



Request for Proposals (RFP) **2021-02**
CITY CLEANING SERVICES

The City of Palatka is seeking proposals from qualified vendors to provide for cleaning services for municipal facilities. The scope of work includes recurring cleaning services at multiple City owned facilities, special event facility cleaning and additional rental break down and setup cleaning services.

The City reserves the right to enter into agreements with multiple respondents, reduce the scope of services, award cleaning services for a reduced number of facilities, waive any irregularities submitted, reject any and/or all submittals, re-advertise, and accept any submittals deemed to be in the best interest of the City. No fax or e-mail proposals will be accepted. The City of Palatka reserves the right to reject any and all proposals and waive any irregularities.

- Advertisement Date:** January 29, 2021
- Due Date:** March 3, 2021 @ 2:00 p.m.
- Pre-proposal Meeting:** n/a
- Contact:** Jonathan Griffith
jcgriffith@palatka-fl.gov

Respondents are required to submit one (1) original and one (1) copy in a sealed envelope marked "**RESPONSE TO PALATKA RFP 2021-02**". All questions shall be emailed to the contact listed above and, all questions will be answered in writing. All materials submitted pursuant to this solicitation shall become the property of the City of Palatka. The City of Palatka supports Equal Opportunity Employment, Fair Housing and Providing Handicapped Access.

The proposal must be submitted in a sealed envelope or container stating on the outside the proposer's name, address, telephone number and solicitation title-number and delivered to:

City of Palatka
Attn: City Clerk
201 North Second St.

Hand-carried and express mail proposals may be delivered to the above address ONLY between the hours of **8:30 a.m. and 5:00 p.m.**, local time, Monday through Friday, excluding holidays observed by the City.

Proposals will be opened and read aloud following the deadline for receipt.

Respondents are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

Any proposal received after the deadline will not be considered and will be returned unopened. The City reserves the right to reject any and all submittals received in response to this solicitation as determined to be in the best interests of the City. The City may not award an agreement(s) solely on the basis of this solicitation and will not pay for the information solicited or obtained. Any information obtained may be used to determine the suitability of the proposal.

Proposals must be signed by an officer of the company who is legally authorized to enter into a contractual relationship in the name of the proposer, and proposer(s) must affix their company's corporate seal to the proposal. In the absence of a corporate seal, the Proposal must be notarized by a Notary Public.

Non-acceptance of any proposal will not imply any criticism of the proposal or convey any implication that the proposal was deficient. Non-acceptance of any proposal will mean that another proposal was deemed to be more advantageous to the City. All material submitted in response to the solicitation becomes the property of the City and will be returned only at the option of the City.

Costs for developing proposals in response to this solicitation are entirely the obligation of the respondent and shall not be chargeable in any manner to the City. Explanations desired by the submitter(s) regarding the meaning or interpretation of this solicitation must be obtained from the contact person, in writing via email, as is further described below.

To ensure fair consideration and consistent and accurate dissemination of information for all proposers, the City prohibits communication to or with any department, employee, or agent evaluating or considering the proposals during the submission process, except as authorized by the contact person.

During the blackout period as defined herein, except as pursuant to an authorized appeal, no person may lobby, as defined herein, on behalf of a competing party in a particular procurement process City officials or employees. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

The blackout period means the period between the time the submittals for invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, are received by the City of Palatka and the time City officials and employees award the contract.

Lobbying means when any natural person, for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat or modification of any proposal, recommendation or decision by City officials and employees, except as authorized by procurement documents.

SPECIFICATIONS

The specifications outline the requirements for cleaning services for eight (8) municipal facilities owned by the City. A list of each building, the address, and approximate square footage is outlined to assist you in your quote. A walkthrough can be scheduled by appointment to view the buildings beforehand. Respondents are highly encouraged to conduct a walk through of each facility. No questions will be answered during the walkthrough. All questions or request for clarification must be submitted to the solicitation contact by email.

