

**REQUEST FOR PROPOSAL FOR
JANITORIAL-CLEANING SERVICES
BID PACKAGE**

**Town of Lake Placid
Lake Placid, FL**

Date of Issuance: June 30, 2021

PUBLIC NOTICE

The Town of Lake Placid, Florida is seeking proposals from qualified individuals to secure a one-year contract for cleaning services for the Town administrative office.

Copies of the Proposal Forms are available at Town Hall (Front Desk), 1069 US Hwy 27 N, Lake Placid, FL, 33852, via e-mail: Clerk@Mylakeplacid.org or via the Town website: www.lakeplacidfl.net.

Proposals must be submitted to the Town Clerk at 1069 US Hwy 27 N, Lake Placid, FL, 33852 no later than 2:00PM, Monday, July 30, 2021. Proposals must be clearly identified as "PROPOSALS FOR CLEANING SERVICES" and show the name and address of the submitting individual. Late proposals will not be considered.

The Town reserves the right to reject any and all proposals.
Town of Lake Placid
Posted: June 30, 2021

JANITORIAL SERVICES CONTRACT
REQUEST FOR PROPOSAL
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Request for Proposals: Janitorial Services

SECTION I: Requirements

The Town of Lake Placid (“City”) is pleased to re-issue this Request for Proposals (“RFP”) for a one (1) year contract for janitorial and cleaning services.

1. INTRODUCTION

The Town of Lake Placid is accepting proposals for janitorial services, two (2) days per month, at Town Hall (1069 US Hwy 27 N, Lake Placid FL 33852). Proposals must be clearly labeled **Proposal for Janitorial Services** will be received until July 30, 2021 at Town Hall. Proposal instructions and service specifications are below.

2. PROJECT OVERVIEW

A. Location:

- i. Entire building: Lake Placid Government Center / Town Hall at 1069 US Hwy 27 N, Lake Placid FL 33852

B. General Requirements:

- i. Hours of operation: Access for cleaning the building will be Monday through Friday 4:00 p.m. until 8:00 p.m. (*Weekends are negotiable*). Schedule is subject to change month-to-month due to public meetings and workshops. Will need to call each month for schedule or regularly check Town public calendar on website at lakeplacidfl.net to schedule cleanings.
- ii. Business License: Individuals and businesses must submit proof or obtain a current Business License (if applicable).
- iii. In the event the bidder is “doing business as” (a business name), the business must be registered with Sunbiz Florida.
- iv. Cleaning Products: Individuals and businesses proposing to perform work must list all cleaning products and equipment that will be used on site. Only one price proposal is need, but bidders can submit proposals with cleaning and equipment costs included with service and a proposal without cleaning supplies and equipment costs included (optional). If selected for contract, the agreed cost must be honored the entire contract term.
 - (1) Cleaning supplies can be provided by the Town (if preferred), but will be taken into consideration to the proposed cleaning costs and the Town cost to provide cleaning supplies. **Must be specified on the proposal form in the explanation.**
 - (2) Cleaning equipment can be provided by the Town (if preferred), but will be taken into consideration to the proposed cleaning costs and the Town cost to provide cleaning equipment. **Must be specified on the proposal form in the explanation.**
- v. Training: Companies shall explain in detail the training process their employees undergo.
- vi. Personnel: For the security of Town staff a list of the business workers, reporting to the work site, must be provided to the Town and the Town notified when new staff is hired.

3. **BUILDING WALKTHROUGH**

A. Mandatory building walkthrough

A second mandatory pre-bid meeting and Job Walk will be held at Lake Placid Government Center /Town Hall, 1069 Us Hwy 27 N on ~~Monday~~ Friday, July 16, 2021 at 10am. The meeting and walkthrough will be held to answer questions. Attendance is mandatory in order to submit a proposal. Proposers must participate in the walk-through inspection to familiarize themselves with any conditions that may affect performance or the proposal prices.

Vendors and individuals who attended the June 21, 2021 walk through does not need to attend July walk through and the bid submittal date has been extended before or on July 30, 2021.

