

# REQUEST FOR PROPOSAL COMMERCIAL JANITORIAL SERVICES

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## I. SCOPE OF WORK

The Town of Emmitsburg, Maryland is requesting bids from qualified contractors for Commercial Janitorial Services. Proposals are due by 4pm on April 14<sup>th</sup>. Please see “Submittal Requirements” on how to submit your bid.

All bids must meet and/or exceed the requirements contained herein:

**Questions?** Contact Sabrina King at [SKing@emmitsburgmd.gov](mailto:SKing@emmitsburgmd.gov)

## II. SUBMITTAL REQUIREMENTS

Please submit at least three hard copies of your bid to Town of Emmitsburg, Attn: Town Clerk, 300A South Seton Avenue Emmitsburg MD 21727. Please note on bids, “**Commercial Janitorial Services**” Contractors can either mail submittals, deliver submittals to the Town Office on the 2<sup>nd</sup> floor, or place submittals in the black drop box labeled “Town of Emmitsburg” at the rear of the Emmitsburg Community Center (300A South Seton Ave.). If a submittal receipt is requested, please email [sking@emmitsburgmd.gov](mailto:sking@emmitsburgmd.gov) or call 301-600-6300. At the minimum, all bids must include the following:

- A.) Letter of Transmittal:** The letter of transmittal must contain the following information:
1. Name, title, address, e-mail address, and telephone number of the person(s) whom correspondence should be directed regarding the bid and any questions.
  2. Do any warranties come with the work?
  3. Please acknowledge contract start date of May 16<sup>th</sup>.
  4. Statement which indicates “proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with the Town of Emmitsburg”.

**B.) Detailed cost statement:**

Please list the cost of the project using the template below:

**C.) References:**

Please provide the name, phone number and email of at least two (2) client references for similar work completed within the past three (3) years. Please provide the organization’s name, address, and email address of the person(s) at the reference who is most knowledgeable about the work performed.

**D.) Proof of Insurance:**

The successful proposer must have and maintain current worker’s compensation insurance, comprehensive general liability and automobile insurance for bodily injury, death or loss of or damage to property of third persons in the minimum amount of \$1,000,000 per occurrence with the Town of Emmitsburg as an additional name insured. Please list the policy number, insurance company, and expiration date with your bid.

**III. PROPOSED TIMELINE**

March 10, 2023	RFP available on the Town of Emmitsburg’s website.
<b>April 14, 2023</b>	<b>DEADLINE: Bids due by 4:00 p.m.</b>
April 17, 2023	<i>Tentative: Bid review.</i>
April 19, 2023	Winning Bid announced.

**IV. MISCELLANEOUS INFORMATION**

- *The Town of Emmitsburg reserves the right to accept or reject any and/or all bids and to waive any informalities or irregularities in the bidding process.*
- *The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation, or oral interviews (if requested/held). The Town reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.*
- *The Town further reserves the right to make investigations as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this proposal as the Town may request.*
- *Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.*
- *The Town of Emmitsburg does not discriminate based on race, color, national origin, sex, sexual orientation, religion, age and disability in employment or the provision of services.*

**REQUEST  
FOR PROPOSAL**

The Town of Emmitsburg is requesting sealed proposal submissions for commercial janitorial services.

Deadline for proposals is 4pm April 14, 2023.

For questions and pre-bid walkthroughs contact:

Sabrina King  
Town Clerk  
301-600-6302  
sking@emmitsburgmd.gov

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Property One: 300A South Seton Avenue  
Emmitsburg, MD 21727

Property Two: 22 East Main St.  
Emmitsburg, MD 21727

Property Three: 16707 Creamery Road  
Emmitsburg, MD 21727

Properties Two & Three should be scheduled on the same day.



## TOWN OF EMMITSBURG

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; info@emmitsburgmd.gov

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### **SCOPE OF WORK** **Property One - 300A South Seton Ave** **Bi-weekly**

- Paper products, can liners and hand soap provided by Town of Emmitsburg.
- Avoid electronics and cords. Please use your judgment.
- Doors, door handles and light switches should be cleaned and disinfected on each visit (weekly on areas only visited once per week, etc).
- Keep ceilings and window sills free of cobwebs.

