



PROJECT NO.: IW120292

OPEN DATE: July 26, 2012

AND TIME: 2:30 P.M.

MANDATORY

PRE-BID DATE: July 10, 2012

AND TIME: 9:30 A.M.

LOCATION: Lee County Sheriff's
North District Substation
121 Pondella Road
No. Ft. Myers, Florida

REQUEST FOR QUOTATIONS

TITLE:
**JANITORIAL SERVICE FOR THE
SHERIFF'S NORTH DISTRICT SUBSTATION
121 PONDELLA ROAD
NORTH FT. MYERS, FL**

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

MAILING ADDRESS
P.O. BOX 398
FORT MYERS, FL 33902

PHYSICAL ADDRESS:
1825 HENDRY STREET
FORT MYERS, FL 33901

BUYER: Chris Jeffcoat, CPPB
PURCHASING AGENT
PHONE NO.: (239) 533-5450

**LEE COUNTY, FLORIDA
QUOTATION FORMS FOR:
JANITORIAL SERVICE FOR THE
SHERIFF'S NORTH DISTRICT SUBSTATION**

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GENERAL CONDITIONS

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

Any question regarding this solicitation should be directed to the Buyer 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. Quotations 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 Quote"
 2. Name of the firm submitting the quotation
 3. Title of the quotation
 4. Quotation number
- b. The Quotation must be submitted in duplicate as follows:
 1. The original consisting of the Lee County quote forms completed and signed.
 2. A copy of the original quote forms for the Director.
- c. The following must be submitted along with the quotation in a separate envelope. This envelope must be marked as described above, but instead of marking the envelope as "Sealed Quote", 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 quotation; i.e., required submittals, literature, technical data, financial statements.
 2. Warranties and guarantees against defective materials and workmanship.
- d. **QUOTES RECEIVED LATE:** It is the quoter's responsibility to ensure the quote is received by the Division of Procurement Management prior to the opening date and time specified. Any quote received after the opening date and time will be promptly returned to the quoter unopened. Lee County will not be responsible for quotes received late because of delays by a third party delivery service; i.e., U.S. Mail, UPS, Federal Express, etc.
- e. **QUOTE CALCULATION ERRORS:** In the event there is a discrepancy between the total quoted amount or the extended amounts and the unit prices quoted, the unit prices will prevail and the corrected sum will be considered the quoted 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 QUOTE:** No quote may be withdrawn for a period of 90 days after the scheduled time for receiving quotes. A quote may be withdrawn prior to the quote-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 quote; to reject any or all quotes with or without cause; and/or to accept the quote that in its judgment will be in the best interest of the County of Lee.
- i. **EXECUTION OF QUOTE:** All quotes shall contain the signature of an authorized representative of the quoter in the space provided on the quote proposal form. All quotes shall be typed or printed in ink. The bidder may not use erasable ink. All corrections made to the quote shall be initialed.

2. **ACCEPTANCE**

The materials and/or services delivered under the quote **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 quoted, it is the vendor's responsibility to name such product with his quote 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 quoter 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 quote 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.

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

All materials and/or services furnished under this quote 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 quote 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 quoters who attend the pre-bid conference will be allowed to quote 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 quote.

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 contractors or quoters should include in their quote 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 QUOTERS** (unless otherwise noted)

Quotes will be considered only from firms normally engaged in the sale and distribution or provision of the services as specified herein. Quoters 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 quotes where evidence submitted or investigation and evaluation indicates an inability of the quoter 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 quote and a part of these specifications that the submission of any quote in response to this request constitutes a quote made under the same conditions, for the same price, and for the same effective period as this quote, 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 quote from State Contract Vendors if the prices are deemed lower on State Contract than the prices we receive in this quotation.

b) **Any Single Large Project**

The County, in its sole discretion, reserves the right to separately quote any project that is outside the scope of this quote, 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 quote 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 quote from DBE's to fulfill the County's state policy toward DBE's as outlined in County Ordinance 88-45 and 90-04, as amended.

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 of 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 quotes/proposals, which are equal with respect to price, quality and service, are received for the procurement of commodities or contractual services, a quote/proposal 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 quote 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 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 Purchasing 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.

19. **CONFIDENTIALITY**

Vendors should be aware that all submittals (including financial statements) provided with a quote/proposal 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.

