

**LEE COUNTY, FLORIDA  
INFORMAL TELEPHONE QUOTATION FOR  
RESTROOM CLEANING FOR  
TERRY PARK**

Vendors:

Lee County is requesting quotes for restroom cleaning service for the Terry Park located at 3410 Palm Beach Blvd. in Fort Myers, Florida. The restrooms are to be cleaned on an as needed basis or on call with 7 to 30 day notice. **To see the facilities you will need to call Mack A. Young at 229-0069 to set up an appointment to see the facilities.**

**Please fill out the following quote and fax or e-mail it to Procurement Management- Attn: Chris Jeffcoat at either 239 485-5460 or cjeffcoat@leegov.com by 5:00 p.m. (eastern time) on Monday December 31, 2012.**

Should you have questions, I may be reached at 239-533-5458.

**REQUIRED PRODUCT**

Lee County will be looking for vendors who will be willing to provide restroom cleaning service for Terry Park on an as needed basis or on call with 7 to 30 days notice. The vendor will provide the labor only for this project. The cleaning products and supplies will be furnished by the Parks and Recreation Department

Lee County working with the vendor shall establish mutually agreeable times for the cleaning of the restroom facilities. At no time can any area be cleaned while an event is taking place at the facilities, with the exception of the attendants that may be on duty to keep the restrooms clean during the event. The vendor will be given at a minimum at least seven days notice of the need to clean the facilities.

Lee County will be responsible for providing the following items as part of this contract.

1. Toilet paper
2. Hand Towels
3. Soap for dispensers
4. Trash can liners
5. Sanitary napkins
6. Seat covers
7. All cleaning chemical products (cleaning products; general purpose cleaners, glass cleaners, bathroom cleaners and floor care products)

Cleaning Tasks - Each Service

- a. Clean basins and counters with detergent/disinfectant.
- b. Clean toilets and urinals using detergent/disinfectant. Use bowl cleaner each visit to keep toilets free of any types of stains, scale or residue.
- c. High and low dust all surfaces to include knockdown of all spider webs.
- d. Clean mirrors, soap dispensers, wash basins and all plumbing fixtures.
- e. Clean under basins, around toilets and urinals.
- f. Spot clean walls, light switches and doors.
- g. Re-supply soap, toilet tissue, paper towels, liners, sanitary napkin liners, and sanitary napkins, etc. **ATTENTION: ONLY ANTI-BACTERIAL SOAP WILL BE ACCEPTABLE.**
- h. Sweep, damp mop, and sanitize floors using detergent/disinfectant.
- i. Sweep entrances to restroom and knock down cobwebs.
- j. Empty all trash containers, and insert new liners as appropriate.
- k. Empty and sanitize interiors of all sanitary napkin waste containers.

**OPTION A: MALE ATTENDANTS FOR RESTROOMS**

**OPTION B: FEMALE ATTENDANTS FOR RESTROOMS**

Duties for option A and option B

- a. Clean basins and counters with detergent/disinfectant
- b. Clean toilets and urinals using detergent/disinfectant
- c. Clean mirrors, soap dispensers and wash basins

- d. Clean under basins, around toilets and urinals.
- e. Spot clean walls, light switches and doors.
- f. Re-supply soap, toilet tissue, paper towels and liners, etc.  
**ATTENTION: ONLY ANTI-BACTERIAL SOAP WILL BE ACCEPTABLE**
- g. Sweep and damp mop floors as needed using detergent/disinfectants – due to spillage, vomiting, urinating etc.
- h. Pick up all trash and empty all trash containers.

TERM OF QUOTE

This quote shall be in effect for one year beginning January 15, 2012 through January 14, 2013, with four (4) one year renewals, upon mutual agreement between vendor and Lee County.

BASIS OF AWARD

All costs associated with cleaning of this facility must be included in the cost per cleaning.

Vendor must be the low quoter for Grand Total for all sites and attendants meeting all specification requirements.

Vendor must be a Janitorial pool member.

Vendor must be a vendor in good standing and able to establish that the work provided is satisfactory.

1. A vendor will be deemed in good standing if any formal complaints filed with the vendor have been fully addressed within three business days from receipt of the complaint; and, the same or substantially similar issue is not the subject of a formal complaint more than twice in a six month period.
2. A vendor that has been the subject of removal from a County job, via the 30 day termination notice process, may not be deemed a vendor in good standing for a period of 12 months from the date the notice of termination became effective.

DESIGNATED CONTACT

The awarded vendor shall appoint a person or persons to act as a primary contact with Lee County. This person or back-up shall be readily available during normal work hours by phone or in person, and shall be knowledgeable of the terms and procedures involved in this quote. Lee County's contact for this project will be Pablo Adorno at 533-7222.

COMMUNICATIONS

**The awarded vendor's supervisory personnel will routinely be dealing with designated Lee County personnel. The vendor will insure these supervisors are conversant in English. Moreover, any of the awarded vendor's personnel who have regular interaction with county staff, take direction from County staff, and/or perform their duties in the absence of vendor's supervisory personnel, will also be conversant in English.**

LICENSES AND PERMITS AND BACKGROUND CHECKS

All vendors must maintain all appropriate licenses and permits that are required. Vendors may be required to present copies of all licenses and permits.

Personnel working in this facility will be required to submit a background check to Chris Jeffcoat in Lee County Procurement Services before beginning service. If there are changes in personnel over the course of the contract, the vendor must supply a background check for those personnel before starting them in the building.

PRICE INCREASES

After the first year, at the County's sole discretion, the contract price quoted for this service may be increased annually on the first of October. If granted, the increase would be based on the July Consumer Price Index for U.S. City Average, Wage and Clerical Workers, All Items, as published by the Bureau of Labor Statistics, Southeastern Regional office as of the month of July for that year. Lee County will notify the vendor of the increase amount. This increased amount will begin with the billing for the month of October.

**Required Information**

The following information must be supplied by the awarded vendor to Chris Jeffcoat in Procurement Management prior to the commencement of work under this contract:

- a. All employee background checks
- b. Sample employee identification badge
- c. Names and phone numbers of vendor contact personnel
- d. Insurance certificates

In order to be considered for award the vendor must provide at minimum pages 5, 6, 7, 8 and 11.

## **RESTROOM CLEANING FOR TERRY PARK**

### MAINTENANCE BUILDING

1. Clean a/c vents
2. Wipe down and sanitize counters, shelves, cabinets
3. Clean and sanitize R/R showers, toilets, basin, urinals, sinks, stalls, mirrors
4. Clean and vacuum floors
5. Clean lights and lens
6. Knock down cobwebs
7. Empty trash cans and put in new liners
8. High dust all rooms

Cleaning service needed 2 times a year

Cost per cleaning \$\_\_\_\_\_per cleaning

### CONCESSION RESTROOMS

1. Clean a/c vents
2. Wipe down and sanitize counters, shelves
3. Clean and sanitize toilets, urinals, sinks, stalls, mirrors
4. Clean floors (Sweep and Wet mop)
5. Clean lights and lens
6. Knock down cobwebs
7. Empty trash cans and put in new liners
8. dust all rooms
9. Pressure wash restroom floors

One women's restroom

One men's restroom

Cleaning service needed 3 times a year

Cost per cleaning \$\_\_\_\_\_per cleaning

### UMPIRES LOCKER ROOM/RESTROOM

1. Clean all lockers and on top
2. Clean a/c vents
3. Wipe down and sanitize counters, shelves, cabinets

4. Clean and sanitize R/R showers, toilets, urinals, sinks, stalls, mirrors
5. Clean and vacuum floors (Sweep and Wet mop)
6. Clean lights and lens
7. Knock down cobwebs
8. Empty trash cans and put in new liners
9. dust all rooms

One men's restroom

One shower room

Cleaning service needed 3 times a year

Cost per cleaning \$\_\_\_\_\_per cleaning

FANTASY CAMP LOKER ROOM/RESTROOM

1. Clean all lockers and on top
2. Clean a/c vents
3. Wipe down and sanitize counters, shelves, cabinets
4. Clean and sanitize R/R showers, toilets, urinals, sinks, stalls, mirrors
5. Clean and vacuum floors (Sweep and Wet mop)
6. Clean lights and lens
7. Knock down cobwebs
8. Empty trash cans and put in new liners
9. High dust all rooms

One men's restroom

One large shower room

Cleaning service needed 3 times a year

Cost per cleaning \$\_\_\_\_\_per cleaning

SMALL OUTSIDE RESTROOM

(NEXT TO FANTASY CAMP LOCKER ROOM) COST PER RESTROOM

1. Clean a/c vents
2. Clean and sanitize toilets, urinals, sinks, stalls, mirrors
3. Clean floors (Sweep and Wet mop)
4. Clean lights and lens
5. Knock down cobwebs
6. Empty trash cans and put in new liners
7. dust room

8. Pressure wash restroom floors

- One women's restroom
- One men's restroom

Cleaning service needed 3 times a year

Cost per cleaning \$\_\_\_\_\_per cleaning

TOTAL FOR ALL RESTROOMS \$\_\_\_\_\_

**In order to determine the low quoter for the attendants you will notice below that we are using a scenario to assist in the award process. This scenario will be used to determine the overall low quoter.**

A: Male Attendants for Restrooms (If Required)

\$\_\_\_\_\_  
COST PER HOUR

Scenario for male attendant is as follows; \$\_\_\_\_\_cost/hr x 50 hrs = \$\_\_\_\_\_

B: Female Attendants for Restrooms (If Required)

\$\_\_\_\_\_  
COST PER HOUR

Scenario for female attendant is as follows; \$\_\_\_\_\_cost/hr x 50 hrs = \$\_\_\_\_\_

PLEASE ADD THE SCENARIO ATTENDANT COSTS TOGETHER

TOTALS FOR MALE AND FEMALE ATTENDANTS \$\_\_\_\_\_

**GRAND TOTAL FOR All SITES AND ATTENDANTS \$\_\_\_\_\_**

**OPTION A.**

Cost per hour for pressure washing of restrooms \$\_\_\_\_\_per hour

**For this project, sub-contracting for special cleaning tasks such as, but not limited to, window cleaning and pressure washing of buildings will be allowable; however, in regards to the day to day general cleaning, no sub-contracting will be allowed for this project.**

DATE SUBMITTED: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

ANTI-COLLUSION STATEMENT

**THE BELOW SIGNED QUOTER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS QUOTE WITH OTHER QUOTERS AND HAS NOT COLLUDED WITH ANY OTHER QUOTER OR PARTIES TO A QUOTE WHATSOEVER. NOTE; NO PREMIUMS, REBATES OR GRATUITIES TO ANY EMPLOYEE OR AGENT ARE PERMITTED EITHER WITH, PRIOR TO, OR AFTER ANY DELIVERY OF MATERIALS. ANY SUCH VIOLATION WILL RESULT IN THE CANCELLATION AND/OR RETURN OF MATERIALS (AS APPLICABLE) AND THE REMOVAL FROM THE MASTER BIDDERS LIST.**

FIRM NAME: \_\_\_\_\_

BY (Printed): \_\_\_\_\_

BY (Signature): \_\_\_\_\_

TITLE: \_\_\_\_\_

FEDERAL ID # OR S.S.# \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

FAX NO.: \_\_\_\_\_

CELLULAR PHONE/PAGER NO.: \_\_\_\_\_

DUNS#: \_\_\_\_\_

LEE COUNTY LOCAL BUSINESS TAX ACCOUNT NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_



## STANDARD INSURANCE

**Minimum Insurance Requirements:** *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the vendors' interest or liabilities. The following are the required minimums the vendor must maintain throughout the duration of this contract. The County reserves the right to request additional documentation regarding insurance provided*

- a. **Commercial General Liability** - Coverage shall apply to premises and/or operations, products and completed operations, independent contractors, contractual liability exposures with minimum limits of:

\$500,000 per occurrence  
\$1,000,000 general aggregate  
\$500,000 products and completed operations  
\$500,000 personal and advertising injury

- b. **Business Auto Liability** - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

\$500,000 combined single limit (CSL)  
\$300,000 bodily injury per person  
\$500,000 bodily injury per accident  
\$300,000 property damage per accident

- c. **Workers' Compensation** - Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Workers Compensation exemptions may be accepted with written proof of the State of Florida's approval of such exemption. Employers' liability will have minimum limits of:

\$100,000 per accident  
\$100,000 disease limit  
\$500,000 disease – policy limit

- d. **Janitorial Service Bond** – Providing protection from losses incurred by dishonest acts of the vendors employees. Coverage shall not be less than \$100,000.

\*The required minimum limit of liability shown in a and b may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies." In which case, a "Following

Form Endorsement” will be required on the “Excess Insurance Policy” or “Commercial Umbrella Policy.”

**Verification of Coverage:**

1. Coverage shall be in place prior to the commencement of any work and throughout the duration of the contract. A certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

a. The certificate holder shall read as follows:

Lee County Board of County Commissioners  
P.O. Box 398  
Fort Myers, Florida 33902

b. *“Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials”* will be named as an “Additional Insured” on the General Liability policy, including Products and Completed Operations coverage.

c. Lee County will be given thirty (30) days notice prior to cancellation or modification of any stipulated insurance. Such notification will be in writing by registered mail, return receipt requested and addressed to the Risk Manager (P.O. BOX 398 Ft. Myers, FL 33902).

**Special Requirements:**

1. An appropriate “Indemnification” clause shall be made a provision of the contract.
2. It is the responsibility of the general contractor to insure that all subcontractors comply with all insurance requirements.

AFFIDAVIT CERTIFICATION  
IMMIGRATION LAWS

SOLICITATION NO.: \_\_\_\_\_ PROJECT NAME: \_\_\_\_\_

LEE COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

LEE COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY LEE COUNTY.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: \_\_\_\_\_

\_\_\_\_\_  
Signature Title Date

**STATE OF** \_\_\_\_\_  
**COUNTY OF** \_\_\_\_\_

The foregoing instrument was signed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who has produced

(Print or Type Name)  
\_\_\_\_\_ as identification.  
(Type of Identification and Number)

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Printed Name of Notary Public

\_\_\_\_\_  
Notary Commission Number/Expiration

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. **LEE COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**