

TOWN OF PERINTON
LEGAL NOTICE

NOTICE TO BIDDERS
RECREATION SUPPLIES
PARK SUPPLIES
WEARING APPAREL
ARTS & CRAFTS SUPPLIES
JANITORIAL SERVICES

NOTICE IS HEREBY GIVEN, that pursuant to the requirements of Section 103-d of the General Municipal Law, sealed proposals are sought and requested for Recreation Supplies, Park Supplies, Wearing Apparel, Arts & Crafts Supplies and Janitorial Services.

The sealed proposals will be received by the Town Clerk at the Town Clerk's office, 1350 Turk Hill Road, Fairport, New York 14450, until the 10th day of January, 2019 at 2:00 p.m. prevailing time, at which time and place they will be publicly opened and read.

The enclosure containing the proposal shall be endorsed on the outside with the name of the bidder, the business address to which communications may be sent, and will indicate that a bid is enclosed. The bid shall be in conformity with specifications which will be furnished by the undersigned and are now available at the Recreation & Parks Department office, 1350 Turk Hill Road, Fairport, NY 14450. All bids submitted must contain a Non-Collusive Bidding Certificate.

The Town of Perinton also reserves the right to waive any informality in or to reject any and all bids.

BY ORDER OF THE TOWN BOARD
TOWN OF PERINTON

Jeffrey D. Myers, CPRP
Commissioner of Recreation & Parks
Town of Perinton
Phone (585) 223-5050
Fax (585)223-4045

Date: December 6, 2018

Town of Perinton
Recreation and Parks Department
1350 Turk Hill Rd.
Fairport, NY 14450

OFFICIAL BID SHEET
JANITORIAL SERVICES for
PERINTON COMMUNITY CENTER AND TOWN HALL

Each contractor is requested to provide a bid price that includes usage of Town owned janitorial equipment and cleaning supplies, as well as a bid price using contractor provided equipment and cleaning supplies. All contractor provided cleaning supplies must be pre-approved by the Town representative.

While the contract will include janitorial services for the Community Center and Town Hall combined, for payment purposes, each bidder must provide the prices for the Town Hall services separate from the Community Center services.

The contractor that is awarded this bid will be required to sign a three year agreement with the Town of Perinton for the services as described in the bid specifications. The agreement will take effect upon a designated date agreed upon by the contractor and the Town of Perinton. Either party may, upon notice to the other, terminate this agreement if the other party materially breaches this agreement. The party terminating this agreement is required to inform the other party in writing, no less than ninety (90) days prior to the last date of service, unless the breach involves a criminal act.

Bidding contractors are required to provide fees for services as described below, as well as percentages of fee increases for subsequent years following the first year.

The Town of Perinton reserves the right to reject any and all bids at its' sole discretion. Each bidder is required by General Municipal Law (section 103-d) to provide a signed Non-Collusive Bidding Certificate (included in this packet).

PERINTON COMMUNITY CENTER JANITORIAL SERVICES:

Monthly/Annual Cost if bidder utilizes Town owned janitorial equipment and cleaning supplies: \$_____per month; \$_____annually.

Monthly/Annual cost if bidder provides janitorial equipment and cleaning supplies: \$_____per month; \$_____annually.

Percentage increase in fees for each subsequent year:
_____ % Increase

OFFICIAL BID SHEET
JANITORIAL SERVICES for
PERINTON COMMUNITY CENTER AND TOWN HALL
Page 2

PERINTON TOWN HALL JANITORIAL SERVICES:

Monthly/Annual Cost if bidder utilizes Town owned janitorial equipment and cleaning supplies: \$_____per month; \$_____annually.

Monthly/Annual cost if bidder provides janitorial equipment and cleaning supplies: \$_____per month; \$_____annually.

Percentage increase in fees for each subsequent year:
_____ % Increase

TOTAL PER MONTH/ANNUAL COST (Community Center & Town Hall):

Utilizing Town owned janitorial equipment and cleaning supplies:
\$_____per month; \$_____annually.

Utilizing contractor provided janitorial equipment and cleaning supplies:
\$_____per month; \$_____annually.

