

Received: 1/5/22
8:47am
Nicole Charest, ATC

Town of Durham

Office of the First Selectman
P. O. Box 428
Durham, CT 06422

Documents for Bid of

Janitorial Services for Town Owned Buildings

Board of Selectman

Laura L. Francis - First Selectman

John T. Szewczyk - Selectman

George M. Eames, IV - Selectman

Legal Notice
Invitation to Bid
Town of Durham

The Town of Durham requests that sealed bids be submitted for the following:
Janitorial Services for Town Owned Facilities FY2022-2023

Said bid must be in a sealed envelope clearly marked:
Janitorial Services for Town Owned Facilities Bid Enclosed

A mandatory pre-bid site inspection will be held Friday, January 14, 2022 at 9:00 a.m. at 30 Town House Road, Durham, CT 06422.

All sealed bids will be accepted at the Office of the First Selectman, 30 Town House Road, Durham, CT 06422 until **2:00 p.m., Friday, January 21, 2022** and will be opened at that time and date. No FAX bids will be accepted.

Specifications and bid documents may be obtained from the **address above**, at www.townofdurhamct.org/bids or by calling **(860) 349-3625**.

The Town of Durham reserves the right to waive any informalities or defects in any bid. The Town reserves the right to accept other than the lowest bid if the Board of Selectmen, in its sole discretion, deems it to be in the best interest of the Town to do so. Bids, amendments to bids or withdrawal of bids after the time set for bid acceptance will not be considered. The Town of Durham requires a minimum of (2) bids to be received for the invitation to be valid.

Laura L. Francis, First Selectman
Dated: January 5, 2022

INFORMATION FOR BIDDERS

Proposals Received

Sealed bids for **Janitorial Services for Town Owned Facilities** will be received at the Office of the Office of the First Selectman at the Durham Town Hall, 30 Townhouse Road, Durham, CT 06422, until **2:00 p.m., Friday, January 21, 2022** .Bids will be opened at that time and date.

Key Event Dates

Location: Town Hall, 30 Townhouse Road, Durham, Connecticut	
Invitation to Bid	January 5, 2022
Pre-bid inspection - Mandatory	Friday, January 14, 2022 at 9:00 a.m. at 30 Town House Road, Durham, CT 06422
Public Bid Opening	Friday, January 21, 2022 no later than 2:00 p.m.
Commencement of Work	Date: July 1,2022

Addenda and Interpretations

No interpretations of the meaning of the Plans or other pre-bid documents will be made to any Bidder orally.

Every request for such interpretation shall be in writing, either by email to lehet@townofdurhamct.org or phone 860-349-3625 or by mail addressed to the Office of the First Selectman, Durham Town Hall, P.O. Box 428, 30 Townhouse Road, Durham, CT 06422. To be given consideration, such requests must be received at least three (3) working days prior to the date fixed for the opening of bids. No Faxes.

Familiarity of the Work

Each Bidder shall fully inform himself prior to bidding as to existing conditions and limitations under which the work is to be performed and shall include in his bid a sum to cover the cost of items necessary to perform the work as set forth on the Bid Form. No allowance will be made to a Bidder because of lack of such examination or knowledge. The submission of a bid will be considered as conclusive evidence that the Bidder has made such examination.

The Town assumes no responsibility whatsoever with respect to ascertaining for the Contractor such facts concerning physical characteristics at the site of the project. The Contractor agrees that he shall make no claim for and has no right to additional payment or extension of time for completion of the work, or any other concessions, because of any interpretations or misunderstanding on his part of this Contract, or because of any failure on his part to fully acquaint himself with all conditions relating to the work.

Disqualification of Bidders

More than one proposal from an individual, firm, partnership, corporation, or an association under the same or different names will not be considered. Reasonable grounds for believing that any Bidder is interested in more than one proposal for the work contemplated will cause the rejection of all proposals in which such Bidder is interested. Any or all proposals in which such Bidder is interested will be rejected if there is reason for believing that collusion exists among the Bidders; and all participants in such collusion will not be considered in future proposals for the same work. Proposals in which the prices are obviously unbalanced may be rejected. No Contract will be awarded except to a competent Bidder capable of performing the class of work contemplated.

