

# CITY OF SANIBEL

## REQUEST FOR PROPOSAL SPECIFICATIONS JANITORIAL SERVICES FOR CITY FACILITIES

RFP-BP-0-2024/JH

March 4, 2024



*Public Works Department  
800 Dunlop Road, Sanibel, FL 33957  
(239)472-6397*

**PROPOSALS DUE BY: 5:00 PM, (ET) April 4, 2024**

**PRE-BID CONFERENCE: NONE**

**NO QUESTIONS WILL BE ACCEPTED AFTER: 5:00 PM, (ET) March 26, 2024, all questions must be submitted in writing to [joshua.holler@mysanibel.com](mailto:joshua.holler@mysanibel.com) and received by stated time.**

**SEALED ENVELOPES MUST BE MARKED WITH THE TITLE OF THE BID, BID NUMBER, NAME AND ADDRESS OF THE BIDDER.**

Courier Packages (Fedex, UPS) shall clearly state on the outer packaging, the Invitation to Bid Title and the Invitation to Bid Number. If the proper information is not on the courier's outer packaging the Bid/RFP may be sent back to the Vendor without being opened and/or given consideration for that project.



City of Sanibel

## CITY OF SANIBEL, FLORIDA

### REQUEST FOR PROPOSALS

Legal Notice is hereby given that sealed proposals will be received at the Office of the City Engineer, City of Sanibel, Public Works Department, 750 Dunlop Road, Sanibel, FL 33957 until 5:00 P.M., on April 4, 2024. Any proposal offered later than the above time will be returned unopened. Please note that mailing address is 800 Dunlop Road, Sanibel, FL 33957.

The work for which proposals are to be received consists of the following:

#### **JANITORIAL SERVICES FOR CITY FACILITIES**

Said proposal should conform to the specifications outlined in the request for proposal documentation. Instructions for preparation and submission of a proposal may be obtained from the Public Works Department, City of Sanibel, 750 Dunlop Road, Sanibel, Florida 33957, (239) 472-6397 or by visiting the City website at <https://www.mysanibel.com/government/public-works-department/useful-links/city-bids>

No vendor may withdraw their proposal within a period of ninety (90) days following the date set for receiving proposals. The City of Sanibel reserves the right to hold any and all proposals for a period of not more than ninety (90) days and said proposals shall be and remain valid and in full force and effect during said period. The City of Sanibel reserves the right to reject any and all proposals and to waive informalities.

AFFIDAVIT REQUESTED  
PUBLISH ONE TIME  
Fort Myers News-Press  
March 4, 2024



## SECTION I

### INFORMATION & INSTRUCTIONS

#### City of Sanibel

- 1.0 Submission Requirements:** The complete original proposal must be submitted in a sealed package and received in accordance with the instructions detailed in the cover letter. All proposals shall be marked **Janitorial Services for City Facilities**. Proposers shall file all documents necessary to support their proposal and include them with their proposal. Proposers shall be responsible for the actual delivery of proposals during business hours to the address indicated on the cover letter. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time.
- 1.1 Proposal Format:** Proposals shall include the following information, at a minimum:
- a. This Request for Proposal Document signed by responsible party.
  - b. Detailed description of capabilities as requested.
  - c. Fee Proposals per instructions in Section III.
  - d. Description of vendor's staff location, capabilities, and roles.
  - e. References (municipal agencies and/or local businesses) with contact names and phone numbers.
  - f. All information requested in the request for proposal document.
- 1.2** It is the sole responsibility of the proposer to assure that they have received the entire Request for Proposal.
- 1.3** Proposers will be notified in writing of any change in the specifications contained in this RFP through an addendum.
- 1.4** No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on the City of Sanibel.
- 1.5 Right of Rejection and for Additional Information:**
- a. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.
  - b. Proposals received that fail to comply with these submittal requirements may not be considered for award. Further, the City of Sanibel reserves the right to reject any and all proposals from any proposer. There is no obligation for the City of Sanibel to enter into a contract on the basis of any proposal submitted in response to this document.
  - c. Prior to the final selection, proposers may be required to submit additional information, to provide clarification of information, or to make oral presentations which the City may deem necessary to further evaluate the proposer's qualifications.

