

BID SPECIFICATIONS FOR CLEANING THE CHARLTON FIRE HOUSE:

THE CHARLTON FIRE DISTRICT, 677 CHARLTON ROAD, BALLSTON LAKE, NY

MAILING ADDRESS: PO BOX 1369, BALLSTON LAKE, NY 12019

PROCEDURE:

The Charlton Volunteer Fire District is requesting bids for cleaning the administrative areas of the Charlton Fire District building for 2023 (property located at 677 Charlton Road, in Saratoga County, NY).

Bids for the contract must be received by 5 pm on December 6, 2022. Bids can be submitted either by:

- 1) Email Charltonnyvfd@gmail.com - attn. Charlton BOFC, Secretary.
- 2) By regular mail to the Fire District mailing address: PO Box 1369, Ballston Lake, NY 12019 – Exterior of envelope to state: Fire House Cleaning Bid to be eligible.

All bids must be in accordance with the specifications stated herein and shall not be subcontracted.

All bids will read out loud at the monthly Fire District meeting on December 6, 2022. After discussion, one or more Commissioners may recommend a bid for approval to be voted upon at the December 6, 2022 meeting.

A majority vote by the Board of Fire Commissioners (BOFC) for the recommended responsible bidder at the December 6, 2022 meeting will determine the successful bid.

The Board Chairperson will award the contract in accordance with the majority vote and have the Board Secretary notify the winning contractor by December 13, 2022.

The bidding session will be terminated in the event that none of the bids meet the specifications stated herein or in the event that no bids meet the majority satisfaction of the Charlton Board of Fire Commissioners. In this event, the Board of Fire Commissioners will decide on the future action to be taken in this matter.

BID SPECIFICATIONS:

The rooms to be cleaned under the terms of the contract include the administrative area of the firehouse (kitchen, hallways, meeting room, ready room, offices, and bathrooms).

Floor Sweeping and Mopping - Floors will be swept and wet mopped on a weekly basis. Floors will also be swept and mopped for a special function, as needed.

Dusting – Appropriate surfaces in the rooms listed above will be dusted monthly.

Surfaces and Fixtures – Kitchen surfaces, including countertops, stove, and sink will be cleaned weekly and for a special function, as necessary. Bathroom fixtures, including, sinks, toilets, and mirrors will be cleaned weekly.

Supplies - Cleaning supplies will be provided by the District. A list of supplies necessary will be submitted to the Board of Fire Commissioners at the regular monthly meeting. The approved items will be ordered by the Secretary. The cleaner may suggest a special item by name but the Board reserves the right to substitute a similar product if pricing and/or availability dictate. The Contractor will not contact any vendor using the district name.

The Board chairperson (or their designee) and the award-winning contractor will walk the building to ensure all parties are clear with the areas that will be cleaned as part of this bid, once the bid has been awarded.

AGE REQUIREMENTS

The contractor must be Eighteen (18) years of age or older, hold a valid New York State Driver's License with proof of Auto Insurability.

TERMINATION:

The contract may be terminated at any time, at the discretion of the Board Chairperson and/or the majority vote of the Charlton Board of Fire Commissioners; if the contractor does not adhere to the language of this contract, or if the contractor's performance is unsatisfactory.

SCHEDULE OF PAYMENTS:

Payments for the satisfactory performance of the specifications will be made monthly in response to invoices submitted by the contractor.

LIABILITY AND INSURANCE:

Neither the Charlton Volunteer Fire District nor the Charlton Volunteer Fire Company shall be held liable for any injury or damages, resulting from the work being performed in accordance with this contract. The contractor assumes all liability.

The awarded contractor must supply the Charlton Volunteer Fire District with a certificate of insurance within a week of notification of the award. The insurance certificate should include a minimum of \$ 1,000,000.00, of General Liability Coverage.

Respectfully,

Sharon B Cronin, Secretary
Charlton Volunteer Fire District
PO Box 1369, Ballston Lake, NY 12019
charltonnyvfd@gmail.com