



REQUEST FOR QUOTES

Custodial Services for City Parks Building and Restroom Facilities

Paducah, Kentucky

ISSUE DATE: May 13, 2023

DUE DATE: 2:00 pm, June 1, 2023

Contract Manager: Amie Clark, Director of Parks & Recreation

Contact Information: aclark@paducahky.gov



CITY OF PADUCAH, KENTUCKY

REQUEST FOR QUOTES

CUSTODIAL SERVICES FOR BUILDINGS & RESTROOM FACILITIES LOCATED IN CITY PARKS

Invitation

The City of Paducah Parks and Recreation Department desires to contract custodial services for facilities located in city parks. Custodial services will include daily cleaning, as specified in the operating schedule below, from July 1, 2023 – June 30, 2024. Custodial services shall include holidays.

The City of Paducah is accepting responses to this Request for Quotes (RFQ) from organizations that are:

- a) licensed/certified to operate in the Commonwealth of Kentucky;

Organization's responding to this RFQ must be able to manage all aspects of a contract for services and meet or exceed the minimum qualifications set forth in this RFQ. The intent of this RFQ is to identify those entities that are qualified and capable of completing the contracted services for the City of Paducah, Parks and Recreation Department. Organizations are invited to submit a quote as described herein by the submission deadline set for **June 1, 2023**.

Background

Paducah Parks and Recreation maintains seven (7) public restroom facilities in various locations in the City parks system, as well as two (2) buildings in Noble Park for reservation only.

Restroom facilities are open to the public seven (7) days per week during operating hours, including holidays. The facilities may be opened for additional hours as requested and approved for community special events.

Restroom facilities are located in the following areas:

Noble Park (3) – Skate Park, Boundless Playground, and Tennis Courts (Open Year-Round)

Downtown Restrooms (1) - (Open Year-Round)

Brockenborough Rotary Health Park (1) – (Open Year-Round)

Kolb Park (1) – (Open Seasonally March 15 - October 15)

Coleman Park (1) – (Open Seasonally Memorial Day – Sept 30)

Building facilities are available on a reservation basis only, seven (7) days per week during operating hours, including holidays. Reservation based facilities are located as follows:

Arts and Crafts Building – Noble Park near the Basketball Courts; Open March 1 – November 1.

Anna Baumer Building – Noble Park behind the amphitheater; Open March 1 – November 1.

QUALIFICATION PROCESS AND CRITERIA

The Selection Committee, comprised of personnel from the City of Paducah Parks & Recreation will review and evaluate the qualifications of the agencies that respond to this RFQ. This Selection Committee will review all responses to this RFQ and will identify qualified entities according to the evaluation criteria.

Respondents must meet or exceed the following criteria:

- The entity must be legally capable of operating within the State of Kentucky.
- The entity must have extensive and current experience in best practices and OSHA standards for handling chemicals and biohazardous materials.
- The entity must provide no fewer than three references from similar clients.
- The entity must be able to provide insurance in accordance with the City's requirements.
- The entity will be required to obtain a Paducah Business License to perform the work and the business license will need to be kept current throughout the duration of the contract.
- The entity will be required to withhold and submit payroll tax to the City of Paducah.
- The entity may be asked to provide a roster of employees and subcontractors used for the contracted services with the City of Paducah.

The City of Paducah reserves the right to accept or reject any or all quotes. All quotes become the property of the City of Paducah. The City of Paducah has the right to waive any irregularities in the Request for Quotes process. The City of Paducah reserves the right, at its sole discretion, to terminate this process at any time or reject any or all quotes without penalty prior to the execution of an agreement with the selected agency. Any agreement resulting from this process shall be done so as deemed in the best interests of the City.

The City has a variety of ordinances and policies which may or may not apply to a subsequent agreement including, but not limited to background checks of employees, licensing requirements, and others. Application of these requirements will be determined based on the structure of any subsequent agreement.

Selection: The City's selection committee will review all quotes after the RFQ deadline has expired. We may contact a representative of your team to seek additional clarification and/or information. The selection committee will determine the preferred agency from the short list of finalists, based upon the criteria referred to herein.

Contract Negotiation: The City Manager will enter into contract negotiations with the preferred agency soon after the completion of the selection process. The finalists not selected will be placed on standby pending the successful completion of contract negotiations and ratification of the contract by all parties.

Recommendation: The selection committee will recommend the selected firm to the Board of Commissioners after the completion of the contract negotiations.

Approval: The City of Paducah Board of Commissioners will be required to approve the contract prior to ratification by the City.

