

**Request for Proposals  
For  
Janitorial Services for the Town of St. Albans**

**I. OVERVIEW**

The Town of St. Albans is issuing this Request for Proposals (“RFP”) for janitorial services for its Town Hall and Fire Department buildings.

**II. BACKGROUND**

The Town of St. Albans Town Hall is a 2-story building, built over 100 years ago. Town Hall has several offices, a boardroom, a kitchen, and 3 restrooms. The Fire Department building is a 1-story building with 2 offices, 2 restrooms with showers, a kitchen area and an open meeting space area.

**III. REQUIREMENTS**

**Term of Agreement**

The selected entity will be expected to enter into a written agreement for services with The Town of St. Albans for an initial term of one (1) year beginning on **April 9<sup>th</sup>, 2018, ending March 30<sup>th</sup>, 2019** with options to renew.

**Required Services to be provided:**

- Emptying Trash & Recycling
- Vacuuming
- Mopping
- Dusting
- Windows
- Cleaning of Restrooms
- Notify the Town when supplies are running low, update supply list

**Optional Services**

Please provide a list of optional services and their fees:

- Steam Cleaning of Carpets                      Costs: \_\_\_\_\_
- All interior and exterior windows              Costs: \_\_\_\_\_
- Stripping and waxing of floors              Costs: \_\_\_\_\_
- Other \_\_\_\_\_

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The Town will supply all paper products, i.e., toilet paper, paper towels and facial tissue. The vendor will provide all cleaning products necessary for cleaning Town Hall twice weekly and the Fire Department once every other week, i.e., mop, bucket, cleaning solutions, vacuum cleaner and window cleaner.

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#### **IV. INFORMATION TO BE INCLUDED IN PROPOSAL**

You may also provide as part of your proposal any other information, proposals, concepts, etc. that have not been explicitly requested in this section.

#### **V. INSTRUCTIONS TO PROPOSERS**

All inquiries concerning this Request for Proposals and submissions in response to this RFP must be mailed or emailed to:

Town of St. Albans  
Attn: Jennifer Gray  
P.O. Box 37  
St. Albans Bay, VT 05481  
802.524.7589 ext. 107  
[j.gray@stalbanstonwn.com](mailto:j.gray@stalbanstonwn.com)

The Town reserves the right to waive any of the formalities of this RFP, to request additional information from any respondent, to negotiate with any respondent, to negotiate with more than one respondent, to reject any or all proposals or parts of proposals, to solicit new proposals, and to award contracts to one or more respondents or to reject any or all respondents as it deems in its best interest. The issuance of this RFP does not guarantee that a contract will be awarded.

Any proposal received after the time specified will be considered a late proposal.

Following evaluation of all proposals, the Town may do one or more of the following: (1) conduct interviews with representatives of one or more of the respondents; (2) select an apparent successful respondent and enter into contract negotiations; (3) establish a competitive range that shall include all respondents that have a reasonable chance of being selected for award based on the proposals, select those proposals that are in the competitive range, and commence negotiations with those respondents, and then invite those respondents to submit best and final offers; or (4) reject all proposals if it is determined to be in the best interests of the Town.

Should the Town be unable to negotiate a satisfactory form of contract with the selected finalist(s), then the next highest ranked finalists may be selected and the negotiation process may be repeated.

#### **Time and Place for Submission of Proposals**

All proposals must be received by mail or hand delivery no later than **2:00 p.m. March 23<sup>rd</sup>, 2018**, at the town offices, PO Box 37, St. Albans Bay, VT 05481, Attention: Jennifer Gray. The proposal submitted must be clearly marked: "PROPOSAL FOR JANITORIAL SERVICES"

Submittals should be organized in response to submission requirements and formatted as 8.5 x 11 inch pages. Larger pages folded to 8.5 x 11 inches and pocket inserts are acceptable. Five (5) copies and one reproducible copy must be provided.

#### **Key Dates**

RFP Issued:	Monday, March 12 <sup>th</sup> , 2018
Proposals Due:	Friday, March 23 <sup>rd</sup> , 2018 by 2:00 p.m.
Contract Negotiations:	Following receipt of proposals
Contract term to begin:	Monday, April 9 <sup>th</sup> , 2018

These dates are subject to change in the sole discretion of the Town with reasonable notice given to respondents.