



Lee County Board of County Commissioners
DIVISION OF PROCUREMENT MANAGEMENT

Request for Proposal (RFP) NON-CCNA

Solicitation No.: RFP180120MRH
 Solicitation Name: Custodial Services for Lee County – North Zone
 Open Date/Time: 3/30/2018 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: [mhicks @leegov.com](mailto:mhicks@leegov.com)
 Requesting Dept. COUNTY WIDE

Pre-Solicitation Meeting:
 Type: NON-Mandatory
 Date/Time: 3/12/2018 1:00 PM
 Procurement: Public Works Building, 1500 Monroe St 4th Floor, Fort Myers, FL
 Location: 33901

All solicitation documents are available for download at
www.leegov.com/procurement

Electronic bidding is coming! Visit www.leegov.com/bid to stay informed



Notice to Contractor / Vendor / Proposer(s)
RFP#180120MRH Custodial Services for Lee County – North Zone

REQUEST FOR PROPOSAL (RFP)

Lee County, Florida, is requesting proposals from qualified individuals/firms for
Custodial Services for Lee County – North 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 30, 2018

to the office of the **Procurement Management Director, 1500 Monroe Street, 4th 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. Vendors who obtain scope of services from sources other than 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. 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:

1:00 PM March 12, 2018 at 1500 Monroe Street, 4th Floor, Fort Myers, Florida 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

Sincerely,

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

*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.lee.gov/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.lee.gov.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 1st place rankings shall be deemed the first ranked proposer. In the event a tie still exists the proposer with the highest number of 2nd place rankings shall be the first ranked proposer. Should a tie still remain the method used above will continue with each ranking level, 3rd, then 4th, then 5th, 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 1st 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)
- 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 3rd 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.lee.gov/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

**LEE COUNTY, FLORIDA
DETAILED SPECIFICATIONS
FOR
RFP180120 Custodial Services for Lee County – North 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 Year’s 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 Years 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 . 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 vendor'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 bright work, where appropriate. All bright work 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 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. **

FACILITIES

DEPOT #1(NATURAL RESOURCES)

Location: 190 Evergreen Rd, North Ft. Myers, FL

Facility Size: Single story, 1606 sq. ft.

1 Restroom

Floor Covering:

Painted Concrete:	264.5 sq. ft.
Carpet	1078.5 sq. ft.
Vinyl	223 sq. ft.
Tile	40 sq. ft.

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 days per week basis, (Monday thru Friday), exclusive of holidays.
- c) All work is to be done after normal operating hours, unless otherwise instructed/approved by the County Facility Manager.
- d) The awarded vendor will be given a minimum of 48 hours' notice of any schedule change.

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 every day). Spot clean carpets as needed using extraction or bonnet cleaning method.
- Brush all fabric upholstery, as needed.
- Clean and sanitize drinking fountains.
- Dust all unobstructed work areas.
- Do other general and emergency cleaning as required.
- Report any maintenance defects to the County Representative.
- Keep custodial closet clean and orderly.
- Wash all door glass and adjacent panels (interior & exterior).
- Vacuum floor mats and wash as necessary.
- Clean and polish interior and exterior of elevators.
- Sweep and mop elevator floors.
- Damp mop floor, clean tables in break rooms.

- Damp wipe all vending machines associated with break rooms.
- Sweep stairwells no less than 3 times per week.
- Check shredders.

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.

Restrooms

- Clean basins with detergent / disinfectant.
- Clean toilets / urinals / showers using detergent / disinfectant. Waterless urinals are to be cleaned, if applicable.
- 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 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 within a radius of twenty feet.
- Empty and put in new liner bag in trash cans under any covered area around 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.

WEEKLY SERVICE:

- dusting and vacuuming offices two times per week

QUARTERLY SERVICE

- sweeping cobwebs and dust from around the doors, windows and eaves;
- cleaning outside glass on a monthly basis and inside glass
- pressure cleaning sidewalk and building
-

AS NEEDED:

- dusting and damp wiping of blinds
- shake and sweep down any floor mats

NOTE

All cleaning materials such as bathroom cleaners, general purpose cleaners, and glass cleaners must meet the standards set by Green Seal.

DEPOT #1(UTILITIES)

Location: 190 Evergreen Rd, North Ft. Myers, FL

Facility Size: Single story, 900 sq. ft.

1 Restroom

Operational Days & Hours: Monday-Friday during regular work hours between 7am-2pm.

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 one day per week basis, (Monday thru Friday), exclusive of holidays.
- c) All work is to be done after normal operating hours, unless otherwise instructed/approved by the County Facility Manager.
- d) The awarded vendor will be given a minimum of 48 hours' notice of any schedule change.

WEEKLY SERVICE

- Empty all wastebaskets, sanitize and install new liners interior and exterior.
- Spot clean wall, light switches.
- Wipe clean counter and employee work-stations.
- Polish all entrance door & counter partition glass.
- Vacuum all carpeted areas.
- Vacuum all tile floors

Rest Rooms:

- Empty, sanitize and reline all wastebaskets.
- Clean and sanitize all facility fixtures, counters, etc.
- Polish all minors.
- Clean by vacuum and sanitize damp mop all tile flooring.
- Replenish all associated paper goods and soap.
- Daily Break Room/Kitchenette:
 - Empty, sanitize and reline all trash receptacles.
 - Clean and disinfect all counters, tables and kitchenette sink.
 - Clean VCT via dust mop and sanitize by damp mopping.

QUARTERLY SERVICE

- sweep cobwebs and dust from around the doors, windows and eaves;
- clean outside glass on a monthly basis, inside glass on a quarterly basis

SEMI-ANNUAL SERVICE:

- Deep steam extraction cleaning of all carpet.
- Total stripping, sealing and three coats of topical polish of all
- VCT Flooring kitchen area only.

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

MAINTENANCE ELECTRICAL OFFICE

Location: 190 Evergreen Rd, North Ft. Myers, FL
Facility Size: 900 sq. ft.

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 after normal operating hours, unless otherwise instructed/approved by the County Facility Manager.

- d) The awarded vendor will be given a minimum of 48 hours' notice of any schedule change.
- e) 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 three times per day.

DAILY SERVICE:

- Empty all wastebaskets, sanitize and install new liners interior and exterior.
- Spot clean wall, light switches.
- Wipe clean counter and employee work-stations.
- Polish all entrance door & counter partition glass.
- Vacuum all carpeted areas.
- Vacuum all tile floors

Rest Rooms:

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

Break Room/Kitchenette:

- Empty, sanitize and reline all trash receptacles.
- Clean and disinfect all counters, tables and kitchenette sink.
- Clean VCT via dust mop and sanitize by damp mopping.

SEMI-ANNUAL SERVICE:

- Deep steam extraction cleaning of all carpet.
- Total stripping, sealing and three coats of topical polish of all
- VCT Flooring kitchen area only.

NOTES:

- a) Custodial staff are *certified in bio-hazard waste material handling*.
- b) The selected vendor shall be responsible for the replacement of all damage due to its equipment, materials, or staff neglect without cost to Lee County Utilities.
- c) The selected vendor shall provide all cleaning supplies, i.e. disinfectants, polishes, detergents, and the like.
- d) Employees are responsible for washing dishes including glasses, cups, and silverware as well as the interior of refrigerator or microwave ovens.

LEE COUNTY PUBLIC SAFETY LOGISTICS (EMS SUPPLY CENTER 7, EVERGREEN RD)

Location: 190 Evergreen Rd, North Ft. Myers, FL 33903

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 days per week basis, exclusive of holidays.
- c) All work is to be done 1:00 p.m.-3:00 p.m. Monday and Thursday, unless otherwise instructed/approved by the County Facility Manager.
- d) The awarded vendor will be given a minimum of 48 hours' notice of any schedule change.
- e) 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 three times per day.

DAILY SERVICE (Twice per Week)

- 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, spot clean carpets as needed using extraction or bonnet cleaning method.
- Dust all horizontal ledges, furniture, desks and equipment.
- 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.
- Clean and polish interior and exterior of elevators.
- Sweep and mop elevator floors.
- Damp mop floor, clean tables in break rooms.
- Damp wipe all vending machines associated with break rooms.
- Sweep stairwells
- Check shredders.

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.

Restrooms

- Clean basins with detergent / disinfectant.
- Clean toilets / urinals / showers using detergent / disinfectant. Waterless urinals are to be cleaned, if applicable.
- 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 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 within a radius of twenty feet.
- Empty and put in new liner bag in trash cans under any covered area around buildings.
- Wash down steps and walks, as required; keeping them free of gum, tar and other foreign matter. (May have to be pressure cleaned.)
- 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 surfaces.

- Dust Venetian blinds.
- Brush, vacuum and / or spot clean 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 light covers (external only).
- Dust fans, if applicable.
- Wash all first floor exterior window glass.
- Scrub ceramic tile and grout in tile areas.
- Spray buff or burnish all vinyl surfaced areas.

QUARTERLY SERVICE

- Strip and re-wax all hard floors. (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.
- Sweep cobwebs and dust from walls around entrance and windows

NOTES:

Vendor shall not move nor jar Data Processing machines, equipment, accessories, etc.
 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.

CAPE CORAL LIBRARY

Location: 921 SW 39th Terrace, Cape Coral, Florida. 33914
 Facility: One story building consisting of approximately 38,500 Square Feet
 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.

Library chairs with seats, backs, and arm upholstered; cloth upholstery, top of arm is wood	43
Office chairs with seats, backs upholstered	75
Meeting room chairs with seats and backs upholstered	242
Couch with seats, backs and arms cloth upholstery; top of arms are wood	2
Restrooms:	5
Fixtures:	
Toilets	18
Restroom sinks	14
Urinals	3
Kitchen sinks	2
Janitorial tubs (maintained by vendor); Floor basin with faucets for rinsing mops, cleaning cloths, etc.	1

Scheduling

- a) Lee County, working with the vendor, may designate the time during which selected areas shall be cleaned. Library personnel would like to be informed of the amount of time vendor believes it will take to complete the cleaning jobs prior to start of contract.
- b) Cleaning shall be performed on a six day per week basis, exclusive of holidays.
- c) All work is to be done after normal library hours, unless otherwise instructed/approved by the County Facility Manager or Library Manager.
- d) The awarded vendor will be given a minimum of 48 hours' notice of any schedule change.
- e) 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. on Mon, Tues, Weds, and approximately 1pm on Thurs, Fri, Sat, and then at night after normal business hours. Additionally, the Main Entrance will require Mid-day service.** The six-day per week service shall be Monday through Saturday. The awarded vendor shall make emergency service available to the County. Emergency situations shall be classified as cleaning of accidental spills relating to body fluids; flooding due to water leakage, etc. All materials and equipment will be provided by the awarded vendor.
- f) The hours of operation are Monday through Wednesday - 9:00 a.m. to 8:00 p.m., Thursday from 9:00 a.m. to 6:00 p.m. and both Friday and Saturday from 9:00 a.m. to 5:00 p.m.

Flooring- Athletic and Porcelain/Ceramic

To avoid possible damage to these types of flooring only specified cleaning will be permitted.

- a) Athletic Flooring: the detergent must be of a mild non-phosphate type with a neutral ph.
- b) Porcelain/Ceramic Flooring shall be cleaned as follows: a non-acidic solution should be used to clean both these floors.

Corian Counter Tops

All Corian Counter Tops can be cleaned with soapy water. Difficult stains will be brought to the attention of the particular library management.

Cleaning of entrance door sloped ceiling

The interior sloping ceiling (this is the large area above the sliding door that runs Slopes up to the high window wall) is to be cleaned as required/outlined herein.

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.
- 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. (except bookshelves) 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 courtyard door 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 carpet and wipe down tables
- Clean counters and vending machine.
- Clean all children's area tables, counters and chairs as needed.

Kitchen area

- Clean sinks, counters, tables, 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.

Building Exterior

- Sweep and pick up trash at all building entrances, (i.e., main entrance, staff entrance, etc.) within a radius of twenty feet.
- Sweep and pick up trash around the entire building and in planters, within a forty-foot radius—at front entrance clean to circular drive and adjoining sidewalk.
- 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.*
- 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 AND MAIN ENTRY

- 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
- Sweep and pick up trash in vestibule entry and main lobby.

NIGHTLY 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 and ledges.

- Damp wipe walls, light switches and doors, if needed. (Check for finger marks, spots, soil build-up, graffiti, etc.)
- Clean 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

WEEKLY SERVICE

- Clean all interior partition glass that can be reached
- High dust all public areas and staff areas.(above hand height) includes shelves, moldings, ledges, etc. (except bathrooms and bookshelves)
- Dust vertical surfaces.
- Dust venetian blinds.
- Dust entrance tower.
- Dust mop and damp mop storage areas.
- Dust all bookshelves and tops (shelf areas not covered by books). . 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.
- Spot clean all public and staff area carpet and upholstery.
- Brush, vacuum and/or spot clean all modular panels and upholstered furniture.
- Clean and sanitize public area and staff area telephones.
- Clean (dirt/soil build-up) public area horizontal ledges, desks, tables, chairs, cabinets, equipment, etc. and study areas.
- 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 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

- Spray buff or burnish all 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).
- Sweep cobwebs and dust from walls around all entrances and windows.

QUARTERLY SERVICE

- Wash venetian blinds (use all purpose cleaner or detergent), if applicable. Do not remove blinds from window.
- Clean light fixtures and covers (interior).
- Clean awnings, if applicable.
- Clean Carpet and Upholstery.
- Clean book drops (interior/exterior, if applicable) and book drop carts.
- High Ceiling Cleaning – Dust/clean visible areas including fans, hanging light fixtures, beams, columns, ledges, and air conditioning vents & pipes. Remove dust, cobwebs, bugs, etc.
- Clean low-level interior/exterior windows. (May be required to be done more often).

- Clean mechanical Room, Electrical Room, Data Room (with the assistance of county personnel), if applicable.
- Wax vinyl floors if applicable with approved manufacturer’s guidelines

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.
- Clean sloped interior ceiling.

NORTH FORT MYERS LIBRARY

Location: 2001 N Tamiami Trail N.E, Fort Myers, Florida. 33903
Facility: One story building consisting of approximately 8,995 Square Feet.

Operational Days & Hours:

Monday, Wednesday, and Thursday- 10:00 a.m. to 6:00 p.m.
Tuesday- 12:00 p.m. to 8:00 p.m.
Friday & Saturday- 9:00 a.m. to 5:00 p.m.

Scheduling

- Lee County, working with the vendor, may designate the time during which selected areas shall be cleaned.
- Cleaning shall be performed on a six day per week basis, exclusive of holidays.
- This location may be assigned a day Porter, at the Library System discretion.
- All work is to be done after normal library hours, with the exception of the Mid-Day Cleaning, unless otherwise instructed/approved by the County Facility Manager or Library Manager.
- The awarded vendor will be given a minimum of 48 hours’ notice of any schedule change.

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.

There are approximately:

Wood Chairs with Back and Seat Upholstered – 8
Office Chairs with Back and Seat Upholstered 10
Office Chairs with Back, Seat & Arms Upholstered – 5
Chairs - Meeting room - Back & Seat Upholstered – 40
Floor Covering: Carpet 95%
Vinyl 3%
Ceramic Tile 2%
Restrooms: 4
Fixtures: 6 toilets, 8 restroom sinks, 1 kitchen sink, 2 urinals

DAILY SERVICE

- Empty and place a new liner bag 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 (two times per week).
- Clean and sanitize drinking fountains.
- 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 and staff entrance door glass and adjacent panels (interior & exterior).
- Clean counter tops at Check Out desk, Information desk.

Kitchen area

- Clean sinks, counters, tables, and chairs with detergent/disinfectant.
- Empty and place a new liner bag in trash receptacles.
- Re-supply paper towels and soap dispensers. (**Only anti-bacterial soap will be acceptable**)
- 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 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.

Building Exterior

- Sweep and pick up trash at all building entrances, (i.e., main entrance, staff entrance, etc.) Radius area of twenty feet.
- 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. (May have to be pressure cleaned)
- Shake and sweep down exterior floor mats.
- 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.
- Damp wipe walls, light switches and doors, if needed. (Check for finger marks, spots, soil build-up, graffiti, etc.)
- Clean 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

- Empty outside trash containers and replace liners.
- Clean entrance door glass on inside and exterior.
- Wipe down outside benches/front entrance area 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 visible bookshelves (areas not covered by books) and areas that do not have books in them. **¼ of the library each week—show schedule.**
- 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.

EVERY TWO WEEKS SERVICE

- Spray buff or burnish all vinyl office 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.
- Sweep cobwebs and dust from walls around all entrances and windows.

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 Carpet and Upholstery.
- Clean book drops (interior/exterior) and book drop carts.
- Wax all hard floors (may be required to be done more often).
- 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

NORTHWEST REGIONAL LIBRARY

Location: 519 Chiquita Boulevard, Cape Coral, Florida. 33993

Facility: One story building consisting of approximately 40,000 Square Feet.

Operational Days & Hours:

Monday, Wednesday, and Thursday- 10:00 a.m. to 6:00 p.m.

Tuesday- 12:00 p.m. to 8:00 p.m.

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

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) Public restrooms are to be cleaned twice a day; once at mid-point the operational hours (*approximately 2:30 p.m.*) and then at *night after normal business hours*.
- d) This location may be assigned a day Porter, at the Library System discretion.
- e) All work is to be done after normal library hours, with the exception of the Porter, unless otherwise instructed/approved by the County Facility Manager or Library Manager.
- f) The awarded vendor will be given a minimum of 48 hours' notice of any schedule change.

Special Cleaning Requirements

- a) 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.
- b) 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/containers and sanitary waste receptacles/containers. Sanitize, and damp wipe, if necessary.
- Empty all, including desks, 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, 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.
- 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 courtyard door 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 sink in Young Adult area, clean counters and vending machine.
- Clean 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. (Remove finger marks, spots, soil build-up, graffiti, etc.)
- Clean 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.
- 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—at front entrance clean to circular drive and adjoining sidewalk.
- 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.*
- 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 all appurtenances and plumbing fixtures with detergent/disinfectant.
- Clean mirrors, soap dispensers, paper towel dispensers, and all appurtenances
- 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 & sanitary receptacles.

- Re-supply soap, toilet tissue, paper towels, personal seat covers, etc. (**Only anti-bacterial soap will be acceptable**)
- Sweep floors and spot mop as necessary.
- Empty and place a new liner bag in front entrance trash receptacles as needed

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 walls, if applicable.
- Dust mop and damp mop storage areas.
- Dust all bookshelves and tops (shelf areas not covered by books). . 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.
- 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 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.
- Sweep cobwebs and dust from walls around all entrances and windows

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.
- Wax vinyl floors if applicable—treat marmoleum products as needed with approved manufacturer's guidelines.
- 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.

PINE ISLAND LIBRARY

1. Location: 10700 Russell Road NW, Bokeelia, Florida. 33922
Facility: One story building consisting of approximately 5,290 Square Feet.
2. Operational Days & Hours: Tuesday, and Thursday- 10:00 a.m. to 6:00 p.m.
Wednesday- 12:00 p.m. to 8:00 p.m.
Friday & Saturday- 9:00 a.m. to 5:00 p.m.
3. 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) Public restrooms are to be cleaned twice a day; once at approximately 1:00 p.m. Tuesday, Thursday Friday and Saturday, and Wednesday at 2:30 p.m. and then at night after normal business hours.
 - d) All work is to be done after normal library hours, with the exception of the mid-day cleaning, unless otherwise instructed/approved by the County Facility Manager or Library Manager.
 - e) The awarded vendor will be given a minimum of 48 hours' notice of any schedule change.
4. Special Cleaning Requirements
 - a) 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.
 - b) 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 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 stairs and landings, remove any gum, tar or other foreign matter.
- Clean and/or polish conference room furniture and meeting room furniture.
- Vacuum and spot clean carpet (Office areas vacuumed 2 times per week).
- Dust all horizontal ledges, furniture, desks and filing cabinets, chairs and tables, equipment. (Office areas dusted 2 times per week)
- Brush all fabric upholstery, as needed.
- Clean and sanitize drinking fountains.
- Dust all unobstructed work areas.
- Do other general and emergency cleaning as required.
- Report any maintenance defects to the County Representative.
- Keep custodial closet clean.
- Wash all door glass and adjacent panels (interior & exterior).
- Vacuum floor mats and wash as necessary.
- Clean all reception lobby glass, inside and outside.

- Clean all interior partition glass.
- Clean counter tops at circulation desk, adult reference desk, and the youth services reference desk.
- Damp mop floor, clean tables in break rooms.
- Damp wipe all machines associated with break rooms.

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.

Restrooms

- Clean basins with detergent/disinfectant.
- Clean toilets and urinals using detergent/disinfectant.
- 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.
(Only anti-bacterial soap will be acceptable)
- 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 under any covered area around buildings.
- Wash down steps and walks, as required; keeping them free of gum, tar, and other foreign matter.
- Shake and sweep down exterior floor mats.
- Clean sand urns, refill as needed.

MID-DAY SERVICE

Restrooms

- Clean basins with detergent/disinfectant.
- Clean toilets and urinals using detergent/disinfectant.
- 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, liners, etc. (ONLY ANTI-BACTERIAL SOAP WILL BE ACCEPTABLE)
- Sweep floors.
- Empty all trash containers, replace liners, spot clean and sanitize containers
- Clean up debris at entrances.

WEEKLY TASKS

- High dust all library and office areas.
- Dust vertical surfaces.
- Dust venetian blinds.
- Brush, vacuum and/or spot clean all upholstered furniture and modular panels.
- Clean and sanitize telephones.
- Spray buff all corridors, hallways, and lobbies.
- Scrub all non-skid tile floor areas, if applicable.
- Dust entrance tower, if applicable.
- Dust mop and damp mop storage areas.

- Dust all visible bookshelves (areas not covered by books) and areas that do not have books in them, at least ¼ of the library
- Wash all tables and study area surfaces
- Remove dust and cobwebs from ceiling areas of standard height
- Spot clean upholstery as needed.

WEEKLY MASTER RECYCLING BIN SERVICE

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

EVERY TWO WEEKS SERVICE

- Spray buff or burnish all vinyl office 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 fans.
- Clean all low-level interior and exterior glass. (May be required to be done more often).
- Dust all the books and bookshelves.
- Spot clean carpet and upholstery as needed.
- Sweep cobwebs and dust from walls around entrance and windows.

