



Request for Proposals  
For Janitorial Services  
#B2024-PD-005

**Town of Seabrook, New Hampshire**  
**Police Department**



**REQUEST FOR PROPOSALS # B2024-PD-005**

*Qualified candidates are invited to submit a sealed written bid proposal to provide Janitorial Services for the Seabrook Police Department in agreement with the attached specifications, terms, and conditions. Prospective respondents are advised to read this information over carefully before submitting a proposal.*

*Three (3) copies of the Bid Proposal must be submitted in a sealed envelope plainly marked:*

*RFP# B2024-PD-005  
Janitorial Services  
Town of Seabrook  
C/o Shaylia Wood  
Chief Procurement Officer  
99 Lafayette Road  
Seabrook, NH 03874*

*Optional Site Walk through March 5<sup>th</sup>, 2024, at 10 am*

*All proposals/bids must be received by March 14<sup>th</sup>, 2024, at 2:00 pm EST and will be opened publicly at such time.*



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## **PURPOSE OF PROPOSAL**

The Town of Seabrook, NH, is soliciting bid proposals for janitorial Services at the Seabrook Police Station, Located at 7 Liberty Lane. Services shall be billed monthly for the period of one year with a Town option to renew annually for up to two years.

## **PROJECT DESCRIPTION**

The average time to clean the Seabrook Police Station is 40-45 hours per month depending on the weather. Winter months may require additional time due to tracking snow, salt, and sand. The contractor shall provide all cleaning equipment and agents. The Town of Seabrook will supply all trash liners and paper products.

The work performed by the contractor shall be in a workman-like professional manner, in accordance with generally accepted industry principles and practices.

Bidders shall be fully qualified with at least three (3) years of experience and must be CJIS certified. Bidders shall submit a statement of qualifications with their bid form. Each proposal must include a list of at least three current references for whom comparable work has been performed. This list shall include the company name, person to contact, address, and telephone number. Preferred references include other local government agencies.

## **SCOPE OF WORK**

This Proposal shall include the following services to be performed by the successful contractor but are not necessarily all-encompassing:

### **AREAS TO BE CLEANED**

#### **ALL ENTRANCES**

- Clean entry doors glass inside and outside daily as needed.
- Vacuum all carpets daily.
- Steam Clean entrance carpets as requested.

#### **SIX RESTROOMS - DAILY**

- Clean and sanitize all glass mirrors.
- Clean and sanitize all fixtures to shine.
- Clean and sanitize the sink and counter area.
- Wash and sanitize partitions and doors as needed.
- Clean thoroughly and disinfect bathroom stalls, toilets, and urinals.
- Clean showers as needed.
- Replenish all paper supplies as needed.
- Replenish all soap dispensers as needed.
- Empty all waste containers, replace liners, and remove them to the designated area.
- Wet mop and disinfect all flooring.
- Machine wash floor annually.



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## **OFFICES, DISPATCH & CONFERENCE ROOM - DAILY**

Spot cleaning of all glass.  
Empty all trash, replace liners, and remove to designated area.  
Vacuuming all carpeted areas.  
Steam Clean all carpets as requested.

## **KITCHEN - DAILY**

The kitchen floor is to be swept and washed.  
Trash removed to the designated location.  
Wipe down counters, sink, stove, and microwave. (Does not include washing dishes)

## **HALLWAYS**

Sweep and wash flooring daily, spray, and buff weekly.  
Annually, wet strip and apply three coats of finish.

## **STAIRWAYS**

Sweep and wash stairs as needed.

## **CELL BLOCK**

Clean sinks and toilets as needed.  
Vacuum all carpets daily.  
Wash all flooring as needed, spray, and buff weekly.  
Empty trash daily.

## **SALLY PORT & GARAGE**

Empty trash daily.  
Vacuum all carpets daily.  
Wash all flooring as needed.

All trash is to be emptied into the outside dumpster daily. Offices should be cleaned if they are unlocked.

