



Working Together to Build Strong Families, Safe Schools, & Healthy Neighborhoods.

Request for Proposal Cleaning/Janitorial Services



**SAFE & SOUND HILLSBOROUGH REQUEST FOR PROPOSAL (RFP)
CLEANING SERVICES FOR KINGS FOREST PARK & COMMUNITY CENTER AND
SANDY PERRONE PARK & COMMUNITY CENTER**

PURPOSE

Safe & Sound Hillsborough has initiated a Request for Proposal (RFP) process for cleaning/janitorial services for the Kings Forest Park & Community Center and the Sandy Perrone Park & Community Center.

PROJECT MANAGER/POINT OF CONTACT (POC)**Project Manager:**

Rosalie Smith, Program Administrator

Address:

Safe & Sound Hillsborough
Attn: Rosalie Smith, Program Administrator
1002 East Palm Avenue, Suite 200
Tampa, FL 33605

Phone: (813) 327-8317

Fax: (813) 498-1064

Email: rsmith@safeandsoundhillsborough.org

TABLE OF CONTENTS

1. Introduction.....	2
2. Project Overview.....	2
3. Building Walkthrough.....	2
4. Scope of Services.....	3
5. Proposal Instructions.....	3
6. Attachment A – General Information.....	5
7. Attachment B – Bid Sheet.....	6
8. Attachment C – Client References.....	7
9. Attachment D – Workers Compensation.....	8
10. Attachment E – Independent Contractors.....	9

INTRODUCTION

Safe & Sound Hillsborough is soliciting proposals for cleaning services, four (4) per month for the Kings Forest Park & Community Center located at 8008 E Chelsea Street, Tampa, FL 33610 and the Sandy Perrone Park & Community Center located at 5120 Kelly Rd. Tampa, FL 33615.

Vendors are required to submit written proposals that present the vendor's qualifications and understanding of the work to be performed. The vendor's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the specifications listed.

The proposal must be submitted no later than 2:00 p.m. Friday, December 18, 2020 to Safe & Sound Hillsborough, 1002 E Palm Ave, Suite 200, Tampa, FL 33605.

Safe & Sound Hillsborough reserves the right to reject or accept any proposal or to waive any irregularities in any proposal deemed to be in the best interest of the County.

PROJECT OVERVIEW

A. Square footage:

Kings Forest Park & Community Center; approximately 1,800 sq. ft.

Sandy Perrone Park & Community Center; approximately 2374 sq. ft.

B. General Requirements:

1. Cleaning Time: Access for cleaning the building will be Monday through Friday 8:00 a.m. to 5:00 p.m.
2. Business License: Companies must submit or obtain a current Hillsborough County Business License. <https://www.hillsboroughcounty.org/en/businesses/entrepreneur-and-small-business-support/business-licensing>)
3. Cleaning Products: Companies proposing to do this work must provide all cleaning products to be used on site in the cleaning process. Safe & Sound Hillsborough will provide the vacuum cleaner, mop and broom, toilet paper, paper towels, hand soap, trash can liners.
4. All cleaning personnel will be supervised by Safe & Sound Hillsborough staff while on site in the Kings Forest and Sandy Perrone Community Centers.

BUILDING WALKTHROUGH

An optional building walk through will be held at any time with an appointment with the Program Administrator for interested companies. (Contact Rosalie Smith @ 813.327.8317 or rsmith@safeandsoundhillsborough.org.)

SCOPE OF SERVICES

A. General Cleaning Four Times a Month

1. Empty trash receptacles, replace liners, take trash to dumpster.
2. Community center glass doors- clean with glass cleaner.
3. Vacuum all carpet areas.
4. Sweep & mop all hard surface floors.
5. Dust windowsills, blinds, office desks, file cabinets, pictures, baseboards.
6. Disinfect all restrooms-All sinks, commodes, urinals, cleaned inside and out. Wet mop all floor surfaces. Clean mirrors with glass cleaner. Replenish paper towels, toilet paper, and soap dispenser as needed.

B. Areas to be Cleaned

1. Community center glass doors – clean with glass cleaner.
2. Community center lobby area (if applicable)
3. Hallways
4. Community center rooms
5. Break room/copy area
6. Kitchen (if applicable)
7. Restrooms

PROPOSAL INSTRUCTIONS

A. Examination of Proposal Documents

By submitting a proposal, the proposer represents that it has thoroughly examined and become familiar with the work required under this RFP and that it is capable of performing quality work to achieve Safe & Sound Hillsborough's objectives.

