REQUEST FOR PROPOSALS

JANITORIAL SERVICES FOR THE CAROLINE COUNTY PUBLIC LIBRARY

Due Date: February 26, 2027

Optional Pre-Bid Tour by Appointment Only:
January 1, 2027 – January 31, 2027

The Caroline County Public Library (CCPL) is requesting proposals from qualified firms for janitorial services at three (3) CCPL locations. Firms may submit a proposal for an individual location or all three (3) locations together.

The acceptance of any proposal made pursuant to this invitation shall not be binding upon CCPL until an agreement has been executed.

RFP OVERVIEW

RFP Title:	Janitorial Services for Caroline County Public Library
RFP Timeline:	RFP Issued November 15, 2026
Optional Pre-Proposal Tour:	January 1, 2027 – January 31, 2027
Proposal Submission Due:	February 26, 2027
Notice of Award:	March 31, 2027
Anticipated Start of Service:	July 1, 2027

OPTIONAL PRE-PROPOSAL TOUR

A pre-proposal tour for interested parties can be arranged during the month of January, 2027. Please contact Executive Director Jonah Owens at 410-479-1343 x101 or Jowens@carolib.org to arrange for a tour of one or more locations.

Locations

Central Library: 100 Market Street, Denton, MD 21629
Federalsburg Library: 123 Morris Avenue, Federalsburg, MD 21632
North County Branch: 101 Cedar Lane, Greensboro, MD 21639

Proposal Details & Requirements

1. The janitorial proposal submitted must include all costs and must be a not-to-exceed cost bid.
2. Firms may submit a proposal for an individual location or all three (3) locations together.
3. Proposals are requested for an initial 12-month contract beginning July 1, 2027 and ending June 30, 2028. Thereafter, any renegotiated contracts will run fiscally July 1 - June 30.
4. The successful bidder will be required to sign a contract with CCPL; a sample of this contract is attached. Do not sign and submit the sample contract with your proposal.
5. Valid proposals must include a copy of the completed JANITORIAL PROPOSAL (form attached), with attached reference letters and business licenses. Hand delivered or mailed proposals should be in a sealed envelope labeled JANITORIAL PROPOSAL CAROLINE COUNTY PUBLIC LIBRARY. Proposals that do not meet these requirements will not be considered.
6. A separate JANITORIAL PROPOSAL form must be completed for each facility.
7. Mail or deliver proposals to the Executive Director at the address below.

   Caroline County Public Library
   Attn: Jonah Owens
   100 Market St
   Denton, Md 21629

8. Proposals must be submitted by 6:00 pm on Friday, February 26. Proposals received after will not be considered.
9. CCPL reserves the right to reject any and all proposals.
10. Proposals will be reviewed by a committee of three persons. Scoring will be based on the following criteria, with a maximum score of 100.

Criteria	**Points Available**
Proposed Cost	40
Vendor's References	20
Vendor's Janitorial Experience	20
Vendor's Demonstrated Ability to Adequately Complete Scope of Work	20
Total	**100**

Contractor Requirements

1. The successful contractor must demonstrate the ability to perform the work described in the Scope of Work.
2. The successful contractor must have in place the insurance requirements indicated in the attached sample contract within fourteen (14) days after the date of the Notice of Award.
3. Contractors must have current business licenses issued in the State of Maryland.
4. All first-time successful bidders doing business with CCPL must complete the standard "Federal Taxpayer Identification Certificate W-9" and the Workers' Compensation Commission Sole Proprietor's Status and New Vendor Document.

Library Responsibilities

1. It is the responsibility of CCPL to provide access to the facility for the purpose of performing the duties outlined in the Scope of Work.
2. It is the responsibility of CCPL to pay invoices in a timely manner. CCPL pays vendors monthly, in a reasonable time after completion of services.

JANITORIAL SCOPE OF WORK

Caroline County Public Library: Central Branch

The Central Branch of the Caroline County Public Library is located at 100 Market St. in Denton, MD. The areas to be cleaned consist of 15,297 square feet on the First floor and 5,916 square feet on the Second Floor. The facility includes 6 bathrooms (7 toilets, 1 urinal, & 8 sinks).

The janitorial contractor will be required to clean the library building five days a week (M-F). All work must be performed between the hours of 8PM and 9AM

The work required will include, but is not limited to, the following:

Daily:

1. Empty trash cans, remove all trash to the dumpster and put new trash bags in trash cans
2. Restock paper towels, toilet tissue, paper toilet seat covers, urinal cakes, and hand soap throughout the building and in the janitor's closet
3. Clean & disinfect all bathroom surfaces, mop all bathroom floors.
4. Spot clean floor surfaces (carpeted and tile/rubber/linoleum), doors, tables, and chairs.

