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Breanna Crofts
Town Treasurer
Chelcie Cox
Public Works
Verl Sawyer
Building Inspector
Chris Esplin

REQUEST FOR PROPOSALS (RFP)

Janitorial Cleaning Services

Proposal Due Date: July 31, 2026, by 5:00 p.m.

Purpose

Orderville Town is seeking proposals from individuals or businesses to provide routine janitorial cleaning services for the following individual municipal buildings:

- Orderville Town Office
- Old Rock Church Building
- Fitness Center
- Baseball Field Concessions
- Park Bathrooms

The Town intends to enter into a service agreement with an individual or business who can provide dependable, professional, and thorough cleaning services.

Scope of Services

The successful individual or business shall provide all labor, supervision, equipment, and cleaning supplies necessary to maintain the buildings in a clean and sanitary condition.

Services may include, but are not limited to:

- Vacuuming carpets and rugs
- Sweeping and mopping hard surface floors
- Dusting furniture, shelves, windowsills, and fixtures
- Cleaning and sanitizing restrooms
- Cleaning sinks, countertops, mirrors, and toilets
- Emptying trash and replacing liners
- Cleaning break room/kitchen areas
- Spot cleaning doors, glass, and entryways
- General cleaning of common areas
- Other routine janitorial services necessary to maintain a clean facility

The Town reserves the right to modify the scope of services as needed. The Town will provide trash bags, paper towels, & toilet paper for each building.

Contractor Responsibilities

The successful individual or business shall:

- Furnish all cleaning supplies, equipment, chemicals, paper products, and other materials necessary to perform the work.
- Perform services in a professional manner.
- Coordinate cleaning schedules with the Town to minimize disruption to Town operations.

Proposal Requirements

Proposals should include:

1. Business or individual name
2. Contact person
3. Mailing address
4. Phone number
5. Email address
6. Proposed cleaning schedule
7. Cost for services per building
8. Any additional services offered

Submission Instructions

Proposals must be received no later than:

5:00 p.m. on Friday, July 31, 2026

Submit proposals to:

Orderville Town

P.O. Box 165
425 East Center Street
Orderville, UT 84758

Deliver in person to the Orderville Town Office during regular business hours.

Electronic submissions may also be sent to office@ordervilleut.gov.

Orderville Town reserves the right to accept or reject any or all proposals and to award the contract as deemed to be in the best interest of the Town.

Dated: July 15, 2026

/s/Breanna Crofts – Town Clerk

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