



Advertise Date: Friday, July 31, 2020

Lee County Board of County Commissioners  
DIVISION OF PROCUREMENT MANAGEMENT

Request for Proposal (RFP) NON-CCNA

Solicitation No.: RFP200237BAG

Solicitation Name: Custodial for Downtown Buildings

Open Date/Time: Tuesday, September 01, 2020 Time: 2:30 PM

Location: Lee County Procurement Management  
2115 Second Street, 1st Floor  
Fort Myers, FL 33901

Procurement Contact: Brooke Green Title Procurement Analyst

Phone: (239) 533-8848 Email: BGreen@leegov.com

Requesting Dept. Facilities Construction & Management

**Pre-Solicitation Meeting:**

Type: NON-Mandatory

Date/Time: 8/11/2020 9:00 AM

Location: Procurement: Public Works Building, 1500 Monroe St 4th Floor, Fort Myers, FL 33901

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

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



**Notice to Contractor / Vendor / Proposer(s)**

**REQUEST FOR PROPOSAL (RFP)**

Lee County, Florida, is requesting proposals from qualified individuals/firms for

RFP200237BAG Custodial for Downtown Buildings

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 Tuesday, September 01, 2020**

to the office of the **Procurement Management Director, 2115 Second Street, 1st Floor, Fort Myers, Florida 33901**. The Request for Proposal shall be received in a sealed envelope, prior to the time scheduled to receive proposals, and shall be clearly marked with the solicitation name, solicitation number, proposer name, and contact information as identified in these solicitation documents.

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

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

9:00 AM Tuesday, August 11, 2020 Public Works Building, 1500 Monroe St 4th Floor, Fort Myers, FL 33901

for the purpose of discussing the proposed project. Prospective proposers are encouraged to attend. All prospective proposers are encouraged to obtain and review plans, specifications, and scope of work for this proposal before the pre-proposal so that they may be prepared to discuss any question or concerns they have concerning this project. A site visit may follow the pre-proposal conference. Questions regarding this Request for Proposal are to be directed, in writing, to the individual listed below using the email address list below or faxed to (239) 485 8383 during normal working hours.

**Brooke Green [BGreen@LeeGov.com](mailto:BGreen@LeeGov.com)**

Sincerely,

Lindsay Cepero, CPPB

Procurement Manager

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

## Terms and Conditions

### Request for Proposal

#### 1. DEFINITIONS

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

#### 2. ORDER OF PRECEDENCE

- 2.1. If a conflict exists between the "Terms and Conditions" the following order of precedents will apply:
  - 2.1.1. Florida State Law as applied to Municipal Purchasing in accordance with Title XIX, "Public Business", Chapter 287 "Procurement of Personal Property and Services."
  - 2.1.2. Lee County Procurement Management Ordinance 18-22
  - 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 Ordinance 18-22
  - 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. Additional sources may be utilized to determine credit worthiness and ability to perform.
    - 6.1.2. 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.
    - 6.1.3. Proposers are responsible for ensuring that any required background screening are conducted in accordance with Chapter 435. Proposers shall be aware, understand, and ensure compliance with the statutory requirements regarding background checks. FL Statutes Chapter 435 governs required background screenings for any employees, contractors, subcontractors, or agents of the Proposer who will have contact with any vulnerable person, as defined by statute, or who otherwise are required to undergo a Level 1 or Level 2 background screening in accordance with Florida law. Such

requirements shall flow down to sub-contractors/consultants of the prime Proposer and prime Proposer shall ensure compliance with Chapter 435 of such parties.

6.1.3.1.1. Documentation of such completed background screenings must be maintained for a period of no less than five (5) years and are subject to audit by Lee County at any time during such five (5) year period.

6.2. **Past Performance:** All vendors will be evaluated on their past performance and prior dealings with Lee County (i.e., failure to meet specifications, poor workmanship, late delivery, etc.) Poor or unacceptable past performance may result in proposer disqualification.

## 7. PRE-SOLICITATION CONFERENCE

7.1. A pre-solicitation conference will be held in the location, date, and time specified on the cover of this solicitation. The cover will also note if the pre-solicitation conference is Non-Mandatory or Mandatory. All questions and answers are considered informal. All prospective proposers are encouraged to obtain and review the solicitation documents prior to the pre-proposal so they may be prepared to discuss any questions or concerns they have concerning this project. All questions must be submitted formally in writing to the procurement staff noted on the first page of the solicitation document. A formal response will be provided in the form of an addendum (see “County Interpretation/Addendums” for additional information.) A site visit may follow the pre-proposal conference, if applicable.

7.2. **Non-Mandatory:** Pre-solicitation conferences are generally non-mandatory, but it is highly recommended that prospective proposers participate.

7.3. **Mandatory:** Failure to attend a mandatory pre-solicitation conference will result in the proposal being considered **non-responsive**.

## 8. COUNTY INTERPRETATION/ADDENDUMS

8.1. Each Proposer shall examine the solicitation documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the solicitation shall be **submitted in writing prior to 5:00 PM at least eight (8) calendar days prior to the date when the submission is due.**

8.2. Response(s) will be in the form of an Addendum posted on [www.leegov.com/procurement](http://www.leegov.com/procurement). It is solely the proposer’s responsibility to check the website for information. No notifications will be sent by Lee County Procurement Management Division.

8.3. All Addenda shall become part of the Contract Documents.

8.4. The County shall not be responsible for oral interpretations given by any County employee, representative, or others. Interpretation of the meaning of the plans, specifications or any other contract document, or for correction of any apparent ambiguity, inconsistency or error there in, shall be in writing. Issuance of a written addendum by the County’s Procurement Management Division is the only official method whereby interpretation, clarification or additional information can be given.

## 9. QUALITY GUARANTEE/WARRANTY (as applicable)

9.1. Proposer will guarantee their work without disclaimers, unless otherwise specifically approved by the County, for a minimum of twelve (12) months from final completion.

9.2. Unless otherwise specifically provided in the specifications, all equipment and materials and articles incorporated in the work covered by this contract shall be new, unused and of the most suitable grade for the purpose intended. Refurbished parts or equipment are not acceptable unless otherwise specified in the specifications. All warranties will begin from the date of final completion.

9.3. Unless otherwise specifically provided in the specifications, the equipment must be warranted for twelve (12) months, shipping, parts and labor. Should the equipment be taken out of service for more than forty-eight (48) hours to have warranty work performed, a loaner machine of equal capability or better shall be provided for use until the repaired equipment is returned to service at no additional charge to the County.

9.4. If any product does not meet performance representation or other quality assurance representations as published by manufacturers, producers or distributors of such products or the specifications listed, the vendor shall pick up the product from the County at no expense to the County. The County reserves the right to reject any or all materials, if in its judgment the item reflects unsatisfactory workmanship or

manufacturing or shipping damage. The vendor shall refund, to the County, any money which has been paid for same.

#### 10. SUBSTITUTION(S)/APPROVED ALTERNATE(S)

- 10.1. Unless otherwise specifically provided in the specifications, reference to any equipment, material, article or patented process, by trade name, brand name, make or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. If a proposer wishes to make a substitution in the specifications, the bidder shall furnish to the County, **no later than ten (10) business days prior to the solicitation opening date**, the name of the manufacturer, the model number, and other identifying data and information necessary to aid the County in evaluating the substitution. Such information is submitted through the Procurement Management Division. Any such substitution shall be subject to County approval through the issuance of a written addendum by the County's Procurement Management Division. Substitutions shall be approved only if determined by the County to be an **Approved Alternate** to the prescribed specifications.
- 10.2. A proposal containing a substitution is subject to disqualification if the substitution is not approved by the County. Items bid must be identified by brand name, number, manufacturer and model, and shall include full descriptive information, brochures, and appropriate attachments. Brand names are used for descriptive purposes only. An **Approved Alternate** product or service may be used.

#### 11. ADDITIONS, REVISIONS AND DELETIONS

- 11.1. Additions, revisions, or deletions to the Terms and Conditions, specifications that change the intent of the solicitation will cause the solicitation to be non-responsive and the proposal will not be considered. The Procurement Management Director shall be the sole judge as to whether or not any addition, revision, or deletion changes the intent of the solicitation.

#### 12. NEGOTIATED ITEMS

- 12.1. Any item not outlined in the Scope of Services may be subject to negotiations between the County and the successful Proposer.
- 12.2. After award of this proposal the County reserves the right to add or delete items/services at prices to be negotiated at the time of addition or deletion.
- 12.3. At contract renewal time(s) or in the event of significant industry wide market changes, the County may negotiate justified adjustments such as price, terms, etc., to this contract with the County, in its sole judgment, considers such adjustments to be in the best interest of the County.

#### 13. ERRORS, OMISSIONS, CALCULATION ERRORS (as applicable)

- 13.1. **Errors/Omissions:** Approval by County of the successful proposer's work product for the project shall not constitute nor be deemed a release of the responsibility and liability of the successful proposer for the accuracy and competency of the successful proposer's designs, drawings, specifications or other documents and work pertaining to the project. Additionally, approval by the County of the successful proposer's work product shall not be deemed to be an assumption of drawings, specifications or other documents prepared by the successful proposer for the project. After acceptance of the final plans by the County, the successful proposer agrees, prior to and during the construction of the project, to perform such successful proposer services, at no additional cost to the County, as may be required by the County to correct errors or omissions on the plans prepared by the successful proposer pertaining to the project.
- 13.2. **Calculation Errors:** In the event of multiplication/addition error(s), the unit price shall prevail. Written prices shall prevail over figures where applicable. All proposals shall be reviewed mathematically and corrected, if necessary, using these standards, prior to additional evaluation.

#### 14. CONFIDENTIALITY

- 14.1. Proposers should be aware that all proposals provided are subject to public disclosure and will **not** be afforded confidentiality, unless provided by Chapter 119 Florida Statute.
- 14.2. If information is submitted with a proposal that is deemed "Confidential" the proposer must stamp those pages of the proposal that are considered confidential. The proposer must provide documentation as to



validate why these documents should be declared confidential in accordance with Chapter 119, “Public Records,” exemptions.

- 14.3. Lee County **will not reveal engineering estimates or budget amounts for a project** unless required by grant funding or unless it is in the best interest of the County. According to Florida State Statute 337.168: A document or electronic file revealing the official cost estimate of the department of a project is confidential and exempt from the provisions of s. 119.07(1) until the contract for the project has been executed or until the project is no longer under active consideration.

## 15. CONFLICT OF INTEREST

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

And:

- 15.2. A professional services firm who has performed or participated in the project feasibility planning, study analysis, development of a program for future implementation or drafting of solicitation documents directly related to this County project, as the primary vendor/consulting team, cannot be selected or retained, as the primary consultant/vendor or named a member of the consulting/contracting team, to perform project design, engineering or construction services for subsequent phase(s) or scope of work for this project. Pursuant to FS. S287.057 (17) the firm will be deemed to have a prohibited conflict of interest that creates an unfair competitive advantage.
- 15.3. Should your proposal be found in violation of the above stated provisions; the County will consider this previous involvement in the project to be a conflict of interest, which will be cause for immediate disqualification of the proposal from consideration for this project.
- 15.4. **Business Relationship Disclosure Requirement:** The award hereunder is subject to the provisions of Chapter 112, Public Officers and Employees: General Provisions, Florida Statutes. All proposers must disclose with their proposal the name of any officer, director or agent who is also an employee of the Lee County or any of its agencies. Further, all proposers must disclose the name of any County employee who owns directly or indirectly, an interest of five percent (5%) or more in the proposer’s firm or any of its branches.

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

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

## 17. DRUG FREE WORKPLACE

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

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

- 18.1. The County encourages the use of Disadvantaged Business Enterprise Proposer(s) as defined and certified by the Florida Department of Transportation.
- 18.2. Bidder/Proposer is requested 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 Florida Certified Enterprises such as Disadvantaged, Minority, Women, Veterans Business Enterprise (DBE, MBE, WBE, VBE) firms and similar are encouraged to submit.