Percentage increase in fees for each subsequent year:
_____ % Increase

Signature of Bidder: _____

Printed Name: _____

NON-COLLUSIVE BIDDING CERTIFICATION
Section 103-d of the General
Municipal Law

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor:

Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to the opening, directly or indirectly, to any other bidder or to any competitor, and

No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

Name of Company _____

Address _____

Phone Number _____

Authorized Representative _____

Printed

Signature

Date _____

Town of Perinton
Recreation and Parks Department
1350 Turk Hill Rd.
Fairport, NY 14450

CONTRACT FOR SERVICE
CLEANING and JANITORIAL
PERINTON COMMUNITY CENTER and TOWN HALL CAMPUS

1. **Term of agreement:** One year from signing date. Failure of the successful proposer to comply with any of the minimum requirements contained in this Scope of Services may result in immediate termination.
2. **Areas to be serviced** include (but not limited to):
 - Perinton Community Center
 - Three (3) Locker Rooms: Ladies, Men's, Family (LRx3)
 - Eight (8) Restrooms (RR)
 - Reception, Lobby, Entrances and Stairs (RLES)
 - Vending Area (VEND)
 - Upper & Lower Corridors (ULCs)
 - Perinton Town Hall
 - Reception Area/Lobby/Corridor/Entrances (RLCE)
 - Rest Rooms (RR) (5 – Three on upper level, two on lower level)
 - Employee Lounge (EL)
 - Public Meeting Rooms including Board & Court (PMR)
 - Stairwell (SW)
3. **Scope of Services: SUCCESSFUL PROPOSER'S RESPONSIBILITIES**
 - a. **SUPERVISION**
 - 1) The successful proposer shall have a designated supervisor during scheduled work hours, who will be responsible for the performance standards set forth in these specifications, and will receive instruction from the Town's designated representative(s). The successful proposer's supervisors shall resolve any deficiencies in service daily.
 - 2) The successful proposer shall have a manager available by cellular telephone during required service hours. The manager shall inspect the facility at least once a week to assure the execution of processes and standards as prescribed in these specifications and, where necessary, arrange for curative measures. The manager shall meet with the designated Town representative monthly or as needed. The frequency of the meeting requirement shall be increased or decreased as the Town's representative deems necessary.
 - 3) The successful proposer shall not recruit, interview and/or hire an employee on or in any Town facility covered in this specification.
 - 4) The personnel employed by the successful proposer shall be capable employees, age 18 years or above, capable of custodial work and capable of presenting proper documentation to legally work in the

United States. The successful proposer is responsible to assure that all laws are met in the hiring of its personnel. The successful proposer shall staff the facilities with trained, experienced and supervised personnel with a minimum of one (1) year prior custodial experience, who will consistently exhibit the capability to operate with a minimum of supervision. The successful proposer must pay prevailing wage rates.

- 5) All personnel will receive close and continuing supervision at all times. Supervisors must have supervisory experience in the commercial custodial field, performing at levels at or above the specifications herein.
- 6) Janitorial contractor will hire, control, train, and pay prevailing wage for sufficient, qualified personnel to perform cleaning operations.

b. Materials

- 1) Town of Perinton may provide all cleaning equipment & supplies, i.e. Advance Power Cleaning machine, mop buckets, mops, detergent, sanitizers, window cleaner, etc. Each bidder will need to indicate two bid prices. One defining their bid price if they utilize their own cleaning equipment and supplies, and the second utilizing Town of Perinton owned equipment and supplies.
- 2) Town of Perinton will maintain inventory of and provide plastic wastebasket liners, trash bags, soap, and paper goods for restrooms.

4. Specifications for regular cleaning (Perinton Community Center):

a. Daily – 7 days per week: Work will start after 9:30 pm and conclude before 5:00 am the following day

- 1) Empty waste baskets, replace liners daily. (ALL AREAS)
- 2) Transfer trash to appropriate bin. (Removal of trash)
- 3) Vacuum carpeted areas, including moving chairs. (RLES)
- 4) Clean & dry counter top in Lobby. (RLES)
- 5) Clean & shine metal elevator doors. (RLES)
- 6) Clean, sanitize & deodorize commodes, urinals, sinks, & fixtures. (RR, LRx3)
- 7) Clean, sanitize & deodorize showers, including walls. (LRx3)
- 8) Clean, sanitize & deodorize partitions, doors, walls. (RR, LRx3)
- 9) Clean, sanitize, deodorize & dry mirrors. (RR, LRx3)
- 10) Clean, sanitize, deodorize & dry counter tops. (RR, LRx3)
- 11) Clean, sanitize & deodorize floors, including stairs. (ALL AREAS)
- 12) Replenish soap/lotion dispensers. (RR, LRx3)
- 13) Replenish paper products. (RR, LRx3)

b. Weekly – 3 days per week:

- 1) Machine scrub all floors. (ALL)
- 2) Clean & sanitize waste receptacles. (ALL)
- 3) Clean, sanitize & deodorize shower curtains. (LRx3)
- 4) Manually scrub corners, drain covers & edges with deck brush. (RR, LRx3)
- 5) Clean & dry windows overlooking aquatics. (RLES, VEND)
- 6) Clean & dry glass doors, sidelights and partitions. (RLES)

- c. In addition to these itemized cleaning tasks, janitorial contractor utilizing the towns' equipment will be responsible for the daily maintenance of the Advance Power Cleaning machine, including:
 - 1) Empty the recovery tank.
 - 2) Rinse the recovery tank with clear water.
 - 3) Replenish the supply tank with clear water.
 - 4) Replenish detergent & sanitizer.
- d. Janitorial contractor will be responsible to report daily any malfunctions of equipment and facility amenities to designated Town of Perinton management.
- e. Janitorial contractor will communicate with designated Town of Perinton management any decline in supply inventory for purposes of re-ordering.

5. Specifications for regular cleaning (Perinton Town Hall):

- a. Daily – 5 days a week: Work will start after 5:30pm and conclude before 5:00am, and will not interfere with evening meeting activities.
 - 1) Empty trash receptacles & remove trash to designated areas. (ALL)
 - 2) Spot clean door glass as required. (RLCE)
 - 3) Spot clean interior partition glass panels as required. (Outside of Dept. Offices)
 - 4) Wash and disinfect drinking fountains. (RLCE)
 - 5) Vacuum carpeted areas, including moving desk chairs. (ALL)
 - 6) Dust & damp mop quarry tile floors. (RLCE)
 - 7) Dust & damp mop stairwell and landing. (SW)
 - 8) Disinfect table and counter tops. (EL)
 - 9) Clean mirrors. (RR)
 - 10) Clean, sanitize & deodorize all fixtures. (RR)
 - 11) Clean metal partitions & ceramic tile walls as necessary. (RR)
 - 12) Refill towel, soap and tissue dispensers as needed. (RR)
 - 13) Dust merchandise table under brass tree. (RLCE)
 - 14) Straighten up rooms. (PMR)
 - 15) Wipe down counter in Copy Room. (RLCE)
- b. Weekly
 - 1) Dust ledges, window sills and molding. (PMR)
 - 2) Polish Countertops. (PMR)
 - 3) Clean fingerprints/smudges from woodwork, switch plates and doorframes. (PMR)
 - 4) Clean glass doors and partitions. (RLCE)
 - 5) Whisk/dust upholstered furniture. (PMR)
 - 6) Remove debris and tape on Dais. (PMR)
 - 7) Dust chairs, file cabinets, ledges, window sills, moldings, shelves. (EL)
 - 8) Empty recycle bins. (EL)
- c. Monthly
 - 1) Clean cobwebs. (RLCE, SW)
 - 2) Clean baseboards. (SW)
 - 3) Clean/dust blinds. (EL)

6. Site Visits:

Proposers are encouraged to inspect the facility prior to submitting a proposal. A facility tour is available upon request with sufficient advance notice. Please contact Scott Allen 585-223-5050, extension 1178 for assistance.

7. Due Care:

- 1) The successful proposer shall not allow smoking, tobacco use, consumption of alcohol or consumption of non-prescription drugs by its employees in the facility at any time. There are no exceptions. Failure to abide by this provision may result in the immediate termination. Smoking shall be at outdoor, designated areas only.
- 2) The successful proposer is totally responsible for any damage to Town or personal property due to negligence on the part of the successful proposer or his/her agents. Rectification shall be made to the Town's satisfaction.
- 3) The successful proposer shall immediately inform the Town's designated representative of any known deficiencies in the buildings (i.e. spots, stains, clogged toilets, broken dispensers, water leaks, elevator malfunctions, etc.) at the time of discovery or not later than 9:00 am the next business day.
- 4) No person shall be working in any Town facility under the undue influence of legal drugs or under the influence of illegal drugs. There are no exceptions. Any successful proposer's employee or agent/representative otherwise found to be under this influence will be removed from the property and shall thereafter be precluded from working at any Town owned or leased facility.
- 5) In accordance with Town of Perinton, candidates may be considered ineligible to work in Town facilities due to falsification of application, adverse background check, or other information that would be considered undesirable for consideration for employment.

8. Security:

- 1) The successful proposer shall be fully responsible for the cost of replacement of any keys lost, duplicated or damaged. In the event that a key is lost, the successful proposer will be responsible for replacement of all locks operated by said key. In addition, the proposer shall reimburse the Town for all costs in ensuring the security of the entire facility. The successful proposer may be assessed a fee for key replacement. All keys will be issued by the designated representative must be signed for by the successful proposers' management personnel only.
- 2) The successful proposer will be responsible for returning facility keys as directed or may be assessed fees until such items are returned. The Town's representative will make periodic audits as deemed necessary to insure that the proposer is controlling all items as required.
- 3) The successful proposer shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance and integrity. The Town's designated representative, and/or on-site custodial inspector will notify the proposer's representative(s) of unacceptable work or unsuitability of employees. The successful proposer shall take immediate corrective action, including disciplinary

- measures, and/or removing the responsible individual(s) from Town property, if so directed. The Town reserves the right to deny access to any Town facility based on violation hereof.
- 4) It will be the responsibility of the successful proposer to establish adequate procedures to preclude use by its employees of the property of the Town. This property includes but is not limited to televisions, telephones or telephone systems, computer equipment, audio/visual equipment, duplicating equipment, scanners, miscellaneous office equipment & supplies, fitness equipment, personal items, food, radios, air conditioners, fans and non-janitorial mechanical equipment.
 - 5) The successful proposer shall perform New York State criminal background checks for all personnel. Said reports will be forwarded to the Town for acceptance or rejection before Contractor or subcontractor employees enter facilities to provide the services herein described. The Town reserves the right, in its sole discretion, to preclude or deny access to any person known to be or thought to be a security risk.
 - 6) Material Safety Data Sheets (M.S.D.S.) will be furnished on ALL products provided by the successful contractor. The M.S.D.S. will be furnished to the Town BEFORE any products are brought unto property. A copy of the M.S.D.S. sheets shall be left with the assigned employee.
 - 7) The successful proposer shall be totally responsible for any damage due to chemical cleaning products because of negligence on its part or on the part of its employees, agents or representatives to any person and/or property.
 - 8) The successful proposer shall conform to all OSHA regulations. It is the responsibility of the proposer to keep informed as to changes and act accordingly.
 - 9) No visitors, friends, family members or children are allowed in or on Town property unless legally and lawfully employed by the successful proposer.
 - 10) The Town of Perinton reserves the right to periodically request a background check and/or drug/alcohol screening test for any or all persons assigned to Town facilities, at the contractor's expense, with or without cause.
 - 11) At no time, nor for any reason, shall any exterior door be propped open.
 - 12) At no time, nor for any reason shall any representative of the successful proposer allow, permit or provide access to any Town facility unless that person is an employee of the successful proposer who is properly attired, bearing the required photo identification (I.D.).
 - 13) Any door found locked or known to be locked shall be locked again upon conclusion of service to that area.

9. Identification:

- 1) The successful proposer shall require all its employees, agents and/or representatives to wear a clean shirt with the company name and logo, if any, while in any facility to provide the services required herein.

Failure to wear the required shirt shall result in the removal of the person not wearing the proper shirt from any facility.

- 2) The successful proposer shall require all its employees, agents and/or representatives to visibly wear photo identification (I.D.) while in any facility to provide the services required herein. Said I.D. shall contain a current photograph of the employee, his/her name in bold print, the name of the company and company logo, if any. Failure to wear I.D. will result in removal of that person from any facility.

10. Allowable Chemicals:

- 1) Any and all cleaning products used in facilities shall be “Green Seal Certified”, unless written permission is given by the Commissioner or designee. All materials are to be used per the manufacturer’s directions as described on the product labeling or in accompanying literature. Products used by the successful proposer that are not Green Seal Certified shall be grounds for immediate termination, unless other written arrangements have been made. All cleaning products proposed for use shall be submitted to the designated representative ten (10) business days before the contract start date, and thereafter as required.

11. Material Furnished by Town:

- 1) Single phase, 120V, 15 amp electrical power at existing outlets.
- 2) Water at existing outlets.
- 3) Toilet tissue, hand towels, hand soap and exterior trash can liners.
- 4) The successful proposer shall insure that all restrooms are fully stocked at all times with sanitary napkins, toilet tissue, towels and liquid soap. Installation of said supplies shall be the successful proposer’s sole responsibility regardless of perceived operating difficulties.
- 5) Metal door and amenities keys.

12. Reduced Services /Increased Services/Liquidated Damages/Incentives:

- a. The Town reserves the right to add or remove tasks, or temporarily add or suspend services.
- b. REDUCED SERVICES-Any reduced or eliminated tasks or services, permanent or temporary, shall require pro-rated invoicing for any partial month period.
- c. INCREASED SERVICES- Any added or increased tasks or services, permanent or temporary, shall require pro-rated invoicing for any partial month period. Exceptions may be made on a case-by-case basis.
- d. ASSESSMENTS AGAINST INVOICING- The Town reserves the right to reduce payment of monthly invoices, in an amount to be determined prior to contract award, for services not performed and/or products not supplied as specified in this RFP.

13. Work Hours:

- 1) All evening cleaning services, unless otherwise specified, shall be performed at the closing of each normal work day; not earlier than 5:30pm (Mon-Fri) in Town Hall and 9:30pm (Mon-Sat.) or 5:30 pm Sunday in the community center. All work must be completed by 5 am the following morning.

- 2) The successful proposer shall immediately inform the Town's designated representative in the event the successful proposer is unable to arrive prior to 10pm (Monday – Saturday) or 6:00pm (Sunday),
- 3) The Town's Community Center currently schedules seven (7) days of holidays that affect the Community Center scheduling during the fiscal year. They are as follows: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. The Contractor's cleaning personnel are not required to clean during these days. The Town may add or remove recognized holidays in its sole discretion and shall advise the Contractor accordingly in writing.
- 4) The Town Hall currently schedules eleven (11) days of holidays that affect the Town Hall scheduling during the fiscal year. They are as follows: New Year's Day, Martin Luther King Jr. Birthday, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day. In addition, the Town Hall is closed on the Friday following Thanksgiving. The Contractor's cleaning personnel are not required to clean during these days. The Town may add or remove recognized holidays at its sole discretion and shall advise the Contractor accordingly in writing.

14. Insurance:

The successful proposer must provide liability insurance naming the Town of Perinton as an additional insured in a minimum amount of \$1 million. The Town is not responsible for any insurance issues related to the successful proposer or its employees.

15. Services Requiring Special Procedures:

A. REFUSE, GARBAGE AND RECYCLING

For the purpose of RFP, the following definitions are offered:

Garbage: Food and/or beverage waste.

Recyclables: Newspaper, magazines, catalogs, phone books, brown paper bags, corrugated cardboard, writing and office paper, junk mail and envelopes, aluminum, steel and tin cans, foil, glass, beverage boxes, beverage cartons and plastic bottles.

Refuse: All other materials not included above.

1. Garbage shall be placed in tied, plastic bags and disposed of in provided garbage containers or garbage dumpsters each day worked.
2. Recycling is required by the Town. The successful proposer shall abide by same, each day worked. The successful proposer shall, to the best of its ability, ensure

that recyclables are collected by type and placed in the appropriately marked provided containers.

