



PROJECT NO.: IFB150064

OPEN DATE: December 18, 2014

AND TIME: 2:30 P.M.

PRE-BID DATE: December 3, 2014

AND TIME: 10:00 A.M.

LOCATION: Northwest Regional Library
519 Chiquita Blvd. N.
Cape Coral, FL 33993

REQUEST FOR INFORMAL BID

TITLE: JANITORIAL SERVICES FOR NORTHWEST REGIONAL LIBRARY

REQUESTER: LEE COUNTY BOARD OF COUNTY COMMISSIONERS
DIVISION OF PROCUREMENT MANAGEMENT

ADDRESS

1825 Hendry St 3rd Floor
FORT MYERS, FL 33901

PROCUREMENT CONTACT:

NAME: Patrick T. Lewis Sr.
TITLE: Procurement Analyst
PHONE NO.: (239) 533-5453
EMAIL: Plewis@leegov.com

GENERAL CONDITIONS

Sealed Bids will be received by the DIVISION OF PROCUREMENT MANAGEMENT, until 2:30pm on the date specified on the cover sheet of this "Request for Informal Bid", and opened immediately thereafter by the Director or designee.

Any question regarding this solicitation should be directed to the Procurement Division Contact listed on the cover page of this solicitation, or by calling the Division of Procurement Management at (239) 533-5450.

1. SUBMISSION OF QUOTE:

- a. Bids must be sealed in an envelope, and the outside of the envelope must be marked with the following information:
 1. Marked with the words "Sealed Bid"
 2. Name of the firm submitting the bid
 3. Title of the bid
 4. Bid number
- b. The Bid must be submitted in duplicate as follows:
 1. The original consisting of the Lee County solicitation forms completed and signed.
 2. A copy of the original solicitation forms for the Director.
- c. The following must be submitted along with the solicitation in a separate envelope. This envelope must be marked as described above, but instead of marking the envelope as "Sealed Bid", please indicate the contents; i.e., literature, drawings, submittals, etc. This information must be submitted in duplicate.
 1. Any information (either required or in addition to that asked for by the specifications) necessary to analyze your bid; i.e., required submittals, literature, technical data, financial statements.
 2. Warranties and guarantees against defective materials and workmanship.
- d. **BIDS RECEIVED LATE:** It is the vendor's responsibility to ensure the bid is received by the Division of Procurement Management prior to the opening date and time specified. Any bid received after the opening date and time will be promptly returned to the vendor unopened. Lee County will not be responsible for bids received late because of delays by a third party delivery service; i.e., U.S. Mail, UPS, Federal Express, etc.
- e. **BID CALCULATION ERRORS:** In the event there is a discrepancy between the total bid amount or the extended amounts and the unit prices bid, the unit prices will prevail and the corrected sum will be considered the bid price.

- f. **PAST PERFORMANCE:** All vendors will be evaluated on their past performance and prior dealings with Lee County (i.e., failure to meet specifications, poor workmanship, late delivery, etc.). Poor or unacceptable past performance may result in bidder disqualification.
 - g. **WITHDRAWAL OF BID:** No bid may be withdrawn for a period of 90 days after the scheduled time for receiving bids. A bid may be withdrawn prior to the bid-opening date and time. Such a request to withdraw must be made in writing to the Procurement Management Director, who will approve or disapprove of the request.
 - h. **COUNTY RESERVES THE RIGHT:** The County reserves the right to exercise its discretion, to waive minor informalities in any bid; to reject any or all bids with or without cause; and/or to accept the bid that in its judgment will be in the best interest of the County of Lee.
 - i. **EXECUTION OF BID:** All bids shall contain the signature of an authorized representative of the vendor in the space provided on the quote proposal form. All bids shall be typed or printed in ink. The bidder may not use erasable ink. All corrections made to the bid shall be initialed.
 - j. **ADDITIONS/REVISIONS/DELETIONS:** Additions, revisions or deletions to the general conditions, specifications or quote price sheets that change the intent of the bid will cause the bid to be non-responsive and the bid will not be considered. The Procurement Director shall be the sole judge as to whether or not any addition, revision, or deletion changes the intent of the bid.
2. **ACCEPTANCE**

The materials and/or services delivered under the bid **shall** remain the property of the seller until a physical inspection and actual usage of these materials and/or services is accepted by the County and is deemed to be in compliance with the terms herein, fully in accord with the specifications and of the highest quality. In the event the materials and/or services supplied to the County are found to be defective or do not conform to specifications, the County reserves the right to cancel the order upon written notice to the seller and return such product to the seller at the seller's expense.

3. **SUBSTITUTIONS**

Whenever in these specifications a brand name or make is mentioned, it is the intention of the County only to establish a grade or quality of materials and not to rule out other brands or makes of equal quality. However, if a product other than that specified is bid, it is the vendor's responsibility to name such product with his bid and to prove to the County that said product is equal to the product specified. Lee County **shall** be the sole judge as to whether a product being offered by the vendor is actually equivalent to the one being specified by the detailed specifications. (Note: This paragraph does not apply when it is determined that the technical requirements of this solicitation will require a specific product only, as stated in the detailed specifications.)

4. **RULES, REGULATIONS, LAWS, ORDINANCES & LICENSES**

The awarded vendor shall observe and obey all laws, ordinances, rules, and regulations, of the federal, state, and local government, which may be applicable to the supply of this product or service. The awarded vendor has attested to compliance with the applicable immigration laws of the United States in the attached affidavit. Violations of the immigration laws of the United States shall be grounds for unilateral termination of the awarded agreement.

- a. Local Business Tax – Vendor shall submit within 10 calendar days after request.
- b. Specialty License(s) – Vendor shall possess at the time of the opening of the bid all necessary permits and/or licenses required for the sale of this product and/or service and upon the request of the County will provide copies of licenses and/or permits within 10 calendar days after request.
- c. The geographic preference established in the Local Vendor Preference ordinance is applicable to all Lee County procurement activities unless otherwise specifically noted in the solicitation package. Provided, however, the Local Vendor Preference ordinance is not applicable to procurement activity or solicitations involving Federal Transit Administration grant funds.
- d. Florida Statutes Section 607.1501 (1) states: A foreign corporation may not transact business in this state until it obtains a certificate of authority from the Department of State.

5. **WARRANTY/GUARANTEE** (unless otherwise specified)

All materials and/or services furnished under this bid shall be warranted by the vendor to be free from defects and fit for the intended use.

6. **PRE-BID CONFERENCE**

A pre-bid conference will be held at the location, date, and time specified on the cover of this solicitation. Pre-bid conferences are generally non-mandatory, but it is highly recommended that everyone planning to submit a bid attend.

In the event a pre-bid conference is classified as mandatory, it will be so specified on the cover of this solicitation and it will be the responsibility of the quoter to ensure that they are represented at the pre-bid. Only those bidders who attend the pre-bid conference will be allowed to bid on this project.

7. **LEE COUNTY PAYMENT PROCEDURES**

All vendors are requested to mail an original invoice to:

Lee County Finance Department
Post Office Box 2238
Fort Myers, FL 33902-2238

All invoices will be paid as directed by the Lee County payment procedure unless otherwise differently stated in the detailed specification portion of this bid.

Lee County will not be liable for requests for payment deriving from aid, assistance, or help by any individual, vendor, quoter, or bidder for the preparation of these specifications.

Lee County is generally a tax-exempt entity subject to the provisions of the 1987 legislation regarding sales tax on services. Lee County will pay those taxes for which it is obligated, or it will provide a Certificate of Exemption furnished by the Department of Revenue. All bidders should include in their bid all sales or use taxes, which they will pay when making purchases of material or subcontractor's services.

8. **PUBLIC ENTITY CRIME**

Any person or affiliate as defined by statute who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a contract to provide any goods or services to the County; may not submit a bid on a contract with the County for the construction or repair of a public building or a public work; may not submit bids or leases of real property to the County; may not be awarded or perform works as a contractor, supplier, subcontractor, or consultant under a contract with the County, and may not transact business with the County in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list.

9. **QUALIFICATION OF BIDDERS** (unless otherwise noted)

Bids will be considered only from firms normally engaged in the sale and distribution or provision of the services as specified herein. Bidders shall have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to Lee County. The County reserves the right before recommending any award to inspect the facilities and organization; or to take any other action necessary to determine ability to perform is satisfactory, and reserves the right to reject bids where evidence submitted or investigation and evaluation indicates an inability of the vendor to perform.

10. **MATERIAL SAFETY DATA SHEETS**

In accordance with Chapter 443 of the Florida Statutes, it is the vendor's responsibility to provide Lee County with Materials Safety Data Sheets on quoted materials, as may apply to this procurement.

11. **MISCELLANEOUS**

If a conflict exists between the General Conditions and the detailed specifications, then the detailed specifications shall prevail.

12. **WAIVER OF CLAIMS**

Once this contract expires, or final payment has been requested and made, the awarded contractor shall have no more than 30 days to present or file any claims against the County concerning this contract. After that period, the County will consider the Contractor to have waived any right to claims against the County concerning this agreement.

13. **AUTHORITY TO PIGGYBACK**

It is hereby made a precondition of any bid and a part of these specifications that the submission of any bid in response to this request constitutes a bid made under the same conditions, for the same price, and for the same effective period as this bid, to any other governmental entity.

14. **COUNTY RESERVES THE RIGHT**

a) **State Contract**

If applicable, the County reserves the right to purchase any of the items in this bid from State Contract Vendors if the prices are deemed lower on State Contract than the prices we receive in this solicitation.

b) **Any Single Large Project**

The County, in its sole discretion, reserves the right to separately bid any project that is outside the scope of this bid, whether through size, complexity, or dollar value.

c) **Disadvantaged Business Enterprises (DBE's)**

The County, in its sole discretion, reserves the right to purchase any of the items in this bid from a Disadvantaged Business Enterprise vendor if the prices are determined to be in the best interest of the County, to assist the County in the fulfillment of any of the County's grant commitments to federal or state agencies.

The County further reserves the right to purchase any of the items in this solicitation from DBE's to fulfill the County's state policy toward DBE's.

d) **Anti-Discrimination**

The vendor for itself, its successors in interest, and assignees, as part of the consideration there of covenant and agree that:

In the furnishing of services to the County hereunder, no person on the grounds of race, religion, color, age, sex, national origin, handicap or marital status shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.

The vendor will not discriminate against any employee or applicant for employment because of race, religion, color, age, sex, national origin, handicap or marital status. The vendor will make affirmative efforts to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, age, sex, national origin, handicap or marital status. Such action shall include, but not be limited to, acts of employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

Vendor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this anti-discrimination clause.

Vendor will provide all information and reports required by relevant regulations and/or applicable directives. In addition, the vendor shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County to be pertinent to ascertain compliance. The vendor shall maintain and make available relevant data showing the extent to which members of minority groups are beneficiaries under these contracts.

Where any information required of the vendor is in the exclusive possession of another who fails or refuses to furnish this information, the vendor shall so certify to the County its effort made toward obtaining said information. The vendor shall remain obligated under this paragraph until the expiration of three (3) years after the termination of this contract.

In the event of breach of any of the above anti-discrimination covenants, the County shall have the right to impose sanctions as it may determine to be appropriate, including withholding payment to the vendor or canceling, terminating, or suspending this contract, in whole or in part.

Additionally, the vendor may be declared ineligible for further County contracts by rule, regulation or order of the Board of County Commissioners of Lee County, or as otherwise provided by law.

The vendor will send to each union, or representative of workers with which the vendor has a collective bargaining agreement or other contract of understanding, a notice informing the labor union or worker's representative of the vendor's commitments under this assurance, and shall post copies of the notice in conspicuous places available to the employees and the applicants for employment.

The vendor will include the provisions of this section in every subcontract under this contract to ensure its provisions will be binding upon each subcontractor. The vendor will take such actions with respect to any subcontractor, as the contracting agency may direct, as a means of enforcing such provisions, including sanctions for non-compliance.

15. **AUDITABLE RECORDS**

The awarded vendor shall maintain auditable records concerning the procurement adequate to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting methods, and Lee County reserves the right to determine the record-keeping method required in the event of non-conformity. These records shall be maintained for two years after completion of the project and shall be readily available to County personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.

16. **DRUG FREE WORKPLACE**

Whenever two or more responses, which are equal with respect to price, quality and service, are received for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall comply with the requirements of Florida Statutes 287.087.

17. **REQUIRED SUBMITTALS**

Any submittals requested should be returned with the bid response. This information may be accepted after opening, but no later than 10 calendar days after request.

