

STATE OF NEW YORK

JUDICIARY

—REQUEST FOR BID—

(This is not an order)
**BID MUST BE MADE ON THIS SHEET
 OR AS OTHERWISE SPECIFIED**

(Agency Name and Address)

**NYS Sixth Judicial District Administrative Office
 31 Lewis Street, 5th Floor
 Binghamton, NY 13901**

Direct Inquiries to: Theresa Rogers

E-mail: 6jdfiscal@nycourts.gov

Price to include delivery to (describe exact location and method of delivery)

As defined in attached specifications

Bid Number: RFB-2025-001	Commodity Group:
Due Date: Tuesday September 30, 2025 Time: 4:00 pm EST	Commodity Name: Office Cleaning Services

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS"/" APPENDIX B" JULY 2006 ARE FULLY INCORPORATED HEREIN

Agency's Specification of item(s) Required (include quantities)	Bidder's Quotation and Specific Description of Item Offered
<p>"General/Detailed Specifications" are attached and incorporated herein.</p>	<p>All bid responses are to be submitted on the Bid Response Form(s) enclosed in this package.</p> <p>This RFB and all other required documents must be completed, signed and returned.</p>

NOTICE TO BIDDERS

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed bids for furnishing the item(s) in the Request for Bid will be received at the above address. When submitting a bid, you must:

1. Complete this form in its entirety using ink or typewriter and return all other documents.
2. Explain any deviations or qualifications if your bid deviates from The specifications. If necessary, attach a separate sheet setting forth such explanations.

3. Sign the bid. The bid must be completed in the name of the Bidder (corporate or other) and must be fully and properly executed by an authorized person.

4. Indicate the Bid Number, the Bid Opening Date & Time on the Envelope containing the sealed bid.

5. Mail the bid to the above agency address in sufficient time for it to be received before the specified bid opening. **LATE BID WILL BE REJECTED.**

BIDDERS HEREBY CERTIFIES THAT THE ABOVE QUOTED (OR OTHERWISE NOTED) PRICES ARE APPLICABLE TO ALL CUSTOMERS FOR COMPARABLE QUANTITIES, QUALITY, STYLES OR SERVICES.

BIDS MUST BE SIGNED

Bidder's Firm Name:		Employer's Federal Identification Number:	
		NYS Vendor ID Number:	
Street	City	State	Zip
Bidder's Signature:		Official Title:	
Printed Name:		Phone Number:	
		Email:	

**NYS Sixth Judicial District
RFB-2025-001
Office Cleaning Services Contract**

General Specifications

In addition to such other specifications and criteria presented herein, the NYS Unified Court System Standard Request for Bid Clauses & Forms – Attachment I and Attachment IV Lobbying Act Requirements are attached and incorporated and made a part hereof. Failure to return any required forms or documents referenced in this solicitation will result in the rejections of the bidder's response.

PURPOSE AND SCOPE:

The New York State Sixth Judicial District Administrative Office (hereafter the Sixth Judicial District) is requesting bids for the purpose of establishing daytime office cleaning services for the Sixth Judicial District offices located at The Kilmer Building, 31 Lewis Street, 3rd Floor and 5th Floor, Binghamton, New York, 13901. Contractor shall perform the services described in the Detail Specifications included in this bid. Approximate square footage of the space on the 5th floor is 12,926 and on the 3rd floor is 5,955; floor plans attached (Appendix 1).

CONTRACT PERIOD:

Awarded contract will be for a three (3) year period beginning on October 1, 2025 and ending on September 30, 2028. This contract may be extended by the Sixth Judicial District for two (2) additional six (6) month periods, or until a new contract is in place, under the same terms and conditions, including pricing, upon written agreement of the parties thirty (30) days prior to contract termination date.