B. Submission of Proposals

1. Proposals should be delivered to: Safe & Sound Hillsborough, Attn: Rosalie Smith, Program Administration, 1002 East Palm Avenue, Suite 200, Tampa, FL 33605.
2. Proposals must be received no later than 2:00 p.m. Friday, December 18, 2020 at which time they will be opened and read aloud publicly.
3. Any proposals received after the specified date and time will be rejected and returned unopened. Proposals may not be modified or withdrawn after the submittal deadline. However, a respondent may withdraw one's proposal from the selection process at any time prior to the submittal deadline. Safe & Sound Hillsborough reserves the right to extend the time for submittals.
4. Safe & Sound Hillsborough reserves the right to waive any irregularities and/or reject any and all submittals. Safe & Sound Hillsborough is under no obligation to award a contract to any company submitting a proposal.

5. Safe & Sound Hillsborough shall not be responsible for any costs incurred in the preparation, submittal, and presentation of proposals.
6. Proposals submitted in response to this request become the property of Safe & Sound Hillsborough and are subject to the provisions of the Florida Sunshine Law after the announcement of award is made.
7. Federal Work Authorization Affidavit. Each proposer shall, by sworn affidavit and provisions of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection to the contracted services. Each proposer shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection to the work on the projects. The affidavit contained herein shall be submitted along with the bid.
8. Proof of Insurance. Each proposer shall provide a \$1M standard commercial liability coverage and Certificate of Insurance prior to the delivery of service, and prior to expiration of insurance. Certificated of Insurance shall reflect appropriate coverage(s) based on the recommendation of a licensed insurance agent, and the minimums listed in the resulting Contract.
9. Each proposer shall provide proof of a Florida Surety Bond prior to the delivery of service, and prior to the expiration of bond. The bond shall reflect appropriate coverage(s) based on the recommendation of a registered, licensed insurance agent.

C. Rights of Safe & Sound Hillsborough

Safe & Sound Hillsborough may investigate the qualifications of any proposer under consideration, require confirmation of information furnished by the proposer and require additional evidence or qualifications to perform the services described in this RFP. Contract award will be made, at the sole discretion of Safe & Sound Hillsborough, based on the evaluation of all responses, applying all criteria, and is determined to be the best qualified to perform the scope of services.

D. Contract Type

It is anticipated that the agreement resulting from this solicitation, if awarded, will be a firm, fixed, not to exceed contract. The successful proposer will be presented with a contract which will need to be approved by Safe & Sound Hillsborough Leadership Council. The initial term of this engagement shall be through September 30, 2021, with the option to renew for up to three (3) additional (1) year terms, each beginning October 1st and expiring September 30th.

E. Collusion

By submitting a proposal, each proposer represents and warrants that its proposal is genuine and not a sham or collusive, or made in the interest of, or on behalf of, any person not named therein; that the proposer has not directly or indirectly induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and that the proposer has not in any manner sought collusion to secure any improper advantage over any other person submitted a proposal.

ATTACHMENT A	
GENERAL INFORMATION FORM	
Vendor Name	Telephone Number
Street Address	City/State/Zip
Phone Number	Fax Number
Email Address	
Type of Organization <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Other	
Business License	Federal Tax ID Number
Contact Name	Phone Number
Email Address	
Signature	Date

ATTACHMENT B

BID SHEET

The undersigned hereby submits the following proposal for the monthly cost of cleaning services for Kings Forest Park & Community Center and Sandy Perrone Park & Community Center.

Amount of Bid: \$

ATTACHMENT C**CLIENT REFERENCES**

Please list three (3) client references. It is preferred that those references are clients within the State of Florida. Safe & Sound Hillsborough reserves the right to contact references other than, and/or in addition to, those being provided below:

Reference 1

Organization Name (if applicable)

Contact Name

Address

Phone

Reference 2

Organization Name (if applicable)

Address

Phone

Reference 3

Organization Name (if applicable)

Contact Name

Address

Phone

ATTACHMENT D**WORKERS COMPENSATION CERTIFICATION**

I hereby certify that effective the date of my Contract with Safe & Sound Hillsborough and at all times in the performance of such Contract that:

I have and will maintain in full force and affect a 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 & Phone

Policy Number & 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 law to obtain or maintain a policy of Workers Compensation Insurance in the performance of this Contract.

Signature

Date

ATTACHMENT E**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 Safe & Sound Hillsborough 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 Contract.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this contract. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under this Contract, shall have no contractual relationship with Safe & Sound Hillsborough, shall not be considered employees of Safe & Sound Hillsborough 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 and employees, shall in no way be the responsibility of Safe & Sound Hillsborough; and the Contractor shall defend, indemnify and hold Safe & Sound Hillsborough, 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 Safe & Sound Hillsborough, including without limitation tenure rights, medical and hospital care, sick and vacation leave, Workers Compensation, Unemployment Insurance, disability, and severance pay.

Company/Individual Name

Official Address

Signature

Title

Date