B. Discussion

Bidders shall be given fair and equal treatment with respect to any opportunity for discussions and revisions of Proposals. Such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. If during discussions there is a need for any substantial clarification of or change in the RFP, the RFP shall be amended to incorporate such clarification or change. The Bidder shall reduce any substantial oral clarification of proposals to writing.

All discussions will be posted on the Town's website at lakeplacidfl.net.

4. **SCOPE OF SERVICES**

Exhibit A: Scope of Work

At the request and direction of the Town, the Individuals or business shall perform the following services as required: Janitorial Cleaning of the entire building.

Cleaning access areas:

- Offices: Dump trash and vacuum floors (two times a month).
- Bathrooms (7): Dump trash, clean toilets, sweep/mop floors, wipe mirrors and sanitize (two times a month) – to be performed prior to the second Monday of each month.
- Kitchen: Dump trash, clean counters, sweep/mop floors, wipe appliances and sanitize (two times a month).
- Community room: Dump trash and vacuum floors (two times a month).
- Lobby 1: Dump trash and vacuum floors and mop tile in front of doors (two times a month).
- Lobby 2: Dump trash and vacuum floors and mop tile in front of doors (one time a month) – to be performed prior to the second Monday of each month.
- Council Chambers: Dump trash, vacuum floors and polish all furniture. Ensure seating is not dusty and is clean (one time a month) – to be performed prior to the second Monday of each month.
- Conference room: (one time a month).
- ***Cleaning is prohibited in all mechanical rooms and storage areas.***

Unless stated otherwise, perform all services normally and customarily associated with janitorial work including:

- Two (2) times per month or in sections that equate to twice a month:
 - Vacuum carpeted areas
 - Vacuum clean walk off mats
 - Spot clean all walls, switches, door signs and glass
 - Spot treat soiled carpet areas
 - Sweep and mop all non-carpeted floors
 - Clean and disinfect all fixtures in restrooms
 - Clean drinking fountains
 - Toilets and urinals to be cleaned and sanitized inside and outside.
 - Keep doors, walls and window seals wiped cleaned
 - Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings.
 - Clean and disinfect kitchen counters and sink
 - Wipe/dust assessable desk areas
 - Collect and dispose of trash, replace trash bags
 - Clean and vacuum common areas / foyers and hallways
 - The contractor must report to the Administration Department any damaged facilities and/or broken items that need to be replaced.

- Four (4) times per year:
 - Clean exterior glass doors
 - Machine scrub carpets and buff lobby floor at entrances
 - Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.

- One (1) time per year:
 - Dust blinds
 - Dust high ledges
 - Clean ceiling fans

- *As needed basis (explained in the scope of service):*
 - *Emergency/disaster clean-up not arranged as routine services*
 - *Cleaning projects not arranged as routine services*

*Town of Lake Placid will supply trash bags, toilet paper and paper towel rolls.

*Janitorial services will supply cleaning products and equipment if other arrangements not agreed.

Exhibit B: Compensation

Compensation

- The individual or business shall provide the Town of Lake Placid with an invoice with dates and hours worked and the amount to be paid. The invoice should be on letterhead with address for payment. Payment will be made up to two times a month given appropriate timing of invoice.
- All costs will be reported to the internal revenue service via 1099-miscellaneous, as a non-employee, for tax related purposes. If the contractor is unsure what to do with the

tax document, please consult with a tax preparer or an accountant.

5. **PROPOSAL AND EVALUATION CRITERIA**

A. Instructions to Applicants:

- i. Any proposals received after the specified date and time will be rejected and not opened.
- ii. Proposals may not be modified after the submittal deadline.
- iii. The respondent may withdraw the proposal at any time prior to the submittal deadline.
- iv. The Town reserves the right to extend the time for submittals.
- v. Additional promotional materials/brochures may be included in addition to the proposal but may not substitute for any of the content requirements of the proposal itself. This additional material need not be submitted in an electronic format.
- vi. The Town reserves the right to waive any irregularities and/or reject any and all submittals. The Town is under no obligation to award a contract to any company submitting a proposal.
- vii. The Town shall not be responsible for any costs incurred in the preparation, submittal, and presentation of proposals.
- viii. All materials submitted shall become the property of the Town and shall be subject to the laws and regulations relating to the disclosure of public information. No guarantee of privacy or confidentiality is offered or implied.

