

PLEASE DO NOT REMOVE ANY SHEETS FROM THIS DOCUMENT

**TOWN OF VERNON
DEPARTMENT OF PUBLIC WORKS**



Request for Proposals (RFP) #2141

**Furnishing Custodial Services at Various Buildings Owned by
the Town of Vernon**

Submittal Date: June 18, 2024 at 10:00 AM

LATE SUBMITTALS WILL NOT BE ACCEPTED

**Contract #2141 - Furnishing Custodial Services at Various Buildings
Owned by the Town of Vernon**

**LEGAL NOTICE
REQUEST FOR PROPOSALS**

The Town of Vernon, Connecticut is seeking a qualified firm to furnish custodial services at various buildings owned by the Town. A firm must have a demonstrated experience in providing such services and adhere to all State and Federal standards and requirements typical for these services.

There will be a mandatory walk-through of all buildings under this contract beginning at 12:00 PM on Thursday, May 30, 2024, starting at the Town of Vernon Public Works Department, 375 Hartford Turnpike, Vernon, Connecticut 06066. Walk-through attendees must remain at the walk-through until its completion. Proposals from any parties/firms who fail to attend this mandatory walk-through will be disqualified without further consideration.

Questions about this RFP should be directed to Dwight Ryniewicz, Director of Public Works Department, by email only to dryniewicz@vernon-ct.gov, no later than Thursday, June 6, 2024 at 3:30 PM. Answers to questions received will be posted by Tuesday, June 11, 2024, on the Town's website at <https://www.vernon-ct.gov/government/bid-opportunities> and at the Connecticut State Department of Administrative Services (DAS) at <https://portal.ct.gov/das/ctsource/ctsource> by referencing Contract #2141. It is the sole responsibility of the respondent to review any or all addendum or question responses related to this RFP.

Two (2) copies of the proposal should be submitted in a sealed envelope with “**BID DOCUMENT – DO NOT OPEN – CONTRACT #2141**” clearly marked on the outside of the envelope, to: Michael J. Purcaro, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, 3rd Floor, Vernon, Connecticut 06066 no later than Tuesday, June 18, 2024 at 10:00 AM, at which time proposals will be opened and read aloud publicly. Emailed, faxed or late proposals will not be accepted.

Received bids will be opened publicly in person on Tuesday, June 18, 2024 at 10:00 AM. Bid results will be posted on the Town website.

The selected firm must meet all municipal, state, and federal AA and EEO practices and requirements. MBE's, WBE's, SBE's are encouraged to apply. The Town reserves the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any contractor for any services mentioned in this RFP; if it is deemed to be in the best interest of the Town.

Confidentiality - If Respondent believes that any information in its proposal should be treated as confidential that material shall be clearly marked. The Town shall endeavor to protect confidential material from disclosure to non-Town employees to the extent permitted by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFP.

Michael J. Purcaro, Town Administrator

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INSTRUCTIONS TO BIDDERS

These instructions are standard for all proposals issued by the Town of Vernon, Connecticut for the purchase of all supplies, materials, equipment, and the furnishing of certain services. The Town may delete, supersede or modify any of these standard instructions for a particular proposal by indicating such change in a section entitled "Special Instructions to Bidders".

1. **There will be a mandatory walk-through of all buildings under this contract beginning at 12:00 PM on Thursday, May 30, 2024, starting at the Town of Vernon Public Works Department, 375 Hartford Turnpike, Vernon, Connecticut 06066.** Walk-through attendees must remain at the walk-through until its completion. Proposals from any parties/firms who fail to attend this mandatory walk-through will be disqualified without further consideration.
2. Questions about this RFP should be directed to Dwight Ryniewicz, Director of Public Works Department, by email only to dryniewicz@vernon-ct.gov, no later than Thursday, June 6, 2024 at 3:30 PM. Answers to questions received will be posted by Tuesday, June 11, 2024, on the Town's website at <https://www.vernon-ct.gov/government/bid-opportunities> and at the Connecticut State Department of Administrative Services (DAS) at <https://portal.ct.gov/das/ctsource/ctsource> by referencing Contract #2141. It is the sole responsibility of the respondent to review any or all addendum or question responses related to this RFP.
3. This contract shall cover a three (3) year period from July 1, 2024 to June 30, 2027. Depending on the quality of service and funding, the contract may be extended for up to two one-year periods, if agreed upon by both parties. The Town Administrator, at his option, may renew the contract in one-year increments for a maximum of two (2) additional years upon sending the Contractor thirty (30) days written notice. Within ten (10) days after receipt of said notice, the Contractor shall indicate his/her acceptance or non-acceptance of the proposed renewal. In the event that the contract is renewed, all of the original terms shall remain in full force for the renewal period unless otherwise mutually agreed upon, in writing, between the Town and the Contractor.
4. Deviations: Any and all deletions, variations and exceptions to the specifications must be stated in writing at time of bidding and must be attached to the "Proposal" section of contract. The Town Administrator will notify the contractor, in writing, of these changes. Terms and conditions of any additions or deletions will be subject to negotiation by both parties.
5. In the event it becomes necessary to revise any part of this RFP, an Addendum will be posted on the town's website and on the State Department of Administrative Services (DAS) website, referencing the contract number.
6. The attached proposal is signed by the bidder with full knowledge of, and agreement with, the general specifications, conditions and requirements of this bid.
7. Not responsible for defects to electronically-mailed contracts.
8. Bids shall be submitted in sealed envelopes which shall be addressed to the Town Administrator, 14 Park Place, Vernon, Connecticut 06066, and shall be clearly marked "BID DOCUMENT - DO NOT OPEN". The bid envelope shall indicate the contract number as shown on the "Request For Proposal". Emailed, faxed or late bids will not be accepted.

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9. Bids received later than the time and date specified in the "Request For Proposal" will not be considered. Withdrawal of bids received later than the time and date set for the bid opening, will not be considered.
10. Bids received prior to the advertised hour of opening will be securely kept sealed. The officer whose duty it is to open them will decide when the specified time has arrived and no bid received thereafter will be considered.

Town of Vernon office hours:
 Monday, Tuesday and Wednesday - 8:00 AM – 5:00 PM
 Thursday – 8:00 AM – 7:00 PM
 Friday – closed

11. In accordance with the provisions of Section 12-412 (a) of the Connecticut General Statutes, the Town of Vernon and Vernon Public Schools are exempt from the payment of Federal or State tax and such tax or taxes shall not be included in bid prices.
12. The Town reserves the right to reject any and all bids, wholly or in part; to waive technical defects, and to make awards in the manner deemed to be in the best interests of the Town.
13. Contractor shall agree to maintain in force at all times during the contract the following minimum coverages and shall name Town of Vernon as an Additional Insured on a primary and non-contributory basis to all policies, except Workers Compensation. All policies should also include a Waiver of Subrogation. The successful bidder must carry the following insurance coverages. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's Rating of "A-" VIII. In addition, all Carriers are subject to approval by the Town of Vernon. The Contractor must carry the following insurance coverages (Town of Vernon added as additional insured):

General Liability	(Minimum Limits)
Each Occurrence:	\$ 1,000,000
General Aggregate:	\$ 2,000,000
Product/Completed Operations Aggregate:	\$ 2,000,000
Fire Damage Legal Liability	\$ 100,000

Automobile Liability (Town of Vernon added as additional insured):	
Combined Single Limit	\$ 1,000,000

Umbrella/Excess Liability (<i>following form of general liability, auto liability and employer liability</i>):	
Each Occurrence:	\$ 1,000,000

Workers' Compensation/Employers Liability	
Workers' Compensation Statutory Requirement set forth by State of CT Employers Liability	
Each Accident	\$ 1,000,000
Disease-Policy Limit	\$ 1,000,000

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Disease-Each employee	\$ 1,000,000
Professional Liability)	
Each Claim:	\$ 2,000,000
Annual Aggregate	\$ 2,000,000

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Original, completed Certificates of Insurance must be presented to the Town of Vernon prior to contract issuance. The Contractor agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. All insurance shall not be canceled, limits reduced or coverage altered, 30 days written notice must be given to the Town of Vernon, Town Administrator, 14 Park Place, Vernon, CT 06066.

