

REQUEST FOR PROPOSAL ACSWMD – CLEANING SERVICES

ISSUED BY: Addison County Solid Waste Management District

DATE ISSUED: June 24, 2022

PROPOSAL DUE DATE: 4:00 p.m., Friday July 29, 2022

CONTACT: Patti Johnson, Business Manager
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The Addison County Solid Waste Management District (“District”) is

DISTRICT BACKGROUND

The Addison County Solid Waste Management District (ACSWMD) is a tax-exempt, 501(C)(1) union municipal district comprised of 21 towns of Addison County. The purpose of this Request for Bids (RFB) is to obtain bids from qualified Cleaning Contractors for cleaning services at the District Transfer Station, 1223 Route 7 South, in Middlebury, VT. The project includes: cleaning of the interior of the District Office Building, Scalehouse & The Transfer Station Bathroom. The District offices are open 8 AM-4 PM on weekdays. The Transfer Station is open 7 AM–3 PM on weekdays, and 8 AM–1 PM on Saturdays.

SCOPE

The purpose of this Request for Proposals (RFP) is to obtain proposals from qualified vendors to provide cleaning services in the Transfer Station’s following locations: the Scalehouse, The Transfer Station Bathroom, and the entire Office located on the property. Quotes should include an estimate of time to do regular cleaning once a week preferably after 5 PM on weekdays, after 1:00 PM on Saturdays or on Sundays. **A site visit is required prior to bidding. A detailed list of minimum expectations is attached to this bid.**

PROPOSAL SUBMISSION REQUIREMENTS

1. Proposals must be received by 4:00 p.m. (EST), Friday, July 29, 2022

2. Responses must include the following elements:
 - Cover letter or company brochure with name, address, telephone number, and e-mail address of contact person.
 - Description of cleaning methods used along with time frame to accomplish (i.e. – 3 hours to complete all necessary spaces which includes vacuuming, dusting, sanitizing, removing all rubbish and recycling, etc.)
 - List of references.
 - Cost of service.
 - Copy of Certificate of Insurance.

PROPOSAL EVALUATION

Each bid will be reviewed by District staff at the District offices located on 1223 Rt. 7 South, Middlebury, Vermont, at 4:00 PM on Monday August 1st, 2022. Staff will review the proposals with the District Executive Board of Supervisors, with the intent to contact the approved proposal's company by Friday August 12th or as soon as the Executive Board makes its award.

Questions regarding this Request for Proposals may be directed to Patti Johnson, Business Manager, or to the District Manager, Teri Kuczynski, at 802-388-2333.

REVISIONS TO REQUEST FOR PROPOSALS

If it becomes necessary to revise any portion of this Request for Proposals, the addenda will be sent to all providers who were mailed the original request and any parties who were provided copies of this request. The District also reserves the right to negotiate with the bidders to modify or amend certain portions of their respective proposals.

REJECTION OF PROPOSALS

The District reserves the right to reject any and all proposals in the best interest of the District.

LIMITATION OF LIABILITY

Proposers shall bear the full cost of preparation and, if selected by the District, negotiation of the final contract award. There may be no claims whatsoever for reimbursement from the District for costs and expenses associated with this process.

OFFICE CLEANING DETAILED REQUIREMENTS

Dust all cleared, flat surfaces
Dust walls, ceilings, corners
Clean wood on inside of front door
Clean windowsills and tops of baseboard heating
Clean all baseboards
Vacuum all carpeted floors – mop all hard surface floors
Remove scuff marks from walls, baseboards, doors, etc.
Clean Bathrooms:

- Wash sink and faucet
- Clean toilet bowl and outside of toilet
- Mop bathroom floor
- Clean shower stall in back bathroom

Clean Kitchen:

- Clean sink and any dishes left in sink weekly. Clean dish drain and coffee machine.
- Clean & Disinfect countertops and tabletops
- Clean & Disinfect Refrigerator and Microwaves, inside and out-Weekly

Twice a year:

- Clean windows
- Clean window blinds thoroughly

SCALEHOUSE

Dust and wipe down all surfaces
Mop Floor
Wash windows when necessary

HOPPER BATHROOM

Clean and disinfect sink and toilet
Sweep/Mop Floor

ACSWMD supplies all cleaning supplies, vacuum, garbage bags, mops, etc. It is the responsibility of the contractor to inform the District via email at admin@acswmd.org when basic supplies or additional items are required, or mop or vacuum needs repair or replacement. All cleaning supplies are to be left in the District closet.