



PALM BEACH

Metropolitan Planning Organization

REQUEST FOR PROPOSALS

RFP NO. 2026-02

The Palm Beach Metropolitan Planning Organization
is seeking Proposals for:

Janitorial Services and Supplies

**IN ACCORDANCE WITH THE PROVISIONS OF ADA, THIS DOCUMENT MAY BE
REQUESTED IN AN ALTERNATE FORMAT**

Councilwoman Yvette Drucker, MPO Governing Board Chair

**Valerie Neilson, Executive Director
Palm Beach Metropolitan Planning Organization
301 Datura Street
West Palm Beach, FL 33401**

DATE ISSUED: March 27, 2026, 4:00 P.M. EST

CLOSING DATE AND TIME: ~~April 17, 2026~~, 4/20/2026, 4:00 P.M. EST

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SECTION 1 - GENERAL INFORMATION

1.1 ISSUING OFFICE

This Request for Proposals (RFP) is issued by the Palm Beach MPO (hereinafter referred to as "MPO"). The MPO is the sole point of contact concerning this RFP. All communication regarding this RFP must be done through the MPO as outlined in Section 1.6, Contact Person. The procurement standards governing this RFP can be found on the MPO website at www.PalmBeachMPO.org/Business.

1.2 PURPOSE OF THE PROJECT

The MPO is seeking proposals for Janitorial and Supply Services for its main office located at 301 Datura Street, West Palm Beach, FL 33401.

1.3 PERIOD OF CONTRACT

The proposed effective date of this Contract is July 1, 2026. The MPO anticipates the Contract resulting from this solicitation will continue for a period of thirty-six (36) months, expiring June 30, 2029. Two (2) additional twelve (12) month renewal option(s) may be offered at the MPO's sole discretion.

1.4 TIMETABLE

The anticipated schedule and deadline for the RFP and Contract approval are as follows:

Activity	Date	Time	Location
RFP available for download	3/27/2026	4:00 p.m.	www.PalmBeachMPO.org/Business and www.DemandStar.com
<u>Facility Site Visit (Optional)</u>	<u>4/9/2026</u>	<u>10:00 am</u>	<u>301 Datura Street, WPB FL 33401</u>
Deadline for receipt of questions or comments	4/10/2026 4/13/2026	4:00 p.m.	Submit via e-mail to finance@PalmBeachMPO.org
Response to questions and RFP amendments (if any) available for download	4/15/2026	4:00 p.m.	www.PalmBeachMPO.org/Business and www.DemandStar.com
Deadline for receipt of proposals	4/17/2026 4/20/2026	4:00 p.m.	www.DemandStar.com or Palm Beach MPO 301 Datura Street West Palm Beach, FL 33401

Activity	Date	Time	Location
Public Opening of Sealed Bids	4/20/2026 4/21/2026	2:00 pm	Palm Beach MPO 301 Datura Street West Palm Beach, FL 33401
Staff Selection Committee Meeting	4/29/2026	9:00 a.m.	Palm Beach MPO Internal Meeting
Posting of Short List (If applicable)	4/29/2026	4:00 pm	www.PalmBeachMPO.org/Business and www.DemandStar.com
Oral Presentations (if necessary)	5/1/2026	TBA	Palm Beach MPO 301 Datura Street West Palm Beach, FL 33401
Posting of Notice of Intent to Award	5/6/2026	4:00 pm	www.PalmBeachMPO.org/Business and www.DemandStar.com
Estimated Award Date	5/21/2026		Palm Beach MPO 301 Datura St. West Palm Beach, FL 33401
Contract Start Date	07/01/2026		

NOTE: The MPO reserves the right to alter the above activities, places and/or times at the MPO's sole discretion.

1.5 ENTERING PROPOSALS

All proposals must be submitted by 4:00 p.m. on ~~04/17/2026~~ 4/20/2026.

