

BID SPECIFICATIONS FACILITY CLEANING
VILLAGE OF ARDSLEY, NEW YORK

BIDS DUE: 11 a.m. on October 29, 2020 at Ardsley Village Hall, 507 Ashford Road, Ardsley,
NY 10502

VILLAGE OF ARDSLEY
FACILITY CLEANING

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VILLAGE OF ARDSLEY
LEGAL NOTICE TO BIDDERS

FACILITY CLEANING CONTRACT

PLEASE TAKE NOTICE that sealed bids will be received until 11 a.m. on October 29, 2020 at the Office of the Village Manager, Village Hall, 507 Ashford Avenue, Ardsley, NY 10502, at which time they will be opened and read aloud:

The necessary specifications and bid proposal form are provided in the following pages.

The bid shall be submitted in a sealed envelope plainly marked:
"Facility Cleaning Bid –Village of Ardsley, NY"

The Village reserves the right to accept or reject any or all bids and to award the contract on a best value basis or to the lowest responsible bidder deemed to be in the best interests of the Village of Ardsley.

A walk-through of Village facilities in Ardsley is required prior to submitting a bid and can be scheduled by contacting the Confidential Secretary, Charles Hessler, at 914-693-1550 or chessler@ardslevillage.com.

Meredith S. Robson
Village Manager, Village of Ardsley

Dated: October 8, 2020

VILLAGE OF ARDSLEY
FACILITY CLEANING

INSTRUCTIONS TO BIDDERS AND GENERAL CONDITIONS

1. In order to be valid, all bids must be properly signed and received by the Village by the time and date specified. **DO NOT REMOVE ANY SHEETS FROM THIS BID DOCUMENT.**
2. All bids must be priced per unit, if requested, as specified in the bid specifications. All prices in the proposal must be plainly stated in figures and words. In case of conflict, words will take precedence over figures. Any omissions, erasures, alterations, additions or items not called for in the itemized proposal, or contain irregularities of any kind, will invalidate the proposal.
3. The Village reserves the right to consider all bids submitted for a period of thirty (30) days and no bidder will be permitted to withdraw his/her bid during this period. The bid will be awarded to the best value or lowest responsible bidder whose bid complies with the conditions of the bid, provided his bid is reasonable and it is to the best interest of the Village to accept it. The successful bidder will be notified at the earliest possible date. The Village reserves the right to reject any and all bids or any portion thereof and to waive any informalities in bids received whenever such rejection or waiver is in the best interest of the Village. The Village also reserves the right to reject the bid of any bidder who has previously failed to perform properly or complete on time work of a similar nature, who is not in a position to perform the work or who has habitually and without just cause neglected the payment of bills or otherwise disregarded his obligations to subcontractors, employees, or other business associates.
4. Bids must be accompanied by circulars, brochures, specification sheets and/or samples. Bidder must check each and every paragraph in the appropriate column provided on the right-hand edge of the paper as to compliance or non-compliance with specifications. Any deviation from specifications shall be clearly stated and fully explained on "Explanation of Exceptions" sheet and by accompanying circulars, specification sheets or samples with submitted bid. Explanation of exception list shall refer to specification page number and paragraph. Failure to complete this information may result in rejection of the bid. The Village reserves the right to accept equals approved by it.
5. Purchases by the Village of Ardsley are not subject to any Federal, State or local taxes. Do not include any of these taxes when bidding or invoicing. Exemption letter will be furnished upon request.
6. Failure to deliver within the specified time may be cause of cancellation of the order and/or the removal of bidder's name from bidder's list.
7. All items delivered must be guaranteed against faulty materials and workmanship. Deliveries of incorrect or faulty items will be rejected and returned at vendor's expense.

FACILITY CLEANING

INSTRUCTIONS TO BIDDERS (continued)

8. If the bidder is a corporation, the bid shall be signed in its correct corporate name by a duly authorized officer. If the bidder is a partnership, the bid shall be signed in the full name of the partnership by a duly authorized partner. If the bidder is an unincorporated business firm other than a partnership and a trade name is used, the bid shall be signed in the full trade name of the person(s) conducting the business.
9. Payment will be made within thirty (30) – FORTY FIVE (45) days after receipt of each invoice by the Village, and payment shall not be paid in advance of services being rendered.
10. ADDENDA AND INTERPRETATION. No interpretation of the meaning of the specifications or other contract documents will be made to any bidder orally. Every request for such interpretation should be in writing addressed to the Village Manager, Village of Ardsley, 507 Ashford Avenue, Ardsley, NY 10502, and to be given consideration must be received at least five days prior to the date fixed for the opening of the bids. No bid shall be amended by telegraphic or telephonic communication. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications which, if issued, will be posted on the Village of Ardsley website. Failure of any bidder to amend bid based upon posted supplemental addenda or interpretation by the deadline shall have their bid reviewed as it has been submitted. All addenda so issued shall become part of the contract documents.
11. Bidder agrees to pay staff and provide prevailing wages as set by the NY State Department of Labor and provide documentation to that effect.

VILLAGE OF ARDSLEY
FACILITY CLEANING
BID PROPOSAL FORM

NAME OF BIDDER_____

ADDRESS OF BIDDER_____

We propose to clean the facilities in the Village of Ardsley as noted in these specifications and fully described on the attached sheets which are an integral part of this bid, meeting in all respects the specifications relating thereto, for the bid prices noted herein.

The Undersigned proposes to enter a contract in accordance with this proposal for the following stated sums:

Main Bid

VILLAGE OF ARDSLEY

Cleaning of Village Hall, Police Department, Community Center including the Senior Center. In addition, Ardsley is requesting bids to for cleaning of the Ardsley Fire Station. Ardsley is requesting a separate quotes for the alternate bids for customized high-touch cleaning, daily deep-cleaning as well as on-call deep cleaning services of municipal facilities as needed to support the Village’s mitigation efforts related to COVID-19. It is understood that the Village may award the main bid with or without the alternate bids.

Total Bid in writing – facility cleaning (Village Hall, Police Department and Community Center)
_____Dollars and_____Cents.

Total bid (numerically)
\$_____

Total Bid in writing – facility cleaning (Ardsley Fire Station)
_____Dollars and_____Cents.

Total bid (numerically)
\$_____

BID PROPOSAL FORM
continued

Alternate #1

Daily High-Touch Cleaning

Total Bid in writing – daily sanitizing high-touch areas in Village Hall and Community Center. This includes but is not limited to door knobs, counters, kitchens, bathrooms and common areas. This alternate applies for as long as the Village deems it necessary for its COVID-19 mitigations efforts.

_____Dollars and _____Cents.

Total bid (numerically)

\$ _____

Total Bid in writing – daily sanitizing high-touch areas in Village of Ardsley Fire Station. This includes but is not limited to door knobs, counters, kitchens, bathrooms and common areas. This alternate applies for as long as the Village deems it necessary for its COVID-19 mitigations efforts.

_____Dollars and _____Cents.

Total bid (numerically)

\$ _____

Alternate #2

Weekly Deep Cleaning and Fogging of Courthouse and Adjacent Spaces

Total Bid in writing – weekly fogging of the courtroom as well as adjoining hallways and bathrooms every Monday at 6 PM. This alternate applies for as long as the Village deems it necessary for its COVID-19 mitigations efforts.

_____Dollars and _____Cents.

Total bid (numerically)

\$ _____

BID PROPOSAL FORM
continued

Alternate #3-

Customized Ad Hoc Deep Cleaning and Fogging of any areas in Village Hall and Community Center

Total Bid in writing – Ad hoc deep cleaning and fogging of Village of Ardsley facilities such as Village Hall and Community Center, as needed. This alternate applies for as long as the Village deems it necessary for its COVID-19 mitigations efforts.

_____Dollars and _____Cents.

Total bid (numerically)

\$ _____

Customized Ad Hoc Deep Cleaning and Fogging of any areas in Village of Ardsley Fire Station

Total Bid in writing – Ad hoc deep cleaning and fogging of Village of Ardsley Fire Station, as needed. This alternate applies for as long as the Village deems it necessary for its COVID-19 mitigations efforts.

_____Dollars and _____Cents.

Total bid (numerically)

\$ _____

Firm Name

(Corporate Seal)
Signature

By: _____

Title:

Address:

Telephone Number:

Email address:

VILLAGE OF ARDSLEY
FACILITY CLEANING

BID SPECIFICATIONS

Village of Ardsley
Village Hall
505 Ashford Avenue
Ardsley, NY 10502

Time Window: Tuesday, Thursday and Saturday After 6 PM

Village of Ardsley
Fire Station
505 Ashford Avenue
Ardsley, NY 10502

Time Window: Wednesdays between 2-2:30 PM every other week

Village of Ardsley
Community Center
18 Center Street
Ardsley, NY 10502

Time Window: Tuesdays, Thursdays and Saturday between 9-9:30 AM every week

Serviced Areas:

- Offices
- Kitchen
- Restrooms
- Common Areas
- Stairwells
- Elevators

The specifications and the terms as set forth describe the services to be performed, frequency, and conditions of the agreement. The Village requests that products and materials used be recommended by contractor, but the Village is not bound to those recommendations.

VILLAGE OF ARDSLEY
FACILITY CLEANING

CLEANING SPECIFICATIONS

Nightly Cleaning

General Areas:

1. All receptacles including recycling containers will be emptied, wiped as needed, and trash removed to dumpster area.
2. Dust horizontal surfaces of desk tops, tables, cabinets, credenzas, and other similar furnishings.
3. Spot clean coffee stains, etc. from desk tops.
4. Clean directory glass and all entrance glass including side entrances.
5. Vacuum traffic areas of carpeting and spot clean.
6. Dust mop all hard surface floors.
7. Damp mop all hard surface floors to remove spillage.
8. Sweep entranceways and police area immediately adjacent for trash.
9. Clean and sanitize drinking fountains.
10. Secure all lights and leave only designated lights on.
11. Re-secure all previously locked doors and areas. (No locked door to remain open when servicer is not presently in room).
12. Keep janitorial closet clean and neat.

Restrooms and Locker Rooms:

1. All receptacles will be emptied, wiped as needed, and trash removed to dumpster area.
2. Disinfect interior and exterior of toilets and toilet seats. Polish all chrome fittings.
3. Disinfect interior and exterior of urinals. Polish all chrome fittings.
4. Clean sinks, disinfect counters, and polish chrome.
5. Damp mop restroom floor, including corners and edges with disinfectant.
6. Clean and polish mirrors.
7. Dust tops of partitions, light fixtures, cabinets, and dispensers.
8. Stock towels, tissue, hand soap, seat covers, and other expendable restroom items from janitorial supplies.
9. Spot clean locker fronts.
10. Report maintenance problems (dripping faucets, broken handles of fixtures, etc.) to building manager.

CLEANING SPECIFICATIONS
continued

Lobbies and Reception Areas:

1. Dust and mop all hard surface floors.
2. Damp mop all hard surface floors.
3. Vacuum all traffic areas of carpeting.
4. Clean all interior area, lobby front doors, and reception glass.
5. Damp wipe reception counters, spot clean exterior face of reception area.

Conference Rooms:

1. Dust furniture and other surfaces.
2. Clean and polish conference tables.
3. All trash receptacles will be emptied, wipe as needed, and liners replaced as needed.
4. Vacuum carpets each visit.
5. Return chairs to proper positions.

Kitchens:

1. Damp wipe all tables and spot clean chairs.
2. Damp mop floors with germicidal disinfectant.
3. Vacuum all traffic areas of carpeting.
4. Clean and disinfect counters and sinks.
5. Wipe outside of refrigerators.
6. Clean inside and outside of microwaves.
7. Gather all trash for disposal, replace liners, and spot clean all trash receptacles.
8. Wipe down coffee machines and coffee stations.

Stairways and Landings:

1. Police Stairwell for debris and spot mop.
2. Dust railings, banisters, ledges moldings, and light fixtures.

Passenger Elevators:

1. Vacuum all carpeting, taking care to get corners and along edges.
2. Vacuum all elevator thresholds.
3. Spot clean interior stainless steel and chrome surface of forward cab wall and doors.
4. Spot clean outside surfaces of all elevator doors and frames.
5. Spot clean elevator cab floor carpeting.

CLEANING SPECIFICATIONS
continued

Tile and Resilient Floor:

1. Dust mop all floor surfaces.
2. Damp mop floor surfaces, removing all spills and other unsightly marks.

Janitorial Closet:

1. Keep stock, including janitorial equipment, clean, neat, and orderly.
2. Maintain all cleaning chemicals and solutions in properly labeled containers.
3. Empty and rinse mop buckets nightly.

Rear and Side Entrances

1. Rear and side entrances will be policed for trash.

Weekly Cleaning

General Areas

1. Dust all low reach areas such as moldings, baseboards, windowsills, wood paneling, door jambs, etc.
2. High dust ceiling corners and remove cobwebs.

Monthly Cleaning

General Areas

1. Dust Venetian blinds.
2. Dust all high reach areas (above eye level) including, but not limited, to door frames, ceiling vents and grills (including heating and air conditioning systems), partitions tops, picture frames, high shelves, cabinet tops, etc.
3. Vacuum upholstered furniture.

Exclusions

1. Cleaning bulletproof glass.

VILLAGE OF ARDSLEY
FACILITY CLEANING

STATEMENT BY BIDDER

It is understood and agreed that this bid and any contract awarded hereon shall be subject to the provisions of Section 103-A of the General Municipal Law.

Dated_____

Firm Name:_____

By:_____

Signature and Title_____

VILLAGE OF ARDSLEY
FACILITY CLEANING

NON-COLLUSIVE BIDDING CERTIFICATION

(A) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(B) A bid shall not be considered for award nor shall any award be made where (A) (1), (2) and (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (A) (1), (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition. The fact that a bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more a disclosure within the meaning of subparagraph (A).

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in the above subdivision of this section, shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

This is to affirm, under penalties of perjury, that the above statements are true and correct.

Dated _____

(Corporate Seal)

Firm Name _____

By: _____

Signature and Title

VILLAGE OF ARDSLEY
FACILITY CLEANING

AGREEMENT FOR FACILITY CLEANING SERVICES

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

Village of Ardsley
(hereinafter referred to as “The Village”)

AND

(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 Facility Cleaning, 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 in effect for a period of one year. The Village shall have the right to extend this agreement for another one year term, for year 2021-2022 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) – forty five (45) days of receipt of an invoice. Invoices for the Village of Ardsley 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.

AGREEMENT FOR FACILITY CLEANING SERVICES
continued

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
Excess Liability Policy	\$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.

AGREEMENT FOR FACILITY CLEANING SERVICES
continued

Each policy of insurance shall contain clauses to that effect that (i) such insurance (except professional liability) shall be primary without right of contribution of any other insurance carried by or on the 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.

AGREEMENT FOR FACILITY CLEANING SERVICES
continued

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 13: Alternative Provision

The contractor acknowledges and agrees that, pursuant to New York General Municipal Law Section 103 (16), the Village of Ardsley intends to allow all political subdivisions in the State of New York to participate in the contract. These political subdivisions include, but are not limited to local governments (villages, town, etc.), public authorities, public school and fire districts, public and nonprofit libraries, and certain other nonpublic/nonprofit organizations. Such political subdivisions shall participate in this contract by entering into their own separate contracts with the contractor that are based upon, incorporate and honor the terms, conditions, specifications and above-listed prices of this bid and the resulting contract.

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 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.

Village of Ardsley

By: _____
Meredith S. Robson, Village Manager

THE COMPANY

Signature: _____

Name and Title: _____

CLEANING OF VARIOUS VILLAGE BUILDINGS

CONTRACTOR'S ACKNOWLEDGMENT

(If Corporation)

STATE OF NEW YORK (COUNTY OF WESTCHESTER)

SS:

On this _____ day of _____, 20____, before me personally came _____, to me known, and known to me to be the _____ of _____, 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 _____ 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.

Notary Public

CONTRACTOR'S ACKNOWLEDGMENT
(If Individual)

STATE OF NEW YORK (COUNTY OF WESTCHESTER)

SS:

On this _____ day of _____, 20__, before me personally came _____, 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.

Notary Public

CLEANING OF VARIOUS VILLAGE BUILDINGS

CONTRACTOR'S ACKNOWLEDGMENT

(If Partnership)

STATE OF NEW YORK (COUNTY OF WESTCHESTER)

SS:

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

VILLAGE OF ARDSLEY
CLEANING OF VARIOUS VILLAGE BUILDINGS

CERTIFICATE OF AUTHORITY

I, _____ certify that I am the _____
(Officer other than officer executing proposal documents) (Title)
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:

(Corporate seal)

Signature

CERTIFICATE OF AUTHORITY

continued

STATE OF NEW YORK (COUNTY OF WESTCHESTER)

SS:

On this ____ day of _____, 20_, before me personally came _____, 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