



Address: W2004 County Highway S, P.O. Box 1007, Freedom, WI 54131

Phone: 920-788-4548

Fax: 920-788-7550

www.townoffreedom.org

**Request for Proposals
Town of Freedom
For monthly cleaning services**

RFP Issued: April 11, 2024

Proposals due: May 15, 2024 (end of day)

Tentative award of contract: June 2024

BACKGROUND

The Town of Freedom is located in Outagamie County. The town owns and is responsible for numerous buildings and facilities throughout the town that require regular cleaning services. The town is responsible for maintaining the VFW Hall, Town Hall, Town Offices, and Historical Society and is seeking to contract cleaning services for these facilities.

SCOPE OF WORK

VFW

- Clean restrooms/resupply soap, paper products
- Sweep floors
- Scrub floors as needed
- Clean kitchen/wipe counters/etc
- Windows as needed
- Check appliances
- Any garbage should be taken to dumpsters (by park concession stand in summer, by VFW in winter)
- Notify office of any damage

TOWN HALL

- Clean restrooms/resupply soap, paper products
- Sweep floors
- Scrub floors as needed
- Clean kitchen/wipe counters/etc
- Wipe tables
- Windows/doors as needed
- Check appliances
- Notify office of any damage



TOWN OFFICE CLEANING

- Vacuum rugs
- Clean shower
- Clean & resupply restrooms
- Dust if you see a need
- Windows/doors as needed
- Sweep floors
- Scrub floors as needed
- Notify office of any damage

HISTORICAL SOCIETY – Once per month

- Clean and resupply interior restroom
- Sweep and scrub floor as needed

FIRE STATION

- Clean restrooms/resupply soap, paper products
- Sweep floors
- Scrub floors as needed
- Clean kitchen/wipe counters/etc
- Wipe tables
- Windows/doors as needed
- Check appliances
- Notify office of any damage

CLEANING SCHEDULE

VFW

- End of each week when daycare (summer – we will let you know dates) is using it Monday through Friday, but bi-weekly at all other times of the year.
- After weekend rentals – we will get you the schedule.

TOWN HALL & TOWN OFFICES

- Biweekly– Hall and Offices should be done on same day. Friday works best.
- After weekend rentals

HISTORICAL SOCIETY & FIRE STATION

- Once per month



DAMAGE NOTIFICATION

Always notify the town immediately of any damage done or observed, any supply needs, or any additional concerns regarding the facilities.

INSURANCE, LICENSING, AND BACKGROUND CHECKS

- The provider will present to the town proof of adequate insurance, licensure, or other necessary documentation for conducting operations.
- Background checks will be required on anyone who will be working in the offices.

COMPENSATION

The Town will pay at the rate mutually agreed upon by the Town and the awarded service provider for services rendered.

SUBMITTAL REQUIREMENTS

Submittal must include:

1. Background information on the company and/or individuals who will be providing service.
2. Qualifications and experience for similar past work.
3. At least 3 professional references from recent clients. Please include other municipal clients if possible/applicable.
4. Availability and methods of contact for the Town staff. Service provider must be able to provide services when town requires as indicated in Scope of Work section.
5. Compensation proposal including charges for all services/supplies needed.
6. Proof of licensure, insurance, business operation, or other identification/liability coverage.

QUESTIONS

All questions must be submitted via email with the subject line of "Question: RFP-Building Inspection." All inquiries or questions for clarification should be sent to the administrator at administrator@townoffreedom.org no later than May 10, 2024.

SUBMITTAL OF PROPOSAL

Please email, mail or hand deliver proposal by May 15, 2024 to the following address:

Town of Freedom
RFP: Cleaning Services
administrator@townoffreedom.org
W2004 County Road S
P.O. Box 1007
Freedom, WI 54131