

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

THIS AGREEMENT ("Agreement") is made and entered into as of the date of execution by both parties, by and between Lee County, a political subdivision of the State of Florida, hereinafter referred to as the "County" and United States Service Industries, Inc., a Delaware corporation authorized to do business in the State of Florida, whose address is 4340 East-West Highway, Suite 204, Bethesda, MD, 20814, and whose federal tax identification number is 52-0897024, hereinafter referred to as "Vendor."

WITNESSETH

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

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

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

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

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

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

I. PRODUCTS AND SERVICES

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

II. TERM AND DELIVERY

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

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

III. COMPENSATION AND PAYMENT

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

IV. METHOD OF PAYMENT

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

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

V. ADDITIONAL PURCHASES

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

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

VI. LIABILITY OF VENDOR

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

VII. VENDOR'S INSURANCE

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

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

VIII. RESPONSIBILITIES OF THE VENDOR

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

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

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

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

IX. OWNERSHIP OF PRODUCTS

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

X. TIMELY DELIVERY OF PRODUCTS AND PERFORMANCE OF SERVICES

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

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

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

XI. COMPLIANCE WITH APPLICABLE LAW

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

XII. TERMINATION

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

XIII. DISPUTE RESOLUTION

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

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

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

XIV. MISCELLANEOUS

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

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

Vendor's Representative:		County's Representatives:	
Name:	<u>Tim Ruben</u>	Names:	<u>Roger Desjarlais Mary Tucker</u>
Title:	<u>President</u>	Titles:	<u>County Manager Director of Procurement Management</u>
Address:	<u>4340 East-West Hwy, Ste 204 Bethesda, MD 20814</u>	Address:	<u>P.O. Box 398 Fort Myers, FL 33902</u>
Telephone:	<u>(202)824-7440</u>	Telephone:	<u>239-533-2221 239-533-8881</u>
Facsimile:	<u>(202)393-5541</u>	Facsimile:	<u>239-485-2262 239-485-8383</u>
E-mail:	<u>marketing@ussiclean.com</u>	E-Mail:	<u>rdesjarlais@leegov.com mtucker@leegov.com</u>

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

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

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

[The remainder of this page intentionally left blank.]

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

WITNESS:

United States Service Industries, Inc.

Signed By: [Signature]

Signed By: [Signature]

Print Name: Thomas Mesrop

Print Name: STEPHANIE NESTER

Title: CFO

Date: 07/19/18

LEE COUNTY

BOARD OF COUNTY COMMISSIONERS
OF LEE COUNTY, FLORIDA

BY: [Signature]

CHAIR

DATE: 8-14-18

Commissioner Cecil L. Pendergrass
Lee County Board of County Commissioners
District 2

ATTEST:
CLERK OF THE CIRCUIT COURT
Linda Doggett, Clerk

BY: [Signature]

DEPUTY CLERK



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

BY: [Signature]

OFFICE OF THE COUNTY ATTORNEY

EXHIBIT A SCOPE OF SERVICES

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

VENDOR PERSONNEL

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

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

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

<u>Name</u>	<u>Title</u>	<u>Phone Number(s)</u>	<u>Email</u>
Andres Guzman	Operations Manager	(239) 898-2112	andresg@ussiclean.com
Viviana Bernal	General Manager	(239) 470-0020	vivianab@ussiclean.com

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

BACKGROUND CHECKS AND SECURITY

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

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

EXHIBIT A
SCOPE OF SERVICES

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

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

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

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

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

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

EXHIBIT A SCOPE OF SERVICES

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

All janitorial keys will be issued to the Vendor. A fee will be charged to the Vendor for the loss of any keys or the cost of changing of locks as the result of any lost keys. The County Representative shall have the sole decision regarding changing the locks.

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

WORKMANSHIP AND INSPECTION

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

CONSUMABLES

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

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

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

USE OF SUBCONTRACTORS

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

EXHIBIT A SCOPE OF SERVICES

QUALITY STANDARDS

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

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

COUNTY FACILITIES INCLUDED UNDER THIS AGREEMENT

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

DOT, TRAFFIC BILLY'S CREEK COMMERCE CENTER

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

Hours of Operation:

Monday – Friday: 7:00 a.m. – 5:00 p.m.

EXHIBIT A SCOPE OF SERVICES

Scheduling

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

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

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

The Vendor will be given a minimum of 48 hours' notice of any schedule change.

Public restrooms are to be cleaned once daily.

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 two (2) times per week).
- Dust all horizontal ledges, furniture, desks and equipment (office areas dusted two (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 and 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

EXHIBIT A SCOPE OF SERVICES

- 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. This 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).

HEALTH DEPARTMENT-MICHIGAN ANNEX

Location: 3920 Michigan Ave, Fort Myers Florida

Hours of Operation: Monday through Wednesday- 9:00 a.m. to 8:00 p.m.

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

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

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

**EXHIBIT A
SCOPE OF SERVICES**

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 in Exhibit B will be used to make adjustments to the total billing 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 the County is requiring as part of this Agreement. 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 ensure 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.

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

Health Promotion Area

EXHIBIT A SCOPE OF SERVICES

Administration	Women's Health Clinic Area
EPI Area	WIC Trailer
WIC Medical Records Area	Immunizations (AM only)
TB Clinic Area	

Scheduling

County working with the Vendor may designate the time during which selected areas will be cleaned.

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.

Cleaning personnel on duty during the day shall be on the premises to clean and restock supplies. Restocking shall be scheduled by the Vendor to allow as much time as necessary to perform all routine and special cleaning functions, including cleaning the restrooms, as well as to service any day cleaning areas as noted in this section.

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 two (2) times per week, common area every day). Spot clean carpets as needed using extraction or bonnet cleaning method.
- Dust all horizontal ledges, furniture, desks and equipment (office areas dusted two (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 and 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.

EXHIBIT A SCOPE OF SERVICES

- 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

EXHIBIT A SCOPE OF SERVICES

- 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

Hours of Operation: This site is accessible 24 hours per day, 7 days per week

Scheduling

Daily service frequency at this facility shall be as follows:

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

EXHIBIT A SCOPE OF SERVICES

Cleaning times: Mon thru Fri - 10am to 12pm and 7pm to 10pm;
Sat - 7pm to 10pm

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 two (2) toilets and one (1) sink.
- Employee restroom with two (2) toilets and one (1) sink.

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 per 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 and 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

EXHIBIT A SCOPE OF SERVICES

- 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.

SHERIFF, ORTIZ DETENTION COMPOUND

Location: 2501 Ortiz Ave, Fort Myers, Florida

Hours of Operation: This site operates 24 hours per day, 7 days per week

Scheduling

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 main Lobby, the Lobby Bathrooms and the Control Room Bathroom of that building is to be serviced on a 7 day per week basis.

The Visitation Building is serviced on a 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 (2) 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.

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 Agreement.

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 two (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 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.

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 Agreement. Any special floor work can be scheduled with the Shop Supervisor.

EXHIBIT A SCOPE OF SERVICES

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 two (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 two (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 and 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 and 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. 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

EXHIBIT A SCOPE OF SERVICES

- 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.

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.
- Spray buff or burnish all vinyl surfaces if needed.

Quarterly Service

EXHIBIT A SCOPE OF SERVICES

- 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.

WTP, DETAR/ WATER COLLECTION/WATER DISTRIBUTION

Location: 5180 Tice St in Fort Myers, FL.

Hours of Operation: Monday – Friday 7:30 a.m. – 3:30 p.m.

Scheduling

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

Cleaning shall be performed on a two (2) day per week basis, exclusive of holidays.

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

This will consist of the cleaning of three (3) portable trailers that will be on site as well as a portion of the existing building.

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 and 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.

EXHIBIT A SCOPE OF SERVICES

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.

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.

COMMUNICATIONS

EXHIBIT A SCOPE OF SERVICES

Location: 2665 Ortiz Ave, Fort Myers, Florida

Hours of Operation: This site is accessible 24 hours per day, 7 days per week

E-911 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.

Each day the trash cans are to be emptied in the E-911 Area.

Vacuuming the carpet in the E-911 Area. 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 twice per 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.

EXHIBIT A SCOPE OF SERVICES

- Vacuum carpet (office areas vacuumed two (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 two (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 and 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.

EXHIBIT A SCOPE OF SERVICES

- 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 moldings, 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.

**EXHIBIT A
SCOPE OF SERVICES**

Annual Service

- Clean exterior awnings if applicable.

**EXHIBIT B
FEE SCHEDULE**

USSI FEE SCHEDULE					
Location	Monthly Service Cost	Quarterly Service Cost	Semi-Annual Service Cost	Annual Service Cost	Total Location Annual Cost
DOT, Traffic Billy's Creek Commerce Center	\$1,370.91	\$468.06	\$187.23	\$0	\$18,697.62
Health Department-Michigan Annex	\$5,117.58	\$544.45	\$174.225	\$0	\$63,937.21
LeeTran, Edison Mall Station	\$1,864.57	\$174.22	\$0	\$0	\$23,071.72
Ortiz Detention Compound	\$3,761.54	\$407.28	\$162.91	\$0	\$47,093.42
DETAR/ Water Collection and Distribution	\$357.45	\$0	\$348.45	\$0	\$4986.30
Communications	\$1,206.67	\$325.82	\$122.19	\$162.91	\$16,190.61

ADDITIONAL SERVICE FEES		
Porter Service	Per Hour	\$20.00
Crew Supervisor	Per Hour	\$22.00
Chief Supervisor	Per Hour	\$26.00
Project Coordinator	Per Hour	\$30.00
Emergency Work - Per Person	Per Hour	\$52.00
Dusting/Vacuuming of Office	Per Sq. Ft	\$0.50

Reimbursement of Consumables

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

EXHIBIT C INSURANCE REQUIREMENTS

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

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

\$1,000,000 per occurrence
\$2,000,000 general aggregate
\$1,000,000 products and completed operations
\$1,000,000 personal and advertising injury

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

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

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

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

- d. **Employee Fidelity Bond** – Providing protection from losses incurred by dishonest acts of the Vendor's employees. Coverage shall not be less than \$100,000.

EXHIBIT C
INSURANCE REQUIREMENTS

*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.

