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**EXHIBIT A**  
**ADVERTISEMENT FOR BIDS**

Sealed Bids for “**Police Department Interior Cleaning Services**” will be received by the Town Clerk, Town of Poughkeepsie, One Overocker Road, Poughkeepsie, NY 12603 until 11:00 a.m. (local time) November 17, 2025, at which time they will be publicly opened and read aloud.

The Bid Package may be reviewed and obtained at the Office of the Town Clerk, Town of Poughkeepsie, One Overocker Road, Poughkeepsie, NY 12603 and on the Town website at [www.townofpoughkeepsie.com/Bids.aspx](http://www.townofpoughkeepsie.com/Bids.aspx). A \$100 deposit is required for copies obtained from the Town Clerk.

All Bids must be made upon and in accordance with the forms prepared by the Town and shall be submitted (six copies, signed) in sealed envelopes marked: “**Bids: Police Department Interior Cleaning Services**”.

**BID DEPOSIT:** Each bid must be accompanied by a Certified or Bank Check drawn payable to the Town of Poughkeepsie or a surety bond in the amount of 5% of the total first year bid amount to assure that a contract is signed.

Payment and Performance Security equal to four months of the first year contract services cost as well as proof of insurance coverages will be required prior to contract signing.

Bidders are required to execute and submit with their bids a Non-Collusion Bidding Certificate and an Iranian Energy Sector Divestment Certificate as attached to the Bid Package.

A mandatory pre-bid meeting and facility walk through will be held on October 23, 2025 at 10:00 a.m. at the Police Department facility. Prospective bidders, who must attend, are requested to pre-register. See below.

Questions must be sent only by email or hand delivery to the Police Department ([BWalsh@townofpoughkeepsie-ny.gov](mailto:BWalsh@townofpoughkeepsie-ny.gov)) and Town Clerk’s Office ([fsalvatore@townofpoughkeepsie-ny.gov](mailto:fsalvatore@townofpoughkeepsie-ny.gov)) and received not later than 12:00 p.m. on October 31, 2025.

To be advised of addenda to the bid packet and responses to inquiries, potential bidders must register their contact information with the Town Clerk at [fsalvatore@townofpoughkeepsie-ny.gov](mailto:fsalvatore@townofpoughkeepsie-ny.gov), and then monitor [www.townofpoughkeepsie.com/Bids.aspx](http://www.townofpoughkeepsie.com/Bids.aspx)

The Town reserves the right to reject any and all bids, to waive any informality or technicality in any bid in its interest, and to determine the ultimate scope of a contract.

Bidders are required to comply with the provision of Section 291-299 of the Executive Law of the State of New York.

The Town will affirmatively insure that minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against.

This is a “Public Work” project subject to the New York State Department of Labor Prevailing Wage Rates and requirements. Prevailing Rate Schedules can be accessed from the New York State Department of Labor (NYS DOL). The successful bidder(s) is responsible for procuring a proper original Wage Schedule for the project from the Department of Labor, and complying with all Labor Department and other laws, rules and regulations. website: <https://apps.labor.ny.gov/wpp/publicViewProject.do?method=showIt&id=1532849>

BY ORDER OF THE TOWN BOARD  
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
Dated: October 6, 2025  
Felicia Salvatore, Town Clerk

**EXHIBIT B  
NOTICE TO BIDDERS**

**Name and Description of Project:** Police Department Interior Cleaning Services.

**Bid Documents may be obtained** in person at:

Town Clerk's Office  
Town of Poughkeepsie  
1 Overocker Road  
Poughkeepsie, NY 12603

The Bid Package may be reviewed and obtained at the Office of the Town Clerk, Town of Poughkeepsie, One Overocker Rd., Poughkeepsie, NY 12603 and is also available at [www.townofpoughkeepsie.com](http://www.townofpoughkeepsie.com). A \$100 deposit is required for all copies obtained from the Town Clerk. To register for the mandatory pre-bid site meeting (see below) and to be advised of addenda to the bid packet, please register with the Town Clerk at [fsalvatore@townofpoughkeepsie-ny.gov](mailto:fsalvatore@townofpoughkeepsie-ny.gov) and also monitor the Town's website at [www.TownofPoughkeepsie.com](http://www.TownofPoughkeepsie.com).

