

REQUEST FOR PROPOSAL

2015 REQUEST FOR PROPOSAL FOR JANITORIAL SERVICES

BY

THE CITY OF BREWER

CLOSING DATE:

*4:30pm Monday August 3, 2015*

CLOSING LOCATION:

*City Hall*

*80 North Main Street*

*Brewer, Maine 04412*

## **SECTION 1 - PURPOSE AND CONTENT**

1.1 The City of Brewer invites qualified suppliers to submit proposals for the provision of janitorial services as summarized below and further detailed in this document.

1.2 Summary of Services Sought:

The proposal document consists of:

- Section 1 - Purpose and Content (pg 1)
- Section 2 - Instructions to Bidders (pg 1-2)
- Section 3 - Evaluation and Award (pg 2-3)
- Section 4 - Award Contract (pg 4-5)
- Section 5 - Special Terms and Conditions (pg 5-8)
- Section 6 - Bill Information (pg 9)
- Section 7 - Purchase Order Terms and Conditions (pg 9-10)
- Section 8 - Specification Sheets (pg 10-16)
- Section 9 - Cost Analysis Sheet (pg 18)
- Section 10 - Summary Proposal Form (pg 19)

## **SECTION 2 - INSTRUCTIONS TO BIDDERS**

2.1 Proposals will be accepted up to 4:30 pm on Monday August 3, 2015 at the office of the City Manager, 80 North Main Street Brewer, ME 04412 only. Proposals received after the above closing time and date will not be considered and will be returned unopened to the Bidder.

2.2 Proposals must be submitted in duplicate, in a sealed package bearing the name and address of the Bidder and clearly marked on the outside:

“Attention James Smith, Assistant City Manager”  
"Proposal for Janitorial Services"

2.3 Proposal documents must be completed in accordance with the requirements of the Request for Proposal documents and no amendment or change to proposals will be accepted after the closing date and time.

2.4 Proposals shall be irrevocable for sixty (60) days following close of bidding and shall be retained by the City Brewer.

2.5 Questions regarding this Request for Proposal may be submitted in writing (fax, mail or email only) up to seventy-two (72) hours prior to the closing time and date. Bidders are solely responsible for ensuring the City of Brewer has a current mailing address, email address and fax number on file for the Bidder.

2.6 In the event the Bidder cannot comply with any term, condition or requirement of this Request for Proposal, such non-compliance must be clearly noted on the Bidder's letterhead and submitted with the proposal. Bidders are cautioned that such non-compliance may result in disqualification of the Bidder's proposal, in the sole discretion of the City of Brewer.

No allowance will be made for unnoted non-compliance of any kind by the Bidder.

2.7 All questions and communications regarding this Request for Proposal shall be directed (only) to:

James Smith  
Assistant City Manager  
City of Brewer  
80 North Main Street  
Brewer, Maine 04412  
Telephone - (207) 989-7500  
Fax - (207) 989-8425  
Email – [jsmith@brewermaine.gov](mailto:jsmith@brewermaine.gov)

No other representative of the City of Brewer is to be contacted regarding this Request for Proposal unless otherwise indicated. The City of Brewer accepts no responsibility for, and the Bidder agrees not to rely upon, any verbal or written statements or representations from any other person, whether or not employed by the City of Brewer.

- 2.8 While the City of Brewer will not consider more than one bid from a Bidder under the same or different names, the City of Brewer is prepared to consider, in addition to the original bid, alternative bids submitted within the same bid package providing such are clearly marked as alternatives.
- 2.9 Bidders are cautioned that proposals will be solely evaluated upon the disclosed evaluation criteria.

### **SECTION 3 - EVALUATION AND AWARD**

- 3.1 The City of Brewer intends to award a contract to the Bidder whose proposal offers the best value to the city. However, the City of Brewer reserves the right to accept or reject any or all bids. The City of Brewer reserves the right in its sole discretion to cancel this Request for Proposal process at any time before or after closing without providing reasons for such cancellation. The City of Brewer reserves the right to not accept the lowest bid if it deems that a higher bid offers a greater value or service. The City of Brewer reserves the right to accept multiple bids and breaking the contracts up by facility. The City of Brewer reserves the right to accept a bid, and determine to not accept cleaning services at one or more facilities, based upon the City's sole discretion of what is in their best interest.
- 3.2 Basis of Selection: All proposals will be evaluated upon the following criteria but not necessarily restricted to:
- Weight Factors:
- a. 40% Pricing for Services offered
  - b. 20% The Bidder's relevant reputation, experience and qualifications in providing services as determined by reference checks
  - c. 20% The Bidder's ability to provide adequate staffing and support to complete the required work.
  - d. 10% Guarantees offered by Bidder covering Material and Workmanship
  - e. 10% Other factors the City of Brewer considers relevant
- 3.3 Any award made by the City of Brewer shall be made in writing and shall be subject to the availability of funding at the time of award (if any).
- 3.4 In the event of mathematical errors in extension of prices or other ambiguities, unit prices shall govern over total bid prices and words shall govern over numbers.
- 3.5 In order to obtain the most advantageous offer, the City of Brewer reserves the right in its sole discretion:
- a. to waive irregularities and/or minor non-compliance by any Bidder with the requirements of this Request for Proposal;
  - b. to request clarification and/or further information from one or more Bidders after closing without becoming obligated to offer the same opportunity to all Bidders; and
  - c. to enter into negotiations with one or more Bidders without being obligated to negotiate with, or, offer the same opportunity to all Bidders.
- Bidders are advised, however, to submit a complete offer as their bid. Any waiver, clarification or negotiation will not be considered as an opportunity for Bidders to correct errors in their bids.
- 3.6 The City of Brewer shall not be responsible for any expenses or charges incurred by a Bidder in preparing or submitting a proposal nor in providing any additional information considered necessary by the City of Brewer for evaluation of proposals.
- 3.7 The City of Brewer reserves the right in its sole discretion to amend this Request for Proposal at any time prior to close of bidding and Bidders are cautioned to ensure they have received all addenda (if any) prior to submitting a bid. Should the City of Brewer issue any changes to this Request for Proposal, the City of Brewer will endeavor to notify all Bidders to whom the Request for Proposal has been issued via telephone,