- 1.6 Requests for Clarification:** Any and all questions of proposers regarding this RFP, whether technical, procedural or otherwise, must be submitted in writing to [joshua.holler@mysanibel.com](mailto:joshua.holler@mysanibel.com) or by mail at the address designated in Section 1.15 below and must be received within TEN (10) days of the RFP due date. Only the interpretation or correction issued in writing by the City of Sanibel, through an Addendum to this RFP, shall be binding.
- 1.7 Denial of Reimbursement:** The City of Sanibel will not reimburse proposers for any cost associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.
- 1.8 Right of Withdrawal:** A proposal may not be withdrawn before the expiration of ninety (90) days from the proposal due date.
- 1.9 Right of Negotiation:** The City of Sanibel reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.
- 1.10 Exceptions to the RFP:** Proposers may find instances where they must take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the City of Sanibel and a description of the advantage to be gained or disadvantages to be incurred by the City as a result of these exceptions.
- 1.11 Rights to Submitted Materials:** All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by proposers shall become the property of the City of Sanibel when received.
- 1.12 Basis of Award:** Proposals will be evaluated according to the following criteria at a minimum:

|    |  |
|----|--|
| 1. | Qualifications on Similar Sized Projects– 25 points.                                       |
| 2. | Municipal Experience – 10 points.  |
| 3. | Key Staff Project Understanding and Approach, Staff Ability, Location of Firm – 20 points. |
| 4. | Technical capabilities / Reporting Systems - 20 points                                     |
| 5. | Cost Proposal – 25 points.   |

- 1.13 Copies:** An original of the proposal and supporting documents must be submitted in response to the RFP including a digital copy on a flash drive.
- 1.14 Contacts:** Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. Questions regarding this request for proposal should be directed to:

City of Sanibel  
Public Works Department  
Joshua Holler, Superintendent of Streets and Parks  
800 Dunlop Road  
Sanibel, FL 33957  
Phone (239) 472-6397

- 1.15 Contract:** Fee for services will be negotiated with the selected Contractor, and the Contractor will be required to enter into a formal contract with the City of Sanibel based solely on the Scope of Services provided in this RFP or through any Addendums to this RFP.
- 1.16 Contract Term:** The initial term of the contract shall be for a period of three (3) years. Monthly rates of the fee schedule within the contract may be reviewed after three (3) years, at which time amended costs may be submitted by the Contractor to City to reflect the current average market value of the services listed in the fee schedule, with proof of such market value to be established in writing by Contractor to City's satisfaction. The City reserves the right to renew the contract for ONE (1) additional TWO (2)-year term after concurrence of both parties on any negotiated changes to the terms and specifications contained in the contract.
- 1.17 Termination of Contract:** The City of Sanibel may cancel the contract at any time for breach of contractual obligations by providing the provider with a written notice of such cancellation. Should the City of Sanibel exercise its right to cancel the contract for cause, the cancellation shall become effective on the date as specified in the notice of cancellation sent to the provider.
- 1.18 Cooperative Purchasing:** Other government agencies may be allowed to piggyback on this contract.
- 1.19 Compliance with Laws:** In connection with the furnishing of supplies or performance of work under the contract, the provider agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.
- 1.20 Public Records:** Unless specifically exempted by Florida law, in whole or in part, Contractor shall comply with the requirements of Section 119.0701, Florida Statutes, which requires a City contractor, as defined therein, to comply with public records laws, and specifically to:
- a. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
  - b. Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
  - c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
  - d. Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the Contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

**1.21 E-Verify:** In compliance with Section 448.095, Fla. Stat., CONTRACTOR, and its sub-contractor must be registered with and use the E-Verify system to verify work authorization status of all employees hired after January 1, 2021.

- a. CONTRACTOR shall require each of its sub-contractors to provide CONTRACTOR with an affidavit stating that the sub-contractor does not employ, contract with, or sub-contract with an unauthorized alien. CONTRACTOR shall maintain a copy of the sub-contractor's affidavit as part of and pursuant to the records retention requirements of this Agreement.
- b. The OWNER, CONTRACTOR, or any sub-contractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), Fla. Stat. or the provisions of this section shall terminate the contract with the person or entity.
- c. The OWNER, upon good faith belief that a sub-contractor knowingly violated the provisions of this section, but CONTRACTOR otherwise complied, shall promptly notify CONTRACTOR, and CONTRACTOR shall immediately terminate the contract with the sub-contractor.
- d. A contract terminated under the provisions of this section is not a breach of contract and may not be considered such. Any contract termination under the provisions of this section may be challenged pursuant to Section 448.095(2)(d), Fla. Stat. CONTRACTOR acknowledges that upon termination of this Agreement by the OWNER for a violation of this section by CONTRACTOR, CONTRACTOR may not be awarded a public contract for at least one (1) year. CONTRACTOR further acknowledges that CONTRACTOR is liable for any additional costs incurred by the OWNER as a result of termination of any contract for a violation of this section.
- e. Subcontracts. CONTRACTOR or sub-contractor shall insert in any subcontracts the clauses set forth in this section, including this subsection, requiring the sub-contractor to include these clauses in any lower tier subcontracts. CONTRACTOR shall be responsible for compliance by any sub-contractor or lower tier sub-contractor with the clauses set forth in this section.

**1.22 QUALIFICATIONS OF THE FIRM: (unless otherwise noted)**

- A.** Contractor shall provide a description and history of the firm on previous governmental experience using the following guidelines:
  1. Proposers will be considered only from firms normally engaged in the sale and distribution or provision of the services as specified herein.
  2. Recent experience demonstrating current capacity and current expertise in Janitorial Services.
  3. Must have a minimum of 5 years' experience providing janitorial services for the municipal / governmental industry.
  4. Proposers shall have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to the City.

\*The City Reserves the right before recommending any award to inspect the facilities and organization; or to take any other action necessary to determine ability to perform is satisfactory and reserves the right to reject proposals where evidence submitted, or investigation and evaluation indicates an inability of the proposer to perform.

- B.** Provide at least three (3) references for which the firm has performed services that are similar to the requirements in the Scope of Services. Provide the reference contact name, address, e-mail address, telephone numbers, and date of the contract.

**1.23 QUALIFICATIONS OF THE STAFF:** Provide an organizational chart, resumes if available, and summary of staff qualifications. Key project staff (management staff including, but not limited to, project manager / supervisor, cleaning personnel, etc.) must be full time employees of the proposing firm and have experience in the following:

1. Experience demonstrating current capacity and current expertise in Janitorial Services. The proposer must demonstrate experience managing Janitorial Services for at least three (3) entities.
2. The awarded vendor's supervisory personnel will routinely be dealing with designated City personnel. The vendor will ensure these supervisors are conversant in English. Moreover, any of the awarded vendor's personnel who have regular interaction with City staff, take direction from City staff, and / or perform their duties in the absence of the vendor's supervisory personnel, will also be conversant in English.

**1.24 INSURANCE:** Contractor shall purchase and maintain such comprehensive general liability and other insurance as well as provide protection from claims set forth below which may arise out of or result from Contractor's performance of the Work and Contractor's other obligations under the Contract Documents, whether such performance is by Contractor, by any Subcontractor, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. All insurance policies shall be with insurers qualified to do business in Lee County, Florida.

- A.** Types: The types of insurance the Contractor is required to obtain and maintain for the full period of the Contract will be: Workers' Compensation, Commercial General Liability, and Automobile Liability as detailed in the following specifications:

1. Workers Compensation Insurance in compliance with Chapter 440, Florida Statutes, for all employees working under the contract. If any work is sublet, Contractor shall require subcontractors to provide the same statutorily required Workers' Compensation Insurance.
2. Commercial General Liability Insurance with minimum primary limits no less than \$1,000,000 per occurrence and \$2,000,000 general aggregate limit.
3. Comprehensive Automobile Liability Insurance for all owned and non-owned vehicles which used or involved in any way for the services of Contractor pursuant to this Contract, such insurance limits at a minimum of \$100,000 for injuries per person, \$300,000 for injuries per accident, and \$50,000 for property damage per accident.

- B.** Evidence: As evidence of specified insurance coverage, the City may, in lieu of actual policies, accept a Certificate of Insurance on Accord Form 25 issued by the insurance carrier showing such policies in force for the specified period. Each policy or certificate will

bear an endorsement or statement waiving right of cancellation or reduction in coverage without thirty (30) days' notice in writing to be delivered by registered mail to the City. Should any policy be canceled before final payment by the City to the Contractor and the Contractor fails immediately to procure other insurance as specified, the City reserves the right to procure such insurance and to deduct the cost thereof from any sum due the Contractor under this Contract.

- C. Adequacy of Performance: Any insurance bearing on adequacy of performance shall be maintained after completion of the project for the full guaranty period. Should such insurance be canceled before the end of the guaranty period and the Contractor fails immediately to procure other insurance as specified, the City reserves the right to procure such insurance and to charge the cost thereof to the Contractor.
- D. Payment of Damages: Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from his operations under this Contract.

**1.25 INDEMNIFICATION:** Proposer, at its own expense and without exception, in consideration of the first One Hundred Dollars (\$100.00) to be paid under this contract, the receipt and sufficiency of which is accepted, shall indemnify, defend, and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the City of Sanibel, its employees, and agents, from all suits, actions or any other liability of any nature or kind, including attorney's fees and all costs of litigation and judgments of any name and description arising out of or incidental to the performance of this contract or work performed hereunder.

**1.26 TECHNICAL CAPABILITIES AND REPORTING:** Provide a description of the proposer's approach to the project, to include startup procedures/requirements, daily operations and overall management plans for City janitorial services, billing/invoices reporting procedures to the City.

