

City Of Torrington

Torrington Parks and Recreation
153 South Main Street
Torrington, CT 06790



Tel: (860) 489-2274
Fax: (860) 489-2588
www.torringtonct.org

MEMORANDUM

To: Mayor Carbone and Members of City Council
From: J. Brett Simmons, Superintendent of Parks and Recreation
CC: Pennie Zucco, Purchasing Agent
Date: June 29, 2021
Re: Building One Facility Services, LLC. Contract Extension

We would like to recommend an additional one (1) year extension of the current Contract for Cleaning Services for the Armory and Recreation Hall/Teen Center, that is due to expire on June 30, 2021. If approved, Building One Facility Services, LLC. has confirmed that they will meet all terms and conditions outlined in the contract that they entered into with the City of Torrington October 25, 2019 and again on June 26, 2020, in addition to all terms and conditions outlined in BID #CST-014-092519. If approved, Building One Facility Services, LLC. will agree to hold their current contract costs for labor and materials as noted below from July 1, 2021 – June 30, 2022:

- Armory - \$1,975.00 per month - \$23,700.00 per year.
- Recreation Hall/Teen Center - \$650.00 per month - \$7,800.00 per year

Attachments:

- Email from Building One Facility Services, LLC.
- BID #CST-014-092519.

Thank you in advance for your consideration.

6/29/2021 3:19 PM
RECEIVED FOR RECORD
TORRINGTON TOWN CLERK

Brett Simmons

From: Kurt Peterson <kurt.peterson@buildingonellc.com>
Sent: Thursday, June 24, 2021 9:09 AM
To: Brett Simmons
Cc: David Prete
Subject: Agreement

CAUTION: EXTERNAL EMAIL.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning,

Pursuant to your request, we have agreed to continue the current contracts for one additional year with no change to the terms and conditions of the contract in force. The locations covered by these contracts are the Armory and the Teen Center. Please feel free to contact me should you have any questions.

Kurt Peterson

Chief Financial Officer

Building One Facility Services, LLC

57 Ozick Drive Ste. A

Durham, CT 06422

Office: (800) 262 0854 x. 705



CITY OF TORRINGTON
INVITATION TO BID

BID# CST-014-092519 CLEANING SERVICES FOR ARMORY & TEEN CENTER

Bid opening: **September 25, 2019 Time: 11:00 AM Location: City Hall, 140 Main St., Room 206, Torrington, CT**

Bid Bond or Certified Check required with bid: **5% of total Annual Price**

Performance Bond required if awarded bid: **N/A**

The City of Torrington reserves the right to accept or reject any or all bids or any portion thereof, to waive technicalities, and to award the contract as will best serve the public interest.

Omit State and Federal Taxes.

All prices must be F.O.B.: Destination (Torrington) unless otherwise requested.

Dated in Torrington: September 9, 2019

Purchasing Agent _____
Pennie Zucco

Item	Monthly Price	Annual Price
Cleaning Services for Teen Center/ Recreation Hall facility, 71 East Albert St. per specifications attached.	\$ 650.00	\$ 5,850.00
Cleaning Services for Torrington Armory facility, 153 So. Main St. per specifications attached.	\$ 1,975.00	\$ 17,775.00
TOTAL	\$ 2,625.00	\$ 23,625.00

The Purchasing Agent is authorized to offer City based bidders that exceed the lowest bid by up to 6%, the opportunity to match the lowest bid. A City based bidder within the 6% differential who agrees to accept the amount of the lowest bid will be awarded the bid. When multiple City based bidders agree to accept the amount of the low bid then the City based bidders will be invited to submit a new bid, not to exceed the low bid. The bid will then be awarded to the lowest responsive, responsible bidder.

Bidder: Building One Facility Services, LLC

Address: 57 Ozick Drive, Suite A, Durham, CT

(Signed By) *Matthew Jones* Title: Director of Sales

Name (please print) Matthew Jones Date: 9/24/19

Phone: 860-262-0854 Fax: _____ E-Mail: matt.jones@buildingonellc.com

Federal Tax Identification Number: (FEIN) 26-1755961

Comments: _____



CITY OF TORRINGTON

Addendum # 1

ADDENDUM #1 ISSUED FOR SUBMITTED QUESTIONS/ANSWERS AND ADD THE INSTRUCTIONS TO BIDDERS

BID #CST-014-092519 CLEANING SERVICES FOR ARMORY & TEEN CENTER

Bid opening: **September 25, 2019 Time: 11:00 A.M Location: City Hall, Room 206, 140 Main St., Torrington, CT**

Must Submit signed addenda with bid.

The City of Torrington reserves the right to accept or reject any or all bids or any portion thereof, to waive technicalities, and to award the contract as will best serve the public interest.

Dated in Torrington: September 12, 2019 Purchasing Agent _____
Contact name Matthew Jones Phone: Pennie Zucco
860-262-0854
Authorized Representative Matthew Jones
Authorized Signature *Matthew Jones*
Company name Building One Facility Services, LLC Fax _____
Address 57 Ozick Drive, Suite A Email matt.jones@buildingonellc.com
City, State, Zip Durham, CT 06422

QUESTIONS AND ANSWERS 9/12/19

Q1) Please clarify if the site visit for the BID# CST-014-092519 CLEANING SERVICES FOR ARMORY & TEEN CENTER, that is scheduled for September 16, 2019 is mandatory or not.

A1) Not Mandatory

Q2) Who is the current vendor and annual price?

A2) N/A

Q3) We are a company from New York. Are we allowed to bid on this even though we are not from your State?

A3) All Out of State Contractors must be licensed and insured to work in the State of Connecticut and must submit paperwork confirming the information with bid. Out of State contractors are NOT allowed to sub-contract this contract. Doing so will cancel the contract. Awarded contractor must supply a list of personnel that will be assigned to this project.

Q4) When is the pre-bid meeting?

A4) The pre-bid meeting is scheduled for Monday, September 16, 2019 at 1:00 pm.

Q5) Is there a performance bond or bid bond?

A5) A 5% bid bond of the total annual Price is required with all submitted bids.

Q6) What is the unit of area?

A6) A) TEEN CENTER: Square footage to be cleaned: Approximately 4,450 S.F.; B) ARMORY: Approximately 16,524 sq. ft. of usable space, however not all of this space is part of the cleaning which will be outlined at the walk-through.

CITY OF TORRINGTON
BID # CST-014-092519
CLEANING SERVICES FOR ARMORY & TEEN CENTER

GENERAL INSTRUCTIONS

The City of Torrington, Connecticut will be accepting sealed bids for Cleaning Services for the Torrington Armory and Teen Center. Cleaning supplies will be supplied by the City of Torrington. The required services, specifications and locations are detailed in the attached and all services provided shall be in accordance with the conditions set forth in this Invitation to Bid. Award resulting from this bid will be a firm fixed term contract October 2019 to June 30, 2020.

All bids are to be submitted in a sealed envelope addressed as follows: **BID# CST-014-092519, CLEANING SERVICES FOR ARMORY & TEEN CENTER; DUE: SEPTEMBER 25, 2019 by 11:00 A.M.** City of Torrington, 140 Main Street, Room 206, Torrington, CT 06790. Sealed bids shall be submitted by using the enclosed Bid Forms that accompanies this request. Submit one Original and two (2) Exact Copies. Bids received after the closing date and time shall be returned unopened. In the event of the closure of City Hall, proposals will be opened on the following business day that City Hall reopens for business, no later than 11:00 a.m. on that day. Bids are good for ninety (90) days from the bid due date. The individual authorized to contractually bind your organization with regard to price and related contractual issues must sign your bid. **No fax or e-mail bids will be accepted.**

PRE-BID MEETING AND TIME

There will be a site visit of the two locations on **September 16, 2019 at 1:00 PM.** We will begin at the Torrington Armory Building, 153 South Main Street, Torrington, CT. Tours of the buildings will be conducted immediately after the meeting. Interested parties are urged to attend.

- Torrington Armory Building, 153 South Main Street, Torrington, CT
- Recreation Hall Facilities, 71 East Albert Street, Torrington, CT

The Deadline for submitted questions is **September 17, 2019 by 2:00 PM.** Questions may be directed to Pennie Zucco, Purchasing Agent, pennie_zucco@torringtonct.org. All information by the City except by written addendum shall be informal and shall not be binding upon the City nor shall it furnish a basis for legal action by any proposer against the city. Vendor responsible to check City website for addendum/updates 48 hours prior to bid opening.

