



CITY OF SOUTHPORT
REQUEST FOR PROPOSALS
FOR
COMMUNITY BUILDING

Cleaning Services

Submit Proposals to:

adail@cityofsouthport.com

Southport Community Building

Mail: 1029 N. Howe St., Southport, NC 28461

Physical: 223 E. Bay St., Southport, NC 28461

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1. INVITATION

The City of Southport Community Building (Community Building) invites qualified Proposers to submit proposals for janitorial and cleaning services (Services) for the Community Building in between meetings and events.

2. BACKGROUND

The Southport Community Building is a multi-use facility located in historic Southport and provides an impressive backdrop for all occasions. With over 2400 square feet of flexible space in the main hall, the Community offers the versatility to accommodate groups for seminars, conferences, company parties, annual meetings, reunions, weddings, banquets, trade shows and entertainment events.

3. SOLICITATION PROCESS AND PROPOSAL EVALUATION

The Community Building intends to adhere to the following timeline which is subject to change at the discretion of the City:

<u>Activity</u>	<u>Date</u>
RFP Issued	August 20, 2021
Pre-Proposal Meeting & Site Visit	August 25, 2021 – September 1, 2021
Proposal Due Date	September 3, 2021

To be considered for award, each Proposer must provide information about its company so the City of Southport can evaluate the Proposer’s ability to provide the services set forth in response to this RFP. The City of Southport, at its discretion, may require a Proposer to provide additional information and/or clarify requested information.

4. EXAMINATION OF RFP DOCUMENTS

The selected Proposer will be required to execute a contract with the City of Southport, describing the Scope of Services to be performed, compensation, insurance requirements and other pertinent provisions.

Before submitting its Proposal, each Proposer must examine the RFP documents thoroughly and familiarize itself with any applicable Federal, State, and local laws, ordinances, rules and regulations, and standards affecting provision of the Services.

5. MANDATORY PRE-PROPOSAL MEETING

Proposers are required to attend a Pre-Proposal meeting at the Community Building, located at 223 E. Bay St., Southport, NC 28461. This meeting can be scheduled at your convenience but no later than September 1, 2021.

6. ACKNOWLEDGEMENT OF ADDENDUM / ADDENDA TO THE SOLICITATION

Each Proposer shall acknowledge receipt of any addendum / addenda to this Solicitation.

7. BASIS OF AWARD

Contract award, if any, shall be made to the highest ranked Proposer, as determined by the City of Southport.

8. EVALUATION OF PROPOSALS

The City of Southport reserves the right to request additional information and clarifications during the evaluation and selection process from any or all Proposers regarding their proposals.

Following the initial review and evaluation of proposals, some Proposers may be invited to participate in the next step of the proposal selection process. This may include the submission of additional information and/or participation in an oral interview.

The City of Southport reserves the right to hold discussions and/or negotiations with any individual or qualified Proposer, to interview or not, to request additional information or revised proposals or to request best and final offers if it is in the best interest of the City to do so. However, the City may make an award without conducting any interviews or negotiations; therefore, Proposers are encouraged to submit their best proposal at the outset.

9. SUBMISSION OF PROPOSALS

The Proposer shall assume full responsibility for timely delivery at the location designated for receipt of Proposals. We prefer that proposals are sent via email addressed to: adail@cityofsouthport.com.

If the Proposal is submitted by mail, the sealed envelope, containing the Proposal, shall be addressed to: Southport Community Building, 1029 N Howe St., Southport, NC 28461. The envelope shall state "PROPOSAL ENCLOSED" and include the Proposer's name and address on the envelope.

Any Proposal received after the deadline for receipt will not be considered for award and will be returned to the Proposer unopened.

10. MODIFICATION, WITHDRAWAL, MISTAKES, AND MINOR INFORMALITIES

Proposals may be modified or withdrawn prior to the established due date via email or mail request.

A Proposer may correct mistakes in a Proposal prior to the time and date set for due date by submitting a replacement Proposal clearly indicating it supersedes the original submittal.

11. EX-PARTE COMMUNICATIONS

There shall be no communication with any officer, director, employee, or agent of the City of Southport or the Community Building, except as may be reasonably necessary to carry out the procedures specified in this RFP. Nothing herein prohibits Proposers and their representatives from making oral statements or presentations in public to one or more representatives of the City of Southport or the Community Building during a public meeting.

12. CONFIDENTIALITY

If Proposer does not request that the City of Southport withhold from disclosure information identified as confidential, the City shall have no obligation to withhold the information from disclosure and may release the information sought without any liability to the City of Southport.

13. PROJECT PURPOSE & BACKGROUND

The City of Southport invites qualified Proposers to submit proposals for the provision of janitorial and cleaning services (Services)

14. SCOPE OF SERVICES

The selected proposer shall perform tasks that include, but are not limited to, the set up and break down of tables and chairs included in the rental of the Community Building and spot cleaning of the entire building in-between events/Weddings.

15. PROPOSAL CONTENT

The intent of this RFP is to encourage responses that clearly communicate the Proposer's understanding of the requirements of this RFP and the Agreement for Services and its implementation. Submission of a proposal indicates acceptance by a Proposer of the conditions contained in this RFP, unless otherwise indicated in the proposal.

A. Letter of Introduction

A signed Letter of Introduction, on company letterhead, introducing the Proposer and summarizing the Proposer's qualifications. It should clearly state the Proposer's understanding of the requirements under this RFP and highlight any unique qualifications.

B. Proposer's Qualifications and Experience

To be considered for award, each Proposer must provide evidence of their experience.

Describe the Proposer, its size and organization, and general operational structure, as well as its management and technical personnel.

Identify services the Proposer has provided to other city buildings.

Describe those aspects of the Proposer that pertain to the ability to provide superior service for the scope of services described under this RFP.

C. Cost Proposal

The cost should be a Proposer-fixed fee for all services necessary to accomplish the stated scope of services based on an hourly rate.

The proposal should include a detailed breakdown of what is included in this hourly rate, including but not limited to, cleaning solutions and janitorial equipment.