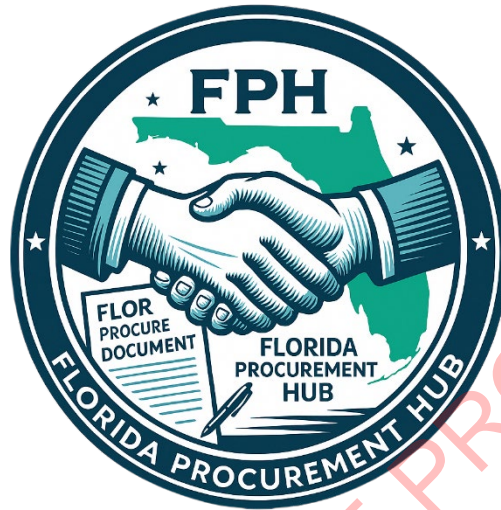


City of Florida Procurement Hub



Office of Procurement Services

REQUEST FOR LETTERS OF INTEREST

RLI 2025-001-FPH

JANITORIAL SERVICES

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

The **City of Florida Procurement Hub** (hereinafter referred to as the "**City**") has issued this Request for Letters of Interest (RLI) to identify qualified and experienced firms interested in providing comprehensive janitorial services for designated municipal facilities. This RLI is an initial step to gauge interest and gather basic qualifications from potential service providers. Information received will assist the City in determining the appropriate next steps for a potential future solicitation.

This document is for the purpose of soliciting Letters of Interest only and does not constitute a solicitation for binding bids/proposals/responses or a commitment to award a contract.

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 general scope involves providing all labor, materials, equipment, and supplies necessary to maintain these facilities in a clean, sanitary, and orderly condition.

1.2 Key Dates

All official communication, including the RLI 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
RLI 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
Letter of Interest Submission Deadline	06/30/2025	2pm	Via City's Procurement Portal
Anticipated Letters of Interest 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 Content of Letter of Interest

Firms interested in being considered for a potential future solicitation for janitorial services should submit a Letter of Interest that includes the following:

1. **Expression of Interest:** A clear statement affirming the firm's interest in providing janitorial services to the City of Florida Procurement Hub.
2. **Company Overview:**
 - Legal name of the firm, address, phone number, and email address.
 - Name, title, and contact information for the primary point of contact.
 - A brief description of the firm, its history, and its primary business focus.
3. **Relevant Experience Summary:**
 - A concise summary (e.g., 1-2 pages) of the firm's experience in providing janitorial services for facilities of similar size and complexity.
 - Highlight any specific experience with government or municipal entities.
4. **Statement of Qualifications (Brief):**
 - A brief statement outlining the firm's key qualifications that make it suitable for this type of work.
 - Confirmation that the firm possesses or can obtain the necessary business licenses and permits to operate in the State of Florida.
5. **Understanding of General Requirements (Optional):** A brief statement demonstrating an understanding of the general needs for janitorial services in municipal facilities like those described.

Please note that detailed methodologies, staffing plans, quality control plans, specific training program details, or pricing information are **not** requested at this RLI stage.

1.4 Submission Guidelines

- Letters of Interest should be submitted electronically through the City's Procurement Portal by the deadline.
- Submissions should be clear, concise, and focused on the information requested above. A typical Letter of Interest might be 2-5 pages in length.
- This is not a formal solicitation, and no contractual commitments will arise from this RLI process.

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
Phone: 111-111-1111

The City appreciates your interest and participation in this Request for Letters of Interest.

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