

# Palmer Township Request for Proposals (RFP) Janitorial Cleaning Services

Palmer Township is requesting proposals from qualified contractors to provide janitorial cleaning services at multiple Township facilities. Contractors shall provide all labor, supervision, equipment, and supplies necessary to perform the services outlined below.

## Scope of Services

The contractor shall provide routine janitorial cleaning services for the following Palmer Township facilities in accordance with the cleaning frequency listed below.

## Facility Cleaning Schedule

Facility	Address	Cleaning Frequency
Municipal Building	3 Weller Place, Palmer Township, PA	3 Times Per Week
Palmer Township Library	Charles Chrin Community Center Campus	3 Times Per Week
Charles Chrin Community Center	4100 Green Pond Rd, Palmer Township, PA	3 Times Per Week
Public Works Building	3600 Hartley Ave, Palmer Township, PA	2 Times Per Week
Fire Stations 1/2	Station 1 - 3254 Old Nazareth Road, Palmer PA 18045 Station 2 - 3255 Freemansburg Ave, Palmer PA 18045	1 Time Per Week
Kiwanis Youth Center	3052 Green Pond Rd, Palmer Township, PA	1 Time Per Week

## General Cleaning Expectations

- Trash removal and liner replacement
- Vacuuming and floor cleaning all areas
- Dusting of surfaces and furniture
- Restroom cleaning and sanitization
- Cleaning of sinks, counters, mirrors, and fixtures
- Disinfection of high-touch areas
- Spot cleaning of walls and doors
- Sweeping and mopping hard floor surfaces

All trash shall be bagged and disposed of in designated facility dumpsters or waste areas.

## Contractor Responsibilities

- Provide all cleaning supplies, equipment, and materials necessary to perform services
- Maintain appropriate staffing to meet required cleaning schedules
- Ensure employees are properly trained and supervised
- Maintain general liability insurance and workers compensation coverage
- Coordinate with Township staff regarding access to facilities

## Proposal Submission

1. Company name and contact information
2. Experience providing janitorial services for municipal or commercial facilities
3. Proposed annual cost for services
4. Breakdown of pricing if applicable
5. Proof of insurance

**Contract Term**

The Township anticipates awarding a one-year contract with potential renewal options at the discretion of the Board of Supervisors.

**Evaluation**

- Cost of services
- Contractor experience and qualifications
- Ability to meet the Township's service requirements
- References

The Township reserves the right to accept or reject any or all proposals and to award the contract in the best interest of Palmer Township.

**Janitorial Services Bid Pricing Sheet**

Contractors shall provide pricing for the facilities listed below based on the required cleaning frequency. All pricing shall include labor, supervision, equipment, and cleaning supplies necessary to perform the work.

Facility	Address	Visits Per Week	Cost Per Visit	Weekly Cost	Annual Cost (52 Weeks)
Municipal Building	3 Weller Place, Palmer Township, PA 18045	3	\$	\$	\$
Library	1 Weller Place, Palmer Township, PA 18045	3	\$	\$	\$
Charles Chrin Community Center	4100 Green Pond Rd, Palmer Township, PA 18045	3	\$	\$	\$
Public Works Building	3600 Hartley Ave, Palmer Township, PA 18045	2	\$	\$	\$
Fire Stations 1/2	Station 1 - 3254 Old Nazareth Road, Palmer PA 18045  Station 2 - 3255 Freemansburg Ave, Palmer PA 18045	1	\$	\$	\$
Kiwanis Youth Center	3052 Green Pond Rd, Palmer Township, PA 18045	1	\$	\$	\$

**Total Annual Contract Cost: \$ \_\_\_\_\_**

**Contractor Information**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Notes**

- Pricing shall remain fixed for the duration of the contract term.
- All services must be performed according to the scope of work outlined in the RFP.
- Palmer Township reserves the right to accept or reject any proposal.
- All Proposals Due: April 1, 2026 by 4:00 PM (via email to [tlapham@palmertwp.com](mailto:tlapham@palmertwp.com))