Weekly:

1. Dust mop followed by wet mop all tile, rubber, and linoleum floors
2. Vacuum carpeted areas and floor mats

As Needed:

1. Unclog toilets, if able
2. Clean and sanitize trash cans as needed
3. Clean glass doors and walls as needed

"AS NEEDED": CCPL's determination of whether a task is needed to be performed shall be final and will be considered of priority importance to the Contractor once notified.

SUPPLIES: The Contractor must supply and/or furnish all cleaning equipment and supplies that are required to perform the work outlined in this agreement. The contractor is required to use a vacuum solely at this location to prevent the spread of contaminants & bugs.

JANITORIAL SCOPE OF WORK

Caroline County Public Library: Federalsburg Branch

The Federalsburg Branch of the Caroline County Public Library is located at 123 Morris Ave in Federalsburg, MD. The areas to be cleaned consist of 4,000 sq. ft. divided evenly between the first & second floors. The facility includes 3 bathrooms (4 toilets, 1 urinal, and 4 sinks).

The janitorial contractor will be required to clean the library building four days a week (M-TH). All work must be performed between the hours of 8PM and 9AM.

The work required will include, but is not limited to, the following:

Daily:

1. Empty trash cans, remove all trash to the dumpster and put new trash bags in trash cans
2. Restock paper towels, toilet tissue, paper toilet seat covers, urinal cakes, and hand soap throughout the building and in the janitor's closet
3. Clean & disinfect all bathroom surfaces, mop all bathroom floors.
4. Spot clean floor surfaces (carpeted and tile/rubber/linoleum), doors, tables, and chairs.

Weekly:

1. Dust mop followed by wet mop all tile, rubber, and linoleum floors
2. Vacuum carpeted areas and floor mats

As Needed:

1. Unclog toilets, if able
2. Large trash receptacle to be cleaned and sanitized as needed

"AS NEEDED": CCPL's determination of whether a task is needed to be performed shall be final and will be considered of priority importance to the Contractor once notified.

SUPPLIES: The Contractor must supply and/or furnish all cleaning equipment and supplies that are required to perform the work outlined in this agreement. The contractor is required to use a vacuum solely at this location to prevent the spread of contaminants & bugs.

JANITORIAL SCOPE OF WORK

Caroline County Public Library: North County Branch

The North County Branch of the Caroline County Public Library is located at 101 Cedar Lane in Greensboro, MD. The area to be cleaned consists of 3,000 square feet. The facility includes 1 bathroom (1 toilet & 1 sink).

The janitorial contractor will be required to clean the library building four days a week (M-TH). All work must be performed between the hours of 8PM and 9AM.

The work required will include, but is not limited to, the following:

Daily:

1. Empty trash cans, remove all trash to the dumpster and put new trash bags in trash cans
2. Restock paper towels, toilet tissue, paper toilet seat covers, urinal cakes, and hand soap throughout the building and in the janitor's closet
3. Clean & disinfect all bathroom surfaces, mop the bathroom floor.
4. Spot clean floor surfaces (carpeted and tile/rubber/linoleum), doors, tables, and chairs.

Weekly:

1. Dust mop followed by wet mop all tile, rubber, and linoleum floors
2. Vacuum carpeted areas and floor mats

As Needed:

1. Unclog toilets, if able
2. Clean interior and exterior entrance door glass

"AS NEEDED": CCPL's determination of whether a task is needed to be performed shall be final and will be considered of priority importance to the Contractor once notified.

SUPPLIES: The Contractor must supply and/or furnish all cleaning equipment and supplies that are required to perform the work outlined in this agreement. The contractor is required to use a vacuum solely at this location to prevent the spread of contaminants & bugs.

SAMPLE CONTRACT – DO NOT SUBMIT WITH JANITORIAL PROPOSAL

JANITORIAL SERVICE AGREEMENT

Caroline County Public Library

THIS AGREEMENT IS MADE BETWEEN the Caroline County Public Library ("CCPL") and _____, doing business as _____, ("Contractor").

1. SERVICES: Contractor shall provide to CCPL all labor and supplies necessary to accomplish those janitorial and related services identified in the attached "JANITORIAL SCOPE OF WORK" according to these terms, general conditions and specifications.

2. TERM: This Agreement shall be in effect beginning July 1, 2027, and ending on June 30, 2028. This contract may be renegotiated annually.

