



Request for Proposal for Weekly Janitorial Services for Coupeville Town Hall and Rec Hall Proposals Due Thursday, March 23 at 4:00 pm

- The Town of Coupeville is requesting bids for weekly janitorial services.
- All janitorial work will need to be done when the buildings are not in use. This will require a flexible schedule.
- Town Hall is open Monday thru Friday, 7:30 am to 5:00 pm. Cleaning may be done before or after open hours or on the weekend.
- The Rec Hall is used by our community as various times. This will require the janitor to check with Town Hall to see when it is open for cleaning on a weekly basis and work around the reservations. Monday or Tuesday mornings are usually available for cleaning after the weekend. Renters of the Rec Hall are required to clean up after themselves, remove their trash, and clean the bathrooms, kitchen, and floors, and put away any tables and chairs they have used. However, we find that it is necessary to do a more thorough cleaning once a week.
- The janitor will be responsible for providing their own cleaning supplies and equipment. If cleaning inventory is required in either building for employee or community use, the Town will supply it. The janitor will be responsible for letting the Clerk Treasurer know when these Town supplied items are low so they can be restocked.
- Janitor must have a current business license from the State of Washington, be insured and bonded or be able to be bonded within 30 days.
- Janitor must pay employees working for the Town of Coupeville prevailing wage.
- Janitor will be supervised by the Clerk Treasurer and address all communication to that person.

Scope of Services

Town Hall – 4 NE 7th Street

- Clean and disinfect bathroom fixtures, mirror, floor and counter
- Refill dispensers as needed
- Vacuum rugs and sweep and mop floors as needed
- Wipe down counter tops, desks and equipment
- Clean coffee and mail area
- Empty all garbage cans and recycling bins
- Sweep all three porches
- Clean conference room table
- Water plants

Rec Hall – 901 NW Alexander

Clean and disinfect restroom floors and fixtures
Sweep and mop all floors (mop wood floor as needed)
Clean kitchen counter tops and outside of appliances
Clean inside of microwave, freezer and fridge if needed
Clean oven and stove top if needed
Empty garbage cans and insert liners
Check inventory of extra paper towels and garbage bags in supply closet
Refill all dispensers as needed

Additional items to be done as time allows – Both Buildings

Dust – blinds, pictures, door and window moldings, baseboards, bookcases, etc.
Wash woodwork or file cabinets
Vacuum or clean chairs
Clean heater vents
Remove marks from walls
Other items as necessary

Town Hall

Clean and disinfect keyboards, phones, adding machines, light switches, doorknobs, etc.
Clean vinyl chair pads that desk chairs roll on
Clean small refrigerator in coffee area

Proposal Requirements

-Send proposal to Jennifer Carpenter by email at, clerktreasurer@townofcoupeville.org
-Bid should contain:

- Company name, contact name, phone number, address and email of responsible party who will sign the contract
- Three customer reference names and phone numbers
- Proof of business license and insurance
- Experience of employees who will be working for the Town
- Estimated time to clean each building and weekly cost.

Proposals are due no later than Thursday, March 23 at 4:00 pm

-Any questions should be sent to Jennifer Carpenter, clerktreasurer@townofcoupeville.org no later than Monday, March 20. Questions and answers will be posted, along with the RFP on the Towns website <https://townofcoupeville.org/rfp/>

-Requests to visit the Rec Hall and Town Hall must be made no later than Monday, March 20.

-The Town of Coupeville reserves the right to contract with a janitorial service submitting a proposal or reject all proposals.