



**HARRISON**  
PUBLIC LIBRARY

# Memo

**To:** Mayor Ron Belmont and Members of the Town Board  
**From:** Galina Chernykh  
**CC:** Jacqueline Greer, Maureen McKenzie  
**Date:** 10/8/2020  
**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 daily/nightly cleaning of the library buildings following all scope requirements.

Seven bids for the advertisement of the above referenced project were received on September 28, 2020. Cleaning Services of Hudson Valley, Inc. is the lowest responsive and responsible bidder.

In consideration of the above, I respectfully request award of this cleaning contract to Cleaning Services of Hudson Valley, Inc. with a bid amount of \$39,996 annually.

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

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

Funding for this contract is available in the 401 Special Services budget line.

Thank you!

Galina Chernykh,

Library Director