

INVITATION TO BID
CLEANING SERVICES
BLANCHE McCARTHY SENIOR CENTER
TOWN OF WINCHESTER, CT

Sealed bids for cleaning services at the McCarthy Senior Center, will be received in the office of Purchasing Agent, Town Hall, 338 Main Street, Winsted, CT 06098 until 10:00 a.m. July 28, 2016 at which time bids will be publicly opened and read. Any bid received after 10:00 a.m. will not be accepted. Specifications are available from office of Purchasing Agent at above address and on the Town of Winchester web-site (www.townofwinchester.org/purchasing/pages/bid-proposal-documents). The Town of Winchester reserves the right to accept any or reject any or all bids or any part thereof if to do so is deemed to be in the best interest of the Town. EQUAL OPPORTUNITY EMPLOYER/AFFIRMATIVE ACTION.

Mark Douglass
Purchasing Agent

GENERAL CLEAN UP – MCCARTHY SENIOR CENTER
80 HOLABIRD AVENUE, WINSTED, CT

Contract will be from August 1, 2016 thru June 30, 2018

General clean up **two (2) times a week** which will include cleaning ALL rooms, entrance ways, stairway, elevator, on both upper and lower levels.

Sweeping, washing, cleaning toilets, sinks and fixtures in four (4) bathrooms. Filling toilet paper and paper towel dispensers (toilet paper and paper towels will be supplied by the Center).

Sweeping, washing all floors and dusting of all shelving and surfaces.

Emptying all paper and waste paper pails and putting in liners (liners will be supplied by the Center).

Vacuuming lounge and all carpeted areas.

Touch up windows and doors in the two entranceways.

Once a year, in the Spring, all windows will be cleaned.

Twice (2) times a year all floors will be stripped and waxed.

Contractor to supply all supplies for cleaning, polishing and waxing.

ALTERNATE NO. 1

General clean up **once a week** which will include cleaning ALL rooms, entrance ways, stairway, elevator, on both upper and lower levels.

Sweeping, washing, cleaning toilets, sinks and fixtures in four (4) bathrooms. Filling toilet paper and paper towel dispensers (toilet paper and paper towels will be supplied by the Center).

Sweeping, washing all floors and dusting of all shelving and surfaces.

Emptying all paper and waste paper pails and putting in liners (liners will be supplied by the Center).

Vacuuming lounge and any other area that is necessary.

Touch up windows and doors in the two entranceways.

Once a year, in the Spring, all windows will be cleaned.

Twice (2) times a year all floors will be stripped and waxed.

Contractor to supply all supplies for cleaning, polishing and waxing.

PRICE PAGE/GENERAL CONDITIONS
CLEANING SERVICES
TOWN OF WINCHESTER, CT

Local Bidder Preference

See Appendix I for Town Ordinance.

Company name and mailing address:

Phone # _____ Fax # _____

Signature of authorized representative: _____

Signature typed out: _____

Dated: _____

PRICES ARE TO BE PER MONTH

Monthly price for McCarthy Senior Center: \$ _____

Monthly price for Alternate No. 1: \$ _____

General Conditions

Contractor must sign bid proposal.

Mark outside of sealed envelope BID ON CLEANING SERVICES.

Billing price will be per month.

Contract will be from August 1, 2016 thru June 30, 2018

Appendix I

Sec. 147.13a Local Vendor Preference

- A. For all bids and quotes submitted for purchases, exceeding \$3,000 but less than \$1,000,000.00, any qualified and registered local vendor who has submitted a bid or quote not more than 5% higher than the lowest qualified bid or quote will be awarded the contract or purchase order, subject to any limiting provision of this Ordinance, so long as such local vendor agrees to provide the supplies, materials, equipment, commodities and or services which are the subject of such contract or purchase order at the same price as the lowest qualified bid or quote received. In the event that more than one local vendor submits a bid or quote not more than 5% higher than the lowest qualified bid or quote, the award shall be to that local vendor originally submitting the lowest qualified bid or quote.
- B. For purposes of this section, a qualified and registered local vendor is defined as one who maintains a principal place of business within the Town limits of Winchester by occupying real property in which to conduct such business or by paying personal property taxes on business property to the Town of Winchester. Evidence of the maintenance of such principal place of business may include the ownership or long-term lease of real estate from which the principal place of the business is operated or the payment of property taxes on the personal property of the business to be used in the performance of the bid.
- C. The Town Manager shall prepare a local vendor registration form and shall have it made available to all local businesses. When such a form has been properly completed and filed by a local vendor with and approved by the Town Purchasing Agent, such local vendor shall be qualified and registered local vendor in the Town for purposes of this section.
- D. This section shall not apply in any situation where the preference created by this section would violate Federal or state law or any existing contracts.