



**LEE COUNTY**  
SOUTHWEST FLORIDA

Advertise Date: Tuesday, February 13, 2018

**Lee County Board of County Commissioners  
DIVISION OF PROCUREMENT MANAGEMENT**

**Request for Proposal (RFP) NON-CCNA**

Solicitation No.:	RFP180119MRH		
Solicitation Name:	Custodial Services for Lee County Central Zone		
Open Date/Time:	3/16/2018	Time:	2:30 PM
Location:	Lee County Procurement Management 1500 Monroe Street 4th Floor Fort Myers, FL 33901		
Procurement Contact:	Melanie Hicks	Title	Procurement Analyst
Phone:	(239) 533-8881	Email:	<b>mhicks @leegov.com</b>
Requesting Dept.	COUNTY WIDE		

**Pre-Proposal Meeting:**

Type:	NON-Mandatory
Date/Time:	3/6/2018 2:00 PM
Location:	Procurement: Public Works Building, 1500 Monroe St 4th Floor, Fort Myers, FL 33901

**All solicitation documents are available for download at  
[www.leegov.com/procurement](http://www.leegov.com/procurement)**

**Electronic bidding is coming! Visit [www.leegov.com/bid](http://www.leegov.com/bid) to stay informed**



LEE COUNTY  
SOUTHWEST FLORIDA

**2/13/2018**

**Notice to Contractor / Vendor / Proposer(s)**  
**RFP#180119MRH Custodial Services for Lee County Central Zone**

**REQUEST FOR PROPOSAL (RFP)**

Lee County, Florida, is requesting proposals from qualified individuals/firms for  
Custodial Services for Lee County Central Zone

Then and there to be publicly opened and read aloud for the purpose of selecting a vendor to furnish; all necessary labor, services, materials, equipment, tools, consumables, transportation, skills and incidentals required for Lee County, Florida, in conformance with proposal documents, which include technical specifications and/or a scope of work.

Those individuals/firms interested in being considered for (RFP) are instructed to submit, in accordance with specifications, their proposals, pertinent to this project prior to

**2:30 PM Friday, March 16, 2018**

to the office of the **Procurement Management Director, 1500 Monroe Street, 4<sup>th</sup> Floor, Fort Myers, Florida 33901**. The Request for Proposal shall be received in a sealed envelope, prior to the time scheduled to receive proposals, and shall be clearly marked with the solicitation name, solicitation number, proposer name, and contact information as identified in these solicitation documents.

The Scope of Services for this RFP is available from [www.leegov.com/procurement](http://www.leegov.com/procurement). Vendors who obtain scope of services from sources other than [www.Leegov.com/procurement](http://www.Leegov.com/procurement) are cautioned that the solicitation package may be incomplete. The County's official bidders list, addendum(s) and information must be obtained from [www.Leegov.com/procurement](http://www.Leegov.com/procurement). It is the proposer's responsibility to check for posted information. The County may not accept incomplete proposals.

**A Non-Mandatory Pre-proposal Conference has been scheduled for the following time and location:**

2:00 PM March 6, 2018 Conference Room 4D, Public Works Building, 1500 Monroe St 4th Floor, Fort Myers, FL 33901 for the purpose of discussing the proposed project. Prospective proposers are encouraged to attend. All prospective proposers are encouraged to obtain and review plans, specifications, and scope of work for this proposal before the pre-proposal so that they may be prepared to discuss any question or concerns they have concerning this project. A site visit may follow the pre-proposal conference. Questions regarding this Request for Proposal are to be directed, in writing, to the individual listed below using the email address list below or faxed to (239) 485 8383 during normal working hours.

Melanie Hicks [mhicks@LeeGov.com](mailto:mhicks@LeeGov.com)

Sincerely,

Mary G. Tucker, CPPO, CPPB  
Director of Procurement Management

\*[WWW.LeeGov.Com/Procurement](http://WWW.LeeGov.Com/Procurement) is the County's official posting site

## Terms and Conditions Request for Proposal

### 1. DEFINITIONS

- 1.1. **Addendum/Addenda:** A written change, addition, alteration, correction or revision to a bid, proposal or contract agreement. Addendum/Addenda may be issued following a pre-bid/pre-proposal conference or as a result of a specification or work scope change to the solicitation.
- 1.2. **Approved Alternate:** Solicitation documents may make reference of specific manufacturer(s) or product(s). These references serve only as a recommendation and a guide to minimum quality and performance. The references are not intended to exclude approved alternatives of other manufacturer(s) or product(s).
- 1.3. **Bid/Proposal Package:** A bid/proposal is a document submitted by a vendor in response to some type of solicitation to be used as a basis for negotiations or for entering into a contract.
- 1.4. **Bidder/Responder/Proposer:** One who submits a response to a solicitation.
- 1.5. **County:** Refers to Lee County Board of County Commissioners.
- 1.6. **Due Date and Time/Opening:** Is defined as the date and time upon which a bid or proposal shall be submitted to the Lee County Procurement Management Division. Only bids or proposals received prior to the established date and time will be considered.
- 1.7. **Liquidated Damages:** Damages paid usually in the form of monetary payment, agreed by the parties to a contract which are due and payable as damages by the party who breaches all or part of the contract. May be applied on a daily basis for as long as the breach is in effect.
- 1.8. **Procurement Management:** shall mean the Director of Lee County's Procurement Management Department or designee.
- 1.9. **Responsible:** A vendor, business entity or individual who is fully capable to meet all of the requirements of the bid/proposal solicitation documents and subsequent contract. Must possess the full capability including financial and technical, to perform as contractually required. Must be able to fully document the ability to provide good faith performance.
- 1.10. **Responsive:** A vendor, business entity or individual who has submitted a bid or request for proposal that fully conforms in all material respects to the bid/proposal solicitation documents and all of its requirements, including all form and substance.
- 1.11. **Solicitation:** An invitation to bid, a request for proposal, invitation to negotiate or any document used to obtain bids or proposals for the purpose of entering into a contract.

### 2. ORDER OF PRECEDENCE

- 2.1. If a conflict exists between the "Terms and Conditions" the following order of precedents will apply:
  - 2.1.1. Florida State Law as applied to Municipal Purchasing in accordance with Title XIX, "Public Business", Chapter 287 "Procurement of Personal Property and Services."
  - 2.1.2. Lee County Procurement Management Division Policy and Ordinances
  - 2.1.3. Special Conditions and Supplemental Instructions
  - 2.1.4. Detailed Scope of Work
  - 2.1.5. These Terms and Conditions

### 3. RULES, REGULATIONS, LAWS, ORDINANCES AND LICENSES

- 3.1. It shall be the responsibility of the proposer to assure compliance with all other federal, state, or county codes, rules, regulations or other requirements, as each may apply. Any involvement with the Lee County shall be in accordance with but not limited to:
  - 3.1.1. Lee County Procurement Policy Manual
  - 3.1.2. Pursuant to FL § Section 119.071, Public Records, General exemptions from inspection or copying of public records, sealed bids or proposals received by the County. Pursuant to this, solicitation are exempt from public records request (s. 119.07(1) and s. 24(a), Art. I, of the Florida Constitution) until such time as the agency provides notice of a decision or intended decision (pursuant to s. 119.071(2)) or within 30 days after bid or proposal opening, whichever is earlier.

- 3.1.3. Florida Statute 218 Public Bid Disclosure Act.
    - 3.1.4. Florida Statute 337.168 Confidentiality of official estimates, identities of potential bidders, and bid analysis and monitoring.
    - 3.1.5. FL § Section 607.1501(1) states: A foreign corporation may not transact business in the State of Florida until it obtains a certificate of authority from the Department of State.
  - 3.2. **Local Business Tax:** If applicable, provide with proposal.
  - 3.3. **License(s):** Proposer should provide, at the time of the opening of the proposal, all necessary permits and/or licenses required for this product and/or service.
4. RFP – PREPARATION OF PROPOSAL
- 4.1. Proposals must be sealed in an envelope, and the outside of the envelope must be affixed with the label included in the forms section.
  - 4.2. **Submission Format:**
    - 4.2.1. Required Forms: complete and return **all** required forms. If the form is not applicable, please return with “Not Applicable” or “N/A” in large letters across the form.
    - 4.2.2. Execution of Proposal: All documents must be properly signed by corporate authorized representative, witnessed, and where applicable corporate and/or notary seals affixed. All proposals shall be typed or printed in ink. The proposer may not use erasable ink. All corrections made to the proposal shall be initialed.
    - 4.2.3. Should not contain links to other Web pages.
  - 4.3. **Preparation Cost:**
    - 4.3.1. The Proposer is solely responsible for any and all costs associated with responding to this solicitation. No reimbursement will be made for any costs associated with the preparation and submittal of any proposal, or for any travel and per diem costs that are incurred by any Proposer.
5. RESPONSES RECEIVED LATE
- 5.1. It shall be the proposer’s sole responsibility to deliver the proposal submission to the Lee County Procurement Management Division prior to or on the time and date stated.
  - 5.2. Any proposals received after the stated time and date will not be considered. The proposal shall not be opened at the public opening. Arrangements may be made for the unopened proposal to be returned at the proposer’s request and expense.
  - 5.3. The Lee County Procurement Management Division shall not be responsible for delays caused by the method of delivery such as, but not limited to; Internet, United States Postal Service, overnight express mail service(s), or delays caused by any other occurrence.
6. PROPOSER REQUIREMENTS (unless otherwise noted)
- 6.1. **Responsive and Responsible:** Only proposals received from responsive and responsible proposers will be considered. The County reserves the right before recommending any award to inspect the facilities and organization; or to take any other necessary action, such as background checks, to determine ability to perform is satisfactory, and reserves the right to reject submission packages where evidence submitted or investigation and evaluation indicates an inability for the proposer to perform.
    - 6.1.1. Proposals may be declared “non-responsive” due to omissions of “Negligence or Breach of Contract” on the disclosure form. Additionally, proposals may be declared “not responsible” due to past or pending lawsuits that are relevant to the subject procurement such that they call into question the ability of the proposer to assure good faith performance. This determination may be made by the Procurement Management Director, after consulting with the County Attorney.
    - 6.1.2. Additional sources may be utilized to determine credit worthiness and ability to perform.
    - 6.1.3. Any proposer or sub-proposer that will have access to County facilities or property may be required to be screened to a level that may include, but is not limited to; fingerprints, statewide criminal. There may be fees associated with these procedures. These costs are the responsibility of the proposer or sub-proposer.



- 6.2. **Past Performance:** All vendors will be evaluated on their past performance and prior dealings with Lee County (i.e., failure to meet specifications, poor workmanship, late delivery, etc.) Poor or unacceptable past performance may result in proposer disqualification.
7. **PRE-SOLICITATION CONFERENCE**
- 7.1. A pre-solicitation conference will be held in the location, date, and time specified on the cover of this solicitation. The cover will also note if the pre-solicitation conference is Non-Mandatory or Mandatory. All questions and answers are considered informal. All prospective proposers are encouraged to obtain and review the solicitation documents prior to the pre-proposal so they may be prepared to discuss any questions or concerns they have concerning this project. All questions must be submitted formally in writing to the procurement staff noted on the first page of the solicitation document. A formal response will be provided in the form of an addendum (see "County Interpretation/Addendums" for additional information.) A site visit may follow the pre-proposal conference, if applicable.
- 7.2. **Non-Mandatory:** Pre-solicitation conferences are generally non-mandatory, but it is highly recommended that prospective proposers participate.
- 7.3. **Mandatory:** Failure to attend a mandatory pre-solicitation conference will result in the proposal being considered **non-responsive**.
8. **COUNTY INTERPRETATION/ADDENDUMS**
- 8.1. Each Proposer shall examine the solicitation documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the solicitation shall be **submitted in writing prior to 5:00 PM at least eight (8) calendar days prior to the date when the submission is due**.
- 8.2. Response(s) will be in the form of an Addendum posted on [www.leegov.com/procurement](http://www.leegov.com/procurement). It is solely the proposer's responsibility to check the website for information. No notifications will be sent by Lee County Procurement Management Division.
- 8.3. All Addenda shall become part of the Contract Documents.
- 8.4. The County shall not be responsible for oral interpretations given by any County employee, representative, or others. Interpretation of the meaning of the plans, specifications or any other contract document, or for correction of any apparent ambiguity, inconsistency or error there in, shall be in writing. Issuance of a written addendum by the County's Procurement Management Division is the only official method whereby interpretation, clarification or additional information can be given.
9. **QUALITY GUARANTEE/WARRANTY (as applicable)**
- 9.1. Proposer will guarantee their work without disclaimers, unless otherwise specifically approved by the County, for a minimum of twelve (12) months from final completion.
- 9.2. Unless otherwise specifically provided in the specifications, all equipment and materials and articles incorporated in the work covered by this contract shall be new, unused and of the most suitable grade for the purpose intended. Refurbished parts or equipment are not acceptable unless otherwise specified in the specifications. All warranties will begin from the date of final completion.
- 9.3. Unless otherwise specifically provided in the specifications, the equipment must be warranted for twelve (12) months, shipping, parts and labor. Should the equipment be taken out of service for more than forty-eight (48) hours to have warranty work performed, a loaner machine of equal capability or better shall be provided for use until the repaired equipment is returned to service at no additional charge to the County.
- 9.4. If any product does not meet performance representation or other quality assurance representations as published by manufacturers, producers or distributors of such products or the specifications listed, the vendor shall pick up the product from the County at no expense to the County. The County reserves the right to reject any or all materials, if in its judgment the item reflects unsatisfactory workmanship or manufacturing or shipping damage. The vendor shall refund, to the County, any money which has been paid for same.
10. **SUBSTITUTION(S)/APPROVED ALTERNATE(S)**

- 10.1. Unless otherwise specifically provided in the specifications, reference to any equipment, material, article or patented process, by trade name, brand name, make or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. If a proposer wishes to make a substitution in the specifications, the bidder shall furnish to the County, **no later than ten (10) business days prior to the solicitation opening date**, the name of the manufacturer, the model number, and other identifying data and information necessary to aid the County in evaluating the substitution. Such information is submitted through the Procurement Management Division. Any such substitution shall be subject to County approval through the issuance of a written addendum by the County's Procurement Management Division. Substitutions shall be approved only if determined by the County to be an **Approved Alternate** to the prescribed specifications.
  - 10.2. A proposal containing a substitution is subject to disqualification if the substitution is not approved by the County. Items bid must be identified by brand name, number, manufacturer and model, and shall include full descriptive information, brochures, and appropriate attachments. Brand names are used for descriptive purposes only. An **Approved Alternate** product or service may be used.
11. ADDITIONS, REVISIONS AND DELETIONS
- 11.1. Additions, revisions, or deletions to the Terms and Conditions, specifications that change the intent of the solicitation will cause the solicitation to be non-responsive and the proposal will not be considered. The Procurement Management Director shall be the sole judge as to whether or not any addition, revision, or deletion changes the intent of the solicitation.
12. NEGOTIATED ITEMS
- 12.1. Any item not outlined in the Scope of Services may be subject to negotiations between the County and the successful Proposer.
  - 12.2. After award of this proposal the County reserves the right to add or delete items/services at prices to be negotiated at the time of addition or deletion.
  - 12.3. At contract renewal time(s) or in the event of significant industry wide market changes, the County may negotiate justified adjustments such as price, terms, etc., to this contract with the County, in its sole judgment, considers such adjustments to be in the best interest of the County.
13. ERRORS, OMISSIONS, CALCULATION ERRORS (as applicable)
- 13.1. **Errors/Omissions:** Approval by County of the successful proposer's work product for the project shall not constitute nor be deemed a release of the responsibility and liability of the successful proposer for the accuracy and competency of the successful proposer's designs, drawings, specifications or other documents and work pertaining to the project. Additionally, approval by the County of the successful proposer's work product shall not be deemed to be an assumption of drawings, specifications or other documents prepared by the successful proposer for the project. After acceptance of the final plans by the County, the successful proposer agrees, prior to and during the construction of the project, to perform such successful proposer services, at no additional cost to the County, as may be required by the County to correct errors or omissions on the plans prepared by the successful proposer pertaining to the project.
  - 13.2. **Calculation Errors:** In the event of multiplication/addition error(s), the unit price shall prevail. Written prices shall prevail over figures where applicable. All proposals shall be reviewed mathematically and corrected, if necessary, using these standards, prior to additional evaluation.
14. CONFIDENTIALITY
- 14.1. Proposers should be aware that all proposals provided are subject to public disclosure and will **not** be afforded confidentiality, unless provided by Chapter 119 Florida Statute.
  - 14.2. If information is submitted with a proposal that is deemed "Confidential" the proposer must stamp those pages of the proposal that are considered confidential. The proposer must provide documentation as to validate why these documents should be declared confidential in accordance with Chapter 119, "Public Records," exemptions.
  - 14.3. Lee County **will not reveal engineering estimates or budget amounts for a project** unless required by grant funding or unless it is in the best interest of the County. According to Florida State Statute 337.168:

A document or electronic file revealing the official cost estimate of the department of a project is confidential and exempt from the provisions of s. 119.07(1) until the contract for the project has been executed or until the project is no longer under active consideration.

#### 15. CONFLICT OF INTEREST

- 15.1. All proposers are hereby placed on formal notice that per Section 3 of Lee County Ordinance No. 92-22: The County is prohibited from solicitation of a professional services firm to perform project design and/or construction services if the firm has or had been retained to perform the project feasibility or study analysis.

And:

- 15.2. A professional services firm who has performed or participated in the project feasibility planning, study analysis, development of a program for future implementation or drafting of solicitation documents directly related to this County project, as the primary vendor/consulting team, cannot be selected or retained, as the primary consultant/vendor or named a member of the consulting/contracting team, to perform project design, engineering or construction services for subsequent phase(s) or scope of work for this project. Pursuant to FS. S287.057 (17) the firm will be deemed to have a prohibited conflict of interest that creates an unfair competitive advantage.

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

- 15.4. **Business Relationship Disclosure Requirement:** The award hereunder is subject to the provisions of Chapter 112, Public Officers and Employees: General Provisions, Florida Statutes. All proposers must disclose with their proposal the name of any officer, director or agent who is also an employee of the Lee County or any of its agencies. Further, all proposers must disclose the name of any County employee who owns directly or indirectly, an interest of five percent (5%) or more in the proposer's firm or any of its branches.

#### 16. ANTI-LOBBYING CLAUSE (Cone of Silence)

- 16.1. Following Florida Statute Section 287.057(23), Upon the issuance of the solicitation, prospective proposers or any agent, representative or person acting at the request of such proposer shall not have any contact, communicate with or discuss any matter relating in any way to the solicitation with any Commissioner, Evaluation Review Committee, agent or employee of the County other than the Procurement Management Director or their designee. This prohibition begins with the issuance of any solicitation, and ends upon execution of the final contract or when the solicitation has been cancelled. **If it is determined that improper communications were conducted, the Proposer maybe declared non- responsible.**

#### 17. DRUG FREE WORKPLACE

- 17.1. Lee County Board of County Commissioners encourages Drug Free Workplace programs.

#### 18. DISADVANTAGED BUSINESS ENTERPRISE (DBE's)

- 18.1. The County encourages the use of Disadvantaged Business Enterprise Proposer(s) as defined and certified by the State of Florida Office of Supplier Diversity.
- 18.2. Bidder/Proposer is required to indicate whether the Firm and/or any proposed sub-consultants are Disadvantaged Business Enterprises (DBE). Lee County encourages the utilization and participation of DBEs in procurements, and evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond.

#### 19. ANTI-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY

- 19.1. The proposer agrees to comply, in accordance with Florida Statute 287.134, 504 of the Rehabilitation Act of 1973 as amended, the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 2008 (ADAAA) that furnishing goods or services to the County hereunder, no person on the grounds of

race, religion, color, age, sex, national origin, disability or marital status shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.