METHOD OF AWARD

It is the intention of the Sixth Judicial District to award the contract to a single responsible contractor. Award will be based on the lowest total cost shown on the Bid Response Form for all services provided by a contractor meeting the specifications/qualifications included in both the General Specifications and Detailed Specifications. Responsible shall be defined to include, but not be limited to, compliance with these specifications, references, bidder's performance history, employee background check policy and procedure and any other criteria necessary and reasonable to establish the bidder's responsibility. The Sixth Judicial District reserves the right to require any and all information or documentation deemed necessary to determine the "responsibility" of bidder. Failure to provide such information or documentation may result in rejection of bidder's submission. Sufficient resources to ensure the ability to adhere to the contract requirements shall be a factor in the determination of the award.

JUDICIARY USE:

Awarded contract shall be for use by the NYS Courts and related agencies within the Sixth Judicial District only.

PRICING:

All prices are to be net and include labor and travel, as specified herein to the satisfaction and performance standard of the Sixth Judicial District. Additionally, pricing shall be submitted only on, and in the format prescribed by, the attached Bid Response Form (Attachment V). All prices shall remain firm throughout the contract period and any subsequent renewals or extensions thereof.

HOLIDAYS/ADDITIONAL OFFICE CLOSINGS:

The contractor will provide cleaning services two (2) times a week, 5th floor on Wednesday and Friday and 3rd Floor on Tuesdays and Thursday, unless the cleaning falls on one of the following days: New Year's Day, Martin Luther King, Jr. Day, Lincoln's Birthday, President's Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day and Court Recess, which is the week between Christmas and New Years Day.

Note: When a holiday falls on a Saturday or Sunday, the preceding Friday or following Monday will be designated as a holiday. The contractor will not charge for the days the office is closed and services are not preformed. Attached Appendix 2, lists days and dates that services are not required during the three (3) year contract.

CLOSURE DUE TO WEATHER OR OTHER EMERGENCY:

Awarded contractor must provide a phone number and be reachable at all times. If the office closes due to inclement weather or any other type of emergency, the contractor will be contacted, and an alternative date will be discussed.

QUESTIONS:

All questions must be addressed **in writing** by email to:

Theresa M. Rogers, Principal Court Analyst
NYS Sixth Judicial District
31 Lewis Street, 5th Floor
Binghamton, New York 13901
Email: 6jdfiscal@nycourts.gov

All questions regarding this solicitation must be directed solely to the attention of the above designated person by email. Contact by any prospective bidder or any representative thereof, with any other personnel of the Sixth Judicial District in connection with this quote request may violate the Procurement Lobbying Act (Attachment IV) and will jeopardize the respective bidder's standing and may cause rejection of its proposal. **The deadline to submit questions is Wednesday, September 17, 2025, by 4:00 p.m.** No questions will be entertained after this deadline. Questions received from all contractors will be answered and distributed by email to all bidders within two (2) days.

SITE VISIT:

If any contractor bidding would like to conduct a site visit to see the Sixth Judicial District office spaces, call Theresa Rogers at 607-240-5324 to schedule a visit. Site visits must be completed prior to the deadline for submitting questions on Wednesday, September 17, 2025. Any contractor who submits a bid without completing the site visit prior to September 17th, will not be considered. There will be no exceptions. Contractors will have the opportunity to ask questions about the required services and specifications. Clarifications, additions or changes made to the specifications during discussion at the site visit will be distributed within two (2) days after the site visit.

IMPLIED REQUIREMENTS:

Products and services that are not specifically requested in this Request for Bid, but which are necessary to provide the functional capabilities proposed by the bidder, shall be included in the offer, except as specified herein.

COMPLIANCE WITH LAWS:

Contractor(s) shall be compliant with all Federal, State and Local laws, rules and regulations.

SILENCE OF SPECIFICATIONS:

The apparent silence of the specifications contained herein as to any detail, or to the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices shall prevail. All interpretations of these specifications shall be made on the basis of the statement.

INDEPENDENT CONTRACTOR STATUS:

It is expressly understood and agreed that the awarded contractor's status shall be that of an independent provider of services and that no officer, employee, servant or subcontractor of the contractor is an employee of the Sixth Judicial District or State of New York.

QUALIFICATIONS OF BIDDER:

Bid will be accepted only from established cleaning service contractors with at least five years of company experience performing similar services. Contractors must provide documentation with their bid establishing the five years of company experience. Additionally, no bid will be considered unless the bidder can provide trained personnel qualified to perform the services included in this solicitation who are available to perform services within the service requirement time frames detailed below.

SUBCONTRACTING:

Subcontracting is **not** permitted.

PREVAILING WAGES:

Under Article 9, Section 230 of the NYS Labor Law, the payment of prevailing wages and supplements is a requirement of all contracts for public works. Violations of the prevailing wages provisions of the Labor Law may result in debarment from the bidding and award of public contracts. Bidders are required to abide by the NYS Department of Labor Schedule of Prevailing Wage. The NYS Labor Law prohibits contractors who have been debarred for violations of Article 9 from bidding or being awarded cleaning services contracts for a period of five years. The PRC# (Prevailing Rate Case Number) assigned to this project is 2025900395 and is made part of this bid (Appendix 3). Also see Attachment I/Appendix A – Standard Clauses for all contracts, under “Wage and Hours Provisions”.

BACKGROUND CHECK:

Bidder’s must explain on company letterhead their company’s policy and procedure regarding employee background checks and submit with the bid. At its discretion, the Sixth Judicial District reserves the right to request replacement of any cleaning staff at any time during the contract period. Contractor will be notified in writing from the Sixth Judicial District and another qualified cleaner will be assigned immediately.

CONFIDENTIALITY:

Any confidential information obtained by the contractor or contractor’s employees in the course of performing its obligations, including without limitation, security procedures or business operations information will not be divulged to any third parties. Contractor further agrees to take appropriate steps as to its employees regarding the obligations arising under this clause to insure such confidentiality. Any breach of this confidentiality by the contractor or by any of its employees, servants, agents or volunteers may result in immediate termination of any resulting agreement by the Sixth Judicial District and may subject the vendor to further penalties.

REFERENCES:

Bidder must submit with the bid the names of at least four (4) private or governmental entities for whom similar services have been provided within a two-year period. The name, title and telephone number of the reference point of contact must be included. (The Sixth Judicial District and its employees may not be used as a reference.)

LIABILITY INSURANCE:

Contractor must be fully bonded and insured and copies of the appropriate certificates must be submitted with the bid. The contractor certifies that it has currently in effect all necessary licenses, certifications, approvals, insurance, etc. required to properly provide the services covered by this contract. Additionally, all employees of the contractor performing services under the contract shall hold the required licenses or certification, if any, to perform their responsibilities. Any revocation, withdrawal or non-renewal of necessary license, certification, approval, insurance, etc. required for the contractor to properly perform this contract, shall be grounds for termination of the contract by the Sixth Judicial District.

LIABILITY INSURANCE (cont.):

Awarded contractor must include with its response a certificate documenting that it has commercial general liability insurance coverage for at minimum, the coverage limits listed below or greater if required by applicable law, from an insurance company licensed to do business in New York State. The awarded contractor will be required to maintain such insurance in force throughout the term of the contract. At no cost to the Sixth Judicial District, contractor's commercial general liability insurance policy must name the Sixth Judicial District as an additional insured and be primary insurance with respect to the Sixth Judicial District.

Required Coverage:

Commercial General Liability Insurance (bodily injury and property damage on an occurrence basis) including automobile insurance, contractual and products/completed operations liability coverage, with minimum limits as follows:

- Bodily injury to any one person \$1,000,000
- Bodily injury aggregate per occurrence \$1,000,000
- Property damage in any one accident \$500,000
- Property damages aggregate per occurrence \$1,000,000

WORKERS' COMPENSATION & DISABILITY BENEFITS INSURANCE:

Awarded contractor shall be required to maintain during the term of the contract, including any renewal terms, at their own cost and expense:

