

GREENE COUNTY

NOTICE TO BIDDERS

Greene County is accepting sealed bids for the interior cleaning of various buildings in the Greene County Government for the period of January 1, 2025, to December 31, 2025, that will be received by the Greene County Legislature until 10:00 a.m. on Thursday October 10, 2024, at which time bids will be opened and publicly read.

All bids shall be contained in sealed envelopes, distinctly marked "CLEANING"

Acting Clerk of the Greene County Legislature
411 Main Street
Suite 408
Catskill, NY 12414

Bids shall be submitted on the official bid forms. Bid forms are available by emailing a request to werrol@greencountyny.gov or at the Office of the Acting Clerk, at the above address accompanied by the Certificate of Non-Collusion, Bidders and Vendors Acknowledgment, Title VI and if required, an Authorization to Bid.

Greene County reserves the right to reject any and/or all bids and to waive any informalities or defects in such bid either before or after opening.

Tammy L. Sciavillo
Acting Clerk,
Greene County Legislature

For Publication as Follows:

Times Union
The Mountain Eagle

Thursday September 19, 2024
Thursday September 20, 2024

INVITATION:

Qualified contractors are invited to submit bids for the interior cleaning of various buildings in the Greene County Government for the period of January 1, 2025, to December 31, 2025. Sealed bids should be forwarded as indicated in NOTICE TO BIDDERS.

CONDITIONS:

1. Bidders may make an on-site inspection of each location prior to the Bid Opening **September 26th at 9am** has been scheduled for this. Please call the Buildings & Grounds office at 518-943-9379 to be included and receive further information.
2. Bidders may bid on any one or more of the specified locations, priced individually.
3. Greene County reserves the right to accept or reject any and/or all bids.
4. No bidder may withdraw a bid within 45 days after the actual date of opening.

LIABILITY/INSURANCE:

1. The successful contractor shall be responsible for all damage caused by the contractor's personnel or equipment.
2. The successful contractor shall furnish to Greene County at the time of execution of contract, evidence of insurance with the County of Greene as the named insured, the kinds and amounts of which are as follows:
 - a. Worker's Compensation and Employers Liability Insurance: A policy or policies providing protection of employees in the event of job-related injuries.
 - b. Motor Vehicle Liability Policies: With the limits of not less than \$300,000 for each accident because of bodily injury, sickness or disease, including death at any time, resulting therefrom, sustained by any person caused by accident, and arising out of the ownership, maintenance or use of any motor vehicle and with the limits of \$100,000 for damage because of injury to or destruction of property, including the loss of use thereof, caused by accident and arising out of the ownership, maintenance or use of any motor vehicle.

c. General Liability: Greene County must be named as an additional insured on all liability policies on a non-contributory basis with waiver of subrogation. Including comprehensive form, contractual, premises/completed operations and broad form property insurance with limits not less than:

<u>Liability</u>	<u>Combined Single Limit</u>
Bodily Injury and Property Damage	\$1,000,000/\$3,000,000
Personal Injury	\$1,000,000/\$3,000,000

After the successful bidder(s) has/have been determined, they each shall provide a contract with Greene County, which will include a copy of their winning bid as well as the required insurance. These contracts must be provided to Craig Seaburg, Superintendent of Buildings and Grounds via email at cseaburg@greencountyny.gov who will provide them to the County Attorney for review and approval prior to signing by Greene County.

LOCATIONS FOR CLEANING

	<u>Frequency</u>
1. Greene County Courthouse 320 Main Street, Catskill	5 Evenings/wk
2. Greene County Mental Health 905 Mountain Ave, Cairo Office Building, Cairo	5 Evenings/wk
3. Greene County Emergency Operations Center 25 Volunteer Drive, Cairo	3 Days/wk Mon, Wed & Fri
Fingerprints are <u>required</u> for employees working this building. This service is provided by Identgo and instructions will be given to the bid winner.	
4. Greene County Sheriff's Office 45 Haverly Memorial Drive, Coxsackie	3 Days/wk Mon, Wed & Fri
The Sheriff's department will conduct the fingerprinting/background checks that are <u>required</u> for employees working this building.	
5. Rivertown Senior Center 39 Second Street, Athens	1 Evening/wk
6. Greene County Highway Department 240 West Main Street, Catskill	1 Evening/wk
7. Greene County Records Management 465 Main Street, Catskill	1 Evening/wk
8. Greene County Buildings & Grounds 90 Allen Street, Catskill	1 Evening/wk

REQUIREMENTS:

The awarded contractor will supply their own cleaning or disinfecting chemicals and supplies. The County will supply trash bags, paper products, hand soap and storage for the equipment.

ENTRANCES

Dust high and low areas

Spot clean all walls, light switches and doors

Spot clean carpets, i.e. spills

Vacuum all carpeting and entrance mats, corners and edges

Dust/Mop hard surface floors using the appropriate cleaner

Clean both sides of all glass doors and wipe frames

Empty and remove trash, replace liner if needed

LOBBIES/HALLWAYS

Dust all surfaces within normal reach with detail to high and low areas

Dust/Mop hard surface floors using the appropriate cleaner

Vacuum all carpeting, entrance mats, corners and edges

Spot clean all walls, light switches and doors

Empty and remove trash, replace liner if needed

STAIRWELLS

Vacuum/sweep and mop stairs and landings using the appropriate cleaner

Clean all handrails, spot clean walls, light switches and doors

RESTROOMS

Empty trash, refill dispensers, clean and disinfect fixtures, clean mirrors, counters, partitions and chrome, sweep and mop floor using appropriate cleaner

OFFICES and CONFERENCE ROOMS

Dust flat surfaces within normal reach

Spot clean all walls, light switches and doors

Damp wipe surfaces using the appropriate cleaner

Vacuum upholstered furniture

Empty and remove trash, replace liner if needed

Vacuum all carpeting, corners and edges

Dust/Mop hard surface floors

Spot Mop stains and spills using the appropriate cleaner

Mop hard surface floors using the appropriate cleaner

CERTIFICATE OF NON-COLLUSION

To: County of Greene

Re: Attached Bid

Date: _____

I, _____

HEREBY CERTIFY, as follows:

1. That the attached bid has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor.
2. That the bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor.
3. That no attempt has been or will be made to induce any other person or firm to submit or not to submit a bid.
4. That the statements are accurate, under penalty of perjury.
5. That attached hereto (if a corporate bidder) is a certified copy of a resolution authorizing the execution of the certificate by the signer of this bid or proposal on behalf of the corporate bidder.

(Name of Company or Corporation)

By:

(Signature of Officer)

(Title)

(Address of Company)

This certification is made pursuant to an amendment to the State Finance Law, the General Municipal Law and the Public Authorities Law, relating to non-collusion in public bids and proposals, which became effective September 1, 1965. (Chapter 751 of the Laws of 1965)

BIDDERS AND VENDORS ACKNOWLEDGEMENT

ALL VENDORS AND BIDDERS ACKNOWLEDGE AND AGREE TO BE BOUND BY THE GREENE COUNTY SEXUAL HARASSMENT PREVENTION POLICY (adopted 11/20/18) and THE GREENE COUNTY DISCRIMINATORY HARASSMENT PREVENTION POLICY (adopted 11/20/18)

By signing below, all bidders and/or vendors hereby acknowledge and agree that he/she/they/it have carefully reviewed Greene County’s policy(ies) prohibiting sexual harassment and/or discriminatory harassment, as referenced above, and agree to be subject to and bound by all terms and conditions contained herein.

All bidders and vendors hereby agree to indemnify and hold harmless Greene County, inclusive of reasonable attorney fees, from any and all claims related to any violation(s) of the above referenced policies allegedly arising from the conduct of their/its principals, employees, agents, hires and/or assigns.

All bidders and vendors hereby acknowledge and agree that if he/she/they/it reasonably believe that he/she/they/it are subjected to harassment/discrimination in violation of either of these above referenced policies, he/she/they/it shall be responsible for reporting the harassing and/or discriminatory conduct as outlined in said policies.

I HAVE CAREFULLY REVIEWED THE GREENE COUNTY SEXUAL HARASSMENT PREVENTION POLICY and THE GREENE COUNTY DISCRIMINATORY HARASSMENT PREVENTION POLICY, which I viewed in their entirety, at www.greenegovernment.com on _____, _____, 2024. From Greene Government tab, top left to Legal Notices, top right.

By: _____
Bidder/Vendor

Company Name: _____

THIS EXECUTED ACKNOWLEDGEMENT MUST BE ATTACHED TO ANY AND ALL GREENE COUNTY BID and/or PROPOSAL SUBMISSIONS

GREENE COUNTY TITLE VI – NOTICE TO THE PUBLIC

Greene County hereby gives public notice that it is the County of Greene’s policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, gender or national origin be excluded from the participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity for which Greene County received federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with Greene County. Any such complaint must be in writing and filed with the County Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained at no cost to the complainant on our website at www.greenegovernment.com or by calling (518) 719-3540.

I HAVE CAREFULLY REVIEWED THE GREENE COUNTY TITLE VI POLICY

By: _____
Bidder/Vendor

Company Name: _____

Dated: _____, _____ 2024

AUTHORIZATION TO BID

RESOLVED, that _____
(Name of Individual)

be authorized to sign and submit the bid or proposal of

(Name of Corporation)

for interior and exterior window washing and to include in such bid or proposal the certificate of non-collusion required by Section 103-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by

_____ at a meeting of this board of directors held on
(Name of Corporation)

the _____ day of _____, _____.

Secretary

(CORPORATE SEAL)

BID FORM
GREENE COUNTY: INTERIOR CLEANING
MONTHLY COST

1. Greene County Courthouse
320 Main Street, Catskill – Monday thru Friday, Evenings _____

2. Greene County Mental Health
905 Mountain Ave, Cairo Office Building, Cairo
– Monday thru Friday, Evenings _____

3. Greene County Emergency Operations Center
25 Volunteer Drive, Cairo – 3 Days per week _____

4. Greene County Sheriff’s Office
45 Haverly Memorial Drive, Coxsackie – 3 Days per week _____

5. Rivertown Senior Center
39 Second Street, Athens – 1 Day per week _____

6. Greene County Highway Department
240 West Main Street, Catskill – 1 Evening per week _____

7. Greene County Records Management
465 Main Street, Catskill – 1 Evening per week _____

8. Greene County Buildings & Grounds
90 Allen Street, Catskill – 1 Evening per week _____