

PATTACONK YACHT CLUB, INC.
DOCK ROAD, CHESTER, CT 06412

REQUEST FOR PROPOSALS (BIDS)

CLUBHOUSE CLEANING AND MAINTENANCE

PATTACONK YACHT CLUB, INC. IS SEEKING SEALED BIDS FROM FIRMS FOR CLEANING AND MAINTENANCE OF THE CLUBHOUSE FOR A ONE-YEAR PERIOD BEGINNING MAY 1, 2010 AND ENDING APRIL 30, 2011.

BIDS SHALL BE DATED, SIGNED BY THE PERSON OR PERSONS SUBMITTING THE BID AND ENCLOSED IN A SEALED ENVELOPE WHICH MUST BE MARKED **"BID FOR PYC CLUBHOUSE CLEANING AND MAINTENANCE, MAY 1, 2010 TO APRIL 30, 2011"**. THIS ENVELOPE MUST BE ENCLOSED IN ANOTHER SEALED ENVELOPE ADDRESSED TO :

JOSEPH BEVIVINO, VICE COMMODORE
PATTACONK YACHT CLUB
45 VILLAGE LANE
BURLINGTON CT, 06013

BIDS SHALL PROVIDE SEPARATE PRICES FOR THE WORK INCLUDED UNDER "B." AND "C." BELOW. PAYMENT FOR CLEANING AND MAINTENANCE SERVICES SHALL BE AT EQUAL MONTHLY INSTALLMENTS. EACH BID SHALL INCLUDE THE AMOUNT OF THE EQUAL MONTHLY INSTALLMENTS AND THE SEPARATE TOTAL AMOUNTS FOR THE WORK INCLUDED UNDER "B." AND "C." BELOW.

BIDS WILL BE RECEIVED BY PATTACONK YACHT CLUB, INC. UNTIL 4:30 P.M. LOCAL TIME, March 6, 2009 AFTER WHICH TIME NO FURTHER BIDS WILL BE ACCEPTED.

DESCRIPTION OF CLEANING AND MAINTENANCE WORK:

A. GENERAL

IN GENERAL, THE WORK INCLUDES:

1. KEEPING THE BUILDING CLEAN AND REPLENISHING PAPER SUPPLIES (PROVIDED BY PYC).
2. NOTIFYING THE HOUSE COMMITTEE CHAIRPERSON OR COMMODORE WHEN SUPPLIES ARE NEEDED AND IF THERE ARE ANY REPAIRS TO BE MADE OR ABNORMAL CONDITIONS EXIST.
3. TAKING NOTICE OF THE DATES OF HALL RENTALS AND/OR CLUB EVENTS SO THE CLUBHOUSE WILL BE MAINTAINED AND THERE WILL BE ADEQUATE SUPPLIES ON HAND BOTH BEFORE AND AFTER EVENTS.

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B. SPECIFIC REQUIREMENTS.

WEEKLY FROM MAY 1, 2010 THROUGH OCTOBER 31, 2011 (MONDAYS [except on holidays] OR TUESDAYS):

LOWER LEVEL HALL AND ENTRANCE:

- VACUUM ALL RUGS/CARPETS AND STAIRWAY
- SWEEP AND WASH TILE FLOORS AS NEEDED
- DUST WINDOWSILLS AND BOOK SHELVES
- DUST FURNITURE
- WASH ALL ENTRANCE DOOR WINDOWS, INSIDE AND OUT
- REMOVE ALL COBWEBS
- CLEAN ALL HANDRAILS
- EMPTY/WASH ASHTRAYS
- EMPTY TRASH AND REPLACE PLASTIC LINERS

LAVATORIES/SHOWERS (BOTH UPSTAIRS & DOWNSTAIRS):

- WASH FLOORS, WINDOWS, TOILETS, SINKS, COUNTERTOPS, SHOWER STALLS AND MIRRORS
- EMPTY TRASH AND REPLACE PLASTIC LINERS
- FILL SOAP DISPENSERS
- KEEP PAPER SUPPLIES REFILLED
- SCRUB SHOWER ROOM FLOOR RACKS

EVERY THURSDAY:

- WALK THROUGH/GENERAL CLEANING OF ALL AREAS, AS NEEDED.

