



**TOWN OF LITCHFIELD
DEPARTMENT OF PUBLIC WORKS**

Invitation to Bid

Municipal Cleaning Services

Litchfield, Connecticut

The Town of Litchfield is soliciting bids from qualified and experienced firms to provide municipal cleaning services for Town-owned facilities. All bids must be submitted on attached forms and in accordance with outlined specifications to the 1st Selectman's office located at 74 West Street in Litchfield, CT by 10:00 am on Monday, February 9, 2026. Bid opening will take place promptly at 10:00 am on February 9, 2026 and read publicly.

There will be a mandatory bid walk on Tuesday, February 3, 2026 at 10:00 am starting at the Town Hall, 74 West Street, Litchfield, CT.

Instructions to Bidders

1. Bid Deadline

Bids must be received by the Town no later than:
February 9 at 10:00 am

Bids should be submitted to:
**1st Selectman's Office
74 West Street
Litchfield, CT**

Late submissions will not be considered.

2. Proposal Submission Requirements

Proposals should be delivered in a sealed envelope and clearly marked with name of company and include, at a minimum:

1. Bid Schedule
2. Certificate of Insurance
3. Hold Harmless Agreement

4. Company background and experience providing similar services
5. References (minimum of three)
6. Confirmation of availability for required service days
7. Acknowledgment of Town-provided cleaning supplies

3. Bid Questions

Any questions pertaining to the scope of the work or content or procedure for submitting bids should be directed to Brett Seamans, Supervisor of Public Works at bseamans@townoflitchfieldct.gov.

4. Basis of Award

It is intended this Contract shall be awarded to the Contractor that best meets the needs of the Town of Litchfield with respect to qualifications, contractor's submitted start date and cost. Qualifications shall include the ability of the Contractor to complete all work within the stated time frame.

5. Notice of Award

The Town shall give notice of Acceptance of a bid to the successful bidder by mail to the Bidder's address stated in the bid.

6. Award of Contract

The Town reserves the right to reject any and all quotes for any reason the Town deems advisable, and to award contract or contracts to any Contractors bidding on the work, regardless of the amount of the quote.

7. Scope of Work Change

The Town reserves the right to change the scope of the project after the contract is awarded, without penalty to the Town. All changes in scope will be issued in writing by the Supervisor of Public Works or his designee.

2. Scope of Services

The successful proposer shall provide professional cleaning services for designated municipal buildings, which may include administrative offices, public meeting areas, restrooms, hallways, and other common areas.

Cleaning services may include, but are not limited to:

- Sweeping, mopping, and vacuuming floors

- Dusting and wiping surfaces
- Cleaning and sanitizing restrooms
- Emptying trash and recycling receptacles
- Spot-cleaning glass and high-touch surfaces
- Any additional routine janitorial services typically associated with municipal facilities

Note: The Town will provide all cleaning supplies and materials. The contractor will be responsible for providing all necessary labor and equipment.

3. Service Schedule

Cleaning services are required on the following schedule:

- Tuesday, Wednesday, and Friday year-round
- An additional day will be added during the warmer weather months (see Section 10)

Specific cleaning times shall be coordinated with Town staff to minimize disruption to municipal operations.

4. Mandatory Walk-Through

A mandatory walk-through of the facilities will be required prior to proposal submission. The purpose of the walk-through is to familiarize proposers with all of the Town facilities, scope of work, and expectations. Proposals submitted by firms that do not attend the walk-through may be deemed non-responsive.

5. Contract Term and Budget

The anticipated contract term is one (1) year, with the option to renew at the Town's discretion.

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications
- Understanding of the scope of work

- References and past performance
- Cost proposal
- Compliance with RFP requirements

7. Reservation of Rights

The Town reserves the right to:

- Reject any or all proposals
- Waive informalities or minor irregularities
- Accept the proposal deemed to be in the best interest of the Town

8. Insurance Requirements

The successful proposer shall, at its own expense, procure and maintain in full force and effect for the duration of the contract, insurance coverage written by companies licensed to do business in the State and acceptable to the Town.

