



REQUEST FOR PROPOSAL # 22 - 01

**NATHAN BENDERSON PARK CONSERVANCY, INC.
FACILITIES & OPERATIONS**

INTERIOR AND EXTERIOR CLEANING SERVICES

FOR

NATHAN BENDERSON PARK

Date of Issue: February 16, 2022

Due Date / Time: March 7, 2022 by 3:30 p.m. ET

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**INVITATION FOR PROPOSALS
INTERIOR AND EXTERIOR CLEANING SERVICES FOR:

NATHAN BENDERSON PARK
SARASOTA, FL**

The Nathan Benderson Park Conservancy, Inc. (NBPC) is requesting proposals for interior and exterior cleaning at Nathan Benderson Park.

The RFP will be posted on the Nathan Benderson Park website on or before February 16, 2022 at <https://nathanbendersonpark.org> and shall remain posted until a contract is executed with the selected Contractor. Any addendums to the RFP will be posted to the website.

Potential Proposers must email executiveassistant@nathanbendersonpark.org to indicate an intention to respond. Provide the name, title, address, telephone and email address of the contact person. Addenda will be posted to the Nathan Benderson Park website; a courtesy email regarding addenda and contract award will be sent to all Proposers that provided notice of intent to respond.

Proposals shall be submitted in a sealed package, the outside of the package shall bear the name of the Proposer, "Nathan Benderson Park Cleaning RFP", and **RFP # 22-01**. Submit proposals by mail, express carrier or hand-delivery. The NBPC shall not be responsible for the failure of any mail or delivery services to deliver prior to the stated deadline. No facsimile, telephonic, electronic, or telegraphic submittals will be accepted. Proposals received after the scheduled date and time for submittal will not be considered but can be claimed by the owner within then (10) calendar days of the submittal deadline or if not retrieved within the stated timeframe, may be destroyed by the NBPC.

The NBPC reserves the right to accept or reject any or all proposals in its sole and absolute discretion, whether or not reasonable, either with or without cause, to waive technical errors and informality, to postpone the award of the contract, to elect not to proceed with the subject award process and to accept a proposal or portion of a proposal, which in its judgment best serves the NBPC. The NBPC reserves the right to reconsider any proposal submitted at any phase of the process. It also reserves the right to meet with select Proposers at any time to gather additional information.

Any and all questions relative to the RFP shall be directed in writing only to the Sandy Sacks at executiveassistant@nathanbendersonpark.org.

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Submit one (1) original and three (3) hard copies and an electronic version on a USB Flash Drive (not password protected) of the required proposal no later than:

Due March 7, 2022, 3:30 pm ET

Send to: Nathan Benderson Park Conservancy, Inc.
Nathan Benderson Park Cleaning RFP – RFP # 22-01
5851 Nathan Benderson Circle
Sarasota, Florida 34235

Proposals shall be submitted in a sealed envelope enclosed in a separate envelope/package; the outside of the package shall bear the name of the Proposer, “Nathan Benderson Park Cleaning RFP”, and **RFP # 22-01**. Proposals shall be stapled in the upper left corner and not placed in binders or be bound. Submit proposals by mail, express carrier or hand-delivery. The NBPC shall not be responsible for the failure of any mail or delivery services to deliver prior to the stated deadline. No facsimile, telephonic, electronic, or telegraphic submittals will be accepted. Proposals received after the scheduled date and time for submittal will not be considered but can be claimed by the owner within ten (10) calendar days of the submittal deadline or if not retrieved within this timeframe, may be destroyed by the NBPC. Any proposal not completed as specified or missing the required proposal documents may be disqualified at the NATHAN BENDERSON PARK CONSERVANCY, INC.’s discretion.

Firms or individuals submit their proposals on a voluntary basis and therefore are not entitled to compensation of any kind. The NBPC shall not be obligated or liable for any expenses incurred by Proposers. All costs to prepare and submit a response to this RFP shall be borne by the Proposer.

