



Request for Proposal (RFP)

Janitorial/Custodial Services for the Village of Minerva

Introduction & Purpose

The Village of Minerva is requesting proposals from qualified cleaning companies to provide janitorial/custodial services for three Village facilities:

- Village Hall
- Minerva Police Department
- Minerva Community Center (as needed, based on events and rentals)

The Village seeks a reliable, professional contractor to maintain safe, sanitary, and presentable facilities for staff, residents, and visitors. The contractor shall supply all labor, equipment, and cleaning supplies necessary to perform the duties outlined below, unless otherwise specified.

Scope of Services

Village Hall

Main Level (5 offices, 2 restroom and hallway)

- Dust all surfaces.
- Empty all trash receptacles.
- Wipe desks, phones, light switches, with sanitizing cleaner.
- Clean door handles, push bars, doors, tops of doors, and door frames with sanitizing cleaner.
- Sweep and mop floors.
- Clean window sills.
- Wash walls and baseboards. (Annually)
- Clean handrails with sanitizing cleaner.
- Clean glass surfaces (except exterior windows; the Village will provide glass cleaning kits if needed).
- Clean bathroom fixtures with sanitizing cleaner.
- Refill bathroom supplies
- Dust tops of emergency lights. (Annually)
- Ensure employee supply areas are stocked with disinfectant wipes and cleaners.



Customer Service Area (Lower Level) – 2 offices, 1 workstation, employee break area and 1 restroom

- Dust all surfaces.
- Empty trash receptacles.
- Sanitize desks, phones, light switches, and cupboard handles.
- Clean door handles, push bars, doors, tops of doors, and door frames with sanitizing cleaner.
- Sweep and mop floors.
- Clean window sills.
- Wash walls and baseboards (Annually)
- Sanitize handrails.
- Clean all glass surfaces.
- Clean bathroom fixtures with sanitizing cleaner.
- Refill bathroom supplies
- Clean vents and light covers periodically (a few times per year).
- Dust tops of emergency lights.
- Ensure employee supply areas are stocked with disinfectant wipes and cleaners.

Village Hall – Council Chambers (3rd Floor)

- Prior to and after Council meetings (held on the 2nd and 4th Tuesday each month):
 - Sweep floors.
 - Wipe and sanitize surfaces, including handrails.
 - Empty all trash.

Police Department – Common Area (waiting room with 2 restrooms), Chief Office, Patrolman's office area (multiple work stations), Sally port, hallways, locker rooms (2), control room and break room.

- Sweep floors and rugs.
- Mop floors.
- Clean counters, toilets, and sinks with sanitizing cleaner.
- Disinfect all counters, tables, door/cabinet handles, doorknobs, desks, and lobby chairs.
- Dust shelves, computer monitors, keyboards, window blinds, and copiers.
- Clean glass surfaces including dispatch window, interior side of exterior windows, entrance doors, and entrance glass walls.
- Clean bathroom mirrors.
- Empty trash receptacles.
- Replace shredder bags.



- Keep janitor's closet stocked and organized.
- Refill paper towels, toilet paper, soap, and hand sanitizer.
- Order cleaning supplies as needed for the Police Department.
- Clean vents and light covers twice per year.
- Wash down walls, cabinets, and doors once per year.

Community Center (As Needed)

- Provide cleaning services after rentals/events.
 - Tasks include: emptying trash, sweeping/mopping floors, cleaning restrooms, sanitizing high-touch surfaces, and resetting facility for next use.
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Contractor Requirements

- Proof of liability insurance and workers' compensation coverage.
 - Demonstrated experience with municipal or commercial janitorial contracts.
 - References from at least three comparable clients.
 - Ability to provide flexible scheduling, including evenings and weekends for Community Center events.
 - Employees assigned to Village facilities must be properly trained and subject to background checks.
 - Employees assigned to Village Police Department must be consist, no subs
 - Compliance with all applicable federal, state, and local laws.
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Proposal Submission

Proposals should include:

- Company background and qualifications.
 - Proposed staffing plan and schedule.
 - Pricing structure (monthly/annual rate for Village Hall and Police Department, and per-cleaning rate for the Community Center).
 - References.
 - Proof of insurance.
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Contract Terms

- The initial contract will be for a period of **one (1) year**, beginning on [start date] and ending on [end date].
- The Village reserves the right to extend the contract for up to **two (2) additional one-year periods** upon mutual agreement between the Village and the contractor.
- Either party may terminate the contract with **30 days' written notice**.
- The Village reserves the right to add or remove services or facilities from the scope of work as needed, with adjustments to compensation made accordingly.
- Failure to meet performance standards may result in contract termination.

Timeline & Submission

- RFP Issue Date: 9/30/2025
- Proposal Due Date: 10/17/2025
- Anticipated Award Date: 10/24/2025
- Contract Start Date: 11/3/2025

Mail proposals to:

Village of Minerva

Attn: Brenda Albaugh

209 North Market St.

Minerva OH, 44657

To request a site visit, please contact Brenda Albaugh at brendaa@ci.minerva.oh.us .
