



CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

CHARLES J. VOLPE, JR
PURCHASING AGENT

(203) 797-4571 PHONE
(203) 796-1527 FAX
c.volpe@danbury-ct.gov

May 2, 2016

ADDENDUM #1

To

Bid #01-15-16-05 "Custodial Services – Public Buildings"

This addendum shall be part of the Purchasing documents for the above captioned Bid. This addendum is to be acknowledged by the bidder by signing as provided below and returning with the bidder's proposal.

SEE ATTACHED: Questions – Answers, 2-pages

April 25, 2016 Mandatory Pre-Bid Sign-In Sheets (mandatory requirement waived at Hatters Park location due to Fire Dept. training event being conducted)
Bids will only be accepted from vendors that were in attendance

2012 Bid Result Form

2012 Bid Specifications

BID DUE DATE: Remains the same: 10:00 AM on Thursday, May 12, 2016

Receipt of the addendum is hereby acknowledged.

Bidder _____

Signature _____

Title _____

Date _____

Charles J. Volpe, Jr.
Purchasing Agent
City of Danbury

ADDENDUM #1

To

Bid #01-15-16-02 Custodial Services – Public Buildings”

Questions / Answers

Q. Is the Danbury Railroad Museum to be included in the bid?

A. No – just the Metro North Train Station only (5 days/week)

Q. As supplies are required, Can you please provide the approximate number of employees per building and visitors so paper goods and liners can be estimated?

A. Below are the locations that have identified employee counts:

Library & Tech Center – 20 employees
City Hall – 121 employees
Police Dept. – 164 employees
Elmwood Hall – 14 employees
Old Library 8 employees
Parks Maintenance Garage – 17 employees
Old Jail – 8 employees

The Library estimates that it has 1,000 patron visits per day on average.

Q. Are the equipment items listed mandatory or can we use an equivalent to a particular device if we don't have it?

A. The Kaivac unit is mandatory – the City and Board of Ed had standardized on that unit several years back. An equivalent can be provided to the other equipment required.

Q. Can you confirm that the successful contractor will be cleaning the Old Library 5 days per week? In the document there are tasks to be completed on Monday, Wednesday and Friday & tasks to be completed on Tuesday & Thursday – want to confirm that we will be entering this building 5x per week.

A. 1st Floor of the Old Library is to be cleaned 3 days/week and the 2nd Floor is to be cleaned 2 days/week

Q. Most locations have equipment items that are specified that the contractor needs to provide, does the current contractor have these pieces of equipment on site?

A. Yes – the current service provider does have the equipment in-place as required

Q. Can you confirm if special event clean up at Tarrywile Mansion will be billed extra or should be included in our monthly price?

A. Bidders are to provide a price “per event” as indicated on the Proposal page

ADDENDUM #1

To

Bid #01-15-16-02 Custodial Services – Public Buildings”

Questions / Answers

- Q. Can you confirm the regular cleaning schedule at Tarrywile mansion? It is a bit confusing in the bid document – It states 2x per month and then on the bottom of the page, it says bi weekly during spring, summer & fall. Do we provide the 2x per month of service during the winter?**
- A. The Tarrywile Office Area is to be cleaned twice per month. The Environmental Center Restrooms, which are located in the Red Barn, are to be cleaned bi-weekly during the Spring, Summer & Fall months only.
- Q. Staffing is being specified at City Hall & the Police Station – How will the City confirm they are receiving the correct amount of hours?**
- A. The Public Buildings Dept. has staff that monitors the staffing.
- Q. Can the contractor reduce the staffing that is specified at City Hall & the Police Station?**
- A. No – not at this time
- Q. What are the current contracted monthly prices for the 12 listed buildings on page 2 and what are the hourly/event rates for the 3 "Additional Requested Services"?**
- A. Metro North Railroad Station @ \$635.76/month
Danbury Public Library & Tech Center @ \$4,913.69/month
City Hall @ \$6,273.05/month
Police Dept. Headquarters @ \$13,550.81/month
Elmwood Hall @ \$1,167.21/month
Hatters Park @ \$289.99/month
Old Library @ \$800.46/month
Parks Maintenance Garage/Office/Lockers @ \$499.60/month
Veterans Hall @ \$327.21/month
Old Jail @ \$719.21/month
Old Jail (2nd Floor added) @ \$215.30/month
Tarrywile Mansion & Rest Rooms @ \$220.70/month
Public Works Complex (added, 5 days/week) @ \$2,848.48/month
Hourly labor rate per employee @ \$24.71/hour
Cleaning of Tarrywile Mansion @ \$151.53/event
Cleaning of Hatters Park Banquest Hall @ \$151.53/event

See also attached Bid Result Form and Specifications from the previous bid issued for comparison purposes

CITY OF DANBURY, CT

Mandatory Pre-Bid Meeting

Bid #01-15-16-05 "Custodial Services - Public Buildings"

DATE: Monday, April 25, 2016, 9:00 AM

NAME	COMPANY / ADDRESS	PHONE #	E-MAIL ADDRESS
Charles Volpe	Purchasing Dept City of Danbury	203-797-4571	c.volpe@danbury-ct.gov
Judi Thompson	" "	" "	j.thompson@danbury-ct.gov
Brenda Schlemmer	" "	" "	b.schlemmer@danbury-ct.gov
Peter Zonflon	Aggrol Chemmi Cook Inc	860 247-6566	PeterC@ppitolclean.com
Tom Baerlein	Horizon Services	860-798-6966	Hbaerlein@horizonsvs.com
Couray Samuel	KEEP UP RESTORATION OF NEW ENGLAND	203-331-0853	Couray Samuel @ KEEPUPRESTORATION.COM
Aura Azuilera	Qualis Floor Shine Corp 199 Lee Ave Suite 297 Bk NY 11211	718 935 9923	AURA @ QFS.NET
JAY GREEN	2 CORPORATE DR. STRETTON, CT 06484	203 450 8764	JAY.GREEN@KEEPCLEAN.COM
Bob Benedict	417 Fifth Ave 9th Floor New York, NY	860-392-8656	bbenedict@temcoresources.com
MARK SPEEDE	CUSTOM CARE BUILDING SERV. 59-67 FEDERAL RD. DANBURY, CT 06810	203.744.0104	MARK@ccbsinc.com

CITY OF DANBURY, CT

Mandatory Pre-Bid Meeting

Bid #01-15-16-05 "Custodial Services – Public Buildings"

DATE: Monday, April 25, 2016, 9:00 AM

Location: Metro North

NAME	COMPANY
Tom Baerlein	Horizon Services
Richard Lawrence	Advance Cleaning
CONROY SAMUEL	KLEENUP RESTORATIONS OF NE
AURA AZUILERA	Quality Floor Shine corp.
Bob Benedict	Temco
Eric Porter	Capital Cleaning Contr. Inc
Jay Green	the clean
Dan Shea	ST SERVICES
MARK SPEEDIE	CUSTOM CARE BUILDING SERVICES

CITY OF DANBURY, CT

Mandatory Pre-Bid Meeting

Bid #01-15-16-05 "Custodial Services – Public Buildings"

DATE: Monday, April 25, 2016, 9:00 AM

Location: City Hall

NAME	COMPANY
Don Shea	50 SERVICES
Bob Bened. et	Temco
AURA Aguilera	Quality Floor Shine corp.
Tom Barden	Huron Services
CORRY SAMUEL	KLEENUP RESTORATION OF N.E
JAY GREEN	KEELEAN
John Coe et al	Ampl Chem Care Inc
Richard L. Allen	ADVANCE CLEANING
MARK SPEEDE	CUSTOM CARE BUILDING SERVICES

CITY OF DANBURY, CT

Mandatory Pre-Bid Meeting

Bid #01-15-16-05 "Custodial Services – Public Buildings"

DATE: Monday, April 25, 2016, 9:00 AM

Location: Old Library

NAME	COMPANY
Tom Baellen	Horizon Services
Richard Lawrence	Advance Cleaning
MARK SPEEDE	CUSTOM CARE BUILDING SERVICES
PONROY SAMUEL	KLEENUP RESTORATION & F.M.E.
Bob Bened. ct	Tenoco
Eric Pender	Capital Cleaning Contractors Inc
Jay Bee	Peerless
Dan Grex	ST SERVICES
AURA AZUILERA	Quality Floor Shine Corp.

CITY OF DANBURY, CT

Mandatory Pre-Bid Meeting

Bid #01-15-16-05 "Custodial Services – Public Buildings"

DATE: Monday, April 25, 2016, 9:00 AM

Location: Tarrywile Mansion

NAME	COMPANY
AURA AZUILERA	Quality Floor Shine Corp.
Conroy Samuel L	KLEENUP RESTORATION OF N.Y.
Richard Lauran	ADVANCE CLEANING
John Corbett	Capital Cleaning Co. Inc.
MARK SPEEDE	CUSTOM CARE BUILDING SERVICES
Bob Bened. D	TENCE
Don Olen	SS SERVICES
Ted HSU	HORIZON SCS Corp
Jim Han	KeeClean

CITY OF DANBURY, CT

Mandatory Pre-Bid Meeting

Bid #01-15-16-05 "Custodial Services – Public Buildings"

DATE: Monday, April 25, 2016, 9:00 AM

Location: Public Works Complex

NAME	COMPANY
Tom Bailein	Horizon Services
Richard Lawrence	Advanced Cleaning
MARK SPEEDE	CUSTOM CARE BUILDING SERVICES
Conroy Samuel	KLEENUP RESTORATION OF N.E.
John	Amul Cleaning Corp Inc
Bob Benedict	TEMCO
Dan Shea	ST SERVICES
Jay Green	K&E CLEAN
AURA Aguilera	Quality Floor Shine Corp.



CITY OF DANBURY, CT

Mandatory Pre-Bid Meeting

Bid #01-15-16-05 "Custodial Services – Public Buildings"

DATE: Monday, April 25, 2016, 9:00 AM

Location: Hatters Park

NAME	COMPANY
MARK SPEEDE 4-25-16	CUSTOM CARE BUILDING SERVICES

1072

**BID RESULT FORM
CITY OF DANBURY**

Bid #03-11-12-01 "Custodial Services – Public Buildings"

Bid Date: Tuesday, April 17, 2012 10:00 A.M.

Bidder→	Custom Care	Capital Cleaning	One Solution Services	CFM Service	Premier Maintenance	Service Management Group
Item 1. Metro-North Railroad Station Per month	579.00	442.00	693.50	600.00	525.00	1,100.00
Item 2. Danbury Public Library & Tech Center Annex Per month	4,475.00	3,493.00	5,247.91	3,250.00	4,460.00	4,385.00
Item 3. City Hall Per month	5,713.00	5,887.00	6,522.78	6,250.00	6,785.00	6,350.00
Item 4. Police Department Headquarters per month	12,341.00	14,382.00	15,873.11	14,000.00	15,995.00	16,500.00
Item 5. Elmwood Hall Per month	1063.00	883.00	1,249.93	1,200.00	1,120.00	995.00
Item 6. Hatters Community Park Recreation Office and Banquet Hall Per month	264.00	226.00	420.91	350.00	440.00	200.00
Item 7. Old Library Per month	729.00	495.00	729.14	375.00	775.00	800.00
Item 8. Parks Maintenance Garage, Office & Lockers per month	455.00	330.00	680.15	400.00	625.00	350.00
Item 9. Veterans Hall per month	298.00	150.00	511.19	275.00	405.00	350.00
Item 10. Old Jail per month	655.00	220.00	972.09	250.00	525.00	350.00
Item 11. Tarrywile Mansion & Environmental Center Rest Rooms Per month	201.00	220.00	469.30	225.00	325.00	200.00

	Custom Care	Capital Cleaning	One Solution Services	CFM Service	Premier Maintenance	Service Management Group
LUMP SUM TOTAL	26,773.00	26,728.00	33,370.01	27,175.00	32,928.00	31,580.00
Additional Requested Services:						
1. Hourly labor rate per employee, all equipment & supplies included Per hour	22.50	20.00	18.75	18.25	18.25	18.95
2. Cleaning of Tarrywile Mansion Per Event	138.00	140.00	175.00	80.00	195.00	125.00
3. Cleaning of Hatters Banquet Hall Per Event	138.00	135.00	175.00	80.00	200.00	125.00
Proposed Increase by Percentage For Optional Years:						
1 st Optional Year Starting July 1, 2013 % Increase	3.0	3	3	0	3	3
2 nd Optional Year Starting July 1, 2014 % Increase	3.0	3	3	1	3	3
3 rd Optional Year Starting July 1, 2015 % Increase	3.5	3	3	1	3	3
Payment Terms:						

Awarded to Custom Care as 2nd low bidder + current provider of this service - determined to be in the best interest of City as administrative cost to switch would outweigh cost savings. Fact cost to switch would outweigh cost savings. Fact Comments: Awards Committee (\$45.00/month) is awarded to low bidder. Fact If low bid is not bid of award, please specify reasons why it is not acceptable. That Custom Care is located in Danbury adds value as there has been the need for emergency clean-up services in past

Attending:
 Awards Committee Initial *JS*
 Finance Director *WNE*
 Corporation Counsel *WNE*
 Department Head *WHP*
AWARDED TO:

Tax Office _____ DATE _____
 Purchasing Agent _____ DATE *9/23/12*

City of Danbury, CT

Bid # 03-11-12-01 "Custodial Services – Public Buildings"

SPECIFICATIONS

SCOPE

The Intent of these specifications is to obtain complete custodial services for various public buildings as designated herein. This contract includes, but is not limited to, the supplying of all labor, materials, equipment and supervision necessary or required to perform the services at the frequencies specified herein. The services shall include all functions normally considered a part of workmanlike, satisfactory janitorial work.

The City shall furnish paper cups, sanitary napkins, light bulbs and air fresheners as required. All other cleaning supplies and materials shall be supplied by the Contractor. The Contractor shall fill all dispensers.

The Contractor shall furnish any and all cleaners, disinfectants, waxes, wax stripping materials, hand soap, paper towels, toilet tissue, wastebasket liners, large trash can liners, disposable bags for sanitary disposal and any other products required to provide the cleaning services specified herein. The Contractor shall supply all equipment necessary to provide this service. No cleaning equipment or supplies will be supplied by the City. There shall be an effort to achieve 100% Green Certified Products. Proposed list shall be supplied with the bid.

TERM OF CONTRACT

The contract covering the furnishing of custodial services per specifications shall run for a one (1) year period, effective from date of award until June 30, 2013 with an option to renew for an additional three (3) years in one (1) year increments. The Contractor shall be notified by the Purchasing Agent of the City's intention to extend the contract period at least sixty (60) calendar days prior to the expiration of the original contract period. Proposals for optional contract years will be considered in the City's evaluation process.

PERFORMANCE OF THE CONTRACT

The Contractor's performance shall be monitored, and any legitimate complaint by the City concerning the quality of work or the Contractor's failure to perform the work covered by the Contract is to be addressed within 48 hours by the Contractor to the City's satisfaction. Should the City be dissatisfied with the performance of the Contractor, due to the lack of service or the poor quality of the service rendered, the City will give the Contractor written notice of that fact, and the Contractor shall have ten (10) days to correct the problem. If this is not done, the City reserves the right to cancel the contract at the end of the ten (10) day period, and to award to the next lowest qualified bidder. In that event, the Performance Bond will be forfeited to the City of Danbury.

WORK SITES

- Metro-North Railroad Station, Patriot Drive
- Danbury Public Library and Tech Center Annex, 170 Main Street
- City Hall, 155 Deer Hill Avenue
- Police Department Headquarters, 375 Main Street
- Elmwood Hall, 10 Elmwood Place
- Hatters Community Park Recreation Office & Banquet Hall
- Old Library, 254 Main Street
- Veterans Hall, 1 Memorial Drive
- Parks Maintenance Garage, Lions Way
- Old Jail, WIC Office, 80 Main Street
- Tarrywile Mansion, Southern Boulevard

City of Danbury, CT

Bid # 03-11-12-01 "Custodial Services – Public Buildings"

SPECIFICATIONS

ENERGY CONSERVATION

The Contractor shall comply with all energy conservation practices of the City. The Contractor shall not change any thermostat settings at any time. The night shift janitorial employees shall turn off lights after they have finished their work.

SECURITY AND IDENTIFICATION

The vendor shall take all measures necessary to comply and to ensure the employees of Contractor comply with the security rules and regulations of the City and all Federal, State and local rules, laws and regulations. ***IT IS A REQUIREMENT OF THIS CONTRACT THAT ALL EMPLOYEES OF THE CONTRACTOR BE BONDED AND BE DULY AUTHORIZED TO WORK IN THE UNITED STATES.***

Employees serving hereunder shall not use controlled substances not prescribed for them, or illegal substances on or off the City's premises, and shall not use alcohol on the City's premises nor preceding their work shift, when to do so would in any way affect the performance of the services. Contractor's employees shall not have any criminal record of misdemeanors or felony, and are not permitted to carry weapons into the City's premises. The Contractor shall attest in writing, before a Notary, that a background check, to the full extent allowed by law, of employment history and references has been conducted on each employee within four (4) weeks of initial employment and prior to commencing work on City's premises. Failure to submit said documentation shall result in rejection of bid.

The City shall have the right to request any additional investigative background information including, but not limited to, the employment record of any personnel assigned to perform the services. The Contractor shall furnish, in writing, such information to the extent allowed by law within (30) calendar days after receipt of written request from the City Purchasing Agent. The City reserves the right to conduct its own investigation of any employee of the vendor, who, in the opinion of the City, is not performing the services in a proper manner, or who is incompetent, disorderly, abusive, dangerous, or disruptive or does not comply with the rules and regulations of the City. Such removal shall in no way be interpreted to require dismissal or other disciplinary action of the employee by Contractor.

The Contractor shall establish, implement and maintain procedures and controls to ensure that each employee of the Contractor complies with all applicable provisions of the contract and all site rules and practices of the City.

The Contractor must provide photo I.D.'s and uniform shirts for their employees to be worn at all times when working in City buildings.

VENDOR SCHEDULE OF SPECIAL WORK

The Contractor shall be responsible for the scheduling of the cleaning requirements specified herein. Work shall be scheduled in such a way that it does not disrupt the functions and normal day-to-day procedures of the City facilities. The City reserves the right to approve and make suggested changes to the schedule set up by the Contractor.

Within thirty (30) days of Contract award, the Contractor shall provide a written schedule when special and seasonal work will be performed (week of month and year), including window washing, tile acid washing, carpet cleaning, etc. Schedule to include all seasonal, annual or weekly work. Three (3) copies of schedule shall be supplied to the Superintendent of Public Buildings and be posted in the custodial closet of each building by the Contractor.

INSPECTIONS AND REPORTS

Contractor to insure adherence to schedule and level of cleanliness by having vendor's supervisor inspect premises at least once per month with a City representative. Contractor shall issue to City a written report of conditions and exceptions (items requiring immediate attention) as a result of each inspection, and the date when the corrections are to be completed. (SAMPLE – ATTACHMENT A). The inspection sheet must be similar to Attachment A and a copy shall be provided to the Superintendent of Public Buildings.

