

REQUEST FOR PROPOSALS
FOR
CLEANING SERVICES – TOWN OF BETHEL FACILITIES
Town of Bethel Procurement Committee/Town Finance
1 School Street, Bethel, CT 06801
Request for Proposals “RFP 2024-002”

Project Summary: The Town of Bethel is seeking a contractor to provide cleaning services for various Town facilities. A mandatory site visit and walk-through is scheduled for Wednesday, September 27, 2023 at 9AM. The site visit will begin at the Public Works office in Town Hall located at 1 School Street, Bethel, CT 06801.

RFP Release Date: Friday September 22, 2023

Mandatory Site Visit: Wednesday, September 27, 2023 at 9AM

Questions Deadline: Wednesday October 4, 2023

Question Response Deadline: Wednesday October 11, 2023

Sealed Bid Submission Deadline: 9:45am on Tuesday October 17, 2023

Owner: The Town of Bethel (“Town”)

Issued By: Town of Bethel Procurement Committee

Project Name: CLEANING SERVICES FOR TOWN OF BETHEL FACILITIES: RFP 2024-002

Project Location: Seven (7) Town of Bethel Facilities listed herein

Contact Person: Sam Flynn, Purchasing Agent, flynns@bethel-ct.gov

Town of Bethel Facilities covered by this bid:

Bidders must fill out Pricing Proposal Form for each facility found in Schedule A. Required schedules for each the facility can be found in Schedule B. The seven (7) Town of Bethel facilities include the following:

- Municipal Center: 1 School Street - Bethel, CT 06801

- Police Department: 12 Judd Avenue - Bethel, CT 06801

- Library: 189 Greenwood Avenue - Bethel, CT 06801

- Stony Hill Fire Department: 59 Stony Hill Road - Bethel, CT 06801

- Public Works Garage: 1 Sympaug Park Road - Bethel, CT 06801

- South Street Fire House: 36-38 South Street - Bethel, CT 06801

- Train Station: 13 Durant Avenue - Bethel, CT 06801

Project Requirements:

A. Brief Description of Project

The Town of Bethel is seeking a contractor to provide cleaning services for various Town facilities. This includes the Municipal Center, Police Dept, Library, Stony Hill Fire Dept, Public Works Garage, South Street Fire House, and the Train Station.

B. Conditions regarding this bid (RFP 2024-002):

- The Contractor will provide all equipment and supplies in order to perform duties specified in this bid.
- The Contractor must return calls and emails in a timely manner.
- The Contractor shall be responsible for damages to furniture and equipment that are a result of work performed as part of this contract.

Daily Tasks:

Offices:

- All waste and recycling bins must be emptied and have liners replaced.
- Vacuum carpet as needed, treat carpet stains accordingly.
- Sweep/mop all ceramic, laminate, tile floors.
- Return furniture and waste containers to original placement when finished cleaning
- All doors and windows need to be shut/locked at end of each shift.
- Turn off all lights at end of each shift.
- Sweep any stairs and landings. Spot-mop if necessary. **(Weekly)**

Bathrooms:

- Clean and sanitize diaper changing tables
- All waste and recycling bins must be emptied and have liners replaced.
- Clean and disinfect counter tops and sinks
- Clean urinals and bowls with disinfectant
- Wash both sides of toilet seat with approved germicidal detergent solution.
- Check and fill toilet tissue, soap and towel dispensers as needed.
- Clean spills on all surfaces
- Make sure floor area of is free of soap residue.
- Check that all dispensers are working properly

Extra Services:

These are not part of the base contract and will be performed upon request of the Town of Bethel: Steam clean carpets, Shampoo carpets, Strip and wax floors, Window washing

Proposal Requirements:

A. Mandatory Site Visit

There will be a mandatory walk through of all locations listed on page 2 of this document on Wednesday, September 27, 2023 at 9AM. Bidders must sign in at the walkthrough and must visit all seven (7) sites covered in this bid.

B. Questions

Questions regarding bid 2024-002 must be received by Wednesday 10/4/2023. Questions will then be answered in the form of an addenda posted on the Towns website on Wednesday 10/11/2023. Please contact the Purchasing Agent, Sam Flynn, with all questions at flynns@bethel-ct.gov or 203-794-8514.

C. Proposal Submission Deadline and Format

All RFP submissions must be received by the Town by 9:45 am on Tuesday 10/17/2023. Request for Proposals must be submitted in a sealed envelope clearly marked "Town of Bethel RFP #2024-002". Three (3) hard copies should be submitted to the office of Purchasing Agent, Town of Bethel, 1 School Street, Bethel, CT 06801.

Any information or materials submitted as a response to this RFP shall become property of the Town of Bethel and will not be returned. Any expense incurred for the submission of this RFP is the responsibility of the firm submitting and no expense will be reimbursed by the Town. All submitted materials will be available for public review.

D. Cover Letter/Executive Summary

Proposals shall include a Letter of Introduction on firm letterhead explaining the firm's interest in the project and why your firm is the most qualified for the project. An officer of the company must sign this letter of introduction and intent. Include any information pertinent to the projects or selection process that is not requested in the following.

E. Qualifications Package

Minimum information to be included:

Firm Overview.

- Name of firm and firm's representative and his/her contact information
- Location of principal and branch offices that would work on these projects
- Length of time in business

Experience.

List similar size and scope projects your firm has completed in the last three (3) years and highlight if you have done work for a CT Municipality. Submission of these projects shall constitute your permission for the Owner to contact those entities for references.

Capacity of the Firm.

Describe firm's experience with similar size projects and available capacity of key staff required to perform the work within the required time frame.

Past Claims or Disputes.

– Please list any claims, disputes, litigation, or arbitration proceedings that have occurred on any school projects your firm has been involved with in the last five (5) years. Indicate who they were with and give a status of each even if they are pending.

– Please list any projects in the last five (5) years in CT for which your firm was removed from or chose to leave prior to the completion of the project.

– Information concerning any suits filed, judgments entered or claims made against your firm during the last five (5) years with respect to services provided by your firm, or any declaration of default or termination for cause against your firm with respect to such services. In addition, state whether during the past five (5) years your firm or your proposed consultant(s) or subcontractors has been suspended from bidding or entering into any government contract.

Affirmative Action.

– Include statement of Affirmative Action compliance

– The Town of Bethel is an Affirmative Action/Equal Employment Opportunity employer. Inquiries regarding the Town of Bethel Affirmative Action policies should be directed to:

Ms. Phyllis Kansky
HR Director for Town of Bethel
1 School Street Bethel, CT 06801
Phone: (203) 794-8148
email: kanskyp@bethel.ct.gov

Proposed Staffing Approach.

Minimum information to be included:

Staffing. Identify key staff to be assigned, including managers, with roles and responsibilities.

Sub-Contractors. Identify any subcontractors to be used, their roles and responsibilities, your prior experience working with these sub-contractors, and sub-contractor qualifications to assume assigned tasks.

Proposed Pricing.

Complete and submit the attached Pricing Proposal Form in Schedule A.

Additional Requirements:

The proposal shall confirm the following in writing:

A. Insurance coverage

The Contractor shall purchase the following types of insurance, and maintain all insurance coverage for the life of the contract, from an insurance company or companies with an A.M.

Best rating of A- (VII) or better. Such insurance shall protect and indemnify Town of Bethel from all claims which may arise out of or result from the Contractor's obligations under this Agreement, whether caused by the Contractor or by a subcontractor or any person or entity directly or indirectly employed by said Contractor or by anyone for whose acts said Contractor may be liable.

As to the insurance required, the insurer(s) and/or their authorized agents shall provide Town of Bethel with certificates of insurance prior to commencement of the work, describing the coverage and providing that the insurer shall give Town of Bethel written notice at least ten (10) days in advance of any termination, expiration or changes in coverage.

Worker's Compensation.

