

CHFA JANITORIAL SERVICES QUOTES

The Connecticut Housing Authority (“CHFA”) is seeking quotes for janitorial services at 999 West Street, Rocky Hill, Connecticut as described in **Exhibit A**.

CHFA, a body politic and corporate constituting a public instrumentality and political subdivision of the State of Connecticut, was created in 1969 and operates pursuant to Chapter 134 of the Connecticut General Statutes, as amended. CHFA’s purpose is to help alleviate the shortage of affordable housing for low-income and moderate-income families and persons in Connecticut by providing single family mortgages, financing for rental housing, and mortgages for the purchase, development and construction of housing. For additional information about CHFA, please reference CHFA’s website at www.chfa.org.

Included are: 1) **Exhibit A** – Janitorial Scope of Services; 2) **Exhibit B** – Quote Form and 3) **Exhibit C** - CHFA’s insurance requirements.

TO SCHEDULE A WALKTHROUGH OF THE BUILDING, PLEASE SEND AN EMAIL TO RFP.RFO@CHFA.ORG NO LATER THAN THURSDAY, AUGUST 3, 2023.

General Information:

- The square footage of the building is approximately 49,356.
- CHFA has approximately 145 employees, working a hybrid work schedule.
- Scheduled janitorial shift times are Monday through Friday 5:00 p.m. to 9:00 p.m.
- Contractor will provide all cleaning products, including (glass cleaner, sanitizers, stainless steel cleaner, wax, etc.) Cleaning products used by contractor must follow applicable United States Environment Protection Agency and the Connecticut Department of Energy and Environmental Protection laws, guidelines, standards, and regulations.
- Material Safety Data Sheets for cleaning products are required.
- CHFA will provide paper towels, bags, hand soap, sanitary products, and liners.
- Contractor will provide all necessary equipment.
- Contractor may be required at any time to comply with federal, state and/or CHFA executive orders, guidelines, and protocols regarding health safeguards for workers performing work for CHFA.

1) Firms should supply, if applicable, Small/Minority Business Enterprise Certificate.

2) Selected firm(s) will be required to execute a contract satisfactory to CHFA and will agree that it will comply with the provisions of Connecticut General Statutes applicable to contracts with CHFA including, but not limited to, nondiscrimination and affirmative action provisions. The term of the contract is for up to 3 years.

3) Selected firm(s) will be required to provide documentation regarding insurance, in limits identified in “CHFA Insurance Requirements” attached as **Exhibit C**.

4) All questions should be submitted to RFP.RFQ@chfa.org by **4:00 p.m.** on Monday, August 14, 2023.

CHFA reserves the right to:

- a. Reject any and all responses received to this request;
- b. Negotiate the fees contained in any submission;
- c. Waive or modify any irregularities in submissions received;
- d. Award contracts in any manner necessary to serve the best interest of CHFA and the State of Connecticut, without obligation to accept a quote based upon the lowest fee schedule; and
- e. Request additional information as determined necessary or request some or all firms or individuals responding to make oral presentations.

Completed quote forms and required documentation must be returned to CHFA at RFP.RFQ@CHFA.org no later than 4:00 p.m., on Tuesday, September 5, 2023.

Thank you for your interest in the Connecticut Housing Finance Authority.

The Connecticut Housing Finance Authority is an Affirmative Action/Equal Opportunity Employer.

Exhibit A
Connecticut Housing Finance Authority
Specifications for Cleaning/Janitorial Services

1. EXECUTIVE AREA

Nightly:

- Empty all waste and recycling baskets and remove to trash/recycling handling area.
- Dust and clean all horizontal surfaces of desks, chairs, and tables.
- Sanitize all common touch points (e.g., doorknobs/handles, light switches)
- Dust all surfaces, including windowsills, moldings, ledges, shelves, frames, baseboards, partitions, etc.
- Dust and clean all conference room tables and countertops, free of food and fingerprints.
- Clean by damp wiping all fingerprints, edgework of all windows, smears, and smudges on walls, doors, frames, kick and push plates, handles, light switches, and glass surfaces.
- Vacuum all exposed carpeting and difficult areas such as under desks, tables, and counters. Special attention shall be given to edge work and corners.
- Empty all coffee pots and leave clean.

