

Central Vermont Solid Waste Management District
300 Granger Rd Berlin, VT
802-229-9383 ext. 100

**REQUEST FOR PROPOSAL
OFFICE CLEANING**

Deadline for proposals: March 28, 2025

Objective

This document is to solicit proposals that will provide the Central Vermont Solid Waste Management District (CVSWMD) with commercial cleaning services as described below. Responses to this document are expected to propose a complete deliverable package that meets all 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 at the above address: an administrative office and a warehouse facility. This proposal seeks services for:

1. Administrative building (~2500SF) cleaning every two weeks. The scope of the office building includes six offices, two bathrooms, two meeting rooms, a locker room, and a kitchen.
2. Warehouse facility bathroom (60SF) cleaning every two weeks.

Summary of Functional Requirements

Cleaning services for the administrative building include:

- Vacuum all floors (Rubber tile, epoxy concrete)
- Mop all floors
- Clean and disinfect door handles
- Clean and disinfect inside and outside of toilets, bathroom sinks, and mirrors
- Clean kitchen, including counters, sinks
- Wipe down surfaces that are cleared of materials
- Empty recycling and trash into dumpsters provided by CVSWMD

Cleaning services for the warehouse facility bathroom include:

- Vacuum and mop floors (Concrete)
- Clean and disinfect door handles
- Clean and disinfect inside and outside of toilets, bathroom sinks, and mirrors

Once per year, cleaner will conduct a deep clean of the office building and facility bathroom:

- Wash windows inside and out
- Wash baseboards and walls in bathrooms
- Dust surfaces, exhaust fans, appliances, light fixtures
- Disinfect trash cans
- Wash fridge

- Work with District Administrative Coordinator to coordinate the moving of furniture to clean floors

Cleaning will take place every two weeks on a regular day after the offices and facility are closed or on a weekend day on which we are closed. Our hours are Monday-Friday 8-4 and the third Saturday of the month.

Also, attached to this Request for Proposal is a list of District committee meeting nights that are to be avoided in cleaner's 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 parties. The contract may be terminated by either party upon thirty days written notice.

Respondent Company Overview

- Complete business name of Company
- Names of owners or principals in Company, or indicate if a publicly held corporation
- Address of local office
- Number of employees that will be working on CVSWMD premises
- Contact information for business
- 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.
- Cleaning products will be supplied by the respondent. A list of products will be provided by respondent in proposal. 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.
- Cleaning equipment (vacuum, mops, rags etc.) will be provided by the respondent.
- CVSMWD will provide all paper products, trash liners and hand soap.

Liability

The 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, March 28, 2025. CVSWMD may elect to return responses received after the deadline at its discretion.

Please direct hardcopy proposals to:

CVSWMD

Attention: Mona Lutz, Administrative Coordinator

137 Barre St.

Montpelier VT 05602

Respondents may contact Mona Lutz with questions or concerns at 802-229-9383 ext. 100 or administration@cswmd.org

CVSWMD schedule of evening committee meetings at 300 Granger Rd Berlin, VT

Board of Supervisors: First Wednesday at 6:30 pm

Executive Board: Third Tuesday at 5:30 pm

Grants Committee: Fourth Monday at 4:45 pm

Program Oversight Committee: First Wednesday of March and September at 5:00 pm