



**Mandatory
Pre-Proposal Meeting Minutes**

Town of Lake Park, Florida

Request for Proposal 109-2022

Janitorial Services for Town

Buildings and Parks Restrooms

Friday, September 23, 2022, 10:00 A.M.

Commission Chamber, Town Hall, 535 Park Avenue

The pre-proposal meeting was conducted on Friday, September 23, 2022 at 10:00 A.M. Present were Operations Manager Dwayne Bell, General Infrastructure Forman Howard Butts, and Town Clerk Vivian Mendez.

Operations Manager Bell introduced himself and General Infrastructure Forman Butts and welcomed everyone to the meeting. He explained that Mr. Butts would escort everyone to the all of the facilities that were part of the Request for Proposal. He explained that there were nine (9) locations. An Addendum has been issued updating the address of one of the facilities.

The general scope of work was to provide experienced and qualified companies to provide janitorial services to the Town. The Town will provide all equipment, supplies, tools, materials, and all other necessary incidentals required to perform the work described in the Request for Proposal Scope of Work of Services.

The anticipated contract term was for a period of three (3) years, renewable annually for up to two (2) additional one (1) year extensions, for a total potential contract term of five (5) years.

He thanked everyone for coming and Mr. Butts began to escort everyone through the facilities.

ADJOURNMENT:

The mandatory pre-proposal meeting adjourned at 10:04 A.M.

Town Clerk Vivian Mendez



Project # 109-2022

PROJECT: Janitorial Services for Town Buildings and Parks Restrooms

DATE/TIME:

October 13, 2022 2:30 P.M.

Pre-Construction Meeting

	CONTACT NAME & COMPANY	ADDRESS	PHONE	FAX	EMAIL ADDRESS
11	Image Companies Paul Saavedra	1750 N. Florida Mango Rd	561 255 99 15	561 844 8 986	psaavedra@imagecompanies.com
12	JUAN JARAMILLO DBA BTJ	3260 NW 23 AVE STE 100E POMPANO BEACH FL 33069	954 600 4419		JUAN.JARAMILLO@btj.com
13	Crystal Building Maintenance Ron Wicks	Pobox 18023 WPB 33416 5800 S. SABLE CIR	561-684-5652	561-790-6545	crystalbldmaint@ciol.com
14	P.C.S PROFESSIONAL CLEANING SERV. Tammy Graham	58 MAGATE 20 SW 27th Ave Suite 100 Pompano Beach, FL 33069	954 561 297-5142 954 650 6928		info@NEATCHLEAN SERVICE USA CO tgraham@anagost.com
15	Strellita Inc. dba Anago of South Florida Stephannie Cetoute				
16	Amer-Plus Janitorial & maintenance	1265 NE 203rd St miami FL 33179	(305) 725-2385		scetoute@amerpluscleaning.com
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18					
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TOWN OF LAKE PARK

REQUEST FOR PROPOSAL (RFP) 109-2022

JANITORIAL SERVICES FOR TOWN BUILDINGS AND PARKS RESTROOMS

The Town of Lake Park is accepting sealed proposals from qualified proposers who can perform the work described herein.

The Town of Lake Park, is soliciting proposals from experienced and qualified companies to provide janitorial services to the Town.

The Town **will** provide all equipment, supplies, tools, materials, and all other necessary incidentals required to perform the work described in the Request for Proposals' (RFP) Scope of Work and Scope of Services.

The anticipated contract term resulting from this RFP is for a period of three (3) years, renewable annually for up to two (2) additional one (1) year extensions, for a total potential contract term of five (5) years.

Town Locations to be Serviced

1. **Town Hall** - 535 Park Avenue
2. **PBSO District 10 Substation** - 700 6th Street
3. **Public Works Department** - 640 Old Dixie Highway
4. **Library** - 529 Park Avenue
5. **Recreation** - 800 Park Avenue
6. **Evergreen House** - 601A Federal Highway
7. **Lake Park Harbor Marina (Restrooms and Shower Rooms)** - 103 – 105 Lake Shore Drive
8. **Lake Shore Park Restrooms** - 701 Lake Shore Drive
9. **Kelsey Park Restrooms** - 700 Lake Shore Drive

This Request for Proposal (RFP) is being procured via UrbanLeap, an electronic procurement platform. UrbanLeap shall impose a service fee to the lowest, responsive, responsible bidder equivalent to 1% of the contract value awarded. Service Fees will be coordinated between UrbanLeap and the Offeror.