City of Danbury, CT

Bid #03-11-12-01 "Custodial Services – Public Buildings"

SPECIFICATIONS

COMPLIANCE WITH O.S.H.A. AND TRAINING PROGRAM

Contractor shall ensure conformance with O.S.H.A. regarding training for employees that work around hazardous materials, especially in regards to blood borne pathogens. Certificate of training shall accompany this bid. Documentation of cleaning procedures and complete ongoing training program shall be required for examination prior to the award of this contract.

PROPERTY DAMAGE

The Contractor shall be responsible for repair of any damage to City property and restoration of any facility damage beyond normal wear and tear, caused by Contractor's custodial activities. Repair and restoration shall be to the satisfaction of the City. Any repair or restoration of these damages shall be performed at no cost to the City.

CONTACT PERSON

Contact person shall be Richard Palanzo, Superintendent of Public Buildings, at (203) 797-4585.

City of Danbury, CT

Bid #03-11-12-01 "Custodial Services – Public Buildings"

CLEANING SPECIFICATIONS

Complete custodial services for the following City of Danbury Public Buildings.

- Metro-North Railroad Station, Patriot Drive
- Danbury Public Library and Tech Center Annex, 170 Main Street
- City Hall, 155 Deer Hill Avenue
- Police Department Headquarters, 375 Main Street
- Elmwood Hall, 10 Elmwood Place
- Tarrywile Mansion, Southern Boulevard
- Hatters Community Parks & Recreation Office and Banquet Hall
- Old Library, 254 Main Street
- Veterans Hall, 1 Memorial Drive
- Parks Maintenance Garage, Lions Way
- Old Jail, WIC Office, 80 Main Street

1. Description of Duties

The following services shall be performed at **ALL LOCATIONS** as designated in the Maintenance Schedule.

DAILY

- a. Clean and maintain all cigarette receptacles located outside of exterior doors. Sift out cigarette butts from sand containers and remove all debris in smoking areas within 10 feet of all entrances.
- b. Empty trash and waste containers in all rooms and hallways, and outside of buildings. Contractor shall transport waste to containers designated by the City. Recycling materials shall be separated and disposed of in City designated recycling containers.
- c. Replace plastic liners of appropriate size in waste receptacles as necessary. Liners shall be replaced daily. If waste baskets become soiled, they shall be cleaned by the contractor.
- d. Maintain all desks, file cabinets, workstation partitions, ledges, sills, conference rooms and all furniture in a dust-free condition. Clean plastic laminate surfaces daily with an all purpose cleaner.
- e. Clean and disinfect all drinking fountains using disinfectant cleaner and a metal polish to remove water marks and to preserve a shiny surface.
- f. Vacuum all carpeted floor areas, including areas under desks, chairs, tables and other furniture, as well as corners, stairs and baseboards. The vacuuming shall remove staples, particles of paper or other materials, mud, dirt or any other debris on the carpet. **Remove spots from carpet daily.**
- g. Sweep or dust mop and wet wash all non-carpeted floor areas. Wash and mop procedures should leave a clean appearance without streaks or spots, and should not splatter walls or baseboards.

All vinyl composition tile floors shall be cleaned and spray-buffed. Ceramic terrazzo, or granite floor tiles and grout shall be maintained in a clean and stain-free condition. Contractor shall be responsible for discoloration of any floors due to improper cleaning methods or misuse of cleaning products.
- h. Clean all stairs, stairways and stairwells. Dust rails, sweep up any debris and wash stair treads and landings. Clean and polish stainless steel or bright metal handrails daily.
- i. Clean all building entranceways, inside and outside. Remove trash or litter and mop or sweep.

City of Danbury, CT

Bid #03-11-12-01 "Custodial Services – Public Buildings"