A notice of award or purchase order for this requirement shall be issued **ONLY** after a complete evaluation of the apparent lowest qualified and responsible bids. The City Purchasing Agent will issue notification of award in writing and issue a purchase order. The award of any contract for 2019 and beyond is subject to appropriation of funds approved by Torrington City Council.

This Bid shall remain open and shall not be withdrawn for a period of sixty (60) days from the date set for its opening.

REQUIREMENTS

PERSONNEL

All of the contractor's employees working on this contract shall be bonded. Proof of bonding must be submitted to Purchasing Agent prior to commencement of work.

REFERENCES

All bidders **MUST** include three (3) or more references at the time of bid including client's name, address, phone, contact name, and e-mail) and dates of service. The City reserves the right to contact these references as part of its

evaluation and award process and the Purchasing Department reserves the right to use that information to determine the qualifications and merit of each proposal.

PERFORMANCE AND TERMINATION

The type of service requested is essential for the day-to-day operation of City facilities and **Time is of the Essence**. All required cleaning services shall be consistent with good professional practice and in accordance with the standards and specifications set forth herein. In the event of unacceptable performance, the City shall be under no obligation to make payment and may terminate any contract award. A Supervisor contact information must be provided as a point of contact and responsible for any issues that may arise.

Throughout the term of this agreement, the City will monitor the performance of the contractor. Poor performance, or non-compliance with any provision of this contract, will result in penalties. After notification of poor performance or non-compliance, the City will assess a monetary penalty of 10% of the monthly payment for each occurrence. Continued poor performance or non-compliance will result in termination of the contract. Any contract entered into by the City and the successful bidder shall provide that the City may, for any reason, terminate the contract upon thirty (30) days written notice.

References must be submitted with all bids and will be checked prior to award. Any negative responses may result in disqualification of the Bid

By signing this proposal, the Contractor confirms that a supervisor will be in constant attendance during all service hours.

PLEASE NOTE: Contractor must supply the City of Torrington with weekly cleaning logs – Date, time in/time out, name of cleaner(s), etc.

ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting by a respondent, vendor, or contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with City procurement shall not be permitted without the express written consent of the City of Torrington. Subcontracting any portion of the required work associated with this request may result in immediate termination of an award for service.

MISCELLANEOUS INFORMATION

1. The City will supply the following supplies and equipment:

- Cleaners; cleaning supplies
- Bathroom soap, deodorizers
- Vacuums, mops, buckets, etc.
- Paper Products – paper towels, toilet paper, etc.
- All Trash liners (commercial grade)

2. **Awarded Contractor is responsible for supplying equipment and supplies for stripping & waxing floors.**

3. The City provides Snow removal services.

4. The City will have designated areas for the supplied cleaning supplies and will keep them properly stocked. Awarded Contractor is responsible for notifying the City when supplies are running low.

5. The City will provide to awarded contractor access to all areas to be cleaned and all cleaning supplies.

6. The awarded contractor must carry Insurance which will cover theft of City property occurring during the hours of his/her responsibility.

7. Dress Code: All employees must wear clothing with the logo of the Service Provider Company Name clearly visible. Employees of contractor must wear photo identification badges at all times.

8. The awarded contractor will be responsible for the buildings' security by activating locks and/or security systems upon leaving buildings.

9. All bids are to include washing of all Venetian blinds, windows, and storm windows (inside and outside) during the month of August. Additional window washing requirements are detailed in attached specification.

10. MSDS sheets of cleaning supplies will be on file at each facility.
11. The contractor shall be responsible for the repair or replacement cost of any damage to City property caused by the use, misuse or negligence of the contractor's employees.
12. The contractor shall not remove any equipment or supplies from City property at any time.
13. The contractor shall report to the Superintendent of Parks and Recreation when any cleaning supplies are getting low or if any equipment is not working properly.
14. All of the contractor's employees working on this contract shall be insured and bonded. Proof of bonding to be submitted to Purchasing Agent prior to commencement of work.
15. Awarded contractor must supply a list of company personnel that will be assigned to this contract.
16. Receipt of a proposal by the City or submission of a proposal to the City confers no rights upon the Offeror nor obligates the City in any manner.
17. Contractor must be licensed to work in the State of Connecticut and will be required to provide this information if awarded contract.
18. Contractor is responsible for cleaning on all scheduled days, with the exception of Good Friday, Memorial Day, Labor Day, Thanksgiving, Christmas Day, New Year's Day.

