

**REQUEST FOR PROPOSAL
ROCKINGHAM COUNTY REGISTRY OF DEEDS
AND COUNTY ATTORNEY OFFICE
CLEANING SERVICES**

You are hereby invited to submit proposals for Cleaning Services for the term beginning January 1, 2019 through December 31, 2020 for the Rockingham County Registry of Deeds and County Attorney offices located at 10 Route 125, Brentwood New Hampshire.

The technical specifications and the information necessary to complete the RFP(s) are listed in Attachment A of this invitation for proposals.

Technical questions should be directed to the Cathy Stacey at Register of Deeds' Office at (603) 642-5526 or cstacey@nhdeeds.com. Questions on RFP procedures may be directed to the Commissioner's Office at (603) 679-9350.

Proposal Instructions:

Five (5) copies of the proposal should be submitted in a **sealed envelope** marked "RFP/Cleaning Services" to Board of Rockingham County Commissioners, 119 North Road, Brentwood NH 03833. Proposals must be submitted **no later than 3:00 p.m. on Wednesday, November 14, 2018** to be eligible for consideration.

Other forms of submissions (fax or email) or proposals received after the deadline will be rejected.

Proposal Openings:

Proposals will be opened publicly at a regular scheduled Meeting of the Board of Rockingham County Commissioners in the Commissioners Conference Room of the Rockingham County Nursing Home, 119 North Road, Brentwood NH 03833 on **Tuesday, November 20, 2018 at 10:00 a.m.** Proposals will be taken under advisement at that time and will be awarded as soon as complete review and comparison of the proposals received has been made by the Register of Deeds.

Proposal Award:

The proposal(s) will be formally awarded and announced publicly at a regular scheduled Meeting of the Board of Rockingham County Commissioners held in the Commissioners' Conference Room located in the Rockingham County Nursing Home, 119 North Road, Brentwood NH. Formal notification of proposal award to all proposers will occur immediately thereafter.

RFP Prices:

RFP prices are to remain in effect for a period of 60 days from opening date of the proposal and are to remain firm once proposal is awarded to the successful proposer(s).

Performance Clause:

In the event that the successful awarded proposer/Rockingham County should default in the observance of the stipulation set forth in this Request for Proposal and any attachments thereto and such default is not corrected within 30 days of written notice from either party, the successful awarded proposer/Rockingham County shall have the option of canceling the proposal.

Contractual Obligations:

In the event that contracts for the supply of materials, equipment, or services are required under the bid, the Register of Deeds and Board of Rockingham County Commissioners reserves the right to review said contracts and amend to comply with county legal requirements prior to signing by the appointed representative of the Board of Rockingham County Commissioners.

The provider shall maintain at all times during the life of this contract the following insurance coverage. The provider must also require its subcontractors to maintain such coverage:

Workers Compensation Insurance: The provider shall carry workers compensation insurance as required by the State of New Hampshire.

Comprehensive General Liability Insurance: The provider shall maintain comprehensive general liability insurance policy which includes coverage for contractual liability, in an amount of no less than \$1,000,000 per occurrence.

Motor Vehicle Insurance: The provider shall carry motor vehicle insurance to include bodily injury, property damage, and uninsured motorist coverage in an amount of no less than \$1,000,000 combined single limit per accident.

Provide shall provide an insurance certificate confirming the above insurance coverage. The insurance certificate and the underlying coverage shall be issued by a carrier authorized to do business in the State of New Hampshire and having A.M. Best Company rating of "A" or better.

The provider shall have professional insurance/errors and omissions insurance with limits of not less than \$1,000,000 each occurrence.

The provider shall file certificate with Rockingham County showing that the above insurance has been purchased.

All company employees must pass a criminal background check.

A 30-day notice is required for cancellation and/or material changes of coverage, sent directly to Rockingham County Commissioners Office at 119 North Road, Brentwood NH 03833.

NOTE:

The Rockingham County Register of Deeds and County Attorney reserves the right to accept or reject any and all proposals or parts thereof, to accept the proposal which they deem to be in the best interest of Rockingham County and to waive any bid formality.

Sincerely,

Cathy Ann Stacey
Rockingham County Register of Deeds

Enclosed: Attachment A

ATTACHMENT A
CLEANING REQUEST FOR PROPOSAL

Areas to be cleaned: All office areas, hallways, bathroom and kitchens

Vaccuum all areas minimum of **weekly**

Dust all flat surfaces (windowsills, tables, cabinets, etc.) **daily**

Wash/disinfect all counters, table tops **daily**

Remove all trash (recycling and trash) to Superior Court dumpsters and replace liners **daily**

Spot wash interior windows **daily as needed**

Wash Registry of Deeds vinyl floors (computer, kitchen, hallway and processing rooms) **weekly**

Clean Kitchen areas (and disinfect sinks) **weekly**

Clean Deeds' bathroom **daily to include:**

Wash Mirror, disinfect sink, toilet bowl, toilet seat and base, replenish toilet tissue, hand soap and towels

Steam Extraction Carpet Cleaning/Wax Vinyl floors & hallway **Bi-annually**

Wash Windows inside and out **quarterly**