**LEE COUNTY, FLORIDA
PROPOSAL PRICE FORM FOR
JANITORIAL SERVICE FOR THE
SHERIFF'S NORTH DISTRICT SUBSTATION**

VENDOR NAME: _____

DATE SUBMITTED: _____

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:

The undersigned acknowledges
receipt of Addenda numbers: _____

IN ORDER FOR YOUR QUOTATION TO BE CONSIDERED VALID, REQUIRED SUBMITTALS, AS LISTED IN THIS SPECIFICATION, SHOULD BE INCLUDED WITH YOUR QUOTATION

TOTAL ANNUAL CHARGES
(BASIS OF AWARD)

\$ _____
ANNUAL COST

Note: the Total Annual Charges for this building shall include the personnel that are required to be on duty to clean these areas.

***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.**

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/HOUR

COST TO ADD OR DELETE A DAY OF SERVICE
(THIS IS TO BE ONLY ONE FIGURE)

\$ _____
COST PER.S.F/ DAY

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

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.

SERVICE TO START WITHIN _____ CALENDAR DAYS AFTER RECEIPT OF AWARD AND PURCHASE ORDER.

Quoter's shall carefully read all the terms and conditions of the specifications. Any representation of deviation or modification to the quotation may be grounds to reject that quotation.

Quoter shall submit his/her quote 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 Quoter/Quote being declared non-responsive by the County.

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: _____

**DETAILED SPECIFICATIONS FOR:
JANITORIAL SERVICES FOR THE
SHERIFF'S NORTH DISTRICT SUBSTATION**

SCOPE

This Request for Quotations (RFQ) is issued by Lee County Board of County Commissioners, Florida to request sealed quotations from prequalified Vendors interested in providing contract janitorial services to the Sheriff's North District Substation, located at 121 Pondella Road in North Ft. Myers, FL. This facility consists of approximately 8,364 square feet of space and is to be serviced on a five day (5) 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 recycled paper products be provided and under no circumstances shall any aerosol cleaning products be utilized. All cleaning materials such as bathroom cleaners, floor cleaners, general purpose cleaners and glass cleaners must meet the standards set by Green Seal. If you are not familiar with Green Seal Standards you may contact Procurement Management to obtain information regarding the Green Seal website.

The awarded Vendor must meet all contract specifications fifteen (15) calendar days from start-up of service.

GENERAL INFORMATION

It is understood that only quotations from prequalified Vendors will be considered.

This RFQ is issued to provide prequalified Vendors with information, guidelines and rules to prepare and submit a quotation. The submittal must satisfy all criteria established in this RFQ to qualify for an award.

Quoter shall not be entitled to compensation beyond its quotation price when required to incur expenses because of tolls or parking charges or any charges for infractions concerning these issues.

Quotation errors shall be handled as follows:

1. Any blank spaces on the proposal form or required submittals, absence of signatures or failure to submit the quotation on the County's form shall cause the quoter to be declared non-responsive.
2. The quoter will comply with the Florida Sales and Use Tax Law as it may apply to this contract. The quotation amount(s) shall include any and all Florida Sales and Use Tax payment obligations required by Florida Law of the successful quoter and/or its sub-contractors or material suppliers.

QUOTERS may not modify these specifications for any reason whatsoever.

QUOTERS may not assign or otherwise transfer its quotation prior to the quotation opening time.

ADDITION OR DELETION OF SQUARE FOOTAGE OR SITES

If it is deemed necessary to add or delete square footage from this contract on a temporary or permanent basis, the total annual charge for that building will be divided by the total square footage to determine the annual cost per square foot. That cost per square foot will be added to or deducted from the total annual charges for that building.

If it is deemed necessary to add another facility to this contract, then the total square footage for all sites covered by this contract will be divided into the total annual charge for all facilities covered by this contract. That average square footage will be used to add another site or building to this contract. The vendor will have the right to refuse to accept the additional site at the average square footage cost.

CONSUMER PRICE INDEX ADJUSTMENT

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, this 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.

INSURANCE REQUIREMENTS

Insurance shall be provided per the attached Insurance Guide, prior to the commencement of any work under this agreement. Upon request, an insurance certificate complying with the attached guide, may be required prior to award.

Lee County Board of County Commissioners is to be listed as an additional insured with respects to Commercial General Liability and Worker's Compensation.

The insurance coverage enumerated in the Guide attached, constitutes the minimum requirements acceptable to Lee County and said enumeration shall in no way lessen or limit the liability of the Vendor under the terms of the contract. The Vendor may procure and maintain, at their own expense, any additional kind and amount of insurance that, in their own judgment, may be necessary for their proper protection in the performance of their work under this agreement.