In addition to any other security rules and regulations, the following apply:

1. No guns, knives, or other dangerous weapons are allowed on City property.
2. No dangerous drugs or other prohibited substances, including alcohol, are allowed on City property.
3. No unauthorized personnel, including children, shall be on City property.
4. The selected bidder shall supply a single Project Manager or contact person (as well as an alternate contact) to be on call. This responsibility will include after-hours call back if buildings are found to be unsecured or unlocked. There shall be no compensation for these call back events.
5. All keys to the building furnished by the City to the contractor remain the property of the City and shall not be duplicated by the contractor or his employees. All keys must be returned upon request or at the end of the contract. A charge will be assessed for any keys not returned. The contractor will assume the cost of re-keying the building if keys are lost or stolen by him or his employees.
6. The use of City telephones is strictly prohibited, except in an emergency.

The bidder hereby acknowledges receipt of and agrees this submittal is based on the BID and the following addenda. Failure to indicate receipt of addenda may result in the bidder being rejected as nonresponsive.

ADDENDUM # _____ DATED _____ ADDENDUM _____ DATED _____

ADDENDUM # _____ DATED _____ ADDENDUM _____ DATED _____

The City of Torrington reserves the right to award or reject any or all bids, or any portion thereof; to waive technicalities, to award the contract to a bidder other than the lowest bid and to award the proposal and/or contracts to one or more bidders submitting essentially identical bids and that, in the city's judgment, will best serve the public interest.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
MBE's WBE's, and SBE's ARE ENCOURAGED TO APPLY

CITY OF TORRINGTON
CLEANING SPECIFICATIONS, BID # CST-014-092519
TEEN CENTER/RECREATION HALL DEPARTMENT
71 EAST ALBERT STREET, TORRINGTON, CT 06790

MINIMUM REQUIREMENT: Two (2) times/week, Tuesday & Friday (6-man hour's weekly; 3 hours/day)

Notes: The objective of this request is to provide a clean environment at the start of each working day. Accordingly all work shall be carried out between the hours of 9:00 P.M. to 8:00 A.M. the next morning unless otherwise specified. On occasion, some activities in the building may run past 9:00 PM. No cleaning is to occur while the building is occupied. If however, the selected proposer wishes to provide the service at some other mutually agreed time, an alternative schedule may be possible. The following are exceptions to the aforementioned schedules: There must be a working on Job Site Supervisor/manager and available when and if the Superintendent needs to talk or discuss any situations. **Coordinate such changes with the Superintendent of Parks and Recreation, Brett Simmons (860) 489-2385.**

Areas to be cleaned include Teen Center, kitchen, dance hall, restrooms, hallways, entrances and stairwells. **Square footage to be cleaned: Approximately 4,450 S.F.**

The following are the MINIMUM specifications required: Contractors may need to perform tasks more frequently or perform additional tasks to keep facility clean.

I. All Areas

A. Twice weekly:

1. Empty trash cans & replace liners each cleaning – *(This may vary due to holidays and no use of facilities. If no trash in can, liner is not be replaced.*
2. Dust trim moldings, window sills, and all horizontal surfaces (file cabinets, vending machines, TV, etc.)
3. Vacuum all carpets & move to outside of building before damp moping floor. Proper floor cleaning solutions for commercial areas shall be used at all times. Note: The solution and water should be dumped and changed out frequently when cleaning to ensure clean water is being applied on the floors.
4. Damp mop floors, moving furniture and equipment as necessary to clean entire floor.
5. Replace carpets after floor dries.
6. Clean sinks.
7. Clean counter tops, tables, and surfaces.

B. Monthly

1. Wash floors, move furniture to thoroughly clean entire floor area.
2. Remove fingerprints & smudges from doors, door jambs, light switches & walls.
3. Inspect all corners; clean & remove all foreign matter.
4. Damp wipe all window sills, radiators & chairs.

C. Two (2) times per year or more if necessary

1. Strip and wax floors and stairs, move furniture & office equipment to clean entire floor area.

D. Minimum – Twice Annually – (Or as needed – no dust, dirt, or grime is allowed to accumulate)

1. Clean all wall surfaces.

II. Lavatories and Shower Rooms

A. Twice weekly

1. Wash & disinfect all toilet bowls, seats, urinals & sinks
2. Wash & disinfect floors, no sticky residue or mold/mildew shall remain after floor dries

3. Damp wipe outsides & refill all paper towel & tissue dispensers as needed
4. Clean and disinfect light switches and doorknobs.