The submittal by a Respondent will be considered by the MPO as constituting a legal offer by the Respondent to perform the required services identified therein. Respondents can choose one of the following options for submittal:

1. Respondents may submit electronically via DemandStar at www.DemandStar.com. The Proposal package, including all signed/authorized/notarized forms, can be uploaded through the DemandStar website. The RFP will be available under the Palm Beach Metropolitan Planning Organization name.
2. Respondents may submit Proposals in person. Please see instructions below.
3. Respondents may submit Proposals by mail. The MPO cannot be held liable for documents that become lost, misplaced, or delayed by any and all delivery services including, but not limited to, USPS, FedEx, UPS, *etc.* Please see instructions below.

In person/mail submittal instructions: Respondents submitting Hard/paper copies of the Proposal must submit in a package with an unbroken seal, including all signed/authorized/notarized forms. All Proposals should be formatted to print on letter size paper with arial type in 11 or 12 pt. text. Any proposal materials submitted unsealed are not eligible for consideration.

In person or mail proposals must be addressed and delivered to the Contact Person:

**Palm Beach MPO c/o Jessica Lopez
301 Datura St.
West Palm Beach, FL 33401**

1.6 CONTACT PERSON

The MPO Contact Person for this RFP is Jessica Lopez, Procurement & Contracts Coordinator, (561) 725-0821, e-mail address: Finance@PalmBeachMPO.org.

Any questions, explanations, or other requests desired by Proposer(s) regarding this RFP must be made in writing to the Contact Person via e-mail or U.S. Mail no later than the date specified and to the address listed in the RFP Timetable (Section 1.4). The request must contain the Respondent's name, address, phone number, and e-mail address.

Respondents are advised that from the date of release of this RFP until the award of contract, no contact with MPO Staff concerning this RFP is permitted, except as authorized by the contact person designated herein.

1.7 ADDITIONAL INFORMATION / AMENDMENT(S)

Changes to this RFP, when deemed necessary by the MPO, will be completed only by written Amendment(s) issued no later than the date specified in the RFP Timetable (Section 1.4). Respondents should not rely on any representations, statements or explanations other than those made in the RFP or in any Amendment to this RFP. In the case of any apparent conflict between the RFP and any Amendment issued, the latest Amendment issued shall prevail.

As they are issued, all Amendments to solicitations will be posted under the applicable solicitation on www.PalmBeachMPO.org/business. It is the sole responsibility of the Respondent to check for any Amendments prior to the deadline for receipt of Proposals. The MPO shall not be responsible for the completeness of any RFP package not downloaded directly from the MPO website.

It is the Respondent's sole responsibility to assure receipt of all Amendments. The Respondent should verify with the designated Contact Person (Section 1.6) prior to submitting a Proposal that all Amendments have been received. Respondents are required to acknowledge the receipt of all Amendments by submitting the Amendment Acknowledgement Form as part of their proposal. The Amendment Acknowledgement Form will be attached to the amendment documentation posted to the website.

The MPO shall not be responsible for the completeness of any RFP package not downloaded directly from the MPO website or www.DemandStar.com.

SECTION 2 - GENERAL TERMS AND CONDITIONS

2.1 SUBMITTAL GUARANTEE

Respondent guarantees their commitment, compliance, and adherence to all requirements of the RFP by submission of their Submittal.

2.2 MODIFIED PROPOSALS

A Respondent may submit a modified Submittal to replace all or any portion of a previously submitted Submittal until the deadline for receipt of Proposals. The MPO will only consider the latest version of the Submittal.

2.3 WITHDRAWAL OF PROPOSALS

A Submittal may be withdrawn only by written notification. Letters of withdrawal received after the deadline for receipt of Proposals will not be accepted unless the contract has been awarded to another Respondent or no award has been made within ninety (90) days after the deadline for receipt of Proposals.

Unless withdrawn, as provided in this subsection, a submittal shall be irrevocable until the time that a contract is awarded.

2.4 LATE PROPOSALS, LATE MODIFIED PROPOSALS

Proposals and/or modifications to Proposals received after the deadline for receipt of Proposals specified in RFP Timetable (Section 1.4) are late and shall not be considered.

