



TOWN OF WINHALL  
VERMONT

115 Vermont Route 30  
Bondville, VT 05340

Tel: 802-297-2119  
townadmin@winhall.org  
www.winhall.org

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## *Request for Proposals ~ Custodial Services*

*April 28, 2024*

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### **Introduction**

The Town of Winhall seeks proposals from qualified contractors for custodial services at municipally-owned properties, as outlined on Page 2 of this Request for Proposals.

### **Contractor Prerequisites**

The selected contractor will be required to furnish proof of professional liability insurance, Workers Compensation insurance, and documentation of all licensing prior to signing a contract. Contractor will be responsible for all supplies, travel, fuel, equipment, insurances, and related expenses associated with undertaking the tasks outlined herein. Contractor must ensure that all equipment is in safe, working order, prior to commencing work. The Contractor shall accept full and exclusive responsibility for the payment of all contributions and/or taxes for any unemployment insurance, medical and retirement benefits, pensions, and annuities now or hereinafter imposed under any law of the United States or any State, which are measured by the wages, salaries or other remuneration paid to persons employed by the contractor on the work to be performed under the agreement or in any way connected therewith.

### **Response Format**

Responses to this Request for Proposals should consist of:

- \* A cover letter expressing interest in contracting with the Town of Winhall.
- \* A resume or detailed list outlining the experience and qualifications of the contractor.
- \* List of names of all employees.
- \* List of references (minimum of three).
- \* Proposed fee structure (proposals must explain the basis for the fees to be charged).

### **Period of Performance**

Work associated with this contract shall commence upon July 1, 2024 and shall terminate on June 30, 2025. This contract may be renewed for a one-year period upon approval by both parties.

### **Submissions**

Proposals from interested parties must be received by the Winhall Town Administrator no later than **1:00PM on Monday, June 3, 2024**. **Submissions must be emailed to: [townadmin@winhall.org](mailto:townadmin@winhall.org)**. Proposals will be evaluated based upon the contractor's experience, background, and ability to perform the requested services at an affordable price. Cost will not be the sole determining factor in the award of this contract. The Town of Winhall reserves the right to reject any proposal that does not meet the criteria specified in this RFP, is received after the deadline, or is not complete. The Town of Winhall also reserves the right to seek clarification from any Contractor that submits a proposal once all of the proposals have been reviewed.

E-Mail all submissions and direct all inquiries to:

Lissa Stark, Winhall Town Administrator  
115 Vermont Route 30, Bondville, VT 05340  
Telephone: (802) 297-2119  
E-Mail: [townadmin@winhall.org](mailto:townadmin@winhall.org)

Website: [www.winhall.org](http://www.winhall.org)

## Scope of Work

### ***Location 1: 113/115 Vermont Route 30 (Town Offices and Police Department)***

- \* Empty all waste and recycling containers and place in appropriate receptacles.
- \* Dust and vacuum all offices and rooms.
- \* Clean all light fixtures and replace bulbs, as needed.
- \* Clean and disinfect bathroom sinks, toilets, mirrors, and counter tops.
- \* Wet mop and/or sweep interior floors and garage areas, as appropriate.
- \* Replenish paper products, soap dispensers, etc.
- \* Clean entry mats and remove cobwebs from around entrance doors.

Time Frame: Cleaning shall occur in both the Town Offices and the Police Department twice weekly at a time between 1:00PM and 5:00PM. Cleaning shall not be permitted any other time without prior approval.

### ***Location 2: 107 Vermont Route 30 (Fire Department)***

- \* Empty all waste and recycling containers and place in appropriate receptacles.
- \* Dust and vacuum all offices and rooms.
- \* Clean all light fixtures and replace bulbs, as needed.
- \* Clean and disinfect bathroom sinks, toilets, mirrors, and counter tops.
- \* Wet mop and/or sweep floors, as appropriate.
- \* Replenish paper products, soap dispensers, etc.
- \* Clean entry mats and remove cobwebs from around entrance doors.

Time Frame: Cleaning shall occur once monthly at a day and time agreed upon by both parties.

### ***Location 3: Memorial Library***

- \* Empty all waste and recycling containers and place in appropriate receptacles.
- \* Dust and vacuum all offices and rooms.
- \* Clean all light fixtures and replace bulbs, as needed.
- \* Clean and disinfect bathroom sinks, toilets, mirrors, and counter tops.
- \* Wet mop and/or sweep floors, as appropriate.
- \* Replenish paper products, soap dispensers, etc.
- \* Sweep outside front cement entrance.

Time Frame: Cleaning shall occur once every other week between April 1 and December 1 at a day and time agreed upon by Library personnel and Contractor. Cleaning shall occur once weekly between December 1 and April 1 at a day and time agreed upon by Library personnel and Contractor.

### ***Location 4: 64 Old Town Road (Town Garage)***

- \* Dust and vacuum all offices and rooms.
- \* Clean and disinfect bathroom sinks, toilets, mirrors, and counter tops.

Time Frame: Cleaning shall occur once weekly at a day and time agreed upon by both parties.

### ***Additional: 3 River Road (Community Center)***

- \* Dust and vacuum all offices and rooms.
- \* Clean all light fixtures and replace bulbs, as needed.
- \* Clean and disinfect bathroom sinks, toilets, mirrors, and counter tops.
- \* Wet mop and/or sweep floors, as appropriate.
- \* Replenish paper products, soap dispensers, etc.
- \* Clean entry mats and remove cobwebs from around entrance doors.

Time Frame: Cleaning shall occur twice monthly at a day and time agreed upon by both parties.