

# **CLEANING SERVICES BID PACKAGE**

## **Request for Proposals: Janitorial Services**

### **SECTION I: Requirements**

The Town of Lake Placid ("City") is pleased to re-issue this Request for Proposals ("RFP") for a one (1) year contract for janitorial and cleaning services.

#### **1. INTRODUCTION**

The Town of Lake Placid is accepting proposals for janitorial services, two (2) days per month, at Town Hall (1069 US Hwy 27 N, Lake Placid FL 33852). Proposals must be clearly labeled **Proposal for Janitorial Services** will be received until July 30, 2021 at Town Hall. Proposal instructions and service specifications are below.

#### **2. PROJECT OVERVIEW**

##### **A. Location:**

- i. Entire building: Lake Placid Government Center / Town Hall at 1069 US Hwy 27 N, Lake Placid FL 33852

##### **B. General Requirements:**

- i. Hours of operation: Access for cleaning the building will be Monday through Friday 4:00 p.m. until 8:00 p.m. (Weekends are negotiable). Schedule is subject to change month-to-month due to public meetings and workshops. Will need to call each month for schedule or regularly check Town public calendar on website at lakeplacidfl.net to schedule cleanings.
- ii. Business License: Individuals and businesses must submit proof or obtain a current Business License (if applicable).
- iii. In the event the bidder is "doing business as" (a business name), the business must be registered with Sunbiz Florida.
- iv. Cleaning Products: Individuals and businesses proposing to perform work must list all cleaning products and equipment that will be used on site. Only one price proposal is need, but bidders can submit proposals with cleaning and equipment costs included with service and a proposal without cleaning supplies and equipment costs included (optional). If selected for contract, the agreed cost must be honored the entire contract term.
  - (1) Cleaning supplies can be provided by the Town (if preferred), but will be taken into consideration to the proposed cleaning costs and the Town cost to provide cleaning supplies. **Must be specified on the proposal form in the explanation.**
  - (2) Cleaning equipment can be provided by the Town (if preferred), but will be taken into consideration to the proposed cleaning costs and the Town cost to provide cleaning equipment. **Must be specified on the proposal form in the explanation.**

# Sample Bid For Janitorial Services

**AW Chickering**

A red circular graphic with a gradient, appearing as a partial circle or a thick curved line, located to the right of the 'AW Chickering' text.

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