2.5 RFP POSTPONEMENT / CANCELLATION

The MPO may, at its sole and absolute discretion, reject any and all, or parts of any and all Proposals; waive any minor irregularities in this RFP or in the Proposals received as a result of this RFP; postpone or cancel, at any time, this RFP process; or re-issue this RFP.

2.6 COSTS INCURRED BY RESPONDENTS

All expenses incurred with the preparation and submission of proposals to the MPO, or any work performed in connection therewith, shall be borne by the responding party. No payment shall be made for proposals received, nor for any other effort required of or made by the Respondents, prior to commencement of work as defined by a contract approved by the MPO in accordance with the MPO's Procurement Policy.

2.7 PROPRIETARY / CONFIDENTIAL INFORMATION

Any material submitted in response to this RFP is considered a public document in accordance with Section 119.07, Florida Statutes (F.S.). As a result, all proposals will be subject to the Florida public records law, Chapter 112, Florida Statutes. This includes material which the Respondent might consider to be confidential. All submitted information that the Respondent believes to be confidential and exempt from disclosure (*i.e.*, a trade secret or as provided for in Section 119.0715 and Section 688.002, F.S.) must be specifically identified as such. Upon receipt of a public records request for such information, determination will be made by the MPO as to whether the identified

information is in fact confidential. If the document is withheld from public disclosure pursuant to Section 119.0715, the Respondent may, at the MPO's option, be required to defend the MPO's decision to withhold disclosure of the document or portion thereof that the Respondent has designated as a "trade secret."

2.8 NEGOTIATIONS

The MPO, at its sole discretion, reserves the right to enter into Contract negotiations with the highest evaluated responsive, responsible Respondent(s). If the MPO and said Respondent(s) cannot negotiate a successful Contract, the MPO may terminate said negotiations and begin negotiations with the next highest evaluated responsive, responsible Respondent. This process will continue until the Contracts acceptable to the MPO have been executed or all proposals are rejected. No Respondent shall have any rights against the MPO arising from such negotiations or termination thereof.

2.9 RIGHT TO PROTEST

Any Respondent who is aggrieved in connection with the recommendation for contract award may protest by submitting a written protest to the MPO Executive Director within five (5) business days of the posting of Intent to Award by the MPO.

- A. Protests must be submitted in writing, addressed to the MPO Executive Director, via hand delivery, U.S. Mail, or e-mail to VNeilson@PalmBeachMPO.org. The protest shall identify the protestor and the solicitation and shall include a factual summary of the basis of the protest. Such protest is considered filed when it is received, and date/time stamped by the MPO. Only those issues submitted in writing within the timeframe specified for the notice of protest will be considered.
- B. Upon receipt of the written protest, the MPO Executive Director will review the protest, any written material provided by the parties, or may, in his/her sole discretion, schedule an informal meeting in order to render a decision. The MPO Executive Director shall issue a written decision to either uphold or deny the protest within five (5) business days from receipt of the protest. The written decision shall provide the general rationale for said determination and shall be provided to the protestor and to any other party to the protest.
- C. The protest may be upheld based upon a violation of the provisions of the Palm Beach MPO Procurement Policy or any other ordinance, resolution, policy, or procedure, or upon discovery of an irregularity or procedural flaw that is so severe as to render the process invalid. If the upholding of the protest will result in change of the recommended awardee, a new recommended award shall be posted by the MPO in accordance with the Palm Beach MPO Procurement Policy. If the upholding of the protest will result in a cancellation of the RFP, the MPO Executive Director will uphold the protest and cancel the RFP.
- D. If the protest is denied, the protestor may submit a written appeal to the MPO Executive Director within three (3) business days of the denial. The appeal shall be heard by an Appeal Committee of no fewer than three (3) MPO Board Representatives including the Chair and/or the Vice Chair. The Appeal Committee will review the appeal, any written material provided by the parties and the determination of the MPO Executive Director and will issue a final decision. The Appeal Committee's decision shall be the final determination and disposition of the protest.

