

# TOWN OF NORTH BRANFORD

Purchasing Department  
Town of North Branford

## *Invitation to Bid*

Richard V. Branigan, Town Manager  
203/484-6005 - Fax: 203/484-6025

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### **Bid Proposal Data**

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BID#: 1-2010-2011  
Commodity Title: Professional Cleaning Service For Municipal Buildings  
Issue Date: February 25, 2010

### **Bid Proposal Opening**

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Day / Date: Thursday, March 18, 2010  
Time: 11:00 AM.  
Mail Address: Town Manager's Office  
909 Foxon Road  
North Branford, CT 06471

Directions: All Proposals are opened in the Conference Room located in the Town Manager's Office at the Town Hall Building, 909 Foxon Road, North Branford, CT 06471. Enter main entrance; follow signs to Town Manager's Office.

### **Bid Proposal Contents**

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Invitation to Bid/Advertisement  
Contents Page  
General Conditions & Instructions  
Specifications  
Supplementary Conditions  
Proposal Page  
Non-Collusion Statement  
Affirmative Action Statement  
Form W-9

Sealed written Responses must be received by Purchasing no later than the date, time and location indicated above for the Proposal Opening. Late Proposals will not be accepted - no exceptions. Submittal of Response by fax is not acceptable. **PLEASE NOTE:** When returning proposal packages, it is **important** to have the Proposal number and description on the outside of the envelope that contains your proposal.

**Please submit (2) copies of completed Bid to the Purchasing Department.**

Note: This Bid does not constitute an order for the goods or services specified.

**BID#1 2010-2011**  
**PROFESSIONAL CLEANING SERVICE FOR**  
**MUNICIPAL BUILDINGS**

**TOWN OF NORTH BRANFORD**  
**REQUEST FOR PROPOSAL**  
**CONTENTS**

1)	Invitation to Bid – Advertisement	___x___
2)	Contents Page	___x___
3)	General Conditions & Instructions To Bidders	___x___
4)	Specifications – Scope of Work/Cleaning	___x___
5)	Supplemental Conditions	___x___
6)	Proposal Page	___x___
7)	Non-Collusive Statement	___x___
8)	Affirmative Action Statement	___x___
9)	Form W-9	___x___

**--PURCHASING USE ONLY--**

**--REQUIREMENTS--**

1)	Certificate of Insurance	___x___ Yes	_____ No	_____ Received/Date
2)	Bid Bond	___x___ Yes	_____ No	
3)	100% Performance Bond	___x___ Yes	_____ No	
4)	Labor & Materials Bond	_____ Yes	___x___ No	
5)	Vendor References	___x___ Yes	_____ No	
6)	Samples & Descriptive Literature	___x___ Yes	_____ No	

## **TOWN OF NORTH BRANFORD**

### **INVITATION TO BID**

#### **BID #1 2010/2011**

#### **PROFESSIONAL CLEANING SERVICE FOR MUNICIPAL BUILDINGS**

**SEALED PROPOSALS** will be received until 11:00 am, Thursday, March 18, 2010, at the Office of the Town Manager, 909 Foxon Road, North Branford, Connecticut, at which time they will be opened and read aloud. Proposals received after this time will be considered late and will be rejected. Specifications and proposal documents may be obtained at the Office of the Purchasing Assistant, by calling (203) 484-6005, or on the Town's website at [www.townofnorthbranfordct.com](http://www.townofnorthbranfordct.com). The Town Manager reserves the right to reject all proposals or waive defects in same if he deems such to be in the best interest of the Town.

Each bidder shall be required to deposit with his proposal a security in the amount of ten (10) percent of the annual base bid in accordance with the General Conditions to Bidders Item #16.

All bidders are advised that the Town of North Branford will affirmatively assure any contract entered into pursuant to this advertisement. Minority business enterprises will be afforded full opportunity to submit bids and are encouraged to do so. The Town of North Branford is an Affirmative Action/EOE.

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Richard V. Branigan, Town Manager

Date: February 25, 2010

Publish one (1) time in the Sound Newspaper under **Legals** on: March 4, 2010

## **TOWN OF NORTH BRANFORD-PURCHASING DEPARTMENT GENERAL CONDITIONS AND INSTRUCTION TO BIDDERS**

The general rules and conditions outlined below apply to all purchases authorized by the Town of North Branford. The conditions outlined become a formal part of each invitation to bid unless otherwise specified. All bidders are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids. Failure to do so will be at the bidder's own risk.

The terms and conditions outlined in the invitation to bid become part of the formal contract following award, unless specified otherwise.

### **CONDITIONS OF BIDDING**

1. **PROPOSAL FORMS:** The bidder shall maintain one (1) copy for his files and submit the original signed copy in the envelope provided. Failure to do so will disqualify bid.
2. **ADDENDUMS:** It shall be the bidder's responsibility to check for any Addendums added to the original bid.
3. **LATE BIDS:** Formal bids, addendum's to bids or requests to withdraw a bid received after the date and time specified for opening will not be considered.
4. **WITHDRAWAL OF BIDS:** Bids may be withdrawn by written authorization only, and if withdrawal request is received prior to specified time of opening.
5. **MAILING OF BIDS:** All bids are to be mailed in an envelope marked with the title of Bid and Bid Opening date and time and directed to the Office of the Town Manager. Vendors are encouraged to allow sufficient time for mailing of bids. The Town of North Branford assumes no responsibility for postal delays.  
  
All bids received will be stamped by date and time received by the Purchasing Office. This date of receipt will prevail over postmark date.
6. **OPENING OF BIDS:** The bids will be opened publicly and read aloud. Vendors are welcome and are encouraged to attend bid openings.  
  
Bid openings will be listed by vendor name, address and bid amount only. Bid tabulation will be done at a separate time following bid opening and will be available to interested vendors at a later time.
7. **BID COMPLETION:** All information required by the invitation must be complete to constitute proper bid. Failure to do so will result in disqualifying the bid.
8. The Town of North Branford reserves the right to reject all bids, or any part of a bid or to waive defects in bids if in the best interest of the Town of North Branford.
9. All formal bids submitted shall be binding for sixty (60) calendar days following bid-opening date, unless otherwise specified. The bidder may agree to an extension at the request of the Purchasing Agent. All extensions are to be authorized by addendum.
10. **PAYMENT TERMS:** Prepayment discounts for early payment are preferred. All others to be Net 30 days unless otherwise specified.
11. **BIDS FOR ALL OR PART:** Bidders may restrict their bid to consideration in the aggregate by so stating but should include a unit price on each item bid upon. Any bid in which the bidder names a total price for all articles without quoting a unit price may be rejected at the option of the Town of North Branford.
12. **ERROR IN BIDS:** Any mistake in a bid which is obviously a clerical error such as a price extension, decimal point error or FOB terms may be corrected by the Purchasing Agent, following bidder verification. Clerical errors detected at the bid opening will be corrected and initialed by the Purchasing Agent, vendor and a witness if present. If an error exists in the extension of prices, the unit price shall prevail.
13. **RESPONSE TO INVITATIONS:** In the event you are unable to bid on our requirements as specified, in the invitation to bid, forward a letter to the Purchasing Office indication you intention not to bid and a brief explanation as to why you are unable to bid.
14. **MULTIPLE BIDS:** No bidder will be allowed to offer more than one bid price on each item, although alternate models or styles may meet specifications. Alternates will be considered only if requested in the original bid package. Any alternate not specified will be rebid if in the best interest of the Town. If the bidder submits more than one price on any item, all prices for that item may be rejected at the discretion of the Town Manager.
15. **TAXES:** The Town of North Branford is exempt from all State and Local taxes.

16. **EQUIPMENT SPECIFICATION AND/OR DESCRIPTIONS:** Each bidder shall submit, when requested by the Purchasing Agent, catalogs, descriptive literature and detailed drawings, fully detailing features, designs and construction necessary to fully describe the material or work he proposes to furnish.
17. **BID BOND, CERTIFIED CHECK, OR CASHIER'S CHECK:** When required each bid shall be accompanied by a bid bond signed by a surety company authorized to do business in Connecticut or by a cashier's check or certified check made payable to the Town of North Branford, Connecticut. The amount of the bid deposit will be 10% of the total base bid unless otherwise specified.
18. **PERFORMANCE BOND:** If required by the bid specifications, the successful bidder must supply a performance bond for the full amount of the estimated total bid. The performance bond shall be made out in favor of the Town of North Branford. The performance bond will be required as security by the successful bidder for faithful performance of his contract. This performance bond will be required within 10 days of the award notification. The performance bond must be written by a surety company licensed to transact business in the State of Connecticut. The successful bidder upon failure or refusal to furnish within 10 days the required performance bond, shall forfeit to the Town of North Branford as liquidated damages their bid deposit.
19. **SAMPLES:** When samples are required from bidders receiving the award, the samples may be retained by the Town of North Branford until the delivery of contracted items. Bidders whose samples are retained may pick them up after delivery is accepted.

Bidders shall be responsible for delivery and removal of samples. Cost of delivery and removal of samples to be the responsibility of the bidder.

All samples are to be marked samples and delivered to the Purchasing Office. The package must indicate the name of the bidder, item enclosed and bid number. Failure to adequately identify samples as indicated may be considered sufficient reason for rejection of the bid.

### **SPECIFICATIONS**

20. **TRADE NAMES:** In cases where an item is identified by a manufacturer's name, trade name, catalog number or reference it is understood that the bidder proposes to furnish the item so identified and does not propose to furnish an "equal" unless the proposed "equal" is specified.

The reference to the above catalog is intended to be descriptive, not restrictive and is used to indicate to the prospective bidder articles that will be satisfactory.

Bids on other makes will be considered provided the bidder clearly states what is proposed in the space marked exceptions on the bid proposal sheet. Equipment specification sheets or other descriptive information will be required on all exceptions.