**A mandatory onsite pre-bid meeting will be held on Thursday, October 23, 2025 at 19 Tucker Drive, Poughkeepsie NY at 10:00 a.m. Prospective bidders should pre-register, see above.**

**Bidding time, place, documents**

**THE CONTRACT WILL BE FOR TWO YEARS FROM THE NOTICE TO PROCEED DATE AT A FIXED MONTHLY PRICE, WITH THE TOWN ALSO HAVING, ON 60 DAYS' NOTICE IN ADVANCE OF AN EXPIRATION DATE, THE OPTION TO EXTEND FOR A THIRD, FOURTH AND FIFTH YEAR. EACH EXTENSION YEARS' PRICE WILL BE THE MONTHLY CONTRACT PRICE FOR THE PRECEDING YEAR ADJUSTED BY THE BUREAU OF LABOR STATISTICS COST OF LIVING CHANGE (CPI-U FOR ALL URBAN CONSUMERS AS SEASONALLY ADJUSTED) FOR THE TWELVE (12) FULL CALENDAR MONTHS PRECEDING THE EXPIRATION DATE.**

Bids and all required documents (6 signed hard copies in a sealed envelope required) for the above project will be received by:

Town Clerk, Felicia Salvatore  
Town of Poughkeepsie Town Hall  
1 Overocker Road  
Poughkeepsie, NY 12603  
(845) 485-3620

Bids must be received on or before November 17, 2025 at 11:00 AM, and will at that time publicly opened and read aloud. Bids received after that time will not be accepted. All interested parties are invited to attend. Bids shall remain firm for a period of forty-five (45) days following the date of the bid opening. The Project includes one item: Police Department Interior Cleaning.

**Bid Security, Payment and Performance Security for Town Contracts:**

In addition to the other required documents, each Bid must be accompanied by a Certified or Bank Check drawn payable to the Town of Poughkeepsie, or a surety bond, in the amount of 5% of the total first year bid price. Bid security will be returned to those not awarded the contract promptly after the Town and accepted bidder(s) have executed a contract, or within 45 days after the date of the opening of the bids, whichever is sooner.

Payment and Performance Security of four months of the first year's contract amount will be required on contract.

This project is subject to New York State Department of Labor Prevailing Wage rates.

## **I. INFORMATION FOR BIDDERS**

### **1. Receipt and Opening of Bids**

The Town invites bids on the form attached, all blanks for each contract Item bid on must be completely filled in using ink or type written. Bids will be received by the Town at the Office of the Town Clerk until 11:00a.m., local time on November 17, 2025, and then publicly opened and read aloud. The envelopes containing the bids must be sealed, addressed to the Town of Poughkeepsie Town Clerk at One Overocker Road, Poughkeepsie, New York 12603 and labeled “**Police Department Interior Cleaning Services**”. Six signed copies are required.

The Town may consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities and reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within 45 days after the actual date of the opening thereof.

### **2. Preparation of Bid:**

Each bid must be submitted on the prescribed forms and must include the completed Bid Sheet, Bidder’s Qualifications Information Sheet, Non-Collusion Certificate and Iranian Energy Sector Divestment Certificate, Bid Security. Bids submitted without required completed forms may be deemed disqualified or non-responsive.

For bids forwarded by mail, the envelope containing the bid(s) must be enclosed in another envelope endorsed, and received as specified above.

### **3. Qualifications of Bidder:**

The Town may make such investigations and inquiries as it deems necessary to determine the responsiveness, responsibility and ability of any bidder to perform the work, and bidders shall furnish all such information as requested. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy it that such bidder is properly qualified to carry out the obligations of the contract documents and to deliver the items specified. Conditional bids will not be accepted.

### **4. Bid Security, Payment and Performance Security for Town Contract(s):**

Each bid must be accompanied by a Certified or Bank Check drawn payable to the Town of Poughkeepsie, or a surety bond, in the amount of 5% of the total first year bid amount to assure that a contract is executed by the bidder. Such bid security will be returned to the non-accepted bidder(s) within 45 days of the opening of bids or the execution of a contract, whichever is sooner.

A successful bidder which fails to execute a contract acceptable to the Town will forfeit its 5% bid security.

Payment and Performance Security of four months of the first year contract amount and required proofs of insurance will be required on the contract signing.

### **5. Addenda and Interpretations:**

No interpretation of the meaning of the specifications or other pre-bid documents will be made to any prospective bidder orally.

