

# **Request for Proposal (RFP)**

## **Cleaning Services – Spring Green Community Library**

Contact: Lisa Thomas

Email Address: lthomas@springgreenlibrary.org

Mailing Address: 230 East Monroe Street, Spring Green WI 53588

Phone: 608-588-2276

**Deadline for Proposals: 1/24/2020**

This solicitation is for cleaning services for the Spring Green Community Library (Library), a single-story, 6,500 square foot facility located near downtown Spring Green, Wisconsin.

The selected Contractor will help keep the library clean, sanitary, welcoming, and fully usable by staff, volunteers, and patrons. The Library expects the Contractor to help meet environmental goals, maximize efficiencies, and reduce costs where possible.

Pre-bid walk-throughs are welcome. Please contact Lisa Thomas to set up a date and time.

**Contract award will be made by February 3, 2020**, with service starting as soon as possible after that date for a period of at least one year.

### **Building Facts**

**Building Address:** 230 East Monroe Street Spring Green, WI 53581

**Total Cleanable Square Footage:** 6,500. Includes library public and staff areas, community room with kitchenette, and two public restrooms.

**Number of floors:** one

**Elevators:** none

**Days of the week service is to be performed:** Negotiable, with contractor cleaning at least two times per week. Schedule will be agreed upon prior to contract start date. Vacuuming and floor cleaning must be done outside of library hours. Library hours are Mondays through Thursdays 10am – 7pm, Fridays 10am – 5pm, and Saturdays 10am – 1pm. (The library hosts a Farmer's Market one Saturday a month, and the library opens at 9am on those days).

**Supplies:** Library currently supplies all cleaning supplies. Please indicate whether you plan to use library supplies or provide your own.

### **Contractor Responsibilities**

- Cleaning and disinfecting bathrooms and doors
- Cleaning glass windows and doors
- Vacuuming, sweeping, and mopping floors
- Cleaning and disinfecting tables, counters, and other surfaces
- Emptying trash cans
- Dusting and cleaning book cases
- Other duties as assigned

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*Please complete this form and include with your bid. Your bid may be attached as a separate document, or included on the back of this form.*

## **Contractor Questionnaire**

Full Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Address and Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

This Form Completed by (Name and Title): \_\_\_\_\_

Do you or your business have insurance that covers your janitorial work?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Are you currently providing cleaning services for any other area businesses and/or individuals?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Will you provide cleaning services or will the work be done by subcontractors?

\_\_\_\_\_ Self      \_\_\_\_\_ Subcontractors

Deep cleaning of library carpets and floor is currently performed annually by a separate contractor. Is deep cleaning included in your RFP?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

The library currently provides all cleaning supplies. Do you prefer to use your own supplies, i.e. does your RFP include cleaning supplies?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

How did you find out about this opportunity? \_\_\_\_\_

## **References**

Please provide information for two or three references below. At least two references should be business contacts or individuals for whom you/your business has provided cleaning services.

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Name	Building Type and Approximate Footage
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Contact Info	
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Name	Building Type and Approximate Footage
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Contact Info	
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Name	Building Type and Approximate Footage
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Contact Info	
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