QUARTERLY SERVICE

- Strip and re-wax all hard floors (may be required to be done more often).
- Clean interior window glass (may be required to be done more often)
- Clean all high level interior and exterior glass
- Carpet and upholstery to be cleaned.

SEMIANNUAL SERVICE

- Wash venetian blinds (use all purpose cleaner or detergent). Do not remove blinds from window.
- Clean light fixtures and covers (interior).
- Clean all high level interior and exterior glass.
- Clean canvas awnings, if applicable.
- Clean book drops (interior/exterior) and carts.
- High Ceiling Cleaning – Dust visible areas including fans, hanging light fixtures, beams, columns, ledges, and air conditioning vents & pipes. Remove dust, cobwebs, bugs, etc.

SHERIFF SUBSTATION, NORTH DISTRICT

Location: 121 Pondella Rd, North Ft. Myers, FL

Facility Size: 8,364 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, during the hours of 8:00 a.m. and 5:00 p.m., exclusive of holidays.
- c) All work is to be done 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, 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 before close of normal business hours; total of two times per day.

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

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 5:00 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.

DAILY TASKS

- 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.
- 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 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

Restroom(s)

- 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.
- 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.

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.
- Sweep cobwebs and dust from walls around entrances, windows.

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.

TAX COLLECTOR, CAPE CORAL GOVERNMENT COMPLEX

Location: 1039 SE 9th Ave, Cape Coral, FL; and
1017-1031 SE 9th Place, Cape Coral, Florida
Facility Size: 50,000 square feet plus another 3,600 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. Crew scheduling is the Vendor's responsibility and should be arranged so as not to interfere with day-to-day business operations. The major cleaning of the facility will be performed in the evening after 5:00 p.m.

Lee County requires that one person be available to clean during the day. This person will be on duty from 7:30am to 5:00pm. This person will also be required to do light moving, miscellaneous odd jobs, and special cleaning. All materials and equipment will be provided by the Vendor.

NOTE

To facilitate communication between this person and County personnel, the awarded Vendor must provide a pager or some other form of communication to this person while on the premises.

Estimated Floor Covering:	Carpet	60%
	Vinyl	30%
	Ceramic Tile	10%

Restrooms:	14
Fixtures:	57
Elevators:	2
Stairways:	2
Janitor Sinks:	1

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 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.)
- Brush all fabric upholstery, as needed.
- Clean and sanitize drinking fountains.
- Dust all unobstructed work areas.
- Do other general and emergency cleaning as required.
- Report any maintenance defects to the County Representative.
- Keep custodial closet clean and orderly.
- Wash all door glass and adjacent panels (interior & exterior).
- Vacuum floor mats and wash as necessary.
- Clean and polish interior and exterior of elevators.
- Sweep and mop elevator floors.
- Damp mop floor, clean tables in break rooms.
- Damp wipe all vending machines associated with break rooms.
- Sweep stairwells no less than 3 times per week.
- Check shredders.

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.

Restrooms

- Clean basins with detergent / disinfectant.
- Clean toilets and urinals using detergent / disinfectant. Waterless urinals are to be cleaned, if applicable.
- 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 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 within a radius of twenty feet.
- Empty and put in new liner bag in trash cans under any covered area around buildings.
- Wash down steps and walks, as required; keeping them free of gum, tar and other foreign matter. (May have to be pressure cleaned.)
- 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 surfaces.
- Dust Venetian blinds.
- Brush, vacuum and / or spot clean 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 light covers (external only).
- Dust fans, if applicable.
- Wash all first floor exterior window glass.
- Scrub ceramic tile and grout in tile areas.
- Spray buff or burnish all vinyl surfaced areas.
- Sweep cobwebs and dust from walls around entrance and windows.

QUARTERLY SERVICE

- Strip and re-wax all hard floors. (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.

SEMIANNUAL SERVICE

- Wash 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.

TOLLS, MIDPOINT TOLL FACILITY

Location: 1930 SE 23 Terrace, Cape Coral, FL

Facility Size: Single Story, 4238 sq. ft. Admin Building, 360 sq. ft. Outside Break Area, 120 sq. ft.

Smoking Area

2 Restrooms

1 Kitchen

Operational Days & Hours: Monday – Sunday and 24 hours per day

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 seven days per week basis, exclusive of holidays.
- c) All work is to be done starting after 10:00 pm and finishing no later than 11:30 pm unless otherwise instructed/approved by the designated department contact. The award vendor will be given a minimum of 48 hours' notice any schedule change.

Estimated Floor Coverings	
LVT (Luxury Vinyl Tile)	2092 sq. ft.
VCT (Vinyl composition Tile)	1190 sq. ft.
Ceramic Tile	109.56 sq. ft.

DAILY SERVICE

- Empty and place a new bag liner in trash receptacles. Damp wipe, if necessary.
- 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. Damp wipe baseboard if necessary.
- Damp wipe all tables in break areas, offices, conference rooms.
- Spot clean and vacuum carpet and floor mats.
- Dust all horizontal ledges, furniture, desks and equipment.
- Clean and sanitize drinking fountains and water coolers.
- Do other general and emergency cleaning as required.
- Report maintenance defects to the County Representative.
- Keep custodial closet clean and orderly.
- Clean fingerprints/smudges on all door glass and adjacent panels (interior and exterior).
- Sweep elevator landings
- Damp wipe all vending machines

Kitchen Area

- Clean sinks and detergent/disinfectant
- Clean counters and cabinet doors with detergent/disinfectant.
- Re-supply paper towels and soap dispenser. Wipe down dispensers.
- Damp wipe walls, as necessary.
- Damp wipe appliances- including refrigerator and microwave.

