

## Request for Proposal for Cleaning Services

### Introduction:

The Town of Embden is soliciting proposals for a one (1) year contract for cleaning services for two (2) town buildings. The duties are to be carried out once (1) per week. Vendors are required to submit written proposals that present the vendor's qualifications and understanding of the work to be performed. The vendor's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content. The proposal must be submitted no later than **2:00PM on June 3, 2016**, directly to the Town Office at the following address:

Town of Embden  
Attn: Request for Proposal for Cleaning Services  
809 Embden Pond Road  
Embden, ME 04958

### General Instructions for Proposal:

**a) *Proposal Content*** - A completed proposal must contain the following:

- *Proposal Form & Signature Page* – the proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without such proposal form and signature page may be deemed non-responsive.

- *References* – Proposals shall include a list of three (3) references including name, address, phone number and contact person. It is preferred that references are those of Maine contacts. The Town reserves the right to contact references other than, and/or in addition to, those furnished by a vendor.

- *Insurance* – A liability insurance policy of at least 1 million dollars must be current at all time. Proof of insurance shall accompany proposal form and be available upon request from the town anytime thereafter.

**b) *Proposal Period*** – Proposal prices are to be firm for ninety (90) days.

**c) Proposal Award** - It is the intent of the Town to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Vendors qualifications and capabilities to provide the specified service, and other factors which the Town of Embden may consider. The Town reserves the right to accept or reject any or all proposals and to waive irregularities therein. Proposals will be opened and approved publicly at the June 6, 2016, Board of Selectman meeting.

**d) Term and Renewal** – The term of the Contract shall be for one (1) year unless earlier terminated. The Contract may be terminated by either party with a sixty (60) day written notice. The Contract may be terminated by either party with or without cause in less than sixty (60) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the Contract. The term of the Contract shall be automatically renewed as long as all parties mutually agree upon all terms.

**e) Basis of Payment** – Payment will be made to the contractor every month. Payment shall be automatically generated after approval by the Town Officials. If additional or special services are to be provided, those services shall be billed via a separate invoice and described by the service provided and the date it was provided. Any additional or special services shall be approved in advance before those duties are provided.

**f) Specifications** – The specifications outline the requirements for cleaning services for two (2) Town of Embden buildings. A list of each building, the address and anticipated tasks & duties is outlined to assist you in your quote.

A walkthrough may be scheduled, by appointment only, to view the buildings beforehand, if so desired.

## **Responsibilities of the Contractor**

### **Town Office - 809 Embden Pond Road**

General Duties -- The general duties for the custodian for the Town Office are as follows;

#### Offices and Lobby-

- Remove trash, sweep/vacuum and mop floors.

- Dust & wash walls, doors, heaters, and windows as needed.

#### Kitchen-

- Remove trash, sweep and mop floors.

- Dust off Microwave and wash inside of the microwave

- Dust off top of the refrigerator

- Dust & wash walls, doors, heaters, and windows as needed.

- Wash sink

#### Restroom-

- Remove trash, sweep and mop floors.

- Dust & wash walls, doors, heaters, and windows as needed.

- Wash toilet, sink

### **Community Center - 797 Embden Pond Road**

General Duties -- The general duties for the custodian for the Community Center are as follows;

#### Kitchen & Backroom of Kitchen;

- Remove trash, sweep and mop floors.

- Dust off Microwave and wash inside of the microwave

- Dust off top of the refrigerator

- Dust & wash walls, doors, heaters, and windows as needed.

- Wash sink

#### Restroom(4);

- Remove trash, sweep and mop floors.

- Dust & wash walls, doors, heaters, and windows as needed.

- Wash toilet, sink

#### Library;

- Remove trash, Vacuum floor

- Dust as needed

- Wash windows as needed

#### Meeting Room;

- Remove trash, sweep and mop floors.

- Dust & wash walls, doors, heaters, and windows as needed.

#### Conference Room;

- Remove trash, sweep and mop floors.