email and/or mail.

## **SECTION 4 - AWARD CONTRACT**

- 4.1 The award contract to the successful Bidder (if any) shall include the terms of this Request for Proposal and the terms of the City of Brewer (a copy of which is included in this RFP package) together with those terms of the Bidder's proposal.
- 4.2 The successful Bidder (if any) may not assign or subcontract any of the award contract without the prior written consent of the City of Brewer.
- 4.3 The successful Bidder (if any) shall indemnify the City of Brewer, employees, and/or agents from all damage, damages, losses, costs, claims, demands, actions, suits or proceedings which may arise directly or indirectly as a result of the negligent or wrongful acts or omissions of the successful Bidder (if any), its employees and/or agents in the performance or purported performance of any of its obligations under the contract, whether or not such claims are initiated by third parties or arise between the parties.
- 4.4 The successful Bidder (if any) shall carry at all times during the performance of the work commercial general liability insurance with a limit of not less than \$1,000,000 inclusive per occurrence for bodily injury (including death) and damage to property including loss of use thereof. Such insurance shall at a minimum include coverage of broad form property damage, contractual liability, completed operations and product liability, and automobile liability (owned and non-owned), and such other types of insurance as would be carried by a prudent person performing such contract work and as the City of Brewer may from time to time require.

The City of Brewer shall be named as an additional insured without right of subrogation in all policies of insurance. All such policies of insurance shall provide that the Insurers shall give at least thirty (30) days written notice to the City of Brewer prior to any cancellation, material changes, or amendments restricting coverage of any policy or policies.

The successful Bidder (if any) shall provide a certificate of such insurance to the City of Brewer as a condition of receiving the award within five (5) days of notification of award or prior to commencing the work, whichever is sooner.

- 4.5 The successful Bidder (if any) shall also promptly remedy or replace any defect or deficiency, in the goods or services as solely determined by the City of Brewer, upon notice from the City of Brewer to do so, and at no cost to the City of Brewer.

Should the successful Bidder (if any) fail to remedy any defect or deficiency promptly within a reasonable time after notice to do so, the City of Brewer may remedy the defect or deficiency, at the successful Bidder's (if any) cost.

- 4.6 Any products supplied and installed by the successful Bidder (if any) shall be installed in such a manner as to preserve any and all manufacturer's warranties, for the benefit of the City of Brewer.
- 4.7 The City of Brewer and the successful Bidder (if any) acknowledge and agree that they are independent contractors in a contract for goods and/or services and no employer - employee, partnership nor agency relationship is intended or created by their agreement.

The successful Bidder (if any) shall be solely responsible for all matters relating to statutory deduction of all taxes, employment insurance, leave, remuneration, and all licenses and permits which may be or may become required to perform the Work.

- 4.8 Notwithstanding the above, while at the City of Brewer, personnel of the successful Bidder (if any) must observe all regulations and policies of the City of Brewer including parking and traffic regulations. Vehicles shall be parked in areas, at the successful Bidder's (if any) expense.
- 4.9 In addition to any rights of termination at law or in equity, the City of Brewer shall have the right to terminate any contract formed with the successful Bidder (if any) upon thirty (30) days written notice to the successful Bidder.