2.10 TITLE VI, EQUAL OPPORTUNITY EMPLOYMENT, AND NONDISCRIMINATION

All proposers and the selected consultant will abide by applicable nondiscrimination authorities and will not discriminate on the basis of race, color, national origin, sex, age, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, religion, family status, or any other characteristic protected by federal, state, or local laws.

The selected consultant will place or cause to be placed in any information developed for public dissemination the following statement: The MPO does not discriminate on the basis of race, color, national origin, sex, age, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, religion, family status, or any other characteristic protected by federal, state, or local laws.

For more information, contact Carly Diglio, Public Involvement Officer at info@palmbeachMPO.org (561) 725-0813 or 711 (for hearing impaired). Those individuals requiring language services (free of charge) or accommodation for a disability should contact the MPO at least 5 days in advance.

2.11 RULES; REGULATIONS; LICENSING REQUIREMENTS

The Respondent shall comply with all laws, ordinances, and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. Respondents are presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may, in any way, affect the services offered, to include Executive Order No. 11246 entitled "Equal Employment Opportunity" as amended by Executive Order No. 11375, and as supplemented by the Department of Labor Regulations (41 CFR, Part 60).

2.12 FEDERAL DEBARMENT

By submitting a response to this RFP, the Offeror certifies that neither it nor any of its principals (which include officers, directors, or executives) is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction on this transaction by any Federal department or agency.

2.13 RESPONSIVE PROPOSALS

Each Submittal will be reviewed to determine responsiveness to the RFP. A Responsive Submittal is one which has been signed, has been submitted by the specified submission time, and has provided the information required as stated in Section 3. Proposals deemed to be non-responsive will be rejected from further evaluation by the MPO.

The MPO, at its sole discretion, reserves the right to enter into Contract negotiations with the highest evaluated responsive, responsible Respondent(s). If the MPO and said Respondent(s) cannot negotiate a successful contract, the MPO may terminate said negotiations and begin negotiations with the next highest evaluated responsive, responsible Respondent. This process may continue until the Contract acceptable to the MPO has been executed or all Proposals are rejected. No Respondent shall have any rights against the MPO arising from such negotiations or termination thereof.

The MPO will review each Proposal to determine if the Submittal is responsive to the RFP. Proposals deemed to be non-responsive will be rejected without being evaluated by the MPO. A responsive Proposal is one which:

- Includes all required documents listed on the "ATTACHMENTS" check list.
- Has been signed, authorized, and notarized by all parties.
- Has been submitted by the specified submission time.
- Has provided the information required to be submitted with the Submittal (as stated in Section 3.
- Otherwise complies with the requirements of this RFP.

While poor formatting, poor documentation, and/or incomplete or unclear information may not be cause to reject a Proposal without evaluation, such substandard submissions may adversely impact the evaluation of a Submittal, especially information relating to establishing financial/business stability. Respondents who fail to comply with all the required and/or desired elements of this RFP do so at their own risk.

Proposals will only be considered from firms regularly engaged in the business of providing the goods and/or services required by this solicitation. The Proposer must be able to demonstrate a good record of performance and have enough personnel to ensure that they can satisfactorily provide services if awarded the Contract as a result of this solicitation.

Notwithstanding these proposal requirements, the MPO reserves the right, at its sole discretion, to waive any minor irregularity relating to the proposal. The MPO is not required to request that the Respondent address any perceived irregularity. However, the MPO may inquire into any perceived irregularity. Upon request, it shall be the responsibility of the respondent to address the determined minor irregularity within a time frame specified by the MPO (normally within two working days of request). Failure of a respondent to provide the required information within the specified time frame is considered sufficient cause to deem the proposal non-responsive.

2.14 EXCEPTIONS TO THE RFP

All exceptions taken must be specific, and the Respondent must indicate clearly what alternative is being offered to allow the MPO a meaningful opportunity to evaluate the Submittal. Respondents are cautioned that submitting an alternative Submittal does not relieve the respondent from submitting the "Minimum Requirements" as stated in Section 3. The MPO is under NO obligation to accept any proposed exceptions or alternatives.