## **PERFORMANCE REQUIREMENTS**

The Contractor will perform all tasks that meet the expectations of the Town. All work must comply with all Federal, State, and Local laws, ordinances, rules, and regulations.

The Deputy Police Chief reserves the right to perform random and periodic inspections at any time to ascertain the contractor's compliance with the work. Any deficiencies found during the performance of work will be the responsibility of the Contractor and shall be corrected at the time of notice. There will be no cost to the Town for any re-works/corrections. Upon failure of the



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Contractor to correct work, The Town shall withhold any amount necessary for the correction of work from payments due, to correct the deficiencies.

The Deputy Police Chief or designee may also contact the Contractor(s) to inform them whenever their services are needed.

## **PROPOSAL TERMS**

The Town of Seabrook reserves the right to accept or reject any and all proposals in whole or in part received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, and the contractor's qualifications and capabilities to provide a particular service. The Town reserves the right to consider proposals for modifications at any time before a contract is awarded, and negotiations would be undertaken with the contractor whose Proposal is deemed to meet the Town's specifications and needs best. There will be no reimbursement to any candidate if the selection process is terminated. The Town of Seabrook reserves the right to waive defects and informalities of the proposals.

All bids must be received by March 14th, 2024, at 2:00 pm EST. The submittal package shall include three (3) copies of the Proposal. No telephone, email, or facsimile proposals will be accepted. All submissions received after the deadline will not be accepted and will be returned unopened.

## **INSURANCE REQUIREMENTS**

The successful bidder shall carry any and all insurance that will protect the Town of Seabrook and its officials, agents, employees, and volunteers from any and all claims and demands, costs, damages, loss of service or consortium, expenses, compensation, and attorney's fees.

Worker's Compensation Insurance as required under New Hampshire law for all employees engaged in the work hereunder and shall provide a certificate to the Town indicating such insurance coverage before engaging in any work hereunder.

The successful bidder shall also carry the following types of insurance with the Town named as an additional insured under each. The limits shall be at least \$1 million on account of any one person or accident and \$1 million on account of any additional person or accident.

- Public Liability Insurance, Property Damage Insurance, Bodily Injury Insurance, Property Damage Insurance covering the operation of vehicles or equipment, bodily Injury Insurance covering the operation of vehicles or equipment, and Non-Ownership Automobile Liability Insurance.



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## **SUB-CONTRACTING**

No portion of the work may be subcontracted or sub-leased by the successful bidder without the consent of the Town of Seabrook. Any approval to sub-lease or sub-contract any portion of the work requires any sub-contractor or sub-leaser to provide the same insurance certificates as required of the successful bidder.

## **PAYMENT FOR SERVICES**

Invoices from the successful bidder will be paid in full within thirty (30) days of the receipt thereof. Payments will be processed only for actual work accomplished to the invoice date, and the Town reserves the right to examine the work to ensure that it is sufficiently complete to tender payment.

Invoicing instructions: All invoices shall include the following information:

1. Company name
2. Date work was completed
3. Brief description of services rendered

## **INTENTION TO BID / ADDENDA**

Bidders who want to participate in the IFB are urged to submit an Intention to Bid form to receive addendums and possibly additional information. Intention to Bid forms can be found on the town website at [www.Seabrooknh.info/procurement](http://www.Seabrooknh.info/procurement). Completed Intention to Bid forms and questions may be emailed to the Chief Procurement Officer at [Swood@seabrooknh.org](mailto:Swood@seabrooknh.org).

All questions shall be submitted in writing to only the Chief Procurement Officer at the above address by March 7<sup>th</sup>, 2024, at 2:00 pm EST. The Chief Procurement Officer will then forward the question and the Town's response to all prospective bidders. If it becomes necessary to revise any part of the RFP, addenda will be provided by email and on the Town website at [www.Seabrooknh.info/procurement](http://www.Seabrooknh.info/procurement). Deadlines for submission of RFPs may be adjusted to allow for revisions. To be considered, original proposals with amendments must be submitted before the date and time specified.

