



PUBLIC NOTICE
Town of Denmark, Maine
Request for Proposals – Cleaning Services

The Town of Denmark is accepting proposals for weekly cleaning services at the Denmark Town Office located at 62 East Main Street. Work includes cleaning of three offices, four bathrooms, a meeting room, and a community room, as well as light dusting, sweeping, vacuuming, and mopping as needed. Cleaning supplies are provided by the Town; contractor must provide their own vacuum.

Proposals are due no later than 4:00 p.m. on October 27, 2025, and should be submitted by email to the Town Manager at townmanager@denmarkmaine.org with the subject line “RFP – Cleaning Services Proposal.”

The Town of Denmark reserves the right to accept or reject any or all proposals.

For more information, contact the Town Manager’s Office at the email above.

MUNICIPAL OFFICE
62 East Main Street
Denmark, ME 04022
TEL: (207) 452-2163
FAX: (207) 452-2333

TOWN OF DENMARK, MAINE



MUNICIPAL OFFICE HOURS
Monday, Wednesday, Thursday
8:30 – 4:30
Tuesday
10:00 – 6:00

REQUEST FOR PROPOSALS (RFP) **Cleaning Services – Town of Denmark, Maine**

Issue Date: October 14, 2025

Submission Deadline: October 27, 2025, by 4:00 p.m.

Contact: Town Manager

Email: townmanager@denmarkmaine.org

Location of Work: 62 East Main Street, Denmark, Maine

1. Introduction

The Town of Denmark is seeking proposals from qualified individuals or firms to provide weekly cleaning services at the Denmark Town Office, located at 62 East Main Street. The Town intends to enter into an ongoing contract for these services, subject to satisfactory performance and continued budget authorization.

2. Scope of Work

Cleaning shall be performed once weekly during normal business hours (Monday through Thursday). The work includes, but is not limited to, the following:

- Offices (3): Light cleaning, dusting, and vacuuming.
- Bathrooms (4): Clean and sanitize all fixtures, restock supplies, and maintain general cleanliness.
- Meeting Room and Community Room: Light cleaning, dusting, and vacuuming.
- Floors: Vacuum all carpeted areas; mop non-carpeted areas as needed.
- Entryways: Sweep exterior entrances to maintain a clean appearance.
- Supplies: Cleaning supplies will be provided by the Town. The cleaning contractor must provide their own vacuum.

3. Schedule and Access

Work must be performed during normal business hours (Monday–Thursday) and coordinated with Town staff to avoid disruptions.

4. Contractor Requirements

- Must maintain appropriate liability insurance and provide proof of coverage prior to contract award.
- Must be reliable, detail-oriented, and able to work independently with minimal supervision.
- Must maintain confidentiality and professionalism while on Town property.

5. Proposal Submission

Proposals must be submitted by October 27, 2025, at 4:00 p.m. via email to:

Town Manager

Town of Denmark

Email: townmanager@denmarkmaine.org

Subject Line: RFP – Cleaning Services Proposal

6. Evaluation and Selection

Proposals will be evaluated based on the following criteria:

- Cost and overall value
- Experience providing cleaning services of similar scope
- References and reliability
- Availability and flexibility

The Town reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal deemed in the best interest of the Town.

7. Contract Terms

The selected contractor will enter into an agreement with the Town of Denmark for cleaning services, effective upon approval by the Town. The contract will remain in effect until canceled by either party with reasonable notice.

Town of Denmark – Cleaning Services RFP Submission Form

Name of Individual or Company:

Mailing Address:

Phone Number:

Email Address:

Proposed Weekly Cost:

References (Name and Contact Info):

Description of Relevant Experience:

Proof of Insurance Attached: ☐ Yes ☐ No

Signature:

Date:
