

Request for Proposal (RFP) **Library Cleaning Services**



Tecumseh District Library is requesting proposals from qualified vendors to provide routine cleaning and custodial services for the Library facility located at 215 N. Ottawa St. Tecumseh, Michigan 49286. All cleaning services should be performed after or before normal library business hours. For questions regarding this RFP or to schedule a brief tour of the facilities, please contact the Library Director.

Scope of Services

The selected vendor will provide regular cleaning services, including but not limited to:

- Cleaning and sanitizing public and staff areas
- Restroom cleaning and restocking
- Vacuuming, sweeping, and mopping of floors
- Trash and recycling removal
- Dusting and general facility upkeep
- Other routine custodial tasks as mutually agreed upon

Proposal Requirements

Interested vendors should submit:

- Company name and contact information, including the regular point-of-contact
- Description of experience providing custodial services
- References, preferably from similar organizations
- Proposed cleaning schedule, scope of work, including anticipated total hours of labor per cleaning
- Monthly and annual cost proposal – the library would prefer a 5 day, Monday-Friday cleaning schedule.

Evaluation

Proposals will be evaluated based on cost (20%), experience (20%), references and past performance (20%), the proposed service plan (20%), and overall value (20%).

The Library reserves the right to reject any or all proposals and to select the proposal deemed to be in the best interest of the Tecumseh District Library.

Submit proposals to jwright@tecumsehlibrary.org by Friday, August 14 at 10 AM.

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