CASTLETON UNIVERSITY
COMMUNITY COLLEGE OF VERMONT
NORTHERN VERMONT UNIVERSITY
VERMONT TECHNICAL COLLEGE

VERMONT
STATE COLLEGES SYSTEM

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REQUEST FOR PROPOSALS

CCV Winooski/St. Albans Janitorial Services RFP

Vermont State Colleges System d/b/a Community College of Vermont

ISSUED BY

Vermont State Colleges d/b/a Community College of Vermont

APPLICATION DEADLINE

December 12th 2026, at 2:00 pm

APPLICATION INSTRUCTIONS

Email PDF versions of all documents to Linda.Lawrence@ccv.edu by the deadline, using the following naming convention:

- **Email Subject Line:** CCV Winooski/St. Albans Janitorial Services Bid
- **Qualifications & Project Approach**: Applicant_Name_CCV Winooski/St. Albans Janitorial Services RFP_Qualifications.pdf
- **References**: Applicant_Name_CCV CCV Winooski/St. Albans Janitorial Services RFP_References.pdf
- **Fee Proposal & Schedule**: Applicant_Name_CCV Winooski/St. Albans Janitorial Services RFP_Fee Proposal.pdf
- **Redacted Copy**: Applicant_Name_CCV Winooski/St. Albans Janitorial Services RFP_Redacted.pdf

QUESTIONS REGARDING THE RFP

Questions regarding this RFP may be directed to Linda Lawrence, Director of Operations at the Community College of Vermont: Linda.Lawrence@ccv.edu. For the fastest response please enter CCV Winooski/St. Albans Janitorial Services RFP ***Question*** in the subject line of your message. All questions must be submitted by December 1, 2026, 4:00 pm E.T. Answers will be provided by December 7th, 2026, 3:00 pm E.T.

SITE VISITS

The sites will be available for pre-bid viewing in St. Albans on November 30th, 2026, from 9:00 am to 11:00 am., and Winooski on December 1st from 9:00 am to 11:00 am.

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VERMONT STATE COLLEGES SYSTEM OVERVIEW

The Vermont State Colleges System (VSCS) is comprised of Vermont State University (VTSU) and Community College of Vermont (CCV). CCV serves approximately 10,000 students across 10 physical locations and online. The VSCS owns three buildings operated by the Community College of Vermont; those buildings are located in Winooski, Montpelier, and White River Junction.

SCOPE OF WORK

The Community College of Vermont (CCV) is seeking proposals from qualified janitorial service providers to furnish routine cleaning and custodial services for its academic centers located in St. Albans and Winooski, Vermont.
CCV seeks a contractor that can provide consistent, high-quality services that maintain a clean, healthy, professional learning and working environment for students, faculty, staff, and visitors.
The selected contractor will enter into an agreement with CCV subject to the terms and conditions outlined in this Request for Proposals (RFP).

The contractor shall provide all labor, supervision, equipment, cleaning supplies, and consumable materials necessary to perform routine janitorial services.

Daily Services

Restrooms

- Clean and disinfect toilets, urinals, sinks, partitions, fixtures, and countertops
- Clean mirrors
- Empty waste receptacles
- Replenish toilet tissue, paper towels, soap, and sanitary products
- Mop floors with disinfectant
- Disinfect Light wall switches and door handles

Offices and Administrative Areas

- Remove trash and replace liners as needed
- Remove recycling
- Vacuum floors
- Wipe Conference and occasional tables
- Disinfect light wall switches and door handles

Classrooms and Conference Rooms

- Empty trash and recycling
- Wipe instructor stations, tables, and countertops

- Vacuum carpets
- Sweep and mop hard surface floors
- Disinfect light wall switches and door handles
- Clean stainless sinks in art and science classrooms
- Replace paper towels in art and science classrooms
- Dust all horizontal surfaces

Common Areas and Hallways

- Vacuum and/or sweep floors
- Empty trash and recycling
- Clean entryways
- Clean and disinfect drinking fountains
- Wipe baseboards
- Dust all horizontal surfaces

Reception and Entrance Areas

- Vacuum floors
- Sweep and mop hard surface floors
- Remove dirt and debris
- Maintain a clean and safe appearance

Weekly Services

- Dust window sills, ledges, and low horizontal surfaces
- Vacuum upholstered furniture
- Clean interior glass panels and sidelights
- Detail clean restrooms
- Spot clean walls and partitions

Monthly Services

- High dusting within normal reach
- Clean doors, frames, and kick plates
- Detailed cleaning of common areas

Periodic Services

The proposal shall include pricing for the following services as separate line items: This can be a contracted service.

- Carpet extraction

- Floor stripping and refinishing
- Window cleaning
- Emergency cleanup services
- Special event cleaning
- Additional daytime porter services

Service Schedule

Regular cleaning services shall be performed:

Monday through Friday

Cleaning shall generally occur:

- After business hours
- Between approximately 9:00 p.m. and 7:00 a.m.

Alternative schedules may be proposed and will be subject to approval by CCV.

QUALIFICATIONS

Contractor minimum requirements

- The Contractor shall possess and maintain a current business license.
- The Contractor is required to have a minimum of five (5) years in business performing work relevant to the scope of work.
- The Contractor must meet the insurance requirements listed below.

The successful Vendor shall submit to the Customer a valid Certificate of Insurance meeting the state minimum General Liability and Workers' Compensation requirements, to be in effect for the full period of performance of any resultant contract.

Vendor shall notify the Customer in writing at least thirty (30) calendar days prior to any change or cancellation of said policy or policies.

Cancellation or modification of said policy or policies shall be considered just cause for the Customer to immediately cancel the contract and/or to halt work on the contract, and to withhold payment for any work performance on the contract

EVALUATION

Method of Award

VSCS will award the contract to the responsive and responsible bidder whose proposal offers the

best overall value to VSCS, as determined by the two-step evaluation described below. If VSCS does not identify a suitable bidder through this RFP process, VSCS is not obligated to award the project to any bidder.

Step 1: Minimum Requirements (Pass/Fail)

Proposals will first be reviewed for the following minimum requirements. Proposals that do not meet all of them will not be scored.

- The ability to provide a Certificate of Insurance meeting the requirements in the Qualifications section.
- A complete proposal, received by the deadline, that includes all documents listed under Submission Requirements and pricing the Base Bid.

Step 2: Scored Criteria (100 Points)

Proposals that meet the minimum requirements will be scored by an evaluation committee using the following criteria:

Criterion	Points	What Will Be Evaluated
Cost	35	Total proposed annual cost for janitorial services at the St. Albans and Winooski Academic Centers.
Relevant Experience & Qualifications	25	Demonstrated experience providing janitorial services for educational institutions, office buildings, or similar facilities; experience managing multi-site contracts; qualifications and training of supervisory and cleaning staff; staffing stability and employee retention; relevant certifications and safety programs.
Project Approach & Work Plan	20	Understanding of CCV's cleaning needs; proposed cleaning methodology and schedule; quality control and inspection procedures; communication processes; ability to address special requests, emergencies, and service issues; approach to maintaining a clean, safe, and professional environment for students, faculty, staff, and visitors.
Schedule	10	Adequacy of staffing levels; availability of backup personnel; ability to consistently perform services within required timeframes; responsiveness to urgent cleaning needs; demonstrated capacity to service both locations throughout the contract term.

Criterion	**Points**	**What Will Be Evaluated**
References & Past Performance	10	Feedback from current and former clients regarding reliability, quality of service, responsiveness, professionalism, and contract performance. Preference may be given to references from educational, governmental, or other institutional facilities. Safety record and history of contract performance may also be considered.
Total	**100**	

Cost proposals will be scored using the following formula:

Lowest Responsive Bid ÷ Vendor's Bid × 35 Points

The lowest-priced responsive and responsible bidder will receive the maximum 35 points. All other proposals will receive a proportional score.

