

REQUEST FOR BIDS FOR CLEANING THE CHARLTON FIRE HOUSE IN 2024:

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

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

PROCEDURE FOR SUBMITTING A BID:

The Charlton Fire District #1 is requesting bids for cleaning the administrative and truck bay areas of the Charlton Fire District building for 2024 (property located at 677 Charlton Road, Ballston Lake, NY 12019).

Bids must be received by 5 pm on December 1, 2023. Bids can be submitted either by:

- 1) Email- charltonvfd.secretary@gmail.com
- 2) US mail to the Fire District mailing address: PO Box 1369, Ballston Lake, NY 12019 – Exterior of envelope to state: Fire House Cleaning Bid

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

All bids will be opened and read out loud at the monthly Fire District meeting on December 5, 2023. After discussion, one or more Commissioners may make a motion to approve the lowest responsible bid. If the motion is seconded, a majority vote in favor of the bid will determine that the bid is accepted. The Board Chairperson will award the contract in accordance with the majority vote and have the Secretary notify the winning contractor via email by December 12, 2023.

If none of the submitted bids meet the specifications stated herein or are satisfactory to the majority of the Commissioners, discussion by the Commissioners will determine the future action to be taken.

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). Additionally, the truck bay areas (bathroom off of the truck bay, radio room, gear room, decontamination room and SCBA room) will also be cleaned.

Administrative Area Rooms/Hallway Cleaning

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

Dusting – Appropriate surfaces in the administrative area 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**.

Trash Removal – Trash cans will be emptied **weekly**.

Truck Bay Area Rooms/Bathroom Cleaning

Surfaces and Fixtures (occurs monthly) - Clean and wipe down all surfaces and fixtures. Dust should be "wetted" down with a cleaner before removing. The shower area and sink in the decontamination room will be cleaned.

Floor Cleaning (occurs monthly) - Floors should be wet mopped (avoid sweeping as much as possible to reduce aerosolization of dust in the area).

Trash Removal (occurs monthly) – Trash cans will be emptied.

Supplies - Cleaning supplies will be provided by the District. A list of necessary supplies 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 designee) and the awarded 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 and hold a valid New York State Driver's License.

TERMINATION OF CONTRACT

The contract may be terminated at any time following a majority vote of the Commissioners at a regular Board meeting, if the contractor does not adhere to the terms 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. Monthly invoices should be submitted to the Secretary by the end of the third week of the month so the payment can be approved at the monthly Commissioners meeting.

LIABILITY AND INSURANCE

Neither the Charlton 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.

PREVAILING WAGE

Contractors must pay wages according to the New York State prevailing wage schedule if required to do so by New York State law

Respectfully,

Erin Waite, Secretary
Charlton Fire District #1
PO Box 1369, Ballston Lake, NY 12019
charltonvfd.secretary@gmail.com