Workers' compensation and disability benefit insurance coverage as required under NYS Law. **Each contractor must provide with its proposal proof of such workers' compensation and disability benefits insurance coverage or, if it is legal exempt from such coverage, proof of exemption.** Contractor must obtain the appropriate Workers' Compensation Board form from its insurance carrier or licensed agent, or must follow procedures set forth by the Workers' Compensation Board website at www.wcb.ny.gov/content/main/forms for a list of required forms and procedures. Any questions regarding workers' compensation coverage requirements or debarments should be directed to:

Workers' Compensation Board
Bureau of Compliance
Fax: (518) 462-6294
Phone: 1-866-571-6729

Only the following forms will be accepted (submit with bid)

Proof of Workers' Compensation Coverage

- Form C105.2 – Certificate of Workers' Compensation Insurance issued by a private insurance carrier; or
- Form U-26.3 issued by the State Insurance Fund; or
- Form SI-12-Certificate of Workers' Compensation Self-Insurance; or
- Form GSI-105.2 – Certificate of Participation in Workers' Compensation Group Self Insurance; or

- Form CE-200- Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage.

Proof of Disability Benefits Coverage

- Form DB-120.1 – Certificate of Disability Benefits Insurance, or
- Form cE-200 – Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage.

On forms where a certificate holder can be indicated, the carrier must enter:

NYS Sixth Judicial District
31 Lewis Street, 5th Floor
Binghamton, NY 13901

The insurance carrier will notify the certificate holder if a policy is canceled.

For additional information regarding workers' compensation and disability benefits requirements, please refer to the New York State Workers' Compensation Board website at: www.wcb.ny.gov/content/main/employers

Please note: An ACORD Certificate of Insurance is not acceptable proof of NYS workers' compensation or disability benefits insurance coverage.

LIABILITY – PERSONAL INJURY:

Contractor shall be held responsible for damages caused to the facilities, furnishings or equipment of the courts or related agencies. Should damage occur, repair or replacement shall be performed to the satisfaction of the respective location and the Sixth Judicial District and wholly at the expense of the contractor. Contractor shall also be responsible for any theft, loss or damage of any material referenced herein while in contractor's possession.

BINDING NATURE OF BID/PROPOSAL ON BIDDERS:

All bids/proposals shall remain binding on bidders until such time as the Sixth Judicial District provides written notification of its intent to award the contract to a specific bidder or until the bidder withdraws its bid/proposal in writing, whichever occurs first.

RIGHT TO WAIVE:

The Sixth Judicial District reserves the right to waive minor discrepancies, irregularities or technicalities regarding a bidder's proposal if it serves the best interest of the Sixth Judicial District and the State of New York. In the event satisfactory bids are not received, the Sixth Judicial District reserves the right to consider alternate proposals containing deviations from specifications. Bidders shall explain in detail where such alternatives deviate from or qualify the terms of the proposal and specifications as issued. The Sixth Judicial District also reserves the right to wave all bids after analyzing bid proposals.

REJECTED AND UNACCEPTABLE BIDS/PROPOSALS:

The Sixth Judicial District reserves the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, the Sixth Judicial District may reject bids/proposals from any bidders who are in arrear to the State of New York upon any debt or contract; or who have previously defaulted on any contractual obligations, (as surety or otherwise) or on any obligation to the State of New York; or who have any proceeding pending against them relating to the responsibility or qualification of the bidders to receive public contracts.

BILLING PROCEDURE:

Awarded contractor will be required to comply with the Sixth Judicial District's billing procedures:

A. The Sixth Judicial District will not make any advance payments before services are completed by contractor. The contractor shall issue an invoice to the Sixth Judicial District Administrative Office monthly, in arrears, for cleaning services. Each invoice shall include:

- Contractors Name
- Contractors NYS Vendor ID Number
- Description which says, "Cleaning Services for" and list weeks of services for that month. Some weeks will only have one day of service charged due to a holiday or office closing as specified in Appendix 2.
- Applicable monthly, quarterly and annual services shall also be specified as separate line items and associated cost indicated.
- Total cost for services provided during the month.

B. Payment of invoices will be processed by the Sixth Judicial District and payment to contractor will be issued within thirty (30) days of receipt of the proper invoice (according to Article XI-A of the State Finance Law).

