

TOWN OF TRUMBULL, CONNECTICUT  
REQUEST FOR PROPOSAL (RFP)  
JANITORIAL SERVICES FOR TOWN HALL BUILDINGS (VARIOUS)

RFP: 6101      DUE:    APRIL 2, 2015      2:00PM

**GENERAL INSTRUCTIONS**

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed proposals for the **JANITORIAL SERVICES FOR VARIOUS TOWN HALL BUILDINGS** from qualified firms (herein after referred to as firm, contractor, vendor, proposer or responder). The required services, specifications and locations are detailed in the attached and all services provided and shall be in accordance with the conditions set forth in this Request for Proposal.

**1.      PREPARATION OF PROPOSALS**

- a. Proposals shall be submitted by using the enclosed PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and two (2) EXACT COPIES. Proposals shall be submitted in a clear, concise and legible manner to permit proper evaluation.
- b. Proposers may also submit, under separate cover with their proposal, any samples of reports and documents that are necessary to meet the requirements (deliverables) of this request should a purchase order be awarded

**2.      PROPOSAL SUBMISSION**

- a. All proposals are to be submitted in a sealed envelope addressed as follows:  
**RFP: 6101    DUE:    APRIL 2, 2015 By 2pm**  
Purchasing Agent: Kevin Bova  
Town of Trumbull  
5866 Main Street  
Trumbull, CT 06611
- b. A proposal may not be withdrawn within sixty (60) days after the actual opening thereof.
- c. Please be advised that an individual authorized to contractually bind your organization with regard to price and related contractual issues must sign your proposal.
- d. Proposals shall be opened and read aloud at the date and time noted above. Any proposal received after that time shall not be opened or considered.

**3.      PRE-PROPOSAL MEETING AND PROPOSAL TIME**

- a. **A Pre Proposal meeting will be held on MARCH 4, 2015 @ 10:00AM in the Trumbull Town Hall (Council Chambers) for all interested parties to attend.** This is the **ONLY** pre-proposal meeting that will be held, interested parties are urged to attend. Immediately after the meeting tours of the buildings will be conducted.
- b. Proposals shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud.
- c. A proposer may withdraw a proposal at any time prior to the above scheduled date and time. **Any Proposal received after the above scheduled date and time shall not be considered or opened.**

**4.      TOWN OPTIONS**

- a. The Town of Trumbull reserves the right to reject any and all proposals and does not bind itself to accept the lowest priced proposal or any proposal. The Town reserves the right to ask for new proposals in whole or in part, or to reject any or all proposals, or any part thereof, and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.
- b. If a proposal does not meet or better the required specifications, requirements, and scope of work requested on all points that must be outlined in a letter attached to the proposal otherwise it will be presumed that the proposal is in accordance with the required specifications.

**5.      HOLD HARMLESS CLAUSE**

Respondent agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected

with the operations to be performed under an agreement with the Town, whether or not due in whole or in part of any act, omission or negligence of the Town or any of his representatives or employees.

6. **TAXES**

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in Proposal prices. A Town Tax Exemption Certificate shall be furnished upon request.

7. **ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

Any assignment or subcontracting by a respondent, vendor, or contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with Town procurement shall not be permitted without the express written consent of the Town of Trumbull. Subcontracting any portion of the required work associated with this request may result in immediate termination of an award for service.

8. **WORK REGULATIONS AND STANDARDS**

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal, State and Local labor regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

9. **PERMITS**

The selected firm shall obtain all necessary and required permits, if any, to comply with federal, state and local regulations, at their own expense.

10. **INQUIRIES**

- a. All inquiries regarding this request shall be answered up to the close of business on **MARCH 20, 2015** after which time *NO additional questions or inquiries shall be accepted*. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all respondents will be made available in writing by an Addendum(s) that all respondents can obtain by going to [www.trumbull-ct.gov](http://www.trumbull-ct.gov) under the purchasing department under bid invitations... Inquiries of a technical nature may be directed to **Mr. Allen White (203-452-5070)**; all other questions may be directed to **Mr. Kevin J Bova, Purchasing Agent (203-452-5042)** [kbova@Trumbull-ct.gov](mailto:kbova@Trumbull-ct.gov).
- b. Town reserves the right to communicate with any or all of the respondents to clarify the provisions of Proposals as a result of any inquiries. The Town further reserves the right to request additional information from any respondent at any time after proposals are opened.

