrative Offices for the fiscal year beginning **July 1, 2023 and ending June 30, 2024**. The Town reserves the right, at its sole discretion, to extend the contract with three additional one-year contracts. Bidders are responsible for all requirements in the Specification Document. Bidders are also responsible for attending the pre-bid meeting and walk through with the Director of Facilities and Grounds and the Town Building Official.

Company Name: _____

Company Address: _____

Phone Number: _____ Fax Number: _____

Name of Authorized Representative of Company: _____

Signature: _____ Title: _____

Exclude all Federal and State taxes

Monthly Invoice Schedule

Board of Education		Town of North Haven Buildings	
FY 2023-2024 Payment Schedule:		FY 2023-2024 Payment Schedule:	
July	\$	July	\$
August	\$	August	\$
September	\$	September	\$
October	\$	October	\$
November	\$	November	\$
December	\$	December	\$
January	\$	January	\$
February	\$	February	\$
March	\$	March	\$
April	\$	April	\$
May	\$	May	\$
June	\$	June	\$
Total	\$	Total	\$

Bid Specification for Cleaning Services

Town Facilities and Buildings

Unit cost by building

<u>FACILITY</u>	<u>PER MONTH</u>	<u>X 12</u>	<u>PER YEAR</u>
Town Hall	\$ _____		\$ _____
Town Hall Annex	\$ _____		\$ _____
Finance Office	\$ _____		\$ _____
PW Garage	\$ _____		\$ _____
Police HQ	\$ _____		\$ _____
Memorial Library	\$ _____		\$ _____
Senior Center	\$ _____		\$ _____
NEVFH	\$ _____		\$ _____
Floor Mats	\$ _____		\$ _____
			Total \$ _____.
Rec Center/Pool	Per Hour as Needed		\$ _____
Call-ins (24/7)	Per Event		\$ _____

Bid Specification for Cleaning Services

ADDENDUM “B”

NOTE:

- (1) Bid shall be accompanied by a certified check as a bid bond in the amount equal to five (5%) percent of the bid payable to the Town of North Haven. The successful bidder, upon his failure or refusal to execute and deliver the contract within five (5) days, unless otherwise agreed upon, after he has received notice of the acceptance of the proposal, shall forfeit to the Town of North Haven, as liquidated damages for such failure or refusal, the security deposit accompanying his proposal.
- (2) Submission of a bid serves as an acknowledgement that the bidder is certifying to the terms of the bid document and the workload specifications.
- (3) Clerical Errors
The Town of North Haven reserves the right to correct inaccurate awards resulting from its clerical and administrative errors.
- (4) Collusion
In submitting a bid, the bidder implicitly states that the bid is not made in connection with any competing bidder submitting a separate response to the bid and is in all respects fair and without collusion or fraud.
- (5) Presentation of Supporting Evidence
If requested, bidder(s) must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth in the bid or those implied in the bid.
- (6) Ownership of Proposals
Responses are the sole property of the Town of North Haven/Board of Education of North Haven.
- (7) Amendment or Cancellation – The Town of North Haven reserves the right to amend, modify, cancel or otherwise change this bid at any time if it deems it in the best interest of the Town and the Board of Education of North Haven to do so.

MANDATORY PRE-BID CONFERENCE

Attendance at a Pre-Bid Conference is required. Please assemble at the Finance Office on March 22, 2023 at 10:00 am. Please bring the Bid Packet.

In order for all potential bidders to be on equal footing, prospective bidders will not be permitted to view the site or be briefed other than at the time designated. After the award of contract, absolutely no adjustments in pricing will be permitted.

Bid Specification for Cleaning Services

ADDENDUM "C"

WORKLOAD SPECIFICATIONS BOARD OF EDUCATION OFFICES

DESCRIPTION	SERVICE DAYS
<u>Area: Carpeted office areas</u>	
Empty the trash into the trash cart. Replace the liners if they are torn or soiled	Daily
Dust all horizontal surfaces.	Daily
Vacuum all carpeted traffic lane areas.	4x a week
Dust all surfaces above normal reach including sills, ledges, moldings, shelves, doorframes, pictures and vents.	Weekly
Using tank vacuum or backpack, vacuum corners, edges and chairs, then traffic vacuum all carpeted areas.	Weekly
<u>Area: Rest Rooms and Break areas</u>	
Clean and sanitize all fixtures, clean mirrors, wipe all counters, refill dispensers, empty trash and damp mop.	Daily

Bid Specification for Cleaning Services

ADDENDUM "C"

WORKLOAD SPECIFICATIONS ELEMENTARY SCHOOLS AND MEDIA CENTERS

DESCRIPTION

SERVICE DAYS

Area: Elementary Schools – All Permanently installed and area rugs

Steam extract carpets using truck mounted cleaning equipment. Apply Microban disinfectant spray after cleaning to inhibit mold growth. Use floor fans to dry carpets within 6-8 hours after cleaning.