The Purchasing Agent reserves the right to approve as an equal or to reject as not being equal any article the bidder proposes to furnish which contains major or minor variations from the specification requirements.

If no particular brand, model or make is specified, the successful contractor may be required to submit working drawings or descriptive data to enable the Purchasing Agent to judge if all requirements of the specifications are being met.

21. The bidder shall comply with the true intent of the specifications and not take advantage of any unintentional error or omission but shall fully complete every part of the specification or drawings whenever mention is made of any article, material or workmanship to be in accordance with laws, ordinances, building codes, ASTM regulations, or similar expressions. These shall be considered to be the minimum requirements of the specifications. Any deviations from specifications must be noted in writing at the time of submission of the formal bid. The absence of written deviations will hold the bidder strictly accountable to the Town of North Branford to the specifications as written. Any deviation from the specifications as written, not previously submitted as required by the above, will be grounds for rejection of the material and/or equipment when delivered.
22. The contract will be awarded to the lowest responsible bidder complying with *all* the provisions of the invitation, provided the bid price is reasonable and in the best interest of the Town of North Branford to accept it. The Purchasing Office reserves the right to reject any or all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest of the Town. The Purchasing Agent also reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature or a bid of a bidder who on investigation shows he is not in a position to perform the contract.

In determining responsibility the following qualifications in addition to price will be considered by the Purchasing Agent.

- a. The ability, capacity and skill of the bidder to perform the required services.
- b. The ability of the bidder to perform the contract or provide the service promptly within the time specified.
- c. The character, integrity, reputation, judgment and experience of the bidder.
- d. The quality of performance of previous contracts or services.

- e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services.
  - f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.
  - g. The quality, availability and adaptability of the supplies or contractual services to the particular use required.
  - h. The ability of the bidder to provide future maintenance and service for the use of the material and/or equipment.
  - i. Award by item, or part thereof, groups of items or parts thereof, or all items of the bid.
  - j. Prepayment discounts for early payment will be taken into consideration when making award.
23. **NOTICE OF ACCEPTANCE:** All bidders will be notified of the award in writing within a reasonable time from the date of the bid opening. The successful bidder will also be notified. A purchase order will be issued following verbal notification.
24. **TIE BIDS:** If two or more bidders submit identical bids and are equally qualified, the decision of the Town to make award to one or more of such bidders shall be final. Selection shall be made by drawing lots in public.

**RESIDENT BIDDERS PREFERENCE:** Price and other factors being equal, preference will be given first to resident bidders of the Town. Except when judgment of such purchase would operate to the disadvantage to the Town.

25. **SPECIFIC BID QUANTITIES:** Where quantities are stated specifically, acceptance of the bid will bind the Town to order only those quantities specified, and to pay for at contract prices all such supplies or services delivered that meet specifications and conditions of the contract. The Town will not be required to accept delivery of any balances unordered as of the contract expiration date.
- “AS REQUIRED” BID QUANTITIES:** On “as required” bids, acceptance will bid the Town to pay for at unit prices only quantities ordered and delivered.

**CONTRACT PROVISIONS**

26. **GUARANTEE:** The contractor shall unconditionally guarantee the materials and workmanship on all equipment furnished by him for a period of one year from date of acceptance of the items delivered and installed, unless otherwise specified herein. If, within the guarantee period, any defects or signs of deterioration are noted which in the opinion of the Town are due to faulty design and installation, workmanship or materials, upon ratification, the contractor, at his expense shall repair the defect or replace the item.

27. **AVAILABILITY OF FUNDS:** A contract shall be deemed executory only to the extent of appropriations available to each agency for the purchase of such articles. The Town’s extended obligation on these contracts which envision extended funding, through successive fiscal periods shall be contingent upon actual appropriations for the following fiscal year.
28. **CONTRACT ALTERATIONS:** No alterations in the terms of a contract shall be valid or binding to the Town unless made in writing and signed by the Town Manager or his authorized agent.
29. **INSURANCE REQUIREMENT:** The contractor, following award of the contract may be required to furnish to the Town of North Branford a Certificate of Insurance for the following coverage:
- 1. Comprehensive General Liability
  - 2. Property Damage & Bodily Injury Liability
  - 3. Automobile Liability
  - 4. Workman’s Compensation and Employees Liability
  - 5. Professional Liability
- The Town of North Branford shall be named as an additional insured on said policy of public liability insurance to cover all claims against the Town arising out of said contract.

In addition to the coverage delineated above, Builders Risk Insurance may be required for construction contracts. The limits of Insurance unless otherwise specified shall be as follows:

**GENERAL LIABILITY:** Combined single limit of \$1,000,000. (Property Damage & Bodily Injury Liability \$1,000,000. Combined Single Limit).

The insurance carried by the bidder shall include the following coverage’s.

- a. Comprehensive Form
- b. Premises Operations
- c. Products Completed Operations
- d. Contractual – Hold Harmless Requirements\*
- e. Independent Contractors
- f. Broad Form Property Damage
- g. Personal Injury

**\*HOLD HARMLESS REQUIREMENTS:** The contractor shall, at all times, indemnify and save harmless the Town of North Branford, its officers, agents and servants on account of any and all claims, damages, losses, litigation expense, counsel fees and compensation arising out of injuries (including death) sustained by or alleged to have been sustained by the public, any or all persons affected by the contractor’s work, or by the contractor, any sub-contractor, material, men or anyone directly or indirectly employed by them or any one of them while engaged in the performance of this contract.

**AUTOMOBILE LIABILITY:** Combined single limit of \$1,000,000. (Property Damage & Bodily Injury Liability \$1,000,000. Combined Single Limit) Comprehensive automobile liability to cover all

automobiles or vehicles owned, hired or owned by contractor's employees and used on business.

**WORKERS' COMPENSATION:** The contractor must have workers' compensation and liability insurance as provided by Connecticut and Federal law with statutory limits of \$500,000 per accident, \$500,000 disease each employee and \$1,000,000 disease policy limit.

The contractor shall procure and pay for the insurance coverage's described above with the minimum limits of liability as stated. The certificate of insurance shall certify that said coverage shall be in effect for the term of the contract.

The Town of North Branford shall be named as an additional insured on the General Liability insurance policy. All policies shall provide for 60 days written notice prior to cancellation, substantial change or non-renewal.

The contractor must be in compliance with State of Connecticut Public Act #86-87 "An Act Concerning Workers' Compensation Insurance Requirements For Contractors, On Public Works Projects And State Licenses."

30. **TERMINATION OF CONTRACT:** Contracts will remain in force for full periods specified, and until all articles ordered before the termination have been delivered and accepted, unless:

- a. There have been satisfactory deliveries prior to expiration date.
- b. An extension has been authorized by the Purchasing Agent, and accepted by the contractor, to obtain unordered balances or additional quantities at contract prices and in accordance with contract terms.
- c. **SUBLETTING OF CONTRACT:** Contractor shall not assign, transfer, sublet or otherwise dispose of his contract, or his right, title or interest therein, or his powers to execute such contract to any other person, firm or corporation, without the previous written consent of the Purchasing Agent. In no case shall such consent relieve the contractor from his obligations under the contract, nor shall consent change the terms of the contract. If the contractor assigns, transfers, conveys, sublets or otherwise disposes of his contract or his right, title or interest therein, without obtaining prior written consent from the Purchasing Agent, the Purchasing Agent may cancel the contract in whole or in part.
- d. **DEFAULT:** The contract may be cancelled or annulled by the Purchasing Agent in whole or in part by written notice of default to the contractor upon non-performance or violation of contract

terms. An award may then be made to next lowest responsible bidder, or, articles specified may then be purchased on the open market similar to those so terminated. In either event, the defaulting contractor (or his surety) shall be liable to the Town for costs to the Town in excess of the defaulted contract prices: Provided, that the contractor shall continue the performance of the contract to the extent not terminated under the provisions of this clause. Failure of the contractor to deliver materials or services within the time stipulated on his bid, unless extended in writing by the Purchasing Agent, shall also constitute contract default.

- e. **DELIVERY FAILURES:** Failure of a contractor to deliver within the time specified or to deliver within the time extended by the Purchasing Agent, and failure to make replacements of rejected articles when so requested, immediately or as directed by the Purchasing Agent, shall constitute contract default and authorize the Purchasing Agent to purchase in the open market articles of comparable grade to replace articles rejected or not delivered. On all such purchases, the contractor shall reimburse the Town, within a reasonable time as specified by the Purchasing Agent, for any expenses incurred in excess of contract prices or the Town may deduct such amount from monies owed the defaulting contractor. Such substitute purchases shall be deducted from contract quantities. Should public necessity demand it, the town reserves the right to use or consume articles delivered which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing standard in quality, subject to an adjustment in price to be determined by the Purchasing Agent.
- f. **NON-LIABILITY:** The contractor shall not be liable in damages for delay in shipment or failure to deliver when such delay or failure is the result of fire, flood, strike, act of God, act of government, act of an alien enemy or b any other circumstances which, in the Purchasing Agent's opinion, is beyond the control of the contractor. Under such circumstances, however, the Purchasing Agent may, in his discretion, cancel the contract.
- g. **NON-DISCRIMINATION:** Contractor, in performing under this contract, shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, creed, color, age or national origin, nor otherwise commit an unfair employment practice. Contractor further agrees that this article will be incorporated by contractor in all contracts entered into with suppliers of materials or services, contractors and sub-contractors and all labor organizations, furnishing skilled, unskilled and

craft union skilled labor, or who may perform any such labor or services in connection with this contract. The following principles and requirements of Equal Opportunity and Affirmative Action, as incorporated herein, will be incorporated into "Equal Opportunity – Non-Discrimination Clause" to be included in all bid documents, purchase orders, lease and contracts.

The principles of Affirmative Action are addressed in the 13<sup>th</sup>, 14<sup>th</sup>, and 15<sup>th</sup> Amendments of the United States Constitution, Civil Rights Act of 1886, 1870, 1871, Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, Presidential Executive Orders 11246, amended by 11375, (nondiscrimination under federal contracts), Act 1, Section 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill's Executive Order Number 9, the Connecticut Fair Employment Practices Law (Sec. 46a-60-69) of the Connecticut General Statutes, Connecticut Code of Fair Practices (46a-70-81), Deprivation of Civil Rights (46a-58 (a) (d) ), Public Accommodations Law (46a-63-64), Discrimination against Criminal Offenders (46a-80), definition of blind (46a-51 (l) ), definition of Physically Disabled (46a-51 (15) ), definition of Mentally Retarded (46a-51 (13) ), cooperation with the Commission on Human Rights and opportunities (46a-77), Sexual Harassment (46a-60 (a) –8), Connecticut Credit Discrimination Law (360436 through 439), Title 1 of the State and the Local Fiscal Assistance Act of 1972.

# SPECIFICATIONS

## BID #1 – 2010/2011 PROFESSIONAL CLEANING SERVICES FOR MUNICIPAL BUILDINGS

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### SPECIFICATIONS GENERAL

The Town of North Branford is soliciting competitive bids for cleaning services for eight (8) municipal buildings commencing this July 1, 2010. The scope of work for the contract shall include all labor, cleaning supplies and equipment and any incidentals required to clean the buildings in accordance with the specifications, service contract, legal considerations and the Town of North Branford General Terms and Conditions contained herein. The Town Manager reserves the right to reject all or part of the bid and waive defects in same if he deems such to be in the best interest of the Town.

The buildings, their locations, and office hours are as follows:

- |     |   |  |
|-----|---|--|
| 1.* | <b>North Branford Town Hall</b><br>909 Foxon Road<br>North Branford, CT 06471<br>Approximately 15,000 square feet           | 8:30 am - 4:30 pm<br>Monday - Friday<br>Evenings   |
| 2.* | <b>North Branford Senior Center</b><br>1675 Foxon Road<br>North Branford, CT 06471<br>Approximately 3100 square feet        | 9:00 am - 4:00 pm<br>Monday - Friday   |
| 3.  | <b>**Atwater Library</b><br>1720 Foxon Road<br>North Branford, CT 06471<br>Approximately 12,900 square feet                 |  |
| 4.  | <b>North Branford Police Department</b><br>260 Forest Road<br>North Branford, CT 06471<br>Approximately 6,000 square feet   | Open 24 hours a day – 7 days a week  |
| 5.  | <b>Edward Smith Library</b><br>3 Old Post Road<br>Northford, CT 06472<br>Approximately 11,000 square feet                   | 11:00 am – 8:00 pm – Monday-Thursday<br>9:00 am – 6:00 pm - Friday<br>9:00 am – 3:00 pm - Saturday |
| 6.  | <b>North Branford Public Works Garage</b><br>290 Forest Road<br>North Branford, CT 06471<br>Approximately 1,350 square feet | 7:00 am – 3:30 pm - winter<br>6:00 am – 2:30 pm - summer   |
| 7.  | <b>North Branford Community Center</b><br>1599 Foxon Road<br>North Branford, CT 06471                                       | 5:30 am – 9:00 pm – Monday-Friday<br>7:00 am – 12:00 noon – Saturday, Sunday                       |

Approximately 6,724 square feet

8. **Company 4, Ambulance Building** Open 24 hours a day – 7 days a week  
1351 Middletown Avenue  
Northford, CT 06472

\* *Accommodations will also be required for evening meetings in these buildings.*

**Duration of Contract:**

This contract shall be for a term of three (3) years, beginning July 1, 2010 and ending June 30, 2013, provided that the contract is not terminated for just cause by the Town prior to this date. The Town reserves the right to extend this contract for up to three (3) additional 12-month periods. Said extension shall be by mutual consent of the Town and Contractor, and be subject to negotiation.

It is also the intention to award the contract to the lowest aggregate price.

At the contract signing, the vendor is required to submit Material Safety Data Sheets for all chemicals used at each building. A copy is required for each building.

*Monthly reports are due for each building. Failure to send the reports to the Purchasing Assistant will delay payment of invoice.*

**\*\*Note: The Atwater Library will be under construction during part of the term of this contract. It is understood that no charges will be made to the Town while the Library is closed.**

## SPECIFICATIONS

1. **Security** - The contractor shall be responsible for locking all doors, windows and turning off all lights - exceptions to this will be reviewed by the Town after award of the contract. **No unauthorized** person(s) are allowed in the buildings after business hours.
2. The contractor shall provide some means of identification of its employees, such as a badge or shirt, etc., with the company's name and employee's name.

The contractor shall provide a list by building of all personnel providing cleaning service. This must be submitted prior to award. A contact person and telephone number must be supplied to the Purchasing Assistant.

The vendor must be able to supply replacement personnel within two (2) hours should someone not show or call in sick.

The Town reserves the right to reject any staff at any location if it is in the best interest of the Town.

3. Provide complete cleaning in all areas as outlined in job specifications.
4. Cleaning will be done on a five evening a week basis, Monday through Friday. Any cleaning required on Saturday, Sunday and or any holiday shall be coordinated with the Town's Purchasing Assistant and reason given for the work. We are requesting an alternative bid for daytime cleaning at the Libraries, Senior Center, Community Center and the Police Department (see Page 29).

Town holidays are as follows:

- a. New Year's Day
- b. Martin Luther King Day
- c. Washington's (President's) Birthday
- d. Good Friday
- e. Veteran's Day
- f. Memorial Day
- g. Independence Day
- h. Labor Day
- i. Columbus Day
- j. Thanksgiving Day
- k. Day After Thanksgiving
- l. Christmas Day

5. To prevent injury to personnel and visitors to Town buildings, the contractor shall provide the necessary caution signs, barricades, etc.
6. It shall be the contractor's responsibility to properly train and supervise his/her employees to conform to our standards. **Bidders must indicate their plan to supervise their workers in the bid proposal.** The contractor shall make an effort to clean occasionally at hours that overlap town staff at certain facilities in order to receive direct feedback of performance.
7. The contractor will provide all necessary tools and equipment to maintain the buildings set forth in these specifications. Space will be provided for adequate storage of tools and materials. These areas will be kept neat and clean by the contractor.
8. The supplies to be provided by the town and the contractor are listed on **Attachment A**.
9. Dusting will be required in all areas, *daily*.
10. Sweeping/vacuuming will be required in all cleaning operations, *daily*.
11. An inspection by the Contractor's Supervisor will be made weekly. The contractor shall meet monthly with a Town representative to discuss contract, if requested.  
  
Daily, weekly, and monthly inspection reports must be filed at each location.  
**Attachment B.** Failure to file reports is grounds for contract termination.
12. This contract may be terminated by either party by giving ten(10) days written notice.
13. The selected firm chosen will be on a 90-day probationary period. During such time, the Town can cancel the contract.
14. The Town reserves the right to set hours for each building as to when it can be cleaned. See **Attachment C** for Building Schedule.
15. **Contractor Performance:** If, during the term of this Contract, the Contractor; A) repeatedly fails to provide the level of services required under this Contract; B) fails to fulfill services required in accordance with agreed schedule or C) fails to comply with any other terms and conditions outlined in the Contract, the Town of North Branford shall have the right to terminate this Contract. Prior to termination, the Town of North Branford shall:
  - A. Meet with Contractor to give him/her an opportunity to respond to complaints;
  - B. Establish a remedial period for the Contractor to correct service deficiencies and/or defaults to the satisfaction of the Town of North Branford;
  - C. If Contractor fails to correct said deficiencies and/or defaults within the remedial period, the Town of North Branford shall terminate contract.

16. **Fidelity Bond**: The successful bidder shall maintain and give evidence of a Fidelity Bond covering all employees in an amount not less than \$25,000.00. Said Fidelity Bond shall include third party coverage to protect the Town of North Branford in an amount not less than \$25,000.00 and shall be submitted within ten (10) calendar days from Notice of Award. The Fidelity Bond shall cover the contract period and must be executed by a company authorized to do business in the State of Connecticut. This is in addition to insurance required on page three (3) of the General Conditions section.

17. **Tolerance Level of Complaints**

The Town of North Branford reserves the right to assess liquidated damages for each incident of complaint. Repeat complaints (more than 3 in one week on the same matter) or several complaints (more than 8) over a 15 day period will be evidence that the vendor is unable to fulfill the requirements of the contract and may be cause for immediate termination of contract.

18. **Proper Conduct of Vendor Employees**

Vendor's employees shall adhere to proper conduct at all times. Proper conduct is meant to include but is not limited to the following rules:

1. There shall be no weapon of any sort carried by employees of Vendor.
2. There shall be no drugs or alcohol on Town premises.
3. There shall be no smoking unless the area is specifically designated for smokers.
4. There shall be no use of Town facilities, such as exercise rooms, phones (unless emergency and local), desks, equipment, etc.
5. There shall be no exterior doors left open or unlocked.
6. There shall be courteous and polite behavior by all vendor employees.

It shall be the Vendor's sole responsibility to make known to its employees the rules of proper conduct and the Vendor shall be held solely responsible for the behavior of its employees. Failure to adhere to rules of proper conduct may result in the cancellation of the contract.

19. **Liquidated Damages**

Service shall not be considered delivered unless such service was performed in the time frame and manner provided for in this request for bid. In the event of late delivery or incomplete delivery of service, the Town of North Branford reserves the right to assess liquidated damages in the amount of \$100.00/day for the applicable location for each day the delivery is late or incomplete. The assessment of liquidated damages shall apply in instances where vendor fails to follow proper procedure in the delivery of services, which includes maintenance of the employee roster, proper conduct, assignment, and daily supervision by vendor as evidence with the submission of Check List.

