

**LEGAL NOTICE**

**TOWN OF MARLBOROUGH CONNECTICUT**

**REQUEST FOR PROPOSALS**

**Cleaning Service Contract for Municipal Buildings  
January 11, 2017**

The Town of Marlborough will receive sealed bids for the routine cleaning of municipal buildings until 11:30 A.M. on Friday, August 25, 2017. At that time proposals will be opened in public and read aloud.

A non-mandatory pre-bid meeting will be held at the Town Hall on Friday, August 11, 2017 at 10:00 A.M.

The documents comprising the Request for Proposals may be obtained on the Town's website, [marlboroughct.net](http://marlboroughct.net) or picked up at the Office of The Town Clerk, 26 North Main Street, Marlborough, CT 06447.

The Town of Marlborough reserves the right to amend or terminate this request for proposals, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the proposer that, in the Town's judgment, will be in the Town's best interests

**TOWN OF MARLBOROUGH CONNECTICUT**

**REQUEST FOR PROPOSALS FOR**

**CLEANING SERVICE CONTRACT FOR MUNICIPAL BUILDINGS**

**Non-Mandatory Pre-Bid Meeting: Friday, August 11, 2017 @ 10:00 A.M.**

**Proposal Opening Date: Friday, August 25, 2017**

**Proposal Opening Time: 11:30 A.M.**

**Proposal Opening Place: Marlborough Town Hall, 26 North Main Street, Marlborough, CT 06447**

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The Town of Marlborough is seeking proposals for the cleaning service contract for municipal buildings.

Sealed proposals will be received in the Marlborough Town Clerks Office, 26 North Main Street, P.O. Box 29, Marlborough, CT 06447 by the date and time noted above. The Town of Marlborough (the Town) will not accept submissions by e-mail or fax. The Town will reject proposals received after the date and time noted above.

The documents comprising this Request for Proposals may be obtained on the Town's website, marlboroughct.net or picked up at the Office of the Town Clerk, 26 North Main Street, Marlborough, CT 06447.

Proposals must be held firm and cannot be withdrawn for sixty (60) calendar days after the opening date.

The Town of Marlborough reserves the right to amend or terminate this request for proposals, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the proposer that, in the Town's judgment, will be in the Town's best interests.

This Request for Proposals (RFP) includes:

- Standard Instructions
- Specifications
- Insurance Requirements
- Proposal Form
- Proposer's Legal Status Disclosure
- Proposer's Certification Concerning Equal Employment Opportunities and Affirmative Action Policy
- Proposer's Non Collusion Affidavit
- Proposer's Statement of References
- Addenda, if any

## TOWN OF MARLBOROUGH CONNECTICUT

### STANDARD INSTRUCTIONS TO PROPOSERS

The Town of Marlborough is seeking proposals for routine cleaning of municipal buildings. Interested parties should submit a proposal according to the requirements and directions in the RFP.

#### **Right to Amend or Terminate RFP or Contract**

The Town may, before or after proposal opening, at its sole discretion, clarify, modify, amend or terminate this RFP. Any such action will be posted on the Town website. Each Proposer is responsible for checking the Town website for addenda to the RFP.

#### **Key Dates (Anticipated)**

Proposal Opening: Friday, August 25, 2017 @ 11:30 A.M.

Preliminary Notice of Award: XXXXXXXX

Contract Execution: XXXXXXXX

#### **Proposal Submission Instruction**

Proposals must be received at the Marlborough Town Clerk's Office, 26 North Main Street, P.O. Box 29, Marlborough, CT 06447 prior to the date and time of scheduled opening. Late proposals will not be accepted.

Proposal documents must be submitted in sealed envelopes with Proposers name, address and the words "Proposal Documents - Cleaning Service Contract for Municipal Buildings - Friday, October 18, 2013". Proposals in unmarked envelopes will not be accepted.

Proposal prices must be submitted on the proposal form included in the Request for Proposal.

Proposals that are considered valid cannot be withdrawn, canceled or modified for 60 days after the opening date. An authorized person representing the Proposer must sign the proposal form and all other forms included in the RFP.

#### **Questions and Amendments**

Questions concerning the process and procedures of this Request for Proposal are to be submitted in writing (including email or fax) only to:

Tony Gallicchio  
Town of Marlborough  
P. O. Box 29  
Marlborough, CT 06447  
E-Mail: facilitiesgrounds@marlboroughct.net  
Fax: 860-295-6230

Proposers are prohibited from contacting any other Town Employee, Officer or Official concerning this Request for Proposal. Failure to comply may result in disqualification. The Town representative listed above must receive any questions no later than seven (7) business days before the opening date. At least four (4) calendar days prior to the opening date, the Town will answer all written questions in one or more addenda.

Each proposer is responsible to check the Town website for any addenda issued by the Town representative.

#### **Ownership of Proposals**

All proposals submitted to the Town become the Town's property and will not be returned.

#### **References**

Each Proposer must complete and submit Proposers Statement of References form included in the Request for Proposal.

#### **Presumption of Proposers Full Knowledge**

Each Proposer is responsible for having read and understanding all documents included in this Request for Proposal.

**Tax Exemption**

The Town of Marlborough is exempt from Federal & State taxes.  
Federal ID # 06-6002033 / State ID # 0532515-000

**Opening and Award**

All proposals will be publically opened and read out loud. Proposers may be present at the opening.

The Town will accept the proposal that, all things considered, is determined to be in the Town’s best interests. Price will be an important factor but will not be the only factor for award.

**Affirmative Action & Equal Opportunity**

Each Proposer must submit a completed Proposers Certification Concerning Equal Opportunity and Affirmative Action Policy. Forms are included in the Request for Proposal. Proposers with less than ten (10) employees should indicate that on the form.

**Compliance with Immigration Laws**

By submitting a proposal, each Proposer confirms that they comply and will continue to comply with the Immigration Reform and Control Act (IRCA) for the duration of the contract.

Each Proposer confirms that they have properly completed Employment Eligibility Verification Form I-9 for each person assigned under the contract. All subcontractors used will be required to do the same.

**Non-Collusion**

Each Proposer will submit a completed non-collusion affidavit that is part of this Request for Proposal.

**Contract Terms**

**Payment**

Payments are to be made within thirty (30) days after the appropriate Town employee receives and approves the invoice.

**Inspection of Work**

The Town may inspect the Proposers work at any time. This right to inspect is solely for the Town’s benefit. Rejected items, commodities, and / or work will be removed at the Proposer’s expense within forty-eight (48) hours of notice of rejection. Immediate removal may be required for health and safety purposes.

**Sub-Contracting**

The successful Proposer shall remain fully and solely responsible to the Town for performance of work described in this contract. All sub-contractors and their employment must be approved by the Town. The Town shall have the right to refuse any sub-contractor.

**Compliance with Laws**

The successful Proposer will comply with all Federal, State of Connecticut, and Local (Town of Marlborough) laws, regulations and ordinances related to their proposal.

**Amendments**

The contract may not be altered or amended except by written agreement of both parties.

**Non-Employment Relationship**

The Town and the successful proposer are independent parties.

**END OF STANDARD INSTRUCTIONS TO PROPOSERS**

## TOWN OF MARLBOROUGH CONNECTICUT

### **SPECIFICATIONS FOR CLEANING SERVICE CONTRACT FOR MUNICIPAL BUILDINGS**

The Marlborough Superintendent of Operations shall be the successful bidder's direct contact and periodic conferences will be held with the department head responsible for each building to review the status of work progress at the site. Written status reports may also be required.

The successful bidder shall employ only honest and responsible employees, skilled in the tasks assigned to them. The successful bidder shall be responsible for all conduct of his/her employees. The successful bidder shall furnish the Town of Marlborough a list of names, addresses and ages of employees working in the buildings in which services are requested.

The Town may require police verification on each of the successful bidder's employees working on Town property as to the absence of any record reflecting moral, felony, drug, or other types of arrest that would be detrimental to the Town or its residents using said buildings. The minimum acceptable police check shall be from the community in which the employee resides. Evidence of such a check shall be delivered to the Town of Marlborough Superintendent of Operations.

The Superintendent of Operations may require the successful bidder to dismiss from the worksite such employee or employees he deems incompetent, careless, insubordinate or otherwise objectionable.

The successful bidder shall be fully and directly responsible for any and all damage to buildings and their contents due to theft attributable, directly or indirectly, in whole or in part, to its employees and/or as a result of doors and/or windows left unlocked by successful bidder's personnel.

All work shall be completed in a thoroughly professional and workmanlike manner in strict accordance with the contract documents.

The hours of service are to be generally as follows: however, the final determination of the hours of service shall be arranged with the department head in charge of each building.

- Town Hall – 5 days/nights per week at time designated by the First Selectman
- Library – 5 days/nights per week at time to be designated by the Director, Richmond Memorial Library.
- Senior Center – 5 nights per week at time designated by Social Services Director
- Fire Station # 2 – 1 time per week at a time to be designated by the Fire Chief
- Public Works Garage – Tuesday & Friday days at a time to be designated by the Superintendent of Operations

Effective for the duration of this contract, the Town of Marlborough reserves the right to hire a new Town employee to provide custodial services at any of the above referenced municipal buildings. Should the Town of Marlborough add any custodial staff to its workforce, the Town of Marlborough will provide three (3) weeks' notice before terminating cleaning service at any of these buildings.

The Town reserves the right to terminate cleaning service at one or more buildings and this shall have no impact on the service or cost of service at the remaining buildings.

The buildings listed are public buildings that are visited by the public on a regular basis and are expected to be maintained in a clean and presentable condition at all times. Prospective bidders are advised that the Town of Marlborough expects strict adherence with the specifications and the highest standard of cleanliness. Less than satisfactory performance will not be tolerated.

### **Contract Duration**

This agreement is for the term of two (2) years beginning August 25, 2017 and ending June 30, 2018. This contract may be extended by mutual agreement of both parties for two (2) additional one (1) year terms. The Town shall have the right to terminate all or a portion of the agreement if: (a) the successful bidder does not comply with any provision of the agreement, or (b) if the Town does not appropriate and/or budget sufficient monies for the second year of the agreement, in which case the Town shall have no further obligation or liability to the successful bidder for any portion of the agreement terminated or for the unfunded year.

### **Coordination with Others**

During the progress of the work, the Town, or others may be engaged in performing work within the buildings. The successful bidder shall coordinate the work to be done under this Invitation to Bid with the work of others, in such a manner as the Superintendent of Operations shall approve or direct.

### **Public Safeguards**

The successful bidder agrees to conduct work at all times in such a manner that the general public shall not be inconvenienced needlessly nor shall it be wholly obstructed at any point.

### **Obligations of the Successful Bidder**

The successful bidder shall, at his own expense, provide all manner of supervision, labor, materials, apparatus, scaffolding, appliances, tools, machinery, transportation, and whatever else may be required of every description necessary to do and complete the work, and shall be solely answerable for the same and for the safe, proper, and lawful construction, maintenance and use thereof. The successful bidder shall employ only competent workers and shall provide experienced supervisors.

### **Water Supply and Electrical Energy**

The successful bidder may use the Town's facilities to obtain the electrical energy and water supply necessary for cleaning purposes.

### **General Cleaning**

Applies to the Library, Senior Center, Fire House # 2, Public Works Garage and Town Hall.

Full cleaning service shall be performed as described at the Richmond Memorial Library, 15 School Drive; Marlborough Senior Center, 17 School Drive; and Marlborough Town Hall, 26 North Main Street, five (5) days/nights per week at a time to be designated by the Head Librarian, Social Services Director, and First Selectman respectively.

Full cleaning service shall be performed as described at the Marlborough Public Works Garage, 66 South Main Street, Tuesday and Friday nights at a time to be designated by the Superintendent of Operations.

Full cleaning service shall be performed as described at Fire House # 2, 200 West Road, one (1) time a week as designated by the Fire Chief.

As the Town of Marlborough deems necessary, additional municipal facilities may be included into this contract. Should this occur during the duration of this contract, pricing and scheduling of cleaning each facility will be negotiated on an individual basis.

It should not be assumed that the level of cleanliness that presently exists in each of the public buildings meet these specifications or is satisfactory to the Town of Marlborough. The successful bidder shall be required to assure that all provisions of these specifications are met entirely and that the Town is provided with clean and presentable buildings.

The following building areas, provided for each facility, are considered estimated net square footage (useable square footage).

**Bidders are responsible to verify these quantities and interior finishes as necessary to submit a competent and responsible bid.**

**ESTIMATED CLEANABLE SQUARE FOOTAGE  
TOWN OF MARLBOROUGH MUNICIPAL BUILDINGS**

<b>NAME OF FACILITY</b>	<b>ESTIMATED SQUARE FOOTAGE</b>	<b>NUMBER OF URINALS</b>	<b>NUMBER OF SINKS</b>	<b>NUMBER OF TOILETS</b>	<b>NUMBER OF SHOWERS</b>
<b>LIBRARY</b>	<b>4,925</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>0</b>
<b>SENIOR CENTER</b>	<b>3,255</b>	<b>1</b>	<b>4</b>	<b>3</b>	<b>0</b>
<b>TOWN HALL</b>	<b>5,218</b>	<b>1</b>	<b>4</b>	<b>5</b>	<b>0</b>
<b>GARAGE</b>	<b>1,105</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>FIRE HOUSE # 2</b>	<b>3,794</b>	<b>1</b>	<b>6</b>	<b>5</b>	<b>2</b>

**Daily Cleaning**

1. Empty all waste receptacles and place waste in designated containers. Empty all waste receptacles at outside/inside entrance ways. Empty all recyclable containers at designated collection points. Waste basket liners shall be furnished and replaced by successful bidder as necessary for all waste receptacles.
2. Sweep and dry mop all tile floors with chemically treated mops. Wet mop or spray buff where and when necessary daily.
3. Sweep and mop stairwells and other soiled areas.
4. Spot clean all walls, doors, door jambs, and other vertical surfaces.
5. HEPA vacuum all carpeting including under entrance mats and remove spots as required.
6. Clean and sanitize drinking fountains.
7. Mop lavatory floors using a minimum of two ounces of disinfectant per gallon of water, rinse and dry.
8. Clean, sanitize and polish all vitreous fixtures (toilet bowls, urinals, and sinks). Clean all glass mirrors and polish all bright work. Wash all toilets seats using disinfectant and leave seats in the upright position free of water marks.
9. Replace all paper, hand towels, hand soap, as needed. Supplies to be furnished by the Town.
10. Damp wipe lavatory walls, wall fixtures, countertops, moldings, stalls, partitions and other surfaces. All partitions are to be left free of water marks and finger marks.
11. Clean entrance door glass – all buildings.

**Periodic Cleaning**

1. Weekly (All buildings)
  - a. Dust or vacuum all furniture, cabinets, tables, chairs, bookcases, desks, lamps, etc., as well as moldings, ledges, chair rails, baseboards, trim, and all horizontal surfaces within normal reach.
  - b. Dust or vacuum all venetian blinds
  - c. Sweep or vacuum all stairwells to basement and basement hallway.
2. Monthly (All buildings unless otherwise specified)
  - a. Clean interior windows, partitions and doors
  - b. High speed buff all Vinyl Composition Tile at Senior Center and Garage
  - c. Clean entrance way floor mats at all municipal buildings.
3. Semi-Annually (All buildings unless otherwise specified)

- a. Clean inside and outside surfaces of all exterior windows.
  - b. High dusting, over 6'6"
  - c. Carpet extraction
  - d. Strip / finish VCT floors; one coat sealer – two coats finish.
4. Annually (All buildings)
- a. All lights, light shades and walls are to be cleaned during the month of April.
  - b. Strip and treat all rubber flooring in the facilities listed.

All weekly tasks shall be completed on the same day of the week during each week, semi-annual tasks shall be completed once during the first six months. The successful bidder shall notify the Superintendent of Operations of the date on which he initially performed each task in order to establish anniversary dates to be used as a base in scheduling future performance of these tasks.

The successful bidder **shall be required** to complete and submit a task completion check list to the person in charge of each building and the Superintendent of Operations for all weekly, monthly, semi-annual and annual tasks.

Should a listed daily or weekly task not be completed on schedule, then the monthly payment shall be pro-rated for those daily or weekly tasks actually completed.

All areas of the buildings except storage areas shall be covered by this Invitation to bid.

#### **Special Notes:**

**Sanitation Standards** – To ensure a healthy and safe municipal facility environment in which to work, all cleaning procedures must adhere to the highest standards as they relate to the health and wellbeing of all building occupants.

**Cleaning Chemical Applications** – Every effort must be made to use **proven environmentally safe** cleaning products, polishes, floor stripper, floor finishes, etc. All products for all applications must be provided (listed and indexed) for review by the Superintendent of Operations before they are introduced into any municipal building.

**Labor, Supplies, and Equipment to be Supplied by Successful Bidder** - Provide all necessary labor, cleaning supplies, trash receptacle liners, and cleaning equipment in order to properly clean and maintain municipal facilities.

**Cleaning Schedules** – A cleaning schedule must be provided by the successful bidder for daily cleaning operations (see personnel information below). Cleaning schedules shall accommodate and not interfere with the building usage, schedule of any activities, community activities, and other building use which may use any part of the municipal facility during daytime and night time hours.

**Cleaning Complaints** – If a cleaning complaint cannot be resolved and cleaning procedures do not meet Town of Marlborough's Superintendent of Operations cleaning standards, there will be a deduction from the monthly invoice at the discretion of the Superintendent of Operations. The Superintendent of Operations or his designee will contact the cleaning successful bidder with the pertinent information and he/she will be given sufficient time to resolve any issues.

**Personnel Information** – **Personnel list, reference checks, names, addresses and phone numbers must be provided with revisions as they occur. The personnel list must show the facility they are assigned to, responsibility and daily hours of work.**

**Building Supervisor** – **The successful bidder shall assign a supervisor** to be assigned to Marlborough's municipal buildings to oversee all cleaning procedures and **must be supervising during cleaning hours**. Additional responsibilities will be to provide a monthly cleaning survey to the Superintendent of Operations or as directed. The building supervisor **must** meet with the Superintendent of Operations or his designee at least once a month to discuss cleaning status and any issues of concern. The Building Supervisor assigned to each municipal facility is responsible for all cleaning



procedures. The Building Supervisor **must** be able to communicate verbally and in writing in English regarding all cleaning responsibilities.

**Log Book on Premises** – A log book **must** be provided and used daily by the cleaning successful bidder at each building in order to sign in and out, record start and end of work shift, description of cleaning issues and response to cleaning issues.

**Safety Data Sheets** – A SDS book **must be provided** at each municipal facility and wall mounted in each custodial closet. A town wide **Master Copy must be provided** to the Superintendent of Operations and **must be updated** as required.

**HEPA Vacuuming Procedures** – **All carpeted floors must be HEPPA vacuumed daily.** The HEPA vacuum must be a Pro Team Coach Pack Linevacert model # 100277 or approved equal. Filters must be changed as needed. Cleaning personnel must be properly trained in the usage and maintenance of all equipment.

**Carpet Extraction Procedures** – Early spring (March/April) and again late fall (October/November) carpeting **must be steam extracted and disinfected**. A minimum of 200 degrees F. must be maintained at the nozzle and carpets must be thoroughly dried within twelve (12) hours. Prior to commencing this work, a schedule for each building must be approved by the Superintendent of Operations or his designee.

**Resilient Flooring Procedures** – (Includes Vinyl Composition Tile and Resilient Stair Treads) Follow floor care cleaning procedures approved by the manufacturer. Note: All offices, lobby areas, corridors, and entrances must maintain a minimum of 3 coats of floor finish containing 20% - 25% solids when dry. Floors must be ultra high speed burnishable.

**Town Provided Products** – The Town will supply liquid hand soap, toilet paper and paper towels for all municipal buildings. The successful bidder will be responsible to install the liquid hand soap, toilet paper and paper towels in each building as needed.

**END OF SPECIFICATIONS FOR CLEANING SERVICE CONTRACT FOR MUNICIPAL BUILDINGS**



**TOWN OF MARLBOROUGH CONNECTICUT**

**PROPOSAL FORM**  
**CLEANING SERVICE CONTRACT FOR MUNICIPAL BUILDINGS**

**PROPOSER'S FULL LEGAL NAME:** \_\_\_\_\_

**COMPANY NAME** \_\_\_\_\_

**PO BOX AND STREET** \_\_\_\_\_

**CITY, STATE, ZIP CODE** \_\_\_\_\_

Pursuant to and in full compliance with the RFP, the undersigned proposer, having visited the site or property if applicable, and having thoroughly examined each and every document comprising the Request for Proposal, including any addenda, hereby offers and agrees as follows:

To provide products and/or services specified in, and upon the terms and conditions of the Request for Proposal for the total sum of (see individual bid forms).

If his/her bid is accepted, he/she will enter into the Agreement with the Town of Marlborough in the form included with the Invitation to Bid, and that he/she will take full payment therefore for the duration of the Agreement period, the lump sum or unit price applicable to each item of the work .

TOWN OF MARLBOROUGH CONNECTICUT

PROPOSAL FORM

CLEANING SERVICE FOR RICHMOND MEMORIAL LIBRARY - 15 SCHOOL DRIVE

August 25, 2017 – JUNE 30, 2018

Price per month in words:

\_\_\_\_\_ Dollars

And \_\_\_\_\_ Cents

Price per month in figures:

\$ \_\_\_\_\_

CLEANING SERVICE FOR SENIOR CENTER - 17 SCHOOL DRIVE

August 25, 2017 – JUNE 30, 2018

Price per month in words:

\_\_\_\_\_ Dollars

And \_\_\_\_\_ Cents

Price per month in figures:

\$ \_\_\_\_\_

**CLEANING SERVICE FOR TOWN HALL – 26 NORTH MAIN STREET**

**August 25, 2017 – JUNE 30, 2018**

Price per month in words:

\_\_\_\_\_ Dollars

And \_\_\_\_\_ Cents

Price per month in figures:

\$ \_\_\_\_\_

**CLEANING SERVICE FOR FIRE HOUSE # 2 – 200 WEST ROAD**

**August 25, 2017 – JUNE 30, 2018**

Price per month in words:

\_\_\_\_\_ Dollars

And \_\_\_\_\_ Cents

Price per month in figures:

\$ \_\_\_\_\_

**CLEANING SERVICE FOR PUBLIC WORKS GARAGE – 66 SOUTH MAIN STREET**

**August 25, 2017 – JUNE 30, 2018**

Price per month in words:

\_\_\_\_\_ Dollars

And \_\_\_\_\_ Cents

Price per month in figures:

\$ \_\_\_\_\_

**TOWN OF MARLBOROUGH CONNECTICUT**

**PROPOSAL FORM  
TOTAL BASE BID CLEANING SERVICE**

**August 25, 2017 – JUNE 30, 2018**

**Price per month in words:**

\_\_\_\_\_ Dollars

And \_\_\_\_\_ Cents

**Price per month in figures:**

\$ \_\_\_\_\_

**Each price given is the final to the Town and includes all taxes, overhead and profit of the bidder.**

**ACKNOWLEDGEMENT**

In submitting this Proposal Form, the undersigned proposer acknowledges that the price(s) include all labor, materials, transportation, hauling, overhead, fees and insurances, bonds or letters of credit, profit, security, permits, and licenses, and all other costs to cover the completed work called for in the Request for Proposal. Except as otherwise expressly stated in the Request for Proposal, no additional payment of any kind will be made for work accomplished under the price(s) as proposed.

## REQUIRED DISCLOSURERS

1. Exceptions to the Request for Proposal

\_\_\_\_ This proposal does not take exception to any requirement of the Request for Proposal, including, but not only, any of the Contract Terms set forth in the Standard Instructions to Proposers.

OR

\_\_\_\_ This proposal takes exception(s) to certain of the Request for Proposal requirements, including, but not only, any of the Contract Terms set forth in the Standard Instructions to Proposers. **Attached is a sheet fully describing each such exception.**

2. State Debarment List

Is the proposer on the State of Connecticut's Debarment List?

\_\_\_\_ Yes

\_\_\_\_ No

3. Occupational Safety and Health Law Violations

Has the proposer or any firm, corporation, partnership or association in which it has an interest (1) been cited for three (3) or more willful or serious violations of any occupational safety and health act or of any standard, order, or regulation promulgated pursuant to such an act, during the three year period preceding the proposal (provided such violations were cited in accordance with the provisions of any state occupational safety and health act or the Occupational Safety and Health Act of 1970, and not abated within the time frame fixed by the citation and such citation has not been set aside following appeal to the appropriate agency or court having jurisdiction) or (2) received one or more criminal convictions related to the injury or death of any employee in the three year period preceding the proposal?

\_\_\_\_ Yes

\_\_\_\_ No

If yes, attach a sheet fully describing each such matter.

4. Arbitration / Litigation

Has either the proposer or any of its principals (regardless of place of employment) been involved for the most recent ten (10) years in any resolved or pending arbitration or litigation?

\_\_\_\_ Yes

\_\_\_\_ No

If yes, attach a sheet fully describing each such matter.

5. Criminal Proceedings

Has the proposer or any of its principals (regardless of place of employment) ever been the subject of any criminal proceedings?

\_\_\_\_ Yes

\_\_\_\_ No

If yes, attach a sheet fully describing each such matter.

6. Ethics and Offenses in Public Projects or Contracts

Has either the proposer or any of its principals (regardless of place of employment) ever been found to have violated any state or local ethics law, regulation, ordinance, code, policy, or standard, or to have committed any other offense arising out of the submission of proposals or bids or the performance of work on Town of Marlborough projects or contracts?

\_\_\_\_ Yes

\_\_\_\_ No

If yes, attach a sheet fully describing each such matter.

**NOTE:** THIS DOCUMENT, IN ORDER TO BE CONSIDERED A VALID PROPOSAL, MUST BE SIGNED BY A PRINCIPAL OFFICER OR OWNER OF THE BUSINESS ENTITY THAT IS SUBMITTING THE PROPOSAL. SUCH SIGNATURE CONSTITUTES THE PROPOSER'S REPRESENTATIONS THAT IT HAS READ, UNDERSTOOD AND FULLY ACCEPTED EACH AND EVERY PROVISION OF EACH DOCUMENT COMPRISING THE REQUEST FOR PROPOSAL, UNLESS AN EXCEPTION IS DESCRIBED ABOVE.

BY \_\_\_\_\_ TITLE \_\_\_\_\_  
(PRINT NAME)

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**END OF PROPOSAL FORM CLEANING SERVICE CONTRACT FOR MUNICIPAL BUILDINGS**



**TOWN OF MARLBOROUGH CONNECTICUT**

**PROPOSER'S LEGAL STATUS DISCLOSURE**

Please fully complete the applicable section below, attaching a separate sheet if you need additional space.

For purposes of this disclosure, "permanent place of business" means an office continuously maintained, occupied and used by the proposer's regular employees regularly in attendance to carry on the proposer's business in the proposer's own name. An office maintained, occupied and used by a proposer only for the duration of the contract will not be considered a permanent place of business. An office maintained, occupied and used by a person affiliated with a proposer will not be considered a permanent place of business of the proposer.

**IF A SOLELY OWNED BUSINESS:**

Proposer's Full Legal Name \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Owner's Full Legal Name \_\_\_\_\_

Number of years engaged in business under sole proprietor or trade name \_\_\_\_\_

Does the proposer have a "permanent place of business" in Connecticut as defined above? \_\_\_\_ Yes \_\_\_\_ No

If yes, please state full street address (not post office box) of that "permanent place of business."

\_\_\_\_\_

**IF A CORPORATION:**

Proposer's Full Legal Name \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Owner's Full Legal Name \_\_\_\_\_

Number of years engaged in business under sole proprietor or trade name \_\_\_\_\_

Names of Current Officers:

President \_\_\_\_\_ Secretary \_\_\_\_\_ Chief Financial Officer \_\_\_\_\_

Does the proposer have a "permanent place of business" in Connecticut as defined above? \_\_\_\_ Yes \_\_\_\_ No

If yes, please state full street address (not post office box) of that "permanent place of business."

\_\_\_\_\_

**IF A LIMITED LIABILITY COMPANY:**

Proposer's Full Legal Name \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Owner's Full Legal Name \_\_\_\_\_

Number of years engaged in business under sole proprietor or trade name \_\_\_\_\_

Names of Current Manager(s) and Member(s):

Name & Title (if any) \_\_\_\_\_

Residential Address \_\_\_\_\_

Name & Title (if any) \_\_\_\_\_

Residential Address \_\_\_\_\_

Name & Title (if any) \_\_\_\_\_

Residential Address \_\_\_\_\_

Name & Title (if any) \_\_\_\_\_

Residential Address \_\_\_\_\_

Name & Title (if any) \_\_\_\_\_

Residential Address \_\_\_\_\_

Name & Title (if any) \_\_\_\_\_

Residential Address \_\_\_\_\_

Does the proposer have a "permanent place of business" in Connecticut as defined above? \_\_\_\_ Yes \_\_\_\_ No

If yes, please state full street address (not post office box) of that "permanent place of business."

\_\_\_\_\_

**IF A PARTNERSHIP:**

Proposer's Full Legal Name \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Owner's Full Legal Name \_\_\_\_\_

Number of years engaged in business under sole proprietor or trade name \_\_\_\_\_

Names of Current Manager(s) and Member(s):

Name & Title (if any) \_\_\_\_\_

Residential Address \_\_\_\_\_

Name & Title (if any) \_\_\_\_\_

Residential Address \_\_\_\_\_

Name & Title (if any) \_\_\_\_\_

Residential Address \_\_\_\_\_

Name & Title (if any) \_\_\_\_\_

Residential Address \_\_\_\_\_

Name & Title (if any) \_\_\_\_\_

Residential Address \_\_\_\_\_

Name & Title (if any) \_\_\_\_\_

Residential Address \_\_\_\_\_

Does the proposer have a "permanent place of business" in Connecticut as defined above? \_\_\_\_ Yes \_\_\_\_ No

If yes, please state full street address (not post office box) of that "permanent place of business."

\_\_\_\_\_

PROPOSER'S FULL LEGAL NAME \_\_\_\_\_

NAME AND TITLE OF PROPOSER'S AUTHORIZED REPRESENTATIVE (PLEASE PRINT):

\_\_\_\_\_

SIGNATURE OF PROPOSER'S REPRESENTATIVE DULY AUTHORIZED:

\_\_\_\_\_

DATE \_\_\_\_\_

**END OF PROPOSER'S LEGAL STATUS DISCLOSURE FORM**

**TOWN OF MARLBOROUGH CONNECTICUT**

**PROPOSER'S CERTIFICATION**  
**CONCERNING EQUAL EMPLOYMENT OPPORTUNITIES AND AFFIRMATIVE ACTION POLICY**

I / we, the proposer, certify that:

1. I/we are in compliance with the equal opportunity clause as set forth in Connecticut State Law (Executive Order Number Three @ <http://www.cslib.org/exeorder3.htm> ).
2. I/we do not maintain segregated facilities.
3. I/we have filed all required employer's information reports.
4. I/we have developed and maintain written affirmative action programs.
5. I/we list job openings with Federal and State employment services.
6. I/we attempt to employ and advance in employment qualified handicapped individuals.
7. I/we are in compliance with the Americans with Disabilities Act.
8. I/we (check one):

\_\_\_\_ have an Affirmative Action Program, or

\_\_\_\_ employ 10 people or fewer.

Legal Name of Proposer \_\_\_\_\_

Signature of Proposer's Representative, Duly Authorized \_\_\_\_\_

Print Name of Proposer's Authorized Representative \_\_\_\_\_

Title of Proposer's Authorized Representative \_\_\_\_\_

Date \_\_\_\_\_

**END OF PROPOSER'S CERTIFICATION**  
**CONCERNING EQUAL EMPLOYMENT OPPORTUNITIES AND AFFIRMATIVE ACTION POLICY**

**TOWN OF MARLBOROUGH CONNECTICUT**

**PROPOSER'S NON-COLLUSION AFFIDAVIT**

**PROPOSAL FOR: CLEANING SERVICE CONTRACT FOR MUNICIPAL BUILDINGS**

The undersigned proposer, having fully informed himself/herself/itself regarding the accuracy of the statements made herein, certifies that:

1. The proposal is genuine; it is not a collusive or sham proposal;
2. The proposer developed the proposal independently and submitted it without collusion with, and without any agreement, understanding, communication or planned common course of action with, any person or entity designed to limit independent competition;
3. The proposer, its employees and agents have not communicated the contents of the proposal to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the opening of the proposal; and
4. No elected or appointed official or other officer or employee of the Town of Marlborough is directly or indirectly interested in the proposer's proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

The undersigned proposer further certifies that this affidavit is executed for the purpose of inducing the Town of Marlborough to consider its proposal and make an award in accordance therewith.

Legal Name of Proposer \_\_\_\_\_

Signature of Proposer's Representative, Duly Authorized \_\_\_\_\_

Print Name of Proposer's Authorized Representative \_\_\_\_\_

Title of Proposer's Authorized Representative \_\_\_\_\_

Date \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**END OF PROPOSER'S NON-COLLUSION AFFIDAVIT**

**TOWN OF MARLBOROUGH CONNECTICUT**

**PROPOSER'S STATEMENT OF REFERENCES**

Provide at least three (3) references:

1. BUSINESS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE \_\_\_\_\_

TELEPHONE \_\_\_\_\_

INDIVIDUAL CONTACT NAME AND POSITION:

\_\_\_\_\_

2. BUSINESS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE \_\_\_\_\_

TELEPHONE \_\_\_\_\_

INDIVIDUAL CONTACT NAME AND POSITION:

\_\_\_\_\_

3. BUSINESS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE \_\_\_\_\_

TELEPHONE \_\_\_\_\_

INDIVIDUAL CONTACT NAME AND POSITION:

\_\_\_\_\_

**END OF PROPOSER'S STATEMENT OF REFERENCES**

