



## **INVITATION TO BID**

### **Custodial Services for Northwood Town Facilities**

The Town of Northwood is seeking proposals for CUSTODIAL SERVICES for the municipal facilities to include the Town Hall Offices & Meeting Room (818 First NH Turnpike, Northwood, NH), and the Community Center (135 Main St., Northwood, NH).

Copies of the Bid Package and Project Specifications may be obtained in person at the Town Administrator's Office, 818 1<sup>st</sup>. NH Turnpike, Northwood, NH 03261, Monday - Thursday during the hours of 9:00 a.m. to 4:00 p.m. or on the Town's website [www.northwoodnh.org](http://www.northwoodnh.org).

One (1) original bid in a sealed envelope clearly labeled "RFP 2024-01 Submission" must be submitted no later than 4:00 p.m. on Thursday April 18th, 2024. Bids will be publicly opened and read aloud at the Selectboard's meeting on April 23rd, 2024 at 6:30pm. Faxed or bids in unsealed envelopes will not be considered. The Town will reject proposals received after the date and time noted above. Bids may be submitted by mail, courier service, or in person addressed to:

Town of Northwood  
Attention Town Administrator's Office  
818 1<sup>st</sup> NH Turnpike  
Northwood, NH 03261

The Town of Northwood reserves the right to reject any bid, or any part of bids, or all bids and to waive any formality or technicality in any bid in the interest of the Town of Northwood.

Neil Irvine  
Town Administrator  
Northwood, NH

**STANDARD INSTRUCTIONS TO BIDDERS**  
**Custodial Services for Northwood Town Facilities**

Part 1. Project

The Town of Northwood is seeking proposals for CUSTODIAL SERVICES for the municipal facilities to include the Town Hall Offices & Meeting Room (818 First NH Turnpike, Northwood, NH), and the Community Center (135 Main St., Northwood, NH).

Part 2. Scope and Specifications

- 2.1 Town Hall (to include Administrative Offices both levels, Public Areas both levels, Public Meeting Room) – weekly:
- Vacuum all carpeted areas.
  - Sweep, vacuum and/or mop non-carpeted areas.
  - Empty all trash receptacles. Consolidate trash for removal by Town.
  - Replace liners in trash receptacles.
  - Dust all surfaces accessible from floor level using an extendable 8' duster wand.
  - Sanitize all frequently touched surfaces (door handles etc.)
  - Clean / wipe walls and doors as needed.
- 2.2 Restrooms - weekly:
- Clean all fixtures, surfaces, and floors.
  - Empty all trash receptacles. Consolidate trash for removal by Town.
  - Replace liners in trash receptacles.
  - Clean / wipe walls and doors as needed.
  - Restock paper products as needed.
- 2.3 Kitchen – weekly:
- Clean all fixtures, surfaces, and floors.
  - Empty all trash receptacles. Consolidate trash for removal by Town.
  - Replace liners in trash receptacles.
  - Clean / wipe walls and doors as needed.
  - Restock paper products as needed.
- 2.4 Community Center – weekly:
- Sweep, vacuum and/or mop non-carpeted areas.
  - Empty all trash receptacles. Consolidate trash for removal by Town.
  - Replace liners in trash receptacles.
  - Dust all surfaces accessible from floor level using an extendable 8' duster wand.
  - Sanitize all frequently touched surfaces (door handles etc.)
  - Clean / wipe walls and doors as needed.

- 2.5 Community Center Restrooms - weekly:
- Clean all fixtures, surfaces, and floors.
  - Empty all trash receptacles. Consolidate trash for removal by Town.
  - Replace liners in trash receptacles.
  - Clean / wipe walls and doors as needed.
  - Restock paper products as needed.
- 2.6 Other:
- Twice a year (Spring & Fall) wash all windows, inside and out, if accessible from ground level.
  - Steam cleaning of carpeted areas annually. Additional treatments to be billed separately.
  - All cleaning products and equipment to be provided by the vendor.
  - All paper products and trash bag liners to be provided by the Town.
  - Trash removal and disposal provided by the Town.

