



# **Janitorial Services Sealed Bid (Bid-350) Town of Salem**

**December 2012**

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## **SALEM PURCHASING**

Jane Savastano, Finance Director  
603-890-2046 fax 603-890-2091  
[jsavastano@ci.salem.nh.us](mailto:jsavastano@ci.salem.nh.us)

Keith Hickey, Town Manager

Prepared for and in coordination with the  
**Town Municipal Buildings**

## **COMPETITIVE SEALED BIDS FOR**

### **December 2012**

It is the intent of the Town of Salem, New Hampshire to engage the services of a qualified firm to provide the town with the following product(s) or services to be purchased. "Janitorial Services" for the calendar year 2013

Sealed bids must be received no later than December 12<sup>th</sup> 2012 before 11:00am from interested firms, to be eligible for consideration by the town. Each bid will be submitted in a sealed envelope which is clearly marked  
**"Bid-350 "Janitorial Services"**

A Pre-bid walk through will take place November 28th and November 29th. Please contact Jane Savastano to schedule a date and time.

All sealed bids received will be considered confidential and not available for public review until after the bid opening on December 12<sup>th</sup> 2012 at 11:00am.

Sealed bids and all correspondence relating to this ITB shall be submitted to:

**Jane Savastano**  
Finance Director  
Town of Salem  
33 Geremonty Drive  
Salem NH 03079

Qualified firms requiring additional information or clarification relative to the contents of the bid may direct inquiries to Jane Savastano, Finance Director at 603-890-2046 or [jsavastano@ci.salem.nh.us](mailto:jsavastano@ci.salem.nh.us).

Bid documents may be picked up at the office of the Finance Director at the above address during regular business hours: Monday to Friday 8:30 am to 5:00 pm. Please visit our website to download a copy of this Bid-350 [www.townofsalemnh.org](http://www.townofsalemnh.org) Finance-Purchasing /bids-proposals. Copies will not be faxed.

(1) One original and (1) One copy is required and must be received at the above address no later than 12/12/2012 before 11:00 AM; late bids will not be considered.

The Town reserves the right to reject any or all bids/proposals or any part thereof, to waive any informality or information in the bids/proposals, and to accept the bid /proposal considered to be in the best interest of the Town. The Town also reserves the right to conduct reasonable negotiations with low bidders and sole bidders. Failure to submit all information may declare a bid/proposal as non-responsive subject for disqualification.



**Town of Salem, New Hampshire**

**Finance Department  
33 Geremonty Drive  
Salem, New Hampshire 03079**

**Notice To Qualified Firms**

\*Do not alter bid documents in any way.

If you wish to offer comments, additional information or alternate bids, please do below or on a separate sheet and attach it to the bid sheet.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

The purpose of the attached specifications is to define minimum requirements only. They are not meant to be restrictive. All manufacturers meeting or surpassing these minimum specifications are invited to submit a bid/proposal.

Please don't hesitate to call me if you need any additional information.  
Jane Savastano, Finance Director (603) 890-2046

The Town of Salem reserves the right to reject any and all sealed bids/proposals that it deems non-conforming to the specifications enclosed. All information must be filled out correctly for consideration.

**DO NOT FAX BIDS, THEY WILL NOT BE ACCEPTED.**



**Town of Salem, New Hampshire**

**Finance Department  
33 Geremonty Drive  
Salem, New Hampshire 03079**

**Specifications Exception Form**

In the interest of fairness and sound business practice, it is mandatory that you state any exceptions taken by you to our specifications.

It should not be the responsibility of the Town of Salem to ferret out information concerning the materials, which you intend to furnish.

If your bid/proposal does not meet all our specifications you must state it in the space provided below.

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Bids/proposals on equipment, vehicles, computers, supplies, services and materials not meeting specifications may be considered by the Town, however, all deviations must be listed above.

If your bid does not meet our specifications, and your exceptions are not listed above or in space provided, the Town of Salem may claim forfeiture on your bid, if submitted.

Signed \_\_\_\_\_  
I DO meet specifications

Signed \_\_\_\_\_

I DO NOT meet specifications as listed in this bid, exceptions are in space provided.

Failure to submit this form with your Bid/Proposal response may result in your Bid/Proposal being rejected as unresponsive.



