

**TOWN OF VICTOR, ONTARIO COUNTY, NEW YORK
REQUEST FOR BIDS
FOR CLEANING SERVICES**

The Town Board of the Town of Victor, Ontario County, of New York, in accordance with General Municipal Law 103, is soliciting sealed Bids from qualified cleaning firms having experience in providing services as outlined in the SCOPE OF SERVICES section of this request.

1. Objective

The Town is currently reviewing services of firms providing cleaning services to the Town. The firm selected by the Town Board will act as the cleaning service for the Town's Highway, Recycle, Town Hall, Town Courts, and Parks & Recreation buildings.

2. Scope of Services

The Town is seeking a cleaning service to perform the cleaning services as requested in the attachments to this document.

The Town of Victor requests that a direct supervisor be present at our facility on a minimum of a monthly basis to inspect the work being done (both announced and unannounced visits), and to be able to promptly address any issues that arise with their cleaning personnel.

3. Compensation

The Town desires to enter into a service agreement. Unless otherwise agreed for a specific project, compensation for services rendered will be based on time and material in accordance with the submitted hourly fee schedule. The hourly fee schedule shall include multiple staff classifications. The Town may request a fixed fee or a not-to-exceed fee on any given project, subject to any conditions and exceptions agreed to by the parties.

4. Term of Agreement

It is intended that this agreement will be for duration of one year. The agreement for cleaning services may be terminated by either party by thirty days written notice. The agreement will provide for annual review of compensation and evaluation of performance. The agreement is non-exclusive and allows the Town to obtain cleaning services from other providers if, for any given project, it determines such services to be necessary.

5. Professional Liability Insurance

The Consultant shall, at its sole expense, acquire, continuously maintain during the period in which the Consultant is performing services, and provide the Town with acceptable

proof of professional liability insurance coverage. The Consultant shall agree to maintain in full force and effect during the term of the contract Workers Compensation Insurance.

In addition, the Consultant agrees to indemnify and save harmless the Town against all liabilities, claims and demands for personal injury or property damages or other expenses suffered or arising out of or caused by any negligent acts or omissions of the Consultant, its subcontractors, agents, or employees incurred in the performance of its services.

6. Experience and Qualifications

Expertise of the firm shall be demonstrated by proof of past contract successes providing similar services as described in Section 2. The Bids will be evaluated on knowledge, experience and success of these similar services.

The following information shall be provided on your firm:

- Brief history of your firm including the length of time your firm has been providing cleaning services;
- Statement of experience and qualifications;
- Description of work performed and services provided by your firm;
- List of similar cleaning projects with a brief description of the project including dates and references; and
- List of employees to be utilized for Town of Victor services including job title and hourly billing rate for each employee.
- Explain how you will provide for the supervision of your staff, and the frequency of supervisor visits – both announced and unannounced – to check on your staff's performance.

7. Conflicts of Interest

As part of your submission, please list any potential conflicts your firm might have due to work being done for outside parties. This should include but not be limited to private developers working in the Town of Victor or other work being done by your firm with others doing business in the Town.

8. Proposal Submission Information

Submission Date and Time: June 9, 2017, by 4:00 PM
One (1) original & Eight (8) copies

Submit to:

Tina Kolaczyk
Town of Victor
85 East Main St.
Victor, NY 14564

Clearly mark the submittal with the title of this RFP and the name of the responding firm. Only those RFP responses received prior to or on the submission date and time will be considered.

9. Rejection of Bids

The Town reserves the right to reject any or all Bids, or to reject any proposal if the evidence submitted by, or investigation of such respondent fails to satisfy the Town that such respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated therein. The Town reserves the right to waive any minor informality in the RFP.

The Town of Victor has been and will continue to be an equal employment organization. All qualified Minority and Women-Owned Business Enterprises (MWBE) suppliers, contractors and / or businesses will be afforded equal opportunity without discrimination because of race, color, religion, national origin, gender, age, disability, sexual preference or Vietnam Era Veterans status.

Week of _____

		Monday	Tuesday	Wednesday	Thursday	Friday	Sunday
Location: Town Hall							
Front Foyer Area - 1st Floor	Vacuum throw rugs						
	Sweep and mop floor						
	Clean doors and glass - both sides						
	Dust outside of display cases						
	Clean display case windows						
	Dust reception desk area						
Stairwells (front & back)	Sweep stairs						
	Mop stairs						
	Wipe down entry doors -inside and outside						
	Lower stair areas						
	Once per month						
Upstairs Open Area	Vacuum floors						
	Dust doors and door jams						
Upstairs Breakroom	Sweep floor & mop						
	Wipe down table and chairs						
	Wipe down counters						
	Wipe down refrigerator exterior						
	Wipe down coffee station						
	Wipe down toaster						
	Clean microwave						
	Clean sink						
	Clean Water fountain						
Upstairs Conference Rooms (2)	Dust surfaces						
	Vacuum carpets						
	Dust windowsills						
Offices	Vacuum rugs						
	Wipe down doors						
	Dust surfaces						
	Clean windows						
	Wipe down counters						
Bathrooms - 1st and 2nd floor	wipe down partitions						
	mirrors						
	sinks						
	toilets						
First Floor Mail Room/Copy Room	wipe down counters and cabinets						
	Dust top of mailboxes and equipment						
	Vacuum floor						

**** November through March, Foyer/Stairwells/Upstairs Open Area switches to Tuesday/Thursday/Sunday for winter season**

Week of _____									
		Monday	Tuesday	Wednesday	Thursday	Friday			
Location: Town Courts									
Front Foyer	Sweep floor								
	Mop floor								
	Clean doors and glass - both sides								
	Wipe Counter								
Bathrooms (3)	Wipe down walls								
	Sweep and mop floor								
	Clean mirror								
	Clean and disinfect sink								
	Clean and disinfect toilet								
	Wipe light switchplate								
	Wipe down door - both sides								
	Take out garbage								
Office Area	Vacuum floors								
	Dust surface areas								
	Take out garbage & Recyclables								
Kitchen Area	Sweep and mop floor								
	Clean sink								
	Wipe down appliances								
	Clean countertop								
	Clean microwave								
	Take out garbage								
Courtroom	Vacuum floors		Every 2 weeks from April through October						
	Dust surface areas		Every 2 weeks from April through October						
			Switches to 1x per week from November through March						

Location: Building "B"

		<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Front Foyer and hallway	Sweep and mop floor					
	Shake out carpet					
	Clean doors and glass - both sides					
	Clean windows					
	Dust counter					
Bathroom and small area in front of bathroom	Wipe down walls					
	Sweep and mop floor					
	Clean mirror					
	Clean water fountain					
	Clean and disinfect sink					
	Clean and disinfect toilet					
	Clean and disinfect shower					
	Clean soap dispenser					
	Clean paper towel dispenser					
	Wipe light switchplate					
	Wipe down door - both sides					
	Take out garbage					
	Office Area	Vacuum floors				
Dust surface areas						
Take out garbage						
Upstairs Breakroom	Sweep and mop floor					
	Vacuum rugs					
	Clean tables and chairs					
	Clean windows/windowsills					
	Clean sink					
	Wipe down appliances					
	Clean countertop					
	Clean microwave					
	Take out garbage					
Recycle Office (out in Recycle bay area) **Watch for traffic!	Sweep and mop floor					
	Shake out rug					
	Wipe down refridgerator					
	Wipe down walls					
	Wipe down door - both sides					
	Dust desk top and surfaces					

LOCATION: Parks and Recreation Building

CUSTODIAL CHECKLIST	Monday	Tuesday	Wednesday	Thursday	Friday	Sunday
Week of:						
Remove garbage from all offices/rooms						
Remove recycling from all offices/conf room						
Sweep & Mop MP1 and MP2						
Mop, wipe down and clean all bathrooms/toilets						
Restock all consumables in all bathrooms/kitchen						
Clean all glass in foyer, waiting area, etc						
Sweep and Dust all common areas						
Dust and straighten waiting area						
Vacuum all carpeting throughout building including offices						
Clean and Wipe down Kitchen sink area						
Wipe down all tables in each of the classrooms						
Bag all garbage/recyclables accumulated and place in back room near the garage door						
Sweep and clean outside picnic area						
Shovel and salt front walkways during winter (as needed)						
Make sure all outside doors are closed prior to leaving						

Janitor, Porter, Cleaners, Elevator Operator

05/01/2017

JOB DESCRIPTION Janitor, Porter, Cleaners, Elevator Operator

DISTRICT 10

ENTIRE COUNTIES

Broome, Cayuga, Chemung, Chenango, Clinton, Cortland, Franklin, Hamilton, Herkimer, Jefferson, Lewis, Livingston, Madison, Monroe, Oneida, Onondaga, Ontario, Oswego, Otsego, Schuyler, Seneca, St. Lawrence, Tioga, Tompkins, Wayne, Yates

WAGES

Per hour:	07/01/2016
	\$ 11.70
New Hire Rate:	
First 180 days only	10.70
Regularly scheduled to clean/strip floors:	+ 0.25 per hr.

NOTE: Duct Cleaning is broken down into two separate functions:

1. The disassembly, re-assembly and modification of duct, which is covered under Article 8.
2. The actual cleaning of the duct which is covered by Article 9.

IMPORTANT INFORMATION:

Article 9 §230.6. "Prevailing wage" means the wage determined by the fiscal officer to be prevailing for the various classes of building service employees in the locality. In no event shall the basic hourly cash rate of pay be less than the statutory minimum wage established by article nineteen of this chapter, or, in a city with a local law requiring a higher minimum wage on city contract work, less than the minimum wage specified in such local law.

SUPPLEMENTAL BENEFITS

Per hour worked (required up to 40 hrs. per week)	
Single Part Time	\$.14
Family Part Time	.27
Single Full Time(up to 180 days)	.14
Family Full Time(up to 180 days)	.27
Single Full Time(after 180 days)	2.59
Family Full Time(after 180 days)	2.72

Full time is 30 or more regularly scheduled hours in a week.

ADDITIONAL PER HOUR PAID BENEFIT - Payment required for all employees who are scheduled to be paid 1000 hours in 12 consecutive months. If not scheduled 1000 hours but the employee is paid 1000 hours in 12 consecutive months, this additional payment is retroactive to first hour.

\$.76

Vacation is paid after 1 year of employment. Part-time employees receive vacation pay on pro-rata basis.

1 year of work	1 week of vacation
2 years of work	2 weeks of vacation
3 years of work	2 weeks and 1 day vacation
4 years of work	2 weeks and 2 days vacation
5 years of work	2 weeks and 3 days vacation
6 years of work	2 weeks and 4 days vacation
7 years of work	3 weeks

Sick days are paid after 30 days probationary period.

Full time employees	3 sick days per year
Part time employees	2 sick days per year

2 paid personal days per year.

Paid time off for part-time employees shall be prorated. (See "Introduction to the Prevailing Rate Schedule" page 10, 'Wage and Supplements' heading, for a detailed explanation.)

Employment shall be defined as an Employee's length of service with the Employer or at the Facility, whichever is greater.

OVERTIME PAY

See (B, B2, K) on OVERTIME PAGE
Time and one half for all work on Sunday (unless Sunday is a regularly scheduled work day.)

HOLIDAY

Paid:	See (5, 6) on HOLIDAY PAGE
Overtime:	See (5, 6) on HOLIDAY PAGE

PLUS 4 floating holidays

Above Holidays paid after 180 days with employer
Any work on a paid Holiday is paid at time and one half plus the wage for the holiday.
Holidays that fall on the weekends are observed on either Friday or Monday. If required to work the Friday or Monday then pay is time and one half plus the Holiday pay.