

# Request for Proposals (RFP)

## Facility Cleaning & Event Support Services

### Vineland Convention Center

**Issued By:** Vineland Convention Center

**Release Date:** June 2026

**Proposal Deadline:** July 10, 2026

**Anticipated Start Date:** August 1, 2026

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## 1. Purpose

The Vineland Convention Center is requesting proposals from experienced and qualified cleaning service providers to support the ongoing maintenance and event operations of our facility.

We are seeking a partner that can deliver consistent detailed periodic services, and real-time event support, including porter coverage during live events. The selected vendor will play a key role in maintaining high-quality guest experience for all visitors, exhibitors, and event organizers.

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## 2. Facility Overview

- **Location:** Vineland Convention Center
  - **Size:** Approximately 30,000 square feet
  - **Layout:** Two floors
  - **Key Spaces:**
    - Main event areas
    - One (1) green room
    - Five (5) public restrooms
  - **Usage:** Public and private events, expos, conventions, and community gatherings
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## **3. Services Requested**

### **3.1 Routine Facility Cleaning**

The selected contractor will be responsible for maintaining all public and operational areas in a clean, orderly, and professional condition. Services should include:

- Cleaning of all flooring types (carpet, tile, etc.) through vacuuming, mopping, and sweeping
  - Surface cleaning of furniture, fixtures, ledges, and other visible areas
  - Removal of trash and recycling, including liner replacement
  - Cleaning of interior glass, mirrors, and high-touch surfaces
  - Spot cleaning of walls, doors, and entryways
  - General upkeep of common areas including lobbies, corridors, and entrances
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### **3.2 Restroom Maintenance**

Restrooms must be maintained to a high standard of cleanliness and hygiene at all times.

Services should include:

- Full sanitation of toilets, sinks, counters, and high-contact surfaces
  - Cleaning of mirrors, partitions, and dispensers
  - Floor cleaning and disinfecting
  - Ongoing restocking of paper goods and soap
  - Odor control and waste removal
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### **3.3 Green Room & Back-of-House Areas**

- Clean and maintain green room spaces used by performers, speakers, and staff
  - Wipe down surfaces and furnishings
  - Remove trash and maintain a polished appearance
  - Clean mirrors and floors as needed
  - Maintain Back of House, sweeping, wash down etc.
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### **3.4 Event Cleaning Services**

The Convention Center hosts a variety of events and requires flexible cleaning support tied to event schedules.

Services may include:

- Pre-event preparation to ensure the facility is guest-ready
- Cleaning between sessions or multi-day events
- Post-event cleanup and waste removal
- Rapid turnover between events when applicable

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### **3.5 Event Porter Services (REQUIRED)**

A critical component of this contract is the availability of on-site porter staff during events.

Porters are expected to actively maintain cleanliness throughout the duration of events, not just before and after.

Responsibilities include:

- Monitoring restrooms and replenishing supplies throughout events
- Managing trash and preventing overflow in high-traffic areas
- Addressing spills or cleaning needs immediately
- Maintaining entrances, hallways, and event spaces during use
- Supporting overall presentation of the venue in real time
- Responding quickly to requests from venue management

Proposals should clearly outline:

- Number of porters available for each event. (Most events will require one (1) porter)

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### **3.6 Scheduled Deep Cleaning**

In addition to routine services, vendors should offer periodic deep cleaning options such as:

- Carpet extraction and intensive floor care
  - Machine scrubbing, polishing, or refinishing of hard surfaces
  - High-level dusting (vents, lighting, ceilings)
  - Detailed restroom cleaning, including grout and tile
  - Other services that extend the life and appearance of the facility
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## 4. Scheduling Expectations

Vendors should propose a service plan that reflects the operational nature of an event venue.

Please address:

- Availability for evenings, weekends, and event-based schedules
  - Turnaround capabilities between events
  - Emergency or short-notice service response times
  - Flexibility to scale services based on event size
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## 5. Minimum Qualifications

Respondents must meet the following criteria:

- Demonstrated experience (minimum 3 years) in commercial or event venue cleaning
  - Proper licensing and insurance coverage
  - General liability insurance of at least \$2,000,000
  - Workers' compensation coverage for all employees
  - Reliable staffing with background checks and professional appearance standards
  - Ability to provide references from similar facilities
  - Compliance with all applicable regulations
  - Preference given to vendors utilizing environmentally responsible products
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## 6. Proposal Submission Requirements

All proposals should include:

- Company background and relevant experience
  - Description of services and approach
  - Staffing plan, including event porter coverage
  - Equipment and products used
  - Detailed pricing structure
  - Client references
  - Proof of insurance
  - Any additional services or capabilities that add value
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## 7. Pricing Guidelines

Please provide clear, flat rates for each service listed below:

Upper floor sweeping

Upper floor mopping Including Kitchen

Upper floor bathrooms Includes filling of Toilet Paper and Soap Dispensers

Upper floor Wiping of all Flat surfaces

Upper floor wiping of walls

Lower Level floor sweeping

Lower floor mopping Including Kitchen

Lower floor bathrooms Includes filling of Toilet Paper and Soap Dispensers

Lower floor Wiping of all Flat surfaces

Lower floor wiping of walls

Vacuuming of all Carpeted Areas and Stairs Swept and/or mopped

Green Room Cleaning, Floors, Surfaces Mirror, Bathroom Etc.

Lobby Surfaces Wiped Down includes Elevator

All windows Cleaned Inside and Out

Hourly rate for Porter

Hourly rate for Services not listed

Any services listed above that may require additional costs due to extenuating circumstances are acceptable at the hourly rate listed in your proposal upon prior approval by convention center administration.

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- Upper floor sweeping
- Upper floor mopping Including Kitchen
- Upper floor bathrooms Includes filling of Toilet Paper and Soap Dispensers
- Upper floor Wiping of all Flat surfaces
- Upper floor wiping of walls
- Lower Level floor sweeping
- Lower floor mopping Including Kitchen
- Lower floor bathrooms Includes filling of Toilet Paper and Soap Dispensers
- Lower floor Wiping of all Flat surfaces
- Lower floor wiping of walls
- Vacuuming of all Carpeted Areas and Stairs Swept and/or mopped
- Green Room Cleaning ,Floors, Surfaces Mirror, Bathroom Etc.
- Lobby Surfaces Wiped Down includes Elevator
- All windows Cleaned Inside and Out
- Hourly rate for Porter
- Hourly rate for Services not listed

## 8. Selection Process

Proposals will be reviewed based on:

- Relevant experience and past performance
  - Quality and completeness of proposed services
  - Cost effectiveness and overall value
  - Staffing reliability and operational approach
  - Compliance with requirements
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## 9. Submission Instructions

Proposals must be submitted by **July 10, 2026** to:

**Email:** [Vinelandconventioncenter@vinelandcity.org](mailto:Vinelandconventioncenter@vinelandcity.org)

**Address:** 640 E. Wood Street, PO Box 1508, Vineland, NJ 08362-1508

Late submissions may not be considered without approval.

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## 10. Contact Information

For questions regarding this RFP please contact:

**Name:** Lou Tramontana

**Title:** Facility Manager

**Phone:** 856-794-4000 ext. 4217

**Email:** [ltramontana@vinelandcity.org](mailto:ltramontana@vinelandcity.org)

**Questions Due By:** June 1, 2026

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### Final Note:

The Vineland Convention Center reserves the right to accept or reject any proposal and to select the vendor that best meets the needs of the facility.