2.15 MPO'S EXCLUSIVE RIGHTS

The MPO reserves the exclusive right to:

- Waive any deficiency or irregularity in the selection process;
- Accept or reject any or all qualifications statements in part or in whole;
- Request additional information as appropriate; and,
- Reject any or all Proposals if found not to be in the best interest of the MPO.

By providing a Submittal for this RFP, all Respondents acknowledge and agree that no enforceable agreement arises until the MPO signs the Agreement, that no action shall require the MPO to sign such agreement at any time, and that each Respondent waives all claims to damages, lost profits,

costs, expenses, reasonable attorney’s fees, etc., as a result of the MPO not signing such agreement.

2.16 SELECTION PROCESS

Responsive Proposals will be evaluated by MPO Staff appointed by the Executive Director. Staff will evaluate and score the responsive and qualified proposals based on the evaluation criteria set forth in **Section 2.17**. Accordingly, Respondents are urged to ensure that their submittal contains all the necessary information for the MPO to fairly and accurately evaluate each of the criteria.

The Selection Process will occur on the date(s) provided in Section 1.4 Timetable.

MPO Staff will score based on the evaluation criteria listed in **Section 2.17** of this RFP and then rank the proposals based on the total score. The Procurement and Contracts Coordinator will establish an overall ranking based on the staff’s individual rankings.

Staff may choose to recommend a final ranking to the Executive Director or recommend that the MPO rejects all Respondents.

A final recommendation will be provided to the Executive Director. The MPO will publish a Notice of Intent to Award for the selected Respondent.

2.17 EVALUATION CRITERIA

Proposals will be evaluated using information provided in the RFP requirements outlined in Section 3.2 Required Content. The Required Content will be based on the qualifications, professional background, and experience of staff members as related to the criteria listed below. Each MPO Selection Committee member will assign a score for each criterion and then rank the proposals on a summary sheet based on the total scores for each proposal.

The Contact person (Section 1.6) will establish an overall ranking based on each Selection Committee member’s ranking. In the event of a tie, the Selection Committee Chair shall facilitate further deliberations among the Selection Committee members which shall continue until a final decision is reached in accordance with the evaluation criteria set forth in this RFP.

Evaluation Criteria	Max Points
Experience and Qualifications - Contractor demonstrated experience providing janitorial services in similar environments, qualifications of key personnel.	35
Pricing Proposal – Contractor provided competitive and transparent pricing and clarity in pricing breakdown.	35
Approach to Scope of Services - Understanding and responsiveness to the Scope of Services.	15
Quality Control and Assurance – Contractor provided adequate safety protocols and procedures.	15
Total	100

2.18 AWARD OF CONTRACT

One (1) contract will be awarded to the responsive, responsible Respondent whose proposal is considered to be the most advantageous to the MPO based on the MPO's evaluation. The MPO may reject proposals and readvertise for all or any part of this RFP whenever deemed in the best interest of the MPO. The MPO shall be the sole judge of what is in its "best interest."

2.19 STANDARD CONTRACT PROVISIONS

Required USDOT assisted contract language

CONTRACT ASSURANCE

The Organization will ensure that the following clause is placed in every USDOT- assisted contract and subcontract:

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of the 49 CFR part 26 in the award and administration of USDOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

PROMPT PAYMENT

The Organization will ensure that the following requirements are placed in every USDOT-assisted contract and subcontract.

- (A) Every contract awarded by the MPO for performance of work shall contain a provision requiring the prime contractor, before receipt of any progress payment under the provisions of such contract, to certify that the prime contractor has disbursed to all subcontractors and suppliers having an interest in the contract their pro rata shares of the payment out of previous progress payments received by the Prime Contractor for all work completed and materials furnished in the previous period, less any retainage withheld by the Prime Contractor pursuant to an agreement with the subcontractor, as approved by the MPO for payment. The MPO shall not make any such progress payment before receipt of such certification, unless the contractor demonstrates good cause for not making any such required payment and furnishes written notification of any such good cause to both the MPO and the affected subcontractors and suppliers.

