



Request for Proposal (RFP) for Cleaning Services

Carbon Power and Light, Inc.

100 E Willow Ave., Saratoga, WY 82331

Proposal Submission Deadline: August 28, 2025, 5:30 PM

Introduction

Carbon Power and Light, Inc. (CP&L) is seeking proposals from qualified cleaning service providers or individuals to perform cleaning services at our headquarters facility located at 100 E Willow Ave., Saratoga, WY 82331. This consists of approximately 7,968 square feet. We are committed to maintaining a clean, safe, and professional work environment for our employees and visitors. This RFP outlines the scope of work, qualifications, and submission requirements for prospective vendors.

Scope of Work

A mandatory pre-proposal walk-through of the facilities will be held on Thursday, August 14, 2025 at 10:00 a.m.

The selected vendor will provide cleaning services for the following areas:

- **Offices:** Dusting, vacuuming, surface cleaning, and trash removal.
- **Restrooms:** Cleaning and sanitizing fixtures, restocking supplies, trash removal and floor maintenance.
- **Kitchen:** Cleaning appliances, countertops, sinks, floors and trash removal.
- **Common Areas:** Vacuuming, sweeping, dusting, window cleaning, and maintaining a tidy appearance.

Frequency: Services are required as needed to meet the above scope of work utilizing the available times listed below:

- October through April, Monday through Friday, after regular business hours (4:30 PM–8:00 AM). Weekends as needed.
- May through September, Monday through Thursday, after regular business hours (5:30 PM–7:00AM). Weekends as needed.

Additional Requirements:

- Compliance with OSHA and local health and safety regulations.
- Proper disposal of waste.
- Selected vendor will supply their cleaning products.
- CP&L will supply cleaning equipment and paper products.
- Cleaning is required the evening before our monthly board meeting and as needed for special events and meetings. An events/meeting schedule will be provided by CP&L.

Qualifications

Vendors or individuals submitting proposals must meet the following criteria:

- Minimum of 2 years of professional cleaning experience is preferred but not required.
- Ability to provide at least three (3) professional references.
- Willingness to undergo a background check for all personnel assigned to the contract.
- Valid business license (if applicable) and liability insurance.
- Demonstrated ability to adhere to a consistent cleaning schedule.

Proposal Requirements:

- **Company/Individual Profile:** Brief overview of experience, certifications, and team size.
- **Pricing:** Detailed cost breakdown for cleaning services, including any additional fees for larger in-frequent tasks. (Carpet cleaning services, etc.)
- **Availability:** Confirmation of ability to meet the cleaning schedule.
- **Sample Schedule:** A proposed weekly cleaning schedule outlining tasks and timing.
- **References:** Contact information for three professional references.
- **Proof of Insurance:** Copy of liability insurance certificate.

Submission Instructions

All proposals, regardless of delivery method, must be received by **August 28, 2025, at 5:30 PM.**

Electronic proposals may be emailed to: ekoenig@carbonpower.com

Proposals may be hand delivered at:

Carbon Power & Light
100 E Willow Avenue
Saratoga, WY 82331

Proposals may be mailed to:

Carbon Power & Light
Attn: Erika Koenig
PO Box 579
Saratoga, WY 82331

Terms and Conditions

- **Contract Duration:** The initial contract will be for one (1) year, with the option to renew based on performance.
- **Payment Terms:** Net 30 days upon receipt of invoice.
- **Termination:** Either party may terminate the contract with 30 days' written notice.
- **Confidentiality:** The selected vendor must maintain confidentiality of any sensitive information encountered during cleaning.
- **Background Checks:** All personnel must pass a background check prior to starting work.
- **Insurance:** Vendors must provide proof of general liability insurance of at least \$1,000,000 per occurrence.

Carbon Power and Light, Inc. reserves the right to reject any or all proposals and to negotiate with selected vendors.

For questions or clarifications, contact ekoenig@carbonpower.com (307) 326-5206.

Carbon Power and Light, Inc. looks forward to receiving your proposal and establishing a partnership to maintain a clean and professional workplace.