

City of Brookfield

Request for Proposal (RFP) – Cleaning Services

Issued: 10/29/2025 **Due:** 11/10/2025

Overview

The City of Brookfield seeks proposals from qualified vendors to provide **cleaning and janitorial services** for:

- City Hall offices
- Police Department
- Fire Department
- Fire Department Conference Room

Scope of Work

- **Daily:** Trash removal, sweeping/mopping/vacuuming, restroom cleaning & restocking, dusting, sanitizing high-touch surfaces
- **City Hall:** Offices, meeting rooms, public counters
- **Police Department:** Offices, lobby, holding/interview areas (with security coordination)
- **Fire Department:** Offices, restrooms
- **Conference Room:** Weekly cleaning of tables and chairs, kitchen/break areas, and other surfaces

Schedule

- After hours preferred
- City Hall & Police: Daily, Mon–Fri
- Fire Department: Daily
- Conference Room: Weekly cleaning
- Special Events: As requested

Vendor Requirements

- Staff background checks & security compliance

- Proof of insurance (liability & workers' comp)
- Eco-friendly products preferred



Proposal Must Include

- Company profile & experience
- Staffing plan & supervision approach
- Proposed schedule & methods
- Itemized cost proposal
- Three references



Evaluation Criteria

- Experience & qualifications
- Responsiveness to scope
- Cost competitiveness
- References & past performance
- Sustainability practices



Submission Instructions

Clearly mark proposals: **“RFP – Cleaning Services for City Facilities”**

Submit to:

City of Brookfield, Attn: Tanya Sportsman, City Clerk 116 W. Brooks, Brookfield, MO 64628



Timeline

- RFP Issued: 10/29/2025
- Proposals Due: 11/10/2025
- Contract Start: 12/1/2025