Semi-annually

Area: Middle School - All permanently installed carpet

Steam extract carpets using truck mounted cleaning equipment. Apply Microban disinfectant spray after cleaning to inhibit mold growth. Use floor fans to dry carpets within 6-8 hours after cleaning.

Semi-annually

Area: High School, - All Permanently installed carpet

Steam extract carpets using truck mounted cleaning equipment. Apply Microban disinfectant spray after cleaning to inhibit mold growth. Use floor fans to dry carpets within 6-8 hours after cleaning.

Semi-annually

Area: Board of Education Offices

Steam extract carpets using truck mounted cleaning equipment. Apply Microban disinfectant spray after cleaning to inhibit mold growth. Use floor fans to dry carpets within 6-8 hours after cleaning.

Semi-annually

Area: All locations all areasDust/Clean HVAC louvers and areas around them.
This service will be performed during the summer and December breaks.

Semi-annually

Bid Specification for Cleaning Services

ADDENDUM “C”

WORKLOAD SPECIFICATIONS

MIDDLE SCHOOL

DESCRIPTION	SERVICE DAYS
<u>Area: Classrooms</u>	
Wet mop classrooms on one side of the hall nightly. Spot mop classrooms that are not scheduled to be completely mopped.	186
Vacuum hard surface floor using a MICRO filtered Back Pac Vacuum, MICRO filtration will improve overall indoor air quality	186
Empty classroom trash into the trash cart. Replace the liners if they are torn or soiled.	186
Remove recyclable paper and cardboard and put in designated location (separate from trash)	186
Clean out chalk tray one day per week during the school year. All boards will be completely cleaned during the summer	36
Move all furniture as required. Machine scrub hard surface floors and apply 2-3 coats of a 25% solids floor finish. All rooms will be recoated on a rotating basis starting in November	Semi-annually
Dust HVAC louvers and areas around them. This service will be performed during the summer and December breaks.	Semi-annually
Remove all movable furniture from the classroom and Machine strip hard surface floors and reapply 6 coats of a 25% solids floor finish during the summer shutdown.	Annual
Spray all classroom desktops and frames with an all-purpose cleaner and wipe clean. Pay particular attention to the removal of all pen marks. This service will be performed during the summer.	Annual
<u>Area: Cafeteria</u>	
Empty the trash into the trash cart. Replace the liners if they are torn or soiled	186
Dust mop all hard surface floors with treated dust mop.	186
Wet mop all floors with a neutral cleaner paying particular attention to all corners and edges.	186
Machine scrub hard surface floors with automatic scrubber	186
Apply restorer or spray buff chemical and high-speed burnish all floors using a battery burnisher. Dust mop floors after burnishing to remove dust.	186
Using an all-purpose cleaner, remove marks and food splashes from walls, light switches, and doors.	186
Machine scrub hard surface floors and apply 2-3 coats of a 25% solids floor finish.	Every four months

Bid Specification for Cleaning Services

ADDENDUM “C”

WORKLOAD SPECIFICATIONS NORTH HAVEN MIDDLE SCHOOL (CONT'D)

DESCRIPTION	SERVICE DAYS
<u>Area: Cafeteria (Cont'd)</u>	
Machine strip hard surface floors and reapply 6 coats of a 25% solids floor finish one time per year during the summer.	
Annual	
Wash all walls using an all-purpose detergent solution to eye level during the summer break.	Annual
<u>Area: Food Prep Area</u>	
Machine scrub hard surface floors.	186
Using push broom sweep all open areas.	186
<u>Area: Hallways and Stairwells</u>	
Clean and polish drinking fountains.	186
Dust mop all hard surface floors with treated dust mop.	186
Apply restorer or spray buff chemical and high-speed burnish all floors using a battery burnisher. Dust mop floors after burnishing to remove dust.	186
Dust ledges, windowsills and spot clean glass removing all handprints.	186
Using an approved spotter, remove spots from walls, light switches, and doors.	36
Dust all tops of lockers.	36
Completely clean interior glass windows during the summer, December, February, and April breaks.	Quarterly
Machine scrub hard surface floors and apply a 25% solids floor finish. This service will be performed during the December, February, and April vacations.	Every four months
Strip and refinish stairs using Taski Profi as the stripper/cleaner and Taski WiWax as the finish. WiWax is the industry accepted product for use on composite rubber flooring.	Semi-annually
Wash exterior of lockers, using germicidal cleaner.	Annual
Machine strip hard surface floors and reapply floor finish one time per year during the summer.	Annual
Clean interior of all lockers.	Annual
Spot clean all glass in hallways.	186
<u>Area: Rest rooms and lockers</u>	
Clean and sanitize all restroom fixtures, clean mirrors, wipe all counters and partitions, empty trash, damp mop.	186
Machine scrub all restroom floors using germicidal detergent. This service will be performed during the summer, December, and April vacations.	Quarterly

