

**TOWN OF HOWEY-IN-THE-HILLS**  
**REQUEST FOR PROPOSALS**

**RFP: #2024-002**

**TOWN OF HOWEY-IN-THE-HILLS CLEANING SERVICES**

**PROPOSALS ARE DUE ON OR BEFORE 2:00 PM EST MARCH 6, 2024**

**MAIL OR DELIVER PROPOSALS TO:**

ATTN: John Brock, Town Clerk  
P.O. Box 128  
101 N. Palm Avenue  
Howey-in-the-Hills, FL 34737

**CONTACT:**

Kim Bohrer, Town Hall Office Supervisor  
P.O. Box 128  
101 N. Palm Avenue  
Howey-in-the-Hills, FL 34737  
Phone: (352) 324-2290 ext. 104  
email: [kbohrer@howey.org](mailto:kbohrer@howey.org)

**1. THE PROJECT.** The Town of Howey-in-the-Hills (the “Town”) located at 101 North Palm Avenue is issuing a Request for Proposals (RFP) from qualified cleaning service providers to submit proposals for the cleaning and maintenance of various municipal buildings within our town. The buildings requiring services include the Town Hall, the Town Library, the Public Works building, and the Town Hall Annex. The purpose of this RFP is to secure efficient, comprehensive, and cost-effective cleaning services to maintain a healthy, safe, and presentable environment for our employees and the public.

Vendors that wish to submit a proposal after a site visit to the buildings, can schedule a meeting and meet with Kim Bohrer, Town Hall Office Supervisor, prior to submitting the proposal. Contact Ms. Bohrer at 352-324-2290, x 104 or kbohrer@howey.org

**2. SCOPE OF SERVICES.** The selected vendor will be responsible for providing comprehensive cleaning services, which include, but are not limited to, the following:

a. General Cleaning Services

- Dusting and wiping of tables, sinks, counters, windowsills, and other furniture.
- Vacuuming all carpeted areas and mopping all hard surfaces.
- Cleaning and sanitizing restrooms, including replenishing supplies.
- Emptying all trash receptacles and replacing liners.
- Cleaning glass doors, and glass surfaces.
- Rotated Dusting and cleaning of blinds and window treatments, bookshelves, fans and filing cabinets.

b. Specialized Cleaning Tasks

- Detailed cleaning of high-dust areas on a quarterly basis.
- Library: Cleaning inside and outside of windows quarterly.

c. Additional Services

- Reporting of any observed maintenance issues or damage to the designated town representative.
- Compliance with all health and safety regulations, including the use of appropriate cleaning chemicals and methods.

**3. SCHEDULE and FREQUENCY.**

- a. General cleaning services shall be performed weekly, on Fridays, between the hours of 7:30 am to 2:00 pm.

**4. FACILITIES OVERVIEW.**

a. Town Hall

- Specific areas include administrative offices, council chambers, a public restroom, and common areas.

b. Town Library

- Includes public areas, reading rooms, staff offices, children's area, and restrooms.
- c. Public Works Building
  - Encompasses office spaces, restrooms, crew quarters, and common areas.
- d. Town Hall Annex
  - Includes administrative offices, meeting room, restrooms, and common areas.

## 5. INSTRUCTIONS.

- a. **Deadline and Delivery of the Proposal Packages:** All proposal packages must be received by the Town Clerk on or before **2:00 PM EST March 6, 2024**. Proposals must be sealed in one package and clearly labeled "**RFP 2024-002 Town of Howey-in-the-Hills Howey Cleaning Services**" on the outside of the package. Late proposals will not be accepted by the Town Clerk. Vendors accept all risks of late delivery of mailed proposals regardless of fault. Faxed and e-mailed proposals will be deemed non-responsive.
- b. **Licenses, Permits, Local Laws and Requirements:** The selected vendor shall secure all licenses and permits, and must become familiar with any local conditions, which may, in any manner, affect the services required. The vendor is required to carefully examine the RFP terms and to become thoroughly familiar with all conditions and requirements that may in any manner affect the work to be performed under the resulting contract. Prior to entering into a contract with the Town, owners of all forms of business doing business in the State of Florida, except sole proprietorships, must register with and be in good standing with the Florida Department of Corporations. A foreign corporation cannot transact business in the State of Florida until it obtains a certificate of authority from the Department of State.
- c. **Withdrawal of Proposals:** A vendor may request a proposal be withdrawn from consideration prior to the date and time the proposals are due. Proposals that have been submitted to the Town become a public record, subject to public record retention requirements.
- d. **Preliminary Schedule:** These dates are estimates only and are subject to change by the Town. The schedule of pertinent events for this RFP may be viewed on the Town's website at <https://www.howey.org/rfps> All times listed are EST.

RFP Noticed - Posted on Town Website	February 21, 2024
Questions Due to the Town (in writing via e-mail)	February 26, 2024
Responses to Questions Posted	February 28, 2024
Proposal Packages Due to the Town	March 6, 2024, 2:00 p.m.
Proposal Packages Opened and Evaluated	March 6, 2024, 2:15pm at Town Hall
Notice to Award Contract Posted on Town Website	March 8, 2024
Contract Negotiated with Town	March 12, 2024

\*All questions must be submitted by e-mail to the Town Clerk.

**6. SUBMITTAL REQUIREMENTS.** The proposal package must be submitted on 8-1/2" X 11" paper. Vendors must submit **two** hard copies and **one** electronic copy on flash drive in Adobe Acrobat (.pdf) format. Vendor's proposal shall identify and address and include, in the same order presented below,

each of the following Sections a-d, including each subsection. If there is no information to present for a specific section or subsection, state the reason such as “not applicable” or “there is no information that we wish to present.” Failure to follow these instructions may result in a proposal being deemed non-responsive.

- a. **Title Page:** Identify the RFP subject, RFP number, name of vendor, vendor address, vendor phone and facsimile number, primary point of contact, primary point of contact’s title and e-mail address for receipt of notifications and date of submittal.
- b. **Letter of Transmittal:** The letter must be signed by a representative authorized to contractually bind the vendor and include the title or authority of the representative. The letter shall briefly state the understanding of the vendor regarding the work to be performed and make a positive commitment to perform the work within the specified time period. The following must be included:
  - 1. Type of business (sole proprietorship, partnership, corporation, etc.)
  - 2. State of incorporation.
  - 3. Headquarters location and whether offices are in the State of Florida, and if so, where.
  - 4. The names and contact information of the persons who will be authorized to make representations for the vendor.
  - 5. A certification that the vendor will furnish the goods and services specified in the proposal package at the prices quoted in the proposal, and that the proposal will remain firm for sixty days after the date that the proposal package is submitted for the Town to evaluate the proposals and make an award.
- c. **Eligibility:**
  - 1. Provide proof of legal entity and authorization to do business within the State of Florida.
  - 2. Provide a minimum of three specific references.
  - 3. Indicate any potential conflicts of interest with the Town.
- d. **Schedule and Price:** Pricing structure, including any additional costs for specialized tasks.
- e. **Staffing Plan:** Including training and background checks.

**7. EVALUATION CRITERIA.** Proposals will be evaluated based on the following criteria:

- a. Quality and comprehensiveness of services offered.
- b. Experience and reputation in the industry.
- c. Cost-effectiveness of the proposal.
- d. Compliance with local, state, and federal regulations.

**8. GENERAL.**

- e. **Right to Reject Proposals:** The Town reserves the right to make an award it determines to be in its best interests or to reject all proposals. Further, the Town, in making its award decision, retains the authority to waive what it considers to be minor irregularities in the proposal or to seek clarification on certain issues from any vendor submitting a proposal. Failure to provide the requested information may result in the rejection of the proposal.

- f. **Compliance with Laws:** Vendor shall comply with all laws, rules, codes, ordinances, licensing, and bonding requirements that are applicable to this RFP and the conduct of vendor's business, including those of Federal, State, and local agencies having jurisdiction and authority.
- g. **Convicted Vendors:** Vendor affirms that it is aware of the provisions of Section 287.133(2)(a) of the Florida Statutes and that at no time has vendor been convicted of a public entity crime.
- h. **Discriminatory Vendors:** Vendor affirms that it is aware of the provisions of Section 287.134(2)(a) of the Florida Statutes, and that at no time has vendor been placed on the discriminatory vendor list.
- i. **Vendor's Cost:** Costs for developing a proposal responsive to this RFP are entirely the obligations of the vendor and shall not be chargeable in any manner to the Town.
- j. **Vendor's Representations:** In submitting a proposal, the vendor understands, represents, and acknowledges the following (if the vendor cannot so certify to any of following, the vendor shall submit with its proposal a written explanation).
  - 1. The vendor is not currently under suspension or debarment by the State or any other governmental authority.
  - 2. The vendor, its affiliates, subsidiaries, directors, officers, and employees are not currently under investigation by any governmental authority and have not in the last ten years been convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
  - 3. The vendor has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
  - 4. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
  - 5. The prices and amounts in the proposal have been arrived at independently and without consultation, communication, or agreement with any other Vendor or potential Vendor; neither the prices nor amounts, actual or approximate, have been disclosed to any Vendor or potential Vendor, and they will not be disclosed before the opening of the proposals.