B. Proposal Requirements

The following are the contents that all proposals must include. All the listed criteria should be addressed completely and should follow, as closely as possible, the order and format in which it is listed below. These categories and criteria will be major considerations in the evaluation and determination of the most qualified and capable company(s). Note: The sequence of the listing is not intended to reflect relative weight of each category.

i. Coverage Letter, Proposal Form & Signature Page:

The cover letter should briefly state the understanding of the work to be performed, and a statement as to why the company believes it is best qualified to perform the services.

The proposal form and signature page (included in package) must be completed and signed by an individual authorized to bind the vendor. The Signature Page should include the name(s) of the person(s) authorized to represent the proposer, title, address, and telephone number. All proposals submitted without such proposal form and signature page may be deemed non-responsive.

ii. Worker's Compensation Certification (included in package)

The worker's compensation certification provides proof of insurance coverage. Only needed if the business has employees or subcontractors.

iii. Related Experience and References (Client reference form included in package):

Provide a list of at least three (3) references documenting your experience (individual / office / commercial / business). Only one individual reference can be used. The references should include the business name, contact name and

a current telephone number.

iv. Cost of Services and the Scope of Services to provide:

1. A fixed monthly cost for the janitorial services identified in the scope of services to be performed.
2. Provide estimate for initial cleaning service (optional).
3. Cost should be broken down by an hourly rate, by the area or in square feet.
4. A fixed cost is needed for **additional services** (not within the scope of service) and by service type.
5. An hourly rate is needed for **on-call** or work performed outside scope of the contract.

Proposal Form should clearly state basis for the proposed fee (hourly, lump sum, other) and the method for billing additional services beyond the initial scope of service. The fee proposal shall itemize the methodology for billing reimbursable expenses such as travel, production of documents, purchase of data, etc. The Town reserves the right to negotiate a final fee and scope of work as part of contract negotiations following the selection process.

v. Evaluation Criteria

Bidders will not be provided any information about other proposals or prices or where the Bidder stands in relation to others at any time during the evaluation process. Any request for such information by a Bidder, its subcontractor or an affiliated party may be viewed as a compromise to the evaluation process and the requesting bidder may be eliminated from further consideration. The following evaluation criteria will be considered in making the selection:

- Experience and Qualifications
- Janitorial Services Plan.
- Proposed Fees.
- Quality Control Program.

vi. Disclosure

Proposal will disclose any professional or personal financial interest which could be a possible conflict of interest in contracting with the Town. Contactor shall further disclose arrangements to derive additional compensation from various investment and reinvestment products, including financial contracts for using the Town as a reference.

vii. Insurance

1. Must provide a certificate of insurance showing the company' current limits of liability for commercial, general, and professional liability, and business automobile liability.
2. List all current and unresolved litigations, arbitrations, or mediations of the company.

If delivered via mail or in person, vendor shall include items i-vii and the Independent Contractor Statement in a sealed envelope. All proposals should be clearly labeled on the outside of the envelope: Request for Proposal for Cleaning Services. Emailed proposals will be disqualified. Provide three completed sets. Proposals must be received no later than 2:00PM on July 30, 2021.

Proposals should be mailed or delivered in person to:
Town of Lake Placid
Attn: Town Clerk
RE: Request for Proposal for Cleaning Services
1069 US Hwy 27 N
Lake Placid, FL 33852

C. Proposal Award

It is the intent of the Town to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents. If a proposal is selected it will be the most advantageous regarding price, quality of service, vendors qualifications and capabilities to provide the specified service, and other factors which the Town may consider. Proposals will be approved publicly at the August 9, 2021, Town Council meeting.

D. Award of Contract

The Bidder to whom the award is made will be notified at the earliest possible date on or after August 10, 2021. Tentative acceptance of the proposal, intent to actual award of the contract will be provided by written notice sent to the bidder at the address designated in the proposal.

