



Town of Andover, RFP AN2021-03 Cleaning Services

Bid Title: Invitation to bid on Andover Town Hall/Community Room and Public Library Cleaning Services

Category: Cleaning

Status: Open

Description: Weekly cleaning Services for the Andover Town Hall/ Community Room and Public Library

Sealed Bids for cleaning services must be received by the Town Administrator's Office at 17 School Rd, Andover, CT 06232 by 2:00 P.M. local time on Tuesday, September 14th, 2021.

A pre-bid review of the sites will be held by appointment. Attendance at the pre-bid conference is required. Contact the Town Administrator's Office.

Admin Assistant: Amanda Gibson, adminassistant@andoverct.org or call 860.742.0188 X214

Scope of Work:

Cleaning and Janitorial Services, performed once per week preferably Friday afternoons at the Andover Town Hall/Community Center (17 School Rd) as well as the Public Library (355 Rt 6).

- Empty all trash cans in all offices and transport waste to the dumpster.
- Mop all vinyl and tile floor surfaces.
- Vacuum all carpeted surfaces in both buildings.
- Clean and dust common surfaces including doorknobs and railings, windowsills.
- Clean bathrooms thoroughly including toilets, sinks, mirrors.
- Town Hall specifications
 - carpeted areas include
 - 5 offices upstairs to be cleaned
 - 3 offices downstairs
 - 2 hallways
 - Large community room
 - Vinyl and tile flooring
 - 4 sets of stairs
 - 2 entry ways
 - 1 hallway
 - 2 bathrooms
 - Company must not move or rearrange furniture or office materials not included with the contract.
 - Building must be properly secured.

- Library specifications
 - Carpeted floor on first floor
 - 1 bathroom in basement
 - Basement flooring
- (Optional bid) Annual deep cleaning
 - Steam cleaning carpets
 - Wash interior of windows
- Contractor will supply their own vacuum, all other materials supplied by town.

Bid Requirements:

- The successful bidder will be required to provide a proof of insurance.
- Applicants who are single entity or sole proprietors are encouraged to apply.
- All Contract documents must certify affirmative action on the part of all contractor and subcontractors to insure equal employment opportunities.
- The Contractor is exempt from payment of Sales and Use Taxes on all materials and equipment used on this project. These taxes shall not be included in the Bid.
- The contractor must file a written non-discrimination certification with the Town of Andover.
- Bids may be withdrawn prior to the opening of bids. After opening Bids may not be withdrawn for 60 days.
- Bid should include the following information: Name, address and description of firm, description of similar buildings cleaned by the firm in the last five years including client contact name and phone number, fee structure, additional information not included above which you feel may be useful and applicable to this project.
- List of personnel who would access the building.
- List any accommodations, services or space required from the Town of Andover.

The Town of Andover reserves the right, as its sole jurisdiction to reject any or all bids, to waive all informalities or defects of a bid or to accept any bid that in the judgement of the Town of Andover will be in its best interest. End of Bid Invitation.

Publication Date: 8/19/2021

Answers to questions raised at the walk through or submitted via email.

Contact: Amanda Gibson, adminassistant@andoverct.org

Closing Date: Tuesday, September 14th, 2021 at 2:00 P.M.

Pre bid Meeting: by appointment