Questions will be accepted only until 12:00 PM on October 31, 2025 and must be emailed to Sergeant Brian Walsh at [BWalsh@townofpoughkeepsie-ny.gov](mailto:BWalsh@townofpoughkeepsie-ny.gov) with a copy to Felicia Salvatore, Town Clerk at [fsalvatore@townofpoughkeepsie-ny.gov](mailto:fsalvatore@townofpoughkeepsie-ny.gov), or hand delivered to them at 19 Tucker Drive, and 1 Overocker Road, Poughkeepsie, NY respectively. An effort will be made to respond

to all relevant inquiries. Responses and Addenda will be issued via E-mail to the inquirer at the email address furnished by it and to registered prospective bidders, and posted on the bid section of the Town website which prospective bidders must monitor.

6. Obligation of Bidders:

At the time of the opening of the bids each bidder will be presumed to have read and to be thoroughly familiar with the Bid Documents (including all addenda and interpretations). The failure or omission of any bidder to examine any form, instrument or document, or to be informed of any addendum or interpretation shall in no way relieve any bidder from any obligation with respect to his/her/its bid.

Each bidder must inform himself/herself/it of the conditions relating to the work required under this project and the employment of labor thereon. Failure to do so will not relieve a successful bidder of his/her obligation to furnish all material and labor necessary to carry out the provisions of the contract.

7. Conditions of Work/Pre-bid Site Meeting/Registration:

Subcontracting and the assignment of any part of a contract requires the Town's advance written consent, exercised in the Town's sole discretion.

8. Sales Tax:

The purchase of material and work for this contract may be exempt from certain sales/use taxes and the contract amount will exclude such taxes.

9. Bid Comparison

Bids will be compared on the basis of each Bid Item on the bid form. In the event there is a discrepancy between any figures written in words and written numerically, the price written in words shall govern. The Town reserves the right to waive any irregularities or informalities, and to reject all or part of any bids.

10. Bid Quantities

The Town reserves the right to increase or decrease the numerical amount of any item in this bid if it deems it to be in the best interest of the Town.

11. Method of Award – to the Lowest Responsible, Responsive Bidder, who has complied with the specifications

The Town intends to award the contract to the lowest responsible bidder who has/have complied with the specifications, subject to the terms hereof.

12. Termination/Non Performance:

See Exhibit C, 3.16 Specifications below.

13. Notice to Proceed:

A contractor shall not proceed with any work until it has an executed contract in form satisfactory to the Town, and a Notice to Proceed.

14. Insurance Requirements-all Town contracts:

Before the Town enters into an agreement with a Contractor, he/she /it must submit proof that he/she/it has obtained and will maintain liability insurance coverage meeting the Town's insurance standards. These standards are:

- Automobile Liability-Automobile Liability Insurance on an occurrence basis covering all owned, non-owned and hired vehicles with the limits of not less than:
  - Bodily Injury/Property Damage on a Combined Single Limit Basis of at least \$1,000,000 for each occurrence.
  - No Fault, Statutory Benefits
- Commercial General Liability
  - Bodily Injury and Property Damage
  - \$2,000,000 per Occurrence

- \$3,000,000 Aggregate
    - \$3,000,000 Products/Completed Operations Aggregate
  - The Town of Poughkeepsie shall be covered as an additional insured on a primary and non-contributory basis including for products and completed operations. There shall be a waiver of subrogation in favor of the Town of Poughkeepsie and hold harmless provisions in the contract in favor of the Town.
- Catastrophe, Excess Liability or Umbrella policies are acceptable in helping to fulfill the requirements, provided they do not contain restrictions or exclusions of coverage required under the specifications.
- Owners, Contractors' Protective Liability
  - When a contractor is employing subcontractors an owners and contractors protective Liability Policy (OCP) shall be written to protect the Town for Bodily Injury and Property Damage claims, with limits not less than those specified above, arising from the operations of any subcontractors .

15. Required workers' compensation and disability benefits coverage.

Proof of required workers compensation coverage is demonstrated when the following forms are provided:

- Forms C-105.2 and DB-120.1 (Certificates of Insurance), and Form SI-12 (Affidavit Certifying That Compensation Insurance Has Been Secured), which are designed to provide necessary proof of coverage when completed by the insurance carrier and/or the Worker's Compensation Board.
- Form DB-155 (Compliance with Disability Benefits Law), may be submitted by self- insured employers under the Disability Benefits Law as acceptable proof that disability benefits coverage has been obtained.
- Please note that it is acceptable for employers insured by the State Insurance Fund to submit the Fund's computer generated certificate of insurance as proof of coverage, in place of prescribed Form C-105.2.
- Employers who are not required by Law to provide workers' compensation and/or disability benefits coverage must submit Form C-105.21 (Statement That Applicant Does Not Require W.C. or D.B coverage), which when completed by the Workers' Compensation Board is proof that the applicant is not required to carry either type of insurance.
- Policies shall name the Town of Poughkeepsie as an additional insured.

