



Request For Quote # 12-002
Janitorial Service for Housing Authority Central Office

January 23, 2012

The St. Petersburg Housing Authority (SPHA) is seeking quotes from qualified, responsible and licensed firms for professional janitorial services for our central office located at 2001 Gandy Blvd North, St. Petersburg, Florida. The contractor will provide necessary routine interior cleaning and specified building maintenance services for the housing authority's 12,756 square foot facility.

Employees must refrain from use of any Housing Authority telephones, photocopy machines, fax machines, computers or other equipment in the office.

MINIMUM REQUIREMENTS:

- Cost proposal with fixed monthly cost for janitorial services identified in the scope of services and performed on a set schedule.
- Contractor will use "environmental/green preferable" cleaning products when available for the required cleaning. A list of products that the vendor will use shall be made available for approval to SPHA.
- All individuals performing on the contract must be bonded and have cleared a criminal background check.
- Include resumes/information on the experience and/or qualifications of personnel to be assigned to central office.
- Listing of all contracts from the past three (3) years, including a listing of all buildings where the company is **currently** providing janitorial services. SPHA will choose from this list to check references on past projects. INCLUDE: ¹company/customer name, ²physical address of the property where the contracted work was performed, ³contact name, ⁴contact phone, ⁵contact fax, and ⁶contact e-mail address.
- *Completed and signed HUD Form 5369-A*, Representations, Certifications, and Other Statement of Bidders, Public and Indian Housing Programs
- Sworn Statement Pursuant to Sections 287.133(3)(a) Florida Statutes, on Public Entity Crimes
- Proof of Insurance
- Appropriate Certificates and Licenses

COMPREHENSIVE INSURANCE:

The successful Bidder shall be required to furnish original Certificates of Insurance evidencing the required coverage to be in force on the date of the Contract, and Renewal Certificates of Insurance, or a copy of the policy, if the coverage has an expiration or renewal date occurring during the term of this Contract or extensions thereof. The receipt of any certificates does not constitute agreement by SPHA that the insurance requirements in the Contract have been fully met or that the insurance policies indicated on the certificates comply with all Contract requirements. The insurance policies

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shall provide for thirty (30) days prior written notice to be given to SPHA in the event coverage is substantially changed, canceled, or non-renewed.

The Bidder shall require all subcontractors to carry the insurance required herein, or the Bidder may provide the coverage for any or all subcontractors, and, if so, the Certificate of Insurance or copy of the policy submitted shall so stipulate.

The Bidder and all subcontractors agree that insurers shall waive their rights of Subrogation against the St. Petersburg Housing Authority.

The Bidder expressly understands and agrees that any insurance or self insurance programs maintained by the St. Petersburg Housing Authority shall apply in excess of and not contribute with insurance provided by the successful Bidder and subcontractors under the Contract.

The following standard insurance policies shall be required:

1. Commercial General Liability Policy of not less than Two Million dollars (\$2,000,000.00).
2. Workers' Compensation Policy – Minimum employer's liability limits
By Accident – Florida Statutory Limit
By Disease – Florida Statutory Limit
A Waiver of subrogation in favor of SPHA must be endorsed to the policy.

"Florida," must appear in item 3A of the Worker's Compensation coverage declarations page, or item 3C must contain the following: "All States except those in listed in Item 3A and the States of NV, ND, OH, WA, WV, and WY."

3. Automobile Liability of not less than One Million dollars (\$1,000,000.00).
4. Blanket Crime coverage shall include all persons employed under this contract against loss by dishonesty, robbery, burglary, theft, destruction, or disappearance, computer fraud, credit card forgery, and other related crime risks with policy limits of not less than \$1,000,000 per occurrence.

Approval, disapproval or failure to act by SPHA regarding any insurance supplied by Bidder shall not relieve Bidder of full responsibility or liability for damages and accidents as set forth in the contract documents. Neither shall the bankruptcy, insolvency or denial of liability by the insurance company exonerate Bidder from liability. See **HUD Form 5370-C**, General Conditions for Non-Construction Contracts.

