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MAYOR

TOWN OF EAST HARTFORD

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East Hartford, Connecticut 06108

PURCHASING DEPARTMENT

WWW.EASTHARTFORDCT.GOV

TOWN OF EAST HARTFORD, CT INVITATION TO BID

BID #17-03

RE: Custodial Services for the Town of East Hartford Town Hall Building and the
Public Safety Complex Building

Proposals will be received at the Office of the Purchasing Agent, Town Hall,
740 Main Street, East Hartford, Connecticut, 06108 until Wednesday, August 31,
2016 at 11 a.m. at which time they will be publicly opened and recorded.

There will be a mandatory pre-bid meeting held at the Public Safety Complex Lobby,
31 School Street, East Hartford, CT on Wednesday, August 17, 2016 @ 10 a.m.

A five percent (5%) bid bond will be required of all bidders and a one hundred
percent (100%) performance will be required of the successful bidder.

Information and Specifications are available at the above office or on the Town of
East Hartford bid's website at <http://www.easthartfordct.gov/bids>

The right is reserved to reject any or all bids when such action is deemed to be in the
best interest of the Town of East Hartford, Connecticut

Michelle A. Enman
Purchasing Agent
(860) 291-7271

TOWN OF EAST HARTFORD
DEPARTMENT OF PUBLIC WORKS
CUSTODIAL SERVICES FOR THE TOWN HALL
AND THE PUBLIC SAFETY COMPLEX

- ❖ The Town of East Hartford is accepting bids for Custodial Services for the Town Hall located at 740 Main Street, East Hartford, CT and the Public Safety Complex located at 31 School Street, East Hartford, CT
- ❖ The bid price will consist of one price for the cleaning of both buildings. The lump sum price shall be all inclusive on an annual basis
- ❖ Length of the contract will be for 3 years. The contract may be renewed by mutual consent on a year to year basis after the first 3 years. The Town will negotiate any contract changes and cost adjustments at the time of renewal based on the Consumer Price Index for the Northeast.
- ❖ A 5% bid Bond will be required of all bidders. The awarded bidder must provide a 100% Performance Bond for the full yearly amount of the contract price for both buildings.
- ❖ The specifications for both buildings are included in this bid.



TOWN OF EAST HARTFORD, CONNECTICUT

STANDARD INSTRUCTIONS FOR BIDDERS

1. Sealed bid proposals will be received by the purchasing agent until the date and time on the title sheet. **Bids received later than the date and time specified will not be considered and will be returned unopened.**
2. Bids are to be returned to the Town in an envelope that clearly states the bid number. The name and address of the bidder should appear in the upper left hand corner of the envelope. **Bids will not be accepted via fax or e-mail.**
3. All proposals will be opened and read publicly and are subject to public inspection. Bidders may be present or be represented at all openings. Bid results are mailed to all responding bidders.
4. Municipalities are exempt from any sale, excise or federal taxes. Bid prices must be exclusive of taxes and will be so construed.
5. The Town of East Hartford reserves the right to reject any or all bids or any part of all bids and to waive any informality when such action is in the best interest of the Town. The Town also reserves the right to extend by mutual consent an awarded bid when such action is in its best interest.
6. Bidders should familiarize themselves with the items and/or conditions set forth in the bid specifications. Failure by the bidder to inform himself will not be accepted as an excuse from fulfillment of the bid specifications.
7. All vendors doing business with the Town certify upon acceptance of a bid by virtue of their signature on that bid, that they have read, understood and will comply with the section of the Town's updated plan of affirmative action and equal opportunity relating to contractual and purchasing procedures - section VIII dated 1/88. Vendor agrees to cooperate fully should the Town choose to audit this compliance.
8. In case of an error in the extension or addition of prices, the unit price will govern. The Town will not be subject to any price increases after a bid award if not part of the original bid terms.
9. The Town reserves the right to increase or decrease quantities listed in order to stay within the allocated funding at time of bid opening.
10. The purchasing department has the obligation to accept the lowest responsible bid which is in the Town's best interest. Factors include, but are not limited to, price, compliance to specifications, quality offered, freight costs, delivery time, past performance, standardization of current equipment, financial resources, technical qualifications, equipment and experience.
11. Bidders shall state in writing and attach to the bid, any conditions/exceptions that are part of the bid price. Comments to the effect "see literature" will not be acceptable.

12. Any manufacturers names, trade names, brand names or catalog numbers used in the specifications are there for the purpose of establishing and describing general performance and quality levels. Such references are not intended to be restrictive and bids are invited on these and approved equal brands or products of any manufacturer.
13. The Town's competitive bidding process is not a means for competitors to obtain private/proprietary information that is not otherwise normally available. Such information relates to a bidder's financial records and responsibility, test data, manufacturing drawings, formulas and processes. To promote competition and protect valid interests this type of information/data will remain confidential.
14. All bidder questions shall be directed to the Purchasing Agent. Procedural and clarification questions will be answered appropriately. Questions that require an answer that will in effect change/alter the intent of the specifications will only be answered in writing to all bidders by a bid addendum.
15. Awarded bidders are responsible for obtaining all necessary permits as required by OSHA, Federal, State and/or Town regulations. Town permits will be issued at no cost.
16. Alternate proposals will not be considered unless specifically called for in the bid.
17. Prices shall include packing, transportation and delivery charges F.O.B. to East Hartford/delivered unless specifically noted otherwise.
18. Bidder declares that the proposal is not made in connection with any other bidder submitting a proposal for the same bid and is in all respects fair and without collusion or fraud.
19. Cash discounts may be offered by bidder for prompt payment of bills, but such cash discount will not be taken into consideration in determining the awarded low bidder except in the case of tie bids and then only provided such discount is based on payment of invoice not less than fourteen (14) days after satisfactory delivery and/or receipt of invoice, whichever is later.
20. The Town will not award a bid to any bidder who owes a delinquent tax to the Town. Bidders certify by virtue of their signature on the bid sheet that neither the bidder nor any business or corporation which the Bidder owns an interest in is delinquent in tax obligations to the Town. The purchasing department will verify that no delinquent taxes are owed before any bid is awarded.
21. Please include a corporate resolution with your submittal. Sample formats for Corporations and Professional Corporations, Limited Liability Company and partnerships (including Limited Partnership and Limited Liability Partnership) are attached in this packet.
22. The bidding entity is required to provide evidence from the Connecticut Secretary of State that they are in good standing and qualified to conduct business in the State of Connecticut.

A CERTIFICATE OF INSURANCE WILL ONLY BE REQUIRED OF THE AWARDED BIDDER

INSURANCE INDEMNIFICATION CLAUSE

The Town of East Hartford, CT is to be named as an “**additional insured**” and an additional insured policy endorsement must be submitted with the certificate of insurance and the nature of the project is to be stated on the certificate.

INDEMNIFICATION

Contractor agrees to defend, indemnify and hold the Town of East Hartford harmless against and from any and all claims by or on behalf of any person arising from or in connection with:

A: Any act, error, omission, negligence or fault of contractors or any of its agents, servants, employees and sub-contractors.

B: Any accident, injury or damage whatsoever caused to any person occurring during the performance of this contract.

Further, the contractor agrees to defend, indemnify and hold harmless the Town of East Hartford against and from all reasonable costs, counsel fees, expenses and liabilities incurred in or with respect to any such claim and any action or proceeding brought thereon; and in any case any action or proceeding shall be brought against the contractor by reason of any such claim, contractor upon notice from the Town of East Hartford agrees to resist and defend such action proceeding, unless contractor causes the same to be discharged and satisfied.

INSURANCE REQUIREMENTS

A. GENERAL REQUIREMENTS

The **CONTRACTOR** shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of the **CONTRACTOR’S** obligations under this contract with an insurance company(ies) with an AM Best Rating of A-VII or better licensed to write such insurance in the State of Connecticut and acceptable to the Town of East Hartford.

The insurer shall provide the Town of East Hartford with **Certificates of Insurance signed by an authorized representative of the insurance CONTRACTOR(ies)** prior to the performance of this contract describing the coverage and providing that the insurer shall give the Town of East Hartford written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage.

Such insurance or renewals or replacements thereof shall remain in force during the **CONTRACTOR’S** responsibility under this contracts.

The **CONTRACTOR** at the **CONTRACTOR’S** own cost and expense , shall procure and maintain all insurance required and shall name the Town of East Hartford as Additional Insured on all contracts, except Workers’ Compensation and Professional Errors & Omissions coverage’s.

SPECIFIC REQUIREMENTS:

1) Workers' Compensation Insurance

The **CONTRACTOR** shall provide Statutory Workers' Compensation Insurance, including Employer's Liability with Limits of:

\$100,000 Each Accident
\$500,000 Disease, Policy Limit
\$100,000 Disease, Each Employee

2) Commercial General Liability Insurance

The **CONTRACTOR** shall carry Commercial General Liability Insurance (Insurance Services Officer Incorporated Form CG-0001 or equivalent). As per occurrence limit **\$1,000,000** is required. The Aggregate Limit will be not less than **\$2,000,000**. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

3) Business Automobile Liability Insurance

The **CONTRACTOR** shall carry Business Automobile Liability Insurance (Insurance Services Office Incorporated Form CA-00001 or equivalent). A per occurrence limit of **\$1,000,000** is required. "Auto Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

4) Umbrella Liability Insurance

The Town reserves the right to require the **CONTRACTOR** to carry an umbrella policy up to **\$5,000,000**

C. OTHERS: PROFESSIONAL SERVICES - ARCHITECTS, ENGINEERS, ET AL.

Shall carry Errors & Omissions coverage in the amount \$1,000,000 per occurrence for all professional services contracts only. If the insurance coverage is written on a claims made basis, an extended reporting period of at least 3 years after substantial completion of the project is required.

The Town reserves the right to amend amounts of coverage required and type of coverage provided based on work or service to be performed.

D. SUBCONTRACTOR'S REQUIREMENTS:

The **CONTRACTOR** shall require the same insurance that it is required to carry by the Town of East Hartford to be carried by any subcontractors and independent contractors hired by the **CONTRACTOR** and to obtain **Certificates of Insurance** before subcontractors and independent contractors are permitted to begin work.

The **CONTRACTOR** shall require that the Town of East Hartford be named as Additional Insured on all subcontractors and independent contractors insurance before permitted to begin work.

The **CONTRACTOR** and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the Town of East Hartford, and its officers, agents, servants and employees for losses arising from work performed by each on this contract.

RESOLUTION FOR CORPORATIONS AND PROFESSIONAL CORPORATIONS
(required)

(TO BE TYPED ON CORPORATION LETTERHEAD PAPER)

I _____, Secretary of _____
(Name of Corporation's Secretary) (Legal name of Corporation)
a Corporation duly organized and operating under the laws of _____ and
(State)

Qualified and authorized to do business in the State of Connecticut, DO
HEREBY CERTIFY that the following is a true, correct and accurate copy of a
Resolution duly adopted at a meeting of the Board of Directors of such
Corporation, duly convened and held on _____, at which meeting
a duly constituted quorum of the Board of Directors was present and voted in
favor of such Resolution. I further CERTIFY that such Resolution has not been
modified, rescinded or revoked since the date on which it was enacted, and it is
at present in full force and effect:

RESOLVED: That the following Officers of this Corporation, or any one
them: _____

_____,
(Name and title of Officer or Officers)

is empowered to execute and deliver in the name and on behalf of this
Corporation contracts, bids and other documents to the Town of East Hartford, State of
Connecticut, and are further authorized to affix the Corporate Seal to such documents and to
bind the Corporation to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature and the
Corporate Seal of the Corporation, this _____ day of _____.

(Affix Corporate Seal Below)

(Typed name of Corporation's Secretary)

SIGNATURE OF SECRETARY

Resolution for Limited Liability Company (required)
(TO BE TYPED ON LIMITED LIABILITY COMPANY LETTERHEAD PAPER)

The undersigned, all of the members [or, if applicable, the managing member] of _____
(legal name of LLC)
A Limited Liability Company duly organized and operating under the laws of _____ and _____
(State)
qualified and authorized to do business in the State of Connecticut, DO

HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Members of such Limited Liability Company, duly convened and held on _____, at which meeting a duly constituted quorum of the voting Members was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following Members of this Limited Liability Company, or any one them: _____

(Name and title of Members)
is empowered to execute and deliver in the name and on behalf of this Limited Liability Company, contracts bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to seal to such documents and to bind the Limited Liability Company to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have executed this resolution, this _____ day of _____.

