

**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