

Request For Proposal
Property Management Services
for the Millsboro Public Library
February 11, 2026

1. Project Overview & Background

- **Property Name/Address:** Millsboro Public Library, 217 West State Street, Millsboro, DE 19966
- **Property Type:** Commercial
- **Project Summary:** To establish a professional service agreement with a qualified commercial property manager to provide comprehensive, preventative, and reactive maintenance for library facilities. This ensures the building remains a safe, functional, and an inviting community hub while extending the lifespan of critical mechanical systems.
- **Goals:** Reduce long-term maintenance and repair costs. Enhance patron experience. Improve facility appearance. Ensure safety compliance and reduce emergency repair costs.

2. Scope of Work (SOW)

- **Vendor Management:**
 - Landscaping Services (RSC)
 - Cut grass, weed, turn on irrigation system seasonally
 - Waste management (City of Millsboro [R.J. Jones])
 - Picks up trash and recyclables weekly
 - Housekeeping/ Cleaning Services (Heather's Home Works)
 - Weekly vacuuming, mopping, and disinfecting common areas, restrooms, and work surfaces. Dusting the top of books, high-use furniture and service.
 - Pest Control Services (Brasure's Pest Control)
 - Perform indoor and outdoor services quarterly
 - HVAC Service (Atlantic Refrigeration & Air Conditioning, Inc.)

- Assess and perform routine maintenance two times a year
- Snow Removal Service – (Village Developers)
- Additional Vendors
 - ADA door electronics – (Mid-Atlantic Automatic Door)
 - Dumbwaiter – (Delaware Elevator)
 - Alarm, smoke detectors and motion detector lighting – (Security Instruments)
 - Fire extinguishers – (Hoopes Fire Prevention)
- **Routine and Preventative Maintenance:**
 - Electrical and Lighting
 - Perform lighting checks and bulb replacements
 - Check outlets and switches for repair or replacement
 - Check breakers and perform wiring inspections
 - Safety
 - Regular checks of fire extinguishers, smoke detectors, emergency lighting systems, including outdoor lighting
 - Plumbing
 - Inspect and maintain bathrooms and water fountain
 - Inspect kitchen sink in the staff office and the kitchen sink in the MPR lunchroom.
 - Minor kitchen sink (s), bathroom maintenance (clogs, leaks, drips, etc.)
 - Minor Handyman Services
 - Replace interior ceiling tiles when damaged
 - Quarterly window washing (Interior and Exterior)
 - Strip and wax MPR floor (annually)
 - Drywall repair, paint touch up, assembling furniture

- Hanging signs
- Repair or replace window screens as necessary
- Collection of trash and recycling from indoor receptacles and disposal into dumpster bins, when excessive or due to services
- Building envelope
 - Perform roof inspections
 - Gutter cleaning
 - Exterior plumbing, electrical and lighting
 - Ensure landscaping maintained (including snow, graffiti and trash removal)
 - Assess and determine that the basement is properly sealed from leaks and mold/mildew
- **Routine Repairs:** Identified and repaired in a timely fashion
- **Emergency Repairs:** 24/7 availability
- **Compliance:** Adherence to Delaware, Sussex County, and Millsboro codes, safety regulations
- **General Contracting:**
 - Assist in developing RFP and vetting vendors to provide construction services
 - Work with vendor to manage construction projects and tasks as assigned (storage, restroom, painting, window treatments)
 - Coordinate all construction activities with the library to ensure schedule optimization and minimize interruptions of daily operations
 - Remediate water, mold, or other substructure if need be

3. Proposal Submission Requirements

- **Company Profile:** Commercial property management experience, certifications from Delaware and Sussex County, and number of years in business
- **Staffing:** Number of personnel, background checks, and availability

- **Pricing Structure:** Detailed breakdown of a monthly fixed fee
- **References:** Minimum of 3 references from similar commercial properties

4. Timeline & Deadlines

- **RFP Issued:** February 11, 2026
- **Site Walkthrough:** February 17 – 27, 2026
- **Questions Due:** March 2 - 6, 2026
- **Proposal Due Date:** March 13, 2026
- **Vendor Selection:** By March 31, 2026

5. Evaluation Criteria

- Experience and Qualifications
- Years in Business
- Experience with public institutions
- Approach to maintenance plan
- References
- Licensed and Insured (to include worker's comp, and liability)
- Cost proposal

6. Contract Terms

- Firm Fixed Price contract preferred
- Contract duration 3 years
 - 1 contract year with 2 renewal years

7. Contact Information

- **Business Name:** Millsboro Public Library
- **Email:** millsboro.library@lib.de.us
- **Phone:** 302-934-8743