



RFP for Janitorial Services

Procurement Timeline

1. RFP Issued	April 20 th
2. Site visits	April 24 th -May 12 th
3. RFP Responses Due	May 15 th , close of business.
4. Vendor selection by	June 15 th
5. Start Date for services	July 1 st

About the Foundation for a Healthy St. Petersburg

Mission: We achieve health equity through racial equity by listening humbly, learning fearlessly, and leading courageously to impact systems change.

We encourage you to review our websites to learn more about our work and commitment to the community before responding to this RFP.

- [Foundation for a Healthy St. Petersburg](#)
- [Center for Health Equity](#)

Request for Proposals for Janitorial Service

The Foundation for a Healthy St. Petersburg seeks a vendor to provide high-quality janitorial service five days a week at our 24,500-sq. ft facility. The Center for Health Equity includes eight bathrooms, a catering kitchen, and a large event space. The administrative offices include office spaces, bathrooms, kitchen, and common areas. All standard work shall take place outside of regular business hours, which are 8 am – 6 pm EST.

In addition to the standard work described above, ongoing event porter service will be needed. We estimate there will be 100+ events in the Center for Health Equity



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this year. Events may be on the weekends or in the evenings. One week's prior notice for events will be provided.

The Foundation for a Healthy St. Petersburg gives special consideration to vendors that are BIPOC-owned and/or BIPOC-managed. (BIPOC means Black, Indigenous, People of Color)

Having prior commercial cleaning experience is not required. We encourage participation by all quality cleaning and janitorial vendors. Longstanding, positive relationships with current and former cleaning or janitorial service clients are required, and references will be checked.

Note: All vendors selected for contract negotiations will first meet Foundation staff and tour the Center for Health Equity and Foundation offices to inform contract negotiation. The questions below, however, are designed to inform which vendor(s) is(are) selected to proceed in the process.

Requirements

The Foundation for a Healthy St. Petersburg requires the following:

- a) All vendors must pay a living wage of at least \$17.75/hour based on the MIT Living Wage Calculator for Pinellas County, Florida. Refer to <https://livingwage.mit.edu/counties/12103>.
- b) Before signing a contract, the selected vendor will be required to provide a Certificate of Insurance meeting the following requirements:
 - a. \$1 million General Liability, \$2 million umbrella, and worker's compensation coverage as required by law. The Certificate of Liability Insurance must name the Foundation for a Healthy St. Petersburg and FHSP Lease Holdings as additional insureds.
- c) Labor, supervision, materials, consumable supplies, cleaning supplies, other supplies, and equipment necessary to assure exceptional performance of specified cleaning services as provided in Attachment 1, including but not limited to:
 - a. All consumable supplies, such as hand towels, non-toxic, environmentally safe hand soap, paper towel rolls, toilet paper, etc., to fulfill all requirements as provided in Attachment 1



- b. Non-toxic, environmentally safe cleaning supplies necessary to fulfill all requirements as provided in Attachment 1
- c. Deep cleaning as provided in Attachment 1
- d. Carpet cleaning as provided in Attachment 1
- e. Exterior window cleaning as provided in Attachment 1
- f. Floor buffer machine cleaning as provided in Attachment 1.

Questions

1. Why does working in this community matter to you?
2. Is your company BIPOC-owned and/or BIPOC-managed?
 - a. Who owns the company, and who manages it?
3. Describe your company's commitment to diversity, equity, and inclusion as well as any efforts your company has made to recruit, hire, and promote diverse employees.
4. Please share your company's experience in providing excellent janitorial and/or cleaning services for commercial and/or residential spaces.
Commercial cleaning experience is preferred, not required.
5. Please describe your current client base, both in terms of who you are serving and for how long those relationships have been in place so that we can understand your business better.
6. How is your workforce structured: Are they employees or contract workers? If contract workers, how many hours per week does each worker average?
7. Would you assign dedicated staff member(s) and a staff foreman to our account to assure continuity of service and excellence?
8. Describe employee screening processes before they are hired. Are background checks performed and are they compliant with the Fair Credit Reporting Act?
9. Please provide the names and numbers of three current or recent longstanding cleaning and/or janitorial clients the Foundation may call for a business reference.
10. Please provide any other documents or links to a company website if you feel it would be helpful.
11. What services would you need to subcontract? The subcontractor's Certificate of Liability Insurance must name the Foundation for a Healthy St. Petersburg and FHSP Lease Holdings as additional insureds.



Pricing structure

Please provide a detailed explanation of your firm's pricing structure for the following:

1. Ongoing exceptional janitorial services, as described in the attached scope of work.
2. Event porter service:
 - For each event, 1-4 onsite porters will be needed, depending on the size of the event.
 - What is the billable rate per hour for porters?
 - What is the minimum number of hours per event?
3. Any other charges or fees the Foundation might be assessed in this contract if any.

Response Submission and Questions

Please email your proposals to admin@healthystpete.foundation no later than May 15, 2023, close of business (5:00 PM EST).