## **WITHDRAWAL OF BID PROPOSAL**

A bidder will be permitted to withdraw his/her Proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

## **CONSIDERATION OF PROPOSALS**

Bids will be made public at the time of opening and may be reviewed only after they have been properly recorded. In the case of a discrepancy between prices written in words and those written in figures, the prices written in words shall govern. In the event of a discrepancy between the total shown in the Proposal and that obtained by adding the products of the quantities of items and bid prices, the latter shall govern.



Request for Proposals  
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## AWARD OF CONTRACT

The successful bidder will be notified by mail to the address on their Proposal that their bid has been accepted and that they have been awarded the contract.

## CANCELLATION OF AWARD

The Town reserves the right to cancel any contract award at any time before the execution of such contract by all parties without any liability against the Town. The Town may terminate the Contract at any time, by giving thirty (30) days' written notice.

## EXTRAS

Except as otherwise herein provided, no charge for any extra work or material will be allowed unless the Town Manager has ordered the same, in writing.

\*The Town of Seabrook is a Tax-Exempt Organization.

## BID SUBMISSIONS

Proposal Preparations: In order to facilitate the evaluation of the proposals, the proposer is instructed to be concise and to follow the outline below in responding. Proposals that do not follow the outline, or do not contain the required information, may be considered invalid proposals. Additional detailed information may be annexed to the proposal.

Format Proposal: Proposers are instructed to be concise, and proposals should include, in order, the following:

1. Proposal Summary- Discuss the highlights, key features, and distinguishing points of the Proposal. A separate sheet shall include a list of individuals and contacts for this proposal and how to communicate with them.
2. Company Profile- Include a brief description of the Proposer firm size as well as the organization structure. Previous work summaries, including reference contact information for a minimum of three (3) contracts (jobs), which are similar in scope to the services described herein. Proof of CJIS Certification
3. Work Plan or Schedule- Present a well-conceived service plan. Include a full description of major tasks and subtasks. This section of the proposal shall establish that the Proposer understands the City's objectives and work requirements and the Proposer's ability to satisfy those objectives and requirements.
4. Proposed Innovations- The Proposer may also suggest technical or procedural innovations that have been used successfully on other engagements and which may provide the Town with better service delivery. In this section discuss any ideas, innovative approaches, or specific new concepts included in the Proposal that would provide benefit to the Town.



Request for Proposals  
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5. Project Staffing- This Chapter shall discuss how the Proposer would propose to staff this project. Key project team members shall be identified by name, title, and specific responsibilities on the project.
  
6. Proposal Exceptions- This section shall discuss any exceptions or requested changes that the Proposer has to the Town’s RFP conditions, and requirements. If there are no exceptions noted, it is assumed the Proposer will accept all conditions and requirements identified. Items not excepted will not be open to later negotiation.
  
7. Cost Proposal Bid Form- The fee information is relevant to a determination of whether the fee is fair and reasonable in light of the services to be provided. Provision of this information assists the Town in determining the firm's understanding of the project and provides staff with tools to negotiate the cost and provide details on the bid form (See page 9). This section shall include the proposed costs to provide the services desired. Include any other cost and price information that would be contained in a potential agreement with the Town.

PLEASE NOTE: The Town of Seabrook does not pay for services before it receives them. Therefore, do not propose contract terms that call for upfront payments or deposits.

Bids must be signed by an official authorized to bind the contractor to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

“The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this section, the word "person" means any natural person, joint venture, partnership, corporation, or other business or legal entity.”

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Company) & (Title)







Invitation for Bid  
to Provide Janitorial Services at the Police Dept.  
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**Cost Proposal Bid Form  
Town of Seabrook**

**Company:** \_\_\_\_\_

<u><b>Location</b></u>	<u><b>Monthly Rate</b></u> (billed monthly)	<u><b>Annual Rate</b></u>
Seabrook Police Dept. 7 Liberty Lane	\$	\$

**Hourly Rate \$** \_\_\_\_\_