

Request for Proposal
for
Cleaning Services

ACCORD Corporation
84 Schuyler Street
Belmont, NY 14813

Introduction

The ACCORD Corporation is soliciting proposals for a three (3) year contract for cleaning services for multiple buildings.

Vendors are required to submit written proposals that present the vendor's qualifications and understanding for the work to be performed. The vendor's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

The proposal must be submitted no later than 3.30PM on November 30, 2026, directly to the ACCORD Corporation at the following address:

ACCORD Corporation
PO Box 573
84 Schuyler Street
Belmont, NY 14813

General Instructions for Proposal

a) **Proposal Content –** A completed proposal must contain the following:

- **Proposal Form & Signature Page** – the proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without such proposal form and signature page may be deemed non-responsive.
- **References –** Proposals shall include a list of three (3) references including name, address, phone number and contact person. It is preferred that references are those of New York contacts. ACCORD reserves the right to contact references other than, and/or in addition to, those furnished by a vendor.

b) Proposal Period -Proposal prices are to be firm for (90) days.

c) Proposal Award – It is the intent of ACCORD to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents. If a proposal is selected it will be the most advantageous regarding price, quality of service, the vendors' qualifications and capabilities to provide the specified service, and other factors which ACCORD may consider. ACCORD reserves the right to accept or reject any or all proposals and to waive irregularities therein. Proposals will be approved publicly at 2.00PM, on December 2, 2026, Meeting, ACCORD Board Room.

d) **Term and Renewal-** The term of the contract shall be for three (3) years unless earlier terminated. The contract may be terminated by either party with a ninety (90) day written notice. The contract may be terminated by either party with or without

cause in less than ninety (90) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the contract.

e) **Basis of Payment –** Payment will be made to the contractor within 30 days upon receiving the contractor's monthly invoice and after approval by Director/Comptroller. The invoice shall state the date the service was performed and amount due for each building. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.

Specifications

The specifications outline the requirements for cleaning services for multiple GVIC/ACCORD buildings. A list of each building, the address and approximate square footage is outlined to assist you in your quote.

A walkthrough can be scheduled by appointment to view the buildings beforehand by contacting Jeff Stager at 585-268-7605 x1125

Building List

The following cleaning instructions are outlined by building, cleaning location within the building and a cleaning schedule.

ACCORD	*Kalthoff House, 7550 Main Street, Almond, NY*	*Every other week**
	Cuba Head Start, 4-8 East Main Street, Cuba, NY	Every other week**
GVIC	*Belfast Apartments 44 South Main Street, Belfast*	*Every other week**
	Belmont Apartments 32 1/2 Schuyler Street, Belmont	*Every other week**
	Business Center 32 Schuyler Street, Belmont	Every other week**
	ACCESS Center, 84 Schuyler Street, Belmont	Weekly**
	Administration Building, 84 Schuyler Street, Belmont	Weekly**
	Home Based 2 Tracey Ave, Belmont (Both Sides)	Weekly**
	Child Care, 44 South Main Street, Belfast, NY	Weekly**

**Common Hallways Only*

***Includes entry way, hallways, bathrooms, Kitchen, and office areas*

Responsibilities of the Contractor

Hallways

1. Empty waste containers, replace liners, and remove trash to designated area.
2. Clean entrance glass and internal window glass, removing fingerprints and smudges.
3. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, blinds, moldings, door handles, telephones, pictures, office furniture, and all manner of furnishings.
4. Vacuum carpeted/traffic areas.
5. Dust mops all hard surface floors
6. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

7. Ceiling and corners: Cobweb & Dust Free

General Office, Conference/Training Room, Work Area

1. Empty waste containers, replace liners, and remove trash to designated area.
2. Clean entrance glass and internal window glass, removing fingerprints and smudges.
3. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, blinds, moldings, door handles, telephones, pictures, office furniture, and all manner of furnishings.
4. Vacuum carpeted/traffic areas.
5. Dust mops all hard surface floors
6. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
7. Spot treat soiled carpet areas
8. Ceiling and corners: Cobweb & Dust Free

Restrooms

1. Empty trash containers and remove trash to designated areas.
2. Restock toilet paper, paper towels, hand soap and other supplies.
3. Toilets and urinals to be cleaned and sanitized inside and outside.
4. Toilet seats to be wiped clean on both sides
5. Remove splash marks from walls around basins
6. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean mirrors.
7. Sweep, dust mop, wet mop and sanitize floor surfaces.
8. Clean window glass, removing fingerprints and smudges.
9. Ceiling and corners: Cobweb & Dust Free

Kitchen Areas

1. Empty waste containers, replace liners, and remove trash to designated area.
2. Clean entrance glass and internal window glass, removing fingerprints and smudges.
3. Damp wipe counters
4. Clean and sanitize sinks
5. Spot clean cabinets and exterior of appliances to present a neat appearance.
6. Clean interior of microwaves removing food particles and stains.
7. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, blinds, moldings, door handles, telephones, pictures, office furniture, and all manner of furnishings.
8. Vacuum carpeted/traffic areas.
9. Dust mops all hard surface floors
10. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
11. Spot treat soiled carpet areas
12. Ceiling and corners: Cobweb & Dust Free

Building Grounds

1. Notify management of any concerns on facility.

Equipment and cleaning chemicals

ACCORD will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soap, and toilet paper. Restocking of cleaning equipment and supplies will be done by ACCORD administration. The contractor shall report to Management/Administration any damages and broken items that need to be replaced so as not to be held accountable.

Proposal Instructions

Request for Proposal for Cleaning Services

1. Provide two (2) copies of the proposal to ACCORD Corporation
2. Complete Proposal Form and Signature Page
3. Complete Worker's Compensation Certificate
4. Complete Independent Contractor Statement
5. Complete Reference Form
6. Provide W-9
7. Insurance Certificates

If delivered via mail or in person, contractor shall include items 1-7 in a sealed envelope. All proposals should be clearly labeled on the outside of the envelope:
Request for Proposal for Cleaning Services

If delivered by email, please include as subject line:
"Request for Proposal for Cleaning Services."

Proposal should be mailed or delivered in person to:

ACCORD Corporation
Attn: Jeff Stager
84 Schuyler Street
PO Box 573
Belmont, NY 14813

Proposal shall be emailed to: **JStager@accordcorp.org**

Proposals must be received no later than 3.30 PM on November 30th.

Proposal Form
Request for Proposal for Cleaning Services

The undersigned hereby submits the following proposal for the monthly/annual cost of cleaning services for the ACCORD / GVIC buildings:

ACCORD	**Monthly**	**Annual**
**Kalthoff House, 7550 Main Street, Almond, NY*	$_____	$_____
**Cuba Head Start, 4-8 East Main Street, Cuba, NY	$_____	$_____
Total ACCORD	$_____	$_____

GVIC	**Monthly**	**Annual**
**Belfast Apartments 44 South Main Street, Belfast*	$_____	$_____
**Belmont Apartments, 32 1/2 Schuyler Street, Belmont*	$_____	$_____
**Business Center 32 Schuyler Street, Belmont	$_____	$_____
**ACCESS Center, 84 Schuyler Street, Belmont	$_____	$_____
**Administrative Building, 84 Schuyler Street, Belmont	$_____	$_____
**Home Based, 2 Tracey Ave, Belmont (Both Sides)	$_____	$_____
**Child Care, 44 South Main Street, Belfast, NY	$_____	$_____
Total GVIC	$_____	$_____

**Common Hallways Only*
***Includes entry way, hallways, bathrooms, Kitchen, and office areas*

Contractor can quote certain locations.

Signature Page
Request for Proposal for Cleaning Services

By: Name and Title (Please Print) _____

Contractor Signature _____

Contractor Address _____

_____

Contact (Please Print) _____

Phone: _____

Fax: _____

E-mail: _____

Comment:

_____
_____
_____
_____
_____
_____
_____
_____

Detail how services will be delivered. (Describe Days, Weekdays, Weekend, Hours)

_____
_____
_____
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_____
_____
_____

Worker's Compensation Certification

I hereby certify that the effective date of my Contract with the ACCORD Corporation and at all times in the performance of such contract that: (Check one box)

☐ **I have and will maintain in full force and effect policy of Worker's Compensation Insurance in compliance with the Laws of the state of New York with the following Insurance Company:**

_____

Company Name

_____

Agent's Name, Address and Telephone Number

_____

Policy Number and Effective Date

OR

☐ **I will perform said contract myself and do not have and will not have any employee or employees assisting me with the performance of the contract and am not required by the Laws of the State of New York to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this contract.**

I understand that this statement is made as a material part of the contract, which I have contemporaneously made with the ACCORD Corporation.

_____

Date

_____

Signature of Contractor

****Please provide copies of Certificates of Insurance and/or Exemption Certificate**

Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship as co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the ACCORD Corporation for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the ACCORD Corporation and shall not be considered employees of the ACCORD Corporation and any and all claims that may or might arise under the Unemployment Compensation Act or Worker's Compensation Act of the State of New York on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors, or employees, shall in no way be the responsibility of the ACCORD Corporation; and the Contractor shall defend, indemnify and hold the ACCORD Corporation, its officers, agents, and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the ACCORD Corporation, including without limitations, tenure rights, medical and hospital care, sick and vacation leave, workers' Compensation, Unemployment Insurance, disability, severance pay and retirement.

Company/Individual Name: _____

Official Address: _____

Signature and Title: _____

Date: _____

Client References
Request for Proposal for Cleaning Services

Please list three (3) client references. It is preferred that those references are clients within the state of New York. ACCORD Corporation reserves the right to contact references other than, and/or in addition to, those being furnished below.

1 Name: _____

Address: _____

Phone Number: _____

2. Name: _____

Address: _____

Phone Number: _____

3. Name: _____

Address: _____

Phone Number: _____

Comment:

_____
_____
_____
_____
_____
_____
_____
_____