16. Prevailing Wage.

This is a "Public Work" project and is subject to the New York State Department of Labor Prevailing Wage Rates. Prevailing Wage Schedules can be accessed from the New York State Department of Labor. The successful bidder is responsible for procuring a proper original Wage Schedule for the project from the Department of Labor, and complying with the New York State Labor Law and all other applicable laws, rules and regulations.

17. The Town may withhold payment pending receipt of proof that all employees, suppliers and contractors have been paid by the Contractor.

**EXHIBIT C**  
**JANITORIAL SERVICES**

**Town of Poughkeepsie**  
**Police Department**

**SPECIFICATIONS**

1.0 SCOPE

1.01 General

The Town of Poughkeepsie (“Town”) is seeking bids for janitorial services at its Police Department facility, 19 Tucker Drive as detailed in this Bid Package.

The Contract will require cleaning every day, including on weekends and holidays, between 11:00 p.m. and 7:00 a.m.

The Contract will be awarded to the lowest responsible bidder.

2. Site Visit

A mandatory pre-bid tour of the building will be held at the Police Department, 19 Tucker Drive, Poughkeepsie, New York, 12603 on **October 23, 2025 at 10:00 a.m.** Potential bidders are asked to register at [bwalsh@townofpoughkeepsie-ny.gov](mailto:bwalsh@townofpoughkeepsie-ny.gov).

1. SPECIFICATIONS

2. Supplies

The contractor will be required to supply all the necessary custodial supplies for accomplishing the service under this contract including, but not limited to, brooms, mops, pails, wax, waxing machines, dust cloths, trash can liners, carpet shampoo, and shampooers. Cleaning supplies and materials shall conform with applicable Federal and State specifications for quality.

3. Restroom Supplies

The Contractor will supply all necessary toilet tissue, paper towels and hand soap for replenishment in the dispensers. Contractor shall supply new dispensers as required and when existing become inoperable or in need of repair.

4. Clean-Up

All materials and equipment must be picked up and work areas must be kept free of hazards. The contractor shall dispose of rags, mops, brushes, waxes, and other combustible materials used which contain a residue of animal, vegetable, or mineral oils which are subject to spontaneous ignition, outside the building in tightly covered metal containers furnished by the contractor.

Dirty water and cleaning solutions shall be disposed of in slop sinks or floor drains. The contractor shall keep sanitary, at all times, all floors and fixtures located where water is disposed of or obtained.

1. DETAILS

2. Waxing and Buffing

All floor areas which have floor covering material other than rugs, in areas covered by this contract, shall be machine buffed to a hard lustrous finish. Buffing of waxed floors shall be accomplished **ONLY** after sweeping and damp mopping. To prevent buildup, wax will not be applied closer than four (4) inches adjacent to walls, partitions, or fixtures. Waxed floors will be machine dry cleaned periodically with fine steel wool to remove dirty wax and traffic marks. Traffic areas will be waxed between scheduled waxing to provide a protection for the floor covering.

3. Stripping

Stripping of wax from floors will be accomplished when scheduled (MINIMUM-four times a year). No flammable floor cleaner will be used for stripping of wax from floors. Two coats of wax or floor finish will be applied immediately after stripping. Rubber cove base is to be cleaned/stripped and wax applied to insure a clean and neat appearance.

4. Rugs

All rugs will be vacuum cleaned in a manner that insures that they are cleaned under desks, chairs, tables, etc.

When scheduled, shampooing shall be done utilizing a wet shampoo or steam cleaning procedure. If using a wet shampoo procedure, a neutral detergent intended especially for carpet cleaning shall be used. The manufacturer's instructions for dilution and application shall be followed. Plastic film or aluminum foil shall be placed under table legs, etc., to prevent stains. After the cleaning, brush the pile in one direction with a soft brush or other suitable tool.