### **Town of Salem, New Hampshire**

**Finance Department**  
**33 Geremonty Drive**  
**Salem, New Hampshire 03079**

### **Form for General Bid**

In compliance with all specifications enclosed the Bidder hereby proposes to furnish all products and perform all services in strict accordance with the contract documents provided. The enclosed Scope of Work must be completed at the prices stated below.

#### **LOCATIONS**

Please provide a cost for each building below.

\$\_\_\_\_\_ Public Works Building - 21 Cross Street  
\$\_\_\_\_\_ Town Hall - 33 Geremonty Drive  
\$\_\_\_\_\_ District Court House -35 Geremonty Drive  
\$\_\_\_\_\_ Water Treatment Plant – 161 North Policy  
\$\_\_\_\_\_ Salem Police Department - 9 Veteran's Memorial; Parkway

Please provide a separate lump sum cost for all 6 locations below;

Public Works Building  
Town Hall  
District Court House  
Water Treatment Plant  
Salem Police Department  
\$\_\_\_\_\_

\*\*\*\* The Town has the right to award each building separately or all buildings as a package deal.

- Proposal Submitted by (Business Name) \_\_\_\_\_
- Business Address \_\_\_\_\_
- Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_
- Business Type \_\_\_\_\_ (Individual, Partnership, Corporation, etc)
- Name of person authorized to sign proposals \_\_\_\_\_

- Title of person authorized to sign proposals \_\_\_\_\_
- Signature of person authorized to sign proposals \_\_\_\_\_
- Email of person authorized to sign proposals \_\_\_\_\_

### **Insurance Requirements**

A current Insurance certificate must be provided prior to commencing any work on this project, in the following amounts:

Comprehensive General Liability	
Combined single limit	\$ 1,000,000.00
Workmen's Compensation	
& Employers Legal Liability	\$ 500,000 per accident

The Contractor shall procure and maintain for the duration of this project Workmen's Compensation Insurance as required by State Law for all of his employees that are engaging in any work at the site of the project whether direct employees or subcontracting associates.

### **Non-Collusion Statement**

The Undersigned certifies under penalties of perjury that this bid in all respects is bona fide, fair and made without collusion or fraud with any other person. As used in this paragraph, the "PERSON" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

Title \_\_\_\_\_  
Signature \_\_\_\_\_  
Company \_\_\_\_\_

### **Bid/Proposal Award**

If during the contract period the successful vendor fails to supply the Town of Salem, New Hampshire with the products/service (s). The Town of Salem, will purchase this product/service(s) on the open market and the vendor will compensate the Town of Salem, New Hampshire with the difference between the bid price and the price incurred on the open market. If at any time the Vendor fails to provide proper services /materials (s) during the contract period, the Town of Salem, NH will have the option to terminate the contract at any time without notice.

Title \_\_\_\_\_  
Signature \_\_\_\_\_  
Company \_\_\_\_\_



## **Town of Salem, New Hampshire**

**Finance Department**  
**33 Geremonty Drive**  
**Salem, New Hampshire 03079**

### **No Bid Questionnaire**

Reference: Sealed Bid-350

If you choose not to bid, please complete the questionnaire below and return it with your response by the bid opening date. Your assistance in helping us to analyze no bid rationale is very much appreciated. Thank You.

\* \* \* \* No Bid Questionnaire \* \* \*

A no bid is submitted in reply to the Town of Salem, NH invitation for bids for (enter requirement description): \_\_\_\_\_

Dated \_\_\_\_\_, for the following reasons:

\_\_\_\_\_ Item not supplied by our company.

\_\_\_\_\_ Bid Specification (Give reason(s) e.g., too restricted, not clear etc,)

\_\_\_\_\_ Profit Margin too low

\_\_\_\_\_ Past experience with the Town of Salem (give specific's e.g. payment delay, bid process, admin problems, etc.)

\_\_\_\_\_ Insufficient time allowed to prepare and respond to bid request.

\_\_\_\_\_ Bid requirements too large \_\_\_\_\_ or too small \_\_\_\_\_ for our company.

\_\_\_\_\_ Priority of other business opportunities limits time.

\_\_\_\_\_ Other reason(s) Please Specify: \_\_\_\_\_

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
(Signature) (Name & Title)

### **GENERAL TERMS AND CONDITIONS**

#### **PREPARATIONS OF BIDS/PROPOSALS:**

Bids/Proposals shall be submitted on the forms provided and must be signed by the Bidder or his authorized representative. The person signing the proposal shall initial any corrections to entries made on the attached forms.

Vendors must provide pricing on all items appearing on the bid forms unless specific directions in the advertisement, on the bid form or in the special provisions allowed for partial bids. Failure to provide pricing on all items may disqualify the bid. Alternative bids will be considered, unless otherwise stated, only if the alternate is described completely, including, but not limited to, sample, if requested and specifications sufficient so that a comparison to the request can be made.

Any questions or inquiries must be submitted in writing, and must be received by the Purchasing Department no later than seven (7) calendar days before the Bid/Request for Proposal due date to be considered. Any changes to the Bid/Request for Proposal will be provided to all bidders of record.

The name of manufacturer, trade name, or catalog number mentioned in this request for bid description is for the purpose of designating a minimum standard of quality and type. Such references are not intended to be restrictive, although specified color, type of material and specified measurements may be mandatory.

Proposals will be considered for any brand that meets or exceeds the quality of the specifications listed. On all such proposals, the bidder shall specify the product they are proposing and shall supply sufficient data to enable a comparison to be made with the particular brand or manufacturer specified. Failure to submit the above may be sufficient grounds for rejection of the proposal.

#### **SUBMITTED BIDS/PROPOSALS:**

Proposals must be submitted as directed in the Notice to Qualified Firms, and on the forms provided unless otherwise specified. Proposals must be typewritten or printed in ink. Proposals must be mailed or delivered in person. Proposals that are faxed or emailed will not be accepted.

#### **WITHDRAWING BIDS/PROPOSALS:**

Proposals may be withdrawn prior to the opening date and time upon written request of the Proposer. Negligence on the part of the Proposer in preparing his/her proposal shall not constitute a right to withdraw a proposal subsequent to the proposal opening.

### **RECEIPT AND OPENING OF PROPOSALS:**

Proposals shall be submitted prior to the time fixed in the Request for Sealed Bids/RFP. Proposals received after the time so indicated shall be returned unopened.

### **LIMITATIONS:**

This Request for Proposal (RFP) /Bid does not commit the Town to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Town reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this RFP/Bid, if it is in the best interest of the Town to do so.

### **PROPOSAL EVALUATION:**

The Town reserves the right to reject any and all proposals received in response to the proposal. A proposal may be rejected, if the Firm:

- a. Fails to adhere to one or more of the provisions established in the proposal.
- b. Fails to submit its proposal at the time or in the format specified herein or to supply the minimum information requested herein.
- c. Fails to meet the minimum evaluation criteria specified in this proposal.
- d. Fails to submit its proposal to the required address on or before the deadline date established by the Town.
- e. Misrepresents its services, experience and personnel by providing demonstrably false information in its proposal or fails to provide material information.
- f. Fails to submit its cost on the enclosed bid form.
- g. Refuses a reasonable request for an interview.
- h. Refuses to provide clarification requested by the town.

### **PROPOSAL RESULTS:**

All sealed bids received will be considered confidential and not available for public review until after the bid opening is conducted. Results will not be given over the phone. Please send your request in writing or send an email to [jsavastano@ci.salem.nh.us](mailto:jsavastano@ci.salem.nh.us) to receive sealed bid results after the public opening. Request for Proposals will remain confidential until the proposer has been selected.

### **KNOWLEDGE AND EXPERIENCE:**

Provide a description of the firm's knowledge and experience in the industry. Highlight your company's experience to provide the highest quality and effective product and reliable service and support.

### **REFERENCES:**

Projects /contracts within the past ten years best illustrating current qualifications for this project:  
(Please See Reference List)

### **AWARD OF CONTRACT:**

It is the policy of the Town of Salem, NH that contracts are awarded only to responsible bidders. In order to qualify as responsible, a prospective vendor must meet the following standards as they relate to this request:

- A. Have adequate financial resources for performance or have the ability to obtain such resources as required during performance.
- B. Have the necessary experience, organization, technical and professional qualifications, skills and facilities.
- C. Be able to comply with the proposed or required time of completion or performance schedule;
- D. Have a demonstrated satisfactory record of performance.
- E. Adhere to the specifications of this bid and provide all documentation required of this bid.

The contract will be awarded to a responsive & responsible bidder based on the qualifications and experience of the bidder, the quality of the equipment/product /materials/services to be provided and the support that the bidder offers during the duration of the contract terms.

### **MODIFICATIONS AFTER AWARD:**

The Town reserves the right to incorporate minor changes/modifications, which may be required after an award has been made. The vendor will incorporate these changes at no additional cost, but may protest such action and not be bound by any such request if it can prove the timing or extent of the modifications implies major effort on its part. Modifications will be requested based on improvements to services that might be needed after the award of this RFP with reasonable accommodations being made with approval from both the Town and the vendor.

### **CANCELLATION OF AWARD:**

The Town reserves the right to cancel the award without liability to the proposer at any time before a contract has been fully executed by all parties and is approved by the Town.

### **CONTRACT:**

Any contract between the Town and the vendor shall consist of (1) the Request for Proposal (RFP) and any amendments thereto and (2) the Vendor's proposal in response to the RFP. In the event of a conflict in language between documents (1) and (2) referenced above, the provisions and requirements set forth and referenced in the RFP shall govern. The Town also reserves the right to clarify any contractual relationship in writing with the concurrence of the Vendor and such written clarification shall govern in case of conflict with the applicable requirements contained in the RFP and the Vendor's proposal.

In all other matters not affected by written clarification, if any the RFP shall govern. The Vendor is cautioned that this proposal shall be subject to acceptance without further clarification.

### **EXECUTION OF AGREEMENT:**

The successful proposer shall sign (execute) the necessary agreements for entering into the contract and return such signed agreements to the town within ten (10) calendar days from the date mailed or otherwise delivered to the successful Proposer.

### **APPROVAL OF AGREEMENT:**

Upon receipt of the agreement that has been fully executed by the proposer, the owner will complete the execution of the agreement and return the agreement to the contractor. The Agreement accompanied by a Town issued purchase order will be delivered to the contractor and will constitute a mutual approval and agreement by both parties to abide by the terms and conditions of the agreement.

### **FAILURE TO EXECUTE AGREEMENT:**

Failure of the successful proposer to execute the agreement at the date and time agreed upon by the Town and the successful Proposer shall be just cause for cancellation of the award and forfeiture of all deposits.

### **CONTRACT TERMINATION:**

If at any time the proposer fails to provide proper services during the contract period, the Town of Salem, NH will have the option to terminate the contract at any time without notice. In such an event, all finished and unfinished work, services, plans, data programs and reports prepared by the Vendor under this contract shall become the Town's property and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed. However, the Vendor shall not be relieved of liability to the Town for damages sustained by the Town by virtue of any breach of any contract. The Town may hold payments until such time as the exact amount of damages due the Town is determined.

#### **FAILURE TO SUPPLY GOODS OR SERVICES:**

If during the contract period the successful vendor fails to supply the Town of Salem, New Hampshire with the equipment/service (s). The Town of Salem, will purchase this product/service(s) on the open market and the vendor will compensate the Town of Salem, New Hampshire with the difference between the bid price and the price incurred on the open market.

#### **RIGHT TO REJECT BIDS:**

The Town reserves the right to reject any and all sealed bids, should the Town deem it to be in the best interest of the public.

#### **OWNERSHIP OF REPORTS:**

All data, materials, plans, reports, and documentation prepared pursuant to any contract between the Town of Salem, NH and the successful Vendor shall belong exclusively to the Town.

#### **INSURANCE CERTIFICATES:**

The proposer must supply a current insurance certificate before any work commences. See; Insurance requirements.

#### **WORKERS COMPENSATION:**

All proposers and subcontractors at every tier under the proposer will conform to the requirements of RSA 281-A: 2 with close attention to sections VI (a), VI(c) and VII (a) as well as Section 281-A: 4.

#### **PRICING:**

Unless otherwise specified all prices listed are firm for the term of the contract. All prices should include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this contract will only hold up payment if they are added to the submitted invoice.

## **INVOICING:**

Unless otherwise specified, invoices will be submitted to Accounts Payable at 33 Geremonty Drive, Salem NH. The invoice must include an itemization of all items, supplies, repairs and labor furnished, including unit list pricing, net pricing and total amount due. Payment terms are net thirty (30) days from the date of the invoice.

## **PAYMENT:**

Unless otherwise specified or agreed upon, payment will be made within thirty (30) days after the receipt of the invoice that's approved by the Town or the completion of services.

## **TAX:**

The Town is exempt from all sales and federal excise taxes. Our exemption number is 026000817

Please Invoice less these taxes.

