

# **VILLAGE OF PERRY**

## Request for Proposals (RFP / RFQ)

**Due May 14, 2021**

### Notice to Bidders

NOTICE IS HEREBY GIVEN that the Village of Perry will receive sealed bids for janitorial maintenance services for the Village Hall located at 46 North Main Street Perry, NY 14530. Such sealed bids must be filed with the Village Clerk at the above address PRIOR TO 12:00 PM, May 14, 2021 at which time said bids will be publicly opened and read.

### Introduction and Background Information

The Village of Perry is seeking proposals for janitorial maintenance services at the Village Hall.

This Request for Proposals (RFP) is available at the Village of Perry Village Clerk's office at the above mentioned address and also on the Village of Perry's Village Clerk page on the website at [www.villageofperry.com](http://www.villageofperry.com).

### Scope of Services

The selected firm will be expected to provide the following services to the Village of Perry:

- Perform at minimum, the following list of cleaning services in the Village Hall one time per week during the evening hours.
  - General
    - Machine vacuum all carpeted areas and all rugs/runners
    - Broom sweep and damp mop all tile and hard surface flooring including areas under rugs/runners
    - Dust mop and/or damp mop all plastic mats under desks
    - Dust all office furniture
    - Wipe all tables and countertops in all rooms
    - High and low dust (baseboards, doors, window sills, picture frames, wall, vents, etc.) in all rooms/bathrooms/kitchens
    - Empty all waste baskets, replace liners as necessary\*\*
    - Empty all recycling baskets, replace liners as necessary\*
    - Clean all display glass, reception windows, doors, and vending machines
    - Wipe all telephones, computers, computer stands, keyboards, mice, calculators, etc. of soil/fingerprints
  - Thoroughly clean/sanitize all facility restrooms and locker rooms

- perform other cleaning tasks as listed above under "General"
- clean/sanitize toilets, urinals, sinks, showers, countertops, etc.
- clean/sanitize sinks, countertops, spot clean/polish all metalwork
- wash mirrors, walls, lockers, wall switches, from soil and fingerprints
- refill all dispensers\*
- Empty all waste baskets, replace liners as necessary\*
- Cost for cleaning supplies should be included in proposal

\*Soap, paper towels, toilet paper, and waste basket liners will be supplied by the Village.

### Proposals

Proposals shall include the following:

1. Background information that describes the nature and history of the firm or individual, including client listings and references.
2. Pricing as proposed per month and per annum, including any alternate proposals or suggestions. A diagram of the ground floor and first floor is attached. The yellow highlighted areas should be included in the proposal.
3. Type of work contractor licensed to perform and any other specialization of the firm.
4. Insurance Company Name, address, phone, fax, and email; plus Proof of General Liability, Workers Compensation, and Automobile Insurance.

## Selection

Any contracts, if awarded, will be to the lowest responsive/responsible bidder(s) or in accordance with the Village's Best Value definition, in part or in whole who meet(s) all the terms of the specifications. Any contract(s) awarded as a result of this bid will be between the Village of Perry and the successful vendor(s). The Village guarantees no minimum or maximum purchases or contracts as a result of award of this bid. The Village of Perry shall not discriminate against or in favor of any bidder on the basis of race, religion, sex or sexual preference, age, national origin, disability or political affiliation. The Village of Perry reserves the right to terminate the selection proceedings at its option at any time during the process.

## Submission Procedures

1. Three (3) copies of the proposal should be addressed to:

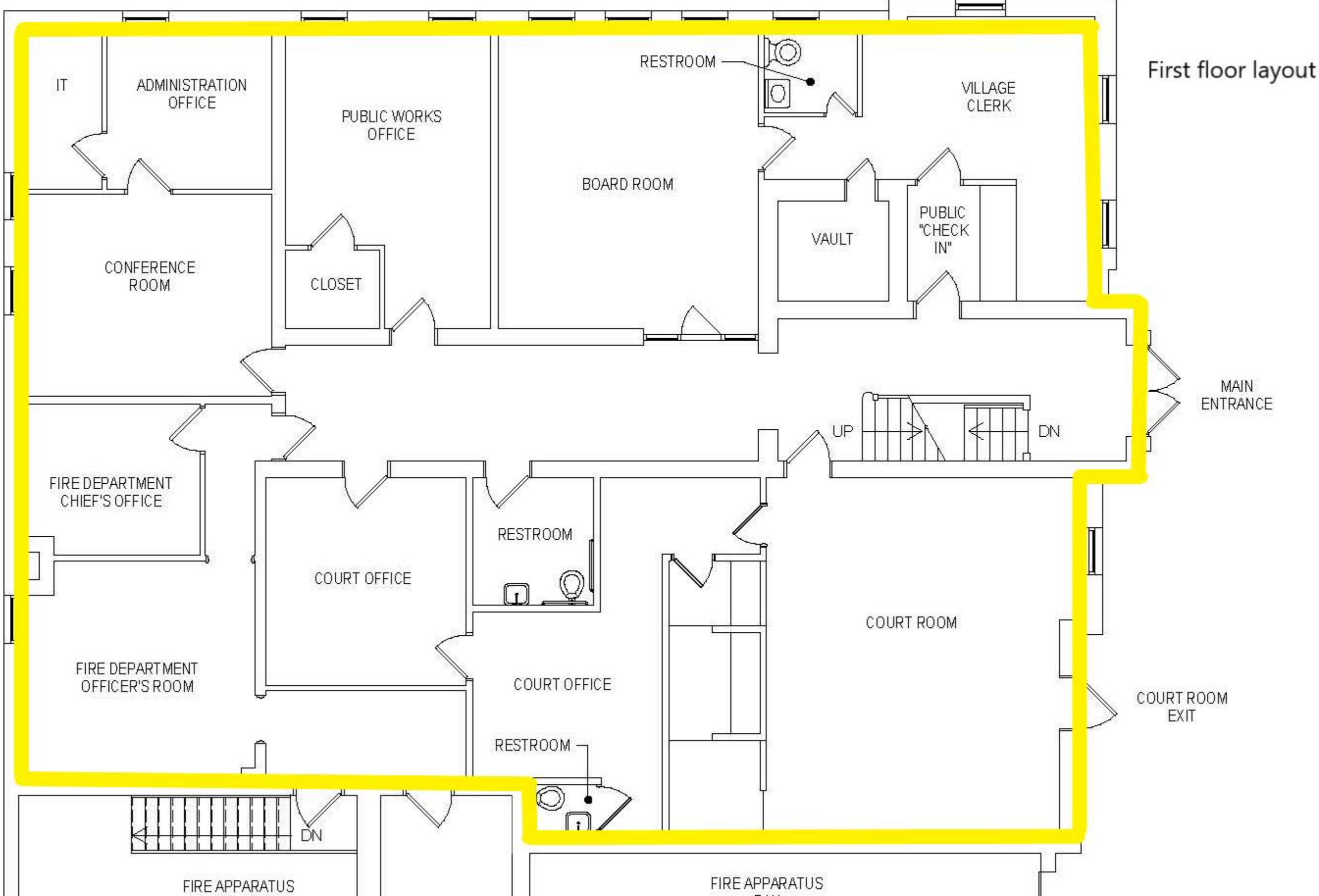
**Village of Perry**  
**Attn: Christina Slusser**  
**Village Clerk**  
**46 North Main St**  
**Perry, NY 14530**

2. Proposals may be delivered by mail, courier, or in person to the address above.
3. Proposals should be received by the Village no later than 12:00 pm, May 14, 2021. Any questions regarding the bid requirements should be directed to Christina Slusser, Village Clerk, at [cslusser@villageofperry.com](mailto:cslusser@villageofperry.com) or 585-237-2216.

## Miscellaneous

1. The Village of Perry reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside of the scope of this RFP.
2. The Village assumes no responsibility or liability for costs incurred by respondents to this Request for Proposals, including any requests for additional information, interviews, or negotiations.
3. Minority- and Woman-owned Business Enterprises (M/WBE) are encouraged to respond to the RFP, either as prime or subcontractors.
4. A walkthrough will be held on Thursday, May 6, 2021 at 11:00am.
5. The Village of Perry will be renovating the third floor of the Village Hall. Once renovated, the Village will be looking for additional services of cleaning the third floor and may request a modification to the agreement.

# First floor layout



Ground floor layout