5. Walls, Woodwork and Partitions

During daily cleaning operations, all smudges, finger marks, scuffs and other surface marks on walls, partitions, door glass and trim will be removed with a damp cloth or commercial cleaning solution which is not harmful to the surface of the area cleaned.

6. Dusting

Dusting will include all furniture, appurtenances and equipment (except typewriters and other office machines), all doors, trim, sills, ledges, radiators, handrails, pictures, charts, etc., and will be accomplished with a treated cloth or yard duster. Feather dusters and/or brushes will not be permitted. Dusting will be performed in a manner that will pick up and remove the dust and not scatter it around the room. All low dusting shall be done after the floors have been swept and the dust has settled. After dusting, all furniture, pictures, or other fixtures shall be properly replaced.

7. Drinking Fountains

Drinking fountains and water coolers will be cleaned by washing the bowl part of the fountain with a neutral soap and water solution. The remainder of the fountain or cabinet shall be wiped with a clean cloth and under no circumstances shall a metal polish be used on the fitting from which the water is drunk.

8. Waste Baskets (Inside and Outside)

Waste baskets and other waste containers provided to receive waste in all buildings shall be emptied and waste deposited in the proper trash receptacles outside the building as supplied by the Town.

9. Toilet Rooms

All toilet rooms, regardless of location, shall be cleaned as prescribed in the following paragraphs:

a. Water Closets: All toilet bowls will be washed inside and outside with a neutral soap solution or commercial cleaner. Toilet bowl cleaners containing a strong alkali will not be used. All seats will be washed on both sides with a neutral soap solution or cleaner and wiped dry. A toilet brush in good condition will be used to wash thoroughly under and around the inside rim of the bowl. All deposits will be removed with a harmless detergent or cleaner so that there will be no odors. The outside of the bowls and the seats, tank and covers shall be cleaned and dried.

b. Urinals: All urinals, either wall or floor types, will be cleaned in the same manner prescribed for toilet bowls, the removal of all scales and encrustations must be accomplished so as to prevent disagreeable odors. All strainers shall be thoroughly cleaned of all foreign matter.

c. Lavatories: Wash basins will be cleaned with a neutral soap and water solution or patented cleaner. Acid or strong cleaners will not be used. Stains will be removed with a damp cloth and grit cake soap or mild cleaner. All scum and accumulations will be removed from bowl, around faucets, drains, etc. Slop sinks located in toilet rooms and/or closets will be cleaned in the same manner.

d. Chromium Plated or Other Hardware: Strong abrasives will not be used on chromium hardware on basins and flushmeter valves. These fittings will be washed with a neutral soap solution and polished with a clean dry cloth. All other metal hardware and exposed polish able piping will be kept brightly polished with an approved non-abrasive metal polish or cloth.

e. Rest Room Floors: Where concrete and ceramic tile floors are installed, the entire toilet room floor area will be swept and be thoroughly mopped with a neutral soap and hot water solution, rinsed and dried. Hard to reach places will be scrubbed by hand. Where asphalt tile or other resilient type flooring is installed, floors will be thoroughly mopped and buffed with soap and water solution, rinsed, dried, and waxed and buffed as scheduled. Hosing of toilet room floors will not be permitted. Areas around urinals and toilet bowls, radiators and hard to reach places and corners shall be given special attention.

f. Walls, Woodwork and Partitions: Walls and woodwork, including toilet stalls and doors shall be washed with a neutral soap and water solution. Smudges and finger marks, dirt, etc. on walls and woodwork and all writing on them shall be removed during daily operations.

g. Dusting of Toilet Rooms: This will be accomplished as prescribed in paragraph 3.06.

h. Dispensers: All paper towels, toilet paper, and soap dispensers will be checked and kept filled so that a sufficient supply is available during a day's regular working period and wiped clean with a damp cloth after being refilled. Soap dispensers will be wiped with a damp cloth and special attention given to the soap dispenser's nozzles to insure they are not clogged and are working properly.

i. Waste Containers: All waste containers shall be emptied and the waste deposited in the receptacles provided in each building or group of buildings. Washing will be done when necessary.

j. Miscellaneous: All mirrors shall be cleaned and polished. All shelves, soap dishes, slop sinks, ladies room accessories and other items in the latrines shall be cleaned as to present a clean and sanitary appearance.

k. Standard of Toilet Room Care: The contractor will perform required work to such an extent as will insure that each toilet room is well kept and has no odors; that the toilet bowls, wash basins and urinals are clean and bright; that toilet paper, towel and soap dispensers are filled and clean; that the floors, walls, and woodwork are clean and free from stains and marks; and that the entire appearance is one of cleanliness.