The VSCS, in its best interests, reserves the option to accept or reject any or all proposals, to accept or reject any item or combination of items therein, to waive any irregularities or informalities in any proposal or items therein, and/or to negotiate with particular bidders following the evaluation of proposals without right of recourse by other bidders. A top proposal would be assessed in the judgment of VSCS as best complying with all considerations set forth in this RFP. When VSCS has tentatively selected a successful proposal, VSC may engage in discussions with the bidder to formulate plans in greater detail, to clarify unclear items for either party, and to otherwise complete negotiations prior to formal selection.

GENERAL CONDITIONS

1. This RFP does not commit the Vermont State Colleges System to award a contract.

2. This RFP and the process it describes are proprietary to the VSCS and are for the sole and exclusive benefit of the corporation. No other party, including any Applicant, is granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of the VSCS and may be subject to public disclosure as described in the Confidentiality section, below.

3. Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Vermont State Colleges System and the chosen Vendor.

4. Responses shall be binding upon the chosen Vendor and irrevocable for up to 60 days following the close of applications.

5. From the release date of this request for proposal until award of the contract, no contact with Vermont State Colleges System personnel or board members related to this solicitation is permitted. Direct all communications to the designated contact on the first page of this request.

6. The Vermont State Colleges System reserves the right to:

    a. Request clarification and additional information from any Vendor during the evaluation process
    b. Negotiate with the chosen Vendor to include further services not identified in this RFP
    c. Re-advertise with either an identical or a revised scope of work or cancel requirements in their entirety
    d. Issue subsequent RFPs based on refinement of concepts proposed in response to this request
    e. Conduct investigations of the qualifications of the Applicant as deemed appropriate
    f. Request the Applicant modify the submitted proposal to more fully meet the needs of the Vermont State Colleges System

CONFIDENTIALITY

The Vermont State Colleges System complies with the Vermont Public Records Act, 1 VSA § 315 *et seq*. which requires public agencies to allow any person to inspect or copy any public record upon request. Accordingly, applicants for this RFP are hereby advised that any communications, data or other information received by the Vermont State Colleges System during the RFP process could be subject to a public records request. However, certain public records are exempt from public inspection and copying, as set forth in 1 VSA § 317(c), including, for example, those portions of a record which meet the statutory definition of a trade secret. **Accordingly, consultant should submit a second copy of their proposal, from which any portion of the proposal that the consultant reasonably believes to be exempt from disclosure under the Public Records Act has been redacted. By submitting a proposal, you indicate that you understand the requirements of this section and the potential applicability of Vermont's Public Records Act to your proposal.**

SUBMISSION REQUIREMENTS

All submissions are due no later than December 12th, 2026, 2:00 pm Eastern Time.

In four (4) separate PDF documents, named as outlined on the Application Instructions page, please provide the following:

1. **Qualifications & Project Approach**: Provide the following:

a. Firm overview, including years in business and a copy of the current business license.
b. Key Personnel Names and résumés of the proposed contract manager/supervisor and any other key personnel assigned to this contract.
    - Description of their experience managing janitorial services for facilities of similar size and complexity.
    - Identification of any subcontractors and the services they will provide.
c. Narrative describing the firm's approach to providing janitorial services, including:
    - Daily, weekly, monthly, and annual cleaning schedules
    - Quality assurance and inspection procedures
    - Response procedures for emergency cleaning requests
    - Procedures for reporting maintenance issues observed during cleaning
    - Methods for minimizing disruption to building occupants
    - Approach to sustainable and environmentally responsible cleaning practices
d. Safety and Compliance
    - Description of workplace safety programs and employee training.
    - OSHA recordable incident history for the past three years, if applicable.
    - Procedures for handling hazardous materials, bloodborne pathogens, and chemical safety.

2. **Fee Proposal & Schedule**: Provide a lump-sum price for the Base Bid .
3. **References**: Provide three references for projects of similar scope and complexity, preferably for public or institutional owners. For each, include the contact name, organization, phone number, email address, and a brief project description.
4. **Redacted Copy**: Provide a second copy of the proposal, redacting any portion of the proposal that is reasonably believed to be exempt from disclosure under the Vermont Public Records Act.

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