18. **TERMINATION**

Any agreement as a result of this bid 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 bid for emergency purposes, as defined by the Lee County Purchasing and Payment Procedure Manual.

Any vendor who has voluntarily withdrawn from a solicitation 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.

19. **CONFIDENTIALITY**

Vendors should be aware that all submittals (including financial statements) provided with a solicitation are subject to public disclosure and will **not** be afforded confidentiality.

20. **ANTI-LOBBYING CLAUSE**

All firms are hereby placed on formal notice that neither the County Commissioners nor candidates for County Commission, nor any employees from the Lee County Government, Lee County staff members, nor any members of the Qualification/Evaluation Review Committee are to be lobbied, either individually or collectively, concerning this project. Firms and their agents who intend to submit qualifications, or have submitted qualifications, for this project are hereby placed on *formal notice* that they are ***not*** to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County for negotiations. Any such lobbying activities may cause immediate disqualification for this project.

21. **INSURANCE (AS APPLICABLE)**

Insurance shall be provided, per the attached insurance guide. Upon request, an insurance certificate complying with the attached guide may be required prior to award.

22. **CONFLICT OF INTEREST**

All firms are hereby placed on formal notice that per Section 3 of Lee County Ordinance No. 92-22:

The County is prohibited from soliciting a professional services firm to perform project design and/or construction services if the firm has or had been retained to perform the project feasibility or study analysis.

And:

A professional services firm who has performed or participated in the project feasibility planning, study analysis, development of a program for future implementation or drafting of solicitation documents directly related to this County project, as the primary contractor/consultant or a prominent member of the team, cannot be selected or retained, as the primary contractor/consultant or a named member of the contracting/consulting team, to perform project design, engineering, or construction services for subsequent phases or scopes of work for this project. Pursuant to FS. S. 287.057(17) the firm will be deemed to have a prohibited conflict of interest that creates an unfair competitive advantage.

Should your response be found in violation of the above stated provisions; the County will consider this previous involvement in the project to be a conflict of interest, which will be cause for immediate disqualification of the submittal from consideration for this project.

LEE COUNTY, FLORIDA
PROPOSAL QUOTE FORM
FOR
JANITORIAL SERVICES FOR NORTHWEST REGIONAL LIBRARY

DATE SUBMITTED: _____

VENDOR NAME: _____

TO: The Board of County Commissioners
Lee County
Fort Myers, Florida

Having carefully examined the "General Conditions", and the "Detailed Specifications", all of which are contained herein, the Undersigned proposes to furnish the following which meet these specifications:

NOTE REQUIREMENT: IT IS THE SOLE RESPONSIBILITY OF THE VENDOR TO CHECK LEE COUNTY PROCUREMENT MANAGEMENT WEB SITE FOR ANY PROJECT ADDENDA ISSUED FOR THIS PROJECT. THE COUNTY WILL POST ADDENDA TO THIS WEB PAGE, BUT WILL NOT NOTIFY.

The undersigned acknowledges receipt of Addenda numbers: _____

TOTAL ANNUAL CHARGES
(BASIS OF AWARD)

\$ _____
ANNUAL COST

OPTIONS:

- a) COST TO ADD/DELETE AN EVENING OF SERVICE \$ _____
Cost Per Evening
- b) COST TO ADD/DELETE MID DAY PERSON \$ _____
Cost Per Service
- c) COST TO ADD/DELETE FULL DAY PORTER \$ _____
Annual Cost
- d) HOURLY RATE/PERSON FOR EMERGENCY WORK \$ _____
Per Hour
- e) HOURLY RATE PER PERSON FOR ADDED SPACE OR ITEM \$ _____
Per Hour

TO BE STARTED WITHIN _____ CALENDAR DAYS AFTER RECEIPT OF AWARD AND PURCHASE ORDER.

REQUIRED ANCILLARY BID INFORMATION

Note: The following required information is for monitoring, and internal analysis and evaluation purposes only. All contractual prices shall be included in the space provided, above, for your “Total Annual Charges” Annual cost; the basis of award.

Provide estimated hours or estimated cost for the following:

- 1. DAILY SERVICES
 - a. Restrooms _____ Total Estimated Daily Hours
 - b. Kitchen _____ Total Estimated Daily Hours
 - c. Outside _____ Total Estimated Daily Hours
 - d. Interior (not covered above) _____ Total Estimated Daily Hours
- 2. MIDDAY SERVICE
 - a. Restrooms _____ Total Estimated Daily Hours
- 3. WEEKLY SERVICE _____ Total Estimated Hours
- 4. SEMI-MONTHLY SERVICE _____ Total Estimated Hours
- 5. MONTHLY SERVICE _____ Total Estimated Hours
- 6. QUARTERLY SERVICE
 - a. Pressure Washing _____ Total Estimated Price Per Cleaning
 - b. Carpet and Upholstery Cleaning _____ Total Estimated Price Per cleaning
 - c. Balance of services (See Checklist) _____ Total Estimated Hours
- 7. SEMI-ANNUAL SERVICE
 - a. High Glass Cleaning Int/Ext _____ Total Estimated Price Per Cleaning
 - b. Strip/Wax Vinyl Floors _____ Total Estimated Hours

Quoters should carefully read all the terms and conditions of the specifications. Any representation of deviation or modification to the quote may be grounds to reject the quote.

Are there any modifications to the quote or specifications?
 YES _____ NO _____

Failure to clearly identify any modifications in the space below or on a separate page may be grounds for the quoter being declared nonresponsive or to have the award of the quote rescinded by the County.

MODIFICATIONS:

Bidder shall submit his/her bid on the County’s Proposal Quote Form, including the firm name and authorized signature. Any blank spaces on the Proposal Quote Form, qualifying notes or exceptions, counter offers, lack of required submittals, or signatures, on County’s Form may result in the Bidder/Bid being declared non-responsive by the County.

ANTI-COLLUSION STATEMENT

THE BELOW SIGNED BIDDER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS BID WITH OTHER BIDDERS AND HAS NOT COLLUDED WITH ANY OTHER BIDDER OR PARTIES TO A BID 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).

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: _____

DISADVANTAGED BUSINESS ENTERPRISE (DBE): _____

**LEE COUNTY, FLORIDA
DETAILED SPECIFICATIONS
FOR
JANITORIAL SERVICES FOR NORTHWEST REGIONAL LIBRARY**

SCOPE

Lee County Library System is looking for vendors interested in janitorial services for the Northwest Regional Library, located at 519 Chiquita Boulevard N., Cape Coral , FL 33993 which consists of approximately 40,000 square feet and is to be serviced on a six days per week basis, Monday through Saturday.

Materials to be supplied by the Vendor shall include items such as, toilet paper, paper towels, soap and trash bags, etc. Lee County requires that only recycled 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.

TERM OF AWARD

If awarded, the terms of this solicitation shall be in effect for one year. The County reserves the right to renew this bid (or any portion thereof) and to negotiate lower pricing as a condition for each renewal, for up to four additional one-year periods, upon mutual agreement of both parties and, except as to lower pricing, under the same terms and conditions.

BASIS OF AWARD

The basis of award for this bid will be the vendor with the lowest **Total Annual Charges** meeting specifications, at the County's discretion. If the awarded vendor is unable to perform under the terms and conditions of the specification, Lee County reserves the right to procure/secure the services of the subsequent low quoter.

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.

NOTE: Lee County reserves the right to reject unbalanced bids (a bid where a normally low cost item is priced well out of the normal range).

ADDITIONS/REVISIONS/DELETIONS

Additions, revisions or deletions to the specifications or price sheets that change the intent of the quote will cause the quote to be non-responsive and the quote will not be considered. The

Procurement Director shall be the sole judge as to whether or not any addition, revision, or deletion changes the intent of the quote.

PAST PERFORMANCE

All vendors will be evaluated on their past performance and prior dealings with Lee County (i.e., failure to meet specifications, poor workmanship, late delivery, etc.). Poor or unacceptable past performance may result in quoter disqualification.

WORKMANSHIP AND INSPECTION

The County representative shall decide any and all questions which may arise as to the quality and acceptability of materials used and work performed, the manner of performance and the rate of progress of the work.

Workmanship shall be of the highest quality. All cleaning employees shall be mentally and physically competent to perform the services required. The Vendor shall at all times enforce strict discipline and good order among his/her employees.

QUALITY STANDARDS

In general, the achievement of the desired standards as outlined herein will result in an almost complete absence of visible soil. In order to maintain the facilities in this condition, Vendor will immediately remove any visible soil which is found as a result of his/her inspection. For purposes of definition, absence of visible soil shall be as follows:

- a. Absence of litter and trash on floor and horizontal surfaces of equipment.
- b. Absence of dust, marks/scuffmarks, spots, foreign matter, or spillage on floors.
- c. Absence of encrustation, soil and wax buildup on floors, particularly in corners, along edges and baseboards, around door jambs, and around bleachers and chairs and bases.
- d. Absence of soil, scale, stains, or residue on toilet room fixtures, in or around wash basins/sinks and plumbing, baby changing station, drains, traps, faucets, soap and paper dispensers, stalls, mirrors, toilets, urinals, ledges and drinking fountains. Disinfectants shall be used to sterilize toilet room fixtures and appurtenances, where required.
- e. Absence of soil, litter, dust, and encrustations in wastebaskets, trash containers, recycling containers, and sanitary napkin waste containers. All wastebaskets, bins, and containers to be spot cleaned, sanitized, or washed as needed.
- f. Absence of marks, spots, stains and streaks on interior and exterior entrance door, windows (high & low), lobby glass, all partition glass, and any other mirrored or glass surface.
- g. Absence of marks, spots, soil build-up, stains and streaks on walls, light switches, light fixtures, light lenses, and furniture.
- h. Absence of litter and trash; all litter and trash, inside and outside of facility, shall be collected and disposed of/removed to designated areas

- i. Absence of food and debris from all seating and common areas, including any gum, food items, or other foreign matter.
- j. Absence of marks/scuff marks, dust, spots, or spillage from hallways, including floors.
- k. Absence of soil and dust on window blinds, shades, sills, frames, and ledges.
- l. Absence of spider webs.
- m. Absence of soil, litter, dust, stains/spots from all carpets, and mats.
- n. Absence of streaks, spots, and stains from all brightwork, where appropriate. All brightworks shall be polished dry to a high sheen.

Note: The awarded vendor shall use any and all required/mandatory safety items, including cautionary wet floor signs.

PENALTIES

The County or its designee is given the authority, pursuant to this agreement, to deduct from the Vendors invoice a percentage not to exceed twenty-five percent (25%) charged for the workmanship which does not meet the quality standards required under this agreement. The individual making the deduction shall document and provide to the Vendor, upon request, the reasons for the deduction from the monthly invoice.

DEFAULTS BY VENDOR

The Vendor may be declared in default and may be terminated by Lee County Procurement Director with seven (7) days notice for any one of the following reasons:

- a. Failure of the vendor to maintain satisfactory performance level
- b. Failure of the Vendor to start within the time stated in the notice to proceed
- c. Failure of the vendor to pay for work performed and materials and supplies used under this contract
- d. Insolvency of vendor
- e. Death of the vendor

MAJOR BREAKDOWNS/NATURAL DISASTERS

Lee County requires that the awarded vendor provide the name of a contact person and phone number which will afford Lee County access twenty-four hours per day, 365 days per year, of this product or service in the event of major breakdowns or natural disasters.

Lee County reserves the right to purchase the product or service listed in this quotation elsewhere in an emergency situation.

BUILDING ACTIVATION FOR EMERGENCY SITUATIONS

In emergency situations, it may become necessary to activate certain areas of this building in order to facilitate emergency operations personnel. In those situations, personnel may be occupying some areas 24 hours a day and weekends. If this occurs, it will become necessary for the awarded vendor to provide janitorial service during these periods. Compensation will be provided through the emergency hourly rate. The County's Representative will notify the vendor when this additional service is needed.

DESIGNATED CONTACT

The awarded vendor shall appoint a person or persons to act as a primary contact for all County departments. 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. Lee County's contact for this project will be Chris Cook; he can be reached at (239) 533-4822 or via email at CCook@leegov.com.

VENDOR REQUIREMENTS

The awarded vendor shall be appropriately licensed, shall obtain all necessary permits, and shall pay all required fees to any governmental agency having jurisdiction over the work. Inspections required by local ordinances during the course of the work shall be arranged by the vendor, as required. Satisfactory evidence to show that all work has been finalized in accordance with the ordinances and code requirements, shall be furnished to Lee County upon completion.

The awarded vendor shall be capable of furnishing, upon request, all state and local licenses required for the specified work to be performed.