The work shall consist of the cleaning of the following city facilities:

| | |
|---|---|
| <u>City Hall</u> | 7,116 sf 201 North Second Street |
| <u>Cultural Affairs Annex</u> | 8,316 sf 205 North Second Street |
| <u>Price Martin Community Center</u> | 6,022 sf 220 North 11 th Street |
| <u>St. Johns River Center</u> | 4,900 sf 102 N 1 st Street |
| <u>City Dock Boathouse</u> | 1,600 sf 301 River Street |
| <u>Airport</u> | 4,591 sf 4015 Reid Street |
| <u>Booker Park</u> | 1,750 sf 701 North 10 th Street |
| <u>Public Works</u> | 2,475 sf 1010 Ocean Street |

A. Equipment Requirements

The City will supply trash bags, paper towels, hand soaps and toilet paper necessary for restocking facilities. The Contractor shall submit a list of supplies needed to the Facilities Maintenance Department to maintain an adequate inventory. The Contractor shall supply all necessary cleaning equipment and chemicals.

B. Hours of Operation

All work must be performed outside the normal hours of operation. Cleaning may be authorized during hours of operation only with prior approval from the City.

C. Damage

The Contractor shall report to the City and damaged facilities and/or broken items that need to be replaced.

**CITY HALL, CULTURAL AFFAIRS ANNEX, PUBLIC WORKS &
AIRPORT**

Entrances, Lobbies, Reception Area, General office areas/Kitchen Area/Break Room

Weekly:

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture, and all furnishings.
3. Thoroughly vacuum all carpeting, taking care to get into corners, along edges, and beneath furniture.
4. Spot treat soiled carpets.
5. Damp-mop hard surface floors, taking care to get into corners, along edges, and beneath furniture.
6. Damp wipe all tables (does not include office work-station desk surfaces)

Monthly:

1. Spot wipe walls, light switches, and doors, removing fingerprints, smudges, and spills.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.
3. Damp wipe telephones with disinfectant
4. Dust, vacuum and/or damp wipe conference chairs

Restrooms

Weekly:

1. Empty all trash and, replace liners, as needed and wipe receptacles clean. Remove trash to a collection point.

1. Toilets to be cleaned and sanitized inside and outside. Polish bright work.
2. Toilet seats to be wiped clean on both sides.
3. Scour and sanitize all basins. Polish bright work.
4. Remove splash marks from walls around basins.
5. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
6. Sweep and damp-mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
7. Report any restroom repairs needed to the City.

Monthly:

1. Spot wipe walls, light switches and doors, removing fingerprints, smudges, and spills.
2. Thoroughly scrub and rinse hard surface floors, taking care to get into corners, along edges, and beneath fixtures.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.

**PRICE MARTIN COMMUNITY CENTER, ST. JOHNS RIVER CENTER,
BOOKER PARK & BOATHOUSE**

Common Areas

Weekly:

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture, and all furnishings.
3. Thoroughly vacuum all carpeted areas and sweep all hard floor surfaces, taking care to get into corners, along edges, and beneath fixtures.
4. Damp-mop hard surface floors, taking care to get into corners, along edges, and beneath furniture.
5. Wipe tables down as needed

Monthly:

1. Dust televisions and other horizontal surfaces.
2. Thoroughly scrub and rinse hard surface floors, taking care to get into corners, along edges, and beneath fixtures.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.

Kitchens

Weekly (as needed):

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point.
2. Wipe clean fronts, tops, and sides of trash receptacles.
3. Stock and wipe/polish dispensers as needed.
4. Damp wipe counters.
5. Clean interior of microwaves removing food particles and stains.
6. Scour and sanitize all basins. Polish bright work.
7. Spot clean cabinets and exterior of appliances to present a neat appearance.
8. Damp-mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

Monthly:

1. Spot wipe walls, light switches and doors removing fingerprints, smudges, and spills.
2. Thoroughly scrub and rinse hard surface floors, taking care to get into corners, along edges, and beneath fixtures.
3. Complete all high dusting, including exhaust fans and air ventilators.
4. Thoroughly clean refrigerators and ranges.

