



Town of Clifton Park

Buildings & Grounds

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

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

The agreement shall be for **Three (3)** years. The term is from February 1, 2025, through January 31, 2028, with the option to extend (1) year upon mutual agreement.

Scope of work is as follows but not limited to:

Cleaning specifications listed on separate sheets.

Bid documents are available at cliftonpark.org – departments – town clerk’s office – bulletin Board or by emailing Town Clerk Teresa Brobston at tbrobston@cliftonpark.org or available for pick-up in the Town Clerk’s Office. If necessary, Addendums will be posted on the Town website, same location.

Please use attached bid form

Sealed bids must be received at the Town Clerk’s Office at One Town Hall Plaza, Clifton Park, NY, 12065, by 2:00 PM on Tuesday November 26, 2024, at which time bids will be opened. Please identify your bid as “building cleaning services”.

The Town requires proof of Liability Insurance with One Million Dollars naming the Town as an additional insured, as well as appropriate Workers Compensation Insurance and automobile 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 of 5% of the bid price. This bid document is available at www.cliftonpark.org under the government tab. Select request for bid & proposals from drop down menu.

For an appointment to do a site visit please contact Regan Tromblee at rtromblee@cliftonpark.org 518-371-6651 ext. 251.



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BID FORM

Date: _____

Company Name: _____

Bid Name: _____

Lump Sum amount per year:
(11 facilities + spring & fall)

Town Hall \$/year:

Buildings & Grounds \$/year:

Highway Department \$/year:

Public Safety Building \$/year

Sewer Department \$/year:

Senior Community Center \$/year:

Sheriff's Department \$/year

Grooms Tavern \$/year:

Locust Lane Clubhouse \$/year:

Locust Lane Maint. Building \$/year:

Transfer Station \$/year:

Name/Title: _____

Signature: _____

Cleaning Specifications

Town of Clifton Park

**Town Hall
1 Town Hall Plaza**

Janitorial services to be performed **5 days per week** to the following specifications:

Entrance and Reception Areas:

Daily:

- Remove trash to designated area and replace liners
- Sweep thresholds

Weekly:

- Sweep stairwell and dust banister
- Mop floor and thresholds
- Vacuum carpets (including area carpets)
- Clean glass doors and panels

Office Areas:

Daily:

- Remove trash to designated area and replace liners

Weekly:

- Vacuum carpets

Meeting Rooms:

Daily:

- Remove trash to designated area and replace liners

Weekly:

- Vacuum carpets
- Polish table tops

Kitchen & Lunch Area:

Daily:

- Remove trash to designated area and replace liners
- Wipe down counters & sink

Weekly:

- Sweep/vacuum
- Mop floor
- Polish table

Restrooms:

Daily:

- Check all paper products and soap. Replenish as needed.
- Sanitize toilets, sinks and privacy panels
- Remove trash to designated area and replace liners
- Mop floors

Weekly:

- Wipe down baseboards

Water Fountains:

Daily:

- Clean sink, handle and push button
-

Buildings & Grounds

2 Town Hall Plaza

Janitorial services to be performed **2 days per week** to the following specifications:

Entrance/Breakroom Area:

- Remove trash to designated area and replace liners
- Wipe down table and countertop
- Mop floor
- Vacuum entrance area carpets

Office Area:

- Remove trash to designated area and replace liners
- Dust furniture, office equipment, desktops
- Mop floor

Restrooms:

- Check all paper products and soap. Replenish as needed.
- Sanitize toilets, sinks and privacy panels
- Remove trash to designated area and replace liners
- Mop floors

Water Fountain:

- Clean, sink, handle, push button

**Highway Dept
639 Clifton Park Center Rd**

Janitorial services to be performed **2 days per week** to the following specifications:

Entrance Area:

- Sweep stairwell
- Mop floor
- Vacuum entrance area carpets

Office Area:

- Remove trash to designated area and replace liners
- Dust furniture, office equipment, desktops
- Vacuum carpet

Lunchroom:

- Remove trash to designated area and replace liners
- Clean counter, sink, table
- Mop floor
- Vacuum area carpets

Restrooms:

- Remove trash to designated area and replace liners
- Check all paper products and soap. Replenish as needed
- Sanitize toilets and sinks
- Mop floors

Employee Locker Area:

- Remove trash to designated area and replace liners
 - Mop floor
-

**Public Safety Building
5 Municipal Plaza**

Janitorial services to be performed **5 days per week** to the following specifications:

Entrance & Common Areas:

Daily:

- Remove trash to designated area and replace liners
- Vacuum entrance area carpets
- Sweep floors

Weekly:

- Mop floors (3x per week during winter months due to salt from lot)
- Clean glass doors and area glass panels

Meeting Rooms:

Daily:

- Remove trash to designated area and replace liners
- Sweep, vacuum

Weekly:

- Mop floors (3x per week in winter months due to salt from lot)

Office Areas (Court, State Police, Security, Animal Control):

