

**Request for Proposals**  
**Municipal Center Cleaning**  
**Town of WHITINGHAM, Vermont**

**Date of Issue: March 7, 2024**

**Closing Date: 2pm on April 3, 2024**

The Town of Whitingham, in Windham County, Vermont, is seeking cleaning services for the Whitingham Municipal Center in Jacksonville.

**Contractor Requirements**

The winning bidder will supply all cleaning supplies and equipment. The Town will supply trash bags, toilet paper, and paper towels.

The winning bidder will carry, at all times during contract period, Liability Insurance in the minimum amount of \$1,000,000 naming the Town of Whitingham as additional insured is required. A Certificate of Workers' Compensation Insurance is required or a signed waiver.

**Cleaning Needs:**

**Whitingham Municipal Center cleaning bid**

<b>WEDNESDAY MORNING:</b>
Clean and disinfect upstairs bathrooms (2)
Mop upstairs bathroom floors (2)
Restock paper supplies upstairs as needed
Gather all trash & recycling upstairs
Dust/de-cobweb:
Town Clerk's Office
upstairs hallways
front & rear entrances
Wash entrance doors & windows as needed
Sweep walkways & steps as needed
Vacuum:
Town Clerk's Office
Assessor's Office
upstairs hallways
Dining Hall rugs
Clean furniture in offices as needed
Apply disinfectant to business counter & guest workstation
<b>FRIDAY MORNING:</b>
Clean and disinfect upstairs bathrooms (2)
Clean and disinfect downstairs bathrooms (2)
Restock paper supplies as needed upstairs and down

Mop bathroom floors (4)
Gather all trash & recycling upstairs & downstairs
Dust/decobweb:
ALL entrances
Selectboard Office
Bookkeeper's office
Highway office & hallway
Wash entrance doors & windows as needed
Sweep walkways & steps as needed
Vacuum and/or mop:
upstairs hallways
Dining Hall rugs
Selectboard Office
Bookkeeper's Office
Highway office & hallway/entry way
Clean furniture as needed
Apply disinfectant to business counter & guest workstation

**AS NEEDED:**

Minor professional spot cleaning and occasional low moisture carpet cleaning

**Qualified, interested bidders should submit the following information no later than 2pm on April 3, 2024:**

1. Qualifications and/or resume. Please include references and contact information.
2. Description of experience.
3. Proposed weekly cleaning cost, hourly rate for any extra's that might come up.

The Town of Whitingham encourages responses from disadvantaged, women-owned, minority-owned and small local firms.

**The Town of Whitingham reserves the right to make the award of the bid as appears in the best interest of the Town of Whitingham and to reject any or all bids at any time or reason.**

**Please deliver responses and inquiries to:**

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