

REQUEST FOR PROPOSALS
JANITORIAL SERVICES
PARKS AND RECREATION DEPARTMENT

DESCRIPTION

The City of Pascagoula is requesting proposals for janitorial services for the Parks and Recreation Department located at 2935 Pascagoula Street, Pascagoula, Mississippi.

All proposals should be submitted to the City Clerk of the City of Pascagoula, Mississippi, at her office located at 603 Watts Avenue, Pascagoula, MS, during legal office hours until Monday, May 23, 2022 at 2:00 P.M., at which time all proposals will be reviewed.

All proposals shall be submitted in a sealed envelope addressed to the City Clerk of the City of Pascagoula, Mississippi. If the proposal is submitted by mail, the post office address of the City Clerk is P.O. Drawer 908, Pascagoula, MS 39568-0908. If a proposal is hand-delivered, the street address of the City Clerk is 603 Watts Avenue, Pascagoula, MS 39567-4220. Please submit one (1) original and three (3) copies of your proposal.

All proposal envelopes shall be marked "SEALED PROPOSAL FOR JANITORIAL SERVICES FOR PARKS AND RECREATION DEPARTMENT TO BE OPENED AT 2:00 P.M. ON MONDAY, MAY 23, 2022" and if any envelope is not so marked, any proposal contained therein will not be considered.

All proposal envelopes should contain the vendors name, mailing address, and telephone number on the face of the envelope and also specify the name of the proposal item.

SCOPE OF SERVICES

1. DAILY DUTIES
 - a. Sweep and mop all floors.
 - b. Clean the restrooms (toilet, sink, and mirrors) and leave an adequate supply of toilet paper, paper towels, and soap in each one.
 - c. Clean kitchen area (floors and counters).
 - d. Empty the wastebaskets, replace wastebasket liners as needed, place all trash in the outside garbage bin provided by the City.

2. THREE TIMES PER WEEK DUTIES
 - a. Vacuum all carpet/rugs in offices and activity spaces.
 - b. Clean mirrors in activity rooms.
 - c. Clean upstairs office/classroom including mop floors and stairway.
 - d. Clean front entrance area glass doors and glass above doors, or more often as needed.
 - e. Dust all desks and other furniture in offices.
 - f. Clean all activity rooms (sweep, mop and remove trash).
 - g. Clean restroom on south hallway (toilets, sinks, mirror).
 - h. Wipe down all doors, including restroom stall doors (front and back).

3. QUARTERLY
 - a. Clean all blinds.
 - b. Clean inside window ledges, or more often as needed.
 - c. Clean baseboards, or more often as needed.

4. SEMI-ANNUAL DUTIES
 - a. Strip, mop, and wax all VCT tile floors.
 - b. Clean all light Fixtures
 - c. Clean all ceiling, HVAC, and exhaust vents.
 - d. Clean all inside windows and outside windows that are accessible by ladder, or more often as needed.
 - e. Clean all blinds.
 - f. Strip and refinish all tile floors (using a quality nonskid wax), or more often as needed.
 - g. Shampoo all carpeted areas and rugs.

REQUIREMENTS

The successful Vendor shall be experienced in janitorial services. Vendor shall submit a list of references, with phone numbers, pertaining to previous experience with janitorial services.

The Vendor shall be Licensed and Bonded and have Liability Insurance in an amount not less than \$500,00.00 and shall submit a Certificate of Liability Insurance that names the City of Pascagoula as an additional insured on such Policy. Vendor shall be responsible for all required permits, licenses, and taxes, regarding janitorial services, applicable for the City of Pascagoula and the State of Mississippi.

All proposals meeting the requirements of this request for proposal will be evaluated using the above criteria and a recommendation will be presented to the City Council for approval.

WITNESS MY HAND AND OFFICIAL SEAL of the City of Pascagoula, Jackson County, Mississippi, this the 19th Day of April 2022.

CITY OF PASCAGOULA, MISSISSIPPI

BY: /s/Karen Kennedy

Karen Kennedy, City Clerk