14. All bids must be accompanied by bid security in the sum of not less than five percent (5%) of the total bid and shall be in the form of a bid bond, a certified check, a treasurer's or cashier's check drawn on a National or State bank or trust company and shall be made payable to the "Town of Vernon". The bid security shall secure the execution of the contract by the successful bidder.

Should any bidder to whom an award is made fail to enter into a contract within ten (10) days, exclusive of Saturdays, Sundays and legal holidays, after notice of the award has been mailed to the bidder, the amount so received from the bidder through his/her bond shall become the property of the Town of Vernon, Connecticut as liquidated damages for failure to enter into a contract.

The bid security, exclusive of the successful bidder, will be returned upon execution of the contract, but in no case later than forty-five (45) days after the opening of the bids. The bid security of the successful bidder shall be held until such time as all conditions of the proposal have been met.

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SPECIFICATIONS

I. GENERAL REQUIREMENTS

1. **There will be a mandatory walk-through of all buildings under this contract beginning at 12:00 PM on Thursday, May 30, 2024, starting at the Town of Vernon Public Works Department, 375 Hartford Turnpike, Vernon, Connecticut 06066.** Walk-through attendees must remain at the walk-through until its completion. Proposals from any parties/firms who fail to attend this mandatory walk-through will be disqualified without further consideration.
2. This contract shall cover a three (3) year period. Depending on the quality of service and funding, the contract may be extended for up to two one-year periods, if agreed upon by both parties. The Town Administrator, at his option, may renew the contract in one-year increments for a maximum of two (2) additional years upon sending the Contractor thirty (30) days written notice. Within ten (10) days after receipt of said notice, the Contractor shall indicate his/her acceptance or non-acceptance of the proposed renewal. In the event that the contract is renewed, all of the original terms shall remain in full force for the renewal period unless otherwise mutually agreed upon, in writing, between the Town and the Contractor.

II. SCOPE OF SERVICE

The intent of these specifications is to obtain clean and neat-appearing municipal buildings. The work under this contract includes performing all operations in connection with providing custodial services as described within these specifications as well as the furnishing of all labor, equipment and cleaning materials. **Paper towels, toilet tissue, hand soap and plastic bags are to be furnished by the Town of Vernon.**

The Municipal Buildings to be serviced in accordance with these specifications include the following:

1. *Land Use Building – 55 West Main Street
2. Annex Building - 8 Park Place/5 Park Street
3. Lottie Fisk Building (Parks & Recreation Department) - 120 South Street
4. Center 375 (Public Works Offices/AA&L/Business Hallway) – 375 Hartford Turnpike
5. Center 375 (Public Works Main Fleet Garage) – 383 Hartford Turnpike
6. Center 375 (Public Works Front Garage) - 383 Hartford Turnpike
7. Public Safety Building - 280 West Street
8. CO#1 Firehouse - 724 Hartford Turnpike
9. CO#2 Firehouse - 5 Birch Street
10. CO#3 Firehouse - 100 Hartford Turnpike (Rt. 83)
11. CO#4 Firehouse - 25 Nye Street
12. CO#5 Firehouse - 5 Prospect Street
13. Police Substation - 21 Ward Street
14. Police Department - 725 Hartford Turnpike
15. Animal Control Facility - 100 Windsorville Road
16. Cemetery Department - 22 Cemetery Avenue
17. Rockville Public Library - 52 Union Street
18. Senior Center - 135 Bolton Road
19. Wastewater Treatment Facility - 100 Windsorville Road
20. **Citizens Block – 30-32 Park Place

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All square footage for bids will be determined by the contractor.

*The Town of Vernon, at its discretion, may discontinue cleaning services at the Land Use Building during the term of this agreement.

**The Town of Vernon, at its discretion, may add Citizens Block to the cleaning schedule during the term of this agreement.

III. GENERAL SPECIFICATIONS

For the purpose of these specifications, the following terms, words, and phrases shall have the meaning given here unless the context specifically indicates otherwise:

1. Chemically sweep floor: To sweep or mop floor with a chemically treated mop. Remove gum or other foreign matter.
2. Clean ash receptacles: To empty all ash trays, ash stands, sand urns, and clean with damp cloth.
3. Clean interior glass: Dry wipe and use glass cleaner as needed on all interior glass and bright metal surfaces, whether part of the building, or furniture, or equipment. This includes all windows on exterior walls.
4. Clean toilets: To wash with a suitable disinfectant type cleaner all toilet fixtures within the bathrooms, including the floor, lavatories, urinals, toilets, wash tubs and basins, and related equipment.
5. Clean walls and partitions: To wipe with a cloth, clean water, and detergent if needed, all walls, partitions, rails, doors, and window frames (weekly).
6. Damp mop and buff floor: wax as needed: To wash floor with mild cleaner sufficiently to remove soil but not remove wax or finish. Apply a uniform coat of wax over the old finish. Machine buff to a satisfactory finish that must meet supervisor's approval.
7. Scrub floors: To clean thoroughly with strong, disinfectant detergent solution and mop clean with clear water.
8. Dust furniture: To wipe, 100%, with treated duster, or cloth, all furniture and equipment not a part of the building.
9. Dust interior surfaces: To dust, 100%, all horizontal and vertical building surfaces such as rails, window sills, window blinds, partitions, vents, ceiling fans and baseboards.
10. Empty waste and recycling receptacles: To empty all waste baskets, trash and recycling receptacles containing any type of refuse to a designated storage area. Plastic bag liners shall be replaced each time container is emptied. All waste baskets, trash receptacles shall be washed with a disinfectant detergent a minimum of three times per month.

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11. Lock up: After completion of cleaning services, remove all cleaning materials and equipment, turn out all the lights and lock the doors. Also, activate any alarm system in buildings that are so equipped.
12. Refill dispensers: To clean all soap dispensers and trays, and refill with soap. Refill all toilet tissues, towel, and sanitary dispensers.
13. Shampoo and extracting carpets: Thoroughly vacuum, spot clean, and shampoo and extract all permanently installed carpeting, including any necessary moving about of furniture resting upon the carpeting. All extraction must be completed with the use of a beater brush type machine. All heavy traffic areas must be scrubbed with a rotating brush type machine.
14. Spot clean: To perform the standard cleaning functions not specifically listed but necessary to maintain a satisfactory level of cleanliness, to perform standard cleaning functions more often than listed frequency if required by unusual weather or other conditions. Spot cleaning to include, but not restricted to, wiping soil or finger marks from all surfaces, especially around light switches, doors, water fountains, spots on carpets over one (1) inch O.D.
15. Strip, wax, and buff floors: To thoroughly wash floor and bottoms of walls with suitable cleaner to completely remove wax and soil. Finish should consist of two (2) coats of floor sealer applied before at least four (4) coats of floor finish containing a minimum of 25% solids with a high gloss finish.
16. Vacuum rugs and carpets: To clean carpets with suitable heavy-duty power head vacuum cleaner, using cleaner for spots and stains that cannot be cleaned with the vacuum. All runners, throws, and installed carpeting included under this category.

IV. HOURS OF OPERATION

All cleaning operations by the Contractor shall be completed at specified times by building. Cleaning shall take place on days indicated, even if the building is closed for a Holiday. Exceptions to this must be cleared by the Director of Public Works one (1) week prior to the Holiday. Complete stripping and refinishing of all tiled areas can be performed on weekends after arranging with the Director of Public Works.

V. OTHER DUTIES AND RESPONSIBILITIES

1. ENERGY CONSERVATION

This is required - lights should only be on when necessary.

2. SECURING BUILDINGS

- a. Each day at the completion of custodial work, buildings are to be locked, lights turned off and security alarms activated. All windows shall be closed and locked.
- b. Cleaning personnel shall lock all office doors after completing custodial operation. An office shall be opened for cleaning purposes only and only one office shall be open at any one time for each custodian on duty.

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3. KEYS
 - a. Any keys not returned during or at the completion of the contract will be charged back to the Contractor at \$100 per lost key.
 - b. Any expenses incurred as a result of lost keys (replacement keys, locksmith services) will be charged back to the Contractor. The Director of Public Works will determine the extent of the lock changing and the locksmith used to perform the work.
4. Cleaning personnel shall fill out a written report form for any condition observed that appears to require repair or attention; said report forms are to be submitted to the Director of Public Works. These report forms shall be left in cleaning personnel's box in an area to be designated by the Town.

VI. WORK PERFORMANCE

1. All services shall be performed in a workmanlike manner in conformance with standard and acceptable cleaning industry practice.
2. Any furniture moved for the convenience of cleaning operations shall be returned to its original place. Chairs, wastebaskets, and similar objects shall not be placed on desks, file cabinets, etc.
3. If the Contractor makes staff changes, the new cleaning personnel must be accompanied by experienced personnel for at least one (1) work week (minimum of five [5] days) in order to familiarize the new employee with the building and procedures.
4. The Contractor shall be responsible for all loss of or damage to Town property resulting from cleaning service operations.
5. The Contractor shall prohibit his employees from disturbing papers on desks, opening desk drawers or cabinets, or using telephone or any equipment located in the buildings.
6. Only material placed in a waste or recycling receptacle shall be removed from any office.
7. All Contractor's equipment must be of the commercial grade or better and adhere to all OSHA specifications. Any equipment found to be sub-standard will not be allowed to be used.

VII. CONTRACTOR'S SUPERVISION

1. The Contractor shall give adequate supervision, satisfactory to the Town, to all employees engaged in work under this Contract.
2. The Contractor shall be available by e-mail with a response time of no greater than 15 minutes.

VIII. HIRING OF PERSONNEL

Any cleaning personnel hired to work at the Police Department must sign a waiver for security check provided by the Vernon Police Department. This check shall include an FBI fingerprint search for criminal history, at the expense of the Contractor. Contractor to pick up forms from the Vernon Police Department. All forms will be returned to the Director of Public Works from the Vernon Police Department.

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IX. OTHER

1. There must be on-site copies of all Material Safety Data Sheets on any chemicals supplied by the Contractor. The sheets must be the most current available.
2. Letters of reference as to the quality of work performed in commercial buildings must accompany each Bid Proposal.
3. The parties agree that any dispute will be submitted to the Superior Court, Judicial District of Tolland, at Rockville, Connecticut.

X. PAYMENT

The Contractor will be supplied a list of departments and addresses along with the cleaning locations to which the separate invoices are to be mailed. The invoices are to indicate on each department invoice the location and amount charged for each location.

XI. EMPLOYMENT ROSTER

1. The Contractor will provide the Director of Public Works with a roster of the labor force that the Contractor intends to use after the contract is awarded along with a State police background check. Said roster shall include the name and home address of each employee. The Contractor shall provide the names of at least three (3) individuals to contact on a 24-hour per day basis as may be necessary. The Town of Vernon reserves the right to reject Contractor's employees at its sole discretion.
2. The Town of Vernon Police Department will perform background checks of all Contractor's employees to ensure that only background-approved employees are used as substitutes.
3. Contractor's employees must be able to communicate in English.

XII. DELIVERY OF SUPPLIES

All orders for supplies that are the responsibility of the Town of Vernon will be delivered to each building on Friday of each week. Orders are to be phoned in to the Department of Public Works at 860-870-3500 no later than Wednesday of each week. No exceptions will be allowed.

XIII. VERIFICATION OF WORK PERFORMED

Contractor's representative shall verify all work performed each time service is provided. Any work not performed will be back-charged against monthly invoice at the sole discretion of the Director of Public Works.

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ATTACHMENT 1 - LOCATIONS FOR CUSTODIAL SERVICES

1. ***LAND USE BUILDING** – Building, Zoning, Planning, Engineering, Fire Marshal Departments, 55 West Main Street, Vernon, CT
**The Town of Vernon, at its discretion, may discontinue cleaning services at the LAND USE BUILDING at any time during the term of this agreement*

2. **ANNEX BUILDING** – Assessor, Tax Collector, WPCA, Information Technology Departments, 8 Park Place (1st Floor) and 5 Park Street (2nd Floor) Vernon, CT

Days of Service – Monday, Wednesday, Friday (3 times per week)

Time of Service – Between 5PM and 11PM Monday & Wednesday; Between 1PM and 11PM Friday

Daily Tasks

- Police and pick up all litter from stairwells
- General dusting of all office furnishings
- Police outside of building for litter
- Vacuum all carpeted areas
- Remove fingerprints and smudges from entrance door glass
- Clean kitchen and lounge areas
- Damp wipe Formica counter tops and tables
- Dust-mop all tile floors, removing spots as necessary
- Empty all sanitary receptacles, trash containers and waste receptacles and place in dumpster
Replace plastic insert bags when they are soiled; wash when necessary
- Empty recycling containers
- Scrub, wash, and sanitize all sinks, urinals and toilets with a pumice-type cleaner
- Polish all mirrors, bright work and enamel surfaces
- Remove smudges and marks from walls and light switches
- Sweep and mop-clean floors with disinfectant cleaner
- Fill toilet tissue, soap and towel dispensers
- Dust all ledges within reach of average person
- Maintain stock of extra trash bags, toilet paper and paper towels in maintenance closets

Weekly Tasks

- Remove fingerprints and smudges from counters and desktops
- Dust all picture frames, charts, vertical surfaces of office furniture and louvers on doors
- Wash and sanitize telephones and door knobs
- Remove fingerprints and smudges from kitchen and lounge cabinets
- Scrub clean lavatory floors
- Vacuum vault and file room
- Vacuum stairway and dust handrails

Monthly

- High dusting to include cleared areas and tops of book shelves, window ledges and all ledges not dusted during daily service

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- Clean and wax tile floors

Quarterly

- Vacuum all upholstered furniture and drapes.
- Vacuum HVAC vents

Semi - Annually

- Clean carpets

3. LOTTIE FISK BUILDING – Parks & Recreation, 120 South Street, Vernon, CT

Days of Service – Monday, Wednesday, Friday (3 times per week) - However, during summer months, first floor is serviced Monday through Friday (5 times per week), second floor 3 times per week as usual.

Time of Service – Monday/Wednesday between 5:00 PM and 11:00 PM; Friday between 1:00 PM and 11:00 PM

Daily Tasks

- Door handles, faucet handles, toilet handles and phone handsets wiped down with disinfectant wipes to help ward off illness
- General dusting of all office furnishings, furniture and tables
- Remove fingerprints and smudges from entrance door glass, interior/exterior
- Clean kitchen including sinks and fixtures
- Empty all sanitary receptacles, trash containers and waste receptacles and place in dumpster; install new liner bags.
- Empty trash cans at exterior doors
- Empty all recycling containers
- Damp wipe Formica counter tops and table tops
- Wash and sanitize all sinks and toilets
- Polish all mirrors, bright work and enamel surfaces
- Remove smudges and marks from walls
- Sweep and mop-clean all tile, lavatory, and locker room floors with disinfectant cleaner
- Wash wall under paper towel dispenser in men's bathroom
- Fill toilet tissue, soap, sanitizer, and towel dispensers
- Dust all ledges within reach of average person
- Vacuum all carpeted areas and matting. Sweep under entrance foyer mat during winter months

Weekly Tasks

- Dust all picture frames, vertical surfaces of office furniture, and louvers on doors
- Scrub-clean lavatory and locker room floors and showers
- Remove marks and spills from carpeting, as possible
- All shower rooms must be disinfected weekly

Monthly Tasks

- High dusting to include cleared areas and tops of book shelves, window ledges and all ledges not dusted during daily service
- Buffing of all tile floors to achieve a satisfactory high-gloss finish

**Contract #2141 - Furnishing Custodial Services at Various Buildings
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- Care of wood floors on second floor

Quarterly Tasks

- Vacuum all upholstered furniture and drape.
- Scrub and wax all tile floors
- Shampoo carpet areas

4. CENTER 375

4a. PUBLIC WORKS OFFICES - 375 Hartford Turnpike, Vernon, CT

4b. ACADEMY OF ART & LEARNING & BUSINESS HALLWAY - 375 Hartford Turnpike, Vernon, CT

5. PUBLIC WORKS MAIN FLEET GARAGE - 383 Hartford Turnpike, Vernon, CT

6. PUBLIC WORKS FRONT GARAGE - 383 Hartford Turnpike, Vernon, CT

Days of Service – Tuesday, Friday (2 times per week)

Time of Service – Between 5:00 PM and 11:00 PM

OFFICES to include all administrative areas, lobbies, hallways, kitchen, Day Room, bathrooms, and shower room. *Not to include sign shop, sign computer office and two storage rooms.*

ACADEMY OF ART and LEARNING & BUSINESS HALLWAY to include lobbies, bathrooms, hallways and Community Room.

MAIN FLEET GARAGE to include entry area, bathroom and Fleet Supervisor office.

FRONT GARAGE to include bathroom.

Daily Tasks

- Door handles, faucet handles, toilet handles and phone handsets wiped down with disinfectant wipes to help ward off illness
- General dusting of all office furnishings, furniture and tables
- Remove fingerprints and smudges from entrance door glass, interior/exterior
- Clean kitchen including sinks and fixtures
- Empty all sanitary receptacles, trash containers and waste receptacles and place in dumpster; install new liner bags
- Empty trash cans at exterior doors
- Empty all recycling containers
- Damp wipe formica counter tops and table tops
- Wash and sanitize all sinks and toilets
- Polish all mirrors, bright work and enamel surfaces
- Remove smudges and marks from walls
- Sweep and mop-clean all tile, lavatory, and locker room floors with disinfectant cleaner
- Wash wall under paper dispenser in men's bathroom
- Fill toilet tissue, soap, sanitizer, and towel dispensers
- Dust all ledges within reach of average person
- Vacuum all carpeted areas and matting. Sweep under entrance foyer mat during winter months

Weekly Tasks

- Dust all picture frames, vertical surfaces of office furniture, and louvers on doors
- Scrub-clean lavatory and locker room floors and showers

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- Remove marks and spills from carpeting, as possible
- All shower rooms must be disinfected weekly

Monthly Tasks

- High dusting to include cleared areas and tops of book shelves, window ledges and all ledges not dusted during daily service
- Buffing of all tile floors to achieve a satisfactory high-gloss finish

Quarterly Tasks

- Vacuum all upholstered furniture and drapes
- Scrub and wax all tile floors. Strip and wax Fleet Supervisor office VCT floor and landing at top of stairs
- Shampoo carpet areas

7. PUBLIC SAFETY BUILDING - 280 West Street, Vernon, CT

Days of Service – Monday and Thursday (2 times per week)

Time of Service – Between 7:00 AM and 5:00 PM

Daily Tasks

- Clean and sanitize drinking fountains, restock cups if applicable
- Door handles, elevator buttons, faucet handles, toilet handles and phone handsets wiped down with disinfectant wipes to help ward off illness
- General dusting of all office furnishings, furniture and tables
- Police outside of buildings for litter (includes sweeping entrances, front and rear sidewalks)
- Remove fingerprints and smudges from entrance door glass, interior/exterior
- Clean kitchen including sinks and fixtures
- Empty all sanitary receptacles, trash containers and waste receptacles and place in dumpster; install new liner bags
- Empty trash cans at exterior doors; front and back doors, and garage bays
- Empty all recycling containers
- Wash and sanitize all sinks and toilets
- Polish all mirrors, bright work and enamel surfaces
- Remove smudges and marks from walls
- Sweep and mop-clean all tile, linoleum, lavatory, cell and locker room floors with disinfectant cleaner
- Fill toilet tissue, soap, sanitizer, and towel dispensers
- Dust all ledges within reach of average person
- Clean stair wells
- Vacuum all carpeted areas

Weekly Tasks

- Dust all picture frames, vertical surfaces of office furniture, and louvers on doors
- Scrub clean lavatory and locker room floors and showers
- Remove marks and spills from carpeting, as possible
- All shower rooms must be disinfected weekly

**Contract #2141 - Furnishing Custodial Services at Various Buildings
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- Sweep garage bay floor

Monthly Tasks

- High dusting to include cleared areas and tops of book shelves, window ledges and all ledges not dusted during daily service
- Buffing of all tile floors to achieve a satisfactory high-gloss finish

Quarterly Tasks

- Vacuum all upholstered furniture and drapes
- Scrub and wax all VCT floors
- Shampoo carpet areas

FIREHOUSES

8. [COMPANY 1](#) – 724 Hartford Turnpike
9. [COMPANY 2](#) – 5 Birch Street
10. [COMPANY 3](#) – 100 Hartford Turnpike (Rt. 83, Talcottville)
11. [COMPANY 4](#) – 25 Nye Street
12. [COMPANY 5](#) – 5 Prospect Street

Days of Service – Weekdays (1 time per week)

Time of Service – Between 7:00 AM and 5:00 PM

Weekly Tasks

- Clean and sanitize drinking fountains, restock cups if applicable
- Door handles, elevator buttons, faucet handles, toilet handles and phone handsets wiped down with disinfectant wipes to help ward off illness
- General dusting of all office furnishings, furniture and tables
- Police outside of buildings for litter (includes sweeping entrances, front and rear sidewalks)
- Remove fingerprints and smudges from entrance door glass, interior/exterior
- Clean kitchen and lounge areas including sinks and fixtures
- Empty all sanitary receptacles, trash containers and waste receptacles and place in dumpster; install new liner bags
- Empty trash cans at exterior doors; front and back doors, and garage bays
- Empty all recycling containers
- Wash and sanitize all sinks and toilets
- Polish all mirrors, bright work and enamel surfaces
- Remove smudges and marks from walls
- Sweep and mop-clean all tile, linoleum, lavatory, cell and locker room floors with disinfectant cleaner; disinfect all shower rooms
- Fill toilet tissue, soap, sanitizer, and towel dispensers
- Dust all ledges within reach of average person
- Clean stairwells
- Vacuum all carpeted areas
- Dust all picture frames, vertical surfaces of office furniture, and louvers on doors
- Scrub-clean lavatory and locker room floors and showers

**Contract #2141 - Furnishing Custodial Services at Various Buildings
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- Remove marks and spills from carpeting, as possible
- Sweep garage bay floor

Monthly Tasks

- High dusting to include cleared areas and tops of book shelves, window ledges and all ledges not dusted during daily service
- Buffing of all tile floors to achieve a satisfactory high-gloss finish

Quarterly Tasks

- Vacuum all upholstered furniture and drapes
- Clean carpets as necessary

13. POLICE SUBSTATION - 21 Ward Street, Vernon, CT

Days of Service – Monday (1 time per week)