Contractor shall provide worker's compensation and employer's liability insurance that complies with the regulations of the State of Connecticut with limits no less than \$1,000,000 each accident by bodily injury; \$1,000,000 each accident by disease; and a policy limit of \$1,000,000. Such policy shall contain a "waiver of our right to recover from others endorsement" in favor of the Town of Bethel.

Commercial General Liability Insurance.

Contractor shall provide a commercial general liability insurance policy that includes products, operations and completed operations. Limits should be at least: Bodily injury & property damage with an occurrence limit of \$1,000,000; Personal & advertising injury limit of \$1,000,000 per occurrence; General aggregate limit of \$2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of \$2,000,000. Such coverage will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance carried by the Town of Bethel. Such Policy shall name the Town of Bethel as an Additional Insured with respect to claims arising out of the Contractor's negligence or for the negligence of those for whom the Contractor is responsible, by endorsement, ISO Forms CG2010 and CG 2037 or their equivalent.

Commercial Automobile Insurance.

Contractor shall provide commercial automobile insurance for any owned autos (symbol 1

or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage.

Umbrella Liability Insurance.

Contractor shall provide an umbrella liability policy in excess (without restriction or limitation) of those limits and coverage described in items (A) through (C). Such policy shall contain limits of liability in the amount of \$5,000,000 each occurrence and \$5,000,000 in the aggregate.

Final Insurance Approval.

All insurance coverage and policies required to be provided by Contractor shall be subject to final review and approval by the Town of Bethel's Insurance agent as to both form and substance.

Subcontractors.

Any and all subcontractors of the Contractor shall provide the same insurance coverages as set forth both as Additional Insureds. For good cause shown, the Town of Bethel may waive any coverage requirements or other aspects of the insurance requirements for any subcontractors.

B. Independent Contractor

All activities performed by the Contractor and its agents, employees or representatives are, for all purposes under this Agreement, performed as an independent contractor and not as an employee of Town of Bethel and neither the Contractor nor its employees shall be entitled to any benefits to which employees of Town of Bethel are entitled including, but not limited to, worker's compensation, overtime, retirement benefits, health care benefits, vacation pay or sick leave.

C. Indemnification

The contractor shall indemnify and hold harmless the Town of Bethel and its agents and Employees from and against all claims, damages, losses and expenses, including Attorney's fees arising out of, or resulting from the performance of the work.

Bonds:

A Bid Security/ Surety Company Bond, for at least five percent (5%) of the amount of the bid, must accompany each proposal; certified checks will be accepted. The Town of Bethel reserves the right to reject any and all bids.

The successful bidder must furnish 100 percent Construction Performance Bond for each project.

Means & Methods:

All Bidders are required to inform themselves fully of the conditions relating to the construction and labor under which the work will be or is now being performed, and the Contractor shall employ, as far as possible, such methods and means in the carrying out of this work as will not cause interruption or interference with any other contractor.

Bid Duration:

Bids may be held by the Town of Bethel for a period of not to exceed ninety (90) days from the date of the opening of bids for the purpose of reviewing the bids and investigating the qualifications of the Bidders prior to awarding the contract.

Addenda & Clarifications:

Addenda or written clarifications will be issued to all potential bidders. In order to receive the updates, the bidder must email their intent to bid to FlynnS@bethel-ct.gov.

Mandatory Contract Provisions:

Pursuant to Connecticut Public Act 21-76, Non-Discrimination Certifications are no longer required. Instead, except as provided in section 10a-151i of the Connecticut General Statutes, every contract to which an awarding agency is a party, every quasi-public agency project contract, and every municipal public works contract shall contain language indicating the contractor's compliance with non-discrimination regulations.

Upon award of the bid, the selected contractor shall include these mandatory contract provisions in any and all contracts executed with the Town. Please refer to Appendix A for Mandatory Contract Provisions.

