

## **REQUEST FOR PROPOSALS (RFP)**

Cleaning Services – Town of Century, Florida

RFP Number: TCE-2026-CS

Issue Date: \_\_\_\_\_

Proposal Due Date: \_\_\_\_\_ (No later than \_\_:\_\_ PM)

### **1. Introduction**

The Town of Century, Florida (“Town”) is soliciting sealed proposals from qualified and experienced janitorial/cleaning service providers to furnish cleaning services for designated Town facilities. The goal is to maintain a clean, sanitary, and professional environment for employees, residents, and visitors.

### **2. Term of Contract**

The initial contract term will be one (1) year, with the option for the Town to renew for up to two (2) additional one-year terms based on satisfactory performance, funding availability, and Town approval.

### **3. Service Frequency & Schedule**

Cleaning services shall be performed once per week, preferably on Fridays, during normal business hours unless otherwise approved by the Town. Vendors may propose alternative schedules if beneficial to operations; however, once-weekly service is required at minimum.

### **4. Locations to Be Serviced**

Facilities may include, but are not limited to:

- Town Hall – 7995 N. Century Blvd.
- Council Chambers/Community Meeting Areas
- Public Restrooms (if applicable)

Square footage and access information will be provided during a scheduled walkthrough.

### **5. Scope of Services**

#### **A. General Areas**

- - Empty and replace trash can liners
- - Sweep, mop, and vacuum all floors
- - Dust surfaces, furniture, window sills, and fixtures
- - Spot clean walls, doors, and light switches
- - Clean entrance glass and interior windows (reachable surfaces)

## B. Restrooms

- - Clean and disinfect toilets, urinals, sinks, and counters
- - Refill toilet paper, paper towels, soap, and other supplies (supplies provided by Town unless otherwise proposed)
- - Sweep and mop floors
- - Empty trash receptacles
- - Clean mirrors and partitions

## C. Kitchen/Break Areas

- - Wipe and disinfect counters, tables, sinks, and appliance exteriors
- - Sweep and mop floors
- - Empty trash

## D. Monthly/Periodic Services

- - High dusting and vents
- - Wipe baseboards
- - Interior window cleaning (reachable)

## 6. Contractor Requirements

- - Must be licensed to operate in the State of Florida
- - Must carry general liability insurance (minimum \$1,000,000 per occurrence)
- - Must provide workers' compensation coverage as required by law
- - Must pass background checks for employees assigned to Town facilities

## 7. Proposal Submission Requirements

- - Company overview and years in business
- - Summary of experience with municipal or commercial clients
- - Proposed staffing plan and schedule
- - Pricing (monthly cost based on twice-weekly service)
- - List of three (3) client references
- - Proof of insurance
- - Any optional services and pricing

Proposals must be submitted in a sealed envelope clearly marked: "RFP – Cleaning Services – Town of Century"

Delivered to:

Town of Century

Attn: Town Administrator

7995 N. Century Blvd.

Century, FL 32535

## 8. Evaluation Criteria

- - Cost and overall value
- - Experience and qualifications
- - Staffing and reliability
- - References and performance history
- - Ability to meet schedule and scope

## 9. Questions & Contact

All inquiries must be submitted in writing to:

Town Administrator

Email: \_\_\_\_\_

Deadline for questions: \_\_\_\_\_

## 10. Award & Contract Execution

The selected vendor will receive a Notice of Award and must execute a service agreement within ten (10) business days. Service shall begin on \_\_\_\_\_.

## 11. Non-Discrimination

The contractor shall not discriminate based on race, color, religion, sex, national origin, age, disability, or any protected class under federal or state law.

## 12. Termination

The Town may terminate the contract with thirty (30) days written notice for convenience or immediately for cause, including non-performance or safety concerns.

Authorized by:

\_\_\_\_\_

Name & Title

Town of Century, Florida

Date: \_\_\_\_\_