Bid Specification for Cleaning Services

DESCRIPTION	SERVICE DAYS
Clean mirrors, counters, polish chrome, refill dispensers, empty trash and powerwash floors and fixtures. Detail cleaning will be performed during the summer, December, and April vacations.	Quarterly
<u>Area: Gym</u>	
Daily dust mop using a treated or untreated dust mop, spot mop stains and spills; damp mop completely once per week.	186
<u>Area: Weight/Fitness Room</u>	
Spot mop stains and spills, especially coffee and drinking spills.	186
Clean all mirrors to remove handprints, streaks, and smudges.	186
Back Pac vacuum all rubber floor mats to remove dust and debris.	Semi-weekly
<u>Area: Windows</u>	
Wash <u>all</u> windows (including office areas), inside and out.	Annual
Spot clean all interior and exterior doors nightly	
<u>Area: Hallways and Common Areas</u>	
Machine scrub hard surface floors with an automatic scrubber.	186
Dust mop all hard surface floors with treated dust mop.	186
Wet mop all floors with a neutral cleaner paying particular attention to all corners and edges.	186
Apply restorer or spray buff chemical and high-speed burnish all floors using a battery burnisher. Dust mop floors after burnishing to remove dust.	186
Machine scrub hard surface floors and apply a 25% solids floor finish. This service will be performed during the December, February, and April vacations.	Every four months
Machine strip hard surface floors and reapply floor finish one time per year during the summer.	Annual
<u>Area: Media Center and Library</u>	
Empty the trash into the trash cart. Replace the liners if they are torn or soiled.	186
Dust all horizontal surfaces.	186
Vacuum carpeted floors, corners and edges with MICRO filtered Back Pac vacuum.	186
Dust all surfaces above normal reach including sills, ledges, moldings, shelves, doorframes, pictures, and vents.	36
<u>Area: Rest rooms and lockers</u>	
Clean and sanitize all restroom fixtures, clean mirrors, wipe all counters and partitions, empty trash, damp mop.	186

Bid Specification for Cleaning Services

DESCRIPTION

**SERVICE
DAYS**

Machine scrub all restroom floors using germicidal detergent. This service will be performed during the summer, December, and April vacations. Quarterly

Clean mirrors, counters, polish chrome, refill dispensers, empty trash and clean all floors and fixtures. Detail cleaning will be performed during the summer, December, and April vacations.

Quarterly

Dust tops of all the lockers.

36

Area: All Areas

Dust/Clean HVAC louvers and areas around them. This service will be performed during the summer and December breaks.

Semi-annually

SPECIAL NOTES:

Sanitation Standards – to ensure a healthy and safe school facility environment in which to learn, all cleaning procedures must adhere to the highest standards as it relates to the health and well being of all building occupants. **(Propane equipment is not allowed)**

Bid Specification for Cleaning Services

ADDENDUM “C”

WORKLOAD SPECIFICATIONS NORTH HAVEN HIGH SCHOOL

DESCRIPTION	SERVICE DAYS
<u>Area: Classrooms</u>	
Wet mop classrooms on one side of the hall nightly. Spot mop classrooms that are not scheduled to be completely mopped.	186
Vacuum hard surface floor using a MICRO filtered Back Pac Vacuum. MICRO filtration will improve overall air quality.	186
Empty classroom trash into the trash cart. Replace the liners if they are torn or soiled.	186
Remove recycle paper and cardboard and put in designated location (separate from trash).	186
Clean out chalk tray one day per week during the school year. All boards will be completely cleaned during the summer.	36
Clean and sanitize all sinks and wipe dry.	36
Move all furniture as required. Machine scrub hard surface floors and apply 2-3 coats of a 25% solids floor finish. All rooms will be recoated on a rotating basis starting in November	
Remove all movable furniture from the classroom and Machine strip hard surface floors and reapply 6 coats of a 25% solids floor finish during the summer shutdown.	Annual
Spray all classroom desktops and frames with an all-purpose cleaner and wipe clean. Pay particular attention to the removal of all pen marks. This service will be performed during the summer.	Annual
<u>Area: Cafeteria</u>	
Empty the trash into the trash cart. Replace the liners if they are torn or soiled	186
Dust mop all hard surface floors with treated dust mop.	186
Wet mop all floors with a neutral cleaner paying particular attention to all corners and edges.	186
Machine scrub hard surface floors with automatic scrubber	186
Apply restorer or spray buff chemical and high-speed burnish all floors using a battery burnisher. Dust mop floors after burnishing to remove dust.	186
Using an all-purpose cleaner, remove marks and food splashes from walls, light switches, and doors.	186
Machine scrub hard surface floors and apply 2-3 coats of a 25% solids floor finish.	Every four months

