TOWN OF STRATFORD

Stratford Town Hall, 2725 Main Street, Stratford, CT 06615
Phone: 203-385-4045 | Fax: 203-385-4046
Email: purchasing@townofstratford.com | www.townofstratford.com

PURCHASING DEPARTMENT

RFP #2027-15
CLEANING & JANITORIAL SUPPLIES
TOWN BUILDINGS & FACILITIES

SEALED submissions are subject to the standard instructions set forth on the attached sheets. Any modifications must be specifically accepted by the Town of Stratford.

Released: 29th October, 2026

Phillip Ryan, Purchasing Agent

Bidder:

_____
Doing Business As (Trade Name)

_____
Address

_____
Town / State / Zip

_____
Title (Mr /Ms)

_____
Signature

_____
Telephone

_____
E-mail

Sealed bids will be received by the Purchasing Department at the office of the Purchasing Agent, 2725 Main Street, Room 104, Stratford, Connecticut 06615, up to:

10:00AM, Monday, 16th November, 2026

NOTE:

1. Bidders are to complete all requested data in the upper right corner of this page and must return this page with their bid proposal.
2. No bid shall be accepted from, or contracts awarded to, any person/company who is in arrears to the Town of Stratford upon debt, or contract or who has been within the prior five (5) years, a defaulter as surety or otherwise upon obligations to the Town of Stratford.
3. Submissions are to be submitted in a sealed envelope and clearly marked "RFP #2027-15" on the outside of the envelope, including all outer packaging, such as, DHL, FedEx, UPS, etc.

REQUEST FOR QUALIFICATIONS

The Town of Stratford ("Town") is seeking competitive bids from companies with proven industry experience to provide cleaning and janitorial supplies to multiple Town departments and facilities as specified in the attached document. Town may add or delete any facility location as deemed in its best interest. The awarded company will be required to monitor product usage per regular basis and stock each premises accordingly to avoid inventory shortages.

The company must have proven experience in providing cleaning and janitorial supply service programs for every type of municipal location, such as, but not limited to, Fire, Health, Public Works, Police, Senior Services, Recreation, Town Hall and Water Pollution, with a high level of customer service. The awarded bidder ("Contractor") must be able to provide a comprehensive service for all facility sizes.

REQUESTS FOR INFORMATION (RFI) / ADDENDA

Direct all requests in writing to:

Town of Stratford, Purchasing Department
Attention: Gabby Tuccinardi, Buyer
E-mail: gtuccinardi2@townofstratford.com

NOTE: Verbal requests for information will NOT be accepted.
All requests must be received in writing prior to 12:00PM on Tuesday, 10th November, 2026.

Response will be in the form of an addendum that will be posted approximately Thursday, 12th November, 2026 to the Town of Stratford, Purchasing Department website: https://www.stratfordct.gov/page/purchasing-department

It is the responsibility of each bidder to retrieve addenda from the website. Any contact about this bid between a Bidder and any other Town official and/or department manager and/or Town of Stratford employee, other than as set forth above, may be grounds for disqualification of that Bidder. No questions or clarifications shall be answered by phone, in person or in any other manner than specified above. Addenda will not be mailed, e-mailed or faxed out.

REQUIREMENTS

1. The Contractor's employees assigned to each project must be certified to perform the work per all federal and state requirements meeting industry standard. Contractor must possess licenses and permits required to perform the services.

2. Provide references for equal scope projects performed during the past three (3) years.

3. The Contractor shall be required to correct any nonconforming issues at no expense to the Town.

4. Bidders are required to provide full details of any exceptions to the specifications and/or scope of services.

5. The Town reserves the right to cancel any contract due to unsatisfactory service and/or noncompliance with the terms set forth herein, or when the service is no longer required due to insufficient funds whereupon the Town shall provide the Contractor with two (2) weeks' written notice.

6. No contract may be assigned or transferred without the written consent of the Town. Any proposal submitted by a bidder who intends to act as an intermediary contractor between two (2) or more parties in negotiating an agreement will not be accepted; that is, brokered contracts will not be permitted. If any subcontractor is to be utilized as part of this contract, please identify company name and address, including respective trade.

7. The Town reserves the right to utilize any contractor with valid State contract pricing in order to ensure competitive pricing. For more information, refer to the State of Connecticut Department of Admin Services (DAS) website: www.das.state.ct.us

8. The Contractor shall be responsible for any repairs to Town owned grounds and/or buildings resulting from damages caused by the Contractor when performing the work on-site.

TERM / RENEWAL OF CONTRACT
The Town intends to award a twelve-month contract. The contract may be extended for additional one-year terms at the sole discretion of the Town upon mutual acceptance.

