

**REQUEST FOR PROPOSAL (RFP)**  
JANITORIAL SERVICE

**LOUDONVILLE PUBLIC LIBRARY**  
122 E MAIN ST  
LOUDONVILLE, OH 44842

FEBRUARY 9, 2018



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## **1. SUMMARY AND BACKGROUND**

Loudonville Public Library is seeking an independent contractor to provide janitorial services of the library building at 122 E Main Street (hereafter “the Library”).

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, and conduct a fair evaluation of who is best able to provide service on the terms described in the criteria below.

Loudonville Public Library is a School District Public Library (as defined by the Ohio Revised Code) that was founded in 1905 with a mission to select, make available and maintain resources in a variety of formats; meeting the educational, informational, and recreational needs of our community; and to stimulate ideas and learning to enhance the quality of life for those we serve. We primarily serve patrons within the Loudonville-Perrysville Exempted Village School District, but more broadly we provide service to all Ohio Residents and to the tourists visiting the community.

Loudonville Public Library has one location in Loudonville, Ohio.

Our services include:

- Materials collections in a variety of formats, covering the broadest practical spectrum of subjects and interests, and age groups;
- Programming for adult, teenage, and juvenile patrons;
- reference services;
- Technology training and access to public internet workstations and wireless internet access;
- Support for the public school students and teachers.

## **2. PROPOSAL GUIDELINES**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 6pm EST March 2, 2018. Proposals received after this date and time cannot be considered.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Loudonville Public Library’s administration and legal counsel as necessary and will include scope, cost, schedule, and other necessary items pertaining to the project. Contracts will be for ONE (1) year with an option for renewal if the Library is satisfied with the work.

**3. CONTACT WITH THE LIBRARY**

Vendors are welcome to contact the library to schedule a walkthrough. The Director of the Library or someone he appoints will walk the prospective bidder's through the building and answer questions that may occur to the bidder. The Library reserves the right for the Director or his representative to decline to answer a question or provide any information if they judge that it will unfairly advantage or disadvantage any of the bidders.

**4. REQUIRED TERMS OF SERVICE**

Loudonville Public Library is seeking a vendor to provide janitorial service for the library on the following basis *at a minimum*:

- Thorough cleaning of the entire upstairs of the Library five days per week.
- A partial cleaning upstairs over the weekend: trash, entrances, restrooms and needed messes.
- Cleaning & mopping downstairs restrooms twice a week & kitchen once a month

Beyond this basic need, the Library is also interested, depending on cost and availability, on the following services as well:

- Sweeping of both downstairs meeting rooms and the Storytime room one or two times a week.
- Seasonal carpet cleaning.

The Library will also entertain whatever additional services the bidder cares to highlight in their proposal.

Proposals will be judged based primarily on their ability to handle the minimum required service and the associated cost. Extra services will only be used to differentiate otherwise equal proposals.

All services discussed in the proposal outside of the minimum ones discussed **MUST** be itemized separately to ensure the Library can easily compare costs. Failure to itemize will result in the proposal being returned for correction (if there is sufficient time remaining) or discarded.

Bidders should know that:

- they will be responsible for payment of all federal, state and local Income taxes.
- they shall be responsible for providing all tools and materials required for performance of the tasks agreed to.
- they must provide a copy of insurance bonding and workers compensation coverage to the Loudonville Public Library.
- they are responsible for safe keeping an entry key or keys and a security system code to building.

- they are responsible for doing a final walkthrough of the building and setting the motion detector before leaving the premises.
- all cleaning will occur during the hours the Library is closed.

## **5. TIMELINE**

All proposals in response to this RFP are due no later than 6pm EST March 2, 2018.

Evaluation of proposals will be conducted from March 5, 2018 until March 14, 2018. If the Library requires additional information or discussions with any bidders during this window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than March 16, 2018.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by March 23, 2018.

Notifications to bidders who were not selected will be completed by March 30, 2018.

The winning bidder should be prepared to begin work starting April 2, 2018 or as soon as possible thereafter. If the winning bidder will require additional time to begin work, they will need to provide the Library with advance notice in writing so the Library can extend service with its current janitorial provider if needed.

## **6. BUDGET**

All proposals must include proposed costs to complete the work requested. Costs for work satisfying the minimum requirement may be presented as a single monthly total. Costs for ANY work outside the minimum requirements must be itemized separately. Any one time or non-recurring costs should likewise be itemized.

All costs and fees must be clearly described in each proposal.

## **7. BIDDER QUALIFICATIONS**

Bidders should provide the following items as part of their proposal for consideration:

- General Information about the company;
- Testimonials from past clients;
- A listing of the supplies the bidder expects to use on the job;
- Any information of note that the bidder feels will add substantively to their proposal.

## **8. PROPOSAL EVALUATION CRITERIA**

Loudonville Public Library will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed service must meet needs described above and be presented in a clear and organized manner

- Organizational Experience: Bidders will be evaluated on their experience as is pertinent
- Previous work: Bidders will be evaluated on how the quality of their work was judged by past customers/clients
- Value and cost: Bidders will be evaluated on the cost to the Library for service. By Ohio Law the Library is bound to select the lowest responsible bid that meets our criteria.

Each bidder must submit their proposal to the address below by 6pm EST February 28, 2018:

Loudonville Public Library  
Attn: Michael Thornton, Director  
122 E Main St  
Loudonville, OH 44842

Alternately bidders may submit a PDF copy of the proposal to:

[thorntmi@loudonvillelibrary.org](mailto:thorntmi@loudonvillelibrary.org)