Bid Specification for Cleaning Services

ADDENDUM “C”

WORKLOAD SPECIFICATIONS NORTH HAVEN HIGH SCHOOL (CONT'D)

DESCRIPTION	SERVICE DAYS
<u>Area: Cafeteria (Cont'd)</u>	
Machine strip hard surface floors and reapply 6 coats of a 25% solids floor finish one time per year during the summer.	Annual
Wash all walls using an all-purpose detergent solution to eye level during the summer break.	Annual
<u>Area: Food Prep Area</u>	
Machine scrub hard surface floors.	186
Using push broom sweep all open areas.	186
<u>Area: Hallways and Stairwells</u>	
Clean and polish drinking fountains.	186
Dust mop all hard surface floors with treated dust mop.	186
Apply restorer or spray buff chemical and high-speed burnish all floors using a battery burnisher. Dust mop floors after burnishing to remove dust.	186
Dust ledges, windowsills and spot clean glass removing all handprints.	186
Using an approved spotter, remove spots from walls, light switches, and doors.	36
Dust all tops of lockers.	36
Completely clean interior glass windows during the summer, December, February, and April breaks.	Quarterly
Machine scrub hard surface floors and apply a 25% solids floor finish. This service will be performed during the December, February, and April vacations.	Every four months
Strip and refinish stairs using Taski Profi as the stripper/cleaner and Taski WiWax as the finish. WiWax is the industry accepted product for use on composite rubber flooring.	Semi-annually
Wash exterior of lockers, using germicidal cleaner.	Annual
Machine strip hard surface floors and reapply floor finish one time per year during the summer.	Annual
Clean interior of all lockers.	Annual
Spot clean all glass in hallways.	186
<u>Area: Rest rooms and lockers</u>	
Clean and sanitize all restroom fixtures, clean mirrors, wipe all counters and partitions, empty trash, damp mop.	186
Machine scrub all restroom floors using germicidal detergent. This service will be performed during the summer, December, and April vacations.	Quarterly

Bid Specification for Cleaning Services

WORKLOAD SPECIFICATIONS NORTH HAVEN HIGH SCHOOL (CONT'D)

DESCRIPTION	SERVICE DAYS
Clean mirrors, counters, polish chrome, refill dispensers, empty trash and powerwash floors and fixtures. Detail cleaning will be performed during the summer, December and April vacations.	Quarterly
<u>Area: Gym</u>	
Daily dust mop using a treated or untreated dust mop, spot mop stains and spills; damp mop completely once per week.	186
<u>Area: Weight/Fitness Room</u>	
Spot mop stains and spills, especially coffee and drinking spills.	186
Clean all mirrors to remove handprints, streaks and smudges.	186
Back Pac vacuum all rubber floor mats to remove dust and debris.	Semi-weekly
<u>Area: Windows</u>	
Wash <u>all</u> windows (including office areas), inside and out.	Annual
<u>Area: All Locations</u> Dust/Clean HVAC louvers and areas around them.	
This service will be performed during the summer and December breaks.	Semi-annually

Bid Specification for Cleaning Services

ADDENDUM “D”

NORTH HAVEN PUBLIC SCHOOLS

SCOPE OF WORK

SPECIAL NOTES:

Contractor must be able to respond to any emergency with 45 minutes on a 24/7/365 calendar.

Contractor must have an office located in the State of Connecticut.

Summer break schedule – All summer break annual work in both the Middle School and High School must be completed no later than August 1 of each year. Work must be scheduled with the Director of Facilities and must not interrupt daily school business. Summer school will be in session and a schedule must be worked out with the Director of Facilities. Some areas may need to be completed before August 1st and will be communicated through the Director of Facilities.

Sanitation Standards – To ensure a healthy and safe school facility environment in which to learn all cleaning procedures must adhere to the highest standards as it relates to the health and well being of all building occupants.

Cleaning chemical applications – Every effort must be made to use proven environmentally safe cleaning products, polishes, floor strippers, floor finishes, etc. All products for all applications must be provided (listed and indexed) for review by the Director of Facilities before they are introduced in the schools.

Labor, supplies, equipment, etc. to be supplied by the contractor – Provide all necessary labor, cleaning supplies, trash liner and cleaning equipment, to properly clean and maintain the school facility at the discretion of the Director of Facilities. (Note: Battery operated equipment only is to be utilized for floor maintenance. Propane operated equipment is strictly forbidden.)

Areas to be cleaned by Contractor – The entire interior school facility (all types of rooms), classrooms, offices lavatories, lounge areas, showers, locker rooms, storage rooms, elevators, stairwells, etc.

