 **POLK STATE COLLEGE**

# WELCOME

**Pre-Proposal Conference**  
**Custodial Services**  
RFP #16-03  
October 28, 2016

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**Reminders**

- Sign-In
- Business Cards
- Silence your cell-phones

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**Agenda**

- Introductions
- Service Locations
- Solicitation Highlights
- Site Visits
- Proposal Submittal
- Website
- Evaluation

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## Introductions

Mark Lilliquist	Director of Purchasing
Angie Armbruster	Purchasing Assistant
George R. Urbano	Director of Facilities-District Contract Administrator



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## Service Locations

Provide Custodial Services for these locations:

- Winter Haven Campus
- Center for Public Safety
- Chain of Lakes High School  
Winter Haven Campus
- JD Alexander Center, Lake  
Wales
- Lake Wales Art Center
- Modular Buildings (these  
buildings will be DELETED at a  
later date.)
- Lakeland Campus
- Advanced Technology Center
- Airside West
- Airside East
- Collegiate High School Lakeland  
Campus
- Gateway High School Lakeland  
Campus
- Modular Buildings



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## Solicitation Highlights

- Contractor shall perform the services as specifically  
stated in the Scope of Work / Frequency of Tasks.
- May be specifically designated, authorized by Polk  
State's Contract Administrator, and documented by  
Contract Amendment and Blanket Purchase order.
- Contractor shall provide Excellent Customer Service



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### Solicitation Highlights (continued)

- Contractor shall maintain and have available for review, records as outlined in the documents.
- Contractor shall submit a monthly invoice for services rendered.
- Contractor shall maintain adequate records to document charges for Special Events, i.e., FAS
- Finger printing, back-ground check, etc, level 2, adhere to JLA requirements.



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### Solicitation Highlights/Clarifications

▪ Re: RFP, Price Proposal; pg#8, Revise it #8, ADD it#9

#### Price Proposal

8. Carpet Cleaning	As needed basis	na.	na \$ ____/S.F.
9. Furniture Cleaning	As needed basis	na	na \$ ____/chair



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### Solicitation Highlights/Clarifications

▪ Re: Exh. B, Scope/Frequency of work; pg#1, par. 2 Consumables/Dispensers

#### IMPACTS WINTER HAVEN CAMPUS ONLY

**The College entered into a Purchase Order with Cosgrove Enterprises, Inc to supply paper towels toilet paper, soap and hand sanitizer, in exchange for dispensers with College LOGO. This PO will sunset June 30, 2017**



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Solicitation Highlights/Clarifications

▪ Re: Exh. B, Scope/Frequency of work; pg#13, par. X, Miscellaneous

“ hard surface care, as described, will likely occur during the time the college is normally closed, i.e., weekends, holidays, winter break and spring break.”



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Solicitation Highlights/Clarifications

▪ Re: Attachment#1, Contract, pg#6, par. 21(a) & (b) Work Schedule

“Contractor shall be required to clean spaces i.e., classrooms, bathrooms, and breakrooms, following an event, or scheduled class. NO FOOD shall be allowed to remain in any trash receptacle through the weekend. “



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Site Visits

**Coordinate all site visits through Purchasing**

**Contact: Angie Armbruster  
863-669-2918  
purchasinggroup@polk.edu**



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## Compliance – Florida Statutes

▪ The procurement will be made in accordance with:

▪ Polk State College’s Purchasing Manual

▪ FS 286.011  
 ✓ Public Meetings

▪ FS 119.07  
 ✓ Public Records

All communications must be through Purchasing.




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## RFP – Timeline

DATE	DESCRIPTION	LOCATION & TIME
Oct. 14, 2016	RFP Advertised & Released	
Oct. 28, 2016	Pre-Proposal Conference	Winter Haven / WLR 104 2:00 p.m.
Nov. 4, 2016	Cut-off for Bidder’s questions	
Nov. 14, 2016	Proposals Due	Deliver to Purchasing Department Room WAD-139 by 4:00 p.m. EST Bid Opening in Room WAD-236 immediately thereafter
Dec. 2, 2016	Evaluation team – receive and rank proposals – establish short list for oral presentation if necessary. Recommend award to President Holden	Short list to be posted on web site
Dec. 14, 2016	Oral Presentations (if required) and Reference Checked	Winter Haven / WMS 124
Jan. 28, 2017	Board Approval	4:00 p.m. Location will be posted on dedicated website

