

REQUEST FOR PROPOSALS

CLEANING SERVICES FOR TOWN OFFICE/OPERA HOUSE BUILDING

The Camden Opera House, operated by the Town of Camden, is soliciting proposals for the cleaning and maintenance services for the Camden Town Office and Opera House Facility for the fiscal year July 1, 2023 – June 30, 2024.

Services to include:

- Inspect building daily for cleaning / maintenance issues.
- Cleans all offices and workspaces including emptying trash and recyclables, vacuuming/sweeping/mopping floors, dusting, wiping counters down, washing windows, etc.
- Shovels, sands and salts entryways and walkways and fire escapes surrounding the buildings during the winter. Sweep sidewalks and gutters as needed.
- Cleans and stocks all staff and public bathrooms in the buildings
- Maintains inventory of cleaning and building supplies
- Checks calendar each morning to see what meetings will held during the day and evening. Town Manager's Assistant will provide any information needed.
- Check furnace daily for water during heating season
- Check emergency generator every 2 weeks.
- Washes exterior windows (ground floor)
- Minor repairs and painting
- Room set-ups for meetings and events
- Cleans all areas in Opera House including entrance, stairs, lobby, rest rooms, auditorium, stage and backstage, Tucker Room, 3rd floor, green room suite, etc.
- Annual Opera House cleaning
- Assists Technical Director

As Needed

- Retrieve boxes of supplies for employees, packages from Post Office
- Shampoo rugs
- Strip and refinish floors when needed
- Touch-up painting
- Clean woodwork, windowsills, etc.
- Replace bulbs / fluorescent tubes / etc.
- Seasonal projects
- Election set-up

A mandatory facility tour visit is scheduled for Wednesday, January 4, 2023 at 10 am.

Proposals should be received no later than 1:30 pm, Wednesday, January 11, 2023 and should be sent to Janice Esancy, Assistant Town Manager, Town of Camden, PO Box 1207, Camden, Maine, 04843. For further information call 236-7963 or email Dave Morrison:

dmorrison@camdenmaine.gov