- (B) Every Contract let by the MPO for the performance of work shall contain a provision requiring the Prime Contractor, within 30 days of receipt of the final progress payment or any other payments received thereafter except the final payment, to pay all subcontractors and suppliers having an interest in the contract their pro rata shares of the payment for all work completed and materials furnished, unless the Contractor demonstrates good cause for not making any such required payment and furnishes written notification of any such good cause to both the MPO and the affected subcontractors or suppliers within a 30-day period.

CONFIDENTIALITY OF PROPOSALS

Proprietary Information:

"In accordance with Chapter 119 of the Florida Statutes (Public Records Act), and except as may be provided by other applicable State and Federal Law, all proposers should be aware that the Request for Proposals and the responses thereto are in the public domain. However, the proposers are requested to **identify specifically** any information contained in their proposals which they consider to be confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law."

Please note that the sections 119.07(3)(m) of the Florida Statutes address in part the issue of the public nature of sealed bids or proposals, as well as the non-public nature of certain trade secrets. The proposal submitted by your company may contain areas, that are designated "**confidential**" or "**exempt from disclosure.**" If your proposal contains such information, you are required to advise the Palm Beach MPO with specificity the applicable law making those provisions exempt from disclosure in accordance with the Public Records Law. **A generic notation that the information is "confidential" will not suffice.**

Failure to provide the Departments of Finance and Administration with a detailed explanation and justification, including statutory cites and specific reference to your bid package detailing what provisions, if any, you believe are exempt from disclosure in accordance with Chapter 119 of the Florida Statutes.

2.20 COMMENCEMENT OF WORK

This RFP does not, by itself, obligate the MPO. The MPO's obligation will commence when an agreement is executed by the Executive Director and provided to the Respondent. The MPO will not be responsible for any work done by the Respondent, even work done in good faith, if it occurs prior to the contract start date set by the MPO.

2.21 INDEMNIFICATION

The successful Respondent shall indemnify, and hold harmless the MPO, and its officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness or intentionally wrongful conduct of the successful Respondent and other persons employed or utilized by the successful Respondent in the performance of the services under the Contract.

2.22 TAXPAYER IDENTIFICATION NUMBER

The successful Respondent(s) shall provide the MPO with their Taxpayer Identification Number prior to being recommended for award of any Contract resulting from this solicitation.

2.23 AUTHORIZED SIGNATURE

The authorized representative signature required on all Proposals and the Contract must be made by an officer of the company who is legally authorized to enter a contractual relationship in the name of the respondent ("Authorized Person").

SECTION 3 - PROPOSAL REQUIREMENTS

3.1 TABLE OF CONTENTS AND COVER LETTER

Proposals must contain a Table of Contents and Cover Letter. The Table of Contents should outline in sequential order all areas of the Submittal and should allow clarity and ease of review of the proposal.

Cover letter should include the following:

- Firm name, address, phone number, email address, and primary contact person.
- A brief statement confirming understanding of the scope and commitment to provide services.

3.2 QUALIFICATIONS AND EXPERIENCE

The Respondent shall include the completed Business Information Form (Section 5.1) in the submission including the following:

- Overview of the Contractor such as years in business and ownership structure or organizational chart.
- Experience providing janitorial services for similar governmental or professional office environments.
- Verification of all business licenses, business tax receipts, and or permits required to perform the Work requested herein in the State of Florida.
- Proof of Insurances to include both General Liability and Workers' Compensation.

