



REQUEST FOR PROPOSALS
Custodial Services for City Parks Building and Restroom Facilities

Paducah, Kentucky

ISSUE DATE: April 17, 2024

DUE DATE: 10:00 am, May 3, 2023

Contract Manager: Amie Clark, Director of Parks & Recreation

Contact Information: aclark@paducahky.gov



CITY OF PADUCAH, KENTUCKY
REQUEST FOR PROPOSALS

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, 2024 – June 30, 2025. Custodial services shall include holidays.

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

1. licensed/certified to operate in the Commonwealth of Kentucky;
2. have a minimum of 3 years of experience with providing quality custodial services to administrative offices, restroom facilities, and event venues;

Organization's responding to this RFP must be able to manage all aspects of a contract for services and meet or exceed the minimum qualifications set forth in this RFP. The intent of this RFP 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 **May 3, 2024**.

BACKGROUND

Paducah Parks and Recreation provides a variety of public spaces for community gatherings and use to include seven (7) public restroom facilities, three (3) reservation facilities, one (1) gymnasium facility, and administrative offices for the department, in the 900-acre park system.

Paducah Parks and Recreation is looking for a custodial contractor to manage the day to day custodial needs of the city parks buildings and restroom facilities as follows:

Restroom facilities are located in various parks in the city limits of Paducah. Five (5) of the restroom facilities are open to the public 365 days per year, while two (2) restroom facilities are open seasonally, March 15 – October 15. Restroom facilities are open, Sunday – Saturday, from 6:00am – 10:00 pm, and may be opened for additional hours for community special events as requested and approved by the department.

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, including holidays. Custodial services for these facilities will be based on an as requested basis to accommodate the reservation calendar.

Reservation based facilities are located as follows:

- Arts and Crafts Building – Noble Park near the Basketball Courts; Open February 1 – November 15.
- Anna Baumer Building – Noble Park behind the amphitheater; Open February 1 – November 15.
- Robert Cherry Civic Center – 2701 Park Ave; Open year-round.
- Paducah Recreation Center – 1500 MLK Jr, Drive; Open year-round

QUALIFICATION PROCESS AND CRITERIA

The Selection Committee, comprised of personnel from the City of Paducah Parks & Recreation Department will review and evaluate the qualifications of the agencies that respond to this RFP. This Selection Committee will review all responses to this RFP 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 proposals. All proposals become the property of the City of Paducah. The City of Paducah has the right to waive any irregularities in the Request for Proposals process. The City of Paducah reserves the right, at its sole discretion, to terminate this process at any time or reject any or all proposals 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 city-owned public restroom and reservation facilities.
2. Daily cleaning and sanitizing of each restroom facility to include, cleaning and sanitizing all touchable surfaces, stocking and restocking toiletries and paper products, emptying trash and replacing bags, removing, cleaning, and replacing floor mats, mopping floors, vacuuming, dusting, etc.
3. Second daily cleaning and sanitizing of restroom facilities may be required.
4. Daily cleaning shall be completed as scheduled during or outside of operational hours for facilities as appropriate, as agreed upon and specified in contractual agreement.
5. As scheduled, cleaning of Anna Baumer Building, Arts and Crafts Building, Paducah Recreation Center, and Robert Cherry Civic Center, to include cleaning and sanitizing of all surfaces, stocking and restocking toiletries and paper products, emptying trash and replacing bags, mopping floors, cleaning interior and exterior of facility appliances, equipment, and venue spaces, etc.
6. 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.
7. Contractor will supply all their own cleaning chemicals, products, and equipment in compliance with Kentucky state guidelines and OSHA regulations.
8. Contractor will supply copies of all MSDS on chemicals and products to remain onsite as required.
9. 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. RFP Issued
This RFP is officially issued on Wednesday, April 17, 2024.
2. Qualification Proposals Due
Your completed qualification proposals are due back to the City Clerk's Office by 10:00 am, Friday, May 3, 2024. Please submit 3 hardcopies by mail or hand deliver to:

**City Clerk's Office
City of Paducah
Attn: Custodial Services Contract Proposal
300 S. 5th Street
Paducah, Kentucky 42003**

Digital copies will not be accepted.

3. Review and Selection

Proposals will be reviewed and scored using Rubric attached. Lowest evaluated bid price will be recommended to the Board of Commissioners for approval.

4. Board of Commissioners Project Award

The Contract Agreement must be considered for approval by the Board of Commissioners prior to execution of the contract.

CONTENT OF PROPOSAL

At a minimum, the following information should be included in the response to this RFP. 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 RFP must be organized in the following manner:

1. General Information

- a. 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.
- b. Include the name of respondent's firm/entity, address, telephone number, name of contact person, and the title of the RFQ.
- c. Provide a description of the proposing entity's current legal status (i.e. Corporation, Partnership, Sole Proprietor, Joint Venture, etc.)
- d. Provide the proposing entity's current Federal Identification Numbers.

2. Background and Qualifications

- a. 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.
- b. Provide a copy of any organization profile, sales brochure, or other documentary information pertaining to the organization.
- c. 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.
- d. Provide the year and month when the respondent's entity was formed.
- e. Provide the organization's experience in providing custodial services to other similar organizations.
- f. Provide the firm's past experience with the City of Paducah or McCracken County (if applicable).

3. Compensation Proposal

- a. The respondent shall provide a proposed cost for the provision of the scope of services defined herein using the form attached, 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 PROPSALS

All proposals must be valid for a minimum of 60 days after proposal opening,

PROPOSAL COSTS

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

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.

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Fee Sheet

| Item | | Unit Price | Total Price |
|---|---------------|------------|-------------|
| Daily Cleaning of Restroom Facilities, Non-Holiday Rate | 352 days | \$ | \$ |
| Daily Cleaning of Restroom Facilities, Holiday Rate * | 13 days | \$ | \$ |
| Second Cleaning of Restroom Facilities (as required) | 352 days | \$ | \$ |
| Second Cleaning of Restroom Facilities, Holiday Rate * | 13 days | \$ | \$ |
| Reservation Facility Rate | Per day/event | \$ | \$ |
| Additional Cleaning for scheduled events | Per day/event | \$ | \$ |
| Call-In Service (Must report to qualify) | Per hour | \$ | \$ |

*Holidays are considered:

New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve