



# Town of Newton, New Hampshire

P.O. Box 378 - 2 Town Hall Road – Newton, NH 03858

## CLEANING BID PROPOSAL 2013 & 2014

COMPANY NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

**LOCATIONS:** TOWN HALL 2 Town Hall Road, CENTRAL FIRE DEPARTMENT 35 South Main Street, GALE LIBRARY 16 South Main Street, POLICE DEPARTMENT 8 Merrimac Road and MUSEUM 5 Wallace Street.

### MAINTENANCE PARAMETERS:

TOWN HALL – Weekly - general cleaning and disinfecting desktops, doorknobs, phones, counters, vacuuming, mopping floors, cleaning the bathrooms and emptying the trash for all the Town Hall offices and downstairs common areas and kitchen. Vacuum the upstairs main hall and wash the floor every other week.

GALE LIBRARY – Weekly – vacuum, clean the bathroom and mop floors as needed and empty the trash

CENTRAL FIRE STATION – Bi-Weekly clean the bathroom, vacuum the stairs and upstairs hall, clean kitchen area and empty the trash.

SPRING CLEANING - includes a more detailed cleaning to include wiping down baseboards, removal of cobwebs, blinds and a detailed vacuuming of all maintenance areas. At each location the windows/doors vary as to the type and access for cleaning; the windows at the Town Hall fold in for an easy access from inside the building.

MUSEUM – As needed – general cleaning and vacuuming.

### BID PROTOCOL:

1. All bidders must maintain a minimum \$1,000,000 General Liability insurance coverage and Worker's Compensation, if applicable. (A copy of said policy must be provided, with the Town of Newton listed as "Certificate Holder")
2. A contract will be signed by both parties.
3. Sealed Bids must be returned to the Selectmen's Office no later than **4PM on NOVEMBER 6, 2012.**
4. Your bid must be entered in the structure requested on the bid proposal or they will not be considered. You are not required to bid on all cleaning services as outlined on page 2.

### BILLING PROCEDURE

1. No payments will be made in advance of services performed.
2. Billing to be submitted after each service. Invoices should be delivered to the Town Hall Selectmen's Office or mailed to the address shown above.

# Town of Newton, New Hampshire

## CLEANING BID PROPOSAL 2013 & 2014

### FOR THE YEAR 2013

#### PRICE EACH INDIVIDUAL SERVICE

<u>SERVICE</u>	<u>FIRE DEPT</u>	<u>MUSEUM</u>	<u>TOWN HALL</u>
Price per Cleaning:	\$ _____	\$ _____	\$ _____
Spring Cleaning:	\$ _____	\$ _____	\$ _____
Windows/Doors:	\$ _____	\$ _____	\$ _____

<u>SERVICE</u>	<u>GALE LIBRARY</u>	<u>POLICE DEPARTMENT</u>
Price per Cleaning:	\$ _____	\$ _____
Spring Cleaning:	\$ _____	\$ _____
Windows/Doors:	\$ _____	\$ _____

---

### FOR THE YEAR 2014

#### PRICE EACH INDIVIDUAL SERVICE

<u>SERVICE</u>	<u>FIRE DEPT</u>	<u>MUSEUM</u>	<u>TOWN HALL</u>
Price per Cleaning	\$ _____	\$ _____	\$ _____
Spring Cleaning:	\$ _____	\$ _____	\$ _____
Windows/Doors:	\$ _____	\$ _____	\$ _____

<u>SERVICE</u>	<u>GALE LIBRARY</u>	<u>POLICE DEPARTMENT</u>
Price per Cleaning:	\$ _____	\$ _____
Spring Cleaning:	\$ _____	\$ _____
Windows/Doors:	\$ _____	\$ _____

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

# Town of Newton, New Hampshire

## CLEANING BID PROPOSAL 2013 & 2014

- BID PROPOSAL MUST BE SUBMITTED NO LATER THAN **4PM on NOVEMBER 6, 2012.**
- PLEASE SUBMIT ORIGINAL PAGES OF PROPOSAL.

SUBMIT SEALED BID MARKED "CLEANING PROPOSAL" TO:

TOWN OF NEWTON  
SELECTMEN'S OFFICE  
P.O. BOX 378 - 2 TOWN HALL ROAD  
NEWTON, NH 03858  
TEL.: 603-382-4405 EXT. 10