

NOTICE TO BID

TOWN OF CLIFTON PARK
COUNTY OF SARATOGA
STATE OF NEW YORK

CLEANING OF TOWN BUILDINGS

The Town of Clifton Park, through the Buildings & Grounds Department, is seeking sealed bids from qualified entities for the cleaning of town buildings located throughout the town. Sealed bids labeled "Cleaning Bid" should be addressed or dropped off to Clifton Park Town Clerk, One Town Hall Plaza, Clifton Park, NY 12065, no later than 2:00 P.M. on Tuesday, November 16, 2021, at which time they will be publicly opened and read. A detailed list and bid specs of cleaning services, for each location, are available in the Town Clerk's Office, #1 Town Hall Plaza, Clifton Park, NY. Pre-bid mandatory walk through will be Tuesday, November 2, 2021. Meet at Clifton Park Town Hall, 1 Town Hall Plaza, Wood Room @ 10am. Call 518-371-6651 ext. 251 or email [Click here to send email](#) with any questions. Bids should include all cleaning supplies and trash liners. The Town will supply all paper products. We request a price breakdown building by building for budgeting purposes. Locations are as follows:

Clifton Park Town Hall
One Town Hall Plaza
Clifton Park, NY 12065
(5 days per week)

Sheriff Department
Clifton Park Center
Clifton Park, NY 12065
(1 day per week)

Public Safety Building
5 Municipal Plaza
Clifton Park, NY 12065
(5 days per week)

Locust Lane Clubhouse
Locust Lane
Clifton Park, NY 12065
(Seasonal - 3 days per week)

Buildings & Grounds Building
2 Town Hall Plaza
Clifton Park, NY 12065
(3 day per week)

Locust Lane Maintenance Building
Locust Lane
Clifton Park, NY 12065
(1 day per week)

Clifton Park Sewer Building
477 Clifton Park Center Road
Clifton Park, NY 12065
(3 days per week)

Clifton Park Senior Center
6 Clifton Common Blvd.
Clifton Park, NY 12065
(5 days per week)

Grooms Tavern
290 Sugar Hill Road
Rexford, NY 12148
(1 day per week)

Transfer Station
217 Vischer Ferry Road
Clifton Park, NY 12065
(3 days per week)

Highway Department
639 Clifton Park Center Road
Clifton Park, NY 12065
(3 days per week)

Teresa Brobston
Clifton Park Town Clerk

**Clifton Park Town Hall
1 Town Hall Plaza**

Janitorial services to be performed as to the following specifications: five days per week

Entrance and Reception Areas

- Clean glass doors and panels
- Sweep stairwell and dust banister
- Mop floor and thresholds
- Clean elevator doors, tracks, and interior walls
- Dust pictures and related area décor
- Polish counter area once weekly
- Vacuum area carpets and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls

Office Areas & Cubicles

- Dust all furniture, office equipment, desktops, and file cabinets
- Clean phone receivers/cradles and computer screens
- Dust air vents weekly
- Clean glass and wipe doors
- Polish counters once weekly
- Dust blinds weekly as applicable
- Vacuum carpet and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls

Meeting Rooms

- Dust blinds weekly as applicable
- Polish table tops weekly
- Dust air vents weekly
- Vacuum carpet and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls

Kitchen and Lunch Areas

- Clean counters, sink and wipe chairs
- Mop floor
- Polish table weekly
- Clean microwave and refrigerator
- Dust air vents weekly
- Vacuum carpet and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls

Restrooms

- Sanitize toilets, sinks, and privacy panels
- Replenish all paper products and fill soap dispensers
- Mop floors
- Spot clean walls
- Dust air vents weekly
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls

Water Fountains

- Clean sink, handle, and push buttons

**Clifton Park Public Safety Building
5 Municipal Plaza**

Janitorial services to be performed as to the following specifications: five days per week

Entrance and Common Areas

- Clean glass doors and area glass panels
- Mop floors
- Vacuum entrance area carpets
- Dust pictures and related area décor
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards and spot clean walls and doors

Meeting Rooms

- Mop floors
- Vacuum carpet and edge vacuum
- Dust blinds weekly where applicable
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls

Office Areas (Court, State Police, Security, Animal Control and Sewer

- Dust all furniture, office equipment, desktops and file cabinets
- Clean phone receivers/cradles and computer screens
- Dust air vents weekly
- Clean glass and wipe doors
- Polish counters once weekly
- Dust blinds weekly where applicable
- Vacuum carpet and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls

Kitchen Areas

- Clean counters, sink and wipe chairs
- Mop floor
- Polish tabletop weekly
- Clean microwave and refrigerator

- Dust air vents weekly
- Vacuum carpet and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls

Restrooms

- Sanitize toilets, sinks and privacy panels
- Replenish all paper products and fill soap dispensers
- Mop floors
- Dust air vents weekly
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls

**Sewer Department
477 Clifton Park Center Road**

Janitorial services to be performed as to the following specifications: three days per week

Lunchroom

- Clean counters, sink and wipe chairs
- Mop floor
- Polish tabletop weekly
- Clean microwave and refrigerator
- Dust air vents weekly
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls and doors

Restroom

- Sanitize toilets, sinks and privacy panels
- Replenish all paper products and fill soap dispensers
- Mop floors
- Dust air vents weekly
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls

Worker Locker Room

- Sweep and mop floor
- Clean exterior locker panels
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls

**Clifton Park Buildings and Grounds
2 Town Hall Plaza**

Janitorial services to be performed as to the following specifications: five days per week

Office Areas & Cubicles

- Dust all furniture, office equipment, desktops, and file cabinets
- Clean phone receivers/cradles and computer screens
- Dust air vents weekly
- Clean glass and wipe doors
- Polish counters once weekly
- Dust blinds weekly as applicable
- Vacuum carpet and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls

Meeting Rooms

- Dust blinds weekly as applicable
- Polish table tops weekly
- Dust air vents weekly
- Vacuum carpet and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls

Kitchen and Lunch Areas

- Clean counters, sink and wipe chairs
- Mop floor
- Polish table weekly
- Clean microwave and refrigerator
- Dust air vents weekly
- Vacuum carpet and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards and spot clean walls

Restrooms

- Sanitize toilets, sinks, and privacy panels
- Replenish all paper products and fill soap dispensers
- Mop floors
- Spot clean walls
- Dust air vents weekly
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards and spot clean walls

Water Fountains

- Clean sink, handle, and push buttons

Grooms Tavern
290 Sugar Hill Road

Janitorial services to be performed as to the following specifications: one day per week

Store Area

- Clean glass door and glass windows
- Mop and/or sweep wood floor
- Clean countertop
- Dust all areas as needed
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards and spot clean walls and doors

Formal Front Rooms

- Clean glass door, windows, and sills
- Mop and/or sweep wood floor
- Dust all areas as needed

Kitchen

- Clean glass door, windows, and sills
- Mop and/or sweep wood floor
- Dust all areas as needed

Restrooms

- Sanitize toilets, sinks and privacy panels
- Replenish all paper products and fill soap dispensers
- Mop floors
- Dust air vents weekly
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards and spot clean walls

Large Meeting Room

- Mop and/or sweep wood floor
- Clean windows and sills
- Dust all areas as needed

**Clifton Park Highway
639 Clifton Park Center Road**

Janitorial services to be performed as to the following specifications: three days per week

Entrance Area

- Sweep stairwell
- Mop floor
- Vacuum entrance area carpet
- Wipe down all doorknobs, handles, light switches, baseboards and spot clean walls and doors

Office Area

- Dust all furniture, office equipment, desktops and file cabinets
- Clean phone receivers/cradles and computer screens
- Dust air vents weekly
- Clean glass and wipe doors
- Polish counters once weekly
- Dust blinds weekly as applicable
- Vacuum carpet and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards and spot clean walls

Lunchroom

- Clean counters, sink and wipe chairs
- Mop floor
- Polish tabletop weekly
- Clean microwave and refrigerator
- Dust air vents weekly
- Vacuum carpet and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards and spot clean walls

Restrooms

- Sanitize toilets, sinks, and privacy panels
- Replenish all paper products and fill soap dispensers
- Mop floors