## 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. SUB-PROPOSER/CONSULTANT

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

## 21. RFP - PROJECT GUIDELINES

- 21.1. 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:
  - 21.1.1. No amount of work is guaranteed upon the execution of an agreement/contract.
  - 21.1.2. Hourly rates and all other negotiated expenses will remain in effect throughout the duration of the agreement/contract period.
  - 21.1.3. 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.
  - 21.1.4. 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.
  - 21.1.5. Lee County reserves the right to add or delete, at any time, and or all tasks or services associated with this agreement.
  - 21.1.6. 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.

## 22. RFP – EVALUATION

- 22.1. **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. Equivalently, each item’s ranking number is 1 plus the number of items ranked above it that are distinct with respect to the ranking order. 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”).
- 22.2. **Evaluation Meeting(s):**



- 22.2.1. The first evaluation will rank Proposers based on the scores from the selection criteria point values.
- 22.2.2. Following the initial evaluation process, the short-listed proposer(s) may be required to provide an on-site interview/presentation.
- 22.2.3. Such subsequent evaluations are to be accomplished by simply ranking the Proposers based off the details provided through the on-site interview/presentation. 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) that shall indicate the highest technically evaluated and most qualified Proposer by the evaluation committee.
- 22.2.4. Proposed short-list and final selection meeting dates are posted on the Procurement Management web page: [www.leegov.com/procurement](http://www.leegov.com/procurement) (Projects, Award Pending.)

### 23. RFP – SELECTION PROCEDURE

- 23.1. 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.
- 23.2. The recommendation to award, negotiated rates and agreement/contract(s) will be submitted to the Board of County Commissioners for approval.
- 23.3. 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.
- 23.4. The Procurement Management Director reserves the right to exercise their discretion to:
  - 23.4.1. Make award(s) to one or multiple proposers.
  - 23.4.2. Waive minor informalities in any response;
  - 23.4.3. Reject any and all proposals with or without cause;
  - 23.4.4. Accept the response that in its judgment will be in the best interest of Lee County

### 24. RFP – TIEBREAKER

- 24.1. 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.
  - 24.1.1. Step 1: The proposer that has the highest number of 1<sup>st</sup> place rankings shall be deemed the first ranked proposer. In the event a tie still exists the proposer with the highest number of 2<sup>nd</sup>, place rankings shall be the first ranked proposer. Should a tie still remain the method used above will continue with each ranking level, 3<sup>rd</sup>, then 4<sup>th</sup>, then 5<sup>th</sup>, etc. rank, will be counted until the tie is broken.
  - 24.1.2. 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.
  - 24.1.3. 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.
  - 24.1.4. Step 4: At the conclusion of steps 1, 2, 3, if all are equal, the 1<sup>st</sup> place proposer shall be determined by the flip of a coin.
- 24.2. When the tiebreaker is determined the highest ranked proposer shall be awarded the contract or receive the first opportunity to negotiate, as applicable.
- 24.3. If an award or negotiation is unsuccessful with the highest ranked proposer, award or negotiations may commence with the next highest ranked proposer.

### 25. RFP – EVALUATION/ SELECTION COMMITTEE

- 25.1. 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 unless otherwise mandated by law.
- 25.2. 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, resulting, where applicable, in a short-list of no fewer than the top ranked three (3) firms to be interviewed or provide presentations.

- 25.3. The County reserves the right, where allowable and applicable, to begin negotiations with the top ranked firm(s) without hosting interviews/presentations.

## 26. WITHDRAWAL OF PROPOSAL

- 26.1. 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.
- 26.2. A proposer may withdraw a proposal any time prior to the opening of the solicitation.
- 26.3. 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:
- 26.3.1. The proposer acted in good faith in submitting the proposal,
- 26.3.2. 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,
- 26.3.3. The mistake was not the result of gross negligence or willful inattention by the proposer; and
- 26.3.4. The mistake was discovered and was communicated to the County prior to the County Commission having formally awarded the contract/agreement.

## 27. PROTEST RIGHTS

- 27.1. Any Bidder 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.
- 27.2. Notice of Intended Decision is posted on the Lee County Department of Procurement Management website ([www.leegov.com/procurement](http://www.leegov.com/procurement)). Bidders are solely responsible to check for information regarding the Solicitation.
- 27.3. Refer to the "Procurement Protest" section of the Lee County Procurement Ordinance 18-22 for a complete description of the protest process and associated requirements. The ordinance is posted on the Lee County website or may be obtained by contacting the Procurement Management Director.
- 27.4. In order to preserve the right to protest, a written "**Notice Of Intent To File A Protest**" **must be filed with the Lee County Procurement Management Director within seventy-two (72) hours of Posting of the Notice of Intended Decision.**
- 27.4.1. The notice shall clearly indicate all grounds being claimed for the protest.
- 27.4.2. The notice must be physically received by the Procurement Management Director within the required time frame described above. No additional time will be granted for mailing.
- 27.5. Following receipt of the Notice of Intent to File a Protest, a "**Protest Bond**" and "**Formal Written Protest**" must be filed **within ten (10) business days** of Posting of the Notice of Intended Decision.
- 27.6. **Failure to follow the protest procedures requirement within the time frames as prescribed herein and in the Lee County Procurement Ordinance 18-22 shall constitute a waiver of the right to protest and shall bar any resulting claims.**

## 28. AUTHORITY TO UTILIZE BY OTHER GOVERNMENT ENTITIES

- 28.1. 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.

