



TOWN OF SMITHFIELD

REQUEST FOR PROPOSAL

FOR

JANITORIAL SERVICE FOR FY 2026-2028

Bid Opening: March 4, 2026, at 9:00 am

by

Lawrence Davis, Public Works Director

## REQUEST FOR PROPOSAL

### JANITORIAL SERVICE

### TOWN OF SMITHFIELD

The Town of Smithfield Public Works Department is seeking bids for Janitorial Services in 4 facilities. Each facility will be cleaned and serviced Monday, Wednesday & Friday within the hours of 8:00 am – 4:00 pm with the exception of Town Hall and Police Department which is required to be cleaned daily Monday through Friday. All paper products, cleaning supplies, trash liners and hand soaps are to be included in your BID. BIDS will be received by the OWNER, TOWN OF SMITHFIELD, at the Smithfield Public Works Building at 231 Hospital Road, Smithfield, NC 9:00 AM EST, on Wed., March 4, 2026, and then at said office, publicly opened and read. Each bid must be submitted in a sealed envelope, addressed to: Town of Smithfield, Attn: Lawrence Davis, Public Works Director, 231 Hospital Road, PO Box 761, Smithfield NC 27577. BID must be plainly marked on the outside envelope as BID for Janitorial Service, the name and address of the BIDDER. Please direct technical questions to: Lawrence Davis, Public Works Director at 919-934-2580. All Bids must be made on the required BID FORM with all blank spaces for BID prices filled in.

NOTE: It is important that prospective bidders be familiar with all locations at which services are required. For that reason, a mandatory walk-through at all locations has been scheduled for Weds. Feb. 25, 2026, beginning at 9:00 am in the Public Works Facility, located at 231 Hospital Road. If for some reason you will be unable to attend at the noted time, you are advised to call immediately and schedule another time for a walk-through prior to date and time of bid opening. To schedule another time/date for your walk-through, contact Lawrence Davis at (919) 989-6570. Questions concerning the services required will be answered at the time of the Walk-through.

See attached specifications for work required at each facility. The Owner reserves the right to reject and waive any and all BIDS.

Janitorial Services Required at Municipal Bldg. - Town Hall, 350 E. Market St.

\$ \_\_\_\_\_ per month  
Including all paper products, cleaning supplies, trash liners and hand soaps.

Janitorial Services Required at Police Department, 110 S 5<sup>th</sup> Street

\$ \_\_\_\_\_ per month  
Including all paper products, cleaning supplies, trash liners and hand soaps.

Janitorial Services Required at the Public Works Facility, 231 Hospital Road.

\$ \_\_\_\_\_ per month  
Including all paper products, cleaning supplies, trash liners and hand soaps.

Janitorial Services Required at Public Utilities - Operation Center, 230 Hospital Road

\$ \_\_\_\_\_ per month  
Including all paper products, cleaning supplies, trash liners and hand soaps.

Prices quoted on the BID FORM will be in effect for the complete term of the contract. The contract will be in effect for a period of 12 months following the date of award. The Town reserves the right to extend this contract for an additional one (1) year period, with an option to renew year to year pending successful completion of the contract and with the agreement of both Parties. This contract may be canceled at any time by either party for any reason upon submission of a sixty (60) day written notice advising intent to cancel contract.

In compliance with the enclosed request for proposal, the undersigned offers and agrees, if this proposal be accepted to furnish the services as described herein at the prices quoted for a period of twelve (12) months beginning July 1, 2026.

Name of Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_

Name Printed or Typed \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Bidder shall sign and return one copy of this form and all other required documents in a sealed envelope marked as shown in the following page:

Lawrence Davis, Public Works Director  
The Town of Smithfield Public Works Building  
231 Hospital Road, P.O. Box 761  
Smithfield, North Carolina 27577

“Request for Proposal: Janitorial Services. To be opened \_\_\_\_\_  
\_\_\_\_\_.

(SEAL)

**Specifications for Services at:**  
**Municipal Building-Town Hall - 350 E. Market St**  
**Police Dept. - 110 S. 5<sup>th</sup> St,**

The following services are to be completed between (7:00 am - 4:00 pm)

Services required daily:

1. Empty all waste receptacles and remove trash to dumpster located on site.
2. Sweep front and back porches including steps. Blow off sidewalks in area immediately surrounding building. Remove all cigarette butts, litter, etc. from this area.
3. Sweep lobby, steps and hallway.
4. Clean and sanitize rest rooms and disinfect toilets and urinals. Clean all wash basins and wet mop bathroom floors daily or as needed.
5. Clean and sanitize drinking fountains.
6. Refill all paper towels, toilet paper, and soap supplies as necessary.
7. Clean all glass entrance doors.
8. Kitchen area wipe down counters, tables and appliances.
9. Meeting rooms – Conference Room and Council Chambers check and dust furniture as needed, empty trash daily.

Services required twice each week:

1. Dust office furniture and equipment; collection office counter, ledges, sills, pictures, clocks, partition tops, departmental signs, etc.
2. Spot clean and remove stains on carpeted mats and carpeted areas as necessary; spot clean walls and doors as necessary.
3. Vacuum floors and mats.

Services required once every work week

1. Apply furniture polish to all tables and desks that have been cleaned off and counter tops in collection office and offices.
2. Clean and sanitize all light switches and all telephones, door knobs, handles, and push plates.
3. Sweep and damp mop all tiled floor areas. Do not leave slick and dangerous coating on floor in order to prevent falling.

Services required once a month

1. Wash all restroom ceramic wall tiles and wipe down hall walls.
2. Vacuum/dust all chair seats and spot clean as required or necessary.
3. Wipe down vents and returns.
4. Wipe down door jams and baseboards in the buildings.
5. Wipe overhead light covers and clean bugs from inside the light cover.

Services required once a year

1. Wax floors.

Note: Buffing floors out as needed to maintain shine.

**Specifications for Services at:**  
**Public Works Bldg. – 231 Hospital Rd.,**  
**Public Utilities Bldg. -Operations Center – 230 Hospital Rd.**

The following services are to be completed between (7:00 am - 4:00 pm)

**Services required three times a week:**

1. Empty all waste receptacles and remove trash to dumpster located on site.
2. Sweep front and back porches including steps. Blow off sidewalks in area immediately surrounding building. Remove all cigarette butts, litter, etc. from this area.
3. Sweep lobby, steps and hallway.
4. Clean and sanitize rest rooms and disinfect toilets and urinals. Clean all wash basins and wet mop bathroom floors daily or as needed.
5. Clean and sanitize drinking fountains.
6. Refill all paper towels, toilet paper, and soap supplies as necessary.
7. Clean all glass entrance doors.
8. Kitchen area wipe down counters, tables and appliances.
9. Meeting rooms – Conference Room and Council Chambers check and dust furniture as needed, empty trash daily.

**Services required twice each week**

1. Dust office furniture and equipment; collection office counter, ledges, sills, pictures, clocks, partition tops, departmental signs, etc.
2. Spot clean and remove stains on carpeted mats and carpeted areas as necessary; spot clean walls and doors as necessary.
3. Vacuum floors and mats.

**Services required once every work week**

1. Apply furniture polish to all tables and desks that have been cleaned off and counter tops in collection office and offices.
2. Clean and sanitize all light switches and all telephones, door knobs, handles, and push plates.
3. Sweep and damp mop all tiled floor areas. Do not leave slick and dangerous coating on floor in order to prevent falling.

**Services required once a month**

1. Wash all restroom ceramic wall tiles and wipe down hall walls.
2. Vacuum/dust all chair seats and spot clean as required or necessary.
3. Wipe down vents and returns.
4. Wipe down door jams and baseboards in the buildings.
5. Wipe overhead light covers and clean bugs from inside the light cover.

**Services required once a year**

1. Wax floors.

**Note:** Buffing floors out as needed to maintain shine.