**1.27 COST PROPOSAL:** Each proposer must complete and submit the Cost Proposal Form/Fee Schedule included herein. The Cost Proposal will be evaluated on the monthly rates submitted by the Contractor for the first three (3) years and submitted on the cost proposal form for the monthly services listed. The City reserves the right to extend the contract for ONE (1) additional TWO (2)-year term. Any contract extension must be approved by City Council or the City Manager. Any fee increases for the TWO (2)-year term extension may not exceed an amount that is equal to the Consumer Price Index, *All Items*, for the US South Region, between the date the original contract is awarded and the date the contract extension is awarded.





## SECTION II

### SCOPE OF WORK

#### City of Sanibel

**2.0 PURPOSE:** City of Sanibel, Public Works Department is requesting proposals from vendors interested in providing janitorial services for the restrooms located at Boat Ramp Beach Park, Lighthouse Beach Park, Gulfside City Beach Park, Tarpon Bay Road Beach Park, Bowman's Beach Park, Turner Beach Park, The Community Park, the City Hall Complex, the Planning and Building Complex, the Public Works Complex, and the Recreation Center Restrooms and Locker Rooms. The Scope of Services for each facility is as follows:

#### 2.1 SCOPE OF SERVICES:

##### **A. JANITORIAL SERVICES FOR NINE (9) PUBLIC BEACH PARK RESTROOMS, THE BOWMAN'S BEACH PARK CHANGING ROOMS, AND THE COMMUNITY PARK RESTROOMS:**

1. The selected firm will be expected to provide deep cleaning janitorial services to these facilities every night and TWO (2) times per day on holidays / holiday weekends or as requested by the City. Deep cleaning services shall be completed every afternoon beginning at 7:00 PM. The vendor can propose modifications to the cleaning schedule with prior approval from the City. The detailed schedule for the deep cleaning services and what facilities are to be locked will be coordinated between the awarded vendor and the Public Works Department.
2. All Park restrooms are to be locked by Janitorial Services Contractor no earlier than 8:00PM each day except for the Boat Ramp restrooms, Lighthouse (Bayside) restrooms and Turner Beach Park restrooms which are to remain open 24 hours a day.

**\*\*Note:** Since the project involves Parks facilities which will be open year-round, the vendor must provide personnel year-round. Vendors must provide staffing for seven days per week, 365 days per year. There will be NO additional compensation / overtime or any remuneration to the awarded vendor or their employees when working on holidays.

##### **B. DEEP CLEANING SPECIFICATIONS:**

1. Clean all fixtures such as mirrors, soap dispensers, hand dryers, wash basins, toilets, urinals, wall partitions, trash containers, plumbing fixtures, etc., with detergent / disinfectant to keep free of any stains, scale, and residue. (detergent / disinfectant will be provided by the city. Do NOT use any cleaning chemicals such as bleach, etc., that will stain, discolor, or cause damage to peoples clothing or restroom fixtures)
2. Wipe down walls, light switches, baby changing stations, doors, drinking fountains and louvered openings with detergent / disinfectant to remove any stains, scale and residue including the removal of spider webs, mud dauber nests, bugs etc.

3. Re-stock all dispensers such as toilet paper, hand soap etc., as needed to get throughout the next scheduled cleaning. Best judgment should be made while replacing toilet paper to get through the day between each cleaning and to prevent excessive waste. Partial rolls not to be left aside on railings etc., in restrooms. There are Two dispensers in each restroom stall. Toilet paper should only be replaced and disposed of when there is a minimum of a quarter roll or less.
4. Vacuum the floors in the restrooms of all sand and debris and dispose of in the trash container in the restroom facility. (A wet/dry shop vac is recommended for removing sand / debris during the deep cleaning process.) Power is available at each restroom facility.
5. Wash all floors with a deck/scrub brush using water and detergent / disinfectant to keep floors free of stains, scale, or residue. Rinse the floors down with hose and squeegee all remaining water into floor drains or out the doors / openings. (No sand should be washed down the floor drains or left out the doors / openings.)
6. Empty all trash containers and insert new liners. (All trash bags to be disposed of in dumpsters located at Lighthouse Beach Park, Bowman's Beach Park, and Public Works Department. Do NOT dispose of restroom garbage in the trash cans located throughout the parks.)