Time of Service – Between 7:00 AM and 5:00 PM

Daily Tasks

- Clean and sanitize drinking fountains, restock cups if applicable
- Door handles, elevator buttons, faucet handles, toilet handles and phone handsets wiped down with disinfectant wipes to help ward off illness
- General dusting of all office furnishings, furniture and tables
- Police outside of buildings for litter (includes sweeping entrances, front and rear sidewalks)
- Remove fingerprints and smudges from entrance door glass, interior/exterior
- Clean kitchen including sinks and fixtures
- Empty all sanitary receptacles, trash containers and waste receptacles and place in dumpster; install new liner bags
- Empty trash cans at exterior doors; front and back doors, and garage bays
- Empty all recycling containers
- Wash and sanitize all sinks and toilets
- Polish all mirrors, bright work and enamel surfaces
- Remove smudges and marks from walls
- Sweep and mop-clean all tile, linoleum, lavatory, cell and locker room floors with disinfectant cleaner
- Fill toilet tissue, soap, sanitizer, and towel dispensers
- Dust all ledges within reach of average person
- Clean stair wells
- Vacuum all carpeted areas

Weekly Tasks

- Dust all picture frames, vertical surfaces of office furniture, and louvers on doors
- Scrub-clean lavatory and locker room floors and showers
- Remove marks and spills from carpeting, as possible
- All shower rooms must be disinfected weekly
- Sweep garage bay floor

**Contract #2141 - Furnishing Custodial Services at Various Buildings
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Monthly Tasks

- High dusting to include cleared areas and tops of book shelves, window ledges and all ledges not dusted during daily service
- Buffing of all tile floors to achieve a satisfactory high-gloss finish

Quarterly Tasks

- Vacuum all upholstered furniture and drapes
- Scrub and wax all VCT floors
- Shampoo carpet areas

14. POLICE DEPARTMENT - 725 Hartford Turnpike, Vernon, CT

Days of Service - Monday through Saturday (6 times per week)

Upper Level

6:00 AM

- a. Records Division (occupied at 7:00 AM)
- b. Dispatch area
- c. Shift Commander's Office
- d. Community Room/Kitchen (unoccupied)

7:00-7:30 AM to the following offices:

- e. Detective Division (occupied by 8:00 AM, unlocked between 7:00-7:30 AM)
- f. Administrative Offices (occupied by 8:00 AM, unlocked between 7:00-7:30 AM)
(Note: Administrative Offices need to be cleaned prior to 8:00 AM.)

Other areas that need to be completed prior to 8:00 AM are as follows:

- g. Front lobby
- h. Upper level restrooms
- i. Vacuum upper level hallways

Remaining areas on upper level have no preference on the order of daily cleaning.

Lower Level

- a. Holding cells are to be cleaned after 9:30 AM when empty
- b. Locker rooms are to be cleaned after 7:30 AM and prior to 12:00 PM
- c. Remaining areas on lower level have no preference on the order of daily cleaning

Daily Tasks

- Clean and sanitize drinking fountains, restock cups if applicable
- Door handles, elevator buttons, faucet handles, toilet handles and phone handsets wiped down with disinfectant wipes to help ward off illness
- General dusting of all office furnishings, furniture and tables
- Police outside of buildings for litter (includes sweeping entrances, front and rear sidewalks)
- Remove fingerprints and smudges from entrance door glass, interior/exterior
- Clean kitchen and lounge areas including sinks and fixtures
- Empty all trash containers and waste receptacles and place in dumpster; install new liner bags

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- Empty trash cans at exterior doors; front side and back doors, garage bay and near radio tower
- Empty all recycling containers
- Wash and sanitize all sinks and toilets
- Polish all mirrors, bright work and enamel surfaces
- Remove smudges and marks from walls
- Sweep and mop-clean all tile, linoleum, lavatory, cell and locker room floors with disinfectant cleaner
- Fill toilet tissue, soap, sanitizer, and towel dispensers
- Dust all ledges within reach of average person
- Sweep and mop-clean Community Room floor
- Clean stair wells
- Vacuum all carpeted areas

Weekly Tasks

- Dust all picture frames, vertical surfaces of office furniture, and louvers on doors
- Wash and sanitize telephone
- Scrub-clean lavatory and locker room floors and shower
- Remove marks and spills from carpeting, as possible
- All cells and shower rooms must be disinfected weekly
- Sweep sidewalk from curb to main entrance
- Sweep sally port floor and garage bay

Monthly Tasks

- High dusting to include cleared areas and tops of book shelves, window ledges and all ledges not dusted during daily service
- Remove calcium stains from all bathroom/kitchen fixtures and drinking fountain with pumice-type cleaner
- Buffing of all tile floors to achieve a satisfactory high-gloss finish

Quarterly Tasks

- Vacuum all upholstered furniture and drapes
- Scrub and wax all VCT floors
- Shampoo carpet areas

15. ANIMAL CONTROL FACILITY - 100 Windsorville Road, Vernon, CT

Days of Service – 1 time per week

Time of Service – After business hours

Weekly Tasks

- Clean and sanitize drinking fountains, restock cups if applicable
- Door handles, elevator buttons, faucet handles, toilet handles and phone handsets wiped down with disinfectant wipes to help ward off illness
- General dusting of all office furnishings, furniture and tables
- Police outside of buildings for litter (includes sweeping entrances, front and rear sidewalks)
- Remove fingerprints and smudges from entrance door glass, interior/exterior

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- Clean kitchen and lounge areas including sinks and fixtures
- Empty all sanitary receptacles, trash containers and waste receptacles and place in dumpster; install new liner bags
- Empty trash cans at exterior doors; front and back doors, and garage bays
- Empty all recycling containers
- Wash and sanitize all sinks and toilets
- Polish all mirrors, bright work and enamel surfaces
- Remove smudges and marks from walls
- Sweep and mop-clean all tile, linoleum, lavatory, cell and locker room floors with disinfectant cleaner; disinfect all shower rooms
- Fill toilet tissue, soap, sanitizer, and towel dispensers.
- Dust all ledges within reach of average person
- Clean stairwells
- Vacuum all carpeted areas
- Dust all picture frames, vertical surfaces of office furniture, and louvers on doors
- Scrub-clean lavatory and locker room floors and showers
- Remove marks and spills from carpeting, as possible
- Sweep garage bay floor

Monthly Tasks

- High dusting to include cleared areas and tops of book shelves, window ledges and all ledges not dusted during daily service
- Buffing of all tile floors to achieve a satisfactory high-gloss finish

Quarterly Tasks

- Vacuum all upholstered furniture and drape
- Clean carpets as necessary

16. CEMETERY DEPARTMENT - 22 Cemetery Avenue, Vernon, CT

Days of Service – 1 time per week

Time of Service – After business hours

Daily Tasks

- Clean and sanitize drinking fountains, restock cups if applicable
- Door handles, elevator buttons, faucet handles, toilet handles and phone handsets wiped down with disinfectant wipes to help ward off illness
- General dusting of all office furnishings, furniture and tables
- Police outside of buildings for litter (includes sweeping entrances, front and rear sidewalks)
- Remove fingerprints and smudges from entrance door glass, interior/exterior
- Clean kitchen including sinks and fixtures
- Empty all sanitary receptacles, trash containers and waste receptacles and place in dumpster; install new liner bags
- Empty trash cans at exterior doors; front and back doors, and garage bays
- Empty all recycling containers
- Wash and sanitize all sinks and toilets

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- Polish all mirrors, bright work and enamel surfaces
- Remove smudges and marks from walls
- Sweep and mop-clean all tile, linoleum, lavatory, cell and locker room floors with disinfectant cleaner
- Fill toilet tissue, soap, sanitizer, and towel dispensers
- Dust all ledges within reach of average person
- Clean stair wells
- Vacuum all carpeted areas