## 29. CONTRACT ADMINISTRATION

- 29.1. **Designated Contact:**

- 29.1.1. 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.
- 29.1.2. 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.
- 29.2. **RFP – Term:** (unless otherwise stated in the Scope of Work or Detailed Specifications)
- 29.2.1. Unless otherwise stated in the scope of work, specifications, or special conditions the default **contract term shall be for one (1) three-year (3) period. Upon mutual written agreement of both parties, the parties may renew the Agreement, in whole or in part, for a renewal term or terms not to exceed the initial Agreement term of three (3) years. The increments of renewal shall be at the sole discretion of the County as deemed in its best interest.**
- 29.2.2. The County reserves the right to renew this contract, or any portion thereof, and to negotiate pricing as a condition for each.
- 29.2.3. The County’s performance and obligation to pay under this contract, and any applicable renewal options, is contingent upon annual appropriation of funds.
- 29.3. **RFP – Basis of Award:**
- 29.3.1. Award will be made to the most responsible and responsive proposer based on the evaluation criteria.
- 29.4. **Agreement/Contract:**
- 29.4.1. 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>.
- 29.5. **Records:**
- 29.5.1. 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.
- 29.5.2. 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:
- 29.5.2.1. Keep and maintain public records required by the County to perform the service.
- 29.5.2.2. 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.
- 29.5.2.3. 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.
- 29.5.2.4. 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.

29.5.3. 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, Email at [PRRCustodian@leegov.com](mailto:PRRCustodian@leegov.com) or Visit <http://www.leegov.com/publicrecords>.**

29.5.4. 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.

### 29.6. Termination:

29.6.1. 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.

29.6.2. The Procurement Management Director may immediately terminate any agreement as a result of this solicitation for emergency purposes, as defined by the Lee County Procurement Ordinance 18-22.

29.6.3. 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.

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

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

29.6.4.2. 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;

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

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

### 30. WAIVER OF CLAIMS

30.1. 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.

### 31. LEE COUNTY PAYMENT PROCEDURES

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

**Lee County Finance Department  
Post Office Box 2238  
Fort Myers, FL 33902-2238**

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

31.3. 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.

- 31.4. 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.
- 32. MATERIAL SAFETY DATA SHEETS (MSDS/SDS) (if applicable)
  - 32.1. In accordance with Chapter 443 of the FL §, it is the vendor's responsibility to provide Lee County with Material Safety Data Sheets on bid materials, as may apply to this procurement.
- 33. DEBRIS DISPOSAL (if applicable)
  - 33.1. 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.
- 34. SHIPPING (if applicable)
  - 34.1. 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.
  - 34.2. 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.
- 35. INSURANCE (AS APPLICABLE)
  - 35.1. 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.

End of Terms and Conditions Section



## INSURANCE REQUIREMENTS



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

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

\$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)

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

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

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

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



**Verification of Coverage:**

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

a. The certificate holder shall read as follows:

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

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

**Special Requirements:**

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

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End of Insurance Guide section

## **SPECIAL CONDITIONS**

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

### **1. PROJECT TERM**

- 1.1. The Vendor shall be responsible for furnishing and delivering to the Lee County requesting Department(s) the commodity or services on an "as needed basis" for one (1) three-year (3) period. Upon mutual written agreement of both parties, the parties may renew the Agreement, in whole or in part, for a renewal term or terms not to exceed the initial Agreement term of three (3) years. The increments of renewal shall be at the sole discretion of the County as deemed in its best interest.
- 1.2. The County anticipates beginning servicing under the associated Agreement for the services described herein to begin December 15, 2020. This date is subject to change at the discretion of the County.

### **2. BACKGROUND CHECKS**

- 2.1. The awarded vendor will be required to perform background checks as provided herein for all employees that will be working in the County's facilities as required by law. Additional background checks may be required for secure facilities with restricted access.

### **3. EXAMINATION OF SITE AND OTHER RELATIVE MATERIAL**

- 3.1. The Vendor shall have visited the site(s) and shall have fully acquainted and familiarized themselves 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.
- 3.2. 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(s) 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.

### **4. PRICING**

- 4.1. The Vendor shall provide all labor, equipment, and tools necessary to satisfactorily complete the services under this Agreement. Cleaning equipment and tools for the purposes of this Agreement include such items as mops, brooms, buckets, spray bottles, power tools, squeegees, etc.

4.1.1. The County will not be responsible or liable for any equipment left on site, theft, vandalism or equivalent.

### **5. METHOD OF PAYMENT & INVOICING**

- 5.1. 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.

5.1.1. Invoices shall not be paid until services are rendered and accepted.

### **6. DEFAULTS BY VENDOR**

- 6.1. The Vendor may be declared in default and may be terminated by the County in accordance with the Agreement for any one of the following reasons:

6.1.1. Failure of the Vendor to maintain satisfactory performance level.

- 6.1.2. Failure of the Vendor to start within the time stated in the County notice to proceed, written authorization, purchase order or equivalent.
- 6.1.3. Failure of the Vendor to pay employees and/or suppliers for work performed and/or materials and supplies used under this contract.
- 6.1.4. Insolvency of Vendor.

**7. ADDITION OR DELETION SPACE**

- 7.1. If it is deemed necessary to add space on a temporary or permanent basis, the County reserves the right to invoke the hourly cost option at its discretion.
- 7.2. 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.

**8. ASSIGNMENT OF CONTRACT**

- 8.1. 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.
- 8.2. 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. The County reserves the right to request the Vendor and or sub-contractor have adequate insurance coverage for the particular task and hold the County harmless.

End of Special Conditions

## DETAILED SPECIFICATIONS

### 1. GENERAL SCOPE OF PROJECT

1.1 The Lee County Board of County Commissioners seeks to contract with a qualified Vendor to provide custodial services to various Lee County Facilities located in the downtown Ft. Myers area. The facilities include eighteen (18) buildings totaling approximately 1,081,235 square feet, and three (3) employee garages totaling approximately 403,035 square feet.

### 2. DETAIL SCOPE / TECHNICAL SPECIFICATIONS

2.1 The Vendor shall provide all labor, tools, equipment, and supplies for custodial services to the Lee County facilities listed below. Additional building information is provided in “**Attachment 1: Building Detail Information.**” The Vendor shall maintain the County’s Quality Standards, described herein, at each facility at all times. Additional cleaning requirements may be required for specific facilities as further described herein.