3.2 APPROACH TO SCOPE OF SERVICES

The Respondent shall include a description of the Management Plan and Approach for providing the Scope of Services including:

- Routine Cleaning scheduled twice weekly
- Restroom Sanitation Procedures
- Trash Recycling and Removal Procedures
- Floor Care (Carpet, Vinyl, Tile)
- Window and Glass Cleaning
- Quarterly Sidewalk Pressure Cleaning
- Restocking consumables (paper products, soap, toiletries, trash bags, trash liners)
- Quality Control Measures
- Inspection Procedures
- Emergency/On Call services
- Security and Safety training/protocols in compliance with OSHA

3.5 PRICE PROPOSAL

The Respondent shall include a price proposal in the submission for the scope of services including:

- Monthly Service Cost
- Cost breakdown (labor, supplies, equipment)
- Unit Pricing for additional services guaranteed for longevity of the contract
 - Carpet Shampooing and Deep Clean
 - Power washing of exterior building
 - Trash/Recycling Bin Sanitation

IF THE PRICE PROPOSAL VARIES BASED ON ANY FACTORS, RESPONDENT MUST PROVIDE THIS INFORMATION AS WELL.

The Respondent is responsible for the accuracy of the pricing provided as part of the Submittal. Any errors in providing an accurate price response due to inaccuracies in the provided template are the sole responsibility of the Respondent.

3.5 CUSTOMER REFERENCE FORMS

The Respondent shall include three (3) completed Customer Reference Forms in the submission.

- References of at minimum three (3) clients who share a similar scope where the Contractor has provided both janitorial services and supplies. References are to include:
 - Organization Name
 - Contact Person
 - Phone/Email
 - Description of Services provided
 - Duration of Contract to include Date Range

Remainder of this page intentionally blank

SECTION 4 - SCOPE OF WORK/SERVICES

CONTRACTOR shall perform cleaning and sanitization services at 301 Datura Street, West Palm Beach, FL 33401, twice weekly between the hours of 5:30 p.m. to 9:30 p.m. The service area totals 9,300 square feet and includes:

- Main Lobby/Reception
- Bathrooms
- Offices (private downstairs & common workstations upstairs)
- Employee Breakroom/Kitchen
- Conference/Meeting Rooms
- Hallways and Corridors

Services shall include, but are not limited to, the following:

- Clean and disinfect office surfaces (desks, conference tables, chairs, and other office furniture).
- Clean and disinfect all light switches and door handles.
- Clean face plates, picture frames, and office décor (as needed).
- Clean all glass on doors, cubicles, windows, and entranceways (as needed).
- Dust high areas, windowsills, shelves, and reachable HVAC vents and grills (monthly).
- Vacuum/Sweep/Mop hard floors.
- Vacuum all carpeted areas.
- Empty trash receptacles and replace liners (including feminine waste receptacles).
- Remove trash from the office areas and deposit in the waste dumpsters located in the adjacent parking lot.
- Remove recycling from all office areas and deposit in the appropriate receptacles located in the back corridor.
- Clean, deodorize, and disinfect sinks, showers, and other restroom areas.
- Clean, deodorize, and disinfect toilets & urinals (interior & exterior).
- Refresh paper towel dispensers, toilet tissue dispensers, and hand soap dispensers.
- Clean and disinfect drinking fountains.
- Clean and disinfect employee breakroom/kitchen sink, countertops, and chairs.
- Clean and disinfect exterior of dishwasher and countertop appliances.
- Clean and disinfect interior and exterior of microwave and refrigerator (once weekly).
- Sweep/Pick-up trash from exterior office entrances.

- Proper labeling and handling of hazardous materials with Safety Data Sheets (SDS) accessible on site
- Required use of PPE's (Personal Protective Equipment) to be provided by the contractor while servicing the site
- Proper use of cleaning equipment and supplies according to manufacturer guidelines

Additionally, the vendor shall perform monthly interior and exterior storefront window cleaning and quarterly pressure washing of the office building and adjacent sidewalk. The Vendor is responsible for providing water as no exterior building spigot is available. The Vendor will provide all cleaning equipment and cleaning supplies, which meet the industry standard quality for medical grade disinfectants.

The Vendor is responsible for parking arrangements. The MPO will furnish a set of office keys and alarm codes as required. Vendor is responsible for following safety protocols to ensure personnel safety and building security.

SECTION 5 - DOCUMENTS TO BE SUBMITTED IN PROPOSAL

The Respondent shall complete and submit the following documents as part of its formal submittal. FAILURE TO COMPLETE, SIGN AND SUBMIT THESE DOCUMENTS MAY DEEM A SUBMITTAL NON-RESPONSIVE.