Please direct all questions and requests for site visits to Dean Hendrix, Operations Manager, at dean@healthystpete.foundation or 727-440-7995.



Scope of Work: Attachment 1

1. Contractor shall coordinate the Services through the Foundation's Operations Manager, or such other person the Foundation designates. Contractor shall designate an Account Representative to work directly with the Operations Manager.
2. Upon completion of the Services described in the Agreement, daily or otherwise, the Space shall appear generally clean to the eye and free of clutter or debris. Notwithstanding the foregoing, Contractor shall not be required to move, organize or clean around items left on work surfaces. Contractor shall "tidy" magazines and other public documents in common areas.
3. To the extent practicable, Contractor shall recycle and identify to the Foundation appropriate methods and receptacles for such recycling. Contractor shall use recycled and recyclable products, whenever practicable, in fulfilling the terms of this Agreement.
4. Contractor shall assure the proper operation of power cleaning equipment, the proper use and handling of chemical products, and the proper cleaning methods for building materials such as ceramic tile, vinyl, wood, metal and glass. Contractor shall also comply with all with all applicable safety and health regulations and best practices. Contractor shall communicate any abnormalities, safety hazards, or concerns to the Operations Manager as soon as it becomes aware of any such concerns.
5. This Scope of Work is intended to establish an acceptable level of service. Cleaning frequencies are established as general guidelines based on experience and expected use; however, Contractor shall consult with the Foundation before adjusting Service Days. All items not specifically included but found to be necessary to properly clean the Space shall be included as though written into the Scope of Work. More specifically, at a minimum Contractor shall provide the following services:



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Vestibule

Task Description

Service Days

Detail Dust - High and Low Areas	Monthly
Spot Clean All Walls, Light Switches and Doors	2 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors - Use Appropriate Cleaner	5 days/wk.
Clean Both Sides of Door Glass and Wipe Frames	1 day/wk.
Spot Clean Entrance Glass	4 days/wk.
Vacuum Walk-On Mats	5 days/wk.

Entry Gallery

Task Description

Service Days

Detail Dust - High and Low Areas	Monthly
Spot Clean All Walls, Light Switches and Doors	2 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors - Use Appropriate Cleaner	5 days/wk.
Clean Both Sides of Door Glass and Wipe Frames	1 day/wk.
Spot Clean Entrance Glass	4 days/wk.
Vacuum Walk-On Mats	5 days/wk.

Offices and Reception Area

Task Description

Service Days

Dust All Horizontal and Vertical Surfaces Within Normal Reach	2 days/wk.
Detail Dust - High and Low Areas	Monthly
Spot Clean All Walls, Interior Glass, Light Switches and Doors	As needed
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	2 days/wk.
Damp Wipe Telephones Using a Disinfectant	Weekly
Vacuum or Brush Upholstered Furniture	Bi-Monthly
Empty and Remove Trash and Recycling, Replace Liner if Needed	5 days/wk.



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Spot Vacuum All Carpet	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners and Edges	Monthly

Hallways and Open Areas

Task Description

Service Days

Detail Dust - High and Low Areas	Monthly
Spot Clean All Walls, Light Switches and Doors	2 days/wk.
Vacuum Hard Surface Floors Using Appropriate Attachment	5 days/wk.
Damp Mop Hard Surface Floors - Use Appropriate Cleaner	5 days/wk.
Clean and Polish Drinking Fountains or Units	5 days/wk.
Dust All Horizontal Surfaces Within Normal Reach	3 days/wk.
Vacuum or Brush Upholstered Furniture	Bi-Monthly

Pods

Task Description

Service Days

Dust All Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust - High and Low Areas	Monthly
Spot Clean All Walls, Light Switches and Doors	2 days/wk.
Damp Wipe Horizontal Surfaces - Use Appropriate Cleaner	1 day/wk.
Vacuum or Brush Upholstered Furniture	Bi-Monthly
Empty and Remove Trash and Recycling, Replace Liner if Needed	5 days/wk.
Spot Vacuum All Carpet	3 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	2 days/wk.
Detail Vacuum - Corners and Edges	Monthly

Meeting and Specialty Rooms

Task Description

Service Days

Dust All Horizontal Surfaces Within Normal Reach	4 days/wk.
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Detail Dust - High and Low Areas	Monthly
Spot Clean All Walls, Light Switches and Doors	2 days/wk.
Damp Wipe Horizontal Surfaces - Use Appropriate Cleaner	3 days/wk.
Vacuum or Brush Upholstered Furniture	Monthly
Arrange Furniture	5 days/wk.
Empty and Remove Trash and Recycling, Replace Liner if Needed	5 days/wk.
Spot Vacuum All Carpet	3 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	2 days/wk.
Detail Vacuum - Corners and Edges	Monthly

Staff Lounge

Task Description

Service Days

Detail Dust - High and Low Areas	Monthly
Spot Clean Vending Machines, Walls and Light Switches	5 days/wk.
Vacuum or Brush Upholstered Furniture	Bi-Monthly
Arrange Furniture	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners and Edges	Monthly
Empty and Remove Trash and Recycling	5 days/wk.
Clean Coffee Machine/Station	5 days/wk.
Clean Refrigerator, Empty Contents If Requested	Monthly
Damp Clean Interior and Exterior of Microwave	5 days/wk.
Damp Clean Exterior of Lockers	5 days/wk.
Damp Wipe All Lunchroom Tables	5 days/wk.
Damp Wipe Countertops Using Appropriate Cleaner	5 days/wk.



