

**AGREEMENT FOR  
ANNUAL - CUSTODIAL SERVICES FOR LEE COUNTY CENTRAL ZONE**

**THIS AGREEMENT** ("Agreement") is made and entered into as of the date of execution by both parties, by and between Lee County, a political subdivision of the State of Florida, hereinafter referred to as the "County" and American Facility Services, Inc., a Georgia corporation authorized to do business in the State of Florida, whose address is 1325 Union Hill Industrial Court, Suite A, Alpharetta, GA, 30004, and whose federal tax identification number is 58-1950842, hereinafter referred to as "Vendor."

**WITNESSETH**

**WHEREAS**, the County intends to purchase Custodial Cleaning Services from the Vendor in connection with "Custodial Services for Lee County Central Zone" (the "Purchase"); and,

**WHEREAS**, the County issued Solicitation No. RFP180119MRH on 16 March 2018; and,

**WHEREAS**, the County evaluated the responses received and found the Vendor qualified to provide the necessary products and services; and,

**WHEREAS**, the County posted a Notice of Intended Decision on 22 May 2018; and,

**WHEREAS**, the Vendor has reviewed the products and services to be supplied pursuant to this Agreement and is qualified, willing and able to provide all such products and services in accordance with its terms.

**NOW, THEREFORE**, the County and the Vendor, in consideration of the mutual covenants contained herein, do agree as follows:

**I. PRODUCTS AND SERVICES**

The Vendor agrees to diligently provide all products and services for the Purchase in accordance with the project Scope of Services made part of this Agreement as Exhibit A Scope of Services, attached hereto and incorporated herein. Vendor shall comply strictly with all of the terms and conditions of Solicitation No. RFP180119MRH, as modified by its addenda, copies of which are on file with the County's Department of Procurement Management and are deemed incorporated into this Agreement.

**II. TERM AND DELIVERY**

- A. This Agreement shall commence on October 1<sup>st</sup> 2018, and shall continue through a period of one (1) year with the option of three (3) additional one year renewals, subject to mutual written agreement.

- B. A purchase order must be issued by the County before commencement of any work or purchase of any goods related to this Agreement.

### **III. COMPENSATION AND PAYMENT**

- A. The County shall pay the Vendor in accordance with the terms and conditions of this Agreement for providing all products and services as set forth in Exhibit A, and further described in Exhibit B, Fee Schedule, attached hereto and incorporated herein. Said total amount to be all inclusive of costs necessary to provide all products and services as outlined in this Agreement, and as supported by the Vendor's submittal in response to Solicitation No. RFP180119MRH, a copy of which is on file with the County's Department of Procurement Management and is deemed incorporated into this Agreement.
- B. Notwithstanding the preceding, Vendor shall not make any deliveries or perform any work under this Agreement until receipt of a purchase order from the County. Vendor acknowledges and agrees that no minimum order or amount of product or work is guaranteed under this Agreement and County may elect to issue no purchase orders. If a purchase order is issued, the County reserves the right to amend, reduce, or cancel the purchase order in its sole discretion.
- C. All funds for payment by the County under this Agreement are subject to the availability of an annual appropriation for this purpose by the County. In the event of non-appropriation of funds by the County for the services provided under this Agreement, the County will terminate the contract, without termination charge or other liability, on the last day of the then current fiscal year or when the appropriation made for the then-current year for the services covered by this Agreement is spent, whichever event occurs first. If at any time funds are not appropriated for the continuance of this Agreement, cancellation shall be accepted by the Vendor on thirty (30) days' prior written notice, but failure to give such notice shall be of no effect and the County shall not be obligated under this Agreement beyond the date of termination.

### **IV. METHOD OF PAYMENT**

- A. The County shall pay the Vendor in accordance with the Local Government Prompt Payment Act, Section 218.70, Florida Statutes, upon receipt of the Vendor's invoice and written approval of same by the County indicating that the products and services have been provided in conformity with this Agreement.

- B. The Vendor shall submit an invoice for payment to the address indicated on the purchase order on a monthly basis for those specific products and services as described in Exhibit A (and the corresponding fees as described in Exhibit B that were provided during that invoicing period.
- C. For partial shipments or deliveries, progress payments shall be paid monthly in proportion to the percentage of products and services delivered on those specific line items as approved in writing by the County.

#### **V. ADDITIONAL PURCHASES**

- A. No changes to this Agreement or the performance contemplated hereunder shall be made unless the same are in writing and signed by both the Vendor and the County.
- B. If the County requires the Vendor to perform additional services or provide additional product(s) related to this Agreement, then the Vendor shall be entitled to additional compensation based on the Fee Schedule as amended to the extent necessary to accommodate such additional work or product(s). The additional compensation shall be agreed upon before commencement of any additional services or provision of additional product(s) and shall be incorporated into this Agreement by written amendment. The County shall not pay for any additional service, work performed or product provided before a written amendment to this Agreement.

Notwithstanding the preceding, in the event additional services are required as a result of error, omission or negligence of the Vendor, the Vendor shall not be entitled to additional compensation.

#### **VI. LIABILITY OF VENDOR**

- A. The Vendor shall save, defend, indemnify and hold harmless the County from and against any and all claims, actions, damages, fees, fines, penalties, defense costs, suits or liabilities which may arise out of any act, neglect, error, omission or default of the Vendor arising out of or in any way connected with the Vendor or subcontractor's performance or failure to perform under the terms of this Agreement.
- B. This section shall survive the termination or expiration of this Agreement.

#### **VII. VENDOR'S INSURANCE**

- A. Vendor shall procure and maintain insurance as specified in Exhibit C, Insurance Requirements, attached hereto and made a part of this Agreement.
- B. Vendor shall, on a primary basis and at its sole expense, maintain in full force and effect, at all times during the life of this Agreement, insurance

coverage (including endorsements) and limits as described in Exhibit C. These requirements, as well as the County's review or acceptance of insurance maintained by Vendor, are not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Vendor under this Agreement. Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of A- Class VII or better. No changes are to be made to these specifications without prior written specific approval by County Risk Management. To the extent multiple insurance coverages and/or County's self-insured retention may apply, any and all insurance coverage purchased by Vendor and its subcontractors identifying the County as an additional named insured shall be primary.

#### **VIII. RESPONSIBILITIES OF THE VENDOR**

- A. The Vendor shall be responsible for the quality and functionality of all products supplied and services performed by or at the behest of the Vendor under this Agreement. The Vendor shall, without additional compensation, correct any errors or deficiencies in its products, or if directed by County, supply a comparable replacement product or service.
- B. The Vendor warrants that it has not employed or retained any company or person (other than a bona fide employee working solely for the Vendor), to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Vendor, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award of this Agreement.
- C. The Vendor shall comply with all federal, state, and local laws, regulations and ordinances applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work under this Agreement.
- D. Vendor specifically acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:
  - 1) keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the services required under this Agreement;
  - 2) upon request from the County, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;



- 3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law; and
- 4) meet all requirements for retaining public records and transfer, at no cost to the County, all public records in possession of Vendor upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County in a format that is compatible with the information technology system of the County.

**IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 239-533-2221, 2115 SECOND STREET, FORT MYERS, FL 33901, [publicrecords@leegov.com](mailto:publicrecords@leegov.com); <http://www.leegov.com/publicrecords>.**

- E. The Vendor is, and shall be, in the performance of all work, services and activities under this Agreement, an independent contractor. Vendor is not an employee, agent or servant of the County and shall not represent itself as such. All persons engaged in any work or services performed pursuant to this Agreement shall at all times, and in all places, be subject to the Vendor's sole direction, supervision and control. The Vendor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Vendor's relationship and the relationship of its employees to the County shall be that of an independent contractor and not as employees of the County. The Vendor shall be solely responsible for providing benefits and insurance to its employees.

#### **IX. OWNERSHIP OF PRODUCTS**

It is understood and agreed that all products provided under this Agreement shall become the property of the County upon acceptance by the County.

#### **X. TIMELY DELIVERY OF PRODUCTS AND PERFORMANCE OF SERVICES**

- A. The Vendor shall ensure that all of its staff, contractors and suppliers involved in the production or delivery of the products are fully qualified and capable to perform their assigned tasks.
- B. The personnel assigned by the Vendor to perform the services pursuant to this Agreement shall comply with the terms set forth in this Agreement.

Any change or substitution to the Vendor's key personnel must receive the County's written approval before said changes or substitution can become effective.

- C. The Vendor specifically agrees that all products shall be delivered within the time limits as set forth in this Agreement, subject only to delays caused by force majeure, or as otherwise defined herein. "Force majeure" shall be deemed to be any unforeseeable and unavoidable cause affecting the performance of this Agreement arising from or attributable to acts, events, omissions or accidents beyond the control of the parties.

#### **XI. COMPLIANCE WITH APPLICABLE LAW**

This Agreement shall be governed by the laws of the State of Florida. Vendor shall promptly comply with all applicable federal, state, county and municipal laws, ordinances, regulations, and rules relating to the services to be performed hereunder and in effect at the time of performance. Vendor shall conduct no activity or provide any service that is unlawful or offensive.

#### **XII. TERMINATION**

- A. The County shall have the right at any time upon fifteen (15) days' written notice to the Vendor to terminate this Agreement in whole or in part for any reason whatsoever. In the event of such termination, the County shall be responsible to Vendor only for fees and compensation earned by the Vendor, in accordance with Section III, prior to the effective date of said termination. In no event shall the County be responsible for lost profits of Vendor or any other elements of breach of contract.
- B. After receipt of a notice of termination, except as otherwise directed, the Vendor shall stop work on the date of receipt of the notice of termination or other date specified in the notice; place no further orders or subcontracts for materials, services, or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendors and subcontracts; and settle all outstanding liabilities and claims.

The County's rights under this Agreement shall survive the termination or expiration of this Agreement and are not waived by final payment or acceptance and are in addition to the Vendor's obligations under this Agreement.

#### **XIII. DISPUTE RESOLUTION**

- A. In the event of a dispute or claim arising out of this Agreement, the parties agree first to try in good faith to settle the dispute by direct discussion. If

this is unsuccessful, the parties may enter into mediation in Lee County, Florida, with the parties sharing equally in the cost of such mediation.

- B. In the event mediation, if attempted, is unsuccessful in resolving a dispute, the parties may proceed to litigation as set forth below.
- C. Any dispute, action or proceeding arising out of or related to this Agreement will be exclusively commenced in the state courts of Lee County, Florida, or where proper subject matter jurisdiction exists, in the United States District Court for the Middle District of Florida. Each party irrevocably submits and waives any objections to the exclusive personal jurisdiction and venue of such courts, including any objection based on forum non conveniens.
- D. This Agreement and the rights and obligations of the parties shall be governed by the laws of the State of Florida without regard to its conflict of laws principles.
- E. Unless otherwise agreed in writing, the Vendor shall be required to continue all obligations under this Agreement during the pendency of a claim or dispute including, but not limited to, actual periods of mediation or judicial proceedings.

#### **XIV. MISCELLANEOUS**

- A. This Agreement constitutes the sole and complete understanding between the parties and supersedes all other contracts between them, whether oral or written, with respect to the subject matter. No amendment, change or addendum to this Agreement is enforceable unless agreed to in writing by both parties and incorporated into this Agreement.
- B. The provisions of this Agreement shall inure to the benefit of and be binding upon the respective successors and assignees of the parties hereto. A party to this Agreement shall not sell, transfer, assign, license, franchise, restructure, alter, or change its corporate structure or otherwise part with possession or mortgage, charge or encumber any right or obligation under this Agreement without the proposed assignee and/or party restructuring, altering or changing its corporate structure agreeing in writing with the non-assigning party to observe and perform the terms, conditions and restrictions on the part of the assigning party to this Agreement, whether express or implied, as if the proposed assignee and/or party restructuring, altering or changing its corporate structure was an original contracting party to this Agreement. Notwithstanding the foregoing provision, the Vendor may assign its rights if given written authorization by the County and claims for the money due or to become due to the Vendor from the County under this Agreement may be assigned to a financial institution or to a trustee in bankruptcy without such approval from the County. Notice of any such transfer or assignment due to bankruptcy shall be promptly given to the County.

- C. The exercise by either party of any rights or remedies provided herein shall not constitute a waiver of any other rights or remedies available under this Agreement or any applicable law.
- D. The failure of the County to enforce one or more of the provisions of the Agreement shall not be construed to be and shall not be a waiver of any such provision or provisions or of its right thereafter to enforce each and every such provision.
- E. The parties covenant and agree that each is duly authorized to enter into and perform this Agreement and those executing this Agreement have all requisite power and authority to bind the parties.
- F. Neither the County's review, approval or acceptance of, nor payment for, the products and services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.
- G. If the Vendor is comprised of more than one legal entity, each entity shall be jointly and severally liable hereunder.
- H. Any notices of default or termination shall be sufficient if sent by the parties via United States certified mail, postage paid, or via a nationally recognized delivery service, to the addresses listed below:

Vendor's Representative:

Name: Kevin McCann

Title: President

Address: 1325 Union Hill  
Industrial Court  
Alpharetta GA 30004

Telephone: 770-740-1613

Facsimile: 770-475-7720

E-mail: anugent@amfacility.com

County's Representatives:

Names:	<u>Roger Desjarlais</u>	<u>Mary Tucker</u>
Titles:	<u>County Manager</u>	<u>Director of Procurement Management</u>
Address:	<u>P.O. Box 398</u> <u>Fort Myers, FL 33902</u>	
Telephone:	<u>239-533-2221</u>	<u>239-533-8881</u>
Facsimile:	<u>239-485-2262</u>	<u>239-485-8383</u>
E-Mail:	<u><a href="mailto:rdesjarlais@leegov.com">rdesjarlais@leegov.com</a></u>	<u><a href="mailto:mtucker@leegov.com">mtucker@leegov.com</a></u>

- I. Any change in the County's or the Vendor's Representative will be promptly communicated by the party making the change.
- J. Paragraph headings are for the convenience of the parties and for reference purposes only and shall be given no legal effect.



K. In the event of conflicts or inconsistencies, the documents shall be given precedence in the following order:

1. Agreement
2. County's Purchase Order
3. Solicitation No. RFP180119MRH
4. Vendor's Submittal in Response to Solicitation No. RFP180119MRH

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**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the date last below written.

WITNESS:

Signed By: Denise Benz

Print Name: Denise Benz

**American Facility Services, Inc.**

Signed By: Harold Angel

Print Name: Harold Angel

Title: Vice President

Date: 7/19/2018

**LEE COUNTY**

BOARD OF COUNTY COMMISSIONERS  
OF LEE COUNTY, FLORIDA

BY: [Signature]  
CHAIR

DATE: 8-14-18

ATTEST:  
CLERK OF THE CIRCUIT COURT  
Linda Doggett, Clerk

BY: Chris Su  
**DEPUTY CLERK**



APPROVED AS TO FORM FOR THE  
RELIANCE OF LEE COUNTY ONLY:

BY: [Signature]  
OFFICE OF THE COUNTY ATTORNEY

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2018 JUL 24 AM 11:00



## **EXHIBIT A SCOPE OF SERVICES**

In full accordance with this Agreement and Solicitation No. RFP180119MRH as modified by its addenda, the Vendor shall provide custodial services for various locations within the County's Central Zone as described by the Detailed Specifications of the Solicitation. The Vendor shall provide all necessary labor, services, materials, equipment, tools, consumables, transportation, skills and incidentals required for the successful execution of its duties as further described below.

### **VENDOR PERSONNEL**

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 its employees.

The Vendor shall be responsible for the supervision and direction of the work performed by their employees. The Vendor shall, at all times, ensure that a minimum of one active/present on-duty supervisor/manager is readily available and accessible during work/services hours, or provide crew leader(s) on the premises to carry out the responsibility. The supervisor/manager or crew leader(s) shall have the authority to act as agent for the Vendor in his/her absence, and shall be fully qualified to implement the specifications of this Agreement.

The Vendor has assigned the following Key Personnel to this Agreement to act as the County's liaisons:

<u>Name</u>	<u>Title</u>	<u>Phone Number(s)</u>	<u>Email</u>

Vendor agrees that all of its officers, employees and representatives shall conduct themselves in a professional manner and shall communicate with County employees and members of the public in a civil manner whenever conducting County business. All aspects of Vendor's performance, including complaints received from the public, may impact the County's decision to renew or terminate this Agreement in accordance with the provision contained here. Vendor shall remove or suspend, or further investigate, their employees for any act of violence, sexual harassment, substance abuse, or act of bigotry/prejudice.

### **BACKGROUND CHECKS AND SECURITY**

Vendor, at its expense, must conduct a background check for each of its employees, as well as for the employees of its subcontractors, who will provide services to the County or who will have access to County computer systems, either through on-site or remote access. The minimum background check process for all Vendor personnel shall include, but not be limited to, the following checks:

1. Social Security Number (SSN) validation and address history

## **EXHIBIT A**

### **SCOPE OF SERVICES**

2. State criminal and sex offender registry search
3. National Crime Information Center search
4. FBI fingerprint check using Integrated Automated Fingerprint Identification System
5. County Felony and Misdemeanor
6. National Sexual Offender Registry Search

The background check must be conducted prior to initial access by Vendor personnel. The Vendor shall provide proof of a satisfactory background check to the County's Director of Procurement Management prior to assignment of any Vendor personnel. The County retains the right to reject assignment of any Vendor personnel based on the results of a background check.

Vendor personnel, who separate from employment by the Vendor for any reason whatsoever, and for any length of time, must undergo another background check prior to renewed access to the County. Background checks must be repeated not less than every five (5) years. At the County's discretion, background checks for Vendor personnel holding sensitive positions (e.g., working with or around children, or within high-security areas) may be required more frequently. The County shall have the ability to audit the Vendor's background check process to ensure compliance with County standards, at any time. Additionally, all Vendor personnel have the responsibility to self-disclose any misdemeanor or felony convictions that occur while assigned to the County within three (3) business days of the conviction or upon return to a County assignment. The conviction must be reported to the Vendor, who shall then notify the Director of Procurement Management.

If at any time it is discovered that any Vendor personnel has a criminal record that includes a felony or misdemeanor, the Vendor is required to inform the County and the County will assess the circumstances surrounding the conviction, time frame, nature, gravity, and relevancy of the conviction to the job duties to determine whether that Vendor employee will be placed or remain on a County assignment. The County may withhold consent at its sole discretion. Failure of the Vendor to comply with the terms of this paragraph may result in the termination of its Agreement with the County.

Vendor shall supply and pay for distinctive, clean, and neat appearing uniforms for their 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.

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

## **EXHIBIT A SCOPE OF SERVICES**

Certain areas, which shall be identified by the County upon award of the Contract, are considered sensitive due to the type of information maintained within these areas. Access to these areas will be limited to authorized Vendor personnel at specific times during the day.

All janitorial keys will be issued to the Vendor. 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 lost keys. The County Representative shall have the sole decision regarding changing the locks.

Vendor shall be responsible for acting in accordance with the County's security guidelines during entering, exiting, and cleaning.

### **WORKMANSHIP AND INSPECTION**

County representative(s) 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.

### **CONSUMABLES**

The Vendor shall provide, and the County shall reimburse the Vendor for, consumable materials for use by County staff and the public related to this Agreement and required for the sanitary operation of the County's facilities. Materials to be supplied by the Vendor shall include, but not be limited to, items such as toilet paper, paper towels, soap, trash bags, cleaning products/solutions, etc., as specified by the County per location. The County retains the right to approve or deny any consumable product for use in its facilities. Products and materials used by the Vendor's personnel in the course of cleaning the County's facilities shall be considered consumables eligible for reimbursement under this Agreement.

The Vendor shall provide Safety Data Sheets (SDS) for all cleaning products/solutions to the County within ten (10) days of execution of this Contract.

The Vendor shall furnish and maintain at their cost all tools and equipment required under this Contract which includes but not to be limited to, vacuums, mops, buckets, etc.

### **USE OF SUBCONTRACTORS**

The day-to-day cleaning provided for in this Agreement shall not be sub-contracted. Specialized cleaning tasks may be sub-contracted at the discretion of the County Representative. The County reserves the right to approve of any and all sub-contractors, and/or sub-contracted items/tasks. The Vendor shall ensure that all its subcontractors fully comply with all provisions of this Agreement including the requirements for background checks.

## **EXHIBIT A SCOPE OF SERVICES**

### **QUALITY STANDARDS**

In general, the Vendor's achievement of the County's quality standards as outlined herein will result in the absence of visible soil. In order to maintain the facilities in this condition, the Vendor shall immediately remove any visible soil which is found as a result of their inspection. For purposes of definition, absence of visible soil shall be, at minimum, as follows:

- Absence of dust on horizontal and vertical surfaces of floors, walls, ledges, furniture and equipment.
- Absence of litter and trash on floor and horizontal surfaces of equipment.
- Absence of finger marks and spots and soil build-up on walls, partitions, doors, dividers, etc.
- Absence of encrustation, soil, and wax build-up on floors, particularly in corners, along edges and baseboards, door jambs, and around furniture and equipment legs and bases.
- 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.
- Absence of dust, spots, soil build-up, and encrustations on furniture and equipment surfaces and legs.
- Absence of dust, lint, and litter on upholstered furniture.
- Absence of soil, litter, dust, and encrustations in ash trays, urns, wastebaskets, and trash containers. Wastebaskets and trash containers to be washed, as needed.
- Absence of marks, spots, stains, and streaks on interior and exterior entrance doors, lobby glass, and all partition glass.
- Absence of soil and dust on window blinds, shades, sills, frames, and ledges.
- Absence of other visible soil and cobwebs on horizontal surfaces including ceilings.
- Absence of trash in building. Trash shall be collected and removed to designated area.
- Absence of soil, litter, dust, and spots from all carpets, mats, and floors.
- Absence of streaks, spots, and stains from all bright work, where appropriate. All bright work shall be polished dry to a high sheen.

### **COUNTY FACILITIES INCLUDED UNDER THIS AGREEMENT**

The County reserves the right, through its Director of Procurement Management, to add or delete locations as necessary to best meet the needs of the County. The following facilities shall receive services under this Agreement.

#### **LEETRAN, TRANSIT HEADQUARTERS**

Location: 3401 Metro Pkwy, Fort Myers, FL 33901



## **EXHIBIT A SCOPE OF SERVICES**

### **MISCELLANEOUS ITEMS TO BE CLEANED**

- Misc. chairs with seats, backs, and arms upholstered; cloth upholstery
- Office chairs with seats and backs upholstered
- Meeting room chairs with seats and backs
- Couches with seats, backs and arms upholstered; cloth upholstery
- Custodial tubs (maintained by vendor)
- Floor basins with faucets for rinsing mops, cleaning cloths, etc.
- Meeting room tabletops of real wood – requires special treatment
- Outdoor seating table/chair sets
- Interior lounging chairs

### Scheduling

Operational Days and Hours:

Monday through Saturday from 4:30 a.m. to 11:00 p.m.

Daily cleaning service to begin at 7:00 p.m. each night and end no later than 1:00 a.m. The cleaning sequence shall begin in unoccupied areas of the buildings first. The Administration Offices will be unoccupied after 6:00 p.m. daily and on Saturdays and Sundays. Most Operations offices will be unoccupied on Saturdays and Sundays, as well.

If required, part-time or full-time day porter service may be needed daily or at scheduled time intervals.

Cleaning shall be performed on a six (6) day per week basis, excluding County Transit designated holidays. Crew scheduling is the Vendor's responsibility and should be arranged so as not to interfere with day-to-day business operations.

### Cleaning Service Each Visit

During each daily visit, the Vendor is to accomplish each of the described cleaning tasks listed. It may be necessary to perform the tasks more than once per visit. It may be necessary to sweep and mop the lobby or entry floors during the busy part of the day. The building glass in the customer service areas may need to be cleaned more often, as well. Report any maintenance defects to the Transit Facility Manager.

### **Building Interiors**

- Empty and damp wipe all wastebaskets.
- Empty all recycling totes into large recycling bins.
- Clean and maintain all flooring surfaces according to manufacturer specifications.
- Vacuum all carpeted areas and hard surfaces

## **EXHIBIT A**

### **SCOPE OF SERVICES**

- Protective floor mats, garbage cans, chairs, and other items that can be safely moved and returned to the original position must be moved to clean underneath and around said items.
- Clean and sanitize drinking fountains.
- Perform emergency spot cleaning as necessary (spills, vomit, soil, food mess, etc.).
- Wash all glass and window panels in the interior and exterior of main lobby areas.
- Wipe down all furniture throughout facilities to remove soil and finger prints.
- Clean all floor mats (in-between scheduled intervals by others).
- Wipe down all vending machines and all appliances in break areas.
- Wipe all countertops, as needed.
- Clean all custodial closets, as needed.
- Dust all unobstructed work areas.
- Brush/vacuum/wipe down all fabric upholstery, as needed.
- Dust all horizontal ledges, furniture, desks, and equipment.
- Remove gum and tar from floor surfaces, as needed.
- Spot clean wall switches, walls, and doors to remove noticeable soil on painted surfaces.

#### **Restrooms**

- Clean and brush toilets and urinals using detergent/disinfectant.
- Clean mirrors, soap dispensers, sinks, and all plumbing fixtures.
- Clean under sinks and around toilets and urinals.
- Damp wipe walls, light switches, and doors.
- Re-supply soap dispensers, toilet tissue, paper towels, personal seat covers, sanitary napkin liners, sanitary napkins, etc. (only anti-bacterial soap will be acceptable).
- Sweep/vacuum and mop floors.
- Damp wipe all ledges.
- Clean and disinfect all shower areas, benches, seats, and shower fixtures (anti-fungal disinfectant on floors).
- Clean all doors, partitions, and dividers in all restrooms to remove soil.
- Wipe down all vertical & horizontal tile services.
- Wipe down the exterior surfaces of all lockers.

#### **Kitchens**

- Clean countertops, cabinets and doors to remove soil.
- Clean appliances and ice machines using detergent/disinfectant.
- Clean soap dispensers, sinks, and all plumbing fixtures.
- Clean under sinks and faucets.
- Damp wipe walls, light switches, and doors to remove noticeable soil.
- Re-supply soap dispensers, paper towels, (only anti-bacterial soap will be acceptable).
- Maintain floor surfaces and mats following manufacturer specifications.

## **EXHIBIT A SCOPE OF SERVICES**

### **Building Exteriors**

- Empty all trash receptacles located on facility property and install new liners.
- Clean and sanitize drinking fountains.
- Perform emergency spot cleaning, as necessary.
- Wipe down all furniture outside facilities
- Sweep all walks, steps, and drop through mats at exterior doorways, as needed.
- Empty, rinse, wipe down, and refill with sand, all ash bins located on facility property.
- Remove any trash, gum, and tar on walkways, patios, grassy areas, mulch beds, and common public areas.
- Sweep cobwebs and dust from walls around entrances, windows, and canopies, as needed.
- Protective floor mats, garbage cans, chairs and other items that can be safely moved and returned to their original position must be moved and cleaned underneath and around said items.

### **Quarterly Services**

- Exterior/interior glass cleaning.
- Shop skylight glass to be cleaned bi-annually, inside and outside.

### **LIBRARY, EAST COUNTY REGIONAL**

Location: 881 Gunnery Rd., Fort Myers, FL 33971

Hours of Operation: Monday, Tuesday, and Wednesday 9:00 a.m. to 8:00 p.m.  
Thursday 9:00 a.m. to 6:00 p.m.  
Friday and Saturday 9:00 a.m. to 5:00 p.m.  
Sunday closed

### **Scheduling**

The Vendor shall furnish a schedule to the library's facilities coordinator for all monthly, twice monthly, quarterly, and semi-annual services, within 30 days of the start of the Agreement.

Cleaning shall be performed on a six (6) days per week basis, exclusive of holidays. Crew scheduling is the Vendor's responsibility and should be arranged so as not to interfere with day-to-day business operations.

All work is to be done after normal library hours. Hours listed are current

## **EXHIBIT A**

### **SCOPE OF SERVICES**

working hours and are subject to change. The Vendor shall be given 48-hours' notice of any changes in library working hours.

The hours of operation are Monday, Tuesday, and Wednesday 9 am-8 pm; Thursday 9 am-6 pm; and Friday and Saturday 9 am -5 pm. The library is closed on Sunday.

The library is to be cleaned after normal business hours. However, the public restrooms shall be cleaned twice a day, once at approximately 2:30 p.m. and again after normal business hours.

#### **Special Cleaning Requirements**

- Flooring: to avoid possible damage to the flooring only specified cleaning will be permitted. All floor cleaning plans and products shall be approved by the Facilities Manager prior to implementation/usage.
- All Corian Counter Tops can be cleaned with soapy water. Difficult stains should be brought to the attention of library management.

#### **Daily Service**

- Empty trash receptacles and replace liner bag (if needed). Damp wipe, if necessary.
- Empty desk recycling totes into large recycling bin.
- Spot clean walls, light switches, and doors. Check for finger marks, spots, soil build-up, and graffiti, etc.
- Damp mop floors, including stairs and landings. Remove any gum, tar or other foreign matter.
- Dust/polish horizontal ledges, desks, tables, chairs, cabinets, equipment, and all unobstructed work areas in public area.
- Vacuum and/or brush all carpet and upholstery, including under the cushions, in public and staff areas.
- Dust/polish horizontal ledges, tables, chairs, cabinets, equipment, all unobstructed work areas, etc. in staff area. Check underneath tables, chairs and legs, etc., as needed.
- Clean and sanitize drinking fountains.
- Dust all unobstructed work areas.
- Do other general and emergency cleaning, as required.
- Report any maintenance defects to the County Representative.
- Keep custodial closet clean.
- Vacuum floor mats and wash, as necessary.
- Clean all door glass and adjacent panels (interior & exterior) at the main library entrance, staff entrance, and library processing door.
- Clean counter tops at check-out desk, information desk, and the youth services information desk.
- Sweep floors in the library processing receiving dock room.
- Damp mop floor and clean tables in break room.
- Clean and damp wipe tables in the library processing receiving dock room.



## **EXHIBIT A SCOPE OF SERVICES**

### **Kitchen Area**

- Clean sinks, counters, tables, and chairs with detergent/disinfectant.
- Empty trash receptacles and replace liner bag (if needed). Damp wipe, if necessary.
- 
- Re-supply paper towels and soap dispensers.
- Damp wipe all kitchen appliances.
- Damp wipe walls, as necessary.
- Damp mop floor.

### **Restrooms**

- Clean toilets, urinals, sinks, counters, and baby changing stations with detergent/disinfectant.
- Clean mirrors, soap dispensers, paper towel dispensers, and all plumbing fixtures.
- Damp wipe all partitions and ledges.
- Damp wipe walls, light switches, and doors, if needed. Check for finger marks, spots, soil build-up, and graffiti, etc.
- Clean and disinfect under basins and around toilets and urinals.
- Empty trash receptacles and replace liner bag (if needed). Damp wipe, if necessary.
- 
- Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkin liners, and sanitary napkins, etc. (only anti-bacterial soap will be acceptable).
- Wet mop floors using detergent/disinfectant.

### **Building Exterior**

Sweep and pick up trash at all building entrances (i.e., main entrance, staff entrance, library processing entrance, etc.).

- Sweep and pick up trash around the entire building and in planters, within a forty-foot radius.
- Empty trash receptacles and replace liner bag (if needed). Damp wipe, if necessary.
- Spot clean.
- Wash down steps and walks, as required to keep them free of gum, tar, and other foreign matter. Clean glass and building areas after washing due to over spray, as required.
- Sweep cobwebs and dust from walls around all entrances and windows.

## **EXHIBIT A SCOPE OF SERVICES**

- Shake and sweep down exterior floor mats, if applicable.
- Clean smoking sand urns and refill, as needed.
- Clean tables/chairs/benches in the outside areas, if applicable.
- Clean dumpster area.

### **Midday Service - Restrooms**

- Clean toilets, urinals, sinks, counters, and baby changing stations with detergent/disinfectant.
- Clean mirrors, soap dispensers, paper towel dispensers, and all plumbing fixtures.
- Damp wipe all partitions, ledges, walls, light switches, and doors.
- Clean under basins and around toilets and urinals.
- Empty trash receptacles and replace liner bag (if needed). Damp wipe, if necessary.
- 
- Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkin liners, sanitary napkins, etc. Only anti-bacterial soap will be acceptable.
- Sweep floors.
- Empty trash receptacles in front entrance and replace the liner bag, as needed.

### **Weekly Service**

- Clean all interior partition glass.
- High dust all public areas and staff areas.
- Dust vertical surfaces.
- Dust venetian blinds.
- Dust entrance tower, if applicable.
- Dust mop and damp mop storage areas.
- Dust all bookshelves and shelf areas not covered by books. This includes library processing and is at least ¼ of the library.
- Dust and remove cobwebs from ceiling areas of standard height.
- Spray buff all corridors, hallways, and lobbies.
- Scrub all non-skid tile floor areas, if applicable.
- Vacuum and spot clean all public and staff area carpet and upholstery.
- Brush, vacuum, and/or spot clean all modular panels.
- Clean and sanitize public area and staff area telephones.
- Clean dirt/soil build-up on horizontal ledges, desks, tables, chairs, cabinets, and equipment, in public areas.
- Take master recycling bin(s) to designated location for servicing and return once emptied.
- Collect and dispose of trash from outside the building. This includes all planter areas, parking lot areas, and the lawn.
- Clean glass in overhead doors inside and out of the library processing loading bay.
- Pick-up trash throughout entire property

## **EXHIBIT A SCOPE OF SERVICES**

### **Monthly Service**

- Vacuum air conditioning grills and returns. Damp wipe with all-purpose cleaner, if necessary. Do not remove grills.
- Clean light covers (external only).
- Dust and/or clean ceiling fans, if applicable.
- Clean the mailbox area in the library processing receiving dock room.
- Clean the vinyl floor in the library processing staging area.

### **Twice Per Month Service**

- Spray buff or burnish library processing vinyl floors.

### **Quarterly Service**

- Wash venetian blinds (use all purpose cleaner or detergent), if applicable. Do not remove blinds from window.
- Clean light fixtures and covers (interior).
- Clean awnings, if applicable.
- Clean carpet and upholstery.
- Clean book drops (interior/exterior, if applicable) and book drop carts.
- High Ceiling Cleaning – Dust/clean visible areas including fans, hanging light fixtures, beams, columns, ledges, and air conditioning vents & pipes. Remove dust, cobwebs, bugs, etc.
- Clean low-level interior/exterior windows (may be required to be done more often).
- Clean mechanical room, electrical room, and data room with the assistance of County personnel, if applicable.
- Clean the library entrance sign.

### **Semi-Annual Service**

- Strip and wax all vinyl floors
- Clean high glass interior/exterior
- Clean light fixtures and covers (exterior)

### **LIBRARY, RIVERDALE**

Location: 2421 Buckingham Road, Fort Myers, FL 33905

Hours Of Operation: Tuesday: Noon-8 p.m.

Wednesday and Thursday: 10 a.m.-6 p.m.

Friday and Saturday: 9 a.m.-5 p.m.

Sundays – Monday: closed

### **Scheduling**

## **EXHIBIT A SCOPE OF SERVICES**

Facility is to be serviced on a five (5) days per week basis, Tuesday through Saturday.

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

All work is to be done after normal operating hours, unless otherwise instructed/approved by the County Facility Manager. The Vendor shall be given a minimum of 48-hours' notice of any schedule changes.

Public restrooms shall be cleaned twice a day, on or around the middle of each half day mark of the respective scheduled operational hours (see above), for approximately one full hour and again after normal business hours.

### **Daily Service**

- Empty trash receptacles and replace liner bag (if needed). Damp wipe, if necessary.
- 
- Empty all recycling receptacles, including desk recycling totes, into large designated recycling bin.
- Spot clean walls, light switches, and doors. Check for finger marks, spots, soil build-up, and graffiti, etc.
- Damp mop floors, remove any gum, tar, scuff marks, stains, or other foreign matter. Use safety devices, such as wet floor signs.
- Dust/polish horizontal ledges, desks, tables, chairs, cabinets, equipment, and all unobstructed work areas in public area.
- 
- Vacuum and/or brush all carpet and upholstery, including under the cushions, in public and staff areas.
- Dust/polish horizontal ledges, tables, chairs, cabinets, equipment, all unobstructed work areas, etc. in staff area. Check underneath tables, chairs and legs, etc., as needed. Staff may request their desk be dusted/polished by leaving a note on their desk.
- Clean and sanitize drinking fountains.
- Dust all unobstructed work areas.
- Do other general and emergency cleaning, as required.
- Report any maintenance defects to the County Representative.
- Keep custodial closet clean.
- Vacuum floor mats and wash, as necessary.
- Clean library entrance, glass and adjacent panels (interior & exterior).
- Clean counter tops at circulation desk, reference desks, youth services information desk, and young adult station.
- Damp mop floor, clean tables, chairs, sink, and counters in break room.
- Clean tables and chairs in staff courtyard area, sweep concrete and empty trash containers and replace liners (wash containers if needed)



## **EXHIBIT A**

### **SCOPE OF SERVICES**

- Clean meeting room sink, counter, and refrigerator. Vacuum and wipe tables, as needed
- Clean and disinfect sink in young adult area. Clean counters and vending machine.
- Clean and disinfect all children's area tables, counters and chairs, as needed.

#### **Kitchen Area**

- Clean sinks, counters, tables, and chairs with detergent/disinfectant.
- Empty trash receptacles and replace liner bag (if needed). Damp wipe, if necessary. Spot clean and sanitize containers, as needed.
- 
- Re-supply paper towels and soap dispensers.
- Damp wipe all kitchen appliances, including vending machines.
- Damp wipe walls, as necessary.
- Damp mop floor.

#### **Restrooms**

- Clean toilets, urinals, sinks, counters, and baby changing stations with detergent/disinfectant. Wipe and disinfect all appurtenances and affixed plumbing fixtures, as necessary
- Clean mirrors, soap dispensers, paper towel dispensers, and all related fixtures.
- Damp wipe all partitions and ledges.
- Damp wipe walls, light switches and doors, if needed. Check for finger marks, spots, soil build-up, and graffiti, etc.
- Clean and disinfect under basins and around toilets and urinals.
- Empty trash receptacles and replace liner bag (if needed). Damp wipe, if necessary. Spot clean and sanitize containers, as needed.
- Re-supply soap, toilet tissue, paper towels, personal seat covers, etc. (only anti-bacterial soap will be acceptable).
- Wet mop floors using detergent/disinfectant.
- Remove any and all cobwebs.

#### **Building Exterior**

- Sweep and pick up trash at all building entrances, (i.e., main entrance, staff entrance, etc.)
- Sweep and pick up trash around the entire building and in planters, within a forty-foot radius
- Empty trash receptacles and replace liner bag (if needed). Damp wipe, if necessary. Spot clean and sanitize containers, as needed.
- 
- Wash down steps and walks to keep them free of gum, tar, and other foreign matter.

## **EXHIBIT A**

### **SCOPE OF SERVICES**

- Clean glass and building areas after washing due to over spray, if required.
- Sweep cobwebs and dust from walls around all entrances and windows.
- Shake and sweep down exterior floor mats, if applicable.
- Clean smoking sand urns, refill as needed.
- Clean tables/chairs/benches in the outside areas, if applicable.
- Clean dumpster area.

#### **Weekly Service**

- Clean all interior partition glass that can be reached.
- High dust all public areas and staff areas.
- Dust vertical surfaces.
- Dust venetian blinds.
- Dust entrance tower/walls, if applicable.
- Dust mop and damp mop storage areas.
- Dust all bookshelves and shelf areas not covered by books. This includes library processing and is at least ¼ of the library.
- 
- Dust and remove cobwebs from ceiling areas of standard height.
- Spray buff all corridors, hallways, and lobbies if applicable.
- Scrub all non-skid tile floor areas, careful of display area floor.
- Brush, vacuum and/or spot clean all modular panels.
- Clean and sanitize public area and staff area telephones.
- Dust/polish horizontal ledges, desks, tables, chairs, cabinets, equipment, and all unobstructed work areas in public area.
- 
- Take master recycling bin(s) to designated location for servicing and return once emptied. Move bins off of concrete pad night before recycling pickup.
- Collect and dispose of trash from outside the building. This includes all planter areas, parking lot areas, and the lawn.
- Clean ceramic tile walls in baths and fill floor trap with water.
- Clean the exterior book drop screen and pick up debris near unit.

#### **Twice Per Month Service**

- Heavy wash and treat marmoleum and vinyl Floors.

#### **Monthly Service**

- Vacuum air conditioning grills and returns. Damp wipe with all-purpose cleaner, if necessary. Do not remove grills.
- Clean light covers (external only).
- Dust and/or clean ceiling fans, if applicable.
- Spray buff or burnish all vinyl floors.

#### **Quarterly Service**

## **EXHIBIT A SCOPE OF SERVICES**

- Wash venetian blinds (use all purpose cleaner or detergent), if applicable. Do not remove blinds from window.
- Clean light fixtures and covers (interior).
- Clean awnings
- Clean carpet and upholstery.
- Clean book drops (interior/exterior, if applicable) and book drop carts.
- High Ceiling Cleaning – Dust/clean visible areas including fans, hanging light fixtures, beams, columns, ledges, and air conditioning vents & pipes. Remove dust, cobwebs, bugs, etc.
- Clean interior/exterior windows (may be required to be done more often).
- Clean mechanical room, electrical room, and data room with the assistance of County personnel, if applicable.
- Clean the library entrance Sign.

### **Semi-Annual Service**

- Strip and wax all non-marmoleum vinyl floors
- Clean high glass interior/exterior—this may require a sub-contractor as it is high and a lift may be needed.

### **M.A.R.S. COMPLEX**

Location: 1765 Henderson Ave, Fort Myers, FL 33916

Hours of Operation: Monday – Friday 7:30 a.m. – 4:30 p.m.

### **Scheduling**

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

Cleaning shall be performed on a three (3) days per week basis. Currently, those days are Mondays, Wednesdays, and Fridays.

All work is to be done after normal operating hours, unless otherwise instructed/approved by the County Facility Manager.

The Vendor shall be given a minimum of 48-hours' notice of any schedule changes.

### **Daily Service (Monday, Wednesday and Friday)**

- Empty, damp wipe, and re-line all wastebaskets.
- Empty desk recycling totes into large recycling bin, if applicable.
- Spot clean walls, light switches, and doors.
- Damp mop floors; remove any gum, tar or other foreign matter.
- Vacuum carpet. Office areas vacuumed 2 times per week, common areas every day. Spot clean carpets as needed using extraction or bonnet cleaning method.

## **EXHIBIT A**

### **SCOPE OF SERVICES**

- Dust all horizontal ledges and furniture. Office areas are dusted 2 times per week. Desks and shelving shall be dusted only if cleared off and a note to dust is placed there. No electronic equipment will be dusted.
- Brush all fabric upholstery, as needed.
- Clean & sanitize drinking fountains.
- Dust all unobstructed work areas.
- Do other general and emergency cleaning, as required.
- Report any maintenance issues to the County Representative.
- Keep custodial closet clean.
- Wash all door glass and adjacent panels (interior & exterior).
- Vacuum floor mats and wash, as necessary.
- Damp wipe any tables and vending machines associated with break rooms, if applicable.
- Clean and/or polish conference room or meeting room furniture.

#### **Kitchen**

- Clean sinks with detergent/disinfectant. (Do not wash dishes)
- Clean tables and counters with detergent/disinfectant.
- Re-supply paper towels and soap in County standard dispenser. Wipe down dispensers.
- Damp wipe walls, as necessary.
- Empty and re-line trash cans. Wash trash cans, as needed.
- Damp mop floors with detergent/disinfectant

#### **Restrooms**

- Clean basins with detergent/disinfectant.
- Clean and shine all bright work.
- Clean toilets and urinals using detergent/disinfectant.
- Clean mirrors, soap dispensers, and all plumbing fixtures. Wipe down all dispensers.
- Clean under basins and around toilets and urinals.
- Damp wipe walls, light switches, and doors.
- Damp wipe all ledges.
- 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).
- Wet mop floors using detergent/disinfectant.

#### **Building Exterior**

- Sweep sidewalks and pick up trash around building and doorways. Pick up trash in parking lot.
- Keep building front free of gum, tar, and other foreign matter.
- Sweep cobwebs and dust from walls around entrances, and windows.
- Shake and sweep down exterior floor mats.

## **EXHIBIT A SCOPE OF SERVICES**

- Empty all smoking urns and refill sand, if applicable.

### **Weekly Service**

- Dust all high areas in offices and common areas (i.e. tops of cubicle walls, wall moldings, etc.).
- Dust vertical and horizontal surfaces.
- Dust venetian blinds, if applicable.
- Brush; vacuum and/or spot clean upholstered furniture and modular panels as needed.
- Dust ceiling fans, if applicable.

### **Master Recycle Bin Service**

- Take large bin(s) to designated location for servicing and return once emptied, if applicable.

### **Monthly Service**

- Vacuum/damp wipe air conditioning grills and returns.
- Clean light covers, (external only if applicable).
- Wash all first floor exterior window glass.
- Scrub ceramic tile and grout in tile areas.

### **Quarterly Service**

- Refinish all hard floors. May need to be stripped and re-waxed and/or burnished.
- 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.
- Damp wipe window blinds with detergent and/or disinfectant. (Do not remove blinds).

### **Semi-Annual Service**

- Clean light fixtures and covers (interior).
- Clean all interior window glass. (May be required to be done more often)
- Clean mechanical, equipment or maintenance rooms, if required.

### **SHERIFF'S GUN RANGE**

Location: 6570 Felix Romano Ave, Fort Myers, FL 33905

Hours of Operation: Monday – Wednesday: 7:00 a.m. – 5:00 p.m.  
Thursday : 7:00 a.m. – 8:00 p.m.  
Friday: 7:00 a.m. – 5:00 p.m.



## **EXHIBIT A SCOPE OF SERVICES**

The target shooting areas shall not be covered under this Contract. Cleaning for that area shall be done by the Sheriff's department.

Cleaning of the secured office areas is to be done between 3:30 p.m. and 4:00 p.m. on Wednesdays to accommodate those offices that are locked down at 5:00 p.m. each day. Currently, the Gun Range is open later in the evening on Thursday and Friday. Cleaning on those days should begin after 8:30 p.m. All other days, cleaning is to be done after 5:00 p.m.

### **Scheduling**

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

Cleaning at the Gun Range shall be performed on a five (5) days per week basis, exclusive of holidays. Crew scheduling is the Vendor's responsibility and should be arranged so as not to interfere with day-to-day business operations.

Cleaning personnel are to be appropriately scheduled by the Vendor to allow as much time as necessary to perform all routine and special cleaning functions.

Special Events: Occasionally, a special event may be held in the Gun Range facility that will require that the cleaning company come in and clean-up after the event is complete.

Cleaning of the secured office areas are to be done between 3:30 p.m. and 4:00 p.m. on Wednesdays to accommodate those offices that are locked down at 5:00 p.m. each day. Currently, the Gun Range is open later in the evening on Thursday and Friday. Cleaning on those days shall begin after 8:30 p.m. All other days, cleaning is to be done after 5:00 p.m.

### **Daily Service**

- Empty, reline, and damp wipe all wastebaskets.
- Empty desk recycling totes into large recycling bin.
- Spot clean walls, light switches, and doors.
- Damp mop floors; remove any gum, tar or other foreign matter.
- Clean and/or polish conference room furniture and meeting room furniture.
- Vacuum carpet. Office areas vacuumed 2 times per week and common areas every day. Spot clean carpets as needed using extraction or bonnet cleaning method.
- Dust all horizontal ledges and furniture. Office areas are dusted 2 times per week. Desks and shelving shall be dusted only if cleared off and a note to dust is placed there. No electronic equipment will be dusted.
- Brush all fabric upholstery, as needed.
- Clean & sanitize drinking fountains.

## **EXHIBIT A SCOPE OF SERVICES**

- Dust all unobstructed work areas.
- Do other general and emergency cleaning, as required.
- Report any maintenance issues to the County Representative.
- Keep custodial closet clean.
- Vacuum floor mats and wash, as necessary.
- Damp wipe tables and vending machines associated with break rooms.
- Sweep /clean elevator lift landings and stairs.

### **Kitchen Area**

- Clean sinks with detergent/disinfectant. Do not wash dishes.
- Clean tables and counters with detergent/disinfectant.
- Re-supply paper towels and soap in County standard dispenser. Wipe down dispensers.
- Damp wipe walls, as necessary.
- Empty and re-line trash cans. Wash trash cans, as needed.
- Damp mop floors with detergent/disinfectant

### **Restrooms**

- Clean basins with detergent/disinfectant.
- Clean and shine all bright work.
- Clean toilets and urinals using detergent/disinfectant.
- Clean mirrors, soap dispensers, and all plumbing fixtures. Wipe down all dispensers.
- Clean under basins and around toilets and urinals.
- Damp wipe walls, light switches, and doors.
- Damp wipe all ledges including tops of toilet partitions.
- Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkins, and liners, etc. (Only anti-bacterial soap will be acceptable).
- Wet mop floors using detergent/disinfectant.

### **Building Exterior**

- Sweep and pick up trash around buildings, patio area (if applicable) and doorways. Also canvas and pick up trash and debris in the parking lot each visit.
- Empty trash receptacles and replace liner bag (if needed). Wash out containers, as needed.
- Wash down any steps and walks as required to keep them free of gum, tar, and other foreign matter. May need to be pressure cleaned.
- Sweep cobwebs and dust from walls around entrances, windows and the back loading/entrance area.
- Shake and sweep down exterior floor mats.
- Empty all smoking urns and refill sand, if applicable.

## **EXHIBIT A SCOPE OF SERVICES**

### **Weekly Service**

- Dust all high areas in offices and common areas (i.e. tops of cubicle walls, wall moldings, etc. 2 times/week).
- Dust vertical and horizontal surfaces.
- Dust venetian blinds.
- Brush, vacuum and/or spot clean upholstered furniture and modular panels, as needed.
- Wash glass panels around door areas.
- Dust ceiling fans, if applicable.

### **Master Recycling Bin Service**

- Take large bin(s) to designated location for servicing and return once emptied, if applicable.

### **Monthly Service**

- Vacuum air conditioning grills and returns.
- Clean light covers, (external only).
- Pressure wash steps and walks, as needed.
- Clean all first floor exterior window glass keeping them free of spots, rust, lime, etc.
- Scrub ceramic tile and grout in tile areas.

### **Quarterly Service**

- Wash air conditioning grills and returns (use all purpose cleaner or detergent). Do not remove grills.
- Refinish all hard floors. May need to be stripped and re-waxed and/or burnished. (May have to be done more often).
- 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.
- Damp wipe window blinds with detergent and/or disinfectant. Do not remove blinds.

### **Semi-Annual Service**

- Clean light fixtures and covers (interior).
- Clean all interior window glass.
- Clean mechanical, equipment or maintenance rooms, if required.

### **Annual Service**

- Pressure wash exterior of building.

## **EXHIBIT A SCOPE OF SERVICES**

- Clean exterior awnings, if applicable.

### SHERIFF SUBSTATION, EAST DISTRICT

Location: 1301 Homestead Road in Lehigh Acres, FL 33936

Hours of Operation:

M-F 7:30 a.m. - 5:00 p.m.

### Scheduling

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

Crew scheduling is the Vendor's responsibility and should be arranged so as not to interfere with day-to-day business operations. Crews shall be scheduled according to the Sheriff's holiday observances for the facility.

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.

Special Events: Special events may be held in this facility that shall require the cleaning crew to clean-up after the event is complete. Special events rarely occur.

### Daily Service

- Empty, damp wipe and re-line all wastebaskets.
- Empty desk recycling totes into large recycling bin, if applicable.
- Spot clean walls, light switches and doors.
- Damp mop floors; remove any gum, tar or other foreign matter.
- Vacuum carpet. Office areas vacuumed 2 times per week and common areas every day. Spot clean carpets as needed using extraction or bonnet cleaning method.

## **EXHIBIT A**

### **SCOPE OF SERVICES**

- Dust all horizontal ledges and furniture. Office areas are dusted 2 times per week. Desks and shelving shall be dusted only if cleared off and a note to dust is placed there. No electronic equipment will be dusted.
- Clean & sanitize drinking fountains.
- Dust all unobstructed work areas.
- Do other general and emergency cleaning, as required.
- Report any maintenance issues to the County Representative.
- Keep custodial closet clean.
- Wash all door glass and adjacent panels (interior & exterior).
- Vacuum floor mats and wash, as necessary.
- Damp wipe any tables and vending machines associated with break rooms, if applicable.
- Clean and/or polish conference room or meeting room furniture.
- Clean the mechanical/IDF room daily. Access provided.

#### **Kitchen Area**

- Clean sinks with detergent/disinfectant. Do not wash dishes.
- Clean tables and counters with detergent/disinfectant.
- Re-supply paper towels and soap in County standard dispenser. Wipe down dispensers.
- Damp wipe walls, as necessary.
- Empty and re-line trash cans. Wash trash cans, as needed.
- Damp mop floors with detergent/disinfectant

#### **Restrooms**

- Clean basins with detergent/disinfectant.
- Clean and shine all bright work.
- Clean toilets and urinals using detergent/disinfectant.
- Clean mirrors, soap dispensers, and all plumbing fixtures. Wipe down all dispensers.
- Clean under basins and around toilets and urinals.
- Damp wipe walls, light switches, and doors.
- Damp wipe all ledges
- 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).
- Wet mop floors using detergent/disinfectant.

#### **Building Exterior**

- Sweep sidewalks and pick up trash around building and doorways. Pick up trash in parking lot.
- Keep store front free of gum, tar, and other foreign matter.
- Sweep cobwebs and dust from walls around entrances, and windows.
- Shake and sweep down exterior floor mats.



## **EXHIBIT A SCOPE OF SERVICES**

- Empty all smoking urns and refill sand, if applicable.

### **Weekly Service**

- Dust all high areas in offices and common areas (i.e. tops of cubicle walls, wall moldings, etc.).
- Dust vertical and horizontal surfaces.
- Dust venetian blinds, if applicable.
- Brush, vacuum, and/or spot clean upholstered furniture and modular panels, as needed.
- Dust ceiling fans, if applicable.

### **Master Recycling Bin Service**

- Take large bin(s) to designated location for servicing and return once emptied, if applicable.

### **Monthly Service**

- Vacuum/ damp wipe air conditioning grills and returns.
- Clean light covers, (external only, if applicable).
- Wash all first floor exterior window glass.
- Scrub ceramic tile and grout in tile areas.

### **Quarterly Service**

- Refinish all hard floors. May need to be stripped and re-waxed and/or burnished.
- 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.
- Damp wipe window blinds with detergent and/or disinfectant. (Do not remove blinds).

