

Village of Malone

343 West Main Street - Malone, NY 12953 ~ Phone: 518-483-4570 ~ Fax: 518-481-6737

Request for Proposals Cleaning Services

The Village of Malone invites sealed bids for weekly cleaning services at 343 West Main Street, Malone, NY (Village Offices), weekly cleaning services at 2 Police Plaza (Police Station) and monthly cleaning at 34 Public Works Drive (DPW) in accordance with the documents prepared by the Village of Malone.

The project consists of interior cleaning and some exterior windows.

General bids will be received at the Village of Malone offices at 343 West Main Street, Malone, NY until 3 PM on September 23, 2022 and publicly opened.

Detailed scope of work is available for pick up at the Village of Malone Offices between the hours of 9 AM and 3 PM Monday through Friday, or by calling 518-483-4570.

Please contact Rebahka Scaccia at the Village Offices to schedule a walk-through of each location.

Bid envelopes should be marked “**BID FOR: CLEANING SERVICES,**” and each bid should contain a non-collusion statement as required by Section 103D of the General Municipal Law of the State of New York as well as an Iran Divestment Act affidavit as required by General Municipal Law 103G of the State of New York. These forms can be obtained at the Village Offices. Any questions should be directed to Rebahka Scaccia, Village Clerk at (518) 483-4570.

Bid will be awarded to the lowest responsible responsive bidder. The Village reserves the right to reject any or all bids.

Dated: August 31, 2022
Rebahka Scaccia
Village Clerk

Village of Malone

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**Request for Proposals
Cleaning Services
343 W Main Street – Village Offices
2 Police Plaza- Police Department
34 Public Works Drive – DPW
Malone, NY 12953**

The Village of Malone is requesting sealed bids for weekly cleaning services at the Village Offices located at 343 W Main Street, weekly cleaning services the Police Station located at 2 Police Plaza and monthly cleaning service at the Department of Public Works Office located at 34 Public Works Drive, Malone, NY.

Building: Village Offices – 343 W Main Street

First Floor – 3596 square feet (rough estimate)

Ground Floor:

Windows:

Wash windows (interior on ground level) and partition glass at reception window.

Entrances (front and back):

Wash glass doors at main street entrance both inside and outside.

Clean entranceway of dust and cobwebs.

Clean and mop hard surface floor.

Wipe walls, light switches, door handles and door casings.

Vacuum scatter rugs and carpet.

Empty all trash receptacles, replace liners, and remove trash to a collection point.

Offices:

Wipe walls, light switches, door handles, and window casings.

Thoroughly vacuum all carpeted areas, taking care to get into corners and along edges.

Complete all dusting, including light fixtures and air ventilators within reach.

Empty all trash receptacles, replace liners, and remove trash to a collection point.

Kitchen:

Wipe down kitchen countertop.

Clean and wipe down fronts of kitchen cabinets.

Clean sink and polish chrome.

Clean and mop hard surface floor.

Wipe walls, light switches, door casings.

Clean exterior of appliances.

Empty all trash receptacles, replace liners, and remove trash to a collection point.
Vacuum all carpeted traffic areas.

Restrooms:

Toilets to be cleaned and sanitized inside and out.

Toilet seats to be wiped clean.

Scour and sanitize all basins.

Clean and polish mirrors.

Clean and mop hard surface floor.

Wipe clean walls, light switches, doors and door handles.

Empty all trash and sanitary napkin receptacles, replace liners as needed. Remove trash to a collection point.

Stock towels, toilet tissue and hand soap.

Wipe/polish dispensers as needed.

Vacuum all carpeted traffic areas.

Police Station – 2 Police Plaza

Windows:

Wash windows (interior on ground level) and partition glass at reception window.

Entrances:

Wash glass doors at main street entrance both inside and outside.

Clean entranceway of dust and cobwebs.

Clean and mop hard surface floor.

Wipe walls, light switches, door handles and door casings.

Vacuum scatter rugs and carpet.

Empty all trash receptacles, replace liners, and remove trash to a collection point.

Offices:

Wipe walls, light switches, door handles, and window casings.

Thoroughly vacuum all carpeted areas, taking care to get into corners and along edges.

Complete all dusting, including light fixtures and air ventilators within reach.

Empty all trash receptacles, replace liners, and remove trash to a collection point.

Restrooms:

Toilets to be cleaned and sanitized inside and out.

Toilet seats to be wiped clean.

Scour and sanitize all basins.

Clean and polish mirrors.

Clean and mop hard surface floor.

Wipe clean walls, light switches, doors and door handles.

Empty all trash and sanitary napkin receptacles, replace liners as needed. Remove trash to a collection point.

Stock towels, toilet tissue and hand soap.
Wipe/polish dispensers as needed.
Vacuum all carpeted traffic areas.

DPW Offices – 34 Public Works Drive:

Restroom:

Empty all trash and replace liners as needed. Remove trash to a collection point.
Stock towels, toilet tissue and hand soap. Wipe/polish dispensers as needed.
Toilet to be cleaned and sanitized inside and outside.
Toilet seat to be wiped clean.
Scour and sanitize all basins.
Dust horizontal surfaces, tops of mirrors, and door frames. Clean and polish mirrors.
Sweep or dust mop and then wet mop hard surface area.

Offices:

Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point.
Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and tops of file cabinets.
Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
Vacuum all carpeted (scatter rugs) traffic areas.

Equipment and Cleaning Products:

The Village of Malone will supply all trash bags, paper towels, hand soap, and toilet paper. The vendor will supply all cleaning equipment and cleaning products.

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**Bid Form/Signature Page
Request for Proposal for Cleaning Services
343 W Main Street
2 Police Plaza
34 Public Works Drive**

Village Offices: Weekly Cleaning: \$ _____

Police Station: Weekly Cleaning: \$ _____

DPW Offices: Monthly Cleaning: \$ _____

By: Name and Title (please print) _____

Signature _____

Vendor Address _____

Contact (please print) _____

Phone _____

Fax _____

E-mail _____

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Client References Request for Proposal for Cleaning Services

Please list three (3) client references. The Village reserves the right to contact references.

1. Name: _____

Address: _____

Phone Number: _____

2. Name: _____

Address: _____

Phone Number: _____

3. Name: _____

Address: _____

Phone Number: _____

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Bid Instructions Request for Proposal for Cleaning Services

1. Complete Bid Form/Signature Page
2. Include Worker's Compensation Certificate
3. Complete Reference Form
4. Include Non-Collusion Statement
5. Include Iran Divestment Affidavit

Vendor shall include items 1-5 in a sealed envelope. All bids should be clearly labeled on the outside of the envelope: **"Bid for: Cleaning Services."**

Bids should be mailed or delivered in person to:

Village of Malone
Attn: Rebahka Scaccia
343 West Main Street
Malone, NY 12953

Bids must be received no later than 3:00 PM on September 23, 2022.

Tentative award date is scheduled for September 26, 2022 at the Board of Trustees meeting.