**2.1a BACKGROUND: (see attached map for locations)**

- A. The Boat Ramp, 888 Sextant Drive** (Located off Sextant Drive – first left when entering the Island)
- B. Lighthouse Beach Park, Bayside Restroom, 122 Periwinkle Way** (Located off the East end of Periwinkle Way – East end of Island)
- C. Lighthouse Beach Park, Gulfside Restroom, 153 Periwinkle Way** (Located off the East end of Periwinkle Way – East end of Island)
- D. Gulfside City Park (Algiers Beach Park), 2001 Algiers Lane** (Located off Casa Ybel Road – Midsection of Island)
- E. Tarpon Bay Road Beach Park, 111 Tarpon Bay Road** (Located off the South end of Tarpon Bay Road – Midsection of Island)
- F. Tarpon Bay Road Beach Park Family Restroom, 205 Tarpon Bay Road** (Located ¼ mile North of Tarpon Bay Road Beach Park – Midsection of Island)
- G. Bowman's Beach Park, 1700 Bowmans Beach Road** (Located off the end of Bowmans Beach Road – West End of Island) **\*\*Two restroom facilities located at this beach park – One being a family style restroom (2 rooms), The Changing Rooms (family style facilities with 4 rooms) are located across from the restrooms.**
- H. Turner Beach Park, 17200 Sanibel-Captiva Road** (Located off Sanibel Captiva-Road on Captiva, first left across bridge from Sanibel – West end of Island) **\*\*Two family style restrooms facilities located side by side.**
- I. Community Park, 2231 Periwinkle Way** (Located off the West end of Periwinkle Way – Midsection of Island)

## 2.2 SCOPE OF SERVICES:

### A. JANITORIAL SERVICES FOR THE CITY HALL COMPLEX (INCLUDES POLICE DEPARTMENT), AND THE PLANNING AND BUILDING COMPLEX:

The selected firm will be expected to provide janitorial services to include a minimum of Three (3) days per week or as requested by the City. Janitorial services for the Police Department, which is located in the City Hall Complex, is expected to be serviced a minimum of Five (5) days per week. **(Background checks will be administered for staff assigned to cleaning the City Hall Complex, Police Department, and the Planning and Building Complex as pre-employment screening and at other times solely determined by the city)**

#### 1. Each cleaning / servicing:

- a. Empty all waste baskets, trash containers and ashtrays
- b. Empty all recycling bins
- c. Vacuum all carpeted areas
- d. Clean all non-carpeted floors – sweep and wet mop
- e. Clean all restrooms and restroom fixtures with detergent / disinfectant – toilets, urinals, lavatories, mirrors, mop floors, wash walls and partitions.
- f. Re-stock all dispensers
- g. Lunchroom – clean sink, stove, microwave, cabinets, tables, and countertops

#### 2. Weekly Cleaning:

- a. Clean all exposed countertops, tables, and desktops
- b. Wipe dirt off walls and doors
- c. Clean showers
- d. Sweep and clean elevator, wipe doors and frames with stainless steel cleaner
- e. Clean front countertop in Finance Department
- f. Clean with detergent / disinfectant all wood railings / handrails (White Steel and Painted Wood)
- g. Wipe down Drinking Fountains

#### 3. Monthly Cleaning:

- a. Dust all ceiling fans and ceiling areas
- b. Dust all baseboards, door frames and tops of doors
- c. Dust all blinds and clean windowsills
- d. Wash all reachable windows inside and out
- e. Clean bugs from light fixtures and windows
- f. On non-carpeted floors, use a cleaner per manufactures recommendations
- g. Clean out refrigerators (once every THREE (3) months or as requested by city)

### 2.2a BACKGROUND: (see attached map for locations)

#### A. City Hall Complex – 800 Dunlop Road (18,000 square foot facility)

(Located off Dunlop Road – just past the Public Works Department on the right coming from Periwinkle Way)

#### B. Planning and Building Complex – 2475 Library Way (4,440 square foot facility)

(Located off Library Way at Wax Myrtle Way Intersection.)

## 2.3 SCOPE OF SERVICES:

### A. JANITORIAL SERVICES FOR THE PUBLIC WORKS COMPLEX

The selected firm will be expected to provide janitorial services to include a minimum of THREE (3) days per week or as requested by the City.

