



**BID SPECIFICATIONS
TOWN BUILDINGS CLEANING
TOWN OF NEWFIELD**

The Town of Newfield is accepting written proposals for a three-year contract for cleaning at the Municipal Town Office located at 637 Water Street and the Town Hall located at 23 South Effingham Road.

Cleaning Specifications:

Town Office

~Weekly~

- ❖ Vacuum and mop
 - ✓ Clerk's Office
 - ✓ Code Enforcement Office
 - ✓ Mapping Room
 - ✓ Bathroom
 - ✓ Hallway

Please note: November - March floors must be vacuumed twice a week (Tuesday and Thursday evenings)

- ❖ Remove trash, recycling & returnables
- ❖ Dust and remove cobwebs
- ❖ Wipe down desk surfaces
- ❖ Clean bathroom (sink, toilet, mirror, baseboards and door)
- ❖ Replenish paper products in bathroom, if needed
- ❖ Replace lightbulbs, when necessary

Clean windows semi-annually

Town Hall

~Weekly ~

- ❖ Vacuum and mop
 - ✓ Main Floor
 - ✓ Stairs to the stage
 - ✓ Stage area
 - ✓ Entry way
 - ✓ (2) Bathrooms
- ❖ Remove trash and returnables
- ❖ Dust and remove cobwebs
- ❖ Wipe down tables
- ❖ Clean bathroom (sink, toilet, mirror, baseboards and door)
- ❖ Clean ceiling fans
- ❖ Replenish paper products in bathroom, if needed
- ❖ Replace lightbulbs, when necessary

Clean windows semi-annually

Dust, sweep & remove cobwebs quarterly in basement

- Bids submissions for three (3) year contract; June 1, 2019 thru May 31, 2022
- Proof of liability insurance and three (3) references must be included in bid submission
- All bids must be received at the Newfield Town Office no later than 3:00 pm Tuesday, May 21, 2019.
- The Town of Newfield reserves the exclusive right to accept or reject any or all bid proposals.
- All bids must be clearly marked: Town Buildings Cleaning Bid
- The Town of Newfield reserves the exclusive right to make adjustments to the contract within the term of the contract as long as agreed upon by the town and the contractor.

Bids can be submitted by fax at 207-793-2162, email at newfieldso@metrocast.net, or by mail at Town of Newfield, Town Building Cleanings Bid, 637 Water Street, West Newfield, ME 04095

**Bids will be opened on Tuesday, May 21, 2019 at the Town Hall
23 South Effingham Road, West Newfield at 6:00 pm.**