



TOWN OF NORTHFIELD



21 Summer Street, Northfield, New Hampshire 03276
Tel. 603-286-7039 Fax 603-286-3328
www.northfieldnh.org

08/11/2020

TOWN OF NORTHFIELD, NEW HAMPSHIRE REQUEST FOR PROPOSALS Janitorial Cleaning Services of Town Buildings

The following specifications are required and are part of the RFP for Janitorial cleaning services for town owned buildings. All services required are on a weekly basis, and hours can be flexible depending on the day and location.

NOTE: Any RFP chosen by the selectmen, the recipient or company must submit to a law enforcement review by the Northfield Police Department prior to providing services to the town of Northfield.

Town Hall- Consisting of approximately 6000 square feet. Vacuuming of all carpets and floors as needed. Weekly mopping and general upkeep of all vinyl/tile floors, with an initial stripping and waxing of vinyl/tile floors. Machine buffing of vinyl/tile floors on a monthly basis. All office waste baskets emptied as needed. Dusting of offices and all general areas as needed. Deep cleaning of all areas is required annually. Restrooms shall be cleaned and maintained on a weekly basis.

Police Station- Consisting of approximately 5000 square feet. Vacuuming of all carpets and floors as needed. Weekly mopping and general upkeep of all vinyl/tile floors, with initial stripping and waxing of vinyl/tile floors. Machine buffing of vinyl/tile floors on a monthly basis. All office waste baskets shall be emptied as needed. Dusting of all offices and areas as needed. Deep cleaning of all areas on an annual basis is required. Restrooms shall be cleaned and maintained on a weekly basis.

DPW Administrative Area- The Public Works Administrative area is approximately 300 square feet of office space, as well as an employee break area, and restroom. Floors are vinyl/tile and require weekly sweeping and wet mopping with general upkeep of all vinyl/tile floors with initial stripping of old wax and reapplying of new wax. Machine buffing of vinyl/tile floors on a monthly basis. Dusting of administrative area as needed. Restroom shall be cleaned and maintained on a weekly basis.