



TOWN OF MANSFIELD, CONNECTICUT

REQUEST FOR PROPOSAL (RFP)

Cleaning and Custodial Services for the Mansfield Transportation Center

SUBMISSION DEADLINE: October 24, 2013

SUBMISSION CONTACT AND ADDRESS:

Mr. Lon Hultgren
Director of Public Works
Town of Mansfield
4 South Eagleville Road
Mansfield, Connecticut 06268
(860) 429-3332
(830) 429-6863 fax
HultgrenLR@mansfieldct.org

Proposals will be accepted by fax, in electronic or print format.

Purpose

The Town of Mansfield is seeking proposals to provide cleaning and custodial services for the Mansfield Transportation Center located at 23 Royce Circle.

Project Description

The Town of Mansfield, Connecticut is currently constructing a 3,000 square foot Transportation Center which will be located at 23 Royce Circle in the newly developed Storrs Center. This building will contain a bus waiting/information area, a bike commuting area, two public restrooms and one private restroom on the first floor, a 900 square foot office area on the second floor and three shower/bathrooms on the second floor.

The Town is interested in engaging the services of an individual or company to provide cleaning and custodial services for this Transportation Center building for the Town.

Scope of Services

The Town of Mansfield invites proposals from appropriately qualified companies to provide cleaning and custodial services to the Town of Mansfield for its Transportation Center. Responding individuals or firms are expected to have experience in the cleaning and caring for multi-use buildings. A list of current buildings cleaned and/or maintained must be submitted with the proposal as well as a description of the cleaning steps and procedures for specific areas; two public restrooms, one private restroom, three shower/bathrooms, a 900 square foot office area, a bus waiting/information area and a bike commuting area.

Cleaning and custodial services will include:

- Daily cleaning of all areas;
- Cleaning and resupplying all bathrooms;
- Cleaning of shower rooms, shower stalls, fixtures, etc.
- Weekly services will include the cleaning of the bus and bicycle areas, including floors, doors, counters, windows, refuse removal, and any and all cleaning activities that are necessary to keep the entire building clean and presentable.
- A price for supplying all paper goods and other consumable items (all cleaning materials should be green certified) shall be submitted with the proposal. The Town may elect to have those items provided for the proposer or supply them itself.

Summary

The company or individual should submit by fax, email or hard copy a proposal outlining the cleaning and custodial services each respondent would provide to the Town for the new Transportation Center and the costs thereof. Please submit your proposal together with two references, qualifications and experience with similar installations to Mr. Lon Hultgren, Director of Public Works, not later than **Thursday, October 24, 2013.**

Proposals will be reviewed by the Town and qualified candidates that most closely meet the Town's needs and budget will be interviewed. Selection of a preferred candidate will occur shortly after interviews. Services would expect to begin in mid-November of 2013.

The Town does not expressly state or imply any obligation to reimburse responding firms for any expenses incurred in preparing submissions in response to this request. The Town reserves the right to reject any or all submissions, to select a firm in a manner that is advantageous to the town and to waive all formalities in the bidding. The Town of Mansfield is proud to be an equal employment opportunity employer.

Please address any questions related to this RFP to Lon Hultgren, Director of Public Works, at (860) 429-3332 or via email at HultgrenLR@mansfieldct.org.