C. Failure to respond to provide services on any given day will result in a 50% reduction of the weekly invoice amount.

D. If the contractor is not in full compliance with the terms of this contract when payment is due, payment will not be processed until all services are deemed "in compliance" by the Sixth Judicial District. No interest is to be charged (and will not be paid) for any delay in payment as a result of contractor's lack of compliance with the contract.

E. If the contractor is not in compliance with the contract more than three times, the Sixth Judicial District has the right to cancel the contract.

STATUS REPORTING:

Contractor shall provide the Sixth Judicial District Administrative Office with such status reports as may be occasionally requested.

EVENTS OF DEFAULT:

The term “Event of Default”, as used herein, shall mean the occurrence of any one of the following events:

BY THE SIXTH JUDICIAL DISTRICT:

- A. Failure to make any payment as it becomes due in accordance with the terms of this Agreement and with Article XI-A of the New York Finance Law; or
- B. Failure to perform or observe any other material covenant, condition or agreement to be performed or observed by it hereunder.
- C. The nonpayment or nonperformance of any obligation of the Sixth Judicial District, as described in (A) and (B) above, shall not be deemed an event of default unless the same shall not have been resolved within thirty (30) days after written notice to the Sixth Judicial District of such nonpayment or nonperformance. Any nonpayment or nonperformance which, in the exercise of due diligence, cannot be resolved within such thirty (30) day period shall not be deemed an event of default so long as the Sixth Judicial District shall within such period commence and thereafter continue to resolve such nonperformance. In the event of nonpayment, the Sixth Judicial District shall be deemed to be diligently resolving the default if the Sixth Judicial District provides the contractor with a statement in writing that it has taken all steps required of it pursuant to standard New York State procedures to cause payment to be made to the contractor by the New York State Comptroller’s Office.

BY THE AWARDED CONTRACTOR:

- A. Failure to deliver said service.
- B. Failure to perform as set forth above.
- C. Failure to perform any other covenant, condition or promise set forth in this contract.

REMEDIES OF DEFAULT:

CONTRACTORS REMEDIES ON DEFAULT OF THE SIXTH JUDICIAL DISTRICT:

Upon the occurrence of an Event of Default by the awarded contractor by the Sixth Judicial District, the contractor shall notify the Sixth Judicial District in writing of said occurrence. If the Sixth Judicial District has not resolved the Event of Default within thirty (30) days of such notification, then:

- A. The contractor may discontinue providing such service immediately.
- B. In addition to, and not in limitation of, the above remedies, the contractor shall have all other rights and remedies available to it at law and in equity.

REMEDIES OF DEFAULT (cont.)

THE SIXTH JUDICIAL DISTRICT'S DEFAULT OF THE CONTRACTOR:

Upon the occurrence of an Event of Default by the contractor:

- A. The Sixth Judicial District shall have the right to terminate this contract with respect to the services without further financial obligation whatsoever.
- B. In addition to, and not in limitation of, the above remedy, the Sixth Judicial District shall have all other rights and remedies available to it at law and equity.

MODIFICATION & TERMINATION:

A. The contract may be modified only by the mutual written agreement of the parties. Any such modification shall be in the form of an amendment to the contract.

B. The contract may be terminated by the Sixth Judicial District without cause upon thirty (30) days written notice to the contractor.

C. The contract may be terminated by the Sixth Judicial District for cause as set forth in The Events of Default and Remedies of Default above upon thirty (30) days written notice to the contractor. In the event of the termination of the contract, the Sixth Judicial District shall be obligated only for services rendered up to and including the effective date of termination.

D. If contractor fails to fulfill any terms of the contract, including quality deemed inadequate by the Sixth Judicial District and/or delivery time exceeding those specified in this proposal, the Sixth Judicial District shall expect the contractor to rectify problems within one business day. Should the awarded contractor fail to rectify problems to the Sixth Judicial District reserves the right to notify contractor in writing of contract termination without obligation from the Sixth Judicial District, pursuant to the Office of the State Comptrollers 2017 guidelines on vendor's responsibility and in the contractor's removal from the Sixth Judicial District's bidders list for future solicitations.

