



Purchasing Department
201 Westward Drive
Miami Springs, FL 33166-5289
Phone: (305)805-5035
Fax: (305)805-5018
romerot@miamisprings-fl.gov

Tammy Romero
Professional Services Supervisor

LEGAL NOTICE

REQUEST FOR PROPOSAL # 02-14/15 JANITORIAL SERVICES AT VARIOUS MUNICIPAL LOCATIONS

Sealed proposals bids for the **JANITORIAL SERVICES AT VARIOUS MUNICIPAL LOCATIONS**, MIAMI SPRINGS, FL will be received until **2:30 P.M. on Thursday, January 8th, 2015**, via the City Clerk, on the 2nd floor, Miami Springs City Hall, 201 Westward Drive, Miami Springs, Florida 33166.

Bids will then be transferred to the Council Chambers. At time, date, and place noted above, bids will be publicly opened. Any bids received after time and date specified will not be considered and returned to the bidder unopened.

A Bid Bond in the amount of five thousand (\$5,000.00) dollars is required. The successful bidder will be required to furnish Performance and Payment Bonds, each in the amount of one-hundred (100%) percent of the contract amount and these bonds must be submitted to the City at the time the contract is executed.

A **Mandatory Pre-Bid Conference** will be held at 9:30 AM on the **9th day of December 2014** at Miami Springs City of Miami Springs, Council Chambers, 201 Westward Drive, 2nd floor, Miami Springs, Fl. 33166, immediately following the meeting we will have a site visit of each of the locations.

Deadline to request any additional information/clarification will be Friday, December 12th, 2014.

This Request for Proposal (RFP) is available upon written request to Tammy Romero at romerot@miamisprings-fl.gov. All requests must be accompanied by name, address, phone and fax number. To verify receipt of request, please contact.

The City of Miami Springs reserves the right at any time to modify, waive, or otherwise vary the terms and conditions of this Request for Proposal including, but not limited to, the deadlines for submission, the submission requirements and the Scope of Work. The City further reserves the right to reject any or all submittals, to cancel or withdraw this Request for Proposals at any time. The Proposer, who is otherwise competent, and submits the lowest responsive and responsible Response, shall, subject to the conditions, limitations and restrictions previously set forth herein, be awarded the Request for Proposal, subject to the negotiation of a mutually acceptable Contract with the City.

City of Miami Springs

GENERAL CONDITIONS AND INSTRUCTIONS

ACCEPTANCE OR REJECTION OF BIDS The City of Miami Springs reserves the right to waive irregularities or technicalities in bids or to reject all bids or any part of any bid.

ADDITIONAL INFORMATION Each bidder shall examine all parts of the Invitation to Bid documents and shall judge all matters relating to the adequacy and accuracy of such documents. The City of Miami Springs shall not be responsible for oral interpretations given by any city employee, representative, or others. No plea of ignorance, by the bidder, of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City of Miami Springs or the compensation to the bidder. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to these specifications should be submitted to:

Tammy Romero
201 Westward Drive
Miami Springs, FL 33166-5259
Telephone: (305) 805-5035
Facsimile: (305) 805-5018

The bid title and number should be referenced on all correspondence. Should any questions or responses require revisions to the specifications as originally published, such revisions will be by formal amendment only.

The issuance of a written amendment is the only official method whereby interpretation, clarification or addition information will be given. If any amendments are issued to this Invitation to Bid, the City will attempt to notify all prospective bidders who have secured same; however, it shall be the responsibility of each bidder, prior to submitting their bid, to contact the City of Miami Springs to determine if an amendment was issued and make such amendment a part of their bid.

BID SUBMISSION **Original and six copies of this entire document as well as any other pertinent documents should be**

returned in order for the bid to be considered for award. Bids shall be submitted to the Purchasing Agent properly signed in ink, notarized, and submitted in a sealed envelope on which shall be shown the name of the bidder, bid opening date, and name and bid number of the proposal.

By submitting a bid proposal, the bidder declares that he understands and agrees that this bid proposal, specifications, provisions, terms and conditions of same, shall become a valid contract between the City of Miami Springs and the undersigned upon notice of award of contract in writing and/or issuance of Purchase Order by the City of Miami Springs.

ASSIGNMENT The successful bidder(s) shall not assign, transfer, convey, sublet or otherwise dispose of this contract, or of any or all of its right, title or interest therein, or his or its power to execute such contract to any person, company or corporation without prior written consent of the City.

BIDDER CERTIFICATION Submission of a signed proposal is bidder's certification that the bidder will accept any awards made to him as a result of said submission at the prices and terms contained therein.

BID TABULATIONS Bidders desiring a copy of the bid tabulation may request same by enclosing a self-addressed stamped envelope with their bid.

BID WITHDRAWAL No proposal can be withdrawn after it is filed unless the bidder makes his request in writing to the City prior to the time set for the opening of bids, or unless the City fails to accept it within ninety (90) days after the date fixed for opening bids.

BIDDER RESPONSIBILITY Before submitting the proposal, each bidder shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract, and to verify any representations made by the City that the bidder will rely upon. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and

examinations will relieve the successful bidder from his obligation to comply in every detail with all provisions and requirements of the contract documents.

