

TOWN OF FARMVILLE
Request for Proposal
Cleaning Services – Farmville Public Library

Contact: David Miller, Library Director

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Library Address: 4276 West Church Street, Farmville, NC 27828

Proposal Mailing Address: 3672 North Main Street, Farmville, NC 27828

Deadline for Proposals: Friday, February 19, 2021 at 5 pm

This solicitation is for cleaning services for the Farmville Public Library, located in downtown Farmville, North Carolina. The selected contractor will help keep the library clean, sanitary, welcoming, and fully usable by staff, volunteers and patrons.

A mandatory pre-bid meeting to answer questions, review the scope of work, and to tour the library facility will be offered twice: on **Monday, February 15 at 10 am**, and **Tuesday, February 16 at 2 pm**. Prospective bidders need only attend one meeting, which will be held at the library.

A contract award may be made by March 1, 2021, with service starting soon thereafter.

Building Information

Total Cleanable Square Footage: The library's 17,000 square foot facility includes public and staff areas, meeting rooms, a kitchenette, four public restrooms, and an outdoor plaza. The facility is two stories and is equipped with one elevator. The library's flooring consists of a combination of carpet tiles, slate tile, wood stair treads, vinyl composition tile (VCT), and sealed concrete. There are several large windows and glass partitions.

Cleaning Frequency: The contractor will clean two times per week with the majority of work performed outside of the library's normal operating hours. Vacuuming and floor cleaning must be performed outside of library's normal operating hours. Schedule will be agreed upon prior to contract start date. Library hours are Monday through Thursday, 9 am to 8 pm; Friday, 9 am to 6 pm; and Saturday, 9 am to 3 pm.

Supplies: Bidders will supply their own cleaning supplies and they must be accounted for in their proposal documents. Supplies may be kept in the library's janitorial closet.

Contractor Responsibilities

Among the responsibilities, the contractor will clean and disinfect restrooms and doors; clean glass windows and partitions; vacuum, sweep and mop floors; empty interior and exterior trash and recycling receptacles; dust bookcases, desks/tabletops and hanging lights; maintain updated SDS sheets for all supplies at the library; and follow Town and Library policies while performing services. Special services will include cleaning after special events, and annual carpet and window cleaning.

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CONTRACTOR QUESTIONNAIRE

Full Name: _____

Business Name (if applicable): _____

Address: _____

Email: _____ Phone Number: _____

Questionnaire completed by (name and title): _____

- 1. Do you or your business have insurance that covers your janitorial work?
 Yes No

- 2. Are you currently providing cleaning services for any other area businesses/individuals?
 Yes No

- 3. Will you provide the cleaning services, or will the work be done by subcontractors?
 Self Subcontractors

- 4. Can you provide a semi-annual deep cleaning of carpets?
 Yes No

If yes, how much will you charge per cleaning? Please include this cost in the bidding documents.

REFERENCES

Provide information below for three businesses whom you have provided cleaning services to.

Name: _____ Business: _____

Email: _____ Phone Number: _____

Name: _____ Business: _____

Email: _____ Phone Number: _____

Name: _____ Business: _____

Email: _____ Phone Number: _____

