

## **Requests for Proposals**

**Town Hall Cleaning Services      24 Jordan Street, Skaneateles, NY 13152**

**Attn: Janet Aaron, Town Clerk (315) 685-3473    [jaaron@townofskaneateles.com](mailto:jaaron@townofskaneateles.com)**

Wednesday's between 4:00 and 6 p.m.

1. Fully vacuum carpet in all offices, meeting rooms, hallways and common areas, including edges, corners and under and behind furniture. Spot clean carpets as necessary.
2. Empty all garbage containers. Recyclables should be kept separate from garbage and left in the area to the right of the back door. New liners should be added to trash containers.
3. Clean and sanitize all toilets, sinks and mirrors in bathrooms.
4. All bathrooms and kitchen must have an adequate supply of paper towels and toilet paper which can be found in the basement.

Friday or weekend cleaning

1. Fully vacuum carpet in all offices, meeting rooms, hallways and common areas, including edges, corners and under and behind furniture. Spot clean carpets as necessary
2. Dust and polish all clear areas on all desks and table top surfaces.
3. Empty all garbage containers. Recyclables should be kept separate from garbage and left in the area to the right of the back door. New liners should be added to trash containers.
4. Clean and sanitize all toilets, sinks and mirror in bathrooms.
5. Sweep and mop floors in kitchen and bathrooms. Use only mild detergent and water on kitchen floor. The kitchen floor is not to be waxed.
6. Clean and sanitize all countertop surfaces in the kitchen.
7. Remove all cobwebs upstairs and down.

### Once a month

1. Dust all chair rails, hand rails, window ledges, top of picture frames, top of filing cabinets, window blinds and paneled walls.
2. Clean both side of all interior windows (Town Clerk's Office) and windows on exterior doors.
3. Sweep the front and back entrance to the Town Hall including the walls between the front entrance and the Supervisor's door entrance.
4. Vacuum all cloth covered chairs.

### Every Six Months

1. Steam clean all carpeting in Town Hall
2. Wash all door panels, threshold plates, frames and trim

### Once a Year

1. Clean all exterior windows inside and outside
2. Scrub, strip all wax floors in bathrooms only and recoat with one coat of sealer and one coat of finish.

### Cleaning Service Will Provide

1. Vacuum Cleaner, mops, buckets and all dusting and sweeping tools.
2. All cleaning products which must have Safety Data Sheets (SDS) sheets submitted to the Town Clerk
3. All finishes for floors
4. All equipment necessary to steam clean rugs.
5. \$3 Million General Liability Insurance Certificate naming the Town of Skaneateles as additional insured.

6. Prevailing Wage: NYS Labor Law requires public work contractors and subcontractors to pay laborers, workers or mechanics employed in the performance of a public work contract not less than the prevailing rate of wage and provide supplements (fringe benefits) in accordance with the prevailing practices in the location where working. The bidder agrees to comply with the prevailing wage requirements.

Town of Skaneateles Will Provide

1. All paper towels and toilet paper
2. All garbage can liners

Contract Term:

1. The contract will be for one year with the Town of Skaneateles having the option to extend the contract for an additional year. Either party can agree to terminate the contract with a 30-day written notice.

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

Total Yearly Bid Price: \$ \_\_\_\_\_

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

Name of Bidder

\_\_\_\_\_  
Signature of Authorized Office of Bidder

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone