

## INVITATION TO BID

### Custodial Services for Chesley Memorial Library

The Chesley Memorial Library is seeking proposals from qualified contractors to provide custodial services at the Chesley Memorial Library, located at 8 Mountain Avenue in Northwood, NH.

Copies of the Bid Package and Project Specifications may be obtained in person at the Town Administrator's Office, 818 1<sup>st</sup>. NH Turnpike, Northwood, NH 03261, Monday - Thursday during the hours of 9:00 a.m. to 4:00 p.m. or on the Town's website [www.northwoodnh.org](http://www.northwoodnh.org).

One (1) original bid in a sealed envelope clearly labeled "Library Custodial Services RFP 26-001" must be submitted no later than noon on Thursday, April 16, 2026. Bids will be publicly opened and read aloud on Thursday, April 16, 2026, at 12:15pm.

Emailed or Bids in unsealed envelopes will not be considered. The Library Trustees will reject proposals received after the date and time noted above. Bids may be submitted by mail, courier service, or in person addressed to:

Town of Northwood  
Library Custodial Services RFP 26-001  
818 1<sup>st</sup> NH Turnpike  
Northwood, NH 03261

The Trustees of the Northwood Libraries reserves the right to reject any bid, or any part of bids, or all bids and to waive any formality or technicality in any bid in the interest of the Town of Northwood.

Betty Smith  
Trustee Chair  
Northwood, NH

# **REQUEST FOR PROPOSAL**

## **Custodial Services for Chesley Memorial Library**

Located in the Town of Northwood, NH

Prepared by:

Trustees of the Northwood Libraries  
Chesley Memorial Library  
8 Mountain Avenue  
Northwood, NH 03261

**Proposals due: 12:00 PM on Thursday, April 16, 2026**

The Chesley Memorial Library is seeking proposals from qualified contractors to provide custodial services at the Chesley Memorial Library, located at 8 Mountain Avenue in Northwood, NH. To be considered for this contract, your business must meet the qualifications and satisfy the requirements set forth in this Request for Proposal. Expenses incurred in the preparation of proposals in response to this Request for Proposals are the bidder's responsibility.

## **Services Requested**

### Part 1. Project

The Chesley Memorial Library is seeking proposals for custodial services at the Chesley Memorial Library, 8 Mountain Avenue, Northwood, NH.

### Part 2. Scope and Specifications

- 2.1 Chesley Memorial Library – weekly:
  - Vacuum all carpeted areas.
  - Sweep and/or vacuum and mop non-carpeted areas.
  - Empty all trash receptacles.
  - Replace liners in trash receptacles.
  - Dust all surfaces accessible from floor level using an extendable 8' duster wand.
  - Sanitize all frequently touched surfaces (door handles etc.)
  - Clean / wipe walls and doors as needed.
- 2.2 Restrooms - weekly:
  - Clean all fixtures, surfaces, and floors.
  - Empty all trash receptacles.
  - Replace liners in trash receptacles.
  - Clean / wipe walls and doors as needed.
  - Restock paper products as needed.
  - Restock soap dispensers as needed.
- 2.3 Kitchen – weekly:
  - Clean all fixtures, surfaces, and floors.
  - Empty all trash receptacles.
  - Replace liners in trash receptacles.
  - Clean / wipe walls and doors as needed.
  - Restock paper products as needed.
- 2.4 Quarterly Services
  - High dusting (vents, corners, fixtures)
  - Low dusting of accessible surfaces.
  - Polish furniture
  - Assist with supply coordination (such as salt deliveries)

- 2.5 Annual services
- Clean all light fixtures
  - Perform deep cleaning of floors and surfaces
  - Provide general condition report of facility cleanliness
- 2.6 Other:
- Twice a year (Spring & Fall) wash all windows, inside and out, if accessible from ground level.
  - All cleaning products and equipment to be provided by the vendor.
  - All paper products and trash bag liners to be provided by the Library.
  - Trash removal and disposal shall be the responsibility of the contractor.

## General Information

The specifications outlined in this RFP will be made a part of any agreement entered into between the Library and the selected contractor. All bidders should follow the format specified below. Applicants should base their submittals on the details of this RFP, specifically the detailed information provided in “Services Requested” section, along with any information provided in any addenda that may be issued.

1. **Cover Page:** The proposal shall include the Bid Form included with this RFP.
2. **References, Qualifications, and Experience:** Provide an overview of the bidder’s background, training, and experience. Provide at least three but not more than five references of similar environments.
3. **Pricing:** The proposal shall address the complete scope of services requested and all associated costs.
4. **Insurance:** The bidder will provide a current Certificate of Insurance with the following minimum provisions:
  - a. General Liability & Automobile with minimum limit of \$1,000,000/\$1,000,000 per occurrence
  - b. Property Damage \$1,000,000
  - c. Worker’s Compensation, as required by New Hampshire State statutes.
  - d. Certificate of Insurance with the Town of Northwood listed as additional insured must be sent to the Town prior to commencement of the contract period.
5. **Conflict of Interest Disclosure:** All bidders are required to disclose any personal or familial economic interest in any outside entity whose financial interests would reasonably appear to be affected by a contractual relationship with the Town.
6. **Business Registration:** Include a copy of your current business registration.
7. **Additional Information:** Provide any additional information you would like the Library to consider and any value-added goods or services that the Library might be interested in.

## Deviations

Any deviations from the scope of work indicated herein must be submitted in writing, clearly noted and explained in detail on a separate form, and attached to the submitted Proposal; otherwise, it will be considered that the services offered are in strict compliance with these specifications and the successful bidder shall be held responsible thereto.

## **Bid Submission Instructions**

- 3.1 One (1) original bid must be submitted, in a sealed envelope clearly labeled “Library Custodial Services RFP”, no later than 12:00 p.m. on **Thursday, April 16, 2026**. Bids will be publicly opened and read aloud at the Town Hall on Thursday, April 16, at 12:15 p.m. Bids in unsealed envelopes will not be considered. The Library Trustees will reject proposals received after the date and time noted above. Bids may be submitted by mail, courier service, or in person addressed to:

Town of Northwood  
Library Custodial Services RFP 26-001  
818 1<sup>st</sup> NH Turnpike  
Northwood, NH 03261

- 3.2 In the case of mailed or third-person delivery, the outer envelope must be clearly labeled “Library Custodial Services RFP” and the bid contained inside in a second sealed envelope.
- 3.3 All information must be submitted in ink or typewritten. Errors, alterations, or corrections must be initialed by the person signing the bid.
- 3.4 A person authorized to represent the legal entity of the bidder must sign bids.
- 3.5 The inability to meet any specified requirement(s) must be stated in writing and attached to the bid form or written on the bid form. If no exceptions are noted, it shall be assumed that the terms of the Invitation to Bid have been accepted.
- 3.6 Bids are considered valid for sixty (60) days after bid(s) are opened. Bidders may not withdraw, cancel, or modify their bid for a period of sixty (60) days after bid(s) are opened.

**Award of Contract** – The Library Trustees will review the proposals and make a final selection. The proposal should be submitted on the most favorable terms, from all aspects, which the contractor can submit. The Library reserves all rights to negotiate with the contractor of its choice based not solely upon cost alone, but on the qualifications and ability of the contractor to perform, consistent with the Library’s intent, requirements, time schedule, and funds availability.

The Library further reserves the right to:

- Not award a contract for the requested services.
- Waive any irregularities or informalities in any proposals.
- Accept the proposal deemed to be the most beneficial to the public and the Library.
- The Library reserves the right to request additional data or information or a presentation in support of written proposals, however the Library may award a contract based on the offers received, without additional submissions.

- Negotiate and accept, without advertising, the proposal of any other company in the event a contract cannot be successfully negotiated with the selected firm; and

Respondents should note:

- The winning bid must be able to commence delivering the services requested on or about Friday, May 1, 2026.

**Tax Exemption:** The Town of Northwood is exempt from Federal Excise Taxes. Bidders shall avail themselves of these exemptions.

**Tied Proposal:** When identical low proposals are received with respect to price, delivery, and quality, the Library Trustees will determine the successful bidder based on professional references for similar work.

**Governing law:** All contracts entered into by the town shall be governed by the laws of the State of New Hampshire.

**Sealed Proposals should be mailed or delivered to:**

**Town of Northwood  
Library Custodial Services RFP 26-001  
818 1<sup>st</sup> NH Turnpike  
Northwood, NH 03261**

**The deadline to submit a Proposal is 12:00 p.m. on Thursday, April 16, 2026.**

**The sealed proposals will be opened publicly on Thursday, April 16, at 12:15 p.m.**

All proposal submittals will be considered public documents under NH RSA 91-A. The criteria for selection will be primarily based upon cost, quality of the proposal in the disciplines encompassed in the scope of service and the Library's assessment of the contractor's ability to deliver the requested services.

The Chesley Memorial Library assumes no responsibility for any costs associated with the preparation of proposals or participation in the selection process in response to this RFP.

Questions or concerns about this Request for Proposals should be addressed in writing to: Betty Smith, Library Trustee Chair, [basmithnorthwood@gmail.com](mailto:basmithnorthwood@gmail.com).

At the bidder's discretion a request to inspect the specified locations before bidding to gain clarification on town requirements. Contact Donna Bunker, Library Director, to schedule a meeting at [chesleydirector@gmail.com](mailto:chesleydirector@gmail.com) or 603-942-5472.

For Library use only:

Library Acceptance of proposal as complete

\_\_\_\_\_  
Betty Smith

\_\_\_\_\_  
Date

# CUSTODIAL SERVICES

## BID FORM

BID of \_\_\_\_\_ (hereinafter called "BIDDER," a corporation organized and existing under the laws of the State of \_\_\_\_\_, or an individual doing business as: \_\_\_\_\_, having carefully examined all bidding documents together with all addenda issued, if any, and received prior to the scheduled closing time for receipt of bids will provide Custodial Services for the bid of.

BID:

\_\_\_\_\_ \$ \_\_\_\_\_ **per week.**  
(Written in Words) (Written in Figures)

Work beyond the accepted scope of work in Section 2 to be billed at an hourly rate of \$ \_\_\_\_\_

Additional items the contractor suggest should be addressed that have not been included in the bid specifications and associated cost:

\_\_\_\_\_  
\_\_\_\_\_

The undersigned submits this Bid without collusion with any other person, firm, or individual.

I hereby certify that the statements contained in the proposal are complete, true and correct to the best of my knowledge, and that I am duly authorized to submit this bid.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

### Conflict of Interest Disclosure Form

**Note:** A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the bidder(s)' other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Form should indicate whether the bidder (or a family member) has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by a contractual relationship with the Town.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have the following conflict of interest to report (please specify the name of your employer and any businesses you or a family member own):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_