Request for Bids

Cleaning Services

Moultonborough, NH

June 11, 2015

Christopher P. Shipp, Chairman

Board of Selectmen

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Invitation for Bids

Cleaning Services

Sealed bids for the provision of Janitorial Services at multiple-in-town town facilities will be accepted until 2:00 p.m. on Thursday, June 11, 2015 in the Offices of the SelectBoard, 6 Holland Street, PO Box 139, Moultonborough, NH 03254 at which time they will be opened and publicly read aloud.

There will be a pre-bid conference and tour scheduled for **Tuesday, June 2, 2015 at 10 A.M.** beginning in the Town Hall located at 6 Holland St Moultonborough, NH. Prospective bidders will be given a complete tour of each building covered by this bid along with an overview of what cleaning duties are expected at each site. Prospective bidders are STRONGLY urged to attend. This will be your only opportunity to tour the buildings. Bidders with any questions regarding the conference may contact the Office of the Administrative Liaison at 603-476-2347.

A detailed package with information on the services to be delivered, the conditions thereof, and bid forms, is available at www.moultonboroughnh.gov (click on Paid, Volunteer and Contract Openings) or said offices during normal business hours.

The bid is to be submitted in a sealed envelope marked, Bid for **"Cleaning Services" Date: June 11, 2015.** If mailed, bid should be in a sealed envelope marked, similarly marked to protect against the actual bid being opened in error. Any questions with respect to this invitation must be received, in writing by mail (above address), by email (skinmond@moultonboroughnh.gov), or fax (603.476.5835) by Scott Kinmond, Town Administrative Liaison, no later than 4:00 p.m. on June 5, 2015. It is the bidder's responsibility to view and account for any addendums relating to this request. These will be posted on the Town web site no later than 4:00 p.m. on June 8, 2015.

The town reserves the right to reject any and all bids, and waive any minor or non-material informalities, if deemed to be in its best interests.

Christopher P. Shipp, Chairman/s/
Board of Selectmen

Posted: Town Bulletin Boards (7)

Advertised: Meredith News 05/28 & Laconia Sun 05/21/15 & 05/28/15
Mailed: Vendors List
Web: ***winnipesaukee***.com; NHMA

TOWN OF MOULTONBOROUGH, NH
6 HOLLAND ST. PO BOX 139
MOULTONBOROUGH, NH 03254

INVITATION TO BID
FOR
CLEANING SERVICES

Conditions for Bidding

Sealed bids, marked **"Cleaning Services"** will be received in the Office of the Town Administrator, 6 Holland St, Moultonborough NH 03254 until **2:00 P.M. on June 11, 2015.** They will be opened and read aloud. No bids will be accepted after the time and date specified.

There will be a pre-bid conference and tour scheduled for **Tuesday, June 2, 2015 at 10 A.M.** beginning in the Town Hall located at 6 Holland St Moultonborough, NH. Prospective bidders will be given a complete tour of each building covered by this bid along with an overview of what cleaning duties are expected at each site. Prospective bidders are STRONGLY urged to attend. This will be your only opportunity to tour the buildings. Bidders with any questions regarding the conference may contact the Office of the Administrative Liaison at 603-476-2347.

Questions will only be accepted in writing. Such questions may be submitted to the Office of the Administrative Liaison, Scott Kinmond at the above address, by email to skinmond@moultonboroughnh.gov or by fax to 603-476-5658. Such questions must be submitted no later than 4:00 P.M. Friday, June 5, 2015. It is the bidder's responsibility to view and account for any addendums relating to this request. These will be posted on the Town web site no later than 4:00 p.m. on June 8, 2015.

The Town of Moultonborough reserves the right to accept or reject any and or all bids of any part thereof. It is understood and agreed that only the highest possible standards of cleanliness are acceptable and shall be maintained; that the following specifications are not to be construed as complete; and that all items not included but found necessary to properly clean the buildings shall be included.

The bidder will be bound by all applicable statutory provisions of the law of the Federal Government, the State of New Hampshire and the Town of Moultonborough. Certificates of all required insurances, including Worker's Compensation, will be required prior to executing a contract.

The successful bidder will not be permitted to either assign or underlet the contract nor assign either legally or equitably, any monies hereunder, or its claim thereto, without the previous written consent of the Town Administrator of the Town.

All bids must be accompanied by a bid security of cash or certified check by a responsible bank or trust company, or bid bond, payable to the Town of Moultonborough in the amount of 5% of the total bid amount.

The successful bidder will be required to enter into a Contract with the Town of Moultonborough. A performance bond in the amount of 100% of the contract protecting the Town as to the completion of the Contract will also be required. The bond will be reduced annually to cover the balance of the Contract amount.

After the bid opening, a bidder may not change any provisions of the bid in a manner prejudicial to the interests of the Town or fair competition. Minor informalities may be waived or the bidder may be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident.

All bid prices submitted in response to this "Invitation for Bid" must remain firm for thirty (30) days following the bid opening.

A bid must be signed as follows: 1) If the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation and the corporate seal affixed.

Bids may be withdrawn without penalty prior to the time and date specified for the bid opening. Requests to withdraw a bid must be made in writing addressed to the Town Administrator.

Bid Specifications

The Town of Moultonborough (hereinafter called the "Town") is seeking to purchase cleaning services for various Town buildings. The successful bidder (hereinafter called the "Contractor" will be responsible for supplying all labor and materials necessary to satisfy the requirements of this bid. The buildings are as follows:

Location of Facilities

Town Hall: Approximately 7,200 +/- square feet of office space, two bathrooms, corridors, conference rooms, common areas. There is a janitorial closet and slop sink available. The Town Hall business hours are 7:30 AM to 4:00 PM Monday through Friday. Various offices are often used for meetings Monday through Thursday evenings between 7:00 to 10:00 PM.

Moultonborough Recreation: The Recreation building contains approximately 3,100 +/- square feet of office, game rooms, 4 bathrooms and meeting room hours of operation generally are 7:00 AM to 6:00 PM Monday to Friday. Occasionally there may be personnel in the building at other than stated times due to other programs that may be going on.

Moultonborough Public Safety Building: The Public Safety Building contains approximately 14,500 +/- square feet of office, meeting rooms, corridors, and 6 bathrooms. Hours of normal operation are 7:00 AM to 4:00 PM Monday through Friday, there are personnel in the building 24 hours a day.

Moultonborough Highway Garage: The Highway Garage contains approximately 1600+/- square feet of offices, kitchen and 3 bathrooms. There is a mop sink available in the janitor's closet. Normal hours of operation are 7:00 AM to 3:30 PM. There may be personnel in the building at other times dependant on the weather conditions.

Moultonborough Transfer Station (Dump): The Transfer Station contains approximately 360 +/- square feet of office, kitchen and 1 bathroom. Normal hours of operation are 7:00 AM to 5:00 PM Thursday through Tuesday.

Moultonborough Neck Fire Station: The Neck Fire Station contains approximately 640 +/- square feet of office, kitchen, corridor and 1 bathroom. There is a slop sink available.

Time Period of Services

One contract will be awarded to the one responsive and responsible bidder offering the lowest price for all items contained in this bid. The contract that is awarded as a result of this Invitation of Bids will be effective upon a completed execution of a contract signed by both the successful bidder and the appropriate Town official(s). The contract will be for a period of three (3) years commencing July 1, 2015 and ending on June 30, 2018. The Town **"may"** choose to negotiate a 1,2 or 3 year extension to said contract if said terms are agreeable by both parties.

The performance and payment obligations of the Town for years two and three of this contract will be subject to appropriation or availability of funds. If the Town of Moultonborough should not, for any reason, at any time, appropriate or otherwise make available, funds to support continuation of performance in any fiscal year succeeding the first year, the Town Administrator will cancel any contract pursuant to this bid without penalty upon thirty (30) days written notice to the successful bidder.

All bidders must provide written documentation with their bid proposals as evidence that they meet the following minimum requirements and further, that their firm has the requisite background to perform this particular type of work. All bidders must have a minimum of three (3) years experience of positive performance in this line of work.