CLEANING SPECIFICATIONS

1. Description of Duties

DAILY

- j. Kaivac 1700 Series equipment and Kaibosh disinfectant, cleaner and deodorizer shall be used for all lavatory and shower cleaning. Clean all toilets and washrooms, including sinks, urinals, bowls, mirrors, floors, walls, partitions and fixtures. Contractor shall replenish supplies. Toilets and washrooms shall be maintained in a clean and sanitary condition, utilizing Kaibosh disinfectant, cleaner and deodorizer. Chrome and bright work shall be polished with a suitable metal polish daily. Tile surfaces shall be maintained in a clean, unstained condition with sparkling appearance.
- k. Thoroughly clean all glass in main lobby, elevator lobbies, mezzanines, and alternative entrances. All other interior glass, Lexan and mirror surfaces shall be spot cleaned daily and completely cleaned not less than once per week.
- l. Clean any chalkboards and other erasable surfaces upon requests of users who will leave a note on the board. Whenever requested and not less than once per month, liquid chalk surfaces and white write boards shall be thoroughly cleaned with a suitable liquid cleaner.
- m. Wipe down and clean with suitable cleaners or detergent – germicide, all counters, appliances, vending machines, tables, chairs and fixtures in locker rooms, offices, lounges, public areas, lobbies, entrances, waiting rooms, etc.
- n. Keep all walls in a thoroughly clean condition throughout the building. Spot clean to remove marks as necessary with approved cleaning products.
- o. Dust mop and wash elevator tile flooring or vacuum carpeting. Vacuum elevator door and tracks. Wash and polish interior and exterior surfaces of elevators.
- p. Clean detention (lock-up) areas in Police Department Headquarters completely with Kaivac 1700 Series equipments and Kaibosh detergent. Check with Police personnel prior to entering the cellblock area. If the area is occupied, check back prior to leaving premises. Sweep up and dispose of any litter in the sally-port (garage) area.
- q. Library only – provide cleaner for servicing/cleaning of all lavatories (early afternoon, 1:00 P.M. service (M – SATURDAY).
- r. Elmwood Hall kitchen – Clean all surfaces and polish with stainless steel cleaner. Sweep and wet wash floors (M-W-F).

WEEKLY

- a. Clean metal doors and kick plates on doors, as needed, to remove stains, scuff marks and dirt. Spot clean all partitions, cabinets, doors and doorframes.
- b. Vacuum all venetian and/or vertical blinds on both sides.
- c. Vacuum upholstered furniture and remove any dust or debris in crevices.
- d. Clean and polish wood and metal surfaces as necessary to maintain a clean, lustrous appearance.
- e. Dust and/or vacuum all lighting fixtures, books, bookcases, shelves and artwork in all office, lobby, administrative and common areas.
- f. Clean and disinfect all telephones using a germicidal detergent.

City of Danbury, CT

Bid #03-11-12-01 "Custodial Services – Public Buildings"

CLEANING SPECIFICATIONS

1. Description of Duties

WEEKLY

- g. Dust and/or vacuum ceiling diffusers and adjacent ceiling tiles to maintain a dust-free appearance.
- h. Spot clean insides of all windows.
- i. Metro-North – clean platform of debris.

2X / YEAR

- a. Clean all carpeted corridors by means of hot water extraction or other method, approved by the City.

SEMI-ANNUALLY

- a. All vinyl composition tile floors shall be machine scrubbed and recoated.
- b. All ceramic tile floors and walls in lavatories, locker rooms and showers shall be acid-washed.

ANNUALLY

- a. All vinyl composition tile floors shall be stripped and recoated using 2 coats of approved sealer and 4 coats of approved finish.
- b. Thoroughly clean interior and exterior of all windows.
- c. Wash exterior ceiling surface of all supply and return diffusers with an approved cleaning solution.
- d. Clean all non-corridor/carpeted areas by means of hot water extraction or other approved method.

City of Danbury, CT

Bid #03-11-12-01 "Custodial Services – Public Buildings"

CLEANING SPECIFICATIONS

The following services shall be performed at the **DANBURY POLICE STATION** as designated in the Maintenance Schedule.

- ENTRANCE LOBBY, COMMUNITY ROOM, PARKING DECKS AND RESTROOMS

DAILY

- a. Dust mop lobby entrance and wash floors, twice daily, 365 days per year. Empty trash from receptacles in Community Room, dust mop floors, spot mop spillage, clean kitchen (not limited to sink), countertops, microwave, kitchen cabinets, etc.
- b. Arrange chairs neatly around tables in Community Room and setup when requested.
- c. Using Kaivac, disinfect restroom fixtures and floors twice daily.
- d. Polish all stainless steel kick and hand plates throughout area.
- e. Clean elevator and polish stainless steel twice per day, 365 days per year.
- f. Dust windowsills, spot clean walls and doors, door glass and partition glass.
- g. Front entrance doors (2 sets) shall be spot cleaned three times per day. Front entrance to the building, the rear entrance and both levels of the parking deck must be policed and all papers and trash picked up and receptacles emptied twice daily.
- h. Seating in Visitors Lobby shall be washed with disinfectant cleaner.
- i. Information Desk glass window shall be cleaned three times a day and free from fingerprints and smudges.

WEEKLY

- a. Auto scrub Lobby one per week
- b. Auto scrub VCT floors in community Room and burnish floors weekly.
- c. All entrance glass shall be washed floor to ceiling inside and out once per week.
- d. Information Desk & Records: Wash lobby window inside and out once per week.

MONTHLY

- a. Visitors Lobby – high dusting shall be done using extension pole.
- b. Hand dust or vacuum venetian blinds.
- c. Hand dust light fixtures.

City of Danbury, CT

Bid #03-11-12-01 "Custodial Services – Public Buildings"

CLEANING SPECIFICATIONS

DANBURY POLICE STATION

QUARTERLY

- a. Community Room shall be scrubbed and recoated quarterly.
- b. Dust and clean all HVAC quarterly.

ANNUALLY

- a. Community room – strip, seal and apply a minimum of five (5) coats of Green floor finish annually.

- CORRIDORS

DAILY

- a. Dust mop and damp mop corridors twice daily. Spot clean walls, doors, door handles and light switches daily.
- b. Dust window ledges and countertops daily.
- c. Polish all stainless steel kick and hand plates in corridor area.
- d. Clean elevator and polish stainless steel walls & door tracks twice per day.
- e. Empty waste receptacles and replace liners.
- f. Clean, disinfectant and polish drinking fountains.
- g. Vacuum carpet and spot clean twice per day, 365 days per year.
- h. Vacuum stairwells (2) twice daily, 365 days per year. Wash stairwells (2) Monday, Wednesday, Friday and Sunday. Hand dust railings and spot clean walls.

WEEKLY

- a. Auto scrub floors twice per week and burnish.
- b. Dust walls floor to ceiling weekly.

MONTHLY

- a. Dust walls from floor to ceiling monthly.
- b. Hand dust light fixtures monthly.

QUARTERLY

- a. Scrub VCT floors and recoat quarterly.
- b. Dust and clean all HVAC diffusers quarterly.

City of Danbury, CT

Bid #03-11-12-01 "Custodial Services – Public Buildings"

CLEANING SPECIFICATIONS

ANNUALLY

- a. Strip, seal and apply five coats of Green finish annually.
- b. Pretreat and hot water extract carpet once each year.

- OFFICES – CARPET AND VCT

DAILY

- a. Empty wastebaskets and replace liners twice per, 365 days per day.
- b. Dust and spot mop floors.
- c. Vacuum and spot clean all carpeted areas.
- d. Dust furniture, furnishings, cabinets and windowsills.
- e. Spot clean walls, doors, door handles and light switches.
- f. Polish all stainless steel kick and hand plates.

WEEKLY

- a. Polish wood furniture.
- b. Wash and burnish floors.

MONTHLY

- a. Dust Walls floor to ceiling.
- b. Hand dust or vacuum venetian blinds.
- c. Hand dust light fixtures.

QUARTERLY

- a. Dust and clean all HVAC diffusers.
- b. Scrub and recoat floors.

ANNUALLY

- a. Pretreat and hot water extract carpet
- b. Strip, seal and apply five coats of Green finish

City of Danbury, CT

Bid #03-11-12-01 "Custodial Services – Public Buildings"

CLEANING SPECIFICATIONS

- POLICE CHIEF'S OFFICE SUITE

DAILY

- a. Empty wastebaskets and replace liners once per day.
- b. Vacuum and spot clean carpet.
- c. Dust office furniture and furnishings, cabinets, windowsills, conference tables, etc.
- d. Clean kitchen, sink, refrigerator, countertops, cabinets, microwave, etc.
- e. Clean and disinfect the Chief's private bathroom and shower.
- f. Polish stainless steel kick and hand plates.

WEEKLY

- a. Spot clean partition glass daily and wash both sides.

MONTHLY

- a. Dust walls floor to ceiling.
- b. Hand dust or vacuum venetian blinds.
- c. Hand dust light fixtures.

QUARTERLY

- a. Dust and clean all HVAC diffusers.

ANNUALLY

- a. Pretreat and hot water extract carpet.

City of Danbury, CT

Bid #03-11-12-01 "Custodial Services – Public Buildings"

CLEANING SPECIFICATIONS

- DETENTION AREA – 7 DAYS PER WEEK, 365 DAYS PER YEAR, 9:30 A.M.

DAILY

- a. Empty wastebaskets and replace liners once per day.
- b. Sweep concrete flooring with push broom.
- c. Concrete floor throughout entire cell area shall be washed with Kaivac and disinfectant.
- d. Kaivac with disinfectant, cells (27) including toilets, sinks, floors and walls.
- e. Dust office furniture, ledges and window sills.
- f. Kaivac holding area for prisoners, processing area and interview rooms.
- g. Spot clean partition glass.
- h. Polish stainless steel fixtures.

WEEKLY

- a. Wash partition glass.
- b. Hand dust light fixtures.

MONTHLY

- a. Scrub concrete floors. Arrangements to be made with Shift Commander.

- PERIODIC SERVICES FOR ENTIRE FACILITY

QUARTERLY

- a. Machine scrub concrete flooring in entire cell area with degreaser and clear rinse.
- b. Machine scrub and apply 3 coats of Green seal floor finish to all VCT floors.
- c. Auto scrub lobby ceramic tile flooring.
- d. Wash all restroom walls of painted concrete, ceramic tile with Kaivac machine.

City of Danbury, CT

Bid #03-11-12-01 "Custodial Services – Public Buildings"

CLEANING SPECIFICATIONS

ANNUALLY

- a. Hot water extract all carpeting once per year during month of April.
- b. Wash all windows, glass partitions inside and outside including window frames once per year during the month of July.
- c. Machine strip, apply 1 coat of floor seal and 5 coats of Green seal floor finish during the month of October.
- d. Wash venetian blinds during the month of November.
- e. Shampoo office furniture in all office areas, meeting and conference rooms, Police Chief's Suite and common areas.