### Part 3. Bid Submission Instructions

3.1 One (1) original bid must be submitted in a sealed envelope clearly labeled “RFP 2024-01 Submission” must be submitted no later than 4:00 p.m. on Thursday April 18th, 2024. Bids will be publicly opened and read aloud at the Selectboard’s meeting on April 23rd, 2024 at 6:30pm. Faxed or bids in unsealed envelopes will not be considered. The Town will reject proposals received after the date and time noted above. Bids may be submitted by mail, courier service, or in person addressed to:

Town of Northwood  
Attention Town Administrator’s Office  
818 1<sup>st</sup> NH Turnpike  
Northwood, NH 03261

- 3.2 In the case of mailed or third-person delivery, the outer envelope must be clearly labeled “RFP 2024-01 Submission” and the bid contained inside in a second sealed envelope.
- 3.3 All information must be submitted in ink or typewritten. Errors, alterations, or corrections must be initialed by the person signing the bid.
- 3.4 A person authorized to represent the legal entity of the bidder must sign bids.
- 3.5 The inability to meet any specified requirement(s) must be stated in writing and attached to the bid form or written on the bid form. If no exceptions are noted, it shall be assumed that the terms of the Invitation to Bid have been accepted.
- 3.6 Bids are considered valid for sixty (60) days after bid(s) are opened. Bidders may not withdraw, cancel, or modify their bid for a period of sixty (60) days after bid(s) are opened.

#### Section 4. Presumption of bidder being fully informed

- 4.1 At the time the first bid is opened, each bidder is presumed to have read and be thoroughly familiar with all bidding and contract documents for this project. Failure or omission of the bidder to receive or examine any information concerning this bid shall in no way relieve any bidder from obligations with respect to their bid.

#### Section 5. Pre-bid Inspection

- 5.1 Interested bidders may visit the Town Office on Friday April 5<sup>th</sup>, 2024, at 10:00am followed by a site visit of the Community Center prior to submitting a bid. All questions regarding the scope of work shall be submitted in writing and sent via email (adminassist@northwoodnh.org). The question and response shall be posted to the Town website as addenda to this RFP.

#### Section 6. Interpretation of Acceptable Work

- 6.1 The specifications, bidding, and contract documents are to be interpreted as meaning those acceptable to the Town of Northwood.

#### Section 7. Insurance

- 7.1 The bidder awarded this bid must provide a current Certificate of Insurance to the Town Administrator's Office **PRIOR** to commencement of work, with the following requirements:

General Liability with minimum limit of \$1,000,000  
Property Damage \$250,000  
Worker's Compensation, as required by New Hampshire State statutes.

- 7.2 The limits of insurance may either be met as stated above, or in combination with an umbrella or excess liability policy.
- 7.3 The Town of Northwood, 818 1<sup>st</sup>. NH Turnpike, Northwood, NH 03261 is to appear as an additional insured on the contractor's general liability and automobile liability, if applicable, Certificates of Insurance.
- 7.4 Insurance coverage may not be canceled or modified without thirty (30) days written notice by registered U.S. Mail to: Town Administrator, Town of Northwood, 818 1<sup>st</sup>. NH Turnpike, Northwood, NH 03261

#### Section 8. Awarding of the Bid

- 8.1 The Town of Northwood reserves the right to accept any bid or any part of bids, to reject any, all, or any part of bids, to waive any non-material deficiencies or irregularities in the bidding process, and to award the bid deemed to be in the best interests of the Town.

8.2 An award shall be made to the most responsive and responsible bidder. That bidder is the person or firm whose bid to perform the work represents the best interests of the Town, who is qualified and competent to do the work, whose past performance of work, if any, is satisfactory to the Town, and whose bid documents comply with the procedural requirements stated herein.

Section 9. Rejection and/or Cancellation of Bids

9.1 The Town reserves the right to reject or cancel any and all bids, or any part of any or all bids, if such action is deemed to be in its best interest to do so.

Section 10. Performance Bond – THIS ITEM IS NOT APPLICABLE TO THIS RFP

10.1 Prior to the execution of the contract, the contractor shall furnish either a Performance Bond, a letter of credit, or cash bond in an amount at least equal to 100% of the total contract price as a security for the Town of Northwood.

Section 11. Tax Exemptions

11.1 The Town of Northwood is exempt from Federal Excise Taxes. Bidders shall avail themselves of these exemptions.

11.2 The contractor must supply the Town with a W-9 form for services rendered.



## CUSTODIAL SERVICES

### BID FORM

BID of \_\_\_\_\_ (hereinafter called "BIDDER," a corporation organized and existing under the laws of the State of \_\_\_\_\_, or an individual doing business as: \_\_\_\_\_, having carefully examined all bidding documents together with all addenda issued, if any, and received prior to the scheduled closing time for receipt of bids will provide Custodial Services for the bid of.

BID:

\_\_\_\_\_ \$ \_\_\_\_\_ per week.  
(Written in Words) (Written in Figures)

Work beyond the accepted scope of work in Section 2 to be billed at an hourly rate of \$\_\_\_\_\_

Additional items the contractor suggests should be addressed that have not been included in the bid specifications and associated cost:

\_\_\_\_\_  
\_\_\_\_\_

The undersigned submits this Bid without collusion with any other person, firm, or individual.

Witness: \_\_\_\_\_ Company: \_\_\_\_\_

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

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

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