Restrooms

Weekly:

2. Empty all trash and, replace liners, as needed and wipe receptacles clean. Remove trash to a collection point.
8. Toilets to be cleaned and sanitized inside and outside. Polish bright work.
9. Toilet seats to be wiped clean on both sides.
10. Scour and sanitize all basins. Polish bright work.
11. Remove splash marks from walls around basins.
12. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
13. Sweep and damp-mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
14. Report any restroom repairs needed to the City.

Monthly:

4. Spot wipe walls, light switches and doors, removing fingerprints, smudges, and spills.
5. Thoroughly scrub and rinse hard surface floors, taking care to get into corners, along edges, and beneath fixtures.

6. Complete all high dusting, including exhaust fans and air ventilators within reach.

The City of Palatka also requests hourly fee setup and break down fee proposals for its special event rental facilities. This involves the setup and break down of plastic 30"x 96", 30"x 72" rectangular tables, plastic 96" circular tables and plastic folding chairs.

SUBMISSION REQUIREMENTS

To be considered proposals must include the following information:

1. Attachments A-D
2. Certificate of Insurance demonstrating general liability, auto, and worker compensation insurance.
3. Documentation of workman's compensation coverage.
4. No less than two independent references for similar work previously completed.

ATTACHMENT "A"
PROPOSER'S CERTIFICATION

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

The undersigned has read the City of Palatka's Request for Proposal's (RFP) _____, the other related documents identified in the RFP, and any Addenda, receipt of all which is hereby acknowledged:

| <u>Addendum No.</u> | <u>Addendum Date</u> |
|---------------------|----------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

On behalf of our proposal team, we agree to and accept the terms, specific limitations and conditions expressed therein. I certify that all information contained in the proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of my team as its act and deed and that the team is ready, willing and able to perform.

Name (Print)

Signature

Date

STATE OF FLORIDA

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this ___ day of _____, 20__, and is personally known to me, or has provided _____ as identification.

Notary Public

My Commission expires:

ATTACHMENT "B"
CITY OF PALATKA, FLORIDA SWORN STATEMENT UNDER F.S. SECTION
287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for _____.
2. This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____ (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
3. My name is and my relationship to the entity named above is _____.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - ii. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Palatka, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

- Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)
- The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)
- The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

Name (Print)

Signature Date

STATE OF FLORIDA

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this ____ day of _____, 20__, and is personally known to me, or has provided _____ as identification.

Notary Public
My Commission expires:

ATTACHMENT "C"
CITY OF PALATKA
DRUG-FREE WORKPLACE CERTIFICATION

The below-signed Proposer certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee understands the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction, require a fine or require satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NUMBER(S): _____

SIGNATURE: _____

NAME (TYPED OR PRINTED): _____ TITLE: _____

EMAIL: _____

ATTACHMENT "D"
PROPOSAL FORM

Contractor Name: _____
Contact Name: _____
Contact Phone #: _____
Address: _____

The undersigned hereby submits the following proposal for the monthly cost of cleaning services for the City of Palatka buildings:

| <u>Location/Description</u> | <u>Monthly Cost</u> |
|---|----------------------------|
| <u><i>City Hall</i></u> | \$ _____ |
| <u><i>Cultural Affairs Annex</i></u> | \$ _____ |
| <u><i>Price Martin Community Center</i></u> | \$ _____ |
| <u><i>St. Johns River Center</i></u> | \$ _____ |
| <u><i>City Dock Boathouse</i></u> | \$ _____ |
| <u><i>Airport</i></u> | \$ _____ |
| <u><i>Booker Park</i></u> | \$ _____ |
| <u><i>Public Works</i></u> | \$ _____ |
| | <u>Hourly Fee</u> |
| <u><i>Setup and Break down of chairs and tables</i></u> | \$ _____ |

Reference 1: (Name and Phone Number) _____

Reference 2: (Name and Phone Number) _____

 Authorized Contractor's Representative Signature

Date: _____

Signature indicates the proposal has a full understanding of the work as described in this Request for Proposal and the intent to complete the work as directed by the City of Palatka.