



# TOWN OF MEREDITH

Administrative Services

41 Main Street, Meredith, New Hampshire 03253

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Telephone (603) 279-4538 ♦ Fax (603) 279-1042

## REQUEST FOR PROPOSAL

### **RFP 2014 - Janitorial Services for Meredith Community Center 1 Circle Drive, Meredith, NH 03253**

#### **I. General Information:**

- A. The Town of Meredith is accepting sealed bids for **Janitorial Services for the Meredith Community Center, 1 Circle Drive, Meredith, NH.**
- B. Bid specifications packets may be obtained at the Town Hall, Administrative Services Department, 41 Main Street, Meredith, NH 03253
- C. It is **MANDATORY** that all bidders make a tour of the areas and buildings specified in this proposal to acquaint themselves with the work and services expected to be performed. **The facilities tour will be held on Friday, September 26<sup>th</sup>, 2014 at 9:00 am. All bidders should meet at the Meredith Community Center, 1 Circle Drive, Meredith, NH.**
- D. All Bids must be returned **BEFORE 12:00 Noon on Friday, October 3, 2014** to the Administrative Services Director at Town Hall, 41 Main Street, Meredith, NH 03253. The received bids **will be opened at 12:00 Noon on Friday, October 3, 2014.**
- E. Bids must be received by the Town of Meredith, Administrative Services Department as indicated by the above specified deadlines. Bids received after this time will NOT be accepted.  
  
Bids must be made on the enclosed bid form and must be typed or clearly printed in ink and with an authorized signature. Bids that are not complete or are unsigned will not be considered. Faxed Bids will NOT be accepted.
- F. A Completed Bid Form – “Bidder’s Response” should be signed and all questions completed, enclosed in a sealed envelope with the following indicated on the exterior of the envelope:

**“Proposal for RFP# 2014 – Janitorial Services – Meredith Community Center.”**



## **PROPOSAL FOR JANITORIAL SERVICES**

### **A. General Information:**

The Town of Meredith proposes to enter into an agreement with a contractor to provide professional janitorial services consisting of furnishing appropriate labor and equipment to provide said services at the Meredith Community Center, 1 Circle Drive, Meredith, NH.

### **B. Guidelines for Prospective Contractors:**

It is the policy of the Town of Meredith, New Hampshire, acting through the Board of Selectmen and Town Manager that contracts shall be awarded only to responsible contractors. At a minimum to qualify as responsible, a prospective contractor must provide to the Town of Meredith proof that they meet the following standard requirements related to this request for proposal:

- A. Have adequate financial resources for the performance or have the ability to obtain such resources as required during the performance of the contract.
- B. Have the necessary experience, organization, technical qualifications, skills and facilities.
- C. Be able to comply with the proposed or required schedules.
- D. Have a satisfactory record of performance.
- E. Have all required State and/or Federal licenses, proof of insurance, and proof that employees are part of drug and alcohol testing program.

### **C. Limitations:**

This Request for Proposal (RFP) does not commit the Town of Meredith to award a contract, pay any costs incurred in the preparation of a proposal to this request, procure or contract for services or supplies. The Town of Meredith reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety, this request for proposal if it is in the best interest of the town of Meredith to do so.

### **D. Personnel:**

The contractor's personnel shall present a neat appearance and all work shall be performed and all complaints handled with due regard to the Town public relations and in the best interests of the Town of Meredith. The Town and the Contractor shall promptly notify each other of any complaints received from anyone. The contractor shall utilize competent employees in performing the work specified in this agreement. At the request of the Town Manager, the contractor will replace any incompetent, unfaithful, abusive or disorderly person in his or her employment.

The contractor is required and hereby agrees by accepting this contract to pay all employees not less than the Federal Minimum Wage and to abide by all other requirements as established by the Congress of the United States in the Fair Labor Standards Act, as amended and changed from time to time. The contractor shall provide a statement that their firm is an Equal Opportunity Employer and that they conform to the ADA.

