

**LEE COUNTY, FLORIDA
INFORMAL TELEPHONE QUOTATION FOR
JANITORIAL SERVICE FOR
HENDERSON AVENUE MAINTENANCE SHOPS
1765-1766 HENDERSON AVENUE, FT. MYERS, FL**

Vendors:

Lee County is requesting quotes for janitorial service for the Henderson Avenue Maintenance Shops located at 1765-1766 Henderson Avenue in Ft. Myers, FL. This facility consists of approximately 7,000 square feet of space to be cleaned and is to be services on a three (3) days per week basis. Currently, those days are Mondays, Wednesdays and Fridays.

Please fill out the following quote and fax it to Procurement Services - Attn: Patrick T. Lewis Sr. at 239-485-5460 or e-mail to Plewis@leegov.com by 5:00 p.m. (eastern time) on March 15, 2013.

Should you wish to look at the facility or have questions, please contact Jayne Elwell at 239-533-8819.

REQUIRED PRODUCT

Lee County will be looking for vendors who will be willing to provide janitorial service to the Henderson Avenue Maintenance Shops on a three (3) days per week basis.

Materials to be supplied by the Vendor shall include items such as, toilet paper, paper towels, soap, trash bags and toilet seat covers, etc. Lee County requires that only recycling paper products be provided and under no circumstances shall any aerosol cleaning products be utilized. All cleaning materials such as bathroom cleaners, general purpose cleaners, and glass cleaners must meet the standards set by Green Seal.

A detailed cleaning task schedule/checklist has been provided in this Informal Telephone Quote for your information. Please review carefully while quoting as these services will be expected to be provided during the term of this contract.

TERM OF QUOTE

This quote shall be in effect for a period of one year beginning May 1, 2013 through April 30, 2014 with the option to renew for four (4) additional one year renewal periods, upon mutual agreement between vendor and Lee County. Lee County reserves the right to negotiate lower pricing as a condition for each renewal, under the same terms and conditions.

BASIS OF AWARD

All costs associated with cleaning of this facility must be included in the Total Annual Charges (including day and/or night personnel).

Vendor must be the low quoter for Total Annual Charges, 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.

TERMINATION

Any agreement as a result of this quote may be terminated by either party giving thirty (30) calendar days advance written notice. The County reserves the right to accept or not accept a termination notice submitted by the vendor, and no such termination notice submitted by the vendor shall become effective unless and until the vendor is notified in writing by the County of its acceptance.

The Procurement Management Director may immediately terminate any agreement as a result of this quote for emergency purposes, as defined by the Lee County Procurement Management and Payment Procedure Manual.

Any vendor, who has voluntarily withdrawn from a formal quote/proposal without the county's mutual consent during the contract period, shall be barred from further County procurement for a period of 180 days. The vendor may apply to the Board of Lee County Commissioners for waiver of this debarment. Such application for waiver of debarment must be coordinated with and processed by Procurement Management.

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 Jayne Elwell at 239-533-8819.

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 Patrick Lewis 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.

Based on these background checks, the County reserves the right to ask the janitorial firm to remove an employee from working in any County facility.

Any charges incurred for these background checks, or other security requirements, are the sole responsibility of the Vendor.

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 to Lee County prior to the commencement of work under this contract:

- a. All employee background checks
- b. Material Safety Data Sheets for chemicals being used
- c. Sample employee identification badge
- d. Names and phone numbers of vendor contact personnel
- e. Annual cleaning task list, to include the two day a week dusting schedule
- f. Sample cleaning personnel sign-in sheet
- g. Statement certifying that all bathroom cleaner, general-purpose cleaners, floor care products and glass cleaners conform to Green Seal standards.
- h. Insurance certificates

PRICING

TOTAL ANNUAL CHARGES \$ _____
(BASIS OF AWARD) ANNUAL COST

THE FOLLOWING FEES ARE TO BE USED, AS NEEDED, FOR THIS BUILDING IN ORDER TO MODIFY THE CONTRACT PRICES THROUGHOUT ITS TERM IF NECESSARY:

HOURLY RATE FOR EMERGENCY WORK \$ _____
PER PERSON/PER HOUR

COST TO ADD OR DELETE A DAY OF SERVICE \$ _____
(THIS IS TO BE ONLY ONE FIGURE) P.S.F. PER DAY

COST TO ADD DUSTING & VACUUMING OF OFFICE \$ _____
AREAS COST PER S.F. PER DAY
(TO BE USED ONLY IF OVER 2X PER WEEK)

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.

IF IT IS DEEMED NECESSARY TO ADD OR DELETE SQUARE FOOTAGE FROM THIS CONTRACT ON A TEMPORARY OR PERMANENT BASIS, THE TOTAL ANNUAL CHARGE WILL BE DIVIDED BY THE NUMBER OF SQUARE FEET TO DETERMINE THE ANNUAL COST PER SQUARE FOOT. THAT COST PER SQUARE FOOT WILL BE ADDED OR DEDUCTED FROM THE TOTAL ANNUAL CHARGES.

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.

DETAIL CLEANING TASKS ARE LISTED ON THE NEXT 3 PAGES

ATTACHMENT "A"
 JANITORIAL DETAIL CLEANING TASK CHECKLIST

FACILITY –HENDERSON AVENUE MAINTENANCE SHOPS		DATE:						
	DAILY TASKS	M	TU	W	TH	F	SA	SU
1.	Empty, damp wipe and re-line all wastebaskets.							
2.	Empty desk recycling totes into large recycling bin, if applicable.							
3.	Spot clean walls, light switches and doors.							
4.	Damp mop floors; remove any gum, tar or other foreign matter.							
5.	Vacuum carpet (office areas vacuumed 2 times per week, common areas everyday). <u>Spot clean carpets as needed using extraction or bonnet cleaning method.</u>							
6.	Dust all horizontal ledges and furniture. (Office areas are dusted 2 times per week) Desks and shelving will be dusted only if cleared off and a note to dust is placed there. No electronic equipment will be dusted.							
7.	Brush all fabric upholstery, as needed.							
8.	Clean & sanitize drinking fountains.							
9.	Dust all unobstructed work areas.							
10.	Do other general and emergency cleaning as required.							
11.	Report any maintenance issues to the County Representative.							
12.	Keep custodial closet clean.							
13.	Wash all door glass and adjacent panels (interior & exterior).							
14.	Vacuum floor mats and wash as necessary.							
15.	Damp wipe any tables and vending machines associated with break rooms, if applicable.							
16.	Clean and/or polish conference room or meeting room furniture.							
DAILY SERVICE-KITCHEN AREA		M	TU	W	TH	F	SA	SU
1.	Clean sinks with detergent/disinfectant. (Do not wash dishes)							
2.	Clean tables and counters with detergent/disinfectant.							
3.	Re-supply paper towels in county standard dispenser; re-supply soap in county standard dispenser. Wipe down dispensers.							
4.	Damp wipe walls as necessary.							
5.	Empty and re-line trash cans. Wash trash cans as needed.							
6.	Damp mop floors with detergent/disinfectant							

JANITORIAL DETAIL CLEANING TASK CHECKLIST

FACILITY – HENDERSON AVENUE MAINTENANCE SHOPS							DATE:											
DAILY SERVICE RESTROOM (S)							M	TU	W	TH	F	SA	SU					
1.	Clean basins with detergent/disinfectant. Clean and shine all bright work.																	
2.	Clean toilets and urinals using detergent/disinfectant.																	
3.	Clean mirrors, soap dispensers and all plumbing fixtures. Wipe down all dispensers.																	
4.	Clean under basins, around toilets and urinals.																	
5.	Damp wipe walls, light switches and doors.																	
6.	Damp wipe all ledges																	
7.	Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkins and liners, etc. (Only anti-bacterial or anti-microbial soap will be acceptable)																	
8.	Wet mop floors using detergent/disinfectant.																	
DAILY SERVICE - OUTSIDE							M	TU	W	TH	F	SA	SU					
1.	Sweep sidewalks and pick up trash around building and doorways. Pick up trash in parking lot.																	
2.	Keep building front free of gum, tar and other foreign matter. Pressure wash sidewalks and steps as needed.																	
3.	Sweep cobwebs and dust from walls around entrances, windows.																	
4.	Shake and sweep down exterior floor mats.																	
5.	Empty all smoking urns and refill sand, if applicable.																	
WEEKLY TASKS							M	TU	W	TH	F	SA	SU					
1.	Dust all high areas in offices and common areas (i.e. tops of cubicle walls, wall moldings, etc.).																	
2.	Dust vertical and horizontal surfaces.																	
3.	Dust venetian blinds, if applicable.																	
4.	Brush; vacuum and/or spot clean upholstered furniture and modular panels as needed.																	
5.	Dust ceiling fans, if applicable.																	
WEEKLY MASTER RECYCLING BIN SERVICE							M	TU	W	TH	F	SA	SU					
1.	Take large bin(s) to designated location for servicing and return once they are emptied, if applicable.																	
MONTHLY SERVICE							JA	FE	MA	AP	MAY	JU	JUL	AU	SEP	OC	NOV	DE
1.	Vacuum/ damp wipe air conditioning grills and returns.																	
2.	Clean light covers, (external only if applicable).																	
3.	Wash all first floor exterior window glass.																	

JANITORIAL DETAIL CLEANING TASKLIST

FACILITY – HENDERSON AVENUE MAINTENANCE SHOPS											DATE:			
	MONTHLY SERVICE CONT.	JA	FE	MA	AP	MAY	JU	JUL	AU	SEP	OC	NOV	DE	
4.	Scrub ceramic tile and grout in tile areas.													
	QUARTERLY SERVICE	JA	FE	MA	AP	MAY	JU	JUL	AU	SEP	OC	NOV	DE	
1.	Refinish all hard floors. May need to be stripped and re-waxed and/or burnished.													
2.	Clean carpet by extraction method. Carpets in heavier traffic areas may need to be done more often. Heavily soiled areas are to be spot cleaned in between regularly scheduled carpet cleanings.													
3.	Damp wipe window blinds with detergent and/or disinfectant. (Do not remove blinds).													
	SEMI-ANNUAL SERVICE	JA	FE	MA	AP	MAY	JU	JUL	AU	SEP	OC	NOV	DE	
1.	Clean light fixtures and covers (interior).													
2.	Clean all interior window glass. (May be required to be done more often)													
3.	Clean Mechanical, Equipment or Maintenance rooms, if required.													