TOWN of LEDYARD
REQUEST FOR PROPOSAL
#2025-09
JANITORIAL SERVICES

PURPOSE: The purpose of this Request for Proposal is to obtain Janitorial Services for the Ledyard Town Hall, Town Hall Annex, and Ledyard Police Department. The Town of Ledyard is seeking to identify and select an organization to perform Janitorial Services as defined in this RFP and provide professional services relating to the cleaning of office spaces, conference rooms, kitchens, restrooms, jail cells, and gym for three locations. The successful firm will be expected to meet all the requirements addressed in this RFP.

INQUIRIES: Questions concerning this RFP shall be directed to:

Kristen Chapman, Mayoral Assistant
Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, CT 06339-1511
Phone (860) 464-3222
Email: mayoral.asst@ledyardct.org

SUBMISSION REQUIREMENTS:

Two hard copies shall be received no later than May 13, 2025 at 2:00 p.m. at which time the bids will be opened and read aloud in the Mayor's Office. Delivery of the proposals is the sole responsibility of the proposer. Any bids received after May 13, 2025 at 2:00 p.m. will be returned, unopened, to the bidder.

Please mail or deliver proposals in a sealed envelope marked "RFP #2025 – 09 Janitorial Services" along with the company's full return address to:

Kristen Chapman, Mayoral Assistant
Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, CT 06339-1511

Bid submissions must include all requested information; incomplete bids will be eliminated. The Town is not responsible for any costs incurred by the proposers in the preparation of the proposals. The Town is not responsible for any work performed prior to the approval of the executed contract.

SERVICE LOCATIONS:

Location	Address	Square Footage
Ledyard Town Hall	741 Colonel Ledyard Highway	11,574
Ledyard Town Hall Annex	741A Colonel Ledyard Highway	2,200
Ledyard Police Department	737 Colonel Ledyard Highway	9,654

SERVICE HOURS:

Location	Days
Ledyard Town Hall & Annex	Monday – Friday
Ledyard Police Department	Monday – Friday

Town Hall and Town Hall Annex require Janitorial Services with limited services Monday-Thursday with full building cleaning on Friday (contractor shall negotiate an alternate date for any Friday falling on a Holiday). Ledyard Police Department daytime hours to be negotiated with the Police Department.

SPECIFICATION OF SERVICES:

The Janitorial Contractor is to provide the following services at each location:

Ledyard Town Hall & Town Hall Annex: Lobby, Hallway, General Office Areas, Conference Rooms, Council Chambers	
Clean and sanitize stairwell railing	DAILY
Dust and remove debris from metal entrance thresholds	DAILY
Empty Office/Conference Room Waste Baskets and Recycle Bins and place in outdoor dumpsters – replace trash liners as needed	FRIDAY
Vacuum, sweep and mop stairwell	FRIDAY
Clean and sanitize entrance glass and internal window glass	FRIDAY
Clean and sanitize door handles, push plates, door jambs, light switches (all touch surfaces)	FRIDAY
Return chairs, furniture, and waste containers to proper positions	FRIDAY
Vacuum carpeted areas, including runner	FRIDAY
Dust window ledges, tops of partitions and other low reach areas, removing cobwebs (as needed)	FRIDAY

Damp wipe horizontal surfaces when cleared	FRIDAY
Clean Plexiglas	FRIDAY
Dust high reach areas including shelves, ledges, vents, and HVAC (as needed)	FRIDAY
Interior window cleaning (as needed)	FRIDAY
Lock office doors upon completion	FRIDAY
Clean and sanitize elevator lift	MONTHLY
Ledyard Town Hall & Town Hall Annex: Kitchen/Lunchroom; Land Use Department Kitchenette	
Clean and sanitize sinks, counters, cabinets, and tabletops	M0N-THURS
Empty Town Hall Kitchen & Land Use Kitchenette Waste Baskets and Recycle Bins and place in outdoor dumpsters – replace trash liners	M0N-THURS
Vacuum and mop flooring to remove spills and stains	M0N-THURS
Clean and sanitize refrigerator exterior; clean and disinfect interior quarterly	M0N-THURS
Clean and sanitize microwave ovens interior and exterior	M0N-THURS
Clean and sanitize door handles, push plates, door jambs, light switches (all touch surfaces)	M0N-THURS
Stock paper towels and hand soap	M0N-THURS
Dust window ledges, tops of partitions and other low reach areas, removing cobwebs	M0N-THURS
Spot clean walls for marks and smudges (as needed)	M0N-THURS
Dust high reach areas including shelves, ledges, vents, and HVAC (as needed)	WEEKLY
Interior window cleaning (as needed)	WEEKLY

