



CORAL GABLES, FL

City of Coral Gables, 2800 SW 72nd Avenue, Miami, FL 33155

FINANCE DEPARTMENT / PROCUREMENT DIVISION

Tel: 305-460-5121, Fax: 305-460-5116

PUBLIC NOTICE

Request for Proposal (RFP) No 2010.06.04

The City of Coral Gables is requesting a Janitorial contractor that can provide Janitorial Services and Products citywide. The contractor shall furnish all supplies, materials, equipments, machineries, tool supervision, labor and services necessary to perform the work, as per specifications in this solicitation. Responsibilities shall be carried out through planning, assignments, coordination, inspections, quality control, field operations, reporting and other forms of administrative management required to optimized services and support in compliance with the terms of the specifications.

Request for Proposal packages may be picked up at the Office of the Chief Procurement Officer/Finance Department, Procurement Division, or requested by phone (305) 460-5121, fax (305) 460-5116 and/or (305) 261-1601, or via e-mail contracts@coralgables.com. Proposals submitted by mail or hand delivered should be sent to the City of Coral Gables, Office of the Chief Procurement Officer/Finance Department, Procurement Division, 2800 SW 72nd Avenue, Miami, Florida 33155.

Proposals for **RFP No 2010.06.04, Janitorial Services and Products**, will be received until **2:00 p.m., Thursday, July 29th, 2010**, at the following address:

City of Coral Gables
Finance Department/Procurement Division
2800 SW 72nd Avenue
Miami, FL 33155

The City of Coral Gables will not accept and will in no way be responsible for any proposals received after the deadline of **Thursday, July 29th, 2010, 2:00 p.m.** The responsibility for submitting Proposals before the stated time and date is solely the responsibility of the Proposer. The City will not be responsible for delays caused by mail, courier services, including U.S. Mail, or any other occurrence.

Proposals will be opened promptly thereafter. The Proposal Pricing Schedule submitted on a separate sealed envelope will not be opened at this time. One (1) original proposal and five (5) complete copies must be signed and submitted in a sealed envelope and clearly marked: **Janitorial Services and Products - RFP No. 2010.06.04.**

Schedule of events for this RFP is as follows;

Disclaimer: Meetings will start promptly at the time scheduled, allow time for traffic and weather conditions. Under no circumstances will late arrivals be allowed entry.

RFP Advertisement	Friday, July 2, 2010
Pre-Bid Conference and walk-thru <i>Public Works Facility / 2800 SW 72nd Ave / Miami, FL</i>	Thursday, July 8, 2010 9am <i>Non Mandatory meeting and walk-thru</i>
Last date to request packages	Tuesday, July 13, 2010 4pm
Questions	Thursday, July 15, 2010 4pm
Answers	Thursday, July 22, 2010 4pm
Proposals Submittal Deadline <i>Procurement Division / 2800 SW 72nd Avenue / Miami, FL 33155</i>	Thursday, July 29, 2010 2:00pm <i>Procurement Conference Room</i>
Evaluation Committee Meeting	TBD

Award of Proposal will only be made to highest ranked Proposer(s) based on the criteria method, within a reasonable time after opening of proposals. However, the City reserves the right to consider other factors which may be in the best interests of the City. The City reserves the right to accept or reject any and/or all Proposals or sections thereof, and waive any informalities or technicalities at any time during the RFP solicitation process.

PROPOSAL PRICES MUST BE FIRM FOR A MINIMUM OF NINETY (90) DAYS. ESCALATION CLAUSES OF ANY KIND ARE NOT ACCEPTABLE. THE CITY OF CORAL GABLES RESERVES THE RIGHT TO ACCEPT ANY PROPOSAL DEEMED TO BE IN THE BEST INTEREST OF THE CITY OF CORAL GABLES, OR WAIVE ANY INFORMALITY IN ANY PROPOSAL. THE CITY OF CORAL GABLES MAY ALSO REJECT ANY AND/OR ALL PROPOSALS.

YOU ARE HEREBY ADVISED THAT THIS REQUEST FOR PROPOSAL IS SUBJECT TO THE FOLLOWING ORDINANCES/RESOLUTIONS, WHICH MAY BE REQUESTED IN WRITING TO THE CITY OF CORAL GABLES, CITY CLERKS OFFICE:

City of Coral Gables
City Clerk's Office
405 Biltmore Way, 1st Floor
Coral Gables, FL 33134

- CONE OF SILENCE - Ordinance No. O2008-27
- CODE OF ETHICS & CONFLICT OF INTEREST - Ordinance No. O2008-27
- DEBARMENT PROCEEDINGS - Ordinance No. O2008-27
- PROTEST PROCEDURES - Ordinance No. O2008-27
- LOBBYIST REGISTRATION & DISCLOSURE OF FEES - Ordinance No. O2008-27

Sincerely,

Chief Procurement Officer