

Central Vermont Solid Waste Management District
137 Barre Street Montpelier and 540 North Main Street Barre City
802-229-9383 ext. 100

**REQUEST FOR PROPOSAL
OFFICE CLEANING**

Deadline for proposals: September 23, 2022

Objective

The objective of this document is to solicit responses that will provide the Central Vermont Solid Waste Management District (CVSWMD) the services that best support CVSWMD's requirements. Responses to this document are expected to propose a complete deliverable that meets all the stated requirements.

CVSWMD Overview

The Central Vermont Solid Waste Management District (CVSWMD) is a union municipality providing valuable waste management programs and services to our 19 member cities and towns to assist them in proper waste disposal and reduction efforts.

Current Business Situation and Overall Need

CVSWMD operates out of two buildings: an administrative building at 137 Barre Street in Montpelier and the Additional Recyclables Collection Center (ARCC) at 540 North Main Street in Barre City.

This proposal seeks services for the office cleaning in both locations. The Montpelier location is in a Victorian house with 8 office spaces, 2 bathrooms, a conference room and a kitchen.

While the ARCC is a facility, this proposal is for the cleaning of only the office space, bathroom and conference room that is not accessed by the public.

Summary of Functional Requirements

Cleaning services weekly for the Montpelier offices include:

- Sweep floors – including behind bathroom doors and corners
- Mop common areas as needed – WEEKLY in winter
- Vacuum carpets
- Clean and disinfect toilets, sinks, mirrors and door handles
- Wipe down surfaces that are cleared of materials
- Empty recycling and trash into containers provided by CVSWMD

Cleaning services for the ARCC include:

- Sweep floors
- Mop as needed
- Clean and disinfect toilet, sink, mirror and door handles
- Wipe down surfaces that are cleared of materials
- Trash and recycling will be taken care of by ARCC staff

The showers, kitchen sink and microwave are taken care of by District staff.

Once a year, cleaner will conduct a deep clean at both locations:

- Wash windows inside and out (that can be reached)
- Wash baseboards and walls in bathrooms
- Work with District Office Manager to coordinate the moving of furniture to clean floors

Weekly cleaning will take place on a regular day after the offices and ARCC are closed. Montpelier offices Monday-Friday 8-4 and ARCC Monday-Saturday 8-6.

Also, attached to this Request for Proposal is a list of District committee meeting nights that are to be avoided in cleaner's schedule for the Montpelier offices. Administrative Office and ARCC Office do not need to be cleaned on same day but must have regular weekly schedule. In the event that the District's regular committee meetings schedule changes, or that special meetings in addition to the regular schedule are planned, the District shall provide cleaning service a minimum of 72 hours' advance notice by email and/or phone so that the meeting can be avoided by cleaning service.

Term of Proposed Contract

Term of a proposed contract will be for two years with the option to expand for an additional two years, with the written consent of both partners. The contract may be terminated by either party upon thirty days written notice.

Respondent Company Overview

- **Provide complete business name of Company**
- **Provide names of owners or principals in Company, or indicate if a publicly held corporation**
- Provide the address of local office
- Indicate number of employees that will be working on CVSWMD premises
- Provide contact information for business
- Provide references and contact information from three current or former clients

Pricing Information

A firm total, not-to-exceed price for services shall be provided. Pricing information supplied with the response must be valid for at least 60 days from the response submission date.

- Please provide the cost of breakdown by weekly period of service – inclusive of yearly deep clean at both locations.
- Cleaning products will be supplied by either the respondent of the CVSWMD depending on products typically used by the respondent. All products used must meet the EPA Safer Choice Standard <https://www.epa.gov/saferchoice> to ensure the safety and wellbeing of both employees and the environment. A list of products will be provided by respondent in proposal.
- Cleaning equipment (vacuum, mops, rags etc) will be provided by the respondent.
- CVSMWD will provide all paper products, trash liners and hand soap.

Liability

Winning bidder will provide a certificate of insurance, listing CVSWMD as an additional insured, and showing evidence of general liability in an amount not less than \$1,000,000 per occurrence. Evidence of worker's compensation insurance must be submitted to CVSWMD prior to the beginning of contract and annually thereafter.

Timetable

Responses must be submitted in writing no later than the close of business (4 p.m.) on Friday, September 23, 2022. CVSWMD, at its discretion, may elect to return responses received after the deadline.

Please direct hardcopy proposals to:

CVSWMD

Attention: Barb Baird, Office Manager

137 Barre St.

Montpelier VT 05602

Respondents may contact Barb Baird with questions or concerns at 802-229-9383 ext. 100 or administration@cvswwmd.org

CVSWMD schedule of evening committee meetings at 137 Barre Street, Montpelier

Executive Board – third Tuesday of the month

Financial Oversight Committee – fourth Tuesday of the month

Program Oversight Committee – first Wednesday of the month

Grants Committee – fourth Monday of the month

Ad Hoc Facility Committee – fourth Thursday of the month