

Request for Proposals: Janitorial Services for Chetco Community Public Library

The Chetco Community Public Library District is seeking proposals from qualified cleaning service providers to perform janitorial services at our facility. This includes routine cleaning, maintenance, and periodic tasks as outlined below.

Evaluation Criteria:

Proposals will be evaluated based on:

1. Experience & Qualifications (30%)
2. Cost-effectiveness (40%)
3. References & past performance (30%)

Contract Term: The initial service contract will be for one (1) year, with the option for renewal for up to two (2) additional years based on satisfactory performance.

Scope of Work: Janitorial services are required six (6) times per week, Monday through Saturday. Both the library, located at 405 Alder St., and the Library Annex, located at 402 Alder St., are included in this scope. Janitorial services should be performed outside of the library's open hours, which are Monday through Thursday 10:00 am – 7:00 pm and Friday & Saturday 10:00 am – 5:00 pm. The library is closed on Sundays.

Daily Responsibilities (Monday-Saturday):

- Empty all wastebaskets and garbage receptacles inside and outside of the building. Place trash in the dumpster. Place cardboard in cardboard recycling dumpster.
- Spot clean interior glass walls and surfaces (with library-approved cleaning chemicals for surfaces with specific requirements)
- Clean and sanitize all high-touch surfaces (door handles, counter tops, etc.)
- Sweep exterior entrances to remove leaves and trash; ensure exterior entrances & immediately surrounding areas are free from trash and debris.
- Vacuum high traffic areas, including the lobby & walk-off mats, meeting rooms (including Annex Conference Room), computer and children's areas, and the area around the reception/circulation counter, and any other area with visible debris.
- Sweep and mop all hard-surface floors
- Dust tables, chairs, windowsills, computer desk surfaces, electronic surfaces (dry dust only), and the circulation desk
- Dust bookshelves in a rotation to ensure all shelves are dusted at least once per month
- Clean counter areas in the kitchens and wipe down cabinet fronts as needed.
- Clean and disinfect all restrooms, including
 - Toilets and urinals (inside and outside)

- Sinks, stall walls, mirrors and doors
- Diaper change tables
- Restock dispensers
- Clean drinking fountain and fixtures.
- Clean both sides of the glass doors, surrounding windows, and inner doors at the front entrances.

Weekly:

- Vacuum all carpeting not outlined in the daily responsibilities.
- Deep clean all restrooms, including polishing fixtures and cleaning walls

Monthly:

- Clean window ledges, doors and tables with wax/cleaner.
- Dust blinds throughout the buildings
- Vacuum and spot clean upholstered furnishings in public areas.
- Detail clean all other hard-surface (wood and plastic) furnishings.
- Clean all reachable interior windows.

Twice yearly:

- Dust HVAC ducts.
- Clean all exterior windows.
- Clean carpet & polish
- Vacuum all blinds
- Wash out trash cans
- Wash down exterior of building, removing dirt and cobwebs

As Needed:

- Clean chairs & tables in the meeting room.
- Remove cobwebs from windows, light fixtures, and entrances.
- Power wash concrete entries to library (Main library entrance and staff entryway/book return area)
- Pick up litter on exterior of property adjacent to building
- Work with library for supplies purchasing
- Clear cobwebs & debris off of exterior security cameras

Additional work upon request:

- Change lightbulbs
- Special event clean-ups
- Emergency janitorial services

- Additional deep cleaning upon request

General Conditions:

1. Contractor will be responsible for providing the equipment needed for all work.
2. Contractor will work with the Library to order preferred supplies, including avoiding certain products due to staff and customer allergies/sensitivities
3. Contractor will be responsible for providing the necessary liability and workers compensation insurance.
4. Contractor will be responsible for knowing & meeting all OSHA requirements required for their industry.
5. Contractor will be responsible for obtaining and maintaining any Federal, State, and local licenses required for performing all work.
6. Contractor must be willing to work a flexible schedule to accommodate occasional irregularities in facility use (ie; the use of library meeting rooms after regular library hours)
7. A 30-day written notice must be given by either the contractor or the library to terminate any agreement
8. The library reserves the right to reject any or all proposals
9. The library may request interviews with top candidates before final selection
10. Any contract awarded as a result of this RFP will be subject to compliance with all applicable federal, state, and local laws.

Proposal Requirements:

Interested parties must submit the following:

1. A detailed description of the cleaning services provided, including a cleaning schedule.
2. Proposed pricing structure (monthly, bi-monthly, etc.). Bid amounts should cover maintenance for a one-year period.
3. Qualifications and experience in providing similar services.
4. A list of at least 4 references with phone numbers, at least one of which should be for a business of similar or larger size.
5. Proof of insurance and relevant certifications

Facility walkthroughs are highly encouraged to ensure a comprehensive understanding of cleaning requirements. To schedule a walkthrough or for questions, please contact Julie VanHoose at julie@chetcolibrary.org or (541) 469-7738.

Submission Deadline: March 12, 2025, at 5:00 pm. Proposals should be emailed to Julie VanHoose at julie@chetcolibrary.org.

Award notification: The library anticipates awarding the contract by March 19, 2025. The selected contractor will be required to enter into a formal agreement with the library within one (1) month of notification.