E. The contract may be terminated by the contractor for cause upon thirty (30) days written notice to the Sixth Judicial District, provided that the Sixth Judicial District first be given fifteen (15) days to cure such cause.

IDEMNIFICATION:

The contractor agrees to indemnify the Sixth Judicial District against any and all losses, costs and expenses which the Sixth Judicial District may incur by reason of the contractor's negligence.

FORCE MAJEURE:

Neither party shall be responsible for delays or failures in performance resulting from acts beyond control of such party. Such acts shall include, but not limited to, acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, communication line failures, power failures, earthquakes, or other disasters.

AGREEMENT TO CONTRACT:

Bids submitted in response to this solicitation shall constitute agreement to contract by the respective bidder(s).

AUTHORITY:

Each party has full power and authority to enter into and perform the contract, and the person signing the contract on behalf of each party has been properly authorized and empowered to enter into the contract. Each party further acknowledges that it has read this proposal, understands it and agrees to be bound by it.

BID RESPONSE FORM:

The Bid Response Form (Attachment V) **must** be used in the preparation and submission of this bid and cannot be modified in any way. Additional documentation may be attached, however, the Bid Response Form must be completed and submitted. No bids will be accepted unless they are submitted on the Bid Response Form.

ADDITIONAL INFORMATION:

The Sixth Judicial District may request any additional information of the bidder(s) deemed necessary for proper analysis and award determination including, but not limited to, documentation as to the financial stability of the bidder.

REQUEST FOR BID PROPOSAL AND DOCUMENT COPIES:

1. See “Document Enclosure Checklist” for requirements
2. All documents submitted must have an original ink signature where required. Stamped or electronic signatures are not acceptable.
3. Complete the paperwork on the forms provided with this solicitation unless otherwise specified herein. Bidders are not to retype or reconfigure, in whole or in part, any documents issued in connection with this RFB specifications. Failure to comply may result in disqualification.
4. Failure to return any required forms or documents reference in this solicitation will result in the rejection of bidder’s response.

BID SUBMISSION DEADLINE:

Bids are due at the Sixth Judicial District Office, The Kilmer Building, 31 Lewis Street, 5th Floor, Binghamton, New York 13901 **by 4:00 p.m. on Tuesday, September 30, 2025.**
Any bids received after this date will not be considered.

**NYS Sixth Judicial District
RFB 2025-001
Office Cleaning Services Contract**

Detailed Specifications

SCOPE OF CLEANING SERVICES TO BE PROVIDED:

A. Cleaning services will be performed two (2) times per week, Wednesday and Friday. Services shall begin between 8:00 am and 8:30 am. A chart of required cleaning services is detailed on the following pages. Additional services will be performed monthly, quarterly and annually as specified on the chart and can be performed during regularly scheduled days.

B. Regularly assigned cleaning staff will be assigned to the Sixth Judicial District office.

C. Cleaning staff will be courteous and respectful to all Sixth Judicial District personnel.

D. Cleaning staff will report to a designated Sixth Judicial District representative(s) who will monitor the cleaning services.

E. Cleaning supplies and consumables will be supplied by the Sixth Judicial District office.

F. Cleaning staff will be responsible to monitor supplies and complete a supply order form when cleaning supplies and paper products need to be replenished.

G. The contractor assumes full responsibility for any damage inflicted on Sixth Judicial District equipment, furnishings or the facility by cleaning staff during the course of providing cleaning services.

H. Cleaning staff's appearance should be appropriate.

I. Cleaning staff must wear the contractor's identification badge. (See Uniform and Security Badges section.)

J. Cleaning staff will follow all applicable facility rules and regulations.

K. The contractor will provide a commercial grade vacuum capable of cleaning the entire office space.

L. Cleaning staff will refill all toilet tissue, paper towel and soap dispensers in the restrooms.

SCOPE OF CLEANING SERVICES TO BE PROVIDED: (cont.)

M. Cleaning staff will empty the recycling container located near the freight elevator twice a week. The container will be emptied at the designated recycling area located in or near the basement of the building. Sixth Judicial District staff will be responsible for emptying their individual recycling containers into the designated container near the freight elevator.

N. Cleaning staff will empty approximately sixty-three (63) wastepaper baskets twice a week from each container located throughout the floor (including the feminine product disposals in restroom) by using the large gray garbage container located on each floor, which will then be emptied into the dumpster located outside of the basement of the building and a new plastic liner will be put in. Containers must be kept clean. Wash large gray garbage containers and kitchen garbage cans as necessary. Replacement liners for wastepaper baskets should be replaced as needed.

O. Cleaning staff will take all safety precautions when performing duties (ie: post wet floor signs after mopping floors).

P. Cleaning staff will turn off all lights after cleaning offices where lights are not on when they first enter.

Q. Cleaning staff will be responsible for re-securing any areas opened in the performance of the cleaning task.

R. Carpet shampooing is not part of this contract.

S. Cleaning staff will be provided with a Schedule of Monthly, Quarterly & Annual Services form, which will be given to the designated Sixth Judicial District representative indicating the date that monthly, quarterly or annual services are completed. (Appendix 4)

REQUIRED CLEANING SERVICES:

The following are required services and the number of times per week the service is to be performed:

Item	# Per week	Description of services
Vacuum	One	Vacuum all carpeted areas. Vacuuming should be done in the morning before most meetings begin.
Dusting	One	Dust and clean fingerprints from conference tables and chairs in the conference rooms and lamp tables and chairs in the waiting areas. Dust all furniture in conference rooms. Dust conference tables in all open areas. Clear and surface wipe counters in mail area. Dust vacant desks and workstations. Remove cobwebs as necessary.
Glass Cleaning	One	Clean all glass areas including reception windows and front doors.
Sweep, dust mop & damp mop	One	Lobby and mail area, removing scuff marks.
Janitorial Room	One	Clean sink area and floor, keep room neat
<u>Restrooms 5th Floor</u> – Two Number of men’s stalls 1 plus 1 urinal Number of women’s stalls – 2 <u>Restroom 3rd Floor</u> – One	Two	Clean and sanitize toilets, toilet seats and sinks. Clean counters, wipe down tile walls behind urinal. Clean mirrors. Spot wash stall walls and doors as necessary. Sweep and damp mop. Empty sanitary napkin holder and replace liners. Dust exhaust fan.
Kitchen	Two	Clean sink and counters. Sweep and damp mop floor.
Empty recycling containers	Two	See Detailed Specifications, Item M
Empty wastebaskets and garbage containers	Two	See Detailed Specifications, Item N

REQUIRED CLEANING SERVICES: (cont.)

The following are required services to be performed one a month (Monthly):

Item	Description
Vacuum	All areas of the offices, edge to edge, including lobby.
Sweep/Dust Mop	Rooms with vinyl covered tile (VCT)
Damp Mop	Rooms with VCT. Pour water into floor drains in restrooms.
Dust	Chair rails and wainscoting in District Executive, Administrative Judge and Deputy District Executive offices. Wainscoting in conference room and front waiting area. Windowsills and tops of filing cabinets that are kept clear.

The following are required quarterly services to be performed during the month indicated below (Quarterly):

January, April, July and October

Item	Description
Dust	All light fixtures hanging from ceiling and duct work, picture frames in hallways, wall clocks in conference rooms and waiting areas.
Restrooms	Wash all walls, stall walls.

The following are required services to be performed annually (Annual):

Item	Description
Windows – Approx. Quantity 66 – 5 th Floor Approx. Quantity 30 – 3 rd Floor	Clean inside and outside (outside windows can be cleaned from inside) in May. Note: this service does not need to be performed in one day but should be completed within a two (2) week period.

NYS Sixth Judicial District
RFB-2025-001
Office Cleaning Services Contract

Attachment V

Bid Response Form

Instructions:

1. Calculate costs for each time period requested.
2. Multiply costs as specified.
3. Calculate Grand Total for all services.

Note: The low bid is determined by the bidder with the lowest cost. Low bid alone does not constitute contract award, see Method of Award section.

Year 1: October 1, 2025 to September 30, 2026 (52 weeks)

Weekly cost: \$ _____ (4 days) x 44 weeks = \$ _____

Weekly cost: \$ _____ (3 days) x 4 weeks = \$ _____

Weekly cost: \$ _____ (1&2 days) x 4 weeks = \$ _____

Monthly cost: \$ _____ (for monthly services) x 12 months = \$ _____

Quarterly cost: \$ _____ (for quarterly services) x 4 quarters = \$ _____

Annual cost: \$ _____ (for annual services) x 1 = \$ _____

Year 2: October 1, 2026 to September 30, 2027 (52 weeks)

Weekly cost: \$ _____ (4 days) x 41 weeks = \$ _____

Weekly cost: \$ _____ (3 days) x 7 weeks = \$ _____

Weekly cost: \$ _____ (1&2days) x 4 weeks = \$ _____

Monthly cost: \$ _____ (for monthly services) x 12 months = \$ _____

Quarterly cost: \$ _____ (for quarterly services) x 4 quarters = \$ _____

Annual cost: \$ _____ (for annual services) x 1 = \$ _____

NYS Sixth Judicial District
RFB-2021-001
Office Cleaning Services Contract

Attachment V

Bid Response Form

Year 3: October 1, 2027 to September 30, 2028 (52 weeks)

Weekly cost: \$ _____ (4 days) x 41 weeks = \$ _____

Weekly cost: \$ _____ (3 days) x 7 weeks = \$ _____

Weekly cost: \$ _____ (1&2 days) x 4 weeks = \$ _____

Monthly cost: \$ _____ (for monthly services) x 12 months = \$ _____

Quarterly cost: \$ _____ (for quarterly services) x 4 quarters = \$ _____

Annual cost: \$ _____ (for annual services) x 1 = \$ _____

Grand Total (all services) October 1, 2025 to September 30, 2028) : \$ _____

Number of staff assigned to the Sixth Judicial District office: _____

Approximate number of hours per week to perform services: _____

Name of Company: _____ Date: _____

Authorized Signature: _____

Name: _____ Title: _____
(Print)

Phone Number: _____

Email Address: _____

Appendix 1

3rd Floor
5,955 Sq. Ft.







- VCT (Vinyl Tile)
- CARPET
- CERMAIC TILE

Appendix 1

5th Floor

12,926 Sq. Ft.



-  VINYL FLOORING
-  VCT
-  CARPET
-  CERAMIC TILE

Appendix 2

Schedule of Days Services Are Not Required

Year 1: October 1, 2025 to September 30, 2026

Tuesday, November 4, 2025
Tuesday, November 11, 2025
Thursday, November 27, 2025
Friday, November 28, 2025
Thursday, December 25, 2025
Friday, December 26, 2025
Tuesday, December 30, 2025
Wednesday, December 31, 2025
Thursday, January 1, 2026
Friday, January 2, 2026
Thursday, February 12, 2026
Friday, June 19, 2026
Friday, July 3, 2026

Year 2: October 1, 2026 to September 30, 2027

Tuesday, November 3, 2026
Thursday, November 26, 2026
Wednesday, November 11, 2026
Friday, November 27, 2026
Friday, December 25, 2026
Tuesday, December 29, 2026
Wednesday, December 30, 2026
Thursday, December 31, 2026
Friday, January 1, 2027
Friday, February 12, 2027
Friday, June 18, 2027

Year 3: October 1, 2027 to September 30, 2028

Tuesday, November 2, 2027
Thursday, November 11, 2027
Thursday, November 25, 2027
Friday, November 26, 2027
Friday, December 24, 2027
Tuesday, December 28, 2027
Wednesday, December 29, 2027
Thursday, December 30, 2027
Friday, December 31, 2027
Friday, February 11, 2028
Tuesday, July 4, 2028