DEFAULT Failure or refusal of a bidder to execute a contract upon award, or withdrawal of a bid before such award is made, may result in forfeiture of that portion of any bid surety required equal to liquidated damages incurred by the City. Where surety is not required, failure to execute a contract as described above may be grounds for removing the bidder from the bidder's list.

DELIVERY All service, materials, and/or equipment are purchased F.O.B. point of delivery in Miami Springs. The successful bidder must prepay all transportation charges to designated point of delivery in Miami Springs. Collect or Freight Due shipments will be refused.

EXCEPTIONS TO SPECIFICATIONS Bidders taking exception to any part or section of these specifications shall indicate such exceptions on their proposal and prove to the satisfaction of the City that said item is equal to, or better than, the product specified. Bids for alternate items shall be stated in the appropriate brand on the proposal form, or if the proposal form does not contain blanks for alternates, bidder **MUST** attach to the specification documents on Company letterhead a statement identifying, but not limited to, the manufacturer, brand name, make, model and/or Catalog Number(s) of each proposed alternate, plus a complete description of the alternate items including illustrations, performance test data and any other information necessary for an evaluation. The bidder must indicate any variances to the specification document no matter how insignificant.

The City of Miami Springs reserves the right to approve as an equal, or to reject as not being an equal, any article the bidder proposes to furnish which contains major or minor variations from specification requirements but which may comply substantially therewith. Failure to indicate any

exceptions shall be interpreted as the bidder's intent to fully comply with the specifications as written.

Notwithstanding the foregoing, the City reserves the right to prohibit, in advance, any consideration of "or equal" submittals prior to the dissemination of any bid/RFP specifications.

Bidders **MUST** submit any cost-saving/value-added alternate bid pricing suggestions, such as rebates, creative lease agreements, extended warranty periods, trade-in allowances, or the availability of discounts for floor model or demonstrator units at significant savings. Any alternate pricing should be noted as a separate line that may be subtracted from the bid pricing as specified, allowing for clear evaluation and value-analysis by the City.

EXPENSES INCURRED IN PREPARING PROPOSAL The City accepts no responsibility for any expenses incurred in the proposal's preparation, and presentation; such expenses are to be borne exclusively by the bidder.

INDEMNIFICATION The Contractor shall indemnify and save harmless forever the City, and all the City's agents, officers and employees from and against all charges or claims resulting from any bodily injury, loss of life, or damage to property from any act, omission or neglect, by Bidder or its employees; the Contractor shall become defendant in every suit brought for any of such causes of action against the City or the City's Officials, agents and employees; the Contractor shall further indemnify City as to all costs, attorney's fees, expenses and liabilities incurred in the defense of any such claims and any resulting investigation.

INSURANCE Bidder, shall furnish evidence of insurance to the Procurement and Purchasing Department. Submitted evidence of coverage shall demonstrate strict compliance to all requirements. The City of Miami Springs shall be listed as an "Additional Insured". Issuance of a purchase order is contingent upon the proper insurance documents. All insurance shall be

maintained until work has been completed and accepted by the City.

General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form where a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

Automobile Liability Insurance - covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$500,000 per occurrence for Bodily Injury and Property Damage combined.

Worker's Compensation Insurance - as required by Chapter 440, Florida Statutes.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications as to management and financial strength. The company must be rated no less than "B" as to management and no less than Class "V" as to financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the Finance Director.

Certificates of Insurance acceptable to the City shall be filed with the City prior to the commencement of the work. These policies described above, and any certificates shall specifically name the City of Miami Springs as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the City of Miami Springs.

Contractors shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to all of the requirements stated herein.

Cancellation clauses for each policy should read as follows: Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.

INSPECTION All articles, materials, and supplies purchased are subject to inspection on arrival at destination. The City of Miami Springs reserves the right to return for full credit at the risk and expense of the successful bidder, all or part of the articles, materials, or supplies furnished contrary to specifications and instructions.

LATE BID REJECTION The City of Miami Springs is not responsible for the delivery of any bid proposal. All bid proposals received by the Purchasing Agent after the time stated in the Invitation to Bid, shall be returned unopened and will not be considered for award.

LAWS AND REGULATIONS It shall be understood and agreed that any and all services, materials and equipment shall comply fully with all Local, State and Federal laws and regulations. Lack of knowledge by the bidder will in no way be a cause for relief from responsibility. Non-compliance with all federal state and local orders and laws may be considered grounds for termination of contract(s).

LICENSES AND REGISTRATIONS The contractor shall be responsible for obtaining and maintaining any licenses required pursuant to the laws of Dade County, the City of Miami Springs, or the State of Florida. Every vendor submitting a bid on this invitation to bid should include a copy of the company's occupational license or a written statement on letterhead indicating the reason no license exists. Miami Springs, Florida-based businesses are required to purchase an Occupational License to conduct business within the City. Vendors residing or based in another state or municipality, but

maintaining a physical business facility or representative in Miami Springs, may also be required to obtain such a license by their own local government entity or by Miami Springs. For information specific to Miami Springs occupational licenses call (305) 805-5030.