11. **AWARD AND AUTHORITY**

A notice of award or purchase order for this requirement shall be issued ONLY after a complete evaluation of the apparent lowest qualified and responsible proposals. The Town Purchasing Agent will issue notification of award in writing or issue a purchase order.

12. **CONFLICT OF INTEREST**

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

13. **ADDENDUMS**

It is the sole responsibility of the responding firm to verify any addendums that may have been issued relating to this request prior to final submission of a proposal. Any notice of addendum shall be published on the Town website – Purchasing Department “Proposal Notices”. Failure to submit a proposal that does not address changes or addendums may result in disqualification of a proposal.

**TOWN OF TRUMBULL, CONNECTICUT  
 REQUEST FOR PROPOSAL (RFP)  
 JANITORIAL SERVICES FOR TOWN HALL BUILDINGS (VARIOUS)**

**RFP: 6101      DUE:    APRIL 2, 2015      2:00PM**

**REQUIREMENTS & CONDITIONS**

**1.    SECURITY BOND**

The Town requires that a Security Bond for \$5,000.00 is in force for per employee per incident.

**2.    TERM OF SERVICE**

The Town requires that the proposed prices are firm fixed prices through **June 30, 2016** and nothing elsewhere in this Request for Proposal shall abrogate this firm period. Special consideration will be given to responses with extended firm price dates.

**3.    BREACH OF SERVICE**

Should the selected proposer fail to fulfill the requirements and specifications as outlined herein, or for any other reason fail to fulfill its required service in part or in full, the Town reserves the right to cancel the purchase order and to make the award to another responder. Any additional costs incurred by the Town of Trumbull as a result of such cancellation shall be the responsibility of and shall be paid by the party whose award has been cancelled. Any release from such liability shall be valid only by written consent of the Town Purchasing Authority or Purchasing Agent.

**4.    INSURANCE**

The selected proposer shall provide the Town Purchasing Agent with a Certificate of Insurance before any work commences. The Town shall be named as an additional insured from Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

- Worker's Compensation
- Contractor's Public Liability and Property Damage
- Automobile Insurance

<b>General Liability</b>	<b>Each Person</b>	<b>Each Occurrence</b>	<b>Aggregate</b>
Bodily Injury Liability	\$500,000	\$1,000,000	\$1,000,000
Property Damage Liability		\$1,000,000	\$1,000,000
Personal Injury Liability		\$1,000,000	\$1,000,000
<b>Comprehensive Automobile Liability</b>			
Bodily Injury	\$500,000	\$1,000,000	\$1,000,000
Property Damage		\$1,000,000	\$1,000,000

Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) day's prior notice of such change or cancellation shall be made to the owner. Such notice shall be made by registered mail; postage prepaid, to the Purchasing Agent, Town of Trumbull, Town Hall, Trumbull, Connecticut 06611.

In the event of cancellation, the selected proposer shall cease all operations on or before the effective date of said cancellation and he shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the office of the Owner's Purchasing Department.

**5.    DAMAGE**

Any Damage to property resulting from during performance of services shall be repaired by the selected proposer within a reasonable time at its own expense. Otherwise, the Town shall take the necessary steps to complete such repairs and charge the service provider for any costs incurred associated with the repairs.

**6.    TERM OF SERVICE**

a. The Town of Trumbull requires that all proposed prices are firm through June 30, 2014 following opening of all proposals and nothing elsewhere in this proposal shall abrogate this firm period. Any pricing to

remain firm in excess of one (1) year should be specified in place provided on the proposal form. Special consideration will be given to responses with extended firm price dates.

- b. The Town reserves the right to issue a Purchase Order for one (1) additional year by mutual agreement by notification within sixty (60) days of its intention to extend or not extend an existing purchase order for services.
- c. The Town shall, through its Purchasing Agent issue a purchase order for the requirements stated herein.

7. **ERRORS AND ACCIDENTS**

The Town recognizes that errors and accidents occur in any service provider situation, however, the Town at its sole discretion, may invoke this clause for repeated errors or lapses in service. No such penalty shall be levied without at least one written warning for a similar, but not necessarily identical, lapse in service. There is no limit to these penalties, and may result in multiple reductions in invoice payments per month.