### **E. Accident Prevention:**

The contractor shall exercise precaution at all times for the protection of persons or property. Safety provisions of all applicable laws and ordinances shall be strictly observed. The Town Manager or a duly authorized representative may require the contractor to discontinue hazardous work practices upon written notice. It is required that the contractor keeps the necessary guards and protective devices to prevent injury to the public or damage to public or private property.

**F. Termination of Contract for Cause:**

If, through any cause, the contractor shall fail to furnish in a timely and proper manner, its obligations under this contract, or if the contractor shall violate any of the covenants, agreements or stipulations of this contract, the Town shall thereupon have the right to terminate this contract by giving written notice to the contractor of such termination and specifying the effective date thereof at least five (5) days before the effective date of such termination.

**G. Termination By the Town:**

The town may terminate the contract at any time by giving written notice to the contractor of such termination and effective date thereof at least sixty (60) days before the effective date of such termination.

**H. Contract Termination by Either Party:**

For justified causes, either party may negotiate to end the contract with the exception of the above termination stipulations based on a period of no less than sixty (60) days.

**I. Insurance and Indemnity:**

The contractor shall at all times during the contract, maintain in full force and effect Employer's Liability, Worker's compensation, Public Liability and Property Damage Insurance, including contractual liability coverage for the provisions of indemnity. All insurance shall be by insurers and for policy limits acceptable to the Town of Meredith. Before commencement of any work hereunder, the contractor agrees to furnish to the Town of Meredith the Certificates of Insurance or other evidence satisfactory to the town to the effect that such insurance has been procured and is in force. The Town of Meredith shall be listed as an additional insured on all policies required and/or issued and all certificates shall contain the following express obligations: "This is to certify that the policies of insurance described herein have been issued to the insured for that which this certificate is executed and are in force at this time and date. In the event of cancellation or material change in a policy affecting the certificate holder, thirty (30) days prior written notice will be given to the certificate holder." For the purpose of this contract, the contractor shall carry the following types of insurance in least the amounts shown on the enclosed insurance coverage document. In return the Town of Meredith will provide the contractor with a Certificate of Insurance.

Due to the sensitivity of the operations at our locations, names of all employees to perform work under this contract shall be provided for review. Any changes in employees requires immediate notification. The Town of Meredith may request background checks on employees as needed.

**J. Scope of Services:**

The purpose of this proposal is to provide a professional janitorial service. The contractor will provide all management, personnel, cleaning supplies and equipment to meet the listed standards.

**Required hours: All tasks must be completed between 8 p.m. and 8 a.m. nightly Monday through Friday.**

**Chemicals:** Chemicals will be supplied by the vendor, approved by the Town of Meredith and be green seal certified to include:

- Multipurpose disinfectant cleaner
- Food safe cleaner (kitchen surfaces)
- Disinfecting floor cleaner
- Non butyl degreaser
- Glass cleaner
- MSDS sheets will be provided for all chemicals by vendor to the Town of Meredith.
- Chemicals may be stored and secured by vendor at the Community Center.
- If using a concentrate that is mixed a station will be installed in the Community Center.

**Trash:** Trash will be removed by Community Center staff; the vendor must place loose trash in receptacles.



## **Definition of Work**

### **A. Daily Items**

#### **1. Kitchen**

- Check soap and paper towels on hand washing sink by the convection oven
- Pick up orange safety mats off of the floor
- Sweep entire floor including underneath equipment
- Mop entire floor including underneath equipment
- Clean and polish sinks and counters as necessary
- Check vent grease traps as necessary
- Clean griddle as necessary (empty and clean grease trap off griddle)
- Place mats back in the spot they were

#### **2. Meeting Room A**

- Clean sink and counter
- Open wall
- Stack chairs on rack
- Breakdown tables and place to the side
- Sweep entire floor with dust mop
- Wash entire floor with floor machine along with rooms B & C

#### **3. Meeting Room B & Meeting Room C**

- Clean sink and counter
- Breakdown room setup if necessary
- Sweep entire floor with dust mop
- Wash entire floor with floor machine along with rooms A & C
- Vacuum rugs as needed

#### **4. Work Room**

- Clean Sink & counter
- Clean table
- Place chairs on table
- Sweep entire floor
- Mop entire floor

#### **5. Game Room**

- Vacuum entire floor
- Check walls and furniture for stains

#### **6. Director's and Program Director's Offices**

- Sweep and Mop entire floor

#### **7. Arts & Crafts Room**

- Clean sinks and counters
- Clean table surfaces
- Place chairs on table
- Sweep and mop entire floor

**8. Men's Bathroom**

- Clean sinks, counters, toilets, stall walls and changing room walls.
- Clean shower
- Clean baby changing station
- Check all walls and lockers for stains
- Check paper and soap stock
- Sweep and mop entire floor

**9. Women's Bathroom**

- Clean sinks, counters, toilets, stall walls and changing room walls.
- Clean shower
- Clean baby changing station
- Check all walls and lockers for stains
- Check paper and soap stock
- Sweep and mop entire floor

**10. Family Bathroom**

- Clean sinks, counters, toilets, stall walls and changing room walls.
- Clean shower
- Clean baby changing station
- Check all walls and lockers for stains
- Check paper and soap stock
- Sweep and mop entire floor

**11. Camp Bathroom**

- Clean sinks, counters, toilets, stall walls and changing room walls.
- Clean shower
- Clean baby changing station
- Check all walls and lockers for stains
- Check paper and soap stock
- Sweep and mop entire floor

**12. Activity Center**

- Vacuum rugs
- Clean water fountains
- Check walls for stains
- Remove trash from bleachers
- Mop any stains on bleachers
- Push bleachers in
- Sweep entire floor with dust mop
- Wash entire floor with floor machine
- Wash edges of the floor with a mop

**13. Main Floors**

- Vacuum rugs
- Wash water fountains
- Check walls and lockers for stains
- Sweep entire floor with dust mop
- Wash entire floor with floor machine

**B. Weekly Items:**

**1. Monday tasks**

- Break down furniture on activity center stage
- Stack chairs on stage
- Wash tables on stage
- Sweep entire stage
- Mop entire stage
- Move activity center rugs
- Sweep and Mop bleachers

**2. Tuesday tasks**

- Mop all edges and corners of building floors
- Check corners of trim and floors for dust buildup, remove with paint scraper

**3. Wednesday tasks**

- Roll up main hallway rugs before washing
- Move furniture before washing floors

**4. Thursday tasks**

- Wash windows interior and exterior as needed
- Clean and polish stainless steel

**5. Friday tasks**

- Clean top of trim
- Check overhead air vents and tiles for dust buildup, sweep away with lobby broom
- Dust tops of lockers
- Check tops of bathroom stalls for dust



## **JANITORIAL BIDDER'S RESPONSE SHEET**

1. **Contract Term:**

1. The term of the contract shall be from Monday, November 1st, 2014 through Friday, October 31, 2015.
2. Upon completion of the terms if the Contractor notifies the Town of Meredith in writing and both parties hereto agree, this contract may be amended for an additional two-year term.

2. **Offer:** The undersigned hereby agrees to provide cleaning materials, equipment and labor necessary for the successful completion of the work required and to perform said work in complete compliance with the terms and conditions of the proposal as set forth in all parts of Exhibit A.

3. **Contract Value:**

Inclusive cost per week: \_\_\_\_\_

### **Bidding Company's Information**

**Bidder's Name:**

\_\_\_\_\_

**Bidder's Address:**

\_\_\_\_\_

\_\_\_\_\_

**Telephone #'s:** Business: \_\_\_\_\_ Emergency: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**By:** \_\_\_\_\_

(This must be signed by a person authorized to legally obligate the bidder.)

