



city of st. petersburg

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City of St. Petersburg
Request for Qualifications
Purchasing and Materials Management

Request for Qualifications (RQU) Statements and Questionnaires will be received by the Purchasing and Materials Management Director at his office located at Municipal Services Center, One 4th Street North, 5th Floor, St. Petersburg, FL 33701 until **5:00 p.m. ET, Thursday, October 22, 2009** for:

910-39 Request for Qualifications for Custodial Services, Main Library

Statements and Questionnaire responses should conform to the requirements outlined in the Questionnaire. Late Statements and Questionnaires may be rejected. All questions regarding the RQU must be submitted in writing to Cindy Brickey, Procurement Analyst, at cindy.brickey@stpete.org or by facsimile to (727) 892-5325.

Louis Moore, CPPO
Director, Purchasing and
Materials Management

Background and Service Goals

1. The city of St. Petersburg is soliciting Requests for Qualifications (RQU) from firms or individuals, certified as a Small Business Enterprise by the city's Business Assistance Center for custodial services at Main Library.
2. The Main Library has completed a major renovation and will open in early November. Renovations include new furniture, carpeting, painting, restroom fixtures and flooring replacement. The manufacturer warranties on these new materials require specific general maintenance that will need to be incorporated into the custodial services.
3. Main Library receives high traffic volumes and is open seven days per week. Contractor will need to carefully coordinate the amount of time needed to perform the assigned cleaning tasks with the variable closing and re-opening times of this facility. Custodial services will be performed within approximately 38,000 square feet of which 32,000 square feet is carpeted tile.
4. The city places high importance on having its facilities maintained in first class condition as it reflects directly on the city's operations and image both with citizens and visitors from around the world. The intent of this RQU is to provide for the building to be kept clean and in same pristine condition as a result of the renovations.
5. Contractor shall provide all labor, materials, supervision, tools, equipment, and vehicles necessary to perform custodial services as specified. All work must be performed in a manner satisfactory to and acceptable by the city. In general, all offices, foyers, hallways, stairways (5), closets, meeting rooms, elevator (1), restrooms (6 with a total of 12 toilets and 3 urinals), library shelving, and interior entryways are included as well as carpet (vacuum and spot clean), non-carpeted floors (ceramic, vinyl and granite tile), glass doors, and other glass surfaces including interior and exterior windows (smudges and fingerprints within arm's reach only). Carpet cleaning and large scale interior and exterior window cleaning is excluded from the requirements.

City of St. Petersburg
Pre-Qualifications Questionnaire
 Purchasing & Materials Management

This questionnaire must be completely filled out and returned as part of your qualifications. Failure to do so may result in disqualification. Evaluation of this questionnaire may be a prime factor in award consideration. Use additional sheets to provide all information requested.

Company Name	Company Phone/Fax No.
D/B/A (if applicable)	Contact Name/Title 1/ Email
Company Address 1	Contact Name/Title 2/ Email
Company Address 2	Federal Id No.
City/State/Zip	Authorized Signature

1. Type of Organization

Please indicate business type below by placing a \checkmark in the space provided.

<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other _____	Organization Date: _____ State of Incorporation: _____
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2. Personnel

a. Administrative

Principal Officers	Position and Function	Years With Company

b. Supervisory Field Personnel

Name / Title	Years of Experience

c. Where and by what means does your firm recruit custodial staff?

d. What qualifications does your firm look for when hiring custodial staff?

e. What type of training does your firm provide to new staff and who performs the training?

f. What is your turnover rate with custodial staff? Provide details.

- k. What types of incentives does your firm reward your custodial staff and supervisors?

3. Financial Information

- a. Present net worth \$ _____
- b. Annual dollar sales (each of the last three years)
 200__ \$ _____ 200__ \$ _____ 200__ \$ _____

- c. Banking Reference:

Bank _____
 Address _____
 Telephone No. _____
 Contact _____

- d. List Bankruptcy Proceedings:

4. Capabilities

- a. How long has your firm been in business? _____
- b. Classes of work within the scope of the solicitation that you are qualified to perform with your own forces:

- i. _____
 ii. _____
 iii. _____
 iv. _____
 v. _____

c. How many employees do you currently employ? _____

d. Largest contract completed to date: \$ _____ Yr. _____

e. Have you had a contract for similar services terminated prior to completion in the past five years? Yes No

If yes, identify the project, the owner, owner's representative and the reason for termination.

f. List major material supply houses/credit references:

<u>Name</u>	<u>Location</u>	<u>Contact/ Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Equipment

Indicate the name of the manufacturer, year purchased, quantity and ownership of the equipment proposed to be furnished under the Agreement resulting from this Bid.

<u>Equipment</u>	<u>Manufacturer</u>	<u>Year</u>	<u>Quantity Owned?</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Equipment	Manufacturer	Year	Quantity	Owned?

6. **References**

Provide at least five references you have provided similar services for the past three years. Do not use the City of St. Petersburg.

Firm Name	Address	Contact /Phone Fax/Email

7. **Work History**

Please attach a list of services similar those required herein that are presently being performed or completed by your firm within the last three (3) years. Include names, addresses and telephone numbers of contacts. Please attach your brochure, if one is available.

8. **Other**

- a. Attach a copy of your firm's audited financial statement or individual tax return and personal financial statement of net worth if you are an individual proprietor for the most recent fiscal year.
- b. Attach a copy of your firm's Federal Employer Tax ID certificate or a completed W-9 form.
- c. Attach a copy of all your current insurance coverages and fidelity bonds.
- d. Attach copies of all licenses as applicable to requirements herein, including occupational licenses.
- e. Include in any significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the firm or in which the firm has been judged guilty or liable.