



**REQUEST FOR PROPOSALS  
FOR  
JANITORIAL SERVICES**

**CITY OF LAKELAND, TENNESSEE  
10001 U.S. HIGHWAY 70  
LAKELAND, TN 38002**

**April 1<sup>st</sup>, 2023**

**REQUEST FOR PROPOSALS  
FOR  
JANITORIAL SERVICES  
CITY OF LAKELAND, TENNESSEE**

**I. Purpose**

The City of Lakeland, Department of Public Works, requests proposals from qualified professional contractors to provide Janitorial services for three city facilities. The selected contractor will provide janitorial services in facilities in multiple locations throughout the city. The contract will be for two (2) years starting on June 1<sup>st</sup>, 2023.

**II. Scope of Services**

The Contractor shall be capable of providing all the following services related to Janitorial Services.

1. All custodial work requirements shall be scheduled and coordinated to avoid duplication of function. For example, when stripping, waxing, and resealing are called for on a particular day, the sweeping and damp mopping functions for that same day shall be scheduled to coincide with waxing functions. Easily moved furniture, equipment, throw rugs, and all walk-off mats shall be moved and the floor and carpet surfaces shall be serviced when surrounding floor and carpets are being serviced and shall be returned to original positions. Separate mops and buckets for kitchens and bathrooms.

2. **Floor Care - Sweeping /Dust Mopping:** Uncarpeted floors shall be swept, or dust mopped. All loose dirt, streaks, and smears shall be removed. Walk-off mats shall be swept clean. Moisture on the floor beneath walk-off mats shall be removed and moisture on the underside of the mats shall be removed. This must be performed twice per week.

3. **Damp Mopping:** Floors and baseboards shall be damped mopped, and shall be kept free of dust, dirt, streaks, smears, stains, detergent films, and standing water. The Contractor shall scrub the floors, and baseboards. Any damp mopping function that is scheduled on stripping, waxing, and resealing day shall be scheduled to coincide with the aforementioned functions to alleviate duplications. This must be performed twice per week.

4. **Strip:** Resilient and concrete floors shall be stripped prior to refinishing to remove all finish compounds and imbedded dirt. This must be performed quarterly.

5. **Vacuum Carpet:** Carpeted areas, and rugs shall be vacuumed free of all loose soil, debris, lint, dust, dirt, and ashes. This must be performed twice per week.

6. **Shampooing Carpets, Rugs, and Walk-Off Mats:** Carpets, rugs and walk-off mats shall be shampooed free of streaks, stains and spots and shall have a bright uniform color. Carpets which shall not be dry prior to 0700 the next working day shall be protected by plastic carpet runners until dry. This must be performed monthly.

**7. Restroom General Cleaning:** Restroom fixtures, including water closets, urinals, lavatories, and sinks shall be disinfected inside and outside and shall be free of stains and odors. Partitions and dividers shall be washed with a disinfectant and be free of dirt, stains, streaks, and graffiti. All wall surfaces, including glass, shall be cleaned free of dirt, stains, streaks, and graffiti. Mirrors shall be cleaned and polished. Restroom walls shall be cleaned free of film, streaks, and stains. All metal fixtures and hardware should be clean and bright. This must be performed twice per week.

**8. Service Toilet Paper:** All toilet paper dispensers shall be filled at room servicing. An adequate supply of toilet paper shall be left in all restrooms when the supply in dispensers is low, but not low enough to change. Toilet paper dispensers shall be refilled when there is less than 1"(inch), visible. This must be performed twice per week.

**9. Paper Towel Service:** All paper towel dispensers shall be filled at each room service. Proper size paper towels shall be installed in towel dispensers as provided. Paper towel dispensers are in the restrooms and kitchen. Contractors shall leave an adequate supply of paper towels to last until the next service. Dispensers shall be filled at each service. This must be performed twice per week.

**10. Service Soap Dispensers:** All soap dispensers shall be filled at each room servicing. Proper soap shall be provided for the dispensers serviced. Soap dispensers are in restrooms and kitchen. This must be performed twice per week.

**11. General Room Cleaning Walls and Partitions:** Walls and partitions shall be kept free of dust, streaks, lint, markings, graffiti, and cobwebs. After mopping floors, ensure walls and partitions are free of unsightly stains. This must be performed bi-weekly.

**12. Dusting:** All furniture, radiators, equipment, horizontal ledges and sills, hand railings, grills, fire apparatus, exposed overhead pipes, can lights, corners, and doors shall be dusted, with the exception of furniture with working paper on top. Miscellaneous hardware and bright metal work shall be cleaned. This must be performed once per week.

