

**TOWN OF CHARLOTTE**  
**REQUEST FOR BIDS**  
**FOR CLEANING THE CHARLOTTE TOWN HALL/TOWN OFFICE**

**June 13, 2016**

The Town of Charlotte is seeking cost proposals from contractors for cleaning the Town Hall/Office, in accordance with specifications below.

**Bid Deadline**

Sealed bids are due by **Wednesday, July 20, 2016 by 3:00 PM** delivered to:  
Charlotte Town Office  
“Town Hall Cleaning Bid”  
P.O. Box 119  
Charlotte, VT 05445

**Bid Opening**

Bids will be opened on Monday July 25, 2016 at 7:00 PM at the Charlotte Town Hall, 159 Ferry Road, Charlotte.

**Contract Period**

Bids and contract will cover the period of August 1, 2016—June 30, 2017.

**Payment Schedule**

Contractor will submit invoices on a monthly basis.

**Insurance Requirement**

The selected bidder shall provide, prior to starting work, a certificate of insurance naming the Town of Charlotte as an additional insured with liability coverage of no less than \$1,000,000. The Certificate must also include Workers Compensation Insurance, and Automobile Insurance for vehicles used for business purposes.

**Submission of Bid**

Bids shall be submitted on the Bid Form provided by the Town in association with this Request for Bids.

**Code of Conduct**

- No smoking is allowed on Town property
- Attention shall be paid to maintaining the safety of the Town Hall/Town Office for all staff, members of the public and contractors using the building and grounds.

**The Selectboard reserves the right to accept or deny any or all bids for any reason. The Selectboard may negotiate a revised scope of services with the selected bidder.**

## **CLEANING SPECIFICATIONS**

**Cleaning tasks shall be performed primarily when the Town Hall is not being used for the conduct of town business. The Town Hall is open for town business Monday through Friday 8 am to 4 pm, and most weekday evenings from approximately 6 pm to 9:30 pm. Some weekday evenings may be available for cleaning.**

### **YEARLY**

- Dust and clean fans and fixtures in Conference Hall
- Clean glass in outside light fixtures

### **TWO TIMES PER YEAR**

- Strip and wax the kitchen & bathroom floors

### **MONTHLY**

- Replace air exchange filter inside and clean outside intake screen.

### **WEEKLY**

- Mop floors in bathrooms and kitchen
- Clean handles and front and back glass on entrance doors
- Empty compost bucket into compost bin by Library, and wash budget
- Rotate through Zones A—D as described below, one per week

### **TWICE WEEKLY**

#### **Offices & Public Spaces**

- Empty recycle bins and waste baskets and replace the liners if needed
- Vacuum foyer and high traffic areas carpets and mats
- Damp cloth clean/disinfect main conference table light switches, door handles, doors & door frames

#### **Bathrooms**

- Stock toilet paper, hand towels, facial tissues & hand soap
- Empty waste baskets & recycle bins and replace the liners as needed
- Clean mirrors
- Wipe/disinfect hand towel dispensers and door handles
- Clean and disinfect the sinks inside and out
- Toilets to be cleaned and disinfected inside and out

#### **Kitchen**

- Wipe/disinfect outside of cabinets and refrigerator door
- Clean and disinfect kitchen sink, counter and table

### **ZONES:**

ZONE A (1<sup>ST</sup> WEEK)-MAIN CONFERENCE ROOM/FOYER/RECREATION

ZONE B (2<sup>ND</sup> WEEK)-KITCHEN/HEATING ROOM /LISTERS

ZONE C (3<sup>RD</sup> WEEK)-CLERK/TREASURER/SMALL CONFERENCE ROOM/VAULT

ZONE D (4<sup>TH</sup> WEEK)-PLANNING AND ZONING/CONFERENCE ROOM/SUPPLY ROOM

**ZONE A: MAIN CONFERENCE ROOM/FOYER/RECREATION**

1. Vacuum baseboard heating elements
2. Vacuum floor
3. Vacuum/dust blinds and window frames/door frames and all horizontal surfaces including benches and tops of display shelves
4. Dust and clean counters with disinfectant wipes
5. Clean and polish conference table top, sides and base
6. Dust display cabinets in foyer and conference room

**ZONE B: KITCHEN/HEATING ROOM/ AND LISTERS OFFICE**

1. Vacuum baseboard heating elements
2. Vacuum entire floor and mop non-carpeted floor in kitchen
3. Vacuum/dust blinds and window frames/door frames
4. Clean tops of file cabinets and bookshelves and tops of tables

**ZONE C: CLERKS OFFICE/VAULT AND SMALL CONFERENCE ROOM**

1. Vacuum baseboard heating elements
2. Vacuum entire floor
3. Vacuum/dust blinds and window frames/door frames
4. Clean tops of file cabinets, bookshelves, tables

**ZONE D: PLANNING AND ZONING/SMALL CONFERENCE ROOM/SUPPLY ROOM**

1. Vacuum baseboard heating elements
2. Vacuum entire floor
3. Vacuum/dust blinds and window frames/door frames and all horizontal surfaces
4. Clean tops of file cabinets and bookshelves