



# Town of Clifton Park

## Buildings & Grounds

One Town Hall Plaza • Clifton Park, New York 12065 • (518) 371-6651 Ext. 251 • Fax: (518) 371-1136

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The Town of Clifton Park, through the Buildings & Grounds Department seeks sealed bids from qualified entities for the cleaning of town buildings located throughout the town, listed below, Clifton Park NY 12065.

### **Clifton Park Town Hall**

One Town Hall Plaza  
Clifton Park New York 12065  
**(5 days per week)**

### **Public Safety Building**

5 Municipal Plaza  
Clifton Park New York 12065  
**(5 days per week)**

### **Clifton Park Sewer Building**

477 Clifton Park Center Road  
Clifton Park New York 12065  
**(1 day per week)**

### **Buildings & Grounds Building**

2 Town Hall Plaza  
Clifton Park New York 12065  
**(3 days per week)**

**Grooms Tavern**

290 Sugar Hill Road

Rexford New York 12148

**(1 day per week)**

**Highway Department**

639 Clifton Park Center Road

Clifton Park New York 12065

**(3 day per week)**

**Sheriff 's Department**

Clifton Park Center

Clifton Park New York 12065

**(1 day per week)**

**Locust Lane Clubhouse**

Locust Lane

Clifton Park New York 12065

**(Seasonal- 3 days per week)**

**Locust Lane Maintenance Building**

Locust Lane

Clifton Park New York 12065

**(1 day per week)**

**Clifton Park Senior Center**

6 Clifton Common Blvd

Clifton Park New York 12065

**(5 days per week)**

Scope of work is as follows but not limited to:

Prices should include all cleaning supplies and trash liners.

The Town will supply all paper products.

A detailed list of cleaning services for each location is available in the Town Clerk's Office.

Site visits are required and can be arranged through the Buildings & Grounds Department by calling 518-371-6651 ext. 251 or emailing [mkasky@cliftonpark.org](mailto:mkasky@cliftonpark.org).

We request a price break down building by building for budgeting purposes.

The successful bidder will be required to fill out a Town Voucher for payment on a monthly basis.

All cleaning personnel shall be fingerprinted according to The New York State Troopers and The Town of Clifton Park Court before they may enter the buildings.

Term of the contract is for one year. The Town may consider extending contract term for up to an additional four (4)-year term upon mutual consent.

Bids shall be labeled "Cleaning Bid" and addressed to:

Town Clerk, Town of Clifton Park, One Town Hall Plaza, Clifton Park, New York 12065.

Please use attached bid form

Sealed bids will be opened in the Office of the Town Clerk, Clifton Park Town Hall 1 Town Hall Plaza on December 31, 2019 at 2 O'clock in the afternoon.

The Town requires proof of Liability Insurance with One Million Dollars naming the Town as an additional insured, an employee bond of \$100,000 is required as well as appropriate Workers Compensation Insurance and auto mobile insurance.

Prevailing wage rate as described by New York State must be paid. The Town of Clifton Park reserves the right to reject any and all quotes.

The Town of Clifton Park reserves the right to require a performance bond. This bid document is available at [www.cliftonpark.org](http://www.cliftonpark.org) under the government tab. Select request for bid & proposals from drop down menu.



# Town of Clifton Park

## Buildings & Grounds

One Town Hall Plaza • Clifton Park, New York 12065 • (518) 371-6651 Ext. 251 • Fax: (518) 371-1136

### BID FORM

Date: \_\_\_\_\_

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

Bid Name: \_\_\_\_\_

**TOTAL Bid Amount:** \_\_\_\_\_

**Breakdown of bid by building:**

Clifton Park Town Hall: \_\_\_\_\_

Public Safety Building: \_\_\_\_\_

Clifton Park Sewer Building: \_\_\_\_\_

Buildings and Grounds Building: \_\_\_\_\_

Grooms Tavern: \_\_\_\_\_

Highway Department: \_\_\_\_\_

Sheriff's Department: \_\_\_\_\_

Locust Lane Clubhouse: \_\_\_\_\_

Locust Lane Maint Building: \_\_\_\_\_

Clifton Park Senior Center: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**Clifton Park Town Hall  
1 Town Hall Plaza**

**Janitorial services to be performed as to the following specifications: five days per week**

**Entrance and Reception Areas**

- Clean glass doors and panels
- Sweep stairwell and dust banister
- Mop floor and thresholds
- Clean elevator doors, tracks and interior walls
- Dust pictures and related area décor
- Polish counter area once weekly
- Vacuum area carpets and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