- 2.1.1 Rosa Parks Intermodal Facility 2250 Widman Way Fort Myers, FL 33919
- 2.1.2 Sheriff’s Civil Office 2072 Victoria Ave. Fort Myers, FL 33901
- 2.1.3 Melvin Morgan Constitutional Complex 2480 Thompson St. Ft Myers, FL 33901
- 2.1.4 Hough Street Warehouse 1953 Hough St. Fort Myers, FL 33901
- 2.1.5 Human and Veteran Services 2440 Thompson St. Fort Myers, FL 33901
- 2.1.6 Ft. Myers Regional Library/ Library Administration 2450 First St. Fort Myers, FL 33901 (North and South Buildings)
- 2.1.7 2345 Union St. Fort Myers, FL 33901 (Library Administration)
- 2.1.8 Administration Building 2115 Second St. Fort Myers, FL 33901
- 2.1.9 Administration East 2201 Second St. Fort Myers, FL 33901
- 2.1.10 Old Courthouse 2120 Main St. Fort Myers, FL 33901
- 2.1.11 Justice Center 1700 Monroe St. Fort Myers, FL 33901
- 2.1.12 Justice Center Annex (Suntrust Building) 2000 Main St. Ft. Myers, FL. 33901
- 2.1.13 Justice Center Tower (Pod E) 1700 Monroe St. Ft. Myers, FL. 33901
- 2.1.14 Jail Administration 2115 Dr. Martin Luther King Jr Blvd. Fort Myers, FL 33901



- 2.1.15 Community Assessment Center (Juvenile Assessment) 2115 Dr. Martin Luther King Jr Blvd. Fort Myers, FL 33901
- 2.1.16 Jail Receiving Lobby 2115 Dr. Martin Luther King Jr Blvd. Fort Myers, FL 33901
- 2.1.17 Community Development/ Public Works 1500 Monroe St. Ft. Myers, FL. 33901
- 2.1.18 City County Annex Address: 1825 Hendry St. Fort Myers, FL 33901
- 2.1.19 Employee Parking Garage 2029 Monroe St. Fort Myers, FL 33901
- 2.1.20 Judges Garage 1700 Monroe St. Fort Myers, FL 33901
- 2.1.21 Justice Center Annex Garage 2050 Dr. Martin Luther King Jr Blvd. Ft. Myers FL. 33901

## **2.2 Quality Standards**

- 2.2.1 The achievement of the desired standards as outlined herein shall result in an almost complete absence of visible soil. In order to maintain the facilities in this condition, Vendor shall immediately remove any visible soil, which is found as a result of their inspection. For purposes of definition, absence of visible soil shall be as follows:
  - 2.2.1.1 Absence of dust on horizontal and vertical surfaces of floors, walls, ledges, furniture and equipment.
  - 2.2.1.2 Absence of litter and trash on floor and horizontal surfaces of equipment.
  - 2.2.1.3 Absence of finger marks, spots, and soil build-up on walls, partitions, doors, dividers, etc.
  - 2.2.1.4 Absence of encrustation, soil and wax build-up on floors, particularly in corners, along edges and baseboards, around doorjamb, and around furniture and equipment legs and bases.
  - 2.2.1.5 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.
  - 2.2.1.6 Absence of dust, spots, soil build-up and encrustations on furniture and equipment surfaces and legs.
  - 2.2.1.7 Absence of dust, lint, and litter on upholstered furniture.
  - 2.2.1.8 Absence of soil, litter, dust and encrustations in ashtrays, urns, wastebaskets, and trash containers. Wastebaskets and trash containers shall be washed as needed.
  - 2.2.1.9 Absence of marks, spots, stains and streaks on interior and exterior entrance door and lobby glass and all partition glass.
  - 2.2.1.10 Absence of soil and dust on window blinds, shades, sills, frames, and ledges.

2.2.1.11 Absence of other visible soil and cobwebs on horizontal surfaces including ceilings.

2.2.1.12 Absence of trash in building. Trash shall be collected and removed to designated area.

2.2.1.13 Absence of soil, litter, dust and spots from all carpets, mats and floors.

2.2.1.14 Absence of streaks, spots, stains from all brightwork, where appropriate. All brightwork shall be polished dry to a high sheen.

### **2.3 Minimum Tasks**

2.3.1 In order to achieve the desired Quality Standards described herein, the Vendor shall provide the following minimum services and tasks at each facility under this Agreement:

2.3.1.1 Floor cleaning (dust and mop, wet mop/wash floors; clean/sweep and wet mop hallways and entrances; vacuum and clean carpets as needed and required).

2.3.1.2 Servicing of restrooms, including cleaning toilets, urinals, wash and clean sinks/basins and all affixed plumbing fixtures, counters, re-supplying toilet paper and soap dispensers, cleaning mirrors & soap dispensers, dusting any ledges, empty and place a new liner in trash receptacles, clean and sanitize baby changing tables/area, spot clean and sanitize containers, empty out feminine & sanitary waste baskets, clean stall partitions and doors.

2.3.1.3 Disinfect all bathroom fixtures and "high touch" areas including door handles, light switches, sinks, water fountains, vending machines, copier buttons, public counter areas, public seating areas, etc.

2.3.1.4 Trash management, including emptying all trash and recycle containers, and insert new liners as appropriate.

2.3.1.5 High and low dusting of walls, windows, partitions, furniture, cabinets, filing cabinets, including the elimination of all spider webs, including roll-up doors (inside & outside), windows, around lights, elevators, etc.

2.3.1.6 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. "Spot cleaning" shall be done on a continual basis.

2.3.1.7 Clean walls, partitions, light switches, light fixtures, light lenses.

2.3.1.8 Refill soap, toilet tissue, paper towels, liners, sanitary napkin liners, sanitary napkins, etc... The cleaning of bodily fluids (i.e. vomit, excrement, etc.) shall be completed in a safe manner utilizing personal protection equipment precautions in accordance with OSHA Standards.

2.3.1.9 Vendor shall not jar data processing machines, equipment, accessories, etc.

2.3.1.10 Vendor shall exercise extreme caution when using water buckets around data processing machines, equipment, accessories, etc. Vendor shall mount water buckets on dollies to prevent spillage.