3. TERMINATION: If CCPL is dissatisfied with the quality of the services, CCPL will inform Contractor in writing of the specific area of dissatisfaction and, if Contractor shall fail to correct the deficiencies within ten (10) days, CCPL may terminate this Agreement by fifteen (15) days written notice to Contractor. If the contractor is found to have failed to complete the tasks outlined in the scope of work on five (5) occasions, having been notified upon each occasion of the failure to meet the scope of work requirements, CCPL may terminate this agreement by fifteen (15) days written notice to contractor. CCPL may terminate this Agreement at any time if the premises are destroyed, and CCPL may terminate this Agreement without cause at any time by giving thirty (30) days written notice to Contractor.

4. PRICE: CCPL agrees to pay Contractor for janitorial services at a rate of _____Dollars ($_____) per month, payable monthly, in a reasonable time following satisfactory completion of services. A monthly invoice must be submitted to CCPL, Attention Accounts Payable, 100 Market St. Denton, MD, in order for payment to be processed.

5. CHANGE IN WORK PERFORMED: The above price is based upon the terms, general conditions, specifications, service area and frequency outlined in the attached "JANITORIAL SCOPE OF WORK". If there are any changes in such areas or services, CCPL and Contractor agree to negotiate a reasonable price adjustment.

6. DEDUCTIONS: If CCPL is dissatisfied with the quality of Contractor's services, in whole or in part, and CCPL provides the written notice of the specific area of dissatisfaction and the Contractor fails to correct the deficiencies within ten (10) days, CCPL may, in its sole discretion, make alternative arrangements for the work to be performed and deduct the cost of such services from the amount of payment to the contractor. Before making any such deduction, however, CCPL shall provide Contractor written notice of the amount claimed by CCPL to be due and owing from Contractor.

7. CONTRACTOR'S EMPLOYEES AND SERVICE PROVIDERS: Contractor will provide CCPL with a list of all persons who will be providing janitorial services on behalf of the Contractor (see attachment). Contractor agrees to update this list if and when additional persons are retained to perform the services under this agreement. At the time this Agreement is signed, or at any time thereafter, in response to a request by CCPL, Contractor shall identify all persons performing services pursuant to this Agreement. Contractor shall not use any person identified without the specific

approval of CCPL, which approval shall not be unreasonably withheld. The Contractor agrees that no persons shall enter CCPL facilities with the Contractor or Contractor's employees or agents except for the purpose of performing janitorial services. No friends, family, children or pets will be permitted to enter CCPL facilities with employees or agents of the Contractor. Maryland State law prohibits anyone on the sex offender registry from working at the North County Branch in Greensboro due to the adjacency to Head Start.

8. SAFETY AND COMPLIANCE WITH APPLICABLE LAW: In performing services pursuant to this Agreement, Contractor shall comply with all applicable federal, state and local laws, statutes, ordinances, rules and regulations. Contractor shall also comply with all Federal, State, and CCPL safety and health requirements while performing cleaning services for CCPL, i.e., OSHA, AKOSH, fire, most and specifically:

a. Personal Protective Equipment (PPE): Janitorial contractor is responsible for providing and using the appropriate PPE for each task while performing services FOR CCPL;

b. Chemical Inventory and GHS or SDS: Per the OSHA Hazard Communication Standard 29 CFR 1910.1200, the janitorial contractor will be required to provide CCPL with an inventory of products used to clean the facility and a GHS or SDS for each product listed on the inventory. The chemical inventory and GHS or SDS must be updated every six months;

c. Secondary Containers: The janitorial contractor will be required to label all secondary product containers stored in the facility per 29 CFR 1910.1200;

d. Storage Closet: If the Janitorial contractor is provided storage for supplies and equipment at a CCPL facility, these items must be stored in such a ways as to not cause a hazard or a safety violation; and

e. Access: Contractor is required to supervise, store and secure products and equipment when working in areas where the general public is present so that they may not gain access to the products and equipment.

9. INSURANCE REQUIREMENTS: Prior to execution of this contract, the successful bidder shall submit a "Certificate of Insurance" indicating it carries the specified insurances in the amount specified in this RFP. Coverages shall be maintained throughout the term of the contract.

Required Coverage's:

A. Professional malpractice, negligence, and errors and omissions coverage in minimum amounts of $2,000.000 per event and $1,000.000 per person.

B. General Liability - Minimum $2,000.000

C. Workers' Compensation Insurance as required as law.

D. Comprehensive Liability Insurance with minimum limits of $1,000,000 per person, $2,000,000 per occurrence. Policy shall include the broad form of Comprehensive General Liability Endorsement or its equivalent.