### **Semi-Annual Service**

- Clean light fixtures and covers (interior).
- Clean all interior window glass. (May be required to be done more often)
- Clean mechanical, equipment or maintenance rooms, if required.

### **SOLID WASTE, WASTE TO ENERGY PLANT**

Location: 10500/10550 Buckingham Rd, Fort Myers, FL 33905

Hours of Operation: Monday - Wednesday 6:30 a.m.-6 p.m.

Thursday and Friday 6:30 a.m.-5 p.m.

Saturday 6:30 a.m.-noon

## **EXHIBIT A SCOPE OF SERVICES**

### **Scheduling**

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

Cleaning shall be performed on a five (5) days per week basis, exclusive of holidays.

All work is to be done after normal operating hours, unless otherwise instructed or approved by the County Facility Manager. The Vendor shall be given a minimum of 48-hours' notice of any schedule changes.

Restrooms are to be cleaned once a day.

### **Daily Service**

- Empty all trash receptacles, take out to citizens' area and dispose, and reline with new bags.
- Sweep up debris, wet mop, sanitize all hard floor surfaces.
- Vacuum all carpeted areas and interior door mats.
- Use effective glass cleaning product to clean all mirrors, kitchen sinks, kitchen counter tops, and restroom sinks.
- Sanitize/Clean all toilets, urinals, restroom floors, and break room table tops.
- Dust window sills, copiers, countertops, desktops, and phones on unobstructed work areas.
- Supply & restock paper products, liquid hand soap, and maintain spare product in restrooms/breakrooms, at all times.
- Vacuum exterior entrance mat.

### **Weekly Service**

- Dust cob/spider webs from over and around door openings.

### **Monthly Service**

- Use effective glass cleaning product to clean inside and outside all building windows.

### **Semiannual Service**

- Clean surfaces of air conditioning return and supply vents in ceiling.
- Clean door handles and any buildup on door surfaces.
- Deep clean tile/grout.
- Strip VCT floors and wax. Coordinate the removal of furniture to clear floors with County Representative.
- Clean/sanitize all breakroom chairs.

## **EXHIBIT A SCOPE OF SERVICES**

- Clean baseboards/vinyl base.
- Clean light switches.
- Steam clean, extract carpets, and treat with enzyme.
- Clean breakroom garbage can inside and out and treat with enzyme.

After the completion of the deep clean items above, schedule a meeting with County Representative to walk through building for inspection.

### DOT OPERATIONS

Location: 5560 Zip Dr, Fort Myers, FL 33905

Hours of Operation: Mon - Fri 7 a.m.-5:30 p.m.

### Scheduling

Cleaning shall be performed Monday through Friday, exclusive of holidays.

All work shall be done after normal operating hours (5:30 p.m.), unless otherwise instructed or approved by the County Facility Manager. The Vendor shall be given a minimum of 48-hours' notice of any schedule changes.

#### Daily Service

##### Kitchen Areas

- Clean sinks with detergent/disinfectant.
- Clean counters with detergent/disinfectant.
- Re-supply paper towels and soap in dispensers. Wipe down dispensers.
- Damp wipe walls, as necessary.
- Empty and reline trash cans.
- Damp mop floors with detergent/disinfectant.
- Wipe down front of all appliances.
- Clean inside of microwaves.
- Damp wipe tables and chairs.

##### Restrooms

- Clean basins with detergent/disinfectant.
- Clean and shine bright work.
- Clean toilets and urinals using bowl cleaner each visit to keep toilets free of any types of stains, scale or residue.
- Damp wipe all ledges.
- Clean mirrors, soap dispensers, wash basins, paper towel dispensers, and all plumbing fixtures.
- Clean under basins and around toilets and urinals.
- Damp wipe walls, light switches, partitions, and doors.

## **EXHIBIT A**

### **SCOPE OF SERVICES**

- Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkins liners, and shower curtain liners, etc. (use only anti-bacterial or anti-microbial soap). Use only 2-ply toilet tissue.
- Re-supply GoJo hand degreaser.
- Wet mop floors using detergent/disinfectant.

#### **Building Exterior**

- Sweep and pick up trash around buildings and doorways within a radius of twenty feet.
- Empty trash receptacles at entrances, around the building, in warehouse section, and in training trailer. Replace liner bag, if needed. Damp wipe, if necessary.
- 
- Wash down steps and walks as required to keep free of gum, tar and other foreign matter. May have to be pressure cleaned.
- Sweep cobwebs and dust from walls around entrance and windows.
- Shake and sweep down exterior floor mats.
- Empty and clean all smoking urns. Refill sand, if applicable.

#### **Conference Room**

- Damp wipe table.
- Damp wipe base of chairs.
- Empty and reline trash cans.

#### **Weekly Service**

- High dust all office areas.
- Dust vertical and horizontal surfaces.
- Dust venetian blinds.
- Brush and vacuum all upholstered furniture and modular panels, as needed.
- Scrub all non-skid tile floor areas, if applicable.
- Clean all shower tile areas. Wipe down shower curtain liner.
- Vacuum all carpet.
- Remove mats from vinyl flooring to mop floors and then put back in place.
- Empty desk recycle bins into totes located in the warehouse.
- Clean and sanitize telephone handsets.

#### **Monthly Service**

- Vacuum all air conditioning grills and returns. Damp wipe with all purpose cleaner, if necessary. Do not remove grills.
- Clean light covers (external only).
- Dust fans.
- Scrub ceramic tile and grout in tile areas, including flooring and showers.
- Spray buff or burnish all vinyl surfaced areas.
- Clean light covers.

## **EXHIBIT A SCOPE OF SERVICES**

### **Quarterly Service**

- Strip and re-wax all hard floors.
- Clean interior window glass.
- Clean carpet by extraction method. Spills and heavily soiled areas are to be spot cleaned in between regularly scheduled carpet cleanings.
- Replace shower curtains.

### **Semi-Annual Service**

- Damp wipe Venetian blinds using all purpose cleaner or detergent. Do not remove blinds from window.
- Clean light fixtures and covers (interior).
- Wash exterior windows of building in April & October and any interior high glass, if applicable.

### **LEHIGH DEPOT LOCATION (DOT SECTION ONLY)**

Location: 6501 Felix Romano Avenue, Fort Myers, FL 33905

Hours of operation: Monday – Friday 7: a.m. – 5:00 p.m.

### **Scheduling**

Cleaning shall be performed on Tuesdays and Thursdays, exclusive of holidays.

All work is to be done after normal operating hours (5:30 p.m.), unless otherwise instructed or approved by the County Facility Manager. The Vendor shall be given a minimum of 48-hours' notice of any schedule changes.

### **Daily Service**

#### **Breakroom**

- Damp wipe tables and chairs.
- Damp wipe walls, as necessary.
- Empty and reline trash cans.
- Damp mop floors with detergent/disinfectant.
- Wipe down front of all appliances.
- Clean inside of microwave.
- Re-supply paper towels and soap dispensers. Wipe down dispensers, if applicable.
- Clean counters and other flat surfaces with detergent/disinfectant.

#### **Restrooms**

- Clean basins with detergent/disinfectant.
- Clean and shine bright work.



## **EXHIBIT A**

### **SCOPE OF SERVICES**

- Clean toilets and urinals using bowl cleaner each visit to keep toilets free of any type of stains, scale or residue.
- Damp wipe all ledges.
- Clean mirrors, soap dispensers, wash basins, paper towel dispensers, and all plumbing fixtures.
- Clean under basins and around toilets and urinals.
- Damp wipe walls, light switches, partitions, and doors.
- Re-supply soap, toilet tissue, paper towels, personal seat covers, and sanitary napkin liners, etc. (use only anti-bacterial or anti-microbial soap). Use only 2-ply toilet tissue.
- Re-supply GoJo hand degreaser.
- Wet mop floors using detergent/disinfectant.

#### **Building Exterior**

- Sweep and pick up trash around buildings and doorways within a radius of twenty feet.
- Empty trash receptacles at entrances, around building, and in warehouse section, and replace liner bag (if needed). Damp wipe, if necessary.
- 
- 
- Wash down walks as required to keep free of gum, tar, and other foreign matter.
- Sweep cobwebs and dust from walls around entrance and windows.
- Shake and sweep down exterior floor mats.
- Empty and clean all smoking urns. Refill sand, if applicable.

#### **Weekly Service**

- High dust all office areas.
- Dust vertical and horizontal surfaces.
- Dust venetian blinds, if applicable.
- Brush and vacuum all upholstered furniture and modular panels, as needed.
- Scrub all vinyl floor areas.
- Vacuum all carpet.
- Empty recycle bins into totes located in the warehouse, if applicable.

#### **Monthly Service**

- Vacuum all air conditioning grills and returns. Damp wipe with all purpose cleaner, if necessary. Do not remove grills.
- Clean light covers (external only).
- Dust fans.
- Pressure wash walks as needed.
- Wash all first floor exterior window glass, if applicable.
- Spray buff or burnish all vinyl surfaced areas.

## **EXHIBIT A SCOPE OF SERVICES**

### **Quarterly Service**

- Strip and re-wax all hard floors.
- Clean interior window glass, if applicable.
- Clean carpet by extraction method. Spills and heavily soiled areas are to be spot cleaned in between regularly scheduled carpet cleanings.

### **Semi-Annual Service**

- Damp wipe venetian blinds (use all purpose cleaner or detergent). Do not remove blinds from window, if applicable.
- Clean light fixtures and covers (interior).
- Wash exterior windows of building in April & October and any interior high glass, if applicable.

### **EMERGENCY OPERATION CENTER**

Location: 2675 Ortiz Ave, Fort Myers, FL 33905

Hours of Operation: Monday – Friday 8:00 a.m. – 5:00 p.m.

Because of the nature of the work performed in this area, access is restricted. Also, while cleaning in this area, it is important that the Vendor cause as little disruption as possible to the personnel and equipment. The Vendor shall be required to do routine cleaning of this area. The time for this work to be done, must first be scheduled.

Each day the trash cans are to be emptied.

Vacuum the carpeting. The vendor is required to use a vacuum cleaner that produces a minimum amount of noise. This may include using the central vacuum system provided.

### **Secured Areas**

Certain areas of this building are secured with limited access. Cleaning of the secured areas must be coordinated with the County Representative so that County personnel is available to allow access and supervise the cleaning in these areas.

### **Mechanical/Equipment/Maintenance Rooms**

The mechanical room is not to be entered or cleaned without prior authorization and instructions from the County's Representative. The County may, at its discretion, request the Vendor to clean the mechanical room(s). Cleaning of the mechanical room can only be done in the presence of the County's representative and shall include sweeping, dusting, mopping, and pressure cleaning the floor, as requested/needed. There shall be no additional charge for this work. The cost of the

## **EXHIBIT A**

### **SCOPE OF SERVICES**

occasional cleaning, up to four (4) times per year, shall be included in the overall cost of cleaning the building.

#### **Daily Service**

- Empty and re-line all wastebaskets. Damp wipe, if necessary.
- Empty desk recycling totes into large recycling bin.
- Spot clean walls, light switches, and doors.
- Damp mop floors, including any stairs and landings; remove any gum, tar or other foreign matter.
- Clean and/or polish conference room furniture and meeting room furniture.
- Vacuum carpet. Office areas vacuumed 2 times per week and common areas every day. Spot clean carpets as needed using extraction or bonnet cleaning method.
- Dust all horizontal ledges, furniture, desks and equipment. Office areas dusted 2 times per week.
- Clean and sanitize drinking fountains.
- Dust all unobstructed work areas.
- Do other general and emergency cleaning, as required.
- Report any maintenance defects to the County Representative.
- Keep custodial closet clean and orderly.
- Wash all door glass and adjacent panels (interior & exterior).
- Vacuum floor mats and wash, as necessary.
- Damp wipe tables and vending machines associated with break rooms.
- Clean and sanitize public area courtesy telephones, if applicable.

#### **Kitchen Area**

- Clean sinks with detergent/disinfectant. (do not wash dishes)
- Clean tables and counters with detergent/disinfectant.
- Re-supply paper towels and soap in County standard dispensers. Wipe down dispensers.
- Damp wipe walls, as necessary.
- Empty and reline trash cans. Wash trash cans, as needed.
- Damp mop floors with detergent/disinfectant.

#### **Restrooms**

- Clean basins with detergent/disinfectant.
- Clean and shine bright work.
- Clean toilets and urinals using detergent/disinfectant.
- Damp wipe all ledges.
- Clean mirrors, soap dispensers, wash basins, and all plumbing fixtures. Wipe down all dispensers.
- Clean under basins and around toilets and urinals.
- Damp wipe walls, light switches, and doors.

## **EXHIBIT A**

### **SCOPE OF SERVICES**

- Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkins liners, and sanitary napkins, etc. (only anti-bacterial soap will be acceptable).
- Wet mop floors using detergent/disinfectant.

#### **Building Exterior**

- Sweep and pick up trash around buildings and doorways. Also canvas and pick up trash and debris in the parking lot throughout the day.
- Empty trash receptacles and replace liner bag (if needed). Damp wipe, if necessary.
- 
- Wash down steps and walks, as required to keep free of gum, tar, and other foreign matter. May have to be pressure cleaned.
- Sweep cobwebs and dust from walls around entrances, windows and large loading bay door.
- Shake and sweep down exterior floor mats.
- Empty and clean all smoking urns. Refill sand, if applicable.

#### **Weekly Service**

- Dust all high areas in the offices (i.e. tops of cubicle walls, wall molding, etc.).
- Dust vertical and horizontal surfaces.
- Dust venetian blinds, if applicable.
- Scrub all non-skid tile floor areas, if applicable.
- Dust ceiling fans, if applicable.

#### **Master Recycling Bin Service**

- Take large bin(s) to designated location for servicing and return once emptied, if applicable.

#### **Monthly Service**

- Vacuum all air conditioning grills and returns. Damp wipe with all purpose cleaner, if necessary. Do not remove grills.
- Clean first floor light covers (external only).
- Scrub ceramic tile and grout in tile areas.
- Spray buff or burnish all vinyl floor surfaces.
- Brush, vacuum, and/ or spot clean all upholstered furniture and modular panels, as needed.

#### **Quarterly Service**

- Strip and re-wax all hard floors. (May be required to be done less or more often.)
- Clean interior window glass. (May be required to be done more often.)

**EXHIBIT A**  
**SCOPE OF SERVICES**

- Clean carpet by bonnet or extraction method, as required. Carpets in heavier traffic areas may need to be done more often. Spills and heavily soiled areas are to be spot cleaned in between regularly scheduled carpet cleanings.
- Wash all exterior window glass.

**Semiannual Service**

- Damp wipe venetian blinds (use all purpose cleaner or detergent). Do not remove blinds from window.
- Clean light fixtures and covers (interior).
- Clean and seal tile grout.
- Clean and mechanical, equipment or maintenance rooms, if required.

**Annual Service**

- Clean exterior awnings, if needed.



**EXHIBIT B  
FEE SCHEDULE**

<b>AMERICAN FACILITY SERVICES FEE SCHEDULE</b>					
<b>Location</b>	<b>Monthly Service Cost</b>	<b>Quarterly Service Cost</b>	<b>Semi-Annual Service Cost</b>	<b>Annual Service Cost</b>	<b>Total Location Annual Cost</b>
<b>LeeTran Transit Headquarters</b>	\$5,208.00	\$232.00	\$0	\$0	\$63,424.00
<b>Library, East County Regional</b>	\$2,400.00	\$1,197.00	\$215.00	\$0	\$34,018.00
<b>Library, Riverdale</b>	\$865.00	\$380.00	\$180.00	\$0	\$12,260.00
<b>M.A.R.S. Complex</b>	\$420.00	\$327.00	\$0	\$0	\$6,348.00
<b>Sheriff Gun Range</b>	\$1,310.00	\$170.00	\$0	\$0	\$16,400.00
<b>Sheriff Substation, East District</b>	\$1,064.00	\$746.00	\$21.00	\$30.00	\$15,824.00
<b>Solid Waste, Waste to Energy Plant</b>	\$395.00	\$0	\$289.00	\$0	\$5,318.00
<b>DOT Operations</b>	\$717.00	\$415.00	\$55.00	\$0	\$10,374.00
<b>DOT Operations Lehigh Depot</b>	\$275.00	\$72.00	\$36.00	\$0	\$3,660.00
<b>Emergency Operations Center</b>	\$1,198.00	\$821.00	\$169.00	\$32.00	\$18,030.00

**EXHIBIT B  
FEE SCHEDULE**

<b>ADDITIONAL SERVICE FEES</b>		
Porter Service	Per Hour	\$16.50
Crew Supervisor	Per Hour	\$18.50
Chief Supervisor	Per Hour	\$24.00
Project Coordinator	Per Hour	\$28.00
Emergency Work - Per Person	Per Hour	\$35.00
Dusting/Vacuuming of Office	Per Sq. Ft	\$0.03

**Reimbursement of Consumables**

The Vendor shall be reimbursed by the County at Vendor's cost for consumable supplies. To be eligible for reimbursement for consumables purchased, the Vendor shall provide the County with sufficient documentation with respect to materials purchased and used for County facilities in a form acceptable to the County, as determined by the Director of Procurement Management. Such documentation shall provide proof of payment and the unit prices for the consumables purchased. Vendor invoices for consumables must contain at a minimum a description of the materials purchased, the quantity delivered to the facility and unit cost associated with each item.

## **EXHIBIT C INSURANCE REQUIREMENTS**

**Minimum Insurance Requirements:** *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the Vendor's 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, and contractual liability exposures with minimum limits of:

\$1,000,000 per occurrence  
\$2,000,000 general aggregate  
\$1,000,000 products and completed operations  
\$1,000,000 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:

\$1,000,000 combined single limit (CSL)  
\$500,000 bodily injury per person  
\$1,000,000 bodily injury per accident  
\$500,000 property damage per accident

- c. Workers' Compensation** - Statutory benefits as defined by Chapter 440, Florida Statutes, 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:

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

- d. Employee Fidelity Bond** – Providing protection from losses incurred by dishonest acts of the Vendor's 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."

**EXHIBIT C**  
**INSURANCE REQUIREMENTS**

**Verification of Coverage:**

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

**a. The certificate holder shall read as follows:**

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

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

**Special Requirements:**

1. An appropriate "Indemnification" clause shall be made a provision of the Contract.
2. If applicable, it is the responsibility of the general contractor to ensure that all subcontractors comply with all insurance requirements.