

RFP for Janitorial Services

City of Gulfport, MS

The CITY OF GULFPORT, MS is now accepting proposals from qualified and experienced Commercial Janitorial providers to perform Janitorial Services for City facilities.

A NON-Mandatory Pre-submittal meeting and Site Visit will be held on November 6, 2015 @ 9:00 AM in the Hardy Bldg. conference Room located on the 1st Floor, 1410 24th Avenue, Gulfport, MS 39501.

All proposals must be received in the Procurement Office of the City of Gulfport, 1410 24th Avenue, Gulfport, MS 39501, no later than 5:00 o'clock p.m. local time, November 16, 2015 at which time they will be referred to a Selection Committee. One (1) original, three (3) exact duplicates and one (1) digitally converted copy of each proposal shall be submitted

IMPORTANT NOTICE TO BIDDERS:

Bidders who obtain Solicitation Packages from sources other than the Office of Procurement must officially register receipt of the solicitation with the City's Procurement Division via telephone or email. This will place the Bidder on the notification list for any forthcoming addendum or other official communications. Failure to register as a prospective Bidder and/or accept receipt of each document may cause your Submittal Package to be rejected as non-responsive if you have submitted a Submittal Package without City issued forms and/or acknowledgment of issued addenda and/or meet the Solicitation Package requirements as provided by the City.

All proposals must be sealed and labeled: **"SVC – JANITORIAL - 2015"**.

The selection committee will review each proposal based on the grading criteria published in the RFP document and will assist the City's governing authority in evaluating the submissions and assessing the most qualified. The governing authority retains the ultimate authority in making these determinations. The committee may develop a short list from which interviews will be scheduled and evaluation will be based in part on review of ONLY the data submitted in response to the request for qualifications. Upon final selection and a determination made by the City's governing authority, negotiations may commence and a written contract may be awarded to the individual/firm whose proposal is determined by the governing authority to be the most qualified.

The Governing Authority of the City of Gulfport reserves the right to reject any and all bid proposals, and shall reject any and all bid proposals not materially responsive to this Notice of the Bid Specifications, and reserves the right to waive any and all irregularity or informality of the of the bid proposals. Selection by the Governing Authority shall not bind the Governing Authority until a final contract is agreed upon and approved.

Proposals may be held by the City of Gulfport for a period not to exceed 90 days from the date of the receipt of the proposal.

Direct contact with any city employee, including the Governing Authority, on the subject of this proposal is strictly forbidden. Violation of this paragraph will result in disqualification of your submission.

Dates of Publications: 10-16-15 & 10-23-15

Send Invoice & Proof of Publication to: **Connie Debenport, CPPB**
City of Gulfport
P. O. Box 1780
Gulfport, MS 39502-1780