



HARRISON
PUBLIC LIBRARY

Memo

E-3

To: Mayor Richard Dionisio and Members of the Town Board
From: Galina Chernykh
CC: Jacqueline Greer, Maureen McKenzie, Andrea Rendo
Date: 11/28/2023
Re: Public Library Cleaning Services Bid Award Recommendation

Mayor Dionisio and the Members of the Town Board:

The Harrison Public Library requested proposals from qualified companies to provide general cleaning services for Harrison Public Library, Halperin Building, located at 2 Bruce Avenue in Harrison NY and the West Harrison Branch, located at 2 Madison Street in West Harrison NY. The service provider will arrange a daily/nightly cleaning of the library buildings following all scope requirements.

Nine bids for the advertisement of the above referenced project were received on November 27, 2023. Apple Maintenance Services, Inc. is the lowest responsive and responsible bidder.

In consideration of the above, I respectfully request award of this cleaning contract to Apple Maintenance Services, Inc. with a bid amount of \$38,253.36 annually.

I respectfully request the Purchase Department to issue a purchase order for a cleaning contract to the above company.

Funds for this contract have been allocated within the 401 budget line.

Thank you!

Galina Chernykh, Library Director