- Dust air vents weekly
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards and spot clean walls

Worker Locker Area

- Sweep and mop floor
- Clean exterior locker panels
- Remove trash to designated area and replace liners

**Sheriff's Department
Clifton Park Center**

Janitorial services to be performed as to the following specifications: one day per week

Entrance and Reception Areas

- Clean glass doors and area glass panels
- Mop floors
- Vacuum area carpets
- Dust pictures and related area décor
- Polish counter area once weekly
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards and spot clean walls and doors

Office Areas

- Dust all furniture, office equipment, desktops, and file cabinets
- Clean phone receivers/cradles and computer screens
- Dust air vents weekly
- Clean glass and wipe doors
- Dust blinds weekly where applicable
- Vacuum carpet and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls

Restrooms

- Sanitize toilets, sinks and privacy panels
- Replenish all paper products and fill soap dispensers
- Mop floors
- Dust air vents weekly
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls

**Locust Lane Clubhouse
Locust Lane**

Janitorial services to be performed as to the following specifications: three days per week--seasonal

Large Meeting Room

- Clean tops of tables and counters
- Dust sills and ledges
- Clean entrance door glass
- High dust
- Vacuum ceiling vents
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards and spot clean walls and doors

Floors

- Vacuum carpeted areas and edge vacuum
- Vacuum mats and runners
- Dust mop and/or wet mop hard surface floors

Restrooms

- Sanitize toilets, sinks and privacy panels
- Replenish all paper products and fill soap dispensers
- Mop floors
- Dust air vents weekly
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards and spot clean walls

**Locust Lane Maintenance Building
Locust Lane**

Janitorial services to be performed as to the following specifications: one day per week

Office Area

- Dust all furniture, office equipment, desktops, and file cabinets
- Clean phone receivers/cradles and computer screens
- Dust air vents weekly
- Clean glass and wipe doors
- Dust blinds weekly as applicable
- Sweep and mop floors
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls

Restrooms

- Sanitize toilets, sinks, and privacy panels
- Replenish all paper products and fill soap dispensers
- Mop floors
- Spot clean walls
- Dust air vents weekly
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls

Clifton Park Senior Community Center

Janitorial services to be performed as to the following specifications: five days per week

Entrance and Reception Areas

- Clean glass doors and panels
- Sweep stairwell and dust banister
- Mop floor and thresholds
- Clean elevator doors, tracks, and interior walls
- Dust pictures and related area décor
- Polish counter area once weekly
- Vacuum area carpets and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls

Office Areas & Cubicles

- Dust all furniture, office equipment, desktops, and file cabinets
- Clean phone receivers/cradles and computer screens
- Dust air vents weekly
- Clean glass and wipe doors
- Polish counters once weekly
- Dust blinds weekly as applicable
- Vacuum carpet and edge vacuum
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls

Meeting Rooms

- Dust blinds weekly as applicable
- Polish table tops weekly
- Dust air vents weekly
- Vacuum carpet and edge vacuum or mop floors whichever is appropriate
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls

Kitchen

- Clean counters, sink and wipe chairs

- Mop floor
- Clean microwave and refrigerator
- Dust air vents weekly
- Vacuum carpet and edge vacuum if appropriate
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls

Restrooms

- Sanitize toilets, sinks, and privacy panels
- Replenish all paper products and fill soap dispensers
- Mop floors
- Spot clean walls
- Dust air vents weekly
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls

Water Fountains

- Clean sink, handle, and push buttons

**Transfer Station
217 Vischer Ferry Road**

Janitorial services to be performed as to the following specifications: three days per week

Breakroom

- Clean counters, sink and wipe chairs
- Mop floor
- Polish tabletop weekly
- Clean microwave and refrigerator
- Dust air vents weekly
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls and doors

Restroom

- Sanitize toilets, sinks and privacy panels
- Replenish all paper products and fill soap dispensers
- Mop floors
- Dust air vents weekly
- Remove trash to designated area and replace liners
- Wipe down all doorknobs, handles, light switches, baseboards, and spot clean walls