The contractor will file with the Town of Litchfield, the following evidence of insurance. Certificates must be on file with the Town before acceptance of Bid or work commences.

Workers Compensation

Coverage A: Statutory

Coverage B: Employers Liability:

Bodily injury by accident	\$100,000 per person
Bodily injury by disease	\$100,000 per person
Bodily injury	\$500,000 aggregate

Comprehensive Commercial Liability

Bodily injury; General Limit	\$1,000,000 aggregate
Products/Completed Operations	\$1,000,000 aggregate
Personal and Advertising Injury	\$1,000,000 aggregate
Each Occurrence	\$1,000,000 aggregate
Fire Damage Limit	\$1,000,000 aggregate
Medical Expenses	\$100,000 per person

Coverages:

Premises/Independent Contractors

Contractual/Completed Operations/Products

Contractual/Liability will be Broad Form

Comprehensive Broad Form Liability endorsement or Equivalent

Broad Form property Damage Liability

Automobile Liability

Bodily Injury	\$1,000,000 per person
Aggregate	\$1,000,000 per person
Property Damage	\$1,000,000 per person

Coverages:

All owned/non owned/hired/borrowed

Contractual liability to be included

Contractors must name the Town of Litchfield as an additional named insured on all certificates. All policies will provide thirty (30) days' notice of cancellation as well as ten (10) days' notice of material change in the policies to the First Selectman's Office of the Town of Litchfield.

9. Hold Harmless Agreement

The Contractor agrees to hold harmless the Town of Litchfield and its respective officers, agents, and employees from any loss, costs, damages, expenses, judgements, and liability whatsoever kind or nature howsoever the same may be caused resulting directly or indirectly by any act of omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable resulting in bodily injury including sickness and death, personal injury, or damage to property directly or indirectly, including the loss of use resulting therefrom as permitted by law. The Contractor will be required to sign the enclosed Hold Harmless Agreement prepared by the Town.

10. Spring/Summer Service Addendum

During the spring & summer months (dates to be determined by the Town), the Town requires an additional day of cleaning services for the Community Field and Municipal Parking lot facilities.

BID SCHEDULE

Municipal Cleaning Services

**For
Town of Litchfield**

Lump Sum Bid: _____ U. S. Dollars

Written Sum: _____

The undersigned is familiar with the conditions surrounding this call for bids, is aware that the Town reserves the right to reject any and all bids, and is submitting this bid without collusion with any other person, individual, or corporation.

Bidder _____

By _____
(Signature) (Title)

Name - Typed _____

Date _____

Address _____

Phone _____

Email _____

HOLD HARMLESS AGREEMENT

The Contractor named below agrees that it will indemnify and hold harmless the Town of Litchfield and its respective officers, agents and employees from any loss, costs, damages, expenses, judgments and liability whatsoever kind or nature howsoever the same may be caused resulting directly or indirectly by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable resulting in bodily injury including sickness and death, personal injury or damage to property directly or indirectly, including the loss of use resulting therefrom as permitted by law, unless and to the extent caused by the Town of Litchfield's negligence or its willful acts.

SUPPLEMENTAL AGREEMENT

The Contractor named below is an independent contractor and neither the Contractor nor its employees nor the Contractor's subcontractors under any circumstances, will be considered servants or agents of the Town of Litchfield and the Town will be at no time legally responsible for any negligence or other wrong doing by the Contractor, its servants or agents or the Contractor's subcontractors. The Town will not withhold from the contract payments to the Contractor for any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to the Contractor. The lump sum or unit charges for the services provided does not represent gross wages and further the Town will not provide the Contractor any insurance coverage or other benefits, including Workers' Compensation, normally provided by the Town for its employees.

STATE OF CONNECTICUT)

COUNTY OF)

ss:

Signed: _____

Print Name: _____

Title: _____

Company: _____

Address: _____

Subscribed and sworn to before me on
this _____ day of _____, 20__.

Notary Public