



**Town of Upper Marlboro
Request for Proposals (RFP)
Facilities Cleaning Firm
RFP #UM TBD**

Project Overview

The Town of Upper Marlboro is seeking proposals from qualified firms to provide cleaning services for the Town-owned and operated facilities listed below.

Facilities and Scope of Work per site

1. Town Hall Building

Address: 14211 School Lane, Upper Marlboro, MD 20772

Square Footage: 4,500 Sq ft

Service Schedule: Monday–Friday

Bi-Weekly Services (2x per week):

- Empty wastebaskets; replace liners; recycle materials appropriately.
- Dust and disinfect furniture, desktops, computer equipment, tables, and chairs.
- Vacuum carpets and runners as needed.
- Damp mop all tile floors with anti-bacterial cleanser.
- Clean and polish dispensers, mirrors, sinks, and faucets using sanitary spray.
- Clean countertops.
- Clean and sanitize all telephones.
- Clean entrance doors and door frames as needed.
- Clean light switches as needed.
- Spot clean partitions and walls.
- Remove spots, stains, and splashes from wall areas adjacent to hand basins.
- Scrub toilet and urinal interiors with liquid abrasive; flush after cleaning.
- Clean all plumbing fixtures.
- Refill paper towel and toilet paper dispensers; leave one extra roll in each stall.
- Refill soap dispensers or top off as needed.
- Keep "Janitors Closet" neat and well supplied at all times.
- Sweep floors; clean around walls, toilets, and urinals; wet mop entire floor.
- Dust venetian blinds and clean windowsills.



- Dust all horizontal furniture.
- Dust air vents.
- Dust hanging lights.
- Sanitize drinking fountains and door handles.
- Clean and polish door glass, mirrors, interior windows, and glass-topped furniture.
- Remove trash and recycling to appropriate outside receptacles.
- Inspect area, secure all doors and turn off lights (any doors found locked must be re-locked).
- Mandatory Friday cleaning

Bi-Annual Services (2x per year or as needed. To be billed separately per occurrence):

- Wax and buff tile floors.
- Interior and exterior window cleaning.
- Exterior dusting.

Annual Service (1x per year or as needed. To be billed separately per occurrence):

- Carpet shampooing.

Public Works Office Building

Address: 5335 Judges Drive, Upper Marlboro, MD 20772

Square Footage: 900 Sq ft

Service Schedule: Monday–Friday, 8:00 AM – 3:00 PM

Bi-Weekly Services (Same as Town Hall)



Police Department Office Building

Address: 6409 Crain Highway, Upper Marlboro, MD. 20772

Square footage: 3769

Service Schedule: Monday- Friday, 8:00 AM- 3:00 PM

Bi-Weekly Services (Same as Town Hall):

Budget

Annual cost for all services must **not exceed \$15,000.00.**

Proposal Submission Deadline

Due Date: TBD

Submit proposals via **one** of the following methods:

- **By Mail:** Town of Upper Marlboro, P.O. Box 280, Upper Marlboro, MD 20773
 - **By Email:** Info@UpperMarlboroMD.gov
 - **In-Person:** Upper Marlboro Town Hall, 14211 School Lane, Upper Marlboro, MD 20772
-



Contract Duration: TBD

- **Initial Term:** TBD
 - **Start Date:** TBD
 - **Option for Renewal:** Beginning TBD
-

Selection Criteria:

Proposals will be evaluated based on the following:

- Adequacy of proposed methodology
 - Skill and experience of key personnel
 - Demonstrated company experience
 - Adherence to technical and administrative requirements
 - References and past performance
 - Ability and commitment to meet deadlines
 - Proposed cost
 - Minority- or women-owned business status preferred
 - Business location near Upper Marlboro
 - Relevant licenses and insurance to do business in the state of Maryland. (In good standing)
 - Other relevant factors
-

General Conditions:

- The Town reserves the right to reject any or all proposals, to waive informalities and irregularities, and to accept portions of any proposal deemed to be in the Town's best interest.
 - The Town is not responsible for any costs incurred prior to the execution of a contract or purchase order.
-



Point of Contact

Darnell Bond
Director of Public Works
Phone: 301-627-6905
Email: dbond@UpperMarlboroMD.gov

Thank you for your interest in working with the Town of Upper Marlboro.
We look forward to receiving your proposal.