1. Each cleaning / servicing:
  - a. Empty all waste baskets, trash containers and ashtrays.
  - b. Vacuum all carpeted areas, Sweep and Mop all non-carpeted areas.
  - c. Clean all restrooms with detergent / disinfectant – toilets, urinals, lavatories, mirrors, mop floors, wash walls and partitions.
  - d. Re-stock all dispensers.
  - e. Lunchroom – clean sink, stove, microwave, cabinets, tables, and countertops.
2. Weekly Cleaning:
  - a. Clean all exposed countertops, tables, and desktops
  - b. Wipe dirt off walls and doors
3. Monthly Cleaning:
  - a. Dust all ceiling fans and ceiling areas
  - b. Dust all baseboards, door frames and tops of doors
  - c. Dust all blinds and clean windowsills
  - d. Wash all reachable windows inside and out
  - e. Clean bugs from light fixtures and windows
  - f. On non-carpeted floors, use a cleaner per manufactures recommendations

### 2.3a BACKGROUND: (see attached map for locations)

- A. Public Works Complex – 750 Dunlop Road (3,350 square foot facility)**  
(Located off Dunlop Road – at first curve on the right coming from Periwinkle Way)

## 2.4 SCOPE OF SERVICES:

### A. JANITORIAL SERVICES FOR THE RECREATION CENTER RESTROOMS AND LOCKER ROOMS

The selected firm will be expected to provide janitorial services to include a minimum of four (4) days per week or as requested by the City. Cleaning services must be rendered outside of operating hours (between 7:30 p.m. and 6:30 a.m.). **(Background checks will be administered for staff assigned to cleaning the Recreation Center)**

1. Clean all fixtures such as mirrors, soap dispensers, hand dryers, wash basins, toilets, urinals, wall partitions, trash containers, plumbing fixtures, etc., with detergent / disinfectant to keep free of any stains, scale, and residue. (detergent / disinfectant will be provided by the city. Do NOT use any cleaning chemicals such as bleach, etc., that will stain, discolor, or cause damage to peoples clothing or restroom fixtures)

2. Wipe down walls, light switches, baby changing stations, doors, drinking fountains and louvered openings with detergent / disinfectant to remove any stains, scale and residue including the removal of spider webs, mud dauber nests, bugs etc.
3. Re-stock all dispensers such as toilet paper, hand soap etc., as needed to get throughout the next scheduled cleaning. Best judgment should be made while replacing toilet paper to get through the day between each cleaning and to prevent excessive waste. Partial rolls not to be left aside on railings etc., in restrooms. There are two dispensers in each restroom stall. Toilet paper should only be replaced and disposed of when there is a minimum of a quarter roll or less.
4. Vacuum the floors in the restrooms of all sand and debris (A wet/dry shop vac is recommended for removing sand / debris during the deep cleaning process). Power is available at each restroom facility.
5. Wash all floors with a mop using water and detergent / disinfectant to keep floors free of stains, scale, or residue (mop, buckets and cleaning solution provided at facility). No sand/dirt should be washed down the floor drains or left out the doors / openings.
6. Empty all trash containers and insert new liners. All trash bags to be disposed of in dumpsters located in the Recreation Center parking lot. Do NOT dispose of restroom garbage in the trash cans located throughout the facility.

**2.4a BACKGROUND: (see attached map for locations)**

- A. RECREATION CENTER – 3880 Sanibel Captiva Road (2,000 square foot facility)**  
(Located off Sanibel Captiva Road west of Rabbit Road)



City of Sanibel

### SECTION III

### COST PROPOSAL

### JANITORIAL SERVICES FOR CITY FACILITIES

VENDOR NAME: \_\_\_\_\_

Physical Address: Public Works Department  
750 Dunlop Road  
Sanibel, Florida 33957

Mailing Address: Public Works Department  
800 Dunlop Road  
Sanibel, FL 33957

All bidders are to inform themselves of the conditions under which the work is to be performed, the site of the work, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed. The successful bidder will not be allowed any extra compensation by reason of any matter or thing concerning which said bidder might have fully informed himself because of his failure to have so informed himself prior to the bidding. Please contact the Public Work Department at (239) 472-6397 to schedule a site visit to the Park Restrooms, City Hall Complex, Planning and Building Complex, Public Works Complex, and the Recreation Center

Having carefully examined the "General Conditions", and the "Detailed Specifications", all of which are contained herein, the undersigned proposes to provide janitorial services to the following which meets the specifications throughout the bid packet.

**The city will be responsible for providing all the following items as part of this contract:**

- 1. Toilet Paper**
- 2. Soap for Dispensers**
- 3. Trashcan liners**
- 4. Detergents / Disinfectants**
- 5. Urinal Screens**
- 6. Wax Paper Bags**

**The Contractor will be responsible for providing the following items as part of this contract:**

- 1. Mop Buckets**
- 2. Deck / Scrub Brushes**
- 3. Squeegees**
- 4. Brooms**
- 5. Dust Pans**
- 6. Wet / Dry Shop Vacuums**
- 7. Rags**
- 8. Signage (Restroom Temporarily Closed for Maintenance)**

ADDENDA

Receipt of Addenda No's. \_\_\_\_\_ is hereby acknowledged.

