REQUEST FOR BIDS (RFB)
Commercial Cleaning Services

Middletown Public Library
20 North Catherine Street
Middletown, PA 17057

Bid Submission Deadline: November 30, 2026
Anticipated Contract Start Date: December 7, 2026 or as negotiated

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1. INVITATION TO BID

Middletown Public Library (the "Library") is soliciting competitive bids from qualified commercial cleaning companies to provide routine janitorial and cleaning services for its public library facility.

The Library seeks a dependable, professional cleaning contractor capable of maintaining a clean, sanitary, safe, and welcoming environment for library patrons, staff, and visitors.

The Library invites qualified cleaning companies to submit proposals outlining their qualifications, services, pricing, and ability to meet the requirements described in this Request for Bids (RFB).

The Library reserves the right to accept or reject any or all bids, waive minor informalities, and select the bidder determined to best meet the Library's needs and interests, subject to applicable procurement requirements.

2. DESCRIPTION OF FACILITY

The cleaning services will be provided at:

Facility: Middletown Public Library
Address: 20 North Caterine Street, Middletown, PA 17057

Facility information:

- Approximate building size: 7,700 Square Feet
- Number of floors: 4
- Number of public restrooms: 4 (2 on first floor, 2 on 2nd floor
- Number of meeting/community rooms: 1
- Additional areas: Children's area, adult collections, public computer areas, staff offices, circulation desk, entryways, and other common spaces.

Bidders may request an opportunity to tour the facility before submitting a bid.

3. SCOPE OF SERVICES

The selected contractor shall provide all necessary labor, supervision, cleaning equipment, and cleaning supplies required to perform the services outlined below, unless otherwise specified.

A. Routine Cleaning – Each Service Visit

The following tasks shall be completed during each scheduled cleaning visit:

- Sweep, vacuum, and/or mop floors throughout the building.
- Vacuum carpets and entrance mats thoroughly.
- Vacuum elevator carpet
- Clean and disinfect restroom toilets, sinks, fixtures, and countertops.
- Replenish restroom supplies, including toilet paper, paper towels, and hand soap (supplied by the Library unless otherwise agreed).
- Empty trash and recycling containers and replace liners.
- Place Trash and Recycling at curb for trash collection, unless impacted by holidays.
- Clean and disinfect frequently touched surfaces, including door handles, light switches, handrails, and shared surfaces.
- Clean and disinfect public countertops and designated work surfaces.
- Spot-clean entryway glass.
- Remove visible fingerprints, smudges, and spills from accessible surfaces.
- Clean staff kitchen or breakroom countertops and sinks.
- Leave all areas neat, orderly, and ready for public use.
- Thoroughly clean and disinfect restroom surfaces.
- Dust accessible horizontal surfaces, shelves, ledges, and furniture.
- Clean corners, edges, and other areas that may collect dust and debris.
- Clean interior glass and doors as needed.
- Wipe down tables in meeting and community rooms.
- Clean staff breakroom appliances and exterior surfaces.

B. Monthly Cleaning Tasks

- Dust accessible vents, baseboards, and windowsills.
- Clean and detail corners, edges, and other areas not addressed during routine cleaning.
- Perform additional floor care as needed.
- Dust accessible light fixtures and other surfaces within safe reach.
- Sweep and dust emergency exit stair wells.

C. Additional or Periodic Services

The Library may request separate pricing for the following services:

- Carpet extraction or deep cleaning.
- Floor stripping, waxing, or refinishing.
- Interior window cleaning.
- Upholstery cleaning.
- Other specialized cleaning services requested by the Library.

These services shall not be performed without prior approval and agreement on pricing.

4. SERVICE SCHEDULE

The Library anticipates cleaning services **one time per week**.

Preferred cleaning days: Wednesdays after 4pm

Preferred service hours: After normal library operating hours or at another mutually agreed-upon time that minimizes disruption to patrons and staff.

The contractor must coordinate scheduling with the Library Director or designated representative.

Any changes to the regular cleaning schedule must be approved in advance by the Library.

5. CONTRACTOR RESPONSIBILITIES

The selected contractor shall:

1. Provide qualified, reliable, and properly trained cleaning personnel.
2. Provide adequate supervision to ensure all cleaning duties are completed satisfactorily.
3. Supply all necessary cleaning equipment and cleaning products unless otherwise agreed.
4. Use cleaning products appropriate for a public library environment.
5. Follow applicable safety, sanitation, and environmental regulations.
6. Maintain appropriate security and confidentiality while working in the building.
7. Ensure employees do not access restricted areas, computers, files, or confidential library materials.
8. Secure the building and ensure all doors and windows are locked upon departure, as applicable.
9. Immediately report any damage, maintenance concerns, spills, safety hazards, or Facility concerns to the Library.
10. Notify the Library promptly of missed visits, staffing issues, or other service disruptions.