## **DELIVERY:**

Deliveries are to be made only to the department or division indicated on the order and in accordance with accepted commercial practices, without extra charge for packing or containers.

## **GUARANTEES AND WARRANTIES:**

All parts and labor related to agreements must be guaranteed and include a warranty. If any work is unable to be guaranteed, the contractor must inform the Town, in writing, prior to the delivery of an item or any work being performed.

## **FORCE MAJEURE:**

Neither party shall be liable for any inability to perform its' obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or any other act of God.

## **NOTIFICATION:**

Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal service or delivered in hand to the parties as stated in the contract.

## **SEVERABILITY:**

If any of the GENERAL TERMS AND CONDITIONS is held to be invalid or unenforceable, it will be construed to have the broadest interpretation which would make it valid and enforceable under such holding. Invalidity or unenforceability of a term or condition will not affect any of the other GENERAL TERMS AND CONDITIONS.

### **PROVISION REQUIRED BY LAW DEEM INSERTED:**

Each and every provision and clause required by law to be inserted in this Request for Proposals and any subsequent Contract shall be deemed to be inserted herein and this Request for Proposals and Contract shall be read and enforced as though it were included herein and if through mistake or otherwise any such provision is not inserted , or is not correctly inserted, then upon the application of either party, the Request for Proposals and Contract shall forthwith be physically amended to make such insertion or correction.

### **DISADVANAGED BUSINESS ENTERPRISES:**

The Town hereby notifies all vendors that it will affirmatively insure that in any contract entered into pursuant to this Request for Proposals, disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this request and will not be discriminated against on the grounds of race, color, national origin, religion, sex, age, or disability in consideration for an award.

### **NON-DISCRIMINATION:**

Contracts from work resulting from this Request for Proposals shall obligate the Vendor/Contractor and Subcontractors not to discriminate in employment practices on the grounds of race, color, national origin, religion, sex, age, or disability. Statements as to non-discriminatory practices may be requested from the successful Vendor(s)/Contractor(s).

### **DEFINITIONS:**

Proposal shall also mean quotation, bid, offer qualification/experience statement and services. Proposers shall also mean vendors, offerors, bidders, contractors or any person or firm responding to a Request for Proposals.

### **GOVERNING LAW:**

The Laws of the State of New Hampshire shall govern all contracts entered into by the Town of Salem, NH. Any disputes, disagreements or contract issues, which cannot be settled between the Town of Salem, NH and the Vendor /Contractor, shall be resolved within the venue of the State of New Hampshire.

### **PROPOSAL ADVERTISMENT:**

All proposals are required to be advertised as legal notices in three local newspapers. Proposals can also be viewed at the Town's website, as detailed below.

**LEGAL NOTICES:**

Lawrence Eagle Tribune  
Salem Patriot  
Union Leader

**TOWN OF SALEM, NH (website)**

[WWW.TOWNOFSALEMNH.ORG](http://WWW.TOWNOFSALEMNH.ORG)



## **Town of Salem, New Hampshire**

***Finance Department***  
***33 Geremonty Drive***  
***Salem, New Hampshire 03079***  
***(603) 890-2046 FAX (603) 890-2091***

### **INDEMNIFICATION AGREEMENT**

The successful vendor agrees to indemnify, investigate, protect, defend and save harmless the Town of Salem, NH, its officials, officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials, equipment or supplies in connection with the performance of this contract and from any and all claims and losses accruing or resulting to any person, firm or corporation which may be injured or damaged by the vendor in the performance of this contract. In any case, the forgoing provisions concerning indemnification shall not be construed to indemnify the Town for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Town or its employees. This indemnification shall survive the expiration or early termination of this contract.

- Company \_\_\_\_\_
- Taxpayer Identification Number\_\_\_\_\_
- Authorized Signature \_\_\_\_\_
- Contact Phone \_\_\_\_\_
- Address \_\_\_\_\_
- Date \_\_\_\_\_

**Specifications /Scope of work:**

**CANOBIE WATER TREATMENT PLANT**

**SCOPE OF WORK**

**TIME FRAME**

Mon-Wed-Fri (3 Days)

**Daily**

1. Empty all waste baskets and recycle bins
2. Dust mop hard floors, vacuum carpeted floors in office areas.
3. Spot clean and damp mop all floors as needed.
4. Clean sanitize and polish all fixtures, toilet bowls  
urinals, sinks, and mirrors.
5. Refill bathroom toilet paper & paper towel dispensers.
6. Empty ashtray outside the front of the building.
7. Clean front entrance windows & sweep front entrance way.
8. Conference room cleaned as needed.

