

# Pierson Library and Shelburne Town Hall Janitorial Services

## Request for proposals

### **General Instructions**

The Pierson Library, Shelburne's public library, invites qualified applicants to submit proposals for janitorial services for the Library and attached 1927 Town Hall.

### **Submission of Proposal**

Proposals must be submitted via email to [kunrath@shelburnevt.org](mailto:kunrath@shelburnevt.org) , to be received no later than 11:00 am, Thursday, August 29<sup>th</sup>, 2019.

### **Site Tour and Pre-Proposal Meeting**

All interested Proposers are invited to attend a tour and Pre-Proposal Briefing at the **Library, 5376 Shelburne Rd., Shelburne, VT 05482** on **Wednesday August 21<sup>st</sup> at 11:00 A.M.** Proposers will receive a tour of the site and may ask questions at that time. Please contact **Kevin Unrath** at [kunrath@shelburnevt.org](mailto:kunrath@shelburnevt.org) or by phone at **802-985-5124** to let the Library know if you would like to attend.

### **RFP Awards**

The Library reserves the right to accept or reject any and all proposal. The acceptance or rejection of any or all proposals and the making of an award or a partial award will be at the sole discretion of the Library. The Library reserves the right to request additional information. The contract shall be awarded to the qualified Proposer whose proposal (which may include and incorporate the outcome of any subsequent negotiations) is determined to be in the best interests of the Library. The Library reserves the right to seek out additional proposals if the number and quality of proposals are not sufficient to provide a competitive evaluation.

A proposal submitted in response to this RFP shall constitute a binding offer. The Proposer shall identify clearly and thoroughly any variation between its offer and this RFP.

### **Scope of work**

The selected service provider will provide all personnel, equipment, tools, supplies, supervision and other items and services necessary to perform janitorial services for the library and town hall. The selected service provider will only need to provide supplies needed to do the cleaning (toilet bowl, glass cleaner, etc.) and not consumable supplies such as toilet tissue, paper towels, trash liners, hand soap, etc.

## Cleaning Schedule

The library opens at 10am, with some areas, including the town hall, accessible before hours for meetings. Vacuuming and mopping should happen before opening hours when the building is not in use. The following schedule includes twice weekly, weekly, quarterly and semi-annual activities:

Twice a week, Monday and Thursday mornings, to include:

- vacuum the first floor of the library
- sanitize, clean, and mop the 3 library bathrooms, including all fixtures
- sanitize all tables
- dust and sanitize public computer areas in adult, teen and youth areas
- dust and sanitize 1<sup>st</sup> floor library service desk
- mop Library entryways, and dry or wet-mop all polished concrete to maintain dirt-free surface

Once a week, Mondays or Thursdays

- empty indoor and outdoor trash and recycling into library bins, and empty bins into town dumpster on south end of town property
- Dry or wet-mop entire upper floor of town hall, including entrance and stage
- Dust all windowsills in town hall
- Vacuum 2<sup>nd</sup> floor of library and downstairs of town hall
- clean entrance front doors
- Clean downstairs kitchen sink, microwave and countertop
- Sanitize, clean and mop bathroom in downstairs of town hall

Quarterly: October, January, April, July.

- dusting (to include bottoms and tops of book shelves, behind front desk computers, removing of cobwebs on walls & ceilings, etc.)
- wipe down/sanitize all wooden chairs
- clean visible dirt on walls
- mop mats under desk chairs in public and staff areas
- clean all interior glass surfaces (not connected to exterior of building)

Semi-annually: November and May

- clean upholstered furniture
- wash walls in bathroom
- sanitize soft cushion chairs in the youth area
- wash inside of exterior windows\*
- clean carpets\*

\*optional: please quote with and without these services if possible.