

# **Request for Proposal (RFP): Village Hall Cleaning Services**

For 2026 Budget Planning

Issue Date: May 12, 2025

Response Deadline: July 14, 2025

## **1. Introduction**

The Village of Weston is soliciting proposals from qualified, bonded, and insured cleaning service providers for routine cleaning services at the Weston Village Hall. This RFP is issued in preparation for the 2026 operating budget. The selected contractor may be considered for service beginning in 2026, contingent on budget approval.

Proposals must include a one-time initial deep clean, followed by ongoing cleaning services either monthly or bi-weekly, to help the Village evaluate costs and service levels for next year's operations.

## **2. Scope of Work**

Facility Size: The Village Hall is approximately 1,160 square feet and includes offices, restrooms, and a public area.

Initial Deep Clean (One-time Service):

- Full floor cleaning (vacuuming, mopping, scrubbing as needed)
- Intensive restroom cleaning and disinfection
- Interior and Exterior window and glass door cleaning
- Wipe-down of all flat surfaces, baseboards, and vents

Routine Ongoing Cleaning (Monthly or Bi-weekly):

- Cleaning of all offices, restrooms, and public/common areas
- Sweeping, vacuuming, and mopping floors
- Sanitizing of restroom fixtures and surfaces
- General dusting of accessible areas
- Cleaning of entryway glass and interior glass doors

\*Note: Trash removal is excluded; this is handled by Village staff.\*

## **3. Service Frequency Options**

Please provide pricing for:

- Option A: Monthly cleaning (1x per month)
- Option B: Bi-weekly cleaning (2x per month)

Include estimated duration of each cleaning and your scheduling availability.

#### **4. Contractor Requirements**

- Must be bonded and insured; provide current documentation.
- Must provide all cleaning tools, equipment, and products.
- All staff must be able to pass a background check if requested.
- Must provide two (2) recent references, including at least one from a government or public sector client.
- Local vendors are preferred, but all qualified providers will be considered.

#### **5. Proposal Content**

Each proposal should include:

- Company name, contact details, and business background
- Pricing for:
  - Initial deep clean (one-time service)
  - Ongoing monthly and/or bi-weekly cleaning
- Proposed cleaning plan and schedule
- Proof of bonding and insurance
- Two references (with contact info), including one public sector reference
- Optional: any additional services offered or relevant notes

#### **6. Submission Instructions**

Proposals must be received by 9:00AM on July 14, 2025 and may be submitted:

By Mail:

Village of Weston

Attn: Stephanie Monts, Fiscal Officer

P.O. Box 354, Weston, OH 43569

Or By Email:

[clerk@westonohio.org](mailto:clerk@westonohio.org)

#### **7. Evaluation Criteria**

Proposals will be evaluated based on:

- Cost and clarity of pricing
- Experience and qualifications
- References, especially from public entities
- Compliance with service needs
- Availability and responsiveness
- Proximity to Weston (as a preference, not a requirement)

#### **8. Additional Information**

This RFP is part of the Village's 2026 operational planning and budget development. No contract is guaranteed until funds are appropriated and approved for the upcoming year.

The Village reserves the right to:

- Reject any or all proposals
- Request clarification or additional details
- Select the vendor deemed most advantageous to the Village

For questions or to schedule a walkthrough, contact:

Stephanie Monts, Fiscal Officer

419-669-3224 | [clerk@westonohio.org](mailto:clerk@westonohio.org)