

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

RFP: 6287 DUE: MAY 15, 2018 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: 6287 DUE: MAY 15, 2018 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- b. A proposal may not be withdrawn within sixty (60) days after the actual opening thereof.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 Mandatory Pre Proposal meeting will be held on May 3, 2018 @ 1 pm to 2 pm at the Trumbull Town Hall 5886 main street Trumbull CT 06611 in (Council Chambers) for all interested parties to attend.** This will be the ONLY pre-proposal meeting 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 EXEMPT

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 **May 8, 2018** 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 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.
- 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

Public officials shall be prohibited from receiving any town work procured through a public Bid or bid waived process so as to avoid any appearance of impropriety or conflict of interest; And; Public officials cannot circumvent the intent of this ordinance by receiving town work Through a bid waiver, as proscribed by the Trumbull Town Charter.

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: 6287 DUE: MAY 15, 2018 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 from July 1, 2018 through **June 30, 2020** 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. There will be 3 one-year options every year in April, May, June time frame if mutually agreed upon for the next fiscal year starting July 1 of that year. Therefore, this contract can go as long as a total of 4 years. If the Town is not satisfied or cannot mutually agree the Town will not renew and will go back out to bid

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

General Liability	Each Person	Each Occurrence	Aggregate
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
Comprehensive Automobile Liability			
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 July 1, 2018 to June 30,2020 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 Two (2) additional years 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 a reduction in invoice payment 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. 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: 6287 DUE: MAY 15, 2018 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 according to the specified schedule listed below. If however, the selected proposer wishes to provide the service at some other mutually agreed time, an alternative schedule is possible. 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.

- **Town Hall** building cleaning shall be completed Monday through Friday between the hours of 6 pm to 11 pm.
- **Highway Department Buildings including the New Admin Building & Parks Maintenance Bldg.** 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.
- **EMS** building cleaning shall be completed Monday through Friday between the hours of 8:00 AM to Noon.
- **Health Department** building cleaning shall be completed Monday through Friday between the hours 5 pm till 8 pm
- **Library** services are needed **Monday through Sunday** during for the months of **September through May** and **Monday through Saturday** for the months of **June through the end of August**. Building cleaning shall be completed Monday through Friday between the hours of 6pm to 11pm.
- **Senior Center** building cleaning shall be completed Monday through Friday between the hours of 5 pm to 11 pm

BUILDING	# OF TIMES PER WEEK	SCHEDULED DAYS	WORK MUST BE COMPLETED BETWEEN THE HOURS OF:
Trumbull Library	6 / 7	Monday through Sunday (<i>Labor Day through Memorial Day</i>) Monday through Saturday (<i>Memorial Day through Labor Day</i>)	6:00pm - 11:00pm
Town Hall	5	Monday through Friday	6:00pm - 11:00pm
Senior Center	5	Monday through Friday	5:00pm - 11:00pm
Health Department	5	Monday through Friday	5:00pm - 8:00pm
Emergency Medical Services (EMS)	5	Monday through Friday	8:00am - 12:00pm

Highway Maintenance Bldg. and Offices	3	Monday, Wednesday, Friday	7:00am - 3:00pm
Admin Building	3	Monday, Wednesday, Friday	7:00am - 3:00pm
Parks Maintenance Building Offices	3	Monday, Wednesday, Friday	7:00am - 3:00pm
Teen Center	2	Saturday and Monday	Mornings

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 & Admin Building (5,800 sf)
- 6) Library (37,100± sf)
- 7) Park Maintenance Building office
- 8) Talian Building (2,100 ± sf) – will be an Alternate

Each building will have a checklist that will need to be checked off every day and or after every cleaning shift.

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. The town has a website for meetings and times and is also posted on the bulletin boards throughout Town hall

F. The selected proposer shall supply a single **Supervisor** 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. The supervisor **will be responsible for submitting** the checklist daily for each building.

G. The Town reserves the right to reject any individual employee employed by the selected proposer. The Town will also periodically review performance and do site visits.

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, etcDispenser replacement *as needed* (i.e. hand soap dispensers, hand paper Towels
Dispensers, toilet paper dispensers, air freshener dispensers, 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. 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.
 7. The selected proposer will be responsible for the buildings' security by activating locks and/or security systems upon leaving buildings.
 8. The selected proposer must be certified in cleaning blood borne pathogen incidents.
 9. The selected proposer must be experienced in disaster restoration cleaning services.
 10. The Town will 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 are. The Town will need a list of employees for each building once awarded.
- J. Details of requirements are listed on pages 8 through 10 of this request for each building. It should be noted that some buildings shall require specific special attention tasks. Specific information regarding unique requirements shall be provided at the Mandatory Pre-Proposal and Walk Through meeting.

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

RFP: 6287 DUE: MAY 15, 2018 2:00PM

GENERAL INFORMATION AND REQUIREMENTS

**TOWN HALL, EMS, SENIOR CENTER, LIBRARY, HEALTH DEPT., & PUBLIC WORKS –HIGHWAY DEPARTMENT
INCLUDING NEW ADMIN BUILDING & PARKS MAINTENANCE BUILDING & THE TEEN CENTER**

COMMON AREAS: TOWN HALL- HEALTH DEPT- EMS-LIBRARY

COMMON AREAS INCLUDE BUT ARE NOT LIMITED TO: KITCHENS, CONFERENCE ROOMS, LOCKER ROOMS, DAYROOMS, LOUNGES, CLASSROOMS, TRAINING ROOMS, HALLWAYS, BUNK ROOMS, ETC.)

DAILY

1. Vacuum clean **all** carpeted areas. , Spot clean as needed.
 - a. Vacuum or sweep tile and slate floors, stairways, etc.

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. and refrigerator Exterior.
 - a. Empty trash and recycling receptacles; replace liners (vendor supplied). Empty recycling receptacles and properly dispose with other recyclable materials (not to be mixed with garbage).

7. Clean hand prints, smudges, etc. from walls, doors, doorframes, etc.
8. Sweep public stairways and floors.
9. Clean all floor mats.
10. Inspect carpet for spots and stains. Remove if possible.
 - a. Dust all surfaces in common areas less than seven feet in height.
 - b. Check and replenish supplies as needed (*paper goods, hand soap, garbage liners, cleaning supplies – vendor supplied materials*).

- 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 windowsills.

QUARTERLY

1. High dusting to include air diffusers, light fixtures.
2. Strip and wax floors. –Time frame September /December/ April & June = Must be done if not payment will be withheld.
- 3 Wipe down blinds.

SEMI-ANNUALLY

- 1 Machine scrub and seal all stone floors (terrazzo, slate, quarry tile, travertine, etc.). Time frame December & MAY = Must be done if not payment will be withheld.
- 2 Window cleaning inside and out in May and November timeframe.
- 3 Carpet shampooing all carpeted common areas.

OFFICE AREAS:

DAILY

1. Empty trash receptacles; replace liners (vendor supplied).
2. Empty recycling receptacles and properly dispose with other recyclable materials (not to be mixed with garbage).
3. Vacuum clean all carpeted areas. Spot clean as needed.
4. Vacuum or sweep tile and slate office floors.
5. Damp mop tile and slate floors.
6. Clean hand prints, smudges, etc. from walls, doors, door frames, etc.
7. Dust all surfaces less than seven feet in height.
8. Check and replenish supplies as needed (*garbage liners – vendor supplied materials*)

WEEKLY

1. Wipe clean all windowsills.
2. 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. Wipe down blinds.

QUARTERLY

- 4 Vacuum all upholstery furniture, chairs, etc. Spot clean as needed. Time frame September /December/ April & June = Must be done if not payment will be withheld.

SEMI-ANNUALLY Time frame -December & April = Must be done if not payment will be withheld.

- b. Strip, wax and buff floors.
- c. Window cleaning inside and out in May and November timeframe.
- d. Carpet shampooing all carpeted office areas.

BATHROOMS – ALL LOCATIONS

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

1. Wipe clean and shine tiled walls. & clean and wash shower stalls (where applicable).

MONTHLY Must be done if not payment will be withheld

Polish and buff floors.

QUARTERLY

1. High dusting to include air diffusers, light fixtures, doorframes.
Wash and sanitize bathroom stalls and all partitions. Time frame September /December/ March & June =
Must be done if not payment will be withheld.

SEMI-ANNUALLY

- 2 Strip, seal, wax and buff tile floors. Time frame December & May = Must be done if not payment will be withheld.

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 receptacles; replace liners (vendor supplied).
5. Empty recycling receptacles and properly dispose with other recyclable materials (not to be mixed with garbage).
6. Clean hand prints, smudges, etc. from walls, doors, door frames, etc.
7. Sweep public stairways.
8. Clean all floor mats.
9. Inspect floors for spots and stains. Remove if possible.
10. Clean rubber floor mats.
11. Sweep or vacuum floors and mop all soiled or spill areas.
12. Clean all tables, chairs, counters as needed.
13. Sweep employee access/emergency exit stairways.
14. Turn off all lights, secure all windows and doors, and set alarms.

SEMI-ANNUALLY

1. Machine scrub, strip and seal all floors. Time frame September /December/ April & June = Must be done if not payment will be withheld.
2. Vacuum all upholstery furniture, spot clean as needed.

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

RFP: 6287 DUE: MAY 15, 2018 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)

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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: 6287 DUE: MAY 15, 2018 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 & 2</u>	<u>YEAR 3 & 4</u>
TOWN HALL	Lump Sum/Year	\$ _____	_____
EMS	Lump Sum/Year	\$ _____	_____
SENIOR CENTER	Lump Sum/Year	\$ _____	_____
LIBRARY	Lump Sum/Year	\$ _____	_____
HEALTH DEPT BUILDING	Lump Sum/Year	\$ _____	_____
TEEN CENTER	Lump Sum/Year	\$ _____	_____
HIGHWAY DEPT. OFFICES , NEW ADMIN BUILDING And Park Maintenance building	Lump Sum/Year	\$ _____	_____
TOTAL		\$ _____	_____

Alternate 1 –add (IF The Town decides to put back into use)

TELLALIAN BUILDING Lump Sum/ **MONTHLY** \$ _____

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

Payment will be withheld or reduces for not satisfied performance.

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

Town-City –Zip

Title

Date

Telephone/Fax

Telephone/contact

Mobile Contact Phone 24 Hour

ENF OF BID