

**REQUEST FOR BID PRPOSALS CLEANING SERVICES FOR
BELMONT POLICE DEPARTMENT**

The Town of Belmont is soliciting sealed bids for a one (1) year contract for cleaning services for the Belmont Police Station.

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 sealed proposal must be submitted no later than Thursday, July 29, 2021 at 3:00 p.m., to the following address:

Town of Belmont
“RFP - Cleaning Services Belmont Police Department”
PO Box 310
143 Main Street
Belmont NH 03220

All potential bidders are invited to attend a tour of the building on Wednesday, July 21, 2021 at 9:00 a.m. at 16 Fuller Street, Belmont NH 03220. Please RSVP to Lori Schultz at (603) 267-8351 if you plan to attend.

The Town reserves the right to reject any or all bids/proposals or any part thereof, to waive any informality, or information in the bids/proposals, and to accept the bid/proposal considered to be in the best interest of the Town. The Town also reserves the right to conduct reasonable negotiations with low bidders and sole bidders. The Town reserves the right to contact references provided to assist in the determination of a winning bid. All employees of the successful bidder will need to have a complete criminal background check completed and the successful bidder shall not substitute employees performing the work unless they have passed a full background check. Faxed bids will not be accepted.

General Information

The Vendor will supply cleaning products and equipment. The Town of Belmont will provide paper products, trash bags, hand soap, and similar supplies needed.

Worker’s Compensation and General Liability Coverage

All bidders must provide verification of Worker’s Compensation coverage in accordance with RSA 281-A:2 and RSA 281-A:4.

A current insurance certificate must be provided prior to commencing any work on this project in the following amounts:

Comprehensive General Liability combined single limit	\$1,000,000
Worker’s Compensation & Employers Legal Liability	\$500,000 per accident

BELMONT POLICE STATION (16 Fuller Street)

Two Times per week

- Clean and sanitize six (6) bathrooms (shower stalls once per week)
- Vacuum all floors/hallways and booking room
- Mop bathrooms, entrance, and kitchen
- Empty all trash
- Restock paper towels/toilet paper (to be supplied by Town)
- Clean main entrance door windows
- Clean bullet proof window in lobby
- Dust knee walls and cobwebs in corners/ceiling tiles
- Sweep stairwell (vacuum if necessary)
- Clean Elevator
- Mop chair mats in winter for salt stains

Annually

- Wash Windows
- Clean/dust light covers-remove bugs
- Vacuum dust from air in-takes
 - Lobby
 - Copier Room
 - Patrol room
- Vacuum stairs
- Wax tile floors
 - IT Room
 - Kitchen