Have all necessary parties sign and indicate their name and title, such as member, managing member etc..

Resolution for Partnership (including Limited Partnership and Limited Liability Partnership)
(required)

(TO BE TYPED ON PARTNERSHIP LETTERHEAD PAPER)

The undersigned, all of the partners (or, if a Limited Partnership, all of the general partners, or if a Limited Liability Partnership, all of the partners) of _____, a partnership (or, if applicable, a Limited Partnership or Limited Liability Partnership) duly organized and operating under the laws of _____ and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the voting partners of such partnership duly convened and held on _____, at which meeting a duly constituted quorum of the voting partners was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following partners, or any one of them: _____

(Name and title of Partners)

is empowered to execute and deliver in the name and on behalf of this partnership, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to seal to such documents and to bind the partnership to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have signed this resolution on, this _____ day of _____.
(day) (month and year)

Have all necessary partners sign and indicate their name and title, such as partner, general partner, etc.

TOWN OF EAST HARTFORD
DEPARTMENT OF PUBLIC WORKS
CUSTODIAL SERVICE FOR THE
TOWN HALL

The Town of East Hartford is seeking a qualified Custodial Contractor to perform cleaning services at the Town Hall, 740 Main Street, East Hartford, CT. Scope of services required is as follows:

1. Hours of Work:

4:30 p.m. - 11:00 p.m.; shift shall begin at 4:30 p.m. and end before 11:00 p.m.

2. Days of Work:

Monday through Friday, 52 weeks per year with the exception of Town recognized holidays, which are as follows:

New Years Day	Independence Day
Martin Luther King Day	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day

Holidays falling on a Saturday shall be celebrated on the preceding day. Holidays falling on a Sunday shall be celebrated on Monday. The above holidays will be available for project work.

3. Contractor Qualifications:

The contractor shall have performed "Continuing Daily Janitorial Services" for a building of at least 50,000 square feet with multiple stories for at least three (3) years prior to entering into this contract. The contractor shall also show experience cleaning municipal buildings. The Contractor must submit documentation with the bid showing the facility and contact person for at least 6 buildings of this size and type.

4. Inspection:

Once a week, as scheduled by the Town, the Town's designated representative and contractor's supervisor will meet to inspect work under this contract. The contractor shall make a written list of any deficiencies brought to his attention and shall have corrective work done within five (5) days. The contractor shall furnish a written report on all deficiencies to the designated representative within one (1) day after the meeting.

Develop Task Progress/Inspection Sheet:

A job task progress/inspection sheet detailing the tasks, staff, time in/time out, and the personnel present is to be developed by the contractor and approved for use by the Town. This progress/inspection sheet is to be posted at a designated area and is to be updated nightly and signed by the on-site supervisor. A copy is to be given to Facilities Manager on a daily basis.

5. Subcontracting:

NO subcontracting of any portion of this contract will be allowed without written approval from the Town, except for the hot water extraction of carpets and exterior window cleaning.

6. Unauthorized Work:

Any work that may be performed by the contractor prior to the receipt of the Purchase Order, contrary to the instructions of the Town, or in the case of extra work without written authority, will be considered unauthorized work and at the expense of the contractor and will not be reimbursed.

A. Authority of the Town:

The Town shall decide all questions that may arise as to the quality and acceptability of materials furnished, work performed, the rate of progress of said work, the interpretation of any or all plans and specifications, and the determination of acceptable fulfillment of the contract on the part of the contractor.

B. The Town shall have the authority to suspend the work, wholly or in part, up to and including termination of the contract, due to the failure of the contractor to carry out the provisions of the contract. The Town must give written notice 30 (thirty) days prior to termination.

7. Conformity with Contract Requirements:

All work performed and all materials furnished shall be in conformity with the contract requirements.

In the event the Town determines that the service performed or materials furnished by the contractor are defective, not in conformity with the contract requirements, or has resulted in an inferior or unsatisfactory level of service, the Town shall order the contractor, in writing, to correct the nonconforming condition within seven (7) days of receipt of letter. Upon failure of the contractor to comply, the Town shall have the authority to correct the condition by other means, including the use of Town employees or by separate contract. The costs of the action taken by the Town to remedy the nonconforming situation/condition as determined by the Town shall be deducted from any monies due or to become due the contractor under this contract.

Notwithstanding the above notice provisions, if the Town determines that a condition exists which may adversely affect the health or safety of a person or property, the Town shall order the contractor to correct the condition immediately. Upon the refusal of the contractor to comply with the order or a determination by the Town that the contractor is unable to correct the condition, the Town shall have the authority to correct the condition by other means without further notice.

Should the contractor fail to adhere to the specifications and requirements, the Town may, at its option, withhold any payments due until such time as the nonconforming items are corrected.

If the Town has cause to correct a condition that, in the Town's opinion, should have been done by the contractor, the Town may elect to assess financial penalties and/or the additional

cost to the Town to obtain other means to correct the nonconforming item. Continual or intentional breach of contract will be cause for termination.

8. Scheduling and Schedules:

The contractor shall submit, prior to the start date, typed schedules detailing, by locations, the weekly, monthly, quarterly, and yearly tasks for the entire contract period. This schedule shall show when these tasks are scheduled in each area of the building. The contractor shall furnish the Town representative, on a **weekly** basis, the project work schedule for the following week.

9. Labor, Supervision, Chemicals and Equipment:

The cost of this proposal shall include all labor, supervision, chemicals, and equipment to complete the scope of work. The Town will be responsible for providing the Contractor all materials used to fill dispensers in restrooms, etc. that will include toilet paper, roll paper, hand soap and seat covers. The Contractor will have the responsibility to keep the dispensers filled. The Contractor shall be responsible to provide trash liners for all trash containers at its own cost. All materials and equipment used by the Contractor shall be subject to the approval of the Facilities Manager or a designated Town representative

In compliance with OSHA regulations, any items delivered from a Contract resulting from this Bid must be accompanied by a Material Safety Data Sheet (MSDS). The MSDS must be maintained by the user agency and include all required information and be kept on site.

10. Furnish Supplies, Equipment and Materials:

The contractor shall furnish, at his own expense, all necessary cleaning supplies, equipment and materials necessary for the performance of their services, unless otherwise noted. All supplies and material shall be provided in original containers and shall be subject to approval by the Town.

Equipment:

The Contractor shall provide compatible equipment, material, and methods in compliance with manufacturer's specifications and recommendations for the products used and the materials and finishes that are to be cleaned.

All equipment must be current manufacture and in good operating condition and physical appearance. All equipment is subject to Town's approval. All equipment must be compatible with the flooring material and surfaces. All wheels shall be of a type that will not mar or damage flooring.

The Town Will Provide Limited Storage Space:

The Town will provide limited storage space within the building for the contractor's supplies, materials, and equipment.

Materials:

- A. The contractor shall furnish all cleaning supplies and related material.

- B. All materials used in conjunction with this contract are subject to the approval of the Town.
- C. The contractor shall supply all materials used in the performance of this contract unless specifically excluded. Brand names or samples of materials shall be furnished to the Town for approval prior to use or within five (5) days of the start of the contract.
- D. The contractor, upon request, shall supply without cost to the Town, samples for testing of any materials used by the contractor in the accomplishment of the required services. Such samples may be taken at the discretion of the Town from the materials being used “on the job” and/or from any original containers of the contractor’s reserve supply.
- E. The contractor shall use only materials that are labeled and identifiable by brand name. No materials, treatment, or procedure shall be used on any floor or stairway that will cause or contribute to the floor or stairway surface being slippery or unsafe to walk upon in all kinds of weather under normal use.

Supply Distribution:

Supplies such as toilet tissue, liners, etc., must be installed in dispensers to ensure an adequate supply for the next day. If the contractor fails to comply with these or similar requirements the Town will promptly notify the contractor to correct the problem(s). When the Town corrects a problem or situation, it may deduct its expenses to make such corrections(s). Such deductions will be taken from the contractor’s current invoice.

11. Supervision:

The Contractor shall supply a competent and thoroughly trained supervisor to check, inspect, and maintain records of all work performed daily. The supervisor **must** remain on site while the contractor performs the daily tasks. This record book will be kept on the job site. Once a week the contractor’s supervisor will meet with the Facilities Manager to review the performance of the work. This meeting will take place during normal working hours of 7:30 a.m. – 3:00 p.m.

12. Standard of Quality

All services shall be performed in a workman-like manner in conformance with standards and acceptable cleaning industry practice. Any furniture that is moved for the convenience of cleaning must be returned to its original place.

13. Cleaning Schedule

- A. Areas to be cleaned

Lower level Area

Stairwells

Restrooms

Offices

Corridors

Breakroom

Main level Area

Offices

Restrooms

Corridors

Stairwells

Lobbies

Upper level Area

Offices

Restrooms

Corridors

Stairwells

Lobbies

B. Cleaning Frequency

Offices- Monday, Wednesday, Friday

Restrooms- Monday, Tuesday, Wednesday, Thursday, Friday

Corridors- Monday, Tuesday, Wednesday, Thursday, Friday

Stairwells- Monday, Tuesday, Wednesday, Thursday, Friday

Lobbies- Monday, Tuesday, Wednesday, Thursday, Friday

C. Cleaning Requirements

The following to be completed on **each** day of the above listed “Cleaning Frequency” or as noted.

Offices

- Trash emptied/liners replaced as necessary
- Recycling removed to appropriate collection container (twice per week)
- Carpets vacuumed
- Floors dust mopped and wet mopped
- Floors with VCT burnished (once/week)
- Interior glass cleaned (once/week)
- Door/wall marks removed (once/week)

Restrooms

- Fixtures Cleaned
- Trash emptied/liners replaced as necessary
- Partitions cleaned
- Floors dust mopped and wet mopped
- Door/wall marks removed (once/week)

Corridors

- Fixtures cleaned
- Trash emptied/liners replaced as necessary
- Carpets vacuumed
- Floors burnished a minimum of twice per week
- Interior glass cleaned (once/week)
- Door/wall marks removed (once/week)

Stairwells

- Stairs/landing swept and wet mopped
- Interior glass cleaned (once/week)
- Door/wall marks removed (once/week)

Lobbies

- Floors cleaned per manufacturer’s guidelines
- Floors vacuumed
- Floors dust mopped and wet mopped
- Trash emptied/liners replaced as necessary
- Interior glass cleaned (twice/week)
- Sweep exterior of entranceways 20 yards out
- Clean all cigarette urns

13. Semi-Annual Services (Twice per year):

1. Wash exterior and interior of all exterior windows
2. Hot water extract all carpets using carpet manufacture's recommended procedure for carpet maintenance and following the guidelines of the "The Institute of Inspection, Cleaning and Restoration Certification (IICRC)". A truck-mounted system is required. The Contractor is responsible to move all furniture.
3. Completely clean kitchens twice per year; pull out and clean refrigerator, stove, and clean inside cabinets.
4. Strip and refinish all VCT flooring semi-annually.

15. Specifications of Cleaning Requirements:

1. Vacuum rugs and carpets – remove all gum and foreign matter and spot clean daily. Clean rugs and carpets with suitable power vacuum cleaner using cleaner for spots or stains that cannot be cleaned with vacuum, rugs and carpets under rails and furniture to be included. Edges to be vacuumed with a crevice tool.
2. Empty waste receptacles – empty and wash clean inside and outside all wastebaskets and trash receptacles. Remove all refuse to designated storage area. Replace plastic liners in all trash receptacles.
3. Clean restrooms
 - a. remove waste paper and refuse: replace plastic liners in receptacles and wash receptacles
 - b. wash and disinfect both sides of toilet seats
 - c. wash all mirrors
 - d. wash and disinfect all basins, bowls, and urinals
 - e. wash, disinfect, and polish all brightwork including flushometers, piping, toilet seat hinges, partitions, showers, and trash containers.
 - f. wash, clean, and disinfect all walls, including shower walls
 - g. sweep and wash all flooring with suitable disinfecting detergent.
4. Refill Dispensers - clean all soap dispensers and trays and refill with soap; refill all toilet tissue, towels, and sanitary dispensers.
5. Sweeping – all outside walk areas, upper and lower, lower level sidewalks, and stairs within 20 yards of the building.
6. Entrance/Hallway Mats – vacuum all entrance areas, walk-off mats, roll up mats and shake out daily, wash as needed.
7. Dust Mop/Wet Mop all Vinyl Floors – dust mop with a treated duster all interior areas of vinyl floor, including under furniture. Floor care materials and equipment is per Manufacturers guides.
8. Stairwells – sweep and wet mop all stairs and landings with appropriate chemicals.

16. Insurance Requirements:

See pages 5 & 6 of this document.

17. Contract Length/Termination:

Length of contract shall be 3 years. The Town reserves the right to terminate the contract with a 30-day notice at any time for any reason. The contract may be renewed

by mutual consent on a year to year basis. The Town will negotiate any contract changes and cost adjustments at the time of renewal. This contract shall start October 1, 2016

18. No Assignment without Consent:

The Town reserves the right to refuse any sale of this contract.

19. Bid Bond and Performance Bond:

A 5% Bid Bond will be required of all bidders and a 100% Performance Bond for the full yearly amount of the contract price will be required to be on file during the contract period of the awarded contractor.

20. Contractor's Personnel Requirements

20.1 All employees of the Contractor must receive clearance from the East Hartford Police Department before they are allowed to work in the Public Safety Complex. The Contractor will submit all necessary information to the East Hartford Police Department for them to make a background check.

20.2 The Contractor shall make prompt restitution to the Director of Finance in the settlement of any damage to the Town caused by the Contractor's employees.

20.3 The Contractor shall employ only qualified people who are skilled in performing janitorial type work and will require satisfactory references of all present and prospective employees. All employees shall have a minimum of one-year janitorial experience.

20.4 The Contractor shall furnish to the Town the employees being assigned to the job site, the names, addresses, social security numbers, date of birth and years of experience. Approval by the Town must be communicated prior to actual placement of the employee on the job site. The Contractor shall not assign persons to this work who are currently under indictment of felony or who have a criminal record.

20.5 The Contractor shall employ only competent, skillful and trustworthy people. Should the Town give in writing to the Contractor that any employee is incompetent, unfaithful, disorderly, careless, unobservant of instructions, or is in any way a detriment to the satisfactory progress of the work, such employee shall immediately be removed and not again allowed upon the job site.

20.6 The Contractor shall require employees to wear distinctive uniform clothing and assure every employee is in uniform on the date an employee first enters on duty. Employees shall wear uniforms consisting of shirts and trousers, coveralls, or smocks

as appropriate for men and women. At the discretion of the Town, employees maybe sent home if not in proper uniform. The uniform shall have the Contractor's company name affixed thereon in a permanent manner. Employees shall be required to dress neatly, commensurate with the task being performed. Proper footwear must be worn by employees at all times, no open toed shoe of any type is allowed.

20.7 The Contractor shall require employees to be dressed in their work attire when reporting for duty, as locker space will not be available as part of this contract.

20.8 The Contractor shall furnish and require each employee at the work site to wear name tag identification with the name of the Contractors company and the employee's name. No one will be permitted to work without a displayed nametag. All employees, without exception, will sign in/out, in legible manner on a daily log to be provided to the Town. The daily log shall become part of the Town's management file and shall be submitted with the monthly invoice. The log shall be kept on the job site at all times.

20.9 The Contractor's employees shall not be permitted to use any Town equipment.

20.10 No non-employee family member or friends shall be permitted on the job site

20.11 The contractor's employees shall be responsible for closing and locking of doors and windows, and turning off of lights to conserve energy.

20.12 The Contractor will require employees to keep all furnished supplies and equipment stored in a neat, orderly, and sanitary condition. Janitorial supplies and equipment will be stored in designated areas only.

20.13 The contractor will arrange for employees to report hazardous conditions and items in need of repair to the Facilities Manager.

20.14 The Contractor's employees will be allowed to smoke in the designated areas only.

21. Pre-Bid Walk Through

There will be a mandatory walk-through on Wednesday, August 17, 2016 @ 10 a.m. at the Public Safety Complex Lobby, 31 School Street.

22. Bid

Bid price shall be all-inclusive on an annual basis. Payments will be made at the end of each month for completed and accepted services.

23. Termination by Town - Non appropriation of Funds:

A. In the sole event the Town of East Hartford fails to appropriate funds for the continued performance of any remaining years as evidenced by the passage of an adopted budget specifically prohibiting the Public Works Department from performing its obligation under this agreement, this agreement will be terminated. Town will give notice to Contractor of such termination not less than thirty (30) calendar days prior to the start of the next fiscal year.

B. Municipal government regulations require a non-appropriation of funds clause to be made part of this bid. Submission of a bid constitutes acknowledgment and acceptance by the Bidder.

TOWN OF EAST HARTFORD
DEPARTMENT OF PUBLIC WORKS
CUSTODIAL SERVICE FOR THE
PUBLIC SAFETY COMPLEX

The Town of East Hartford is seeking a qualified Custodial Contractor to perform cleaning services at the Public Safety Complex, 31 School Street, East Hartford, CT. Scope of services required is as follows:

1. Hours of Work:

4:30 p.m. - 11:00 p.m.; shift shall begin at 4:30 p.m. and end before 11:00 p.m.

2. Days of Work:

Monday through Friday, 52 weeks per year with the exception of Town recognized holidays, which are as follows:

New Years Day	Independence Day
Martin Luther King Day	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day

Holidays falling on a Saturday shall be celebrated on the preceding day. Holidays falling on a Sunday shall be celebrated on Monday. The above holidays will be available for project work.

3. Contractor Qualifications:

The contractor shall have performed "Continuing Daily Janitorial Services" for a building of at least 90,000 square feet with multiple stories for at least three (3) years prior to entering into this contract. The contractor shall also show experience cleaning a Public Safety Complex. The Contractor must submit documentation with the bid showing the facility and contact person.

The successful contractor will be required to recognize the collective bargaining agreement for janitorial labor including staffing and seniority.

4. Inspection:

Once a week, as scheduled by the Town, the Town's designated representative and contractor's supervisor will meet to inspect work under this contract. The contractor shall make a written list of any deficiencies brought to his attention and shall have corrective work done within five (5) days. The contractor shall furnish a written report on all deficiencies to the designated representative within one (1) day after the meeting.

Develop Task Progress/Inspection Sheet:

A job task progress/inspection sheet detailing the tasks, staff, time in/time out, and the personnel present is to be developed by the contractor and approved for use by the Town. This progress/inspection sheet is to be posted at a designated area and is to be updated nightly and signed by the on-site supervisor. A copy is to be given to Facilities Manager on a daily basis.

5. Subcontracting:

NO subcontracting of any portion of this contract will be allowed without written approval from the Town, except for the hot water extraction of carpets and exterior window cleaning.

6. Unauthorized Work:

Any work that may be performed by the contractor prior to the receipt of the Purchase Order, contrary to the instructions of the Town, or in the case of extra work without written authority, will be considered unauthorized work and at the expense of the contractor and will not be reimbursed.

A. Authority of the Town:

The Town shall decide all questions that may arise as to the quality and acceptability of materials furnished, work performed, the rate of progress of said work, the interpretation of any or all plans and specifications, and the determination of acceptable fulfillment of the contract on the part of the contractor.

B. The Town shall have the authority to suspend the work, wholly or in part, up to and including termination of the contract, due to the failure of the contractor to carry out the provisions of the contract. The Town must give written notice 30 (thirty) days prior to termination.

7. Conformity with Contract Requirements:

All work performed and all materials furnished shall be in conformity with the contract requirements.

In the event the Town determines that the service performed or materials furnished by the contractor are defective, not in conformity with the contract requirements, or has resulted in an inferior or unsatisfactory level of service, the Town shall order the contractor, in writing, to correct the nonconforming condition within seven (5) days of receipt of letter. Upon failure of the contractor to comply, the Town shall have the authority to correct the condition by other means, including the use of Town employees or by separate contract. The costs of the action taken by the Town to remedy the nonconforming situation/condition as determined by the Town shall be deducted from any monies due or to become due the contractor under this contract.

Notwithstanding the above notice provisions, if the Town determines that a condition exists which may adversely affect the health or safety of a person or property, the Town shall order the contractor to correct the condition immediately. Upon the refusal of the contractor to comply with the order or a determination by the Town that the contractor is unable to correct the condition, the Town shall have the authority to correct the condition by other means without further notice.

Should the contractor fail to adhere to the specifications and requirements, the Town may, at its option, withhold any payments due until such time as the nonconforming items are corrected.

If the Town has cause to correct a condition that, in the Town's opinion, should have been done by the contractor, the Town may elect to assess financial penalties and/or the additional cost to the Town to obtain other means to correct the nonconforming item. Continual or intentional breach of contract will be cause for termination.

8. Scheduling and Schedules:

The contractor shall submit, prior to the start date, typed schedules detailing, by locations, the weekly, monthly, quarterly, and yearly tasks for the entire contract period. This schedule shall show when these tasks are scheduled in each area of the building. The contractor shall furnish the Town representative, on a **weekly** basis, the project work schedule for the following week.

9. Labor, Supervision, Chemicals and Equipment:

The cost of this proposal shall include all labor, supervision, chemicals, and equipment to complete the scope of work. The Town will be responsible for providing the Contractor all materials used to fill dispensers in restrooms, etc. that will include toilet paper, roll paper, hand soap and seat covers. The Contractor will have the responsibility to keep the dispensers filled. The Contractor shall be responsible to provide trash liners for all trash containers at its own cost. All materials and equipment used by the Contractor shall be subject to the approval of the Facilities Manager or a designated Town representative

In compliance with OSHA regulations, any items delivered from a Contract resulting from this Bid must be accompanied by a Safety Data Sheet (SDS). The SDS must be maintained by the user agency and include all required information and be kept on site.

10. Furnish Supplies, Equipment and Materials:

The contractor shall furnish, at his own expense, all necessary cleaning supplies, equipment and materials necessary for the performance of their services, unless otherwise noted. All supplies and material shall be provided in original containers and shall be subject to approval by the Town.

Equipment:

The Contractor shall provide compatible equipment, material, and methods in compliance with manufacturer's specifications and recommendations for the products used and the materials and finishes that are to be cleaned.

All equipment must be current manufacture and in good operating condition and physical appearance. All equipment is subject to Town's approval. All equipment must be compatible with the flooring material and surfaces. All wheels shall be of a type that will not mar or damage flooring.

The Town Will Provide Limited Storage Space:

The Town will provide limited storage space within the building for the contractor's supplies, materials, and equipment.

Materials:

- F. The contractor shall furnish all cleaning supplies and related material.
- G. All materials used in conjunction with this contract are subject to the approval of the Town.
- H. The contractor shall supply all materials used in the performance of this contract unless specifically excluded. Brand names or samples of materials shall be furnished to the Town for approval prior to use or within five (5) days of the start of the contract.
- I. The contractor, upon request, shall supply without cost to the Town, samples for testing of any materials used by the contractor in the accomplishment of the required services. Such samples may be taken at the discretion of the Town from the materials being used "on the job" and/or from any original containers of the contractor's reserve supply.
- J. The contractor shall use only materials that are labeled and identifiable by brand name. No materials, treatment, or procedure shall be used on any floor or stairway that will cause or contribute to the floor or stairway surface being slippery or unsafe to walk upon in all kinds of weather under normal use.

Supply Distribution:

Supplies such as toilet tissue, liners, etc., must be installed in dispensers to ensure an adequate supply for the next day. If the contractor fails to comply with these or similar requirements the Town will promptly notify the contractor to correct the problem(s). When the Town corrects a problem or situation, it may deduct its expenses to make such corrections(s). Such deductions will be taken from the contractor's current invoice.

11. Supervision:

The Contractor shall supply a competent and thoroughly trained supervisor to check, inspect, and maintain records of all work performed daily. The supervisor **must** remain on site while the contractor performs the daily tasks. This record book will be kept on the job site. Once a week, the contractor's supervisor will meet with the Facilities Manager, the Fire Department, and Police Department representatives, to review the performance of the work. This meeting will take place during normal working hours of 7:30 a.m. – 3:00 p.m.

12. Standard of Quality

All services shall be performed in a workman-like manner in conformance with standards and acceptable cleaning industry practice. Any furniture that is moved for the convenience of cleaning must be returned to its original place.

13. Cleaning Schedule

C. Areas to be cleaned

Lower level Area A

Stairwell #s
A3, A2, A1

Main level Area A

Offices/Room #s
241,240,238,235,234,233,231,228,226,225,219,218,217,216,215,214,213,212,
211,202,201

Locker room #s
210,206,204,203

Restroom #s
228,224,223,209,208,205,

Corridors #s
230,207

Stairwells #s
A3,A2,A1

Lobby #s
221*, 220* * to include stairs of the lobby

Upper level Area A

Office #s
469,468,466,465,463,460,457,456,455,450,448,447,446,444,443,441,440,439,
437,435,433,432,431,430,425,424,423,422,421,420,417,416,415,413,412,411,
408,407,406,405,401

Restroom #s
474,465,452,438,429,427,418,414,410,409,

Corridor #s
445,419

Stairwell #s

A3, A2, A1

Lobby #s

436

Main Level Area B

Office #s

310,308,307,306,305,304,303,302

Restroom #s

331,309

Corridor #s

312,325

Stairwell #s

B1, B2, B4

Lobby #s

334,222* * to include stairs of lobby

Upper Level Area B

Office #s

556,555,540,539,534,533,520,519,518,516,513,512,511,508,506,505,501

Restroom #s

543,541,538,535,514,509,507,504

Corridor #s

552,542,532,528,515

Stairwell #s

B1, B2, B4

Lobby #s

436

D. Cleaning Frequency

Offices- Monday, Wednesday, Friday

Restrooms- Monday, Tuesday, Wednesday, Thursday, Friday

Locker rooms- Monday, Tuesday, Wednesday, Thursday, Friday

Corridors- Monday, Tuesday, Wednesday, Thursday, Friday

Stairwells- Monday, Tuesday, Wednesday, Thursday, Friday

Lobbies- Monday, Tuesday, Wednesday, Thursday, Friday

E. Cleaning Requirements

The following to be completed on **each** day of the above listed “Cleaning Frequency” or as noted.

Offices

- Trash emptied/liners replaced as necessary
- Recycling removed to appropriate collection container (once/week)
- Carpets vacuumed
- Floors dust mopped and wet mopped
- Floors with VCT burnished (once/week)
- Floors with linoleum are to be cleaned and maintained per manufacturer’s guidelines and polished once per week.
- Interior glass cleaned (once/week)
- Door/wall marks removed (once/week)

Restrooms

- Fixtures Cleaned
- Trash emptied/liners replaced as necessary
- Partitions cleaned
- Floors dust mopped and wet moped
- Door/wall marks removed (once/week)

Locker rooms

- Fixtures cleaned
- Trash emptied/liners replaced as necessary
- Floors cleaned per manufacturer’s guidelines. Polished twice per week
- Door/wall marks removed

Corridors

- Fixtures cleaned
- Trash emptied/liners replaced as necessary
- Floors carpets vacuumed
- Floors with linoleum cleaned and maintained per manufacturer’s guidelines.
- Polished a minimum of twice per week
- Interior glass cleaned (once/week)
- Door/wall marks removed (once/week)

Stairwells

- Stairs/landing swept and wet mopped

Interior glass cleaned (once/week)
Door/wall marks removed (once/week)

Lobbies

Floors cleaned per manufacturer's guidelines
Floors vacuumed
Floors dust mopped and wet mopped
Trash emptied/liners replaced as necessary
Interior glass cleaned (twice/week)
Sweep exterior of entranceways 20 yards out
Clean all cigarette urns

14. Semi-Annual Services (Twice per year):

5. Wash exterior and interior of all exterior windows
6. Hot water extract all carpets using carpet manufacture's recommended procedure for carpet maintenance and following the guidelines of the "The Institute of Inspection, Cleaning and Restoration Certification (IICRC)". A truck-mounted system is required. The Contractor is responsible to move all furniture.
7. Completely clean kitchens twice per year; pull out and clean refrigerator, stove, and clean inside cabinets.
8. Strip and refinish all VCT flooring semi-annually.
9. Scrub and refinish all Firehouse dormitory rooms per manufacturer's guidelines.

15. Specifications of Cleaning Requirements:

9. Vacuum rugs and carpets – remove all gum and foreign matter and spot clean daily. Clean rugs and carpets with suitable power vacuum cleaner using cleaner for spots or stains that cannot be cleaned with vacuum, rugs and carpets under rails and furniture to be included. Edges to be vacuumed with a crevice tool.
10. Empty waste receptacles – empty and wash clean inside and outside all wastebaskets and trash receptacles. Remove all refuse to designated storage area. Replace plastic liners in all trash receptacles.
11. Clean restrooms/Locker rooms
 - h. remove waste paper and refuse: replace plastic liners in receptacles and wash receptacles
 - i. wash and disinfect both sides of toilet seats
 - j. wash all mirrors
 - k. wash and disinfect all basins, bowls, and urinals
 - l. wash, disinfect, and polish all brightwork including flushometers, piping, toilet seat hinges, partitions, showers, and trash containers.
 - m. wash, clean, and disinfect all walls, including shower walls
 - n. sweep and wash all flooring with suitable disinfecting detergent.
12. Refill Dispensers - clean all soap dispensers and trays and refill with soap; refill all toilet tissue, towels, and sanitary dispensers.
13. Sweeping – all outside walk areas, upper and lower, lower level sidewalks, and stairs
14. Entrance/Hallway Mats – vacuum all entrance areas, walk-off mats, roll up mats and shake out daily, wash as needed.

15. Dust Mop/Wet Mop all Vinyl Floors – dust mop with a treated duster all interior areas of vinyl floor, including under furniture.
Floor care materials and equipment is per Manufacturers guides.
16. Stairwells – sweep and wet mop all stairs and landings with appropriate chemicals

16. Insurance Requirements:

See pages 5 & 6 of this document.

17. Contract Length/Termination:

Length of contract shall be 3 years. The Town reserves the right to terminate the contract with a 30-day notice at any time for any reason. The contract may be renewed by mutual consent on a year to year basis. The Town will negotiate any contract changes and cost adjustments at the time of renewal. This contract shall start 10/1/2016.