- 19.2. The proposer will not discriminate against any employee or applicant for employment because of race, religion, color, age, sex, national origin, disability or marital status. The proposer will make affirmative efforts to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, age, sex, national origin, disability or marital status.
- 19.3. The proposer will include the provisions of this section in every sub-contract under this contract to ensure its provisions will be binding upon each sub-contractor. The proposer will take such actions in respect to any sub-contractor, as the contracting agency may direct, as a means of enforcing such provisions, including sanctions for non-compliance.
- 19.4. An entity or affiliate who has been placed on the State of Florida's Discriminatory Vendor List (This list may be viewed by going to the Department of Management Services website at <http://www.dms.myflorida.com>) may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a vendor, supplier, sub-contractor, or consultant under contract with any public entity, and may not transact business with any public entity.

## 20. PROPOSER/SUB-PROPOSER/CONSULTANT/CONTRACTOR RELATIONSHIP

- 20.1. The prime proposer on a solicitation may not also be listed as a sub-proposer/consultant/contractor to another firm submitting a proposal for the same solicitation. Should this occur, all responses from the involved/named firms will be considered non-compliant and rejected for award. Sub-proposers/consultant/contractor may be listed on multiple proposals for the same solicitation.

## 21. SUB-PROPOSER/CONSULTANT

- 21.1. The use of sub-proposer/consultant under this solicitation is not allowed without prior written authorization from the County representative.

## 22. RFP - PROJECT GUIDELINES

- 22.1. The County has established the following Guidelines, Criteria, Goals, Objectives, Constraints, Schedule, Budget and or Requirements which shall service as a guide to the proposer(s) in conforming the professional services and work to provide pursuant to this Agreement/Contract:
  - 22.1.1. No amount of work is guaranteed upon the execution of an agreement/contract.
  - 22.1.2. Hourly rates and all other negotiated expenses will remain in effect throughout the duration of the agreement/contract period.
  - 22.1.3. This contract does not entitle any firm to exclusive rights to County agreements/contracts. The County reserves the right to perform any and all available required work in-house or by any other means it so desires.
  - 22.1.4. In reference to vehicle travel, mileage and man-hours spent in travel time, is considered incidental to the work and not an extra compensable expense.
  - 22.1.5. Lee County reserves the right to add or delete, at any time, and or all tasks or services associated with this agreement.
  - 22.1.6. Any Single Large Project: The County, in its sole discretion, reserves the right to separately solicit any project that is outside the scope of this solicitation, whether through size, complexity or the dollar value.

## 23. RFP – EVALUATION

- 23.1. **Ranking Method:** Lee County uses the Dense Ranking (1223" ranking). In Dense Ranking, items that compare equal, receive the same ranking number, and the next item(s) receive the immediately following ranking number. This ranking method is used for each individual committee member's scores. Thus if A ranks ahead of B and C (which compare equal) which are both ranked ahead of D, then A is ranked number 1 ("first"), B is ranked number 2 ("joint second"), C is also ranked number 2 ("joint second") and D is ranked number 3 ("third").

- 23.1.1. Each Ranking is derived by the individual committee member's scores being totaled and then ranked with the highest "score" being "ranked" first with each following in the same manner. For example: a score of 100 would rank 1, a score of 75 would rank 2, and continue until all proposals have been ranked.
- 23.1.2. Upon completion of this method for each individual committee member the individual rankings are then totaled for an "Over-all Ranking." During the Over-all Ranking process the lowest total would be deemed the highest ranked (1). Example: Proposer A individual rankings totaled 5 and Proposer B individual rankings totaled 7 making "Over-all Ranking" order as Proposer A ranked 1, Proposer B ranked 2.
- 23.1.3. In the event of a tie, please refer to the tiebreaker section of this solicitation.)
- 23.2. **Evaluation Meeting(s):**
  - 23.2.1. Evaluation 1: The first evaluation will rank Proposers based on the scores from the selection criteria point values.
  - 23.2.2. Evaluation 2: Following the initial evaluation process, the short-listed proposer(s) will be required to provide an on-site interview/presentation.
    - 23.2.2.1. Such subsequent evaluations will be accomplished by simply ranking the proposers. Proposers will be ranked in sequential order with one (1) being the highest ranking. Proposers' rankings will then be totaled with the total lowest scores receiving final rank order starting with one (1) - the highest ranking.
  - 23.2.3. Proposed short-list and final selection meeting dates are posted on the Procurement Management web page: [www.leegov.com/procurement](http://www.leegov.com/procurement) (Projects, Award Pending.)

#### 24. RFP – SELECTION PROCEDURE

- 24.1. The selection will be made in accordance with Lee County Procurement Policy. Some or all of the responding proposer(s) may be requested to provide interviews and/or presentations of their proposal, for the ranking process.
- 24.2. The recommendation to award, negotiated rates and agreement/contract(s) will be submitted to the Board of County Commissioners for approval.
- 24.3. If a satisfactory agreement/contract(s) cannot be negotiated, in a reasonable amount of time, the County, in its sole discretion, may terminate negotiations with the selected proposer(s) and begin agreement/contract negotiations with the next finalist.
- 24.4. The Procurement Management Director reserves the right to exercise their discretion to:
  - 24.4.1. Make award(s) to one or multiple proposers.
  - 24.4.2. Waive minor informalities in any response;
  - 24.4.3. Reject any and all proposals with or without cause;
  - 24.4.4. Accept the response that in its judgment will be in the best interest of Lee County

#### 25. RFP – TIEBREAKER

- 25.1. In the event of a tie, two or more proposers that have the same ranking, the following steps will be taken to determine the highest ranked proposer. This method shall be used for all (RFP) ties.
  - 25.1.1. Step 1: The proposer that has the highest number of 1<sup>st</sup> place rankings shall be deemed the first ranked proposer. In the event a tie still exists the proposer with the highest number of 2<sup>nd</sup> place rankings shall be the first ranked proposer. Should a tie still remain the method used above will continue with each ranking level, 3<sup>rd</sup>, then 4<sup>th</sup>, then 5<sup>th</sup>, etc. rank, will be counted until the tie is broken.
  - 25.1.2. Step 2: At the conclusion of step 1, if all is equal, the proposer having a drug-free work place program, shall be deemed the first ranked proposer.
  - 25.1.3. Step 3: In the event the tie exists then the highest ranked proposer from the first evaluation committee meeting, in which point values were applied, will win the award. One being the highest.
  - 25.1.4. Step 4: At the conclusion of steps 1, 2, 3, if all are equal, the 1<sup>st</sup> place proposer shall be determined by the flip of a coin.
- 25.2. When the tiebreaker is determined the highest ranked proposer shall be awarded the contract or receive the first opportunity to negotiate, as applicable.

- 25.3. If an award or negotiation is unsuccessful with the highest ranked proposer, award or negotiations may commence with the next highest ranked proposer.

## 26. RFP – EVALUATION/ SELECTION COMMITTEE

- 26.1. The selection shall be by a Selection Committee consisting of staff representatives from the appropriate County Departments as approved by the Procurement Management Director or designee.
- 26.2. The Selection Committee will receive and review written proposals in response to this Request for Proposal (RFP). Responses will be evaluated against a set of criteria to determine those Proposers/Firms most qualified and suited for this project. If applicable, the Selection Committee may choose to short-list Proposers/Firms to be interviewed to determine final selection.

## 27. WITHDRAWAL OF PROPOSAL

- 27.1. No proposal may be withdrawn for a period of **180 calendar days** after the scheduled time for receiving proposals. A proposal may be withdrawn prior to the proposal opening date and time. Withdrawal requests must be made in writing to the Procurement Management Director, who will approve or disapprove the request.
- 27.2. A proposer may withdraw a proposal any time prior to the opening of the solicitation.
- 27.3. After proposals are opened, but prior to award of the contract by the County Commission, the Procurement Management Director may allow the withdrawal of a proposal because of the mistake of the proposer in the preparation of the proposal document. In such circumstance, the decision of the Procurement Management Director to allow the proposal withdrawal, although discretionary, shall be based upon a finding that the proposer, by clear and convincing evidence, has met each of the following four tests:
  - 27.3.1. The proposer acted in good faith in submitting the proposal,
  - 27.3.2. The mistake in proposal preparation that was of such magnitude that to enforce compliance by the proposer would cause a severe hardship on the proposer,
  - 27.3.3. The mistake was not the result of gross negligence or willful inattention by the proposer; and
  - 27.3.4. The mistake was discovered and was communicated to the County prior to the County Commission having formally awarded the contract/agreement.

## 28. PROTEST RIGHTS

- 28.1. Any proposer that has submitted a formal response to Lee County, and who is adversely affected by an intended decision with respect to the award, has the right to protest an intended decision posted by the County as part of the solicitation process.
- 28.2. “Decisions” are posted on the Lee County Procurement Management Division website. Proposers are solely responsible to check for information regarding the solicitation. ([www.leegov.com/procurement](http://www.leegov.com/procurement))
- 28.3. Refer to the “Bid/Proposal Protest Procedure” section of the Lee County “Contracts Manual” for the complete protest process and requirements. The Manual is posted on the Lee County website or you may contact the Procurement Management Director.
- 28.4. In order to preserve your right to protest, you must file a written **“Notice Of Intent To File A Protest”** with the Lee County Procurement Management Director by 4:00 PM on the 3<sup>rd</sup> working day after the decision affecting your rights is posted on the Lee County website.
  - 28.4.1. The notice must clearly state the basis and reasons for the protest.
  - 28.4.2. The notice must be physically received by the Procurement Management Director within the required time frame. No additional time is granted for mailing.
- 28.5. To secure your right to protest you will also be required to post a **“Protest Bond”** and file a written **“Formal Protest”** document **within 10 calendar days** after the date of **“Notice of Intent to File a Protest”** is received by the Procurement Management Director.
- 28.6. **Failure to follow the protest procedures requirement within the timeframes as prescribed herein and established by the Lee County Board of County Commissioners, Florida, shall constitute a waiver of your protest and any resulting claims.**

## 29. AUTHORITY TO UTILIZE BY OTHER GOVERNMENT ENTITIES

- 29.1. This opportunity is also made available to any government entity. Pursuant to their own governing laws, and subject to the agreement of the vendor, other entities may be permitted to make purchases at the terms and conditions contained herein. Lee County Board of County Commissioners will not be financially responsible for the purchases of other entities from this solicitation.

### 30. CONTRACT ADMINISTRATION

#### 30.1. **Designated Contact:**

- 30.1.1. The awarded proposer shall appoint a person(s) to act as a primary contact for all County departments. This person or back-up shall be readily available during normal working hours by phone or in person, and shall be knowledgeable of the terms and procedures involved.
- 30.1.2. Lee County requires that the awarded proposer to provide the name of a contact person(s) and phone number(s) which will afford Lee County access 24 hours per day, 365 days per year, of this service in the event of major breakdowns or natural disasters.

#### 30.2. **RFP – Term:** (unless otherwise stated in the Scope of Work or Detailed Specifications)

- 30.2.1. Unless otherwise stated in the scope of work, specifications, or special conditions the default **contract term shall be one (1) year with three (3), one (1) year renewals for a total of four (4) years upon mutual written agreement of both parties.**
- 30.2.2. The County reserves the right to renew this contract, or any portion thereof, and to negotiate pricing as a condition for each.
- 30.2.3. The County's performance and obligation to pay under this contract, and any applicable renewal options, is contingent upon annual appropriation of funds.

#### 30.3. **RFP – Basis of Award:**

- 30.3.1. Award will be made to the most responsible and responsive proposer based on the evaluation criteria.

#### 30.4. **Agreement/Contract:**

- 30.4.1. The awarded proposer will be required to execute an Agreement/Contract as a condition of award. A sample of this document may be viewed on-line at <http://www.leegov.com/procurement/forms>.

#### 30.5. **Records:**

- 30.5.1. Retention: The proposer shall maintain such financial records and other records as may be prescribed by Lee County or by applicable federal and state laws, rules and regulations. Unless otherwise stated in the specifications, the proposer shall retain these records for a period of five years after final payment, or until they are audited by Lee County, whichever event occurs first.
- 30.5.2. Right to Audit/Disclosure: These records shall be made available during the term of the contract as well as the retention period. These records shall be made readily available to County personnel with reasonable notice and other persons in accordance with the Florida General Records Schedule. Awarded Bidder/Proposer(s) are hereby informed of their requirement to comply with FL §119 specifically to:
- 30.5.2.1. Keep and maintain public records required by the County to perform the service.
- 30.5.2.2. Upon request from the County's custodian of public records, 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 or as otherwise provided by law.
- 30.5.2.3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the County.
- 30.5.2.4. Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the contractor or keep and maintain public records required by the County to perform the service. If the contractor transfers all public records to the County upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records

stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

30.5.3. Public Record: **IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FL § , 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, <http://www.leegov.com/publicrecords>.**

30.5.4. Ownership: It is understood and agreed that all documents, including detailed reports, plans, original tracings, specifications and all data prepared or obtained by the successful proposer in connection with its services hereunder, include all documents bearing the professional seal of the successful proposer, and shall be delivered to and become the property of Lee County, prior to final payment to the successful proposer or the termination of the agreement. This includes any electronic versions, such as CAD or other computer aided drafting programs.

### 30.6. **Termination:**

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

30.6.2. The Procurement Management Director may immediately terminate any agreement as a result of this solicitation for emergency purposes, as defined by the Lee County Purchasing and Payment Procedures Manual (Purchasing Manual), (also known as Appendix "D", "AC-4-1.pdf".)

30.6.3. Any proposer who has voluntarily withdrawn from a solicitation without the County's mutual consent during the contract period shall be barred from further County procurement for a **period of 180 days**. The vendor may apply to the Board for a waiver of this debarment. Such application for waiver of debarment must be coordinated with and processed by the Procurement Management Department.

30.6.4. The County reserves the right to terminate award or contract following any of the below for goods or services over \$1,000,000:

30.6.4.1. Contractor is found to have submitted a false certification as provided under FL § 287.135 (5);

30.6.4.2. Contractor has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List;

30.6.4.3. Contractor has engaged in business operations in Cuba or Syria;

30.6.4.4. Contractor has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel – beginning October 1, 2016.

### 31. WAIVER OF CLAIMS

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

### 32. LEE COUNTY PAYMENT PROCEDURES

32.1. All vendors are requested to mail an original invoice to:

**Lee County Finance Department**

**Post Office Box 2238**

**Fort Myers, FL 33902-2238**

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



- 32.3. Lee County will not be liable for requests for payment deriving from aid, assistance, or help by any individual, vendor, proposer, or bidder for the preparation of these specifications.
- 32.4. Lee County is generally a tax exempt entity subject to the provisions of the 1987 legislation regarding sales tax on services. Lee County will pay those taxes for which it is obligated, or it will provide a Certificate of Exemption furnished by the Department of Revenue. All proposers should include in their proposal, all sales or use taxes, which they will pay when making purchases of material or sub-contractor's services.
- 33. MATERIAL SAFETY DATA SHEETS (MSDS/SDS) (if applicable)
  - 33.1. It is the vendor's responsibility to provide Lee County with Material Safety Data Sheets on bid materials, as may apply to this procurement.
- 34. DEBRIS DISPOSAL (if applicable)
  - 34.1. Unless otherwise stated, the Proposer shall be fully responsible for the lawful removal and disposal of any materials, debris, garbage, vehicles or other such items which would interfere with the undertaking and completion of the project. There shall not be an increase in time or price associated with such removal.
- 35. SHIPPING (if applicable)
  - 35.1. Cost of all shipping to the site, including any inside delivery charges and all unusual storage requirements shall be borne by the proposer unless otherwise agreed upon in writing prior to service. It shall be the proposer's responsibility to make appropriate arrangements, and to coordinate with authorized personnel at the site, for proper acceptance, handling, protection and storage (if available) of equipment and material delivered. All pricing to be F.O. B. destination.
  - 35.2. The materials and/or services delivered under the proposal shall remain the property of the seller until a physical inspection and actual usage of these materials and/or services is accepted by the County and is deemed to be in compliance with the terms herein, fully in accord with the specifications and of the highest quality.
- 36. INSURANCE (AS APPLICABLE)
  - 36.1. Insurance shall be provided by the awarded proposer. Upon request, a certificate of insurance (COI) complying with the attached guide shall be provided by the proposer.

36.2. **Insurance Guide:**

**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."

**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.

End of Insurance Guide section

37. SPECIAL CONDITIONS

These are conditions that are in relation to this solicitation only and have not been included in the County's standard Terms and Conditions or the Scope of Work.

37.1 None identified at this time

End of Special Conditions

**LEE COUNTY, FLORIDA  
DETAILED SPECIFICATIONS  
FOR  
RFP180119MRH  
Custodial Services for Lee County – Central Zone**

**1. GENERAL SCOPE OF PROJECT**

- 1.1. Lee County is looking for qualified and experienced firms to provide ongoing Custodial Services in County Owned and/or operated facilities. The work will include but not limited to: furnishing all labor, supervision, transportation, tools, equipment and materials for the execution of Custodial Services in accordance with the requirements in this solicitation.

**2. PROJECT OBJECTIVE**

- 2.1. In selecting a Proposer the County will place emphasis on the experience of the Proposer and its assigned personnel in providing products and/or services on projects of similar nature and size.
  - 2.1.1. Provide and maintain adequate staff to oversee and manage the projects;
  - 2.1.2. Successfully complete the project within the approved schedule;
  - 2.1.3. Comply with the contract documents and its general conditions.

**3. PROJECT TERM**

- 3.1. Multi-year Renewals: The successful Proposer shall be responsible for furnishing and delivering to the Lee County requesting Department(s) the commodity or services on an “as needed basis” for a one-year (1) period. There may be an option to extend this contract as specified in the Scope of Work or specifications upon the approval of both the County and the successful Proposer at the time of extension or renewal for three (3), additional one (1) year periods.

**4. BASIS OF AWARD**

- 4.1. Award shall be made to the proposer or proposers who, in the sole opinion of the County, are most qualified to perform the scope of services required.
- 4.2. If the awarded vendor is unable to perform under the terms and conditions of the specification, Lee County reserves the right to procure/secure the services of the next highest ranked vendor per Zone.
- 4.3. Lee County reserves the right to ask a vendor for additional documentation if a vendor proposes on more than one zone and is ranked the most qualified to perform the scope of services for multiple zones to verify the vendor can handle the workload of the additional zone.
- 4.4. Lee County at their sole discretion shall have the right to limit the number of facilities in a zone to be awarded per vendor.
- 4.5. Lee County reserves the right to reject unbalanced proposals (a proposal that, in the County’s discretion, is abnormally low in relation to the scope and work required; under the terms and conditions herein).

**5. GENERAL WORK REQUIREMENTS**

**5.1. Workmanship and Inspection**

- 5.1.1. 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.
- 5.1.2. 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.

## 5.2. Uniforms and Security

- 5.2.1. Vendor shall supply and pay for distinctive clean, 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.
- 5.2.2. Each employee shall wear a photo identification tag with other necessary information, provided by and paid for by Vendor.
- 5.2.3. The awarded vendor will be required to perform background checks on all employees that will be working, in the County's facilities. The results of the background checks will be provided to County Procurement within thirty days of award of the contract. Background checks on any new employees hired during the term of the contract must be performed immediately and provided to County Procurement before the employee will be allowed to work in the County's facility.
  - 5.2.3.1. Based on these background checks, the County reserves the right to ask the custodial firm to refrain from having an employee work on this contract or in any County facility.
  - 5.2.3.2. If the awarded custodial firm does not comply at all times with the security check procedure, it may be grounds for termination of the custodial contract.
  - 5.2.3.3. Any charges incurred for these background checks are the sole responsibility of the Vendor.
- 5.2.4. Because of higher security requirements at some County facilities, it may be necessary to require a Criminal Information Background Check. Checks are to be performed by the Florida Department of Law Enforcement at the following address:

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

**\*\*Provide the name, date of birth, race, sex, and last known address of each of your employees to FDLE. A copy of the background check from the Florida Department of Law Enforcement must be provided to Lee County Procurement prior to an employee working in a Lee County Facility.\*\***

- 5.2.5. Certain areas, which shall be identified by the County, upon award of the contract, are considered "sensitive" due to the type of information on file within these areas. Access to these areas will be limited to only certain authorized Vendor's personnel at specific times during the day.
- 5.2.6. All janitorial keys will be issued to the Vendor, and a fee will be charged to the Vendor for the loss of any keys/or the cost of changing of locks as the result of any loss of keys. The sole decision, regarding changing the locks, rests with the County Representative.
- 5.2.7. Vendor will be responsible for acting in accordance with security guidelines, during entering, exiting, and cleaning.
- 5.2.8. Supervision and Safety

- 5.2.8.1. The Vendor shall be responsible for the supervision and direction of the work performed by their employees and shall at all times make sure that there is a minimum of one active/present on duty supervisor/manager 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 contract specifications.

