

BID PACKET

Cleaning Services BID# CLEAN2026

Town of Dewey Beach



1505 Coastal Highway
Dewey Beach, DE 19971
(302)227-6363
townofdeweybeach.gov

Timeline

Bid Posting: Monday, August 24, 2026

Bid Closing: Friday, September 11, 2026 at 5:00pm

Introduction

The Town of Dewey Beach is soliciting bids for a two (2)-year contract for cleaning services for the Town's new municipal complex, including Town Hall and the Police Department, as well as the Town's Life Saving Station.

The cleaning services contract shall be under the supervision of the Town Manager or his/her designee.

The new municipal complex will include Town Hall, the Police Department, Commissioner Meeting Room, Alderman Court, offices, conference and training rooms, and other public and administrative spaces. The building is scheduled to open for business in mid-September 2026. The construction contractor is expected to turn the building over to the Town in a clean and inspected condition. The successful cleaning services contractor will be responsible for maintaining the building in a clean, sanitary, orderly, and professional condition throughout the term of the contract. The successful bidder shall pay careful attention to detail and shall respect the offices, equipment, records, and other property of the Town of Dewey Beach.

Because the Police Department operates 24 hours a day, seven days a week, the cleaning schedule for the Police Department shall remain flexible and shall be coordinated with and approved by the Police Chief or his/her designee.

Bid Submission Requirements

Bidders shall submit a written proposal demonstrating the bidder's qualifications, experience, and understanding of the work to be performed.

Proposals should be prepared simply and economically and should include all information the bidder considers pertinent to its qualifications and ability to perform the required services. Emphasis should be placed on the completeness of services offered and clarity of the proposal.

A completed bid must contain the following:

A. Bid Form and Signature Page

The Bid Form and Signature Page must be completed and signed by an individual authorized to legally bind the bidder.

Bids submitted without a completed and signed Bid Form and Signature Page may be deemed non-responsive.

B. References

Bidders shall provide three (3) references for similar cleaning services. Each reference shall include:

Name of organization or business; Address; Telephone number; E-mail address; and Name of contact person.

The Town reserves the right to contact references other than, and/or in addition to, those provided by the bidder.

C. Cleaning Schedule

Bidders shall provide a proposed cleaning schedule with their bid. The schedule shall identify the anticipated frequency and timing of routine cleaning services.

The proposed schedule shall be reviewed and approved by the Town Manager and Police Chief, or their designees. The Town reserves the right to require adjustments to the schedule as necessary to accommodate Town operations.

All bids must be submitted electronically through the bid portal at www.townofdeweybeach.gov. Bids must be received through the portal no later than Friday, September 11, 2026 at 5:00pm.

Bid Award

It is the intent of the Town of Dewey Beach to award the contract to the lowest responsible and responsive bidder, provided the bid has been submitted in accordance with the requirements of the bid documents.

The Town reserves the right to:

- Accept or reject any or all bids;
- Waive minor irregularities or informalities in any bid;
- Request clarification or additional information from a bidder; and
- Reject any bid that is determined to be non-responsive or from a bidder that is determined not to be responsible.

Contract Term

The term of the contract shall be from October 1, 2026 through September 30, 2028 unless terminated earlier in accordance with the terms of the contract.

The Town of Dewey Beach may terminate the contract upon ninety (90) days' written notice or in the event of substantial failure by the contractor to perform in accordance with the terms and conditions of the contract.

Payment

Payment shall be made to the contractor within thirty (30) days of the Town's receipt of the contractor's monthly invoice.

Monthly invoices shall include the date(s) services were performed; and the amount due as specified in the contract.

Special services not included in the regular contract shall be billed separately. Such invoices shall identify the specific service provided and the date on which the service was performed.

Background Check Requirement

The successful bidder shall be responsible for completing a background check on all employees who will perform services under this contract.

Employees who will perform cleaning services within the Police Department must successfully pass the required background check before being permitted to work within the Police Department.

The Town reserves the right to establish additional access or security requirements for employees working within the Police Department and other secured areas of the municipal building.

Scope of Services

Municipal Complex, 1505 Coastal Hwy, Dewey Beach DE 19971

Approx. 18,000 sq. ft.

[View floor plan here](#)

A. Floors and Carpeting

- Vacuum all halls, offices, training rooms, conference rooms, and the Commissioner Meeting Room.
- Dust mop or damp mop all vinyl tile floors and terrazzo finishes.
- Burnish terrazzo floors a minimum of two (2) times per month.
- Extract carpet stains as needed.

B. Trash and Recycling

- Empty all trash containers and replace liners as needed.
- Remove recycling from offices and place it in the designated main recycling receptacle.

C. Dusting and General Cleaning

- Dust and clean handrails on all stairways.
- Dust ledges and readily accessible window ledges.
- Dust shelving, countertops, and desks as appropriate.
- Clean and maintain readily accessible areas and surfaces throughout the building.

D. Glass and Windows

- Clean and wash all interior glass doors.
- Clean and wash stairway glass panes.
- Clean and wash readily accessible interior windows and other readily accessible glass surfaces.

E. Restrooms

- Clean and sanitize sinks, counters, and faucets.
- Clean and disinfect toilets and urinals.
- Check and replenish paper products and soap as needed.
- Clean and sanitize restroom stalls and stall doors.

- Clean restroom walls and floors as needed.
- Clean and wash all mirrors and other mirrored surfaces.