E. All required coverages shall include and specifically name CCPL as an additional insured and loss payee with respect to all operations under the contract.

F. The successful bidder will furnish CCPL any up-to-date certificates of insurance stating the requirements listed above at contract implementation.

10. MULTIPLE CONTRACTS: If the Contractor is awarded more than one janitorial contract with CCPL, the Contractor will submit a work schedule to CCPL that reflects the days and times services will be provided at each location.

11. LICENSES: Contractor shall keep current all local and state licenses and taxes required by law.

12. ASSIGNMENT: Contractor shall not assign any of its rights, or delegate any of its obligations under this Agreement, without prior written consent of CCPL. Any assignment or delegation without such written consent shall become null and void.

13. INDEPENDENT CONTRACTOR: Contractor is an independent Contractor and all persons employed by Contractor to furnish services hereunder are employees of Contractor and not employees of CCPL.

14. EQUAL OPPORTUNITY: Contractor and CCPL agree that in the performance of this Agreement, there shall be no discrimination on account of race, religion, sex, age or national origin, and each shall comply with applicable federal, state and local laws and regulations pertaining to fair employment practices.

15. LABOR RELATIONS: It is understood and agreed that this contract is awarded without discrimination as to whether employees of Contractor are members, or not members, of any labor organization. No dispute between any labor organizations and Contractor shall be permitted to occur, or be manifested on the premises. Contractor agrees to employ personnel for the work who will work at all times in harmony with other personnel. Contractor further agrees not to participate in, or encourage, any cessation of work, which may occur as a result of any such labor disputes.

16. ADVERTISING: Contractor shall not use CCPL's name, or refer to CCPL directly or indirectly, in any advertisement without receiving CCPL's specific written approval for such use or release.

17. HOLIDAYS: Contractor is not obligated to perform janitorial services on holidays observed by CCPL.

18. NOTICES: Notices, requests, demands and other communication by either party hereunder shall be in writing and delivered to:

Caroline County Public Library
Attention: Library Administration
100 Market St.
Denton, MD
CONTRACTOR CONTACT INFORMATION:

_____
_____
_____

19. APPLICABLE LAW: This Agreement shall be construed and enforced in accordance with the laws of the State of Maryland, which shall govern the validity and performance under this Agreement.

20. INDEMNIFICATION: Contractor agrees to indemnify and hold CCPL harmless against any claims, however presented, based directly or indirectly upon the performance, or failure to perform, by Contractor, its employees, elected officials, volunteers, Contractors or representatives, and arising out of this Agreement.

21. ENTIRE AGREEMENT: This Agreement contains the entire Agreement between the parties. All prior negotiations between the parties are merged in this Agreement, and there are no understandings or agreements other than those incorporated herein.

Attachments to contract:
Scope of Work
Contractor employee information sheet
Multiple contract cleaning schedule (if applicable)

Caroline County Public Library	**Contractor** Business Name
Sample Contract – Do Not Sign	Sample Contract – Do Not Sign
By: _____	By: _____
Jonah Owens Executive Director	Individual Name
Date: _____	Date: _____

JANITORIAL PROPOSAL

Caroline County Public Library

BIDDER INFORMATION:

Business Name _____

Names of all Business Owners _____

Address _____City, ST, Zip _____

Telephone _____Email _____

BID:

Bidder will perform the janitorial services as outlined in the Request for Proposal and Scope of Work for the sum of $_____per month.

PLEASE RESPOND TO THE FOLLOWING:

1. Which Facility is this proposal form for?

   Central Library ☐

   Federalsburg Branch ☐

   North County Branch ☐

2. Did you participate in a "walk through" of the facility? ____Yes / ____No

3. Are you fully prepared to successfully complete all janitorial requirements detailed in the Scope of Work? ____Yes / ____No

4. Are you prepared to obtain the required insurance coverage if you are the successful bidder? ____Yes / ____No.

5. When did you start your current janitorial business?

6. Have you been continuously engaged in janitorial business since that time? ____Yes / ____No

7. How long have you worked in the janitorial business overall and in what capacity?

8. Have you provided janitorial services for CCPL orCaroline County Government in the past? ____Yes / ____No

   If yes, which Department/Facility and when?

9. Please provide up to three references from your janitorial customers who can verify your qualifications to provide janitorial services:

Name Phone Number

Scope of Work: Email:

Name Phone Number

Scope of Work: Email:

Name Phone Number

Scope of Work: Email:

10. Attach one or more written reference letters, signed and dated, regarding your ability to provide contractual janitorial services.

11. Attach copies of your business licenses issued both by local and state authorities.

Signature of Bidder Date

Printed Name