



City of Doral
ITN 2025-12
City Facilities Custodial Services
Addendum No. 6

July 7, 2025

The original Invitation to Negotiate (ITN) documents shall remain in full force and effect, except as modified herein, which shall take precedence over any contrary provisions in the prior documents.

- I. Please be advised that emails that are included in the ITN document have an extra “o” in the email string. The emails strings listed in the following pages and sections will need to be updated from procurement@cityofdoral.com to procurement@cityofdoral.com

The correct email address is procurement@cityofdoral.com

Please double-check your email correspondence to make sure the items have reached our office, and you have not received a return or undeliverable notification.

Pages and sections in the ITN that are updated with the correct email address include the following:

- Page 5
- Section 1.2
- Section 1.4
- Page 15, last paragraph
- Section 2.14
- Page 34, item no. 5
- Page 68
- Page 69 (Performance Evaluation Survey)

Attached are all the amended emails on pages listed.

- II. Please note that due to the postponement of the ITN bid deadline from July 17, 2025 to July 24, 2025 at 2:00pm as part of Addendum No. 5, the Performance Evaluation Survey submission deadline is hereby postponed to **July 25, 2025 at 5:00pm**.
- III. To facilitate the process of confirming the receipt of the Performance Evaluation Surveys on behalf of the prospective proposer’s clients, please utilize the attached form labeled:

“Confirmation of clients that will be submitting the Performance Evaluation Surveys on the proposer’s behalf”

Enter the individuals name providing the survey, company/entity name, phone and email contact.

SUBMIT THIS FORM WITH YOUR PROPOSAL ITN RESPONSE. This will allow us to know and confirm which entities have submitted the survey on your company’s behalf.

Additional responses to questions will be provided in subsequent issued Addendum.

If you should have any questions regarding this addendum, please do not hesitate to contact roman.martinez@cityofdoral.com.

Sincerely,

Roman Martinez, MBA, CPPO, CPPB
Procurement and Asset Management Director

Specific Information as to the ITN:

The City is seeking proposals from qualified firms or entities (herein referred to as "Bidders/Proposers") Certified in Green Building Best Maintenance Practices for performing Custodial Services, including the provision of: all personnel/labor, supervision, cleaning supplies and paper products consisting of: toilet paper, toilet seat covers, hand paper towels, garbage can liners, hand soap and any other materials necessary for the complete servicing of the facility/facilities in accordance with the specification provided. Any and all products utilized shall be "Green Certified Products" of the highest quality to effectively perform all duties. Failure to provide paper products or supplies of a quality previously approved by the City may be deemed insufficient by the Facilities Manager and shall be replaced by other approved products when required.

It is the intent of the City to award a contract for an initial three (3) years term with an option to renew for two (2) additional one (1) year periods for a possible total of five (5) years, subject to cancellation as provided herein. Upon completion of the five (5) year term, the City may opt, at its own discretion, to extend the agreement for two (2) additional one (1) year periods or may issue a new solicitation and competitive select a new service provider. The City may exercise such advance written notice of its intention to renew prior to the expiration of any of the terms outlined in this ITN.

All questions or comments should be directed to the following email at procurement@cityofdoral.com

All inquiries must reference **City Facilities Custodial Services ITN #2025-12** in the subject line.

No phone calls will be accepted in reference to this ITN.

Any communications regarding matters of clarification must be made in writing to the attention of Roman Martinez, MPA, CPPO, CPPB, Director of Procurement and Asset Management at procurement@cityofdoral.com. In the event that it becomes necessary to provide additional clarifying data or information that revises any part of this ITN, supplements, clarifications and responses to submitted questions will be made available via written addendum.

Solicitations may be found via the City of Doral website (www.cityofdoral.com), Demandstar (<https://www.demandstar.com/app/login>) under Procurement. To obtain the solicitation interested parties must follow the link and register to be able to download the document. No physical or mail in ITN proposal responses will be accepted. ALL ITN responses must be uploaded to **Demandstar**.

SECTION 1.0 GENERAL CONDITIONS

1.1 DEFINITIONS

(i) We/Us/Our/City

These terms refer to the City of Doral, Florida, a duly organized public entity. They may also be used as pronouns for various subsets of the City organization including, as content will indicate.

Procurement Division and Asset Management Department

The Division responsible for handling procurement-related issues within the City.

Departments/facilities

The City Department(s) and offices for which this solicitation is prepared, which will be the end user of the goods and/or services sought.

Authorized Representative

The user Department's Contacts for interaction regarding contract administration.

(ii) You/Your

The term refers generally to the other person or entity which is a party to this agreement, or any of their subsidiaries, affiliates offices, employees, volunteers, representatives, agents or subcontractors. The term may apply differently to different classes of entities, as the context will indicate. For instance, "you" as a Bidder will have different obligations than "you" as a Successful Bidder will have upon awarding of this contract.

Proposer/Respondent/Bidder

Any business entity submitting a response to this solicitation.

Successful Proposer/Respondent/Bidder

The Bidder whose response to this solicitation is deemed to be the most advantageous to the City. A Bidder will be approved for award by the City Council, and a contract will be executed for the provisions of the goods and/or services specified in the ITN and a Notice of Commencement will be issued.

(iii) Bid

The written, sealed document submitted by the Bidder according to the Bid's instructions. A response to this Bid shall not include any verbal interactions with the City apart from a submittal of a formal written submittal.

Invitation to Negotiate (ITN)

Formal public procurement competitive process whereby the city solicits proposals from qualified and experienced firms to submit responses. The ITN selection process is utilized to rank proposers, shortlist and invite proposers to presentations and Q&A sessions, request a Best and Final Offer (BAFO) and determine a final recommendation of the award of the ITN.

1.2 CLARIFICATION

Questions regarding this ITN shall be directed in writing by email, to the City Procurement and Asset Management Director Mr. Roman Martinez, MPA, CPPO, CPPB at procurement@cityofdoral.com. Answers, citing the question but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders via issue Addendums.

(i) Written Addenda

If it becomes evident that this ITN must be amended, we will issue a formal written addendum to all registered prospective Bidders on Demandstar via email notification from each of the systems. Addendum(s) may also be uploaded to the City's Procurement webpage. If necessary, a new Bid opening date may be established by addendum.

1.3 COST OF PREPARATION OF THE ITN RESPONSE

The City will not be responsible for any expenses incurred by the Bidders for the preparation of the ITN bid response, or for conduct of any negotiations related to potential award of the Contract.

1.4 EXAMINATION OF DOCUMENTS

The Bidder/proposer must thoroughly review each section of this ITN. If there is any uncertainty or ambiguity regarding the meaning of any part of these conditions—including the minimum requirements to be met by the respondent—the Bidder may request clarification in writing from the Procurement and Asset Management Department at procurement@cityofdoral.com.

Interpretations or clarifications in response to such questions will be issued in the form of written addenda, which will be uploaded to Demandstar, and the City of Doral's website under the Procurement section. No person is authorized to provide oral interpretations of, or make oral changes to, the ITN solicitation document. The issuance of a written addendum is the only official method for providing such interpretations or clarifications.

All requirements related to responsiveness to this ITN are contained within this solicitation document. In the event of any discrepancy between information found in DemandStar and the requirements stated in this ITN document, the requirements in this ITN document shall prevail.

1.5 PUBLIC RECORDS

Upon award recommendation or thirty (30) days after the bid opening, whichever is earlier, any material submitted in response to this Invitation to Negotiate will become a "Public Record" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes (Public Record Law). Bidders must claim the applicable exemptions to disclosure provided by law in their response to the Invitation to Bid by identifying materials to be protected and must state the reasons why exclusions from public disclosure is necessary and legal. The City reserves the right to make any final determination on the applicability of the Public Records Law.

1.6 WITHDRAWAL OF BID

A Bidder may, without prejudice, withdraw, modify, or correct the submittal after it has been deposited with the City, provided the request and any subsequent modifications and/or corrections are filed with the City in writing **before the scheduled time for opening Bids**. The original Submittal as modified by such writing will be considered as the Submittal Bid submitted by the Bidder. No oral bid modifications will be considered.

1.7 RIGHT TO REJECT ANY AND/OR ALL BIDS

The City reserves the right to reject any and/or all Bids or sections thereof, and waive any technicalities. As a matter of information, the City Council does not bind itself to accept the minimum specifications stated herein, but reserves the right to accept any Bid, which, in the judgment of the City, will best serve the needs and interests of the City. This offering of Invitation to Negotiate (ITN) itself does not in any way constitute a contractual agreement between the City of Doral and the Bidder but serves as a process to publicly and transparently select the service provider. However, the contents of the offered document, as well as the proposed documents and the Best and Final Offer (BAFO) may be used in support to the subsequent agreement to be issued between the Bidder and the City of Doral. Furthermore, the City reserves the right to award without further discussion.

1.8 GOVERNMENTAL RESTRICTIONS

In the event that any governmental restrictions are imposed which would necessitate alteration of the performance to the services offered in this bid prior to delivery, it shall be the responsibility of the Bidder to notify the City at once. The City reserves the right to accept the alteration or cancel the Contract at no expense to the City.

1.9 SUBMISSION OF PROPOSAL

(i) **Incurred Expenses**

The City is not responsible for any expenses which Bidders may incur preparing and submitting their ITN proposal as a result of this invitation to submit the ITN.

SECTION 2.0 SPECIAL CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract, through open, competitive bidding, for Custodial Services.

2.2 QUALIFICATIONS / EXPERIENCE OF BIDDERS

All firms that submit a bid shall meet, but not be limited to, the following minimum qualifications (Please refer to **Section 3.2 for full list of Bidder/Proposer's Requirements**):

1. The firm, or principals of the firm, shall be regularly engaged in the business of providing the services described herein. The firm shall have a record of performance and operation within Florida for a five-year period of time immediately preceding this Invitation to Bid. The firm shall have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the services if awarded a Contract under the terms and conditions herein stated. There shall not be any criminal charges pending against the firm, principal owners, partners, corporate officers, or management employees. The term "equipment and organization" as used herein shall be construed to mean a fully equipped and well-established operation as determined by officials of the City of Doral.
2. **Bidder shall be fully licensed to perform the work described** herein and shall comply with all applicable State Statutes and local codes and ordinances.
3. Bidder must have performed work in the Florida on at least three (3) Custodial Maintenance jobs, each within the past five (5) years. At least one (1) of these jobs must have been performed for a governmental entity in Florida.

Supporting references must include company name or governmental agency, contact person telephone number and email address. It is the responsibility of the Bidder to ascertain that the contact person will be responsive.

On Section 6 of this ITN there is a Performance Evaluation Survey. Prospective proposer is to send the survey to their client and in turn the client will forward the Performance Survey to the City of Doral to the attention of Roman Martinez, MPA, CCPO, CPPB, Procurement and Asset Management Director at procurement@cityofdoral.com. The City reserves the right to verify and/or visit these or any other references as part of the evaluation and ranking of proposers.

The Work to be performed under any Contract resulting from this Request for proposal shall consist of furnishing all tools, equipment, materials, supplies, and manufactured articles and for furnishing all transportation and services, including fuel, power, water, and essential communications, and for the performance of all labor, work, or other operations required for the fulfillment of the Contract in strict accordance with the Contract Documents. The Work shall be complete and all work, materials, and services not expressly shown or as called for in the Contract Documents which may be necessary for the complete and proper completion of the Work in good faith shall be performed, furnished, and installed by the Awarded Bidder as though originally so specified or shown, at no increase in cost to the City.

2.14 INQUIRIES

Any questions regarding this Bid shall be directed in writing to the attention of Roman Martinez, MPA, CCPO, CPPB, Procurement and Asset Management Director at procurement@cityofdoral.com. All inquiries must have in the subject line the following: **City Facilities Custodial Services ITN#2025-12** . If your request is seeking a public record, such as a bidder list or award list, it must be submitted to the City Clerk and not to the e-mail stated above.

Bidders requiring clarification or interpretation of the ITN must submit them via email on or before July 7, 2026 at 5:00pm. The person or firm submitting the request shall be responsible for its timely delivery. Written responses will be compiled and shall be issued only in addendum format and distributed to all potential Bidders. In addition, inquiries and responses may also be posted on the City of Doral website.

2.15 ATTACHED FORMS

2.14.1 Non-Collusion Affidavit

Each Respondent shall complete the Non-Collusion Affidavit and shall submit the executed form with the Bid submittal. City considers the failure of the Respondent to submit this document to be a major irregularity and shall be cause of rejection of submissions.

By offering a submission pursuant to this Invitation to Bid, the Party certifies the Bidder has not divulged, discussed or compared his response with other Parties and has not colluded with any other respondents or parties to this Statement of Qualifications whatsoever. Also, the Bidder certifies, and in the case of a joint response, each Respondent thereto certifies, as to his own organization, that in connection with this Statement of Qualifications.

- 2) Shall have a record of performance of no less than five (5) consecutive years, operating under the same name, and performing custodial services for commercial or government entities, similar in nature and scope as described in the specifications herein.
- 3) Shall have never filed for bankruptcy, be in sound financial condition, have no record of pending lawsuits or criminal activities, and shall not have conflicts of interest which may be of embarrassment to the City.
- 4) Not submit a bid should the contractor have any member, officer, or stockholder that is in arrears or is in default of any debt or contract involving the City, is a defaulter or surety otherwise, upon any obligation to the City, and/or has failed to perform faithfully any previous contract with the City.
- 5) Bidder shall provide at a minimum, three (3) professional references. On Section 6 of this ITN there is a Performance Evaluation Survey. Prospective proposer is to send the survey to their client and in turn the client will forward the Performance Survey to the City of Doral to the attention of Roman Martinez, MPA, CCPO, CPPB, Procurement and Asset Management Director at procurement@cityofdoral.com. The City reserves the right to verify and/or visit these or any other references as part of the evaluation and ranking of proposers.
- 6) Bidder shall be certified in Green Building Best Maintenance Practices by an accredited Institution.
- 7) Bidder must provide a Quality Control Program, suited to track performance and to ensure the highest quality service.

2. Project Name/Location _____

Owner Name _____

Contact Person _____

Contact Telephone No. _____

Email Address: _____

Yearly Budget/Cost _____

Dates of Contract From: _____ To: _____

3. Project Name/Location _____

Owner Name _____

Contact Person _____

Contact Telephone No. _____

Email Address: _____

Yearly Budget/Cost _____

Dates of Contract From: _____ To: _____

Bidder shall provide the Performance Evaluation Form that follows this form to the listed present/past clients identified on this form. The Bidders present or part clients will return the Performance Evaluation Surveys to Roman Martinez, MPA, CPPO, CPPB, Procurement and Asset Management Director at procurement@cityofdoral.com.

END OF SECTION



CITY OF DORAL PROCUREMENT

6.4 PERFORMANCE EVALUATION SURVEY

ITN No. 2025-12

City Facilities Custodial Services

From:		To: PROCUREMENT DIRECTOR
Company:		Deadline: July 25, 2025 at 5:00pm
Phone No.:		Total #. Of Pages: 1
Fax No.		Ph. #: 305-593-6725, X 4006
Email:		Email: procurement@cityofdoral.com
Subject:	Reference for work completed regarding: Custodial/Janitorial Services	
Additional Details:		
<p>You as an individual or Your company has been given to us as a point of contact for a reference on a project completed for you (identified above). Description of City of Doral Project:</p> <p><i>The City of Doral is soliciting Statements of Qualifications from qualified and experienced firms to provide City Facilities Custodial Services</i></p>		
Company you are providing a reference for: _____		
	Indicate:	“YES” or “NO”
1. Was the scope of work performed similar in nature?		
2. Did this company have the proper resources and personnel by which to get the job done?		
3. Were any problems encountered with the company's work performance?		
4. Were any change orders or contract amendments issued, other than owner initiated?		
5. Where all work tasks completed on time based on the original established timeline?		
6. Where the company personnel trained and ready to provide all the custodial services required?		
7. On a scale of one to ten (1-10), ten being best, how would you rate the overall work performance, considering professionalism, final product, personnel, resources. Rate from 1 to 10 (10 being the highest)		
8. If the opportunity were to present itself, would you rehire this company?		
9. Please provide any additional comments pertinent to this company and the work performed for you:		
<p>Please Complete and return to the attention of: Roman Martinez, MPA, CPPO, CPPB, Procurement and Asset Management Director at procurement@cityofdoral.com</p>		
_____ Print Name		_____ Title
_____ Signature		_____ Date

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**Confirmation of clients that will be submitting the
Performance Evaluation Surveys on the proposer's behalf.**

SUBMIT THIS FROM WITH YOUR ITN PROPOSAL RESPONSE

Proposer's Name: _____

PES Submitted By (Individual):	Company/Entity Name	Phone	Email