

Town of Lebanon
Invitation to Bid

Janitorial Maintenance Services of Town Buildings

The Town of Lebanon, CT is seeking sealed bids for janitorial maintenance services for Town Hall, Community Center, Fire Safety Complex Hall & Public Works Garage. Specifications and bid submittal sheet are available at www.lebanonct.gov or at the Lebanon Town Hall, First Selectman's Office, 579 Exeter Road, Lebanon, CT 06249, or by calling (860) 642-6100.

Sealed bids must be received at the address above by 4:00 PM on June 11, 2019 and will be opened at 4:15 PM in the Town Hall the same date. Bid will be awarded at a publically warned BOS meeting. E.O.E.

The Board of Selectmen reserves the right to reject any and all bids.

Janitorial Maintenance Services for Town Buildings
Bid Specifications

- Contractor shall provide all necessary cleaning equipment and cleaning supplies including agents and materials (scrubbers, sponges, etc.) needed to clean bathrooms
- The Town shall provide all paper products, trash bags, hand soap, and deodorizers
- Contractor shall keep track of all supplies and contact the First Selectman's Office when an order needs to be placed
- All services must be arranged around weekly building schedules and performed when the offices are closed or buildings are not in use
- Contractor shall provide a certificate of liability insurance and three professional references
- The Town will provide one set of keys to the contractor. Contractor is responsible for any additional copies
- Personnel must submit to a background check or have had a background check to qualify for their employment with contractor due to the sensitive nature of some cleaning areas

General Cleaning Procedures
Proposal

General maintenance for all buildings except the Department of Public Works garage:

- Twice per week:
 - Clean all door knobs, handles, and door plates
 - All bathrooms (clean and disinfect toilets, toilet seats, sinks, and locks — any area that is regularly used)
 - Dust and remove cobwebs from ceilings and corners regularly and wipe off radiators, light fixtures and windowsills to ensure cleanliness in all buildings
- Once per month:
 - All bathrooms must be washed down from top to bottom
 - Wipe down doors and doorframes to remove handprints/dirt/smudges
- Twice per year:
 - Windows in all buildings except Highway Garage will be washed, both inside and outside
- Once per year:
 - Hard floors will be stripped and waxed

Additional cleaning procedures for individual buildings, including Department of Public Works garage, are listed below:

TOWN HALL

- Twice per week:
 - Mop floors in halls and offices
 - Vacuum all carpeted offices and all area rugs in hallways
 - Empty trash baskets into dumpster and replace trash bags
 - Sweep both stairwells

- Wipe down all counters in Town Clerk, Tax Collector, Assessor, and Building Departments, and kitchen
- Once per week:
 - Clean glass surfaces (glass in/around doors, bathroom mirrors) and water fountains
 - Dust office furniture and conference room furniture
 - Clean and polish brass handrails
- As needed:
 - Scrub stair treads and wipe down steps

FIRE SAFETY COMPLEX

- Twice per week:
 - Vacuum and mop public hall, kitchen, and hallway floors
 - Clean Resident State Trooper office and empty trash
 - Clean counters in kitchen area
 - Empty trash into dumpster
- As needed:
 - Mop office floors
 - Replace large trash bags, paper towels, and toilet paper for renters (keep extra trash bags in bottom of barrel and extra paper towel available in kitchen area)
 - Notify Selectmen's Office immediately of any damage done or excessive mess left by renters to public hall

COMMUNITY CENTER

- Twice per week:
 - Vacuum all carpeted areas
 - Mop floors in kitchen and lower-level
 - Clean kitchen
- As needed:
 - Polish wooden furniture
 - Replace large trash bags, paper towels, and toilet paper for renters (keep extra trash bags in bottom of barrel and extra paper towel available in kitchen area)
 - Notify the Selectmen's Office immediately of any damage done or excessive mess left by renters to public

DPW GARAGE

- Once per week:
 - Clean and disinfect bathroom and sink areas
 - Empty garbage barrels

Contract period from July 1, 2019 to June 30, 2020. The Board of Selectmen reserves the right to reject any and all bids. Equal Opportunity Employer.

TOWN OF LEBANON
Janitorial Maintenance Services
For Town Buildings
BID SUBMISSION

BID LUMP SUM: \$ _____ **per year**

Submitted by: _____ **Title:** _____
[Please Print]

Company Name: _____
[Please Print]

Company Address: _____

Telephone: _____ **Cell Phone:** _____

Email Address: _____

References:

Signature: _____ **Date:** _____