## SECTION 5 - SPECIAL TERMS AND CONDITIONS PERTAINING TO THIS RFP

- 5.1 Scope of Work: The successful Bidder shall supply and pay for all labor, material, plant equipment and services necessary for the work as described in Section 7. Environmentally friendly products to be used where possible. The cleanliness, tidiness and sanitary standards of the facility to be maintained at all times. Floor areas being worked on will have adequately positioned caution signs. Janitorial storage rooms must be kept clean and orderly and maintain current MSDS sheets at all times. The successful Bidder must fulfill all obligations in compliance with the Occupational Health and Safety Act.
- 5.2 Term of Contract: The contract will be for a period of one (1) year, with the option of one (1) two (2) year extension subject to the original terms and upon mutual consent of both parties.
- 5.3 Pricing: Prices bid must include all supplies and equipment and must be held firm for the duration of the contract. The successful Bidder will be issued a Blanket Purchase Order covering the products and services contained in this proposal.
- 5.4 Taxes: Bidders must submit prices exclusive of sales tax on the Cost Analysis Sheet.
- 5.5 References: A minimum of three (3) customer references for similar work must be provided with the Bidder's proposal. The City of Brewer reserves the right to review Better Business Bureau ratings and request credit reference checks for each Bidder.
- 5.6 Qualifications and Competency: The City of Brewer may call upon the Bidders to show evidence that satisfactory arrangements have been made for the procurement of any or all labor, financing, materials and equipment required to carry out and complete the work.
- 5.7 Health and Safety: Bidders must provide with their proposal, documentation of Bidder's Health and Safety policy. Providing this document does not mean that the City of Brewer accepts the policy as being full and complete.
- 5.8 **Mandatory Bidder's Briefing and Site Visit:** A site visit for the purpose of viewing the facilities, clarifying specifications and identifying the Work requested herein is scheduled for **12:45 p.m. on Monday, July 27, 2015** at the City Hall in the City Manager's Conference Room, 80 North Street, Brewer, ME 04412. A question and answer period will follow but no minutes will be taken. Note: If a Bidder has not attended the mandatory briefing their bid will be disqualified. All potential bidders should be prepared to drive to multiple locations around the City of Brewer.
- 5.9 Responsibility and Control of the Work: The successful Bidder shall be responsible for all damage caused by its employees, its equipment or its supplies, the City of Brewer's property, equipment, buildings and building contents. The successful Bidder shall also be responsible for all injuries to persons caused by its staff, equipment or supplies. The successful Bidder must be knowledgeable of and abide by all provisions of legislative enactments, by-laws and regulations in regard to safety.  
  
The successful Bidder and its employees must wear adequate safety equipment for the tasks involved (e.g. safety shoes), and train their employees on the safe use of hazardous materials in the workplace. All containers of such materials must be clearly identified, labeled and stored at all times. The successful Bidder must also provide a copy of the M.S.D.S. sheets, or Global Harmonization sheets, for the hazardous materials that will be used and stored on site to the City of Brewer.  
  
Any health and safety issues should be reported immediately to James Smith, Assistant City Manager or the facility supervisor.
- 5.10 Appointment of Supervision: The successful Bidder shall appoint an experienced Supervisor to be responsible for all the work required under the contract. The Supervisor must be acceptable to the City of Brewer and have the authority to receive on behalf of the Bidder any order or communication relating to the work on this contract. The Supervisor shall be readily accessible to City of Brewer.
- 5.11 Appointment of Facility Supervisor: The City of Brewer shall appoint Facility Supervisors, for each facility. The Facility Supervisor is to ensure the quality of work and scope of work performed is in accordance with the scope of this RFP. The Facility Supervisor shall also ensure that the successful bidder's employees conduct themselves professionally.
- 5.12 Unsuitable Worker: The successful Bidder will, at the request of the Facility Supervisor, remove from the work site any person employed on the work site who, in the opinion of the facility supervisor is

incompetent or who has been conducting him or herself improperly. The successful Bidder will not permit a person so removed to remain on the work site. In the event of a dispute of the decision of the Facility Supervisor, the Successful Bidder may request a review of the decision of the Facility Supervisor. The review of the decision of the facility supervisor will be conducted by the City Manager. All decisions made by the City Manager are final and binding.

- 5.13 Security / Keys: All keys and security FOBs entrusted to the successful Bidder for the fulfillment of this Contract must be fully protected at all times. If keys are lost, it will be the responsibility of the successful Bidder to have associated locks re-keyed.

All rooms must be secured after cleaning by ensuring all windows are closed and locked. Doors, which are required to be locked, must be locked and lights are turned off after cleaning is complete.

- 5.14 Security Clearance and Bonding: The successful Bidder shall submit to the City of Brewer upon request, names and addresses of all individuals who will be performing the Work. The City of Brewer may conduct background checks and insist that personnel not approved be replaced. The successful Bidder shall provide evidence that all the employees engaged in performing the work are bonded.
- 5.15 Confidentiality: Confidentiality is required from the successful Bidder and its employees at all times. The Successful bidder, or their employees are to never review files, paper work or other work related information, which may be secured or unsecured in any facility.
- 5.16 Critical Operating Hours: The successful Bidder shall plan the Work while keeping disturbances to the employees of the City of Brewer and its clients to a minimum. The City of Brewer is responsible for providing the routine schedule of each facility hours to the successful Bidder in advance to allow for scheduling of janitorial activities. Janitorial Work must be scheduled to ensure the facilities will be cleaned prior to the facility being open to the public. The successful bidder is responsible for checking the public calendar to ensure that special meetings or public events have not been scheduled in conflict with the routine cleaning schedule and ensuring that either the cleaning will not disrupt or interrupt the scheduled meeting, or accommodating the meeting with an alternative time for cleaning.
- 5.17 Assignments: The successful Bidder shall not make any assignments or any subcontract for the Work without prior written permission from the City of Brewer.
- 5.18 Procurement of Materials and Use of Equipment: In the event that the City of Brewer supplies certain equipment to enable the successful Bidder to do the Work, then such equipment must not be removed from the premises without the consent of the City of Brewer. All Janitorial Supplies shall be included except fluorescent and incandescent light bulbs that will be provided by the City of Brewer.
- 5.19 Vandalism: The employees of the successful Bidder will report to the Facility Supervisor (or to the maintenance employees in the absence of the Supervisor) any vandalism and/or damages to equipment and buildings discovered during their work at the facility. They will also notify the above of any repairs required.
- 5.20 Inspection and Supervision: The Facility Supervisor, City of Brewer or staff appointed will inspect the facilities on a regular basis and call upon the successful Bidder when it is felt that the Work is not adequate or complete.
- 5.21 Labor: The successful Bidder is to indicate the number of employees who will be engaged in taking care of these janitorial services and the number of hours per month that each employee will be working.

Expected hours of operations are:

- |                           |                           |                             |
|---------------------------|---------------------------|-----------------------------|
| • <i>Library</i>          | <i>Monday – Saturday*</i> | <i>8:30 a.m. to 7:00 pm</i> |
| • <i>Public Safety</i>    | <i>Monday – Friday</i>    | <i>8:00 am to 4:30 pm</i>   |
| • <i>City Hall</i>        | <i>Monday – Friday</i>    | <i>8:00 am to 5:00 pm</i>   |
| • <i>Public Works</i>     | <i>Monday – Friday</i>    | <i>7:00 am to 3:30 pm</i>   |
| • <i>Water Department</i> | <i>Monday – Friday</i>    | <i>7:30 am to 5:00 pm</i>   |

- *Library will close at 2:00 pm on Saturdays*

- 5.22 **Scheduled Meetings:** No work will be conducted at the City Hall during the times these times:
- a. The second Tuesday of each month at 6:00 p.m. is the regularly scheduled council meeting.
  - b. The first Monday of each month at 6:00 p.m. is the regularly scheduled Planning Board meeting.

- 5.23 Payment Terms: Each Bidder must indicate their payment terms where provided on the Summary Proposal Form.
- 5.24 Termination of the Contract: The contract will naturally expire at the end of the contract term as defined in Clause 5.2.
- 5.25 The City of Brewer reserves the right to terminate the Contract with thirty (30) days advance written notice for any reason it deems necessary.
- 5.26 The successful Bidder has the right to terminate the Contract with thirty (30) days advance written notice as a result of the City of Brewer not fulfilling their obligation as defined in the Contract.

## **SECTION 6 - PURCHASE ORDER TERMS AND CONDITIONS**

- 6.1 ACCEPTANCE OF CONTRACT- conditions hereof. These terms and conditions supersede and take precedence over any and all previous verbal or written arrangements in connection with this Order. Any deletions, modifications, alterations of, or additions to the terms and conditions of the Order to be binding shall be in writing and signed by both the Supplier and the City of Brewer (herein after called the Purchaser) and shall be attached to this Purchase Order Form.
- 6.2 TIME OF ESSENCE AND CANCELLATIONS - Time shall be of the essence under this Agreement. In the event of Supplier's failure to deliver as and when specified, Purchaser reserved the right to cancel this order, or any part thereof without prejudice to its other rights, saving the City of Brewer harmless for any expenses caused by the failure to deliver on time, even though the City of Brewer accepts delivery of the items or machinery. The Supplier agrees that Purchaser may return part or all of any shipment so made and charge Supplier with any loss or expense sustained as a result of such failure to deliver.
- 6.3 PRICE - Unless otherwise specified, the price inserted on the face of this Order represents the complete cost to the Purchaser as at the point of delivery specified herein and includes every license fee, patent royalty, Government and Municipal tax, levy and charge of every description and charges for crating, boxing and cartage.
- 6.4 CHANGES - The Purchaser reserves the right at any time to make changes in drawings and specifications as to any material or work covered by this order. In the event any additional cost or savings results from such change, the Supplier shall notify the Purchaser thereof and obtain written approval from the Purchaser before proceeding with this order.
- 6.5 INSPECTION - The Purchaser reserves the right to reject and return goods to the Supplier at Supplier's expense, if not in accordance with all the details shown on this Purchase Order.
- 6.6 WARRANTY - By accepting this order, Supplier warrants that the subject matter of this order is free from defects in materials, workmanship and fabrication, and that all merchandise delivered shall be of the quality, quantity, size, description and dimensions specified and shall be strictly in accordance with the Purchaser's specifications, drawings and approved sample, if any, and suitable for the purpose designated. These warranties shall survive acceptance and payment, and shall ensure to the benefit of the Purchaser, its successors, assigns, customers and the end user of its products and shall not be deemed to be exclusive. This warranty is in addition to any warranties of additional scope given by Supplier to Purchaser.
- 6.7 COMPLIANCE WITH LAW - In accepting this order Supplier represents that it has and will continue during the performance of this order to comply with the provisions of all federal, provincial and local laws and regulations from which liability may accrue to Purchaser from any violation thereof.

## SECTION 7 - SPECIFICATIONS OF THE WORK

### CITY HALL (ADMINISTRATION)

#### DAILY CLEANING SCHEDULE

##### *Entryways*

- All glass washed and cleaned with glass cleaner by lint free material
- Water fountain(s) to be washed and disinfected daily. Odor of disinfectant must not be objectionable.

##### *Flooring*

- All carpets & carpeted areas will be vacuumed; corners to be kept clean.
- All hard floor surfaces dry mopped/swept and lightly washed.
- Stains to be removed immediately. Stains, which cannot be removed by normal means, shall be reported to the Facility Supervisor or designee.

##### *Bathroom*

- Clean & disinfect toilet
- Clean & disinfect countertop(s)
- Clean mirror
- Clean & disinfect sink
- Empty trash can

##### *Office Spaces*

- Empty trash can(s)

#### WEEKLY CLEANING SCHEDULE

##### *Windows & Doors*

- All interior windows, sills, frames, doors and baseboards to be dusted and washed with lint free cloth/paper. Clean in-between windows & screens as needed.

##### *Dusting*

- All radiators to be dusted.
- All window blinds to be dusted.
- All desks, counters and other similar spaces will be dusted.  
(Cleaned when needed-while not disturbing any papers or work related material)
- All chairs will be dusted and wiped down.

#### MISCELLANEOUS CLEANING

##### *Monthly*

- High ledges, tops of partitions and other areas where dust collects, to be dusted.
- Molding, ledges, cupboards, wall fixtures, open shelves to be dusted.
- Ceiling air diffusers, heating convectors and metal work to be dusted weekly.
- Window shades & blinds washed.
- Front entrance will have all cobwebs, dirt and debris in archway and foyer cleaned monthly.
- All trash cans will be washed and disinfected monthly.

##### *Bi-Annually*

- All carpets will be deep cleaned with extraction machine bi-annually.
- All ceiling light fixtures will be opened bi-annually and cleaned with a damp rag removing all bugs, dust and dirt.



## CITY HALL (FINANCE)

### DAILY CLEANING SCHEDULE

#### *Entryways*

- All glass washed and cleaned with glass cleaner by lint free material

#### *Flooring*

- All carpets & carpeted areas will be vacuumed corners to be kept clean.
- All hard floor surfaces dry mopped/swept and lightly washed.
- Stains to be removed immediately. Stains, which cannot be removed by normal means, shall be reported to the Facility Supervisor or designee.

#### *Bathroom*

- Clean & disinfect toilet
- Clean mirror(s)
- Clean & disinfect sink
- Empty trash can(s)

#### *Office spaces*

- Empty trash can(s)

### WEEKLY CLEANING SCHEDULE

#### *Windows & Doors*

- Entryway (outdoor) steps & walkways swept and cleaned.
- All interior windows, sills, frames, doors and baseboards to be dusted and washed with lint free material. Flies to be removed from in-between windows as needed.

#### *Dusting*

- All radiators to be dusted.
- All window blinds to be dusted.
- All desks, counters and other similar spaces will be dusted.  
(Cleaned when needed-while not disturbing any papers or work related material)
- All chairs will be dusted and wiped down.

### MISCELLANEOUS CLEANING

#### *Monthly*

- High ledges, tops of partitions and other areas where dust collects, to be dusted.
- Molding, ledges, cupboards, wall fixtures, open shelves to be dusted.
- Ceiling air diffusers, heating convectors and metal work to be dusted weekly.
- Window shades & blinds washed.
- Front entrance will have all cobwebs, dirt and debris in archway and foyer cleaned monthly.
- All trash cans will be washed and disinfected monthly.

#### *Bi-Annually*

- All carpets will be deep cleaned with extraction machine bi-annually.
- All ceiling light fixtures will be opened bi-annually and cleaned with a damp rag removing all bugs, dust and dirt.

## CITY HALL (ASSESSING)

### DAILY CLEANING SCHEDULE

#### *Entryways*

- All glass washed and cleaned with glass cleaner by lint free material

#### *Flooring*

- All carpets & carpeted areas will be vacuumed corners to be kept clean.
- All hard floor surfaces dry mopped/swept and lightly washed.
- Stains to be removed immediately. Stains, which cannot be removed by normal means, shall be reported to the Facility Supervisor or designee.

#### *Office spaces*

- Empty trash can(s)

#### *Break-Room*

- Table, countertop, sink washed and cleaned with disinfectant

### WEEKLY CLEANING SCHEDULE

#### *Windows & Doors*

- All interior windows, sills, frames, doors and baseboards to be dusted and washed with lint free material. Flies to be removed from in-between windows as needed.

#### *Dusting*

- All radiators to be dusted.
- All window blinds to be dusted.
- All desks, counters and other similar spaces will be dusted.  
(Cleaned when needed-while not disturbing any papers or work related material)
- All chairs will be dusted and wiped down.

### MISCELLANEOUS CLEANING

#### *Monthly*

- High ledges, tops of partitions and other areas where dust collects, to be dusted.
- Molding, ledges, cupboards, wall fixtures, open shelves to be dusted.
- Ceiling air diffusers, heating convectors and metal work to be dusted weekly.
- Window shades & blinds washed.
- Front entrance will have all cobwebs, dirt and debris in archway and foyer cleaned monthly.
- All trash cans will be washed and disinfected monthly.
- Break-room microwave cleaned inside and out with mild detergent and disinfectant, also the inside should be completely wiped down and dried monthly.

#### *Bi-Annually*

- All carpets will be deep cleaned with extraction machine bi-annually.
- All ceiling light fixtures will be opened bi-annually and cleaned with a damp rag removing all bugs, dust and dirt.
- Break-room refrigerator washed inside and out with mild detergent and disinfectant, also the inside should be completely wiped down and dried bi-annually. Baking soda deodorizer replaced as necessary.

## CITY HALL (CODE ENFORCEMENT)

### DAILY CLEANING SCHEDULE

#### *Entryways*

- All glass washed and cleaned with glass cleaner by lint free material

#### *Flooring*

- All carpets & carpeted areas will be vacuumed corners to be kept clean.
- All hard floor surfaces dry mopped/swept and lightly washed.
- Stains to be removed immediately. Stains, which cannot be removed by normal means, shall be reported to the Facility Supervisor or designee.

#### *Bathroom(s)*

- Clean & disinfect toilet(s) & urinal(s)
- Clean & disinfect countertop(s)
- Clean mirror(s)
- Clean & disinfect sink(s)
- Empty trash can(s)

#### *Office spaces*

- Empty trash can(s)

### WEEKLY CLEANING SCHEDULE

#### *Entryways*

- All glass washed and cleaned with glass cleaner by lint free material

#### *Windows & Doors*

- Entryway (outdoor) steps & walkways swept and cleaned.
- All interior windows, sills, frames, doors and baseboards to be dusted and washed with lint free material. Flies to be removed from in-between windows as needed.

#### *Dusting*

- All radiators to be dusted.
- All window blinds to be dusted.
- All desks, counters and other similar spaces will be dusted.  
(Cleaned when needed-while not disturbing any papers or work related material)
- All chairs will be dusted and wiped down.

### MISCELLANEOUS CLEANING

#### *Monthly*

- High ledges, tops of partitions and other areas where dust collects, to be dusted.
- Molding, ledges, cupboards, wall fixtures, open shelves to be dusted.
- Ceiling air diffusers, heating convectors and metal work to be dusted weekly.
- Window shades & blinds washed.
- Front entrance will have all cobwebs, dirt and debris in archway and foyer cleaned monthly.
- All trash cans will be washed and disinfected monthly.

#### *Bi-Annually*

- All carpets will be deep cleaned with extraction machine bi-annually.
- All ceiling light fixtures will be opened bi-annually and cleaned with a damp rag removing all bugs, dust and dirt.

# PUBLIC LIBRARY

## DAILY CLEANING SCHEDULE

### *Entryway*

- All glass washed and cleaned with glass cleaner by lint-free material
- Carpet to be vacuumed/swept and kept free of leaves, gravel, etc.

### *Flooring*

- All carpets & carpeted areas will be vacuumed, with corners to be kept clean.
- All hard floor surfaces dry mopped/swept and lightly washed.
- Stains to be removed immediately. Stains, which cannot be removed by normal means, shall be reported to the Facility Supervisor or designee.

### *Bathroom(s)*

- Clean & disinfect toilet(s)
- Clean mirror(s)
- Clean & disinfect sink(s)
- Empty trash can(s)
- Corners of room(s) dusted/cleaned

### *Office spaces*

- Empty trash can(s) and recycling bin(s)

### *Break-Room*

- Table, countertop, sink washed and cleaned with disinfectant

## WEEKLY CLEANING SCHEDULE

### *Windows & Doors*

- All interior windows, sills, frames, doors and baseboards to be dusted and washed with lint-free material. Flies to be removed from in-between windows as needed.

### *Dusting*

- All radiators to be dusted.
- All window blinds to be dusted.
- All desks, counters and other similar spaces will be dusted.  
(Cleaned when needed-while not disturbing any papers or work-related material)
- All chairs will be dusted and wiped down.

## MISCELLANEOUS CLEANING

### *Monthly*

- High ledges, tops of partitions and other areas where dust collects, to be dusted.
- Molding, ledges, cupboards, wall fixtures, open shelves to be dusted.
- Ceiling air diffusers, heating convectors and metal work to be dusted weekly.
- Window shades & blinds washed.
- Front entrance will have all cobwebs, dirt and debris in foyer cleaned monthly.
- All trash cans will be washed and disinfected monthly.
- Break-room microwave cleaned inside and out with mild detergent and disinfectant, also the inside should be completely wiped down and dried monthly.

### *Bi-Annually*

- All carpets will be deep cleaned with extraction machine bi-annually.
- All ceiling light fixtures will be opened bi-annually and cleaned with a damp rag removing all bugs, dust and dirt.
- Break-room refrigerator washed inside and out with mild detergent and disinfectant, also the inside should be completely wiped down and dried bi-annually. Baking soda deodorizer replaced as necessary.

# POLICE DEPARTMENT

## DAILY CLEANING SCHEDULE

### *Entryways*

- All glass washed and cleaned with glass cleaner by lint free material

### *Flooring*

- All carpets & carpeted areas will be vacuumed corners to be kept clean.
- All hard floor surfaces dry mopped/swept and lightly washed.
- Stains to be removed immediately. Stains, which cannot be removed by normal means, shall be reported to the Facility Supervisor or designee.

### *Bathroom(s)*

- Clean & disinfect toilet(s) & urinal(s)
- Clean & disinfect countertop(s)
- Clean mirror(s)
- Clean & disinfect sink(s)
- Empty trash can(s)

### *Office spaces*

- Empty trash can(s).

### *Gym/Workout Area*

- Sweep/dry mopped
- Empty trash can(s)

### *Locker Room(s)*

- Sweep/dry mopped
- Empty trash can(s)

## WEEKLY CLEANING SCHEDULE

### *Windows & Doors*

- Entryway (outdoor) steps & walkways swept and cleaned.
- All interior windows, sills, frames, doors and baseboards to be dusted and washed with lint free material. Flies to be removed from in-between windows as needed.

### *Dusting*

- All radiators to be dusted.
- All window blinds to be dusted.
- All desks, counters and other similar spaces will be dusted.  
(Cleaned when needed-while not disturbing any papers or work related material)
- All chairs will be dusted and wiped down.

### *Bathroom(s)*

- Shower Stall(s) cleaned with disinfectant, rinsed and wiped down.
- Wall tiles to be cleaned and disinfected.
- Floor surfaces cleaned with disinfectant and rinsed down.

### *Gym/Workout Area*

- Equipment wiped down with disinfectant
- Wall tiles to be cleaned and disinfected.
- Floor washed with moist mop and mild disinfectant and rinsed.

### *Locker Room(s)*

- Shower Stall(s) cleaned with disinfectant, rinsed and wiped down.
- Wall tiles to be cleaned and disinfected.
- Floor surfaces cleaned with disinfectant and rinsed down.

## MISCELLANEOUS CLEANING

### *Monthly*

- All items removed from the supply/cleaning closet, floor, sink and walls cleaned with disinfectant, rinsed and wiped down and items replaced monthly.
- Gym/workout area Floor & equipment thoroughly cleaned with disinfectant and walls wiped down monthly.
- High ledges, tops of partitions and other areas where dust collects, to be dusted.
- Molding, ledges, cupboards, wall fixtures, open shelves to be dusted.
- Ceiling air diffusers, heating convectors and metal work to be dusted weekly.

- Window shades & blinds washed.
- Front entrance will have all cobwebs, dirt and debris in archway and foyer cleaned monthly.
- All trash cans will be washed and disinfected monthly.
- Break-room microwave cleaned inside and out with mild detergent and disinfectant, also the inside should be completely wiped down and dried monthly.

*Bi-Annually*

- All carpets will be deep cleaned with extraction machine bi-annually.
- All ceiling light fixtures will be opened bi-annually and cleaned with a damp rag removing all bugs, dust and dirt.
- Break-room refrigerator washed inside and out with mild detergent and disinfectant, also the inside should be completely wiped down and dried bi-annually. Baking soda deodorizer replaced as necessary.
- Machine scrub and disinfect locker room floors bi-annually

## PUBLIC WORKS

### TWO TIMES PER WEEK - CLEANING SCHEDULE

*Entryways*

- All glass washed and cleaned with glass cleaner by lint free material
- Entryway (outdoors) general area swept and cleaned.

*Flooring*

- All carpets & carpeted areas will be vacuumed corners to be kept clean.
- All tiled, hard floor surfaces dry mopped/swept and lightly washed.
- Stains to be removed immediately. Stains, which cannot be removed by normal means, shall be reported to the Facility Supervisor or designee.
- *Mechanic bays will be swept and washed down removing all dirt and debris.*

*Bathroom(s)*

- Clean & disinfect toilet(s) & urinal(s)
- Clean & disinfect countertop(s)
- Clean mirror(s)
- Clean & disinfect sink(s)
- Empty trash can(s)

*Office spaces*

- Empty trash can(s).