**DAILY JOB SPECIFICATIONS - ALL BUILDINGS  
(EXCEPT COMPANY 4 - AMBULANCE BUILDING)**

1. Waste Receptacles
  - a. Empty all waste receptacles and remove all debris and recyclables to designated areas.
  - b. Clean dirty receptacles and replace dirty liners as required.
  - c. Empty all recycling bins attached to waste receptacles to designated areas.
  
2. Floors
  - a. All resilient and hard floors shall be swept using dustless method.
  - b. Floors shall be damp mopped and foreign matter removed.
  - c. Baseboards will be kept clean at all times.
  - d. All floors in washrooms, kitchen, etc., shall be wet mopped with detergent solution and rinsed well to remove any film from its surface.
  
3. Carpets and Rugs
  - a. Vacuum (commercial upright machine) and spot clean with appropriate cleaning materials.
  
4. Furniture and Furnishings
  - a. All furniture shall be dusted using the dustless method.
  - b. Desk and tabletops, counter tops and all flat surfaces shall be kept clean.
  - c. Glass doors in bookcases, glass partitions, and all interior glass shall be kept clean and free of smudges.
  - d. Walls, doors, partitions, and windowsills shall be kept free of finger marks and smudges by spot washing.
  - e. Water fountains shall be cleaned and foreign matter removed from the drain.
  
5. Lunch Rooms, Lounges, and Senior Center Kitchen
  - a. Empty all garbage, wash receptacles with detergent solution and replace liners.
  - b. Sweep and wet mop floors.
  - c. Keep hand towel containers full.
  - d. Wash kitchen counters and tables in both dining area and craft area on a daily basis.
  
6. Lavatories
  - a. Wash basins will be cleaned on top, sides and bottoms.
  - b. Toilet bowls will be cleaned inside and outside. The seats will be washed on both sides and left in the up position.
  - c. All metal on washbasins, toilet bowls and urinals shall be washed and polished with dry cloth.
  - d. Mirrors, shelves and dispensers shall be washed and cleaned.
  - e. Stall partitions shall be kept clean.
  - f. All dispensers shall be kept full - toilet tissue, towel paper and sanitary napkins.
  - g. Liquid soap where provided, will be replenished on washbasins as needed.
  - h. Empty all trash receptacles and sanitary napkin receptacles.

**WEEKLY  
(EXCEPT COMPANY 4 – AMBULANCE BUILDING)**

1. High and Low Dusting
  - a. High Dusting--Cabinets, hat and coat racks, lockers, etc.
  - b. Low Dusting--Baseboards, chair rungs, chair rails, etc.
  - c. Venetian blinds, window frames and sills
  - d. Fire extinguishers and other hanging equipment
2. Brush Fabric Chairs and Vacuum

**SEMI-ANNUAL (April-October)  
(ALL BUILDINGS)**

1. Refinish floors, carpet cleaning and window washing
2. Clean all vents of dust/debris. If filters need to be changed, they will be the responsibility of the Contractor to supply and install.

**See specific building descriptions – Attachment D**

**QUARTERLY (January, April, July & October)  
(COMPANY 4 – AMBULANCE BUILDING)**

1. Refinish floors, carpet cleaning and window washing (inside and out).

### **SUPPLEMENTARY CONDITIONS**

1. Attachment E, "Questionnaire for Contractors", must be fully completed and submitted as part of the bid package. If it is not fully completed and returned, your bid will be rejected.
2. Each bid proposal must be accompanied with a bid bond in the amount of 10% of the base bid price for the one year contract. Refer to Item #16 in the General Information and Conditions to Bidders for a description of an acceptable bid surety.
3. All bid prices proposed are to be all inclusive of labor, equipment, materials and transportation, unless otherwise specified to perform all duties in bid specifications.
4. Method of Award - Award will be made to the lowest responsible bidder as determined exclusively by the Town based on past performance, *annual* price and ability to meet the cleaning specifications in this document.
5. Payment terms will be monthly. The contractor must submit an invoice within 5 days following each month's completed work.
6. All bidders are required to furnish at least five (5) references for cleaning services provided for other municipalities and/or businesses.

**ATTACHMENT A**

**PROVIDED BY**

		<b>TOWN</b>	<b>CONTRACTOR</b>
<b>LAMP, INCANDESCENT</b>		<b>X</b>	
<b>LAMP, FLUORESCENT</b>		<b>X</b>	
<b>WASTE CAN LINER (30X40)</b>		<b>X</b>	
<b>TOILET PAPER</b>		<b>X</b>	
<b>LIQUID SOAP</b>		<b>X</b>	
<b>WASTEBASKET LINERS (small, medium, large)</b>		<b>X</b>	
<b>MULTI-FOLD HAND TOWELS</b>		<b>X</b>	
<b>MULTI-PURPOSE CLEANER</b>			<b>X</b>
<b>FLOOR FINISH</b>			<b>X</b>
<b>AMMONIATED SOAP, DISINFECTANT</b>			<b>X</b>
<b>FLOOR SEALER</b>			<b>X</b>
<b>MOPS, BUCKETS</b>			<b>X</b>
<b>DUST CLOTHS, CLEANING CLOTHS</b>			<b>X</b>
<b>VACUUMS</b>			<b>X</b>

**ATTACHMENT B  
SCHEDULE OF SERVICE  
TOWN HALL – 909 FOXON ROAD**

**DAILY REQUIREMENTS – (Minimum of 4 Hours Required)**

<b>Floors:</b>		<u><b>YES</b></u>	<u><b>NO</b></u>
Carpet	Vacuum	_____	_____
	Spot clean to remove stains	_____	_____
Walk-Off Mats	Vacuum	_____	_____
	Spot clean to remove stains	_____	_____
Tile	Sweep – Dust	_____	_____
	Wet Mop (with soap)	_____	_____
		_____	_____
<b>Lavs:</b>			
Sinks	Wash	_____	_____
Toilets/Urinals	Wash	_____	_____
Mirrors	Clean	_____	_____
Metal Work	Clean	_____	_____
Powder Shelves	Clean	_____	_____
Soap Dispensers	Fill	_____	_____
Towel Dispensers	Fill	_____	_____
Toilet Paper	Fill	_____	_____
Waste Receptacles	Empty	_____	_____
Sanitary Napkin Receptacles	Empty	_____	_____

**Other:**

- Wipe and clean dais Council Chambers and conference tables in Town Manager’s office and Conference Room on East side of the facility.
- Empty all waste baskets-wash with detergent if necessary; **replace plastic liners as necessary**
- Empty all recyclable white paper receptacles
- Clean all glass including exterior doors
- Remove waste and recyclable materials from building to proper containers
- Turn off all non-designated lights
- Lock all interior and exterior doors
- Cleaning shall include every room in the building, including the employee lounge

**WEEKLY REQUIREMENTS**

- Dust chair railing
- Dust tops of desks, tables and cabinets
- Brush, vacuum fabric chairs
- Dust window sills

Notes:

**SEMI ANNUAL REQUIREMENTS**

- Refinish floors-tile
- Shampoo carpets
- Wash windows (inside & outside)
- Clean all vents of dust/debris
- Change filters as needed

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\_\_\_\_\_  
Supervisor’s Name

Date: \_\_\_\_\_

\_\_\_\_\_  
Period Covered

**ATTACHMENT B  
SCHEDULE OF SERVICE  
COMMUNITY CENTER – 1599 FOXON ROAD**

**DAILY REQUIREMENTS – (Minimum of 2 Hours Required)**

<b>Floors:</b>		<u><b>YES</b></u>	<u><b>NO</b></u>
Carpet	Vacuum	_____	_____
	Spot clean to remove stains	_____	_____
Walk-Off Mats	Vacuum	_____	_____
	Spot clean to remove stains	_____	_____
Tile	Sweep – Dust	_____	_____
	Wet Mop (with soap)	_____	_____
<b>Lavs:</b>			
Sinks	Wash	_____	_____
Toilets/Urinals	Wash	_____	_____
Mirrors	Clean	_____	_____
Metal Work	Clean	_____	_____
Powder Shelves	Clean	_____	_____
Soap Dispensers	Fill	_____	_____
Towel Dispensers	Fill	_____	_____
Toilet Paper	Fill	_____	_____
Waste Receptacles	Empty	_____	_____
Sanitary Napkin Receptacles	Empty	_____	_____

**Other:**

- Empty all waste baskets-wash with detergent if necessary; **replace plastic liners as necessary**
- Empty all recyclable white paper receptacles
- Clean all glass including exterior doors
- Remove waste and recyclable materials from building to proper containers
- Turn off all non-designated lights
- Lock all interior and exterior doors
- Cleaning shall include every room in each building
- Wipe down all cardio strength equipment, mirror, windows and doors in Equipment Room
- Mop rubber floor in Multi Purpose Activity Room on East side of building

**WEEKLY REQUIREMENTS**

- Dust chair railing
- Dust tops of desks, tables and cabinets
- Brush, vacuum fabric chairs
- Dust window sills, venetian blinds

Notes:

**SEMI ANNUAL REQUIREMENTS**

- Refinish floors-tile
- Shampoo carpets
- Wash windows (inside & outside)
- Clean all vents of dust/debris
- Change filters as needed

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\_\_\_\_\_  
Supervisor's Name

Date: \_\_\_\_\_

\_\_\_\_\_  
Period Covered

**ATTACHMENT B  
SCHEDULE OF SERVICE  
SENIOR CENTER – 1675 FOXON ROAD**

**DAILY REQUIREMENTS – (Minimum of 2 Hours Required)**

<b>Floors:</b>		<u><b>YES</b></u>	<u><b>NO</b></u>
Carpet	Vacuum	_____	_____
	Spot clean to remove stains	_____	_____
Walk-Off Mats	Vacuum	_____	_____
	Spot clean to remove stains	_____	_____
*Tile	Sweep – Dust	_____	_____
	Wet Mop (with soap)	_____	_____
		_____	_____
Kitchen/Lavs	Sweep – Dust	_____	_____
	Wet Mop	_____	_____
		_____	_____
<b>Lavs:</b>			
Sinks	Wash	_____	_____
Toilets/Urinals	Wash	_____	_____
Mirrors	Clean	_____	_____
Metal Work	Clean	_____	_____
Powder Shelves	Clean	_____	_____
Soap Dispensers	Fill	_____	_____
Towel Dispensers	Fill	_____	_____
Toilet Paper	Fill	_____	_____
Waste Receptacles	Empty	_____	_____
Sanitary Napkin Receptacles	Empty	_____	_____

**Other:**

- Wash kitchen counters and tables in both dining area and craft area on a daily basis
- Empty all waste baskets-wash with detergent if necessary; **replace plastic liners as necessary**
- Clean all glass including exterior doors
- Remove waste and recyclable materials from building to proper containers
- Turn off all non-designated lights
- Lock all interior and exterior doors
- Cleaning shall include every room in each building

**WEEKLY REQUIREMENTS**

- Dust tops of desks, tables and cabinets
- Brush, vacuum fabric chairs
- Wash plastic chairs
- Dust window sills, venetian blinds and vertical blinds

**SEMI ANNUAL REQUIREMENTS**

- Refinish Floors-tile/vinyl
- Shampoo Carpets
- Wash Windows (inside & out)
- Clean all vents of dust/debris
- Change filters as needed

**\*This is to include back area**

Notes:

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\_\_\_\_\_  
Supervisor's Name

Date: \_\_\_\_\_

**ATTACHMENT B  
SCHEDULE OF SERVICE  
ATWATER LIBRARY – 1720 FOXON ROAD**

**DAILY REQUIREMENTS**

<b>Floor:</b>		<u><b>YES</b></u>	<u><b>NO</b></u>	
Carpets	Vacuum	_____	_____	
	Spot clean to remove stains	_____	_____	
	Walk-Off Mats	Vacuum	_____	_____
		Spot clean to remove stains	_____	_____
	Tile/Vinyl	Sweep-Dust	_____	_____
		Wet Mop (with soap)	_____	_____
Entry/Stairs	Sweep	_____	_____	
	Wet Mop	_____	_____	
<b>Lavs:</b>	Sinks	_____	_____	
	Toilets/Urinals	_____	_____	
	Mirrors	_____	_____	
	Metalwork	_____	_____	
	Powder Shelves	_____	_____	
	Soap Dispensers	_____	_____	
	Towel Dispensers	_____	_____	
	Toilet Paper	_____	_____	
	Waste Receptacles	_____	_____	
	Sanitary Napkin	_____	_____	
	Receptacles	_____	_____	

**Other:**

- Empty all waste baskets-wash with detergent if necessary; **replace plastic liners as necessary**
- Empty all recyclables white paper receptacles
- Clean all glass including exterior doors
- Remove waste and recyclable materials from building to proper containers
- Turn off all non-designated lights
- Lock all interior and exterior doors
- Cleaning shall include every room in each building

**WEEKLY REQUIREMENTS**

- Dust book shelves, counters
- Dust tops of desks, tables and cabinets
- Brush fabric chairs
- Dust window sills

Notes:

**SEMI ANNUAL REQUIREMENTS**

- Refinish Floors
- Shampoo Carpets
- Wash windows (inside & out)
- Clean all vents of dust/debris
- Change filters as needed

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Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Name

**ATTACHMENT B  
SCHEDULE OF SERVICE  
EDWARD SMITH LIBRARY – 3 OLD POST RD., NORTHFORD**

**DAILY REQUIREMENTS**

<b>Floor:</b>		<b><u>YES</u></b>	<b><u>NO</u></b>
	Carpets Vacuum	_____	_____
	Spot clean to remove stains	_____	_____
	Walk-Off Mats Vacuum	_____	_____
	Spot clean to remove stains	_____	_____
	Tile Sweep-Dust	_____	_____
	Wet Mop (with soap)	_____	_____
<b>Lavs:</b>			
	Sinks Wash	_____	_____
	Toilets/Urinals Wash	_____	_____
	Mirrors Clean	_____	_____
	Metalwork Clean/polish	_____	_____
	Powder Shelves Clean	_____	_____
	Soap Dispensers Fill	_____	_____
	Towel Dispensers Fill	_____	_____
	Toilet Paper Fill	_____	_____
	Waste Receptacles Empty	_____	_____
	Sanitary Napkin Receptacles Empty	_____	_____

**Other:**

- Empty all waste baskets-wash with detergent if necessary; **replace plastic liners as necessary**
- Empty all recyclables white paper receptacles
- Clean all glass including exterior doors
- Remove waste and recyclable materials from building to proper containers
- Turn off all non-designated lights
- Lock all interior doors (exterior doors as directed)
- Cleaning shall include every room in each building

**WEEKLY REQUIREMENTS**

- Dust chair railing
- Dust tops of desks, tables and cabinets
- Brush fabric chairs
- Dust window sills

**SEMI ANNUAL REQUIREMENTS**

- Refinish Floors
- Shampoo Carpets
- Wash windows (inside & out)
- Clean all vents of dust/debris
- Change filters as needed

Notes:

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Supervisor's Name

Date: \_\_\_\_\_

**ATTACHMENT B  
SCHEDULE OF SERVICE  
POLICE DEPARTMENT – 260 FOREST RD.**

**DAILY REQUIREMENTS**

		<u><b>YES</b></u>	<u><b>NO</b></u>
<b>Floor:</b>			
	Carpets	Vacuum	_____
		Spot clean to remove stains	_____
	Walk-Off Mats	Vacuum	_____
		Spot clean to remove stains	_____
	Tile/Vinyl	Sweep-Dust	_____
		Wet Mop (with soap)	_____
<b>Lavs:</b>			
	Sinks	Wash	_____
	Toilets/Urinals	Wash	_____
	Mirrors	Clean	_____
	Metalwork	Clean/polish	_____
	Powder Shelves	Clean	_____
	Soap Dispensers	Fill	_____
	Towel Dispensers	Fill	_____
	Toilet Paper	Fill	_____
	Waste Receptacles	Empty	_____
	Sanitary Napkin Receptacles	Empty	_____

**Other:**

- Wash conference tables in conference room
- Empty all waste baskets-wash with detergent if necessary; **replace plastic liners as necessary**
- Empty all recyclables white paper receptacles
- Clean all glass including exterior doors
- Remove waste and recyclable materials from building to proper containers
- Turn off all non-designated lights
- Lock all interior doors (exterior doors as directed)
- Cleaning shall include every room in each building including cells
- Cells to be cleaned when requested or after being used and linens shall be changed after use.

**WEEKLY REQUIREMENTS**

- Dust chair railing
- Dust tops of desks, tables and cabinets
- Brush, vacuum fabric chairs
- Dust window sills
- Sweep garage
- Burnish floors

Notes:

**QUARTERLY REQUIREMENTS**

Refinish Floors

**SEMIANNUAL REQUIREMENTS**

- Shampoo carpets
- Wash windows (inside & out)
- Clean all vents of dust/debris
- Change filters as needed

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Supervisor's Name

Date: \_\_\_\_\_

**ATTACHMENT B  
SCHEDULE OF SERVICE  
PUBLIC WORKS - 290 FOREST RD.**

**DAILY REQUIREMENTS**

		<u><b>YES</b></u>	<u><b>NO</b></u>
<b>Floor:</b>			
	Carpets	Vacuum – Office Area	_____
		Spot clean to remove stains	_____
	Walk-Off Mats	Vacuum	_____
		Spot clean to remove stains	_____
	Tile/Vinyl	Sweep-Dust	_____
		Wet Mop (with soap)	_____
<b>Lavs:</b>			
	Sinks	Wash	_____
	Toilets/Urinals	Wash	_____
	Mirrors	Clean	_____
	Metalwork	Clean/polish	_____
	Powder Shelves	Clean	_____
	Soap Dispensers	Fill	_____
	Towel Dispensers	Fill	_____
	Toilet Paper	Fill	_____
	Waste Receptacles	Empty	_____
	Sanitary Napkin Receptacles	Empty	_____

**Other:**

- Empty all waste baskets-wash with detergent if necessary; **replace plastic liners as necessary**
- Sweep and wet mop break room, locker room, main office and hallway
- Wash all bathroom walls, stalls and shower
- Remove waste and recyclable materials from building to proper containers
- Turn off all non-designated lights
- Lock all interior doors (exterior doors as directed)
- Wash tables in break room
- Cleaning shall include every room in each building

**WEEKLY REQUIREMENTS**

- Dust chair railing
- Dust tops of desks, tables and cabinets
- Brush, vacuum fabric chairs
- Dust window sills
- Sweep garage
- Burnish floors

**SEMI ANNUAL REQUIREMENTS**

- Refinish floors
- Shampoo carpets
- Wash windows (inside & out)
- Clean all vents of dust/debris
- Change filters as needed

Notes:

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Supervisor's Name

Date: \_\_\_\_\_

**ATTACHMENT C  
BUILDING SCHEDULE**

<b><u>BUILDING</u></b>	<b><u>HOURS OF OPERATION</u></b>	<b><u>TIMES AVAILABLE FOR CLEANING</u></b>
Town Hall	Mon-Fri 8:30 a.m. – 4:30 p.m.	Mon-Thurs 4:30 p.m. to 7:00 p.m. 9:00 p.m. – 8:00 a.m. Friday 4:30 p.m. – 8:00 a.m. Sat-Sun, 24 hours
*Community Center	Mon-Fri 5:30 a.m. – 9:00 p.m. Saturday 7:00 a.m. – 12:00 noon	Mon-Fri 9:00 p.m. – 5:30 a.m.  After 12:00 noon – 5:00 a.m. Mon
Police Department	24 hours a day	Mon-Fri 4:30 p.m.–7:00 a.m. Sunday 8:00 a.m.–10:00 p.m.
Senior Center Recreation Center	Mon-Fri 9:00 a.m.- 4:00 p.m.	Mon-Fri 4:00-6:00 p.m. usually* & 10:00 p.m. – 8:00 a.m.
*Contractor must check schedule <u>weekly</u> to determine if building is being used in the evening.		
Public Works	Mon-Fri 7:00 a.m. – 3:30 p.m.	Mon-Fri 3:30 p.m. – 6:00 a.m.
Libraries **Atwater & Smith	Mon-Thur 11:00 a.m. – 8:00 p.m. Friday 9:00 a.m. – noon Sat 9:00 a.m. – 3:00 p.m.* (*noon during summer hours)	Mon-Thurs 8:00 p.m. – 8:00 a.m. Fri 6:00 p.m. – 7:00 a.m. Sat 3:00 p.m. – 8:00 a.m. (Summer hours noon-8:00 a.m.)
Co. 4 - Ambulance Bldg	24 hours a day 7 days a week 365 days per year	Anytime

**\*\*While the Atwater Library is under construction. Hours for the Library may change during the contract period.**

**ATTACHMENT D  
SCHEDULE OF SERVICES  
TOWN HALL – 909 FOXON RD.**

**DAILY REQUIREMENTS - (Minimum of 4 Hours Required)**

**Floors:**

Carpet	Vacuum Spot Clean to remove stains
Walk-Off Mats	Vacuum Spot Clean to remove stains
Tile	Sweep - Dust Wet Mop (with soap)

**Lavs:**

Sinks	Wash
Toilets/Urinals	Wash
Mirrors	Clean
Metal Work	Clean/Polish
Powder Shelves	Clean
Soap Dispensers	Fill
Towel Dispensers	Fill
Toilet Paper	Fill
Waste Receptacles	Empty
Sanitary Napkin Receptacles	Empty

**Other:**

- Wipe and clean dais in Council Chambers and conference tables in Town Manager’s office and Conference Room on East Side of the facility.
- Empty all waste baskets - wash with detergent if necessary; **replace plastic liners as necessary**
- Empty all recyclables white paper receptacles
- Clean all glass including exterior doors
- Remove waste and recyclable materials from building to proper containers
- Turn off all non-designated lights
- Lock all interior and exterior doors
- Cleaning shall include every room in the building, including the employee lounge

**WEEKLY REQUIREMENTS**

- Dust chair railing
- Dust tops of desks, tables and cabinets
- Brush, vacuum fabric chairs
- Dust window sills, venetian blinds

**SEMI-ANNUAL REQUIREMENTS**

- Refinish floors-tile
- Shampoo carpets

- Wash windows (inside and out)
- Clean vents

**ATTACHMENT D  
SCHEDULE OF SERVICES  
COMMUNITY CENTER – 1599 FOXON RD.**

**DAILY REQUIREMENTS - (Minimum of 2 Hours Required)**

**Floors:**

Carpet	Vacuum Spot Clean to remove stains
Walk-Off Mats	Vacuum Spot Clean to remove stains
Tile	Sweep - Dust Wet Mop (with soap)

**Lavs:**

Sinks	Wash
Toilets/Urinals	Wash
Mirrors	Clean
Metal Work	Clean/Polish
Powder Shelves	Clean
Soap Dispensers	Fill
Towel Dispensers	Fill
Toilet Paper	Fill
Waste Receptacles	Empty
Sanitary Napkin Receptacles	Empty

**Other:**

- Empty all waste baskets - wash with detergent if necessary; **replace plastic liners as necessary**
- Empty all recyclables white paper receptacles
- Clean all glass including exterior doors
- Remove waste and recyclable materials from building to proper containers
- Turn off all non-designated lights
- Lock all interior and exterior doors
- Cleaning shall include every room in each building
- Wipe down all cardio strength equipment, mirror, windows and doors in Equipment Room
- Mop rubber floor in Multi Purpose Activity Room on East side of building

**WEEKLY REQUIREMENTS**

- Dust chair railing
- Dust tops of desks, tables and cabinets
- Brush, vacuum fabric chairs
- Dust window sills, venetian blinds

**SEMI-ANNUAL REQUIREMENTS**

- Refinish floors-tile
- Shampoo carpets
- Wash windows (inside and out)

- Clean vents

**ATTACHMENT D  
SCHEDULE OF SERVICES  
SENIOR CENTER**

**DAILY REQUIREMENTS - (Minimum of 2 Hours Required)**

**Floors:**

Carpet	Vacuum Spot Clean to remove stains
Walk-Off Mats	Vacuum Spot Clean to remove stains
*Tile	Sweep - Dust Wet Mop (with soap)
Kitchen/Lavs	Sweep/Dust Wet mop

**Lavs:**

Sinks	Wash
Toilets/Urinals	Wash
Mirrors	Clean
Metal Work	Clean/Polish
Powder Shelves	Clean
Soap Dispensers	Fill
Towel Dispensers	Fill
Toilet Paper	Fill
Waste Receptacles	Empty
Sanitary Napkin Receptacles	Empty

**Other:**

- Wash kitchen counters and tables in both dining area and craft area on a daily basis
- Empty all waste baskets - wash with detergent if necessary; **replace plastic liners as necessary**
- Clean all glass including exterior doors
- Remove waste and recyclable materials from building to proper containers
- Turn off all non-designated lights
- Lock all interior and exterior doors
- Cleaning shall include every room in each building

**WEEKLY REQUIREMENTS**

- Dust tops of desks, tables and cabinets
- Brush, vacuum fabric chairs
- Wash plastic chairs
- Dust window sills, Venetian blinds and vertical blinds

**SEMI ANNUAL REQUIREMENTS**

- Refinish Floors-tile/vinyl
- Shampoo Carpets
- Wash Windows (inside & out)

- Clean vents
- \* **This to include back area**

**ATTACHMENT D  
SCHEDULE OF SERVICES  
AT WATER LIBRARY**

**DAILY REQUIREMENTS**

**Floor:**

Carpets:	Vacuum Spot Clean to remove stains
Walk-Off Mats	Vacuum Spot Clean to remove stains
Tile/Vinyl	Sweep-Dust Wet Mop (with soap)
Entry/Stairs	Sweep Wet Mop

**Lavs:**

Sinks	Wash
Toilets/Urinals	Wash
Mirrors	Clean
Metalwork	Clean/Polish
Powder Shelves	Clean
Soap Dispensers	Fill
Towel Dispensers	Fill
Toilet Paper	Fill + extra
Waste Receptacles	Empty
Sanitary Napkin Receptacles	Empty

**Other:**

- Empty all waste baskets - wash with detergent if necessary; **replace plastic liners as necessary**
- Empty all recyclable white paper receptacles
- Clean all glass including exterior doors
- Remove waste and recyclable materials from building to proper containers
- Turn off all non-designated lights
- Lock all interior and exterior doors
- Cleaning shall include every room in each building

**WEEKLY REQUIREMENTS**

- Dust book shelves, counters
- Dust tops of desks, tables and cabinets
- Brush fabric chairs
- Dust window sills

**SEMI ANNUAL REQUIREMENTS**

- Refinish floors
- Shampoo carpets

- Wash windows (inside & out)
- Clean vents

**ATTACHMENT D  
SCHEDULE OF SERVICES  
POLICE DEPARTMENT**

**DAILY REQUIREMENTS**

**Floors:**

Carpet	Vacuum Spot Clean to remove stains
Walk-Off Mats	Vacuum Spot Clean to remove stains
Tile/Vinyl	Sweep - Dust Wet Mop (with soap)

**Lavs:**

Sinks	Wash
Toilets/Urinals	Wash
Mirrors	Clean
Metal Work	Clean/Polish
Powder Shelves	Clean
Soap Dispensers	Fill
Towel Dispensers	Fill
Toilet Paper	Fill
Waste Receptacles	Empty
Sanitary Napkin Receptacles	Empty

**Other:**

- Wash conference tables in conference room
- Empty all wastebaskets - wash with detergent if necessary; **replace plastic liners as necessary.**
- Empty all recyclable white paper receptacles
- Clean all glass including exterior doors
- Remove waste and recyclable materials from building to proper containers
- Turn off all non-designated lights
- Lock all interior doors (exterior doors as directed)
- Cleaning shall include every room in each building
- Cells to be cleaned when requested or after each use (linens in cells to be changed after use)

**WEEKLY REQUIREMENTS**

- Dust chair railing
- Dust tops of desks, tables and cabinets
- Brush, vacuum, fabric chairs
- Dust window sills
- Sweep garage
- Burnish Floors

**QUARTERLY REQUIREMENTS**

- Refinish Floors

**SEMI ANNUAL CLEANING REQUIREMENTS**

- Shampoo Carpets

- Wash Windows (inside and outside)
- Clean vents

**ATTACHMENT D  
SCHEDULE OF SERVICES  
EDWARD SMITH LIBRARY**

**DAILY REQUIREMENTS**

**Floors:**

Carpet	Vacuum Spot Clean to remove stains
Walk-Off Mats	Vacuum Spot Clean to remove stains
Tile	Sweep - Dust Wet Mop (with soap)

**Lavs:**

Sinks	Wash
Toilets/Urinals	Wash
Mirrors	Clean
Metal Work	Clean
Powder Shelves	Clean
Soap Dispensers	Fill
Towel Dispensers	Fill
Toilet Paper	Fill
Waste Receptacles	Empty
Sanitary Napkin Receptacles	Empty

**Other:**

- Empty all wastebaskets - wash with detergent if necessary; **replace plastic liners as necessary.**
- Empty all recyclable white paper receptacles
- Clean all glass including exterior doors
- Remove waste and recyclable materials from building to proper containers
- Turn off all non-designated lights
- Lock all interior doors (exterior doors as directed)
- Cleaning shall include every room in each building

**WEEKLY REQUIREMENTS**

- Dust chair railing
- Dust tops of desks, tables and cabinets
- Brush fabric chairs
- Dust window sills

**SEMIANNUAL REQUIREMENTS**

- Refinish Floors
- Shampoo Carpets
- Wash Windows (inside and outside)
- Clean vents

**ATTACHMENT D  
SCHEDULE OF SERVICES  
PUBLIC WORKS**

**DAILY REQUIREMENTS**

**Floors:**

Carpet	Vacuum - Office Area Spot Clean to remove stains
Walk-Off Mats	Vacuum Spot Clean to remove stains
Tile	Sweep - Dust Wet Mop (with soap)

**Lavs:**

Sinks	Wash
Toilets/Urinals	Wash
Mirrors	Clean
Metal Work	Clean/Polish
Powder Shelves	Clean
Soap Dispensers	Fill
Towel Dispensers	Fill
Toilet Paper	Fill
Waste Receptacles	Empty
Sanitary Napkin Receptacles	Empty

**Other:**

- Empty all wastebaskets - wash with detergent if necessary; **replace plastic liners as necessary.**
- Remove waste and recyclable materials from building to proper containers
- Sweep and wet mop break room, locker room, main office and hallway
- Wash bathroom walls, stalls and shower
- Turn off all non-designated lights
- Lock all interior doors (exterior doors as directed)
- Wash table in break area
- Cleaning shall include every room in each building

**WEEKLY REQUIREMENTS**

- Dust tops of desks, tables and cabinets
- Brush fabric chairs
- Dust window sills

**SEMI ANNUAL REQUIREMENTS**

- Refinish Floors
- Shampoo Carpets
- Wash Windows (inside and outside)
- Clean vents

**ATTACHMENT D  
SCHEDULE OF SERVICES  
COMPANY 4 - AMBULANCE BUILDING**

**QUARTERLY REQUIREMENTS**

- Refinish floors
- Shampoo carpets
- Wash windows (inside and out)

**ATTACHMENT E  
QUESTIONNAIRE FOR CONTRACTORS**

**CONFIDENTIAL**

1. Name: \_\_\_\_\_

(FULL BUSINESS TITLE) *LIST DBA, IF APPLICABLE*

2. Business Address: \_\_\_\_\_

\_\_\_\_\_

3. Telephone Number: \_\_\_\_\_

4. Do you operate as an Individual \_\_\_\_ Corporation \_\_\_\_ Partnership \_\_\_\_

(a) If a Corporation, in what State are incorporated?  
State of \_\_\_\_\_

(b) If a Partnership, list names of all Partners:

_____	_____
_____	_____
_____	_____

5. Officers authorized to execute contracts: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. (a) Major area of business; \_\_\_\_\_

(b) History of firm: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c) Number of full-time employees:

Office Personnel - <b><u>Number</u></b>	<b><u>Job Title</u></b>
_____	_____
_____	_____
_____	_____

**TOTAL OFFICE** \_\_\_\_\_

Field Personnel - **Number**

**Job Title**

**TOTAL FIELD** \_\_\_\_\_

7. (a) What is your normal area of operations: \_\_\_\_\_

(b) Number of years in business: \_\_\_\_\_

8. Finance Reference (3 Minimum)

**Institution**

**Contact**

_____	_____
_____	_____
_____	_____
_____	_____

9. (a) Previous work for the Town of North Branford

**Company**

**Contact**

**Contract Amount**

**Period**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(b) Other Projects completed during the last two years:

**Company**

**Contact**

**Contract Amount**

**Period**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(c) Subcontractors you would use for this contract:

<u>Name</u>	<u>Location</u>	<u>Type of Work</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. Are there any judgments, suits, or claims pending against your firm? \_\_\_\_\_

11. Are there any liens for labor or material filed on any of your work? \_\_\_\_\_

12. Have you any contingent liability? \_\_\_\_\_

13. What officials of your firm may be contacted in emergencies when your office is closed?

(a) Name: \_\_\_\_\_ Title: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Telephone Number: Office# \_\_\_\_\_ Cell# \_\_\_\_\_

(b) Name: \_\_\_\_\_ Title: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Telephone Number: Office# \_\_\_\_\_ Cell# \_\_\_\_\_

14. Contact information for Owner, Supervisors, etc:

<u>Contact Person/Title</u>	<u>Telephone/Cell Number</u>	<u>E-Mail Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

15. According to the following definition, are you a minority business enterprise?

A minority business enterprise means a business, at least 50 percent of which is owned by minority group members, or in the case of a publicly owned business, at least 51 percent of which is owned by minority group members. For the purposes of this definition, minority group members are Afro-American, Spanish-speaking American persons, American Orientals, American Indians, American Eskimos and American Aleuts.

Yes \_\_\_\_\_ No \_\_\_\_\_

16. References (List five (5) that we may contact)

<u>Name of Company/Town</u>	<u>Contact Person</u>	<u>Telephone</u>	<u>Type of Contract</u>	<u>Amount of Contract</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Signed: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

Firm: \_\_\_\_\_

**PROPOSAL PAGE**

Town of North Branford  
Purchasing Agent  
909 Foxon Road  
North Branford, CT 06471

**BID #1 – 2010/2011**  
**PROFESSIONAL CLEANING**  
**OF MUNICIPAL BUILDINGS**

To The Purchasing Agent:

We wish to submit our proposal on the above referenced bid. We have enclosed our bid surety in the amount of 10% of our proposal. We have read and understand your specifications, Invitation to Bidders, General Information to Bidders, service contract and legal considerations and are submitting our bid in full compliance with all of the stated conditions.

Following award, we will provide the required Certificate of Insurance from the following insurance company:\_\_\_\_\_.

We propose the following costs for service with adherence to the bid specifications, which include **daily, weekly, quarterly and semi-annual** requirements.

- 1) Town Hall \$\_\_\_\_\_ per week X 52 = \$\_\_\_\_\_ year
- 2) Senior Center \$\_\_\_\_\_ per week X 52 = \$\_\_\_\_\_ year
- 3) **\*\*Atwater Library** \$\_\_\_\_\_ per week X 52 = \$\_\_\_\_\_ year
- 4) Police Department \$\_\_\_\_\_ per week X 52 = \$\_\_\_\_\_ year
- 5) Smith Library \$\_\_\_\_\_ per week X 52 = \$\_\_\_\_\_ year
- 6) Public Works \$\_\_\_\_\_ per week X 52 = \$\_\_\_\_\_ year
- 7) Community Center \$\_\_\_\_\_ per week X 52 = \$\_\_\_\_\_ year
- 8) Co. 4 Ambulance Building \$\_\_\_\_\_ per quarterly = \$\_\_\_\_\_ year

**TOTAL** \$\_\_\_\_\_ year

**\*\*Atwater Library will be closed during construction, expected to open July or August, 2010.**

**Alternative I** for Saturdays at Libraries

Atwater Library \$\_\_\_\_\_ week X 52 = \$\_\_\_\_\_ year  
Smith Library \$\_\_\_\_\_ week X 52 = \$\_\_\_\_\_ year

**Alternative II** for Sundays at Police Building

Police \$\_\_\_\_\_ week X 52 = \$\_\_\_\_\_ year

**Alternative III** for Sundays at Police Building

Empty trash cans \$\_\_\_\_\_ week X 52 = \$\_\_\_\_\_ year  
& replace liners

**Alternative IV** for Saturday & Sunday at Community Center

\$\_\_\_\_\_ per week X 52 = \$\_\_\_\_\_ year

**Alternative V** for Daytime cleaning (i.e. 2:00 PM – 6:00 PM or any combination of daytime hours) of the following:

Libraries                    \$ \_\_\_\_\_ per week X 52= \$ \_\_\_\_\_ year  
Senior Center                \$ \_\_\_\_\_ per week X 52= \$ \_\_\_\_\_ year  
Community Ctr                \$ \_\_\_\_\_ per week X 52= \$ \_\_\_\_\_ year

**Alternate VI:**                Change light bulbs and properly dispose.    \$ \_\_\_\_\_

**Alternate VII:**                Supply all paper goods, delivery included.    \$ \_\_\_\_\_

**Alternate VIII:**                Supply light bulbs needed in buildings        \$ \_\_\_\_\_.

The contract rates quoted in this proposal would be held firm for an additional contract term should we be awarded the contract and the Town of North Branford exercises its option to renew (Yes)\_\_\_\_ (No)\_\_\_\_\_.

**If No:** Year Two Rates: \_\_\_\_\_

Year Three Rates: \_\_\_\_\_

Year Four Rates: \_\_\_\_\_

We have read all of the contract requirements as outlined (and having satisfactorily inspected the facilities of said buildings and premises), the undersigned proposed to furnish professional contract cleaning services in accordance with all provisions for the price stated herein.

We will supervise our employees and inspect the cleaning services performed in the following manner:

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We take "Exception" to the following: \_\_\_\_\_

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Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name and title of  
Person Submitting Bid: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Printed)

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

***The following documents required to be submitted with this Bid Proposal page are:***

- 1) Attachment E – Questionnaire For Contractors
- 2) Non-Collusive Affidavit
- 3) Affirmative Action Statement
- 4) W-9 Form
- 5) Certificate of Insurance naming the “Town of North Branford as “additional insured’ will be required upon award of contract and must remain in effect during the term of the contract.  
Workers Compensation – Statutory Limits

**RICHARD V. BRANIGAN  
TOWN MANAGER  
(203) 484-6000**

**NON COLLUSIVE AFFIDAVIT OF BIDDERS**

**BID # 1 –2010/2011 PROFESSIONAL CLEANING SERVICE  
FOR MUNICIPAL BUILDINGS**

The undersigned bidder, having fully informed themselves regarding the accuracy of the statements made herein certifies that;

- (1) the Proposal has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the request for proposal, designed to limit independent bidding or competition, and
- (2) the contents of the Proposal has not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the proposal, and will not be communicated to any such person prior to the official opening of the proposal.

The undersigned bidder further certifies that this statement is executed for the purpose of including the Town of North Branford to consider the bid and make an award in accordance therewith.

Subscribe and Sworn to me this  
\_\_\_\_\_ day of \_\_\_\_\_,  
2010.

\_\_\_\_\_

\_\_\_\_\_

Notary Public  
My Commission Expires

\_\_\_\_\_

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Signature and Title of Person

\_\_\_\_\_  
Date

**\*\*Must Be Notarized and Returned With Bid\*\***

**AFFIRMATIVE ACTION STATEMENT**

**REQUIREMENT**-ANY VENDOR OR BIDDER SEEKING TO DO BUSINESS WITH THE TOWN OF NORTH BRANFORD MUST, UPON REQUEST, SUPPLY THE PURCHASING OFFICE WITH ANY INFORMATION CONCERNING THE AFFIRMATIVE ACTION EQUAL EMPLOYMENT PRACTICES OF THE VENDOR/BIDDER. FAILURE TO SUPPLY SUCH INFORMATION, WHEN REQUESTED, WILL RESULT IN THE TERMINATION OF ANY FURTHER TRANSACTIONS BETWEEN THE VENDOR/BIDDER AND THE TOWN OF NORTH BRANFORD.

**NOTE**- ALL VENDORS/BIDDERS WITH MORE THAN 10 EMPLOYEES SHALL BE REQUIRED TO COMPLETE THE AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYMENT REQUIREMENTS STATEMENT ON AN ANNUAL BASIS EXCEPT AS NOTED BELOW:

1. ALL VENDORS OR BIDDERS WITH LESS THAN 10 EMPLOYEES ARE EXEMPT FROM THIS REQUIREMENT;
2. ALL VENDORS/BIDDERS THAT HAVE COMPLETED THIS FORM WITH THE LAST YEAR;

IF EITHER OF THE ABOVE APPLIES, CHECK THE APPROPRIATE BOX BELOW:

- LESS THAN 10 EMPLOYEES  
INDICATE NUMBER: \_\_\_\_\_
- COMPLETED THIS FORM WITHIN THE LAST YEAR  
DATE COMPLETED \_\_\_\_\_

**SEALED BIDS**- ALL BIDDERS SUBMITTING A SEALED BID WILL BE REQUIRED TO COMPLETE THE AFFIRMATIVE ACTION STATEMENT. IF THE FORM HAS BEEN COMPLETED IN THE PAST YEAR, PLEASE INCLUDE A XEROX COPY OF THE INITIAL FORM INCLUDED WITH OUR BID. IF SIGNIFICANT CHANGES HAVE TAKEN PLACE IN THE PAST YEAR, PLEASE UPDATE THE CHANGES ON THIS FORM.

COMPANY NAME & ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

TYPE OF ORANIZATION: \_\_\_\_\_  
PLEASE CHECK                      CORPORATION              PARTNERSHIP              INDIVIDUAL

IF VENDOR/BIDDER FILLING THIS APPLICATION IS NOT THE ABOVE NAMED COMPANY, PLEASE PROVIDE THE NAME, ADDRESS AND TELEPHONE NUMBER OF THE REPORTING UNIT, BRANCH AGENT, REPRESENTATIVE.

***\*THIS FORM MUST BE RETURNED***

EQUAL EMPLOYMENT OPPORTUNITY

THE VENDOR/BIDDER IS INSTRUCTED TO COMPLETE THE FOLLOWING:

1. DOES THE COMPANY HAVE A WRITTEN POLICY STATEMENT REGARDING EQUAL EMPLOYMENT OPPORTUNITY?

\_\_\_\_\_ YES                      \_\_\_\_\_ NO (IF YES, ATTACH COPY)

2. IN RECRUITING EMPLOYEES ARE ALL SOURCES OF RECRUITMENT NOTIFIED THAT ALL QUALIFIED APPLICANTS WILL RECEIVE EQUITABLE CONSIDERATION:

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

IF YES, PROVIDE BRIEF DESCRIPTION OF WHAT METHODS WERE EMPLOYED:

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3. DO ALL RECRUITMENT ADVERTISEMENTS STATE THAT YOU ARE AN EQUAL OPPORTUNITY EMPLOYER:

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

4. PLEASE LIST BY NAME AND CONTACT PERSON, ANY LOCAL COMMUNITY AGENT OR OTHER GROUP PROVIDING MINORITY AND FEMALE PLACEMENT SERVICE WHICH YOU HAVE CONTACTED IN THE LAST 12 MONTHS. IF NONE, PLEASE STATE:

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5. IF ADDITIONAL MEANS ARE EMPLOYED TO ADVERTISE OR SOLICIT MINORITY AND FEMALE APPLICANTS FOR EMPLOYMENT OPPORTUNITIES WITHIN YOUR COMPANY, PLEASE INDICATE:

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*\*THIS FORM MUST BE RETURNED*

AFFIRMATIVE ACTION

6. DOES YOUR COMPANY MAINTAIN A WRITTEN AFFIRMATIVE ACTION PLAN FOR THE EMPLOYMENT OF FEMALES AND MINORITIES? \_\_\_\_\_ YES  
\_\_\_\_\_ NO (IF YES, PLEASE ATTACH COPY)

7. PLEASE INDICATE THE NAME AND ADDRESS OF THE COMPANY OFFICIAL(S) RESPONSIBLE FOR CARRYING OUT THE EQUAL OPPORTUNITY/AFFIRMATIVE ACTION PROGRAM FOR YOUR COMPANY:

\_\_\_\_\_  
\_\_\_\_\_

8. IF A WRITTEN AFFIRMATIVE ACTION FOR YOUR COMPANY IS NOT IN PLACE, PLEASE ESTIMATE THE NUMBER OF VACANCIES EXPECTED DURING THE NEXT TWELVE MONTHS AND INDICATE THE NUMERICAL OR PERCENTAGE GOALS YOU HAVE SET FOR THE EMPLOYMENT OF MINORITY PEOPLE AND FEMALES TO MAKE YOUR LABOR FORCE REFLECTIVE OF THE LABOR MARKET IN WHICH YOU OPERATE:

\_\_\_\_\_  
\_\_\_\_\_

THE VENDOR IS HEREBY NOTIFIED THAT FAILURE TO COMPLETE THE ABOVE FORM IN A SATISFACTORY MANNER WILL PRECLUDE SUCH VENDOR FROM BEING ACTIVELY CONSIDERED TO CONTRACT WITH THE TOWN OF NORTH BRANFORD. THE VENDOR IS FURTHER ADVISED THE AFFIRMATIVE ACTION STATEMENT INCLUDED WITH THE BID DOCUMENT WILL BECOME PART OF THE CONTRACT AND THAT ANY BREACH OF SUCH STATEMENTS WILL CONSTITUTE A BREACH OF CONTRACT SUBJECT TO SUCH REMEDIES AS PROVIDED BY LAW.

I CERTIFY THAT THERE ARE NO MISREPRESENTATIONS, OMISSIONS OR FALSIFICATIONS IN THE FOREGOING STATEMENTS AND ANSWERS AND, THAT ALL ENTRIES ABOVE ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATE: \_\_\_\_\_

SIGNATURE OF AGENT: \_\_\_\_\_

TITLE: \_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME AT

CONNECTICUT,

THIS

DAY OF

20

\_\_\_\_\_  
NOTARY PUBLIC

***\*THIS FORM MUST BE NOTARIZED AND RETURNED.***

## Request for Taxpayer Identification Number and Certification

**Give form to the  
 requester. Do not  
 send to the IRS.**

Name (See <b>Specific Instructions</b> on page 2.)	
Business name, if different from above. (See <b>Specific Instructions</b> on page 2.)	
Check appropriate box:    Individual/Sole proprietor    Corporation    ~ Partnership    Other ▶ -----	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole instructions on page 2.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2. *Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose to enter.*

Social security number	<table style="width: 100%; text-align: center;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																				
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List account number(s) here (optional)

**Part II For U.S. Payees Exempt  
 Backup Withholding** (See the instructions on page 2.)

**Part III Certification**

1. Under penalties of perjury, I certify that:

2. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and** I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, **and**

1. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

<b>Sign Here</b> Signature of U.S. person ▶	Date ▶
---	--------

**Purpose of Form**

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**Use Form W-9 only if you are a U.S. person** (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations.**

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**What is backup withholding?** Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part III instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9.**

**Penalties**

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

subject to backup withholding on all

**Name.** If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

**Sole proprietor.** Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

**Limited liability company (LLC).** If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

**Other entities.** Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

### Part I-Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box.

If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are an LLC that is **disregarded as an entity** separate from its owner (see **Limited liability company (LLC)** above), and are owned by an individual, enter your SSN (or "pre-LLC" EIN, if desired). If the owner of a disregarded LLC is a corporation, partnership, etc., enter the owner's EIN.

**Note:** See the chart on this page for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office. Get **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and **SS-4** from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS's Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be

such payments until you provide your TIN to the requester.

**Note:** Writing "Applied For" means that you have already applied for a TIN **or** that you intend to apply for one soon.

### Part II- For U.S. Payees Exempt From Backup Withholding

Individuals (including sole proprietors) are **not** exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. For more information on exempt payees, see the separate Instructions for the Requester of Form W-9.

If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding. Enter your correct TIN in Part I, write "Exempt" in Part II, and sign and date the form.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

### Part III-Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required).

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified state tuition program payments, IRA or MSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to persons who must file information returns with the IRS to



report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 31% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
	The owner <sup>2</sup>
For this type of account:	Give name and EIN of:
6. Sole proprietorship	The owner <sup>2</sup>
7. A valid trust, estate, or pension trust	Legal entity
8. Corporate	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup>Circle the minor's name and furnish the minor's SSN.

<sup>1</sup>You must show your individual name, but you may also enter your business or DBA name. You may use either your SSN or EIN (if you have one).

<sup>1</sup>List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.