

# Town of Old Saybrook

## REQUEST FOR PROPOSALS

December 17, 2021

The Town of Old Saybrook is seeking proposals from Commercial Cleaning companies for cleaning services at the Acton Public Library (APL) for approximately 20 hours per week. Further cleaning services may be requested in other buildings, including Old Saybrook Town Hall, Old Saybrook Youth & Family Services and the Old Saybrook Fire Department. The town may request the successful bidder to quote the other buildings at the time of the successful awarding of the APL contract.

Sealed proposals must be received by Tuesday, February 1, 2022 at 3:00 p.m. The Town of Old Saybrook reserves the right to award in part, to reject any and all proposals in whole or in part, or waive technical defects, irregularities, and omissions if, in its judgment, the best interest of the Town of Old Saybrook will be served.

**SELECTION CRITERIA:** The selection for award will be based on the most responsible, responsive and qualified bidder. Responsibility will be evaluated based on the candidate's previous experience, qualifications, references, and the ability to competently complete this work in a timely fashion. The Town of Old Saybrook reserves the right to accept or reject any or all proposals, to waive technicalities or to award the contract to the most qualified bidder who does not submit the lowest bid if it is in the best interest of the town.

**PROJECT SCOPE:** The Contractor shall furnish all labor, equipment, and supplies for the purpose of cleaning these buildings. Cleaning will include, but not be limited to, bathrooms, offices, vacuuming, interior windows, garbage pails, dusting and other normal and expected cleaning activities in a highly trafficked public building.

Hours of work may be proposed by the company but non-business hours are preferred any day of the week. The company and the town must agree on a schedule before a contract will be awarded. A weekly schedule must be maintained year-round.

### **REQUEST FOR PROPOSALS CONDITIONS:**

- All proposals in response to this proposal are to be the sole property of the Town of Old Saybrook.
- The Contractor shall prepare and propose a "Cleaning Schedule". APL currently has a list of scheduled cleaning items the contractor must be able to assume which will be made available to all contractors when visiting the building.
- ***Prior to submitting the bid, all Contractors must examine existing proposed locations and make available supporting documents which may reasonably affect their work. The Contractor shall notify the First Selectman when they will view the subject properties so that someone is available to accompany them through the buildings.***
- If the contractor cannot meet the work requirements, the town should be informed. Subcontracting work must be approved in advance.
- All workers will carry proper identification with them at all times.

- The Contractor agrees this proposal will remain valid for a period of 90 days after the deadline for submission and may be extended beyond that time by mutual agreement.
- Proof of liability and workmen's compensation insurance will be required, in addition to naming the town as an additional insured. See attached insurance requirements.
- Proposer must be prepared to present evidence of experience, ability and service.
- No additions or changes to the original proposal will be allowed after submission during the review of your bid.

In rendering services under this Agreement, the Contractor shall conform to professional standards of work and business ethics. The Contractor warrants that the services shall be performed in a professional and workmanlike manner, in accordance with generally accepted safety principles and practices.

The Contractor shall comply with all applicable State laws and Town ordinances. The Contractor and their employees shall acquire and possess all required permits and licenses. The Contractor shall also be responsible for the payment of all costs associated with required insurances.

The Contractor is expected to understand and follow the Town's Environmental, Health and Safety policies. The Town of Old Saybrook may amend or cancel this proposal prior to the due date and time, if it deems it to be necessary, appropriate or otherwise in the best interest of the Town of Old Saybrook.

The Town of Old Saybrook reserves the right to award in part, to reject any and all proposals in whole or in part for misrepresentation or if the Contractor is in default of any prior Town of Old Saybrook contract, or if the proposal limits or modifies any of the terms and conditions and/or specification of this bid. The Town of Old Saybrook also reserves the right to waive technical defects, irregularities and omissions if, in its judgement, the best interest of the Town.

The Town of Old Saybrook reserves the right to correct inaccurate awards resulting from clerical errors.

## **PROPOSAL REQUIREMENTS**

Proposals must be submitted in a sealed envelope marked "RFP 2022 –APL Commercial Cleaning" and received by Tuesday, February 1, 2022 at 3:00 p.m. to the following:

Attn: Office of the First Selectman  
Carl P. Fortuna, Jr.  
302 Main Street  
Old Saybrook, CT 06475

Telephone: 860-395-3123  
Email: [carl.fortuna@oldsaybrookct.gov](mailto:carl.fortuna@oldsaybrookct.gov)

Proposals transmitted by Fax or Email will not be accepted or reviewed

OLD SAYBROOK IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.

MBE'S, WBE'S AND SBE'S ARE ENCOURAGED TO SUBMIT BIDS.

**Minimum Insurance Requirements.** The selected contractor shall agree to maintain in force at all times during which services are to be performed the following coverage placed with a company(ies) licensed to do business in the State of Connecticut:

General Liability*	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability*	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella* (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Professional Liability	Each Occurrence	\$ 1,000,000
	Aggregate	\$ 1,000,000

\* The Town of Old Saybrook shall be named as "Additional Insured". Coverage is to be provided on a primary, noncontributory basis.

Workers' Compensation and Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employ	\$500,000
	EL Disease Policy Limit	\$500,000