18. No Assignment without Consent:

The Town reserves the right to refuse any sale of this contract, for each of the three years.

19. Bid Bond and Performance Bond:

A 5% Bid Bond will be required of all bidders and a 100% Performance Bond for the full yearly amount of the contract price will be required to be on file during the contract period of the awarded contractor.

20. Contractor's Personnel Requirements

20.1 All employees of the Contractor must receive clearance from the East Hartford Police Department before they are allowed to work in the Public Safety Complex. The Contractor will submit all necessary information to the East Hartford Police Department for them to make a background check.

20.2 The Contractor shall make prompt restitution to the Director of Finance in the settlement of any damage to the Town caused by the Contractor's employees.

20.3 The Contractor shall employ only qualified people who are skilled in performing janitorial type work and will require satisfactory references of all present and prospective employees. All employees shall have a minimum of one-year janitorial experience.

20.4 The Contractor shall furnish to the Town the employees being assigned to the job site, the names, addresses, social security numbers, date of birth, and years of experience. Approval by the Town must be communicated prior to actual placement of the employee on the job site. The Contractor shall not assign persons to complete this work who are currently under indictment of felony or who have a criminal record.

20.5 The Contractor shall employ only competent, skillful and trustworthy people. Should the Town give in writing to the Contractor that any employee is incompetent, unfaithful, disorderly, careless, unobservant of instructions, or is in any way a

detriment to the satisfactory progress of the work, such employee shall immediately be removed and not again allowed upon the job site.

20.6 The Contractor shall require employees to wear distinctive uniform clothing and assure every employee is in uniform on the date an employee first enters on duty. Employees shall wear uniforms consisting of shirts and trousers, coveralls, or smocks as appropriate for men and women. At the discretion of the Town, employees maybe sent home if not in proper uniform. The uniform shall have the Contractor's company name affixed thereon in a permanent manner. Employees shall be required to dress neatly, commensurate with the task being performed. Proper footwear must be worn by employees at all times, no open toed shoe of any type is allowed.

20.7 The Contractor shall require employees to be dressed in their work attire when reporting for duty, as locker space will not be available as part of this contract.

20.8 The Contractor shall furnish and require each employee at the work site to wear name tag identification with the name of the Contractors company and the employee's name. No one will be permitted to work without a displayed nametag. All employees, without exception, will sign in/out, in legible manner on a daily log to be provided to the Town. The daily log shall become part of the Town's management file and shall be submitted with the monthly invoice. The log shall be kept on the job site at all times.

20.9 The Contractor's employees shall not be permitted to use any Town equipment.

20.10 No non-employee family member or friends shall be permitted on the job site

20.11 The contractor's employees shall be responsible for closing and locking of doors and windows, and turning off of lights to conserve energy.

20.12 The Contractor will require employees to keep all furnished supplies and equipment stored in a neat, orderly, and sanitary condition. Janitorial supplies and equipment will be stored in designated areas only.

20.13 The contractor will arrange for employees to report hazardous conditions and items in need of repair to the Facilities Manager.

20.14 The Contractor's employees will be allowed to smoke in the designated areas only.

20.15 The contractor will provide a minimum of three custodial staff 25/week.

21. Pre-Bid Walk Through

There will be a mandatory walk-through on Wednesday, August 17, 2016 @ 10 a.m. at the Public Safety Complex Lobby, 31 School Street.

22. Bid

Bid price shall be all-inclusive on an annual basis. Payments will be made at the end of each month for completed and accepted services.

23. Termination by Town - Non appropriation of Funds:

A. In the sole event the Town of East Hartford fails to appropriate funds for the continued performance of any remaining years as evidenced by the passage of an adopted budget specifically prohibiting the Public Works Department from performing its obligation under this agreement, this agreement will be terminated. Town will give notice to Contractor of such termination not less than thirty (30) calendar days prior to the start of the next fiscal year.

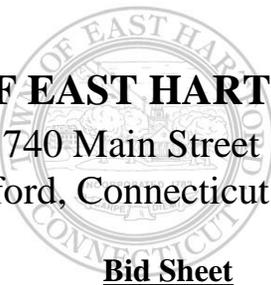
B. Municipal government regulations require a non-appropriation of funds clause to be made part of this bid. Submission of a bid constitutes acknowledgment and acceptance by the Bidder.

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

PURCHASING DEPARTMENT



Bid Sheet

This Proposal Is Made With The Understanding That It Will Be Accepted Or Rejected Within Sixty Days, This May Be Extended By Mutual Consent. The Undersigned Declares That All Information And Specifications Have Been Examined And Understood And Makes The Following Offer:

****Total All Inclusive Price FOR Custodial Services at the East Hartford Town Hall and the Public Safety Complex – Initial contract is for 3 years, price indicated is per year**

\$ _____

To submit a bid offer:

First attend the Pre-bid Meeting on Wednesday, August 17, 2017 @ 10 a.m. at The Public Safety Complex Lobby, 31 School Street, East Hartford, CT 06108

Then return:

- A. This Bid Sheet, page31
- B. If a Corporation, the Corporate Resolution, page 7 - 9
- C. 5% Bid Bond

Please Acknowledge any Addenda here _____

PRINT OR TYPE ONLY

BIDS SUBMITTED BY A CORPORATION OR LLC SHALL HAVE A SEALED CORPORATE RESOLUTION ATTACHED TO THE BID SHEET **IDENTIFYING THE OFFICER WHOSE SIGNATURE APPEARS ON THE BID** BY NAME AND TITLE AND AUTHORIZING SAID PERSON TO SUBMIT THE BID AND SIGN A CONTRACT, IF AWARDED, ON BEHALF OF SAID CORPORATION.
THE ACCEPTABLE FORMAT IS INCLUDED IN THIS PACKET

BIDDER _____

BY _____
TITLE

WRITTEN SIGNATURE _____

ADDRESS _____

TAX COLLECTOR VERIFICATION _____
NO DELINQUENT TAXES OWED BY THE **AWARDED** BIDDER TO THE TOWN OF EAST HARTFORD

TELEPHONE _____
ZIP CODE

FAX _____

EMAIL _____