



Long Hill Fire District

Request for Proposal (RFP) – Cleaning Services

Introduction

The Long Hill Fire District is seeking proposals from qualified cleaning service providers to deliver professional janitorial services at three district facilities. The selected contractor will maintain clean, sanitary, and orderly environments that reflect the district's operational standards.

Facilities Covered

Services are required twice per week at each of the following locations:

- Station 1: 6315 Main Street, Trumbull, CT
- Station 2: 5400 Main Street, Trumbull, CT
- Station 3: 4229 Madison Avenue, Trumbull, CT

(Current service days are Wednesday and Friday; the schedule may change.)

General Scope of Work

The contractor shall provide all labor, equipment, and cleaning products. The District will supply consumables such as toilet paper, paper towels, and trash bags.

Services include:

- Vacuuming carpets and rugs
- Sweeping and mopping hard floors
- Dusting accessible surfaces
- Cleaning and disinfecting restrooms, kitchens, and drinking fountains
- Refilling restroom dispensers
- Cleaning showers
- Emptying trash and recycling
- Wiping tables and surfaces in common areas
- Spot-cleaning walls, doors, and glass
- Cleaning Watch Rooms

Exclusions:

- Employee desktops, phones, and computer equipment
- Live-in bunk rooms at Station 2

Facility-Specific Requirements

Station 1 – 6315 Main Street

- Clean and disinfect restrooms
- Clean kitchen surfaces and appliance exteriors (no dishes)
- Vacuum and mop floors
- Dust accessible surfaces
- Clean drinking fountains
- Empty trash and recycling

Station 2 – 5400 Main Street

- Clean restrooms and showers
- Clean kitchen and dining areas (no dishes)
- Clean tables, chairs, and meeting areas
- Vacuum sleeping quarters (excluding live-in rooms)
- Sweep/mop gym floors (equipment not included)
- Clean drinking fountains and Watch Room
- Mop hallways and bay entrances
- Clean entrance glass and spot-clean interior glass
- Dust accessible surfaces
- Empty trash and recycling

Station 3 – 4229 Madison Avenue

- Clean and disinfect restroom
- Clean kitchen surfaces and appliance exteriors (no dishes)
- Vacuum and mop floors
- Dust accessible surfaces
- Clean Watch Room
- Clean drinking fountains
- Empty trash and recycling
- Clean entry glass and spot-clean walls and doors

Service Schedule

Cleaning shall occur twice weekly at each station, with one visit during the work week and one later in the week or on a weekend. Final scheduling will be agreed upon with the District.

Contractor Responsibilities

- Provide all cleaning equipment and supplies
- Ensure staff are trained, uniformed, and background-checked
- Maintain required liability and workers' compensation insurance
- Report maintenance or safety concerns promptly
- Use environmentally responsible cleaning products

Proposal Submission Requirements

Proposals must include:

- Company background and relevant experience
- List of municipal or public-safety clients (if applicable)
- Pricing per facility and per visit
- List of cleaning products and equipment
- Proof of insurance
- Three current or recent references

Evaluation Criteria

Proposals will be evaluated based on:

- Firm experience and qualifications
- Pricing and overall value
- References and service record
- Completeness of proposal
- Use of environmentally responsible products

Contract Term

The initial contract will be one year, with the option for up to two additional one-year renewals based on performance.

Submission Deadline

Proposals must be submitted electronically or in a sealed envelope by:

May 1, 2026

Long Hill Fire District

5400 Main Street

Trumbull, CT 06611

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