Preparation of Proposals

The Proposal must be made upon the form contained herein. The blank spaces in the Proposals must be filled in correctly where indicated. The Bidder must state, both in words and in numerals, written or printed in ink, the price for which he proposes to do the work contemplated. In case of discrepancy between the words and the numerals, the words shall govern. Ditto marks are not considered writing or printing and shall not be used. The Bidder shall sign his Proposal correctly. If an individual makes the Proposal, his name and post office address must be shown. If made by a firm, partnership, or corporation, the Proposal must be signed by an official of the firm, partnership, or corporation authorized to sign contracts, and must show the post office address of the firm, partnership, or corporation.

Each bid must be submitted in a sealed envelope bearing on the outside the name of the Bidder, the Bidder's address, and name of the project for which the bid is submitted. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed to: First Selectman, Durham Town Hall, P.O. Box 428, Durham, CT 06422.

Irregular Proposals

The Town reserves the right to reject any proposals if they show any omission, alteration of form, additions not called for, conditional bids, or irregularities of any kind.

Withdrawal of Proposals

If a Bidder wishes to withdraw his Proposal, he may do so before the time fixed for the opening of bids by communicating his purpose to the Durham First Selectman. Upon such notice, the Proposal will be made available unopened to the Bidder at the Durham First Selectman's Office.

Insurance

Before execution of the Contract, the Proposer will be required to file with the Town a certificate of insurance. The certificate, executed by an insurance company satisfactory to the Town, shall name the Town as an additional insured party on the form furnished with these specifications.

Worker's Compensation Insurance: With respect to all operations the Proposer performs and all those performed for it by subcontractors, the Proposer shall carry workmen's compensation insurance in accordance with the requirements and the laws of the State.

Commercial General Insurance: With respect to the Project operations the Proposer performs and also those performed for it by subcontractors, the Proposer shall carry regular Commercial General Insurance. The insurance shall provide coverage for each accident or occurrence in the amount of \$1,000,000, combined single limit, for all damages resulting from (1) bodily injury to or death of persons and/or (2) injury to or destruction of property. Subject to that limit per accident or occurrence, the policy shall provide at total or aggregate coverage of \$2,000,000 for all damages during the policy period.

Automobile Liability Insurance: The operation of all motor vehicles, including those hired or borrowed, used in connection with the project, shall be covered by Automobile Liability Insurance. The insurance shall provide coverage for accident or occurrence in the amount of \$1,000,000 combined single limit, for all damages resulting from (1) bodily injury to or death of persons and/or (2) injury to or destruction of property.

Excess Umbrella Liability Insurance: The Contractor shall maintain during the Term of the Agreement Excess Umbrella Liability Insurance of not less than \$3,000,000. This coverage shall be primary and non-contributory.

Termination or change of Insurance: Each insurance policy shall be endorsed to provide that the insurance company shall notify the Town by certified mail at least thirty (30) days in advance of termination, or any change in the policy. No such change shall be made without prior written approval of the First Selectman.

Claims: Each insurance policy shall state that the insurance company shall agree to investigate and defend the Town against all damages, even if groundless.

Compensation: There shall be no direct compensation allowed the Proposer on account of any premium or other charge necessary to take out and keep in effect all insurance or bonds, but the cost thereof shall be considered included in the general cost of the work.

Hold Harmless & Indemnification

The Town of Durham does not waive its right to subrogation with respect to any coverage, including workers' compensation. To the fullest extent permitted by law, The contractor, all subcontractors and suppliers shall at all times defend, indemnify and hold harmless the Town of Durham and all of their officers, agents, and/or employees from and against any and all claims, demands, damages, losses, judgments, costs, workers' compensation payments, expenses and counsel fees arising out of or alleged to arise out of the performance of the agreement, negligence of Contractor and any of Contractor's employees, subcontractors, and breach of this agreement. This provision shall survive termination of the agreement.

The existence of insurance shall in no way limit the scope of this indemnification. The contractor further undertakes to reimburse the Town for damages to the property caused by the contractor, or his employees, agents, subcontractors or material men or by faulty, defective or unsuitable material or equipment used by him or them.

Sales Tax

Certain materials and supplies incorporated in the work of this project are exempt from Connecticut Sales Tax. The Bidder shall familiarize himself with current regulations of the State Tax Department. The tax on materials or supplies exempted by such regulations shall not be included as part of the bid. Upon request, the Owner will furnish the successful Bidder a sales tax exemption letter.

