

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
- Town and Contractor may modify cleaning schedule and procedures during course of contract, including possible addition or removal of facilities and services, upon initiation of the Town if mutually agreeable terms are reached with Contractor

General Cleaning Procedures
Sample Proposal

A sample proposal is included below. Interested bidders may present alternate proposals as part of their bid package. All bidders must attend the pre-bid walkthrough. Please include proposed dates/times for cleaning in your proposal.

TOWN HALL

- Twice per week (Tuesday after 6:00 PM or Wednesday while building is closed AND Friday after 4:00 PM, Saturday, or Sunday — Contractor should check schedule supplied by First Selectman's Office to avoid conflict with meetings or plan to clean after 9:00 PM):
 - Clean all doorknobs, 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
 - 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
 - Disinfect all counters in Town Clerk, Tax Collector, Assessor, and Building Departments, and kitchen
- Once per week:
 - All bathrooms must be washed down, fully sanitized, and cleaned
 - Wipe down doors and doorframes to remove handprints/dirt/smudges
 - Clean glass surfaces (glass in/around doors, bathroom mirrors) and water fountains
 - Dust office furniture and conference room furniture
 - Clean and polish brass handrails, knobs, and door plates
- Twice per year (April/November):
 - Clean all windows, both inside and outside

- As needed:
 - Scrub stair treads and wipe down steps

FIRE SAFETY COMPLEX (HALL/OFFICES)

- Twice per week (contractor should check weekly building schedule supplied by First Selectman's Office to avoid conflict with events or plan to clean after 9:00 PM):
 - Empty trash into dumpster
 - 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)
- Once per week:
 - Dust and remove cobwebs from ceilings and corners regularly and wipe off radiators, light fixtures and windowsills to ensure cleanliness
 - Vacuum and mop public hall, kitchen, and hallway floors
 - Clean counters in kitchen area
- Twice per year (April/November):
 - Windows washed, both inside and outside
- 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

FIRE SAFETY COMPLEX (FOOD PANTRY)

- Once per week:
 - Sweep and mop pantry space and bathroom
 - Clean and disinfect bathroom and sink areas
 - Empty garbage barrels

DPW GARAGE

- Once per week:
 - Sweep and mop front entrance, office, break room, and bathroom
 - Clean and disinfect bathroom and sink areas
 - Empty garbage barrels

STRIP AND WAX:

- Strip and wax floors at Town Hall and Fire Safety Complex as-requested (billed separately and on a per-use basis)

Contract will run from October 1, 2021 to June 30, 2022 with the option of a one-year extension to run from July 1, 2022 to June 30, 2023. The Board of Selectmen reserves the right to reject any and all bids.

TOWN OF LEBANON
Janitorial Maintenance Services
For Town Buildings
BID SUBMISSION

CLEANING SERVICES LUMP SUM YEAR 1: \$ _____ (OCTOBER 2021-
JUNE 2022)

CLEANING SERVICES LUMP SUM YEAR 2: \$ _____ (JULY 2022-JUNE
2023 OPTIONAL EXTENSION)

STRIP AND WAX TOWN HALL (PER SERVICE): \$ _____

STRIP AND WAX FIRE SAFETY COMPLEX (PER SERVICE): \$ _____

Submitted by: _____ Title: _____
[Please Print]

Company Name: _____
[Please Print]

Company Address: _____

Telephone: _____ Cell Phone: _____

Email Address: _____

References:

Signature: _____ Date: _____