

**Town of Oneonta
Park, Facilities & Technology Committee
Request for a Proposal**

May 09, 2018

This Request for Proposal by the Town of Oneonta herein referred to as the "Town", acting by and through the Town Supervisor, is being made this 9th day of May, 2018.

The Town requests proposals from qualified individuals or firms (Proposer) to clean Town Hall on a weekly basis.

Article 1. Weekly Work to be done:

On a weekly basis, the contractor shall;

- Empty all garbage and empty into the appropriate dumpster
- Empty all recyclables and empty into the appropriate dumpster
- Dust mop, wet mop and vacuum all appropriate flooring and rugs
- Clean and sanitize all bathrooms and restock paper products and soap
- Clean entrance vestibules and hallways
- Dust all cleared desktops and flat surfaces - this includes bookshelves, filing cabinets, window sills and countertops.
- Clean glass on doors and interior windows as needed
- Wax floors as needed to maintain appearance and protect tiles
- Speed buff floors as needed

Article 2. Semi Annual Work to be done:

- Clean exterior windows

Article 3. Annual Work to be done:

- Shampoo all carpets
- **Strip waxed floors and re-wax**

Article 4. Hours of work

Work may not be completed during office hours. Weekly cleaning will be performed on Saturday or Sundays. Semi-annual duties can be performed during working hours with permission from the Town Supervisor.

Article 5. Insurance Coverage

All workers employed by the Contractor shall be covered by Workers' Compensation Insurance. The Contractor shall also provide evidence of coverage by a general liability policy in the amount of \$1,000,000 for each incident and \$2,000,000 in the aggregate.

Article 6. Employees of Contractor

Employees of the said contractor are subject to prevailing wage requirements. The Town of Oneonta will obtain a PRC# for the work if done by employees.

Article 7. Proposals

The Proposal shall include, at a minimum:

- Proof of examination of the site of the proposed work and a detailed list of all work to be completed.
- Proof of insurance (Workers' Compensation & Liability)
- A minimum of 3 commercial references

The Town will make its determination as to which proposal, or any proposals, to accept, modify, or reject based on its own determination as to what is in the best interest of the Town.

Proposals for this scope of work will be reviewed with the intent to award at the July 11th Town Board meeting. No proposal shall be accepted after 5:00 pm, July 2nd, 2018.

Deliver RFP to: Oneonta Town Clerk
 Oneonta Town Hall,
 3966 St Hwy 23
 West Oneonta NY 13861