#### Each Visit General Areas:

- Vacuum reception area, including under desk
- Dry & wet mop floors
- Collect garbage & recyclables, reline cans and carry to proper receptacles.
- Clean and disinfect reception counter (desktop items can be moved to do so).
- Clean/dust file cabinet tops, window sill and work table in central work area.

#### Each Visit Accounting Area:

- Collect garbage & recyclables, reline cans and carry to proper receptacles.
- Dry mop floors.
- Clean and disinfect counter of accounting reception area.

#### Each Visit Kitchen Area

- Collect garbage; reline cans and carry to proper receptacle.
- Clean and disinfect trash cans.
- Clean and disinfect countertop and wipe off appliances.
- Clean inside the microwave.
- Clean and disinfect refrigerator doors and handles.
- Replenish towels.

#### Each Visit Bathroom Areas (3 bathrooms):

- Collect garbage; reline cans and carry to proper receptacle.
- Clean and disinfect trash cans.
- Clean and disinfect mirror, sink, toilet and urinals from top to bottom.
- Clean and disinfect outside of table.
- Sweep & mop floors.
- Replenish towels, toilet paper and soap.

#### Each visit Town Planner Office:

- Collect garbage & recyclables, reline cans and carry to proper receptacles.
- Vacuum carpet upon request.

#### Each visit Manager/Mayor Office:

- Collect garbage & recyclables, reline cans and carry to proper receptacles.

- Clean and disinfect any open flat surfaces.
- Vacuum carpet.

Each Visit Conference Room:

- Collect garbage; reline cans and carry to proper receptacle.
- Clean and disinfect tabletop and other open flat surfaces.
- Clean and disinfect telephone.
- Vacuum carpet.

**Property One- 300A South Seton Ave  
Weekly**

Weekly Reception Area

- Clean and disinfect waiting chairs.
- Dust the table under TV's. Pamphlets can be moved aside as necessary.

Weekly Accounting Area

- Dry & wet mop floors. (Sweep under reception desk avoiding any obstacles).
- Dust flat surfaces.

Weekly Kitchen Area

- Collect recyclables and carry to recycling dumpster.

Weekly Town Meeting Room

- Collect garbage; reline cans and carry to proper receptacle.

**Property One - 300A South Seton Ave  
Bi-Monthly**

Bi-Monthly Gymnasium:

- Dry mop floors.
- Clean and disinfect doors, door handles and light switches.

Bi-Monthly Town Meeting Room

- Collect garbage; reline cans and carry to proper receptacle.
- Clean and disinfect tabletops and other open flat surfaces.
- Vacuum carpet.

**Property One - 300A South Seton Ave**

- ❖ Monthly floor burnishing (striping and waxing will be billed separately).
- ❖ Yearly carpet cleaning.

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**SCOPE OF WORK**  
**Property Two – 22 E. Main Street**  
**Bi-Monthly**

- Paper products, can liners and hand soap provided by Town of Emmitsburg.
- Avoid electronics and cords. Please use your judgment.
- Doors, door handles and light switches should be cleaned and disinfected on each visit (weekly on areas only visited once per week, etc).
- Keep ceilings and window sills free of cobwebs.

**BI-MONTHLY**

- Collect garbage & recyclables; reline cans and carry to proper receptacle.
- Dusting.
- Dry & wet mop floors (may involve sweeping).
- Vacuum all carpet
- Replenish towels, toilet paper and soap.
- Clean microwave & refrigerator once a month.
- Clean Bathroom – including clean and disinfect mirror, sink, toilet and urinals from top to bottom, sweep & mop floors, replenish towels, toilet paper and soap.

**SCOPE OF WORK**  
**Property Three – 16707 Creamery Road**  
**Bi-Monthly**

**BI-MONTHLY**

- Collect garbage; reline cans and carry to proper receptacle.
- Dusting.
- Dry & wet mop floors (may involve sweeping).
- Replenish towels, toilet paper and soap.
- Clean Bathrooms (2) – including clean and disinfect mirror, sink, toilet, and urinals from top to bottom, sweep & mop floors, replenish towels, toilet paper and soap.