



**Request for Information
("RFI")
for
Custodial Services**

Issued by:
College of Central Florida
Tony Denis
Director of Purchasing

RFI # 24-4

RFI Issue Date: Thursday, March 13, 2025
Response Due Date: Monday, Friday March 28, 3:00 p.m. (EST)

PURPOSE

The College of Central Florida (CF) is seeking responses from qualified custodial service providers to ensure the cleanliness, sanitation, and maintenance of its facilities. **This RFI is for informational purposes only and does not constitute a commitment to issue a request for bids/proposals, award a contract, or pay any costs incurred in the preparation of a response. Responding to this RFI does not guarantee selection in any subsequent procurement process.**

BACKGROUND

CF operates multiple campuses across Marion, Citrus and Levy Counties. Sites include:

- Ocala Main Campus
- Wilton Simpson Citrus Campus
- Jack Wilkinson Levy Campus
- Hampton Center
- Vintage Farm Campus
- Appleton Museum of Art
- Airport Portable

These locations require comprehensive custodial services for classrooms, offices, restrooms, common areas, and special-use spaces. The College aims to gather information on service capabilities, industry best practices, and cost structures.

SERVICE REQUIREMENTS

Qualified vendors should be able to provide:

- General cleaning and sanitation
- Floor maintenance (sweeping, mopping, stripping, waxing, carpet cleaning)
- Restroom cleaning and restocking
- Trash collection and disposal
- Window cleaning
- Event setup and cleanup (as needed)
- Emergency cleaning response

FACILITY INFORMATION

CF operates on the following schedule:

- Classes: **Monday–Friday, 7:00 AM to 10:30 PM**
- Limited operations on Saturdays and Sundays for special events
- Seasonal breaks in **Spring** and **December**, with potential schedule adjustments

Estimated Facility Square Footage Breakdown:

Building Name	Gross Area SQ FT
Administration	28,270
Science & Technology	55,871
Learning Resources Center	47,315
Fine Arts	49,904
Bryant Union	47,353
Gymnasium	27,167
Humanities/Soc Sci	14,405
Instructional Center	17,373
Health Science	26,832
Criminal Justice	17,369
Center for Nursing	42,259
The Webber Center	10,554
Appleton Museum of Art	80,371
Hampton Center	21,920
Levy Campus	49,287
Vintage Farm	15,783
Citrus Campus	93,327
Airport Portable	1,421

*This is not a complete list of all areas but should be used to estimate potential service proposals.

VENDOR QUALIFICATIONS & REQUIREMENTS

Interested vendors must:

- Be licensed in the State of Florida
- Have experience providing custodial services for educational institutions or large-scale facilities
- Demonstrate compliance with OSHA and other safety regulations
- Utilize environmentally friendly cleaning solutions where possible
- Offer competitive pricing and flexible service options

INFORMATION REQUESTED

Vendors should submit information addressing:

1. Company background and experience in providing custodial services to educational institutions
2. Any federal, state, local, or cooperative purchasing contracts currently held (include contract numbers)
3. Scope of custodial services offered
4. Workforce capacity, including number of employees, training programs, and certifications
5. Environmental sustainability practices, including use of green cleaning products
6. Compliance with health and safety regulations
7. Quality assurance practices, including inspections, reporting, and customer feedback
8. Pricing models for various service levels and contract durations
9. Contact information for three references from educational institutions or similar public-sector clients

RESPONSE SUBMISSION

Deadline: March 28, 2025, by 3:00 p.m. (EST)

Format: PDF (with subject line and file attachments labeled with the Respondent's organization name and RFI number)

Submit To:

Tony Denis
Director of Purchasing
College of Central Florida
3001 SW College Rd.
Founders Hall, Room 109
Ocala, FL 34474
(352) 873-5815
denist@cf.edu

IMPORTANT NOTICE

By submitting a response to this RFI, the Respondent acknowledges that all documents and information submitted to the College are considered public records under Florida's Public Records Act (Ch. 119, Florida Statutes) and may be disclosed to third parties upon request.

Thank you for your interest in partnering with the College of Central Florida. We look forward to reviewing your submissions and working together to maintain a clean and safe campus environment.