REQUIRED DOCUMENTS:

The following are required and/or included as part of this Request for Quote and shall be incorporated into the Contractor's proposal/contract:

- Form HUD 5370-C, General Contract Conditions for Non-Construction Contracts
- Proof of Insurance
- Appropriate Certificates and Licenses

Please submit a quote to Pamela Hobbs, Procurement Officer, at phobbs@stpeteha.org, or in a sealed envelope to 888 Executive Center Drive West, Suite 100, St. Petersburg, Florida 33702, marked RFQ #12-002, Janitorial Service for Housing Authority Central Office. **Quotes must be submitted by Thursday, February 9, 2012 at 12 p.m.** No proposals will be accepted after this date and time. For questions please phone 727-323-371 x222.

A mandatory site visit will be conducted on Thursday, February 2, 2012 @ 10 a.m. Interested contractors must RSVP with Pamela Hobbs by close of business on Wednesday, February 1, 2012.

SCOPE OF SERVICES:

The St. Petersburg Housing Authority central office is a newly constructed 12,756 sf building (concrete block building with asphalt shingle roofing on wood trusses, stucco and split-face block exterior finishes) on a 1.6 acre site located at the northeast corner of the intersection of I-275 and Gandy Boulevard in the city of St. Petersburg, Florida. A PDF of the office building is attached to this scope for reference. The cleanable square footage is less than the entire building footprint.

1. Scheduling of Work. The contractor shall provide janitorial services Monday through Friday, between the hours of 5 a.m. – 8 a.m. All work must be completed by 8 a.m. Holiday scheduling must be presented to the housing authority a minimum of a month in advance.
2. Regular Daily Services Required. Contractor shall furnish a crew of reliable and experienced janitors to perform all janitorial services to accomplish the following janitorial and building maintenance services:
 - a. Empty and clean all wastebaskets and other waste containers, and insert new appropriate plastic liners in all wastebaskets and containers on a daily basis.
 - b. Remove and deposit trash into outside City trash dumpster for pick-up.
 - c. Clean by sweeping and/or dust mopping all floors, including halls and interview areas. Vacuum all carpeted areas. Spot clean or damp mop all spots/stains. Clean/vacuum all floor mats and the floor beneath. Return furniture to their appropriate location.
 - d. Clean all marks and smudges from the reception windows, counters, chairs and other lobby furniture.
 - e. Vacuum or brush all upholstered furniture in common areas.
 - f. Wash all entrance doors glass and frames to remove hand marks and smudges. Sanitize handles.
 - g. Wipe down and sanitize light switches.
 - h. Clean, spot-clean and/or polish all door kick plates and sanitize handles.
 - i. Clean and disinfect the drinking fountain and all kitchen and restroom sinks (all items left in the sink are to be discarded). Clean and polish backsplash areas and bright metals.
 - j. Wipe down all kitchen and breakroom counters and tables with disinfectant. Damp wipe seats. Refill all soap and paper product dispensers.
 - k. Thoroughly clean outside and inside all toilets (both sides of toilet seats), urinals, showers and lavatories with a solution containing a commercial grade, approved germicidal disinfectant. Empty, clean with disinfectant, and install new paper liners in all sanitary napkin disposal receptacles. Wet mop and rinse lavatory and shower floor areas with a germicidal solution. Clean/spot clean walls, backsplash/walls around sinks, urinals, toilet bowls and partitions to remove spots and splashes. Clean mirrors and polish bright metals. Clean and polish backsplash areas. Dust top of lavatory partitions. Refill all soap and paper product dispensers (hand towels, toilet tissue, seat cover dispensers).
 - l. Leave written notice of any irregularities noted during servicing, i.e. defective plumbing fixtures, electrical problems, burned-out lights, breakage or damage to bulbs, suspected vandalism/damage, etc. SPHA will furnish a log book for the purpose of relaying concerns received throughout the day to the selected contractor. This log book will be kept at the reception desk and be available for the contractor's review prior to each cleaning.
 - m. Leave any sensitive documents found in the trash (i.e. documents with a client's personal information) on the desk of the Executive Office Manager (EOM) with a note indicating where the document was observed.
 - n. Turn out all lights except those required and designated to be left on. Set automated alarm system upon completion of janitorial service if no staff has arrived on the premises.

3. Bi-Weekly Services Required. Contractor shall perform the following services every other Monday prior to 7:00 a.m., except for “e” which is performed weekly.
 - a. Dust all desktops (if cleared of paperwork), tops of file cabinets, tables, other furniture, pictures (and frames), window sills and ledges with the appropriate dusting equipment.
 - b. Remove (dispose) all items from the refrigerator, **excluding** unopened containers, condiments, water, soft drinks and sealed reusable food containers. Post a notice to the refrigerator at least a day prior to the clean out or post a yearly schedule.
 - c. Clean all microwaves.
 - d. Clean and disinfect the equipment in the Wellness Center.
 - e. Clean office and conference room windows and glass door inserts (weekly). All other interior glass shall be spot cleaned as necessary.
 - f. Dust all baseboards with a damp cloth.

4. Monthly Services Required. Contractor shall perform the following services monthly.
 - a. Wipe down/clean refrigerators, outside and inside.
 - b. Dust above hand height, including but not limited to vents, fixtures, cabinets, vending machines, door frames, shelves, pictures (and frames), etc.
 - c. Wipe/clean/remove any visible dust from heating/air conditioning vents.
 - d. Clean and sanitize exterior handrails.
 - e. Vacuum all upholstered furniture.
 - f. Move all telephone and electrical cords and sweep, damp mop, and/or vacuum all floor surfaces.
 - g. Clean kitchen and restroom trash containers with detergent.

5. Quarterly Services Required. Contractor shall perform the following services quarterly.
 - a. Wax applicable floors (strip if necessary).
 - b. Clean all office trash containers with detergent.
 - c. Dust/clean all a/c vents, ductwork, diffusers (supply exhaust and return) and light fixtures.

6. Semi-Annual Services Required. Contractor shall perform the following services every six (6) months.
 - a. All carpeted areas shall be steam cleaned or shampooed, using industry approved cleaning methods and equipment.
 - b. Clean all windows in the building, interior and exterior.
 - c. Remove all cobwebs from corners, ceilings and window frames.
 - d. All electrical equipment rooms: dust; sweep/dry mop floors.
 - e. Server room: dust; sweep and/or dry/damp mop floors.
 - f. A/V closet: dust; sweep and/or dry/damp mop floors.
 - g. Warehouse: dust; sweep and/or dry/damp mop floors.
 - h. Fire/sprinkler room: dust; sweep and/or dry/damp mop floors.
 - i. Fire pump closet: dust; sweep and/or dry/damp mop floors.

7. Other Services.
 - a. Contractor may be asked to dispose of bulky or unusual items from time to time.
 - b. Breakdown any cardboard boxes generated by supplies, materials or equipment and place in the dumpster area.

8. Work Not Included. Contractor shall not be required to wash any dishes, pots, pans, or kitchen utensils as part of the contract.

9. Value-Added Optional Services. Contractor shall provide an itemized cost for the value-added services below.
- a. Upholstery cleaning
 - b. Parking Lot Sweeping
 - c. "Emergency" Response

10. Supplies and Equipment.

- a. SPHA will supply all restroom and employee breakroom supplies, such as paper towels, toilet paper, liquid anti-bacterial hand soap.
- b. The contractor is responsible for all janitorial supplies and equipment necessary to properly perform the above work. These supplies and equipment consists of, but are not limited to, plastic bags and liners, mops, dusting cloths/feathers, brooms, brushes, microfiber mops, sponges, squeegees, porcelain ware cleaner, polishes, vacuum cleaners with HEPA filters, brushes, buckets, detergents, scouring powders, glass cleaner, disinfectants, wax, wax machines, shampoo or steam cleaning equipment, and commercial grade approved disinfectants and sanitizers.
- c. Contactor may use a fragrant air freshener in restrooms.
- d. Contractor may use unscented or lightly scented products in all other areas of the building.
- e. Limited space is available for contractor to store basic equipment and supplies on site. The janitor closet should be maintained in an orderly and clean manner.
- f. Contractor shall not use any material or supplies that would be unsuitable, offensive or harmful to any part of the facility, its contents, employees or clients.
- g. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of SPHA, which shall not be unreasonably withheld. Equipment deemed by SPHA to be of improper type or design, or inadequate for the purpose intended, shall be replaced by the Contractor.

11. Supervision of Work. Contractor shall conduct regular, systematic inspections of assigned work crew, and share the pre-determined schedule, the grading system in place to benchmark results and provide trend analysis, and the inspection results with SPHA. Contractor shall be responsible for providing adequate supervision to assure competent and satisfactory performance of the services required under the Contract. Contractor shall notify the EOM or other designated staff in writing of any special comments on janitorial needs and/or any changes in established quality inspection parameters.

The Contractor shall contact the EOM or other designated staff at the end of each month to evaluate performance and review the log book. Additionally, a quarterly walkthrough and evaluation will be required and should be pre-scheduled at the beginning of the Contract.

12. Period of Agreement. The term of any contract resulting from this solicitation shall begin on or about February 13, 2012 and shall terminate on or about February 12, 2013 with two (2) one-year renewal options.

13. Additional Information.

SPHA retains the right to request any additional information pertaining to the company ability, qualifications, and procedures used to accomplish all work under the contract as it deems necessary to ensure safe and satisfactory work.

Contractor shall submit invoices monthly and provide sufficient information for approving payment and for auditing purposes. Invoices that are correct and complete will be generally payable, if approved, within thirty (30) calendar days of receipt.

The selected firm will be required to furnish all necessary labor, supervision, materials, equipment and supplies to satisfactorily perform janitorial services at SPHA's central office.

14. Personnel and Security.

The Contractor firm shall employ and supervise personnel with appropriate qualifications and experience and in sufficient numbers to provide all services required under the Contract. All persons engaged by the Contractor shall be the sole and exclusive employees of the Contractor and shall be paid by the Contractor. Contractor will provide only trained personnel. Contractor employees shall conduct themselves at all times in a proper and respectful manner. If at any time SPHA determines that any employee of the Contractor firm is unsatisfactory in any material respect, SPHA may request Contractor to exclude the employee or employees from work under this Contract.

Contractor employees will not engage in the use of illegal drugs or alcohol on the job.

Contractor employees will not bring firearms, weapons or explosives on the premises.

Contractor employees will not smoke in the building.

Contractor shall be responsible for securing all entries to building prior to departure if no staff is on the premises prior to Contractor departure.

Contractor will be held strictly accountable for damages or breaches of security caused by its employees.

Contractor will bond employees for dishonesty, theft or damage.

Contractor will not prop doors open or admit non-SPHA personnel entry into the building.

All Contractor employees shall wear a company ID badge and uniform at all times while on SPHA property.

Contractor must notify SPHA in writing of new employees at least one week prior to the new employee start date. If an employee terminates from the Contractor's employment the Contractor MUST notify SPHA immediately. Contractor is responsible to have the employee return all keys and any other belongings that the Contractor has provided to the employee in order to be able to carry out their janitorial duties on SPHA property.

Contractor's employees will immediately notify SPHA's Executive Office Manager (EOM) or other designated personnel, of any burglary alarm malfunction or accidental trip.

If the Contractor's staff is the last to leave the SPHA building, they are required to secure the facility and turn off all applicable lights.

End of Scope