JANITORIAL SERVICES FOR TOWN BUILDINGS AND PARKS RESTROOMS



Request for Proposal documents are available beginning September 12, 2022 at 10:00 AM EDT at <https://app.urbanleap.io/form/110793568768891>.

Sealed responses will be accepted digitally via the following Submission Form: <https://app.urbanleap.io/form/110793568768891> until October 13, 2022 at 2:30 PM EDT. Proposals will be publicly opened and read aloud at October 13, 2022 at 2:35 PM EDT in the Town Hall Commission Chambers, 535 Park Avenue, Lake Park, Florida, 33403.

Proposals will not be accepted in any other format other than the specified above. Late proposals will not be accepted.

Information regarding a Pre-Proposal Meeting and Site Visit, if applicable to this solicitation, will be detailed below:

Pre-Bid Meeting: Yes

Date/Time: September 23, 2022 at 10:00 am

Location: Town Hall Commission Chambers

Additional Information: To visit all buildings

Site Visit: Yes - Attendance is Mandatory

Date/Time: September 23, 2022 at 10:00 am

Location: Town Hall Commission Chambers

Additional Information: Mandatory site visit

All Proposers are advised to closely examine the Solicitation package, and to become familiar with the scope of work and services to be performed under this solicitation. Any questions regarding the completeness or substance of the Solicitation package or scope of services must be submitted via this form: https://app.urbanleap.io/questions_form/278913969330542 by September 29, 2022 at 5:00 PM EDT.

Proposers shall demonstrate a satisfactory record of performance for services provided which are similar in the magnitude and scope for the services sought herein and as documented by their Letters of Reference.

The Town of Lake Park reserves the right to accept or reject any or all Proposals, in whole or in part, with or without cause, to waive any irregularities and/or technicalities, and to award the resultant contract on such coverage and terms it deems will best serve the interests of the Town. All proposed prices shall be guaranteed firm for a minimum of 90 calendar days after submission of the Proposal.

The Town of Lake Park is exempt from Federal and State Taxes for tangible personal property taxes.

All proposers are advised that the Town has not authorized the use of the Town seal by individuals or entities responding to Town invitations to bid or requests for proposals, and that any such use by unauthorized persons or entities constitutes a second-degree misdemeanor pursuant to Section 165.043, Florida Statutes. All proposers are further advised that the Town



Addendum No. 1: RFP 109-2022

JANITORIAL SERVICES FOR TOWN BUILDINGS AND PARKS RESTROOMS

Each recipient of Addendum No. 1 to the RFP who responds to the RFP acknowledges all of the provisions set forth in the RFP and agrees to be bound by the terms thereof. This addendum shall modify, clarify, change or add information and become part of the contract documents.

1. CLARIFICATIONS/ADDITIONAL INFORMATION

- a. This Addendum provides the approximate square footage of the service locations included in the Request for Proposal (RFP).
- b. Additionally, this Addendum corrects the address for service location No. 9, Kelsey Park Restrooms, in the RFP. *The correct address is 601 Federal Hwy.*

LOCATION NO.	LOCATION NAME	ADDRESS	APPROX. SQ. FT.
1	Town Hall	535 Park Avenue	15,372
2	PBSO District 10	700 6th Street	5,350
3	Public Works	640 - 650 Old Dixie Hwy	4,200
4	Library	529 Park Avenue	9,685
5	Recreation	800 Park Avenue	2,200
6	Evergreen House	601A Federal Hwy	1,396
7	Lake Harbor Marina Restrooms and Showers	103 -105 Lake Shore Drive	800
8	Lake Shore Park Restrooms	701 Lake Shore Drive	500
9	Kelsey Park Restrooms	601 Federal Hwy	900

DocuSigned by:

Dwayne Bell

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