Ledyard Town Hall & Town Hall Annex: Restrooms	
Empty Waste Baskets and Recycle Bins and place in outdoor dumpsters – replace trash liners as needed	M0N-THURS
Clean, sanitize and refill toilet tissues, hand towel, hand soap and hand sanitizer dispensers (as needed)	M0N-THURS
Vacuum and mop flooring	M0N-THURS
Clean and sanitize sinks, counters, toilet bowls, toilet seats, and urinals	M0N-THURS
Clean and sanitize door handles, push plates, door jambs, light switches (all touch surfaces)	M0N-THURS
Dust window ledges, tops of partitions and other low reach areas, removing cobwebs (as needed)	M0N-THURS
Dust high reach areas including shelves, ledges, vents, and HVAC (as needed)	WEEKLY
Interior Window Cleaning (as needed)	WEEKLY
Ledyard Police Department: Lobby/Waiting Area, Hallways, General Office Areas, Conference Rooms, Training Rooms	
Empty Waste Baskets and Recycle Bins and place in outdoor dumpsters (as needed) – replace trash liners as needed	WEEKLY
Vacuum carpeted areas, including runners (as needed)	WEEKLY
Vacuum, sweep and mop stairwells (as needed)	WEEKLY
Clean and sanitize stairwell railings	WEEKLY
Clean and sanitize entrance glass and internal window glass (as needed)	WEEKLY
Dust and remove debris from metal entrance thresholds (as needed)	WEEKLY
Clean and sanitize door handles, push plates, door jambs, light switches (all touch surfaces) (as needed)	WEEKLY
Dust window ledges, tops of partitions and other low reach areas, removing cobwebs	WEEKLY

Return chairs, furniture, and waste containers to proper positions	WEEKLY
Monthly – Dust high reach areas including shelves, ledges, vents, and HVAC	WEEKLY
Spot clean and polish elevator walls, buttons, and doors as needed	WEEKLY
Damp wipe horizontal surfaces when cleared	WEEKLY
Clean and sanitize elevator	MONTHLY
Interior window cleaning	WEEKLY
Ledyard Police Department: Kitchen/Lunchroom	
Clean and sanitize sinks, counters, cabinets, and tabletops	DAILY
Empty Waste Baskets and Recycle Bins and place in outdoor dumpsters – replace trash liners as needed	DAILY
Vacuum and mop flooring to remove spills and stains (as needed)	WEEKLY
Clean and sanitize refrigerator exterior, clean and disinfect interior quarterly	DAILY
Clean and sanitize microwave ovens interior and exterior	DAILY
Clean and sanitize door handles, push plates, door jambs, light switches (all touch surfaces)	DAILY
Spot clean walls for marks and smudges	WEEKLY
Dust high reach areas including shelves, ledges, vents, and HVAC	WEEKLY
Vacuum carpeted edges and corners (as needed)	WEEKLY
Vacuum upholstered furniture	MONTHLY
Stock paper towels and hand soap (as needed)	WEEKLY

Interior window cleaning (as needed)	WEEKLY
Ledyard Police Department: Restroom & Jail Cells	
Empty Waste Baskets and Recycle Bins and place in outdoor dumpsters (as needed) – replace trash liners as needed	WEEKLY
Clean, sanitize and refill toilet tissues, hand towel, hand soap and hand sanitizer dispensers (as needed)	WEEKLY
Vacuum and mop flooring (as needed)	WEEKLY
Clean and sanitize sinks, counters, toilet bowl, showers, toilet seats and urinals	AS NEEDED AND PERMITTED
Clean and sanitize door handles, push plates, door jambs, light switches (all touch surfaces)	AS NEEDED AND PERMITTED
Dust high reach areas including shelves, ledges, vents, and HVAC	AS NEEDED AND PERMITTED
Ledyard Police Department: Gym/Locker Rooms	
Sweep, vacuum, and mop flooring (as needed)	WEEKLY
Clean and sanitize sinks, counters, toilet bowl, showers, toilet seats and urinals	DAILY
Clean mirrors	MONTHLY
Clean, sanitize and refill toilet tissues, hand towel, hand soap and hand sanitizer dispensers (as needed)	DAILY
Clean and sanitize door handles, push plates, door jambs, light switches (all touch surfaces)	WEEKLY
Dust high reach areas including shelves, ledges, vents, and HVAC	WEEKLY
Ledyard Police Department: Garage	
Sweep garage floors (as needed)	WEEKLY

JANITORIAL CONTRACTOR RESPONSIBILITIES

- Contractor will provide all equipment and cleaning products required to perform the scope of work listed above.
- Finger printing and background check is required for all personnel, to be performed by the Ledyard Police Department.

TOWN OF LEDYARD RESPONSIBILITIES

- The Town of Ledyard will provide trash liners, hand soap, hand sanitizer, toilet paper, and paper towels
- Janitorial Contractor may provide quotes for the Town of Ledyard to purchase the items listed above directly from the Contractor.

INSURANCE REQUIREMENTS:

The successful Contractor must maintain in force continuously during the term of the contract workers compensation insurance and comprehensive liability insurance for both personal injury and property damage as required under this paragraph. The Contractor shall not allow any subcontractor to commence work on a subcontract until certificates of insurance satisfying the requirements of this paragraph have been provided by the subcontractor to and approved by the Mayor and/or his designee.

The Contractor must carry insurance under which the Town is named as an assured as follows:

A. Worker's Compensation – as required by State Statute

B. Commercial Liability as follows:
$2,000,000 – General Aggregate
$2,000,000 – Products Completed Operations Aggregate
$1,000,000 – Personal & Advertising Injury
$1,000,000 - Each Occurrence Bodily Injury and Property Damage
$ 100,000 – Fire damage, Any One Fire
$5,000 – Medical Payments, Any One Person Including Explosion Collapse & Underground

C. Automobile Liability: $1,000,000 Combined Single Limit Bodily Injury & Property Damage.

Such insurance must be by insurance companies licensed to write such insurance in the State of Connecticut against the above risks and in the amounts indicated. All insurance must provide for a thirty (30) day notice to the Town of cancellation or restrictive amendment.

Certificates of insurance must be submitted to the Finance office within 30 days of signing the contract.

Failure to provide and to keep current the required insurance and certificates may be held to be a willful and substantial breach of this contract.

SELECTION PROCESS

The new appointment shall be for a term through June 30, 2028. The term commences upon contract execution on or about July 1, 2025 with an option to extend for a (2) year period ending June 30, 2030.

The Town of Ledyard will accept those proposal(s), which will, in its opinion, most completely meet the requirements of the RFP, and that The Town of Ledyard solely determines best meets the specifications and is in the best interest of The Town of Ledyard.

Proposals which do not respond to the following requirements will be eliminated.

- Letter of Transmittal
- Contractor Information
- General Description of the Firm
- Business shall be registered in either Connecticut or Rhode Island
- Identification of Personnel who will perform work under the contract
- References
- Bid Form, completed and signed by owner or partner

Additional information may be sought from contractors. Contractors may be asked to present and explain their proposals.

Selection Criteria:

- Completeness and responsiveness to the requirements of the RFP.
- Experience in janitorial services including years and history
- References – Contractor shall provide at least (3) written references from firms where services are provided by the Contractor in Connecticut or Rhode Island. Municipal references are encouraged.
- Fee Schedule/Cost
- Service Approach

FACILITIES WALKTHROUGH

A tour of Ledyard Town Hall, Town Hall Annex, and Police Department will take place on May 1, 2025. Please arrive at the Mayor's office located in Town Hall promptly at 1:00 p.m. on this date for the walkthrough.

INSTRUCTIONS FOR PROPOSAL

PREPARATION -- GENERAL INFORMATION

These instructions are intended to ensure the submission of all data essential to the understanding and comprehensive evaluation of the contractor's proposal. They are not intended to limit the content of the proposal. The offeror may include such additional data or information as may be appropriate but may not exclude any portion requested by this document.

LETTER OF TRANSMITTAL:

Proposals should be accompanied by a letter of transmittal signed by an individual(s) having the authority in the offeror's organization to sign proposals and contracts.

PROPOSAL FORMAT:

1. Table of Contents – Identify major elements of the proposal.

2. Contractor Information

   Section 1: Name of firm, home office address, address of the office providing services under the proposal, telephone, and fax number.

   Section 2: General description of the firm., including size, number of employees, primary business (consulting, pension planning, etc.) other business or services, type of organization (franchise, corporation, partnership, etc.) and other descriptive material.

   Section 3: Identification of other personnel who shall perform work under the contract.

3. Contractor's addendum - Inclusion of any information deemed necessary and appropriate. (Optional)

4. Fee proposal(s) – Use the Bid Form at the end of this RFP. This form must include a monthly cost to the Town for all work to be performed as listed in the Specification of Services above, along with a confirmation of the annual cost in the second line of the Bid Form.

TOWN of LEDYARD
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JANITORIAL SERVICES

BID FORM

REQUIRED	
Cost Proposal: Monthly	
Cost Proposal: Annually	

The company whose name and address is designated below, hereby submits two (2) copies of the proposal for your consideration of our firm for appointment to provide Janitorial Services to the Town of Ledyard.

This submission is made, and we represent that there is no conflict of interest with respect to our firm and the Town, and that no person or representative of the Town of Ledyard has been involved with nor been offered any inducement with respect to this submission.

Principal, Partner, or Officer Name	
Company Name	
Address	
Telephone	
Signature	