INFORMAL REQUEST FOR PROPOSALS

TITLE: PINELLAS SUNCOAST FIRE & RESCUE
STATION MAINTENANCE AND CLEANING SERVICES
304 1ST STREET, INDIAN ROCKS BEACH, FL 33785

ISSUE DATE: JUNE 24, 2026

SITE VISIT AVAILABILITY:
MONDAY THROUGH FRIDAY, 9:00 AM TO 3:00 PM

PROPOSAL SUBMISSION DEADLINE: JULY 15, 2026 AT 5:00 PM

1. Overview

Pinellas Suncoast Fire & Rescue District ("the District") is soliciting proposals for twice monthly cleaning services at its administrative offices located at 304 1st Street, Indian Rocks Beach, Florida 33785, as well as as-needed facility maintenance services.

Site visits may be scheduled by contacting:
Kristin Cresswell
Email: kcresswell@psfrd.org
Phone: 727-595-1117, ext. 1

The District may also request repair services at locations not owned by the District, but for which the District is financially responsible.

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2. Scope of Work

2.1 Cleaning Services

- Twice-monthly general office cleaning (approximately 1,500 square feet), including:
    - Emptying trash receptacles
    - Vacuuming and floor care
    - Dusting surfaces
    - Cleaning and sanitizing two (2) restrooms

2.2 Maintenance Services

- The Contractor may be requested to perform routine maintenance and repair services at District facilities on an as-needed basis. Services may include, but are not limited to:

    - Replacement of light fixtures, bulbs, ballasts, switches, and outlets
    - Minor plumbing repairs, including faucet, toilet, sink, and fixture repairs
    - HVAC troubleshooting, filter replacement, and coordination of repairs
    - Carpentry and building repairs, including doors, hardware, trim, shelving, cabinetry, and drywall repair
    - Painting and touch-up work
    - Installation or relocation of office furniture, fixtures, and equipment
    - General handyman services and preventative maintenance tasks
    - Minor repairs resulting from normal facility wear and tear
    - Any work requiring state licensure shall be performed by properly licensed personnel in accordance with Florida law.

- Contractor shall identify typical response times for routine and urgent maintenance requests.

2.3 Offsite Services

- Occasional minor repairs at offsite locations related to operational damage incurred during firefighting activities

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3. Pre-Proposal Communications

Except as expressly permitted in this section, Respondents are prohibited from contacting or lobbying any District personnel, including administrators, Commissioners, staff, or evaluation committee members, regarding this solicitation.

All inquiries (other than site visit scheduling) must be submitted via email to:
Deputy Chief Todd Best
Email: tbest@psfrd.org

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4. Proposal Submission Requirements

- Proposals must be received no later than 5:00 p.m. on July 15, 2026.
- Proposals shall remain valid for a minimum of ninety (90) days.

All proposals are required to include:

- Proof of insurance.
- A flat rate for cleaning services.
- An hourly rate for repairs.
- A list of references.
- Proposals must include all evaluation criteria in section 6.1.

Submit proposals electronically to:

Kimberly Hampton
Email: khampton@psfrd.org

- Email subject line must read: **“Facilities Maintenance Proposal.”**

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5. Disqualification Criteria

The District reserves the right to disqualify Respondents for any of the following:

- Submission of multiple proposals for the same work under the same or different names
- Financial interest in another Respondent submitting a proposal for the same work
- Evidence of collusion among Respondents
- Incomplete prior work deemed to hinder timely project completion
- Default under a previous contract
- Inclusion on any local, state, or federal debarred or suspended vendor list

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6. Evaluation and Award

6.1 Evaluation Criteria

Proposals will be evaluated based on:

- Cleaning service rates
- Hourly rates for maintenance services
- Billing and accounting processes
- Hours of operation
- Proximity to District facilities
- Relevant experience providing commercial cleaning and maintenance services
- References and past performance

6.2 Award Process

- A designated review committee will evaluate all submissions.
- Recommendations will be presented to the District's Board of Fire Commissioners for final approval.

6.3 Reservation of Rights

The Board of Fire Commissioners reserves the right to:

- Waive informalities or minor irregularities
- Reject any or all proposals, in whole or in part
- Utilize applicable state contracts
- Accept the proposal deemed to be in the best interest of the District
- Reject conditional proposals or those lacking clear pricing

7. Compliance Requirements

7.1 Non-Discrimination

Entities on any discriminatory vendor list are prohibited from participating in this solicitation or contracting with the District.

7.2 Conflict of Interest

Respondents must disclose:

- Any officers, directors, or agents who are employees or officials of the District
- Any District employee holding a direct or indirect ownership interest of five percent (5%) or more in the Respondent's organization

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8. Financial and Legal Standing

- Respondents currently undergoing bankruptcy or financial reorganization will not be considered.
- The District reserves the right to investigate Respondents' financial stability and capacity to perform the work. Additional information may be requested.

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9. Suspension or Termination

The District reserves the right to suspend or terminate the contract, in whole or in part, at its convenience.

- Compensation will be provided for work completed through the termination date.
- Respondents waive claims for damages, including loss of anticipated profits, resulting from early termination.
- Any resulting agreement shall be on a month-to-month basis and may be terminated by either party upon thirty (30) days written notice.

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10. Failure of Performance

If a Respondent defaults:

- The District may procure services from alternative sources
- The Respondent may be held liable for any additional costs incurred
- Repeated defaults may result in contract termination and removal from consideration for one (1) year

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11. Audit Rights

The District or its authorized representatives may audit all relevant records related to this contract from the date of award through three (3) years after contract expiration.

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12. Equal Employment Opportunity

The Contractor shall comply with all applicable federal, state, and local equal employment opportunity laws and regulations, including Executive Order 11246.

The Contractor agrees to:

- Prohibit discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin
- Take affirmative action in employment practices
- Provide required notices and maintain compliance documentation
- Ensure that all subcontractors adhere to the same requirements

Non-compliance may result in contract termination or other legal remedies.

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13. Commercial General Liability Insurance

The Contractor shall carry Commercial General Liability insurance against all claims for Bodily Injury, Property Damage and Personal and Advertising Injury caused by the Contractor.

Commercial General Liability coverage shall include the following:

a) Premises & Operations Liability

b) Bodily Injury and Property Damage Liability

c) Independent Contractors Liability

d) Contractual Liability

e) Products and Completed Operations Liability

Contractor shall agree to keep in continuous force Commercial General Liability coverage for the length of the contract.

Company Name: _____

Signed: _____

Print: _____

Date: _____