RFP Packet

1. Introduction

Franklin County ("County") is soliciting proposals from qualified contractors to provide cleaning/janitorial services for the Franklin County Courthouse ("Facility"). The County intends to select a proposer that offers the best overall value, considering qualifications, service approach, and price. Please provide a daily rate for up to 3 days per week.

2. RFP Schedule (Mandatory)

Mandatory Pre-Proposal Meeting / Walkthrough: Friday, December 12, 2025, at 9:30 a.m.

Proposals Due: Tuesday, December 16, 2025, at 9:30 a.m.

Important: Proposers must attend the mandatory walkthrough to be considered responsive.

3. Facility Overview

The Facility is an active courthouse with public-facing and controlled access areas. Cleaning activities must be performed in a manner that protects safety, security, confidentiality, and continuity of operations.

4. Scope of Work

4.1 Routine Cleaning (Minimum Requirements)

The successful contractor shall provide all labor, supervision, equipment, and materials necessary to perform, at minimum:

General Areas (offices, hallways, courtrooms, meeting rooms, lobbies):

- Empty trash/recycling; replace liners; remove to designated collection point
- Dust accessible horizontal surfaces (desks only if cleared/authorized; otherwise dust exposed surfaces)
- Vacuum carpets/runners; spot clean as needed
- Sweep and damp mop hard floors
- Clean interior glass at entrances and accessible interior glass
- Disinfect high-touch points (handles, railings, push plates, switches as appropriate)

Restrooms:

- Clean and disinfect toilets/urinals, sinks, counters, partitions, dispensers
- Refill soap/paper products if included in proposal (see Section 4.4)

- Mop and disinfect floors; address odors; polish mirrors

Break Areas/Kitchenettes:

- Clean/disinfect sinks, counters, tables
- Clean exterior of appliances (microwave, refrigerator, etc.)

Entrances:

- Maintain entryways to reduce tracked-in debris; vacuum/sweep mats and surrounding areas

4.2 Periodic / Deep Cleaning (Propose Frequency)

Proposers must include a recommended schedule and pricing for periodic services, which may include:

- Carpet extraction/shampooing
- Floor care (scrub/refinish; strip/wax if applicable; burnishing)
- High dusting (vents, ledges, corners)
- Interior window cleaning beyond routine reach areas

4.3 Emergency / On-Call

Provide hourly rates and response expectations for:

- Spills/biohazard-type cleanup (if offered; specify limitations)
- After-hours urgent cleaning
- Weather-related entryway cleanup

4.4 Consumables

Proposer must indicate whether:
Option A: County provides restroom consumables (paper products/soap) and contractor replenishes from County stock.

5. Hours of Service / Access / Security

Contractor shall propose cleaning days/times; County may require adjustments to minimize disruption. Access to controlled areas may require escorting, limited hours, or special procedures. Keys, badges, and alarm codes (if any) will be controlled by the County; contractor must follow all security protocols. Contractor staff must conduct themselves professionally in a courthouse environment.

6. Contractor Qualifications

Proposal must include:

- Company background, years in business, location and contact info
- Staffing plan and supervision structure
- Relevant experience with similar facilities (courthouse/municipal preferred)
- Three (3) references (name, organization, phone/email, brief description)

7. Insurance Requirements

Successful contractor must provide certificates evidencing at least Workers' Compensation (per Maine law), Commercial General Liability, and Automobile Liability (if vehicles are used). List carrier and coverage limits in the proposal.

8. Term of Contract

The County anticipates a one (1) year contract term, with renewal options at the County's discretion based on performance and available funding.

9. Proposal Format and Contents

Proposals should be organized in the following order:

1. Signed Cover Letter (Attachment D)
2. Company Profile & Qualifications
3. Experience & References
4. Work Plan / Staffing / Quality Control
5. Cleaning Products, Equipment, and Safety Practices
6. Pricing (Attachment A + any add-alternate sheets)
7. Insurance Statement
8. Exceptions/Assumptions

10. Pricing

Provide pricing as: fixed monthly price for routine services; line-item pricing for periodic services; hourly rates for additional/emergency services; and any one-time startup costs (if any).

11. Evaluation Criteria

The County will evaluate proposals based on:

- Responsiveness and completeness
- Qualifications, experience, and references
- Work plan, staffing, quality control approach
- Ability to comply with courthouse security/access requirements
- Price/cost reasonableness

12. Communications, Addenda, and Reservation of Rights

All questions must be submitted in writing to the County contact listed in the Notice to Bidders. The County may issue addenda; proposers are responsible for acknowledging all addenda. The County reserves the right to reject any or all proposals, waive informalities, and select the proposal in the County's best interest.

13. Submission Instructions

Deadline: Tuesday, December 16, 2025, at 9:30 a.m.

Deliver sealed proposals to:
Franklin County Commissioners
120 County Way, Suite 4
Farmington, ME 04938

Envelope must be labeled: "RFP – Cleaning Services, Franklin County Courthouse"

14. Mandatory Walkthrough

Attendance is mandatory to submit a proposal.

When: Friday, December 12, 2025, at 9:30 a.m.
Where: Franklin County Courthouse, 140 Main Street, Farmington, Maine
Meet: Front lobby / main entrance