Respectfully submitted,

\_\_\_\_\_  
Vendor Name

Individual (\_\_\_) Partnership (\_\_\_) Corporation (\_\_\_)

(Please select type of business above)

(SEAL)

Signed \_\_\_\_\_

Name (print) \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

DATE:

\_\_\_\_\_

NOTE: The legal status of the bidder, whether as an individual, partnership or corporation, must be indicated above, and all pertinent information as required of the Specifications must be furnished.



**CITY OF SANIBEL**  
**COST PROPOSAL FORM / FEE SCHEDULE**  
**Janitorial Services for City Facilities**

**Proposals due by: 5:00 p.m., Thursday, April 4, 2024**

| <b>*Beach Park Restrooms<br/>(7 days a week at night)</b>                        | <b>Fiscal Year 2025<br/>(Cost / Month)</b> | <b>Fiscal Year 2026<br/>(Cost / Month)</b> | <b>Fiscal Year 2027<br/>(Cost / Month)</b> |
|--|--|--|--|
| Boat Ramp Beach Park   | \$   | \$   | \$   |
| Lighthouse Beach Park(Bayside)   | \$   | \$   | \$   |
| Lighthouse Beach Park(Gulfside)  | \$   | \$   | \$   |
| Gulfside City Beach Park   | \$   | \$   | \$   |
| Tarpon Bay Road Beach Park   | \$   | \$   | \$   |
| Tarpon Bay Road Beach Park (Family Restroom)                                     | \$   | \$   | \$   |
| Bowman's Beach Park  | \$   | \$   | \$   |
| Bowman's Beach Park (Family Restroom)  | \$   | \$   | \$   |
| Bowman's Beach Park Changing Rooms (4 rooms)                                     | \$   | \$   | \$   |
| Turner Beach Park  | \$   | \$   | \$   |
| <b>MONTHLY TOTALS (Beach Parks)</b>  | \$   | \$   | \$   |
| <b>ANNUAL TOTALS (Beach Parks)</b>   | \$   | \$   | \$   |
| <b>*Community Park Restroom<br/>(7 days a week at night)</b>                     | <b>Fiscal Year 2025<br/>(Cost / Month)</b> | <b>Fiscal Year 2026<br/>(Cost / Month)</b> | <b>Fiscal Year 2027<br/>(Cost / Month)</b> |
| Community Park Restrooms   | \$   | \$   | \$   |
| <b>MONTHLY TOTALS (Community Park)</b>   | \$   | \$   | \$   |
| <b>ANNUAL TOTALS (Community Park)</b>  | \$   | \$   | \$   |
| <b>City Hall Complex (3 days a week)<br/>**Police Department (5 days a week)</b> | <b>Fiscal Year 2025<br/>(Cost / Month)</b> | <b>Fiscal Year 2026<br/>(Cost / Month)</b> | <b>Fiscal Year 2027<br/>(Cost / Month)</b> |
| City Hall Complex  | \$   | \$   | \$   |
| Police Department  | \$   | \$   | \$   |
| <b>MONTHLY TOTALS (City Hall Complex)</b>  | \$   | \$   | \$   |
| <b>ANNUAL TOTALS (City Hall Complex)</b>   | \$   | \$   | \$   |
| <b>Planning and Building Complex<br/>(3 days a week)</b>                         | <b>Fiscal Year 2025<br/>(Cost / Month)</b> | <b>Fiscal Year 2026<br/>(Cost / Month)</b> | <b>Fiscal Year 2027<br/>(Cost / Month)</b> |
| Planning and Building Complex  | \$   | \$   | \$   |
| <b>MONTHLY TOTALS (Planning / Building Comple)</b>                               | \$   | \$   | \$   |
| <b>ANNUAL TOTALS (Planning / Building Complex)</b>                               | \$   | \$   | \$   |
| <b>Public Works Complex<br/>(3 days a week)</b>                                  | <b>Fiscal Year 2025<br/>(Cost / Month)</b> | <b>Fiscal Year 2026<br/>(Cost / Month)</b> | <b>Fiscal Year 2027<br/>(Cost / Month)</b> |
| Public Works Complex   | \$   | \$   | \$   |
| <b>MONTHLY TOTALS (Public Works Complex)</b>                                     | \$   | \$   | \$   |
| <b>ANNUAL TOTALS (Public Works Complex)</b>                                      | \$   | \$   | \$   |
| <b>Recreation Center Restrooms and Locker Rooms<br/>(6 days a week)</b>          | <b>Fiscal Year 2025<br/>(Cost / Month)</b> | <b>Fiscal Year 2026<br/>(Cost / Month)</b> | <b>Fiscal Year 2027<br/>(Cost / Month)</b> |
| Recreation Center Locker Rooms and Restrooms                                     | \$   | \$   | \$   |
| <b>MONTHLY TOTALS (Recreation Center)</b>  | \$   | \$   | \$   |
| <b>ANNUAL TOTALS (Recreation Center)</b>   | \$   | \$   | \$   |
| <b>BID MONTHLY TOTALS</b>  | \$   | \$   | \$   |
| <b>BID ANNUAL TOTALS</b>   | \$   | \$   | \$   |




\* Beach Park Restrooms, Bowman's Beach Park Changing Rooms, and Community Park Restrooms to be serviced TWO (2) times per day on holidays / holiday weekends.