Restrooms

- Clean basins with detergent/disinfectant.
- Clean toilets and urinals using detergent/disinfectant. Use cleaner to keep toilets free of stains, scale or residue.
- Damp wipe and disinfect all ledges.
- Clean mirrors, soap dispensers, wash basin, paper towel dispensers 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, and sanitary napkins. **(Only anti-bacterial soap will be acceptable)**
- Wet mop floors utilizing separate mop head for restrooms using detergent/disinfectant.
- Dust lockers in kitchen.

Building Exterior

- Sweep and pick-up trash around buildings and doorways within a twenty foot radius, including non-skid concrete entry.
- Empty and put in new liner bag in trash cans under and covered area around buildings.
- Shake and sweep down exterior floor mats.
- Empty and clean all smoking urns.

WEEKLY SERVICE

- High dust all office areas.
- Dust vertical surfaces.
- Dust venetian blinds and window sills.
- Brush, vacuum and/or spot clean all upholstered furniture and modular panels as needed.
- Clean and polish interior and exterior of elevator doors.
- Sweeping outside stairs, walkways, break and smoking areas.
- Damp wipe outside furniture.
- Clean and Sanitize telephones.
- Sweep and damp mop the Count Room floor.
- Damp mop under all floor mats (floor must be dry before placing mats back)

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 ceiling fans, if applicable.
- Scrub grout in tile areas.
- Sweep cobwebs and dust from walls around entrances and windows.

QUARTERLY SERVICE

- Buff/Scrub or Strip and re-wax all hard floors, as applicable by manufacturer's guidelines-may be required to be done more often. (To be scheduled with and approved by department designated contact or designee prior to cleaning).
- Clean interior and exterior window glass- may be required to be done more often.

SEMI ANNUAL SERVICE

- Wash venetian blinds (use all purpose cleaner or detergent). Do not remove blinds from windows.
- Clean light fixtures and covers (interior).
- Clean Data Room, if applicable. (To be scheduled with and approved by department designated contact or designee prior to cleaning).

DUNBAR JUPITER HAMMON PUBLIC LIBRARY

Location: 3095 Blount St, Fort Myers, FL

Facility Size: 11,400 sq. ft.

Operational Days & Hours: Tuesday (Noon-8 p.m.)
 Wednesday and Thursday (10 a.m. - 6 p.m.)
 Friday and Saturday (9 a.m.-5 p.m.)
 Closed Sundays and Mondays

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.

DAILY SERVICE

- Empty 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 stairs and landings, remove any gum, tar or other foreign matter.
- Clean and/or polish conference room furniture and meeting room furniture.
- Vacuum and spot clean carpet (Office areas vacuumed 2 times per week).
- Dust all horizontal ledges, furniture, desks and filing cabinets, chairs and tables, 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.
- Wash all door glass and adjacent panels (interior & exterior).
- Vacuum floor mats and wash as necessary.
- Clean all reception lobby glass, inside and outside.
- Clean all interior partition glass.
- Clean counter tops at circulation desk, adult reference desk, and the youth services reference desk.
- Damp mop floor, clean tables in break rooms.
- Damp wipe all machines associated with break rooms.

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.

Restrooms

- Clean basins with detergent/disinfectant.
- Clean toilets and urinals using detergent/disinfectant.
- 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.
(Only anti-bacterial soap will be acceptable)
- 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 under any covered area around buildings.
- Wash down steps and walks, as required; keeping them free of gum, tar, and other foreign matter.
- Shake and sweep down exterior floor mats.
- Clean sand urns, refill as needed.

MID-DAY SERVICE

Restrooms

- Clean basins with detergent/disinfectant.
- Clean toilets and urinals using detergent/disinfectant.
- 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, liners, etc. (ONLY ANTI-BACTERIAL SOAP WILL BE ACCEPTABLE)

- Sweep floors.
- Empty all trash containers, replace liners, spot clean and sanitize containers
- Clean up debris at entrances.

WEEKLY TASKS

- High dust all library and office areas.
- Dust vertical surfaces.
- Dust venetian blinds.
- Brush, vacuum and/or spot clean all upholstered furniture and modular panels.
- Clean and sanitize telephones.
- Spray buff all corridors, hallways, and lobbies.
- Scrub all non-skid tile floor areas, if applicable.
- Dust entrance tower, if applicable.
- Dust mop and damp mop storage areas.
- Dust all visible bookshelves (areas not covered by books) and areas that do not have books in them, at least ¼ of the library
- Wash all tables and study area surfaces
- Remove dust and cobwebs from ceiling areas of standard height
- Spot clean upholstery as needed.

WEEKLY MASTER RECYCLING BIN SERVICE

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

EVERY TWO WEEKS SERVICE

- Spray buff or burnish all vinyl office 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 fans.
- Clean all low-level interior and exterior glass. (May be required to be done more often).
- Dust all the books and bookshelves.
- Spot clean carpet and upholstery as needed.
- Sweep cobwebs and dust from walls around entrance and windows.

QUARTERLY SERVICE

- Strip and re-wax all hard floors (may be required to be done more often).
- Clean interior window glass (may be required to be done more often)
- Clean all high level interior and exterior glass
- Carpet and upholstery to be cleaned.

SEMIANNUAL SERVICE

- Wash venetian blinds (use all purpose cleaner or detergent). Do not remove blinds from window.
- Clean light fixtures and covers (interior).
- Clean all high level interior and exterior glass.
- Clean canvas awnings, if applicable.
- Clean book drops (interior/exterior) and carts.
- High Ceiling Cleaning – Dust visible areas including fans, hanging light fixtures, beams, columns, ledges, and air conditioning vents & pipes. Remove dust, cobwebs, bugs, etc.

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 based on the total cost to Lee County.

TAB 6: Required Forms

- Forms 1- 9

2. SCORING CRITERIA & WEIGHT

CRITERIA	CRITERIA DESCRIPTION	MAX. POINTS AVAILABLE
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
TOTAL POINTS		100
*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

Submission Description	Date(s)	Time
Advertise Request for Proposal (RFP)	Tuesday, February 27, 2018	N/A
Pre-Proposal Meeting	Monday, March 12, 2018	1:00 PM *
Proposal Question Deadline	Thursday, March 22, 2018	Prior to 5:00 PM
Submission Deadline	Friday, March 30, 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	
<p>Additional notes on Submission Schedule:</p> <p>*Meeting Locations: Procurement Management, 4th Floor 1500 Monroe Street, Fort Myers FL 33901 TBD: To be determined</p> <p>NOTE: Proposed short-list and final selection meeting dates are posted on the Procurement Management web page at www.leegov.com/procurement (Projects, Award Pending).</p>		

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.

Form # **Title/Description**

1 ***Solicitation Response Form***

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 ***Proposal Form***

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 ***Business Relationship Disclosure Requirement (if Applicable)***

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 ***Affidavit Certification Immigration Laws***

Form is acknowledgement that the proposer is in compliance in regard to Immigration Laws.

3 ***Reference Survey***

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, 4th 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 PROCUREMENT MANAGEMENT
SOLICITATION RESPONSE FORM

Date Submitted: _____ Deadline Date: 3/30/2018

SOLICITATION IDENTIFICATION: RFP180121MRH

SOLICITATION NAME: Custodial Services for Lee County – North 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 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)

(Affix Corporate Seal, if applicable)

Authorized Representative's Title (printed or typed)

Witnessed/Attested by: (Witness/Secretary name and title printed or typed)

Authorized Representative's Signature

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
 FEI/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

555 N Main Street
Your Town, USA 99999

Changed 02/11/2012

Verify either Principal or Mailing address is on Form 1

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.

v01/03/2018

Proposer Name:

Relevant Projects:

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:

Proposer Name: _____

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:

Project Team:

	Name	Years Experience



AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: RFP180121MRH SOLICITATION NAME: Custodial Services for Lee County – North 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.**



Lee County Procurement Management

REFERENCE SURVEY

Solicitation # RFP180121MRH

Custodial Services for Lee County – North Zone

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

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

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.

Section 3		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 _____



**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 compete 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.



LEE COUNTY

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

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



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

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.

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

PROPOSAL DOCUMENTS • DO NOT OPEN	
SOLICITATION No.:	RFP180121MRH
SOLICITATION TITLE:	Custodial Services for Lee County - North Zone
DATE DUE:	Friday, March 30, 2018
TIME DUE:	Prior to: 2:30 PM
SUBMITTED BY:	_____ (Name of Company)
e-mail address	Telephone
DELIVER TO:	Lee County Procurement Management 1500 Monroe 4 th Floor Fort Myers FL 33901
<i>Note: proposals received after the time and date above will not be accepted.</i>	



Lee County Procurement Management
1500 Monroe Street, 4th Floor
Fort Myers, FL 33901
(239) 533-8881
www.leegov.com/procurement

PLEASE PRINT CLEARLY



PROPOSAL FORM

COMPANY NAME:

SOLICITATION: RFP180121MRH Custodial Services for Lee County- North 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	Natural Resources (Depot #1)	190 Evergreen Rd, North Ft. Myers, FL	\$	\$	\$	\$	\$
2	Utilities (Depot #1)	190 Evergreen Rd, North Ft. Myers, FL	\$	\$	\$	\$	\$
3	Maintenance Electrical Office	190 Evergreen Rd, North Ft. Myers, FL	\$	\$	\$	\$	\$
4	Lee County Public Safety Logistics	190 Evergreen Rd, North Ft. Myers, FL	\$	\$	\$	\$	\$
5	Cape Coral Library	921 SW 39 th Terrace, Cape Coral, FL	\$	\$	\$	\$	\$
6	North Ft Myers Library	2001 N Tamiami Trail N.E, Fort Myers, FL	\$	\$	\$	\$	\$
7	Northwest Regional Library	519 Chiquita Boulevard, Cape Coral, FL	\$	\$	\$	\$	\$
8	Pine Island Library	10700 Russell Road NW, Bokeelia, FL	\$	\$	\$	\$	\$
9	Sheriff Substaion North District	121 Pondella Rd, North Ft. Myers, FL	\$	\$	\$	\$	\$
10	Tax Collector, Cape Coral Government Complex	1039 SE 9 th Ave, Cape Coral, FL; and 1017-1031 SE 9th Place, Cape Coral, FL	\$	\$	\$	\$	\$
11	Tolls, Mid-Point Facility	1930 SE 23 Terrace, Cape Coral, FL	\$	\$	\$	\$	\$
12	Dunbar Jupiter Hammon Public Library	3095 Blount St, Fort Myers, FL	\$	\$	\$	\$	\$
Total Cost to Lee County							\$

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 Coordniator	Per Hour	\$
24	Emergency Work - Per Person	Per Hour	\$
25	Dusting/Vacuuming of Office	Per Sq Ft	\$



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

Posted Date: February 28, 2018

Solicitation No.: RFP180121MRH

Solicitation Name: Custodial Services for Lee County North 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.

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



Procurement Management Department
1500 Monroe Street 4th Floor
Fort Myers, FL 33901
Main Line: (239) 533-8881
Fax Line: (239) 485-8383
www.lee.gov/procurement

Posted Date: March 7, 2018

Solicitation No.: RFP180120MRH

Solicitation Name: Custodial Services for Lee County North 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.

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

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

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”.