Areas not required to be maintained daily by the Contractor – Middle School kitchen, gymnasium, auditorium, main office and guidance complex., (Note: cafeteria strip floor finish – summer only), nurses room, and computer media center. High School main office complex, guidance complex, nurse’s area, department head offices.

Cleaning schedules – A cleaning schedule must be provided for daily cleaning operations (see personnel information below) also for vacation weeks and summer shutdown. Cleaning schedules shall accommodate and not interfere with the school schedule of classes, any activities, community activities, etc. which may use any part of the school’s facility.

School construction projects – Cleaning schedules shall accommodate and not interfere with construction projects – Director of Facilities will inform the cleaning contractor of any construction projects and schedules. Cleaning contractor will provide light cleaning to affected areas from small construction projects.

Cleaning complaints – If cleaning procedures do not meet North Haven Public Schools cleaning standards, there will be a deduction from the monthly invoice at the discretion of the Director of Facilities. A complaint form will be sent to the cleaning contractor with the pertinent information.

Payment schedule – A payment schedule must be provided at the beginning of each contract period. The payment schedule must show ten (10) monthly payments, September through June and two (2) monthly summer payments, July, and August, which total and equal the contract amount for each fiscal year.

Personnel information – Personnel list, reference checks, names, addresses and phone numbers must be provided with revisions as they occur. The personnel list must show the facility they are assigned to, responsibility and daily hours of work.

Bid Specification for Cleaning Services

District wide supervision – A district wide supervisor must be assigned for North Haven Public Schools to oversee all cleaning procedures and **must be supervising** during cleaning hours. Additional responsibilities will be to provide a monthly cleaning survey to the Director of Facilities signed by the school principal or designee. The district supervisor must meet with the Director of Facilities, designee, or other staff members at least once a week to discuss cleaning status and any issues of concerns.

Resilient flooring procedures – Follow floor care cleaning schedules (attached). **Note:** classrooms, offices, etc – maintain a minimum 6 coats of floor finish containing 20%-25% solids when dry. Corridors, entrances, etc. – maintain a minimum 6 coats of floor finish containing 20%-25% solids when dry. Floor finish **must be** ultra high speed burnishable.

Uniforms and Badges – All of the contractor's personnel shall always have a distinguishing uniform and a personal photo badge. No exceptions to this specification.

Bid Specification for Cleaning Services

ADDENDUM “E”

Specifications for Town of North Haven Buildings and Facilities

Town Hall	18 Church Street
Finance Office	14 Church Street
Town Hall Annex	3 Linsley Street (lower level) 5 Linsley Street (first floor)
*Rec Center/Pool	7 Linsley Street
Police HQ	8 Linsley Street
Memorial Library	17 Elm Street
PW Garage	110 Elm Street (offices/lavs/lunch room)
Senior Center	189 Pool Road
NorthEast Volunteer FH	360 Washington Avenue

DEPARTMENT/BUILDING SPECIFIC REQUIREMENTS

Town Hall

Front foyer and first floor hallway must receive special attention.

Graphic mat in front foyer must be scrubbed clean twice annually.

The first floor lavatories must receive special attention daily.

Winter grit will be removed from floors and carpets at least daily – more often if necessary.

Stairs must be kept clean at all times.

Wash glass in front door daily.

Finance Office

- Empty trash and replace liners
- Vacuum all floors
- Clean and disinfect kitchen area
- Clean rest rooms and disinfect
- Wash rest room floors with disinfectant

Bid Specification for Cleaning Services

Library

Wash glass in front doors daily.

Emergencies – Water incursion, toilet accidents, ceiling leaks, clean up of fallen ceiling tiles and blowers.

Police Department

6th day service for Patrol Division and Cell Block Area.

Fire Department

Mats only.

Town Garage

Grit removal from floors and rugs in officer areas. Emergency services during storm operations. In addition to “normal”/day in-day out services the Town will require the successful bidder to be on call 24/7 for unusual/nonstandard cleaning/restoration work of the following types:

- flooding - to include water removal, moving of furniture, drying and treatment for mold, etc.
- winter sand/salt - foyers, hallways, offices
- lavatory emergencies - to include removal of bodily fluids/human waste and resanitation
- kitchen cleanups - stoves, hoods, walls
- tile floors - strip/wax
- window washing - in/out
- other – TBA

NorthEast Volunteer Fire House

- Empty trash and replace liners (Liners supplied by customer)
- Vacuum all carpeting
- Dust window sills
- Clean tops of all tables
- Clean rest room fixtures and disinfect
- Wash rest room floors with disinfectant
- Restock paper goods and soap (supplied by customer)

*Washing of the first floor windows inside and out – \$145/per cleaning

*Rec Center/Pool- 7 Linsley Street – provide an on-call price per day for the following services:

- Recreation Center: Gymnasium, sweep and mop. Clean rooms 1, 2, and 3 plus game and conference rooms. Vacuum, removal all trash. Set up rooms for the day’s activities as may be needed. Clean three (3) lavatories; replenish paper goods, soap, etc. Sweep and mop hallways, lunch room, main offices and foyer.
- Pool – hose down/clean pool deck. Clean men’s/women’s locker rooms to include mopping, lavatories, showers, replenish paper goods, soaps, etc.; clean staff locker area, offices, halls and foyer which

Bid Specification for Cleaning Services

separate pool from Rec Center; vacuum/mop all areas. Each time these unusual/nonstandard services are needed a special call/order will be placed and separate purchase orders will be issued.