**13. Water Fountains:** Drinking fountains shall be cleaned and disinfected. All surfaces are to be free of stains, smudges, scale, excrement, trash, debris, and foreign material. This must be performed twice per week.

**14. Vestibules:** Interiors, including doors, walls, ceilings, threshold strips, and hardware shall be free of dust, soil, markings, graffiti, lint, streaks, and trash. All metal surfaces shall be clean, bright and shiny. Please clean with lint free mops. This must be performed twice per week.

**15. Interior Glass Cleaning:** The surface of all glass, which does not have one side exposed to the atmosphere, shall be considered interior glass, and shall be cleaned including windows, doors, display cases and fixed glass panes. All glass surfaces shall be free of dirt, streaks, and stains. Glass shall be wiped dry. All paint drops, putty film and foreign matter found on glass surfaces.

This must be performed twice per week.

**16. Conference Room Furniture Polishing:** The tables and chairs in all conference rooms or rooms used as conference rooms shall be polished with an approved polishing agent manufactured for that purpose. This must be performed twice per week.

**17. HVAC Vents:** All supply and return vents are to be cleaned in place. The cleaning solution shall be non-corrosive liquid-approved by the Contracts Administrator prior to any cleaning of vents. This must be performed bi-weekly.

**18. Chair Cleaning, Including Base:** Chairs, including base, shall be kept free of lint, dust, dirt, hair, stains. This must be performed twice per week.

**19. Clean Blinds:** Blinds shall be wiped in place to remove all surface dust and dirt. This must be performed once per week.

### **III. Proposal Requirements**

The Proposal should demonstrate that the Contractor understands the intent and scope of the project, the character of the deliverables, the services required for their delivery and the specific tasks that must be performed while supplying these services. In addition, the Contractor should demonstrate the qualifications necessary to successfully complete this project. To assist in the evaluation process, please include the following information in the proposal:

#### **1. Introduction**

Proposal shall include basic relative information.

#### **2. Qualifications and Experience**

Proposal shall detail the Contractor's experience relating specifically to landscaping projects. Include a listing of relevant work, within the past three years, which would indicate experience. This listing shall include a description of the work and the approximate date the work was completed.

#### **3. Cost Proposal Per Service**

Proposal shall include a detailed cost proposal for each of the line items in the Scope of Work section of the RFP.

### **IV. Contractor Selection Procedure**

An evaluation committee will review and rank each proposal based on the following criteria:

1. Responsiveness to project description
2. Overall experience of the contractor

Selection of the contractor may be based solely on the submittal of the proposal. If the committee wishes to conduct interviews, City staff will contact each contractor to set up a date for the interview. The interview process will allow the firms to better educate City staff about their experience and qualifications. Interviews will be limited to 30 minutes. The Contractors deemed most qualified to provide the required services will be selected and the contracts will be presented to the Board of Commissioners for their approval of the contract.

The City of Lakeland reserves the right to seek clarification of any proposal submitted and to select the proposals considered to best promote the public interest of Lakeland.

All proposals become the property of the City of Lakeland upon submission. The cost of preparing, submitting, and presenting a proposal is the sole expense of the Contractor. Lakeland reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of City of Lakeland. This solicitation of proposals in no way obligates Lakeland to award a contract.

The City of Lakeland will not discriminate against any individual for any reason and will provide services to all citizens and contractors, both potential and current, in a nondiscriminatory fashion. It is the intent of the city to fully comply with the provision of Title VI and Title VII of the Civil Rights Act of 1964. The City is committed to a moral, ethical, and legal responsibility to ensure equitable employment practices and the delivery of city services regardless of an individual's race, color, religion, national origin, age, disability, gender, or political affiliation. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements.

## **V. Proposal Submittal**

All contractors who wish to be considered for Janitorial Services shall submit a proposal by **Tuesday, May 2, 2023, at 2:00pm** to:

Lakeland City Hall  
Public Works Dept.  
10001 U.S. Highway 70  
Lakeland, TN 38002  
Phone: (901)-867-2717

Proposals shall be presented in a sealed envelope and clearly marked "Proposal for Janitorial Services". Include four (4) copies of the proposal.

If any of the above requirements are not met, the proposal may not be considered. Proposals received after the deadline will not be accepted. Faxed or emailed proposals will not be accepted.

Questions regarding the RFP should be directed to:

Daniel Lovett.  
Public Works Director  
(901) 867-2717  
Dlovett@lakelandtn.org