B. Weekly

1. Polish all glass & mirror surfaces
2. Wash & remove all mold & mildew from tile surfaces. Proper floor cleaning solutions for commercial areas shall be used at all times. **Note:** The solution and water should be dumped and changed out frequently when cleaning to ensure clean water is being applied on the floors.
3. Clean & disinfect partitions.

C. Minimum – Two (2) times annually – (Or as needed – no dust, dirt, or grime is allowed to accumulate)

1. Clean ceilings & upper walls, removing cobwebs & foreign matter.

III. Interior Stairs, Landings, and Lobby Areas

A. Twice weekly

1. Wash entranceway windows and window trim, inside & outside.
2. Sweep and Damp mop floors. Proper floor cleaning solutions for commercial areas shall be used at all times. **Note:** The solution and water should be dumped and changed out frequently when cleaning to ensure clean water is being applied on the floors.

B. Minimum – Two (2) times annually – (Or as needed – no dust, dirt, or grime is allowed to accumulate)

1. Wash baseboards, walls & furniture

IV. Windows

All bids are to include washing of all Venetian blinds, blinds, windows, and storm windows (inside & outside) during month of August. Additional window washing requirements detailed above.

V. General Notes:

- A. All trash and dirt must be taken out and thrown in dumpster every cleaning
- B. Material Safety Data Sheets will be provided and kept on file at the facility.
- C. Contractor will refill all soap, towel & bathroom tissue dispensers with product supplied by the City.

CITY OF TORRINGTON
CLEANING SPECIFICATIONS, BID # CST-014-092519
TORRINGTON ARMORY, 153 SOUTH MAIN ST., TORRINGTON, CT 06790

MINIMUM REQUIREMENT: Twenty (20)-man hours per week (5 days, 4 hours per day Monday through Friday)

Notes: The objective of this request is to provide a clean environment at the start of each working day. Accordingly all work shall be carried out between the hours of 9:00 P.M. to 8:00 A.M. the next morning unless otherwise specified. On occasion, some activities in the building may run past 9:00 PM. No cleaning is to occur while the building is occupied. If however, the selected proposer wishes to provide the service at some other mutually agreed time, an alternative schedule may be possible. The following are exceptions to the aforementioned schedules: There must be a working on Job Site Supervisor/manager and available when and if the Superintendent needs to talk or discuss any situations. **Coordinate such changes with the Superintendent of Parks and Recreation, Brett Simmons (860) 489-2385.**

Areas to be cleaned: Public areas including kitchen, offices, Program areas, meeting rooms, shower rooms and restroom on three floors including all hallways, stairways, and gymnasium.

Schedule: Five (5) days per week, (Monday – Friday), 52 weeks per year. **Approximately 16,524 sq. ft. of usable space, however not all of this space is part of the cleaning which will be outlined at the walk-through.**

The following are the MINIMUM specifications required, contractors may need to perform tasks more frequently or perform additional tasks to keep facility clean.

I. Gymnasium/Kitchen

A. Daily

1. Sweep and dust mop gymnasium and kitchen floor and South Main Street entrance foyer.
2. Empty trash cans and replace liners if soiled.
3. Dust furniture and chairs
4. Clean sinks.
5. Mop kitchen floor and 1st floor lobby.

B. Gymnasium - Three times weekly:

1. Mop floors with neutral cleaner and court clean system per court clean specifications: Mondays, Wednesdays, and Fridays;

C. Gymnasium

1. Vacuum seasonal rugs during the winter months.
2. Vacuum and damp mop black mats, including under bleachers.

II. All Areas

A. Daily

1. Vacuum carpets & move to outside of building before damp mopping floor.
2. Damp mop floors, moving furniture and office machinery as necessary to clean entire floor. Proper floor cleaning solutions for commercial areas shall be used at all times. **Note:** The Solution and water should be dumped and changed out frequently when cleaning to ensure clean water is being applied on the floors.
3. Replace carpets after floor dries.
4. Empty trash cans and replace liners each day.
5. Early Childhood Room – Mop floor daily using separate mop and clean mop bucket provided with the proper cleaning solution.
6. Early childhood Room – Clean tables and chairs.
7. Clean counter tops, tables, and surfaces.