REQUIRED SERVICES

Tasks

See Task Lists.

Daily Log

The Contractor shall be responsible for maintaining and signing a daily logbook used by the Location Supervisor for the purpose of determining the need for corrective action. The Contractor shall be responsible for reviewing this logbook at the beginning of each shift and will ensure that corrections are made. Corrective measures shall be documented by the Contractor inspections.

Maintenance/Cleaning Task Sheets

Daily, weekly, monthly, quarterly, semi-annual, and annual task lists are included in this document. The Contractor shall be responsible for ensuring adequate copies of the lists are on site. The Contractor shall be responsible for ensuring that the task lists reflect the cleaning specifications to be completed. Quarterly, semi-annual and annual services are to be scheduled with the Location Supervisor.

Inspections

The Contractor's management representative will conduct weekly inspections. In addition, the Contractor's management representative and the Town's Location Supervisor will conduct scheduled monthly inspections.

Performance Monitoring

Cleaning performance monitoring resulting in dissatisfaction shall constitute noncompliance and the Town may seek to invoke any or all of the remedies available to it including termination.

Throughout the term of this agreement, the Town will monitor performance of the Contractor. The Town will review all deficiencies or reports of contractual concern for the purpose of validating such concerns. The Contractor will then be given a reasonable opportunity to remedy the performance issues. Any valid contractual breach will result in a monetary penalty of 10% of the monthly payment.

Continued poor performance or noncompliance that results in a second validated complaint at a given location will result in a monetary penalty of 10% of the monthly payment and a mandatory meeting involving the Town and Board of Education Finance Directors.

The term "turn-key" as used herein shall be understood to mean that ALL labor, materials, expendables and equipment necessary to do the work required shall be provided as a part of the bid price. In the matter of expendables such as soaps and paper goods it shall be understood that a better quality product is to be used, samples of which must be provided with each bid (towels, soaps, toilet tissue). The Town has limited space available for the contractors stock and will bear no responsibility for either storing or the security of same.

Bid Specification for Cleaning Services

It is important that every bidder understand that the Town's facilities/buildings vary in age and composition and that how the work required shall be accomplished is the responsibility of each bidder who must inspect and determine specific area requirements and the sizes of those areas as they may relate to the calculation of prices. The Town/North Haven Board of Education makes no representations in regard to those matters and expects each bid to be calculated professionally and correctly. It is not, for example, deemed necessary to include here requirements to the effect that if there is an elevator in a facility then its deck must receive the same service as all other "rooms", and that there is but one standard for cleanliness throughout.

DAILY TASKS

All Areas

Trash and Recycling – Empty and wipe clean all waste receptacles and recycling containers. Dispose of all waste and recyclables in designated dumpsters. Replace liners if soiled or ripped, but replace liners daily in restrooms.

Vacuum Carpet – Vacuum all carpeted areas, walk-off mats and area rugs using a certified CRI and HEPA (or better) filtered vacuum.

Spot Clean Carpet – Spot clean all carpeting (using approved manufacturer process and materials).

Wash Hard Surface Floor – Mop all (tile, vinyl tile, rubber, concrete, hardwood, etc) floors with a neutral cleaner and water. Replace water frequently. After washing, the floor and corners and baseboards' sides must be clean, with no dirt marks.

Spot Clean – Spot clean horizontal and vertical surfaces. Remove fingerprints and dirt smudges from around light switches and the portion of painted wall surfaces immediately surrounding them, in addition to glass, walls, and doors, including the entrance doors.

Common Areas

Wash Doors – Wash doors as necessary, using clean water and approved cleaner if necessary.

Restrooms

Refill Dispensable – Check and refill hand soap dispensers, paper towel dispensers, and toilet tissue dispensers. All sanitary napkin receptacles must be properly handled, disinfected using an approved spray disinfectant, and given a new liner.

Disinfect – Disinfect sinks and counters using trigger sprayer, disinfect toilet bowls and urinals using trigger sprayer and bowl brush, disinfect partitions using trigger sprayer. Spot disinfect other horizontal and vertical surfaces.

Bid Specification for Cleaning Services

Floor Cleaning – Sweep, soap mop, and rinse clean tile floor with an approved disinfectant cleaner. Note: Fresh mop solution must be used on each floor.

