



## TOWN OF UPPER MARLBORO STAFF REPORT

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DATE: September 5, 2025

TO: Board of Commissioners

FROM: Clayton A. Anderson, Town Administrator  
Darnell Bond, Director of Public Works  
David Burse, Chief of Police

SUBJECT: RFP for Janitorial Services

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### **Background:**

The town currently has an expired contract for cleaning services. To ensure consistent service and cost-effectiveness, staff recommends issuing a formal Request for Proposals (RFP) for janitorial services across three Town-owned or operated facilities: Town Hall, Public Works, and the Police Department.

### **Discussion:**

The proposed RFP outlines the scope of services, which includes bi-weekly cleaning with a mandatory Friday service, as well as periodic deep-cleaning tasks on a bi-annual and annual basis.

### **Project Overview:**

The Town of Upper Marlboro is seeking proposals from qualified firms to provide cleaning services for the following facilities:

1. **Town Hall Building** (14211 School Lane, Upper Marlboro, MD 20772 – 4,500 sq ft)
  - Bi-weekly cleaning (Monday–Friday, mandatory Friday service)
  - Bi-annual and annual deep-cleaning services (billed separately)
2. **Public Works Building** (5335 Judges Drive, Upper Marlboro, MD 20772 – 900 sq ft)
  - Bi-weekly cleaning (Monday–Friday)

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3. **Police Department Building** (6409 Crain Highway, Upper Marlboro, MD 20772 – 3,769 sq ft)
  - Bi-weekly cleaning (Monday–Friday)

**Fiscal Impact:**

The annual cost for all services does not exceed \$15,000.

**Proposal Submission:**

Proposals will be accepted by mail, email, or in-person delivery to Town Hall. The deadline will be set once the Board provides input on the RFP.

**Recommendation:**

Staff is requesting feedback from the Board of Commissioners on the attached draft RFP. Once approved, staff will publish the RFP to solicit proposals from qualified firms.