2.3.1.11 Vendor shall immediately report any spillage or other errors in the cleaning operation to the County.

## **2.4 Trash Removal**

2.4.1 The Vendor shall utilize the trash system presently in use, and will provide their own dumpster trash transport equipment as required.

2.4.2 Lee County participates in recycling (e.g., paper, aluminum cans). All specially labeled bins shall be emptied into the master recycling bins. Each evening (or as designated), the recycling bin(s) located at each work-station shall be emptied in the appropriate master recycling bin.

2.4.3 Master Recycling Bin(s): As designated, the Vendor shall take the master recycling bins to a County-specified location so a recycling contractor can service them. Once the recycling contractor has emptied them, the Vendor shall take them back to their respective locations in the building.

2.4.4 The checklists titled “**Attachment 2 General Cleaning Services**” shall be used when cleaning unless a different checklist is provided under Facility Specific Scope contained herein.

## **2.5 Materials and Equipment**

2.5.1 The Vendor shall be responsible for the complete performance of all work and for the methods, means and equipment used, and for all labor, materials, tools, apparatus and property of every description used in connection therewith.

2.5.2 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. Toilet paper shall be of 100% post-consumer waste content, double ply such as Fort Howard or approved equivalent.

2.5.3 Vendor shall provide to the designated County Representative prior to services, a list of all materials and supplies that will be used to do the work under this Agreement. All cleaning materials, such as bathroom cleaners, general purpose cleaners and glass cleaners, must be listed and shall include a statement that they meet Green Seal standards. This list shall be updated and maintained throughout the contract term including any renewals.

2.5.4 The Vendor shall furnish MSDS/SDS sheets on all chemicals to be utilized under this Agreement within 10 days after the effective date of the Agreement.

2.5.5 The Vendor shall furnish and maintain all equipment necessary to provide services under this Agreement that meet the standards set forth herein. The Vendor shall use an electric vacuum cleaner on all carpeting. Manual Carpet sweepers shall not be used.

2.5.6 Vendor shall use only vacuum cleaners with the Hepa filtration system. These vacuums must be approved for use by the Facilities Manager. If at any time during this Agreement the vacuum cleaners need to be replaced the replacement must have a Hepa filtration system and be approved by the Facilities Manager. Filters shall be changed as required by vacuum equipment manufacturer.

## **2.6 Storage**

2.6.1 When possible, the County will provide areas for storage of the Vendor's supplies and equipment.

2.6.2 Vendor shall maintain the storage areas in a clean, orderly and safe condition at all times.

## **2.7 Workmanship and Inspection**

2.7.1 County 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.

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

## **2.8 Penalties**

2.8.1 The County shall retain the authority, pursuant to this Agreement, to deduct from the Vendor's invoice a percentage not to exceed twenty-five percent (25%) for workmanship that 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.

## **2.9 Uniforms and Security**

2.9.1 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 shall have company name and logo on them.

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

2.9.3 Vendor shall be responsible for acting in accordance with County building security guidelines during entering, exiting, and cleaning.

2.9.4 Where necessary, janitorial keys/access cards will be issued to the Vendor. A fee shall be charged to the Vendor for the loss of, any keys/access cards 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.

- 2.9.5 If the awarded Vendor does not comply at all times with the security check procedure, it may be grounds for termination of the contract.

## **2.10 Supervision and Safety**

- 2.10.1 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.
- 2.10.2 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

## **2.11 Damage to County Property**

- 2.11.1 The Vendor shall assume damage or theft of County property directly caused by the Vendor during the custodial operations. A written report of items missing and cause of damage shall be submitted to the County within 24 hours of occurrence. Vendor shall pay for the cost of polygraph tests required by the County.

## **2.12 Reporting Information**

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

- 2.12.1.1A sign-in sheet detailing company, name of personnel doing cleaning, time in and out. This form shall be provided by the Vendor for its personnel and is to be completed for each date of service. Sign in sheet shall remain posted in the custodial closet, if applicable, or the building, for review by County.

## **2.13 Holidays (for informational purposes only)**

- 2.13.1 The following is a list of holidays that are observed by Lee County:

2.13.1.1 New Year's Day & 1 contiguous day - January 1 (and as designated)

2.13.1.2 Martin Luther King Day - Third Monday in January

2.13.1.3 Memorial Day - Last Monday in May

2.13.1.4 Fourth of July - July 4th \*

2.13.1.5 Labor Day - 1st Monday in Sept.

2.13.1.6 Veterans Day - November 11<sup>th</sup>



- 2.13.1.7 Thanksgiving Day - 4th Thursday in November
- 2.13.1.8 Day after Thanksgiving - Fourth Friday in November
- 2.13.1.9 Christmas Day & 1 contiguous day - December 25 (and as designated)
- 2.13.1.10 Note: \*Fourth of July – July 4th or as designated if it falls on weekend
- 2.13.1.11 Veterans Day – November 11th or as designated if it falls on weekend.
- 2.13.1.12 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

State Offices and Court Administration may observe the additional holidays of Rosh Hashana, Yom Kippur, and Good Friday. Dates for those closures are given to Facilities and Construction Management on an annual Basis. They also observe only New Year’s Day and not an additional contiguous day.

Lee County Facilities and Construction Management will coordinate these closings with the Vendor prior to the holiday.

**2.14 Scheduling**

- 2.14.1 Lee County, working with the Vendor, may designate a time during which selected areas shall be cleaned.
- 2.14.2 Vendor shall be responsible for crew scheduling. Scheduling shall be arranged so as not to interfere with day-to-day business operations.
- 2.14.3 Certain departments observe other holidays in addition to those listed as being observed by the County (i.e. religious and/or national holidays). Crews shall be scheduled according to all departments’ holiday observances.
- 2.14.4 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, or specifically stated herein.

2.14.5 Evening personnel shall be appropriately scheduled by the Vendor to allow as much time as necessary to perform all routine and special cleaning functions. Note: Schedules are subject to change, at the County's discretion, and may vary from facility to facility.

2.14.6 Day and evening cleaning crews will be required for the following buildings:

- 2.14.6.1 Administration Building
- 2.14.6.2 Old Courthouse
- 2.14.6.3 Administration Building East
- 2.14.6.4 Justice Center
- 2.14.6.5 Justice Center Tower (Pod E)
- 2.14.6.6 Justice Center Annex
- 2.14.6.7 Community Development/Public Works Building
- 2.14.6.8 Lee Tran Rosa Parks Facility
- 2.14.6.9 Melvin Morgan Constitutional Complex
- 2.14.6.10 Human and Veteran Services Building
- 2.14.6.11 Ft. Myers Regional Library (including Library Admin, and Talking Books)
- 2.14.6.12 Evening Cleaning only will be needed for the following building
- 2.14.6.13 Sheriffs Civil Office

2.14.7 Day crew only will be needed at the following Building

- 2.14.7.1 Hough St. Warehouse.

2.14.8 Day crew shall be required from 7:00 a.m. to 5:00 p.m. and night crew required from 5:00 p.m. until finished, however, these hours may be adjusted depending on the specific needs of the occupants of the buildings.

2.14.9 Most buildings will require normal cleaning Monday through Friday with special work requirements (shampooing of carpets, stripping & waxing of floors, pressure washing, window washing, etc.) being scheduled either during the evening hours, on weekends or over holidays. All special work requirements shall be scheduled through the County.

## **2.15 Additional Facility Specific Requirements**

2.15.1 All tasks for these facilities shall be in addition to Minimum Tasks and “**Attachment 2 General Cleaning Services**” provided herein.

2.15.1.1 Rosa Parks Intermodal Facility

Address: 2250 Widman Way, Fort Myers, FL 33919 Total Square Footage: 2,600

2.15.1.1.1 The entire Greyhound Bus Lines area of the interior of the building is excluded from this Agreement. The exterior area is included.

2.15.1.1.2 Daily service frequency at this facility shall be as follows:

- (8 hours per day) Mon thru Sat - 7am to 8am, 12pm to 1pm and 4pm to 10pm

2.15.1.1.3 Vendor shall complete the following task on the exterior of the building daily:

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

2.15.1.1.4 Vendor shall complete the following task on the interior of the building daily:

- Office space (once a day)
- Empty all wastebaskets
- Sweep and mop floor in the office space
- Clean and sanitize drinking fountains
- Clean walls and windows
- Sweep floor mats
- Wipe down vending machines
- Pressure Cleaning shall be done monthly.
  - Pressure cleaning shall include the building and driveway canopy, all of the concrete walkways around the building, parking lots, and driveways. This shall include the cleaning of all exterior glass.
  - Pressure Cleaning shall be scheduled with County.

2.15.1.2 Justice Center Annex/Annex Garage

2.15.1.2.1 Justice Center Annex (SunTrust Building)

Address: 2000 Main St., Ft. Myers, FL. 33901 Total Square Footage: 122,252

2.15.1.2.2 Justice Center Annex Garage

Address: 2050 Dr. Martin Luther King Jr Blvd. Ft. Myers FL. 33901  
Total Square Footage: 91,495

- State Attorney’s Office will provide the vendor with Security Badge access to the 6th, 7th, and 9th floors as well as Suites 240, 270, 802 and 806 between the hours of 7:00 a.m. and 9:00 a.m. weekdays for the Justice Center Annex (Sun Trust Building). Work shall be performed between the hours of 7:00 a.m. and 8:30 a.m. Access to State Attorney’s offices after 5:00 p.m. during the week or at 9:00 a.m. on Saturday must be coordinated with the office and Vendor will need to be escorted. Vendor’s crew may need to be finger printed for access to this area.
- In the Justice Center Annex, Court Administration offices on the 4th floor shall be cleaned after 9:30 a.m. and 12pm. Court personnel will need to be present during cleaning.

- Staff from the Justice Center Annex day crew will be needed to do the normal cleaning tasks during the day crew shift at the following building:
  - Justice Center Annex Garage
    - \* Any special work requirements (i.e. pressure washing) shall be scheduled with the County.
- Marble Floors shall be buffed at least once a month to maintain the finish. A new finish shall be applied as necessary to keep the quality of appearance and slip resistant factors. Products used on the marble floors shall be discussed with the County before using. The marble walls shall be dusted and damp wiped on a regular basis.

2.15.1.3 Justice Center/ Justice Center Tower/Community Assessment/Jail Administration, Warrants, and Receiving/ Judges Garage/ Employee Garage, Offices, and Elevators.

2.15.1.3.1 Justice Center

Address: 1700 Monroe St., Fort Myers, FL 33901 Total Square Footage: 287,948

2.15.1.3.2 Justice Center Tower (Pod E)

Address: 1700 Monroe St. Ft. Myers, FL. 33901 Total Square Footage: 141,959

2.15.1.3.3 Community Assessment Center (Juvenile Assessment)

Address: 2115 Dr. Martin Luther King Jr Blvd, Fort Myers, FL 33901

Total Square Footage: 4,913

2.15.1.3.4 Jail Administration

Address: 2115 Dr. Martin Luther King Jr Blvd, Fort Myers, FL 33901

Total Square Footage: 2,784

2.15.1.3.5 Jail Receiving Lobby

Address: 2115 Dr. Martin Luther King Jr Blvd, Fort Myers, FL 33901

Total Square Footage: 1,713

2.15.1.3.6 Employee Garage/Offices/Elevators

Address: 2029 Monroe St. Fort Myers, FL 33901 Total Square Footage: 264,936

2.15.1.3.7 Judges Garage

Address: 1700 Monroe St. Fort Myers, FL 33901 Total Square Footage: 51,000

- Floors 1, 2, 3, 4, 5, 6, 7 and 8 bathrooms shall be serviced every hour. The below given checklist shall be followed each time the bathrooms are cleaned.
  - Bathroom Service Checklist hourly:
  - Check all paper goods and resupply as necessary

