

## Introduction

The Village of Stamford is soliciting proposals for a one (1) year contract for cleaning services for One Village building.

Vendors are required to submit written proposals that present the vendor's qualifications and understanding of the work to be performed. The vendor's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

The proposal must be submitted no later than 4:00PM on December 15, 2017, directly to the Village Hall at the following address:

Village of Stamford  
Attn: Request for Proposal for Cleaning Services  
84 Main Street  
Stamford, NY 12167

## General Instructions for Proposal

- a) **Proposal Content** – A completed proposal must contain the following:
  - **Proposal Form & Signature Page** – the proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without such proposal form and signature page may be deemed non-responsive.
  - **References** – Proposals shall include a list of three (3) references including name, address, phone number and contact person. It is preferred that references are those of New York contacts. The Village reserves the right to contact reference other than, and/or in addition to, those furnished by vendor.
  
- b) **Proposal Period** – Proposal prices are to be firm for ninety (90) days.
  
- c) **Proposal Award** – It is the intent of the Village to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Vendors qualifications and capabilities to provide the specified service, and other qualifications and capabilities to provide the specified service, and other factors which the Village of Stamford may consider. The Village reserves the right to accept or reject any or all proposals and to waive irregularities therein. Proposals will be approved publicly at the December 19, 2017, Village Board Meeting.

- d) **Term and Renewal** – The term of the Contract shall be for one (1) year unless earlier terminated. The Contract may be terminated by either party with a ninety (90) day written notice. The Contract may be terminated by either party with or without cause in less than ninety (90) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the contract.
- e) **Basis of Payment** – Payment will be made to the contractor within upon receiving the contractor's monthly invoice and after approval from the BOT. The invoice shall state the date the service was performed and amount of time performed.

## **Specifications**

The Specifications outline the requirements for cleaning services for the Village Hall building. The Address and approximate square footage is outlined to assist you in your quote.

A walkthrough can be scheduled by appointment to view the building beforehand.

**Village Hall** – 84 Main Street  
Includes entryway, hallways, two (2) bathrooms,  
Board Room, Conference Room and four (4) offices.

## **Responsibilities of the Contractor**

The Following cleaning instructions are outlined by cleaning location with the building and a cleaning schedule

### **\*Offices (3):**

- Remove cobwebs
- Dust all surfaces (pictures, moldings, counters, cabinets...)
- Disinfect all surfaces and telephones (light switches, door handles...)
- Windows (Inside \*\*) (outside\*\*\*)
- Empty garbage cans, shredders, and hole puncher
- Sweep floors
- Mop floors (Spot clean damaged areas)
- Wipe down walls\*\*\*
- Dust vertical blinds\*\*\*\*

### **\*Foyer/Entrance Hallways:**

- Remove cobwebs
- Dust all surfaces, pamphlet stand (pictures, moldings...)
- Disinfect all surfaces (light switches, door handles...)
- Windows (Inside \*\*) (outside\*\*\*)

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- Sweep stairs and floor
- Mop stairs and floor
- Wipe down walls\*\*\*

**\*\*\*Board Room:**

- Remove cobwebs
- Dust all surfaces, fans, and ceiling lights, (pictures, moldings...)
- Disinfect all surfaces (light switches, door handles...)
- Windows (Inside \*\*) (outside\*\*\*)
- Empty garbage can
- Sweep floors
- Mop floors
- Wipe down walls\*\*\*\*

**\*Conference Room:**

- Remove cobwebs
- Dust all surfaces (pictures, moldings, cabinets...)
- Disinfect all surfaces (light switches, door handles...)
- Windows (Inside \*\*) (outside\*\*\*)
- Sweep floors
- Dust mop floors
- Vacuum rugs\*\*\*
- Wipe down walls\*\*\*\*

**\*Bathrooms (2):**

- Remove cobwebs
- Dust all surfaces (pictures, moldings, cabinets...)
- Disinfect all surfaces (light switches, door handles...)
- Scrub and disinfect sink and toilets
- Remove splash marks from walls around basins
- Clean mirrors
- Empty garbage
- Sweep floor
- Mop floors
- Replenish paper towels and refill soap dispensers (Client to furnish supplies)
- Wipe down walls\*\*

