

**LEE COUNTY, FLORIDA
INFORMAL TELEPHONE QUOTATION FOR
JANITORIAL SERVICE FOR
UTILITIES CUSTOMER SERVICE & MAINTENANCE FACILITIES.**

Vendors:

Lee County is requesting quotes for janitorial services for the Customer Service Center located at 7391 College Pkwy in Ft. Myers, FL; Maintenance and Electrical Building located at 7401 College Pkwy in Ft. Myers, FL; and Maintenance Electrical Office located at 190 Evergreen Rd. in North Ft. Myers, FL.

Please fill out the following quote and fax or e-mail it to Lee County Procurement Management - Attn: Patrick T. Lewis Sr. at either (239) 485-5460 or Plewis@leegov.com by 5:00 p.m. (eastern time) on Friday January 11, 2013.

Should you have questions, I may be reached at (239) 533-5453 .

REQUIRED PRODUCT

Lee County will be looking for vendors who will be willing to provide janitorial service to the following Lee County Utilities facilities: Customer Service Center (7391 College Pkwy, Fort Myers), Maintenance and Electrical Building (7401 College Pkwy, Fort Myers), & Maintenance Electrical Office (190 Evergreen Rd, North Fort Myers).

Further Specifics: This project consist of a total of three locations/facilities; two adjacent buildings and one geographically separated location/facility.

Customer Service Center: One Floor (7391 College Pkwy in Ft. Myers, FL)

This facility consists of 5,000 square feet of space and is to be cleaned on a three (3) day per week basis. Monday, Wednesday, Friday or Saturday during a week unless otherwise directed by the Office Manager.

Vendor will be required to perform the following tasks which will include, but not limited to: all floor work (vacuuming, mopping, carpet cleaning, waxing/stripping of floors, etc); daily service to restrooms, which will include providing all paper products and re-supplying soap dispensers, cleaning mirrors, dusting any ledges; daily service to kitchen area to include wiping counters, and sinks with detergent disinfectant (no cleaning of appliances); emptying trash in all locations and re-lining all trash receptacles; sweeping the sidewalks around the building and picking up trash in the parking lot daily; sweeping cobwebs and dust from around the drive thru window, doors, windows and eaves; cleaning outside glass on a monthly basis, inside glass on a quarterly basis; dusting and vacuuming offices two times per week, common areas are to be dusted and vacuumed everyday; dusting and damp wiping of blinds as needed; shake and sweep down any floor mats as needed; pressure cleaning sidewalk and building as needed.

Lobby and Customer Service Counter area:

Empty all wastebaskets, sanitize and install new liners interior and exterior.

Spot clean wall, light switches.

Wipe clean counter and employee work-stations.

Polish all entrance doors & counter partition glass.

Vacuum all carpeted areas.

Vacuum all tile floors

Rest Rooms:

Empty, sanitize and reline all wastebaskets.

Clean and sanitize all facility fixtures, counters, etc...

Polish all mirrors.

Clean by vacuum and sanitize damp mop all tile flooring.

Replenish all associated paper goods and soap.

Break Room/Kitchenette:

Empty, sanitize and reline all trash receptacles.

Clean and disinfect all counters, tables and kitchenette sink.

[Employees are responsible for washing dishes including glasses, cups, and silverware as well as the interior of refrigerator or microwave ovens.)

Clean VCT via dust mop and sanitize by damp mopping.

Offices and Work Rooms :

Empty, sanitize and reline all wastebaskets.

Clean and wipe down desks. (**All** papers and or materials **must** be cleared from *desk*-tops or put together in "one" pile prior to cleaning staff's *visit/arrival*.)

Wipe down computer equipment. as requested by office resident.

Vacuum carpet and arrange chairs in an orderly fashion.

Exterior of Building:

Brush down cob webs from corners and design blocks, and drive thru window as Needed or determined by Lee County Staff members

Empty ash container in designated break area, sweep concrete pad, and wipe off table.

Polish glass at drive thru.

FURTHER:

Vendor shall provide all required labor, necessary equipment, supervision, insurance, licenses, and permits required to complete the work as herein described.

Vendor shall ensure that custodial staff is *certified in bio-hazard and waste material handling*.

Vendor shall provide the above mentioned services on three days (Monday, Wednesday, Friday or Saturday) during a week unless otherwise directed by the Office Manager.

Vendor shall be responsible for the replacement of all damage due to its equipment, materials, or staff neglect without cost to **Lee County Utilities**.

Semiannual Service:

Deep steam extraction cleaning of all carpet.
Cleaning of upholstered kitchen furniture.
Total stripping, sealing and three coats of topical polish of all VCT Flooring.

Annual Service:

Polish all exterior and interior window glass.

Vendor shall provide all cleaning supplies, disinfectants, polishes, detergents, paper products, toilet paper, soap for soap dispensers, required cleaning supplies, toiletries etc...

Maintenance and Electrical Building: One Floor (7401 College Pkwy in Ft. Myers, FL)

This facility consists of 3,000 square feet of space and is to be cleaned on a three (3) day per week basis. Monday, Wednesday, Friday or Saturday unless otherwise directed by the Office Manager.

Vendor will be required to perform the following tasks which will include, but not limited to: all floor work (vacuuming, mopping, carpet cleaning, waxing/stripping of floors, etc); daily service to restrooms, which will include providing all paper products and re-supplying soap dispensers, cleaning mirrors, dusting any ledges; daily service to kitchen area to include wiping counters, and sinks with detergent disinfectant (no cleaning of appliances); emptying trash in all locations and re-lining all trash receptacles; sweeping the sidewalks around the building and picking up trash in the parking lot daily; sweeping cobwebs and dust from around the doors, windows and eaves; cleaning outside glass on a monthly basis, inside glass on a quarterly basis; dusting and vacuuming offices two times per week, common areas are to be dusted and vacuumed everyday; dusting and damp wiping of blinds as needed; shake and sweep down any floor mats as needed; pressure cleaning sidewalk and building as needed.

Offices and Work Rooms:

Empty, sanitize and reline all wastebaskets.
Clean and wipe down desks.
Wipe down computer equipment, as requested by office resident.
Vacuum carpet and arrange chairs in an orderly fashion.

Rest Rooms:

Empty, sanitize and reline all wastebaskets.
Clean and sanitize all facility fixtures, counters, etc.
Polish all mirrors.
Clean by vacuum and sanitize damp mop all tile flooring.
Replenish all associated paper goods and soap.

Break Room/Kitchenette:

Empty, sanitize and reline all trash receptacles.
Clean and disinfect all counters, tables and kitchenette sink (Employees are responsible for washing dishes including glasses, cups, and silverware as well as the interior of refrigerator or microwave ovens.).
Clean VCT via dust mop and sanitize by damp mopping.

Exterior of Building:

Brush down cob webs from all surfaces, including corners.
Pick-up and remove all visible trash, and Empty all containers.

FURTHER:

Vendor shall provide all required labor, necessary equipment, supervision, insurance, licenses, and permits required to complete the work as herein described.

Vendor shall ensure that custodial staff is *certified in bio-hazard and waste material handling*.

Vendor shall provide the above mentioned services on three **days** (Monday, Wednesday, Friday or Saturday) during a week unless otherwise directed by the Office Manager.

Vendor shall be responsible for the replacement of all damage due to its equipment, materials, or staff neglect without cost to **Lee County Utilities**.

Semiannual Service:

Deep steam extraction cleaning of all carpet.

Total stripping, sealing and three coats of topical polish of all VCT Flooring.

Annual Service:

Polish all exterior and interior window glass.

Vendor shall provide all cleaning supplies, disinfectants, polishes, detergents, paper products, toilet paper, soap for soap dispensers, required cleaning supplies, toiletries etc...

Maintenance Electrical Office: (190 Evergreen Rd, North Ft. Myers, FL)

This facility consists of 900 square feet of space and is to be cleaned on a one (1) day per week basis. Monday-Friday during regular work hours between 7am-2pm (days to coordinated with occupants, and schedule provided a week in advance by vendor).

Vendor will be required to perform the following tasks which will include, but not limited to: all floor work (vacuuming, mopping, carpet cleaning, waxing/stripping of floors, etc); daily service to restrooms, which will include providing all paper products and re-supplying soap dispensers, cleaning mirrors, dusting any ledges; daily service to kitchen area to include wiping counters, and sinks with detergent disinfectant (no cleaning of appliances); emptying trash in all locations and re-lining all trash receptacles; sweeping the sidewalks around the building and picking up trash in the parking lot daily; sweeping cobwebs and dust from around the doors, windows and eaves; cleaning outside glass on a monthly basis, inside glass on a quarterly basis; dusting and vacuuming offices two times per week, common areas are to be dusted and vacuumed everyday; dusting and damp wiping of blinds as needed; shake and sweep down any floor mats as needed; pressure cleaning sidewalk and building as needed.

Office Area:

Empty all wastebaskets, sanitize and install new liners interior and exterior.

Spot clean wall, light switches.

Wipe clean counter and employee work-stations.

Polish all entrance doors & counter partition glass.

Vacuum all carpeted areas.

Vacuum all tile floors

Rest Rooms:

Empty, sanitize and reline all wastebaskets.

Clean and sanitize all facility fixtures, counters, etc.

Polish all mirrors.

Clean by vacuum and sanitize damp mop all tile flooring.

Replenish all associated paper goods and soap.

Break Room/Kitchenette:

Empty, sanitize and reline all trash receptacles.

Clean and disinfect all counters, tables and kitchenette sink.

[Employees are responsible for washing dishes including glasses, cups, and silverware as well as the interior of refrigerator or microwave ovens.)

Clean VCT via dust mop and sanitize by damp mopping.

FURTHER:

Vendor shall provide all required labor, necessary equipment, supervision, insurance, licenses, and permits required to complete the work as herein described.

Vendor shall ensure that custodial staff is *certified in bio-hazard* and *waste material handling*.

Vendor shall be responsible for the replacement of all damage due to its equipment, materials, or staff neglect without cost to **Lee County Utilities**.

Semi-annual Service:

Deep steam extraction cleaning of all carpets.

Total stripping, sealing and three coats of topical polish of all VCT Flooring kitchen area only.

Vendor shall provide all cleaning supplies, disinfectants, polishes, detergents, paper products, toilet paper, soap for soap dispensers, required cleaning supplies, toiletries etc...

TERM OF QUOTE

This quote shall be in effect for one year beginning February 01, 2013 through January 31, 2014, with four (4) one year renewals, upon mutual agreement between vendor and Lee County.

BASIS OF AWARD

All costs associated with cleaning of this facility must be included in the Total Annual Charges.

Vendor must be the low quoter for Total Annual Charges, meeting all specification requirements.

Vendor must be a Janitorial pool member.

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

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

DESIGNATED CONTACT

The awarded vendor shall appoint a person or persons to act as a primary contact with Lee County. This person or back-up shall be readily available during normal work hours by phone or in person, and shall be knowledgeable of the terms and procedures involved in this quote. Lee County's contact for this project will be Larry Clifford at 533-5642.

LICENSES AND PERMITS AND BACKGROUND CHECKS

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

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

PRICE INCREASES

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

Required Information

The following information must be supplied to Lee County prior to the commencement of work under this contract:

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

PRICING

TOTAL ANNUAL CHARGES \$ _____
ANNUAL COST

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

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

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

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

DATE SUBMITTED: _____

VENDOR NAME: _____

ANTI-COLLUSION STATEMENT

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

FIRM NAME: _____

BY (Printed): _____

BY (Signature): _____

TITLE: _____

FEDERAL ID # OR S.S.# _____

ADDRESS: _____

PHONE NO.: _____

FAX NO.: _____

CELLULAR PHONE/PAGER NO.: _____

DUNS#: _____

LEE COUNTY LOCAL BUSINESS TAX ACCOUNT NUMBER: _____

E-MAIL ADDRESS: _____

STANDARD INSURANCE

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

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

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

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

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

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

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

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

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

Verification of Coverage:

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

Lee County Board of County Commissioners
P.O. Box 398
Fort Myers, Florida 33902
 - b. *“Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials”* will be named as an "Additional Insured" on the General Liability policy, including Products and Completed Operations coverage.
 - c. Lee County will be given thirty (30) days notice prior to cancellation or modification of any stipulated insurance. Such notification will be in writing by registered mail, return receipt requested and addressed to the Risk Manager (P.O. BOX 398 Ft. Myers, FL 33902).

Special Requirements:

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

AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS

SOLICITATION NO.: _____ PROJECT NAME: _____

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

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

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

Company Name: _____

Signature

Title

Date

STATE OF _____
COUNTY OF _____

The foregoing instrument was signed and acknowledged before me this _____ day of _____, 20____, by

_____ who has produced

(Print or Type Name)

_____ as identification.

(Type of Identification and Number)

Notary Public Signature

Printed Name of Notary Public

Notary Commission Number/Expiration

The signee of these 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.