Weekly:

- Vacuum all closets in executive offices.
- Clean and polish furniture in executive offices as needed.
- Remove chairs from walls in all conference rooms and vacuum.
- Dust all pictures, frames, charts, graphs, and similar wall hangings.
- Dust and wipe clean all chairs and bottoms, including all conference rooms.

Monthly:

- Clean and sanitize microwaves and refrigerators.

Quarterly:

- Dust or vacuum all air conditioning and heating grills, light fixtures and other surfaces not reached in nightly cleaning. Damp wipe to remove dirt.
- Dust window blinds.
- Clean inside office window glass.

2. GENERAL OFFICE AREA

Nightly:

- Empty all waste and recycling baskets and remove to trash/recycling handling area. (Bags are supplied by owner.)
- Dust all horizontal surfaces of desks, chairs, and tables.
- Dust all surfaces, including windowsills, moldings, ledges, shelves, frames, baseboards, partitions, etc.

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- Clean by damp wiping all fingerprints, smears, and smudges on walls, doors, frames, kick and push plates, handles, light switches, and glass surfaces.
- Vacuum traffic lanes and soiled carpet surfaces.
- Sanitize all commons touch points (e.g., doorknobs/handles, light switches, printers and copiers in common areas)

Weekly:

- Clean and polish furniture in executive offices as needed.
- Dust all pictures, frames, charts, graphs, and similar wall hangings.
- Vacuum all exposed carpeting and difficult areas such as under desks, tables, and counters. Special attention shall be given to the edge work and corners.

Quarterly:

- The floors outside the elevators should be stripped and waxed to a shine with a non-skid wax and buffed.
- Dust or vacuum all air conditioning and heating grills, light fixtures and other surfaces not reached in nightly cleaning. Damp wipe to remove dirt.

Semi-Annually:

- Dust window blinds.
- Clean all glass windows in addition to inside of windows looking out.

3. RESTROOM CLEANING:

Nightly:

- Clean and polish all chrome/brass fittings and bright work, including shelves, flushometers, metal dispensers and trash receptacles.
- Clean and sanitize both sides of every toilet seat with a germicidal solution.
- Clean, sanitize, and polish fixtures, including toilet bowls, urinals, and sinks using a germicidal detergent solution.
- Clean and polish all mirrors and glass.
- Dust and clean all toilet partitions, tile walls, dispensers, and receptacles.
- Empty all disposal receptacles, inserting liners as needed.
- Refill all dispensers; including soap, hand towels, liners, etc. (supplies to be furnished by owner).
- Remove spots, stains, and splashes from wall areas.
- Wash and sanitize exterior of all containers.
- Wash and rinse all floors thoroughly, using a germicidal detergent solution as required by owner. **Mop wastewater to be disposed of in janitor's sink only.**
- Wash and sanitize all partitions, doors, tile walls, and enamel surfaces.

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Specifications for Cleaning/Janitorial Services

Quarterly:

- Machine scrub and rinse all floor surfaces.

4. LOBBY AREA

Nightly:

- Sweep and damp mop floors.
- Clean all interior and exterior glass in lobby and vestibule.
- Sanitize common touch points (e.g., doorknobs/handles, light switches)
- Dust all furniture.
- Vacuum rug runners. Shake or vacuum traffic mats.
- Dust lights, pictures, and window frames to ensure freedom from webs and unsightly dust.

Monthly:

- Wash all floor surfaces including any corridors.
- Vacuum lobby furniture.
- Scrub and wax floor with non-skid wax and buff.

5. ELEVATORS

Nightly:

- Vacuum all carpeting, especially edges and corners.
- Inspect carpet for spots and stains, removing where possible.
- Vacuum door saddles and wipe down with cleaner.
- Wipe and sanitize interior of elevator cabs and call buttons.
- Clean walls and bright work in elevators.

Monthly:

- Wash light fixtures and fan grills in elevators, polish saddles.

6. STAIRS

Nightly:

- Dispose of litter.
- Dust and sanitize rails.

Weekly:

- Sweep or vacuum stairs on Monday, Wednesday, and Friday.

Monthly:

- Wet mop.

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7. KITCHENS

Nightly:

- Clean and sanitize counters and sink area.
- Wipe and sanitize all tables and chairs.
- Empty all receptacles and replace liners.
- Empty all coffee pots and leave clean.

Weekly:

- Remove and dispose of all perishables (excluding coffee creamers) and clean refrigerators (as scheduled by owner). Clean all microwaves.

Monthly:

- Clean and sanitize all refrigerators, only leaving the creamers inside the drawers, everything else is to be tossed.

Quarterly:

- The floors in the kitchen should be stripped and waxed to a shine with a non-skid wax and buffed.

8. RECYCLING

Nightly:

- Empty all recycling receptacles and move to recycling containers in trash/recycling handling area.

Notes about CHFA's Dumpster Area:

- A dumpster for **trash** is located in the front of the waste area. It is emptied approximately once every other week.
- A dumpster for **cardboard & recycling** is located behind the trash dumpster and is emptied approximately once a month. All cardboard must be broken up and flattened. All recycling must be put in **without plastic bags**.

All trash is to be separated as noted above.

9. OPTIONAL DAY PORTER

Daily:

- Monday through Friday, 8:30 a.m. to 4:30 p.m.
 - Cleaning and sanitizing all restrooms in the building throughout the day
 - Cleaning and sanitizing common touch points (e.g., doorknobs/handles, stairwell railings, elevator call buttons, light switches, printers, copies in common areas)

Exhibit B

Janitorial Services -Quote Form-2023	
Company Name:	
Contact Name:	
Title:	
Phone:	
Email:	
Fees for Janitorial Services:	Fees
Annual Fee	\$
Optional Fee for Day Porter	\$
Hourly Fees for additional services not included in Exhibit A that may be necessary from time to time	\$
Reference 1:	Reference 2:
Company Name:	Company Name:
Contact Name:	Contact Name:
Title:	Title:
Email:	Email:
Phone:	Phone:
Reference 3:	Experience with any CT state agency must be listed here:
Company Name:	
Contact Name:	
Title:	
Phone:	
COMPLETED QUOTE FORM MUST BE SUBMITTED TO RFP.RFQ@CHFA.ORG NO LATER THAN TUESDAY, SEPTEMBER 5, 2023, 4:00 p.m.	

CHFA is an Affirmative Action/Equal Opportunity Employer.

Instructions: CHFA Insurance Requirements

All contractors and vendors are required to provide proof of the required insurance coverage before entering the premises or commencing any work at any CHFA facility. Contractors and vendors must obtain, at their own expense, all the insurance required here, and acceptable evidence of such insurance must be properly furnished to, and approved by, CHFA.

All subcontractors are subject to the same requirements. It is the responsibility of the primary contractor or vendor to obtain acceptable evidence of insurance from subcontractors.

CHFA also requires that they be named as an additional insured on your general liability policy(ies). Your general liability policy must be endorsed with ISO Endorsement CG 20 10 (or equivalent) *or* ISO Endorsement CG 20 26 (or equivalent), *and* ISO Endorsement CG 20 37 (or equivalent) if so required. These form numbers must be specifically referenced on the certificate of insurance. If your insurance company uses a different form to provide CHFA with additional insured status on your policies, copies of those forms must be provided in advance with the insurance certificate for review and approval by CHFA. All coverage must be primary as to CHFA.

The proper name for the entity to be named as additional insured is: “Connecticut Housing Finance Authority, and/or related or affiliated entities.”

Evidence of compliance with these requirements is with the ACCORD form 25, “Certificate of Liability Insurance”, with 30 days’ notice of cancellation, plus copies of any required additional insured endorsements. Certificates should be sent to: Connecticut Housing Finance Authority, Attention: Shelly Mondo, 999 West St., Rocky Hill, CT 06067. Tel.: (860) 721-9501.

Current insurance certificates must be furnished to CHFA at all times. Replacement certificates must be furnished *prior to the expiration or replacement* of referenced policies.

Required (if checked)	Type of Insurance	Standard Requirement
√	<p>Commercial General Liability</p> <p>Contractors or service vendors:</p>	<p>\$1,000,000 per occurrence/ \$2,000,000 aggregate bodily injury/property damage.</p> <p>The CGL policy must include coverage for:</p> <ul style="list-style-type: none"> • liability from premises and operations. • liability from products or completed operations. • liability from actions of independent contractors. • liability assumed by contract. <p>All coverage provided to CHFA under this section must be primary.</p> <p>CHFA must be named as “additional insured” on your CGL policy with ISO form CG 20 10 or CG 20 26 or equivalent</p> <p>CHFA must <i>also</i> be named as “additional insured” on your CGL policy with form CG 20 37 or equivalent</p> <p>The Aggregate limit must apply per job/project.</p> <p>Products/completed operations must be carried for 2 years after completion of job/acceptance by owner.</p>
√	Automobile Liability	\$1,000,000 per accident for bodily injury/property damage, including hired & non-owned vehicles
√	<p>Workers' Compensation</p> <p>Employers Liability</p>	<p>Statutory coverage in compliance with compensation laws of the State of Connecticut.</p> <p>\$100,000 each accident, \$500,000 Disease – Policy limit, \$100,000 each employee per policy period</p>
√	Umbrella Liability	\$1,000,000 Excess over underlying limits described above.
√	Professional Liability	\$1,000,000 per occurrence/ \$1,000,000 aggregate
	Cyber Liability	\$1,000,000 per occurrence/ \$1,000,000 aggregate

Insurance Requirements

Contractors or vendors working for and/or doing business with the Connecticut Housing Finance Authority (CHFA), or using CHFA facilities, shall agree as a condition of acceptance to furnish and perpetually maintain, at their own expense, for the duration of any project, work, contract or use of CHFA facilities the following policies of insurance covering the following items. Insurance must be primary and endorsed to be noncontributory by CHFA, must be written in an insurance company A.M. Best rated as “A-VII” or better, and CHFA must be endorsed to the policy as an additional insured (except Worker’s Compensation) unless this requirement is specifically waived in writing by CHFA. Contractors further agree that any subcontractor they intend to use on CHFA assigned work will be required to submit to the same indemnity and insurance requirements contained in this schedule. Contractor shall obtain insurance certificates stating that both Contractor and CHFA shall be endorsed to the subcontractor’s insurance policies as additional insured.

Indemnification

The contractor/vendor shall save harmless, indemnify, and in the event of claim, notification or suit will immediately defend CHFA and any related or subsidiary entities, their officers, employees and volunteers, from and against all loss, costs, damage, expense, claims or demands arising out of or caused or alleged to have been caused in any manner by the performance of work or use of facilities herein provided, including all suits, claims or actions of every kind or description brought against the CHFA either individually or jointly with the entity or organization for or on the account of any damage or injury to any person or persons or property, including the entity or organization’s employees or their property, caused or occasioned, or alleged to have been caused or occasioned in whole or in part by the entity or organization, including any subcontractor, their employees or agents.

Certificates of Insurance

Before starting any work, or commencing any use or occupancy of CHFA premises, the contractor or vendor shall furnish to CHFA a certificate of insurance indicating, specifically, the existence of those coverages and limits set forth as follows. CHFA must be named on the insurance certificate as “additional insured” for the coverage’s afforded, and a copy of the actual policy endorsement that adds CHFA as an additional insured must be attached to the certificate (Blanket additional insured endorsements are deemed acceptable). It is also the duty of contractor or vendor to provide renewal or replacement certificates and endorsements to CHFA upon renewal or new placement of any insurance policy which may expire or renew during the term of any project or engagement, and to give CHFA thirty (30) days’ notice of any cancellation or change in the terms of such policy or policies during the periods of coverage. Upon request of CHFA, the contractor or vendor shall furnish to CHFA for its examination and approval such policies of insurance with all endorsements, or copies thereof, certified by the agent of the insurance company.

The contractor or vendor agrees to forward a signed original of this Insurance Requirement signed by an authorized Officer or Agent for the contractor or vendor, to the care of: Connecticut Housing Finance Authority, **Shelly Mondo**, Contracts and Procurement Officer, 999 West St., Rocky Hill, CT 06067. Tel.: (860) 571-4389, Fax: (860) 721-0527, Email: shelly.mondo@CHFA.org, as an acknowledgement and acceptance to the terms and conditions stated herein and prior to the commencement of any work being performed.

Signed by (contractor or vendor)

(type/print name of contractor or vendor)

Date