*Bathroom(s)*

- Shower Stall(s) cleaned with disinfectant, rinsed and wiped down.
- Wall tiles to be cleaned and disinfected.
- Floor surfaces cleaned with disinfectant and rinsed down.

### MONTHLY CLEANING SCHEDULE

*Dusting*

- All radiators to be dusted.
- All window blinds to be dusted.
- All desks, counters and other similar spaces will be dusted.  
(Cleaned when needed-while not disturbing any papers or work related material)
- All chairs will be dusted and wiped down.
- Lift Area – TV, vending machines, bench, etc.

*Windows & Doors*

- All interior windows, sills, frames, doors and baseboards to be dusted and washed with lint free material. Flies to be removed from in-between windows as needed.

### MISCELLANEOUS CLEANING

*Monthly*

- All items removed from the supply/cleaning closet, floor, sink and walls cleaned with disinfectant, rinsed and wiped down and items replaced monthly.
- High ledges, tops of partitions and other areas where dust collects, to be dusted.
- Molding, ledges, cupboards, wall fixtures, open shelves to be dusted.
- Ceiling air diffusers, heating convectors and metal work to be dusted weekly.

- Window shades & blinds washed.
- Front entrance will have all cobwebs, dirt and debris in archway and foyer cleaned monthly.
- All trash cans will be washed and disinfected monthly.
- Break-room microwave cleaned inside and out with mild detergent and disinfectant, also the inside should be completely wiped down and dried monthly.

*Bi-Annually (early spring & late fall)*

- All carpets will be deep cleaned with extraction machine bi-annually.
- All ceiling light fixtures will be opened bi-annually and cleaned with a damp rag removing all bugs, dust and dirt.
- Break-room refrigerator washed inside and out with mild detergent and disinfectant, also the inside should be completely wiped down and dried bi-annually. Baking soda deodorizer replaced as necessary.
- Machine scrub and disinfect all hard surface floors
- Refinish all hard surface floors (after machine scrubbed)
- Wash all windows inside and out with lint free material

## **WATER DEPARTMENT**

### TWO TIMES PER WEEK - CLEANING SCHEDULE

*Windows & Doors*

- Entryway (outdoor) steps & walkways swept and cleaned.
- All interior windows, sills, frames, doors and baseboards to be dusted and washed with lint free material. Flies to be removed from in-between windows as needed.

*Dusting*

- All radiators to be dusted.
- All window blinds to be dusted.
- All desks, counters and other similar spaces will be dusted.  
(Cleaned when needed-while not disturbing any papers or work related material)
- All chairs will be dusted and wiped down.

*Bathroom(s)*

- Clean & disinfect toilet(s) & urinal(s)
- Clean & disinfect countertop(s)
- Clean mirror(s)
- Clean & disinfect sink(s)
- Empty trash can(s)
- Shower Stall(s) cleaned with disinfectant, rinsed and wiped down.
- Wall tiles to be cleaned and disinfected.
- Floor surfaces cleaned with disinfectant and rinsed down.

*Flooring*

- All carpets & carpeted areas will be vacuumed corners to be kept clean.
- All tiled, hard floor surfaces dry mopped/swept and lightly washed.
- Stains to be removed immediately. Stains, which cannot be removed by normal means, shall be reported to the Facility Supervisor or designee.

*Office spaces*

- Empty trash can(s).

### MISCELLANEOUS CLEANING

*Monthly*

- High ledges, tops of partitions and other areas where dust collects, to be dusted.
- Molding, ledges, cupboards, wall fixtures, open shelves to be dusted.
- Ceiling air diffusers, heating convectors and metal work to be dusted weekly.
- Window shades & blinds washed.
- All trash cans will be washed and disinfected monthly.

*Bi-Annually*

- All carpets will be deep cleaned with extraction machine bi-annually.
- Machine scrub and disinfect locker room & break room floors bi-annually

**For all Facilities, the following areas & items are excluded from this Contract:**

- Mechanical and electrical rooms.
- Exterior windows other than entrances.
- Light Bulbs



## SECTION 8 - COST ANALYSIS SHEET

*Pricing to be on a per building basis including supplies as indicated in this proposal request.*

Buildings	Cost per month	Number of Employees	Hours per Month
Public Library			
Police Department			
City Hall (upstairs, finance, bunker & code)			
Public Works			
Water Department			
Monthly Grand Total(s)	\$		

## SECTION 9 - SUMMARY PROPOSAL FORM

James Smith  
 Assistant City Manager  
 City of Brewer  
 80 North Main Street  
 Brewer, ME 04412

We, the undersigned, having carefully examined the proposal documents, do hereby offer to enter into a contract with the City of Brewer for the supply of the above mentioned services and agree to the conditions outlined in said documents, at the prices indicated.

Total Dollars per month      \$ \_\_\_\_\_      x 12 months =      \$ \_\_\_\_\_

Payment Terms      \_\_\_\_\_

General Liability Insurance Current Limit      \$ \_\_\_\_\_

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Name (print or type)

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Address