- 5.2.8.2. The Vendor shall be responsible for instructing their employees in all safety measures. All equipment used by the Vendor shall be maintained in safe operating condition at all times, free from

defects or wear which may in any way constitute a hazard to any person or persons on County property. All electrical equipment will be properly grounded. All employees will wear proper personal protective equipment while working on County premises.

#### 5.2.9. Materials and Equipment

- 5.2.9.1. The Vendor shall be responsible for the complete performance of all work and for the methods, means and equipment used, and for all materials, tools, apparatus and property of every description used in connection therewith.
- 5.2.9.2. Materials to be supplied by the Vendor shall include items such as, toilet paper, paper towels, soap and trash bags, etc. Lee County requires that only recycled paper products be provided and under no circumstances shall any aerosol cleaning products be utilized. Soap dispensers are to be supplied by the vendor and filled with antibacterial soap. All cleaning materials such as bathroom cleaners, floor cleaners, general purpose cleaners and glass cleaners must meet the standards set by Green Seal.
- 5.2.9.3. The County realizes that the majority of chemicals used by the custodial Vendors are not hazardous. As a requirement of this request for proposal, the awarded vendor shall provide a list of all materials and supplies that will be used to do the work under this contract. All cleaning materials such as bathroom cleaners, general purpose cleaners and glass cleaners must be listed and a statement regarding meeting the Green Seal requirements under separate cover.
- 5.2.9.4. The apparent successful proposer shall furnish MSDS/SDS sheets on all chemicals to be utilized under this request for proposal, within 10 days after the award of the bid.
- 5.2.9.5. The Vendor shall furnish and maintain all the necessary equipment. The County may conduct an inventory to verify equipment quantities and condition.
- 5.2.9.6. Toilet paper shall be of 100% post-consumer waste content, double ply such as Fort Howard or approved equivalent.

**\*\*NOTE: MANUALLY OPERATED CARPET SWEEPERS ARE NOT TO BE USED IN PLACE OF AN ELECTRIC VACUUM CLEANER ON CARPETING.\*\***

#### 5.3. Storage

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

#### 5.4. Trash Removal

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

#### 5.5. Penalties

- 5.5.1. The County or its designee is given the authority, pursuant to this agreement, to deduct from the Vendors invoice a percentage not to exceed twenty-five percent (25%) for workmanship which does not meet the

quality standards required under this agreement. The individual making the deduction shall document and provide to the Vendor, upon request, the reasons for the deduction from the monthly invoice.

#### 5.6. Defaults by Vendor

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

- 5.6.1.1. Failure of the Vendor to maintain satisfactory performance level;
- 5.6.1.2. Failure of the Vendor to start work within the time stated in the notice to proceed;
- 5.6.1.3. Failure of the Vendor to pay for work performed and materials and supplies used under this contract;
- 5.6.1.4. Insolvency of Vendor; or

#### 5.7. Holidays (This is for informational purposes only)

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

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

Note: \*Fourth of July – July 4th or as designated if it falls on weekend

Veterans Day – November 11th or as designated if it falls on weekend.

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

If Christmas or New Year's  
Observed Day Falls On:

Days Off:

Sunday	Monday and Tuesday
Monday	Monday and Tuesday
Tuesday	Monday and Tuesday
Wednesday	Tuesday and Wednesday
Thursday	Thursday and Friday
Friday	Thursday and Friday
Saturday	Thursday and Friday

Refer to "Technical Requirements" for further info on whether holidays need to be worked.

#### 5.8. Damage to County Property

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

#### 5.9. Examination of Site and Other Relevant Material

5.9.1. The Vendor shall have visited the site and shall have fully acquainted and familiarized himself with conditions as they exist and the operations to be carried out. The Vendor shall make such investigations as they may see fit, so that they may fully understand the facilities, difficulties, and restrictions attending



the execution of the work. Vendor shall also thoroughly examine and be familiar with all the specifications.

- 5.9.2. The failure or omission of the Vendor to receive or examine any instruction or document, or any part of the specifications or to visit the site and acquaint themselves as to the nature and location of the work, the general and local conditions and all matters which may in any way affect performance shall not relieve the Vendor of any obligation to perform as specified herein. Vendor understands the intent and purpose thereof and their obligations there under and that the Vendor should not make any claim for, or have any right to damages resulting from any misunderstanding or misinterpretation of this agreement, or because of any lack of information.

5.10. Assignment of Contract

- 5.10.1. The day to day cleaning shall not be sub-contracted for this contract. Only special cleaning tasks may be sub contracted. The County reserves the right to approve of any and all sub-contractors, and or sub contracted items/tasks.

- 5.10.2. The vendor or any sub-contractor that performs any cleaning task under this project must be properly licensed and background checked to perform the type of work. Lee County reserves the right to request the vendor and or sub-contractor have adequate insurance coverage for the particular task and hold Lee County harmless.

5.11. Laws and Taxes

- 5.11.1. The Vendor shall comply with all County, City, State, and Federal Laws, and all applicable county ordinances, and shall indemnify the Owner from all Vendor violations thereof. The Vendor shall further assume and be specifically liable for all State and Federal Payroll or Social Security Taxes, Unemployment Compensation Tax, and for all State and Federal Sales and Use Taxes which may be in force and guarantees to hold the County harmless in every respect for violations by the Vendor of any such laws.

- 5.11.2. Vendor's employees must comply with the Florida Clean Indoor Air Act Florida Statute 386 by observing no smoking restrictions.

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

5.12. Method of Payment

- 5.12.1. The accepted price for the services will be paid to the Vendor monthly, after receipt of an invoice from the Vendor at the end of the month in which services were provided. Invoices are to be itemized by building and monthly amounts.

5.13. Reporting Information

- 5.13.1. The following information must be available, on site for the County:

- 5.13.1.1. A sign-in sheet detailing company, name of personnel doing cleaning, time in and out. This form will be provided by the vendor for its personnel and is to be completed for each date of service and is to remain posted in the custodial closet, if applicable, or the building, for review by the Building Facilities Coordinator.

5.14. Addition or deletion of square footage or facility/sites

- 5.14.1.1. If it is deemed necessary to add or delete square footage or tasks from this contract including, but not limited to: other facilities or sites, items, space, etc..., on a temporary or permanent basis; the county at its discretion may divide the monthly charge by the number of square feet to determine the cost per square foot, or negotiate a pricing with the vendor, under the same terms and conditions of this request for bid. That cost per square foot or negotiated price will be the basis for adding to or deducting from the total charges.

5.15. Price escalation/de-escalation

- 5.15.1. Rates may increase annually to a maximum of 4% or per the CPI Index, whichever is less. The CPI Index to be utilized shall be the CPI-All Urban Consumers, Series ID CUUR0000SA0, Not Seasonally Adjusted (NSA); [https://data.bls.gov/timeseries/CUUR0000SA0?output\\_view=pct\\_12mths](https://data.bls.gov/timeseries/CUUR0000SA0?output_view=pct_12mths) . The month applicable shall be the third month prior to renewal or anniversary of contract and the year applicable shall be the current year in which the request is being made. The request to increase rates must be made in writing to the Lee County Procurement Management Department and supported by detailed justification which warrants the requested increase. The vendor shall submit its written request at least

(60) calendar days prior to the renewal date / anniversary of the agreement in order for a request to be considered by the County. The County shall review the vendors's written request and supporting documentation to determine whether an increase is warranted and, if so, what percentage increase. Failure by the vendor to request an increase in rates in accordance with these terms shall result in the continuation of the rates contained in the agreement until the next scheduled rate increase request date. If the request is not made within the timeframe specified above, an increase for that year will be forfeited.

5.16. Bid errors shall be handled as follows:

5.16.1. Any blank spaces on the proposal form or required submittals, absence of signatures or failure to submit the bid on the County's form may cause the bidder to be declared non-responsive.

5.16.2. The bidder will comply with the Florida Sales and Use Tax Law as it may apply to this contract. The bid amount(s) shall include any and all Florida Sales and Use Tax payment obligations required by Florida Law of the successful bidder and/or its sub-contractors or material suppliers.

## 6. TECHNICAL REQUIREMENTS

### 6.1. Scheduling (Informational Only)

6.1.1. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned. Crew scheduling is the Vendor's responsibility and should be arranged so as not to interfere with day-to-day business operations. Certain departments observe other holidays in addition to those listed as being observed by the County (i.e. religious and/or national holidays). Crews are to be scheduled according to all departments' holiday observances.

6.1.2. Cleaning personnel on duty during the day, including Porters, shall be on the premises to clean, recycle and restock all restrooms, except where facility specific instructions applies, specifically stated herein, or directed by individual location's checklist (comprehensive and supplemental). Evening personnel are to be appropriately scheduled by the Vendor to allow as much time as necessary to perform all routine and special cleaning functions. Scheduling for each location is specific and will be addressed herein by individual facility, under premises to be cleaned.

**\*\*Note: Schedules are subject to change, at the County's discretion, and may vary from facility to facility\*\***

### 6.2. Communication and Local Office

6.2.1. To facilitate communication between the vendor's personnel and the County, the awarded Vendor must provide cell phones or some other form of communication to the on-site supervisors/leads, Porter(s), and on-duty Supervisors/managers.

6.2.2. Because of emergency situations, it may be necessary to contact vendor personnel after normal work hours. The awarded vendor will be required to have a local office in Lee County and a method to answer calls to that office 24 hours per day. Vendor must also provide Lee County with emergency contact phone numbers and personnel.

6.2.3. The County will designate a contact person per facility.

6.2.4. The awarded successful vendor's supervisory personnel will routinely be dealing with designated Lee-County personnel, the vendor will insure these supervisors are conversant in English. Moreover, any of the successful vendor's personnel who have regular interaction with County staff, take direction from County staff, and/or perform their duties in the absence of vendor's supervisory personnel, will also be conversant in English.

### 6.3. Personnel Requirements

6.3.1. Because of the size of this contract it will be expected that the following personnel listed below, at a minimum, shall be an integral part of this project throughout the term of this contract. Given below are the requirements for those positions.

### 6.4. Project Coordinator

- 6.4.1. This position will be responsible for directing all cleaning staff including day and night crews. This person will be responsible for all personnel working under this contract. Duties would include, but not limited to, crew scheduling, ordering and warehousing product supplies, and to act as liaison between the Facility Manager and building occupants. This position will be responsible to field calls from building occupants when necessary. This position will review quality assurance inspections of the work performed by the cleaning staff as well as performing these checks independently and randomly. This person must have a local cell phone number and be able to be contacted 24 hours a day.

#### 6.5. Day Porter

- 6.5.1. The Day Porter may be fulltime, Part time, or hourly at the departments' discretion and needs. Porters may be required to do light moving and miscellaneous special cleaning tasks shared as determined by authorized staff or Facility Manager's for individual locations. Light moving will be described as nothing over 45 lbs. and no heavy furniture or equipment such as desks, credenza's, file cabinets, copiers, etc. All materials and equipment necessary for this position will be provided by the Vendor and scheduling for this person will be determined by the Facility Manager, on a case-by-case basis for designated locations.
- 6.5.2. Typical Porter assignments will include, but not limited to: Bathrooms, entranceways, immediate outside surroundings (including parking lots), trash & recycling, light dusting, and some floor work as needed; task typically includes mopping, spill clean-up, bright works, light dusting, wiping down of horizontal & vertical surfaces, etc). The Porter responsibilities may be identified via a location specific checklist or generic checklist as outlined herein. Porters may be required, at the authorized staff or Facility Manager's discretion, to complete a checklist and sign in and out at each facility.

#### 6.6. Cleaning Crew

- 6.6.1. Cleaning crew hours may be varied from facility to facility dependent on elements such as days and hours of operation. It is desired that most cleaning be done at times, so as not to interfere with the normal/daily business operation. The schedules set forth herein will provide guidance as to the desired hours, but may be subject to change at the Department's discretion; based on their operational needs. The staffing of crews must accomplish all required task as determined per the attached comprehensive checklist, facility individual/supplemental checklists, and otherwise outlined or determined herein; awarded vendor is expected to staff the cleaning crew(s) at their discretion. Cleaning crew may be required, at the authorized staff's or Facility Manager's discretion, to complete a checklist and sign in and out at each facility.

#### 6.7. Special Event Cleaning Crew

- 6.7.1. If this crew is separate and unique from that of the regular cleaning crew or sub-contractors, crew members shall have a background check on file with the County or sub-contractors will have to be accompanied/escorted by and perform all work in the presence of a vendor supervisory staff. Any and all work that are not routine or of a daily/weekly nature shall be coordinated and scheduled with a minimum of two weeks' notice. Any such notice or event shall be approved by the locations point-of-contact (POC), the Facility Manager, or manager's designee; non-routine work or special work should not be done without the approval of the afore mentioned personnel.

#### 6.8. Building Activation for Emergency Operations

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

#### 6.9. Quality Standards

- 6.9.1. In general, the achievement of the desired standards as outlined herein will result in an almost complete absence of visible soil. In order to maintain the facilities in this condition, Vendor will immediately

remove any visible soil which is found as a result of their inspection. For purposes of definition, absence of visible soil shall be as follows:

- 6.9.1.1. Absence of dust on horizontal and vertical surfaces of floors, walls, ledges, furniture and equipment.
- 6.9.1.2. Absence of litter and trash on floor and horizontal surfaces of equipment.
- 6.9.1.3. Absence of finger marks and spots and soil build-up on walls, partitions, doors, dividers, etc.
- 6.9.1.4. Absence of encrustation, soil and wax build-up on floors, particularly in corners, along edges and baseboards, around door jambs, and around furniture and equipment legs and bases.
- 6.9.1.5. 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.
- 6.9.1.6. Absence of dust, spots, soil build-up and encrustations on furniture and equipment surfaces and legs.
- 6.9.1.7. Absence of dust, lint, and litter on upholstered furniture.
- 6.9.1.8. Absence of soil, litter, dust and encrustations in ash trays, urns, wastebaskets, and trash containers. Wastebaskets and trash containers to be washed as needed.
- 6.9.1.9. Absence of marks, spots, stains and streaks on interior and exterior entrance door and lobby glass and all partition glass.
- 6.9.1.10. Absence of soil and dust on window blinds, shades, sills, frames, and ledges.
- 6.9.1.11. Absence of other visible soil and cobwebs on horizontal surfaces including ceilings.
- 6.9.1.12. Absence of trash in building. Trash shall be collected and removed to designated area.
- 6.9.1.13. Absence of soil, litter, dust and spots from all carpets, mats and floors.
- 6.9.1.14. Absence of streaks, spots, stains from all brightwork, where appropriate. All brightwork shall be polished dry to a high sheen.

#### 6.10. Special Provision to be Observed While Cleaning Data Processing Areas

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

#### 6.11. Vendor Requirements

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

#### 6.12. Special Cleaning Task Requirements

- 6.12.1. Special cleaning tasks will require coordination and prior approval with the facility manager or manager's designee a minimum two weeks prior to the work being performed. Some areas may require an escort for custodial staff in some buildings/locations. It is preferred that these tasks be performed after business/facility operational hours, on the weekends or over holidays to avoid patrons and employee sensitivity issues.
- 6.12.2. Special cleaning tasks frequency and requirements may vary by locations, and would be outlined/identified by individual premises and or checklists as outlined herein.
  - 6.12.2.1. Building Interior and Exterior Window Washing
    - 6.12.2.1.1. Exterior building windows may be required to be cleaned at various locations on an as needed basis. If the awarded vendor hires a subcontractor to do this work, Lee County reserves the right to approve of the subcontracted firm prior to the work being performed.

The vendor(s) must provide adequate coverage and hold Lee County harmless. The vendor that does this task must be properly licensed to perform this type of work.

6.12.2.2. Carpet Cleaning

6.12.2.2.1. Carpet and upholstery will need to be cleaned as required by the specifications. If the awarded vendor hires a subcontractor to do this work, Lee County reserves the right to approve of this subcontractor. Also, Lee County reserves the right to request the vendor have adequate insurance coverage and to hold Lee County harmless. The vendor that does this task must be properly licensed to perform this type of work.

6.12.2.2.2. A bonnet deep cleaning carbonated solution process shall be used to clean carpet and upholstery during the quarterly cleaning. The cleaning method used shall be a controlled amount of moisture applied to clean the carpet/upholstery and leave it dry and ready to use immediately (estimated in 60 minutes). Cleaning agents used shall be safe, effective and non-toxic. Dehumidifiers shall be used, if applicable.

6.12.2.2.3. A water extraction method (hot water-steam cleaning) shall be used to clean the carpet and upholstery during the daily spot cleaning. Carpet and upholstery cleaning process shall be approved by the County's Representative. "Spot cleaning" is to be done on a continual basis.

6.12.2.3. Strip and Rewaxing of Hard Floors

6.12.2.3.1. Only quality floor finishes with a minimum slip resistance factor (static coefficient of friction) of .5, as measured by AMERICAN SOCIETY OF TESTING & MATERIALS (ASTM) test method standards, shall be used on hard floor surfaces in Lee County buildings.

6.12.2.4. Mechanical/Equipment/Maintenance Rooms

6.12.2.4.1. Most of Lee County buildings have mechanical room(s). These rooms are not to be entered or cleaned without prior authorization and instructions from the County's Representative. The cleaning of these rooms can only be done in the presence of the County's representative. The cleaning will usually involve sweeping, dusting, mopping, and pressure cleaning the floor, as needed. For purposes of this bid, it is estimated that this requirement would be 3 times a year.

6.12.2.5. Hepa Filter Vacuum Cleaners

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

6.13. Required Information

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

6.13.1.1. All employee background checks

6.13.1.2. Material Safety Data Sheets for chemicals being used

6.13.1.3. Sample employee identification badge

6.13.1.4. Names and phone numbers of on-site personnel and company representatives

6.13.1.5. Sample cleaning personnel sign-in sheet

6.13.1.6. Statement certifying that all bathroom cleaner, general-purpose cleaners, floor care products and glass cleaners conform to Green Seal standards.

7. ANCILLARY INFORMATION

7.1.1. Additional Service, Cost, etc.

7.1.1.1. The County reserves the right to, at any time over the term of this contract, negotiate cost for additional services such as, but not limited to:

7.1.1.2. Cost per square foot, per day to add dusting and vacuuming of office

- 7.1.1.3. areas (if over the interval(s) outlined/required herein)
- 7.1.1.3. Hourly rate per person for emergency work
- 7.1.1.4. Hourly rate per person for Porter services
- 7.1.1.5. Yearly cost/deduction to add or delete a Crew Supervisor
- 7.1.1.6. Yearly cost/deduction to add or delete a Chief Supervisor
- 7.1.1.7. Yearly cost/deduction to add or delete a Project Coordinator

## 8. SCHEDULE & PREMISE TO BE CLEANED

**\*\*Note:** schedules/hours are subject to change depending on the specific needs of the individual facilities/sites.\*\*

### DOT, TRAFFIC BILLY'S CREEK COMMERCE CENTER

Location: 5652 Enterprise Pkwy, East Ft. Myers, FL 33905

Operating Hours: Monday – Friday 7:00 a.m. to 5:30 p.m.

Facility Size: two single story buildings with a combined square footage of approximately 19,150 square feet.