Collusion

By offering a submission to this RFP the proposer certifies the proposer has not divulged to, discussed or compared his proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever. Complete Appendix A and submit with proposal.

Compliance with Federal and State Regulations

The Contractor shall be responsible for full compliance with any Federal and/or State laws, regulations and standards, as applicable to any project fully or partially funded by State and/or Federal funding agency.

Permits

All licenses and permits for complying with any applicable Federal, State, and Municipal laws, codes and regulations in connection with the prosecution of the work shall be obtained by the Contractor. Fees will be waived upon approval of the First Selectman.

Right to Reject

The Town reserves the right to reject any, or any part of, or all proposals; to waive informalities, irregularities, defects and/or technicalities, and, if it so chooses in its sole discretion, to accept the Proposal which the Town deems to be in the best interest of the Town, whether or not it is the lowest dollar amount.

General Conditions

1. The Town reserves the right to reject any or all proposals, if deemed not in the best interest of the Town.
2. Minor variations to the specifications not affecting the contractor's ability to perform properly will not disqualify a proposal from consideration.
3. All Federal, State and Local laws and regulations must be complied with.
4. Contractor will furnish all labor, equipment and cleaning supplies to complete the work described herein.
5. Contractor will supply his employees with proper masks and gloves for the safety of his employees and employees and visitors of the Town of Durham.
 - Town of Durham requires all contractors to wear masks in town-owned buildings to help reduce the spread of COVID-19
6. Contractor is responsible for notifying the Town of Durham know when supplies are needed.
 - Contractor will complete supply list by designating the date, location, and amount of stock being removed. This list will be posted in the third-floor storage area. Appendix B.
7. Contractor is responsible for the security of all Town of Durham town owned buildings keys and fobs.
 - All building keys are to be secured daily, at the beginning and end shifts each day, in the lock box located in the Town Hall mail room.
 - Unless otherwise specified in this contract, no duplication of keys by the Contractor is authorized.
 - Key Loss: In the event of key loss Contractor is responsible to contact the Town of Durham with 24 hours. Contractor assumes the risk of loss.
 - Key Return: Keys, fobs will be returned to the Office of the First Selectman at the end of the term agreement.

Contract Terms

1. Contract period will be July 1, 2022 through June 30, 2023.
2. Contract can be extended for one year with agreement of both parties.

- **General Specifications Per Building**

Town Hall, 30 Town House Road

General Maintenance

Frequency: Three Days; Monday, Wednesday and Friday

Square Footage: 8700

a. Three Days a Week: Monday, Wednesday & Friday:

- Vacuum all flooring including
 - Entrances and stairwells
 - Elevator
 - Interior Offices
 - Kitchens
 - Bathrooms
 - Conference rooms
- Frequently Touched Areas: Clean and Disinfect ALL surfaces; including but not limited to; door handsets, pulls, push bars, railings, buttons, and switches.
- Wet mop stairs and wood flooring as needed
- Kitchens
 - Fill soap and towel dispenser
 - Empty all trash containers and replace with new bag
- Bathrooms: Clean and Disinfect ALL surfaces; including but not limited to; toilets, garbage receptacle tops, handicap rail, paper towel and toilet paper dispensers, sanitary receptacle, soap dispenser, sink and faucets.
 - Empty all sanitary receptacles and trash containers and replace with new bags.
 - Vacuum and wet mop floors.
 - Fill toilet tissue, soap and towel dispensers
- Turn off all lights
- Lock all interior and exterior doors at the completion of work according to security procedures
- Trash Containers: Empty all trash containers. Trash bags must be tied SECURELY before being placed in the dumpster.

b. Twice Weekly

- Vacuum stairwell sconces and window ledges of debris
- Wipe down all molding, baseboards, and window ledges in entries, stairwells and hall ways
- Remove all cobwebs
- Conference - Meeting Rooms: Clean and Disinfect ALL surfaces; including but not limited to; all chairs, desktops, flat surfaces, switches
- Clean all interior door/wall glass
- Clean all plexiglass shields/dividers and door shelves in various offices
- Elevator: Clean and Disinfect All surfaces; including but not limited to; buttons on the inside and outside

c. Monthly

- Dust all horizontal surfaces, clearing cobwebs, etc.
- Dust and clean window sills
- Detail vacuuming of carpet corners and edges
- Dust high and low areas (pictures, clocks, etc.)
- Clean microwave interiors
- Vault: Clean and Disinfect All Hard Surfaces; including but not limited to; file tops, file drawer and cabinets pulls, desktops, chairs, and light switches. Cleaning will take place on the 4th Tuesday of the month between the hours of 5:00 p.m. - 7:00 p.m.

d. 2 Times Yearly

- Wash all trash containers (sooner if needed)
- Dust / vacuum blinds

1.) Carpet Cleaning
Frequency: Once yearly (Spring)
Square Footage: 3900

2.) Window Cleaning
Frequency: Once yearly (May)

SPECIAL INSTRUCTIONS

The selected working hours will begin after 9:00 p.m. and end before 6:00 A. M.

Contact Information: Jaclyn Lehet, Executive Assistant, 860-349-3625

Public Library, 37 Maple Avenue

General Maintenance

Frequency: Six days; Monday thru Saturday

Square Footage: 14862

a.) Daily

- All Frequently Touched Areas: Clean and Disinfect ALL surfaces; including but not limited to; door handsets, pulls, push bars, railings, buttons and switches, chairs, tabletops, and counters.
- Elevator: Clean and Disinfect All surfaces; including but not limited to; buttons on the inside and outside
- Conference - Meeting Rooms: Clean and Disinfect ALL surfaces; including but not limited to; all chairs, desktops, flat surfaces, switches.
- Kitchens:
 - Empty all trash containers and replace with new bag.
 - Place in proper receptacle located at Town Hall (no trash on premises); replace all waste containers with clean bag if necessary
 - Occasionally there will be large boxes or stacks of magazines that will need to be discarded to the Town Hall receptacle
- Bathrooms: Clean and Disinfect ALL surfaces; including but not limited to; toilets, garbage receptacle tops, handicap rail, paper towel and toilet paper dispensers, sanitary receptacle, soap dispenser, sink and faucets.
 - Empty all sanitary receptacles and trash containers and replace with new bags.
 - Vacuum and wet/mop
 - Fill toilet tissue, soap and towel dispensers
- Common Equipment: Clean and Disinfect All common equipment that is frequently touched
- Vacuum all flooring including
 - Entryways
 - Hallways
 - Stairways
 - Restrooms
 - Kitchens
 - Independent rooms/office
 - Meeting/conference rooms
- Trash Containers: Empty all trash containers
- Wet mop any hardwood flooring/stairs
- Turn off lights
- Lock all interior and exterior doors at the completion of work according to security procedures
- Follows all applicable safety rules and procedures

b.) Weekly

- Dust furniture, equipment and behind all computers
 - Dusting of shelves (feather dusting of bookshelves, no movement of the books themselves)
 - Dust behind and around all computers
 - Dust all ledges within reach.
 - Clean all interior door/wall glass
 - Vacuum upholstered furniture
 - Miscellaneous items as needed; including but not limited to:
 - Set up and tear down chairs, tables and wall in meeting rooms as needed
 - The Library Director will request meeting rooms to be arranged
 - Assists in shipping and receiving of library supplies and materials
 - The Library Director will ask for items to be placed in specific areas
- Reports maintenance problems to the Library Director
- Plexiglass shields: Clean and Disinfect ALL plexiglass shields/dividers in various offices.

c.) Monthly

- Dust all horizontal surfaces, clearing cobwebs, etc.
- Dust and clean windowsills
- Detail vacuuming of carpet corners and edges

- Dust high and low areas (pictures, clocks, etc.)
- Detail vacuum under desks

d.) Quarterly

- Wash all trash containers (sooner if needed)

e.) Twice Yearly

- Dust and vacuum blinds
- Strip and wax floors
- Wash walls - where specified, woodwork, doors and sills

f.) Carpet Cleaning

Frequency: Twice Yearly (Spring and Fall)
Square Footage: 13,629

g.) Window Cleaning

Frequency: Once Yearly (May)

SPECIAL INSTRUCTIONS

The selected working hours will begin after 9:00 p.m. and end before 6:00 A. M.

