

**CITY OF CARLSBAD**  
**REQUEST FOR PROPOSAL NO. 2009-41**  
**PROFESSIONAL JANITORIAL SERVICES FOR CITY PARK RESTROOMS**

The City of Carlsbad will accept sealed proposals at the office of the Purchasing Manager, Room 103, Municipal Building, 101 North Halagueno Steet, Carlsbad, New Mexico 88220 or P.O. Box 1569, Carlsbad, NM 88221-1569, until 5:00 p.m. (MDT), August, 21, 2009, for Professional Janitorial Services for City Park Restrooms.

Specifications may be obtained at the office of the Purchasing Department, noted above, between 8:00 a.m. and 5:00 p.m., Monday through Friday, or requested by phone at 575-887-1191 ext. 223.

Specifications and bid documents may be obtained via e-mail, or by visiting the City website address at <http://www.cityofcarlsbadnm.com/finance/purchasing>. No specifications will be provided by telephone or facsimile transmittal and no proposal will be accepted by facsimile transmittal.

Proposals must be clearly marked on the outside of a sealed envelope as follows: "RFP No. 2009-41, Professional Janitorial Services for City Park Restrooms." Late proposals will not be accepted and will be returned unopened.

The City of Carlsbad reserves the right to reject any or all proposals received and in the case of ambiguity or lack of clearness to determine the best proposal or to reject the same and waive irregularities and technicalities.

/s/ \_\_\_\_\_  
Harry Burgess  
City Administrator

## RFP NO. 2009-41

### PROCEDURES AND REQUIREMENTS

#### Information for Vendors:

1. Proposals must be received at the office of the Purchasing Department on or before the date and time specified in the Request for Proposal. Late proposals will not be considered. The filing date and time marked or stamped on the sealed envelope by the City of Carlsbad shall be conclusive evidence of the time and date each proposal is filed.
2. Proposals must be clearly marked on the outside of the sealed envelope: **RFP 2009-41 “Professional Janitorial Services for City Park Restrooms”**. Proposals shall be submitted to: Purchasing Department, Room 108, Municipal Building, 101 North Halagueno, Room 108, Municipal Building, 101 North Halagueno St., Carlsbad, NM 88220.
3. No specifications will be provided by telephone or facsimile transmittal and no proposals will be accepted by facsimile transmittal.
4. Acceptance of a proposal constitutes a contract and is binding upon both parties.
5. The Procurement Code of the State of New Mexico imposes civil and criminal penalties for its violation. In addition, the State of New Mexico Criminal Statutes imposes felony penalties for illegal bribes, gratuities and kickbacks.
6. The City reserves the right to accept or reject any or all proposals.
7. All additional comments either in exception or in compliance must be detailed on a “Compliance and Exception Listing”. Each comment must be identified with the respective paragraph identifier from the RFP.
8. Prices provided with each proposal must be held firm for a minimum period of ninety (90) days from receipt of proposals.
9. Please submit three (3) copies of your proposal.

## RFP NO. 2009-41

### Request for proposals for Professional Janitorial Services for City Park Restrooms.

#### General Information:

The City of Carlsbad is seeking to enter into a multi-year services contract with a qualified proposer for the cleaning of all City Park Restrooms.

#### **Scope of Work:**

##### **1. The successful proposer shall provide:**

###### Routine Services

- a. Twice a day, seven (7) days per week cleaning, beginning the Friday before Memorial Day until Labor Day of City of Carlsbad park restrooms\* listed below. The service is to be provided once in the morning before 10:00 a.m. and once in the afternoon, no later than 5:00 p.m.
- b. Once a day, five (5) days per week (Monday through Friday) maintenance of all City of Carlsbad park restrooms\* listed below, from the day after Labor Day until the Thursday before Memorial Day.

#### **The following restrooms are to be maintained as per the schedule given above in paragraph (1a) and (1b):**

\* The Rotary area, Bandshell area, east side of street by Tennis Courts, behind Tennis Courts by Soccer Field, next to Tansil Dam, west side of river by Lower Dam, James Street Park, east side of river south of Lower Tansil Dam, next to picnic pavilions by Railroad bridge, San Jose Plaza, east side of the river off the alley between 100 block of North James Street and River and the playground on the Pecos.

- c. Twice per day, seven (7) days per week cleaning of the Beach Bathhouse beginning the Friday before Memorial Day until Labor Day. This service is to be provided once in the morning before 10:00 a.m. and once in the afternoon, no later than 5:00 p.m.
- d. Maintenance 4 times per week of the Carlsbad Cemetery restrooms.
- e. Maintenance 4 times per week of the Municipal Shooting Range restrooms.

## **2. Special Services**

- a) Continuous maintenance equivalent to two (2) eight-hour shifts per day, of City of Carlsbad park restrooms listed below, during the 4<sup>th</sup> of July Holiday.
- b) Continuous maintenance equivalent to two (2) eight-hour shifts per day, of the San Jose Plaza restrooms during the 16<sup>th</sup> of September week-end celebration.
- c) Continuous maintenance equivalent to two (2) eight-hour shifts per day, of City of Carlsbad park restrooms during Easter Sunday and Mother's Day.

## **3. Services provided on an as needed basis**

- a) Cleaning of the Carlsbad Youth Sports Complex (CYSC) restrooms on an as needed basis prior to and following scheduled events according to various youth sports league schedules utilizing the CYSC fields. The cleaning will be invoiced on a per cleaning basis and charges for this service should be quoted accordingly in the proposal.
- b) Cleaning of the Will Merchant Softball Complex restrooms on an as needed basis prior to and following scheduled events according to various sports league schedules utilizing the Will Merchant Complex. The cleaning will be invoiced on a per cleaning basis and charges for this service should be quoted accordingly in the proposal.

## **4. Contractor shall provide the following:**

All trained labor, supervision, transportation, cleaning equipment, cleaning and disinfecting materials, toilet tissue and hand drying towels shall be provided for well maintained restrooms.

## **Qualifications of the Proposer:**

1. The successful proposer will have the experienced, trained personnel and equipment necessary to provide the type of janitorial service required.
2. The successful proposer shall possess and maintain all the necessary licenses' and permits of the category and type required to perform janitorial services.
3. The successful proposer shall possess and maintain general liability insurance in the amount of \$2,000,000 and such other insurance as may be required, including Workers' Compensation Insurance.

### **Receipt of Proposals:**

Proposals shall be submitted on the form provided.

### **Correction or Withdrawal of Proposals:**

Proposals containing mistakes discovered prior to the proposal deadline may be modified or withdrawn prior to the time set for the receipts of such proposals. Withdrawn proposals may be resubmitted up to the date and time designated for the receipt of proposals.

### **Proposal Evaluation**

Proposals will be evaluated on the basis of the criteria enumerated in the proposal form provided. Evaluation will be done by a committee comprised of members of City staff and/or Governing Body. The proposer receiving the highest evaluation will be recommended by said committee to the Governing Body of the City of Carlsbad for award subject to the negotiation of a satisfactory contract.

Evaluation Criteria:

- A. General Information and required documentation as requested in the RFP. 5 points
- B. Qualifications including required license and permits. 20 points
- C. Experience 10 points
- D. Financial Ability 15 points
- E. Fees 50 points

\* Total points possible = 100