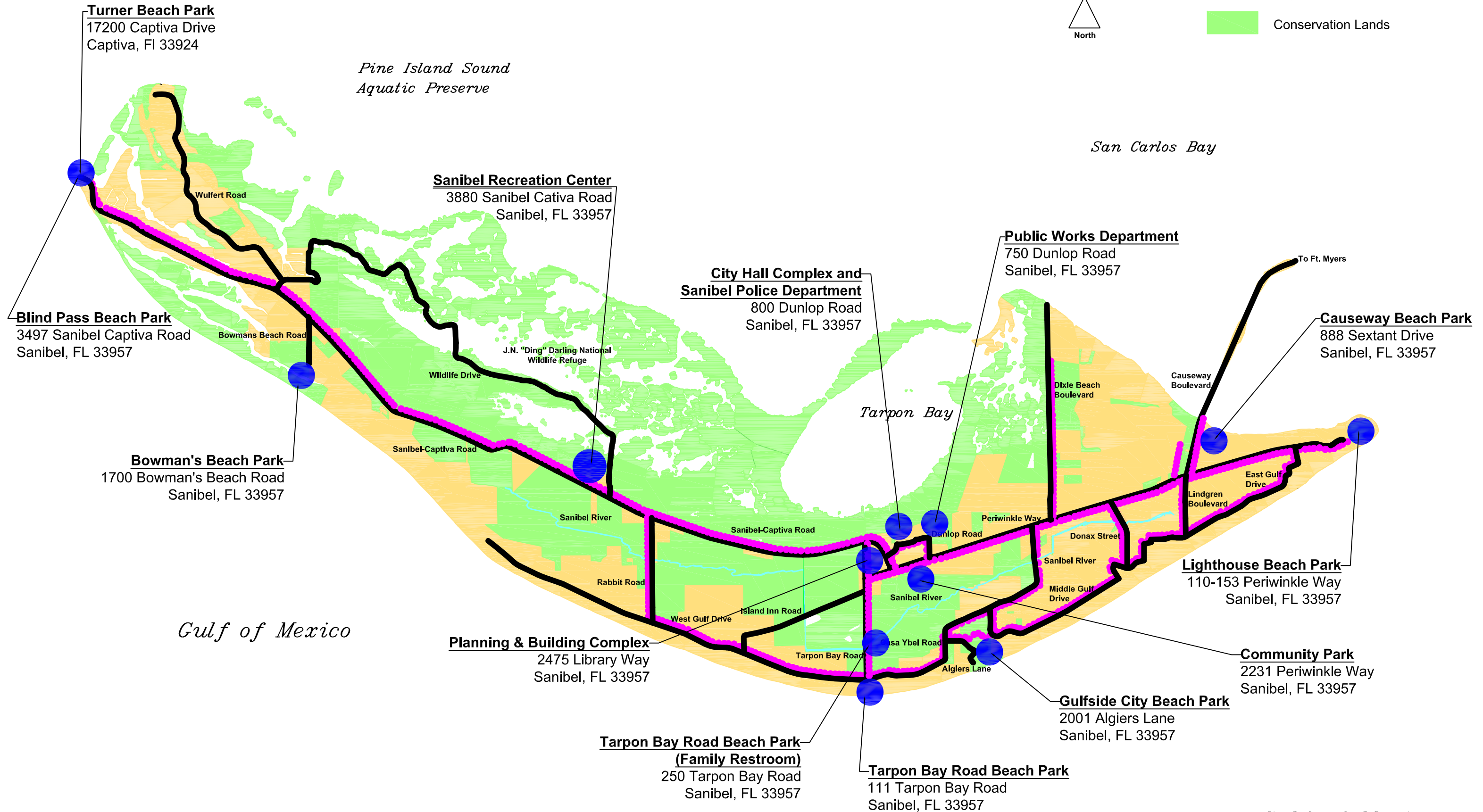
\*\* Police Department is located at the City Hall Complex.



# SANIBEL FACILITIES



-  Public Roads
-  Shared Use Paths
-  Conservation Lands



*Gulf of Mexico*