ALL WORK SHALL BE COORDINATED WITH RICHARD PALANZO, SUPERINTENDENT OF PUBLIC BUILDINGS AT (203) 797-4585.

City of Danbury, CT

Bid # 03-11-12-01 "Custodial Services – Public Buildings"

CLEANING SPECIFICATIONS

MAINTENANCE SCHEDULE

**-DANBURY RAILROAD STATION (METRO NORTH)
PATRIOT DRIVE**

Services shall be performed **MONDAY THROUGH FRIDAY.**

**-DANBURY PUBLIC LIBRARY AND TECH CENTER ANNEX
170 MAIN STREET**

Services shall be performed **MONDAY THROUGH SATURDAY (AND SUNDAYS FROM LABOR DAY TO MEMORIAL DAY ONLY).**

**-CITY HALL
155 DEER HILL AVENUE**

Services shall be performed **MONDAY THROUGH THURSDAY.**

Minimum Staffing

One (1) part-time (4 hours) person required on day shift Monday through Friday (five days), 7:00 A.M. – 11:00 A.M.

Two (2) full-time persons (8 hours) required on night shift, Monday through Friday (five days), 4:30 P.M. – 12:30 A.M.

**-POLICE DEPARTMENT HEADQUARTERS
375 MAIN STREET**

Services shall be performed **SUNDAY THROUGH SATURDAY – seven (7) days per week.**

Minimum Staffing

Two (2) full-time (8 hours) persons required on day shift Sunday through Saturday (seven days), 7:30 A.M. – 3:30 P.M.

Two (2) full-time (8 hours) person required on night shift, Sunday through Saturday (seven days), After 6:00 P.M.

**-ELMWOOD HALL
10 ELMWOOD PLACE**

Services shall be performed **MONDAY THROUGH FRIDAY.**

City of Danbury, CT

Bid # 03-11-12-01 "Custodial Services – Public Buildings"

CLEANING SPECIFICATIONS

MAINTENANCE SCHEDULE

-HATTERS COMMUNITY RECREATION OFFICE

Services shall be performed **3 DAYS PER WEEK (M-W-F)**

-HATTERS BANQUET HALL (*In the event that the City leases this building, this portion of the contract shall cease*)

Services shall be performed as scheduled

-OLD LIBRARY BUILDING AND OLD JAIL BUILDING – WIC OFFICE

Services shall be performed **MONDAY THROUGH FRIDAY**

-VETERANS HALL

Services shall be performed **3 DAYS PER WEEK (M-W-F)**

-PARKS MAINTENANCE OFFICE & LOCKERS

Services shall be performed **5 DAYS PER WEEK MONDAY THROUGH FRIDAY**

**-TARRYWILE MANSION OFFICE
SOUTHERN BOULEVARD**

Services shall be performed **ONCE PER WEEK**

-TARRYWILE MANSION

Services shall be performed **AS SCHEDULED** – entire first floor – bride and groom rooms on second floor

-TARRYWILE FARM (ENVIRONMENTAL CENTER RESTROOMS)

Services shall be performed **BI-WEEKLY** (Spring, Summer and Fall)

SUPPLIES – PROVIDED BY CONTRACTOR

- KC-7805 JRT JR Toilet Tissue 2-Ply
- KC-446 500 Toilet Tissue 2-ply
- KC-1040 Roll Towels
- Baywest-475 White Single Fold Towels
- Baywest-316 Roll Towels
- Liners – 24 x 31, 30 x 36, 38 x 60
- Soap-800 ml Anti-Microbial Lotion Hand Cleanser
- Sanitary Napkin Bags

MATERIAL SAFETY DATA SHEETS FOR ALL CHEMICALS USED IN CITY BUILDINGS SHALL ACCOMPANY BID PROPOSAL IN ORDER TO BE CONSIDERED COMPLETE.

City of Danbury, CT

Bid # 03-11-12-01 "Custodial Services – Public Buildings"

CLEANING SPECIFICATIONS

Approximate square footage of City buildings as follows:

Metro North RR	1,815
Library	26,244
-Tech Center	4,377
-Basement	8,280
City Hall	64,661
-3 rd floor - 17,490	
-2 nd floor - 17,490	
-1 st floor - 17,476	
-Basement – 12,205	
Police Headquarters	75,000
Elmwood Hall	12,215
Tarrywile	
-1 st floor	3,288
-2 nd floor	901
Hatters Park Office & Banquet Hall	6,078
Old Library (no basement)	6,644
Parks Maintenance Garage – Office & Lockers	11,920
Veteran's – 1 Memorial Drive	3,129
Old Jail, WIC Office	3,000