Termination Clause

This termination clause is in respect to the faithful and proper performance of all services as required by this bid/contract. If at any time the firm (the successful bidder) fails to fulfill or comply with any of the requirements of this bid/contract such as shoddy workmanship, improper procedures, supplying substandard, improperly trained employees, not adhering to the work schedule or stated response times, or in any way failing to carryout and/or perform the necessary duties as stated, the Town, at its option, can terminate this contract upon thirty (30) days written notice to the firm.

References

A minimum of three (3) years of proven experience in this line of work is required. All bidders must submit a list of references of clients who they have performed work for over the past three (3) years. The list must include contact names and telephone numbers. The Town is to have express permission to contact these people, either by phone or written correspondence, as to past performance. The Town reserves the right to contact any entity that the firm (the Bidder) has conducted business with or for, either currently or in the past, for the purpose of reviewing past work history. Any negative references received may be grounds for the rejection of the bid.

Knowledge of Job Sites

Bidders are required to fully inform themselves of existing conditions of all the job sites where work may be performed over the life of the contract. Lack of knowledge or unfamiliarity of the project or job sites after the bid has been awarded will not excuse non-compliance with the requirements of all specifications contained in this bid document.

Monthly Invoicing

The Contractor will submit invoicing for all work performed on monthly invoices. The invoicing will be broken into twelve (12) equal installments reflecting the total bid price for that particular year, for each respective department. Invoices will be submitted the first full week of the month following the month for which the work was performed. All invoices will be paid within thirty (30) days. Invoices should be mailed directly to: Town of Moultonborough, Public Works Department, PO Box 139, Moultonborough, NH 03254, or emailed to dpw@moultonboroughnh.gov.

Equipment & Supplies

The Contractor will be responsible for supplying/providing **all items**, **equipment and cleaning supplies** necessary to comply with and perform all of the required services included in this bid.

The Contractor will also be responsible for replenishing all soap products, trash receptacle liners, etc. at all locations on each visit as needed. All products supplied by the bidder are subject to approval by the Town. Upon request, the Contractor will be required to supply samples of all cleaning equipment, supplies, soap products, etc. which shall be subject to the approval of the Town. The Town will be responsible for the maintenance of adequate inventories by the ordering and stocking of hand soup, dish soap, paper products and trash liners. The Town will maintain the accounts and pay the invoices for these supplies. The Town must approve the quality of products being proposed and insure they are cost competitive

Equipment, supplies and paper products may be stored on site to the extent storage facilities are available. All other equipment, supplies and paper products must be stored at the Contractor's site. If custodial closets are provided, they must be kept clean and orderly at all times. There shall be no flammable materials stored in these areas.

Protection of Property

The Contractor shall keep all exterior doors locked when the building is unoccupied and shall be responsible for locking the windows and doors of the building or any portion of the building, at times other than where they are in normal use. The Contractor shall not open any doors or windows for purposes other than cleaning. Keys shall not be left in doors, and employees are not to admit anyone into the building where they are working under any circumstances.

Any Town property damaged by the Contractor in carrying out the provisions of this contract shall be restored to its original condition by and at the expense of the Contractor. The Town shall hold the Contractor responsible for any town property that is lost or stolen during the execution of the work. Smoking by employees is not allowed inside the buildings or on Town property.

Employees of the Contractor shall not disturb papers on desk, open drawers or cabinets, use telephones, computers, radios or television sets or tamper with any personal property.

Reporting

Employees of the Contractor shall write out work requests on the appropriate form provided by the Public Works Department and submitted to the Public Works Department for any repairs that need attention (i.e., plumbing or electrical problems, broken fixtures or equipment, etc.). Anything of

immediate nature such as open or unlocked doors or anything out of the ordinary shall be reported directly to the DPW Facility Maintenance staff.

The Contractor shall maintain with the Town a current roster of all persons, to include their true name and address, who shall be in the employ of the Contractor and on the premises of the Town. . Such employees will need to pass whatever background checks are deemed necessary, including but not limited to: criminal background checks and fingerprinting, to be working around sensitive and confidential material. ***No Felony Convictions Allowed***.

Insurance

The Contractor shall submit Certificate of Insurance with the following minimum limits:

- Workers Compensation	Statutory
- Automobile and Equipment	$1 Million/$2 Million
- Property Damage	$1 Million/$2 Million
- General Liability	$1 Million/$2 Million

All insurance policies must be in place and remain in effect for the term of the contract The Town of Moultonborough must be named as "additional insured". The Town of Moultonborough shall be named as "certificate holder" on all such insurance policies and shall be notified no later than thirty (30) days before any such policy is cancelled.

Liability

By accepting the contract, the Contractor agrees to indemnify, pay on behalf of, defend and hold harmless the Town of Moultonborough from and against any and all claims, demands, suits, actions, costs, judgments, whatsoever, including reasonable attorney's fees, which may be imposed upon, incurred by, or asserted against the Town of Moultonborough by reason of (a) any failure on the part of the Contractor under this contract, or (b) for the death, injury or property damage suffered by any person on account of or based upon the act, omission, fault, negligence or misconduct of any person whomsoever other than the Town of Moultonborough.

The foregoing indemnity and hold harmless agreement shall include indemnity against all costs, expenses and liabilities incurred in or in connection with any such claim or proceeding brought here on, and the defense thereof with counsel acceptable to the Town or counsel selected by an insurance company which has accepted liability for any such claim. The Contractor shall furnish the Town with certificates of insurance as proof of the above before any work is to commence.

Attachment A

CLEANING SPECIFICATIONS

1. Location of Facilities

Town Hall: Approximately 7,200 +/- square feet of office space, two bathrooms, corridors, conference rooms, common areas. There is a janitorial closet and slop sink available. The Town Hall business hours are 7:30 AM to 4:00 PM Monday through Friday. Various offices are often used for meetings Monday through Thursday evenings between 7:00 to 10:00 PM.

Moultonborough Recreation: The Recreation building contains approximately 3,100 +/- square feet of office, game rooms, 4 bathrooms and meeting room hours of operation generally are 7:00 AM to 6:00 PM Monday to Friday. Occasionally there may be personnel in the building at other than stated times due to other programs that may be going on.

Moultonborough Public Safety Building: The Public Safety Building contains approximately 14,500 +/- square feet of office, meeting rooms, corridors, and 6 bathrooms. Hours of normal operation are 7:00 AM to 4:00 PM Monday through Friday, there are personnel in the building 24 hours a day.

Moultonborough Highway Garage: The Highway Garage contains approximately 1600 +/- square feet of office, kitchen and 3 bathrooms. There is a mop sink available in the janitor's closet. Normal hours of operation are 7:00 AM to 3:30 PM. There may be personnel in the building at other times dependent on the weather conditions.

Moultonborough Transfer Station (Dump): The Transfer Station contains approximately 360 +/- square feet of office, kitchen and 1 bathroom. Normal hours of operation are 7:00 AM to 5:00 PM Thursday through Tuesday.

2. Cleaning Specifications

a. EACH VISIT

- All resilient flooring needs to be damp mopped (including bathrooms and main lobby area)
- Vacuum all carpeted floors in offices, conference rooms, common areas
- Vacuum all entrance mats and runners, remove stains, gum and adhesives
- Clean all service windows, remove any adhesives
- Empty all trash and recycling receptacles and replace liners as needed
- Empty all exterior receptacles outside building entrances
- Clean and sanitize drinking fountains
- Clean, sanitize and deodorize all bathroom fixtures including sinks, toilets, urinals including underneath and plumbing fixtures
- Clean all bathroom glass and mirrors
- Empty, clean and sanitize interior of sanitary containers and trash containers and replace liners
- Refill bathroom soap dispensers, toilet paper and paper towels
- Clean all countertops, tabletops and all other open surface areas
- All trash must be brought to and put into dumpster as indicated in item #4 of Attachment A.

- Dust and spot clean all horizontal surfaces including counters, shelving, desks, chair, tables, office equipment, window sills, heating units, door, door frames, file cabinets and light switches
- Sweep or dry mop all stairs and landings, spot clean spills and remove gum and adhesives

b. ONCE WEEKLY DUTIES

- All resilient flooring needs to be wet mopped once a week (including bathrooms and main lobby area) (Note: This will apply on each visit during the period of December 1st through March 31st).
- Clean all interior glass and exterior glass doors, remove any adhesives. Exterior windows are not included in this item. Interior glass in this usage is for the passage doors from common areas to offices or hallways
- Inspect carpet for spots and remove stains
- Clean and polish all woodwork
- High dust above hand height all horizontal surfaces including ledges and moldings
- Remove dust and cobwebs from ceiling areas
- Dust all chair and table legs, baseboards, ledges, moldings and other low-reach areas
- Dust window blinds
- Remove all finger marks and smudges from all vertical surfaces including doors, door frames, around light switches, walls and wall decorations
- Damp wipe all telephones with a disinfectant cleaner
- Clean, wash and sanitize drinking fountains and water coolers
- Damp mop all stair treads, risers and landings – NO WAX is to be applied to these areas
- Clean and polish door kick plates
- Wipe dry and polish all bright work
- Clean, shine, polish all laminate and wood cabinetry

c. ONCE MONTHLY DUTIES

- Dust all pictures, charts and similar wall hangings
- Dust all horizontal surfaces of furniture, fixtures, equipment and accessories above 72 inches
- Clean transom windows
- Wash stair treads, risers and landings – NO WAX is to be applied to these areas
- Clean, sanitize and deodorize bathroom fixtures including sink, toilet, plumbing fixtures

d. * **ADD-ON SERVICES** *
(Separate quote to be submitted for these items)

1.) Shampoo all carpeted surfaces and mats twice a year
2.) Wash all exterior windows inside and outside twice a year
3.) Strip, wax and seal all resilient flooring including storage areas, supply rooms and closets twice a year.

3. FREQUENCY OF VISITS:
Each building should be cleaned as follows:

a. Town Hall- twice (2) per week (Tuesday & Thursday)
b. Recreation Department- twice (2) per week (Tuesday & Thursday)
c. Public Safety Building- Three (3) times per week (Monday, Wednesday, & Friday.)

d. Highway Department- Once (1) per week (Saturday or Sunday)
e. Waste Management Facility- Once (1) per week (Tuesday evening, or Wednesday or Thursday.)
f. Neck Fire Station- twice (2) per month (15th & 30th closest Friday)

4. DISPOSAL OF TRASH:

The trash from each building is to be disposed of as follows:

a. Town Hall, Recreation and Public Safety Building- trash will be thrown in dumpster at Public safety building, all recyclable to be collected and deposited in each facilities recyclable staging containers.
b. Highway Garage & Neck Fire Station is to be thrown in dumpster at the Highway Garage.
c. Waste Management Facility is to be thrown in compactor at facility.

Attachment B

BID FORM

CLEANING SERVICES FOR THE TOWN OF MOULTONBOROUGH

Bid Form

Name of Bidder: _____

Address: _____

_____

Contact Person: _____ _____
Telephone Fax

_____
eMail

ATTENTION:

Mr. Christopher P. Shipp, Chairman
Board of Selectmen
PO Box 139
Moultonborough, NH 03254

Dear Mr. Shipp:

Having examined the documentation provided with the subject request for Proposals and having had an opportunity to inspect the subject premises, the undersigned proposes to furnish all licensing, permitting, supervision, labor, material, equipment, tools, and reports to perform the work in accordance with the subject documents.

The undersigned acknowledges Addenda # _____
(If none, write none)

If I am notified my proposal is accepted within 30 days of the proposals having been opened, I will execute a contract for the work within 10 days and commence the provision of services within 30 days after executing the contract.

I propose to provide the specified services to the Town of Moultonborough for the period July 1, 2015 through June 30, 2018. The cleaning services proposed shall be in accordance with the accompanying specifications provided by the Town of Moultonborough.

Attachment B
Bid Form
Page 2

Cleaning Location		Annual Base Price	Add-On Services
Town Hall	Year One	$_____	$_____
6 Holland St	Year Two	$_____	$_____
Moultonborough	Year Three	$_____	$_____
Recreation Building	Year One	$_____	$_____
8 Holland St	Year Two	$_____	$_____
Moultonborough	Year Three	$_____	$_____
Public Safety Building	Year One	$_____	$_____
1035 Whittier Hwy	Year Two	$_____	$_____
Moultonborough	Year Three	$_____	$_____
Waste Management Facility	Year One	$_____	$_____
253 Holland St	Year Two	$_____	$_____
Moultonborough	Year Three	$_____	$_____
Highway Garage	Year One	$_____	$_____
68 Highway Garage Rd	Year Two	$_____	$_____
Moultonborough	Year Three	$_____	$_____
Moultonborough Neck Fire Sta.	Year One	$_____	$_____
Moultonborough Neck Rd	Year Two	$_____	$_____
Moultonborough	Year Three	$_____	$_____

Whenever the actual staffing or supervision provided to carry out the services called for in this Contract falls below the levels specified in the Contract documents, or items are not accomplished, the invoices tendered by the Contractor for that period will be reduced by an amount equal to the lost man hours. Any additional work shall be provided at the hourly rate of $_____ hour.

TOTAL BID PRICE FOR ALL WORK AT ALL LOCATIONS:

	Base	**Add-On**	**Total**
Year One	$_____	$_____	$_____
Year Two	$_____	$_____	$_____
Year Three	$_____	$_____	$_____
		Total for All Years	**$_____**

The contract will be awarded on the basis of the total for all years pricing.

The contract will be awarded on the basis of the most reasonable and responsible bidder based on the lowest reasonable total base bid price. I also understand that the town reserves the right to reject any and all bids, and waive any minor or non-material informalities, if deemed to be in its best interests.

In order to be considered responsive each bidder must submit the following with this bid:

- Bid Bond

- List of no less than five references

- Any proposal for conversion of dispensers (soap, paper towels, etc.) for long term cost efficiency and proposed vendor(s) for these products.

I certify, under the penalties of perjury, that (1) I have had an opportunity to tour the facilities being serviced and view the full bid package and am aware it was my responsibility to perform my own due diligence appropriate to submitting this proposal, (2) I am fully authorized to submit this bid, (3) I have not engaged in discussions, negotiations, or collusion with any person to determine what my bid will be and (4) that I, to the best of my knowledge and belief, have paid all taxes, fees, assessments, betterments or other municipal charges that I owe to the Town of Moultonborough or have payment agreement in place or have filed an appeal over the same.

_____

Signature of Bidder

Corporate
Seal

Title of Bidder

Signed this _____day of _____, _____.

Attachment C

REFERENCES

Performance References of Private Firms, Municipalities or other State Agencies:

Company Name_____

Address_____

City/Town_____

Contact Person_____Telephone _____

Annual Value of Contract $_____Origination of Contract_____

Brief Description of Duties _____

_____

Company Name_____

Address_____

City/Town_____

Contact Person_____Telephone _____

Annual Value of Contract $_____Origination of Contract_____

Brief Description of Duties _____

_____

_____

Company Name_____

Address_____

City/Town_____

Contact Person_____Telephone _____

Annual Value of Contract $_____Origination of Contract_____

Brief Description of Duties _____

_____

_____

Attachment C
References
Page 2

Company Name_____

Address_____

City/Town_____

Contact Person_____Telephone _____

Annual Value of Contract $_____Origination of Contract_____

Brief Description of Duties _____

_____

_____

Company Name_____

Address_____

City/Town_____

Contact Person_____Telephone _____

Annual Value of Contract $_____Origination of Contract_____

Brief Description of Duties _____

_____

_____

Company Name_____

Address_____

City/Town_____

Contact Person_____Telephone _____

Annual Value of Contract $_____Origination of Contract_____

Brief Description of Duties _____

_____

_____