**Monthly**

Spray buff hard floors. Remove scuff marks and heel marks. Refinish to maintain protective coating and gloss.

As needed

- 1) All hard floors to be stripped of wax build-up
- 2) All hard floors to be stripped cleaned and refinished semi annually. (April & October)
- 3) All windows to be cleaned inside and out, twice a year.
- 4) Carpet areas to be cleaned semi annually (April & October)

The Successful Vendor will supply cleaning products and equipment. Include a list of anticipated cleaning supplies.

The Town of Salem, NH will provide the paper products, trash bags, hand soap and similar supplies needed

## **PUBLIC WORKS DEPARTMENT**

### **TIME FRAME**

Mon-Fri (5 Days)

#### **Daily**

1. Clean and sanitize all bathroom fixtures, floors and mirrors in both men and ladies rooms.
2. Restock all paper products ( to be supplied by DPW)
3. Empty trash and remove to designated area. **including recyclables**
4. Reline as necessary.
5. Vacuum carpeted areas- runners and men's locker room floor until clean.
6. Wash all tiled floors nightly with appropriate detergents/disinfectants/soap/sanitizing products.
7. Clean cafeteria tables, chairs, counters, sink, coffee area with appropriate detergents/disinfectants/soap/sanitizing products

#### **Weekly**

- a. Wash and clean chairs (with appropriate detergents/disinfectants/soap/sanitizing products)
- b. Wash/dust all baseboard/mop boarding in hallways/ break room and locker room.

#### **Quarterly---(4 times per year) to be scheduled with Operations Manager**

1. Strip and re-coat (3 coats finish) tile floors.
2. Wash/shampoo/clean carpet runners.
3. Wash windows in office and break room areas only inside and out.
4. Dust all office areas, copy room, hallway and lobby. To include desk tops, tables, chairs, phones, monitors shelves, moldings, cabinets, etc.
5. Wash face of all lockers in men's and ladies room.

The Successful Vendor will supply cleaning products and equipment. Include a list of anticipated cleaning supplies.

The Town of Salem, NH will provide the paper products, trash bags, hand soap and similar supplies needed.

## SALEM COURTHOUSE

### TIME FRAME

Mon-Fri (5 Days)

#### Daily

1. Clean and sanitize all bathroom fixtures, floors and mirrors.
2. Restock all paper products ( to be supplied by court house)
3. Empty trash and remove to designated area.
4. Clean and sanitize drinking fountains.
5. Clean entrance glass.
6. Dry mop all tile floors.
7. Wet mop tile floors for spills as needed.
8. Vacuum all carpets as needed.
9. Clean, dust and vacuum Judge's Chambers.

#### Weekly

1. Dust horizontal ledges, window sills, picture frames, heat registers, counter and table tops.
2. Wash interior glass partitions.
3. Vacuum carpets completely.
4. Clean cell block.

#### Monthly

1. Dust above 70" height
2. Spray buff tile floors
3. Shampoo kitchen carpets.

#### Annually

1. Wash exterior glass inside and out. Twice a year.
2. Shampoo carpets.
3. Strip, seal and finish tile floors.

The Successful Vendor will supply cleaning products and equipment. Include a list of anticipated cleaning supplies.

The Town of Salem, NH will provide the paper products, trash bags, hand soap and similar supplies needed.

## POLICE DEPARTMENT

### WORK TO BE DONE DAILY (7 DAYS)

1. Front Entrance	Vacuum, wash glass, dust
2. Donna's Office	Vacuum, wash glass, dust, trash, recyclables
3. Chief's Office	Vacuum, wash glass, dust, bathroom, trash, recyclables (only if occupied, see Ms. Ward)
4. Deputy Chief's Office	Vacuum, wash glass, dust, trash, recyclables (only if occupied, see Ms. Ward)
5. Dispatch	Sweep, trash, recyclables, wash glass, wash floor, dust
6. Supervisor's Room	Trash, recyclables, sweep floor, dust, wash floor
7. Men's & Ladies Room	Sweep, wash floor, clean all aspects of bathrooms/replace products, sanitize sinks, bowls, counters, replace paper products,
8. Hall	Vacuum, trash, clean coffee counter
9. Admin Office	Glass, trash, vacuum, dust
10. Tile Hall	Sweep, wash floor
11. Office Areas	Trash, recyclables, vacuum, dust, wash glass
12. Captain's Offices	Vacuum, trash, recyclables, dust, wash glass
13. Booking room/cell areas	Sweep, wash floors, trash, sanitize sinks, bowls, counters
14. Community Service Unit	Trash, recyclables, dust, wash floors, sweep floor
15. Squad Room	Trash, recyclables, sweep, dust, clean labels,
16. Lunch Room	Sweep, dust, wash tables, trash, recyclables, dust machines, wash floors,
17. Squad room	Sweep, dust, wash tables, wash floors, remove trash,
18. Locker rooms	Sweep, wash floor, clean all aspects of bathrooms/replace products, sanitize sinks, bowls, showers, counters, replace paper products
19. Training room	Sweep, wash floors, wash glass, trash, recyclables, (buff floors as needed)
(a) Floors should be stripped and refinished once a year, if cared for by using a maintainer and buffer.	
(b) Shampoo Carpets twice a year, should be done in the spring and fall.	

The Successful Vendor will supply cleaning products and equipment. Include a list of anticipated cleaning supplies. The Successful Vendor, at their expense, will conduct thorough criminal background checks on any employee who will be working at the Salem Police Department and provide a copy of the checks to the Salem Police Department. The Salem Police Department reserves the right to reject any person with a criminal record.

The Town of Salem, NH will provide the paper products, trash bags, hand soap and similar supplies needed.

Note: All daily cleaning schedules are subject to change.

Note: Please bid appropriately according to the schedule above. **This includes a full cleaning throughout the building each day!** The police department is open 24 hours a day, 7 days a week, 365 days a year.

## **SALEM TOWN HALL**

### **I Office Areas (5) times per week:**

- Sweep all hard surface flooring taking care to pay special attention to edges corners.
- Wash all hard surface flooring, taking care to pay special attention to edges and corners
- Dust all surface up to 8 feet taking care to dust sill, and baseboards.
- Spot clean all interior glass daily taking care to pay special attention to the interior of exterior windows.
- All baseboards to be wet wiped monthly.
- Vacuum all carpeted flooring paying special attention to all corners, edges and hard to reach places.
- Remove all trash liners taking care to reline barrels with each service. All trash to be transported to designated areas.
- Spot clean all walls, doors and switch plates.

### **II) Restrooms: (5) total:**

- Sweep mop and disinfect all floors.
- Clean and disinfect all urinals, toilets, commodes, sinks, showers and countertops nightly.
- Clean and disinfect all partitions.
- Polish all bright work.
- Refill all dispensers.
- Fully clean walls.
- Dust all air vents and intakes monthly.
- Clean and dust all baseboards.
- Squeegee clean mirrors nightly or as needed

Remove trash liners and replace with each service taking care to clean receptacle and transport trash to designated area.

### **III) BREAK ROOMS:**

- Sweep and damp mop floors paying special attention to all corners, edges and other hard to reach places.
- Wipe clean all tables and counter tops nightly.
- Clean outside of all appliances
- Remove trash liners and replace with each service taking care to clean receptacle and transport trash to designated area.

### **IV) Common Areas:**

- Sweep all hard surface flooring taking care to pay special attention to all hard to reach areas.
- Remove all trash liners taking care to reline barrels with each service. All trash to be transported to designated area
- Wash all hard surface flooring taking care to pay special attention to all hard to reach areas.
- Dust all surface up to 8 feet taking care to dust sill, and baseboards.
- Spot clean all walls.
- Sweep entrance stairs and ramps.

### **V) Semi-Annual Services:**

- Strip and refinish all VCT flooring.

### **VI) Annual Services:**

- Shampoo and extract all carpeting flooring.

# W-9

Form  
(Rev. October 2007)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 1		Name (as shown on your income tax return) <input type="text"/>
		Business name, if different from above <input type="text"/>
		Check appropriate box: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ► ..... <input type="checkbox"/> Other (see instructions) ► <input type="checkbox"/> Exempt payee
Address (number, street, and apt. or suite no.) City, state, and ZIP code List account number(s) here (optional)		Requester's name and address (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number  
or

Employer identification number

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the Instructions on page 4.

Sign Here	Signature of U.S. person ►	Date ►
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