METHOD OF AWARD The City of Miami Springs reserves the right to make the award on a total or package basis or on a unit basis, whichever is deemed in the best interests of the City.

METHOD OF PAYMENT The City has implemented a purchasing card program through Sun Trust Bank, using the VISA network. Contractors with purchasing card capability will receive payment from the VISA purchasing card in the same manner as other Visa purchases. Accordingly, respondents with present purchasing card capability should have the ability to accept VISA or take whatever steps are necessary to implement such capability before the start of the agreement term. The City can only accept VISA, however, the purchasing card is not the exclusive method of payment. Please indicate your ability to accept Visa purchasing card on Bid Form.

PATENTS AND ROYALTIES The bidder, without exception, shall indemnify and save harmless the City of Miami Springs, Florida and its employees from liability of any nature or kind, including cost and expenses for, or on account of, any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City of Miami Springs, Florida. If the bidder uses any design, device or materials covered by letters, patent, or copyright, it is agreed that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

QUALIFICATION OF BIDDERS Each bidder may be required, before the award of any contract, to show to the complete satisfaction of the City of Miami Springs that he has the necessary facilities, ability, and financial

resources, to furnish the service/product as specified herein in a satisfactory manner, and he may also be required to show past history and reference which will enable the City to satisfy itself as to the bidder's qualifications. Failure to qualify according to the foregoing requirements may justify the City in rejecting his bid.

PUBLIC ENTITY CRIMES A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

RELATION OF CITY It is the intent of the parties hereto that the successful bidder shall be legally considered as an independent contractor and that neither he nor his employees shall, under any circumstances, be considered servants or agents of the City, and that the City shall be at no time legally responsible for any negligence on the part of said successful bidder, his servants or agents, resulting in either bodily or personal injury or property damage to any individual, firm, or corporation.

TAXES The City of Miami Springs is exempt from Federal Excise and State of Florida Sales Tax. State Sales Tax and Use Tax Certificate Number is 23-11-324901-54C

TERM CONTRACTS The City's Fiscal year begins October 1 and ends September 30 of the following calendar year. When a Contract's term extends beyond the fiscal year in which the Contract commences, the City will issue a

Purchase Order to cover its needs for the balance of that fiscal year. At the beginning of each fiscal year thereafter, a purchase order will be issued to correspond with that year. In the final year of the contract, a purchase order will be issued for the remaining months of the contract. Issuance of a new purchase order shall be subject to the availability of budgeted funds. If funds are not appropriated for continuance of a term contract to completion, cancellation may be effected upon thirty (30) days notice.

WARRANTY All material herein specified shall be fully guaranteed by the proposer against factory defects. Any defects which may occur as the result of either faulty material or workmanship within the period of the manufacturer's standard warranty will be corrected by the proposer at no expense to the City of Miami Springs.



City of Miami Springs
 201 Westward Drive
 Miami Springs, Florida 33166-5259

**REQUEST FOR PROPOSAL # 02-14/15
 JANITORIAL SERVICES AT VARIOUS MUNICIPAL LOCATIONS**

Bids to be opened in the Council Chambers, 201 Westward Dr., Miami Springs, FL 33166
 at 2:30 P.M. on January 8th, 2015

| | |
|--|--|
| Vendor Name: | Federal Identification or Social Security Number: |
| Vendor Mailing Address: | Payment Terms: Bi-Weekly |
| City - State - Zip Code: | The City of Miami Springs' faster and preferred method of payment is by way of Visa (P-card). Do you accept this form of payment: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| (Area Code) Telephone Number: | Delivery in Days After Receipt of Purchase Order: |
| E-Mail Address: | (Area Code) Facsimile Number: |
| I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign for, and commit, the vendor. | Initial appropriate box to acknowledge amendment(s), if necessary. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Amendment #1 Amendment #2 Amendment #3 |
| STATE OF: _____ COUNTY OF: _____ BEFORE ME, the undersigned authority, this document was acknowledged by _____ who: <input type="checkbox"/> is personally known to me, or <input type="checkbox"/> produced identification _____ who, after being duly sworn by me, states that he/she has executed this document for the purposes herein expressed. SWORN TO AND SUBSCRIBED before me this ____ day of _____, 2015. MY COMMISSION EXPIRES: _____ | _____ Authorized Signature (Manual) _____ Authorized Signature (Typed or Printed Title) |
| _____ Printed Name | _____ Printed Name |

STATEMENT OF NO RESPONSE

Some recipients of this solicitation may elect not to respond for a variety of reasons. The City of Miami Springs is very interested in learning whether certain conditions exist with our solicitation process which may discourage responses. Accordingly, if you elect not to respond with an offer to this solicitation, we ask that you indicate the reason below and either fax this form to 305-805-5018 or mail the form to:

City of Miami Springs
Finance Department
201 Westward Drive
Miami Springs, FL 33166-5259

- We do not offer this product/service or an equivalent.
- Our schedule would not permit us to perform
- Insufficient time to respond to solicitation.
- Unable to meet specifications.
- Specifications not clear.
- Unable to meet bond and/or insurance requirements.
- Solicitation addressed incorrectly.
- Specifications "too tight"
(i.e. geared to specific brand or manufacturer).