Mirrors – Clean and polish all mirrors.

WEEKLY TASKS

General Dusting – Dust and clean horizontal and vertical surfaces. Dust all furniture including chairs, fixtures, telephones, window sills, moldings, pictures, etc. Vacuum and/or dry dust ceiling, air vents, walls, doors, fans and lights, including in elevator cabs. Contractor is not to touch or move items on desks.

Disinfect – Disinfect telephones and door handles.

General Housekeeping – Clean and disinfect by scrubbing and wiping all sinks, toilets and urinals.

Spot Clean – Spot clean and disinfect by scrubbing and wiping all other surfaces to achieve a clean look with no dirt marks left behind.

Entrance Doors – Clean fully the set of entrance doors, including glass and signs in the entrance area and the main lobby.

MONTHLY TASKS

All Areas

Clean Hard Surface Flooring – Clean floor debris and spray-buff with a slow-speed buffer.

Vacuum Upholstery – Vacuum all upholstered furniture, including chairs. Spot clean if needed at this time to remove any dirt marks.

As needed (on call) during winter months, clean high traffic areas of sand, salt and winter grit.

Restrooms

Fill Floor Traps – Pour one (1) gallon of water down each floor drain to reduce sewer gas odor (where applicable).

QUARTERLY TASKS

All Areas

Dust off air vents.

Clean Air Diffusers: Wipe diffusers clean, no dirt marks allowed to be left behind.

Bid Specification for Cleaning Services

Rubber Stair Threads – Clean and treat with quality rubber products.

Restrooms

Scrub Tile Walls – Scrub all tile walls; wipe clean leaving no water marks.

SEMI-ANNUAL TASKS

All Areas

Shampoo Carpet – Extract all of the carpet, walk off mats and area rugs.

Strip Hard Surface Floor – Remove dirt, strip, seal with two coats, and finish with three coats.

ANNUAL TASKS

All Areas

Clean Light Fixtures – Remove insects, wipe fixtures and clean lenses with no dirt marks left.

Wash Windows – Interior and Exterior.

Clean blinds and shades

FLOOR MATS

The successful bidder will provide throw rugs/mats in the following quantities, sizes and locations:

S/R Garage

3 – 3 x 5

6 – 3 x 10

Fire HQ

3 – 3 x 5

2 – 3 x 10

THA

3 – 3 x 5

2 – 4 x 8

Bid Specification for Cleaning Services

Police HQ

3 – 4 x 6
2 – 3 x 10

Town Hall

3 – 3 x5
3 – 3 x 10

Library

3 – 3 x 5
3 – 4 x 8
1 - 4 x 10

Senior Center

6 – 3 x 10

Mats are to be placed bi-weekly except for the Town garage, where they are to be changed weekly.

VENDOR PERFORMANCE AND CONTRACT ADMINISTRATION

Contract Monitoring

Vendor performance for Town facilities shall be monitored by the Director of Facilities and Grounds or his designee at each facility/location. Such monitoring does not relieve the Contractor of its responsibility to properly supervise and monitor the performance of its employees. Contractor questions or concerns should be directed to the Director of Facilities and Grounds. Questions or concerns if not adequately addressed by the Contractor, will immediately be brought to the attention of the Director of Administration/Procurement.

Contractor Staffing

Contractor must provide staff adequate to the need of each facility. The cleaning crew for each facility shall be assigned a “Lead Person” and a “Supervisor” by the Contractor. (The Lead Person may also act as Supervisor at the Contractor’s discretion).

Employee Qualifications/Training

The Contractor is responsible for training personnel in meeting all necessary State, Federal and OSHA regulations. Documentation of a training program must be submitted with the bid package. Untrained personnel shall not be admitted on Town of North Haven premises at any time.

Intent of Specifications

Bidders are cautioned that the specifications are written in general terms. It is assumed that a “reasonably” qualified person will have been trained to perform the detailed tasks required to comply with the general nature of the specifications. Moving chairs and waste baskets out of the way before vacuuming and returning them when through; keeping water and rags clean to minimize streaking; and using the proper type of cleaning solution for the particular surface are examples of the type of basis knowledge required to perform satisfactorily under the contract.

Bid Specification for Cleaning Services

Orientation Required Prior to the Commencement of Work

The Contractor, provide the cleaning crew, Lead Person and Supervisor with an orientation of the facility prior to the commencement of work. The Lead Person and Supervisor shall be instructed in their responsibilities, as outlined herein.

The orientation shall include a tour of the facility with an overview of the cleaning requirements. It shall be the Contractor's sole responsibility to make known to its employees all of the procedures and specifications associated with the contract.