#### Scheduling

- a. Lee County, working with the vendor, may designate the time during which selected areas shall be cleaned.
- b. Cleaning shall be performed on a five day per week basis, exclusive of holidays.
- c. All work is to be done during normal operating hours, unless otherwise instructed/approved by the County Facility Manager. The awarded vendor will be given a minimum of 48 hours notice of any schedule change.
- d. Public restrooms are to be cleaned once daily.

Fixtures:	Shower stall	4
	Sinks	16
	Toilets	11
	Urinals	2
Floor Covering:	Carpet	16,668 square feet
	Vinyl	1,326 square feet
	Ceramic Tile	1,156 square feet

#### a. Traffic Operations Center/Graphics/Silk/Senior Tech Office Rooms

These rooms are not to be entered or cleaned without accompaniment by a County Representative.

### **DAILY SERVICE**

- Empty, damp wipe and put new liners in 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.
- Spot clean and vacuum carpet (Office areas vacuumed 2 times per week).
- Dust all horizontal ledges, furniture, desks and equipment. (Office areas dusted 2 times per week)
- Disinfect water cooler and surrounding area.
- 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.
- Wash all door glass and adjacent panels (interior & exterior).
- Vacuum floor mats and wash as necessary.

#### **KITCHEN AREA (If Applicable)**

- Clean sinks with detergent/disinfectant.
- Clean counters with detergent/disinfectant.
- Resupply paper towels and soap dispensers.
- Damp wipe walls, as necessary.
- Wipe down the front of all appliances.

#### **RESTROOMS**

- Clean basins with detergent/disinfectant.
- Clean toilets and urinals using detergent/disinfectant. Use 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 basin and all plumbing fixtures.
- Clean under basins, around toilets and urinals.
- Damp wipe walls, light switches and doors.
- Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkin liners, sanitary napkins, etc.
- Wet mop floors using detergent/disinfectant.

#### **WEEKLY SERVICE**

- High dust all office areas
- Dust vertical surfaces.
- Dust venetian blinds.
- Brush, vacuum and/or spot clean all upholstered furniture and modular panels.
- Wipe down telephones in communal work areas
- Spray buff all corridors, hallways, and lobbies. May need to be done more often, depending on the traffic.
- Scrub all non-skid floor areas

#### **QUARTERLY SERVICE**

- Wash air conditioning grills and returns. (use all purpose cleaner or detergent).
- Strip and re-wax all hard floors (may be required to be done more often).
- Clean carpet by extraction method. (May need to clean spills or heavily soiled areas in between regular carpet cleanings).

#### **SEMI-ANNUAL SERVICE**

- Wash venetian blinds (use all purpose cleaner or detergent). Do not remove blinds from window.
- Wash light fixtures and covers.
- Clean interior window glass (may be required more often)

**FLEET MANAGEMENT**

Location: 2955 Van Buren St, Ft. Myers, FL 33916

Facility Size: 3500 square feet

Hours of Operation: Monday - Friday 7:00 a.m. to 3:30 p.m.

**Scheduling**

- a. Lee County, states Wednesday and Friday nights are the time during which this facility shall be cleaned.
- b. Cleaning shall be performed on a two day per week basis, exclusive of holidays.
- c. The contracted services for the cleaning will occur at night after 5:00 PM., unless otherwise instructed/approved by the County Facility Manager. The awarded vendor will be given a minimum of 48 hours notice of any schedule change.

Flooring:        99% vinyl  
                      1% carpet

Toilets – 6  
Sinks – 6  
Mirrors – 4  
Urinals – 2  
Showers – 3

The following is a list of cleaning services we will require, the list will be checked off in the form of a checklist provided in Section 6.

**WEEKLY SERVICE (Wednesday and Friday)****All Area's**

- Wipe down all doors and door knob hardware (inside and outside of doors)
- Empty trash and replace trash can liners as needed-wipe out trash cans if dirty.
- Wipe all light switches and surrounding areas.
- Keep custodial closet clean.
- Damp wipe all window sills.

**Front Office Area – Common Waiting Area – Conference Room**

- Empty recycled paper in blue bins to larger recycle containers located in shop area.
- Front office- damp wipe all walls when necessary, using upholstery cleaner when necessary at least monthly. Wipe off front of all appliances in front office and break rooms.
- Wash glass entry doors-clean bottom plate and glass on both and wipe all doors.
- Sweep and mop vinyl floors-vacuum carpet areas and mats.
- Dust the desks, filing cabinets, etc. (Provided that the articles on the desk are removed by the employee.)
- Clean the counter top area in the front office area before entering into the kitchen
- Empty the trash in the file/copy room

**Break Room off the front offices**

- Wipe the sink, counters, tables and water dispenser with disinfectant.
- Sweep and mop vinyl floors-vacuum carpet areas and mats.
- Clean the counter top area.
- Replace paper towels, place unused towels on table/counter.
- Empty recycled paper in blue bins to larger recycle containers located in shop area.
- Sweep and mop vinyl floors-vacuum carpet areas and mats



### **Break Room in shop area**

- Wipe tables and water dispenser – use disinfectant
- Sweep and mop floor.
- Clean the cabinet area.
- Empty recycled paper in blue bins to larger recycle containers located in shop area.
- Wash glass windows, as needed.
- Wipe off all appliances

### **All Rest Rooms Areas**

- Clean sinks and toilets and mirrors using a disinfectant .
- Sweep and mop tile floors.
- Wipe paper towel dispensers, soap dispenser and walls if needed using a disinfectant.
- Replace toilet paper, paper towels, deodorizer, and soap if needed.

### **Clean Locker Rooms by the Parts Room off the Kitchen Area**

- Clean sinks, toilets, showers and mirrors using a disinfectant.
- Sweep and mop tile floors.
- Wipe paper towel dispensers, soap dispenser and walls if needed using a disinfectant.
- Replace toilet paper, paper towels, deodorizer, and soap if needed.
- Sweep, mop and vacuum hallway by the locker rooms
- Sweep stairs

### **Hallway by the Parts Room**

- Sweep the stairs
- Wipe down all doors using a disinfectant
- Sweep and mop hallway

## **QUARTERLY SERVICE**

- Dust and clean all ceiling vents and lighting fixtures, using all purpose cleaner/disinfectant, at least quarterly.
- Clean the chairs and legs in the break room in shop area
- Clean the chairs and legs in the break room in the by the front office.
- Clean the chairs and legs in the common waiting area by the front office.
- Clean all interior windows, as needed.
- Wash glass windows and entry door-clean bottom plate

Special Cleaning Tasks: Strip and wax floors as requested

## **HEALTH DEPARTMENT-MICHIGAN ANNEX**

Location: 3920 Michigan Ave, Fort Myers Florida

Facility: This facility consists of approximately 15,820 square feet of space in the main building and two trailers which consist of approximately 1,200 square feet each,

Operational Days & Hours: Monday through Wednesday- 9:00 a.m. to 8:00 p.m.

Thursday- 9:00 a.m. to 6:00 p.m.

Friday & Saturday- 9:00 a.m. to 5:00 p.m.

Restrooms	Women's	4 (2 of these are Public)
	Men's	4 (2 of these are Public)

Employee (both)	1
Unisex (both)	2

Estimates Floor covering:	Carpet	45%
	Vinyl	55%

### Personnel Requirements

Because this building is a health facility, it will be necessary to require day time cleaning personnel as well as night time cleaning personnel to be stationed in the building. Given below are the minimum personnel requirements for this facility, and the related work hours. The number of additional crew members will be the responsibility of the Vendor. If it becomes necessary to add or delete the day cleaning personnel, and it is requested by Lee County, the unit cost for that position, given on the price proposal page, will be used to make adjustments to the total contact amount.

#### Minimum Daytime Personnel Requirements:

Job Title	Quantity	Hours Covered
Day Porter	1	7:30 a.m. to 5:00 p.m.

#### Minimum Night Time Personnel Requirements:

Job Title	Quantity	Hours Covered
On Site Supervisor	1	5:00 p.m. until finished

PLEASE NOTE, THE FOLLOWING ARE MINIMUM POSITIONS THAT LEE COUNTY IS REQUIRING AS PART OF THIS CONTRACT. VENDOR MUST EVALUATE THE SERVICES NEEDED AT THE BUILDING TO DETERMINE THE AMOUNT OF ADDITIONAL STAFFING NEEDED TO COMPLETE THE TASKS REQUIRED.

### **Position Descriptions:**

Described below are the duties and responsibilities of each position. These duties are minimums and may involve additional tasks than those specified.

**On Site Supervisor:** This position will work directly with the Health Department or County's designee to insure that all custodial work is assigned, carried out, and completed properly. This position will be on the premises during the described hours. This person will be required to handle calls (complaints) and schedule the cleaning personnel as well as perform certain duties as required. This position will perform quality assurance inspections of the work performed by the night and day cleaning personnel.

**Day Porter:** This position will be in the assigned building during the given work hours and, when necessary, report to the Health Department designee. This position may be required to do any special cleaning as may requested by the Health Department and/or County designee. All materials and equipment necessary will be provided by the Vendor.

Lee County, working with the Vendor, may designate the time and days during which selected areas shall be cleaned. Crew scheduling is the Vendor's responsibility and should be arranged so as not to interfere with day to day business operations. Crews are to be scheduled exclusive of the holiday schedules, unless approved otherwise by the Lee County or Health Department Representative.

**Day Cleaning/Secure Areas:**

The following areas will require cleaning during the day due to the fact that they are not accessible to the night cleaners. The vendor will work with the Health Department Representative to schedule the days that these areas will be cleaned:

Community Health Nursing Offices  
Administration  
EPI Area  
WIC Medical Records Area  
TB Clinic Area

Health Promotion Area  
Women's Health Clinic Area  
WIC Trailer  
Immunizations (AM only)

**3. Scheduling**

- a. Lee County working with the vendor may designate the time during which selected areas will be cleaned.
- b. Cleaning shall be performed on a five (5) day per week basis, exclusive of holidays. Crew scheduling is the Vendor's responsibility and should be arranged so as not to interfere with day-to-day business operations.
- c. Cleaning personnel on duty during the day shall be on the premises to clean and restock. Supplies scheduled by the Vendor to allow as much time as necessary to perform all routine and special cleaning functions restrooms as well as to service any day cleaning areas as noted in this specification.

**DAILY SERVICE**

- Empty and put new liners in wastebaskets. Damp wipe, if necessary.
- Empty desk recycling totes into large recycling bin.
- Spot clean walls, light switches and doors.
- Damp mop floors, including 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, common area everyday). 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 mop floor, clean tables in break rooms.
- Damp wipe all vending machines associated with break rooms.
- Wipe down chairs in the clinic waiting room with cleaner/disinfectant.
- Clean and sanitize any Public Area Courtesy Telephones.
- Clean designated day cleaning/secure areas each day. Work with Health Department Representative for schedule to service these areas.

### **KITCHEN AREA (If Applicable)**

- Clean sinks with detergent / disinfectant.
- Clean counters with detergent / disinfectant.
- Re-supply paper towels and soap dispenser. Wipe down dispensers.
- Damp wipe walls, as necessary.
- Empty and reline trash cans. Damp wipe if necessary.
- Damp mop floors with cleaner/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, paper towel dispensers, and all plumbing fixtures.
- Clean and disinfect under basins, around toilets and urinals.
- Damp wipe walls, light switches and doors.
- Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkins liners, sanitary napkins, etc. (ONLY ANTI-BACTERIAL OR ANTI-MICROBIAL SOAP WILL BE ACCEPTABLE.)
- Wet mop floors using detergent / disinfectant.

### **EXAMINATION ROOMS**

- Clean and sanitize all sinks and stainless steel.
- Sweep and mop floors with detergent/disinfectant.
- Damp wipe/sanitize and reline all trash containers.
- Replace paper products in dispensers.

### **BUILDING EXTERIOR**

- Sweep and pick up trash around buildings and doorways within a radius of twenty feet.
- Empty and put in new liner bag in trash cans under any covered area and around the buildings.
- Wash down steps and walks, as required; keeping them 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.
- Canvas and pick up trash and debris from the parking lot throughout the day.

### **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.

### **WEEKLY MASTER RECYCLING BIN SERVICE**

- Take bin(s) to designated location for servicing and return once they are emptied.

## **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).
- Dust fans, if applicable.
- Pressure wash steps and walks as needed.
- Scrub ceramic tile and grout in tile areas.
- Spray buff or burnish all vinyl surfaced areas as needed.

## **QUARTERLY SERVICE**

- Strip and re-wax all hard floors as needed. (May be required to be done more often.)
- Clean interior window glass. (May be required to be done more often.)
- Clean carpet by extraction method as may be required. Spills and heavily soiled areas are to be spot cleaned by extraction or bonnet method in between regularly scheduled carpet cleanings.

## **SEMIANNUAL SERVICE**

- Damp wipe Venetian blinds (use all purpose cleaner or detergent). Do not remove blinds from window.
- Clean light fixtures and covers (interior).
- Wash exterior windows of building and interior high glass, if applicable.
- Clean canvas awnings if applicable.

## **LEETRAN, EDISON MALL STATION**

Location: 4300 Solomon Blvd, Fort Myers, Florida 33916

Facility: Supervisors Office Bldg: 400 SF

Public/Employees Restroom Bldg: 800 SF

No. of Cleaning Days: six (6) days per week (Mon.-Sat.)

Operational Days & Hours:

Lee Tran Edison Mall Transfer Station Facility is open Monday through Saturday from 4:30 a.m. to 10:30 p.m.

## **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 the particular facility manager.
- Office chair, desk vinyl tile floors
- Mirrors, soap and towel dispensers
- Public Restrooms with (2) toilets and (1) sink
- Employee restroom with (2) toilets and (1) sink
- Daily service frequency at this facility shall be as follows.

(5 hours per day) Mon thru Fri - 10am to 12pm and 7pm to 10pm

(3 hours per day) Sat - 7pm to 10pm

## **BUILDING EXTERIOR DAILY**

- Pick-up trash around building and canopies.
- Empty and put in new liner bag in trash cans around building and canopy areas
- Sweep/Wash down steps and walks, as required
- Shake and sweep down interior/exterior floor mats
- Clean ash bins and replace sand as necessary
- Clean and sanitize the pay phones at exterior of building

## **BUILDING INTERIOR DAILY**

- Office space (once a day)
- Empty all wastebaskets
- Sweep and mop floor in the office space
- Clean and sanitize drinking fountains
- Clean walls and windows
- Sweep floor mats
- Wipe down vending machines
- Pick up trash around building and canopies
- Empty and put in new liner bag in trash cans around building and canopy areas
- Wipe down the benches and all other furniture throughout the facilities
- Sweep the platform
- Clean windows (building & platform glass)
- Restrooms (multiple times each visit may be needed)
- Clean and brush toilets and urinals using a disinfectant
- Clean mirrors, soap dispensers, wash basin and all plumbing fixtures
- Monthly pressure cleaning of platform and underside of roof canopy and exterior of buildings

## **QUARTERLY SERVICE**

- Building exterior/interior window washing

Note: All collected trash will be disposed of in the provided Edison Mall waste dumpsters located on the mall property.

## **LEETRAN, TRANSIT HEADQUARTERS**

Location: 3401 Metro Pkwy, Fort Myers, Florida

Administrative/Operations Bldg: 33,323 SF

Fleet Maintenance Bldg: 44,315 SF

(A significant portion of the Maintenance Bldg is the vehicle shop floor area and is NOT included in the contract cleaning area)

Fueling/Detailing Bldg: 1,400 SF

Total sq footage of vertical outside walls– 57,547 sf

Total sq footage of pavers– 27,985 sf

Total sq footage of glass (for cleaning) – 6,779 sf Exterior; 2,395 sf Interior

Total sq footage of operations building – 19,737 sf

Total sq footage of administration building – 13,586 sf

Total sq footage of maintenance building – 44,315 sf

Total sq footage of fuel building offices – 1,400 sf (excludes storage areas)

Total sq footage of terrazzo – 1,820 sf

Total sq footage of floor tile and wall tiles – 13,706 sf

Total sq footage of Flow Crete (epoxy) flooring - 13400 sq ft  
(Follow Manufacture recommendations for cleaning the epoxy floors)

Floor Covering Materials: Carpet Tiles, Terrazzo, Flow Crete, Sealed Concrete, Rubber and carpeted floor mats (mat services will be outsourced but mats must be cleaned in between those intervals).

Restrooms: (16)  
Restroom fixtures (99)  
Kitchen sinks (10)

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

- Misc chairs with seats, backs, and arm upholstered; cloth upholstery
- Office chairs with seats, backs upholstered
- Meeting room chairs with seats and backs
- Couches with seats, backs and arms 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 & Hours: Monday through Saturday from 4:30 a.m. to 11:00 p.m.

Monday through Saturday

Daily cleaning service to begin at 7:00 pm each night and end no later than 1:00 am; cleaning sequence will begin in unoccupied areas of the buildings first. The Administration Offices will be unoccupied after 6 pm daily, 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 Lee County Transit designated holidays. Crew scheduling is the vendors responsibility and should be arranged so as not to interfere with day to day business operations.

#### **CLEANING SERVICE EACH VISIT**

During each visit during the day, the vendor is to accomplish each of the described cleaning tasks listed. It may be necessary to perform these tasks more than just once a visit. It may be necessary to sweep and mop the lobby or entry floors during the busier 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 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 accordingly to manufacture specifications.
- Vacuum all carpeted areas and hard surfaces
- 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

- Clean and sanitize drinking fountains
- Perform emergency spot cleaning as necessary, (spills, vomit, soil, food mess, etc...)
- Wash all glass and window panels (interior and exterior of main lobby areas)
- Wipe down all furniture throughout facilities to remove soiling and finger printing.
- 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, 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 all shower areas, benches, seats and shower fixtures and disinfect (anti-fungal disinfectant on floors)
- Clean all doors, partitions and dividers in all rest rooms to remove soil
- Wipe down all tile surfaces vertical & horizontal
- Wipe down the exterior surfaces of all lockers

## **KITCHENS**

- Clean countertops, cabinets and doors to remove soil, 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 manufacture specifications

## **BUILDING EXTERIORS**

- Empty all trash receptacles located on facility property and install new liner
- Clean and sanitize drinking fountains
- Perform emergency spot cleaning as necessary
- Wipe down all furniture outside facilities
- Sweep all walks, steps and outside 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, 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 SERVICE

- 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, Florida 33971

The building is a one-story facility consisting of approximately 40,000 square feet.

- Vendor to furnish a schedule to the library's facilities coordinator for all monthly, twice monthly, quarterly, and semi-annual services, within 30 days of start of contract.
- Cleaning shall be performed on a (6) six days per week basis, exclusive of holidays. Crew scheduling is the Vendor's responsibility and should be arranged so as not to interfere with day-to-day business operations.
- All work is to be done after normal library hours as listed below. Hours listed are current normal working hours and are subject to change. The awarded Vendor will be given 48 hours' notice of any library working hour changes.
- 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 are to be cleaned twice a day; once at *approximately 2:30 p.m.* and then at *night after normal business hours*. All materials and equipment will be provided by the vendor.

There are approximately:

Wood Chairs with Back and Seat Upholstered – approximately 46 Wood Chairs with Seat Upholstered – approximately 42

Office Chairs with Back and Seat Upholstered – approximately 125 Child Size Chairs – Back & Seat Upholstered – approximately 48 Large Chairs with Back and Seat upholstered – approximately 47 Settee – approximately 1

Love Seat – approximately 1

Carpet	73%
Vinyl	22%
Ceramic Tile	5%
Other	

Restrooms: 8

Fixtures: toilets 16, restroom sinks 13, kitchen sinks 3, urinals 4, custodial sinks 0, custodial mop sinks 3

Elevators: 0

Stairways: 1 metal staircase to A/C equipment in receiving area

## **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 the particular library management.

## **DAILY SERVICE**

- Empty and place a new liner bag (if needed) in trash receptacles. 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, graffiti, etc.)
- Damp mop floors, including stairs and landings. Remove any gum, tar or other foreign matter.
- Dust/polish public area horizontal ledges, desks, tables, chairs, cabinets, equipment, all unobstructed work areas, etc
- Vacuum and/or brush all public and staff area carpet and upholstery (includes under the cushions).
- Dust/polish staff area horizontal ledges, tables, chairs, cabinets, equipment, all unobstructed work areas, etc. Check underneath tables/chairs, legs, etc. for needed attention.
- 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 main Library entrance, Staff Entrance, and Library Processing door glass and adjacent panels (interior & exterior).
- 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, clean tables in break room.
- Clean, damp wipe tables in the Library Processing Receiving Dock Room.

## **KITCHEN AREA**

- Clean sinks, counters, tables, and chairs with detergent/disinfectant.
- Empty and place a new liner bag in trash receptacles. Spot clean and sanitize containers.
- 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, graffiti, etc.)
- Clean and disinfect under basins, around toilets and urinals.
- Empty and place a new liner bag in trash receptacles. Spot clean and sanitize containers.
- Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkin liners, 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 and place a new liner bag in trash receptacles around buildings. Spot clean.
- Wash down steps and walks, as required; keeping them free of gum, tar, and other foreign matter. Clean glass and building areas if required after washing due to over spray.
- 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.

## **MID-DAY 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, around toilets and urinals.
- Empty and place a new liner bag in trash receptacles.
- 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 and place a new liner bag in front entrance trash receptacles 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 (shelf areas not covered by books). This includes Library Processing. 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) public area horizontal ledges, desks, tables, chairs, cabinets, equipment, etc.
- Take master recycling bin(s) to designated location for servicing and return once they are 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 Library Processing loading bay.
- Pick-up trash throughout entire property

## **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).
- Mechanical Room, Electrical Room, 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 (interior)

## **LIBRARY, RIVERDALE**

Location: 2421 Buckingham Road, Fort Myers, FL 33905 which consists of approximately 7,250 square feet and is to be serviced on a five (5) days per week basis, Tuesday through Saturday.

### Scheduling

- a. Lee County, working with the vendor, may designate the time during which selected areas shall be cleaned.
- b. All work is to be done after normal operating hours, unless otherwise instructed/approved by the County Facility Manager. The awarded vendor will be given a minimum of 48 hours notice of any schedule change.
- c. Public restrooms are to be cleaned twice a day, on or around the middle of each half day sector/mark of the respective scheduled operational hours (see above), for approximately one full hour; then at night after normal business hours; total of two times per day.

**DAILY SERVICE**

- Empty and place a new liner bag (if needed) in trash receptacles/containers and sanitary waste receptacles/containers. Sanitize, and damp wipe, if necessary.
- Empty all recycling receptacles, including desks recycling totes, into large designated recycling bin.
- Spot clean walls, light switches and doors. (check for finger marks, spots, soil build-up, 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 public area horizontal ledges, desks, tables, chairs, cabinets, equipment, all unobstructed work areas, etc
- Vacuum and/or brush all public and staff area carpet and upholstery (includes under the cushions).
- Dust/polish staff area horizontal ledges, tables, chairs, cabinets, equipment, all unobstructed work areas, etc. Check underneath tables/chairs, legs, etc. for needed attention. 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, and the 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)
- Clean meeting room sink, counter 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 and place a new liner bag in trash receptacles. Spot clean and sanitize containers.
- 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, graffiti, etc.)
- Clean and disinfect under basins, around toilets and urinals.
- Empty and place a new liner bag in trash receptacles. Spot clean and sanitize containers.
- 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 and place a new liner bag in trash receptacles around buildings. Spot clean.
- Wash down steps and walks, as required; keeping them free of gum, tar, and other foreign matter. Clean glass and building areas if required after washing due to over spray.
- 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 tops (shelf areas not covered by books) and areas that do not have books in them. 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.
- Clean (dirt/soil build-up) public area horizontal ledges, desks, tables, chairs, cabinets, equipment, etc.
- Take master recycling bin(s) to designated location for servicing and return once they are 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 wall ceramic tile 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**

- 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 bookdrops (interior/exterior, if applicable) and bookdrop 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).
- Mechanical Room, Electrical Room, 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, Florida

Facility Size: 7,000 square feet of space to be cleaned and is to be services on a three (3) days per week basis. Currently, those days are Mondays, Wednesdays and Fridays.

### Scheduling

- a. Lee County, working with the vendor, may designate the time during which selected areas shall be cleaned.
- b. Cleaning shall be performed on a six day per week basis, exclusive of holidays.
- c. All work is to be done after normal operating hours, unless otherwise instructed/approved by the County Facility Manager. The awarded vendor will be given a minimum of 48 hours' notice of any schedule change.
- d. Public restrooms are to be cleaned twice a day.

## **DAILY SERVICE (MONDAY, WEDNESDAY, 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.
- Dust all horizontal ledges and furniture. (Office areas are dusted 2 times per week) Desks and shelving will be dusted only if cleared off and a note to dust is placed there. No electronic equipment will be dusted.
- 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 in county standard dispenser; re-supply 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, 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, windows.
- Shake and sweep down exterior floor mats.
- 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 they are 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 AVIATION BARN

Location: 6550 Felix Romano Ave, Fort Myers, Florida

This facility is an aviation hangar with an office, bedrooms, bathrooms with showers, TV rooms and a kitchen to be cleaned. These areas consist of approximately 1,700 square feet. The office, a bathroom, TV room and the kitchen are on the first level. The bedrooms, TV room, and a bathroom are on the second level. **Cleaning of this facility, exclusive of holidays, is to be done on Tuesdays and Fridays during the day at a time coordinated between the vendor and Sheriff's Department.**

Restrooms	2
Fixtures	5
Kitchen Sinks	1
Showers	2
Stairs	1

Estimated Floor Covering:	Carpet 50%	Ceramic Tile 5%
	VCT 40%	Wood 5%

### Scheduling

- Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- Cleaning two (2) days per week at the Aviation Barn, 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.

## WEEKLY SERVICE

- Empty, damp wipe and re-line all wastebaskets in offices/bedrooms.
- Spot clean walls, light switches and doors.
- Damp mop floors, including stairs and landings. Damp wipe banisters.

- Spot clean any areas on carpet when necessary.
- Vacuum carpet in offices/bedrooms.
- Vacuum all floors in TV rooms, stairs, and landings.
- Dust all horizontal ledges.
- Keep custodial closet clean at all times.
- Vacuum floor mats

#### **KITCHEN AREA**

- Clean sinks with detergent/disinfectant.
- Clean tables and counters with detergent and/or disinfectant.
- Resupply paper towels and soap dispensers.
- Damp wipe walls as necessary.
- Damp wipe floors with cleaner/disinfectant.
- Clean and re-line trash cans as necessary.

#### **RESTROOMS**

- Clean basins with detergent/disinfectant.
- Clean toilets, urinals and showers with detergent/disinfectant.
- Damp wipe all ledges including toilet partitions if applicable.
- Clean mirrors, soap dispensers, wash basins and all plumbing fixtures.
- Clean and disinfect under basins, around toilets and urinals.
- Damp wipe walls, light switches and doors.
- Resupply soap, toilet tissue, paper towels, personal seat covers if applicable.
- Wet mop floors with detergent/disinfectant.

#### **MONTHLY SERVICE**

- Scrub grout and tile in ceramic tile areas.

#### **QUARTERLY SERVICE**

- 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.

#### **SHERIFF GUN RANGE**

Location: 6570 Felix Romano Ave, Fort Myers, Florida

A one story building, consisting of administrative offices for the Sheriff's department, training areas and target shooting areas. The target shooting areas will not be covered under this contract. Cleaning for that area will be done by the Sheriff's department. The total amount of square footage to be cleaned, exclusive of holidays, under this contract will be 15,593 square feet. **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.**

Restrooms	4
Fixtures	39
Kitchen Sinks	1
Showers	3
Elevator Lifts	2
Stairs	2 (in Range Control Rooms)

Estimated Floor Covering:	Carpet	50%
	Ceramic Tile	40%
	Other	10%

### Scheduling

- a. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- b. **Cleaning at the Gun Range shall be performed on a five (5) day per week basis, exclusive of holidays.** Crew scheduling is the Vendor's responsibility and should be arranged so as not to interfere with day-to-day business operations.
- c. 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.
- d. 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.
- e. There are a few offices at the Gun Range that must remain locked after normal business hours. **These offices will be cleaned on Wednesdays between 3:30 p.m. and 4:00 p.m. or as designated by the County or Department Representative.**

### **DAILY SERVICE**

- Empty 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, 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 will 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.
- 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 in county standard dispenser; re-supply 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, 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 and put new liner bag in trash cans around the building. Wash out containers as needed.
- Wash down any steps and walks as required, keeping 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.

## **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 they are 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.
- Clean exterior awnings, if applicable.

## SHERIFF SUBSTATION, EAST DISTRICT

Location: 1301 Homestead Road in Lehigh Acres, FL.

Facility Size: Two one story facilities, beside each other, housing Lee County Sheriff's Office personnel consisting of approximately 11,815 square feet of space

**Cleaning of the facilities will be on a five day per week basis, Monday through Friday, during the hours of 8:00 a.m. and 5:00 p.m.**

Restrooms	7	
Kitchen Sinks	2	
Custodial Closet & Sink	1	
Floor Covering:	Carpet	45%
	Vinyl	50%
	Ceramic Tile	5%

### 2. 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) day per week basis, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. This office closes at 5:30 p.m. No regular cleaning tasks can be performed after 5:00 p.m. unless designated by the Sheriff's office manager or designee. Special cleaning tasks such as stripping, waxing, and shampooing of carpets will need to be scheduled, giving two weeks**

**advanced notice, with the Sheriff's office manager of the facility. There is a possibility that special cleaning tasks can be scheduled on a weekend day; however, this is at the discretion of the Sheriff's office manager or designee. No cleaning or special work can be scheduled during a holiday.**

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

## **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, common areas everyday). 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 will 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 in county standard dispenser; re-supply 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, 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, windows.
- Shake and sweep down exterior floor mats.
- 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 they are 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, ORTIZ DETENTION COMPOUND**

Location: 2501 Ortiz Ave, Fort Myers, Florida

The Core Building consists of approximately 25,600 square feet of space. The Visitation Building consists of approximately 4,600 square feet of space and the Facilities Maintenance Shop consists of approximately 775 square feet of space. The Core Building administrative offices are serviced on a 5 day per week basis, Monday through Friday, with the Lobby, the Lobby Bathrooms and the Control Room Bathroom of that building being serviced on a 7 day per week basis. The Visitation Building is serviced on a 7 day per week basis and the Facilities Maintenance Shop is serviced on a 5 day per week basis, Monday through Friday. Total square footage for this project will be approximately 30,975 square feet.

Restrooms	12	
Locker Rooms with showers	2	
Custodial Closet	1	
Floor Covering:	Carpet	60%
	Vinyl	25%
	Ceramic Tile	12%
	Other	3%

**Scheduling**

- a. For the Core Building and Visitation Building, the 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.
- b. For the Facilities Maintenance Shop, the Shop Supervisor, working with the vendor, may designate the time during which selected areas shall be cleaned during the term of this contract.

Cleaning of the Core Building shall be performed on a five (5) day per week basis, Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m. The Lobby, Lobby Bathrooms and the Control Room Bathroom are to be cleaned on a seven (7) day per week basis. If special work like stripping and waxing of floors or carpet cleaning is to be done, it must be scheduled after 5:00 or 5:30 p.m. on a week night but has to be arranged with the Sheriff Office's designee two (2) weeks prior to being done. Any special floor work being done in the Control Room will also have to be scheduled 2 weeks prior to being done and will require a guard to be present with the cleaners as well as video monitoring.

Cleaning of the Visitation Building shall be performed on a seven (7) day per week basis. **It is very important to be at this facility ready to clean at 5:30 a.m. or shortly after as there will be no access granted to you before that time. Cleaning must be done between 5:30 a.m. and 6:45 a.m. as visitation begins at 7:00 a.m. and goes through 11:00 p.m. daily. Any special floor work being done in the Visitation Building must be scheduled with the Sheriff Office's designee two weeks prior to being done and that work cannot be done before 11:30 p.m. at night. All floor work must be done and dry by 4:30 a.m. the next morning.**

Cleaning of the Facilities Maintenance Shop shall be performed on a five (5) day per week basis, Monday through Friday, between the hours of 7:30 a.m. and 4:30 p.m. Any special floor work can be scheduled with the Shop Supervisor.

Crew scheduling is the Vendor's responsibility and should be arranged so as not to interfere with day-to-day business operations.



If special project work is scheduled for the evening, the Vendor is to coordinate with the Sheriff department's designee to allow as much time as necessary to perform all functions.

Special Events: Occasionally, a special event may be held in this facility that will require that the cleaning company come in and clean-up after the event is complete. These events are not common and rarely occur.

## **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, common areas everyday). 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 will 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.
- Sanitize all chairs and desks in Visitation area.

## **KITCHEN AREA**

- Clean sinks with detergent/disinfectant. (Do not wash dishes)
- Clean tables and counters with detergent/disinfectant.
- Re-supply paper towels in county standard dispenser; re-supply soap in county standard dispenser. Wipedown 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, 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 and pick up trash around front entry areas, sidewalks and doorways. Empty and reline trash cans.
- Keep entry areas free of gum, tar and other foreign matter.
- Sweep cobwebs and dust from walls around entrances, windows.
- Shake and sweep down exterior floor mats.
- Empty all smoking urns and refill sand, if applicable.

## **WEEKLEY 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 they are 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.
- Spray buff or burnish all vinyl surfaces if needed.

## **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 requested.

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

Location: 10500/10550 Buckingham Rd, East Fort Myers, Florida  
Facility Size: (See Below)

1. Operational Days & Hours: (See Below)
2. Scheduling

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

- b. Cleaning shall be performed on a five (5) day per week basis, exclusive of holidays.
- c. All work is to be done after normal operating hours, unless otherwise instructed/approved by the County Facility Manager. The awarded vendor will be given a minimum of 48 hours notice of any schedule change.
- d. Restrooms are to be cleaned once a day.

Facility Name	SW Recycling Office	C&DD Office & Restroom	SW WTE Transfer Sta Offices
Street Address	10550 Buckingham Rd	10500 Buckingham Rd	10500 Buckingham Rd
	Fort Myers Fl 33905	Fort Myers Fl 33905	Fort Myers Fl 33905
Zone	Central	Central	Central
# Floors	1	1	1
Total Cleaning Area Sq. Ft.	2258	420	880
# Restrooms	3	2	2
# Shower Stalls	0	0	4
# Restroom Sinks/Mirrors	3	8	4
# Toilets	3	5	3
# Urinals	0	3	0
# Kitchen Sinks	1	0	1
Floor Type / Square Feet	Tile/410 SF	VCT/140 SF	Tile/288 SF
Floor Type / Square Feet	Carpet 1848 SF	Vinyl/280 SF	VCT/592 SF
Drinking Fountains	1	1	1
Windows	11	4	0
Doors with Glass	2	0	4
Days per week cleaning	5	5	5
Hours available for Cleaning	5pm - 7am M-F	5pm - 7am M-F	5pm - 7am M-F

#### 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 Windex to clean all mirrors, kitchen sinks, kitchen counter tops, restroom sinks
- Sanitize/Clean all toilets, urinals, restroom floors, break room table tops
- Dust window sills, copiers, countertops, desktops, phones (where able to dust due to paperwork etc.)
- Supply & restock paper products, liquid hand soap, 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**

- Windex clean inside and outside all building windows

## **SEMIANNUAL SERVICE**

- Clean surfaces of a/c 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 furniture getting items off floors with owner representative)
- Clean sanitize all breakroom chairs
- Clean baseboards/ vinyl base
- Clean light switches
- Steam clean extract carpets and treat with enzyme
- Clean breakroom garbage can inside and out treat with enzyme
- After deep clean items above, schedule meeting with owner representative to walk thru building for inspection.

## **WTP, DETAR/ WATER COLLECTION/WATER DISTRIBUTION**

Location: 5180 Tice St in Fort Myers, FL.

This facility consists of approx 8,000 square feet of space and is to be cleaned on a two (2) day per week basis.

Operational days & hours: 7:00 a.m. to 3:30 p.m. Monday - Friday

### **Scheduling**

- a. Lee County, working with the vendor, may designate the time during which selected areas shall be cleaned.
- b. Cleaning shall be performed on a two (2) day per week basis, exclusive of holidays.
- c. All work is to be done after normal operating hours, unless otherwise instructed/approved by the County Facility Manager. The awarded vendor will be given a minimum of 48 hours' notice of any schedule change.
- d. This will consist of the cleaning of 3 portable trailers that will be on site as well as a portion of the existing building.

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); Two (2) days per week dusting and vacuuming offices, sweeping and mopping the uncarpeted areas, service to restrooms, which will include providing all paper products and re-supplying soap dispensers, cleaning mirrors, dusting any ledges, also to include wiping counters, and sinks with detergent disinfectant; emptying trash in all locations of the building and re-lining all trash receptacles; sweeping the sidewalks in front of the building and picking up of all trash, sweeping cobwebs and dust from around the doors, windows, eaves and corners of the interior of building; cleaning the front door glass; dusting and damp wiping of blinds as needed or determined by residing county employees; shake and sweep down any floor mats as needed or determined by residing county employee.

## **DAILY SERVICE**

### **LOBBY AND CUSTOMER SERVICE COUNTER AREA**

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

- Remove cob webs from all surface(s), including ceilings and corners.
- Spot clean wall, light switches.
- Wipe clean counter
- Polish all entrance doors & counter partition glass.
- Shake and sweep down any floor mats as needed or determined by residing county employees.
- Vacuum all carpeted areas.
- Vacuum/mop tile floors.

## **RESTROOMS**

- Empty, sanitize and reline all wastebaskets.
- Clean and sanitize all facility fixtures, counters, etc...
- Polish all mirrors.
- Remove cob webs from all surface(s), including ceilings and corners.
- Clean by vacuum and sanitize damp mop all non-carpeted flooring.
- Replenish all associated toiletries, paper goods and soap.

## **BREAK ROOMS / BUILDING HALLS**

- Empty, sanitize and reline all trash receptacles.
- Clean and disinfect all counters, tables and kitchenette sink.
- Spot clean wall, light switches.
- Dusting and damp wiping of blinds, as needed.
- Remove cob webs from all surface(s), including ceilings and corners.
- Clean by vacuum, and sanitize damp mop all non-carpeted flooring.

## **OFFICES AND WORK ROOMS**

- Empty, sanitize and reline all wastebaskets.
- Wipe down computer equipment as needed or requested by office personnel.
- Spot clean wall, light switches.
- Dusting and damp wiping of blinds as needed or directed by residing county employee.
- Dust ledges, counter tops, cabinet tops.
- Remove cob webs from all surface(s), including ceilings and corners.
- Clean by vacuum, and sanitize damp mop all non carpeted flooring.
- Vacuum carpet and arrange chairs in an orderly fashion.

## **BUILDING EXTERIOR**

- Remove cob webs from all surfaces, including corners and front of building.
- Empty trash container in designated area, and sweep concrete pad.
- Remove all visible trash.
- Polish glass on front door.

### **FURTHER:**

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

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 non carpeted areas.
- Every 6 months: Vendor will mop, strip, wax and seal all of the non carpeted areas of the building/assigned areas.

**DOT OPERATIONS**

Location: 5560 Zip Dr, Fort Myers, Florida

Facility Size: one single story building and one training trailer with a combined square footage of approximately 7,972 square feet.

Operating Hours Monday – Friday, 7:00 a.m. to 5:30 p.m.

**Scheduling**

- Cleaning shall be performed Monday through Friday, exclusive of holidays.
- All work is to be done after normal operating hours (5:30 p.m.), unless otherwise instructed / approved by the County Facility Manager. The awarded vendor will be given a minimum of 48 hours notice of any schedule change.

	Restrooms:	6
Fixtures:	Shower Stalls	3
	Sinks	11
	Toilets	10
	Urinals	5
Estimated Floor Coverings:	Carpet	4,650 square feet
	Ceramic Tile	1,200 square feet
	Vinyl	2,122 square feet

**DAILY SERVICE****KITCHEN AREAS**

- Clean sinks with detergent / disinfectant.
- Clean counters with detergent / disinfectant.
- Re-supply paper towels and soap dispenser. Wipe down dispensers.
- Damp wipe walls, as necessary.
- Empty and reline trash cans.
- Damp mop floors with cleaner / 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, around toilets and urinals.
- Damp wipe walls, light switches, partitions, and doors.
- Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkins liners, 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 and put in new liner bag in trash cans at entrances and around the building and training trailer.
- Empty and put in new liner bag in trash cans in the warehouse section of the building.
- Wash down steps and walks as required; keeping them 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 hand sets.

#### **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.

#### **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 (use 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 – NOT Natural Resources Section)**

Location: 6501 Felix Romano Avenue, Fort Myers, Florida

Facility Size: one single story building housing a warehouse, restrooms and break room with a combined square footage of approximately 2,400 square feet.

Operating Hours: Monday – Friday, 7:00 a.m. to 5:30 p.m.

### **Scheduling**

- a. Cleaning shall be performed on Tuesdays and Thursdays, exclusive of holidays.
- b. All work is to be done after normal operating hours (5:30 p.m.), unless otherwise instructed / approved by the County Facility Manager. The awarded vendor will be given a minimum of 48 hours notice of any schedule change.

Restrooms:	2
Sinks	3
Toilets	3
Urinals	2
Utility Sink	1 (in warehouse)

Estimated Floor Coverings:

Carpet	800 square feet
Vinyl	1,600 square feet

### **DAILY SERVICE-TUESDAYS AND THURSDAYS ONLY**

#### **BREAKROOM**

- Damp wipe tables and chairs.
- Damp wipe walls, as necessary.
- Empty and reline trash cans.
- Damp mop floors with cleaner / disinfectant.
- Wipe down front of all appliances.
- Clean inside of microwave.
- Re-supply paper towels and soap dispenser. 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.



- 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, around toilets and urinals.
- Damp wipe walls, light switches, partitions, and doors.
- Re-supply soap, toilet tissue, paper towels, personal seat covers, 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 and put in new liner bag in trash cans at entrances and around the building.
- Empty and put in new liner bag in trash cans in the warehouse section of the building.
- Wash down walks as required; keeping them 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.

## **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.

**COMMUNICATIONS**

Location: 2665 Ortiz Ave, Fort Myers, Florida  
Cleaning of the E-911 Operations Area

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 will be required to do routine cleaning of this area. The time for this work to be done, must first be scheduled with the E-911 Supervisor as times may vary. If while cleaning in this area an emergency call comes in, the vendor must stop all activities until the call is completely resolved.

**E-911 AREA**

- 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 these areas must be coordinated with the County Representative so that County personnel can be made available to allow access and supervise the cleaning of these areas.

**MECHANICAL/EQUIPMENT/MAINTENANCE ROOMS**

In most of our buildings there is a mechanical room(s). This room is not to be entered or cleaned without prior authorization and instructions from the County's Representative. Occasionally, you will be requested to clean this room(s). The cleaning of this room can only be done in the presence of the County's representative and will usually involve sweeping, dusting, mopping, and pressure cleaning the floor, upon request and as needed. There is to be no additional charge for this work. The cost of doing this occasional cleaning is to be included in the overall cost of cleaning the building. It is estimated that this room will be cleaned a couple of times a year.

**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, common areas everyday). 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 (If Applicable)**

- Clean sinks with detergent / disinfectant. (do not wash dishes)
- Clean tables and counters with detergent / disinfectant.
- Re-supply paper towels in county standard dispenser; re-supply soap in county standard dispenser. Wipe down dispensers.
- Damp wipe walls, as necessary.
- Empty and reline trash cans. Wash trash cans as needed.
- Damp mop floors with cleaner/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, around toilets and urinals.
- Damp wipe walls, light switches and doors.
- Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkins liners, 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 and put in new liner bag in trash cans around buildings. Wash out containers as needed.
- Wash down steps and walks, as required; keeping them 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 moulding, 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 they are 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.)
- Clean carpet by bonnet or extraction method as may be required. Carpets in heavier traffic areas made need to be done more often. Spills and heavily soiled areas are to be spot cleaned in between regularly scheduled carpet cleanings.
- Wash all mexterior 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 applicable.

## **EMERGENCY OPERATION CENTER**

Location: 2675 Ortiz Ave, Fort Myers, Florida

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 will 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 these areas must be coordinated with the County Representative so that County personnel can be made available to allow access and supervise the cleaning of these areas.

## **MECHANICAL/EQUIPMENT/MAINTENANCE ROOMS**

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

involve sweeping, dusting, mopping, and pressure cleaning the floor, upon request and as needed. There is to be no additional charge for this work. The cost of doing this occasional cleaning is to be included in the overall cost of cleaning the building. It is estimated that this room will be cleaned a couple of times a year.

## **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, 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 (If Applicable)**

- Clean sinks with detergent / disinfectant. (do not wash dishes)
- Clean tables and counters with detergent / disinfectant.
- Re-supply paper towels in county standard dispenser; re-supply soap in county standard dispenser. Wipe down dispensers.
- Damp wipe walls, as necessary.
- Empty and reline trash cans. Wash trash cans as needed.
- Damp mop floors with cleaner/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, around toilets and urinals.
- Damp wipe walls, light switches and doors.
- Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkins liners, 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 and put in new liner bag in trash cans around buildings. Wash out containers as needed.

- Wash down steps and walks, as required; keeping them 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 moulding, 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 they are 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.)
- Clean carpet by bonnet or extraction method as may be required. Carpets in heavier traffic areas made 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 applicable.

End of Detailed Specifications

## SUBMITTAL REQUIREMENTS & EVALUATION CRITERIA

### 1. SUBMITTAL REQUIREMENTS & EVALUATION CRITERIA

- 1.1 Interested firms shall include the following information in their submittal responses to this solicitation. The following format and sequence should be followed in order to provide consistency in the firm's responses and to ensure each proposal receives full consideration. Use 8 ½ x 11 sheet pages only with minimum font size of 10 points and with tabs or section dividers to separate sections as defined below. More than one section is permitted on one page unless otherwise indicated below. Undesignated information shall be inserted at the rear of each package. Place page numbers at the bottom of every page, excluding dividers. Proposal documents should not contain links to other web pages; such links will not be reviewed for evaluation purposes.
- 1.2 Submittal package should be printed single-sided. **PLEASE INCLUDE PAGE TABS/SECTION DIVIDERS** so that those evaluating your submittal can easily compare each section with others that are submitted. If any of the information provided by the Proposer is found to be, in the sole opinion of the Evaluation Committee and Procurement Management Director, substantially unreliable their proposal may be rejected.
- 1.3 Proposers shall submit one (1) original hard copy (clearly marked as such) and six (6) electronic version(s) on a USB flash drive set(s) containing the proposal submittal in an unlocked PDF format. The County may request specific files be submitted in specialty format (IE: Provide a Project Timeline in Excel format.) Vendor shall accommodate such specialty requests as stated within the submittal requirements describe herein. Should files not be provided in the format or quantity as requested Vendor may be deemed Non-Responsive and therefore ineligible for award. In case of any discrepancies, the original will be considered by the County in evaluating the Proposal, and the electronic version is provided for the County's administrative convenience only. Limit the color and number of images to avoid unmanageable file sizes.

#### **Introduction**

- Project RFP Number & Name
- Firm's Name & Address
- Firm's Contact Person & Information (phone, fax and email address)
- How many years has Proposer been in business under present name?
- Under what other former names has your organization operated?

#### **TAB 1: Qualifications of Company**

- Provide a description of your Company; experience, and underlying philosophy in providing the services as described and requested herein. Description should include details such as: abilities, capacity, skill, strengths, number of years, etc...
- Provide a Bid Bond, if applicable, from a Surety Company, on the form provided herein.

#### **TAB 2: Company Relevant Experience & Reference**

- Provide details of a minimum of three (3) projects similar in scope and size to that being requested through this solicitation that your Company has completed recently. Details for each project example provided should include:
  - Project Name
  - Project Address
  - Customer Name
  - Customer Contact Information
    - Point of contact Name, Phone, and Email
  - Brief description of work provided.
  - Initial costs of work
  - Final costs of work

- Number of change orders
  - Total completion time (From Notice to Proceed to Final Invoice payment)
- Provide a statement of understanding that your Company recognizes the County reserves the right to evaluate the proposing Company on their past performance and prior dealings with Lee County (i.e., failure to meet specifications, poor workmanship, late delivery, etc.) as part of their experience criteria.
  - A Company will be selected to provide the performance of all goods and services necessary for the successful completion of the project. This will be inclusive of obtaining necessary permits.

### **TAB 3: Plan of Approach**

- Provide a detailed Plan of Approach that explains how your firm intends to comply with and meet the anticipated deliverables as detailed within this solicitation. Include your company's current workload with other organizations. Include equipment on hand available to provide these services.

### **TAB 4: Personnel**

- Provide a detailed description of the firm's **specific** project management team that will be assigned to the Lee County contract. Identify the roles and responsibilities of the primary team members as they pertain/apply to the Project Approach and include details that demonstrate individual's knowledge and understanding of the types of services to be performed as well as previous experience in similar or related work.
- Firm must identify staff member that will serve as Project Director that shall be authorized and responsible to act on behalf of the Consultant with respect to directing, coordinating and administering all aspects of the services to be provided and performed.
- Provide a statement acknowledging your firm's understanding that the project management team/key team members assigned to the Lee County contract, as described above, shall not be substituted without the expressed permission of Lee County.
- Provide resumes of proposed **specific** project management team to be assigned to the Lee County contract.

*\*Resumes are not included within page restrictions, but should be limited to one (1) page per person. \**

**TAB 5: Price Scoring:** The Proposer with the lowest Price Proposal will be awarded the maximum score as listed in the scoring criteria section. All other proposals will be scored according to the following formula: (Lowest Price Proposal/ Proposer's Price Proposal) x Maximum points. Score For example, the maximum score available for price is 25. If the lowest proposed Price Proposal is \$150,000.00 that Proposer will receive the full 25 points. Another Proposer with a Price Proposal of \$160,000.00 will receive points calculated as follows:  $\$150,000.00 / \$160,000.00 = .9375 * 25 = 23.44$  points. The formula will be based on the total cost to Lee County.

### **TAB 6: Required Forms**

- Forms 1- 9



**2. SCORING CRITERIA & WEIGHT**

<b>CRITERIA</b>	<b>CRITERIA DESCRIPTION</b>	<b>MAX. POINTS AVAILABLE</b>
1	QUALIFICATIONS OF COMPANY (TAB 1)	25
2	COMPANY RELEVANT EXPERIENCE & REFERENCE (TAB 2)	25
3	PLAN OF APPROACH (TAB 3)	20
4	PERSONNEL (TAB 4)	10
5	PRICE SCORING (TAB 5)	20
<b>TOTAL POINTS</b>		<b>100</b>

\*Additional details and documents found within submittal package, although not located within tabs as listed above, may be reviewed and considered by evaluation committee when scoring Proposers.

**3. RFP SUBMISSION SCHEDULE**

<b>Submission Description</b>	<b>Date(s)</b>	<b>Time</b>
Advertise Request for Proposal (RFP)	Tuesday, February 13, 2018	N/A
Pre-Proposal Meeting	Tuesday, March 6, 2018	2:00 PM *
Proposal Question Deadline	Thursday, March 8, 2018	Prior to 5:00 PM
Submission Deadline	Friday, March 16, 2018	Prior to 2:30 PM
First Committee Meeting Short list discussion	TBD	TBD
Notify Shortlist Selection via e-mail	TBD	N/A
Final Scoring/Selection Meeting	TBD	TBD
Commission Meeting	TBD	
<b>Additional notes on Submission Schedule:</b> <b>*Meeting Locations:</b> *1500 Monroe Street, Fort Myers FL 33901 TBD: To be determined <b>NOTE:</b> Proposed short-list and final selection meeting dates are posted on the Procurement Management web page at <a href="http://www.leegov.com/procurement">www.leegov.com/procurement</a> (Projects, Award Pending).		

End of Section

## REQUIRED FORMS

### REQUEST FOR PROPOSAL (NON-CCNA)

These forms are required and should be submitted with all proposals. If it is determined that forms in this selection are not applicable to your company or solicitation they should be marked "N/A or Not Applicable" across the form in large letters and returned with your submission package. *Note:* If submitting via hard copy the original must be a manually signed original. Include additional copies, if specified, in the Solicitation documents.

<u>Form #</u>	<u>Title/Description</u>
---------------	--------------------------

1	<b><i>Solicitation Response Form</i></b>
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All signatures must be by a corporate authorized representative, witnessed, and corporate and/or notary seal (if applicable.) The corporate or mailing address must match the company information as it is listed on the Florida Department of State Division of Corporations. Attach a copy of the web-page(s) from <http://www.sunbiz.org> as certification of this required information. Sample attached for your reference. Verify that all addenda and tax identification number have been provided.

1a	<b><i>Proposal Form</i></b>
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This form is used to provide itemization of project cost. A more detailed "schedule of values" may be requested by the County  
And

***Minimum Requirements Table (RFP)***

Provide relevant project information.

1b	<b><i>Business Relationship Disclosure Requirement (if Applicable)</i></b>
----	----------------------------------------------------------------------------

Sections 112.313(3) and 112.313(7), FL §, prohibit certain business relationships on the part of public officers and employees, their spouses, and their children. If this **disclosure is applicable request form** ***"INTEREST IN COMPETITIVE BID FOR PUBLIC BUSINESS"*** (Required by 112.313(12)(b), Florida Statute (1983)) to be completed and **returned with solicitation response**. **It is the proposer's responsibility to request form and disclose this relationship, failure to do so could result in being declared non-responsive.** NOTICE: UNDER THE PROVISIONS OF FL § #112.317 (1983), A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$5,000.00.

2	<b><i>Affidavit Certification Immigration Laws</i></b>
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Form is acknowledgement that the proposer is in compliance in regard to Immigration Laws.

3	<b><i>Reference Survey</i></b>
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Provide this form to reference respondents. This form **will be turned in with the proposal** package.

1. **Section 1:** Bidder/Proposer to complete with reference respondent's information prior to providing to them for their response. (This is **not** the Bidder/Proposer's information.)

2. **Section 2:** Enter the name of the Bidder/Proposer; provide the project information in which the reference respondent is to provide a response.
3. The reference respondent should complete **"Section 3."**
4. **Section 4:** The reference respondent to print and sign name
5. **Reference responses** are to be **returned with the proposal package.**
6. Failure to obtain reference surveys may make your company non-responsive.

4 ***Negligence or Breach of Contract Disclosure Form***

The form may be used to disclose negligence or breach of contract litigation that your company may be a part of over the past ten years. You may need to duplicate this form to list all history. If the proposer has more than 10 lawsuits, you may narrow them to litigation of the company or subsidiary submitting the solicitation response. Include, at a minimum, litigation for similar projects completed in the State of Florida. Final outcome should include in whose favor the litigation was settled and was a monetary amount awarded. The settlement amount may remain anonymous.

If you have **no litigation**, enter **"None"** in the first **"type of incident"** block of the form. Please do not write N/A on this form.

5 ***Affidavit Principal Place of Business***

Certifies proposer's location information.

6 ***Sub-Contractor List*** (if applicable)

To be completed and returned when sub-contractors are to be utilized and are known at the time of the submission.

7 ***Public Entity Crimes Form (Required form)***

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

8 ***Trench Safety (Required for Construction Projects Only)***

Self explanatory.

9 ***Bid Bond*** (if applicable)

Self explanatory

***Proposal Label (Required)***

Self explanatory. Please affix to the outside of the sealed submission documents. The mailing envelope **MUST** be sealed and marked with:

- ✓ Solicitation Number
- ✓ Opening Date and/or Receiving Date
- ✓ Mailing Address:  
Lee County Procurement Management Division  
1500 Monroe Street, 4<sup>th</sup> Floor Fort Myers, FL 33901

*Include any licenses or certifications requested (if applicable)*

It is the Proposer's responsibility to insure the Solicitation Response is mailed or delivered in time to be received no later than the specified opening date and time. (If solicitation is not received prior to deadline it cannot be considered or accepted.)

**Form 1 – Solicitation Response Form**

**LEE COUNTY**  
SOUTHWEST FLORIDA

**LEE COUNTY PROCUREMENT MANAGEMENT**  
**SOLICITATION RESPONSE FORM**

Date Submitted: \_\_\_\_\_ Deadline Date: 3/16/2018

SOLICITATION IDENTIFICATION: RFP180119MRH

SOLICITATION NAME: Custodial Services for Lee County – Central Zone

COMPANY NAME: \_\_\_\_\_

NAME & TITLE: (TYPED OR PRINTED) \_\_\_\_\_

BUSINESS ADDRESS: (PHYSICAL \_\_\_\_\_

CORPORATE OR MAILING ADDRESS: \_\_\_\_\_

☐ SAME AS PHYSICAL \_\_\_\_\_

**ADDRESS MUST MATCH SUNBIZ.ORG** \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

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

In submitting this proposal, Proposer makes all representations required by the instructions to Proposer and further warrants and represents that: Proposer has examined copies of all the solicitation documents and the following addenda:

No. \_\_\_\_\_ Dated: \_\_\_\_\_ No. \_\_\_\_\_ Dated: \_\_\_\_\_ No. \_\_\_\_\_ Dated: \_\_\_\_\_

No. \_\_\_\_\_ Dated: \_\_\_\_\_ No. \_\_\_\_\_ Dated: \_\_\_\_\_ No. \_\_\_\_\_ Dated: \_\_\_\_\_

Tax Payer Identification Number: \_\_\_\_\_

(1) Employer Identification Number -OR- (2) Social Security Number:

**\*\* Lee County collects your social security number for tax reporting purposes only**

Please submit a copy of your registration from the website [www.sunbiz.org](http://www.sunbiz.org) establishing the Proposer/firm as authorized (including authorized representatives) to conduct business in the State of Florida, as provided by the *Florida Department of State, Division of Corporations*.

1 **Collusion Statement:** Lee County, Florida The undersigned, as Proposer, hereby declares that no person or other persons, other than the undersigned, are interested in this solicitation as Principal, and that this solicitation is submitted without collusion with others; and that we have carefully read and examined the specifications or scope of work, and with full knowledge of all conditions under which the services herein is contemplated must be furnished, hereby propose and agree to furnish this service according to the requirements set out in the solicitation documents, specifications or scope of work for said service for the prices as listed on the county provided price sheet or (CCNA) agree to negotiate prices in good faith if a contract is awarded.

2 **Scrutinized Companies Certification:**

Section 287.135, FL § , prohibits agencies from contracting with companies, for goods or services over \$1,000,000, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both lists are created pursuant to section 215.473, FL§.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. I understand that pursuant to section 287.135, FL§, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

**Form#1 – Solicitation Form, Page 2**

- 3 Business Relationship Disclosure Requirement:** Sections 112.313(3) and 112.313(7), FL§, prohibit certain business relationships on the part of public officers and employees, their spouses, and their children. See Part III, Chapter 112, FL § and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers, Candidates and Employees" for more details on these prohibitions. However, Section 112.313(12), FL § (1983), provides certain limited exemptions to the above-referenced prohibitions, including one where the business is awarded under a system of sealed, competitive bidding; the public official has exerted no influence on bid negotiations or specifications; and where disclosure is made, prior to or at the time of the submission of the bid, of the official's or his spouse's or child's interest and the nature of the intended business. The Commission on Ethics has promulgated this form for such disclosure, if and when applicable to a public officer or employee.

**If this disclosure is applicable request form "INTEREST IN COMPETITIVE BID FOR PUBLIC BUSINESS" (Required by 112.313(12)(b), Florida Statute (1983)) to be completed and returned with solicitation response. It is the proposer's responsibility to disclose this relationship, failure to do so could result in being declared non-responsive.**

☐ **Business Relationship Applicable (request form)**

☐ **Business Relationship NOT Applicable**

- 4** Disadvantaged Business Enterprise (DBE) proposer? If yes, please attach a current certificate. ☐ Yes ☐ No

**ALL PROPOSALS MUST BE EXECUTED BY AN AUTHORIZED AUTHORITY OF THE PROPOSER, WITNESSED AND SEALED (IF APPLICABLE)**

\_\_\_\_\_  
Company Name (Name printed or typed)

\_\_\_\_\_  
Authorized Representative Name (printed or typed)

\_\_\_\_\_  
Authorized Representative's Title (printed or typed)

\_\_\_\_\_  
Authorized Representative's Signature



(Affix Corporate Seal, if applicable)

\_\_\_\_\_  
Witnessed/Attested by:

(Witness/Secretary name and title printed or typed)

\_\_\_\_\_  
Witness/Secretary Signature

Any blank spaces on the form(s), qualifying notes or exceptions, counter offers, lack of required submittals, or signatures, on County's Form may result in the submission being declared non-responsive by the County.

**Detail by Entity Name****Florida Profit Corporation**

Bill's Widget Corporation

**Filing Information**

Document Number 655555  
 FE/EIN Number 5111111111  
 Date Filed 09/22/1980  
 State FL  
 Status ACTIVE  
 Last Event AMENDED AND RESTATED ARTICLES  
 Event Date Filed 07/25/2006  
 Event Effective Date NONE

**Principal Address** Verify either Principal or Mailing address is on Form 1

555 N Main Street  
 Your Town, USA 99999

Changed 02/11/2012

**Mailing Address**

555 N Main Street  
 MYour Town, USA 99999

Changed 02/11/2012

**Registered Agent Name & Address**

My Registered Agent  
 111 Registration Road  
 Registration, USA99999

Name Changed: 12/14/2006

Address Changed: 12/14/2006

**Officer/Director Detail****Name & Address****Title P**

President, First  
 555 AVENUE  
 Anytown, USA99999

**Title V**

President, Second  
 555 AVENUE  
 Anytown, USA99999

**IMPORTANT:**

For corporations, ALL documents must be signed by the president of the company or an authorized individual. For any individual other than the president, we will need one of the following to confirm their authority to sign:

1. a corporate resolution by the Board of Directors, or
2. an extract of minutes, or
3. an extract of Vote by the Board of Directors

If the company's articles of incorporation identify additional positions that have the power to bind the corporation, we will accept the articles of incorporation with verification from the president that a certain individual serves in that role (e.g., the president confirms that John Doe is the CEO, and the articles of incorporation provide that the CEO has the power to bind the company).

With respect to an LLC, the authority to bind a limited liability company is controlled by Florida statutes. Managers or managing members have inherent authority to bind an LLC.

If the president of a corporation or a manager/managing member of an LLC delegates their authority, such delegation must be sent to us on company letterhead with the President's or manager's/managing member's original, wet signature.

01/03/2018



LEE COUNTY  
SOUTHWEST FLORIDA

# Lee County Procurement Management PROPOSAL FORM

**Company Name:** \_\_\_\_\_

<b>Solicitation #</b>	<b>RFP180119MRH</b>	<b>Solicitation Name</b>	<b>Custodial Services for Lee County - Central Zone</b>
-----------------------	---------------------	--------------------------	---------------------------------------------------------

Having carefully examined the “Terms and Conditions”, and the “Detailed Specifications”, all of which are contained herein, propose to furnish the following which meet these specifications.

### Multi-year and Renewals

The successful proposer shall be responsible for furnishing and delivering to the Lee County requesting Department commodity or services on an “as needed basis for a one-year (1) period or as specified in the Scope of Work as per specifications. There will be an option to extend this contract as specified in the Scope of Work or specification upon approval of both the County and the vendor at the time of the extension or renewal.

Please include this page with your submission package.					
<i>Item #</i>	<i>Description</i>	<i>Unit of Measure</i>	<i>Quantity</i>	<i>Unit Cost</i>	<i>Total Cost</i>
	<b>Grand Total</b>				

Amount Written \_\_\_\_\_

Amount Written



**Proposer Name:** \_\_\_\_\_**Relevant Projects:** note project requirements as applicable form may be used or deleted

Owner Name: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Project Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Owner Representative: \_\_\_\_\_  
 Representative Telephone: \_\_\_\_\_  
 Representative E-Mail: \_\_\_\_\_  
 Project Cost: Initial \$ \_\_\_\_\_  
 Final \$ \_\_\_\_\_  
 Schedule: Planned \_\_\_\_\_ (calendar days)  
 Actual \_\_\_\_\_ (calendar days)

**Summary of Project Scope:**

Owner Name: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Project Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Owner Representative: \_\_\_\_\_  
 Representative Telephone: \_\_\_\_\_  
 Representative E-Mail: \_\_\_\_\_  
 Project Cost: Initial \$ \_\_\_\_\_  
 Final \$ \_\_\_\_\_  
 Schedule: Planned \_\_\_\_\_ (calendar days)  
 Actual \_\_\_\_\_ (calendar days)

**Summary of Project Scope:**

Owner Name: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Project Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Owner Representative: \_\_\_\_\_  
 Representative Telephone: \_\_\_\_\_  
 Representative E-Mail: \_\_\_\_\_  
 Project Cost: Initial \_\_\_\_\_  
 Final \_\_\_\_\_  
 Schedule: Planned \_\_\_\_\_ (calendar days)  
 Actual \_\_\_\_\_ (calendar days)

**Summary of Project Scope:**

Initial \_\_\_\_\_

**Final** \_\_\_\_\_

Planned \_\_\_\_\_ (calendar days)

**Actual** \_\_\_\_\_ **(calendar days)**

Initial \_\_\_\_\_

[illegible]

Planned \_\_\_\_\_ (calendar days)

**Actual** \_\_\_\_\_ **(calendar days)**

[illegible]



**LEE COUNTY**  
S O U T H W E S T F L O R I D A

**AFFIDAVIT CERTIFICATION IMMIGRATION LAWS**

SOLICITATION NO.: RFP180119MRH SOLICITATION NAME: Custodial Services For Lee County- Central Zone

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.**

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

Company Name: \_\_\_\_\_

Signature

Title

Date

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was signed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_, by \_\_\_\_\_ who has produced  
(Print or Type Name)  
\_\_\_\_\_ as identification.  
(Type of Identification and Number)

Notary Public Signature

Printed Name of Notary Public

Notary Commission Number/Expiration

The signee of this Affidavit guarantee, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. **LEE COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

## Form 3 Reference Survey



## Lee County Procurement Management

**REFERENCE SURVEY**

Solicitation # RFP180119MRH

**Custodial Services for Lee County - Central Zone**

<b>Section 1</b>	Reference Respondent Information	<b>Please return completed form to:</b>	
<b>FROM:</b>		<b>Bidder/Proposer:</b>	
<b>COMPANY:</b>		<b>Due Date:</b>	
<b>PHONE #:</b>		<b>Total # Pages:</b>	<b>1</b>
<b>FAX #:</b>		<b>Phone #:</b>	<b>Fax #:</b>
<b>EMAIL:</b>		<b>Bidder/Proposer E-Mail:</b>	

<b>Section 2</b>	Enter Bidder/Proposer Information, if applicable Similar Performed Project (Bidder/Proposer to enter details of a project performed for above reference respondent)		
<b>Proposer Name:</b>			
<b>Reference Project Name:</b>	<b>Project Address:</b>	<b>Project Cost:</b>	
<b>Summarize Scope:</b>			

**You as an individual or your company has been given as a reference on the project identified above. Please provide your responses in section 3 below.**

<b>Section 3</b>		Indicate: "Yes" or "No"
1. Did this company have the proper resources and personnel by which to get the job done?		
2. Were any problems encountered with the company's work performance?		
3. Were any change orders or contract amendments issued, other than owner initiated?		
4. Was the job completed on time?		
5. Was the job completed within budget?		
6. On a scale of one to ten, ten being best, how would you rate the overall work performance, considering professionalism; final product; personnel; resources. Rate from 1 to 10. (10 being highest)		
7. If the opportunity were to present itself, would you rehire this company?		
8. Please provide any additional comments pertinent to this company and the work performed for you:		

**Section 4**

Reference Name (Print)

**Please submit non-Lee County employees as references**

Reference Signature

## Form 4 -Negligence or Breach of Contract Disclosure Form

REVISED 02/22/2017



**LEE COUNTY**  
SOUTHWEST FLORIDA

**ALLEGED NEGLIGENCE OR BREACH OF CONTRACT  
DISCLOSURE FORM**

Please fill in the form below. Provide each incident in regard to alleged negligence or breach of contract that has occurred over the past 10 years. Please complete in chronological order with the most recent incident on starting on page 1. Please do not modify this form (expansion of spacing allowed) or submit your own variation.

**Company Name:** \_\_\_\_\_

Type of Incident <i>Alleged Negligence or Breach of Contract</i>	Incident Date And Date Filed	Plaintiff <i>(Who took action against your company)</i>	Case Number	Court <i>County/State</i>	Project	Claim Reason <i>(initial circumstances)</i>	Final Outcome <i>(who prevailed)</i>

Make as many copies of this sheet as necessary in order to **provide a 10-year history** of the requested information. If there is no action pending or action taken in the last 10 years, complete the **company name** and write **"NONE"** in the first **"Type of Incident"** box of this page and return with your proposal package. This form should also include the primary partners listed in your proposal. Do not include litigation with your company as the plaintiff. Final outcome should include who prevailed and what method of settlement was made. If a monetary settlement was made the amount may remain anonymous.

Page Number: \_\_\_\_\_ Of \_\_\_\_\_ Total pages

Update the page number to reflect the current page and the total number of pages. Example: Page 3, of 5 total submitted pages of this form.

Proposals may be declared "non-responsive" due to omissions of "Negligence or Breach of Contract" on this disclosure form. Additionally, proposals may be declared "not responsible" due to past or pending lawsuits that are relevant to the subject procurement such that they call into question the ability of the proposer to assure good faith performance. This determination may be made by the Procurement Management Director, after consulting with the County Attorney.

## Form 5 - Affidavit Principal Place of Business



# LEE COUNTY

## SOUTHWEST FLORIDA

### AFFIDAVIT PRINCIPAL PLACE OF BUSINESS

Instructions: Please complete all information that is applicable to your firm

Company Name: \_\_\_\_\_

Printed name of authorized signer \_\_\_\_\_

Title \_\_\_\_\_

⇒ \_\_\_\_\_

Authorized Signature

Date \_\_\_\_\_

The signee of this Affidavit guarantee, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. **LEE COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

Notary:

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was signed and acknowledged before me this \_\_\_\_\_

day of \_\_\_\_\_

20 \_\_\_\_\_

who has produced \_\_\_\_\_

as identification (or personally known) \_\_\_\_\_

Type of ID and number \_\_\_\_\_

⇒ \_\_\_\_\_

Notary Public Signature

Notary Commission Number and expiration \_\_\_\_\_

1. Principal place of business is located within the boundaries of:

\_\_\_\_\_ Lee County

\_\_\_\_\_ Collier County

\_\_\_\_\_ Non-Local

Local Business Tax License # \_\_\_\_\_

2. Address of Principal Place of Business: \_\_\_\_\_

3. Number of years at this location \_\_\_\_\_ years

4. Have you provided goods or services to Lee County on a regular basis within the past 3 consecutive years \_\_\_\_\_ Yes\* \_\_\_\_\_ No

\*If yes, attach contractual history for past 3 consecutive years

5. Number of available employees for this contract \_\_\_\_\_

6. Does your company have a Drug Free Workplace Policy \_\_\_\_\_ Yes \_\_\_\_\_ No

*Form 6-Sub-contractor List*

**LEE COUNTY**  
S O U T H W E S T F L O R I D A

**SUB-CONTRACTOR LIST**

Sub-contractor Name	Area Of Work	Point Of Contact Or Project Supervisor	Phone Number and Email	Qualified DBE Yes/No	Amount or Percentage of Total

Please include sub-contractors name, area of work (i.e. mechanical, electrical, etc.) and a **valid** phone number and email. Also include the dollar value or percentage that the sub-contractor will be performing. If sub-contractors qualify as Disadvantaged Business Enterprise (**DBE**) contractors, please attach a current certificate.

This form must be signed and sworn to in the presence of a notary public or other officer authorized to administer oaths.

1. This sworn statement is submitted to \_\_\_\_\_  
(Print name of the public entity)
- by \_\_\_\_\_  
(Print individual's name and title)
- for \_\_\_\_\_  
(Print name of entity submitting sworn statement)
- whose business address is \_\_\_\_\_
- (If applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_
- (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: On the attached sheet.) Required as per IRS Form W-9.
2. I understand that a "public entity crime" as defined in Paragraph 287.133(1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including but not limited to, and bid or contract for goods or services to be provided to any public entity or agency or political subdivision or any other state or of the United States, and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime:  
or:
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those offices, directors, executives, partners, shareholders, employees, members and agents who are active in the management of the affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not fair market value under an arm's length agreement, shall be a facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1) (c), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of the entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting those sworn statement. (Please indicate which statement applies.)

Neither the entity submitted this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.



\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, member, or agents who are active in management of the entity, or an affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, member, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearing and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OR ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_  
(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the space provided above on this \_\_\_\_\_ day  
of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
(NOTARY PUBLIC)

My Commission Expires: \_\_\_\_\_

**Form#8: Trench Safety (Required for Construction Projects Only)****TRENCH SAFETY**

Contractor/Vendor acknowledges that included in the appropriate solicitation items of the solicitation and in the Total solicitation price are costs for complying with the Florida Trench Safety Act (90-96, Laws of Florida) effective October 1, 1990. The contractor/vendor further identifies the costs of such compliance to be summarized below:

Trench Safety	Units of	Unit	Unit	Extended
Measure	Measure	(Quantity)	Cost	Cost
(Description)	(LF, SF)			

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

If applicable, the contractor/vendor certifies that all trench excavation done within his control in excess of five (5') feet in depth shall be in accordance with the Florida Department of Transportation's Special Provisions Article 125-1 and Sub-article 125-4.1 (TRENCH EXCAVATION SAFETY SYSTEM AND SHORING, SPECIAL TRENCH EXCAVATION).

Failure to complete the above may result in the solicitation being declared non-responsive.

\_\_\_\_\_  
(Signature)\_\_\_\_\_  
(Company Name)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ by \_\_\_\_\_ (name and title of corporate officer) of \_\_\_\_\_ (name of corporation), a \_\_\_\_\_ (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced \_\_\_\_\_ (type of identification) as identification.

\_\_\_\_\_  
(signature line for notary public)\_\_\_\_\_  
(name of notary typed, printed or stamped)\_\_\_\_\_  
(title or rank)

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
(serial number, if any)

**Form 9: Bid Bond****BID BOND**

Complete EITHER Lee County Paper Bid Bond OR provide cashier's check

KNOW ALL MEN BY THESE PRESENTS, that we

\_\_\_\_\_ as Principal, and  
(BIDDER'S Name)

\_\_\_\_\_ a Corporation licensed to do  
(Surety's Name)

business under the laws of the State of Florida as a Surety, are held and firmly bound unto LEE COUNTY BOARD OF COUNTY COMMISSIONERS, LEE COUNTY, FLORIDA, a Political Subdivision of the State of Florida,  
in the SUM OF

for the payment whereof, well and truly to be made, we bind ourselves, our heirs, successors, personal representatives and assigns, jointly and severally, firmly, by these presents.

SIGNED AND SEALED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

WHEREAS, said Principal is herewith submitting a Proposal for the construction of:

NOW, THEREFORE, the condition of the above obligation is such that if said Principal shall be awarded the Contract upon said Proposal within the specified time and shall enter into a written Contract, satisfactory in form, provide an acceptable Public Payment & Performance Bond from a Surety acceptable to the COUNTY and provide other Insurance as may be required to the COUNTY within seven (7) calendar days after the written Notice of Award date, or within such extended period as the COUNTY may grant, then this obligation shall be null and void; otherwise said Principal and Surety shall pay to said COUNTY in money the difference between the amount of the Bid of said Principal and the amount for which said COUNTY may legally contract with another party to perform said work, if the latter amount be in excess of the former, together with any expenses and reasonable attorney's fees incurred by said COUNTY if suit be brought here on, but in no event shall said Surety's liability exceed the penal sum hereof plus such expenses and attorney's fees. For purposes of unsuccessful bid protests filed by the Principal herein, this obligation shall bind the Surety to pay costs and damages associated with the bid protest or delays to the project upon a finding from the Board of County Commissioners for Lee County that the bid protest was frivolous and/or lacked merit. The liability of the Surety shall not exceed the penal sum of the bid bond.

Witness as to Principal:

\_\_\_\_\_ (SEAL)  
(Principal)

(By) \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Witness as to Surety:

\_\_\_\_\_ (SEAL)  
(Surety's Name)

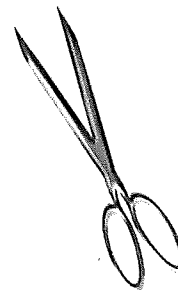
\_\_\_\_\_  
(By-As Attorney-in-Fact, Surety)

Affix Corporate Seals and attach proper Power of Attorney for Surety.

**Sealed Proposal Label**

**Cut along the outer border and affix this label to  
your sealed solicitation envelope to identify it as  
a "Sealed Submission/Proposal".**

<b>PROPOSAL DOCUMENTS • DO NOT OPEN</b>	
SOLICITATION No.:	RFP180119MRH
SOLICITATION TITLE:	<b>Custodial Services for Lee County – Central Zone</b>
DATE DUE:	<b>Friday, March 16, 2018</b>
TIME DUE:	<b>Prior to: 2:30 PM</b>
SUBMITTED BY:	_____ (Name of Company)
e-mail address	Telephone
<b>DELIVER TO:</b>	Lee County Procurement Management 1500 Monroe 4 <sup>th</sup> Floor Fort Myers FL 33901
<b><i>Note: proposals received after the time and date above will not be accepted.</i></b>	



Lee County Procurement Management  
1500 Monroe Street, 4<sup>th</sup> Floor  
Fort Myers, FL 33901  
(239) 533-8881  
[www.leegov.com/procurement](http://www.leegov.com/procurement)

**PLEASE PRINT CLEARLY**



Lee County Procurement Management

## PROPOSAL FORM

COMPANY NAME:

SOLICITATION: Custodial Services for Lee County- Central Zone

Having carefully examined the "Terms and Conditions", and the "Detailed Specifications", all of which are contained herein, propose to furnish the following which meet these specifications.

Item No.	Item Description	Address	Monthly Service	Quarterly Service	Semi-Annual Service	Annual Service	Total Cost
1	DOT, Traffic Billy's Creek Commerce Center	5650 Enterprise Pkwy, E Ft Myers, FL	\$	\$	\$	\$	\$
2	Fleet Management	2955 Van Buren St., Ft. Myers, FL	\$	\$	\$	\$	\$
3	Health Department-Michigan Annex	3920 Michigan Ave, Ft. Myers, FL	\$	\$	\$	\$	\$
4	LeeTran, Edison Mall Station	4300 Solomon Blvd, Ft Myers, FL	\$	\$	\$	\$	\$
5	LeeTran Transit Headquarters	3401 Metro Pkwy, Ft Myers, FL	\$	\$	\$	\$	\$
6	Library, East County Regional	881 Gunnery Rd, Lehigh Acres, FL	\$	\$	\$	\$	\$
7	Library, Riverdale	2421 Buckingham Rd, E Ft Myers, FL	\$	\$	\$	\$	\$
8	M.A.R.S. Complex	1765 Henderson Ave, Ft Myers, FL	\$	\$	\$	\$	\$
9	Sheriff Avaition	6550 Felix Romano Ave, Ft Myers, FL	\$	\$	\$	\$	\$
10	Sheriff Gun Range	6570 Felix Romano Ave, Ft Myers, FL	\$	\$	\$	\$	\$
11	Sheriff Substation, East District	1301 Homestead Rd N, Lehigh Acres, FL	\$	\$	\$	\$	\$
12	Ortiz Detention Compound	2501 Ortiz Ave, Fort Myers, FL	\$	\$	\$	\$	\$
13	Solid Waste, Waste to Energy Plant	10550 Buckingham Rd, E Ft. Myers, FL	\$	\$	\$	\$	\$
14	DETAR/ Water Collection and Distribution	5180 Tice St, Ft. Myers, FL	\$	\$	\$	\$	\$
15	DOT Operations	5560 Zip Dr., Ft Myers, FL	\$	\$	\$	\$	\$
16	DOT Operations Lehigh Depot	6501 Felix Romano Avenue, Ft. Myers, FL	\$	\$	\$	\$	\$
17	Communications	2665 Ortiz Ave, Ft. Myers, FL	\$	\$	\$	\$	\$
18	County/City Annex Building	1825 Hendry St, Fort Myers, FL	\$	\$	\$	\$	\$
19	Emergency Operation Center	2675 Ortiz Ave, Fort Myers, FL	\$	\$	\$	\$	\$
		<b>Total Cost to Lee County</b>					\$

The Following Fees are to be used, as necessary, with this contract but not used as the basis of award:

20	Porter Service	Per Hour	\$
21	Crew Supervisor	Per Hour	\$
22	Chief Supervisor	Per Hour	\$
23	Project Coordiniator	Per Hour	\$
24	Emergency Work - Per Person	Per Hour	\$
25	Dusting/Vacuuming of Office	Per Sq Ft	\$



Procurement Management Department  
1500 Monroe Street 4<sup>th</sup> Floor  
Fort Myers, FL 33901  
Main Line: (239) 533-8881  
Fax Line: (239) 485-8383  
[www.leegov.com/procurement](http://www.leegov.com/procurement)

**Posted Date:** February 28, 2018

**Solicitation No.:** RFP180119MRH

**Solicitation Name:** Custodial Services for Lee County Central Zone

**Subject:** Addendum Number 1

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

**Question 1.** Can you provide a list showing what your current product usage is on the supplies being requested (toilet paper, paper towels, soap, trash bags ect.) Also can you describe what soap dispensers are currently being used? In the bid it says the vendor is required to supply the dispensers and soap.


*Answer: Since Lee County Facilities are widely distributed and serviced by multiple vendors, it is not possible to obtain the requested data at this time. The soap dispenser types vary by location.*

**Add to Materials and Equipment section on Page 19, item:**

*5.2.9.7. The Vendor shall provide a separate line item for supplies provided on the service invoice for reimbursement costs from Lee County. An invoice of the supplies purchased with proof of payment MUST accompany the invoice for processing.*

**BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.**

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.**

  
\_\_\_\_\_  
Melanie Hicks  
Lee County Procurement Management



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**Posted Date:** March 6, 2018

**Solicitation No.:** RFP180119MRH

**Solicitation Name:** Custodial Services for Lee County Central Zone

**Subject:** Addendum Number 2

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

**Question 1.** On the MARS Complex it states the facility is to be services 3 days per week, currently on M,W,F however underneath the scheduling (b) it states 6 days per week. Can you clarify which is correct?

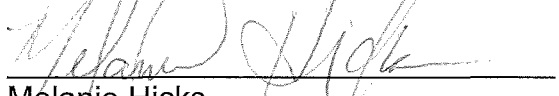
*Answer: The M.A.R.S. Complex will be cleaned three times a week on Monday, Wednesday, and Friday.*

**Delete from M.A.R.S. Complex section on Page 43, items b and d:**

- ~~b. Cleaning shall be performed on a six day per week basis, exclusive of holidays.~~
- ~~d. Public restrooms are to be cleaned twice a day.~~

**BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.**

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.**

  
\_\_\_\_\_  
Melanie Hicks  
Lee County Procurement Management



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[www.leegov.com/procurement](http://www.leegov.com/procurement)

**Posted Date:** March 7, 2018

**Solicitation No.:** RFP180119MRH

**Solicitation Name:** Custodial Services for Lee County Central Zone

**Subject:** Addendum Number 3

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

**The opening scheduled for Friday, March 16, 2018 has been cancelled and is rescheduled for Friday, March 30, 2018 @ 2:30 p.m**

1.	What is the square footage of the Communications and Emergency Operations Center?
<b>Answer</b>	<i>The Communications Building square footage is 13,307 sq. ft. The Emergency Operations Center square footage is 29,300 sq. ft.</i>

2.	Is a bid or performance bond required?
<b>Answer</b>	<i>No bid or performance bond is required for this solicitation.</i>

3.	How long is a Vendor in the Lee County Procurement Vendor database?
<b>Answer</b>	<i>Vendors remain in the <b>current</b> Lee County Vendor database as long as the firm actively operates as enrolled, and updates the database with any account information changes as they occur. As the upcoming electronic bidding system come online, vendors must register with the new database. Visit <a href="http://www.leegov.com/bid">www.leegov.com/bid</a> to learn more.</i>

4.	How long is the contract?
<b>Answer</b>	<i>In accordance with the information on Page 17, paragraph 3.1: The successful Proposer shall be responsible for furnishing and delivering to the Lee County requesting Department(s) the commodity or services on an "as needed basis" for a one-year (1) period. There may be an option to extend this contract as specified in the Scope of Work or specifications upon the approval of both the County and the successful Proposer at the time of extension or renewal for three (3), additional one (1) year periods.</i>



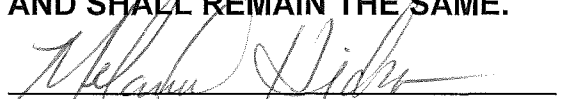
5.	Is there a local vendor preference for this project?
<b>Answer</b>	<i>No</i>

6.	Are references to be from previous jobs and clients?
<b>Answer</b>	<i>Yes, references shall be from previous projects similar in scope.</i>

7.	Can Lee County references be used if that is your only client history?
<b>Answer</b>	<i>Provide 3 references from agencies other than Lee County, if possible.</i>

**BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.**

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.**

  
 \_\_\_\_\_  
 Melanie Hicks  
 Lee County Procurement Management

**Posted Date:** March 23, 2018

**Solicitation No.:** RFP180119MRH

**Solicitation Name:** Custodial Services for Lee County Central Zone

**Subject:** Addendum Number 4

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

**The opening scheduled for Friday, March 30, 2018 has been cancelled and is rescheduled for Friday, April 13, 2018 @ 2:30 p.m**

1.	Can vendors visit the facilities?
<b>Answer</b>	<i>Vendors may provide a written request to Lee County Procurement to visit specific facilities. Visitation approval is subject to department permission and Lee County Representative availability. Please allow up to 3 business days for processing of request and scheduling of site visit. Visits will not be scheduled beyond 6 April 2018.</i>

2.	Can you provide the current contract vendor and amount of each awarded contract for the Central Zone?
<b>Answer</b>	<i>Current contracted custodial services were not grouped into geographical zones previously. Some locations were not contracted due to the cost being under the bid threshold and not required to participate in the formal bid process. Current bid tabulations for contracted vendors can be found on our website at the following link: <a href="http://www.leegov.com/procurement/awarded-annual-contracts">http://www.leegov.com/procurement/awarded-annual-contracts</a></i>

3.	Can Vendors submit proposals on individual facilities or must an entire zone be encompassed in the proposal?
<b>Answer</b>	<i>Vendors may submit proposals for individual facilities or the entire zone.</i>


Current Scheduled Facility Visits:

Location	Date	Time	Expected Tour length
DOT Traffic, Billy's Creek 5652 Enterprise Pkwy, Ft. Myers, FL 33905	3/26/18	10:00 am	15 mins
LeeTran, Edison Mall Station 4300 Solomon Blvd, Fort Myers, FL 33916	3/26/18	2:30 pm	30 mins
LeeTran Transit HQ 3401 Metro Pkwy, Fort Myers, FL 33901	3/26/18	1:00 pm	1 hour

DOT Ops 5560 Zip Dr, Fort Myers, FL 33905	3/28/18	10:00 am	1 hour
Communications 2665 Ortiz Ave, Fort Myers, FL 33905	4/4/18	10:00 am	1 hour

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**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.**

  
 \_\_\_\_\_  
 Melanie Hicks  
 Lee County Procurement Management

**Posted Date:** March 26, 2018

**Solicitation No.:** RFP180119MRH

**Solicitation Name:** Custodial Services for Lee County Central Zone

**Subject:** Addendum Number 5

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

Updated Facility Visit Schedule:

Location	Date	Time	Expected Tour length
Ortiz Detention Compound 2501 Ortiz Ave, Fort Myers, FL	3/28/18	1:30 pm	1 Hour
DOT Ops 5560 Zip Dr, Fort Myers, FL 33905	3/28/18	10:00 am	1 hour
Communications 2665 Ortiz Ave, Fort Myers, FL 33905	4/4/18	10:00 am	1 hour

**BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.**

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.**



Melanie Hicks  
Lee County Procurement Management



**Posted Date:** March 30, 2018

**Solicitation No.:** RFP180119MRH

**Solicitation Name:** Custodial Services for Lee County Central Zone

**Subject:** Addendum Number 6

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

1.	Can vendors visit the facilities?
<b>Answer</b>	<i>Vendors may provide a written request to Lee County Procurement to visit specific facilities. Visitation approval is subject to department permission and Lee County Representative availability. Please allow 3 business days for processing of request and scheduling of site visit.</i>
2.	Is this a performance contract or based on staffing requirements?
<b>Answer</b>	<i>This is a performance based contract, however, proposers must be able to provide sufficient staff for the workload.</i>
3.	How many USB drives are required with the submittal?
<b>Answer</b>	<i>Proposers must submit a minimum of one USB drive with the proposal.</i>
4.	What is the current janitorial service monthly cost per facility? What is the annual budget for the services outlined in the RFP?
<b>Answer</b>	<i>Page 6, paragraph 14.3 states: Lee County will not reveal engineering estimates or budget amounts for a project unless required by grant funding or unless it is in the best interest of the County. According to Florida State Statute 337.168: A document or electronic file revealing the official cost estimate of the department of a project is confidential and exempt from the provisions of s. 119.07(1) until the contract for the project has been executed or until the project is no longer under active consideration.</i>
5.	What are the requirements and square footage for the City/County Annex building at 1825 Hendry St?
<b>Answer</b>	<i>This location was added to the proposal form in error. Please do not consider this location for this proposal.</i>
6.	There are two forms Named Proposal Form, which form needs completion?
<b>Answer</b>	<i>Please complete the itemized form with the listed locations provided at the end of the solicitation. The form labeled 1A is a placeholder only.</i>
7.	Please confirm if the stocked janitorial consumable supplies will be billed per building in a monthly basis.
<b>Answer</b>	<i>Vendors shall be responsible for the procurement of consumable supplies and will be reimbursed by the County at vendors cost. Vendors must provide a paid in full invoice for supplies to Lee County to be reimbursed.</i>
8.	The Fleet Management location requests a special cleaning task of strip and wax floors, as requested. Please confirm if this task is to be billed as an extra service, when requested.



<b>Answer</b>	<i>This service is historically accomplished on a semi-annual basis. Please include the charges for this task in the semi-annual service column of the Proposal Form.</i>
9.	Please provide an estimate of the floor covering types for the M.A.R.S. Complex.
<b>Answer</b>	<i>The M.A.R.S. facility has approximately 35% carpet and 65% hard flooring</i>
10.	Please provide an estimate of the floor covering types for the DETAR facility.
<b>Answer</b>	<i>The DETAR facility has 100% hard flooring.</i>
11.	Please provide an estimate of the square footage of the areas needing cleaned during the day, and does this need to be accomplished by the Day Porter?
<b>Answer</b>	<i>The Day Porter is the responsible personnel for facility cleaning during the hours of 7:30 AM – 5:00 PM. The size of the area to be cleaned by the day porter is 15,820 sq. ft. and encompasses the tasks outlined in this RFP for the Health Department Michigan Annex.</i>
12.	Can the County supply a calendar of events? How will price for the special events be determined?
<b>Answer</b>	<i>A calendar of events is not available at this time. Pricing for a special event that requires cleaning services will be negotiated at the time the service is requested from the County.</i>

#### Updates to Solicitation Package:

##### 1. Page 17, 4. Basis of Award to read:

- 4.1. Award shall be made to the proposer or proposers who, in the sole opinion of the County, are most qualified to perform the scope of services required. **The bid is awarded under a system of sealed, competitive bidding to the most qualified, then lowest responsive and responsible bidder.**
- 4.2. Delete: ~~If the awarded vendor is unable to perform under the terms and conditions of the specification, Lee County reserves the right to procure/secure the services of the next highest ranked vendor per Zone.~~
- 4.3. Lee County reserves the right to ask a vendor for additional documentation if a vendor proposes on more than one zone and is ranked the most qualified to perform the scope of services for multiple zones to verify the vendor can handle the workload of the additional zone.
- 4.4. Lee County at their sole discretion shall have the right to limit the number of facilities in a zone to be awarded per vendor.
- 4.5. Delete: ~~Lee County reserves the right to reject unbalanced proposals (a proposal that, in the County's discretion, is abnormally low in relation to the scope and work required; under the terms and conditions herein).~~

##### 2. Pages 17 – 18, Workmanship and Inspection, add the following paragraphs:

- 5.1.3 **In the event of a violation of any part of this Agreement by the VENDOR, the COUNTY shall, among other remedies available under law, have the legal remedy of specific performance in order to enforce the provisions of this Agreement to prevent any interruption of service to the residents of the COUNTY. In the event that a dispute arises between the COUNTY and the VENDOR relating to this solicitation, performance, or compensation hereunder, the VENDOR shall continue to render service in full compliance with all terms and conditions of this solicitation as interpreted by the COUNTY, regardless of such dispute. However, this shall not prevent the VENDOR from seeking legal relief from any interpretation made by the COUNTY.**

- 5.1.4 **PERFORMANCE DEFICIENCIES - The COUNTY REPRESENTATIVE and the VENDOR mutually agreed response time compliance and performance compliance are critical, and failure to provide service in accordance with this Agreement is a detriment to county services and the public. Therefore, the VENDOR agrees to credit the COUNTY 5% of the facility's monthly, quarterly, semi-annual or annual fee (as defined by task frequency) for deficiencies not remedied or for failure to complete the work as assigned or designated in the scope of work. Any amount deducted that is greater than proposed monthly amount for the facility listed in Solicitation #RFP180119MRH Janitorial Services for Lee County Central Zone, for the amount billed on any**



given invoice shall become a credit to the County, and shall be applicable to any other amounts due to the contractor.

3. Page 22, Paragraph 6.2.2 updated to read:

Because of emergency situations, it may be necessary to contact vendor personnel after normal work hours. The awarded vendor will be required to have a local office in Lee County and a method to answer calls to that office 24 hours per day. Vendor must also provide Lee County with emergency contact phone numbers and personnel.

4. Page 67, add:

1.4 Compensation shall be submitted in a SEPARATE SEALED ENVELOPE. Pricing will not be assigned points or used to evaluate vendor qualifications.

1.4.1 The cost proposals will be evaluated and awarded to the lowest most responsive, responsible bidder per location. However, Lee County reserves the right, at its discretion, to limit the number of locations awarded to any single vendor. The intent of this is to ensure the vendors are able to adequately maintain the locations they are awarded. The County will also take into consideration the current workload of the vendor(s).

1.4.2 The County intends to award to the vendor(s) that demonstrate the best overall value to the County and the most substantiated ability to fulfill the requirements contained in the Request for Proposal.

5. Pages 67-68, All TABs located on pages 67-68 are to be replaced with the following:

**TAB 1: History and Qualifications of Company**

**Qualifications:**

- Provide a description of your Company; experience, and underlying philosophy in providing the services as described and requested herein. Description should include details such as: abilities, capacity, skill, strengths, number of years, etc...
- Does your company have the ability to handle the service required for these large areas? Please explain.
- Please list any Certifications your company holds, i.e.: IJCSA Master Certification (IMC), Green Cleaning Company Certification (GCC), Chemical Hazards Certification (CHC), ect.

**History:**

- Please tell us about the type of business (corporation, partnership, individual) and the year it was started. (The vendor must have been in business for a minimum of five (5) years).
- How many years has your company provided this type of service?
- How many years has your organization been in business under its present business name? Have you ever operated under a different name?

**TAB 2: Company relevant Experience and Personnel**

**Experience:**

- Provide details of a minimum of three (3) projects similar in scope and size to that being requested through this solicitation that your Company has completed recently. Details for each project example provided should include:
  - Project Name
  - Project Address
  - Customer Name
  - Customer Contact Information
    - Point of contact Name, Phone, and Email

- Brief description of work provided.
  - Initial costs of work
  - Final costs of work
  - Number of change orders
  - Total completion time (From Notice to Proceed to Final Invoice payment)
- Provide a statement of understanding that your Company recognizes the County reserves the right to evaluate the proposing Company on their past performance and prior dealings with Lee County (i.e., failure to meet specifications, poor workmanship, late delivery, etc.) as part of their experience criteria.
  - A Company will be selected to provide the performance of all goods and services necessary for the successful completion of the project. This will be inclusive of obtaining necessary permits.

**Personnel:**

- Provide the number of employees that are currently employed by the company. How many of them are full time employees? How many are subcontracted or seasonal?
- What type of services do these employees provide?
- Would you be able to add more employees if required to complete the contract?

**TAB 3: Plan of Approach:**

- Provide a brief resume' of **key** employees to be assigned to the project. Please provide the following for the employees who will be working on these areas:
- Provide a detailed Plan of Approach that explains how your firm intends to comply with and meet the anticipated deliverables as detailed within this solicitation. Include your company's current workload with other organizations. Include equipment on hand available to provide these services.

**TAB 4: References:**

- Insert "Reference Survey" and any additional Reference related information. The vendor must have at least three relevant projects. Include project information which best illustrate the experience of the Proposer and current staff to be assigned to work on this project.

**TAB 5: Required Forms:**

- Forms 1-7

**6.** Page 69, Evaluation Table on page 69 to be replaced with the following:

**SCORING CRITERIA & WEIGHT**

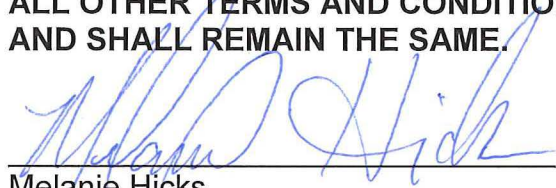
CRITERIA	CRITERIA DESCRIPTION	MAX. POINTS AVAILABLE
1	Company History and Qualifications	30
2	Company Relevant Experience and Personnel	30
3	Plan of Approach	25
4	References	15
<b>TOTAL POINTS</b>		<b>100</b>
*Additional details and documents found within submittal package, although not located within tabs as listed above, may be reviewed and considered by evaluation committee when scoring Proposers.		



7. Pages 76-78, Forms 1a are to be deleted in their entirety.

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Melanie Hicks  
Lee County Procurement Management

**Posted Date:** April 2, 2018

**Solicitation No.:** RFP180119MRH

**Solicitation Name:** Custodial Services for Lee County Central Zone

**Subject:** Addendum Number 7

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

1.	There are numerous tasks that are defined "if applicable." How is it determined if the task is applicable?
<b>Answer</b>	<i>If a service task is identified "as applicable", the task will be performed on an "as needed or requested" by the Lee County representative at no more than the frequency the task is required in this solicitation.</i>

**Update to Solicitation Package:**

**Page 38, EAST COUNTY REGIONAL LIBRARY, DAILY SERVICE**

**Add:**

- **Clean and sanitize tables and work stations**

**BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.**

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Melanie Hicks  
Lee County Procurement Management