

**TOWN OF GLOCESTER**  
**Invitation for Bid**  
**IFB 2026-01**

Sealed bids, in quadruplicate, plainly marked "**Sealed Bid – IFB 2026-01 GLOCESTER SENIOR CENTER CLEANING SERVICES**" will be received until 1:00 p.m. prevailing time, **June 25, 2026** at the Office of the Finance Director, Town of Glocester, 1145 Putnam Pike, PO Drawer B, Chepachet, RI 02814-0702. They will be opened publicly at 1:15 p.m. prevailing time, **June 25, 2026** in the Glocester Town Hall Council Chambers. **A mandatory pre-bid tour of the Senior Center will be held on June 12<sup>th</sup> 2026 at 10:00 AM.**

Bid documents can be obtained at the above office on or after **June 1<sup>st</sup>, 2026** between the hours of 8:00 a.m. and 4:00 p.m.

Individuals requesting interpreter services for the hearing impaired must notify the Town Clerk at (401) 568-6206 or TDD at 568-1422 at least 72 hours in advance of the bid opening date.

TOWN OF  
GLOCESTER  
SENIOR CENTER  
CLEANING SERVICES  
IFB 2026 - 01

The Town of Glocester is seeking bids for cleaning services to be provided at the Town of Glocester Senior Center.

**A mandatory pre-bid tour will be held at the Senior Center at 1210 Putnam Pike, Chepachet, RI on June 12, 2026 at 10:00 AM**

**Scope of Services:**

- ▶ Clean and disinfect all bathrooms daily. Cleaning to include fixtures, floors, mirrors and walls.
- ▶ Replenish toilet paper, paper towels, hand soap and sanitizer, daily as needed.
- ▶ Vacuum all carpets daily.
- ▶ Dry mop all vinyl floors daily.
- ▶ Move mats in hallway and entry area and properly sweep and mop the floor – once a month
- ▶ Once per week properly sweep, wash and buff all vinyl floors. Floors may need additional attention during winter months.
- ▶ Dust, including removing cobwebs from walls, furniture, light fixtures, bookshelves and counter tops throughout the building
- ▶ Clean glass doors and fixtures.
- ▶ Empty all baskets daily.
- ▶ Trash to be removed from the building to the dumpster located outside the building.
- ▶ Computer room - clean daily
- ▶ Craft room – clean sink as needed, stock paper towels, clean tables and chairs
- ▶ Game Room - clean chairs, tables and televisions.
- ▶ Kitchenette area – clean sink, front of cabinets and all surfaces including island and counter top.

**Additional Costs:**

- ▶ Wash windows interior and exterior
- ▶ Strip and wax vinyl floors

TOWN OF  
GLOCESTER  
SENIOR CENTER  
CLEANING SERVICES  
IFB 2026 - 01

- ▶ Shampoo carpets

All additional work shall be pre-approved by DPW Director.

- ▶ Company to provide all cleaning supplies and equipment including vacuums, brooms, mops, buckets and wet floor signs
- ▶ Company to supply all paper products, trash bags, hand soaps and sanitizers.
- ▶ Advise Department of Public Works of any maintenance issues that may arise or need attention.
- ▶ Facility hours of operation are Monday through Friday from 9:00 AM to 4:00 PM.
- ▶ Facility to be cleaned after hours of operation and ready for daily opening.
- ▶ Three (3) month probationary period.
- ▶ Contract to run for 12 months with additional 12-month extension if mutually agreed upon by both parties.
- ▶ Bills to be submitted on a monthly basis to the Town Hall Treasurer's Office
- ▶ All workers are subject to a Bureau of Criminal Identification (BCI) background check.
- ▶ All workers are to be bonded.

TOWN OF  
GLOCESTER  
SENIOR CENTER  
CLEANING SERVICES  
IFB 2026 - 01

1. Receipt and Opening of Bids:  
Sealed bids will be accepted in the Office of the Finance Director, Town Hall, 1145 Putnam Pike, PO Drawer B, Chepachet, RI 02814 until the date and time specified in the Invitation for Bid, and will be opened publicly at the date and time specified in the Invitation for Bid in the Gloucester Town Hall Council Chambers.
  
2. Form of Bid:
  - a. Bids shall be submitted in quadruplicate with supplemental information, drawings, warranties and other required documentation, literature and material to be provided with the bid.
  - b. All original documents and drawings shall become the property of the Town of Gloucester after completion of the bidder's work.
  
3. Submission of Bids:
  - a. Envelopes containing bids must be sealed, addressed as noted in the Invitation for Bid, and must be marked with the name and address of the bidder.
  - b. Bids received after the closing date and time but before the specified time for opening, will be accepted as valid if bearing a legible postmark of at least three days before the closing date.
  - c. Any bidder may withdraw his bid by written request at any time prior to the advertised time for opening. Telephone or "fax" bids, amendments, or withdrawals will not be accepted.
  - d. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
  - e. Bids received prior to the time of opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified.
  - f. Any deviation from specifications must be noted in writing and attached as part of the bid proposal. The bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from specifications.
  - g. There is no expressed or implied obligation for the Town to reimburse responding bidders for or any expenses incurred in preparing their proposals in response to this request.
  
4. Permits and Fees:  
All local and state permit(s) shall be obtained by the bidder/contractor prior to installation/delivery. All permit fees and inspection fees must be included in bid price.

TOWN OF  
GLOCESTER  
SENIOR CENTER  
CLEANING SERVICES  
IFB 2026 - 01

5. Rhode Island Sales Tax:  
The Town is exempt from the payment of the Rhode Island Sale Tax under the 1956 General Laws of the State of Rhode. 44-18-30, paragraph I, as amended.
6. Federal Excise Taxes:  
The Town is exempt from the payment of any excise tax or federal transportation taxes. The bid price must be exclusive of taxes, except where specified by law and will be so construed.
7. Qualification of Bidders:
  - a. The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work and supply the materials.
  - b. Each bidder shall present evidence that he/she is normally engaged in the purveying of the type of goods/services on which he/she is bidding.
  - c. Certified copy(s) of federal or state licenses must be submitted (if required in the bid) with the bid.
  - d. The bidder shall become thoroughly familiar with the contents of the notice before submitting his/her proposal.
  - e. The bidder automatically acknowledges and accepts all the provisions, conditions, and specifications of his notice.
  - f. No bid shall be considered from bidders who are unable to show that they are normally engaged in the purveying of the type of goods/services on which they are bidding.
8. Addenda and Interpretations:  
No interpretation on the meanings of Plans, Specifications or other Contract Documents will be made to any bidder orally. Every request for such interpretations must be in writing, addressed to the Finance Director, Gloucester Town Hall, PO Drawer B, Chepachet, RI 02814-0702, and to be given consideration must be received at least seven (7) days prior to the date fixed for the opening of bids.
9. The Town of Gloucester does not discriminate on the basis of race color, creed, national origin, age, marital status, sex, physical or mental disability. By submission of your bid, you, the contractor, agree not to discriminate in named areas; and in the event of non-compliance, the Town may declare the contractor in breach and take any necessary legal recourse including termination and/or cancellation of the contract.
10.
  - a. The Town of Gloucester reserves the right to reject any and all bids, to waive any technical defect or informality in the bids received, and to accept any of the bids deemed most favorable to the interest of the Town.
  - b. During the evaluation process, the Town reserves the right, where it may serve the Town's best interest, to request additional information or clarifications from bidders, or to allow corrections of minor errors or omissions. At the discretion of the Town, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

TOWN OF  
GLOCESTER  
SENIOR CENTER  
CLEANING SERVICES  
IFB 2026 - 01

- c. The Town reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal *is* selected. Submission of a proposal indicates acceptance by the bidder of the conditions contained in this invitation for bid, unless clearly and specifically noted in the bid submitted.
11. All bidders are responsible for insuring that no addenda have been made to the original proposal package. All proposal packages and addenda are available by contacting Elizabeth Beltram, Finance Director, Town of Gloucester at (401) 568-6206 extension 220.
  12. The bidder shall guarantee to perform the services offered and the total price of the proposal for a period of not less than 60 days from the deadline for submission of proposal.
  13. Award will not be made to any person, firm or company in default of a contract with the Town, the State of Rhode Island or the Federal Government.
  14. None of the services covered by the contract shall be assigned in full or in part, or sub-contracted without prior written permission from the Town.
  15. Unless otherwise specified, all costs listed are firm for the term of the contract.
  16. Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, **insurrection**, civil commotion, fire, flood, earthquake, storm or other act of God.
  17. If any of the BID REQUIREMENTS are held to be invalid or unenforceable, it will be construed to have the broadest interpretation which would make it valid and enforceable under such holding. Invalidity or unenforceability of a term or condition will not affect any of the other BID REQUIREMENTS.
  18. The proposal shall be prepared in accordance with applicable Federal and State law and regulations. Each and every provision and clause required by law to be inserted in any subsequent Contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Contract shall forthwith be physically amended to make such insertion or correction.
  19. All contracts entered into by the Town shall be governed by the Laws of the State of Rhode Island. Any disputes shall be resolved within the venue of the State of Rhode Island and Providence County.
  20. a. The Contractor agrees to defend, indemnify, protect, save and keep harmless the Town of Gloucester for any and all loss, cost, damage or exposure arising from the negligent acts or omissions of the Contractor in undertaking this project.

TOWN OF  
GLOCESTER  
SENIOR CENTER  
CLEANING SERVICES  
IFB 2026 - 01

- b. The Contractor will maintain in full force at all times workers' compensation insurance for all labor employed on the project. Workers' Compensation coverage must meet the statutory obligation of the State and supply evidence of the same to the Town of Gloucester.
  - c. The Contractor will maintain in full force at all times during this engagement general liability insurance in the minimum amount of \$2,000,000 per occurrence for all damages on account of personal injuries and/or property damage arising out of an occurrence. The Contractor will provide evidence of its general liability policy to the Town of Gloucester naming the Town of Gloucester as an additional insured to the policy.
  - d. The Contractor will maintain in full force at all times during this engagement auto liability insurance covering all owned vehicles, hired vehicles, or non-owned vehicles in the minimum amount of \$2,000,000 per occurrence for all damages on account of personal injuries and/or property damage arising out of an occurrence. The Contractor will provide evidence of its auto liability policy to the Town of Gloucester naming the Town of Gloucester as an additional insured to the policy.
15. The Contractor will maintain in full force at all times during this engagement professional liability insurance coverage of at least \$2,000,000 per occurrence, and will provide evidence of the same to the Town of Gloucester
16. Bidders are advised that should any or all provisions of:

- the Davis-Bacon Act, and/or
- the Department of Labor Regulations, and/or
- Title 37 Chapter 13 of the General Laws of Rhode Island

apply to the work covered by this request, then the payment of the general prevailing rate of per diem wages and the general prevailing rate for regular, overtime, and other working conditions existing in the locality for each craft, mechanic, teamster, or type of workman needed to execute this work would be a requirement for both contractors and subcontractors, and certified payroll records would have to be submitted to the Town prior to payment to the contractor for work done.

Prevailing Wage information may be obtained by calling the Prevailing Wage Division at 401-462-8580 or on the RI Department of Labor and Training website at [www.dlt.ri.gov](http://www.dlt.ri.gov). Click on Prevailing Wage for details.

TOWN OF  
GLOCESTER  
SENIOR CENTER  
CLEANING SERVICES  
IFB 2026 - 01

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