



TOWN OF ST. JOHNSBURY

51 Depot Square
St. Johnsbury, VT 05819
802-748-3926
www.stjvt.com

Town Manager 802-748-3926
Town Clerk 802-748-4331
Fire 802-748-8925
Dispatch 802-748-2314
Public Works 802-748-4408
Assessor Office 802-748-4272

REQUEST FOR PROPOSALS JANITORIAL SERVICES TOWN OF ST. JOHNSBURY, VERMONT

INTRODUCTION

The Town of St. Johnsbury, Vermont is requesting proposals from qualified firms or individuals that provide janitorial services for the remaining of the fiscal year ending June 30, 2022, with the option of continuing the contract for the subsequent fiscal year ending June 30, 2023.

Proposals are to be submitted by 4:00 PM on December 3rd, 2021 to:

Anthony Skelton
Communications Director
Town of St. Johnsbury, Vermont
51 Depot Square
St. Johnsbury, VT 05819

The Town of St. Johnsbury reserves the right to reject any or all proposals submitted. Proposals will be evaluated by the Town based on experience and reputation, understanding of Town requirements, and price. During the evaluation process, the Town reserves the right, where it may serve in the Town's best interest, to request additional information or clarification from proposers.

Please direct all questions regarding this request for proposals to Anthony Skelton, 802-535-0103, askelton@stjvt.com.

NATURE OF SERVICES REQUIRED

The Town of St. Johnsbury desires the janitorial services to provide services to two (2) separate Town office facilities. The facilities are located at 51 Depot Square (Welcome Center, Town Clerk's and Town Manager's offices) and 1187 Main Street (Police Station and Dispatch Center) in St. Johnsbury.

Duties encompassed include cleaning services five (5) times a week as follows:

- Empty waste baskets / receptacles and recycling bins and dispose of in the appropriate containers located outside the buildings.
- Mop, sweep, and vacuum surface floors.
- Clean, sanitize and polish light switches, door handles, push plates, water fountains, and counters.
- Dust and clean cleared surfaces of desk, tables, chairs, filing cabinets, and other office furniture.

- Mop and clean restrooms with a germicide, including mirrors, partitions, urinals, toilets, and sinks using disinfectant and detergents.
- Refill soap and paper products provided by the Town.
- Report unusual occurrences, damages, or malfunctions.

Copies of the Cleaning Checklists are available as attachments.

CONTRACTOR REQUIREMENTS

The proposer shall have demonstrable experiencing in janitorial services provided in a professional office building setting. The proposer shall submit to a national fingerprint-based criminal record check and participate in a supplied security awareness training for any employee(s) that may be working within the Police Station and Dispatch Center. The proposer will provide all cleaning materials and equipment needed for performance of these duties. The proposer shall provide evidence of necessary insurance.

PROPOSAL REQUIREMENTS

Interested firms or individuals shall submit its proposal with cost breakdowns weekly and by location of services.