B. Twice weekly:

1. Dust trim moldings, window sills, and all horizontal surfaces (file cabinets, vending machines, etc.)
 2. Early Childhood Room – Dust all surfaces including tables, play areas, and equipment.
- C. Monthly**
1. Wash floors, move furniture to thoroughly clean entire floor area.
 2. Remove fingerprints & smudges from doors, door jambs, light switches & walls
 3. Inspect all corners; clean & remove all foreign matter
 - a. Damp wipe all window sills, radiators & vents
- D. Two (2) times per year or more if necessary**
1. Strip and wax floors and stairs, move furniture & office equipment to clean entire floor area
- E. Minimum – Two (2) times annually – (Or as needed – no dust, dirt, or grime is allowed to accumulate)**
1. Clean & polish all paneling
 2. Clean & wash all wall surfaces.

III. Lavatories and Shower Rooms

- A. Daily**
1. Wash & disinfect all toilet bowls, seats, urinals & sinks
 2. Wash & disinfect floors, no sticky residue or mold/mildew shall remain after floor dries
 3. Damp wipe outsides & refill all paper towel & tissue dispensers as needed
 4. Clean and disinfect light switches and door knobs.
- B. Weekly**
1. Polish all glass & mirror surfaces
 2. Wash & remove all mold & mildew from tile surfaces
 3. Clean & disinfect partitions
- C. Minimum – Two (2) times annually – (Or as needed – no dust, dirt, or grime is allowed to accumulate)**
1. Clean ceilings & upper walls, removing cobwebs & foreign matter

IV. Windows

1. All bids are to include washing of **all** Venetian blinds, blinds, windows, and storm windows (inside & outside) during the month of August. Additional window washing requirements detailed above.
Note: Time required to wash windows and blinds is **NOT** included in the minimum requirements noted above.

V. General Notes:

- A. All trash and dirt must be taken out and thrown in dumpster every cleaning
- B. Material Safety Data Sheets will be provided and kept on file at the facility.
- C. Contractor will refill all soap, towel & bathroom tissue dispensers with product supplies by the city.
- D. Cleaning to be done on all three levels of Armory in **ALL** areas noted.
 - a. Restrooms – Four
 - b. Main Office
 - c. Kitchen/Meeting Room
 - d. Gymnasium
 - e. Early Childhood Room
 - f. Lobby – 1st Floor and 2nd Floor
 - g. Hallway – Basement
 - h. Stairwell – all levels
 - i. Meeting Room – 2nd Floor
 - j. 2nd Floor Offices – Two
 - k. Maintenance Closet – Off Gymnasium
 - l. Civil Air Patrol Office

CITY OF TORRINGTON
CLEANING SERVICES FOR ARMORY & TEEN ENTER
BID # CST-014-092519
STATEMENT OF REFERENCES

List at least three references which demonstrate your ability to supply services included in the scope of the specifications. The City reserves the right to contact each of the references listed for additional information regarding your company's qualifications.

Client: 1

Organization Name: Backus Hospital
Contact Individual: Mr. William Gerjes Phone No: 860-455-0707
Address: 107 Lafayette St, Norwich, CT
Email address: William.Gerjes@hhchealth.org
Service dates: 2017 through present

Client: 2

Organization Name: Jefferson Radiology
Contact Individual: Mr. David Hutchinson Phone No: 860-291-6547
Address: 941 Farmington Ave, West Hartford, CT
Email address: dhutchinson@jeffersonradiology.com
Service dates: 2014 through present

Client: 3

Organization Name: EASTCONN Schools
Contact Individual: Ms. Donna Sylvestre Phone No: 860-455-0707
Address: 376 Hartford Turnpike, Hampton, CT
Email address: dmariano@eastconn.org
Service dates: 2016 to present

Client: 4

Organization Name: _____
Contact Individual: _____ Phone No: _____
Address: _____
Email address: _____
Service dates: _____

Client: 5

Organization Name: _____
Contact Individual: _____ Phone No: _____
Address: _____
Email address: _____
Service dates: _____