The Successful Bidder (Contractor and its employees or subcontractors) will be responsible for all services in this proposal whether they are provided or performed by the Successful Bidder or Subcontractor(s). The Successful Bidder must identify all Subcontractors and the services they provide. The Successful Bidder is responsible for all payments and liabilities of all Subcontractor(s).

6. DAMAGES

Damages created by the business must be fixed or repaired in a timely manner, back to the original state of operation or appearance. In the event that an outside party is needed to make repairs, the Town will hire a vendor to perform repairs at the bidder's expense.

7. PROPOSED PROCESS AND TIMELINE (subject to change)

- June 30, 2021 RFP issued and posted on the Town of Lake Placid website
- July 16, 2021 Bid meeting and walkthrough - Mandatory
- July 30, 2021 Receipt of proposals due by 2:00 PM
- Aug 6, 2021 Rank proposals (Aug 1 – Aug 6)
- Aug 9, 2021 Successful bidder announced at Council meeting
- Aug 10, 2021 Preferred company is notified of selection (W-9 required)
- Work can begin as early as Aug 16, 2021 or late as October 1, 2021.

END OF REQUEST FOR PROPOSALS

If your company is not selected as the winning bid, you can request to be added to the list of Town consultants should the winning bidder fail to meet requirements of the contract. The bid then will be rank and offered to a bidder on the Town's consultant list.

SECTION II: Required forms

Town of Lake Placid
Proposal Form
Request for Proposals for Cleaning Services

The undersigned hereby submits the following proposal for the monthly cost of cleaning services for the Town of Lake Placid.

ITEMIZED BILLING:

Cleaning supplies cost _____

Personnel cost _____

Travel cost _____

Equipment cost _____

Estimated initial cost \$ _____

Lake Placid Government Center proposed month cost \$ _____

Lake Placid Government Center proposed annual cost \$ _____

Hourly rate – additional cleaning services \$ _____

Hourly rate – on-call \$ _____

Hourly rate – emergency/disaster \$ _____

Explanation below

Signature Page
Request for Proposal for Cleaning Services

By: Name and Title (please print) _____

Signature _____

Vendor Address _____

Contact (please print) _____

Phone _____

Fax _____

E-mail _____

Website _____

Worker's Compensation Certification

I hereby certify that effective the date of my Contract with the Town of Lake Placid and at all times in the performance of such Contract that:

I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Florida with the following insurance company:

Company Name

Agent's Name, Address and Telephone Number

Policy Number and Effective Date

OR

I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Florida to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the Town of Lake Placid.

Date

Signature of Contractor

Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the Town for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the Town, shall not be considered employees of the City and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Florida on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the Town; and the Contractor shall defend, indemnify and hold the Town, its officers, agents and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the Town, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, nor severance pay.

Company/Individual Name: _____

Official Address: _____

Signature and Title: _____

Date: _____

Client References
Request for Proposal for Cleaning Services

Please list three (3) client references. It is preferred that those references are clients within the State of Florida. The Town reserves the right to contact references other than, and/or in addition to, those being furnished below.

1. Name: _____

Address: _____

Phone Number: _____

2. Name: _____

Address: _____

Phone Number: _____

3. Name: _____

Address: _____

Phone Number: _____

Cleaning Service Contract

SAMPLE CONTRACT

Town of Lake Placid
Lake Placid Government Center
1069 US Hwy 27 N
Lake Placid, FL 33852

And

VENDOR

First Name: _____ Last Name: _____

Company Name: _____

Company Address: _____

Telephone Number: _____ Fax: _____

1. This cleaning services contract is entered into on (date) _____ between Town of Lake Placid, and (Company) _____, collectively known as the "Parties".
2. Town of Lake Placid seeks to obtain facility cleaning services from (Company) _____, as they are capable and willing to meet all requirements outlined in the RFP and this cleaning services contract.
3. **Services Provided:** Town of Lake Placid agrees to offer the following services during the term of this contract. Services will be performed on a bi-monthly basis, and billed the same.
4. **Term and Renewal:** The term of the cleaning services contract shall be for one (1) year unless earlier terminated. The contract may automatically renew at the end of the terms of the agreement except when the contract is terminated (through mutual agreement or contract breach), or one of the contracting parties has sent a letter of contract cessation to others prior to the end of the period.
5. If either party wishes to terminate this cleaning services contract prior to contract end date, written notice must be provided with ninety (90) days to the other party.
6. **Independent Contractor:** Town of Lake Placid is in agreement that _____ is not an employee and they will act as an independent contractor for the term of this cleaning service contract.
7. **Performance** (Company) _____ agrees to provide services to the best of their ability at all times.
8. Town of Lake Placid shall have the right to, at any time, perform an inspection of

(Company)_____ work.