LICENSES AND PERMITS AND BACKGROUND CHECKS

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

The awarded vendor will be required to perform background checks on all employees that will be working on this contract to Lee County Procurement Department, c/o Patrick T. Lewis Sr., prior to project commencement/initiation. Background checks on any new employee(s) hired during the term of the contract or temporary employee(s) filling in for sickness or vacation of regular employee(s) must be provided to Lee County Procurement Management before the employee(s) will be allowed to work in the County's facility or on this contract.

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.

If the awarded vendor does not comply at all times with the aforementioned requirements, it may be grounds for termination of the contract or removal from the County job.

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

SECURITY

Vendor will be responsible for acting in accordance with all security guidelines with respect to facility security, including entering, exiting, and during cleaning.

Each employee shall wear a photo identification tag with other necessary information, provided by and paid for by Vendor.

Where necessary, all janitorial keys/access cards will be issued to the Vendor; and a fee will be charged to the Vendor for the loss of any keys/access cards or the cost of changing of locks as the result of any loss of keys. The sole decision, regarding changing the locks, rests with the County Representative.

SUPERVISION AND SAFETY

The Vendor shall be responsible for instructing his/her employees in all safety measures. All equipment used by the Vendor shall be maintained in safe operating condition at all times, free from defects or wear which may in any way constitute a hazard to any person or persons on County property. All electrical equipment will be properly grounded. All employees will wear proper personal protective equipment while working on County premises.

The janitorial crew/staff shall not be accompanied by non-vendor individuals (i.e. children, friend(s), significant other(s), family member(s) etc...), or any vendor personnel/staff, aside from on-duty supervisor/manager, that does not have an accepted, approved, or authorized background check on file with Procurement Management and or the department for this project. Any such personnel may be asked to vacate the premises immediately, and it shall be the sole responsibility of the vendor to ensure that all required task are performed/completed on schedule and to the specification herein.

Failure to follow these directions/instructions may result in termination of the quote with your firm.

COMMUNICATION

The awarded vendor's supervisor will routinely be dealing with designated Lee County personnel. The vendor will ensure 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.

DAMAGE TO COUNTY PROPERTY

Damage or theft of County property directly caused by the Vendor during the janitorial operations shall be assumed by the Vendor. A written report of same and cause of damage must be submitted to the County Representative within 24 hours of occurrence. Vendor will pay for the cost of polygraph tests required by Lee County.

EXAMINATION OF SITE AND OTHER RELEVANT MATERIAL

The Vendor shall have visited the site and shall have fully acquainted and familiarized him or herself with conditions as they exist and the operations to be carried out. The Vendor shall make such investigations as he/she may see fit so that he/she may fully understand the facilities, difficulties and restrictions attending the execution of the work. Vendor shall also thoroughly examine and be familiar with all the specifications.

The failure or omission of the Vendor to receive or examine any instruction or document, or any part of the specifications or to visit the site and acquaint him or herself as to the nature and location of the work, and all matters which may in any way affect performance shall not relieve the Vendor of any obligation to perform as specified herein. Vendor understands the intent and purpose thereof, and his/her obligations thereunder and that he/she will not make any claim for, or have any right to damages resulting from any misunderstanding or misinterpretation of this agreement, or because of any lack of information. In the event of legal proceedings to enforce the terms of this agreement the prevailing party will be entitled to legal fees.

PRICE ESCALATION/DE-ESCALATION

Offers are submitted with the understanding that no price increases will be authorized for 365 calendar days after the effective date of the contract. Upward price adjustments may be permitted only at the end of this period and only where verified to the satisfaction of the Division of Procurement as provided herein. **However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the County.**

The awarded vendor(s) shall not give less than 30 days advance written notice of a price increase to the Division of Procurement. Any approved price change will be effective only at the beginning of the calendar month following the end of the full 30-day notification period. The vendor shall document the amount and proposed effective date of the change in price. The price change must affect all accounts serviced by the vendor. Documentation shall be supplied with vendor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to the County; and (2) verify the amount or percentage of increase which is being passed on to the vendor by others not under the control of the vendor. Failure by the vendor to supply the aforementioned verification with the request for price increase will result in delay of the effective date of such increase. The Division of Procurement may make such verification as deemed adequate. However, an increase, which the Division of Procurement determines is excessive, regardless of any documentation supplied by the vendor, may be cause for cancellation of the contract by the Division of Procurement. The Division of Procurement will notify using agencies and vendor in writing of the effective date of any increase, which is approved. However, the Vendor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The Vendor is further advised that price decreases that affect the cost of materials, labor, and transportation are required to be passed on to the County immediately. Failure to do so will result in action to recoup such amounts.

SUB-CONTRACTORS

The use of sub-contractors under this quote is not allowed without prior written authorization from the County representative.

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

The attached document, Affidavit Certification Immigration Laws, is required and should be submitted with your solicitation package. It must be signed and notarized. Failure to include this

affidavit with your response will delay the consideration and review of your submission; and could result in your response being disqualified.

HOLIDAYS

The following is a list of holidays that are observed by Lee County:

New Years Day	-	January 1 (Observed as outlined below)
Martin Luther King Day	-	Third Monday in January
Memorial Day	-	Last Monday in May
Fourth of July	-	July 4th
Labor Day	-	1st Monday in Sept.
Veterans Day	-	November 11th
Thanksgiving Day	-	4th Thursday in November
Day After Thanksgiving	-	Fourth Friday in November
Christmas Day	-	December 25 (Observed as outlined below)

The Christmas Day and New Year’s Day holidays are observed differently than the other listed holidays; according to the day of the week on which they fall. Christmas and New Year’s are observed according to the following schedule:

If Christmas or New Year’s Observed Day Falls On	<u>Days Off</u>
Sunday	Monday and Tuesday
Monday	Monday and Tuesday
Tuesday	Monday and Tuesday
Wednesday	Tuesday and Wednesday
Thursday	Thursday and Friday
Friday	Thursday and Friday
Saturday	Thursday and Friday

REQUIRED INFORMATION

The following information must be supplied by the awarded vendor to Patrick T. Lewis Sr. 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
- e. Material Safety Data Sheets (MSDS)
- f. Sample Cleaning Personnel Sign-in Sheet
- g. A vendor/company Statement certifying that all cleaning products and materials conforms to Green Seal Standards

TECHNICAL REQUIREMENTS

Scheduling:

- a. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.

- b. Cleaning shall be performed on a (6) six days per week basis, exclusive of holidays. Crew scheduling is the Vendor's responsibility and should be arranged so as not to interfere with day-to-day business operations.
- c. All work is to be done after normal library hours as listed below. Hours listed are current normal working hours and are subject to change. The awarded Vendor will be given 48 hours notice of any library working hour changes. If the Library uses the day porter position the exact hours will be determined by the county.
- d. The hours of operation are Monday, Wednesday & Thursday from 10:00 a.m. to 6:00 pm. Tuesday 12:00 p.m. to 8:00 p.m. Friday and Saturday from 9:00 a.m. to 5:00 p.m. The library is closed on Sunday.
- e. The library is to be cleaned after normal business hours. However, the public restrooms are to be cleaned twice a day; once at *approximately 2:30 p.m.* and then at *night after normal business hours*. All materials and equipment will be provided by the vendor.

Cleaning Data Process Areas/Rooms

- a. Vendor shall not move nor jar Data Processing machines, equipment, accessories, etc.
- b. Vendor shall exercise extreme caution when using water buckets, and shall mount them on dollies to prevent spillage. Vendor shall, without delay, report any spillage or other errors in the cleaning operation to the County department or County Representative.

Pressure Washing Exterior of Building

As described in these specifications, the exterior of the building will need to be pressure cleaned. If the awarded vendor hires a subcontractor to do this work, Lee County reserves the right to approve of this firm. Also, Lee County reserves the right to request the vendor have adequate insurance coverage and hold Lee County harmless. The vendor that does this task must be properly licensed to perform this type of work.

Interior & Exterior Building Window Washing/Cleaning, Including High Windows/glass surfaces (Where Applicable)

As described in these specifications, the interior & exterior building windows/glass surfaces will need to be cleaned. If the awarded vendor hires a subcontractor to do this work, Lee County reserves the right to approve of this firm. Also, Lee County reserves the right to request the vendor have adequate insurance coverage and hold Lee County harmless. The vendor that does this task must be properly licensed to perform this type of work.

Carpet and Upholstery Cleaning

- a. As described in these specifications, the carpet and upholstery will need to be cleaned. If the awarded vendor hires a subcontractor to do this work, Lee County reserves the right to approve of this firm. Also, Lee County reserves the right to request the vendor have adequate insurance coverage and hold Lee County harmless. The vendor that does this task must be properly licensed to perform this type of work. The cleaning method used shall be a controlled amount of moisture applied to clean the carpet/upholstery and leave it dry and ready to use immediately (usually in 60 minutes). Cleaning agents used shall be safe, effective, and non-toxic. Extraction method shall be used, if applicable/necessary. Carpet and upholstery cleaning process used shall be approved by the County's Representative.

- b. Routine vacuum chores/duties will require the use of HEPA (High Particulate Air) Filter vacuum Cleaners only, with the HEPA Filtration system. These vacuums must be approved for use by the County Representative. If at anytime during this contract the vacuum cleaners need to be replaced, the replacement must have a HEPA Filtration System and be approved by the County Representative.

Strip and Rewaxing of Hard Floors

ONLY QUALITY FLOOR FINISHES WITH A MINIMUM SLIP RESISTANCE FACTOR (STATIC COEFFICIENT OF FRICTION) OF .5, AS MEASURED BY AMERICAN SOCIETY OF TESTING & MATERIALS (ASTM) TEST METHOD STANDARDS SHALL BE USED ON HARD FLOOR SURFACES IN LEE COUNTY BUILDINGS. ***MARMOLEUM FLOORING PRODUCTS WILL BE DONE AS PER MANUFACTURER'S SPECIFICATIONS WITH REQUIRED PRODUCTS***

Electrical Room, Mechanical Room, Data Communications Room (Where Required/Applicable)

The rooms listed above are not to be entered or cleaned without prior authorization and instructions from the County's Representative. Occasionally, the awarded vendor or cleaning staff may be requested to clean these rooms with the guidance/assistance of county personnel. The cleaning will usually involve sweeping, dusting, mopping, and pressure cleaning the floor, upon request and as needed. There is to be no additional charge for this work. The cost of doing this occasional cleaning is to be included in the overall cost of cleaning the building. It is estimated that this room will be cleaned a couple of times a year. The date and time of cleaning will be mutually agreed upon by the vendor and County Representative, at the County's behest.

High Ceiling Cleaning (Where Required/Applicable)

Dust/clean visible areas including fans, hanging light fixtures, beams, columns, ledges and air conditioning vents and pipes. Remove dust, cobwebs, bugs, etc.

Corian Counter Top (Where Required/Available)

All Corian Counter Tops can be cleaned with soapy water, which will remove most dirt and stains. Difficult stains should be brought to library attention.

Contract Monitoring Information-Cleaning Checklists

In order to determine if the cleaning tasks have been completed, the vendor shall use the attached Detail Cleaning Task Checklist as designated, or one approved by County Personnel to show that the tasks have been completed. Each item is to be checked off by the vendor employee that completes the tasks.

Attachment A: Janitorial Detail Cleaning Task Checklist

This form details the cleaning tasks that are to be performed on a periodic basis. The vendor shall use this checklist as designated, or one approved by County Personnel to insure that each cleaning task is done in each facility. The vendor will designate that a particular task has been completed, by checking it off on the day it was completed. These forms may be requested for review by County personnel.

This form includes all tasks that are possible for all the buildings. It is understood that not all the tasks are applicable to this site. Therefore, the cleaning personnel are only to check off the applicable tasks for the building being serviced. Tasks that do not apply will be marked N/A in the space provided for said task(s).

Attachment B: Sample Quality Assurance Form

This form will be used by Lee County quality assurance personnel to inspect the work that is being done. If work is substandard, then you will receive a copy of this form requesting that the deficient areas be cleaned properly. If the work continues to be inferior, then a penalty may be assessed and or a formal complaint form may be submitted to Procurement Management for appropriate/further action(s).

Note: A formal complaint form may be submitted to Procurement for violations or non-compliance with the requirements or terms and conditions herein at any time, at the County's discretion.

Cleaning Personnel Sign-in Sheet

The vendor shall have a sign-in sheet posted in the janitorial closet or other designated location, for the cleaning personnel. This sign-in sheet shall have the company name, cleaning personnel, and cleaning person's time in and time out. This form is to be completed for each date of service (mid-day also if applicable); and is to remain posted in the janitorial closet, if applicable, or other designated location for review by the County Representative.

**ATTACHMENT A
JANITORIAL DETAIL CLEANING TASK - DAILY CHECKLIST**

Facility		Date						,200	
Northwest Regional Library		M	Tu	W	Th	F	Sa	Su	
DAILY TASKS									
1.	Empty and place a new liner bag (if needed) in trash receptacles/containers and sanitary waste receptacles/containers. Sanitize, and damp wipe, if necessary.								
2.	Empty all, including desks, recycling totes into large recycling bin.								
3.	Spot clean walls, light switches and doors. (check for finger marks, spots, soil build-up, graffiti, etc.)								
4.	Damp mop floors, Remove any gum, tar, scuff marks, stains, or other foreign matter. (Use safety devices, such as wet floor signs)								
5.	Dust/polish public area horizontal ledges, desks, tables, chairs, cabinets, equipment, all unobstructed work areas, etc								
6.	Vacuum and/or brush all public and staff area carpet and upholstery (includes under the cushions).								
7.	Dust/polish staff area horizontal ledges, tables, chairs, cabinets, equipment, all unobstructed work areas, etc. Check underneath tables/chairs, legs, etc. for needed attention. <i>Staff may request their desk be dusted/polished by leaving a note on their desk.</i>								
8.	Clean and sanitize drinking fountains.								
9.	Dust all unobstructed work areas.								
10.	Do other general and emergency cleaning as required.								
11.	Report any maintenance defects to the County Representative.								
12.	Keep custodial closet clean.								
13.	Vacuum floor mats and wash as necessary.								
14.	Clean all main Library entrance, Staff Entrance, and courtyard door glass and adjacent panels (interior & exterior).								
15.	Clean counter tops at Circulation desk, Reference desks, and the Youth Services Information desk and Young Adult station.								
16.	Damp mop floor, clean tables, chairs, sink and counters in break room.								
17.	Clean tables and chairs in staff courtyard area, sweep concrete and empty trash containers and replace liners (wash containers if needed)								
18.	Clean meeting room sink, counter refrigerator vacuum and wipe tables as needed								
19.	Clean sink in Young Adult area, clean counters and vending machine.								
20.	Clean all children's area tables, counters and chairs as needed.								
DAILY SERVICE – KITCHEN AREA		M	Tu	W	Th	F	Sa	Su	
1.	Clean sinks, counters, tables, and chairs with detergent/disinfectant.								
2.	Empty and place a new liner bag in trash receptacles. Spot clean and sanitize containers.								
3.	Re-supply paper towels and soap dispensers.								
4.	Damp wipe all kitchen appliances including vending machines.								
5.	Damp wipe walls, as necessary.								
6.	Damp mop floor.								

**ATTACHMENT A
JANITORIAL DETAIL CLEANING TASK - DAILY CHECKLIST**

Facility		Date						
Northwest Regional Library		,200						
DAILY SERVICE – RESTROOMS		M	Tu	W	Th	F	Sa	Su
1.	Clean toilets, urinals, sinks, counters, and baby changing stations with detergent/disinfectant. Wipe and disinfect all appurtenances and affixed plumbing fixtures as necessary							
2.	Clean mirrors, soap dispensers, paper towel dispensers, and all related fixtures.							
3.	Damp wipe all partitions and ledges.							
4.	Damp wipe walls, light switches and doors, if needed. (check for finger marks, spots, soil build-up, graffiti, etc.)							
5.	Clean under basins, around toilets and urinals.							
6.	Empty and place a new liner bag in trash receptacles. Spot clean and sanitize containers.							
7.	Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkin liners, sanitary napkins, etc. (ONLY ANTI-BACTERIAL FOAMING SOAP WILL BE ACCEPTABLE)							
8.	Wet mop floors using detergent/disinfectant.							
9.	Remove any and all cobwebs							

DAILY SERVICE – OUTSIDE		M	Tu	W	Th	F	Sa	Su
1.	Sweep and pick up trash at all building entrances, (i.e., main entrance, staff entrance, etc.)							
2.	Sweep and pick up trash around the entire building and in planters, within a forty-foot radius—at front entrance clean to circular drive and adjoining sidewalk.							
3.	Empty and place a new liner bag in trash receptacles around buildings. Spot clean.							
4.	Wash down steps and walks, as required; keeping them free of gum, tar, and other foreign matter. <i>Clean glass and building areas if required after washing due to over spray.</i>							
5.	Sweep cobwebs and dust from walls around all entrances and windows.							
6.	Shake and sweep down exterior floor mats if applicable.							
7.	Clean smoking sand urns, refill as needed.							
8.	Clean tables/chairs/benches in the outside areas, if applicable.							
9.	Clean dumpster area.							

**ATTACHMENT A
JANITORIAL DETAIL CLEANING TASK - WEEKLY CHECKLIST**

Facility		Northwest Regional Library				Date		,200	
MID-DAY SERVICE – RESTROOMS		M	Tu	W	Th	F	Sa	Su	
1.	Clean toilets, urinals, sinks, counters, and baby changing stations all appurtenances and plumbing fixtures with detergent/disinfectant.								
2.	Clean mirrors, soap dispensers, paper towel dispensers, and all appurtenances								
3.	Damp wipe all partitions, ledges, walls, light switches and doors.								
4.	Clean under basins, around toilets and urinals.								
5.	Empty and place a new liner bag in trash & sanitary receptacles.								
6.	Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkin liners, sanitary napkins, etc. (ONLY ANTI-BACTERIAL FOAMING SOAP WILL BE ACCEPTABLE)								
7.	Sweep floors and spot mop as necessary.								
8.	Empty and place a new liner bag in front entrance trash receptacles as needed								

WEEKLY TASKS		Completed	Date Completed
1.	Clean all interior partition glass that can be reached.		
2.	High dust all public areas and staff areas.		
3.	Dust vertical surfaces.		
4.	Dust venetian blinds.		
5.	Dust entrance walls, if applicable.		
6.	Dust mop and damp mop storage areas.		
7.	Dust all bookshelves and tops (shelf areas not covered by books). . At least ¼ of the library		
8.	Dust and remove cobwebs from ceiling areas of standard height.		
9.	Spray buff all corridors, hallways, and lobbies if applicable.		
10.	Scrub all non-skid tile floor areas, careful of display area floor.		
11.	Vacuum and spot clean all public and staff area carpet and upholstery.		
12.	Brush, vacuum and/or spot clean all modular panels.		
13.	Clean and sanitize public area and staff area telephones.		
14.	Clean (dirt/soil build-up) public area horizontal ledges, desks, tables, chairs, cabinets, equipment, etc.		
15.	Take master recycling bin(s) to designated location for servicing and return once they are emptied.		
16.	Collect and dispose of trash from outside the building. This includes all planter areas, parking lot areas, and the lawn.		
17.	Clean wall ceramic tile in baths and fill floor trap with water.		
18.	Clean the exterior book drop screen and pick up debris near unit.		