Property Identification Required

All the employees of the Contact must wear picture identification showing the full name of the person. A Connecticut driver's license may be substituted for a company ID. Contractor employees without appropriate identification will not be authorized to be on Town premises and shall be required to leave immediately. In such an event, the Contractor will be held solely responsible for the proper cleaning of the facility despite the removal of the employee(s).

Environmental Factors

Cleaning products shall be non-petroleum based and, where possible are o b green label, environmentally friendly, and odorless. Material Safety Data Sheets (MSDS) will be on file on the premises sat all times.

In accordance with Carpet and Rug Institute (CRI) Green Label Program, equipment utilized for vacuuming should capture 96% of particulate matter, 0.3 microns in size, and operate with a sound level of less than 70 dBA. At minimum it shall meet HEPA filtered certification.

All powered floor maintenance equipment, including burnishes', buffers, and automatic scrubbers, must be equipped with vacuums, guards, and other devices for capturing fine particulates, and shall operate at a sound level of less than 70 dBA.

NOTE: MSDS sheets for all chemicals and cleaning agents must be included with submission of the bid, and the Location Supervisor must be updated if changes to the chemicals or cleaning agents occur during the term of this contract.

Equipment/Supplies to be Provided by Contractor

The Contractor will be responsible for all cleaning equipment and supplies necessary to perform janitorial services in accordance with specifications contained herein. Such equipment and supplies include, but are not limited to, the items listed below:

1. Vacuum Cleaners and Floor Machine; designed for industrial use and in excellent working order.
2. Appropriate size plastic liners for all waste receptacles as presented at the time of pre-bid conference.
3. Mops and brooms.
4. Wash buckets equipped with mop wringers.
5. Cleaning solutions.
6. Rags and cloths (cotton).
7. Cleansers, detergents, disinfectants, stain removers and polishes, all of which shall contain instructions for proper use. Further, all types of cleaning solutions shall be dispensed in such a way

Bid Specification for Cleaning Services

that they are ready for immediate use by cleaning staff, e.g., spray bottles, directions of use on appropriate surfaces, etc.

8. Cleaning carts capable of holding all supplies.

THE CONTRACTOR MUST SUPPLY ALL EQUIPMENT AND CLEANING SUPPLIES NEEDED TO PERFORM ALL TASKS SPECIFIED IN THE BID.

THE BID PRICES SUBMITTED MUST INCLUDE ALL COSTS FOR CLEANING CHEMICALS, EQUIPMENT AND SUPPLIES (including sanitary napkin dispenser liners, trash liners and trash bags, soaps (Soft Soap hand dispensers), tissues, towels, etc).

Security Requirements/Assignments of Keys

The Contractor's Lead Person(s) shall be responsible for obtaining keys to the facility, if necessary. In no event will the Town of North Haven provides keys or security access codes to anyone other than the Lead Person. Where the facility is locked, the Lead Person will be responsible for providing access to the cleaning crew and for unlocking and re-locking all interior doors. Further, the Lead Person is responsible for operating in the most efficient and security-conscious manner possible (e.g. opening one (1) block or one (1) floor of rooms at a time and re-locking rooms or blocks before proceeding to the next section of the building). The Lead Person is responsible for safeguarding all keys at all times and for returning the keys to the appropriate person at the end of cleaning, if applicable. Keys and security access codes in the possession of the Contractor may not be duplicated or given to anyone for any reason whatsoever. Upon completion of each job, the Contractor's Lead Person shall assure that all exterior doors are locked and that all alarm systems are reset.

Responsibility for Keys

In the event that the Contractor loses or otherwise fails to secure any keys or other access codes/devices then the contractor shall bear the full responsibility and cost of re-securing the facility in question whether by replacement or full re-keying as determined solely by the Town of North Haven/Board of Education.

Proper Conduct of Contractor's Employees

The Contractor's employees shall adhere to proper conduct at all times. Proper conduct shall include, but is not limited to, the following rules:

1. Weapons of any sort shall not be carried by employees of the Contractor on Town of North Haven premises.
2. There shall be no alcohol or illegal drugs carried or consumed on Town premises.
3. There shall be no smoking in Town buildings
4. There shall be no use of Town facilities, such as shower rooms, phones, desks, computers, equipment, etc.
5. There shall be no exterior doors left open or unlocked.
6. The Contractor's employees shall be courteous and polite.

It shall be the Contractor's sole responsibility to make known to its employees the rules of proper conduct, and the Contractor shall be held solely responsible for the behavior of its employees. Contractor employees shall be removed from Town premises for violation of the contract. Failure to adhere to the rules of proper conduct may result in the cancellation of the contract.

Bid Specification for Cleaning Services

Points of Contact

The Contractor shall provide to the Director of Administration/Procurement and the Director of Facilities and Grounds, and keep up to date, a list of key management personnel who can be reached day or night especially in an emergency. At a minimum, land line numbers, cell phone numbers, pager numbers and email addresses shall be provided.