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## If you have Questions

▪ Any questions shall be in writing to Purchasing Department via email at: [mlillquist@polk.edu](mailto:mlillquist@polk.edu)

▪ Be sure to write in the **subject** line:

**RFP 16-03-Question- “company name”**

▪ Polk State College will provide written answers in the form of addendum to all proposers and will post them to the proposal webpage no later than November 4, 2016




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## Preparing your Proposal

- Please use the forms provided within the RFP package
- On the **Proposal submission** envelope:
  - Company Name**      **RFP # 16-03 Custodial Services**
- A box label will be made available on the dedicated webpage



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## Required Forms

(Electronic copies are available at: [www.polk.edu/purchasing/bid-rfp/16-03custodial-service/](http://www.polk.edu/purchasing/bid-rfp/16-03custodial-service/))

- |   |  |
|---|--|
| <input type="checkbox"/> Proposer Information Form                  | <input type="checkbox"/> Contract Manager                          |
| <input type="checkbox"/> Request for Taxpayer Identification Number | <input type="checkbox"/> Site Supervisor                           |
| <input type="checkbox"/> Drug-Free Work Place Form                  | <input type="checkbox"/> Disputes Disclosure/Summary of Litigation |
| <input type="checkbox"/> Minimum Qualifications                     | <input type="checkbox"/> References                                |
| <input type="checkbox"/> Price Proposal                             | <input type="checkbox"/> Minority / Woman Owned Business Statement |
| <input type="checkbox"/> Current / Previous Clients                 | <input type="checkbox"/> Statement of No Proposal                  |



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## Packaging your Submittal

- Two (2) electronic copies (flash drives or CDs/DVDs)
- Documents may be in MS Word, Excel, Powerpoint, or PDF formats. should be in PDF format only
- Submit Twelve (12) complete sets (hard-copies in binder of proposal as follows:
  - One (1) marked "Original"
  - Eleven (11) marked "Copy"



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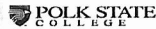
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### Delivering your Submittal

- **Due date: November 14, 2016 at 4:00 p.m.**  
**in Purchasing room WAD 139**
- All Submittal will be Date and Time stamped.
- Late bids will **not** be accepted.
- Bid Opening will be held in Bldg. WAD Room 236 on the 2<sup>nd</sup> Floor.
- Maps and directions to Polk State College are available at the Website at [www.polk.edu/locations](http://www.polk.edu/locations)
- You can mail, courier or hand deliver the submittal to Polk State College.



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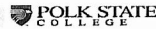
### Delivery by Mail or Courier

If you are mailing or using a courier carrier be sure they use the following address:

Polk State College  
**PURCHASING DEPARTMENT**  
**Building: WAD-139**  
999 Avenue H, N.E.  
Winter Haven, FL 33881-4299

**Note for Courier:**

☞ Be sure to bring package **directly** to the Purchasing Department, 1<sup>st</sup> Floor of Administration Bldg., next to Cashier, by north-east door.



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### Reminders

- Review the RFP Checklist to ensure all required components of your Proposal are appropriately addressed.
- Deliver your submittals to the appropriate location prior to the deadline posted on the RFP.
- If you do not plan to submit a proposal, please complete "Statement of No Bid" and fax or email to Purchasing Department.



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### Website for RFP 16-03

▪ Polk State College Purchasing Website is:  
[www.polk.edu/purchasing](http://www.polk.edu/purchasing)

▪ RFP #16-03 Dedicated Webpage is:  
[www.polk.edu/purchasing/bids-rfps](http://www.polk.edu/purchasing/bids-rfps)

▪ You will find:

- ✓ All required documentation
- ✓ **Addendums**



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### Evaluation

▪ Polk State will appoint an **Evaluation Team** (ETeam) consisting of members of faculty, staff, to evaluate Proposals.

▪ Evaluate written proposals to establish short list for oral presentation.

▪ Evaluate presentations.

▪ Recommendation of ranking will be submitted to Polk State's President for approval.

▪ Recommendation submitted to Board of Trustees



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Thank you for your participation!



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