



Janitorial Services

Request for Quote

General Notice:

The Town of New Market (the "Town") is seeking a cleaning company/individual to provide janitorial services for the New Market Town Office. This Request for Quote (RFQ) is to identify the most suitable organization to provide the janitorial services described below.

Scope of Services:

The Town of New Market seeks an experienced and reputable company/individual to provide janitorial services for the New Market Town Office once every two weeks. The building is 6,336sf. There are nine (9) office spaces, four (4) bathrooms, council chambers, lobbies, and kitchenette.

The responsibilities are for the general cleaning of the building to include:

- Collect trash from all offices, council chambers, bathrooms, and kitchenette, and replace with new liner. Trash is to be placed in the allocated refuse bin in the cleaning closet
- Cleaning and vacuuming of all offices, lobbies, council chambers, to include hallways, rugs, and chairs in council chambers
- Sweeping and mopping of all bare floor areas
- Cleaning interior window surfaces, and ledges
- Dusting of furniture, including desks, doors and clear corners of cobwebs
- Cleaning of the kitchenette to include the sink, counter, and microwave
- Clean water fountains
- Cleaning of the bathrooms to include toilet, sink, and mirrors
- Refilling dispensers and stocking items in bathrooms
- Perform services in accordance with the most stringent of applicable federal, state and local codes and regulations. In addition, the offeror shall follow all applicable industry standards

Schedule:

The New Market Town Office operates Monday-Friday from 7:30 a.m.-4:00 p.m. Hours may differ during holidays. The Town is seeking a qualified vendor to perform janitorial services once every two

weeks during closed office hours. The preferable timeframe would be during the week, and not on weekends.

Supplies, Materials, & Equipment:

The Town will provide all cleaning supplies, paper products, and cleaning equipment on site, unless other arrangements are agreed upon.

Security and Safety:

- Vendor employees shall not be accompanied by acquaintances, family members or any other person who is not an employee of the vendor.
- The vendor supervisor will be provided with keys/passcodes necessary to access the office buildings to provide janitorial services during the off hours. The vendor supervisor will be responsible for maintaining all keys/passcodes and report any loss to the Town's Administrative Assistant.
- All doors that were closed and/or locked upon arrival must be closed and/or locked upon departure.
- The vendor will carry and maintain appropriate insurance coverage and will provide the Town with a Certificate of Insurance prior to beginning work.
- Must have no criminal record and be able to pass a background investigation.
- Failure to comply with any part of the facility security and confidentiality will be a violation of the terms of the agreement and may result in its termination.

Proposal Requirements:

Interested vendors shall submit the following:

- Cover letter with a brief statement of the business' history.
- Cost of Proposal should include a breakdown of weekly and/or monthly cost estimates.
- Provide at least three (3) business references.
- Include any other information or documentation believed to be pertinent, but not specifically mentioned in the RFQ, that may be useful and applicable to the scope of services required.

All proposal packets should be submitted via email to a.smoot@newmarketvirginia.com by 2:00 p.m. on Friday, July 25th, 2025.

Thank you,

Town of New Market