**CITY OF TORRINGTON
CLEANING SERVICES FOR ARMORY & TEEN CENTER
BID #CST-014-092519**

Acceptance of Terms of this Agreement

Name of Proposer: Matthew Jones

Address: 57 Ozick Drive, Suite A

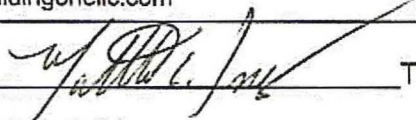
City/State/Zip: Durham, CT 06422

Phone: 800-262-0854

Fax: _____

E-mail: matt.jones@buildingonellc.com

Authorized Signature



Title:

Director of Sales

Name Printed: Matthew C. Jones

Date: 9/24/2019

Federal Tax Identification Number: (FEIN) 26-1755961

It is agreed by the above signed proposer that the signature and submission of this proposal. Represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications, and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

SAMPLE FORM
Bid # CST-014-092519

NON-COLLUSION AFFIDAVIT

STATE OF Connecticut COUNTY OF New Haven

I Daniel Stanton, being first duly sworn, deposes and says that:

1. I am Daniel Stanton of Building One Facility Services, LLC
the Bidder that has submitted the attached Bid for Cleaning Services for Annunzio & Tien Center

2. I am fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid;

3. Such Bid is genuine and is not a collusive or sham Bid:

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with such Contract, for which the attached Bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Torrington or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Printed) Daniel Stanton

(Signed) [Signature]

(Title) Principal

Subscribed and sworn to before this 24th day of September, 2019.

[Signature]
Notary Public Printed

[Signature]
Notary Public Signature

My Commission Expires 11/30/23

(Notary Seal)

NOTE: Documents must be signed before and sealed by a Notary Public. Only documents bearing a notary seal will be accepted.

1

[illegible]



CITY OF TORRINGTON

PURCHASING DEPARTMENT

140 Main Street Room 206
Torrington, CT 06790

Pennie Zucco

Purchasing Agent

tel. (860) 489-2225

fax: (860) 489-2547

e-mail: pennie_zucco@torringtonct.org

June 28, 2021

Mayor Elinor Carbone
Members of the City Council

Re: Extension BID CLN-014-051719 CLEANING OF ARMORY & TEEN CENTER

Building One Facility Services, LLC has requested to extend the above bid contract to clean the Armory Building and Teen Center for FY 21/22 at the same prices and terms as the current contract. The cost to clean the Rec Hall facility, \$650.00/mo.; Armory facility \$1,975.00/mo.

It is the recommendation of both Brett Simmons, Superintendent of Parks and Recreation and the Purchasing Agent that the City of Torrington extend the current bid contract to Building One Facility Services, LLC to supply cleaning services for the Armory and Teen Center for the upcoming F/Y 21/22.

Thank you for your consideration on this matter.

Pennie Zucco
Purchasing Agent

cc: B. Simmons



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/25/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER YERKES-STEPHENS INSURANCE 48 STATE STREET GUILFORD CT 06437		CONTACT NAME: PHONE (A/C, No, Ext): 203-453-0816 FAX (A/C, No): E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: SELECTIVE INS CO OF SOUTH CAROLINA	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC 9084218	4/1/2021	4/1/2022	X PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This Certificate of Liability Insurance was created by Selective on behalf of the agent.

CERTIFICATE HOLDER

City of Torrington, CT
140 Main Street

Torrington

CT 06790

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY YERKES-STEPHENS INSURANCE		NAMED INSURED BUILDING ONE FACILITY SERVICES LLC 57 OZICK DR STE A	
POLICY NUMBER WC 9084218		DURHAM CT 06422-1022	
CARRIER SELECTIVE INS CO OF SOUTH CAROLINA	NAIC CODE 19259	EFFECTIVE DATE: 4/1/2021	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: ACORD 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

JOB #

JOB LOCATION

June 25, 2021

Pennie Zucco
Purchasing Agent
City of Torrington
140 Main Street
Torrington, CT 06790

Dear Pennie,

This letter confirms our intention to extend bid **CST-014-092519 CLEANING SERVICES FOR ARMORY & TEEN CENTER** for the City of Torrington pertaining to **fiscal year 20/21, July 1, 2021 – June 30, 2022**. The terms and conditions of the current contract will remain in force for the FY 21/22.

Sincerely,

Kurtis M. Peterson
Chief Financial Officer

6/30/2021 4:45 PM
RECEIVED FOR RECORD
TORRINGTON TOWN CLERK