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Damp Wipe Eating Area Chairs 5 days/wk.

Kitchen

Task Description

Service Days

Detail Dust - High and Low Areas	1 day/wk.
Spot Clean All Walls, Light Switches and Doors	5 days/wk.
Wipe Front, Sides and Legs of Appliances, Dispensing Machines and Work Tables	5 days/wk.
Sweep Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors - Use Appropriate Cleaner	5 days/wk.
Clean All Ceiling Vents	Monthly
Empty and Remove Trash and Recycling	5 days/wk.
Clean Coffee Machine/Station	5 days/wk.
Clean Ice Machine	5 days/wk.
Clean Sinks Using Appropriate Cleaner	5 days/wk.
Damp Clean Interior and Exterior of Microwave	5 days/wk.
Vacuum Walk-On Mats	5 days/wk.
Clean Food Prep Tables and Counters Using Appropriate Cleaner	5 days/wk.
Clean Front and Sides of Refrigerator, Fixtures and Other Appliances	5 days/wk.

Restrooms and Showers

Task Description

Service Days

Empty Trash, Refill Supply Dispensers, Clean and Disinfect Commodes, Water Basins, Counters and Fixtures, Clean Mirrors, Partitions and Chrome, Sweep and Mop Floor Using Appropriate Disinfecting Cleaner, Damp Clean and Disinfect Tile	5 days/wk.
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Media/Technology Room

Task Description

Service Days

Dust All Horizontal Surfaces Within Normal Reach	2 days/wk.
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Detail Dust - High and Low Areas	Monthly
Spot Clean All Walls, Light Switches and Doors	As needed
Damp Wipe Horizontal Surfaces - Use Appropriate Cleaner	2 days/wk.
Arrange Furniture	As needed
Empty and Remove Trash and Recycling, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet	3 days/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners and Edges	Monthly

Storage

Task Description

Service Days

Detail Dust - High and Low Areas	Monthly
Spot Clean All Walls, Light Switches and Doors	1 day/wk.
Sweep Hard Surface Floors	Every other wk.
Spot Mop Stains and Spills Using Appropriate Cleaner	1 day/wk.
Damp Mop Hard Surface Floors - Use Appropriate Cleaner	Every other wk.

Utility Rooms

Task Description

Service Days

Detail Dust - High and Low Areas	Monthly
Spot Clean All Walls, Light Switches and Doors	1 day/wk.
Sweep Hard Surface Floors	1 day/wk.
Spot Mop Stains and Spills Using Appropriate Cleaner	1 day/wk.

Stairwells

Task Description

Service Days

Dust Stair Railings, Ledges and Spot Clean	3 days/wk.
Vacuum Hard Surface Stairs	5 days/wk.



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Spot Mop Hard Surface Stairs Using Appropriate Cleaner	4 days/wk.
Damp Mop Hard Surface Stairs Using Appropriate Cleaner	1 day/wk.

Center for Health Equity - to be fully cleaned/disinfected after every event

Task Description

- Clean/disinfect all doors/entrance areas, light switches
- Clean/disinfect all non-carpeted flooring
- Clean/disinfect all bathrooms (commodes, sinks, mirrors, floors, walls)
- Clean tables and chair surfaces as needed
- Vacuum all carpeted areas
- Spot clean areas on carpet as needed

Center for Health Equity/Catering Kitchen - to be detail cleaned after each catering event/use and checked daily for additional cleaning as needed

Task Description

- Empty all trash containers and replace with clean trash bag liners
- Wipe down/clean all cabinets and doors
- Clean splatters on walls
- Wipe down all counter space with disinfectant; shine w/Windex (or like)
- Disinfect sinks/area; shine w/Windex (or like)
- Clean outside and inside of appliances (refrigerators, coffee machine, dishwasher, ice machine)
- Sweep and/or vacuum floors thoroughly
- Clean/disinfect floors (should not be "sticky")

Other Requirements

Task Description

Damp Wipe Elevator Walls and Mop Floor	<i>Service Days</i> 5 days/wk.
Site Supervision	5 days/wk.



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Gather Supplies and Equipment for Shift	5 days/wk.
Clean and Arrange Janitor Closet	5 days/wk.
Prepare for The Next Day	5 days/wk.
Turn On Lights - Per Instructions	5 days/wk.
Shut and Lock Doors, Set Alarm - Per Instructions	5 days/wk.
Communicate to Operations Manager Re-Stocking of Cleaning Supplies in Writing	As needed