Weekly Tasks

- Dust all picture frames, vertical surfaces of office furniture, and louvers on doors
- Scrub clean lavatory and locker room floors and showers
- Remove marks and spills from carpeting, as possible
- All shower rooms must be disinfected weekly
- Sweep garage bay floor

Monthly Tasks

- High dusting to include cleared areas and tops of book shelves, window ledges and all ledges not dusted during daily service
- Buffing of all tile floors to achieve a satisfactory high-gloss finish

Quarterly Tasks

- Vacuum all upholstered furniture and drapes
- Scrub and wax all VCT floors
- Shampoo carpet areas

17. ROCKVILLE PUBLIC LIBRARY - 52 Union Street, Vernon, CT

Days of Service – Monday - Friday (5 times per week)

Time of Service – After business hours

Daily Tasks

- Clean and sanitize drinking fountains, restock cups if applicable
- Door handles, elevator buttons, faucet handles, toilet handles and phone handsets wiped down with disinfectant wipes to help ward off illness
- General dusting of all office furnishings, furniture and tables
- Police outside of buildings for litter (includes sweeping entrances, front and rear sidewalks)
- Remove fingerprints and smudges from entrance door glass, interior/exterior
- Clean kitchen including sinks and fixtures
- Empty all sanitary receptacles, trash containers and waste receptacles and place in dumpster; install new liner bags
- Empty trash cans at exterior doors; front and back doors, and garage bays.
- Empty all recycling containers
- Wash and sanitize all sinks and toilets
- Polish all mirrors, bright work and enamel surfaces

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- Remove smudges and marks from walls
- Sweep and mop-clean all tile, linoleum, lavatory, cell and locker room floors with disinfectant cleaner
- Fill toilet tissue, soap, sanitizer, and towel dispensers
- Dust all ledges within reach of average person
- Clean stair wells
- Vacuum all carpeted areas

Weekly Tasks

- Dust all picture frames, vertical surfaces of office furniture, and louvers on doors
- Scrub clean lavatory and locker room floors and showers
- Remove marks and spills from carpeting, as possible
- All shower rooms must be disinfected weekly
- Sweep garage bay floor

Monthly Tasks

- High dusting to include cleared areas and tops of book shelves, window ledges and all ledges not dusted during daily service
- Buffing of all tile floors to achieve a satisfactory high-gloss finish

Quarterly Tasks

- Vacuum all upholstered furniture and drapes
- Scrub and wax all VCT floors
- Shampoo carpet areas

18. SENIOR CENTER - 135 Bolton Road, Vernon, CT

Days of Service – Monday - Friday (5 times per week)

Time of Service – After business hours

Daily Tasks

- Clean and sanitize drinking fountains, restock cups if applicable
- Door handles, elevator buttons, faucet handles, toilet handles and phone handsets wiped down with disinfectant wipes to help ward off illness
- General dusting of all office furnishings, furniture and tables
- Police outside of buildings for litter (includes sweeping entrances, front and rear sidewalks)
- Remove fingerprints and smudges from entrance door glass, interior/exterior
- Clean kitchen including sinks and fixtures
- Empty all sanitary receptacles, trash containers and waste receptacles and place in dumpster; install new liner bags
- Empty trash cans at exterior doors; front and back doors, and garage bays
- Empty all recycling containers
- Wash and sanitize all sinks and toilets
- Polish all mirrors, bright work and enamel surfaces
- Remove smudges and marks from walls

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- Sweep and mop-clean all tile, linoleum, lavatory, cell and locker room floors with disinfectant cleaner
- Fill toilet tissue, soap, sanitizer, and towel dispensers
- Dust all ledges within reach of average person
- Clean stair wells
- Vacuum all carpeted areas

Weekly Tasks

- Dust all picture frames, vertical surfaces of office furniture, and louvers on doors
- Scrub clean lavatory and locker room floors and showers
- Remove marks and spills from carpeting, as possible
- All shower rooms must be disinfected weekly
- Sweep garage bay floor

Monthly Tasks

- High dusting to include cleared areas and tops of book shelves, window ledges and all ledges not dusted during daily service
- Buffing of all tile floors to achieve a satisfactory high-gloss finish

Quarterly Tasks

- Vacuum all upholstered furniture and drapes
- Scrub and wax all VCT floors
- Shampoo carpet areas

19. WASTE WATER TREATMENT FACILITY – 100 Windsorville Road, Vernon, CT

Days of Service – Tuesday & Friday

Times of Service – 4PM-11PM

Process Control Building 1500

Daily Tasks

- Empty all sanitary receptacles, trash containers and waste receptacles and place in dumpster; install new liner bags.
- Empty all recycle containers
- Wipe door handles, faucet handles, toilet handles and phone handsets with disinfectant wipes.
- General dusting of all office furnishings, furniture and tables,
- Remove fingerprints and smudges from entrance door glass, interior/exterior.
- Damp wipe formica counter top and table tops
- Wash and sanitize all sinks and toilets.
- Polish all mirrors, bright work and enamel surfaces.
- Remove smudges and marks from walls.
- Sweep and mop-clean all tile, lavatory, and locker room floors with disinfectant cleaner.
- Wash wall under paper dispenser in lavatories and kitchen.
- Fill toilet tissue, soap, sanitizer, and towel dispensers.
- Dust all ledges within reach of average person.

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- Vacuum all carpeted areas and matting. Sweep under entrance building mats during winter months

Weekly Tasks

- Dust all picture frames, vertical surfaces of office furniture, louvers on doors and walls.
- Dust walls/baseboards behind doors
- Scrub-clean lavatory and locker room floors and showers.
- All shower rooms must be disinfected weekly.

Monthly Tasks

- Wash sanitary receptacles, trash containers and waste receptacles
- High dusting to include cleared areas and tops of bookshelves, window ledges and all horizontal surfaces not dusted during daily service.
- Buffing of all tile floors to achieve a satisfactory high-gloss finish

Quarterly Tasks

- Vacuum all upholstered furniture and blinds
- Scrub and wax all tile floors.
- Shampoo carpet areas
- Wash exterior windows inside and out

Semi - Annually

- Strip and wax all tile floors

20. **CITIZENS BLOCK - 30-32 Park Place, Vernon, CT

***The Town of Vernon, at its discretion, may add CITIZENS BLOCK to the cleaning schedule at any time during the term of this agreement. Daily, Weekly, Monthly, Quarterly and Semi-Annual tasks would be the same as those at the LAND USE BUILDING located at 55 West Main Street.*

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PROPOSAL

TO: Town of Vernon
14 Park Place
Vernon, CT 06066

Sirs:

THE UNDERSIGNED HEREBY DECLARES that:

- A. No person or persons other than those named herein are interested in this Proposal or in the Contract proposed to be taken; that it is made without any connection with any other person or persons making any proposal for the same work, and is in all respects fair and without collusion or fraud; that no person acting for or employed by the Town of Vernon (the Town) is now or will hereafter be directly or indirectly interested therein, or in any portion of the profits thereof in any manner which is unethical or contrary to law;
- B. He has read the information contained herein relating to the work;
- C. That in the event a Contract, as contemplated by this Proposal, is awarded to him, he will enter into a written Contract with the Town, and agrees that in case he fails to do so, the Town may determine that the bidder has abandoned the Contract, and thereupon the acceptance of this Proposal and the award shall be null and void, and that the proposal guarantee may be forfeited in whole or in part to the Town as the Town may determine, and he will, by such Contract, agree to furnish all materials herein required, within the time stipulated by the Town, will perform all services and will assume all liabilities and obligations connected therewith, all in accordance with the Contract, Specifications, and Instructions to Bidders, all of which are made a part hereof, and will accept in full payment therefore the following sums, to wit:

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BID PROPOSAL

The undersigned representative of _____ hereby submits the following bid proposal on the equipment and/or work as specified:

1. **TOTAL COST (Both Numeric & Written)**

a. **July 1, 2024 - June 30, 2025**

\$ _____

b. **July 1, 2025 - June 30, 2026** % Increase _____

\$ _____

c. **July 1, 2026 - June 30, 2027** % Increase _____

\$ _____

2. Please see **Attachment 1** - Spreadsheet of Town Buildings that are part of this RFP. Attachment 1 must be filled out completely.

1. _____

2. _____

3. _____

3. BID BOND ATTACHED PER SPECIAL INSTRUCTIONS: YES _____ NO _____

4. The undersigned declares that the signer of this proposal is:

(a) INDIVIDUAL doing business as

(b) PARTNERSHIP doing business as

(c) CORPORATION entitled

organized under the laws of the State of _____ and having its
Principal offices at

The names of all partners of a partnership or the principal offices of a corporation will be submitted upon request.

Signature of Authorized Representative

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Print Name and Title

Print Firm Name

Print Street Address

Print City, State and Zip Code

Contact Name

Area Code and Telephone Number

Email Address

I, _____, hereby certify that I do not hold any executive or appointive office in the government of the Town of Vernon; furthermore, I do not anticipate holding or seeking office in the Town of Vernon for the duration of this contract. I further certify that the firm, which I represent, as named above, is an Equal Opportunity Employer.

Date

Signature

**Contract #2141 - Furnishing Custodial Services at Various Buildings
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CONTRACT

This agreement, made and concluded by and between the Town of Vernon, a Municipal corporation organized and existing under the laws of the State of Connecticut, acting herein by its Town Administrator duly authorized, hereinafter designated the "Town" and _____ (being the party named in the attached copy of the proposal) hereinafter designated the "Contractor".

- A. WITNESSETH, That said Contractor has agreed, and by these presents does for his, their, or its heirs, executors, administrators, successors, and assigns covenant, promise and agree to and with the said Town, for the consideration hereinafter mentioned and contained, and under the penalty expressed in bonds hereunto annexed, that the said Contractor shall and will, at his, its, or their own proper charge, cost and expense furnish all materials in accordance with this contract and the specifications which are a part hereof, viz.;

**FURNISHING CUSTODIAL SERVICES AT VARIOUS BUILDINGS OWNED
BY THE TOWN OF VERNON**

all to be in accordance with the terms of the proposal for said material submitted to the Town Administrator of the Town, and made part of this contract.

- B. **INDEPENDENT CONTRACTOR.** The selected Company is an independent contractor and is not an employee, partner, or co-venturer of, or in any other service relationship with the Town. The Company is not authorized to speak for, represent, or obligate the Town in any manner without the prior expressed written authorization from the Town.
- C. **TOWN ADMINISTRATOR TO BE JUDGE.** The Town Administrator of the Town and his duly authorized representatives, hereinafter referred to as the "Administrator" shall be judge of the character, nature and fitness of all the materials furnished under this contract.
- D. (1) **CONTRACTOR RESPONSIBLE FOR WHOLE WORK.** The Contractor shall be responsible for the entire work until its final acceptance, and any unfaithful or imperfect work or defective material that may be discovered at any time before said final acceptance shall be immediately corrected or removed by said Contractor on requirement of the Administrator.
- (2) **DEFECTS IN MATERIAL.** Any material, equipment or item furnished is to be new, unused and currently in production. Any excess materials purchased with Town funds shall be the property of the Town and shall be turned over to the Town upon completion of the work. In the case that the nature of the defects is such that it is not expedient to have them corrected, the Administrator shall have the right to deduct from the amount due the Contractor on the final settlement of the accounts such sum of money as he considers a proper equivalent for the difference between the value of the materials specified and that furnished, or a proper equivalent for the damage.
- (3) **PARTIAL PAYMENT NOT ACCEPTANCE.** It is also agreed that this is an entire contract for one whole and complete work, and that no partial payments on account by the Town, nor the presence of the Administrator or inspectors, or their supervision or inspection of work or materials, shall constitute an acceptance of any part of the work before its entire completion and final acceptance.

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- E.** (1) **TERM.** The term of this Contract shall be for three-year period commencing July 1, 2024 and concluding on June 30, 2027. The parties may renew the contract in one-year increments for a maximum of two (2) additional years upon the Town sending the Contractor thirty (30) days written notice requesting a renewal. The Contractor shall, within ten (10) days after receipt of said notice, indicate its acceptance or non-acceptance of the proposed renewal. In the event that the contract is renewed, all of the original terms shall remain in full force for the renewal period unless otherwise mutually agreed upon, in writing, between the Town and the Contractor.
- (2) **COMMENCEMENT AND COMPLETION OF SERVICES.** The Contractor shall complete the services contracted for within the time stated therefore in the specifications. Failure of the Contractor for any reason to perform the services skillfully and promptly shall be cause for termination of the Contract.
- (3) **TIME LIMITS.** All time limits stated in the Contract are of the essence of the Contract.

F. CONTRACTOR'S DUTIES AND LIABILITIES. The Contractor shall comply with all local, state and national laws, regulations and executive orders, and with all Town ordinances in the completion of the services.

G. INDEMNIFICATION/HOLD HARMLESS. The Contractor will indemnify the Town for any damages or costs to which it may be put by reason of injury to the person or property of another resulting from the performance, non-performance, negligence or carelessness in the performance of the Contract or in failure to comply with any provisions of the Contract. The Contractor further agrees to indemnify, defend and hold harmless the Town of Vernon, its respective officers, employees, elected officials, agents, servants and volunteers from and against any and all claims, liabilities, obligations, infringements of patent rights, causes of action and financial costs and expenses of any kind and nature, including counsel fees, for damages including but not limited to, damage to real or personal property, bodily injury, and personal injury (including death), arising out of, related to, in connection with, any of the services performed pursuant to this Contract or for any activities conducted by the Contractor, its employees, agents, suppliers, contractors, sub-contractors or anyone directly or indirectly employed by any of them. This indemnification includes the Contractor's duty to defend the Town of Vernon from any such claims.

It is agreed between the parties hereto that the amounts of insurance set forth in this Contract do not in any way limit the liability of the Contractor to the Town by virtue of its promise to hold the Town harmless so that in the event that any claim results in a settlement or judgement in any amount above said limits, the Contractor shall be personally liable to the Town for the difference.

H. INSURANCE REQUIREMENTS. All insurance policies must be effective prior to the commencement of the services and must remain in force until the completion of the services under this Contract. Contractor agrees to maintain in force at all times during the Contract the following minimum coverages and shall name the Town of Vernon as an Additional Insured on a primary and non-contributory basis to all policies, except Workers Compensation. Any sub-

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contractors must be protected by insurance the same as the principal Contractor. Contractor shall be responsible for any and all deductibles in the insurance policies.

Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best’s Rating of “A-“ VIII. In addition, all carriers are subject to approval by the Town.

	Minimum Limits
Commercial General Liability	
Each Occurrence:	\$ 1,000,000
Personal/Advertising Injury per Occurrence:	\$ 2,000,000
General Aggregate:	\$ 2,000,000
Product/Completed Operations Aggregate:	\$ 2,000,000
 Automobile Liability <i>(where required)</i>	
Combined Single Limit Each Accident:	\$ 1,000,000
Hired/Non-owned Auto Liability:	\$ 1,000,000
 Workers' Compensation/Employers Liability	
Workers' Compensation Statutory Requirement set forth by State of CT	
Employers Liability	
Each Accident	\$1,000,000
Disease-Policy Limit	\$1,000,000
Disease-Each employee	\$1,000,000
 Umbrella/Excess Liability <i>(following form of general liability, auto liability and employer liability):</i>	
Each Occurrence:	\$ 2,000,000
General Aggregate:	\$ 2,000,000
Product/Completed Operations Aggregate:	\$ 2,000,000
 Professional Liability	
Each Claim:	\$ 2,000,000
Annual Aggregate	\$ 2,000,000
 Pollution Liability <i>(where required)</i>	
Each Claim or Each Occurrence:	\$ 1,000,000
Annual Aggregate:	\$ 1,000,000
 Cyber Liability / Data Breach <i>(where required)</i>	
Each Incident:	\$ 1,000,000
Annual Aggregate:	\$ 1,000,000

Except for Pollution Liability and Professional Liability, “Claims Made” coverage is not acceptable. All coverage is to be written on an “Occurrence” basis. For any policy written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed

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to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Original, completed Certificates of Insurance must be presented to the Town of Vernon prior to contract issuance. The Contractor agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. All insurance shall not be canceled, limits reduced or coverage altered without 30 days written notice being given to the Town of Vernon, Town Administrator, 14 Park Place, Vernon, CT 06066.

The Contractor will require all insurance policies in any way related to the services and secured and maintained by the Contractor to include clauses stating each carrier will waive all rights of recovery, under subrogation and otherwise, against the Town of Vernon, and its respective officers, employees, agents, servants, elected officials, and volunteers. The Contractor shall require of subcontractors, by appropriate written agreements, similar waivers each in favor of the Town of Vernon.

Certificates of the insurance company or companies, must be submitted to the Administrator before the Contractor begins the work. Should any insurance expire or be terminated during the period in which the same is required by this contract, the Administrator shall be notified thirty (30) days in advance and such expired or terminated insurance must be replaced with new insurance and new certificate furnished to the Administrator. Failure to provide the required insurance and certificates may, at the option of the Town, be held to be a willful violation of this Contract.

- I. DEFAULT.** Any of the following occurrences or acts shall constitute an event of default under the Contract:
- (1) If the Contractor, its agents, subcontractors, successors and assigns fails in the performance of or the observance of any of the covenants, conditions or agreements on the part of the Contract set forth in the Contract; or
 - (2) If any determination shall have been made by competent authority such as, but not limited to, any federal, state or local government official, or a certified public accountant, that the Contractor's management or any accounting for its funding, from whatever source, is improper, inadequate or illegal, as such management or accounting may relate to the Contractor's performance of the Contract; or
 - (3) If a decree or order by a court having jurisdiction in the matter shall have been entered adjudging the Contractor as bankrupt or insolvent or approving as properly filed a petition seeking reorganization, readjustment, arrangement, composition or similar relief for the Contractor under the federal bankruptcy laws, or any other similar applicable federal or state law; or
 - (4) If any competent authority shall have determined that the Contractor is in default of any federal, or local tax obligation; or
 - (5) The Contractor's failure to pay any outstanding debt owed to the Town in a timely manner.
- J. TERMINATION.** The Town may at any time and for any reason, with or without cause, in its sole discretion, terminate the Contract by written notice specifying the termination date, which shall not be less than five (5) from the date such notice is given. Upon receipt of such notice, the

**Contract #2141 - Furnishing Custodial Services at Various Buildings
Owned by the Town of Vernon**

Contractor shall immediately discontinue all work (unless the notice directs otherwise) and deliver to the Town all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing its duties under the Contract, whether completed or in progress. All such documents, information, and materials shall become the property of the Town. In the event of such termination, services shall be paid for in such amount as shall compensate the Contractor for the portion of the services satisfactorily performed prior to termination. Such an amount shall be fixed by the Town after consultation with the Contractor and shall be subject to review by the Administrator. Termination under this section shall not give rise to any claim against the Town for damages or for compensation in addition to that provided hereunder.

K. (1) PAYMENTS. The Town will pay and the Contractor will receive, as full compensation for performing the services, the amount stated in the Contractor's proposal which is attached hereto and incorporated herein as Exhibit A. The Town may make such deductions from these sums as are provided for in this Contract.

(2) NO INTEREST TO BE PAID. No interest is to be allowed or paid by the Town upon any monies retained under the provisions of this contract.

(3) CONTINGENT UPON AVAILABILITY OF FUNDS. The Town's obligation under this Contract is contingent upon the availability of appropriated funds from which payment for Contract purposes can be made. No legal liability on the part of the Town for any payment may arise until all funds are made available and approved for this Contract and until a purchase order has been issued.

L. CONTENTS OF CONTRACT. The information for bidders, the proposal, the specifications, together with special provisions following herewith and any and all additions which may be inserted or attached to any, or all of the sections as listed above are made a part of this Contract.

M. FAIR EMPLOYMENT PRACTICES. The Contractor, its agents and subcontractors agree that they will not refuse to hire or employ or bar or discharge from employment an individual or discriminate against him in compensation or in terms, condition or privilege of employment because of race, color, religious creed, age, sex, national origin or ancestry, except in the case of bona fide occupational qualification or need.

The Contractor, its agents and subcontractors further agree that they will not discharge, expel or otherwise discriminate against any person who opposed any unfair employment practice or filed a complaint or testify or assisted in any proceeding under Section 31-127 of the Connecticut General Statutes. The advertisement of employment opportunities will be carried out in such manner as not to restrict such employment or discriminate against individuals because of their race, color, religious creed, age, sex, national origin or ancestry, except in the case of a bona fide occupational qualification or need.

The terms stated above are taken from Section 31-126 of the Connecticut General Statutes, "Unfair Employment Practices".

N. LAWS AND JURISDICTION. The parties hereto agree that this contract is subject to the laws and jurisdiction of the State of Connecticut.

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O. ASSIGNMENT. The Contractor shall not assign or subcontract the Contract or any of the services to be performed by it without prior consent of the Town in writing. The Contractor shall be fully responsible for the acts and omissions of its subcontractors as it is for the action and omissions of those directly employed by the Contractor. The Contractor shall require any subcontractor approved by the Town to agree in its contract to observe and be bound by all obligations and conditions of this Contract to which the Contractor is bound.

P. COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986. The Contractor, its agents and subcontractors agree that they are aware of and have complied with the hiring and documentation requirements of the Immigration Reform and Control Act of 1986.

The Contractor agrees that it has asked for and examined documentation in order to verify the legal employability of its employees, agents and subcontractors and has executed the appropriate forms attesting thereto pursuant to the Act.

The Contractor further agrees to indemnify and hold the Town harmless from any costs and/or penalties incurred, including but not limited to fines, attorneys' fees and costs arising from a claim of violation of said Act.

Q. DISPUTES. The parties agree that any dispute will be submitted to the Superior Court, Judicial District of Tolland, at Rockville, Connecticut.

R. CUMULATIVE REMEDIES. All rights exercisable by and remedies of the Town hereunder shall be cumulative and the exercise or beginning of the exercise by the Town of any of its rights or remedies hereunder shall not preclude the Town from exercising any other right or remedy granted hereunder or permitted by law.

S. INVALID PROVISIONS. If any provision of the Contract is held invalid, the balance of the provisions of the Contract shall not be affected thereby if the balance of the provisions of the Contract would then continue to conform to the requirements of applicable laws.

T. NON-WAIVER. Any failure by the Town or the Contractor to insist upon the strict performance by the other of any of the terms and provisions of the Contract shall not be a waiver, and each party hereto, notwithstanding such failure, shall have the right thereafter to insist upon the strict performance of the other, of any and all of the terms and provisions of the Contract and neither party hereto shall be relieved of such obligation by reason of the failure of the other to comply with or otherwise enforce or to seek to enforce any of the provisions of the Contract.

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IN WITNESS WHEREOF, the parties hereto set their hands and seal this _____ day
of _____, 2024.

Signed in the presence of:

THE TOWN OF VERNON:

By: _____
Michael J. Purcaro
Town Administrator

Signed in the presence of:

By: _____
Name:
Title: