

CITY OF RUTLAND
CITY HALL, 1 STRONGS AVENUE
POST OFFICE BOX 969
RUTLAND, VERMONT 05702

INVITATION TO BID

Pursuant to Chapter 17 of the Revised Charter of the City of Rutland, Vermont sealed bids are requested for the following:

WEEKLY CLEANING SERVICES – July 1, 2024 to June 30, 2025

Per attached Specifications and Stipulations

BID DEADLINE: 4:00 p.m., Friday, June 7, 2024

BID OPENING: 3:00 p.m., Monday, June 10, 2024

NOTE: IT IS A STRICT POLICY OF THIS OFFICE THAT BIDS RECEIVED LATER THAN THE TIME AND DATE SPECIFIED SHALL NOT BE OPENED.

Sealed Bids will be opened at a meeting of
the Rutland City Board of Finance
and read aloud.

Questions concerning bid specifications should be directed to: Ryan Brady, Staff Operations, Rutland City Police Department, 108 Wales Street, Rutland, Vermont 05701, (802) 770-5356.

BIDS MAY BE SUBMITTED ON-LINE AT WWW.RUTLANDCITY.ORG, MAILED OR DELIVERED TO:

Sara Magro, Purchasing
City Hall, 1 Strongs Avenue
Post Office Box 969
Rutland, Vermont 05702

City of Rutland, Vermont
Bid Sheet

1. Weekly Cleaning Services, per attached agreement (1 page) and schedule (2 pages)
\$ _____

2. Floor waxing must meet commercial standards. Additional service options may be requested at police discretion (price per request) based on a pro-rated schedule of the following pricing:
 - A. Waxing for all first floor areas : \$ _____
 - B. Waxing for all second floor areas: \$ _____

On site tour provided upon request by calling Rutland City Police Department Staff Operations, Ryan Brady at 802-770-5356.

COMMENTS:

Note: UNLESS YOU ARE ANSWERING QUESTIONS, SUBMITTING SUGGESTIONS, BROCHURES OR ALTERNATE BID ITEMS, ONLY THIS COMPLETED BID SHEET SHOULD BE RETURNED AS YOUR FORMAL BID.

The undersigned hereby states that he/she has read and understands the accompanying, Invitation to Bid, and Bid Stipulations stated, the Bid Specifications and Bid Sheet, and submits his/her quotation accordingly.

Name of Firm _____

Address _____

Signature of Authorized Agent _____

Printed or Typed Name and Title _____

Date _____ Phone _____

**SCHEDULE OF CLEANING SERVICES
RUTLAND CITY POLICE HEADQUARTERS
108 WALES STREET, RUTLAND, VT 05701**

First Floor:

1. Dispatch Area
 - A. Vacuum, dust, remove cobwebs, empty trash and replace liners
 - B. Clean and remove smudges on walls, switch plates, wall fixtures
 - C. Clean all glass
 - D. Clean bathroom daily (highest standard).
2. Common Stairwells and Landings (all floors) – front and rear entrances/exits
 - A. Sweep, damp mop, vacuum, clean and remove smudges on walls, handrails, trash removal.
3. Community and Training Rooms
 - A. Vacuum, dust and remove cobwebs
 - B. Clean and remove smudges on walls, doors, switch plates, wall fixtures
 - C. Empty trash and replace liners
 - D. Clean all glass
 - E. Clean all surfaces, including tabletops and chairs.
4. Records Area
 - A. Vacuum, dust and remove cobwebs
 - B. Clean and remove smudges on walls, doors, switch plates, wall fixtures
 - C. Empty trash and replace liners
 - D. Clean all glass, surfaces
5. Storage/Electrical/Phone Rooms
 - A. Sweep and damp mop floors
6. Patrol/Squad Room/Interview Rooms/Sergeants' Offices/Supply Area
 - A. Vacuum carpet, sweep/mop flooring, dust and remove cobwebs
 - B. Clean and remove smudges on walls, doors, switch plates, wall fixtures
 - C. Empty trash and replace liners
 - D. Clean all glass
 - E. Clean all surfaces, including tabletops and chairs.
7. Administrative Offices/Supply Area
 - A. Vacuum, dust and remove cobwebs
 - B. Clean and remove smudges on walls, doors, switch plates, wall fixtures
 - C. Empty trash and replace liners
 - D. Clean all glass
 - E. Clean all surfaces, including tabletops and chairs.
8. Restrooms – Men & Women (highest standard)
 - A. Dispose of all trash; restock all restroom supplies
 - B. Clean and disinfect counters, sinks and surface areas (highest standard)
 - C. Clean and sanitize toilets and urinals, using germicidal cleaner (non allergenic)
 - D. Mop floor using germicidal cleaner (highest standard)
 - E. Dust ledges and partitions.
9. Temporary Detention Area and Interview Rooms (highest standard)
 - A. Remove trash and replace liners
 - B. Disinfect surface
 - C. Mop floor, using germicidal cleaner (highest standard)
 - D. Clean glass, walls and other surfaces to reduce germs (highest standard)
10. Hallways/Reception Area at Main Entrance
 - A. Vacuum carpet, sweep/mop flooring, dust and remove cobwebs
 - B. Clean and remove smudges on walls, doors, switch plates, wall fixtures
 - C. Empty trash and replace liners
 - D. Clean all glass
 - E. Clean all surfaces, including tabletops and chairs.

SECOND FLOOR:

1. BCI Area/ Interview Rooms/Sergeant's Office/Supply Area
 - A. Vacuum, dust and remove cobwebs
 - B. Clean and remove smudges on walls, doors, switch plates, wall fixtures
 - C. Empty trash and replace liners
 - D. Clean all glass
 - E. Clean all surfaces, including tabletops and chairs.
2. Locker Rooms/Bathroom Areas/Showers
 - A. Dispose of all trash; restock all restroom supplies
 - B. Clean and disinfect counters, sinks and surface areas (highest standard)
 - C. Clean and sanitize toilets and urinals, using germicidal cleaner (non-allergenic)
 - D. Mop floors using germicidal cleaner (highest standard)
 - E. Clean and polish all metal surface areas; clean and polish all glass and mirrors
 - F. Clean locker doors, seats and surfaces
 - G. Clean and wipe down showers , using germicidal cleaner (highest standard, non-allergenic)
 - H. Dust ledges and partitions.
3. Lab Area
 - A. Mop, vacuum, dust and remove cobwebs
 - B. Clean and remove smudges on walls, doors, switch plates, wall fixtures
 - C. Empty trash and replace liners
 - D. Clean all glass
 - E. Clean all surfaces, including tabletops and chairs.
4. Gym Area
 - A. Vacuum, dust and remove cobwebs
 - B. Clean and remove smudges on walls, doors, switch plates, wall fixtures
 - C. Empty trash and replace liners
 - D. Clean all glass and mirrors
 - E. Clean and disinfect exercise equipment
5. Break Room
 - A. Mop floor, vacuum, dust and remove cobwebs
 - B. Clean and remove smudges on walls, doors, switch plates, wall fixtures
 - C. Empty trash and replace liners
 - D. Clean all glass
 - E. Clean all surfaces, including tabletops and chairs.
 - F. Clean and disinfect sink and counter tops
6. Public Restrooms and Common Areas
 - A. Dispose of all trash; restock all restroom supplies
 - B. Clean and disinfect counters, sinks and surface areas (highest standard)
 - C. Clean and sanitize toilets and urinals, using germicidal cleaner (highest standard, non allergenic)
 - D. Clean and remove all smudges on walls, doors, switch plates, wall fixtures
 - E. Clean and polish all metal surface areas, clean and polish all glass and mirrors
 - F. Mop restroom floors using germicidal cleaner (highest standard) and vacuum common areas
 - G. Dust ledges and partitions.
7. Hallways and Elevator
 - A. Vacuum carpet/sweep/mop flooring
 - B. Clean and remove all smudges on walls and doors
 - C. Clean glass, counter tops and surface areas
8. Project VISION area (includes all west side of 2nd floor; periodically includes locked access areas).
 - A. Vacuum, dust and remove cobwebs
 - B. Clean and remove smudges on walls, doors, switch plates, wall fixtures
 - C. Empty trash and replace liners
 - D. Clean all glass
 - E. Clean all surfaces, including tabletops and chairs.

QUALITY ASSURANCE: Full-time supervisor as point of contact; telephone or personal check-in monthly; "emergency" phone number required and cell phone. There are times when extreme messes may occur and immediate assistance from your service is required.

Agreement and Terms
Rutland City Police Department
Company NAME

Company NAME shall be responsible for the daily upkeep and cleanliness of the Rutland City Police Headquarters, located at 108 Wales Street, Rutland, Vermont as set forth in the Schedule of Cleaning Services that was presented with the bid.

Company NAME shall maintain comprehensive general liability insurance with limits of not less than \$500,000 for injury and death to any one person and not less than \$1,000,000 for injuries or death arising out of any one occurrence and not less than \$500,000 for damage to property, and it will save City harmless from and against any and all liability for personal injury or property damage arising out of any of Contractor's acts or omission on the premises. City will be listed as additional named insured on such insurance. Company NAME will obtain and keep in full force and effect Worker's Compensation insurance.

Company NAME will provide a list of all employees that are to work in the building. No employees not on such list will be allowed to work. City must approve any list before such employees can work on the premises and city reserves the right to refuse the use of any person. A criminal record check may be required of any person in your employ.

Company NAME shall provide its own cleaning supplies, materials and equipment. The Rutland City Police Headquarters is responsible for providing hand soap, paper products, restroom supplies, trash liners and light bulbs as needed.

All cleaning services are priced per bid specifications and performed in accordance with the Schedule of Cleaning Services. The term of this agreement shall be from July 1, 2024 to June 30, 2025; during this period the Rutland City Police Department will pay Company NAME a rate of \$ _____ per week. Upon completion of the above term this contract may continue on a month to month basis or until the next bid process.

The City of Rutland, in all good faith, attempts to pay bills weekly. However, due to the course of events, this schedule cannot always be followed, causing some payments to be delayed beyond the normal thirty (30) days. The City of Rutland will not accept service charges for past due balances over 30 days.

The Rutland City Police Department retains the right to terminate this agreement at any time provided it gives Company NAME 30 days written notice of such intention.

Company NAME

Rutland City Police Department

DATE:

DATE: