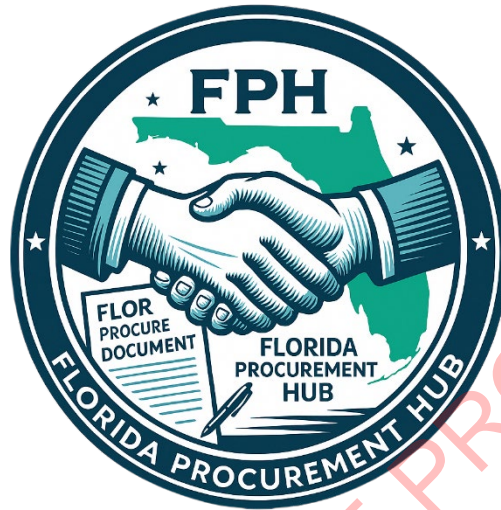


# City of Florida Procurement Hub



## Office of Procurement Services

### REQUEST FOR INFORMATION

**RFI 2025-001-FPH**

### JANITORIAL SERVICES

<b>Issued / Published:</b>	<b>May 30, 2025 (3pm ET)</b>
<b>Information Session / Site Visit (Optional):</b>	<b>June 10, 2025 (9am ET)</b>
<b>Deadline for Questions &amp; Clarifications:</b>	<b>June 20, 2025</b>
<b>Information Submission Deadline:</b>	<b>June 30, 2025 (2pm ET)</b>
<b>Anticipated Information Review Period:</b>	<b>June 30 – July 31, 2025</b>

The **City of Florida Procurement Hub** (hereinafter referred to as the "**City**") has issued this Request for Information (RFI) to gather insights and capabilities from qualified firms regarding comprehensive janitorial services for designated municipal facilities. This RFI aims to collect information that will assist the City in developing a potential future solicitation. This document is for information gathering purposes only and does not constitute a solicitation for binding bids/proposals/responses or a commitment to award a contract at this stage.

## 1.1 Overview and Purpose

The City is exploring options for janitorial services for the following municipal facilities:

**Facility #1:** City of Florida Procurement Hub – City Hall (50,000 square feet)  
**Address:** 1234 Strategic Sourcing Street, Florida Procurement Hub FL 33333

**Facility #2:** City of Florida Procurement Hub – Public Works Building (25,000 square feet)  
**Address:** 567 Presidents Circle Street, Florida Procurement Hub FL 33333

The objective is to understand the range of services, innovative solutions, general pricing structures, and qualifications of potential service providers in the janitorial industry. Information gathered will help the City refine its requirements for a potential future procurement process.

## 1.2 Key Dates

All official communication, including the RFI document, questions and answers, and addenda, will be posted online on the City's Procurement Portal (<https://floridaprocurementhub.com/>).

Interested parties should note the following key dates

Event	Date	Time (ET)	Location
RFI Issued / Published	05/30/2025	3pm	Via City's Procurement Portal
Information Session / Site Visit (Optional)	06/10/2025	9am	1234 Strategic Sourcing Street Florida Procurement Hub, FL 33333
Deadline for Questions and Clarifications	06/20/2025	N/A	Via City's Procurement Portal
Information Submission Deadline	06/30/2025	2pm	Via City's Procurement Portal
Anticipated Information Review Period	06/30/2025 - 07/31/2025	N/A	Via City's Procurement Portal & 1234 Strategic Sourcing Street Florida Procurement Hub, FL 33333

### 1.3 Information Requested

The City is interested in gathering information on the following areas:

#### 1. Company Information and Qualifications:

- General company background and experience in providing janitorial services, particularly for facilities of similar size and complexity, including government or municipal entities.
- Information on the qualifications and experience of potential management teams and on-site supervisors.
- References and past performance history.
- Confirmation of necessary business licenses and permits to operate in Florida.

#### 2. Approach to Scope of Work:

- Proposed methodologies for meeting general cleaning, restroom sanitation, kitchen/break room cleaning, floor care, trash/recycling removal, window cleaning, and supply management needs.
- Staffing plans, including typical staff numbers, shifts, and supervision structures for similar facilities.
- Quality control plans, including inspection methods, reporting, and corrective action procedures.
- Training programs for staff, covering safety, security, chemical handling, and customer service.
- Approach to using environmentally friendly/sustainable cleaning products and practices.
- Capabilities for emergency cleaning responses.

#### 3. General Pricing Information:

Respondents are requested to provide general information about their pricing models or typical cost ranges for comprehensive janitorial services for facilities of the specified sizes. Detailed, binding price proposals are *not* requested at this stage.

#### 4. Value-Added Services (Optional):

Information on any additional services, innovations, or efficiencies that your firm can offer that would benefit the City, not explicitly detailed but relevant to janitorial services.

### 1.4 Submission Guidelines

- Responses should be submitted electronically through the City's Procurement Portal by the deadline.
- The focus should be on providing clear and concise information related to the areas outlined above.
- Formal contractual terms and conditions and binding pricing proposals are not required for this RFI.

## 1.5 Procurement Contact Information

For procedural inquiries and questions regarding this RFI, please contact:

**Contact Person:** John Doe, Chief Procurement Officer  
**Address:** 1234 Strategic Sourcing Street  
Florida Procurement Hub, FL 33333  
**Email:** [JDoe@FloridaProcurementHub.com](mailto:JDoe@FloridaProcurementHub.com)  
**Phone:** 111-111-1111

The City appreciates your interest and participation in this Request for Information.

UNAUTHORIZED USE PROHIBITED