9. Should Town of Lake Placid discover any fault or failure during such inspections, The Town reserves the right to withhold payment until such issues are corrected.
10. Upon receipt of a notice of failure or fault, (Company) _____ must fully address and correct any issues as soon as reasonably possible.
11. **Payment** (Company)_____ shall perform the above-listed services twice a month and on an as-needed basis, and shall invoice the Town of Lake Placid.
12. (Company)_____ shall generate a complete invoice for all services rendered semi-monthly.
13. Town of Lake Placid agrees to pay invoices associated with this cleaning agreement within 30 days of receipt unless notice of fault or failure to perform allows for delayed payment.
14. Payments may be made via the following methods: Check or direct deposit.
15. **Confidentiality:** Any information or knowledge obtained during the term of this cleaning services contract is a public record.
16. **Return of Property:** Upon conclusion of this cleaning service contract either by termination by either party or completion by completion of the agreed agreement term, all property provided or loaned shall be returned in the state it was provided. Property includes any documentation, keys, and any codes given.
17. **Notices:** Any and all notifications between _____ and the Town of Lake Placid shall be done so in written or verbal form. Notices may be delivered in person, emailed, or mailed via certified letter to the following addresses.
18. Client Address: *To Be Determined (TBD)*
19. **Indemnification:** _____ agrees to indemnify and hold the Town of Lake Placid harmless against any and all liability without limitation. The indemnification clause of this cleaning services contract shall survive the termination or conclusion of this agreement and shall remain in effect for a term of 12 months following conclusion or termination of this contract.
20. **Modification of Agreement:** Any and all amendments to this cleaning services contract shall be submitted in writing and signed by both Parties. No amendment, modification, addition, or extension of this cleaning services contract shall be considered binding if not conducted in the prescribed manner.
21. **Time of Essence:** This agreement is based on a fixed period and terms and shall remain as such.
22. **Assignment:** Under no term of this agreement _____ shall not subcontract any other individual or agency to complete any services included in this contract without prior written consent from the Town of Lake Placid.

- 23. This article of the cleaning services contract shall not restrict _____'s ability to hire and retain employees of its own to conduct the listed services.
- 24. Should _____ sell its interest in the contract to another entity, the contract will be void and nulled.
- 25. **Entire Agreement:** This cleaning services contract shall constitute the entire agreement and shall replace any and all written or verbal agreements before this agreement.
- 26. **Governing Law:** Any and all legal matters related to this cleaning services contract shall be subject to jurisdiction in the state of Florida. Parties agree that in the instance of a disagreement both parties will seek mediation from a neutral arbitrator before seeking remedy through a court of law. Should any single term of this contract be held as unenforceable or illegal, the term shall be replaced with a similarly enforceable term.
- 27. Upon the replacement or cancellation of any term of this agreement, all remaining terms will remain in full effect.
- 28. **Acceptance:** Both parties are in agreement to all terms and conditions above and will, to their best abilities, fulfill all aspects of this cleaning services contract. The signatures below indicate complete consent and approval by each party.

Town of Lake Placid
Lake Placid Government Center
 1069 US Hwy 27 N
 Lake Placid, FL 33852
 T. 863-699-3747
 F. 863-699-3749

First Name: _____ Last Name: _____

Authorized Signature _____ Title: _____ Date: _____

And

First Name: _____ Last Name: _____

DBA / Company Name: _____

Company Address: _____

Telephone Number: _____ Fax: _____

Authorized Signature _____ Title: _____ Date: _____