If an explanation is appropriate, you may include it below or in an attached letter.

Due to the large number of companies listed on the City's vendor list and the cost of mailing, it is necessary to delete the names of persons or businesses who fail to respond to three (3) consecutive solicitations without giving a reason or requesting retention on our vendor list.

Do you desire future solicitations? Yes No

Name: _____ Title: _____

Company: _____

Address: _____

Telephone: _____ Fax: _____

CONTRACTOR'S QUESTIONNAIRE

Company Name: _____

Principal Officer: _____

Company Address: _____

Years in Business under Present Name: _____

Primary type of work your firm engages in: _____

Years experience in your primary type of work: _____

List other types of work your firm engages in:

Does your organization have current occupational license(s) and certificate(s) of competency entitling it to do the work contemplated in this Contract? _____

Include copies of licenses and certificates with bid proposal.

Does your organization currently accept Visa (P-Cards) as form of payment? Yes No

Demonstrate your capacity to perform work of this magnitude by indicating four (4) projects within the past two (2) years that are equal to or greater in scope.

| | | |
|------------------|---------------|-------|
| Company Name: | Contact Name: | |
| Contract Amount: | Phone # | Fax # |
| Email: | | |

| | | |
|------------------|---------------|-------|
| Company Name: | Contact Name: | |
| Contract Amount: | Phone # | Fax # |
| Email: | | |

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| Company Name: | Contact Name: | |
| Contract Amount: | Phone # | Fax # |
| Email: | | |

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|------------------|---------------|-------|
| Company Name: | Contact Name: | |
| Contract Amount: | Phone # | Fax # |
| Email: | | |

Have you ever failed to complete any work awarded to you? _____

If so, where and why? _____

Has any officer or partner of your organization ever failed to complete a contract handled in his own name? _____

If so, state name of individual, name of owner, and reason thereof: _____

What equipment do you own that is available for the proposed work.

What Bank or Banks have you arranged to do business with during the course of the Contract should it be awarded to you?

List the names, addresses, and phone numbers of all subcontractors which you may utilize to perform this contract. No change in subcontractors, as listed, will be allowed without the written approval of the City of Miami Springs.

Are you bidding the item specified? Yes No

If no, the bidder must also include a sample of the alternate manufacturer's product they intend to supply as the "Or Equal" in addition to complying with the Exceptions to Specifications requirements set forth after in the "General Conditions and Instructions" section of this bid.

SPECIAL CONDITIONS

SCOPE The intent of these specifications is to set forth and convey to prospective bidders the **JANITORIAL SERVICES AT VARIOUS MUNICIPAL LOCATIONS** as desired by the City of Miami Springs.

TERM OF CONTRACT This contract will be in effect for a one (1) year period effective from date of award and the prices quoted hereunder shall be firm to the City of Miami Springs for the duration of the contract. Prior to, or upon completion, of that initial term, the City of Miami Springs shall have the option to renew this contract for an additional three (3) one (1) year periods on a year-to-year basis. The renewals are contingent upon satisfactory performance by the contractor and availability of funds.

Indicate your acceptance or rejection of the City's renewal options by initialing the appropriate box and providing the amounts of fees quoted for each option year below.

| | |
|--------|--------|
| Accept | Reject |
|--------|--------|

Option Year #1 _____

Option Year #2 _____

Option Year #3 _____

TERMINATION OF CONTRACT The City of Miami Springs reserves the right to terminate this contract if the successful bidder fails to perform satisfactorily in all areas of service, availability, delivery, quality and any other area covered by these specifications. In the event of such cancellation, the City additionally reserves the right to make the award for the balance of the contract period to the next higher bidder.

EVALUATION OF BIDS Bid evaluation will be based on:

- Cost of services to the City of Miami Springs.
- Experience and qualifications of bidder.
- Proximity and location.

FAILURE TO COMPLY Any failure on the part of a responder to provide the documentation set forth in the bid specifications could, in and of itself, constitute a determination that the proposal is non-responsive and therefore disqualified.

BIDDERS STANDARD CHECKLIST:

Did you remember to include/complete the following?

- _____ 1 Original and 6 copies of bid submittal
- _____ Copy of current licenses
- _____ Proof of current insurances
- _____ Bid Bond
- _____ Sign for Amendment receipts

Although the foregoing is intended to provide a complete list of all bid requirements and submittals, the City's failure to include any bid requirements or submittals therein, shall not constitute a waiver of any Bid/RFP requirements for any proposer.

INTENT:

The City of Miami Springs is seeking Proposal's from experienced and qualified companies to provide Janitorial Services at various municipal facilities for the City. Proposal's must include the furnishing of all labor, equipment, materials and supplies essential for the satisfactory performance of Janitorial services, as required in this RFP. Internal monthly performance evaluations may be conducted by the various facilities listed below to ensure that the services are being fulfilled in strict accordance with the Contract Documents.

