

Capital Area **Community Action** Agency

REQUEST FOR PROPOSALS FOR JANITORIAL SERVICES FOR ADMINISTRATIVE OFFICES

INTRODUCTION

Capital Area Community Action Agency, Inc. (CAA) is a private, non-profit 501(c)(3) corporation conducting business in Leon, Gadsden, Jefferson, Calhoun, Franklin, Gulf, Liberty and Wakulla counties. The agency administers federal, state and local government funded programs.

CAA is soliciting proposals for a vendor for janitorial services for its Administrative office in Leon County, and two program offices located in Gadsden (1) and Jefferson (1) counties.

PROPERTY LOCATIONS

The locations of the properties requiring janitorial services are as follows:

- (A) Administrative office – 309 Office Plaza Drive, Tallahassee; two-story building, approximately 12,000 square feet;
- (B) CAA Program Office in Gadsden County, approximately 1,750 square feet, located at 104 N. Adams Street, Quincy, FL; and
- (C) CAA Program Office in Jefferson County, approximately 1,000 square feet, located at 940A Mamie Scott Drive, Monticello, FL.

SCOPE OF SERVICES TO BE PROVIDED

Vendor must provide the following services for all locations:

Daily – (Monday through Friday)

1. Empty all trash and garbage and discard in dumpster located on building exterior.
2. Sweep and/or vacuum and mop all floors.
3. Sweep walkways, porches and/or decks.
4. Check soap, tissue and hand towel dispensers and replenish as needed.



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5. Clean and disinfect sinks, toilets and urinals. This includes cleaning around the base.
6. Clean and disinfect water fountains.
7. Pick up trash around outside of building and parking lots.
8. Clean kitchen garbage containers.
9. Clean glass on entry doors (where appropriate.)

Weekly

1. Dust reception areas, conference rooms and directors' offices weekly, and all other offices as needed.
2. Clean outdoor garbage containers (where appropriate.)

Periodically

1. Clean air conditioning vents monthly.
2. Clean floor molding monthly.
3. Clean behind refrigerators and freezers monthly.
4. Clean blinds no less than every two months.
5. Spot clean carpets as necessary.
6. Wax tile floors monthly.
7. Strip, wax and buff floors for Administrative office (A) upon request. (Stripping and buffing can be billed as a separate charge.)

Additional Information

1. CAA will provide soap, tissue and hand towels for dispensers. Vendor will be responsible for monitoring the inventory and advising CAA contact when replenishment is necessary.
2. Services for all locations must be performed after 5:00 p.m. when the offices

are closed, however vendor must be available for on-call service as needed during the work hours.

PROPOSAL SUBMISSION

Award of the contract resulting from this RFP will be based upon the most responsive vendor whose offer will be the most advantageous to CAA in terms of cost, functionality, and other factors as specified elsewhere in this RFP. Priority will be given to bids that include service to all three properties.

CAA reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor, when it is in the Agency's best interest,
- Accept other than the lowest priced offer.

Proposals will be evaluated using a point system based on qualifications of the staff providing service, history and past experience of the vendor, references and cost of service. **To be considered each proposal must:**

- Include detailed information on vendors past experience in providing janitorial service to include but not be limited to a list of the cleaning products to be provided (identify any that are "green" cleaners) and history of the company including information on qualifications of owner and any staff to be used at the location.
- Provide at least two recent client references (within the previous two years) for which you have performed similar work. References should include contact name, address and telephone number.
- Include information on vendors' business license, bond and insurance, and list the license number. Vendor will be required to present proof of such if selected.

- The proposal shall be submitted on letter size paper. Each page shall be numbered and have the name of the company on it.
- A detailed price quote listing items the vendor will provide that will be included in the monthly fee and any additional charges anticipated outside of the monthly fee (such as periodic stripping and waxing of floors.)

Four copies of the proposal shall be submitted in a sealed package/envelope marked:

“SEALED JANITORIAL/ADMINISTRATIVE OFFICES RFP - DELIVER TO: THE CHIEF OPERATING OFFICER”

at the address below:

Capital Area Community Action Agency, Inc.
309 Office Plaza Drive
Tallahassee, FL 32301
Phone: 850-222-2043; FAX 850-942-2090

DEADLINE FOR SUBMISSION

All proposals are due by 5:00 p.m. on Friday, July 10, 2015. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award. Agency will communicate with the contact person if clarifications are needed.

ADMINISTRATIVE

Any questions concerning technical specifications, Scope of Work requirements or proposal format must be directed to:

Nina Self, Chief Operating Officer
Capital Area Community Action Agency, Inc.
309 Office Plaza Drive
Tallahassee, FL 32301
(850) 222-2043, Ext. 104