

Request for Proposal

Deep Cleaning of Select Areas for the Maine Legislature

The Office of the Executive Director, on behalf of the Maine Legislature (Owner), is soliciting services of labor, materials and fully comprehensive work to perform deep cleaning of select areas of Legislative space, for the Maine Legislature and other related works as required.

The work to be performed will be administered and completed by October 31, 2025.

The lack of and/or omission of detailed specifications does not minimize the acceptable levels of service and only the best commercial practices are acceptable.

Prior to proposal submissions, access to the work sites will be limited to site surveys for purposes of pricing and requirements review.

The site review/building walkthrough will take place on **July 16, 2025 at 10 a.m., local time.**

All questions regarding this RFP must be emailed to the Maine Legislature's Facility Manager identified below by **July 18, 2025, no later than 5:00 p.m., local time.** A compiled list of questions and answers will be sent to each potential bidder who participated in the walkthrough and to others on request by 5:00 p.m., July 21, 2025.

Proposals must be emailed to the Maine Legislature's Facility Manager identified below by **July 23, 2025, no later than 5:00 p.m., local time.**

Nathan Maurais, Facilities Manager
Office of the Executive Director of the Legislative Council
Telephone: (207) 287-1615
nathan.maurais@legislature.maine.gov

Each bid shall be valid for a period of at least thirty calendar days from the date it is received by the Facilities Manager. The bid expiration date may be extended in unusual circumstances by mutual consent of the Bidder and the Owner. The bid amount shall not be modified due to the bid expiration date extension.

The Owner is exempt from the payment of Maine State sales and use taxes as provided in 36 M.R.S. §1760 (1). The Contractor and Subcontractors shall not include taxes on exempt items in the bid.

The Owner reserves the right to accept or reject any or all bids as may best serve the interest of the Owner.

SPECIFICATIONS OF WORK TO BE PERFORMED

These specifications provide for accomplishing comprehensive deep clean services of Legislative Space at the Maine State House, located at 210 State Street, Augusta Maine, for the Maine Legislative Council.

A. General Requirements:

1. The Provider shall provide all labor, materials, and equipment necessary for a fully comprehensive project, unless otherwise specified.
2. The Provider shall be responsible for the protection of furniture, architectural features, structures, vehicles, grounds, and property, and will be responsible for any damages in work areas caused by the Provider's work.
3. The Provider shall furnish the following documentation:
 - a. The Provider will be required to provide proof of insurance before commencing work.
 - b. The Provider must provide Material Safety Data Sheets (MSDS) for all products to be used onsite before commencing work.
 - c. Sub-contracting: In the event that a subcontractor is used for any portion of the project, it should be noted in the bid submission. NOTE: Sub-contracting is NOT a requirement for any part of the project.

B. SCOPE OF WORK

1. The services to be performed shall provide for a comprehensive deep cleaning of approximately 14,000 square feet of legislative space for the Maine State Legislature. The Provider is responsible for verifying the square footage of areas to be cleaned prior to providing a quote for services.
2. Deep cleaning services are to include:
 - a. Walls
 - b. Ceilings, including drop ceiling tiles and grid work
 - c. Light fixtures
 - d. Office furniture
 - e. Doors and doorway moldings
 - f. Window blinds and shades
 - g. Floor surfaces, including carpeting, wood, linoleum and marble tile
3. All carpeting is to be steam cleaned.
4. The Provider shall provide a schedule for all interior cleaning, such that the Owner can provide a minimum of two (2) week notice to building occupants. If any issues are present that would impede access to an area for cleaning, the Facilities Manager will be notified in advance for a solution.
5. For consistency and temporary relocation of staff purposes, scheduled work in individual areas must be 100% complete before commencing work in other scheduled areas.
6. Contractor shall furnish all cleaning products, supplies, and equipment necessary to complete the deep cleaning services, using low VOC cleaning products to the extent possible.