



Town of North Kingstown, Rhode Island

100 Fairway Drive
North Kingstown, RI 02852-6202
Phone: (401) 294-3331
Fax: (401) 583-4140
www.northkingstownri.gov

INVITATION FOR BIDS

CLEANING PUBLIC RESTROOMS/FACILITIES TOWN OF NORTH KINGSTOWN THREE (3) YEAR CONTRACT

*Sealed bids for the above will be accepted at the Town of North Kingstown Municipal Offices, ATTN: Purchasing/Finance, 100 Fairway Drive, North Kingstown, Rhode Island 02852, until **10:00am on Monday, May 13, 2024** and will then be publicly opened and read aloud. Bid envelope must be clearly marked with the name of the bid, and the date and time of opening. The Municipal Offices are open 8:30am – 4:30pm, Monday through Friday. Please plan accordingly.

**PLEASE SUBMIT AN ORIGINAL, ONE (1) ELECTRONIC COPY (THUMB DRIVE),
AND ONE (1) PHOTOCOPY.**

**NO BIDS WILL BE ACCEPTED AFTER THE
MONDAY, MAY 13, 2024 10:00AM DEADLINE.**

A pre-bid meeting will be held on Thursday, April 25, 2024, beginning at 10:00 a.m., starting at the Public Works Facility, 2050 Davisville Road, North Kingstown, which will provide bidders the only opportunity to view each location. Attendance is highly recommended.

All questions are to be submitted in writing via email to: Tim McDavitt, Purchasing/Finance tmcdavitt@northkingstownri.gov **NO LATER** than Monday, April 29, 2024 by 3:00pm in order to post any necessary Addendum in a timely manner. **NO QUESTIONS WILL BE ACCEPTED AFTER 3:00PM, MONDAY, APRIL 29, 2024.**

IT IS THE RESPONSIBILITY OF THE PROSPECTIVE BIDDERS TO MONITOR THE TOWN AND/OR STATE OF RHODE ISLAND PURCHASING WEBSITES FOR ANY SUBSEQUENT BID ADDENDUM. NO ADDENDA WILL BE ISSUED OR POSTED WITHIN FORTY-EIGHT (48) HOURS OF THE BID SUBMISSION DEADLINE.

The bid will be evaluated as to R.I.G.L. 45-55-5. (2) "Competitive Sealed Bidding" and the award shall be made on the basis of the lowest evaluated or responsive bid price.

A certificate of Insurance showing \$1 million General Liability and \$1 million Any Auto, with the Town being named as an additional insured, Worker's Compensation, with a waiver of subrogation will be required of the successful bidder.

The Town of North Kingstown reserves the right to reject any or all proposals or parts thereof; to waive any formality in same, or accept any proposal deemed to be in the best interest of the Town.

The Town of North Kingstown will provide interpreters for the hearing impaired at any pre-bid or bid opening, provided a request is received three (3) days prior to said meeting by calling 294-3331, ext. 142.

TOWN OF NORTH KINGSTOWN, RHODE ISLAND INFORMATION FOR BIDDERS

ARTICLE 1. RECEIPT AND OPENING OF BIDS

Sealed bids must be submitted in SEALED ENVELOPES, addressed to the **Town of North Kingstown Municipal Offices, ATTN: Purchasing/Finance, 100 Fairway Drive, North Kingstown, Rhode Island 02852**, and clearly marked with the name of the item bid, and the date and time of opening. Bids will be received by the Purchasing Agent up to the specified time as noted on the Invitation to Bid, and publicly opened and read aloud at the specified time.

Proposals submitted for a specified item must not be combined under the same cover with any other bid item.

It is the bidder's responsibility to see that their bid is delivered within the time and at the place prescribed. Proposals received prior to the time of opening will be securely kept unopened. No responsibility will attach to any officer or person for the premature opening of a proposal not properly addressed and identified.

Any bid received after the time and date specified shall not be considered, by messenger or by mail, even if it is determined by the Town that such non-arrival before the time set for opening was due solely to delay in the mails for which the bidder is not responsible. Conditional or qualified bids will not be accepted.

ARTICLE 2. PREPARATION OF BID

Each bid must be submitted on the prescribed form. All blank spaces for bid prices must be filled in, in ink or typewritten, both in words and figures. Erasures or other changes must be explained or noted over the signature of the bidder.

Each bid must be submitted in sealed envelopes, clearly labeled, so as to guard against opening prior to the time set, therefore.

The Town may consider any bid not prepared and submitted in accordance with the provisions hereof and reserves the right to reject any or all proposals in whole or in part, toward any item, group of items, or total bid; to waive any technical defect or formality in same, or to accept any proposal deemed to be in the best interest of the Town.

ARTICLE 3. TELEGRAPHIC MODIFICATION

Telephonic, telegraphic or oral bids, amendments or withdrawals will not be accepted.

ARTICLE 4. WITHDRAWAL OF BIDS

Bids may be withdrawn personally or by written request at any time prior to the time specified for the opening. Bids may be modified in the same manner. Negligence on the part of

the bidder in preparing the bid confers no right of withdrawal or modifications of their bid after such bid has been opened.

ARTICLE 5. QUALIFICATIONS OF THE BIDDER

The Town reserves the right to request each bidder to present evidence that they are normally engaged in purveying the type of product or equipment bid on. No bid shall be considered from bidders who are unable to show that they are normally engaged in purveying the type of product or equipment specified in the bid proposal.

To receive full consideration, the bidder must submit literature and necessary details, when applicable, on the material or service he proposes to furnish in order that the Town may have full information available when analyzing the proposals.

ARTICLE 6. OBLIGATIONS OF THE BIDDER

At the time of opening of bids, each bidder will be presumed to have inspected the Specifications and Contract Documents (including all addenda) which has been sent to the address given by such bidder. The failure or omission of any bidder to receive or examine any form, instrument, or document shall in no way relieve any bidder from any obligation in respect to their bid.

Any exceptions or deviations from the provisions contained in this Specification must be explained in detail and attached to proposal. If such deviations do not depart from the intent of this notice and are in the best interest of the Town, the proposal will receive careful consideration.

ARTICLE 7. PRICES

Bidders shall state the proposed price in the manner as designated in the Bid Proposal Form. In the event that there is a discrepancy between unit prices and the extended totals, the unit prices shall govern. In the event that there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.

The prices in this bid shall be irrevocable for ninety (90) days, or until the bid is awarded by the Town Council. After award by the Town Council, said prices shall then remain firm for the duration of the Contract.

ARTICLE 8. TAX EXEMPTIONS

The Town is exempt from payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30 Para. I, as amended. The Town is exempt from payment of Federal Excise Taxes. The prices bid must be exclusive of taxes and will be so construed. Exemption certificates will be completed as required by the successful bidder.

ARTICLE 9. CONTRACT PERIOD AND TERM OF AGREEMENT

Contract period is found in the Standard Form of Agreement with the first year commencing July 1, 2024 – June 30, 2025. If financially advantageous to the Town of North Kingstown, these contracts may be renewed or extended, from time to time, when agreed to, in writing, by both parties. **NOTE THIS INVITATION FOR BIDS INCLUDES THREE OPTIONS PLUS AN ADD ALTERNATE.**

ARTICLE 10. INSURANCE

The Contractor shall assume responsibility and liability for all injuries to persons or damages to property, directly or indirectly due to, or arising out of, their operations under the contract and shall be responsible for the proper care and protection of all work performed until completion and final acceptance by the Town.

The Contractor shall also indemnify and save harmless the Town of North Kingstown against any and all claims of whatever kind and nature due to, or arising out of, their breach or failure to perform any of the terms, conditions, or covenants of the contract resulting from acceptance of their bid.

The Contractor shall furnish the Finance Department with certificates of insurance from companies acceptable to the Town of North Kingstown. All insurance companies listed on certificates must be licensed to do business in the State of Rhode Island. The Contractor shall provide a certificate of insurance as specified in the bid specifications. Contracts of insurance (covering all operations under this contract) shall be kept in force until the Contractor's work is acceptable by the Town.

The limits of the insurance must be at least in the amounts specified below:

1. Commercial General Liability-Occurrence Form \$1,000,000/\$1,000,000.
2. Automobile Liability - \$1,000,000. With both of the above naming the Town as additional insured.
3. Worker's Compensation (if legally allowed and available). Waiver of subrogation applies to Worker's Compensation

The Contractor shall secure, pay for, and maintain insurance as necessary to protect themselves against loss of owned or rented capital equipment and tools, with provision for waiver of subrogation against the Owner, and shall secure, pay for, and maintain insurance as necessary to protect against errors and omissions which may result from this project.

ARTICLE 11. LAWS, ORDINANCES, AND CODES

All applicable Federal and State Laws, Ordinances and Codes of the Town of North Kingstown and regulations of all authorities having jurisdiction over this Project shall apply to this contract the same as though written herein in full.

The Town of North Kingstown will not award the Contract to any Contractor who is, at the time, ineligible under the provisions of any applicable regulations issued by the Secretary of Labor, United State Department of Labor, or is not qualified under applicable Ordinances of the Town of North Kingstown, or the laws of the State of Rhode Island.

SELECTION CRITERIA

The bid will be evaluated as to R.I.G.L. 45-55-5. (2) "Competitive Sealed Bidding", and the award shall be made on the basis of the lowest evaluated or responsive bid price.

The following factors will be considered in determining the lowest evaluated or responsive bid price:

- Demonstrated experience in the type of work required;
- References;
- Similar Municipal experience;
- Quality of work previously performed by the firm for the Town of North Kingstown, if any;
- Bid Price;
- Overall low evaluated/responsive bidder in each option;
- Insurance minimums, as listed;
- Proximity to North Kingstown;
- Years in business;
- Early Payment Discount; and
- Attendance at Pre-Bid meeting (vendors not familiar with facilities) – **HIGHLY RECOMMENDED**

**CLEANING PUBLIC RESTROOMS/FACILITIES
TOWN OF NORTH KINGSTOWN
THREE (3) YEAR CONTRACT**

BID SUBMISSION REQUIREMENTS:

- 1) Bid Proposal Forms which must be signed by the authorized individual(s).
- 2) Signature page from the Town's contract, signed by an authorized individual as a good faith statement that the Contractor is willing to enter into the Town's standard contract form (Article 8),
- 3) Current Certificate(s) of Insurance.
- 4) Company History:
 - Years in janitorial business;
 - Key personnel and their experience, including key personnel that shall be involved with this contract; and
 - Average length of employment for managers, supervisors, and janitors.
- 5) Reference List.

**CLEANING PUBLIC RESTROOMS/FACILITIES
TOWN OF NORTH KINGSTOWN
THREE (3) YEAR CONTRACT**

SCOPE OF SERVICES

The Town of North Kingstown, Department of Public Works, is seeking professional cleaning services for various facilities at locations within the Town of North Kingstown. A list of fixtures in the various restrooms is provided with each bid option; a list of observed holidays is provided at the end of the bid package.

The bid is comprised of three sections/options (with a fourth option to allow for one all options cumulative price – for a single contract award) and an Add Alternate Option for cleaning services as described in these specification at the Public Works Facility, 2050 Davisville Road, North Kingstown, RI. Any business or individual wishing to submit a bid on any portion of the bid package is welcome to do so. A Bid Proposal form is included for each bid option to allow bidder to bid the options separately, as well as a Bid Proposal form for any business or individual wishing to provide an entire package bid price.

The Town of North Kingstown reserves the right to award each Bid Option separately to overall lowest responsive bidder for each bid option, or as one award, whichever is deemed to be in the best interest of the Town.

Award(s) shall be made for Bid Option Lump Sum Bid Price; the cleaning dates are approximate. The Town reserves the right to increase or decrease the number of days required to clean each facility. Should this occur during the duration of this contract, pricing, and scheduling of cleaning for each facility will be negotiated at the Per Day price indicated on bid form.

It is **strongly suggested** that before any bids are submitted, the bidder check with their insurance agent as to any added charges that may be incurred for the insurance requirements asked for on this bid.

Contract Duration: The contract will be for a term of three (3) years, year one guaranteed; years two and three based on satisfactory performance and available funds. Contract year one shall commence on July 1, 2024 and end on June 30, 2025.

Buildings/Facilities (hereinafter “Facilities”) included in this Bid:

- Wilson Park Baseball Field & Soccer Field Restrooms – Roosevelt Avenue
- McGinn Park Restrooms – 174 School Street
- Ryan Park Restrooms – 210 Oak Hill Road
- Signal Rock Park Restrooms – 299 Signal Rock Drive
- Town Beach Restrooms – 15 Beach Street
- Wickford Restrooms – 57 Brown Street

- Community Center – 30 Beach Street
- North Kingstown Golf Course (Restrooms/Hallways) – 615 Callahan Road

ADD ALTERNATE LOCATION:

- David R Burnham Public Works Facility – 2050 Davisville Road

Contractor – The successful bidder (hereinafter “Contractor”) receiving the award of this contract shall be responsible for providing all labor, insurance, equipment, and supplies except where noted, necessary for the cleaning of the Facilities at Contractor’s expense.

Cleaning Complaints – If a cleaning complaint is received and cannot be resolved and cleaning procedures do not meet the Town of North Kingstown’s cleaning standards, there will be a deduction from the monthly invoice at the discretion of the Director of Public Works. The Director of Public Works or designee will contact the Contractor with the pertinent information, and they will be given sufficient time to resolve any issues.

Supervisor – The Contractor shall assign a Supervisor to Town of North Kingstown to oversee all cleaning procedures and who must make routine visits during their employees’ work hours to evaluate the work and who will provide monthly cleaning surveys to the Director of Public Works or as directed; contact information shall be provided to the Department of Public Works. The Supervisor must meet with the Director of Public Works or designee at least once a month to discuss cleaning status and any issues of concern. The Supervisor will be responsible for all cleaning procedures and must be able to communicate verbally and in writing in English regarding all cleaning responsibilities.

Contractor’s Personnel – The Contractor shall employ only those persons qualified and trained to provide the services stated herein. The Contractor further warrants that their employees, and any other personnel providing services under these specifications, are duly qualified to perform the services required and that the personnel agree to perform services in a professional manner utilizing appropriate procedures and methods in accordance with any applicable local, state, or federal laws, rules, or regulations.

The Contractor must provide the Town with a current list of all personnel employed by the Contractor assigned to cleaning the Facilities under this Contract, including telephone numbers and addresses if so requested. Employees assigned to clean Facilities under this contract must be able to understand basic English verbal commands and written instructions. Should the Town advise the Contractor that any agent, employee or other person under its jurisdiction or supervision relative to this contract is for any reason objectionable, unsatisfactory, or undesirable, the Contractor shall replace the individual.

Billing – Contractor shall bill the Town in twelve (12) monthly invoices for each contract year. (Lump Sum Bid Price ÷ 12 months is an acceptable/suggested formula for determining monthly invoice amount). Invoices (Net 30-Days) shall be submitted by the third day of the month for work performed the previous month. If Contractor fails to provide services as required under Contract for one (1) or more days, Contractor’s monthly invoice may be reduced by an amount

equal to the value of the day(s) not worked. Contractor will be notified in advance of any intent to reduce payment of monthly invoice amount,

References – A list of references with the company's name, a contact person and a telephone number shall be included with the bid return.

Sanitary Standards – To ensure a healthy and safe municipal facility environment for the public's use, all cleaning procedures must adhere to the highest standards as they relate to the health and well-being of users of these facilities. It should not be assumed that the level of cleanliness that presently exists in each of the contracted facilities meets these specifications or is satisfactory to the Town of North Kingstown. The Contractor shall be required to ensure that all provisions of the specifications are met entirely, and that the Town is provided with clean and presentable facilities/buildings.

Cleaning Responsibilities – All restrooms/facilities shall be cleaned in the same manner following normal and expected practices and specified work objectives included herein.

- a) All fixtures, floors, inside and outside walls, partitions, ceilings, benches, shelves, urinals, toilets, sinks, drinking fountains, and toilet stalls shall be cleaned using appropriate soaps, detergents, disinfectants, deodorizers, and cleaning solutions.
- b) Cleaning shall consist of sweeping, mopping, spraying, scrubbing, washing, wiping, litter and trash removal, spider web/cobweb removal, rinsing, and excess water removal.

The Contractor shall be responsible for cleaning and sanitizing all surfaces within the restroom and kitchen areas, including walls, floors, ceiling (if necessary), toilet partitions, porcelain/stainless steel fixtures, dispensers & mirrors. Restrooms must be free of dust, dirt, bodily fluids, or excrement, as well as have evidence that surfaces were disinfected, wet mop entire floor surface of restrooms daily. Trash will be bagged and carried to designated area for disposal; new can liners placed in wastebaskets. In locations that recycle, recycling will be collected and placed (loose) in designated outdoor recycling receptacles.

Where applicable, eyewash stations will be free of particles and dirt and show evidence that they were disinfected. Hard surfaces, such as and including but not limited to, counters, handrails, kitchen equipment, refrigerators, sinks, basins, stove tops, and equipment will be free of dirt, dust and other particles and show evidence that they were sanitized. Carpeted areas will be free of dirt, litter, and debris. Locker rooms, showers, and drains will be free of dust, dirt, and hair, and show evidence that they were disinfected.

Schedules for each option will be adhered to; Contractor is responsible for closing and securing restrooms at the parks each night. Once Contractor has cleaned, facilities should be locked and secured for the night even if the park/fields are still in use.

The Contractor shall check and restock all paper towels, toilet paper and soap dispensers (as needed) and ensure that each is full and has an adequate supply for next day's use.

The Contractor shall use the following paper and soap products for locations supplied as noted in bid option:

- 2-ply, 1000 sheet Compact Coreless Toilet Tissue
- *enMotion* Paper Towel Refill – 10" width, 800' roll.
- *enMotion* Foam Soap with Moisturizers, 1000 ml

The Contractor shall test all plumbing fixtures and report any deficiencies or problems to the Director of Public Works or designee as soon as possible or by the next business day. The Contractor shall carry a plunger and plunge toilets found to be clogged by paper; reporting any problems that persist after initial plunging. In case of non-functioning or broken plumbing or vandalism, the Contractor shall try to remove any obstruction by use of plungers, probes, or grasping device. If a problem cannot be corrected, a "closed" or "out of order" sign shall be displayed on the affected fixture for the next day's opening. Details of the reporting procedure will be established by the Director of Public Works or designee and the successful Bidder.

All vandalism to restroom facilities, both to the interior and to exterior portions of the building, shall also be reported to the North Kingstown Police Department prior to leaving the location, in addition to the notification made to the Director of Public Works or designee as required.

Security – All exterior doors of all the facilities must be locked by the Contractor as indicated. When closing a facility, the Contractor shall verify all persons have exited before turning off the lights and securely locking the doors. Keys shall be issued to the Contractor by the Department of Public Works. **Duplicate Keys: Should the Contractor lose a key or keys; the Contractor shall be responsible for the cost of having all affected door locks re-keyed. The Town will arrange for this to be done and bill the Contractor or subtract the cost from that month's invoice.**

Reporting – Each month Contractor shall complete, retain, and submit a Restroom Facility Maintenance Log for each facility cleaned under this Contract, which shall include the date and time for each daily service provided at a facility; failure to do so may result in delays in payment. Logs should accompany any invoices requesting payment. A sample log is included in this Bid Package.

CLEANING ACTIVITY SPECIFICATIONS:

The following specifications and conditions shall serve as a minimum requirement for cleaning services for all the facilities listed above, in addition to those previously described under "Cleaning Responsibilities". Some or all may apply to each facility.

1. Receptacles:

As previously stated, trash will be bagged and carried to the area designated for disposal and new can liners placed in wastebaskets. In locations that recycle, recycling will be collected and placed (loose) in designated outdoor recycling receptacles.

All trash and paper left in corridors or near trash receptacles and obviously intended as trash shall be collected and removed to the designated dumpster/recycling receptacle.

Receptacle Cleaning & Disinfecting – On an as needed basis, trash receptacles shall be thoroughly cleaned inside and out. Receptacles shall be free from dirt, food, or beverage spoilage and odors.

2. Restroom Cleaning and Servicing:

Restrooms shall be cleaned with proper dilutions of disinfectant/detergent cleaning products to control disease-causing organisms and to prevent odors. Servicing shall be accomplished according to schedule to ensure adequacy of supplies and hygienic condition of restrooms.

- a. **Fixture Cleaning and Disinfecting:** Fixtures including toilet bowls, hand basins and urinals shall be cleaned according to schedule. Special care shall be paid to floor and wall mounting brackets and sealants so as not to allow accumulation of dirt, urine, and other soils. Handles and other touch surfaces will be disinfected in accordance with all health and safety protocols.

Fixtures shall present a clean shining appearance free from dust, spots, stains, rust, mildew, soap residues, mineral deposits, organic material, etc. Wall and floor brackets and other fixture junctures shall be free of accumulations of dirt and urine.

- b. **Stall Partition Cleaning:** Stall partitions and partitions between urinals shall be cleaned and free from water streaks, stains, soil, or other unsightly omissions and free from dust on top edges.
- c. **Mirror and Chrome Cleaning:** Mirrors, chrome, and other metal trim shall be cleaned and polished. This includes metal supply dispensers, metal door pushes, and metal light switches. Abrasive cleaners shall not be used. Mirrors, chrome, and other metal trim shall be free from water marks, streaks, soil, stains, graffiti, and other omissions and shall present a high shine.

- d. **Tile De-Scaling:** Tile floors, walls, and shower stalls (where present) shall be cleaned of all scale, mineral deposits, and soap residues and shall be thoroughly rinsed and dried to present a uniformly clean appearance.
- e. **Grout Cleaning:** Grouting and sealants shall be cleaned with an appropriate chemical cleaning agent. Care shall be exercised to prevent damage to tile. Grout and other sealants shall be scrubbed clean and present a uniformly clean appearance.
- f. **Vinyl Tile/Wall Cleaning:** Vinyl tile floors and walls shall be thoroughly scrubbed with a heavy-duty disinfectant/detergent solution. Ceramic tile floors and walls shall be thoroughly cleaned, rinsed, and dried to present a uniformly clean appearance. Tile floors shall be buffed per schedule requirements.
- g. **Restroom Supplies:** Restrooms shall be serviced according to schedule to ensure sufficiency of supplies and hygienic condition. Extra supplies (i.e., toilet paper) may be left, when necessary, only if there is a secure storage area for these supplies. Hand towels, soap, and toilet paper shall be stocked in appropriate dispensers in quantities adequate for sufficiency between servicing. Sanitary napkin and tampon disposal containers shall be emptied daily and sanitized.

3. **Floor Maintenance:**

- a. **Sweeping/Dust Mopping:** Floors shall be swept, or dust mopped according to the schedule to present a clean and orderly appearance at all times. Floors shall present a clean and orderly appearance with no loose dirt or debris in evidence, including corners, and other places accessible to broom or dust mop.
- b. **Removing Gum/Tar, etc.:** Surface accumulations of chewing gum, tar, hardened dirt, and other spoilage that cannot be removed by other means such as mopping, sweeping, and dust mopping, shall be scraped and then removed. Care shall be taken to avoid damage to floor tiles or finish. All gum, tar, and other soils shall be removed as soon as they are discovered.
- c. **Spot Mopping:** According to the cleaning schedule as needed, spills, spots, and stains shall be damp mopped to ensure a uniform clean appearance. Spilled materials must be cleaned immediately upon notice to prevent damage to floor finishes. If practical, floors shall receive a light coat of finish to repair the damage and present a uniform appearance.
- d. **Mopping:** Floors shall be damp or wet mopped according to the schedule to maintain a uniformly clean appearance. Care shall be taken to avoid splashing walls, baseboards, furnishings, etc. Mopped floors shall be free from streaks, spots, stains, smears, mop strands, and other unsightly appearance.

4. Carpet Care:

Carpets shall be vacuumed, and spot cleaned to remove accumulations of dirt, dust, stains, and soil according to the schedule. Carpets shall always present a uniformly clean appearance free from spots, stains, chewing gum, tar, grease, litter, etc. Any tears, rips, burns, or indelible stains shall be reported for repairs or replacement.

- a. **Vacuuming:** Carpets shall be vacuumed according to schedule. Close attention shall be paid to corners, edges, and areas that are inaccessible to the machine. Appropriate hand tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture that is moved shall be replaced. Carpets shall be free from lint and debris.
- b. **Spot Cleaning:** Carpets shall be spot cleaned as necessary to remove gum, tar, grease, spills, spots, stains, etc. The type of cleanser used shall not cause fading or discoloration. Carpets shall be kept free from gum, spots, grease, food and beverage stains, watermarks, etc. Indelible stains, which cannot be removed by spotting and shampooing, shall be reported to the Director of Public Works or designee. Water leaks, beverage spills, gum, grease, and tar shall be removed as soon as they are discovered.

5. Horizontal Surface Cleaning of Office Areas (Non-Restroom Facilities):

Horizontal surface cleaning shall be interpreted to mean those surfaces and objects not high enough to require the use of a ladder (about 84" or below in height) that comprise the furnishings and structures of the facility including, but not limited to office furniture, chairs, tables, file cabinets, counter tops, ledges, rails, display cases and the tops of those cases, computers, telephones, etc. NOTE: Unless requested, objects (books, papers, pens, pencils, partially filled or empty beverage containers, files etc.) on horizontal surfaces including floors should not be moved to accomplish cleaning. If cleaning is requested, the Town employee is responsible for clearing any materials and returning them.

- a. **Spot Cleaning:** Surfaces which have been spot cleaned shall be free from smudges, fingerprints, dirt splashes, smears, spills, etc. and shall present a uniformly clean appearance.
- b. **Dusting:** Dusting shall be accomplished according to schedule. Appropriate cleaning agents shall be used and shall be tested in inconspicuous areas before general use. Any items or furnishings moved during the procedure shall be replaced to the proper position. Care shall be taken to keep dust dispersion to a minimum. Dusted surfaces shall be free from dust, lint, paper shreds, grime, cobwebs, hair, and other unsightly omissions. If treated dust cloths are used, there shall be no oil streaks left on the surface.

- c. **Damp Wiping:** Damp wiping or washing of horizontal surfaces shall be accomplished according to schedule. Appropriate cleaning agents shall be used according to the type and composition of the structure or object. Any items or furnishings moved during the procedure shall be replaced to the original position. Care shall be taken to avoid damage to wood or painted surfaces. Surfaces that have been damp wiped shall be free from dirt, streaks, spots, stains, cobwebs, smudges, fingerprints, smears etc. and shall present a uniformly clean appearance. Water marks or spots shall be wiped clean and dry.

6. Vertical Surface Cleaning of Office Areas (Non-Restroom Facilities):

Vertical surface cleaning shall be interpreted to mean those surfaces not high enough to require the use of a ladder (about 84" or below in height) that comprise the furnishings and structure of the facility and shall include, but not limited to walls, doors, gates, baseboards, table and desk legs and sides, sides of file cabinets, frames, pictures, wall hangings, maps, signs, ventilation louvers, etc.

- a. **Spot Cleaning:** Surfaces which have been spot cleaned shall be free from smudges, fingerprints, dirt splashes, smears, spills, etc. and shall present a uniformly clean appearance.
- b. **Dusting:** Dusting shall be accomplished according to schedule. Appropriate cleaning agents shall be used and shall be tested in inconspicuous areas before general use. Any items or furnishings moved during the procedure shall be replaced to the proper position. Care shall be taken to keep dust dispersion to a minimum. Dusted surfaces shall be free from dust, lint, paper shreds, grime, cobwebs, hair, and other unsightly omissions. If treated dust cloths are used, there shall be no oil streaks left on the surface.
- c. **Damp Wiping:** Damp wiping or washing of horizontal surfaces shall be accomplished according to schedule. Appropriate cleaning agents shall be used according to the type and composition of the structure or object. Any items or furnishings moved during the procedure shall be replaced to the original position. Care shall be taken to avoid damage to wood or painted surfaces. Surfaces that have been damp wiped shall be free from dirt, streaks, spots, stains, cobwebs, smudges, fingerprints, smears etc. and shall present a uniformly clean appearance. Water marks or spots shall be wiped clean and dry.

7. Baseboard Cleaning:

Baseboards shall be dusted, as necessary. Baseboards shall be free from splashes, dirt, cobwebs, finish buildups, streaks, crevice accumulations of dirt, etc. Care shall be taken when vacuuming that marks are not left on the baseboards.

8. Water Fountains/Water Bottle Filling Stations and Eyewash Stations:

Water fountains/water bottle filling stations shall be sanitized daily. All surfaces shall be cleaned with an appropriate disinfectant/detergent solution, wiped thoroughly dry and polished. All trash and debris shall be removed. Issues with functionality shall be reported to the Director of Public Works or designee. Wall areas around fountains/water bottle filling stations shall be free from water spots and streaks. Eyewash stations shall be cleaned according to schedule (where required).

9. Window/Glass Washing Requirements (Wickford Restrooms, Community Center, and Public Works Facility):

Contractor shall provide the necessary equipment, supplies, and materials to accomplish the task and frequency per schedule. Contractor shall wash and dry both inside and outside; wash the inside window frames and sills; dust the outside window frames and sills as needed to remove dust and smudges.

10. Cleaning Light Fixtures, Vents, & Grills:

Contractor shall ensure that all are kept free from dirt, accumulated dust, cobwebs, and shall present an overall clean appearance. When cleaning, care shall be taken to prevent cracking or breakage.

11. Tile Floor Waxing and Carpet Cleaning Services PER REQUEST (Option III):

The Contractor shall provide carpet shampooing and floor stripping/waxing services on a per request basis. Bid prices are by location and shall be based on the square footage provided for each location.

- a. **Shampooing Carpets:** This procedure shall be employed according to schedule to ensure a clean and uniform appearance and to prolong the life of the carpet. This is for complete cleaning and involves the use of an approved method to thoroughly clean/deodorize the carpet. Care shall be taken to avoid damaging carpet fibers. Cleaning of carpets shall be scheduled at the request of the Director of Public Works or designee in advance to allow for removal of furnishings by department personnel. to ensure all preparation work to move any furniture or remove any items stored on floors prior to cleaning. The Contractor is responsible for placing sufficient fans to allow the carpet to properly dry before the area is occupied. Chair mats or similar items shall not be placed on damp carpet. Carpets damaged due to improper drying procedures shall be replaced at the Contractor's expense.

- b. **Stripping and Refinishing/Waxing:** This procedure shall be employed to remove accumulations of dirt, finish, scuff marks, discoloration, stains, and rust spots from finished floors. Floors shall be re-waxed according to schedule with a sealer coat and coat of slip-resistant floor finish. If separate sealer and finish coats are applied, allow adequate drying time between coats. Extreme caution shall be exercised to prevent splashing of walls, baseboards, or furnishings. This work shall be scheduled at the request of the Director of Public Works or designee in advance to allow for removal of furnishings by department personnel.

**TOWN OF NORTH KINGSTOWN
OBSERVED HOLIDAYS**

New Year's Day

Dr. Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Juneteenth (to be determined)

Fourth of July

Victory Day

Labor Day

Columbus Day

Veterans' Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

Note: When authorized holiday falls on a Sunday, it shall be observed on the succeeding Monday.

BID OPTIONS

FACILITIES SCHEDULE

(Tasks as outlined in Specifications to be performed daily unless otherwise noted)

&

PROPOSAL FORMS

**TOWN OF NORTH KINGSTOWN, RHODE ISLAND
PROPOSAL FORM
CONTRACT CLEANING – PUBLIC RESTROOMS & FACILITIES**

BID OPTION I

**RESTROOMS AT WILSON PARK, MCGINN PARK, RYAN PARK,
SIGNAL ROCK PARK & TOWN BEACH FACILITY**

All paper and soap products for this bid option will be provided by the Contractor, in addition to all cleaning supplies, trash receptacle liners and cleaning equipment, in order to properly clean and maintain the municipal facilities. Cleaning of facilities in this bid option shall not happen earlier than 8:00 p.m. and shall be secured by Contractor upon leaving.

- A. Close & Clean the following 7 days per week, including weekends and holidays, from July 1, 2024 through November 17, 2024 and April 12, 2025 through June 30, 2025, for a total of 220 days:**
- 1) **Wilson Park** – two (2) restrooms near baseball & soccer fields (5 toilets; 4 sinks; 2 urinals) – 207 sq. ft.
 - 2) **McGinn Park** – two (2) restrooms (2 toilets; 2 sinks – Unisex) – 93 sq. ft.
 - 3) **Ryan Park** – two (2) restrooms (2 toilets; 2 sinks) – 96 sq. ft.
- B. Close & Clean the following 7 days per week, including weekends and holidays, from July 1, 2024 through October 14, 2024 and April 12, 2025 through June 30, 2025, for a total of 186 days:**
- 1) **Signal Rock Park** – Concession Stand Restrooms – (2 toilets; 2 sinks; 1 urinal)
- C. Clean the Town Beach Restroom Facility – daily, including Saturday, Sundays and holidays from July 1, 2024 through September 6, 2024 and May 26, 2025 through June 30, 2025 for a total of 100 days. The beach is open weekends only beginning Memorial Day weekend through the end of the school year (June 18, 2025); then daily (weather permitting) through Labor Day.**
- 1) **Town Beach Restrooms** – two (2) restrooms (6 toilets; 4 sinks; 2 urinals) – 285 sq. ft.

VENDOR NAME: _____

BID OPTION I (Cont'd)

YEAR ONE PRICES:

Lump Sum Bid price written in words	\$	Total Price
-------------------------------------	----	-------------

Per Day Price:

A-1. Wilson Park	\$	
A-2. McGinn Park	\$	
A-3. Ryan Park	\$	
B-1. Signal Rock Park	\$	
C-1. Town Beach Restrooms	\$	

YEAR TWO PRICES:

Lump Sum Bid price written in words	\$	Total Price
-------------------------------------	----	-------------

Per Day Price:

A-1. Wilson Park	\$	
A-2. McGinn Park	\$	
A-3. Ryan Park	\$	
B-1. Signal Rock Park	\$	
C-1. Town Beach Restrooms	\$	

YEAR THREE PRICES:

Lump Sum Bid price written in words	\$	Total Price
-------------------------------------	----	-------------

Per Day Price:

A-1. Wilson Park	\$	
A-2. McGinn Park	\$	
A-3. Ryan Park	\$	
B-1. Signal Rock Park	\$	
C-1. Town Beach Restrooms	\$	

VENDOR NAME: _____

BID OPTION I (Cont'd)

VENDOR NAME: _____

ADDRESS: _____

SIGNATURE: _____

(Please print name and title)

TEL: _____

DATE: _____

**TOWN OF NORTH KINGSTOWN, RHODE ISLAND
PROPOSAL FORM
CONTRACT CLEANING – PUBLIC RESTROOMS & FACILITIES**

BID OPTION II

**WICKFORD RESTROOMS, COMMUNITY CENTER, NORTH KINGSTOWN
GOLD CLUBHOUSE RESTROOMS AND HALLWAYS**

All paper and soap products will be provided by the Contractor, in addition to all cleaning supplies, trash receptacle liners and cleaning equipment, in order to properly clean and maintain the municipal facilities. **The Town will supply paper and soap products only for Option II B.**

- A. Wickford Restrooms, behind 55 Brown Street, close and clean weekends and holidays for a total of 115 days. (3 toilets; 2 sinks; 1 urinal; 1 water fountain) – 294 sq. ft.**
- B. Community Center, 30 Beach Street, clean once per weekend after 11:00 p.m. Saturday and before 8:00 a.m. Sunday, for a total of 52 days. (4 toilets; 4 sinks; 1 double sink; 1 water fountain) – 4,860 sq. ft.**
- C. North Kingstown Golf Course Clubhouse Restrooms and Hallways, 615 Callahan Road, clean once per weekend after 10:00 p.m. Saturday and before 6:00 a.m. Sunday, from July 1, 2024 through November 17, 2024 and April 12, 2025 through June 30, 2025, for a total of 40 days. (6 toilets; 5 sinks; 5 urinals)**

YEAR ONE PRICES:

<hr style="border: none; border-top: 1px solid black;"/>	\$	<hr style="border: none; border-top: 1px solid black;"/>
Lump Sum Bid price written in words		Total Price

Per Day Price:

A. Wickford Restrooms	\$	<hr style="border: none; border-top: 1px solid black;"/>
B. Community Center	\$	<hr style="border: none; border-top: 1px solid black;"/>
C. Golf Course Clubhouse	\$	<hr style="border: none; border-top: 1px solid black;"/>

VENDOR NAME:

BID OPTION II (Cont'd)

YEAR TWO PRICES:

_____ \$ _____
Lump Sum Bid price written in words Total Price

Per Day Price:

A. Wickford Restrooms \$ _____

B. Community Center \$ _____

C. Golf Course Clubhouse \$ _____

YEAR THREE PRICES:

_____ \$ _____
Lump Sum Bid price written in words Total Price

Per Day Price:

A. Wickford Restrooms \$ _____

B. Community Center \$ _____

C. Golf Course Clubhouse \$ _____

VENDOR NAME: _____

ADDRESS: _____

SIGNATURE: _____

(Please print name and title)

TEL: _____

DATE: _____

**TOWN OF NORTH KINGSTOWN, RHODE ISLAND
PROPOSAL FORM
CONTRACT CLEANING – PUBLIC RESTROOMS & FACILITIES**

BID OPTION III

TILE FLOOR WAXING & CARPET CLEANING SERVICES

CARPET CLEANING:

Provide shampooing of carpets per specifications at the following locations for the per request price of:

Municipal Offices Building, 100 Fairway Dr – (11,180 sq. ft.)

Yr. 1: \$ _____ Yr. 2: \$ _____ Yr. 3: \$ _____

Town Hall, 80 Boston Neck Road – (3,390 sq. ft.)

Yr. 1: \$ _____ Yr. 2: \$ _____ Yr. 3: \$ _____

Beechwood Senior Center, 44 Beach St. – (1st fl. 1,600 + 475 sq. ft.)

Yr. 1: \$ _____ Yr. 2: \$ _____ Yr. 3: \$ _____

Public Works Facility, 2050 Davisville Road – (2,200 sq. ft.)

Yr. 1: \$ _____ Yr. 2: \$ _____ Yr. 3: \$ _____

TILE FLOOR WAXING:

Provide stripping/waxing of vinyl tiles and rubber floor tiles per specifications at the following locations at a per request price of:

Public Works Facility, 2050 Davisville Road – (13,392.5 sq. ft.)

Yr. 1: \$ _____ Yr. 2: \$ _____ Yr. 3: \$ _____

Municipal Offices Building, 100 Fairway Dr- Rubber (324 sq. ft); Vinyl (420 sq. ft.)

Yr. 1: \$ _____ Yr. 2: \$ _____ Yr. 3: \$ _____

Community Center, 30 Beach Street – (4,860 sq. ft.)

Yr. 1: \$ _____ Yr. 2: \$ _____ Yr. 3: \$ _____

VENDOR NAME: _____

BID OPTION III (Cont'd)

VENDOR NAME: _____

ADDRESS: _____

SIGNATURE: _____

(Please print name and title)

PHONE: _____ **E-MAIL:** _____

DATE: _____

**TOWN OF NORTH KINGSTOWN, RHODE ISLAND
PROPOSAL FORM
CONTRACT CLEANING – PUBLIC REST ROOMS & FACILITIES**

BID OPTION IV

**JULY 1, 2024 – JUNE 30, 2025
ALL TASKS**

The Contractor is providing Lump Sum Bid Price to clean and secure ALL locations and performing ALL tasks as described and defined for Bid Options I and II.

YEAR ONE:

<hr/>	\$ <hr/>
(Lump Sum Bid Price in words)	(Price in figures)

YEAR TWO:

<hr/>	\$ <hr/>
(Lump Sum Bid Price in words)	(Price in figures)

YEAR THREE:

<hr/>	\$ <hr/>
(Lump Sum Bid Price in words)	(Price in figures)

VENDOR NAME: _____

ADDRESS: _____

SIGNATURE: _____

(Please print name and title)

PHONE: _____

E-MAIL: _____

DATE: _____

TOWN OF NORTH KINGSTOWN, RHODE ISLAND
PROPOSAL FORM
CONTRACT CLEANING – PUBLIC REST ROOMS & FACILITIES
ADD ALTERNATE - BID OPTION

NORTH KINGSTOWN PUBLIC WORKS FACILITY, 2050 Davisville Road, cleaned daily after 5:00 p.m., Monday through Friday, excluding holidays, July 1, 2024 – June 30, 2025.

The Contractor shall supply all cleaning supplies, trash receptacle liners and cleaning equipment, in order to properly clean and maintain the entire municipal facility. All paper and soap products for this bid option will be provided by the Town. **The cleaning of the facility in this add-alternate bid option shall include the following schedule in addition to all other responsibilities outlined in the Scope of Services.**

- A. Wash all tiled floors, including tiled office floors in mechanic's office, front public restroom and front office areas 2 times per week in addition to spot cleaning.**
- B. Vacuum carpets as needed, including walk-off mats, at a minimum of once per week.**
- C. Buff/polish all tile floors; Clean showers (4); Sanitize eye-wash stations – 1 day per week (Fri)**
- D. Horizontal and Vertical Surface Cleaning – 1 day per week**
- E. Window Cleaning- 1 time per month (spot clean as needed)**

Fixtures: 5 toilets; 1 urinal; 6 sinks; 4 showers; 2 water fountains; 4 eye-wash stations.

Carpeted office areas: approx. 2200 sq. ft.

Tiled floor area: 13,392.5 sq. ft.

YEAR ONE PRICE:

(Lump Sum Bid Price in words)

\$ _____
(Price in figures)

YEAR 2 PRICE:

(Lump Sum Bid Price in words)

\$ _____
(Price in figures)

VENDOR NAME: _____

ADD ALTERNATE (Cont'd)

YEAR THREE PRICE:

_____ \$ _____
(Lump Sum Bid Price in words) (Price in figures)

VENDOR NAME: _____
ADDRESS: _____
SIGNATURE: _____

(Please print name and title)

PHONE #: _____ E-MAIL: _____
DATE: _____

Notes:

*Any issues found at facility should be reported as soon as possible to the Department of Public Works Programs Coordinator at (401) 268-1500, x601.

[illegible]

REFERENCE SHEET

Customer Name: _____

Address: _____

Contact: _____ **Telephone #:** _____

Scope of work performed: _____

Length of Service: _____

Customer Name: _____

Address: _____

Contact: _____ **Telephone #:** _____

Scope of work performed: _____

Length of Service: _____

Customer Name: _____

Address: _____

Contact: _____ **Telephone #:** _____

Scope of work performed: _____

Length of Service: _____

Customer Name: _____

Address: _____

Contact: _____ **Telephone #:** _____

Scope of work performed: _____

Length of Service: _____

VENDOR NAME: _____

Key personnel involved with this contract and their experience:

[illegible]

33

Standard Form of Agreement Between Owner and Contractor

where the basis of payment is a
STIPULATED SUM

AGREEMENT

made as of the _____ day of _____ in the year Two Thousand and
Twenty-One

BETWEEN the Owner: Town of North Kingstown
(Name and address) 100 Fairway Drive
North Kingstown RI 02852-6202

and the Contractor:

The Project is: **CLEANING PUBLIC RESTROOMS/FACILITIES
TOWN OF NORTH KINGSTOWN
THREE (3) YEAR CONTRACT**

The Owner and Contractor agree as set forth below.

ARTICLE 1 **THE CONTRACT DOCUMENTS**

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda (where applicable) issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement; these form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral, and includes the bid specifications and all documentation incorporated into the request for bids.

Contractor proposes to:

ARTICLE 2
THE WORK OF THIS CONTRACT

The Contractor shall execute the entire Work described in the Contract Documents, except to the extent specifically indicated in the Contract Documents to be the responsibility of others, or as follows:

ARTICLE 3
DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

- 3.1 The date of commencement is the date from which the Contract Time of Paragraph 3.2 is measured, and shall be the date of this Agreement, as first written above, unless a different date is stated below or provision is made for the date to be fixed in a notice to proceed issued by the Owner.

(Insert the date of commencement, if it differs from the date of this Agreement or, if applicable, state that the date will be fixed in a notice to proceed.)

DATE SHALL BE SET IN THE NOTICE TO PROCEED.

Unless the date of commencement is established by a notice to proceed issued by the Owner, the Contractor shall notify the Owner in writing not less than five days before commencing the Work to permit the timely filing of mortgages, mechanic's liens and other security interests.

- 3.2 The Contractor shall achieve Substantial Completion of the entire Work not later than --- calendar days after date set in the notice to proceed, subject to adjustments of this Contract Time as provided in the Contract Documents.

ARTICLE 4
CONTRACT SUM

- 4.1 The Owner shall pay the Contractor in current funds for the Contractor's performance of the Contract the Contract Sum --- (\$---), subject to additions and deductions as provided in the Contract Documents.

- 4.2 The Contract Sum is based upon the following alternates, **if any**, which are described in the Contract Documents and are hereby accepted by the Owner:

- 4.3 Unit prices, if any, are detailed in the bid documents:

ARTICLE 5
PROGRESS PAYMENTS

- 5.1 Based upon Applications for Payment submitted to the Owner by the Contractor, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.
- 5.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:
- 5.3 OMITTED.
- 5.4 Each Application for Payment shall be based upon the Schedule of Values submitted by the Contractor in accordance with the Contract Documents. The Schedule of Values shall allocate the entire Contract Sum among the various portions of the Work and be prepared in such form and supported by such data to substantiate its accuracy as the Owner may require. This Schedule, unless objected to by the Owner, shall be used as a basis for reviewing the Contractor's Applications for Payment.
- 5.5 Applications for Payment shall indicate the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.
- 5.6 Subject to the provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:
- 5.6.1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the
Percentage of completion of each portion of the Work by the share of the total Contract Sum allocated to that portion of the Work in the Schedule of Values, less retainage of ten percent (10%).
- 5.6.2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of ten percent (10%).
- 5.6.3 Subtract the aggregate of previous payments made by the Owner; and
- 5.6.4 Subtract amounts, if any, for which the Owner has withheld or nullified an Application for Payment.

5.7 The progress payment amount determined in accordance with Paragraph 5.6 shall be further modified under the following circumstances:

5.7.1 Add, upon Substantial Completion of the Work, a sum sufficient to increase the total payments to ninety-five percent (95%) of the Contract Sum, less such amounts as the Engineer shall determine for incomplete Work and unsettled claims.

ARTICLE 6

FINAL PAYMENT

6.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when:

6.1.1 The Contract has been fully performed by the Contractor; and

6.1.2 A final Application for Payment has been issued by the Contractor.

6.2 Such final payment shall be made by the Owner not more than 45 days after the issuance of the Final Application for

Payment, or as follows:

ARTICLE 7

MISCELLANEOUS PROVISIONS

7.1 Where reference is made in this Agreement to a provision of the General Conditions or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

7.2 Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

(Insert rate of interest agreed upon, if any.)

(Usury laws and requirements under the Federal Truth in Lending Act, similar state and local consumer credit laws and other regulations at the Owner's and Contractor's principal places of business, the location of the Project and elsewhere may affect the validity of this provision. Legal advice should be obtained with respect to deletions or modifications, and also regarding requirements such as written disclosures or waivers.)

7.3 Other provisions:

ARTICLE 8
TERMINATION OR SUSPENSION

8.1 The Contract may be terminated by the Owner or the Contractor as provided in Articles 13, 54 & 55 of the General Conditions.

8.2 The Work may be suspended by the Owner as provided in Article 60 of the General Conditions.

This Agreement is entered into as of the day and year first written above and is executed in at least three original copies of which one is to be delivered to the Contractor and the remainder to the Owner.

OWNER

CONTRACTOR

(Signature)

(Signature)

A Ralph Mollis, Town Manager

(Printed Name/Title)

(Printed Name/Title)