

## **RFQ: FL-23-RQ01-18      OFFICE CLEANING SERVICES**

2002 9<sup>th</sup> Avenue East, Bradenton, FL 34208

The Housing Authority of the City of Bradenton, Florida seeks to execute a contract for office cleaning for our central office located at 2002 9<sup>th</sup> Avenue East, Bradenton, FL and our maintenance office located at 902 21<sup>st</sup> Street East, Bradenton, FL 34208. The Housing Authority of the City of Bradenton, Florida will execute a one-year contract for office cleaning services, commencing on March 1, 2018. The Housing Authority of the City of Bradenton, Florida is accepting quotes for office cleaning services at the address listed above until 3:00 p.m. on February 15, 2018. The quote must include your company's resume with emphasis on experience cleaning commercial office spaces, your proposed fee structure for your firm's services and a list of references.

### **Qualifications and Quote**

Please provide the following:

- Documentation that your firm is properly insured or bonded and properly licensed as a business with state and local government;
- Company's principal office and/or branch locations;
- Sworn affidavit that your firm is not debarred, suspended, or otherwise prohibited from practice by any federal, state or local agency;
- A list of agencies/companies served by your firm, including name of organization, location, period of service, and reference contact person, including phone numbers;
- Experience providing cleaning services to commercial office spaces;
- Documentation that firm has a minimum of (1) years' experience providing office cleaning services;
- Proposed fee structure / rate charges for the two buildings requiring cleaning.

Following is a list of typical services required; (This is not a complete list.)

1. Four times per month, clean the two buildings identified above
2. Sweep, vacuum, mop and sanitize all floor surfaces - weekly
3. Empty all trash cans and insert new trash can liner- weekly
4. Dust and clean all hard surfaces - weekly
5. Clean all windows – quarterly
6. Clean glass entry way doors - once per month
7. Clean all bathrooms including toilets, sinks and urinals - weekly
8. Replace empty toilet paper and paper towels – as needed
9. Clean inside and outside kitchen microwaves – weekly
10. Clean kitchen sink – weekly
11. Clean inside and outside kitchen refrigerators – monthly
12. Provide the HACB a list of on-going supply needs - monthly

The Housing Authority of the City of Bradenton, Florida reserves the right to reject any or all quotes, to waive any formality in the quote and to accept the quote which it deems to be in the best interest of the Housing Authority of the City of Bradenton, Florida.

**Please contact Nickol Ramirez at 941-748-5568 prior to February 9, 2018 to arrange a walkthrough of the two buildings so that an accurate quote can be provided!**

Please submit estimated costs for the above tasks to the Housing Authority of the City of Bradenton, Florida using the attached cost proposal form to record your per unit /per treatment cost for each item listed. Include the cost of your services billed at a flat rate. Before the deadline, you may email your proposal to [nickolr@bradentonhousing.org](mailto:nickolr@bradentonhousing.org), fax to 941-747-8063, mail or drop off at 2002 9<sup>th</sup> Avenue East, Bradenton, FL 34208. The deadline for submitting proposals will be 3:00 pm EST on **February 16, 2018**.

**COST PROPOSAL**

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Attention: F. Nickol Ramirez  
Housing Authority of the City of Bradenton  
2002 9<sup>th</sup> Avenue East  
Bradenton, FL 34208

Submitted By: \_\_\_\_\_  
Company Name Phone Number  
\_\_\_\_\_  
Physical Address City, State, Zip Code

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**Your estimated cost should include labor only and not the cost of supplies, equipment or materials - HACB will supply these!**

Monthly cost for cleaning 2002 9<sup>th</sup> Avenue East Total \$ \_\_\_\_\_  
**(excluding supplies, equipment or materials)**

Monthly cost for cleaning 902 21<sup>st</sup> Street East Total \$ \_\_\_\_\_  
**(excluding supplies, equipment or materials)**

In submitting this quote, it is understood that the Housing Authority of the City of Bradenton (HACB) reserves the right to reject any and all quotes. If written acceptance of this quote is mailed, emailed, faxed or delivered to the undersigned within fifteen days after the date this quote is accepted, the undersigned agrees to execute a contract prepared by the housing authority.

The company providing this quote hereby agrees to commence work under the contract agreement on the date to be specified in the written "Notice to Proceed" by the HACB. The company providing this quote hereby agrees that there will be no charge to the HACB for re-cleaning of buildings during any given week or month if HACB notifies "Contractor" that re-cleaning is needed.

The company providing this quote represents that they have complied with all Federal, State, and local requirements for licensing in conjunction with this quote, and acknowledges receipt of the following Addenda:

By: \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

Notary Public Seal/Signature:

**ATTACH LIABILITY AND WORKMAN'S COMPENSATION INSURANCE, FL. GENERAL HOUSEHOLD PEST LICENSE AND LOCAL BUSINESS LICENSE!**