SECTION 2. SIGNATURE ON PROPOSAL. The proposer must execute all NBPC forms, affidavits, and acknowledgments for which signature and notary blocks are provided using blue ink. If the proposal is made by an individual, that person’s name and business address shall be shown. If made by a partnership, the name and business address of an authorized member of the firm or partnership shall be shown. If made by a corporation, the person signing the proposal shall show the name of the state under the laws of which the corporation was chartered. In addition, the proposal shall bear the seal of the corporation. Anyone signing the proposal as agent shall file with the proposal legal evidence of his/her authority to do so. All proposals must be type written. No correction fluid or labels covering printing are permitted. If a correction is necessary, draw a single line through the entered figure and enter the corrected figure above it. Corrections must be initialed by the person signing the proposal.

SECTION 3. FAMILIARITY WITH THE PROJECT. Before submitting a NBPC proposal, the Proposer shall carefully read the scope and specifications (Exhibit B) and fully inform itself as to all existing conditions and limitations. Submitting a proposal is a certification by the Proposer that the Proposer is familiar with the scope and specifications as well as all areas where work is to be performed. No additional compensation or relief from any obligations of the contract agreement will be granted because of lack of knowledge of the site or conditions under which the contemplated work will be performed.

SECTION 4. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with the NBPC's operating rules and procedures, as well as all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the provision of the requested services. Ignorance on the part of the Proposer will in no way relieve it from responsibility to provide the services and fulfill such other obligations covered under the proposal in compliance with all such laws, ordinances and regulations.

The NBPC is subject to the Florida's Government in the Sunshine Law.

SECTION 5. QUALIFICATIONS OF PROPOSER. The NBPC contract, if awarded, will only be awarded to a responsible Proposer who is qualified and has the ability to provide the services specified herein, at the sole and absolute discretion of the NBPC. The Proposer shall submit with its proposal satisfactory evidence of a history of fulfillment of similar contracts and show that it is fully prepared with the necessary organization, personnel, capital, and equipment to provide the specified services. See Exhibits D-I for required information.

Proposer shall not subcontract all or any portion of the services defined in the RFP without prior written approval from the NBPC. Subcontracting without prior approval may result in termination of the contract for default.

SECTION 6. COLLUSION. Proposers shall be immediately disqualified, and their proposals rejected if the NBPC has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 7. INTERPRETATIONS AND ADDENDA. All questions about the meaning or intent of the RFP are to be directed in writing only to executiveassistant@nathanbendersonpark.org. Interpretations and clarifications considered necessary in response to such questions will be issued by Addenda and posted to the Nathan Benderson Park website; Proposers recorded as having interest in submitting a proposal will receive a courtesy email directing them to the web site.

SECTION 8. MODIFICATIONS AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are submitted at any time prior to the time and date the proposals are due.

SECTION 9. PROPOSAL FORMS. All blanks on the proposal forms, Exhibit J, must be completed in blue ink or typewritten. In making its proposal, each Proposer represents that it has read and understands the RFP and that the proposal is made in accordance therewith, including verification of the contents of the RFP. Failure to supply any requested information and submit fully completed forms may result in disqualification. The NBPC reserves the right to request additional information if clarification is necessary.

SECTION 10. BASIS OF AWARD/RIGHT TO REJECT. The NBPC reserves the right to reject any and all NBPC proposals in its sole and absolute discretion, whether or not reasonable, make modifications to the NBPC work, and waive any informalities or irregularities in NBPC proposals as it is deemed in the best interest of the NBPC up until such time as a contract has been fully executed by both parties.

SECTION 11. CONTRACT AWARD AND SERVICE AGREEMENT TERM. Within fourteen (14) days of receipt of the Notice of Award of the NBPC contract, or as otherwise extended by the NBPC, the Proposer shall enter into and execute a contract agreement. If a Proposer to whom a NBPC contract is awarded forfeits and fails to execute a contract agreement within the fourteen-day timeframe, the contract award may be annulled at the NBPC's option. If the award is annulled, the NBPC may, at its sole discretion, award the contract to the next highest ranked Proposer, re-advertise, perform the work by day/temporary labor, or through in-house operations. The NBPC and the selected Contractor will execute a contract for the NBPC work for a term of one (1) year with the option to renew for two (2) additional one (1) year periods. Contractor and the NBPC are required to provide written notice sixty (60) days in advance of contract expiration date of their decision to renew or terminate the contract. In the event either party chooses to terminate the contract, Contractor, if requested by the NBPC, agrees to perform the services on a month-to-month basis until the NATHAN BENDERSON PARK CONSERVANCY, INC. is under contract with a new Contractor. This RFP does not guarantee that a contract will be awarded. The NBPC reserves the exclusive right to reject any and all proposals. The NBPC reserves the right to award by items, groups of items, or total proposal.

SECTION 12. CHANGES/MODIFICATIONS. The NBPC reserves the right to order changes in its scope of work and resulting contract. The successful Proposer has the right to request an equitable price adjustment in cases where modifications to the contract under the authority of this clause result in increased costs to the Contractor. Price adjustments will be based on the prices proposed by the Contractor in response to this solicitation. Any contract resulting from this solicitation may be modified upon written and mutual consent of both parties.

SECTION 13. INSURANCE. All Proposers shall include as part of their proposal a current Certificate of Insurance demonstrating the company's insurance coverage. In the event the Proposer is notified of award for the NBPC work, it shall provide proof of Insurance Coverage with minimum limits as specified, identify the NBPC and Sarasota County, its officers, employees and agents as additional insured's, as more specifically to be stated in the contract to be executed, within fourteen (14) calendar days after notification, or within such approved extended period as may be granted. Failure to provide proof of insurance coverage at the required limits shall constitute a default and the NBPC may proceed as referenced in Section eleven (11) above.

The Contractor shall obtain, at its sole expense, all insurance required in the following paragraphs and shall not commence work until such insurance is in effect and certification thereof has been received and approved by the NBPC. If any required insurance policy expires during the term of the agreement, Contractor must provide a certificate of insurance to the NBPC as evidence of policy renewal prior to such policy expiration.

Proposer's signature on this proposal indicates Proposer agrees to obtain additional coverage if needed and understands that failure to comply may result in rejection of proposal.

Workers' Compensation Insurance, with limits of \$100,000 per occurrence, \$500,000 aggregate, and \$100,000 per disease.

Commercial General Liability with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate, including contractual liability.

Commercial Automobile Liability with limits no less than \$1,000,000 per occurrence for bodily injury and property damage for any vehicle used during performance of contract services, including coverage for owned, hired, and non-owned vehicles. Evidence of automobile coverage is only necessary if vehicles are used in the provision of services.

SECTION 14. INDEMNIFICATION. The Proposer awarded a contract for the NBPC work shall fully indemnify, defend and hold harmless the NBPC, its officers, agents, and employees from and against all claims, liability, damages, expenses and loss arising, in whole or in part, as more fully set forth in the Contract form, to be executed.

SECTION 15. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of the NBPC's limitations on liability contained in section 768.28, Florida Statutes, or other statute or law.

SECTION 16. MISCELLANEOUS. All NBPC proposals shall include the following information in addition to any other requirements of the RFP:

- A. Complete price proposal for the NBPC (Exhibit J).
- B. Five references from projects/accounts of similar size and scope to which the Proposer is currently providing services. In the event the Proposer does not have five active projects/accounts, include a letter of explanation and go back as many years as necessary to provide five references. The Proposer must include information relating to the type of services provided for each reference as well as a name, address, email address and phone number of a contact person. Failure to provide such contact information shall result in the non-consideration of the provided reference.
- C. A copy of its insurance certificate indicating the types of coverage and limits for general, property, umbrella, automobile liability insurance, worker's compensation insurance.
- D. Completed copies of all other forms included within the RFP.

SECTION 17. EVALUATION OF PROPOSALS. The proposals shall be ranked based on the criteria presented in the Evaluation Criteria sheet (Exhibit A), contained within the RFP. Proposals may be held for a period not to exceed 120 days from the date of proposal opening for the purposes of reviewing the proposals and investigating the qualifications of the Proposers, prior to executing a contract agreement. During this time, all provision of the submitted proposal must be in effect, including pricing. The NBPC may visit the Proposer's facilities as part of the evaluation process.

SECTION 18. BLACKOUT PERIOD/CONE OF SILENCE. The blackout period is defined as between the time the Invitation for Proposals is issued and the time the respective Boards award the contract. During this blackout period, any attempt to influence the thinking of staff or officials related to a solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication, will result in disqualification of their award and/or contract. Anyone attempting to lobby NBPC representatives will be disqualified. This does not apply to pre-solicitation conference, contract negotiations, or communications with staff not concerning this solicitation.

SECTION 19. PRICING. Proposers shall submit their price information on the supplied forms with all blank spaces completed (Exhibit J). Proposers shall also sign the required forms in blue ink. Each line item shall be clearly stated and cover all charges including incidental expenses, applicable taxes, insurance, overhead and profit. Proposers will not be allowed to make any substitutions in materials, quantities or frequencies during the proposal process. Proposers shall guarantee that their pricing shall not increase throughout the term of the contract agreement executed.

SECTION 20. REFERENCE TERMS. Any headings in this document are for the purposes of reference only and shall not limit or otherwise affect the meaning thereof. Any reference to gender shall be construed to include all genders, firms, partnerships or corporations. References in the singular shall be construed to include the plural and references in the plural shall be construed to include the singular. Any reference to the "NBPC" shall be construed to refer to Nathan Benderson Park Conservancy, Inc. and the NBPC shall be the legislative authority for all matters concerning the NBPC and the NBPC's resulting contract.

SECTION 23. ADDITIONAL TERMS AND CONDITIONS. No additional terms and conditions included with the proposal response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to the proposal. If submitted either purposefully through intent or design or inadvertently appearing separately in transmitting letters, specifications, literature, price lists or warranties, it is understood and agreed the general and special conditions in this solicitation are the only conditions applicable to this proposal and the Proposer's authorized signature affixed to the proposal attests to this.

Once proposals are received for the NBPC, the NBPC's review committee will review each submittal related to the NBPC and score each proposal based on the evaluation criteria. The NBPC's award will be based on the proposal that is most advantageous to the NBPC.

The NBPC also reserves the right to seek clarification from prospective firms on any issue in a response for the NBPC, invite specific firms for site visits or oral presentations, or take any action it feels necessary to properly evaluate the submissions and construct a solution in the NBPC's best interest. Failure to submit the requested information or required documentation may result in the lessening of the proposal score or the disqualification of the Proposer's response.

EXHIBIT A

EVALUATION CRITERIA SHEET

All proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon the information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. The following criteria will be given considerable weight in the proposal selection process and is not listed in order of importance:

1. Proposals received by the stipulated deadline must be in the correct format
2. Proposer's alleged performance effectiveness with other Owners (references)
3. Proposer's performance history and alleged ability to deliver consistent services per a frequency schedule of tasks to be performed
4. Proposer's ability to provide and deliver qualified personnel having the knowledge, skills, and any required certifications required to effectively and efficiently execute proposed services
5. Overall cost effectiveness

Proposer agrees that the NBPC may contact all submitted references to obtain any and all information regarding Proposer's performance.

EXHIBIT B

SCOPE OF SERVICES AND SCHEDULE FOR CLEANING AT NATHAN BENDERSON PARK

- 1. Finish Tower: Daily**
5851 Nathan Benderson Circle
- 2. 500 Meter Restroom Daily**
1800 World Championship Drive (west side of lake)
- 3. Event Garden/Playground Daily**
Restroom - 700 World Championship Drive (north end of park)
- 4. Playground & Pavilion Daily**
700 World Championship Drive
- 5. Trash Compounds Daily**
- 6. Island Compound Daily**
5873 Nathan Benderson Circle (southeast side of island)
- 7. South Compound Daily**
5700 Athletes Drive
- 8. Starter Pavilion Daily**
1900 Athletes Drive
- 9. Race Platforms (4) Weekly**
- 10. North Park Daily**
South of UTC Mall
- 11. All drinking fountains Daily**
- 12. All trash cans Daily**
- 13. NATHAN BENDERSON PARK CONSERVANCY, INC. Office Trailer Daily**
5857 Nathan Benderson Circle
- 14. Operations Trailer Daily**
5865 Nathan Benderson Circle

DAILY UNLESS OTHERWISE SPECIFIED

Proposer shall provide workers with an off-road means of transportation to service all area of the NBP (i.e golf cart).

Exterior Cleaning Activity

- A. Restrooms/Starter Pavilion/Playground Pavilion**
Dust all cobwebs down -Exterior

Hose exterior walls, landings and entrances
Pressure wash - spot any spills around entrance
Hose down pavers
Pressure wash pavers- **MONTHLY** or more frequently if needed
Pressure wash exterior of Restroom Building – **MONTHLY**
Or more frequently if needed

B. Playground:

Wipe/clean/sanitize equipment with product mutually agreed upon
Pressure wash playground equipment – **WEEKLY** unless appearance warrants sooner
Dust all cobwebs down
Remove any trash out of park
Blow mulch back to perimeter
Check equipment and report any issues

C. Trash:

Remove trash, replace liners as needed except from interior locations
Police all park grounds for loose trash and debris
Report any rotten trash cans or damage to holders
Hose down trash cans as needed

D. Finish Tower:

Clean all exterior entrance glass
Clean glass accessible from ground or decking's - **WEEKLY**
Hose ground floor exterior walls as needed
Clean service area rooms
Dust down cobwebs and sweep both stairways
Hose down stairways - **WEEKLY**
Hose observation deck, 6th floor, wipe down glass and rail
Observation deck, 6th floor, de-cob, clean and organize storage/HVAC closet
Bio mass debris removal

E. Stairways

Cob web removal
Wipe down and sanitize handrails
Hose down daily
Pressure wash every two weeks or more frequently if needed

F. Grand Stands

Pressure wash **MONTHLY**

G. Bollard Lights

Wash and wipe down light weekly

H. Picnic tables

Cob web removal

Workers on site shall be cognizant of all areas of the park and attend to anything that is not clean and would contribute to a visitor’s impression of the park. NBPC strives for visitors to leave with the impression Nathan Benderson Park is an outstanding world-class facility in all its endeavors. Included, but not limited to:

Walkways to buildings, Parking lots, Paths, Kiosks, Signs, Digital signs, Street signs, Fences

SCOPE OF SERVICES AND SCHEDULE FOR INTERIOR CLEANING AT NATHAN BENDERSON PARK

- | | |
|---|---|
| 1. NBPC Administration Office | Daily, Weekly, Monthly and Quarterly |
| 5857 Nathan Benderson Circle | |
| 2. Operations Office | Daily, Weekly, Monthly and Quarterly |
| 5865 Nathan Benderson Circle | |
| 3. Finish Tower: | Daily, Weekly and Monthly |
| 5851 Nathan Benderson Circle | |
| 4. 500 Meter Restroom | Daily, Monthly |
| 1800 World Championship Drive (west side of lake) | |
| 5. Event Garden/Playground | Daily, Monthly |
| Restroom - 700 World Championship Drive (north end of park) | |

DAILY UNLESS OTHERWISE SPECIFIED

Restrooms:

- Maintain inventory of paper supplies
- Dust all cobwebs down - Interior
- Wipe interior walls and stalls
- Clean toilets & urinals
- Clean mirrors, sinks, hand drier and faucets
- Sweep floors
- Mop floors
- Stock all supplies
- Clean exterior door
- Clean drinking fountains

MONTHLY-Pour enzyme down drains

MONTHLY- Deep clean using a floor cleaner chemical on restroom floors, specifically on the first floor of the Finish Tower, Playground restrooms and 500 meter restrooms

Interior Tower, Playground restrooms and 500 meter restrooms

Trash:

Remove trash, replace liners as needed – interior

Tower:

Vacuum carpets on each level

Spot clean carpets

MONTHLY- shampoo/steam clean carpets

Sweep and mop hard floors

Clean each single and gang restrooms on each floor including ground level

Re-stock restroom

Spot-clean interior glass

Sweep decking platforms on each level

WEEKLY- Mop decking platform

Clean mini-bar area on each level

Clean exterior and interior of coolers/refrigerators

Vacuum elevator floor and clean walls and doors with stainless steel cleaner

Clean all interior storage spaces

Keep all interior storage spaces organized

Clean all doors

Clean all exterior doors and sills

Offices

Daily:

Office trash removal and replace liners

Vacuum and/or sweep

Weekly and as needed:

Mop, sweep or vacuum floors/carpets

Dusting and wipe down of furnishings, window sills, doorways, fixtures; including kitchen

Deep sanitization of restrooms and kitchen

All interior windows to be washed

Re-stock supplies

Clean entrance glass on doors

Monthly:

Open and clean all ceiling light covers

Quarterly:

Shampoo carpets and clean tile

EXHIBIT C
PROPOSER'S QUALIFICATION STATEMENT
CLEANING SERVICES

1. Proposer: _____

(Company Name)

Partnership Corporation Subsidiary Corporation

2. Parent Company Name: _____

3. Parent Company Address:

Street Address: _____

PO Box (If any): _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

1st Contact Name: _____

Title: _____

2nd Contact Name: _____

Title: _____

4. Proposer Company Address (if Different):

Street Address: _____

PO Box (If any): _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

1st Contact Name: _____

Title _____

2nd Contact Name: _____

Title: _____

5. List the location of the office from which the proposer would provide services to the NATHAN BENDERSON PARK CONSERVANCY, INC.

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

1st Contact Name: _____

Title _____

6. Is the Proposer incorporated in the State of Florida? Yes () No ()

- 6.1 If yes, provide the following:

- Is the Company in good standing with the Florida Department of State, Division of Corporations?

Yes () No ()

If NO, please explain _____

- Date incorporated _____ Charter No. _____

- 6.2 If no, provide the following:

- The State with whom the Proposer's company is incorporated? _____

- Is the company in good standing with the State? Yes () No ()

If NO, please explain _____

- Date incorporated _____ Charter No. _____

- Is the Proposer Company authorized to do business in the State of Florida?

Yes () No ()

- 6.3 If Proposer is not incorporated, please identify the type of business entity (i.e.: Limited Liability Company, Partnership, etc.) and the number of years Proposer has been in the business of providing exterior cleaning services.

7. Has the Proposer's company provided services for the NBPC or similar community development previously? Yes () No ()
- 7.1 If Yes; provide the following:
- Number of contracts Proposer has executed with community development NBPCs and/or similar communities during the past five (5) years and the names of the entities as well as the length of the contract and whether each such community is still a current client. Please also see the attached experience section.
8. List the Proposer's total annual dollar value of comparable contracts for each of the last three (3) years starting with the latest year and ending with the most current full year.
9. What are the Proposer's current insurance limits?
- General Liability: _____
- Automobile Liability: _____
- Umbrella Coverage: _____
- Workers Compensation: _____
- Expiration Date: _____
10. Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal contracts in any state(s)?
- Yes () No () If Yes, state the name(s) of the Company(ies)
- The state(s) where barred or suspended: _____
- State the period(s) of debarment or suspension: _____
11. Has the Proposer ever failed to fulfill its obligations under any contract awarded to it?
- Yes () No () If so, where and why? _____
- _____
12. Has any officer or partner of the Proposer ever been an officer, partner, or owner of some other organization that has failed to fulfill job duties or otherwise complete a contract?
- Yes () No () If Yes, state name of individual, other organization and reason therefore.
- _____
- _____
13. List any and all litigation to which the Proposer or any of its affiliates has been a party in the last five (5) years.

14. Has the Proposer or any of its affiliates ever been either disqualified or denied prequalification status by a governmental entity?

Yes () No () If Yes, discuss the circumstances surrounding such denial or disqualification as well as the date thereof. _____

15. List five (5) current clients including contact persons and telephone numbers as well as their contract value and length of service:

16. List three (3) jobs (including company, contact person, and telephone number) lost in the previous twelve (12) months and the reason(s) why:

17. List certified technicians and include number of years of experience and date of last certification:

- 18. Attach current financial statements, prepared within the last one hundred either (180) days, showing current financial resources, liabilities, capital equipment and historical financial performance for the past one year. **Please see attached Financial Section.**
- 19. Attach any certifications or documentation regarding educational experience of key personnel that would assist the NBPC in evaluating the quality and experience of such personnel. **Please see attached in Key Personnel Section.**
- 20. Key Personnel: Describe any experience of the principal individuals (Foremen, Superintendents, etc.) who are responsible for the actual exterior cleaning services work of your organization and who will be assigned to this contract if awarded to contractor.

(Name)	(Position)	
(Type of Work)	(Yrs. Experience)	(Yrs. w/ Firm)

(Name)	(Position)	
(Type of Work)	(Yrs. Experience)	(Yrs. w/ Firm)

(Name)	(Position)	
(Type of Work)	(Yrs. Experience)	(Yrs. w/ Firm)

(Name)	(Position)	
(Type of Work)	(Yrs. Experience)	(Yrs. w/ Firm)

(Name)	(Position)	
(Type of Work)	(Yrs. Experience)	(Yrs. w/ Firm)

- 21. Please describe your proposed work-plan to execute the scope of services set forth in this RFP. Please include number of staff per day, hours of work and managers on duty.
- 22. Please describe your proposed management plan including tracking of hours and quality control.
- 23. Please describe your reporting system for NBPC to report issues / incidents requiring attention.

The undersigned hereby authorize(s) and request(s) any person, firm or corporation to furnish any pertinent information requested by the NBPC or its authorized agents, deemed necessary to verify the statements made in

this document or documents attached hereto, or necessary to determine whether the NBPC should consider the Proposer for bidding on the cleaning services invitation for proposals, including such matters as the Proposer’s ability, standing, integrity, quality of performance, efficiency and general reputation.

Name of Proposer

By: _____

(Name & Title of Person Signing)

This _____ day of _____, 2022.

EXHIBIT D
CORPORATE OFFICERS

Company Name _____

Date _____

Provide the following information for Officers of the Proposer and parent company, if any.

Name of Proposer	Position or Title	Corporate Responsibilities	Individual's Residence City, State
For the Parent Company (if applicable)			

EXHIBIT E
PROPOSAL FORM

TO: Nathan Benderson Park Conservancy, Inc.

FROM: _____
(Proposer)

In accordance with the Invitation for Proposals for Cleaning Services at Nathan Benderson Park, the undersigned proposes to provide all services as described in the detailed Scope and/or Specifications for the NBPC.

All Proposals shall be in accordance with the RFP.

ACKNOWLEDGMENTS

The undersigned acknowledges, by the below execution of this proposal, that all information provided herein has been provided in full and that such information is truthful and accurate. The Proposer agrees through submission of this proposal to honor all pricing information one hundred twenty (120) days from the date of the proposal opening, and if awarded the NBPC Contract on the basis of this proposal to enter into a contract agreement within fourteen (14) days after receiving notice of the award. Proposer understands that inclusion of false, deceptive or fraudulent statements of this proposal constitutes fraud; and, that the NBPC considers such action on the part of the Proposer to constitute cause for denial, suspension or revocation of the proposal.

The undersigned hereby authorize(s), and request(s) any person, firm or corporation to furnish any pertinent information requested by the NBPC and/or its authorized agents, deemed necessary to verify the statements made in this proposal or attachments hereto, or regarding the ability, standing and general reputation of the Proposer.

The undersigned further acknowledges the receipt of the RFP and all Proposal Documents related thereto.

I, _____ REPRESENTING _____ and/or
_____ Corporation, agree to furnish the services required in the
scope/specifications at the following prices:

A. Annual Contract Proposal Amount: \$ _____

NAME OF PROPOSER: _____

ADDRESS: _____

PHONE: _____ FAX: _____

SIGNATURE (legal name): _____

PRINTED NAME: _____

TITLE: _____

DATE: _____