**ATTACHMENT A
JANITORIAL DETAIL CLEANING TASK - SPECIAL PROJECTS CHECKLIST**

Facility	North West Regional Library	Date	,200
A. MONTHLY SERVICE		Completed	Date Completed
1.	Vacuum air conditioning grills and returns. Damp wipe with all-purpose cleaner, if necessary. Do not remove grills.		
2.	Clean light covers (external only).		
3.	Dust and/or clean ceiling fans, if applicable.		
4.	Pressure wash steps, walks and patios and furniture as needed; keeping them free of gum, tar, and other foreign matter. <i>Clean glass and building areas if required after washing due to over spray.</i>		
5.	Spray buff or burnish all vinyl floors.		

TWICE PER MONTH SERVICE		Completed	Date Completed
1.	Heavy wash and treat Marmoleum and Vinyl Floors.		

C. QUARTERLY SERVICE		Completed	Date Completed
1.	Wash venetian blinds (use all purpose cleaner or detergent), if applicable. Do not remove blinds from window.		
2.	Clean light fixtures and covers (interior).		
3.	Clean awnings, if applicable.		
4.	Clean Carpet and Upholstery.		
5.	Clean bookdrops (interior/exterior, if applicable) and bookdrop carts.		
6.	Pressure wash exterior of building. <i>Clean glass and building areas if required after washing due to over spray.</i>		
7.	High Ceiling Cleaning – Dust/clean visible areas including fans, hanging light fixtures, beams, columns, ledges, and air conditioning vents & pipes. Remove dust, cobwebs, bugs, etc.		
8.	Clean low-level interior/exterior windows. (may be required to be done more often).		
9.	Mechanical Room, Electrical Room, Data Room (with the assistance of county personnel), if applicable.		
10.	Wax vinyl floors if applicable—treat marmoleum products as needed with approved manufacturer’s guidelines.		
11.	Clean the Library Entrance Sign.		

D. SEMI ANNUAL SERVICE		Completed	Date Completed
1.	Strip and wax all non marmoleum vinyl floors		
2.	Clean high glass interior/exterior—this may require a sub contractor as it is high and a lift may be needed.		

**ATTACHMENT B
QUALITY ASSURANCE FORM**

COMPANY NAME	Northwest Regional Library	DATE	
LOCATION		TIME	

STANDARDS	RATINGS				STANDARDS	RATINGS			
	COMPLIES	DOES NOT COMPLY	SEE COMMENT	N/A		COMPLIES	DOES NOT COMPLY	SEE COMMENT	N/A
Dusting of ceiling fans					Spot cleaning of carpets and upholstery				
Dusting of partitions					Quarterly cleaning of carpet and upholstery				
Dusting of shelves					Cleaning of window/ door glass (interior)				
Dusting of cabinets / fire extinguishers					Cleaning of window / door glass (exterior)				
Dusting of window sills					Cleaning of bathroom fixtures (toilet, sink, shower)				
Dusting of blinds					Cleaning of bathroom walls/ partitions				
Dusting of vents and grills					Cleaning of bathroom mirrors/ faucets/ handles				
Dusting / Cleaning of baseboards / walls / water fountains					Cleaning of bathroom dispensers (toilet tissue, towel)				
Vacuuming of furniture					Sweeping of sidewalks /walkways				
Mopping of hard floors					Cleaning of sidewalks				
Stripping / waxing / buffing of hard floors					Cleaning of exterior of building				
Vacuuming of carpets					Dusting of bookshelves.				

INSPECTOR'S COMMENTS:

PLEASE RESPOND IN SPACE BELOW AND RETURN TO OUR OFFICE, BY FAX, 485-1100.

VENDOR'S COMMENTS:

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.

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 guarantee, 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.**

LEE COUNTY PROCUREMENT MANAGEMENT - BIDDERS CHECK LIST

IMPORTANT: Please check off each of the following items as the necessary action is completed:

- _____ 1. The Solicitation has been signed and with corporate seal (if applicable).
- _____ 2. The Solicitation prices offered have been reviewed (if applicable).
- _____ 3. The price extensions and totals have been checked (if applicable).
- _____ 4. Substantial and final completion days inserted (if applicable).
- _____ 5. The original (must be manually signed) and 1 hard copy original and others as specified of the Solicitation has been submitted.
- _____ 6. Two (2) identical sets of descriptive literature, brochures and/or data (if required) have been submitted under separate cover.
- _____ 7. All modifications have been acknowledged in the space provided.
- _____ 8. All addendums issued, if any, have been acknowledged in the space provided.
- _____ 9. Licenses (if applicable) have been inserted.
- _____ 10. Erasures or other changes made to the Solicitation document have been initialed by the person signing the Solicitation.
- _____ 11. Contractor's Qualification Questionnaire and Lee County Contractor History (if applicable).
- _____ 12. DBE Participation form completed and/or signed or good faith documentation.
- _____ 13. Bid Bond and/or certified Check, (if required) have been submitted with the Solicitation in amounts indicated.
- _____ 14. Any Delivery information required is included.
- _____ 15. Affidavit Certification Immigration Signed and Notarized
- _____ 16. Local Bidder Preference Affidavit (if applicable)
- _____ 17. The mailing envelope has been addressed to:

Lee County Procurement Mgmt.
1825 Hendry St 3rd Floor
Ft. Myers, FL 33901
- _____ 18. The mailing envelope **MUST** be sealed and marked with:
Solicitation Number
Opening Date and/or Receiving Date
- _____ 19. The Solicitation will be mailed or delivered in time to be received no later than the specified opening date and time. (Otherwise Solicitation cannot be considered or accepted.)

****This form is not required to be returned with your solicitation, but used as a tool when responding to the solicitation.**