Contact Information: Christine Michaud, Library Director, 860-349-9544

Durham Volunteer Ambulance Corps, 205 Main Street

General Maintenance

Frequency: [Twice Weekly; Monday and Thursday](#)

Square Footage=1400

The building is generally lightly used. Due to its age, design and use-however, the building becomes very dirty very quickly. The schedule should reflect this reality.

a.) Twice Weekly

- Empty trash cans - all areas - according to recycle policy and place in proper receptacle located at Town Hall; replace all waste containers with clean bag if necessary. - **Leave recyclable cans**
- Sweep or vacuum apparatus bay around ambulance platform
- Sweep or vacuum hardwood floors/carpeting in meeting/crew room
- Sweep or vacuum basement stairs
- Dust all areas
- Bathroom: Clean and Disinfect ALL surfaces; including but not limited to; toilets, garbage receptacle tops, handicap rail, paper towel and toilet paper dispensers, sanitary receptacle, soap dispenser, sink and faucets, and showers.
 - Vacuum and wet/mop
 - Fill toilet tissue, soap and towel dispensers
 - Empty all sanitary receptacles and trash containers and replace with new bags.
- Sanitize door handsets, pulls, push bars, railings, buttons, and switches.
- Sanitize kitchen countertop

b.) As required

- Wash hardwood floors-meeting room

c.) Monthly

- Vacuum carpet in stairwell and upstairs
- Clean windowsills
- Wash interior door windows

SPECIAL INSTRUCTIONS

- **NO MAINTENANCE BETWEEN THE HOURS OF 11:00 PM AND 6:00 AM. DUE TO OVERNIGHT LIVING QUARTERS**
- Any questions should be referred to the Facilities Manager, John Jenkins 860-349-1816

Security

- The company and the employees of that company should be the subject of a thorough background investigation. This background investigation should include a fingerprint supported criminal records check, if possible.
- The company should be properly insured for any employee malfeasance or other illicit behavior.
- The company should be aware that their presence in the building is tracked electronically and the proper access code will only be issued upon satisfactory representation of the employee/company trustworthiness. Any derogatory information developed during the background investigation that does not disqualify the potential employee from the general contract for other town buildings will need to be cleared by the EMS Chief of Service.
- Access to the upstairs office and storage areas both upstairs and downstairs will not be permitted.
- Tools and Equipment
- No tools or equipment will be provided. It is presumed that the responsible company will provide all equipment and supplies necessary to complete the job requirements.
- Any cleaning material will not be used unless a MSDS sheet is provided.
- Any cleaning material chosen must be chosen understanding that the Corps provides medical services and as such should not interfere with materials normally used for that purpose.

Durham Activity Center, 350 Main Street, 2nd Floor

General Maintenance

Frequency: Twice Weekly; Wednesday and Saturday

Square Footage: 6,794

a.) Daily

- Bathrooms: Clean and Disinfect ALL surfaces; including but not limited to; toilets, garbage receptacle tops, handicap rail, paper towel and toilet paper dispensers, sanitary receptacle, soap dispenser, sink and faucets.
 - Wet/mop
 - Fill toilet tissue, soap and towel dispensers
 - Empty all sanitary receptacles and trash containers and replace with new bags.
- Wet mop activity center floor
- Dust all ledges within reach
- Empty all trash containers and waste receptacles according to recycle policy; replace with clean bag if required and place in outside receptacle located at the rear of the building
- Clean all interior door/wall glass
- Vacuum all flooring including
 - 1st floor entrance/elevator area
 - Stairwell to 2nd floor
 - 2nd floor entrance/elevator area
 - 2nd floor hallway
 - Activity Center - all flooring
 - Bathrooms
- Turn off all lights
- Lock all interior and exterior doors at the completion of work according to security procedures
-

b.) Twice weekly

- All Frequently Touched Areas: Clean and Disinfect ALL surfaces; including but not limited to; door handsets, pulls, push bars, railings, buttons, and switches.
- Elevator: Clean and Disinfect All surfaces; including but not limited to; buttons on the inside and outside. Vacuum floors.

c.) Strip & Wax Floor

Frequency: Twice Yearly

Square Footage: 3,127

d.) Carpet Cleaning

Frequency: Once Yearly

Square Footage: 2,581

SPECIAL INSTRUCTIONS

The selected working hours will begin after 11:00 P. M. and end before 6:30 A. M.

Contact Information: Sherry Hill, Recreation Director, 860-343-6724

Durham Fire House, 41 Main Street

General Maintenance

Frequency: Once Weekly; Wednesday

Square Footage: 2,448

a.) Once Weekly

- All Frequently Touched Areas: Clean and Disinfect ALL surfaces; including but not limited to; door handsets, pulls, push bars, railings, buttons, and switches.
- Vacuum or sweep all flooring including
 - Entrance
 - Bathrooms
 - Kitchen area
 - Activity room
 - Meeting room
- Wet mop all flooring
- Bathrooms: Clean and Disinfect ALL surfaces; including but not limited to; toilets, garbage receptacle tops, handicap rail, paper towel and toilet paper dispensers, sanitary receptacle, soap dispenser, sink and faucets.
 - Fill toilet tissue, soap and towel dispensers
 - Empty all sanitary receptacles and trash containers and replace with new bags.
- Kitchens:
 - Empty all trash containers and replace with new bag.
- Trash Containers: Empty all trash containers
- Dust all ledges within reach
- Clean all interior door/wall glass
- Turn off all lights
- Lock all interior and exterior doors at the completion of work according to security procedures

c.) Meeting Room & Communications Room

Strip & Wax Floor (Note: Do not lay rugs down if floors are not completely dry)

Windows: twice yearly

Frequency: twice yearly

Square Footage: 2,148

d.) Activity Room

Windows: twice yearly

Frequency: twice yearly

Square Footage: 754

SPECIAL INSTRUCTIONS

The selected working hours will begin after 6:00 P. M. and end before 6:00 A.M.

Contact Information: Jaclyn Lehet, Executive Assistant, 860-349-3625

Resident State Trooper Office, 24 Town House Road

General Maintenance

Frequency: **Once Weekly**

Office

a.) Once Weekly

- Vacuum all flooring including
 - Entrance
 - Main office area only
 - Bathroom in rear of building
 - Wet mop wood flooring in Main office as needed
 - Bathrooms: Clean and Disinfect ALL surfaces; including but not limited to; toilets, garbage receptacle tops, handicap rail, paper towel and toilet paper dispensers, sanitary receptacle, soap dispenser, sink and faucets.
 - Empty trash cans - all areas - according to recycle policy and place in proper receptacle located at Town Hall; replace all waste containers with clean bag if necessary.
 - Dust all ledges within reach
 - Turn off all lights
 - Lock all interior and exterior doors at the completion of work according to security procedures

b.) Quarterly

- Wash all trash containers (sooner if needed)
- Vacuum office chairs
- Clean all chairs, table bases, baseboards, ledges
- Dust and vacuum blinds

SPECIAL INSTRUCTIONS

The selected working hours will begin after 6:00 P. M. and end before 6:00 A.M.

Contact Information: Jaclyn Lehet, Executive Assistant, 860-349-3625

Allyn Brook Park, 1 Pickett Lane

General Maintenance

Frequency: Once a week for 8 weeks in June-July-August; Saturday

a.) Daily

- Bathrooms: Clean and Disinfect ALL surfaces; including but not limited to; toilets, garbage receptacle tops, handicap rail, paper towel and toilet paper dispensers, sanitary receptacle, soap dispenser, sink and faucets.
 - Empty all sanitary receptacles and trash containers and replace with new bags.
 - Wet Mop
 - Fill toilet tissue, soap and towel dispensers

Contact Information: Sherry Hill, Recreation Director, 860-343-6724

APPENDIX A - Bid Form

Proposal of _____ * (hereinafter called "Bidder"), organized and existing under the laws of the State of _____, doing business as _____ to the Town of Durham (hereinafter called the "Town").

**Insert "a corporation," "a partnership," or "an individual" as applicable.*

In compliance with your Invitation to Bid, Bidder hereby proposes to perform all work for the Town of Durham in strict accordance with the Contract Documents and at the prices stated below.

By submission of this Bid, each Bidder certifies that this Bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Bid with any competitor.

The Contractor shall and will do any and all work and furnish any and all materials not herein provided for which, in the opinion of the Town, may be found necessary or advisable for the proper completion of the work or the purposes thereof, or any modifications or alternations thereto.

All extra work and materials shall be ordered in writing by the Town, and in no case, will any work or materials in excess of the amount shown in the Plans be paid for unless so ordered. Additionally, if the extra work requires additional cost, a change order must be issued prior to work commencing. No claim for delay shall be made as a result of this process. No voucher, claim or charge against the Town shall be paid, nor is the Town liable for any voucher, claim or charge unless a change order is issued. The Contractor further agrees that he shall accept, as full compensation for such extra work and materials, the unit price bid, in the case of Items covered by unit prices in the Proposal, and no more; and for such Items as are not covered by a unit price, he shall accept as full compensation:

1. An agreed-on lump sum price, or
2. The reasonable cost, as determined by the Town, of all necessary labor, including insurance and payroll, taxes, equipment rental, and materials, plus fifteen percent (15%) which covers supervision, the use of tools and plant, and other overhead expenses and profit.