**Type or Print Name of Above Signature:**

\_\_\_\_\_

**EXHIBIT A**  
**Insurance Requirements for**  
**Contractor for the Town of Meredith, NH**

Name of Contractor: \_\_\_\_\_

Name of Insurance Company(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Policy Number(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**General Liability:**

General Aggregate \$2,000,000.00

Commercial General Liability Products Completion  
Occurrence Operations Aggregate \$2,000,000.00

Comprehensive Form Personal & Advertising Injury \$ 500,000.00  
Premises/Operation

Contractual  
Independent Contractors Each Occurrence \$1,000,000.00

Board Form Property Damage  
Personal Injury Fire Damage \$ 250,000.00  
(Any one fire)

**Automobile/Equipment Liability:**

<input checked="" type="checkbox"/> Any Auto	<input checked="" type="checkbox"/> Any Equipment
<input checked="" type="checkbox"/> Any Hired Auto	<input checked="" type="checkbox"/> Any Hired Equipment
<input checked="" type="checkbox"/> Non-Owned Auto	<input checked="" type="checkbox"/> Any Non-Owned Equipment

**Worker's Compensation/Employee's Liability:**

NH Statutory Provisions Coverage-Employee bodily injury by accident, disease and policy limit.

**Other:**

The Town of Meredith shall be named as additional insured and certificate holder while transporting Meredith materials or property.

**EXHIBIT B**

**The Town of Meredith  
Indemnification Agreement**

The following indemnification agreement shall be and is hereby a provision of this contract:

The Contractor agrees to protect, defend, indemnify, and hold the Town of Meredith harmless from and against any and all losses, penalties, damages, settlements, costs, changes, professional fees or other expenses or liabilities of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance thereof.

Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged, or of any other tangible or intangible personal or property right, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder.

The Contractor further agrees to investigate, handle, respond to, provide defense for and defend any such expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

In any case, the foregoing provisions concerning indemnification shall not be constructed to indemnify the town of Meredith for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Town, its officers, agents or employees.

This covenant shall survive the termination of this agreement.

Agreed upon:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company (Contractor) Name

\_\_\_\_\_  
Printed/Typed Name of Person Signing

\_\_\_\_\_  
Authorized Signature

Address of Company: \_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_

Emergency Contact #'s: \_\_\_\_\_

**SAMPLE**

1. *This sample should be reproduced on Company Letterhead.*
2. **Areas indicated in Italic, Bold and Underlined should be filled in with the indicated information.**
3. **The original when complete should be sent with the contract.**

**EXHIBIT C**

**CERTIFICATE OF VOTE**

(CORPORATE NAME)

I, (Name of Clerk or Secretary), hereby certify that I am the duly elected (Clerk or Secretary), of (Name of Corporation).

I hereby certify the following is a true copy of a vote taken at a meeting of the Board of Directors of the Corporation, duly called and held on (Date of Meeting), at which a quorum of the Board was present and voting.

DULY VOTED:

(Inserted herein should be the vote of the corporation authorizing specific officers of the corporation, on behalf of the corporation, to enter into a specific contract, lease or other agreement with the Town of Meredith and further authorizing said officers to execute any documents which may in their judgment be desirable or necessary to effect the purpose of this vote.)

I hereby certify that said vote has not been amended or repealed, remains in full force and effect as of (Date of Contract), and that (Name(s) of authorized officers(s) is/are the duly elected titles(s)), respectively of this corporation.

Attest:

\_\_\_\_\_  
(Clerk or Secretary)

\_\_\_\_\_  
Date

State of New Hampshire

County of \_\_\_\_\_

On this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me,

\_\_\_\_\_ the undersigned officer personally appeared \_\_\_\_\_, who acknowledged himself/herself to the \_\_\_\_\_ of \_\_\_\_\_ corporation, and the he/she, as such \_\_\_\_\_, being authorized so to do executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself/herself as \_\_\_\_\_.

In witness whereof I hereunto set my hand and official seal.

\_\_\_\_\_  
Justice of the Peace/Notary Public