**Office Areas & Cubicles**

- Dust all furniture, office equipment, desk tops and file cabinets
- Clean phone receivers/cradles and computer screens
- Dust air vents weekly
- Clean glass and wipe doors
- Polish counters once weekly
- Dust blinds weekly as applicable
- Vacuum carpet and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

**Meeting Rooms**

- Dust blinds weekly as applicable
- Polish table tops weekly
- Dust air vents weekly
- Vacuum carpet and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

### **Kitchen and Lunch Areas**

- Clean counters, sink and wipe chairs
- Mop floor
- Polish table weekly
- Clean microwave and refrigerator
- Dust air vents weekly
- Vacuum carpet and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

### **Restrooms**

- Sanitize toilets, sinks, and privacy panels
- Replenish all paper products and fill soap dispensers
- Mop floors
- Spot clean walls
- Dust air vents weekly
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

### **Water Fountains**

- Clean sink, handle and push buttons

**Clifton Park Public Safety Building  
5 Municipal Plaza**

**Janitorial services to be performed as to the following specifications: five days per week**

**Entrance and Common Areas**

- Clean glass doors and area glass panels
- Mop floors
- Vacuum entrance area carpets
- Dust pictures and related area décor
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls and doors

**Meeting Rooms**

- Mop floors
- Vacuum carpet and edge vacuum
- Dust blinds weekly where applicable
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

**Office Areas (Court, State Police, Security, Animal Control and Sewer**

- Dust all furniture, office equipment, desk tops and file cabinets
- Clean phone receivers/cradles and computer screens
- Dust air vents weekly
- Clean glass and wipe doors
- Polish counters once weekly
- Dust blinds weekly where applicable
- Vacuum carpet and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

**Kitchen Areas**

- Clean counters, sink and wipe chairs
- Mop floor
- Polish table top weekly
- Clean microwave and refrigerator

- Dust air vents weekly
- Vacuum carpet and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

### **Restrooms**

- Sanitize toilets, sinks and privacy panels
- Replenish all paper products and fill soap dispensers
- Mop floors
- Dust air vents weekly
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

**Sewer Department  
477 Clifton Park Center Road**

**Janitorial services to be performed as to the following specifications: one day per week**

**Lunchroom**

- Clean counters, sink and wipe chairs
- Mop floor
- Polish table top weekly
- Clean microwave and refrigerator
- Dust air vents weekly
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls and doors

**Restroom**

- Sanitize toilets, sinks and privacy panels
- Replenish all paper products and fill soap dispensers
- Mop floors
- Dust air vents weekly
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

**Worker Locker Room**

- Sweep and mop floor
- Clean exterior locker panels
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

**Clifton Park Buildings and Grounds  
2 Town Hall Plaza**

**Janitorial services to be performed as to the following specifications: three days per week**

**Entrance and Reception Areas**

- Clean glass doors and panels
- Sweep stairwell and dust banister
- Mop floor and thresholds
- Clean elevator doors, tracks and interior walls
- Dust pictures and related area décor
- Polish counter area once weekly
- Vacuum area carpets and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

**Office Areas & Cubicles**

- Dust all furniture, office equipment, desk tops and file cabinets
- Clean phone receivers/cradles and computer screens
- Dust air vents weekly
- Clean glass and wipe doors
- Polish counters once weekly
- Dust blinds weekly as applicable
- Vacuum carpet and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

**Meeting Rooms**

- Dust blinds weekly as applicable
- Polish table tops weekly
- Dust air vents weekly
- Vacuum carpet and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

### **Kitchen and Lunch Areas**

- Clean counters, sink and wipe chairs
- Mop floor
- Polish table weekly
- Clean microwave and refrigerator
- Dust air vents weekly
- Vacuum carpet and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

### **Restrooms**

- Sanitize toilets, sinks, and privacy panels
- Replenish all paper products and fill soap dispensers
- Mop floors
- Spot clean walls
- Dust air vents weekly
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

### **Water Fountains**

- Clean sink, handle and push buttons

**Grooms Tavern  
290 Sugar Hill Road**

**Janitorial services to be performed as to the following specifications: one day per week**

**Store Area**

- Clean glass door and glass windows
- Mop and/or sweep wood floor
- Clean counter top
- Dust all areas as needed
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls and doors

**Formal Front Rooms**

- Clean glass door, windows and sills
- Mop and/or sweep wood floor
- Dust all areas as needed

**Kitchen**

- Clean glass door, windows and sills
- Mop and/or sweep wood floor
- Dust all areas as needed

**Restrooms**

- Sanitize toilets, sinks and privacy panels
- Replenish all paper products and fill soap dispensers
- Mop floors
- Dust air vents weekly
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

**Large Meeting Room**

- Mop and/or sweep wood floor
- Clean windows and sills
- Dust all areas as needed

**Clifton Park Highway  
639 Clifton Park Center Road**

**Janitorial services to be performed as to the following specifications: three days per week**

**Entrance Area**

- Sweep stairwell
- Mop floor
- Vacuum entrance area carpet
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls and doors

**Office Area**

- Dust all furniture, office equipment, desk tops and file cabinets
- Clean phone receivers/cradles and computer screens
- Dust air vents weekly
- Clean glass and wipe doors
- Polish counters once weekly
- Dust blinds weekly as applicable
- Vacuum carpet and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

**Lunchroom**

- Clean counters, sink and wipe chairs
- Mop floor
- Polish table top weekly
- Clean microwave and refrigerator
- Dust air vents weekly
- Vacuum carpet and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

**Restrooms**

- Sanitize toilets, sinks, and privacy panels
- Replenish all paper products and fill soap dispensers
- Mop floors

- Dust air vents weekly
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

#### **Worker Locker Area**

- Sweep and mop floor
- Clean exterior locker panels
- Remove trash to designated area and replace liners

**Sheriff's Department  
Clifton Park Center**

**Janitorial services to be performed as to the following specifications: one day per week**

**Entrance and Reception Areas**

- Clean glass doors and area glass panels
- Mop floors
- Vacuum area carpets
- Dust pictures and related area décor
- Polish counter area once weekly
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls and doors

**Office Areas**

- Dust all furniture, office equipment, desk tops and file cabinets
- Clean phone receivers/cradles and computer screens
- Dust air vents weekly
- Clean glass and wipe doors
- Dust blinds weekly where applicable
- Vacuum carpet and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

**Restrooms**

- Sanitize toilets, sinks and privacy panels
- Replenish all paper products and fill soap dispensers
- Mop floors
- Dust air vents weekly
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

**Locust Lane Clubhouse  
Locust Lane**

**Janitorial services to be performed as to the following specifications: three days per week--seasonal**

**Large Meeting Room**

- Clean tops of tables and counters
- Dust sills and ledges
- Clean entrance door glass
- High dust
- Vacuum ceiling vents
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls and doors

**Floors**

- Vacuum carpeted areas and edge vacuum
- Vacuum mats and runners
- Dust mop and/or wet mop hard surface floors

**Restrooms**

- Sanitize toilets, sinks and privacy panels
- Replenish all paper products and fill soap dispensers
- Mop floors
- Dust air vents weekly
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

**Locust Lane Maintenance Building  
Locust Lane**

**Janitorial services to be performed as to the following specifications: one day per week**

**Office Area**

- Dust all furniture, office equipment, desk tops and file cabinets
- Clean phone receivers/cradles and computer screens
- Dust air vents weekly
- Clean glass and wipe doors
- Dust blinds weekly as applicable
- Sweep and mop floors
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

**Restrooms**

- Sanitize toilets, sinks, and privacy panels
- Replenish all paper products and fill soap dispensers
- Mop floors
- Spot clean walls
- Dust air vents weekly
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

## Clifton Park Senior Community Center

**Janitorial services to be performed as to the following specifications: five days per week**

### **Entrance and Reception Areas**

- Clean glass doors and panels
- Sweep stairwell and dust banister
- Mop floor and thresholds
- Clean elevator doors, tracks and interior walls
- Dust pictures and related area décor
- Polish counter area once weekly
- Vacuum area carpets and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

### **Office Areas & Cubicles**

- Dust all furniture, office equipment, desk tops and file cabinets
- Clean phone receivers/cradles and computer screens
- Dust air vents weekly
- Clean glass and wipe doors
- Polish counters once weekly
- Dust blinds weekly as applicable
- Vacuum carpet and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

### **Meeting Rooms**

- Dust blinds weekly as applicable
- Polish table tops weekly
- Dust air vents weekly
- Vacuum carpet and edge vacuum or mop floors whichever is appropriate
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

### **Kitchen**

- Clean counters, sink and wipe chairs

- Mop floor
- Clean microwave and refrigerator
- **Dust air vents weekly**
- **Vacuum carpet and edge vacuum if appropriate**
- Remove trash to designated area and replace liners
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

### **Restrooms**

- Sanitize toilets, sinks, and privacy panels
- **Replenish all paper products and fill soap dispensers**
- Mop floors
- Spot clean walls
- Dust air vents weekly
- **Remove trash to designated area and replace liners**
- Wipe down all door knobs, handles, light switches, baseboards and spot clean walls

### **Water Fountains**

- Clean sink, handle and push buttons