ONCE A MONTH FROM MAY 1, 2010 THROUGH OCTOBER 31, 2011:

KITCHEN:

- WASH FLOORS, CABINET DOORS AND COUNTER TOPS
- EMPTY TRASH AND REPLACE PLASTIC LINERS

NOTE: NOT RESPONSIBLE FOR DIRTY DISHES, TOWELS, POTS/PANS, ETC.

UPPER MEETING HALL:

- DUST WINDOWSILLS
- DUST MOP FLOOR AND SPOT WASH, IF NECESSARY
- DUST PICTURE FRAMES AND ALL PICTURES
- MAINTAIN (CLEANING OF) DECK PATIO FURNITURE

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C. SPECIFIC REQUIREMENTS.

ONCE A WEEK FROM NOVEMBER 1, 2010 THROUGH APRIL 30, 2011:

- WALK THROUGH/GENERAL CLEANING AND MAINTENANCE OF ITEMS LISTED ABOVE, EXCEPT FOR DECK PATIO FURNITURE, AS NEEDED ONCE A WEEK.

NOTE: PERSONS THAT RENT THE HALL ARE REQUIRED TO MOP THE FLOORS AND REMOVE ALL TRASH BEFORE THEY LEAVE. FOR CLUB-SPONSORED FUNCTIONS, IT IS THE RESPONSIBILITY OF THE PERSON IN CHARGE TO HAVE THE FLOORS MOPPED AND REMOVE ALL TRASH AT THE END OF THE FUNCTION.

INSURANCE REQUIREMENTS:

ALL PERSONS/FIRMS SUBMITTING A BID IN RESPONSE TO THIS RFP MUST SUBMIT WRITTEN EVIDENCE WITH THEIR BID THAT THEY HAVE WORKER COMPENSATION AND DISABILITY INSURANCE MEETING THE STATE OF CONNECTICUT STATUTORY REQUIREMENTS OR, IN LIEU THEREOF, EVIDENCE THAT THEY ARE EXEMPT THEREFROM.

OTHER REQUIREMENTS:

ALL PERSONS/FIRMS SUBMITTING A BID IN RESPONSE TO THIS RFP MUST SUBMIT EVIDENCE OF LICENSURE IN ACCORDANCE WITH THE STATE OF CONNECTICUT SALES AND USE TAX ACT.

PATTACONK YACHT CLUB, INC. RIGHTS:

THE RIGHT IS RESERVED BY THE PYC EXECUTIVE COMMITTEE, ON BEHALF OF PATTACONK YACHT CLUB, INC. TO REJECT ANY OR ALL BIDS, TO WAIVE ANY INFORMALITIES OR DEFECTS OR TO ACCEPT THE BID THAT, IN THE JUDGEMENT OF THE EXECUTIVE COMMITTEE, WILL BE IN THE BEST INTERESTS OF THE PATTACONK YACHT CLUB, INC. IT ALSO RESERVES THE RIGHT TO CANCEL ANY CONTRACT IF THE EXECUTIVE COMMITTEE FINDS THAT THE VENDOR IS NOT FULFILLING THEIR OBLIGATION AS SPECIFIED IN THIS AGREEMENT.

PYC EXECUTIVE COMMITTEE

BY: **JOSEPH BEVIVINO, VICE COMMODORE**

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ADDENDUM

ALL REQUESTS FOR PRE-BID WALK-THROUGHS MUST BE SCHEDULED IN ADVANCE BY CONTACTING BOB YEDRESEK, THE PATTACONK YACHT CLUB, INC.'S HOUSE CHAIRMAN, AT (860) 526-2849.

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ADDENDUM #2

REFERENCES

*PLEASE PROVIDE THE NAMES, ADDRESSES AND TELEPHONE NUMBERS OF 3 REFERENCES
AND INCLUDE WITH YOUR BID PROPOSAL*

Name	Title	Address	Phone	Relationship