



4050 Esplanade Way
Tallahassee, FL 32399-0950
850-488-2786

Ron DeSantis, Governor
Jonathan R. Satter, Secretary

Department of Management Services

REQUEST FOR INFORMATION

GREEN CLEANING SERVICES

RFI Advertisement Number: DMS-19/20-064

Begin Date: February 27, 2020
End Date: March 24, 2020

Pursuant to 60A-1.042, an agency may request information by issuing a written Request for Information. Agencies may use Requests for Information in circumstances including, but not limited to, determining whether to competitively procure a commodity or contractual services, determining what solicitation process to use for a specific need, or researching general, special, and/or technical specifications for a solicitation.

I. INTRODUCTION

The Department of Management Services (Department) is issuing this Request for Information (RFI) to Florida's vendor community to obtain industry information regarding green cleaning services and solutions for its facility maintenance needs.

This is an RFI as defined in section 287.012(22), Florida Statutes, for planning purposes only. This is not a solicitation for offers. The information gathered from this RFI may be used to develop a future competitive solicitation. Please monitor the Vendor Bid System for any changes or notices prior to submitting a response.

II. PURPOSE OF AN RFI

Rule 60A-1.042, Florida Administrative Code, provides that an agency may request information by issuing a written RFI. Agencies are authorized to use an RFI in circumstances including, but not limited to, determining whether to competitively procure a commodity or contractual services, determining what solicitation process to use for a specific need, or researching general, special, and/or technical specifications for a solicitation. A vendor's response to an RFI is not an offer and the agency may not use the vendor's submission to justify a contract with that vendor without otherwise complying with Chapter 287, Florida Statutes (F.S.) and Rule 60A-1.042, F.A.C. Vendors submitting a response to an agency's RFI are not prohibited from responding to any related subsequent solicitation.

Any future purchase of the services will be conducted in accordance with Chapter 287, F.S. The Department may use responses to this RFI to prepare one or more competitive solicitations and as the basis for any subsequent vendor meetings.

III. GOAL

Through green cleaning services and solutions, the Department is seeking to learn more about energy conservation measures in the custodial industry applicable in commercial facilities.

The Department's objective's in acquiring information for green cleaning services and solutions includes, but is not limited to, the following:

- Daytime/afternoon cleaning options
- Energy conservation measures with regard to energy consumption
- Energy efficient cleaning (efficient vacuums, floor cleaners, etc.)
- Refillable inserts for foaming soap dispensers
- Toilet paper and paper towel dispensers that discourage excess use
- Toilet paper and paper towels contain 100% recycled content
- Consolidation of cleaning products into environmentally friendly substitutes

The Department is looking for organizations that will provide solutions to meet the state's current and future needs and would appreciate responses to Section V., below.

IV. RESPONSE

In order to potentially develop a new solicitation for green cleaning services, the Department is requesting the following information:

A. Company information:

Primary contact
Address
Phone
Email

B. Product and Services Summary:

- 1) Please provide a general description of the products, services, and technologies offered by your company related to green cleaning services.
- 2) Please describe common benefits and outcomes and well as potential issues and concerns relating to green cleaning services.
- 3) Please describe any technologies or policies your company has regarding lighting control efforts.
- 4) If afternoon cleaning in a facility began at 4:00 p.m., would your company be able to vacuum after 6:00 p.m.?
- 5) If your company has a current contract within Florida, that has cooperative purchasing language and may be utilized by the Department to obtain green cleaning services, please provide the details of that agreement.

PLEASE NOTE: Any submitted material is subject to the Public Records Act, section 119.07 of the Florida Statutes. Please refer to Section XI of this RFI for additional information and instructions.

V. RESPONSE SUBMISSION

Responses shall be submitted via email only.

- Additionally, a redacted copy, if applicable (please see section XI).
- The email Subject Line shall be titled: **DMS-1920-064**
- Response Files should follow this naming convention:
Company Name_**DMS-1920-064**_RFI

The response must be addressed to the Procurement Officer and submitted via the email address identified below:

ATTN: Kellie Talbot
dms.purchasing@dms.myflorida.com

*****ALL EMAILS TO THE PROCUREMENT OFFICER SHALL CONTAIN THE RFI NUMBER IN THE SUBJECT LINE OF THE EMAIL*****

VI. PROCESS

Responses to this RFI will be reviewed by the Department for informational purposes only and will not result in the award of a contract.

The Department will review the responses to determine the feasibility of issuing a competitive solicitation for green cleaning services solutions.

Any request for cost information is for budgetary purposes only.

If necessary, the Department may ask to hold presentations with one or more of the responding vendors.

Responding to the RFI does not prevent a vendor from being eligible to contract with an agency pursuant to section 287.057(17)(c), Florida Statutes.

VII. PRESENTATIONS

After the Department receives responses to this RFI, and at the sole discretion of the Department, one or more Respondents may be selected to demonstrate to the Department the Respondent's products and services relating to the information submitted in the RFI response. The purpose is to learn about the most current solutions available. This economy of presentation will be applied to all verbal discussions as well. The meeting moderator will be polite but direct to keep discussions on topic and will not allow the meetings to take on a sales tone. Vendors are encouraged to bring technical and legal representatives to the presentation meetings.

VIII. TIMELINE

Listed below are important dates and times when actions should be taken or completed. If the Department finds it necessary to update any of the dates and, or times noted, it will be accomplished by an addendum to the RFI. All times listed below are in Eastern Standard Time (EST) in Tallahassee, Florida.

Date	Time	
2/27/2020	4:30 p.m.	Release of RFI
3/6/2020	4:30 p.m.	Questions due to the Procurement Officer
3/13/2020	4:30 p.m.	Answers to vendor questions are posted to VBS
3/24/2020	4:00 p.m.	Responses are due to the Procurement Officer
TBD	TBD	Presentations, if applicable

IX. CHANGES TO THE RFI

DMS will post addenda to the RFI on the Florida Vendor Bid System (VBS) at http://vbs.dms.state.fl.us/vbs/search.criteria_form. The Respondent may view addenda by selecting "Department of Management Services" in the "Agency" drop down box. Each Respondent is responsible for monitoring the VBS for new or changing information.

X. RFI QUESTIONS AND CONTACT WITH DMS

Respondents shall address all questions regarding this RFI in writing to the Procurement Officer identified in Section XIII. DMS will post answers to questions on VBS as noted in Section VIII., Timeline.

XI. CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION

If Respondent considers any portion of the documents, data or records submitted in response to this solicitation to be confidential, proprietary, trade secret or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, Respondent must mark the document as "Confidential" and simultaneously provide the Department with a separate redacted copy of its response and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Department's solicitation name, number, and the name of the Respondent on the cover, and shall be clearly titled "Redacted Copy." The Redacted Copy should only redact those portions of material that the Respondent claims are confidential, proprietary, trade secret or otherwise not subject to disclosure.

In the event of a request for public records pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, to which documents that are marked as confidential are responsive, the Department will provide the Redacted Copy to the requestor. If a requestor asserts a right to the Confidential Information, the Department will notify the Respondent such an assertion has been made. It is the Respondent's responsibility to assert that the information in question is exempt from disclosure under chapter 119 or other applicable law. If the Department becomes subject to a demand for discovery or

disclosure of the Confidential Information of the Respondent in a legal proceeding, the Department shall give the Respondent prompt notice of the demand prior to releasing the information (unless otherwise prohibited by applicable law). The Respondent shall be responsible for defending its determination that the redacted portions of its response are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

By submitting a reply, the Respondent agrees to protect, defend, and indemnify the Department for any and all claims arising from or relating to the Respondent's determination that the redacted portions of its reply are confidential, proprietary, trade secret, or otherwise not subject to disclosure. If Respondent fails to submit a redacted copy of information it claims is confidential, the Department is authorized to produce the entire documents, data, or records submitted to the Department in answer to a public records request for these records.

XII. VENDOR COSTS

Vendors are responsible for all costs associated with the preparation, submission, and any potential meeting to discuss this RFI. The Department will not be responsible for any vendor related costs associated with responding to this request.

XIII. PROCUREMENT OFFICER

If you have questions concerning this RFI, please contact:

Kellie Talbot
DMS Departmental Purchasing
Phone: (850) 488-0012
Email: dms.purchasing@dms.myflorida.com

***** ALL EMAILS TO THE PROCUREMENT OFFICER SHALL CONTAIN THE RFI NUMBER IN THE SUBJECT LINE OF THE EMAIL *****

XIV. SPECIAL ACCOMMODATIONS

Any person with a disability requiring special accommodations to participate in the RFI shall contact the Department contact person at the phone number above at least five working days prior to the event. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at 1 (800) 955-8771 (TDD).

Certified Business Enterprises are encouraged to participate in the RFI process.

END OF RFI NO.: DMS-19/20-064