The Library reserves the right to request the removal or replacement of any contractor employee whose conduct or performance is unsatisfactory.

6. CLEANING PRODUCTS AND EQUIPMENT

The contractor shall identify the cleaning products and equipment it intends to use. Products must be appropriate for use in a public facility and used in accordance with manufacturer instructions.

The contractor shall provide Safety Data Sheets (SDS) for applicable cleaning chemicals upon request.

The Library may prohibit the use of products that create strong odors, damage surfaces, or pose concerns for patrons, employees, or library materials.

The parties shall identify in writing which party is responsible for providing consumable supplies such as toilet paper, paper towels, hand soap, trash liners, and other restroom supplies.

7. MINIMUM BIDDER QUALIFICATIONS

Bidders should demonstrate the following:

- Experience providing commercial janitorial or cleaning services.
- Ability to provide consistent and reliable cleaning personnel.
- References from at least two current or former commercial clients.
- Appropriate business registration and licensing, if required.
- Ability to meet the insurance requirements outlined in this RFB.
- Ability to comply with all applicable federal, state, and local laws and regulations.

Experience working in public buildings, educational facilities, libraries, or other facilities serving the general public is preferred.

8. INSURANCE REQUIREMENTS

The selected contractor shall maintain, at its own expense, the following insurance coverage throughout the contract term:

- Commercial General Liability: Minimum $1,000,000 per occurrence and 2,000,000 aggregate.
- Workers' Compensation: As required by applicable state law.
- Employers' Liability: As applicable.
- Commercial Automobile Liability: If vehicles are used in connection with the services.

The contractor shall provide a Certificate of Insurance before beginning services.

The Library will request additional insured status where appropriate and permitted by the contractor's insurance policy.

9. BID SUBMISSION REQUIREMENTS

Interested companies must submit a written bid containing the following information:

1. Company name, address, telephone number, and email address.
2. Name and contact information of the primary representative.
3. Brief company background and description of cleaning services provided.
4. Number of years in business.
5. Description of relevant commercial cleaning experience.
6. At least two professional references.
7. Proposed cleaning schedule and staffing arrangements.
8. Description of cleaning products and equipment to be used.
9. Confirmation of ability to meet the scope of services.
10. Proof of insurance or confirmation of ability to obtain required coverage.
11. Completed pricing schedule.
12. Any exceptions, exclusions, or additional charges associated with the bid.

All bids must be received by:

Submission Deadline: November 30, 2026
Submission Method: Email or Hand Delivery
Submission Address or Email: Director@middletownpubliclib.org

Late submissions may be rejected.

Questions regarding this RFB must be submitted to:

Contact Person: Heidi Ditzler
Email: director@middletownpubliclib.org
Telephone: 717-902-3015

Questions must be received by November 15, 2026. Responses or clarifications may be shared with all prospective bidders to ensure a fair bidding process.

10. PRICING SCHEDULE

Bidders must provide pricing for the services described in this RFB.

Service	Proposed Cost
Weekly cleaning (per visit)	$_____
Monthly cleaning cost	$_____
Annual cleaning cost	$_____
Additional deep cleaning (hourly)	$_____
Carpet cleaning (if applicable)	$_____
Floor care (if applicable)	$_____
Other additional services	$_____

Cleaning Frequency: _____ visits per week
Supplies Included in Bid: Yes / No
Equipment Included in Bid: Yes / No
Additional Fees or Charges: _____

Bidders must clearly identify whether pricing includes labor, supervision, equipment, cleaning products, applicable taxes, and other associated expenses.

The Library prefers a fixed monthly price for the routine cleaning services described in this RFB.

11. CONTRACT TERM

The anticipated contract term shall be one year, beginning negotiated start and ending one year later.

The Library may consider renewal for up to two additional one-year terms upon mutual agreement and satisfactory contractor performance.

Any proposed price increases during renewal periods must be submitted in writing and approved by the Library in advance.

12. BID EVALUATION AND SELECTION

Bids will be reviewed by the Library or its designated representatives.

The Library may consider the following factors when evaluating bids:

- Overall cost and value of services.
- Relevant commercial cleaning experience.
- Ability to meet the required scope of work.
- Reliability and proposed cleaning schedule.
- Quality of references.
- Qualifications and training of cleaning personnel.
- Insurance and compliance with RFB requirements.
- Completeness and clarity of the submitted bid.

The Library is not required to select the lowest-priced bidder. The award will be made in accordance with applicable procurement requirements and the Library's best interests.

The Library reserves the right to request clarification, conduct interviews, verify references