l. Specific Areas:

- Showers located in the men's/women's locker rooms, wash and clean daily.
- The female and male and temporary cells shall be cleaned daily including the washing/cleaning of the floors/walls and fixtures.
- The cell blocks must get power washed once a month (near the end of the month. The contractor must coordinate this with the Watch Commander).
- The cleaning of walls is one of the particular areas that need to be emphasized.
- The cells and booking area should have a final rinse that consists of 10% Bleach Rinse.
- The cleaners should always report to the Watch Commander on duty at the police department prior to entering the cell block area for authorization and to ensure that the access is possible.
- The two (2) Detective Interview Rooms shall be cleaned on an as need basis:
  - Deep clean, sanitize and shampoo carpeting
  - Wipe down and sanitize all surface areas and furniture.

10. Radiators

When scheduled to be cleaned, the radiators will be brushed and/or vacuumed to remove all dirt and litter from between and behind exposed sections. Particular attention should

be given to under the radiator and around the supply pipes. To clean enclosed or recessed radiators, the removable grille will be removed and the radiator vacuumed, and the grille replaced. Stains and/or dirt which cannot be removed with a cloth or brush will be removed by soap and water solution.

### 3.11 Windows

All lobby windows will be cleaned with a window cleaner inside and outside on a once a week basis.

3.12 Stairs and Stairwells: Not applicable.

3.13 Elevators: Not applicable.

### 3.14 Method of Payment:

Payment for services properly performed will be made on a monthly basis on voucher submitted per the contract amount.

### 3.15 Miscellaneous:

- a. Orderly Arrangements: After cleaning operations have been accomplished, all office furniture, chairs, desks, tables, etc., shall be placed in their proper position and the building shall be left in an orderly condition.
- b. Security: Just prior to leaving the building after each day's cleaning has been accomplished, the contractor shall insure that all windows are closed and locked. Lights extinguished and all doors securely fastened. All security systems will be armed.
- c. Precaution: At no time during the performance of the custodial services herein, will office furniture or appliances be stacked or piled nor will standing on same be permitted.

### 3.16 Inadequate Performance/Termination:

It is agreed that failure to accomplish or satisfactorily accomplish any work required under this contract where due to the fault of the contractor shall constitute a deficiency for which a reduction of payment will be determined by the Town.

Additionally, in the event of continued inadequate performance, the Town reserves the option of terminating the contract effective immediately, with subsequent written notice to be given to the contractor of the termination.

Additionally, the Town may terminate this contract upon sixty (60) days prior written notice to the contractor without cause.

### 3.17 Holidays:

Holiday work is mandatory.

### 3.18 Utilities:

The Town will furnish the necessary utilities such as water and electricity without cost to the Contractor. The contractor will instruct its employees to conserve Town utilities.

### 3.19 Personnel Qualifications:

The Contractor shall employ only qualified operators and workmen who are skilled in the performance of custodial work.

Incompetent, discourteous and/or disorderly workers will be released when so ordered by the Chief of Police.

A list of **all** employees who will be working in the building must be furnished to the Town of Poughkeepsie Police Dept for approval prior to their commencing work.

**Visible photo identification issued by the contractor must be worn by all employees at all times.**

### 3.20 Prevailing Wage Rates:

Article 9, Sections 230 through 239, of the NYS Labor Law, as it pertains to wages and benefits shall be adhered to. Rates are available by accessing [www.labor.state.ny.us](http://www.labor.state.ny.us).

This project is a "Public Work" project and is subject to all provisions contained in the New York State Labor Law. The successful bidder **MUST** attach Certified Payroll Report to ALL invoices in order for payment to be made. No payments will be made for work completed if invoiced without this form.

Any Contractor submitting a bid on this project acknowledges that said project is a "Public Work", agrees to comply with all the provisions of the Labor Law, including but not limited to Article 9 of said Law, and shall pay prevailing wages as defined in said Law, to all building service employees, and shall require all subcontractors to do the same.

In order to insure compliance with these provisions, the Town shall be entitled to review and/or audit the Contractor's payroll records from time to time.

Each bidder by submitting makes an affirmative statement that the bidder has not been found guilty of a willful violation of the New York State Labor Law for failure to pay prevailing wages and supplements, as those terms are defined by the New York State Labor Law, within the twelve (12) months immediately preceding the submission of the bid.