Scope of Services

The Scope of Work includes, but is not limited to:

1. Quarterly deep cleaning of all seven (7) city-owned public restroom facilities.
2. Daily, including holidays, cleaning and sanitizing of each public restroom facility to include, cleaning and sanitizing of all surfaces, stocking toiletries and paper products, emptying trash and replacing bags, removing, cleaning, and replacing floor mats, mopping floors, etc.
3. Daily cleaning shall be completed during hours the facilities are closed to the public as specified in final agreement.

4. As scheduled, cleaning of Anna Baumer Building and Arts and Crafts Building, located in Noble Park to include cleaning and sanitizing of all surfaces, stocking toiletries and paper products, emptying trash and replacing bags, mopping floors, cleaning interior and exterior of facility appliances, etc.
5. Requests for additional services for city sponsored community events will be in addition to contracted pricing and shall be included in quote as a separate line item, as a per day/event base rate.
6. Contractor will supply all their own cleaning chemicals, products, and equipment in compliance with Kentucky state guidelines and OSHA regulations.
7. City of Paducah will supply and store on site, where applicable, all paper products for customer use and liquid soaps. These items should not be included in contractor pricing

Time Line:

1. RFQ Issued

This RFQ is officially issued on May 13, 2023.

2. Qualification Proposals Due

Your completed qualification proposals are due back to the City Clerk's Office by 2:00 pm, June 1, 2023. Please submit 3 hardcopies of your proposal for our utilization. Please mail or hand deliver your proposal to:

**City of Paducah
Attn: Custodial Services RFQ – Parks and Recreation
300 S. 5th Street
Paducah, Kentucky 42003**

3. Review and Selection

Quotes will be reviewed and scored using Rubric attached. Lowest, most responsive bid will be recommended to Board of Commissioners for Project Award.

4. Board of Commissioners Project Award

The Agreement will be considered for approval by the Board of Commissioners on **June 13, 2023**.

Content of Proposal

At a minimum, the following information should be included in the response to this RFQ. This outline is not all-inclusive, and respondents can provide additional information as deemed appropriate. To insure a uniform review process and to obtain the maximum degree of comparability, the submissions in response to this RFQ must be organized in the following manner:

A. General Information

- 1) Provide a transmittal letter that specifically states the respondent's understanding of the work to be accomplished and briefly outlines the respondent's strengths in providing the required services. The letter should also state that the respondent meets or exceeds the minimum qualification criteria outlined previously. The letter should also clearly express any specific competitive advantage the responding firm brings to the project. This letter should be signed by an authorized corporate officer for each entity included as a team proposal. Provide confirmation that the respondent is authorized to make the proposal.
- 2) Include the name of respondent's firm/entity, address, telephone number, name of contact person, and the title of the RFQ.
- 3) Provide a description of the proposing entity's current legal status (i.e. Corporation, Partnership, Sole Proprietor, Joint Venture, etc.)
- 4) Provide the proposing entity's current Federal Identification Numbers.

B. Background and Qualifications

- 1) Provide a profile of the responding organization and describe its legal and organizational structure. The respondent must identify and distinguish between its own experience and qualifications and that of any parent entity, predecessor and/or wholly-owned or partially-owned subsidiary of the respondent. If the respondent is a newly formed entity comprised of multiple individuals or entities that is compiling projects from prior experience, respondent must state this clearly.
- 2) Provide a copy of any organization profile, sales brochure, or other documentary information pertaining to the organization.
- 3) Provide the name and contact information for the **primary contact** and any **key personnel** that will be tasked with the completion of the scope of services described herein.
- 4) Provide the year and month when the respondent's entity was formed.
- 5) Provide the organization's experience in providing custodial services to other similar organizations.
- 6) Provide the firm's past experience with the City of Paducah or McCracken County (if applicable).

C. Compensation Proposal

The respondent shall provide a proposed cost for the provision of the scope of services defined herein for the City's consideration.

Compliance with Laws

The selected consultant agrees to be bound by all Federal, State, and Local laws, regulations, and directives as they pertain to the performance of the agreed upon contract.

Duration of Proposals

All proposals must be valid for a minimum of 90 days after proposal opening.

Proposal Costs

Proposers responding to this RFQ do so solely at their own expense, and the City is not responsible for any Proposer's expense associated with responding to this RFQ.

Return of Proposals

All proposals become the property of the City and will not be returned to the firm. Once received and opened, the contents of the proposal will be placed in the public domain and be open to public disclosure pursuant to state law.