COUNTY'S RESERVATION OF RIGHTS

The issuance of this RFQ constitutes an invitation to present quotations from prequalified Vendors. The County reserves the right to determine, in its sole discretion, whether any aspect of the Statement of Quotation satisfactorily meets the criteria established in this RFQ, the right to seek clarification from any Vendor or Vendors submitting quotations, the right to solicit quotations with any Vendor or Vendors submitting a response, and the right to reject any or all responses with or without cause. The County also reserves the right to modify the Scope to be considered for this project. In the event that this RFQ is withdrawn by the County, or if the County does not proceed for any reason, including, but not limited to, the failure to occur of any of those things or events set forth herein, the County shall have no liability to any Vendor for any costs of expenses incurred in connection with the preparation and submittal of the RFQ or otherwise.

COUNTY'S RIGHTS AND OPTIONS

This Request for Quotations constitutes only an invitation to submit a quotation to the County. The County reserves, holds and may in its own discretion, exercise any or all of the following rights and options with respect to this quotation.

1. To reject any or all quotations or parts thereof.
2. To supplement, amend or otherwise modify this quotation, and to cancel this quotation with or without the substitution of another quotation.
3. To issue additional subsequent quotations.
4. To the extent not prohibited by law, to waive any irregularity or informality on any matter.
5. In this RFQ the County has attempted to address most situations that may occur. However, should situations arise that are not addressed, they will be dealt with on a case by case basis, at the discretion of the County.

TERM OF AGREEMENT

If awarded, the terms of this quote shall be in effect for one year. The county reserves the right to renew this quote (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.

SUB-CONTRACTORS

The use of sub contractor's 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 quotation package. It must be signed and notarized. Failure to include this affidavit with our quote will delay the consideration and review of your submission; and could result in your quote response being disqualified.

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, to provide janitorial service, in the event of major breakdowns or natural disasters.

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.

BASIS OF AWARD

All of the following criteria must be met by the firm/vendor granted and award:

- a. Vendor must be the low quoter for Total Annual Charges meeting all specification requirements.
- b. The vendor/firm must be Janitorial pool member.
- c. Vendor must be a vendor in good standing and able to establish that the work provided is satisfactory.
 - i. 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.
 - ii. 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.

A. GENERAL WORK REQUIREMENTS1. Workmanship and Inspection

- a. 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.
- b. 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 employees.

2. Uniforms and Security

- a. Vendor shall supply and pay for distinctive clean, neat appearing uniforms for his employees and require them to be worn while working on County premises. Uniforms shall consist of approved uniform slacks and shirts for cleaning personnel. Supervisors shall wear slacks and appropriate shirts. All shirts will have company name and logo on them.

- b. Each employee shall wear a photo identification/access badge each time they service the building. These badges must be obtained, by appointment, from the Facilities Services office in the Public Works building located at 1500 Monroe Street, 4th Floor, Ft. Myers, FL or, if provided by the Vendor, be approved by the County Representative, before the commencement of service. The number for making the appointment for Facilities Services is 239-533-8300. The vendor will be responsible to notify Facilities Services, at the same number, of any lost badges and will also be responsible to return badges from terminated employees to Facilities. This requirement is mandatory. Vendor will also be responsible to report any changes in personnel during the term of the contract.
- c. The awarded vendor will be required to perform background checks on all employees that will be working on this contract, in the County's facilities. The results of the background checks will be provided to the County Representative within thirty days of award of the contract. Background checks on any new employees hired during the term of the contract must be performed immediately and provided to the County's Representative before the employee will be allowed to work in the County's facility.

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.

Some county facilities may require the vendor to comply with their specific security requirements over and above the background checks. If the awarded janitorial firm does not comply at all times with the required security procedures, it may be grounds for termination of the janitorial contract.

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

- d. Because of higher security requirements at some County facilities, it may be necessary to require a Crime Information Background Check. Checks are to be performed by the Florida Department of Law Enforcement at the following address:

Florida Department of Law Enforcement
P.O. Box 1489
Tallahassee, FL 32302

Please provide the name, date of birth, race, sex, and last known address of each of your employees to FDLE. A copy of the background check from the Florida Department of Law Enforcement must be provided to Lee County's Representative within a thirty day period.