When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. Contractor must provide supplies such as hand soaps, paper towels, hand towels, toilet tissue, seat covers, etc. for the equipment currently at each location. **NO EXCEPTIONS WILL BE MADE TO CHANGE OUT CURRENT TOILETRY OR PAPER EQUIPMENT.**

All material, workmanship, and equipment shall be subject to the inspection and approval of the Public Works Director or designee. Cleaning materials furnished by the proposer must conform to or exceed EPA standards. The City will provide minimal space only for equipment and supplies that are needed. Contractor's operating areas, utility closets and slop sinks are to be kept in clean and orderly condition at all times.

The purpose of this Request for Proposal is to hire Janitorial Services specified herein from a source(s) of supply that will give prompt and efficient service.

LOCATIONS TO BE SERVICED:

CITY HALL - 201 Westward Drive (EXCLUDING FIRE DEPARTMENT)

FIVE (5) EVENINGS A WEEK, MONDAY THROUGH FRIDAY
STARTING TIME 3:00 P.M. - HOLIDAYS EXCLUDED

POLICE DEPARTMENT - 201 Westward Drive(Entrance on east side)

SEVEN (7) EVENINGS A WEEK, SUNDAY THROUGH SATURDAY
STARTING TIME 4:00 P.M. - HOLIDAYS INCLUDED

COMMUNITY POLICING OFFICE - 274 Westward Drive

FIVE (5) EVENINGS A WEEK, MONDAY THROUGH FRIDAY
STARTING TIME 4:00 P.M. - HOLIDAYS EXCLUDED

PUBLIC WORKS DEPARTMENT - 345 N. Royal Poinciana Blvd
(INCLUDING EMPLOYEE LOUNGE)
FIVE (5) EVENINGS A WEEK - MONDAY THROUGH FRIDAY
STARTING TIME 3:00 P.M. - HOLIDAYS EXCLUDED

RECREATION DEPARTMENT (4) locations - 1401 Westward Drive
(Annex Building/Pool)/501 East Drive/750 Dove Avenue/Concession Stands
SIX (6) EVENINGS A WEEK - MONDAY THROUGH SATURDAY
STARTING 8:00 P.M. HOLIDAYS EXCLUDED EXCEPT JULY 4TH

SENIOR CENTER - 343 Payne Drive
SIX (6) DAYS A WEEK - MONDAY THROUGH FRIDAY
AFTER 9:00 P.M. HOLIDAYS EXCLUDED EXCEPT JULY 4th OR
HOLIDAYS FALLING ON SUNDAYS
and SUNDAY (EVENINGS)

GOLF COURSE MAINTENANCE BLDG AND RESTROOMS AT GOLF COURSE HOLES:10 GREEN AND #7T - 650 Curtiss Parkway
SEVEN (7) MORNINGS A WEEK, SUNDAY THROUGH SATURDAY
STARTING TIME 6:00 A.M. - HOLIDAYS INCLUDED

Holidays

| | |
|------------------------|------------------------|
| New Years Day | Independence Day |
| Martin Luther King Day | Thanksgiving Day |
| Veterans' Day | Day after Thanksgiving |
| Memorial Day | Christmas Day |
| Labor Day | |

BACKGROUND:

The City of Miami Springs currently has a contract for Janitorial Services that expires in January 2015. **The new contract will become in effect February 1st, 2015.**

REQUEST FOR PROPOSAL REQUIREMENTS:

1. This Request for Proposal (RFP) is available upon written/fax request to Tammy at romerot@miamisprings-fl.gov.

All inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to these specifications should be submitted to:

Tammy Romero, Procurement Specialist
201 Westward Drive
Miami Springs, FL 33166
Telephone: (305) 805-5035
Facsimile: (305) 805-5018

2. Respondents are to meet at **9:30 AM on the 9th day of December 2014** for a **Mandatory Pre-Bid Conference** in the Council Chambers (second floor) located at Miami Springs City Hall, 201 Westward Drive, Miami Springs, Fl. 33166, for a **Mandatory** Pre-Bid Conference. A walk through of each of the facilities will follow immediately after the meeting. **Absolutely, no questions may be asked during the site visit.**
3. One (1) original and Six (6) copies of this entire document as well as all other pertinent documents must be returned in order for the Proposal to be considered. The RFP shall be signed in ink, notarized, and submitted in a sealed envelope; identifying the name of the company, RFP opening date, project name and RFP proposal number to:

City Clerk, City Hall
2nd floor
201 Westward Drive
Miami Springs, FL 33166

4. Respondent must include evidence of insurance with submittal of this RFP. The awarded company is responsible for maintaining Worker's Compensation, General Liability and Automobile Liability Insurance during the entire term of contract.

The respondent must deliver to the Procurement Specialist certificates showing the existence of the above required insurance of which the respondent is required to purchase and maintain in accordance with the General Conditions and Instructions section of this RFP.

5. Respondent must include copies of current licenses within Dade or Broward County.
6. A Bid Bond in the amount of five thousand (\$5,000.00) dollars is required with the RFP response.
7. Payment and Performance Bonds are required each in the amount of 100% of the contract amount and each of these bonds must be submitted to the City at the time the contract is executed.

8. No estimated costs or budget for the services will be provided.
9. Proposals should include a brief introduction, background and work description objective.
10. **We will not furnish the square footage for each building.** Each respondent is responsible for determining all factors necessary for the submission of a comprehensive response to the RFP. This includes, but is not limited to, measuring the square footage of each building, if necessary, to determine your proposed fees for services. No blueprints or floor plans are available.
11. **Projected Timeline-** (Dates are subject to change).

| | |
|-------------------------------|---------------------|
| Advertise RFP | November 18th, 2014 |
| Pre-Bid Meeting | December 9th, 2014 |
| Clarification deadline | December 12th, 2014 |
| Amendment(pending complexity) | December 15th, 2014 |
| RFP Opening | January 8th, 2015 |
| Recommendation to Award | January 26th, 2015 |
| Contract begins | February 1st, 2015 |

12. RFP responses must include at minimum, an outline of levels of services offered, day-to-day operations/scheduling and the abilities to perform these and any other services necessary to maintain a completely efficient and effective Janitorial Service program.
13. The respondent must be able to provide sufficient staff to meet the Proposal requirements.

In the event that the staff(s) calls in sick, requires a leave of absence, or is on vacation etc., it is the responsibility of the respondent to find and provide a replacement to cover the required Janitorial Service needs.
14. All staff must meet and pass standard drug/alcohol testing and background checks. The City reserves the right to randomly request verification and retesting of all the above at the contractor's expense.
15. Companies must be able perform any of the proposed services whenever the City determines there to be a "need" for additional cleanings. These additional requests, if needed

(at the discretion of the City), may be billed separately at the rate as indicated in the Rates Table Form attached.

16. **Contractor must furnish all required cleaning equipment, supplies/materials and paper products needed for cleaning and stocking the current equipment for all of the facilities listed above.** NON-ACID cleaners must be used.
17. The City will offer some storage space for supplies and equipment, however, space is limited and the awarded contractor may need furnish his/her own storage bins/sheds, if adequate storage is not provided by the City. Upon award, the Public Works department will coordinate with the contractor the storage options available by facility location.
18. Disposal of cleaning supplies must be in accordance with all current County, State, Federal and EPA laws and regulations.
19. Respondent must provide a qualified, professional Project Manager, as well as personnel to perform the work. Proposal must include the contact information of the assigned Project Manager. The Project Manager and/or designee must be fluent in English.
20. Contractor personnel must be recognizable as such while in City facilities. This will be accomplished by wearing company shirts or badges showing the name of the janitorial company for which they are employed.
21. There will be a monthly status report provided by each department with comments/concerns. This report will be submitted by the Public Works Director or his designee to the assigned Project Manager. Items noted on the Janitorial Monthly Status Report Form shall be corrected on the following day or liquidated damages may apply.

If a repeated offense occurs on the second monthly status report a meeting will be set up to discuss any noncompliance items that may exist and monthly invoices must be adjusted accordingly.

22. Maintaining the facilities in a clean manner is of the essence; therefore all facilities shall be maintained by the contractor. Each monthly invoice must be accepted by the Public Works Director or his designee or authorized representative before any invoices are paid. If the vendor does not maintain the facilities as per the specifications, the vendor may be assessed a penalty.

For noncompliance of the specifications, liquidated damages shall be assessed at the rate of one percent (1%) of the total fee per occurrence for the third time of any reoccurring discrepancy that has been noted in writing and two percent (2%) per occurrence thereafter.

23. Contractor's cost shall include without limitation, all payroll taxes for its employees as levied by City, State and Federal agencies as well as all Union Contributions, Pension, Welfare, Florida Disability Insurance, Unemployment Insurance, Hospital and Medical Care Insurance where applicable.
24. Keys and swipe cards for entry to each facility must be picked up at the Police Dispatch office and returned daily every night.
25. The City has outsourced the Janitorial Services for more than 10 years so therefore we have no estimate on the amount of paper goods and/or toiletries needed for each facility.
26. Proposal Rate Sheet is attached. Items 1-10 are the facilities as listed on Page 13 and 14 of the RFP. Items 11-13 are additional cleaning options that may be required during the duration of the contract at the City's discretion if an additional cleaning is required above and beyond the requirements as outlined below.
27. CRITERIA FOR AWARD:

The RFP responses will be evaluated and ranked on the basis of the criterion below.

- Cost of Services 60 points
- Experience and Qualifications 25 points
- Proximity and location 15 points

PROPOSAL SHALL INCLUDE THE FOLLOWING SERVICES FOR ALL LOCATIONS OUTLINED ABOVE:

DAILY

1. Dust all counters. Papers are not to be disturbed.
2. Dust all exposed filing cabinets and bookcases.
3. Dust all horizontal surfaces to 6'8" height including sills, ledges, moldings, shelves, picture frames and ducts.
4. Inspect, vacuum or sweep stairwells as needed. Wipe handrails.
5. Clean and sanitize drinking fountains.
6. Empty and clean waste containers and replace liners daily.
7. Vacuum dust mats front and rear.

WEEKLY

1. Remove cobwebs from corners and ceiling areas.
2. Remove finger marks from doors, frames, light switches, partitions, kick plates, etc.
3. Spray buff vinyl floors to bring up luster.

MONTHLY

1. Wash all waste receptacles.
2. High dust, above 6'8" height, all horizontal surfaces, including moldings, ledges, pipes, and window blinds.

QUARTERLY

1. ALL GLASS; (including partitions, window panes, sliding doors and storefronts) shall be thoroughly washed inside and outside.

FLOORS - VINYL, TERRAZZO, OR TILE

DAILY

1. Dry dust or sweep.
2. Using a cleaner/disinfectant wet mop all areas.
3. Remove heel marks.

WEEKLY

1. Machine buff open areas using power spray system.

MONTHLY

1. Refinish to maintain protective coating using approved penetrating sealants on all surfaces. Surfaces shall be slip resistant.

QUARTERLY

1. Strip, clean, seal and refinish all tile and terrazzo areas.

FLOORS - CARPETED

DAILY

Vacuum all carpeting

WEEKLY

1. Edge vacuum
2. Inspect carpeting for spots and stains. Remove if possible.

REST ROOMS

Contractor will supply all bathroom supplies to include antibacterial hand soap, toilet tissue, toilet seat covers, trash liners, urinal deodorant blocks, and paper towels. The Contractor shall maintain an adequate stock of all supplies in the City Hall Janitor's Closet. All supplies are to be acceptable to the City.

DAILY

1. Using a cleaner/disinfectant clean all fixtures including toilet bowls, urinals, hand basins, etc.
2. Using a cleaner/disinfectant clean all exterior flush rings, drain and overflow outlets.
3. Clean and polish all chrome fittings.
4. Using a cleaner/disinfectant clean toilet seats.
5. Clean and polish all glass and mirrors.
6. Empty all waste containers and sanitary napkin containers. Using a cleaner/disinfectant clean container as needed.
7. Remove spots, stains, and water splashes from wall area adjacent to basins. Replace liners.
8. Wipe toilet stall partitions. Wash as required.
9. Remove fingerprints from doors, frames, light switches, kick plates, woodwork, etc.
10. Refill soap, paper towel, toilet paper, and toilet seat cover dispensers.
11. Replenish urinal deodorant blocks, as required.
12. Wet mop floors with cleaner/disinfectant.

ELEVATOR (CITY HALL & RECREATION DEPT.)

DAILY

1. Remove fingerprints and smudges from doors and walls.
2. Clean and polish doors and frames and push button panels.
3. Vacuum cab floor.

WEEKLY

1. Clean and polish door tracks.

LOBBIES

DAILY

1. Clean lobby glass entrance doors.
2. Spot clean entrance glass panels.
3. Clean glass on building directories.
4. Sweep and damp mop flooring.
5. Remove gum, etc.
6. Wash walk-off mats.
7. Empty and damp wipe (or wash) all trash receptacles and replace liners.
8. Spot clean and dry polish all bright metal work.

WEEKLY

1. Wash entrance area glass weekly - inside and outside.
2. Dust and wipe clean planters.

MONTHLY

1. Dust high ledges and moldings.

EMPLOYEE LOUNGE AREAS/KITCHEN AREAS/TODDLER ROOMS

DAILY

1. Tables, chairs, counters, refrigerator & microwave exteriors damp wiped.
2. Using a cleaner/disinfectant wash sink and counter tops.
3. Remove fingerprints from doors, woodwork, and walls.
4. Dust all horizontal surfaces to 6'8" height including sill, ledges, moldings and a/c vents.
5. Remove spots and water stains from wall area adjacent to sink areas.
6. Empty and wash all trash containers and replace liners.
7. Refill paper towel and hand soap dispensers.

STAIRWELLS (CITY HALL FRONT/TERRAZZO, REAR/VINYL)

DAILY

1. Vacuum or sweep stairwell. Wipe handrails. Wet mop where appropriate.

GLASS CLEANING

Includes all glass partitions, interior and exterior glass doors, display cases, directory boards, draft shields on windows, mirrors and adjacent trim. After glass cleaning there shall be no traces of film, dirt, smudges, water and other foreign matter.

DAILY

1. Clean all front and rear entrance way glass, interior and exterior. First floor only.
2. Spot clean interior glass in partitions and doors.

WEEKLY

1. Wash all corridor glass partitions outside.

MONTHLY

1. Wash all corridor glass partitions and inside glass partitions inside and outside.

CERTIFICATION REGARDING DRUG-FREE WORKPLACE- Pg. 1 of 2

As defined in Chapter 440.102 Florida Statutes and Chapter 38-F9 of City Code

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an on-going drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

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CERTIFICATION REGARDING DRUG-FREE WORKPLACE- Pg. 2 of 2

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Place of Performance

City of Miami Springs

- City Hall- 201 Westward Drive (Excluding Fire Department)
- Police Department- 201 Westward Drive (entrance on East side)
- Community Policing Office- 270 Westward Drive
- Public Works Department- 345 N. Royal Poinciana Blvd.
- Recreation Department- (4 locations)- 1401 Westward Drive (Recreation Center/Pool), 501 East Drive, 750 Dove Avenue, Concession stands
- Senior Center- 343 Payne Drive
- Golf Course- 650 Curtiss Parkway

Check if there are workplaces on file that are not identified here.

