INVITATION TO BID
BID Title: Cleaning of Alburgh Municipal Offices

Description:

Sealed Bids for the **Cleaning of the Alburgh Municipal Offices** shall be received and accepted until **1:00PM on Monday, November 23, 2026, local time at the Town of Alburgh 1 North Main St Suite 1 Alburgh, VT 05440.** Bids may be sent electronically to Amanda Costello, Town Administrator at acostello@alburghvt.org, or dropped by hand or mailed to **1 North Main St Suite 1 Alburgh, VT 05440.** All questions must be submitted in writing by **Monday, November 16, 2026 by 9:00AM.** Bids will be opened, scanned, and the results email back to all bidders after review. There will be no in-person opening of bids. Bid documents will be posted on the Town's website at https://alburghvt.org/

Publication Date/Time:

11/03/2026 10:00AM

Closing Date/Time:

11/23/2026 1:00PM

Submittal Information:

Mailed or Hand Delivered bids shall be sealed bid documents and shall be marked: **"Cleaning of Alburgh Municipal Offices"**

For bids submitted electronically, they shall clearly be marked with a subject line including **"Bid Documents: Cleaning of Alburgh Municipal Offices"**

BID Opening Information:

None

Contact Person:

Amanda Costello
acostello@alburghvt.org
(802) 796-3468 ext. 2

TOWN OF ALBURGH, VERMONT

REQUEST FOR BIDS – Cleaning of Alburgh Municipal Offices

RFP for Contracting Services

Issued: November 3, 2026 10:00 AM Due: November 23, 2026, at 1:00 PM.

I. GENERAL INFORMATION

The Town of Alburgh is requesting proposals from qualified professional contractors for the cleaning of the Alburgh Town Municipal Offices.

No pre-bid meeting is scheduled; interested contractors are encouraged to visit the site listed in this RFP and become familiar with the needs of each.

II. PROJECT BACKGROUND

The Town of Alburgh is seeking bids for commercial cleaning services for a **(3) three-year contract starting FY28 July 1st, 2027, through June 30th, 2023.** Services shall be provided bi-weekly. Cleaning supplies and equipment shall be furnished by the bidder.

III. SCOPE OF WORK

The Scope of Work for this project include the following tasks, but is not limited to:

- **General Office and Workspace Areas:**
  - Emptying trash cans, recycling bins, and replacing liners.
  - Vacuuming wall-to-wall carpeting and entrance mats.
  - Dust-mopping and wet-mopping hard surface floors.
  - Dusting accessible desks, tables, furniture, windowsills, ledges, and baseboards (desk cleaning is usually restricted to clear surfaces).
  - Spot-cleaning fingerprints, smudges, and marks from glass partitions, light switches, walls, and doors.
- **Restrooms:**
  - Cleaning and sanitizing toilets, urinals, sinks, and partitions.
  - Disinfecting high-touch surfaces, faucets, and door handles.
  - Polishing mirrors and stainless-steel fixtures.
  - Mopping and sanitizing floors with a germicidal solution.
  - Restocking consumable supplies (toilet paper, paper towels, hand soap, and air fresheners). These items are supplied by the Town.
- **Kitchens and Breakrooms:**
  - Disinfecting countertops, tables, and sink basins.
  - Cleaning the exterior of appliances (microwave, refrigerator, toaster) and

coffee stations.
    - Washing, rinsing, and putting away or loading dishes/crockery into the dishwasher.
    - Emptying trash and wiping down cabinet fronts.
- **Specialized or Periodic Tasks (Frequency-Based):**
    - High dusting (air vents, light fixtures, and window frames).
    - Hard floor maintenance (stripping, waxing, buffing, or high-speed burnishing as necessary).
    - Deep carpet extraction or upholstery vacuuming as necessary.
    - Window washing interior (and exterior panes bi-annually).

Specifications will be required for improvements to the following location(s):

1. **Alburgh Municipal Office – 1 North Main St Suite 1 Alburgh, VT 05440**
    - **Square Footage – Approx. 3,500 – single floor**

Schedule: The cleaning services shall be conducted bi-weekly and preferably outside of open office hours. Monday through Thursdays 9AM – 5PM and Fridays 9AM – 12PM.

IV. SUBMISSIONS

The Town of Alburgh will receive proposals for the **Cleaning of Alburgh Municipal Offices** by electronic or mail submittal. There will be no in-person opening of bids. Proposals are due by **Monday, November 23, 2026, at 1:00 PM**. All submittals received via email will be acknowledged by email, and a bid tab provided to all proposers after the proposals are received & reviewed, via email. Late proposals will not be accepted.

Bids shall be submitted to:

Amanda Costello
Town Administrator
acostello@alburghvt.org
802-796-3468 ext. 2
802-330-7642

Questions about the bid documents should be submitted in writing and directed to Amanda Costello at the above email address. All questions must be submitted in writing by **Monday, November 16, 2026, by 9:00 AM**. A response to questions will be provided as an Addendum and will be found on the Town's website. All proposals must acknowledge the receipt of any addenda issued for this project.

All bids upon submission become the property of the Town of Alburgh. The expense of preparing and submitting a proposal is the sole responsibility of the Contractor. The Town reserves the right to reject any or all proposals received, to negotiate with any qualified contractors or individuals, or to cancel in part or in its entirety this RFP if it is in the best interest of the Town. This solicitation in no way obligates the Town to award a contract.

V. BID AWARD

The contractor selection will be made by the Town of Alburgh Selectboard. The municipality will evaluate bids in response to this solicitation without discussions and will award a contract to the lowest responsive and responsible bidder whose bid, conforming to the solicitation, will be most advantageous to the municipality considering only price and any price related factors specified in the solicitation. The Selectboard may elect to interview contractors prior to the final selection. The Selectboard will select the contractor on or about November 23, 2026.

VI. CONTRACT

The Contractor, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State. The contract will not be executed until the Contractor is registered with the Secretary of State's Office. The successful Contractor will be expected to execute sub-agreements for each sub-contractor named in the proposal upon award of this contract.

The entity to which the Contract has been awarded shall sign the contract documents and return them to the Municipality within 30 calendar days from the date of the Notice of Award. No contract shall be considered effective until it has been fully executed by all parties.

If the award or the contract is annulled, the Municipality may award the contract to the next lowest responsible bidder that has submitted a bid that complies with all the provisions required to make it formal or advertise a new request for bids for the contract(s).

VII. TAXES & INSURANCE REQUIREMENTS

Before commencing work on this Contract, the Contractor must provide certificates of insurance to show that the following minimum coverages are in effect. Contractor agrees that it will provide and maintain during the entire term of this Contract the following

insurances with at least the indicated amounts of coverage and provide Municipality a certificate of insurance showing such coverages before providing any services under this Contract: (1) Commercial General Liability insurance coverage with a policy limit of at least $1,000,000 per occurrence and $2,000,000 in aggregate; (2) Business Automobile Liability coverage with total liability limits of at least $1,000,000; and (3) Statutory Workers' Compensation insurance. If Contractor is not required by law to carry workers' compensation insurance, in place of proof of workers' compensation insurance Contractor may provide a fully executed Non-Employee Work Agreement specifying the particular provision of 21 V.S.A §601(14)(F) that exempts Contractor from having to carry such coverage.

The Contractors policies shall name the Municipality as an additional insured as listed below.

Town of Alburgh
1 North Main St Suite #1
Alburgh, VT 05440

BID FORM

Cleaning of Alburgh Municipal Offices

Company Name: _____

Address: _____

Contact Person: _____

Phone: _____ **Email:** _____

Price per Cleaning: $ _____

Total Annual Price: $_____

Acknowledgement of Addenda

The undersigned acknowledges receipt of the following addenda, if issued:

Addendum No.	Date Received

The undersigned certifies that:

1. This bid has been prepared independently, without collusion.
2. The contractor has reviewed the RFP and fully understands the scope of work.
3. The contractor will comply with all applicable laws, licensing, and insurance requirements.

Authorized Signature: _____ **Date:** _____

Name & Title: _____