- e. Certain areas, which shall be identified by the County, upon award of the contract, are considered "sensitive" due to the type of information on file within these areas. Access to these areas will be limited to only certain authorized Vendor's personnel at specific times during the day.

- f. All janitorial keys will be issued to the Vendor, and a fee will be charged to the Vendor for the loss of any keys/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.
 - g. Vendor will be responsible for acting in accordance with security guidelines, during entering, exiting, and cleaning.
3. Supervision and Safety
- a. The Vendor shall be responsible for the supervision and direction of the work performed by his/her employees and shall, at all times provide a full time manager or crew leader on the premises to carry out the responsibility. The manager or crew leader shall have the authority to act as agent for the Vendor in his/her absence, and shall be fully qualified to implement the contract specifications.
 - b. The Vendor shall be responsible for instructing his 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.
4. Materials and Equipment
- a. The Vendor shall be responsible for the complete performance of all work and for the methods, means and equipment used, and for all materials, tools, apparatus and property of every description used in connection therewith.
 - b. The County realizes that the majority of chemicals used by the janitorial Vendors are not hazardous. As a requirement of this quotation, the awarded vendor shall provide a list of all materials and supplies that will be used to do the work under this contract. Indicate use, description and minimum amount to be utilized monthly. All cleaning materials such as bathroom cleaners, floor cleaners, general purpose cleaners and glass cleaners must be listed and a statement regarding meeting the Green Seal requirement under separate cover. Please note that all bathroom cleaners, floor cleaners, general purpose cleaners and glass cleaners must conform to green seal standards for safe environmental products.
- The apparent successful quoter shall furnish MSDS sheets on all chemicals to be utilized under this quotation, within 10 days after the award of the quotation.
- c. The Vendor shall furnish and maintain all the necessary equipment. The County may conduct an inventory every 6 months to verify equipment quantities and condition. **NOTE: MANUALLY OPERATED CARPET SWEEPERS ARE NOT TO BE USED IN PLACE OF AN ELECTRIC VACUUM CLEANER ON CARPETING.**

5. Storage

When possible, Lee County will provide areas for storage of the Vendor's supplies and equipment. The storage areas shall be maintained by the Vendor in a clean, orderly and safe condition at all times.

6. Trash Removal

- a. The Vendor shall utilize the trash system presently in use, and will provide his own dumpster trash transport equipment as required.
- b. Lee County participates in various recycling programs (i.e. paper, aluminum cans). All specially labeled bins must be emptied into the master recycling bins. Each evening, (or as designated) the recycling bin(s) located at each work-station, are to be emptied in the appropriate master recycling bin.
- c. Master Recycling Bin(s): As designated, the Master Recycling Bins are to be taken to a specific location so they can be serviced by a recycling contractor. Once the recycling containers have been emptied by the recycling contractor, they are to be taken back to their location in the building.

7. 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%) of the monthly service fee for 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.

8. Defaults by Vendor

The Vendor may be declared in default and may be terminated by the Lee County Purchasing Director with seven 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 work 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; or
- e. Death of the Vendor, if the Vendor is an individual.

9. Termination by the County

The County may, at its option and discretion, terminate the contract at any time, in whole or in part, without any default on the part of the Vendor, by giving written notice to the Vendor at least thirty (30) days prior to the effective date of the termination.

The Procurement Management Director may immediately terminate this Agreement for emergency purposes, as defined by the Lee County Procurement Management and Payment Manual, Section 12.1.

10. Termination by the Vendor

This Agreement may be terminated by the Vendor by giving thirty 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.

11. Holidays

The following is a list of general holidays that are observed by the Lee County Sheriff's office. Holidays may vary as changes are made by Lee County and the Sheriff:

New Years	January 1st
Memorial Day	Last Monday in May
Fourth of July	July 4 or As Designated
Labor Day	1st Monday in September
Thanksgiving Day	4th Thursday in November
Friday after Thanksgiving Day	4 th Friday in November
Christmas Eve	December 24th
Christmas Day	December 25th

Due to the current economic downtrend, the Sheriff's office may propose reducing days or hours that the substation will operate. Currently, the indications are that there will be no further reduction or addition of days and hours of operation in 2012, however, if it is deemed necessary at any time or in the future, the option to add or delete a day of service that is listed on the price page of these specification will be utilized.

Refer to Section B "Technical Specifications" to determine if holidays are to be worked.

12. 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.

13. Examination of Site and Other Relevant Material

- a. The Vendor, upon being granted permission by the department representative and/or the county representative, shall have visited the site and shall have fully acquainted and familiarized himself with conditions as they exist and the operations to be carried out. The Vendor shall make such investigations as he may see fit so that he 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.
- b. 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 himself as to the nature and location of the work, the general and local conditions 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 obligations thereunder and that he 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.
- c. In the event of legal proceedings to enforce the terms of this agreement the prevailing party will be entitled to legal fees.

14. Permits, Licenses and Notices

The Vendor shall make application for and obtain necessary permits and licenses from the appropriate governing body. The Vendor shall give all notices necessary and incidental to the prosecution of the work.

15. Assignment of Contract

The Vendor shall not assign, transfer, sub-contract, or sell any portion of this contract unless permission is first given by the County Representative.

16. Laws and Taxes

- a. The Vendor shall comply with all County, City, State and Federal Laws and all applicable municipal ordinances and shall indemnify the Owner from all Vendor violations thereof. The Vendor shall further assume and be specifically liable for all State and Federal Payroll or Social Security Taxes, Unemployment Compensation Tax and for all State and Federal Sales and Use Taxes which may be in force and guarantees to hold the Owner harmless in every respect for violations by the Vendor of any such laws.
- b. Of special note is Florida Statute 442, "Right to Know Law", and the Vendor will comply with it fully and also assist Lee County as necessary in a timely manner.
- c. Vendor's employees must comply with the Florida Clean Indoor Air Act Chapter 85-257 by observing no smoking restrictions.

- d. Vendor shall comply with all applicable portions of OSHA 1910.

17. Method of Payment

The accepted price for the services will be paid to the Vendor in twelve (12) monthly installments, after receipt of an invoice from the Vendor at the end of each time period of one (1) month. The invoice will be for the previous month's service period.

18. Precedence of Specifications

In the event of inconsistency with the General Specifications, the Detailed Specifications shall control.

B. TECHNICAL REQUIREMENTS

1. Premises to be Cleaned

a. **SHERIFF'S NORTH DISTRICT SUBSTATION
121 PONDELLA ROAD
NORTH FT. MYERS, FLORIDA**

This is a one story facility, housing Lee County Sheriff's Office personnel, consisting of approximately 8,364 square feet. **Cleaning of the facility will be on a five day per week basis, Monday through Friday, during the hours of 8:00 a.m. and 5:00 p.m.**

Restrooms	5	
Fixtures	17	
Kitchen Sinks	1	
Janitorial Closet	1	
Floor Covering:	Carpet	40%
	Vinyl	59%
	Ceramic Tile	1%

2. Scheduling

- a. Lee County/Sheriff's Department, working with the Vendor, may designate the time during which selected areas shall be cleaned during the term of this contract.

Cleaning of the facility shall be performed on a five (5) day per week basis, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. This office closes at 5:30 p.m. No regular cleaning tasks can be performed after 5:30 p.m. unless designated by the Sheriff's office manager or designee. Special cleaning tasks such as stripping, waxing, and shampooing of carpets will need to be scheduled, giving two weeks advanced notice, with the Sheriff's office manager of the facility. There is a possibility that special cleaning tasks can be scheduled on a weekend day, however, this is at the discretion of the Sheriff's office manager or designee. No cleaning or special work can be scheduled during a holiday.

- b. Crew scheduling is the Vendor's responsibility and should be arranged so as not to interfere with day-to-day business operations. Crews will schedule according to the Sheriff's holiday observance for this building.
- c. If special project work is scheduled for the evening, the Vendor is to coordinate with the Sheriff's department to allow as much time as necessary to perform all functions.
- d. Special Events: Occasionally, a special event may be held in this facility that will require that the cleaning company come in and clean-up after the event is complete. These events are not common and rarely occur.

3. Communication and Local Office

- a. Because of emergency situations, it may be necessary to contact vendor personnel after normal work hours. The awarded vendor will be required to have a local office in Lee County and a method to answer calls to that office 24 hours per day. Vendor must also provide emergency contact phone numbers and personnel.
- b. The County's contact for this facility will be Jayne Elwell in the Facilities Services Division. She can be reached at (239) 533-8819.
- c. To facilitate communication between the vendor's personnel and the County, the awarded Vendor must provide a cellular phone to the on-site personnel. This number is to be provided to the County and Department Representative's, and shall remain active for the entire contract.
- d. **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.**

4. 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 inspection. For purposes of definition, absence of visible soil shall be as follows:

- a. Absence of dust on horizontal and vertical surfaces of floors, walls, ledges, furniture and equipment.
- b. Absence of litter and trash on floor and horizontal surfaces of equipment.
- c. Absence of finger marks and spots and soil build-up on walls, partitions, doors, dividers, etc.
- d. Absence of encrustation, soil and wax build-up on floors, particularly in corners, along edges and baseboards, around door jambs, and around furniture and equipment legs and bases.
- e. Absence of soil and stains on toilet room fixtures, drains, traps, faucets, soap and paper dispensers, stalls, mirrors, ledges and drinking fountains. Disinfectants shall be used to sterilize toilet room fixtures, where required.
- f. Absence of dust, spots, soil build-up and encrustations on furniture and equipment surfaces and legs.
- g. Absence of dust, lint, and litter on upholstered furniture.
- h. Absence of soil, litter, dust and encrustations in ash trays, urns, wastebaskets, and trash containers. Wastebaskets and trash containers to be washed as needed.
- i. Absence of marks, spots, stains and streaks on interior and exterior entrance door and lobby glass and all partition glass.
- j. Absence of soil and dust on window blinds, shades, sills, frames, and ledges.
- k. Absence of other visible soil and cobwebs on horizontal surfaces including ceilings.
- l. Absence of trash in building. Trash shall be collected and removed to designated area.
- m. Absence of soil, litter, dust and spots from all carpets, mats and floors.
- n. Absence of streaks, spots, stains from all bright work, where appropriate. All bright works shall be polished dry to a high sheen.

5. Special Provisions to be Observed While Cleaning Data Processing Areas

- 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.

6. Vendor Requirements

- a. The Vendor shall notify the County Representative of any observed irregularities (i.e., defective plumbing, unlocked doors, lights left on, etc.).
- b. The Vendor shall communicate with the County Representative regularly, for customer service reviews. Communication can be through telephone conversations or meetings that are held at mutually agreeable times, unless a time and date is specifically stated herein.

7. Special Cleaning Task Requirementsa. **Building Exterior Window Washing**

As described in these specifications, the exterior building windows will need to be cleaned, per the detailed specifications, to keep the windows free of dirt, mold, mildew, lime, scale or any substance that may collect on them. 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.

b. **Carpet Cleaning**

Carpet shall be cleaned via water extraction (preferably hot water) method. A surface cleaning system (i.e. bonnet cleaning method) shall be used for surface cleaning of the carpet in between actual carpet cleanings. In some circumstances, a dry cleaning method may be requested but is not to be used for regular cleaning. **“Spot cleaning” is to be done on a continuous basis.**

c. **Strip and Re-waxing 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.

d. Mechanical/Equipment/Maintenance Rooms

In most of our buildings there is a mechanical room(s). This room is not to be entered or cleaned without prior authorization and instructions from the County's Representative. Occasionally, you will be requested to clean this room(s). The cleaning of this room can only be done in the presence of the County's representative. 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.

e. Hepa Filter Vacuum Cleaners

Under this contract, it will be required that the vendor use only vacuum cleaners with the Hepa filtration system. These vacuums must be approved for use by the Facilities Services Director or designee. If, at any time during this contract, the vacuum cleaners need to be replaced, the replacement must have a Hepa filtration system and be approved by the Facilities Services Director or designee.

f. Cleaning of the Bathroom(s)

The bathrooms (s) in the Sheriff's North District Substation are to be cleaned according to the given schedule each day (see detailed cleaning list). Also, the below given checklist is to be followed each time the bathrooms are cleaned.

Bathroom Service Checklist

- a. Check all paper goods and resupply as needed
- b. Resupply soap dispensers as needed
- c. Clean the counters and mirrors
- d. Wipe down the stalls as needed, if applicable
- e. Clean all fixtures
- f. Sweep floor and pick up any litter
- g. Damp mop floors with cleaner disinfectant
- h. Empty all trash receptacles

g. Outside Entries, Side Walk and Parking Areas

The outside entries and sidewalks around the building will require daily checking and sweeping down due to trash, dirt and cobwebs. The parking lot will require daily canvassing and picking up of trash during each visit. All entry door glass is to be wiped free of dirt and fingerprints during each visit.

h. **Pressure Washing of Building**

As described in the detail 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.

i. **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.**8. 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

9. Contract Monitoring Information – Cleaning Checklists

In order to determine if the cleaning tasks have been completed, the vendor may use the attached Detail Cleaning Task Checklist to show that tasks have been completed. Each item may be checked off by the vendors' employee that completes the task.

