



HARRISON
PUBLIC LIBRARY

Memo

To: Mayor Ron Belmont and Members of the Town Board
From: Galina Chernykh
CC: Jacqueline Greer, Debra Scocchera
Date: 5/9/2019
Re: Public Library Cleaning Services Bid Award Recommendation

Mayor Belmont 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 nightly cleaning of the library buildings following all scope requirements.

Eleven bids for the advertisement of the above referenced project were received on April 8, 2019.

Legal Counsel has reviewed the submitted bids and found the bid submissions to be in order. NSI Clean Worldwide Inc. Company is the lowest responsive and responsible bidder.

In consideration of the above, I respectfully request award of this cleaning contract to NSI Clean Worldwide Inc. Company located at 70 Maple Drive Middletown, NY 10941 with a bid amount of \$31,720 annually.

Funding for this contract is available in the 407 Special Services budget line.

Thank you!

Galina Chernykh,

Library Director

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Memo

To: Mayor Ron Belmont and Members of the Town Board
From: Galina Chernykh
CC: Jacqueline Greer, Maureen MacKenzie
Date: 5/9/2019
Re: Request to issue a purchase order for Library cleaning services

Mayor Belmont and the Members of the Town Board:

I would like to request the Purchase Department to issue a purchase order for a cleaning contract to NSI Clean Worldwide Inc. Company located at 70 Maple Drive Middletown, NY 10941 for the Harrison Public Library cleaning services.

The contract will not exceed \$31,720.00 annually.

Funding for this contract is available in the 407 Special Services project budget.

Galina Chernykh, Library Director.