The Contractor agrees to prosecute such extra work with all reasonable diligence and to employ thereon-competent workers. The Contractor shall give the Town access to all accounts, bills, payrolls, and vouchers relating to extra work not covered by unit prices, and he agrees that he shall have no claim for compensation for such extra work in the case of items not covered by unit prices, unless a statement in writing of the actual cost of the same, fully itemized as to labor and materials, is presented to the Town before the fifteenth (15th) day of the month following that during which each specific order was complied with.

The Town reserves the right to waive any informalities or defects in any bid. The Town also reserves the right to refuse any and all proposals and is under no obligation to accept the lowest bid if the Town's Board of Selectmen, in its sole discretion, deems it to be in the best interest of the Town.

I, the undersigned, have examined and carefully read all the attached or referenced documents and hereby agree to furnish at the net price indicated all labor and equipment in accordance with the specifications and conditions contained in these documents.

Company Name

Mailing Address

Authorized Signature

Print Name and Title

Date

Telephone Number (_____) _____

Fax Number (_____) _____

**APPENDIX B
Bid Proposal
Janitorial Service for Durham Town Owned Facilities**

BIDDER hereby agrees to furnish, at the net process indicates, all materials, labor and equipment for all the items listed below, subject to and in accordance with the specifications and conditions described in the CONTRACT DOCUMENTS, all of which are made part of the proposal.

SCHEDULE OF PRICING

TOWN HALL	# OF EMPLOYEES REQUIRED	TOTAL YEARLY DOLLAR AMOUNT
GENERAL MAINTENANCE		\$
CARPET CLEANING		\$
WINDOW CLEANING		\$
PUBLIC LIBRARY	# OF EMPLOYEES REQUIRED	TOTAL YEARLY DOLLAR AMOUNT
GENERAL MAINTENANCE		\$
CARPET CLEANING		\$
WINDOW CLEANING		\$
VOLUNTEER AMBULANCE CORP	# OF EMPLOYEES REQUIRED	TOTAL YEARLY DOLLAR AMOUNT
GENERAL MAINTENANCE		\$
DURHAM ACTIVITY CENTER	# OF EMPLOYEES REQUIRED	TOTAL YEARLY DOLLAR AMOUNT
GENERAL MAINTENANCE		\$
STRIP/WAX		\$
CARPET CLEANING		\$
VOLUNTEER FIRE DEPARTMENT	# OF EMPLOYEES REQUIRED	TOTAL YEARLY DOLLAR AMOUNT
GENERAL MAINTENANCE		\$
STRIP/WAX		\$
CARPET CLEANING		\$
WINDOW CLEANING		\$
RESIDENT STATE TROOPER	# OF EMPLOYEES REQUIRED	TOTAL YEARLY DOLLAR AMOUNT
GENERAL MAINTENANCE		\$
ALLYN BROOK PARK	# OF EMPLOYEES REQUIRED	TOTAL YEARLY DOLLAR AMOUNT
GENERAL MAINTENANCE		\$
TOTAL - ALL BUILDINGS	TOTAL NUMBER OF EMPLOYEES	TOTAL ALL BUILDINGS
GENERAL MAINTENANCE		\$
STRIP/WAX		\$
CARPET CLEANING		\$
WINDOW CLEANING		\$
TOTAL CONTRACT AMOUNT		\$

If additional employees need to be hired to fill gaps in service, please state time frame of availability.

APPENDIX D

Town of Durham
Non-Collusive Bid Statement

Project: _____

Bid Opening Date: _____

Bidder's name and address: _____

Name of person signing this statement: (PLEASE PRINT)

To the Town of Durham:

1. The bid has been arrived at by the bidder independently and has been submitted without collusion and without any agreement, understanding, or planned common cause of action with any other vendor of material, supplies, equipment or services described in the invitation to bid, designed to limit independent bidding or competition.

2. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or person prior to the official opening of the bid.

Dated at: _____

On: _____

Signature: _____

Title: _____