8. **REFERENCES**

Proposal submittals MUST contain a list of current clients for whom similar services are currently and previously provided. At least five references (including contact names, telephone numbers) are required. Ideally, these references will be from clients with similar dollar value and/or floor space contracts. The Town reserves the right to contact these references as part of its evaluation and award process and the Purchasing Department reserves the right to use that information to determine the qualifications and merit of each proposal.

9. **PERFORMANCE AND TERMINATION**

The type of service requested is essential for the day-to-day operation of Town facilities and Time is of the Essence. All required services shall be consistent with good professional practice and in accordance with the standards and specifications set forth herein. In the event of unacceptable performance the Town shall be under no obligation to make payment and may terminate any contract award.

There must be an onsite working supervisor or a Supervisor to be a Point of contact and responsible for any issues that may arise.

TOWN OF TRUMBULL, CONNECTICUT  
REQUEST FOR PROPOSAL (RFP)  
JANITORIAL SERVICES FOR TOWN HALL BUILDINGS (VARIOUS)

RFP: 6101      DUE:    APRIL 2, 2015    2:00PM

GENERAL INFORMATION AND SPECIFICATIONS

GENERAL INFORMATION

A. The objective of this request is to provide a clean environment at the start of each working day, which generally begins at 8:00 A.M. Accordingly, all work shall be carried out between the hours of 8:00 P.M. to 7:30 A.M. the next morning unless otherwise specified. If however, the selected proposer wishes to provide the service at some other mutually agreed time, an alternative schedule is possible. The following are exceptions to the aforementioned schedules: There must be a working on Job Site Supervisor/ manager and available when and if the director of facilities or any other Town Supervisor needs to talk or discuss any Situations.

- EMS building cleaning shall be completed Monday through Friday between the hours of 8:00 AM to Noon.
- Highway Department Offices cleaning shall be completed THREE (3) times each week between the hours of 7:00 AM to 3:00 PM.
- Teen Center cleaning shall be completed Saturday mornings and Monday mornings.
- Library services are needed Monday through Saturday during for the months of September through May and Monday through Saturday for the months of June through the end of August.

B. The following holiday schedule is observed by the Town. Janitorial Services are not be required for these days, however, it is expected that all Janitorial obligations be completed by the beginning of the next working day. If the selected proposer chooses to work on these holidays, this can be mutually agreed.

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Good Friday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Columbus Day
9. Veterans' Day
10. Thanksgiving Day
11. Day after Thanksgiving
12. Christmas Eve ( Floating Holiday)
13. Christmas Day

C. Proposals submitted shall include tentative schedules, to be approved by the Town, of dates upon which work will be accomplished on the monthly, quarterly, semi-annual dates.

D. The following Town buildings associated with this request are as follows:

- 1) Town Hall (25,000± sf)
- 2) Emergency Medical Service (EMS) (6,000± sf)
- 3) Teen Center (3,800± sf)
- 4) Senior Center (10,800 sf)
- 5) Highway Dept. Offices (3,800 sf)
- 6) Library (37,100± sf)
- 7) Helen Plumb Building (2,961± sf)
- 8) Tellalian Building (2,100 ± sf)

- E. There is the possibility that meetings will be in session during these hours. This possibility will not preclude meeting the cleaning specifications and the schedules must be adjusted accordingly around building usage.
- F. The selected proposer shall supply a single project manager or contract person (as well as an alternate contact) to be on call 24 hours per day. The Town facilities director is asking that must be an onsite Supervisor at all times. This responsibility will include after-hours call back if buildings are found to be unsecured or unlocked. There shall be no compensation for these call back events.
- G. The Town reserves the right to reject any individual employee employed by the selected proposer.
- H. **Miscellaneous Information**
1. The Selected proposer shall be responsible for providing the following supplies:
    - cleaners; cleaning supplies
    - bathroom deodorant
    - waxes
    - hand soap
    - toilet paper( 2ply), & paper towels
    - garbage pail and barrel liners
    - vacuums, stripers, mops, etc
  2. Snow removal services are provided by the Town.
  3. The Town will supply an area for janitorial tool and supply storage and the selected proposer shall be responsible for providing any shelving or lockup cages that may be needed.
  4. The selected proposer will provide all equipment necessary to complete all contract requirements.
  5. The selected proposer must carry insurance which will cover theft of Town property occurring during the hours of his/her responsibility.
  6. The selected proposer is responsible for special project cleaning for small scale special events, at no additional cost to the Town. Generally this will not exceed two events per year each for the Town Hall, Police Headquarters and the Senior Center.
  7. Dress Code: As these are public buildings, proper attire is required. The sole decision maker to determine the appropriateness of dress is the Custodial Supervisor. Additionally, all employees will wear clothing with the logo of the service provider company name clearly visible. In lieu thereof, employees will wear photo identification badges at all times.
  8. The selected proposer will be responsible for the buildings' security by activating locks and/or security systems upon leaving buildings.
  9. Coverage for emergency cleanups will be required. This will be a non-compensable service for up to six (6) events per year (inclusive of all buildings served; not six (6) events per building per year). Examples may be, but not limited to, children vomit at the library, bodily discharge at the Senior Center, office size "flooding" problems.
  10. The selected proposer must be certified in cleaning blood borne pathogen incidents. Examples: homicide, suicide, HIV infected individuals and/or exposure thereto, and sewage.
  11. The selected proposer must be experienced in disaster restoration cleaning services.
  12. The Town reserves the right to perform background checks on all of the service providers' employees, including, but not limited to, drug testing, acceptable criminal record (no felonies), and evidence of residence status.
- I. Specified service requirements are to be provided at minimum intervals. The selected proposer is expected to clean anything that is dirty, even if cleaning intervals are shorter than those indicated below.
- J. Details of requirements are listed on pages 7 through 9 of this request for each building. It should be noted that some buildings shall require specific special attention for certain tasks. Specific information regarding unique requirements shall be provided at the Pre-Proposal and Walk Through meeting.

TOWN OF TRUMBULL, CONNECTICUT  
REQUEST FOR PROPOSAL (RFP)  
JANITORIAL SERVICES FOR TOWN HALL BUILDINGS (VARIOUS)

RFP: 6101      DUE:    APRIL 2, 2015      2:00PM

GENERAL INFORMATION AND REQUIREMENTS

TOWN HALL, EMS, SENIOR CENTER, LIBRARY, TELLALIAN BUILDING, HELEN PLUMB & PUBLIC WORKS –  
HIGHWAY DEPARTMENT

COMMON AREAS:

DAILY

1. Vacuum clean all carpeted areas. Vacuum must be a rolling, powered brush type machine, not a "back-pack" type vacuum. Spot clean as needed.
2. Damp mop tile and slate floors.
3. Clean glass in main entries.
4. Clean and polish all water fountains.
5. Wipe clean all surfaces, tables and chairs.
6. Kitchenettes/lounges – Clean microwave ovens, sinks counters, tables and chairs.
7. Empty trash and recycling receptacles; replace liners (vendor supplied).
8. Clean hand prints, smudges, etc. from walls, doors, door frames, etc.
9. Sweep public stairways and floors.
10. Clean all floor mats.
11. Inspect carpet for spots and stains. Remove if possible.
12. Turn off all lights, secure all windows and doors, and set alarms.

WEEKLY

1. Sweep, damp mop, spray wax and buff or burnish, tile floors.
2. Clean all interior glass areas, conference tables, chairs, counters as needed.
3. Sweep employee access/emergency exit stairways.
4. Shine all metal bright work.
5. Wipe clean all window sills.

QUARTERLY

1. High dusting to include air diffusers, light fixtures.
2. Strip and wax floors.

SEMI-ANNUALLY

Machine scrub and seal all stone floors (terrazzo, slate, quarry tile, travertine, etc.).

OFFICE AREAS:

DAILY

1. Empty all trash and recycling receptacles; replace liners (vendor supplied).
2. Vacuum clean all carpeted areas. Vacuum must be a rolling, powered brush type machine, not a "back-pack" type vacuum. Spot clean as needed.
3. Clean hand prints, smudges, etc. from walls, doors, door frames, etc.
4. Dust all surfaces less than seven feet in height.

WEEKLY

1. Wipe clean all window sills.
2. Sweep, damp mop and buff tile floors.
3. Polish all conference tables.

MONTHLY

1. High dusting (all surfaces seven feet and over) to include door frames light fixtures and air diffusers.
2. Shine furniture bright work, chair bases, etc.

3. Wax and buff tile floors.

**QUARTERLY**

Vacuum all upholstery furniture, chairs, etc. Spot clean as needed.

**SEMI-ANNUALLY**

Strip and wax floors.

**BATHROOMS**

**DAILY**

1. Disinfect toilets (both sides of the seat) and urinals.
2. Clean vanities and mirrors.
3. Damp mop and disinfect floors.
4. Replenish paper products and soap dispensers – vendor supplied materials.
5. Empty trash receptacles; replace liners (vendor supplied).
6. Wipe clean stall partitions and bright work (flush meters, etc.).
7. Wash and sanitize all sinks, containers/dispensers.

**WEEKLY**

Wipe clean and shine tiled walls.

**MONTHLY**

Polish and buff floors.

**QUARTERLY**

1. High dusting to include air diffusers, light fixtures, door frames.
2. Wash and sanitize bathroom stalls and all partitions.

**SEMI-ANNUALLY**

Strip, seal, wax and buff tile floors.

**TEEN CENTER - (Saturday and Monday Mornings)**

1. Clean and polish all water fountains.
2. Wipe clean all surfaces, tables and chairs.
3. Kitchenettes/lounges – Clean microwave ovens, sinks, counters, tables and chairs.
4. Empty trash and recycling receptacles (wastepaper)
5. Clean hand prints, smudges, etc. from walls, doors, door frames, etc.
6. Sweep public stairways.
7. Clean all floor mats.
8. Inspect floors for spots and stains. Remove if possible.
9. Turn off all lights, secure all windows and doors, and set alarms.
10. Clean rubber floor mats.
11. Sweep or vacuum floors (vacuum must be a rolling, powered brush type machine, not a “back-pack” type vacuum), and mop all soiled or spill areas.
12. Clean all tables, chairs, counters as needed.
13. Sweep employee access/emergency exit stairways.

**SEMI-ANNUALLY**

1. Machine scrub, strip and seal all floors.
2. Vacuum all upholstery furniture, spot clean as needed.



**HIGHWAY DEPARTMENT OFFICES (Three Visits per Week During the hours of 7am to 3 pm)**

1. Vacuum clean all carpeted areas. Vacuum ***must be a rolling, powered brush type machine***, not a “back-pack” type vacuum. Spot clean as needed.
2. Damp mop tile and slate floors.
3. Clean glass in main entries.
4. Clean and polish all water fountains.
5. Wipe clean all surfaces, tables and chairs.
6. Kitchenettes/lounges – Clean microwave ovens, sinks counters, tables and chairs.
7. Empty trash and recycling receptacles; replace liners (vendor supplied).
8. Clean hand prints, smudges, etc. from walls, doors, door frames, etc.
9. Sweep and mop all floors.
10. Clean all floor mats.
11. Inspect carpet for spots and stains. Remove if possible.
12. Sweep, damp mop, spray wax and buff or burnish, tile floors.
13. Clean all interior glass areas, conference tables, chairs, counters as needed.
14. Shine all metal bright work.
15. Wipe clean all window sills.

**BATHROOMS**

1. Disinfect toilets (both sides of the seat) and urinals.
2. Clean vanities and mirrors.
3. Damp mop and disinfect floors.
4. Replenish paper products and soap dispensers – vendor supplied materials.
5. Empty trash receptacles; replace liners (vendor supplied).
6. Wipe clean stall partitions and bright work (flush meters, etc.).
7. Wash and sanitize all sinks, containers/dispensers.

**QUARTERLY**

1. High dusting to include air diffusers, light fixtures.
2. Strip and wax floors.

**SEMI-ANNUALLY**

Machine scrub and seal all stone floors (terrazzo, slate, quarry tile, travertine, etc.).

**QUARTERLY**

Vacuum all upholstery furniture, chairs, etc. Spot clean as needed.

**OTHER REQUIREMENTS**

1. Carpet shampooing all areas annually.
2. Window cleaning inside and out in annually in May timeframe
3. Maintain store rooms and equipment room in a clean and orderly manner.

TOWN OF TRUMBULL, CONNECTICUT  
REQUEST FOR PROPOSAL (RFP)  
JANITORIAL SERVICES FOR TOWN HALL BUILDINGS (VARIOUS)

RFP: 6101      DUE:    APRIL 2, 2015    2:00PM

COMPANY INFORMATION  
(To be submitted with response)

The information requested below must be supplied with this Proposal. Please answer all the questions. Attach additional pages to this for if necessary.

1. Number of Years in Business \_\_\_\_\_
2. Number of Personnel Employed (full time) \_\_\_\_\_ (part time) \_\_\_\_\_
3. For this project, would this be done entirely by contractor? \_\_\_\_\_
4. Has your firm ever been *unable* to complete any work awarded? If so, date, when, where, and why: \_\_\_\_\_  
\_\_\_\_\_
5. Attach a list of accounts your organization has in process, giving the name of the owner, contract amount, period of engagement, and ending date.
6. List major firms your company has provided service to in the past. Include owner's name, contract amount, and completion date  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. List number of personnel that will be assigned to the Town for this requirement  
\_\_\_\_\_  
\_\_\_\_\_
8. List any previous municipal experiences (See References Attached)  
\_\_\_\_\_
9. List type of communication equipment your office & crews use:
  - a) A. Answering Service      Yes \_\_\_\_\_      No \_\_\_\_\_
  - b) B. Beeper Service      Yes \_\_\_\_\_      No \_\_\_\_\_
  - c) C. Radio Control      Yes \_\_\_\_\_      No \_\_\_\_\_
  - d) D. Cellular Phones      Yes \_\_\_\_\_      No \_\_\_\_\_
  - e) E. Other      List \_\_\_\_\_
  - f) F. Cellular # of the onsite working supervisor \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
by (Signature)

TOWN OF TRUMBULL, CONNECTICUT  
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REFERENCES

*(To be submitted with proposal – attach additional pages as necessary)*

List references for similar services provided for at least five (5) clients in the past five (5) years (attach any other client references if desired). **PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

**CLIENT 1:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

**CLIENT 2:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

**CLIENT 3:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

**CLIENT 4:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

**CLIENT 5:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

TOWN OF TRUMBULL, CONNECTICUT  
 REQUEST FOR PROPOSAL (RFP)  
 JANITORIAL SERVICES FOR TOWN HALL BUILDINGS (VARIOUS)

RFP: 6101      DUE:    APRIL 2, 2015    2:00PM

PROPOSAL FORM

The following Proposal is submitted in response to the subject request and in accordance with all the conditions and specifications contained herein:

The Town requires a proposal (pricing) for each of the following locations:

		<u>YEAR 1</u>	<u>YEAR 2</u>
TOWN HALL	Lump Sum/Year	\$ _____	_____
EMS	Lump Sum/Year	\$ _____	_____
SENIOR CENTER	Lump Sum/Year	\$ _____	_____
LIBRARY	Lump Sum/Year	\$ _____	_____
TELLALIAN BUILDING	Lump Sum/Year	\$ _____	_____
TEEN CENTER	Lump Sum/Year	\$ _____	_____
HIGHWAY DEPT. OFFICES	Lump Sum/Year	\$ _____	_____
HELEN PLUMB BUILDING	Lump Sum/Year	\$ _____	_____
	<b>TOTAL</b>	\$ _____	_____

*Payment for service shall be paid monthly, at the rate of 1/12 of the annual fee upon receipt of an original invoice.*

**THE UNDERSIGNED AFFIRMS AND DECLARES** that the above PROPOSAL and all pricing contained herein is executed by said respondent with full knowledge and compliance, and complete understanding and acceptance of the Specifications, Requirements, Terms and Conditions contained herein. **Any exceptions are noted on the attached.**

The undersigned further declares that no person, or persons, other than those named herein, are interested in this Proposal; that this Proposal is made without collusion with any person, firm or corporation; that no person or persons acting in any official capacity for the Town is directly or indirectly interested therein or in any portion of the profit thereof and that he proposes and agrees, if this Proposal is accepted, to execute the Form of Contract with the Town.

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 By (Signature)

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Telephone/Fax

\_\_\_\_\_  
 Telephone/contact

\_\_\_\_\_  
 Mobile Contact Phone 24 Hour