Proposal Review and Contractor Selection Process:

A. Selection

The Town will review the responses for compliance with the required documentation to determine responsiveness. The responsive submittals will then be evaluated based on the responses to specifics outlined in this RFP, including but not limited to the following criteria:

- Price
- Experience with work of similar size and scope with successful outcomes
- Past performance/ References
- Project Schedule
- Other criteria specific to the project

The Town may narrow the list of applicants and schedule follow up questions as they deem necessary. Public Law 08-169 requires the Selection Committee to make an award “...from a pool of not more than the four most responsible qualified proposers...” The “most responsible qualified proposer” is the proposer “...who is qualified by the awarding authority when considering price and the factors necessary for faithful performance of the work based on the criteria and scope of work included in the request for proposals.”

B. Right to Reject Submissions

The Town may at any time prior to the selection of a respondent reject any and all proposals and cancel this RFP, without liability therefore, when doing so is deemed to be in the Town’s best interests. Further, regardless of the number and quality of proposals submitted, the Town shall under no circumstances be responsible for any respondent’s cost, risk and expenses. The Town accepts no responsibility for the return of successful or unsuccessful proposals. This RFP in no way obligates the Town to select a respondent.

Schedule A
Pricing Proposal Form
Cleaning Services - Town of Bethel Facilities (RFP 2024-002)

Cost of Cleaning service per location:

Municipal Center:	\$ _____ /month (x12)	\$ _____ /year
Police Dept:	\$ _____ /month (x12)	\$ _____ /year
Library:	\$ _____ /month (x12)	\$ _____ /year
Stony Hill Fire Dept:	\$ _____ /month (x12)	\$ _____ /year
Public Works Garage:	\$ _____ /month (x12)	\$ _____ /year
South Street Fire House:	\$ _____ /month (x12)	\$ _____ /year
Train Station:	\$ _____ /month (x12)	\$ _____ /year

Contractors must provide information regarding their cleaning supply vendors and how those materials are priced into final bid amount.

Please provide a detailed schedule of services performed at each location per week and the frequency of those services, this must accompany the Pricing Proposal Form.

Total for Cleaning Supplies (if not included in the above amounts) \$ _____ /year

TOTAL FOR ALL LOCATIONS PER YEAR: \$ _____

We, the undersigned, propose to furnish contracting services to the Town of Bethel as described herein for the price stated above.

Bidding Business Name: _____

By: _____
 (Signature of Authorized Representative) (Title)

 (Print Name) (Address)

 (Date) (Telephone)

Schedule B
Specific Schedules, Service Frequency, and General Conditions per Facility
(RFP 2024-002)

Contractors must comply with all policies and procedures with respect to each individual location serviced:

Locations:

- **Municipal Center:** Monday – Friday
Burnish Floors weekly
- **Library:** Monday – Saturday
- **Public Works Garage:** Monday/Wednesday/Friday
- **Train Station:** Tuesday & Thursday

Employees must undergo background checks and fingerprint scanning in order to work in the following locations

- **Police Dept:** Everyday
- **Stony Hill Fire Dept:** Monday & Thursday
- **South Street Fire House:** Monday – Friday
Burnish Floors Monthly

Holiday Schedule:

- Martin Luther King Day
- Presidents Day
- Good Friday
- Memorial Day
- 4th of July
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Day
- New Year's Day

APPENDIX A

MANDATORY CONTRACT PROVISIONS

Contract Compliance Non-Discrimination Certificates Pursuant to Connecticut Public Act 21-76, Non-Discrimination Certifications are no longer required. Instead, except as provided in section 10a-151i of the Connecticut General Statutes, every contract to which an awarding agency is a party, every quasi-public agency project contract, and every municipal public works contract shall contain the following provisions:

- (1) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut; and the contractor further agrees to take affirmative action to ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved;
- (2) The contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an “affirmative action-equal opportunity employer” in accordance with regulations adopted by the Commission on Human Rights and Opportunities;
- (3) The contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers’ representative of the contractor’s commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment;
- (4) The contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said commission pursuant to sections 46a-56, 46a-68e, 46a-68f and 46a-86; and
- (5) The contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56. The authorized signatory of the contract shall demonstrate his or her understanding of this obligation by either (A) initialing the nondiscrimination affirmation provision in the body of the contract or (B) providing an affirmative response in the required online bid or response to a proposal question which asks if the contractor understands its obligations.