On (60) days advance written notice, the Town may renew the 2027 contract per the same terms and conditions, including a mutually agreed upon optional cost of living allowance (COLA) adjustment reflecting the CT-DOL market: http://www1.ctdol.state.ct.us/lmi/cpi.asp

In the event that the awarded firm ("Contractor") does not perform the work in accordance with the specifications and/or scope of services, the Town reserves the right to terminate the contract upon (10) business days' written notice.

FORMAT OF SUBMISSION

1. Provide a general description of the type of organization (i.e. corporation, partnership, consultant); number of years in business; size of firm; personnel qualifications and experience.

2. Include details of all personnel to be assigned to the project, including any subcontractors.

3. Submit details of any additional services to be provided, and identify estimated timelines and deliverables.

4. Identify any resources and/or assistance you will require from the Town of Stratford.

5. In addition to the above requirements, respondents may include additional factors or strengths that would assist in assessing their ability to meet the Town's needs. This information need only be one page.

6. All submissions shall remain firm for a period not less than (90) days from the proposal due date, unless such period is extended in writing and agreeable to both parties.

7. Respondents are strongly encouraged to verify the scope of services prior to submitting a proposal. The Town reserves the right at all times to increase or decrease the project scope as deemed in its best interest.

8. Provide full details of any exceptions. The Town retains the right to accept or reject any or all exceptions.

9. Provide references for equal scope projects performed during the past three (3) years.

All respondents should provide a letter of interest, detailing overall qualifications and demonstrating a thorough understanding of the engagement. Include resumes for all personnel who will be directly involved in providing the requested services, describing their qualifications and past experience directly related to the services as defined in this request for proposal.

STATEMENT OF QUALIFICATIONS

The firm should provide the following information:
- Company Statement.
- Proven industry experience.
- Resumes of key staff.
- Approach.
- A statement of familiarity with OSHA and Federal/State labor regulations.
- References for similar work completed. Provide contact name, email and phone number.

The submission should include the following information:
- Size of firm, including available experienced staff.
- Geographical location from where services will be provided.
- Number of staff employed to provide service.
- Include description of all services on offer.
- References for services performed for other municipalities of similar size.

LOCATIONS

- Baldwin Center – 1000 West Broad Street
- Birdseye Complex – 468 Birdseye Street
- Fire Department – 2750 Main Street
- Police Department – 900 Longbrook Avenue
- Public Works – 550 Patterson Avenue
- Town Hall – 2725 Main Street
- Water Pollution – 105 Beacon Point Road

PRODUCT & VOLUME

Birdseye Janitorial Products	**Volume / Month**
Toilet Paper 36 case	22 cases/yr
Microfiver Ceaning Clothes 24 Count	0
Bathroom Plus Cleaner 12 32 oz bottles	4 cases/yr
Liner 24x32 250 total liners	5cases/yr
Blue Blended Mop Head	2/mo.
Towel Y Notch 800 ft 1 ply	26/yr
Liner 38x58 100 Count	5 cases/yr
Cost per Month based on Esitmated Volume:	
Charge pre Month for Delivery, Prosseing, etc:	
Firehouse Janitorial Products	**Volume / Month**
Towel, Hard Roll 6 CT	6ct
Jumbo Toilet Paper 12 ct 1000 FT	5ct
Tissue 2ply	4ct
Stainless Steel Scrubber	2bx
Heavy Duty Scrub Sponge	3bx /2mo.
Sprayer Trigger	3ea
Trigger Spray Bottle	1pk
Urinal Deodorizer Screen	1ct
Wypall Hvy Duty Wipes	2ct
Dawn Heavy Duty Manual Detergent 38oz	2ct /2mo.
Rinse aid	1GAL /2mo.
Dishwasher Powder	1ct /2mo.
Heavy Duty Cloths	2ct
Machine Detergent	1 GAL /2mo.
Multi Purpose Cleaner	3ct

Liquid Sha-Zyme Cleaner	3cs /2mo.
Clorox Disinfectant Spray	1ct /2mo.
Comet Cleaner 24, 21 OZ Cans	1ct /2mo.
Liner 24x32 500 Count	1ct
Liner 38x58 100 Count	6ct
Ocean Mist Foaming Hand Soap	1GAL /2mo.
Cost per Month based on Esitmated Volume:	
Charge pre Month for Delivery, Prosseing, etc:	
Baldwin Janitorial Products	**Volume / Month**
Toilet Paper 36 case	2ct
Microfiver Ceaning Clothes 24 Count	10ct
Natures Solution Bio Enxymic Cleaner (385 OZ)	3ct
Toilet Bowl Cleaner (216 Total Ounces)	3ct
LLDPE Liners 12-16 Gallon 250 bags	1.5ct
Maxiclean Loop Ended Mop Head	1ct
Liner 38x58 100 Count	1.5ct
Towel Y Notch 800 ft 1 ply	2ct
Cost per Month based on Esitmated Volume:	
Charge pre Month for Delivery, Prosseing, etc:	
Police Station Janitorial Prouducts	**Volume / Month**
Toilet Paper 36 case	10 Cases / 5 mo.
Clorox Cleanup Pro Disinfectant (288 Ounces)	1 Case
Tailband Wet Mop	0
Trancend 800 ft Paper Towel	6 Cases / 5 mo.
Liner 38x58 100 Count	6 Cases / 5 mo.
Cost per Month based on Esitmated Volume:	
Charge pre Month for Delivery, Prosseing, etc:	
Water Pollution Janitorial Prouducts	**Volume / Month**
Symmetry Hand Soap	1x
Buckeye Symmetry Industrial	1x
Towels Y Notch 800 ft	1x
Purrell Hand Sanitizer (300 ML refills)	1x
White Cloud Tissues 100 sheets	1x
Aluf Plastics 55 Gallon	1x
Toilet Paper 80/case	1x
Top Knot 45 Gallon Bags 150 CT	1x
Cost per Month based on Esitmated Volume:	
Charge pre Month for Delivery, Prosseing, etc:	
Town Hall Janitorial Prouducts	**Volume / Month**
Lysol Toilet Bowl Cleaner = RAC74728CT	2ct
Azure Hand Wash = SKAZUIL	4ct
2 Ply Bath Tissue = AL1C42882SC	15ct
Y-Notch Hand Towels = MOR400WY	12ct
Bounty Paper Towels = PGC15705	3ct
Toilet Brush = RCP631000WC	2ct

Blue PPE Gloves = ENGAPFL	2ct
Trigger Sprayer = TOC110242 + Bottle for it = TOC120125	2ct
White Buffing Pad = WBM410020WB	2ct
8-10 Gallon Trash Bags = HERZ4824LNR01	3ct
40-45 Gallon Trash Bags = HERZ8048WKR01	4ct
Microfiber Cloths = RCP1820583 and RCP1820584	48ct
Cost per Month based on Esitmated Volume:	
Charge pre Month for Delivery, Prosseing, etc:	
Public Works	**Volume / Month**
2 PLY Bath Tissue Opticore, 288' , 36/Case	34
Tissue, Toilet, Jumbo, 3.5"X1000', 8/CT	20
Toilet Tissue 4X3-SHTS 2-PLY WHT 96/CS	1
Bay West Silhouette DOBL-SERV 2-ROLL Toilet Tissue	8
Disinfectant Toilet Bowl Cleaner, 32OZ Bottle, 12/CT	6
Cleaning Mist Foaming Hand Cleaner 1000 ML, 6/CS	4
BayWest Dispenser 80200	18
Tork Mechanical Hand Towel Roll Dispenser Black Uses Key #18002/250175	5
Tork H80 Hardroll "Y" 1PLY 8X800TOWELL Roll Dispenser Natural White	27
24X30 Can Liner 12-16 Gal Black 1MIL 250/Case	6
24X32 Can Liner 12-16 Gal Black 1MIL 250/Case	3
LLDPE Can Liner 30X36 Clear 250/CS	7
SSS Emulsion Bowl Cleaner	1
Flat Pack Liner, Black 38"X58", 55 GSL 3MIL	65
BW 8X630' White Roll "Y" Towel	6
14" Soft Push Broom Head	1
12" Horse Hair Tool	4
Opticore Two Roll Dispenser	12
24" Dust Mop BlueRefills 12/CS	6
SSS Dust Mop Treatment 17oz	4
Bleach 6% 6Gal/CS	2
Clorox Pro Alchohol Free Hand Wipes, 100CT	19
Waxed Kraft Liners, 9X10X31/4, 250/Carton	3
Sanitary Napkin Receptacle	6
Rubbermaid 2955 Bucket	2
JRT 2PLY 2.25" 12/CS	10
EQ Liners 45 Gal 39X45 1.2 MIL Black Flat	3
Waste Can Liners, 4Gal, 0.35 MIL, 17"X17" , Black, 1,000/Carton	1
Kemsuds Power Handsoap 50LB	1
24-OZ Clorox Bowl Cleaner 12/CS	2
Windex Cleaner 32OZ 8/CS	2
Cost per Month based on Esitmated Volume:	
Charge pre Month for Delivery, Prosseing, etc:	

All products referenced are intended to be descriptive only and not restrictive; the intent is to indicate the kind and quality that will be acceptable. The Town reserves the right to review and approve all products on offer, based on quality, performance and competitive price.

TERMS & CONDITIONS

Guarantee
All submissions shall remain firm for a period not less than (90) days from the qualifications (RFP/Q) due date and may not be withdrawn, unless such period is extended in writing and agreeable to both parties.

Bid Bond / Payment and Performance Bonds
Bonds are not required to be submitted.

Deadline
Submissions not sealed and/or received later than the due time and date will not be considered. No exceptions.

Submissions
Bid proposals are to be submitted in a sealed envelope and clearly marked with the RFP/Q number on the outside of the envelope or package, including all outer packaging, such as, DHL, FedEx, UPS, etc. All prices and notations must be printed in ink or typewritten. No erasures are permitted.

Bid proposals are to be in the office of the Purchasing Agent, 2725 Main Street, Room 104, Stratford, Connecticut, prior to date and time specified.

Right to Accept / Reject
AFTER REVIEW OF ALL FACTORS, TERMS AND CONDITIONS, INCLUDING PRICE, THE TOWN OF STRATFORD RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, OR ANY PART THEREOF, OR WAIVE DEFECTS IN SAME, OR ACCEPT ANY PROPOSAL DEEMED TO BE IN THE BEST INTEREST OF THE TOWN.

Power of Rejection
The Mayor shall have the power to reject all bids and to advertise again.

Questions / Requests for Information
All questions concerning conditions and specifications should be directed in writing to:

Gabby Tuccinardi, Buyer: gtuccinardi2@townofstratford.com

Inquires must reference date of RFP/Q opening, requisition or contract number, including the responding firm's name and address, and must be received no later than the time and date as stated in the bid document. Failure to comply with these conditions will result in the candidate waiving the right to dispute the specifications and conditions.

The Candidate/Contractor/Firm
The Contractor for the work described shall be thoroughly familiar with the requirements of all specifications. The submission of a proposal shall be construed as evidence that the Contractor has examined the actual job conditions, requirements, and specifications. Any claim for labor, equipment or materials required, or difficulties encountered, which could have been foreseen had such an examination been carefully made, will not be recognized.

Assignment of Contract
No contract may be assigned or transferred without the prior written consent of the Town of Stratford.

OSHA
The bidder will certify all equipment complies with all regulations and conditions stipulated under the Williams-Steiger Occupational Safety and Health Act of 1971, as amended. The successful bidder will further certify that all items furnished under this project will conform and comply with Federal and State of Connecticut OSHA standards. The successful bidder will agree to indemnify and hold harmless the Town of Stratford for any and all damages that may be assessed against the Town.

Insurance Coverage
The successful Candidate will be required to furnish and maintain professional liability insurance coverage, as well as Comprehensive General Liability coverage, at limits that will be satisfactory to the Town. A certificate of insurance must be provided and approved prior to the commencement of any work, and must indicate that the Town is named as additional insured for both lines of coverage. The insurance coverage must be provided by companies licensed in the State of Connecticut with an AM Best rating of A or better.

Indemnification
In addition to providing insurance, the successful bidder shall indemnify and hold the Town, its employees, officers and agents harmless from all claims and demands of any nature for any loss, damage or injury which any person may suffer by reason of or in any way arising out of work required by this Bid/RFP/RFQ and any resulting contract or purchase order issued pursuant to it.

Federal, State and Local Laws
All applicable Federal, State and local laws, rules and regulations of all authorities having jurisdiction over the locality of the project shall apply to the contract and are deemed to be included herein.

Conflict of Interest
No officer or employee or member of any elective or appointive board, commission or committee of the Town, whether temporary or permanent, shall have or acquire any financial interest gained from a successful bid, direct or indirect, in any project, matter, contract or business within his/her jurisdiction or the jurisdiction of the board, commission, or committee of which he/she is a member. Nor shall the officer/ employee/ member have any financial interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any project, matter or thing which comes under his/her jurisdiction or the jurisdiction of the board, commission, committee of which he/she is a member.

Scope of Work / Site Inspections
The Bidder/Candidate/Respondent declares that the scope of the work and/or specifications has been thoroughly reviewed and any questions resolved, and further declares that the site has been inspected if requested for in the specification.

Exception to Specifications
No protest regarding the validity or appropriateness of the specifications or of the Invitation will be considered, unless the protest is filed in writing with the Purchasing Agent, prior to the closing date for the bids. All bid proposals rendered shall be considered meeting the attached specifications unless exceptions are noted on a separate page dated and signed by the bidder.

Unless Otherwise Noted
It will be assumed that all terms and conditions and specifications will be complied with and will be considered as part of the submission.

Tax Exempt
The Town of Stratford is exempt from all State and Federal taxes.