Daily:

- Remove trash to designated area and replace liners

Weekly:

- Dust furniture, office equipment, desktops
- Clean glass
- Clean counters
- Vacuum carpet

Kitchen Areas:

Daily:

- Remove trash to designated area and replace liners
- Clean counters, sink

Weekly:

- Mop floor
- Polish table
- Vacuum carpets

Restrooms:

Daily:

- Remove trash to designated area and replace liners
 - Check all paper products and soap. Replenish as needed
 - Sanitize toilets, sinks
 - Mop floors
-

Sewer Dept
477 Clifton Park Center Rd

Janitorial services to be performed **1 day per week** to the following specifications:

Lunchroom:

- Remove trash to designated area and replace liners
- Clean counters, sink
- Mop floor
- Polish tabletop

Restroom:

- Remove trash to designated area and replace liners
- Check all paper products and soap. Replenish as needed
- Mop floor
- Sanitize toilets, sinks

Employee Locker Room:

- Remove trash to designated area and replace liners
 - Mop floor
-

Clifton Park Senior Community Center
6 Clifton Common Ct

Janitorial services to be performed **5 days per week** to the following specifications:

Entrance & Reception Area:

Daily:

- Remove trash to designated area and replace liners

- Mop floors 3x per week
- Vacuum carpets 3x per week

Weekly:

- Clean glass doors and panels
- Clean counter area

Office Areas & Cubicles:

Daily:

- Remove trash to designated area and replace liners

Weekly:

- Vacuum carpet
- Dust furniture, office equipment, desktops
- Clean glass
- Clean counters

Meeting Rooms:

Daily:

- Remove trash to designated area and replace liners

Weekly:

- Polish table
- Vacuum/mop floors

Kitchen:

Daily:

- Remove trash to designated area and replace liners
- Clean counters, sink
- Mop floor

Restrooms:

Daily:

- Remove trash to designated area and replace liners
- Sanitize toilets, sinks
- Check all paper products and soap. Replenish as needed
- Mop floors

Water Fountains:

Daily:

- Clean sink, handle, push button
-

**Sheriff's Department
Clifton Park Center Rd**

Janitorial services to be performed **1 day per week** to the following specifications:

Entrance & Reception Area:

- Remove trash to designated area and replace liners
- Clean glass
- Mop floors
- Vacuum area carpets
- Clean counter area

Office Areas:

- Remove trash to designated area and replace liners
- Dust furniture, office equipment, desktops
- Clean glass
- Vacuum carpet

Restrooms:

- Remove trash to designated area and replace liners
- Sanitize toilets, sink
- Check all paper products and soap. Replenish as needed
- Mop floors

**Grooms Tavern
290 Sugar Hill Rd**

Janitorial services to be performed **1 day per week** to the following specifications:

Store Area:

- Remove trash to designated area and replace liners
- Dust all areas as needed
- Clean countertop
- Clean glass
- Mop floor

Formal Front Room:

- Clean glass as needed
- Dust all areas as needed
- Mop floor as needed

Kitchen:

- Clean glass as needed
- Dust all areas as needed
- Mop floor as needed

Restrooms:

- Remove trash to designated area and replace liners
- Check all paper products and soap. Replenish as needed
- Sanitize toilets, sinks
- Mop floor

Large Meeting Room:

- Dust all areas as needed
- Mop floor
- Clean glass as needed

Locust Lane Clubhouse

Locust Lane

** Seasonal location: January 1st – Memorial Day, Mid August – December 31st **

Janitorial services to be performed **2 days per week** to the following specifications:

Large Meeting Room:

- Remove trash to designated area and replace liners
- Clean glass as needed
- Vacuum carpeted areas
- Mop floors

Restrooms:

- Remove trash to designated area and replace liners
- Check all paper products and soap. Replenish as needed

- Sanitize toilets, sinks
 - Mop floors
-

Locust Lane Maintenance Building
Locust Lane

Janitorial services to be performed **1 day per week** to the following specifications:

Office Area:

- Remove trash to designated area and replace liners
- Mop floor
- Dust furniture, office equipment, desktops

Restrooms:

- Remove trash to designated area and replace liners
 - Check all paper products and soap. Replenish as needed
 - Sanitize toilets, sinks
 - Mop floor
-

Transfer Station
217 Vischer Ferry Rd

Janitorial services to be performed **2 days per week** to the following specifications:

Office Area:

- Remove trash to designated area and replace liners
- Dust furniture, office equipment, desktops 1x per week
- Mop floor 1x per week

Restroom:

- Remove trash to designated area and replace liners
 - Check paper products and soap. Replenish as needed
 - Sanitize toilet, sink
 - Mop floor
-

Spring & Fall Cleaning:

** Once in the spring and once in the fall at all locations. **

Janitorial services to be performed to the following specifications:

- Clean blinds
- Clean windows and sills
- Dust air vents
- Edge vacuum areas with carpeting
- Wipe down baseboards