PROPOSAL DOCUMENTS • DO NOT OPEN	
SOLICITATION NO.:	RFP180120MRH
SOLICITATION TITLE:	Custodial Services for Lee County - North Zone
DATE DUE:	Friday, April 13, 2018
TIME DUE:	Prior to: 2:30 PM
SUBMITTED BY:	_____ (Name of Company)
e-mail address	Telephone
DELIVER TO:	Lee County Procurement Management 1500 Monroe 4 th Floor Fort Myers FL 33901
<i>Note: proposals received after the time and date above will not be accepted.</i>	



Lee County Procurement Management
1500 Monroe Street, 4th Floor
Fort Myers, FL 33901
(239) 533-8881
www.leegov.com/procurement

PLEASE PRINT CLEARLY



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

Posted Date: April 3, 2018

Solicitation No.: RFP180120MRH

Solicitation Name: Custodial Services for Lee County North 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, April 13, 2018 has been cancelled and is rescheduled for Friday, April 27, 2018 @ 2:30 p.m

1.	Can vendors visit the facilities?
Answer	<i>Vendors may provide a written request to Lee County Procurement to visit specific facilities. Visit 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. Visits will not be scheduled beyond 18 Apr 2018.</i>
2.	Please confirm the frequency of service for Depot #1 (Utilities)?
Answer	<i>Services for this location will be once a week on Wednesdays starting at 8:00 am.</i>
3.	How many USB drives are required with the submittal?
Answer	<i>Proposers must submit at least one USB drive with the proposal.</i>
4.	Is a bid bond required for this proposal?
Answer	<i>No, a bond is not required to be provided with the submission.</i>
5.	What is the floor covering type and percentage for the Maintenance Electric Office?
Answer	<i>The flooring type for the Maintenance Electrical Office is 70% carpet and 30% Vinyl.</i>
6.	There are two forms Named Proposal Form, which form needs completion?
Answer	<i>Please complete the itemized form with the listed locations provided at the end of the solicitation. The form labeled 1A is a placeholder.</i>
7.	Please confirm if the stocked janitorial consumable supplies will be billed per building on a monthly basis.
Answer	<i>Vendors will provide a paid in full invoice for consumable supplies to Lee County for reimbursement costs. Vendors shall provide an invoice with a copy of the sales receipt paid in full. Supplies will be reimbursed at cost. Supply invoices without a paid in full sales receipt shall not be reimbursed. Consumable supplies are defined as re-stocked items such as toilet paper, soap, paper towels, ect. Cleaning equipment and tools such as mops, brooms, buckets, spray bottles, ect. are not included in reimbursable expenses.</i>

8.	Please clarify the number of times the public restrooms for the Public Safety Logistics (EMS Supply Center) must be cleaned per day.
Answer	<i>Services will be provided between 1:00 and 3:00 pm on Mondays and Thursdays. This includes cleaning of the restrooms. Delete section e) under scheduling for Public Safety Logistics (EMS Supply Center), page 28.</i>
9.	Please provide an estimate of the floor covering types for the Public Safety Logistics (EMS Supply Center).
Answer	<i>The flooring is vinyl throughout the facility custodial service areas.</i>
10.	When will billing and supply reimbursement invoices be due?
Answer	<i>Invoices are submitted monthly for the previous months' services. Invoices shall not be paid until services are rendered and accepted.</i>
11.	When are custodial services hours for the Public Safety Logistics (EMS Supply Center)?
Answer	<i>Services will be provided between 1:00 and 3:00 pm on Mondays and Thursdays. This includes cleaning of the restrooms.</i>
12.	Please clarify the number of times the public restrooms for the Sheriff Substation, North District must be cleaned per day.
Answer	<i>The public restrooms will be cleaned three times per day, once mid-morning, once mid-afternoon and a final time before business hours.</i>
13.	What are the expenses for the current contracts?
Answer	<i>All current contracts and bid tabulations can be found on the Lee County website at: http://www.leegov.com/procurement/awarded-annual-contracts</i>
14.	The Tax Collector Government Complex states a person must be available to clean from 7:30 am – 5:00 pm. What is the square footage of the area that person will be responsible for?
Answer	<i>The square footage of the Cape Coral Tax Collector Office is 8,092 sq ft.</i>
15.	What is the floor covering type and amount for the libraries listed in the solicitation?
Answer	<p><i>Cape Coral Library</i> <i>Carpet 75%</i> <i>Vinyl 5 %</i> <i>Ceramic Tile 20%</i></p> <p><i>NW Regional Library</i> <i>Carpet 78%</i> <i>Vinyl 15%</i> <i>Ceramic Tile 7%</i></p> <p><i>Pine Island Library</i> <i>Carpet 95%</i> <i>Ceramic Tile; 5%</i></p> <p><i>Dunbar Jupiter Hammon Library</i> <i>Carpet; 80%</i> <i>Vinyl; 5 %</i> <i>Ceramic Tile; 15%</i></p>
16.	Is pressure washing of all Library Buildings a required service?
Answer	<i>If pressure washing services are not listed in the specific facility tasks, then it is not required to be performed by the vendor.</i>

Facility Site Visit Schedule:

Location	Date	Time	Expected Tour length
Public Safety Logistics (EMS Supply Center) 190 Evergreen Rd, North Ft. Myers, FL 33903	9 Apr 18	10:00	1 Hour
Tax Collector's Office – Cape Coral Government Complex 1039 SE 9th Ave, Cape Coral, FL; and 1017-1031 SE 9th Place, Cape Coral, Florida	16 Apr 18	9:00	1 Hour

Updates to Solicitation Package:

1. Page 16, 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).~~

Pages 16, 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 #RFP180120MRH Janitorial Services for Lee County North 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.

2. Page 21, 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.

3. Page 28, Public Safety Logistics (EMS Supply Center), Delete: Scheduling Section "e."

4. Page 48, Add to Dunbar Jupiter Hammon Public Library Scheduling:

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.

5. Page 51, 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.

6. Pages 51-52, update TABS as follows:

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), etc.

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

7. Pages 52-53, Update Evaluation Table:

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
TOTAL POINTS		100
*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.		

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

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