

REQUEST FOR PROPOSAL (RFP)

Janitorial Services

Following is a summary of information for this Project.

The City of Sweeny, Texas, hereafter called the City, is requesting sealed written Proposals for Performing all Work required for the **FY 2023/2024 Janitorial Services**, to include, in part: Cleanings as Requested for the Sweeny Community Center, Twice Weekly at the Seniors Building, and five (5) days a week at the Sweeny Community Library.

The City of Sweeny is seeking a qualified Contractor who shall provide janitorial services. The City currently has three (3) locations that require janitorial services. This number is subject to change and the City reserves the right to either add or delete locations, square footage and/or frequency of service(s). The successful Contractor will be required to provide quality service with minimal service call backs.

Sealed Proposals will be received at the office of the City Secretary, City of Sweeny, 102 W. Ashley Wilson Road, Sweeny, Texas, 77480 until **3:00 p.m. on Wednesday, December __, 2023**. Any proposals received after the closing time will not be accepted for consideration and will be returned unopened.

All proposals must be clearly marked on the outside with the following: “**Proposal for Janitorial Services FY 2023/2024**”. **Proposals can be mailed and/or sent electronically.** All mailed submittals must be received in the office of the City Secretary by 3:00 p.m. on **Wednesday, December __, 2023**. Any electronically sent RFP's will be required to have reached the City's inbox by 3:00 p.m. and must be labeled the same as noted above. Any proposals received after 3:00 p.m. will not be accepted.

Request for Proposals shall be directed to:

Kaydi Smith
City Secretary
Email: info@sweenytx.gov

Questions regarding this Proposal must not be directed to other City of Sweeny employees. Clarification requests will not be accepted by telephone. All responses to clarification requests will be provided to all proponents in writing by email and publication as an addendum on the City's website.