



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 January 7th, 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 for the Police Station and Dispatch Center located at 1187 Main Street 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.

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 their proposed weekly charge.



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Public Safety Building - Cleaning Checklist

Please check off the following as they are completed each week:

Week of: _____

Small Kitchen Space & Storage

Description	Mon	Tue	Wed	Thu	Fri
Disinfect Counters					
Disinfect inside and outside of microwave					
Disinfect exterior and interior of refrigerator					
Disinfect light switches and door handles					
Mop kitchen floor (as needed [at least once weekly])					

Individual Office Spaces (Chief's Office, Captain's Office, Sergeant's Office, Squad Room)

Description	Mon	Tue	Wed	Thu	Fri
Disinfect any cleaned off desk or flat space					
Disinfect phones including earpieces					
Disinfect door knobs and light switches					
Dust chairs and wipe armrests (if applicable)					
Empty waste and recycling baskets and replace liners					
Vacuum Carpets (as needed [at least once weekly])					
Clean windowsills (as needed [at least once weekly])					
Mop Floors (as needed [at least once weekly])					

Conference / Training Room (as needed [at least every other week])

Description	Mon	Tue	Wed	Thu	Fri
Disinfect table space					
Dust chairs and wipe armrests (if applicable)					
Disinfect door knobs and light switches and window sills					
Sweep and mop floor (as needed)					

Bathrooms (one upstairs and one downstairs)

Description	Mon	Tue	Wed	Thu	Fri
Disinfect toilet seats, hand rails, and toilet paper dispenser					
Disinfect sink, faucets, paper towel dispenser					
Use glass cleaner to clean mirrors					
Refill paper towel and toilet paper dispenser					
Mop floor with disinfectant					
Disinfect door knobs and light switches					

Hallways, Lobby, and Common Spaces

Description	Mon	Tue	Wed	Thu	Fri
Disinfect all flat empty tables and flat spaces					
Disinfect hand rails at stairs					
Disinfect door knobs and light switches and window sills					
Disinfect copiers and printers					
Empty waste and recycling receptacles and replace liners					
Vacuum Carpets (as needed [at least once weekly])					
Wash glass surfaces (monthly)					
Mop stairs and floors (as needed [at least once weekly])					

Processing & Holding Area

Description	Mon	Tue	Wed	Thu	Fri
Disinfect all flat tables, desks, shelves, chairs, and benches					
Disinfect door knobs and light switches and window sills					
Disinfect fingerprinting station and printer					
Empty waste and recycling receptacles and replace liners					
Wash glass surfaces (monthly)					
Mop floor (as needed [at least once weekly])					

Dispatch

Description	Mon	Tue	Wed	Thu	Fri
Disinfect all flat tables, desks, and shelves					
Disinfect door knobs and light switches and window sills					
Disinfect copiers and printers					
Dust chairs and wipe armrests (if applicable)					
Empty waste and recycling receptacles and replace liners					
Vacuum floors and carpets (as needed [at least once weekly])					
Mop floor (as needed [at least once weekly])					