3. Refuse shall be disposed of in Town provided refuse containers or garbage dumpsters each day worked.
4. The successful proposer shall be responsible for closing all lids on all containers each day worked. Failure to close all provided and working lids, where such failure leads to corruption or loss of recyclables, may result in an assessment against monthly invoicing.
5. Under no circumstances, nor for any reason, shall the successful proposer, its employees, agents or representatives ever dispose of any flammable, toxic or caustic materials into any Town provided container or in or upon any Town property. Should proposer knowingly violate the terms of this provision, proposer shall be held liable for the cost of the timely, proper and legal disposal of said material(s). Further, proposer shall be held liable for any monetary or penalty imposed upon the Town otherwise and for remediation of any property damage caused by said disposal.

B. WASTE RECYCLING PROGRAM

The successful proposer is required to participate in the Town's Waste Recycling Program, collecting pre-sorted material and disposing of same in Town provided containers, daily. Cardboard boxes will be broken down before depositing into exterior containers. Do not mix materials. Paper and cardboard may be co-mingled and placed in the appropriate container with or without a plastic bag. If plastic bags are used they must be of a low millimeter gauge, clear and contain recycled content. All garbage must be bagged, tied and disposed of in dumpsters on a **daily basis**. The successful proposer will be responsible to dispose of waste according to all laws and ordinances established or revised during this contract. A fee may be assessed if recyclable material is found deposited in Town waste dumpsters or waste is found deposited in recycle containers, where such placement is the responsibility of the successful proposer .

C. GLASS CLEANING – DOORS, SIDE LITES, PARTITIONS, ETC.

Exterior building windows are not included in this RFP. All interior door and partition glass will be cleaned. All glass doors and surrounding glass will be cleaned.

D. BABY CHANGING STATIONS

All baby changing stations will be wiped down with approved disinfectant daily.

MISCELLANEOUS

- A. Management, supervisors and other employees must be briefed on life safety equipment and evacuation procedures, including the location of fire equipment and safety exits. Similarly, management, supervisors and other employees must be familiar with the locations and operation of main water and electric shut-off devices.
- B. Immediately report fires, hazardous conditions and items in need of repair to any Perinton Town employee, the Building Superintendent, the Town's designated representative, the Facilities Maintenance Office or to 9-1-1, as indicated.
- C. Turn off lights and fans in all rooms when cleaning is complete.
- D. Close doors and lock rooms in security areas after cleaning. These security areas will be identified by the Town. Any door found locked upon arrival shall be locked again when cleaning is complete.
- E. Turn in any valuable article or item found to any Perinton Town employee.
- F. Assign sufficient daytime staff to be responsive to complaints relating to cleaning.
- G. Contractor will immediately notify the designated Town representative when an unauthorized or suspicious person is seen on the premises or call 9-1-1 as indicated.
- H. All water faucets and spigots shall be turned off completely when not in use.

The aforementioned services will be performed as described by the vendor that submitted the winning bid for Perinton Community Center and Town Hall Janitorial Services for the calendar year, 2017.

Vendor Identification: Name:
 Business Address:
 Address 2:
 Phone:
 Fax:
 Email:
 Federal ID#:

Terms of Payment: The monthly fees for the services as described will be payable the following month in accordance with the regular audit and pay schedule for the Town of Perinton. A monthly invoice needs to be provided by the vendor no later than the 10th day of the month following the month of service.

- Additional floor care services depending on frequency, condition of area and services required will be assessed a fee of \$___ to ___ cents per square foot.
- These services as well as any OPTIONAL services when required will be quoted, supplied a scope of work, and will be agreed upon by the town and the vendor prior to starting any additional work.

Vendor Contact Information:

Persons authorized to contractually obligate (name of contractor) with this contract and in future negotiations:

Name **Title** **Phone**

Persons to be contacted For clarifications:

Name **Title** **Phone**

Signed: _____ Dated: _____
name, title
Company name

Signed: _____ Dated: _____
Michael G. Barker, Supervisor
Town of Perinton

