

**TOWN OF BROOKLYN
REQUEST FOR CLEANING PROPOSALS**

The Town of Brooklyn is accepting proposals for cleaning services. Proposals are due back on Thursday, September 3rd, 2015, no later than 10:00am, to the Office of the Selectman, PO BOX 356, Brooklyn, CT. 06234. Any questions, please contact Rick Ives, First Selectman at 860-779-3411 ext. 11.

Duties include but not limited to general cleaning, vacuuming, dusting, cleaning of restrooms and removal of trash & recycling. All paper goods, trash bags and cleaning supplies are provided by the town. The buildings are as follows:

Clifford B. Green Memorial Center located at 69 South Main Street.

Area to be maintained: 4,480 sq feet includes: Restrooms – Two public restrooms and two employee restrooms. (Tiled) All related cleaning for each restroom, 3 times per week. Paper goods & trash bags are provided by the town. Offices include: Recreation main office, Recreation Directors Office, Recreation Lobby, Finance Asst. Office, Finance Director Office, Server Room, community meeting room, Bldg Asst/ Bldg. Official/Fire Marshal Office & Land Use Officer/ZEO Office. All related cleaning, trash & recycling removal, replace bags. Carpeted flooring. Glass reception windows in Recreation Main Office & Bldg Asst/ Bldg. Official/Fire Marshal Office to be cleaned as needed. Inner windows between lobbies to be cleaned as needed.

Entryway, lobbies, corridor. All carpeted.

Brooklyn Town Hall located at 4 Wolf Den Road.

Area to be maintained: 1st Fl.-2,764 sq. ft. of office space (carpeted), hallways (carpeted), 2 bathrooms (tiled), 2nd Fl.-1, 1880 sq. ft. of office space (wood floor). Cleaned 3 times per week. Paper goods and trash bags are provided by the town.

The Community Center located at 31 Tiffany Street

Area to be maintained: 2,134 sq. ft. upper level (carpet, vinyl flooring, tile), 2 bathrooms. All hallways will need to be cleaned also. Cleaned 3 times per week.

Area to be maintained: 3,615 sq. ft. lower level (carpet, vinyl flooring, tile), 3 bathrooms. All hallways will need to be cleaned also. Cleaned 3 times per week.

Paper goods and trash bags are provided by the town. Garbage at Community Center is brought to the Clifford B. Green Memorial Center for disposal.

The Brooklyn Highway Garage located at 95 Rukstela Road

Area to be maintained: 432 sq. ft. of office space, 2 bathrooms. Cleaned 3 times per week. Paper goods and trash bags are provided by the town.

The Restrooms located at Prince Hill Park on Prince Hill Road

Area to be maintained: block/concrete building with cement floors. 4 toilets/2 sinks in girls/ladies room and 2 urinals/2 toilets and 2 sinks in boys/men's room. This building is usually opened April 1st until November 30th. This building is cleaned 3 times a week, could be more based on usage of building. Paper goods and trash bags are provided by the town.

The Town of Brooklyn reserves the right to accept or reject any or all bids; to waive any informalities, or to accept any bid deemed in the best interests of the Town of Brooklyn.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
MBE'S, WBE'S AND SBE'S ARE ENCOURAGED TO APPLY