



**TOWN OF LURAY
VIRGINIA**

REQUEST FOR PROPOSALS

Pursuant to

TOWN BUILDING JANITORIAL SERVICES

For the

**TOWN HALL
DEAN PARK PRESS BOXES & CONCESSION STANDS
PARKS & RECREATION ADMIN OFFICE (DEAN PARK)**

Issued
April 2, 2019

RFP No. : 19-001

INTRODUCTION

The Town of Luray is soliciting proposals for a two (2) year contract with three (3) one (1) year options for janitorial service for three Town buildings.

Offerors are required to submit a written proposal that presents the offeror's qualifications, staffing, and understanding of the work to be performed. The proposal should be prepared simply and provide all the information pertinent to the work identified in this Request for Proposals.

Sealed proposal will be received at Town Hall, 45 East Main Street until 3:00 pm on Friday, April 26, 2019, at which time and place the proposals will be opened and the names of the offerors will be read aloud. No disclosure of the contents of any proposals will be made during the evaluation process. Any proposals received after the announced date and time will not be considered.

Proposals are to be mailed to the Town of Luray, Attn: Bryan Chrisman, PO Box 629, Luray VA, 22835. Proposals may also be hand delivered until the scheduled date and time shown above. The outermost envelope for which a proposal is contained must be clearly marked "TOWN BUILDING JANITORIAL SERVICES". The Town of Luray is not responsible for delays in the delivery of the mail by the US Postal Service or private couriers. It is the sole responsibility of the offeror to ensure that their proposal reach the Town of Luray by the designated day and time. Any electronic submittals (fax, email, etc.) will not be considered.

The Town will conduct a Pre-Proposal Meeting to allow site inspection of the buildings on Wednesday April 17th at 10:00 am in Town Hall.

Any questions regarding this Request for Proposals shall be submitted at least seven (7) days before the designated day and time for proposal submission and shall be directed to:

Bryan Chrisman
Assistant Town Manager
PO Box 629
Luray VA 22835
(540) 743-5511 (O)
bchrisman@townofluray.com

Awarding of this contract is subject to annual appropriations by the Town of Luray Town Council. Should funds for the contract no be appropriated, the contract will be terminated when funds are exhausted.

The Town of Luray reserves the right to accept or reject any and all proposals; to waive informalities; to negotiate with the lowest qualified and responsive offeror in order to stay within available budget funding; and to award the project as deemed in its judgement to be in the best interest of the Town of Luray.

All offerors shall abide by all applicable State and Federal laws.

The Town of Luray does not discriminate against small and minority businesses.

Bid Proposal Format

All bids shall list the individual buildings with prices for the weekly, monthly, twice-a-year, quarterly, and annual services.

SCOPE OF SERVICES

Building List

Town Hall – 45 East Main Street

Two (2) Story – 3,740 sf per floor

Includes lobby, hallways, offices, restrooms, meeting rooms, non-public elevator, kitchen, and garage bay

Dean Park Press Boxes & Concession Stands– 625 Sixth Street

Two (2) Press Boxes – 400 sf per box

Two (2) Concession Stands – 1,000 sf per stand

Parks & Recreation Administrative Office – 625 Sixth Street

One (1) Office – 400 sf

Responsibilities

The following cleaning instructions are outlined by building, cleaning location within the building, and cleaning frequency.

Town Hall

Weekly

1. Empty all trash receptacles; replace liners as needed; and remove trash to a collection point.
2. Vacuum all carpets
3. Wet mop all vinyl floors
4. Squeegee both sides of glass doors removing prints and smudges; wipe frames.
5. Dust all furniture, fixtures, and mouldings.
6. Refill hand towels, hand soap, and toilet paper in kitchens and restrooms as needed
7. Clean sinks, mirrors, toilets, and urinals in kitchens and restrooms

Monthly

1. Clean windows inside and outside
2. Clean elevator cabin and doors
3. Add ½ gallon bleach water (1/2 cup bleach + 1 gal water) to each floor drain
4. Clean restroom stall panels
5. Clean under locker room lockers
6. Wax and buff lobby floor and stair landings

Every 6 Months

1. Sweep/vacuum garage bay
2. Dust garage bay windows

Quarterly

1. Sweep, clean, and power wash outside landings, stairs, lights, doors, windows, and sills

Annually

1. Clean top portions of interior windows, frames, and blinds
2. Vacuum, spot removal cleaning, steam or wet clean, and Scotchguard all carpets and rugs
3. Strip, wax, buff/polish all vinyl floors (No wax on steps or cove mouldings) (3 coats of wax + 2 coats sealer)

Dean Park Press Boxes & Concession Stands

Twice a Year (April & October)

1. Vacuum, spot removal cleaning, steam or wet clean, and Scotchguard all carpets and rugs
2. Strip, wax, buff/polish all vinyl floors (No wax on steps or cove mouldings) (3 coats of wax + 2 coats sealer)
3. Squeegee both sides of windows removing prints and smudges; wipe frames.
4. Dust all furniture, fixtures, mouldings, interior windows, frames, and blinds
5. Clean sinks in concession stands
6. Add ½ gallon bleach water (1/2 cup bleach + 1 gal water) to each floor drain

Parks & Recreation Administrative Office

Quarterly

1. Squeegee both sides of windows removing prints and smudges; wipe frames.
2. Dust all furniture, fixtures, mouldings, interior windows, frames, and blinds

Basis of Payment

Payment will be made to the contractor monthly after receipt and review of monthly invoice from service provider. Invoices shall state the date, services performed, and invoice amount for each building. Approved additional services will be specifically cited in an invoice.