

REQUEST FOR PROPOSALS
2018 Custodial Services

The Town of Thornton is seeking proposals for custodial services for the Town Offices and Police Department located in the Thornton Municipal Building at 16 Merrill Access Road in Thornton.

- A sample contract with job specifics is available at the Thornton Town Hall and the Town website: www.townofthornton.org
- Site visit appointments may be made by contacting the Administrative Assistant at 726-8168 Tuesday – Friday.
- Bids should be submitted on the “*2018 Custodial Services Proposal Submission Sheet*” and include the following:
 1. Annual rate
 2. Rate to be paid (in addition to annual rate) when/if the “*carpet and upholstery clean & shampoo*” is performed
 3. Rate to be paid (in addition to annual rate) when/if the “*strip and wax tile floors*” is performed
 4. Three references
- Sealed bids must be submitted with references no later than 3:00PM on Friday, July 13, 2018.
- Sealed bids will be opened at 1:00 pm on Tuesday, July 17, 2018 at the Thornton Town Hall.
- Bid award will be finalized on Wednesday, July 18, 2018 at 1:45 pm at the Board of Selectmen meeting.
- Prior to execution of the contract the successful bidder shall be required to submit to a New Hampshire Criminal History Check for all personnel scheduled to work at the Thornton Town office.

Please address your submission to:
Board of Selectmen
Municipal Building Custodial Services Sealed Bid
16 Merrill Access Road
Thornton, NH 03285

The Board of Selectmen reserves the right to refuse any or all proposals.

**2018 Custodial Services
Proposal Submission Sheet**

Name/Address of Company: _____

Contact Person: _____

Telephone#: _____

Email Address: _____

\$ _____ Annual Rate

\$ _____ Rate for "carpet and upholstery clean & shampoo"

Fee to be paid (in addition to annual rate) when/if the "carpet and upholstery clean & shampoo" is performed.

\$ _____ Rate for "strip and wax tile floors"

Fee to be paid (in addition to annual rate) when/if the "strip and wax tile floors" is performed.

References:

1. Name of Reference: _____

Contact Information: _____

Association to Reference: _____

2. Name of Reference: _____

Contact Information: _____

Association to Reference: _____

3. Name of Reference: _____

Contact Information: _____

Association to Reference: _____

TOWN OF THORNTON Municipal Building Custodial Contract

The custodial job will be contracted between the Town of Thornton Board of Selectmen and the Individual/ Company subject to the following:

- The Individual/Company will furnish all of the cleaning equipment.
- The Individual/Company will furnish all cleaning supplies.
- The Individual/Company will furnish all paper products including but not limited to paper towel for kitchen use, toilet tissue and hand towels for the bathrooms.
- The Individual/Company will not leave any of the cleaning equipment or supplies other than paper products at the Municipal Building.
- Work is to be performed prior to 8:00am on Wednesday mornings and during a weekend day.
- The Individual/Company selected shall provide a Certificate of Insurance prior to signing the contract.
- **Term of Contract to be August 1, 2018 to June 30, 2019.**
- Proposals shall be submitted based on an annual amount.
- Payment will be made on a monthly basis as invoiced.
- A two-week notice is required by either party in the event the contract is to be terminated.
- The Individual/Company selected shall provide a complete list of employees who are expected to be working in the building.
- A NH Criminal History check will be performed on all potential employees prior to execution of the contract. The Town of Thornton will pay the \$25 fee for the first two employees and the successful bidder shall pay the \$25 fee for each additional employee.

Description of Work to be performed at Town Hall and Police Department:

TWICE A WEEK:

1. Vacuum all offices, halls and meeting room
2. Dust all furnishings, files and counter areas.
3. Spot clean walls and doors if there are any stains, spills, etc.
4. Wipe down counters, microwave, and sink area in kitchen with disinfecting wipes.
5. All counters and telephones in employee area shall be wiped down with disinfecting wipes.
6. All counters, tables and computer in public areas shall be wiped down with disinfecting wipes.
7. Meeting room tables shall be wiped down with disinfecting wipes.
8. Clean bathrooms (toilets, sinks, and floors) and replenish paper products.
9. Clean holding cell toilet area.

WEEKLY:

1. Clean kitchen areas.
2. Wash vinyl floors.
3. Water plants.
4. Wipe down holding cell bench with disinfecting cleanser.
5. Review **AS NEEDED** items and perform tasks when necessary.

MONTHLY:

1. Wipe down all mini blinds.
2. Wash window sills.
3. Wash light switch plates.
4. Wipe down shower stall in Police Department.
5. Town Employees will clear desks to allow dusting and disinfecting of work areas.

TWICE A YEAR:

1. Wash windows inside and outside:
Scheduled to be done in May and September.
2. Due to new product the following may/may not be required twice a year:
(Verify with Administrative Assistant or Town Administrator if /when work is to be scheduled.)
 - A. Arrange for carpet and upholstery clean & shampoo giving 2 week notice to offices allowing for moving of furniture.
Scheduled to be done in APRIL & OCT. Fee to be charged when performed: \$ _____
 - B. Strip and wax tile floors.
Scheduled to be done in APRIL & OCT. Fee to be charged when performed: \$ _____

AS NEEDED: (Contractor is responsible to check these items weekly and perform the task as needed.)

1. Defrost refrigerator, sanitize interior of refrigerator and clean stove.
2. Replace light bulbs and clean fixtures.
3. Replace batteries in clocks.
4. Sweep/clean exterior entrance walkway.
5. Spot clean carpet stains.
6. Bring repair and supply needs to the attention of the Administrative Assistant or Town Administrator.

CERTIFICATE OF INSURANCE:

A copy of the Certificate of Insurance is on file.

Initial BOS/ _____ Initial/ Custodial Service Company _____

LIST OF EMPLOYEES:

NH Criminal History check has been performed for the following employees who have been approved to work for _____ at the Thornton Town Hall:

1. _____
2. _____
3. _____
4. _____

NOTE:

- **Contract to be August 1, 2018 to June 30, 2019.**
- A two-week notice is required by either party in the event the contract is to be terminated.
- Annual Contract for the amount of \$ _____ with payment for services to be made on a **MONTHLY basis as invoiced by Individual/Company.**

Board of Selectmen:

Roy Sabourn, Chairman

Marianne Peabody, Selectwoman

Brad Benton, Selectman

John Paul-Hilliard, Vice-Chairperson

John Gaites, Selectman

Date

Custodial Service Company

Owner/ Custodial Service Company

Custodial Service Contract 2018