In the event that the Contractor shall fail, in one or more instances, to pay the prevailing wages and supplements in accordance with Article 9 of the New York State Labor Law, Section 230 et seq. and as described herein, it shall be considered a material breach of the contract.

### 3.21 Location of Work:

The work shall be located at:

**Town of Poughkeepsie Police Department**, 19 Tucker Drive, Poughkeepsie, NY 12603.

**3.22 Term of Contract:**

The contract term shall be for two years at a fixed monthly price commencing on issuance of a Notice to Proceed. ALSO, the Town will have, on 60 days' notice in advance of an expiration date, the option to extend for a third, fourth and fifth year. Each extension years' price will be the monthly contract price for the preceding year adjusted by the Bureau of Labor Statistics cost of living change (CPI-U for all urban consumers as seasonally adjusted) for the twelve (12) full calendar months preceding the expiration date.

Bids must include the Monthly Rate, and the Annual Rate for the work.

**3.23 Insurance:**

See above.

**3.24 Indemnification:**

The CONTRACTOR agrees to protect, defend, indemnify and hold the TOWN and its employees, officers and agents free and harmless from and against any and all losses, cost, claims, liens, damages, expense and causes of action of every kind and character arising from or relating to its performance or non-performance of this contract as well as its negligent and intentional acts, and its breach of any applicable code, law, rule or regulation, by it or its employees.

**3.25 Access to Buildings:**

It shall be the contractor's responsibility to obtain Police Department approved access to the building and arrange for the building to be opened and closed.

**3.26 Work Schedule:**

All services are to be provided in the Police Department and shall be performed during the 11:00 PM to 7:00 AM shift, seven days a week including Holidays.

Any schedule changes must be approved in writing prior to the change taking place.

**3.27 Recycling:**

Dutchess County law now requires that recyclable items be kept separate from trash. Accordingly, containers for the various types of recyclables have been placed in various locations throughout the offices. It is the responsibility of the contractor to empty those into the appropriate dumpsters as directed by the Town.

**3.28 References:** See bidder qualification information sheet at Exhibit E.

**3.29 Award:**

The contract shall be awarded based on the lowest responsive, responsible bidder.

The Town reserves the right to reject all proposals, parts of all proposals, or all proposals for any one or more supplies or contractual services included in the proposed contract, when such rejection is in the best interest of the Town.

EXHIBIT "D"  
TASK DETAILS

SURFACE	ITEMS OF WORK	Minimum Frequency	Task Completed (Yes/No)	Task Completed Satisfactorily
Tile Floors	Sweep, Wet Mop	Daily		
	Machine Buff	2x week		
	Machine Scrub (dry)	Weekly		
	Strip & Wax	2x Year		
	Traffic Areas – waxed	4x Year		
Carpets & Rugs	Vacuum	Daily		
	Shampoo/Steam Clean	4x year		
Stairs/Stairwells	Sweep & Damp Mop	1x week		
Walls and Woodwork	Removal of hand marks and soil	Daily		
Office Furniture & Furnishings	Dusting	Weekly		
Doors, Trim, Sills, etc	Dusting	Weekly		
Heating Units, Radiators, Wall	Dusting and Vacuuming	Monthly		
Drinking Fountains	Wiping and Washing	Daily		
Waste Containers	Empty	Daily		
	Damp Wiping	Weekly		
	Washing	Every 2 months		
	Replace liners	Weekly or when soiled		
Hardware & Polishable Plates	Wiping	Weekly		
	Polishing	Monthly		
Fixtures including commodes, urinals, lavatories (sinks) hardware, fittings, mirrors	Washing and cleaning	Daily		



Surface	Items of Work	Minimum Frequency	Task Completed (yes/no)	Task Completed Satisfactorily
Elevator Floors	N/A			
Elevator Walls, doors, ceilings	N/A			
Showers	Washing and Cleaning	Daily		
Male/Female Cells	Washing and Cleaning	Daily if		
	Power Washing	Once a month at the end of the		
Windows – Lobby	Washing and Cleaning	Weekly		



**EXHIBIT E**  
**Janitorial Services**  
**BIDDER QUALIFICATION INFORMATION**

1. Company name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

2. Company Officers \_\_\_\_\_ Title \_\_\_\_\_  
\_\_\_\_\_ Title \_\_\_\_\_  
\_\_\_\_\_ Title \_\_\_\_\_  
\_\_\_\_\_ Title \_\_\_\_\_  
\_\_\_\_\_ Title \_\_\_\_\_

3. Date of organization or incorporation of company/partnership \_\_\_\_\_

4. Office structure: Janitorial manager's name \_\_\_\_\_  
Telephone: Day # \_\_\_\_\_ Evening # \_\_\_\_\_

5. # Custodial Employees: # Full Time \_\_\_\_\_ # Part Time \_\_\_\_\_ TOTAL # \_\_\_\_\_  
# First line supervisors \_\_\_\_\_ # Foremen/lead workers \_\_\_\_\_ # Janitors \_\_\_\_\_

6. References and Experience

a. List government buildings presently and within the last five (5) years under contract with your company:

Agency Location	sq. ft.	Approximate Value of Contract
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

b. Buildings other than government currently under contract with your company: Owner

Location	Sq. ft.	Approximate Value of Contract
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

c. Other experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. Number of years in business: \_\_\_\_\_

e. List all contracts the owner/manager of buildings has terminated, or not renewed, with your company within the last 5 years:

Name of Owner/Manager	Location	Date of Termination	Reason
=			

I certify that the above information is true and correct

\_\_\_\_\_  
Signature

\_\_\_\_\_ Title

\_\_\_\_\_ Date

**EXHIBIT F**

**CERTIFICATION OF NON-COLLUSION BY BIDDER**

*The undersigned represents that pursuant to Sections 103-a and 103-b of the General Municipal Law of the State of New York, no person referred to in the attached proposal who is the bidder or who is or was a member, partner, director or officer of the bidding firm or entity under this proposal has refused to sign a waiver of immunity or to answer any relevant questions relating to any transaction or contract with the State of New York, any political subdivision thereof, or any public authority, during the period of five years prior to the date hereof. The undersigned agrees that any contract awarded as a result of this bid may be canceled without penalty upon the grounds set forth in Sections 103-a and 103-b of the said General Municipal Law of the State of New York. The names and addresses of all persons and parties interested in the foregoing bid are as follows:*

\_\_\_\_\_

\_\_\_\_\_

*By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:*

- 1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;*
- 2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and*
- 3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.*

*A bid shall not be considered for award nor shall any award be made where 1, 2 and 3 above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where 1, 2 and 3 above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.*

*The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the*

*same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one.*

*Any bid hereafter made to any political subdivision of the State or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.*

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*Name of Bidder*

*By:*

---

*Authorized Signature*

*Title*

*Date*

**EXHIBIT G**

**IRANIAN ENERGY SECTOR DIVESTMENT CERTIFICATE**

**Pursuant to NYS GML § 103-g**

By submission of this bid, bidder and each person signing on behalf of it certifies, and in case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the State Finance Law.

Dated: \_\_\_\_\_, 2025

**\*Verification by Subscription and Notice under Penal Law Section 210.45**

**It is a crime, punishable as a Class A misdemeanor under the laws of the State of New York, for a person, in and by a written instrument, to knowingly make a false statement, or to make a statement which such person does not believe to be true.**

**\* Affirmed under penalty of perjury this \_\_\_\_\_ day of \_\_\_\_\_, 2025.**

\_\_\_\_\_  
Print Bidder(s) Name

\_\_\_\_\_  
Authorized Signature, title, date

EXHIBIT H  
 Bid Sheet  
 (Six signed copies)  
 TWO YEAR CONTRACT  
**TOWN OPTION TO EXTEND**

Site Name and Address	Square Footage	Days Per Week	Bid Amounts
Town of Poughkeepsie Police Department 19 Tucker Drive Poughkeepsie, NY 12603	27,287	7 days per week including weekends and Holidays per month per year	Total Per Month: \$ _____ Total Per Year: \$ _____ <b>SEE ** BELOW</b>

Vendor Name: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_ / \_\_/2025

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Be sure to submit:

- Exhibit E, Bidder Qualifications
- Exhibit F, Certification of Non-Collusion
- Exhibit G, Iranian Energy Certificate
- Exhibit H, Bid Sheet (six signed copies)
- Bid Bond

**\*\*NOTE:** This is a two (2) year fixed monthly price contract which may be extended at the Town's option for a third, fourth and fifth year per 3.22, Term of Contract, at Exhibit C, Specifications, above.