- a. Attachment "A": Janitorial Detail Cleaning Task Checklist

This form details the cleaning tasks that are to be performed on a periodic basis. The checklist is designed such that the vendor may use it to insure that each cleaning task is done in the facility. The vendor may designate that a particular task has been completed, by checking it off on the day it was completed.

This form includes all tasks that are possible for most 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 left blank.

b. 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.

c. Attachment "C": Sample Cleaning Personnel Sign-in Sheet

The vendor shall have a cleaning person sign-in sheet posted in the janitorial closet, or other designated location. 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; 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 CHECKLIST

FACILITY – SHERIFF’S NORTH DISTRICT SUBSTATION		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 – SHERIFF’S NORTH DISTRICT SUBSTATION							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 store front free of gum, tar and other foreign matter.																	
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.																	
	WEEKLEY 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 - SHERIFF'S NORTH DISTRICT SUBSTATION							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.												
	ANNUAL SERVICE	JA	FE	MA	AP	MAY	JU	JUL	AUG	SEP	OC	NOV	DE
1.	Pressure wash exterior of building.												

COMPANY NAME		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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spot cleaning of carpets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusting of partitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shampooing of carpets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusting of shelves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning of window / door glass (interior)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusting of cabinets / fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning of window / door glass (exterior)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusting of window sills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning of bathroom fixtures (toilet, sink, shower)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusting of blinds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning of bathroom walls/partitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusting of vents and grills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning of bathroom mirrors / faucets / handles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusting / Cleaning of baseboards / walls / water fountains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning of bathroom dispensers (toilet tissue, towel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacuuming of furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sweeping of sidewalks /walkways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mopping of hard floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning of sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stripping / waxing / buffing of hard floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning of exterior of building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacuuming of carpets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning of elevators (inc. Wiping of stainless steel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INSPECTOR'S COMMENTS:

PLEASE RESPOND IN SPACE BELOW AND RETURN TO OUR OFFICE, BY FAX, 485-8653.

VENDOR'S COMMENTS:

ATTACHMENT “C”
SAMPLE EMPLOYEE SIGN-IN SHEET

COMPANY : _____

DATE: _____

[illegible]

<h2 style="margin: 0;">Standard Insurance Requirements</h2>

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

(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.**

LEE COUNTY PROCUREMENT MANAGEMENT - BIDDERS CHECK LIST

IMPORTANT: Please read carefully and return with your bid proposal.

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

- _____ 1. The Quote has been signed.
- _____ 2. The Quote prices offered have been reviewed.
- _____ 3. The price extensions and totals have been checked.
- _____ 4. The original (must be manually signed) and 1 additional copy of the quote has been submitted.
- _____ 5. Two (2) identical sets of descriptive literature, brochures and/or data (if required) have been submitted under separate cover.
- _____ 6. All modifications have been acknowledged in the space provided.
- _____ 7. All addendums issued, if any, have been acknowledged in the space provided.
- _____ 8. Erasures or other changes made to the quote document have been initialed by the person signing the quote.
- _____ 9. Bid Bond and/or certified Check, (if required) have been submitted with the quote in amounts indicated.
- _____ 10. Any Delivery information required is included.
- _____ 11. Affidavit Certification Immigration Signed and Notarized
- _____ 12. The mailing envelope has been addressed to:
- | | |
|--------------------------------------|--------------------------------------|
| MAILING ADDRESS | PHYSICAL ADDRESS |
| Lee County Procurement Mgmt. | Lee County Procurement Mgmt. |
| P.O. Box 398 or | 1825 Hendry St 3 rd Floor |
| Ft. Myers, FL 33902-0398 | Ft. Myers, FL 33901 |
- _____ 13. The mailing envelope **MUST** be sealed and marked with:
- Quote Number
- Opening Date and/or Receiving Date
- _____ 14. The quote will be mailed or delivered in time to be received no later than the specified opening date and time. (Otherwise quote cannot be considered or accepted.)
- _____ 15. If submitting a "NO BID" please write quote number here _____
- and check one of the following:
- _____ Do not offer this product _____ Insufficient time to respond.
- _____ Unable to meet specifications (why)
- _____ Unable to meet bond or insurance requirement.
- Other: _____

Company Name and Address:
