

TOWN OF CANANDAIGUA

Request for Proposals (RFP / RFQ)

Due July 13, 2018

Notice to Bidders

NOTICE IS HEREBY GIVEN that the Town of Canandaigua will receive sealed bids for janitorial maintenance services for the Town Hall and Highway Facility; both buildings located on same campus at 5440 State Routes 5 & 20 West, Canandaigua, New York 14424. Such sealed bids must be filed with the Town Clerk at the above address PRIOR TO 12:00 PM, July 13, 2018 at which time said bids will be publicly opened and read.

Introduction and Background Information

The Town of Canandaigua is seeking proposals for janitorial maintenance services at two buildings on the Town campus (address above): the Town Hall and the newly constructed Highway Facility.

This Request for Proposals (RFP) is available at the Town of Canandaigua Town Clerk's office at the above mentioned address and also on the Town of Canandaigua's bid/proposal page on the website at townofcanandaigua.org.

Scope of Services

The selected firm will be expected to provide the following services to the Town of Canandaigua:

- Perform at minimum, the following list of cleaning services in the Town Hall and the Highway Facility three times per week on Monday, Wednesday, and Friday during the evening hours (changes in the schedule due to federal holidays will be addressed in the contract with the selected firm).
 - General
 - Machine vacuum all carpeted areas and all rugs/runners
 - Broom sweep and damp mop all tile and hard surface flooring including areas under rugs/runners
 - Dust mop and/or damp mop all plastic mats under desks
 - Dust all office furniture
 - Wipe all tables and countertops in all rooms
 - High and low dust (baseboards, doors, window sills, picture frames, wall, vents, etc.) in all rooms/bathrooms/kitchens

- Empty all waste baskets,* replace liners as necessary**
- Empty all recycling baskets,* replace liners as necessary**
- Clean all display glass, reception windows, doors, and vending machines
- Wipe all telephones, computers, computer stands, keyboards, mice, calculators, etc. of soil/fingerprints
- Thoroughly clean/sanitize all facility drinking fountains, spot clean/polish all metalwork
- Thoroughly clean/sanitize both kitchens
 - perform cleaning tasks as listed above under “General”
 - clean countertops, cook-tops, sinks, spot clean/polish all metalwork
 - wipe microwave and fridge doors
 - clean/sanitize tables
 - empty waste and recycling containers,* replace liners as necessary**
- Thoroughly clean/sanitize all facility restrooms and locker rooms
 - perform other cleaning tasks as listed above under “General”
 - clean/sanitize toilets, urinals, sinks, showers, countertops, etc.
 - clean/sanitize sinks, countertops, spot clean/polish all metalwork
 - wash mirrors, walls, lockers, wall switches, from soil and fingerprints
 - refill all dispensers**
 - Empty all waste baskets,* replace liners as necessary**
- Cost for cleaning supplies should be included in proposal

*Take all garbage and recyclables from both buildings to the proper receptacles at the Transfer Station. Garbage and recycling MUST be kept separate and NO recyclables are to be placed in any garbage/trash receptacle.

**Soap, paper towels, toilet paper, and waste basket liners will be supplied by the town.

Proposals

Proposals shall include the following:

1. Background information that describes the nature and history of the firm or individual, including client listings and references.
2. Pricing as proposed per month and per annum, including any alternate proposals or suggestions.
3. Type of work contractor licensed to perform and any other specialization of the firm.
4. Insurance Company Name, address, phone, fax, and email; plus Proof of General Liability, Workers Compensation, and Automobile Insurance.

Selection

Any contracts, if awarded, will be to the lowest responsive/responsible bidder(s) or in accordance with the Town's Best Value Policy, in part or in whole who meet(s) all the terms of the specifications. Any contract(s) awarded as a result of this bid will be between the Town of Canandaigua and the successful vendor(s). The Town guarantees no minimum or maximum purchases or contracts as a result of award of this bid. The Town of Canandaigua shall not discriminate against or in favor of any bidder on the basis of race, religion, sex or sexual preference, age, national origin, disability or political affiliation. The Town of Canandaigua reserves the right to terminate the selection proceedings at its option at any time during the process.

Submission Procedures

1. Three (3) copies of the proposal should be addressed to:

**Town of Canandaigua
Attn: Jean Chrisman
Town Clerk
5440 Route 5 & 20 West
Canandaigua, NY 14424**

2. Proposals may be delivered by mail, courier, or in person to the address above.
3. Proposals should be received by the Town no later than 12:00 pm, July 13, 2018. Any questions regarding the bid requirements should be directed to Jean Chrisman, Town Clerk, at jchrisman@townofcanandaigua.org or 585-394-1120 x2225.

Miscellaneous

1. The Town reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside of the scope of this RFP.
2. The Town assumes no responsibility or liability for costs incurred by respondents to this Request for Proposals, including any requests for additional information, interviews, or negotiations.
3. Minority- and Woman-owned Business Enterprises (M/WBE) are encouraged to respond to the RFP, either as prime or subcontractors.