



# **Town of Hopkinton, NH**

**Office of the Select Board**

**330 Main Street, Hopkinton, NH 03229-2627**

**Tel: (603) 746-3170 E-mail: [townadmin@hopkinton-nh.gov](mailto:townadmin@hopkinton-nh.gov)**

**Fax: (603) 746-3049 Web: [hopkinton-nh.gov](http://hopkinton-nh.gov)**

## **REQUEST FOR BID PROPOSALS** **CLEANING SERVICES FOR TOWN BUILDINGS**

The Town of Hopkinton is soliciting sealed bids for a one (1) year contract for cleaning services for Town buildings.

Vendors are required to submit written proposals that present the vendor's qualifications and understanding of the work to be performed. The vendor's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

The sealed proposal must be submitted no later than 2:00 p.m. on Thursday, December 20, 2018, to the following address:

Town of Hopkinton  
"RFP-Cleaning Services:  
330 Main Street  
Hopkinton, NH 03229

**All potential bidders are invited to attend a tour of the buildings on Tuesday, December 18, 2018., beginning at 9:00 a.m. at the Slusser Center, 41 Houston Drive, Contoocook, NH. Please RSVP to Robin at (603) 746-8258 if you plan to attend.**

Qualified firms requiring additional information or clarification relative to the contents of the bid may direct inquiries to Neal Cass, Town Administrator at (603) 746-8242 or [townadmin@hopkinton-nh.gov](mailto:townadmin@hopkinton-nh.gov) .

The Town reserves the right to reject any or all bids/proposals or any part thereof, to waive any informality, or information in the bids/proposals, and to accept the bid/proposal considered to be in the best interest of the Town. The Town also reserves the right to conduct reasonable negotiations with low bidders and sole bidders. The Town reserves the right to contact references provided to assist in the determination of a winning bid. Failure to submit all information may declare bid/proposal as non-responsive subject for disqualification. **FAXED BIDS WILL NOT BE ACCEPTED.**

## Specifications

### Hopkinton Town Library (61 Houston Drive, Contoocook)

#### Three Times per week

- Vacuum all public areas
- Vacuum/Dust behind circulation desk
- Clean and sanitize bathrooms
  - Toilets inside and out
  - Sinks
  - Countertops
  - Floors including corners
  - Areas around light switches
  - Mirrors
  - Walls around toilets as needed
  - Fill paper towel, toilet paper, and soap dispensers as needed (to be supplied by Library)
- Empty wastebaskets
- Check tabletops, desktops, and carrels for dirt and clean as needed
- Wipe down kitchen countertop and table
- Clean linoleum floors including entry way
- Wipe down woodwork in heavily used areas – around door knobs, near water fountain, etc.
- Clean water fountain

NOTE: Consult Library Calendar and/or staff about upcoming programs to coordinate cleaning as necessary.

#### Weekly

- Vacuum non-public carpeted areas including next to baseboards
  - Workroom
  - Director's Office
  - Behind children's room desk
  - Behind circulation/reference desks
- Vacuum all stuffed chairs & sofas and under same
  - Around fire place
  - Front sitting area
- Dust and/or clean tops of all low shelving units
  - All tables
  - All carrels
  - Circulation desk
  - Bottom shelving units that have no books
- Clean fronts of kitchen cabinets and appliances
- Clean kitchen counters
- Clean walls around toilets
- Clean woodwork in heavily used areas
- Wash lower windows in front doors leading into main library and into Community Room area, and doors at either end of library

- Wash windows in doors leading to screen porches from main library
- Sweep craft room floor
- Clean craft room tabletop
- Sweep outside front entry to library
- Sweep screen porches in summertime

### **Monthly**

- Dust/clean baseboards
- Dust/clean blinds
  - Behind circulation desk
  - Local History Room
  - Community Room
- Clean cobwebs from corners
- Check cabinet doors to see that all are tight
- Mop craft room floor
- Clean linoleum floors

### **Annually**

- Wash down screen porches in spring time

Other special maintenance tasks as needed.

## **Slusser Center (41 Houston Drive, Contoocook)**

### **Three Times per week**

- Vacuum all public areas
- Address any carpet stains as needed
- Sweep all linoleum floors
  - Closets
  - Kitchen
  - Bathroom
  - Stairs
  - Dining Room
  - Exercise Room
- Clean and sanitize bathrooms
  - Toilets inside and out
  - Sinks
  - Countertops
  - Floors including corners
  - Areas around light switches
  - Mirrors
  - Walls around toilets as needed
  - Fill paper towel, toilet paper, and soap dispensers as needed (to be supplied by Town)
- Empty wastebaskets
- Clean water fountain

NOTE: Consult building calendar and/or staff about upcoming programs to coordinate cleaning as necessary.

### **Weekly**

- Mop stairwell
- Vacuum non-public carpeted areas including next to baseboards
  - Offices
- Check tabs in toilet and replace as needed
- Dust and/or clean tops of all surfaces
- Clean fronts of kitchen cabinets and appliances
- Clean kitchen counters
- Windows on all doors as needed
- Sweep outside front entry to building

### **Monthly**

- Dust/clean baseboards
- Dust/clean ceiling vents
- Dust/clean blinds
- Clean cobwebs from corners

## **Hopkinton Police Station (1696 Hopkinton Road)**

### **Two Times per week**

- Clean and sanitize both bathrooms (shower stall once per week)
- Vacuum all floors/hallways and booking room
- Mop bathrooms, entrance, and kitchen
- Empty all trash
- Restock paper towels/toilet paper (to be supplied by Town)
- Clean main entrance door windows
- Clean bullet proof window in lobby
- Wipe down lobby conference room table
- Dust knee walls and cobwebs in corners/ceiling tiles
- Mop chair mats in winter for salt stains

### **Annually**

- Wash Windows
- Clean/dust light covers-remove bugs
- Vacuum dust from air in-takes
  - Lobby
  - Copier Room
  - Patrol room
- Vacuum gym and stairs
- Wax tile floors
  - Booking Room
  - Kitchen
  - Lobby Bathroom

## **Town Hall (330 Main Street, Hopkinton)**

### **Weekly**

- Vacuum all floors
  - Large meeting room
  - Offices
  - Bathrooms
- Mop Bathrooms
- Mop wood floor in large meeting room (weekly in winter, monthly in good weather)
- Clean and sanitize both bathrooms
  - Toilets inside and out
  - Sinks
  - Countertops
  - Floors including corners
  - Areas around light switches
  - Mirrors
  - Walls around toilets
  - Fill paper towel, toilet paper, and soap dispensers as needed (to be supplied by Town)
- Empty wastebaskets
- Dust and/or clean tops of tables
- Clean front of kitchenette cabinets and appliances
- Clean kitchenette sink and countertop
- Sweep front porch and walkway
- Remove cobwebs at entry as needed

### **Monthly**

- Dust/clean baseboards
- Dust/Clean windowsills
- Vacuum bathroom ceiling fans
- Clean cobwebs from corners

### **Annually**

- Wash windows
- Clean/dust light covers – remove bugs

## **Highway Garage (250 Public Works Road, Contoocook)**

### **Weekly**

- Clean all floors
  - Offices
  - Bathrooms
  - Breakroom
- Mop Bathrooms and Breakroom
- Clean and sanitize both bathrooms
  - Toilets inside and out

- Sinks
- Shower
- Countertops
- Floors including corners
- Areas around light switches
- Mirrors
- Walls around toilets
- Fill paper towel, toilet paper, and soap dispensers as needed (to be supplied by Town)
- Empty wastebaskets
- Clean front of breakroom cabinets and appliances
- Clean breakroom sink and countertop

### **Monthly**

- Dust/clean baseboards
- Dust/Clean windowsills
- Vacuum bathroom ceiling fans
- Clean cobwebs from corners

### **Annually**

- Wash windows
- Clean/dust light covers – remove bugs

## **General Information**

The duties listed above shall be performed within the time frames stated. Should the Town of Hopkinton receive several complaints or concerns about any of these tasks listed, it will be at the Town Administrator's discretion to decide a course of action up to and including termination.

The Contractor will supply cleaning products and equipment. The Town of Hopkinton will provide paper products, trash bags, hand soap, and similar supplies needed.

### **Required Insurance**

A current insurance certificate must be provided prior to commencing any work on this project in the following amounts:

Comprehensive General Liability combined single limit	\$ 1,000,000.00
Worker's Compensation & Employers Legal Liability	\$ 500,000 per accident



## Form for General Bid Cleaning Services

This Bid is hereby submitted to the Town of Hopkinton, NH. We understand that this bid will become part of public record from the time it is opened, and the Town of Hopkinton reserves the right to modify any and all specifications. (in this event all interested vendors will be contacted).

In compliance with all specifications enclosed, the bidder hereby proposes to furnish all products and perform all services in strict accordance with the contract documents provided. All services must be completed at the prices stated below.

**Please provide a monthly cost below:**

The CONTRACTOR agrees to perform the scope of work described above as “monthly” or more frequently, and comply with the terms therein for this price for the 2019 calendar year:

Hopkinton Town Library Monthly Cost: \$ \_\_\_\_\_

Slusser Center Monthly Cost: \$ \_\_\_\_\_

Hopkinton Police Station Monthly Cost: \$ \_\_\_\_\_

Hopkinton Town Hall Monthly Cost: \$ \_\_\_\_\_

Highway Garage Monthly Cost: \$ \_\_\_\_\_

NOTE: The Town reserves the right to award each building separately or all buildings as a package deal.

The CONTRACTOR agrees to perform the scope of work described above as “annually” and other tasks as negotiated, and comply with the terms therein for this hourly price for the 2019 calendar year:

Hourly Rate: \$ \_\_\_\_\_

Please provide a list of three references with sealed bid. The Town reserves the rights to call references. Please provide a list of any municipal clients the company has worked with in the past with dates.

Proposal submitted by (Business Name): \_\_\_\_\_

Business address: \_\_\_\_\_

Business phone: \_\_\_\_\_ Business fax:  
\_\_\_\_\_

Business type: \_\_\_\_\_ (Individual, Partnership, Corporation, LLC, etc.)

Name of person authorized to sign proposals: \_\_\_\_\_

Title of person authorized to sign proposals: \_\_\_\_\_

Signature of person authorized to sign proposals: \_\_\_\_\_

Email of person authorized to sign proposals: \_\_\_\_\_



## **GENERAL TERMS AND CONDITIONS**

### **PREPARATIONS OF BIDS/PROPOSALS:**

Bids/Proposals shall be submitted on the form provided and must be signed by the bidder or his/her authorized representative. The person signing the proposal shall initial any corrections to entries made on the attached forms.

Bidders must provide pricing on all items appearing on the bid forms unless specific directions in the advertisement, on the bid form, or in the special provisions allowed for partial bids. Failure to provide pricing on all items may disqualify the bid.

Any questions or inquiries must be submitted in writing, and must be received by Town Administrator Neal Cass no later than seven (7) calendar days before the Bid/Request for Proposal due date in order to be considered. Any changes and responses to any questions submitted to the Bid/Request for Proposal will be provided to all bidders of record.

### **SUBMITTED BIDS/PROPOSALS:**

Proposals must be submitted as directed in the Invitation to Bid (page 1), and on the forms provided unless otherwise specified. Proposals must be typewritten or printed in ink. Proposals must be mailed or delivered in person. Proposals that are faxed or emailed will not be accepted.

### **WITHDRAWING BIDS/PROPOSALS:**

Proposals may be withdrawn prior to the opening date and time upon written request of the bidder. Negligence on the part of the bidder in preparing his/her proposal shall not constitute a right to withdraw a proposal subsequent to the proposal opening.

### **LIMITATIONS:**

This Invitation to Bid does not commit the Town to award a contract, to pay any costs incurred in the preparation of a response to this invitation, or to procure or contract for services or supplies. The Town reserves the right to accept or reject any or all proposals received as a result of this invitation to bid, or to cancel in part or in its entirety this RFP/Bid, if it is in the best interest of the Town to do so.

### **PROPOSAL RESULTS:**

All sealed bids received will be considered confidential and not available for public review until after the bid opening is conducted.

### **KNOWLEDGE AND EXPERIENCE:**

Provide a description of the firm's knowledge and experience in the industry. Highlight your company's experience to provide the highest quality and effective product and reliable service and support.

### **MODIFICATIONS AFTER AWARD:**

The Town reserves the right to incorporate minor changes/modifications, which may be required after an award has been made. The vendor will incorporate these changes at no additional cost, but may protest such action and not be bound by any such request if it can prove the timing or extent of the modifications implies major effort on its part. Modifications will be requested based on improvements to services that might be needed after the award of this RFP with reasonable accommodations being made with approval from both the Town and the vendor.

**CANCELLATION OF AWARD:**

The Town reserves the right to cancel the award without liability to the proposer at any time before a contract has been fully executed by all parties and is approved by the Town.

**CONTRACT:**

Any contract between the Town and the vendor shall consist of (1) the Request for Proposal (RFP) and any amendments thereto and (2) the Vendor's proposal in response to the RFP. In the event of a conflict in language between documents (1) and (2) referenced above, the provisions and requirements set forth and referenced in the RFP shall govern. The Town also reserves the right to clarify any contractual relationship in writing with the concurrence of the Vendor and such written clarification shall govern in case of conflict with the applicable requirements contained in the RFP and the Vendor's proposal.

In all other matters not affected by written clarification, if any the RFP shall govern. The Vendor is cautioned that this proposal shall be subject to acceptance without further clarification.

**EXECUTION OF AGREEMENT:**

The successful bidder shall sign (execute) the necessary agreements for entering into the contract and return such signed agreements to the town within ten (10) calendar days from the date mailed or otherwise delivered to the successful proposer.

**FAILURE TO EXECUTE AGREEMENT:**

Failure of the successful proposer to execute the agreement at the date and time agreed upon by the Town and the successful bidder shall be just cause for cancellation of the award and forfeiture of all deposits.

**CONTRACT TERMINATION:**

If at any time the proposer fails to provide proper services during the contract period, the Town of Hopkinton, NH will have the option to terminate the contract at any time without notice. In such an event, all finished and unfinished work, services, plans, data programs and reports prepared by the Vendor under this contract shall become the Town's property and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed. However, the Vendor shall not be relieved of liability to the Town for damages sustained by the Town by virtue of any breach of any contract. The Town may hold payments until such time as the exact amount of damages due the Town is determined.

**INSURANCE CERTIFICATES:**

The proposer must supply a current insurance certificate before any work commences. See: Insurance requirements.

**WORKERS COMPENSATION:**

All proposers and subcontractors at every tier under the proposer will conform to the requirements of RSA 281-A: 2 with close attention to sections VI (a), VI(c) and VII (a) as well as Section 281-A: 4.

**PRICING:**

Unless otherwise specified all prices listed are firm for the term of the contract. All prices should include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this contract will only hold up payment if they are added to the submitted invoice.

**INVOICING:**

Unless otherwise specified, invoices will be submitted to Town of Hopkinton, 330 Main Street, Hopkinton, NH 03229. The invoice must include an itemization of all items, supplies, repairs and labor furnished, including unit list pricing, net pricing and total amount due.

**PAYMENT:**

Unless otherwise specified or agreed upon, payment will be made within fifteen (15) days after the receipt of the invoice that's approved by the Town or the completion of services.

**GUARANTEES AND WARRANTIES:**

All parts and labor related to agreements must be guaranteed and include a warranty. If any work is unable to be guaranteed, the contractor must inform the Town, in writing, prior to the delivery of an item or any work being performed.

**FORCE MAJEURE:** Neither party shall be liable for any inability to perform its' obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or any other act of God.

**NOTIFICATION:**

Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal Service or delivered in hand to the parties as stated in the contract.

**SEVERABILITY:**

If any of the GENERAL TERMS AND CONDITIONS is held to be invalid or unenforceable, it will be construed to have the broadest interpretation which would make it valid and enforceable under such holding. Invalidity or unenforceability of a term or condition will not affect any of the other GENERAL TERMS AND CONDITIONS.

**PROVISION REQUIRED BY LAW DEEM INSERTED:**

Each and every provision and clause required by law to be inserted in this invitation for bids and any subsequent contract shall be deemed to be inserted herein and this invitation for bids and 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 upon the application of either party, the invitation for bids and contract shall forthwith be physically amended to make such insertion or correction.

**DISADVANTAGED BUSINESS ENTERPRISES:**

The Town hereby notifies all vendors that it will affirmatively ensure that in any contract entered into pursuant to this invitation for bids, disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this request and will not be discriminated against on the grounds of race, color, national origin, religion, sex, age, or disability in consideration for an award.

**NON-DISCRIMINATION:**

Contracts from work resulting from this invitation for bids shall obligate the Vendor/Contractor and Subcontractors not to discriminate in employment practices on the grounds of race, color, national origin, religion, sex, age, or disability. Statements as to nondiscriminatory practices may be requested from the successful Vendor(s)/Contractor(s).

**DEFINITIONS:**

Proposal shall also mean quotation, bid, offer qualification/experience statement and services. Proposers

shall also mean vendors, offerors, bidders, contractors or any person or firm responding to an invitation for bids.

**GOVERNING LAW:**

The Laws of the State of New Hampshire shall govern all contracts entered into by the Town of Hopkinton, NH. Any disputes, disagreements or contract issues, which cannot be settled between the Town of Hopkinton, NH and the Vendor/Contractor, shall be resolved within the venue of the State of New Hampshire.