Name of Proposer

Authorized Signature

Date

Official Address (including Zip Code)

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EQUAL EMPLOYMENT OPPORTUNITY CLAUSE FOR CONTRACTS

During the performance of this contract, the contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor shall take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color religion, sex, or national origin. Such action shall include, but not limited to, advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Government setting for the provisions of the nondiscrimination clause. The contractor shall state that all qualified candidates will receive consideration for employment without regard to race, color, religion, sex, or national origin.

By: _____

Print: _____

Title: _____

Date: _____

Business Address: _____

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**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS**

1. The applicant certifies that it and its principals:
 - (g) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (h) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (i) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (j) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

2. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Signature

Date

Official Address (including Zip Code):

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INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent permitted by law, rule, regulation, or other applicable governmental provisions,

FIRM ("_____") shall indemnify, defend and hold harmless FIRM

OWNER and PROJECT MANAGER, their representatives, officers, officials, and employees ("Indemnitees"), from and against all claims, damages, losses, liens, causes of action, suits, judgments, costs or expenses, including but not limited to reasonable attorney's fees ("Claims"), to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the FIRM and persons employed or utilized by the FIRM in the performance of the Contract.

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ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA }
} SS:
COUNTY OF MIAMI-DADE }

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein RFQ will be paid to any employees of the City of Miami Springs, its elected officials, and _____ or its design consultants, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm(s) or by an officer of the corporation.

By: _____

Title: _____

Sworn and subscribed before this

_____ day of _____, 20____

Notary Public, State of Florida

(Printed Name)

My commission expires: _____

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MAY DEEM YOUR RESPONSE NON-RESPONSIVE**

NON-COLLUSIVE AFFIDAVIT

State of)
) SS:
County of)

_____, being first duly sworn, deposes and says that:

a) He/she is the _____, (Owner, Partner, Officer, Representative or Agent) of _____, the Offeror that has submitted the attached Offer;

b) He/she is fully informed respecting the preparation and contents of the attached Offer and of all pertinent circumstances respecting such Offer;

c) Such Offer is genuine and is not collusive or a sham Offer;

d) Neither the said Offeror nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Offeror, firm(s), or person to submit a collusive or sham Offer in connection with the Work for which the attached Offer has been submitted; or to refrain from proposing in connection with such Work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the attached Offer or of any other Offeror, or to fix any overhead, profit, or cost elements of the Offer price or the Offer price of any other Offeror, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work.

Signed, sealed and delivered in the presence of:

By: _____
Witness (Signature)

Witness (Printed Name) (Title)

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| COMPANY NAME: | | | | |
|--|--|-------------------|-----------------|--------------------|
| A | B | C | | D |
| Item # | Description | Rate per Cleaning | | Total Monthly Rate |
| 1 | City Hall - 201 Westward Drive | \$ - | X 5 cleanings = | \$ - |
| 2 | Police Dept.- 201 Westward Drive | \$ - | X 7 cleanings = | \$ - |
| 3 | Community Policing Office- 270 Westward Drive | \$ - | X 5 cleanings = | \$ - |
| 4 | Public Works Dept.- 345 N. Royal Poinciana Blvd. | \$ - | X 5 cleanings = | \$ - |
| 5 | Recreation Dept. - 1401 Westward Drive | \$ - | X 6 cleanings = | \$ - |
| 6 | Recreation Dept.- Annex Bldg./Pool 501 East Drive | \$ - | X 6 cleanings = | \$ - |
| 7 | Recreation Dept. - 750 Dove Avenue | \$ - | X 6 cleanings = | \$ - |
| 8 | Recreation Dept.- Concession Stands | \$ - | X 6 cleanings = | \$ - |
| 9 | Senior Center- 343 Payne Drive | \$ - | X 6 cleanings = | \$ - |
| 10 | Golf Course- 650 Curtiss Parkway | \$ - | X 7 cleanings = | \$ - |
| TOTAL COST: | | | | |
| ADDITIONAL CLEANING OPTIONS AT CITY'S DISCRETION (Separate billable rates- See Pg. 18 of RFP) | | | | |
| 10 | Buffing/Waxing of floors with power spray buffing system | \$ - | | N/A |
| 11 | Deep carpet cleaning/stain removal with power spray system | \$ - | | N/A |
| 12 | Window cleaning including 2nd floor windows | \$ - | | N/A |
| | | \$ - | | N/A |

Print Name: _____

Name of Authorized Representative of Company

Print Title: _____

Signature: _____

State of: **Florida**

County of : **Miami-Dade**

Subscribed and sworn to before me this _____ day of _____ 2015.

Notary Public: _____

My Commission expires: _____