1. Business Information Form (Exhibit A)
2. Three (3) Customer Reference Forms (Exhibit B)
3. Drug-Free Workplace
4. Form 375-030-31 Labor and Services Affidavit
5. Price Proposal (Section 3.5)

EXHIBIT A - BUSINESS INFORMATION FORM

NAME OF ENTITY: _____
(Exactly as it is to appear on the Contract/Agreement)

ENTITY ADDRESS: _____

CONTACT PERSON: _____

TITLE: _____

TELEPHONE NUMBER: (____) _____ EMAIL: _____

If Respondent is a subsidiary, state name of parent company: _____
All information provided herein must be as to Respondent (subsidiary) and not parent company.

FEDERAL I.D. NUMBER: _____

FORM OF ENTITY:

- Corporation Limited Liability Company Partnership, General
 Partnership, Limited Joint Venture Sole Proprietorship

Is Entity registered to do business in the State of Florida? Yes No If yes, as of what date? _____

MANDATORY RESPONDENT CERTIFICATIONS:

The Respondent certifies by signature below the following:

1. The Respondent will register with the Florida Division of Corporations as either a Florida or foreign corporation prior to the effective date of the contract with the MPO if it is the Awardee and is not presently registered.
2. The completed PRICE PROPOSAL is submitted as the current, accurate, complete and all-inclusive Total Pricing, including "out-of-pocket" expenses (if any), to provide the MPO with Services in accordance with the Requirements/Services set forth in this RFP document.
3. This Submittal is current, accurate, complete, and is presented to the MPO for the performance of this contract in accordance with all the requirements as stated in this RFP.
4. The Submittal is provided without prior understanding, agreement, or connection with any corporation, firm, or person providing a Submittal for the same materials, services, and supplies and is, in all respects, fair and without collusion or fraud.
5. The Respondent has the financial stability to fully perform the terms and conditions as specified herein and will provide financial information to document this upon request by the MPO at any time during the solicitation process and in any form deemed necessary by the MPO.

RESPONDENT'S AUTHORIZED SIGNATURE:

SIGNATURE: _____

TITLE: _____

PRINT NAME: _____

DATE: _____

DRUG FREE WORKPLACE CERTIFICATION FORM

To certify a drug-free workplace program, a business entity shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the agency's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).
- (4) In the statement specified in number (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- (5) Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation Section 287.087, Florida Statutes.

THIS CERTIFICATION is submitted by: _____

(Authorized Agent's Name)

_____ of _____

(Title/Position with Entity)

(Entity Name)

who does hereby certify that said Entity has implemented a drug-free workplace program which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

Signature

Date

IMPORTANT: FAILURE TO SUBMIT THESE PAGES, INCLUDING ALL REQUIRED INFORMATION AND SIGNATURES, WILL BE CAUSE FOR THE PROPOSAL TO BE DEEMED "NON-RESPONSIVE" AND WILL RESULT IN IMMEDIATE REJECTION OF THE ENTIRE PROPOSAL RESPONSE.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
AFFIDAVIT REGARDING LABOR AND SERVICES

375-030-31
PROCUREMENT
11/25

Effective July 1, 2024, pursuant to §787.06(14), Florida Statutes, when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services.

Nongovernmental Entity's Name: _____
Address: _____
Phone Number: _____
Authorized Representative's Name: _____
Authorized Representative's Title: _____
Email Address: _____

AFFIDAVIT

I, insert nongovernmental entity's authorized representative name, as authorized representative attest that insert nongovernmental entity's name does not use coercion for labor or services as defined in §787.06, Florida Statutes.

Under penalty of perjury, I declare that I have read the foregoing Affidavit and that the facts stated in it are true.

(Signature of authorized representative)

Date

STATE
COUNTY OF

Sworn to (or affirmed) and subscribed before me, by means of physical presence or online notarization, this
day of _____, (year), by

Notary Public

Commission Expires
Personally Known OR Produced Identification
Type of Identification Produced