F. Police Department and Jail Cells

- Clean and disinfect jail cells.
- Clean and disinfect toilets and sinks within jail cells.
- Follow all access and security procedures established by the Police Chief.
- Coordinate cleaning activities with the Police Department to avoid interfering with police operations.

G. Commissioner Meeting Room

- Every two (2) weeks following public meetings; and
- As needed in preparation for public meetings or special meetings.
- Specific cleaning requirements and timing shall be provided by the Town Manager or his/her designee.

H. Damage and Maintenance Reporting

The contractor shall immediately report any damaged facilities, broken fixtures, equipment, or other damaged or unsafe conditions observed while performing cleaning services to the Town Manager or his/her designee.

Life Saving Station, 1 Dagsworthy Ave, Dewey Beach DE 19971

Approx. 857 sq. ft.

***The Life Saving Station is in operation from May – September each year. Regular cleaning will not be required outside of this timeframe.**

A. Floors and Carpeting

- Vacuum all carpeted areas.
- Dust mop or damp mop vinyl floors.
- Extract carpet stains as needed.

B. Trash and Recycling

- Empty all trash containers and replace liners as needed.
- Remove recycling from the building and place it in the designated main recycling receptacle.

C. Dusting and General Cleaning

- Dust ledges and readily accessible window ledges.
- Dust shelving, countertops, and desks as appropriate.

D. Glass and Windows

- Clean and wash readily accessible interior windows and other readily accessible glass surfaces.

E. Restrooms

- Clean and sanitize sinks, counters, and faucets.
- Clean and disinfect toilets and urinals.
- Check and replenish paper products and soap as needed.
- Clean and sanitize restroom stalls and stall doors.
- Clean restroom walls and floors as needed.
- Clean and wash all mirrored surfaces.

F. Damage and Maintenance Reporting

The contractor shall immediately report any damaged facilities, broken fixtures, equipment, or other damaged or unsafe conditions observed while performing cleaning services to the Town Manager or his/her designee.

Schedule and Coordination

The successful contractor shall submit a final cleaning schedule for approval prior to beginning services.

The schedule shall be coordinated with the Town Manager and Police Chief to ensure that cleaning activities do not interfere with Town operations, public meetings, police operations, court proceedings, or other activities within the municipal complex.

Due to the 24-hour, seven-day-a-week operation of the Police Department, the Police Department cleaning schedule may be modified as necessary at the direction of the Police Chief or his/her designee.

The Town reserves the right to modify the cleaning schedule during the term of the contract as operational needs change.

Schedule and Coordination

The successful contractor shall:

- Provide sufficient trained personnel to perform all services required under the contract.

- Ensure that all employees performing work under the contract conduct themselves in a professional manner.
- Comply with all Town security, access, and building procedures.
- Ensure that employees working within the Police Department have successfully completed the required background check.
- Provide the Town with a point of contact who is responsible for overseeing the cleaning services.
- Promptly address deficiencies or concerns identified by the Town.
- Immediately report damage, safety concerns, or other unusual conditions observed during cleaning.
- Perform all work in a manner that protects Town property, records, equipment, and facilities.

Bid Form for Cleaning Services

The undersigned hereby submits the following bid for the cost of cleaning services for the Town of Dewey Beach Municipal Complex and Life Saving Station.

Monthly Cost:_____

Annual Cost:_____

Submitted by:

Name:_____ Title:_____

Address:_____

Contact Name:_____

Phone:_____ Email:_____

Signature:_____ Date:_____

Worker's Compensation Certification

I hereby certify that effective the date of my Contract with the Town of Dewey Beach and at all times in the performance of such Contract that:

I have an will maintain in full force and effect policy of Worker's Compensation Insurance with the following insurance company:

Company Name: _____

Agent's Name: _____

Agent Address & Phone: _____

Policy Number & Effective Date: _____

Signature: _____ Date: _____

References

Please list three (3) references. The Town reserves the right to contact references other than, and/or in addition to, those being furnished below:

Name: _____

Address: _____

Phone: _____ Email: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Proposed Cleaning Schedule

The Town of Dewey Beach is requesting that each bidder provide a proposed cleaning plan based on the size, use, occupancy, traffic, and operational requirements of the Town's facilities.

The Town has established minimum cleaning requirements in the bid specifications. Bidders are encouraged to use their professional experience and expertise to recommend the appropriate frequency, staffing, methods, and schedule necessary to maintain the facilities in a clean, sanitary, and professional condition.

The proposed plan will be considered as part of the bidder's overall proposal.

Facility Assessment

Describe your assessment of the cleaning needs based on the size, use, occupancy, traffic and function of the building.

Facility	Size	Proposed Cleaning Frequency	Recommended Staffing	Estimated Hours per Visit	Comments/Recs
Municipal Complex	18,000 sq. ft.				
Police Department	Included in municipal complex				
Lifesaving Station	857 sq. ft.				

Proposed Schedule

Describe the cleaning schedule you recommend for each facility, including the anticipated days and times services would be performed.

Municipal Complex:

Police Department:

Lifesaving Station:

Special Considerations

Identify any special considerations you believe should be taken into account when developing a cleaning plan for these facilities, including considerations related to:

- Public access and high-traffic areas;
- Police Department operations;
- 24-hour operations;
- Public meetings and events;
- Court operations;
- Restrooms;
- Flooring and floor finishes;
- Security and restricted-access areas; or
- Any other operational considerations.
