



## VILLAGE OF HASTINGS-ON-HUDSON

Municipal Building  
7 Maple Avenue  
Hastings-on-Hudson, New York 10706  
Mary Beth Murphy, Village Manager  
[villagemanager@Hastingsgov.org](mailto:villagemanager@Hastingsgov.org)  
914 478 3420

### **Request for Bids Cleaning of Various Village Buildings Addendum No. 1 April 21, 2023**

This addendum will answer questions received via email or from the mandatory walkthrough. See attached documents, as directed.

1. Current Vendor and Current Price?
  - a. Please see the attached current contract
2. Is this a new contract?
  - a. There is an existing cleaning contract that has since expired.
3. If not new, are there any additions to the Scope of Work for this request that is not on the existing contract?
  - a. The Scope of Work has been more fully detailed for each building. See the attached current contract for comparison.
4. Is there or will there be a Master Services Agreement or the like afterward?
  - a. There will be a contract to be executed between the Village and the successful bidder which will incorporate the bid specifications.
5. What is the square footage of each building? The approximate square footage for each building is as follows:
  - a. Village Hall/Police Department: 8,700 ft<sup>2</sup>
  - b. Hastings Public Library: 13,225 ft<sup>2</sup>
  - c. James Harmon Community Center: 17,000 ft<sup>2</sup>
6. What is the regular meeting schedule for each building? The regular meeting schedule for each building is as follows:
  - a. Village Hall – All meetings on second floor and begin at the times indicated below, most meetings end by 9:00pm:
    - i. First Monday of month: 7:00 pm
    - ii. Third Monday of month: 7:00pm
    - iii. First & Third Tuesday of month: 7:00pm
    - iv. Second Tuesday of month: 8:00pm
    - v. Every Wednesday of month: 6:00pm
    - vi. Third Thursday of month: 7:00pm
    - vii. Fourth Thursday of month: 7:00pm
  - b. Hastings Public Library: No regular meetings
  - c. James Harmon Community Center – All meetings being at the times indicated below and most meetings end by 9:00pm:
    - i. First Wednesday of month: 7:00pm
    - ii. Second Thursday of month: 7:30pm

Each building also has other meetings and events that take place. The Village will work with the successful bidder to plan around these events as necessary.

7. The Village is open to a proposed early morning cleaning schedule or a schedule that works around closing and meeting times. The general hours for each building are as follows:
  - a. Village Hall: Monday to Friday: 8:30am – 4:00pm; Closed Saturday and Sunday except the Police Department.
  - b. Hastings Public Library: Monday to Thursday: 9:30am – 7:00pm; Friday: 9:30am – 5:00-pm; Saturday: 9:30am – 2:00pm; Sunday: 1:00pm – 5:00pm.
  - c. James Harmon Community Center: Monday to Wednesday: 9am – 4:30pm; Thursday: 9:00am – 8:00pm; Friday: 9:00am – 1:00pm; Closed Saturday and Sunday.

**VILLAGE OF HASTINGS-ON-HUDSON**  
**CLEANING OF VARIOUS VILLAGE BUILDINGS**

**SPECIFICATIONS**

**VILLAGE HALL, POLICE DEPARTMENT, LIBRARY AND COMMUNITY CENTER**

\*\*Pre-Bid Walk through will be conducted on February 3rd at 9:00 a.m. Please meet at Village Hall, 7 Maple Avenue Hastings-on-Hudson, NY.\*\*

**Daily weekdays except community center where the common areas should be done 7 days (Offices or other Common Areas)**

- All trash receptacles emptied and cleaned (if necessary), and relined with appropriate garbage can liners. The trash will be brought to the basement in the back of Village Hall or Community Center.
- All recycling bins will be emptied and cleaned (if necessary). The recycling will be separated and brought to the assigned area for that specific type of recycling, in the back of Village Hall.
- **Recycling and food composting are available for use, please make sure the garbage and recycling are put in the proper receptacles. Trash is to be placed outside the building.**
- 
- Vacuum all carpeted areas
- Feather dust all office machinery
- Feather dust the top of all filing cabinets
- Clean and sanitize drinking fountains
- Dust all windowsills
- Remove all cobwebs
- Wipe off all countertops
- Clean glass in main entries
- Spot clean carpet
- Clean police locker room and make sure there is no obvious debris on the floor

**Daily weekdays except community center which is 7 days (Bathrooms)**

- Sweep and mop all floors
- Empty trash
- Wash sinks, toilets, and urinals with appropriate disinfectants
- Wash both sides of toilet seats with approved germicidal chemical
- Empty and clean the sanitary disposal receptacles
- Damp wipe all partitions and stall walls
- Replace all paper products as needed

**Daily weekdays except community center which is 7 days (Stairs)**

- Vacuum and/or sweep all stairs and landings
- Damp wipe handrails
- Damp mop all hard floor surfaces

**1 Time Per Week**

- Dust blinds, wall hangings, flags, etc.



- 
- Dust mop all ceiling corners, walls, and areas above the windows
  - Wet mop all non-carpeted areas

**3 Times Per Week**

- Dry mop all non-carpeted floors
- Spot clean all glass doors and glass partitions
- Sweep outdoor sidewalk area in front of Village Hall.
- Sweep outdoor area at the rear of Village Hall/Police Department

**2 Times Per Year**

- Shampoo carpets
- Wash all blinds

**4 Times Per Year**

- Strip and wax VCT floors
- Dust light fixtures

\*Cleaning work in the Administrative Offices and Police Department may not begin until at least 6 p.m. and must be completed by 8 a.m. One person on the cleaning crew MUST be able to communicate with Village Staff.

The Village shall provide all supplies, tools, materials, equipment, and implements required for cleaning purposes. Contractor shall be responsible for informing the Village of needed supplies with sufficient time for the Village to order supplies. The Village shall purchase all supplies.



**Section G**  
**FORM OF AGREEMENT**

**AGREEMENT FOR CLEANING SERVICES**

This is an Agreement for cleaning services dated as of March 1, 2020, by and between the

Village of: Hastings-on-Hudson

(hereinafter referred to as "The Village")

AND

CROWN UNITED CLEANING SERVICES LLC

(Name and address of Company being awarded the contract, hereinafter referred to as "The Company"):

**Article 1. Scope of Work**

The Company agrees to perform all services set forth in and in accordance with the bid document entitled "Specification and Proposal Form for the Cleaning of Various Village Buildings, Contract # 2019-04", which is annexed to and made a part of this Agreement as Exhibit A (the "Services").

**Article 2. Term**

The term of this agreement shall be from March 1, 2020, through February 29, 2022. The Village shall have the right to extend this agreement for another one-year term, from March 1, 2022 through February 31, 2023 pursuant to the terms of the bid specifications and the response from The Company pursuant thereto.

**Article 3. Performance of Services**

In performing the Services, the Company shall assign qualified personnel and perform said Services with skill, diligence and quality control/quality assurance measures. The Company shall at all times comply with all applicable laws, ordinances, statutes, rules and regulations.

**Article 4. Compensation and Payment**

For satisfactory performance of the Services, the Village agrees to compensate the Company on a monthly basis. Payments shall be made by the Village within thirty (30) days of receipt of an invoice. Invoices for the Village of Hastings-on-Hudson shall be accompanied by completed weekly worksheets and certified payrolls to comply with Prevailing Wages for the applicable monthly invoice. Should there be a question or dispute regarding the invoice submitted, the Village shall make payment within thirty (30) days after receipt of acceptable answers to the questions posed or after resolution of the dispute.

Article 5. Independent Contractor

In performing the Services and incurring expenses under this Agreement, the Company shall operate as, and have the status of, an independent contractor and shall not act as agent or employee or be an agent or employee of the Village. As an independent contractor, The Company shall be solely responsible for determining the means and methods of performing the Services and shall have complete charge and responsibility for the Company's personnel engaged in the performance of the Services.

Article 6. Insurance

The Company shall maintain, or cause to be maintained, in full force and effect during the term of this Agreement, at its expense, Workers' Compensation Insurance, public liability insurance covering personal injury and property damage, and other insurance with minimum coverages as listed below. Such policies are to be in the broad form available on usual commercial terms and shall be written by insurers of recognized financial standing satisfactory to the Village who have been fully informed as to the nature of the Services to be performed. Except for Workers' Compensation and professional liability, the Village shall be named as an additional insured on all such policies with the understanding that any obligations imposed upon the insured (including, without limitation, the liability to pay premiums) shall be the sole obligations of THE COMPANY and not those of the Village. Notwithstanding anything to the contrary in this Agreement, THE COMPANY irrevocably waives all claims against the Village for all losses, damages, claims or expenses resulting from risks commercially insurable under the insurance described in this Article 6. The provisions of insurance by THE COMPANY shall not in any way limit The Company's liability under this Agreement.

<u>Type of Coverage</u>	<u>Limits of Coverage</u>
Workers' Compensation	Statutory
Employer's Liability or similar insurance	\$1,000,000 each occurrence
Automobile Liability	\$1,000,000 aggregate
Bodily Injury	\$1,000,000 each occurrence
Property Damage	\$1,000,000 each occurrence
Comprehensive General Liability, including broad form contractual liability, bodily injury, and property damage	\$1,000,000 aggregate \$1,000,000 each occurrence

THE COMPANY shall deliver simultaneously with the execution of this Agreement, certificates of insurance evidencing the Company's compliance with these requirements.

Each policy of insurance shall contain clauses to the effect that (i) such insurance (except professional liability) shall be primary without right of contribution of any other insurance carried by or on behalf of the Village with respect to its interests, (ii) it shall not be cancelled, including without limitation, for non-payment of premium, or materially changed or not renewed without ten (10) days



prior written notice to the Village, and the Village shall have the option to pay any necessary premiums and charge the cost back to the Company.

Article 7. Indemnification

THE COMPANY agrees to indemnify and hold harmless the Village, and its officials, employees, agents, reviewing boards and members of such boards, against claims, losses, damages, liabilities, costs or expenses (including reasonable attorney's fees and costs of litigation and/or settlement, whether incurred as a result of a claim by a third party or an indemnitee hereunder) arising out of (i) the performance of the Services by or on behalf of THE COMPANY pursuant to this Agreement and (ii) the Services themselves if negligently prepared.

Article 8. Responsibility to Correct Deficiencies

It shall be The Company's responsibility to correct, in a timely fashion and at The Company's sole expense, any deficiencies in its Services provided such deficiencies are reported to The Company prior to One Hundred and Twenty (120) days after completion of the Services.

Article 9. Waiver and Severability

The failure of either party to enforce, at any time, the provisions of this Agreement does not constitute a waiver of such provisions in any way or waive the right of either party at any time to avail itself of such remedies as it may have for any breach or breaches of such provisions. None of the conditions of this Agreement shall be considered waived by either party unless such waiver is explicitly given in writing by the waiving party. No such waiver shall be a waiver of any past or future default, breach or modification of any of the terms or conditions of this Agreement unless expressly stipulated in such waiver.

The invalidity of one provision, or invalid application thereof, of this Agreement shall not affect the validity of any other provision or any other application of any provision of the Agreement.

Article 10. Miscellaneous

A. All notices hereunder shall be deemed to be duly given if in writing, signed by the party or the representative of the party giving the notice, and sent to the other party at the addresses set forth herein by certified mail, return receipt requested, or by Federal Express or similar overnight courier or by facsimile transmittal with confirmation by regular first-class mail.

B. This Agreement was negotiated between parties of equal bargaining power and is not to be construed against either party by virtue of such party's attorney having drafted it.

C. THE COMPANY or any of its subcontractors are hereby prohibited from engaging in discriminatory hiring practices, or assuming any engagements during the term of this Agreement which might be in conflict with the Company's responsibilities under this Agreement.

Article 11. Termination

The Village may terminate this contract upon 30 days' written notice if the Company defaults on any terms and conditions herein and the Company fails to cure the default within the 30-day period.



Article 12. Entire Agreement

The rights and obligations of the parties, and their respective agents, successors and assigns, hereunder shall be subject to and governed by this Agreement, including Exhibit A, which supersedes any other understandings or writings between the parties. No changes, amendments or modifications of any of the terms and conditions of this Agreement shall be valid unless reduced to writing and signed by the party to be bound.

Any discrepancies between this Agreement form of 11 Articles and Exhibit A, whether or not specifically identified herein, shall be resolved in favor of this Agreement form.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement. (EACH VILLAGE TO EXECUTE THEIR OWN AGREEMENT).

Village of Hastings-on-Hudson

By:

Mary Beth Murphy  
Mary Beth Murphy, Village Manager

THE COMPANY

CROWN UNITED CLEANING SERV. LLC

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

Name and Title: \_\_\_\_\_

NORTON CRONA - OWNER



**CLEANING OF VARIOUS VILLAGE BUILDINGS**

**CONTRACTOR'S ACKNOWLEDGMENT**

(If Corporation)

STATE OF NEW YORK )

SS:

COUNTY OF WESTCHESTER)

On this 4<sup>th</sup> day of March, 2021, before me personally came Norton, Crown, to me known, and known to me to be the OWNER of CROWN UNITED, the corporation described in and which executed the within instrument, who being by me duly sworn, did depose and say that he resides at and that he is owner of said corporation and knows the corporate seal of the said corporation; that the seal affixed to the within instrument is such corporate seal and that it was so affixed by order of the Board of Directors of said corporation and that he signed his name thereto by like order.

MARY ELLEN BALLANTINE  
Notary Public, State of New York  
Reg # 01BA6278291  
Qualified in Westchester County  
Commission Expires 3/25/2021

Mary Ellen Ballantine  
Notary Public

**CONTRACTOR'S ACKNOWLEDGMENT**

(If Individual)

STATE OF NEW YORK )

SS:

COUNTY OF WESTCHESTER)

On this 4<sup>th</sup> day of March, 2021, before me personally came Mary Beth Murphy, to me known and known to me to be the same person described in and who executed the within instrument and he duly acknowledged to me that he executed the same for the purpose herein mentioned and, if operating under any trade name, that the certificate required by the New York State Penal Law, Sections 440 and 440-b has been filed with the County Clerk of Westchester County.

MARY ELLEN BALLANTINE  
Notary Public, State of New York  
Reg # 01BA6278291  
Qualified in Westchester County  
Commission Expires 3/25/2021

Mary Ellen Ballantine  
Notary Public

**CLEANING OF VARIOUS VILLAGE BUILDINGS**

**CONTRACTOR'S ACKNOWLEDGMENT**

(If Partnership)

STATE OF NEW YORK            )  
  SS:  
COUNTY OF WESTCHESTER)

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me personally came \_\_\_\_\_ to me known, and known to me to be a member of the firm of \_\_\_\_\_ and the person described in and who executed the within instrument in behalf of said firm, and he acknowledged to me that he executed the same in behalf of, and as the act of said firm for the purposes herein mentioned and that the certificate required by the New York State Penal Law, Sections 440 and 440-b has been filed with the County Clerk of Westchester County.

\_\_\_\_\_  
Notary Public



**CLEANING OF VARIOUS VILLAGE BUILDINGS**

**CERTIFICATE OF AUTHORITY**

I, \_\_\_\_\_ certify that I am the \_\_\_\_\_ (Title)  
 (Officer other than officer executing proposal documents)  
 of \_\_\_\_\_ (the "Contractor") a corporation duly organized and in good  
 (name of contractor)  
 standing under the \_\_\_\_\_ named in the  
 (law under which organized, e.g. the New York Business Corp. Law)  
 foregoing agreement; that \_\_\_\_\_ who signed said  
 (person executing bid proposal)  
 agreement on behalf of the Contractor was, at the time of execution  
 of the Contractor; that said agreement was duly signed for and in behalf of said  
 Contractor by authority of its Board of Directors, thereunto duly authorized, and that such authority is  
 in full force and effect at the date hereof.

Date: 03/03/2021

CROWN UNITED CLEANING SERVICES LLC  
 \_\_\_\_\_

(Corporate seal)

Signature

STATE OF NEW YORK )

SS:

COUNTY OF WESTCHESTER)

On this 4th day of March, 2021, before me personally came Mary Beth Murphy  
 \_\_\_\_\_, to me known, and known to me to be the \_\_\_\_\_ of  
 the corporation described in and which executed the above certificate, who being by me duly sworn  
 did depose and say that he resides at \_\_\_\_\_, and that he is \_\_\_\_\_ of said corporation and  
 knows the corporate seal of said corporation; that the seal affixed to the above certificate is such  
 corporate seal and that it was so affixed by order of the Board of Directors of said corporation, and that  
 he signed his name thereto by like order.

\_\_\_\_\_  
 Notary Public



# Exhibit A

-- continued --

~~Total Bid in writing - cleaning of windows - Twice per year~~

~~ONE THOUSAND Dollars and 0 Cents. Twice Per Year for Two Cleanings~~

~~Total bid (numerically) (Price Per Year for Two Cleanings)~~

~~\$ 1,000.-~~

**ITEM #2**

**VILLAGE OF HASTINGS-ON-HUDSON**

*Cleaning of Village Hall.*

Total Bid in writing - cleaning of Village Hall

\_\_\_\_\_ Dollars and \_\_\_\_\_ Cents. Year One  
\_\_\_\_\_ Dollars and \_\_\_\_\_ Cents. Year Two  
\_\_\_\_\_ Dollars and \_\_\_\_\_ Cents. Municipal Option Year three

Total bid (numerically)

\$ 6,666 Year One 6,333 Year Two 6,999 Year Three

*Cleaning of Police Department.*

Total Bid in writing - cleaning of Police Department

\_\_\_\_\_ Dollars and \_\_\_\_\_ Cents. Year One  
\_\_\_\_\_ Dollars and \_\_\_\_\_ Cents. Year Two  
\_\_\_\_\_ Dollars and \_\_\_\_\_ Cents. Municipal Option Year three

Total bid (numerically)

\$ 6,667 Year One 6,999 Year Two 6,999 Year Three

-- continued --

*Cleaning of Library.*

**Total Bid in writing – cleaning of Library**

_____	Dollars and	_____	Cents. Year One
_____	Dollars and	_____	Cents. Year Two
_____	Dollars and	_____	Cents. Municipal Option Year three

**Total bid (numerically)**

\$ 13,333 Year One 13,999 Year Two 13,999 Year Three

*Cleaning of Community Center.*

**Total Bid in writing – cleaning of Community Center**

_____	Dollars and	_____	Cents. Year One
_____	Dollars and	_____	Cents. Year Two
_____	Dollars and	_____	Cents. Municipal Option Year three

**Total bid (numerically)**

\$ 13,333 Year One 13,999 Year Two 13,999 Year Three

(Corporate Seal)

Firm Name

CROWN UNITED CLEANING LLC

By: \_\_\_\_\_

Signature

Title: OWNER

Address: P.O. Box 8555 TARRYTOWN NY 10591

Telephone Number: 845.480.0498

Email address: CROWNUNITEDCLEANING@GMAIL.COM



# VILLAGE OF HASTING ON HUDSON

## CLEANING OF VILLAGE HALL

SIX THOUSAND SIX HUNDRED SIXTY SIX DOLLARS. YEAR ONE

SIX THOUSAND NINE HUNDRED NINETY NINE DOLLARS. YEAR TWO

SIX THOUSAND NINE HUNDRED NINETY NINE DOLLARS. THREE YEAR.

## CLEANING OF POLICE DEPARTMENT

SIX THOUSAND SIX HUNDRED SIXTY SEVEN DOLLARS. YEAR ONE

SIX THOUSAND NINE HUNDRED NINETY NINE DOLLARS. YEAR TWO

SIX THOUSAND NINE HUNDRED NINETY NINE DOLLARS YEAR THREE.

## CLEANING OF LIBRARY

THIRTEEN THOUSAND THREE HUNDRED THIRTY THREE DOLLARS. YEAR ONE

THIRTEEN THOUSAND NINE HUNDRED NINETY NINE DOLLARS. YEAR TWO

THIRTEEN THOUSAND NINE HUNDRED NINETY NINE DOLLARS. YEAR THREE

## CLEANING OF COMMUNITY CENTER

THIRTEEN THOUSAND THREE HUNDRED THIRTY THREE DOLLARS. YEAR ONE

THIRTEEN THOUSAND NINE HUNDRED NINETY NINE DOLLARS. YEAR TWO

THIRTEEN THOUSAND NINE HUNDRED NINETY NINE DOLLARS. YEAR THREE



**VILLAGE OF HASTINGS-ON-HUDSON**

Municipal Building  
7 Maple Avenue  
Hastings-on-Hudson, New York 10706  
Mary Beth Murphy, Village Manager  
[villagemanager@Hastingsgov.org](mailto:villagemanager@Hastingsgov.org)  
914 478 3420

**Addendum to Contract 2020-04**

Crown United Cleaning Service, LLC agrees to extend the pricing for Year One at all locations through Year Two for the Village of Hastings-on-Hudson.

NC

Initials of Owner  
of The Company

MM

Initials of the Village Manger  
of the Village of Hastings-on-Hudson