

Town of Londonderry, Vermont

100 Old School Street
South Londonderry, VT 05155
802-824-3356
www.londonderryvt.org

INVITATION TO BID

RFP NO. 2020-07

DATE: September 24, 2020

PROJECT TITLE: Town Office Cleaning

PROPOSAL DUE DATES: Sealed bid proposals are due by **October 9, 2020**, no later than 2:00 PM. See section 5 for specific directions on bid submittal.

ESTIMATED TIME PERIOD FOR CONTRACT: Services are required from November 1, 2020 through June 30, 2021, though there is a bid option to the extend service period.

BIDDER ELIGIBILITY:

This procurement is open to those bidders who satisfy the minimum qualifications stated herein and are available for work in the State of Vermont.

CONTENTS OF THE INVITATION TO BID (ITB):

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1. INTRODUCTION

Proposals are requested for the weekly cleaning of the Londonderry Town Office for the period November 1, 2020 through June 30, 2021, but the Town is willing to consider proposals for a longer contract period.

2. SCOPE OF WORK

The Town of Londonderry is seeking a qualified contractor to provide the following cleaning services at the Londonderry Town Office (Twitchell Building) located at 100 Old School Street, South Londonderry, Vermont.

A. The Contractor will perform the following each week, during a mutually agreeable AFTERNOON within the Town Office's regular business hours:

1. Dust all areas
2. Vacuum all floors in all areas
3. Mop all wood floors with special wood floor cleaner

4. Mop bathroom floors
5. Clean bathrooms, keep soap dispenser filled, replace paper towels and toilet tissue when needed
6. Clean kitchen area, occasionally wipe out microwave and refrigerator
7. Empty all trash and paper recycle bins (do not empty recycling in Listers Office)
8. Take recycling and trash to the Londonderry Transfer Station (includes empty cardboard boxes)
9. Sweep off both porches, front & back
10. Provide list of cleaning supplies needed when low to Town Clerk
11. Wipe down and sanitize all hard surfaces
12. Sanitize all doorknobs and light switches
13. Notify Town Clerk of any building issues that may need attention
14. Keep all cleaning supplies organized in cupboards

B. The Contractor will perform the following once or twice a year at a mutually agreeable time:

1. Vacuum windowsills between windowpanes.
2. Clean the Town Hall (139 Middletown Road, South Londonderry) and or other Town buildings. NOTE: This work will be in addition to the regular weekly cleaning services and may be invoiced at the same weekly rate as the Town Office cleaning.

C. Other conditions:

1. Regular business hours of the Town Office at this time are: Monday, Tuesday, Thursday, & Friday 8:30 AM - 4:00 PM, and Wednesday 10:00 AM - 5:00 PM.
2. Minor modifications to weekly cleaning tasks may be required based on operational circumstances in office spaces.
3. Contractor shall use their own all equipment necessary to perform this work, though cleaning and sanitary supplies will be provided by the Town.
4. Terms and conditions will be further defined in a formal contract.
5. Contractors will submit an all-inclusive, fixed price bid, including sub-contractor costs, if applicable.
6. The Town reserves the right, to which the Contractor agrees by submitting a response to this solicitation, to require a background check of the Contractor and any of its employees that work within Town buildings, the sole cost of which will be at the expense of the Town.

3. GENERAL INFORMATION FOR BIDDERS

A. Right to Accept or Reject Proposals

The Town reserves the right to accept or reject any proposal, at their sole discretion, and to award a contract based solely on their determination of the best proposal considering all

circumstances and conditions applicable to this project.

B. Right to Cancel or Postpone the Project

The Town reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this ITB.

C. Right to Retain and/or Utilize Information Contained in Submitted Proposals

The Town reserves the right to retain all of the proposals and to use any ideas in a proposal regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this ITB unless clearly stated to the contrary and specifically noted in the proposal submitted and confirmed in the contract between the Town and the selected firm.

4. PRICING

Proposals will clearly state and explain all costs associated with the services to be provided as defined in Section 2, Scope of Work. The Town will not make advance, incremental or partial payments. All work/deliveries must be satisfactorily completed before being invoiced.

Invoices may be submitted monthly. Payment terms are Net 30 days.

There is no expressed or implied obligation on the part of the Town to reimburse bidders for any expenses incurred in preparing or presenting proposals in response to this request.

5. SUBMISSION OF PROPOSALS

Due to the Town's wish to promote physical distancing to curb the spread of the novel coronavirus, no bids will be accepted by mail, fax or in-person and all bids must be submitted electronically via email to the following email address: **townadmin@londonderryvt.org**

Respondents are to use the enclosed Bid Proposal Form (page 7) to submit their proposal. The completed form and any attachments should be scanned to PDF format and sent as a single attachment to the email. Failure to use the enclosed form shall be deemed as non-responsive and shall invalidate any submittal. Additional materials which clarify and/or supplement the response form may be attached to the Bid Proposal Form.

All proposals must be submitted to the Town of Londonderry in care of the **RFP Coordinator** with reference to **"Town Office Cleaning Bid."** Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered. Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

There will be no public opening of the bids received by the Town, but they will be reviewed by the Londonderry Selectboard at a video-only meeting scheduled for October 19, 2020 at 6:00 PM. The agenda for the meeting, along with instructions on how to participate remotely by phone or video will be on the meeting agenda, which will be posted on the agendas/minutes page of the Town's website: www.londonderryvt.org.

5.1 RFP Coordinator

The following RFP Coordinator will serve as the single point of contact for this solicitation:

Shane O'Keefe, Town Administrator
Town of Londonderry
100 Old School Street
South Londonderry, VT 05155

Phone: 802-824-3356, ext. 105

Email: townadmin@londonderryvt.org

Except as noted below, all communication between the bidder and the Town upon release of this ITB shall be with the RFP Coordinator. Any other communication will be considered unofficial and non-binding on the Town. Bidders are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the bidder.

To visit and inspect the property prior to bidding, please do so **BY APPOINTMENT ONLY** during regular business hours. Appointments must be arranged by calling the Town office at 802-824-3356.

5.2 No Obligation to Contract

This ITB does not obligate the Town to contract for services specified herein. The Town reserves the right to reject all bids and to either withdraw the ITB or reissue a revised ITB at a later time.

5.3 Commitment of Funds

The Town of Londonderry Selectboard is the only entity that may legally commit the Town to the expenditures of funds for a contract resulting from this ITB. No costs chargeable to the proposed contract may be incurred before receipt of a fully and properly executed contract.

5.4 Right to Extend Contracts

The Town reserves the right to extend a contract for ongoing services without reissuing an ITB.

5.5 Insurance Requirements

The Contractor will furnish the Town with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage during the full term of the contract. Upon the Town's acceptance of the Contractor's proposal, a Certificate of Insurance shall be provided to the Town by the Contractor or the Contractor's insurance company before any work is performed. The Contractor's policies shall name the "Town of Londonderry, Vermont" as an additional insured.

By submitting a bid, Bidder warrants and promises that it will comply with all State of Vermont and federal requirements for the transportation, storage and handling of the fuel to be provided under this bid. The awarded Contractor shall indemnify the Town and its representatives against any claim, loss, damage, or liability arising from any such law or regulation related to any activity of Contractor or its agents or employees. The awarded Contractor shall be responsible for all damage to property, or injury to persons, arising out of any act or failure to act on the part of its agents or employees. They shall indemnify and hold harmless the Town from any and all demands, suits, or judgments arising in conjunction with or as a result of the Contractor's performance of this contract.

5.5.1 Liability Insurance

Contractor shall maintain Commercial General Liability Insurance with a limit of not less than \$1,000,000 per each occurrence and General Aggregate coverage of at least \$2,000,000.

5.5.2 Automobile Liability Insurance

Contractor shall maintain automobile liability coverage with a Combined Single Limit of at least \$1,000,000.

5.5.3 Workers' Compensation

The Contractor will, at all times during its service to the Town, comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The Town will not be held responsible in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract. Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

5.5.4 COVID-19 Pandemic Provisions

The Contractor will, at all times during its service to the Town, comply with the most recent COVID-19 executive orders from the Governor and all applicable workplace safety guidance from both the Vermont Agency of Commerce and Community Development and the Vermont Occupational Safety and Health Administration.

6. EVALUATION AND CONTRACT AWARD

6.1 Evaluation Procedure

Proposals will be evaluated in accordance with the requirements stated in this request and the *Town of Londonderry Purchasing Policy*.

The RFP Coordinator may contact the bidder for clarification of any portion of the bidder's proposal, and may require an interview of any bidders.

6.2 Evaluation and Selection Criteria

The Town will consider the following criteria when evaluating and selecting proposals:

- Price
- Clarity and completeness of the submitted proposal
- Bidder's ability to perform within the specified time limits
- Bidder's experience and reputation, including past performance for the Town of Londonderry
- Quality of the materials and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements, if any.
- Bidder's availability to provide future service, maintenance, and support.
- Bidder's financial stability.
- Any other factors that the Town determines are relevant and appropriate in connection with a given project or service.

6.3 Notification to Bidders

The RFP Coordinator will notify the Apparently Successful Contractor of the Town's selection no later than 4:00 PM on October 22, 2020.

6.4 Start of Work

Work will commence on or about November 1, 2020.

Bid Proposal Form is on following page

BID PROPOSAL FORM

Due: Friday, October 9, 2020 at 2:00 PM

Complete and electronically submit the following proposal, please write clearly

1. **BID PROPOSAL:** Check here [] if supplementary documentation is attached.

A. Required Bid:

Bid for Scope of Services for period 11/1/2020 to 6/30/ 2021 \$ _____
PER WEEK

B. Optional Bid:

Bid for Scope of Services for period 7/1/2021 to 6/30/ 2022 \$ _____
PER WEEK

NOTES: All prices above shall be valid for 30 days and for the duration of the contract period. All prices shall include all labor and material costs, and any discounts offered. All surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this solicitation or contract will not be paid and only hold up payment if they are added to a submitted invoice.

Company: _____

Authorized Representative: _____

Address: _____

Phone: _____

Email: _____

Signature: _____ **Date:** _____

[END OF DOCUMENT]