**KEY**    \*= Weekly       \*\*= Twice a Month       \*\*\*= Monthly       \*\*\*\*= Quarterly

### **Equipment and Cleaning Chemicals**

The Village will supply cleaning chemicals and equipment. The Village of Stamford will also supply trash bags, paper towels, hand soaps and toilet paper. Restocking cleaning chemicals and of trash bags, paper towels, hand soaps and toilet paper will be coordinated with the Village Clerk.

### **Damage**

The contractor shall report to the Village Clerk any damaged facilities and or broken items that need to be replaced so as not to be held accountable weekly.

**Proposal Instructions**  
**Request for Proposal for Cleaning Services**

1. Based on the requirements and provider qualifications please provide two (2) copies of the proposal to the Village of Stamford.
2. Complete Proposal Form and Signature Page
3. Complete Workers' Compensation Certificate.
4. Complete Independent Contractor Statement
5. Complete Reference Form

If delivered via mail or in person, vendor shall include items 1-5 in a sealed envelope. All proposals should be clearly labeled on the outside of the envelope:

**Request for Proposal for Cleaning Services.**

If delivered via email, please include as subject line: "Request for Proposal for Cleaning Services."

Proposals should be mailed or delivered in person to:

Village of Stamford  
Attn: Request of Proposal for Cleaning Services  
84 Main Street  
Stamford, NY 12167

Proposals shall be emailed to: [vosclerk@stny.rr.com](mailto:vosclerk@stny.rr.com)

Proposals must be received no later than 4:00PM on December 15, 2017

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**Proposal Form**  
**Request for Proposals for Cleaning Services**

The undersigned hereby submits the following proposal for the monthly cost of cleaning services for the Village of Stamford building:

**Village Hall**        \$ \_\_\_\_\_

**Signature Page**  
**Request for Proposals for Cleaning Services**

By: Name and Title (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Vendor Address \_\_\_\_\_

\_\_\_\_\_

Contact (please print) \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**Worker's Compensation Certification**

I hereby certify that effective the date of my Contract with the Village of Stamford and at all times in the performance of such Contract that:

I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of New York with the following Insurance Company:

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Company Name

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Agent's Name, Address and Telephone Number

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Policy Number and Effective Date

OR

I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of New York to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material of the Contract, which I have contemporaneously made with the Village of Stamford.

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Date

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Signature of Contractor



### Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between parties hereto or as constituting the Contractor as the agent, representative or employee of the Village of Stamford for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the Village, shall not be considered employees of the Village and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the state of New York on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims or discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the Village; and the Contractor shall defend indemnify and hold the Village, its officers, agents and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation rights or benefits of any kind whatsoever from the Village, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

Company/Individual Name: \_\_\_\_\_

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

Signature and Title: \_\_\_\_\_

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

**Client References**  
**Request for Proposal for Cleaning Services**

Please list three (3) client references. It is preferred that those references are clients within the State New York. The Village reserves the right to contract references other than, and/or in addition to, those being furnished below.

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

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

Phone Number: \_\_\_\_\_

2. Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

3. Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

### **Public Notice**

The Village of Stamford, New York is seeking proposal from qualified individuals to secure a one - year contract for cleaning services for one public building.

Copies of the Proposal forms are available at the Village Hall. 84 Main Street, Stamford, NY 12167, via e-mail: [vosclerk@stny.rr.com](mailto:vosclerk@stny.rr.com)

Proposals must be submitted to the Village at 84 Main Street, Stamford, NY 12167 no later than 4:00PM December 15, 2017. Proposals must be clearly identified as "PROPOSALS FOR CLEANING SERVICES" and show the name and address of the submitting individual. Late proposals will not be considered.

The Village reserves the right to reject any and all proposals.

Village of Stamford  
Gena Swantak  
Village Clerk