- Dust & wash walls, doors, heaters, and windows as needed.

## **Equipment and Cleaning Chemicals**

The Town of Embden will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soaps and toilet paper. Restocking of cleaning equipment and cleaning chemicals will be coordinated with the Town Clerk.

## **Damage**

The contractor shall report to the Administration of the Town of Embden on a weekly basis any damaged facilities and/or broken items that need to be replaced so as not to be held accountable.

## **Proposal Instructions Request for Proposal for Cleaning Services**

1. Based on the requirements and provider qualifications please provide a copy of the proposal to the Town of Embden.

2. Completed Proposal Form and Signature Page

3. Completed Worker's Compensation Certificate

4. Completed Independent Contract or Statement

5. Completed Reference Form

If delivered via mail or in person, vendor shall include items 1-5 in a sealed envelope. All proposals should be clearly labeled on the outside of the envelope: "Request for Proposal for Cleaning Services".

If delivered via email, please include as subject line: "Request for Proposal for Cleaning Services."

Proposals should be mailed or delivered in person to:

Town of Embden  
Attn: Request for Proposal for Cleaning Services  
809 Embden Pond Road  
Embden, ME 04958

Or emailed to: [embden-clerk@roadrunner.com](mailto:embden-clerk@roadrunner.com)

Proposals must be received no later than **2:00PM on June 3, 2016**

**Proposal Form**  
**Request for Proposals for Cleaning Services**

The undersigned hereby submits the following proposal for the weekly cost of cleaning services for the Town of Embden buildings:

Embden Town Office \$\_\_\_\_\_ / week

Community Center \$\_\_\_\_\_ / week

**Signature Page**  
**Request for Proposal for Cleaning Services**

By: Name and Title (please print) \_\_\_\_\_

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

Vendor Address: \_\_\_\_\_

\_\_\_\_\_

Contact (please print): \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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

## Worker's Compensation Certification

I hereby certify that effective the date of my Contract with the Town of Embden and at all times in the performance of such Contract that:

☐ I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Maine with the following insurance company:

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Company Name

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Agent's Name, Address and Telephone Number

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Policy Number and Effective Date

OR

☐ I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Maine to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract. I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the Town of Embden. A Predetermination of Contractor Status must be obtained to continue employment. (<http://www.state.me.us/wcb/forms/WCB-266.pdf> )

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Date

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Signature of Contractor

## Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the Town for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement. The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the Town, shall not be considered employees of the Town and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Maine on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the Town; and the Contractor shall defend, indemnify and hold the Town, its officers, agents and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the Town, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, and severance pay.

Company/Individual Name: \_\_\_\_\_

Official Address: \_\_\_\_\_

\_\_\_\_\_

Signature and Title: \_\_\_\_\_

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



**Client References**  
**Request for Proposal for Cleaning Services**

Please list three (3) client references. It is preferred that those references are clients within the State of Maine. The Town reserves the right to contact references other than, and/or in addition to, those being furnished below.

1. Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone Number: \_\_\_\_\_

2. Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone Number: \_\_\_\_\_

3. Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone Number: \_\_\_\_\_

## PUBLIC NOTICE

The Town of Embden, Maine is seeking proposal from qualified individuals to secure a one-year contract for cleaning services for two Town buildings. Copies of the Proposal Forms are available at Embden Town Office, 809 Embden Pond Road, Embden ME, 04958 or via e-mail at [embden-clerk@roadrunner.com](mailto:embden-clerk@roadrunner.com)

Proposals must be submitted to the Town Clerk at 809 Embden Pond Road, no later than **2:00PM on June 3, 2016**. Proposals must be clearly identified as "PROPOSALS FOR CLEANING SERVICES" and show the name and address of the submitting individual. Late proposals will not be considered. Proposals shall be opened and discussed in public at the regular Board of Selectman's meeting on **June 6, 2016**. Any action on the proposal will be conducted at this time.

The Town reserves the right to reject any and all proposals.