- Resupply soap dispensers as needed
  - Clean the counters and mirrors
  - Clean the stalls as needed
  - Clean all fixtures as needed
  - Sweep floor and pick up any litter as needed
  - Damp mop any areas as necessary
  - Empty and reline all trash receptacles as needed
- The Judicial Chambers shall be cleaned during the normal daily schedule between the hours of 7:00 a.m. – 8:30 a.m. This can be arranged between the Vendor and the sitting Judge.
- Courtrooms, Jury Deliberation Rooms, Judges Conference Rooms, Associated Restrooms, etc. shall be cleaned after normal business hours and after court session is complete.
    - First floor staff restrooms and the Tower Judicial 9th and 10th floors have Shower facilities and shall be cleaned during normal business hours.
- Stairwells
 

All stairwells in the building shall be cleaned on a daily basis. Some can be cleaned during the day and some at night. Cleaning shall include:

    - Sweeping down stairs
    - Moping stairs as necessary
    - Dusting banisters
    - Wiping down banister with cleaner/disinfectant
    - Wiping or sweeping down walls to keep them free of any dust particles and dirt.
    - Cleaning any windows that are in the stairwells may not have to be done on a daily basis, but must be checked on a daily basis and cleaned as needed.
- Court Administration offices, the Electronic Court Reporting office, Records, Probation and Pre Trial areas shall be cleaned between 7:00 a.m. and 8:30 a.m. daily.
- Staff from the Justice Center day crew shall do the normal cleaning tasks at the following building during the day crew shift:
    - Community Assessment Center
      - \* Any special work requirements will have to be scheduled with the building occupants and/or County.
- Staff from the Justice Center day crew shall do the normal cleaning tasks during the day crew shift and other tasks as stated below at the following buildings:
    - Jail Administration Offices – Floor work after 5:00 p.m. Monday –Friday

- Jail Warrants Office – Floor work shall be done on Sundays
- Jail Receiving Lobby – Floors shall be mopped 2 times per day, preferably around 11:30 a.m. and between 5:00 p.m. and 5:30 p.m. Monday-Friday
  - \* Any special work requirements shall be scheduled with the building occupants or County.
- Staff from the Justice Center day crew shall do the normal cleaning tasks during the day crew shift at the following building:
  - Employee Garage Offices & Elevators – Offices shall cleaned Monday -Friday
    - \* Any special work requirements (i.e. pressure washing) shall be scheduled with the County.
  - During heavy downpours of rain, it may be required that a mop be provided for court staff to use to keep the floors dry at the entrances to the Justice Center.
- Staff from the Justice Center or Justice Center Tower (Pod E) will be needed to do the normal cleaning tasks during the day crew shift at the following building:
  - Judges Garage
    - \* Since this area is a secured area, any special work requirements shall be scheduled with the County.
  - During heavy downpours of rain, it may be required that a mop be provided for court staff to use to keep the floors dry at the entrances to the Justice Center Tower.

2.15.1.4 Community Development / Public Works

Address: 1500 Monroe St. Ft. Myers, FL. 33901 Total Square Footage: 100,000

- 2.15.1.4.1 The Hearing Examiners office on the second floor is a secured and schedules for cleaning that area shall be coordinated with the office personnel.

2.15.1.5 Old Courthouse Building

Address: 2120 Main St, Fort Myers, FL 33901 Total Square Footage: 20,247

2.15.1.5.1 Wooden Floor in the Commission Chamber

- The floor is made of wood with a varnished and waxed finish. The following guidelines shall be followed when cleaning this floor:
  - Dust mop or vacuum daily.
  - Clean with a “non-water based” cleaner made for this type of wood flooring, once a week or as necessary. The County must first approve any cleaning chemicals used on this floor for use.



- Buff with a soft pad (i.e. all cotton/terry bonnet pad with no scrubber strips) as necessary.
- Refinishing of the surface shall be done as needed, and will be discussed with the Vendor at that time. Lee County reserves the right to seek bids/prices for this work from outside vendors.

2.15.1.6 Banyon Tree Berries

2.15.1.6.1 When the Banyan tree is producing berries the vendor shall sweep and/or scrap the berries off the concrete surface two times per day, first thing in the morning and then again after the noon hour. Concrete surface shall be pressure washed as necessary to keep surface clean during this time.

2.15.1.6.2 During all other times, Vendor shall sweep that area first thing in the morning and check it during the day, sweeping as necessary.

2.15.1.7 Ft. Myers Regional Library/ Library Administration Address:

2450 First St, Fort Myers, FL 33901 (North and South Buildings)

Total Square Footage (interior): 42,784 Total Square Footage (exterior): 48,000

Address: 2345 Union St, Fort Myers, FL 33901 (Library Administration)

Total Square Footage: 6,975

2.15.1.7.1 Cleaning shall be performed on a six (6) day per week basis, exclusive of holidays, for the Ft. Myers Regional Library, the South Building Meeting Rooms, office area, and the Cornog Plaza.

2.15.1.7.2 Cleaning Shall be performed on a (5) day per week basis, exclusive of holidays, for Talking Books (located at the South Building), and Library Administration  
Work shall be done after normal library hours, as listed below, except for the day porter. Hours listed are current normal working hours and are subject to change. Every attempt will be made to provide Vendor a 48 hours' notice of any library working hour changes.

2.15.1.7.3 Fort Myers Regional Library shall be provided a day porter for five (5) hours per day.

- The hours of operation are as follows:
  - Ft. Myers Regional Library is open Monday through Wednesday from 9:00 a.m. to 8:00 p.m., Thursday from 9:00 a.m. to 6:00 p.m., and Friday and Saturday from 9:00 a.m. to 5:00 p.m.
  - Talking Books is open from 9:00 a.m. to 5:00 p.m. Monday through Friday.
  - Library Administration is open from 8:00 a.m. to 5:00 p.m. Monday through Friday.

- The Cornog Plaza shall be considered “open” the same hours as the Fort Myers Regional Library. However, there will be events held on the plaza before or after hours on occasion from outside sponsors. Care shall be taken to not disrupt such activities.
- The South Building Meeting Rooms/Events office area may again be considered “open” the same hours as the Fort Myers Regional Library. However, there will be held meetings before or after hours on occasion from outside parties. Care needs to be taken to not disrupt such activities—the entity requesting the use of the meeting room must pay a rental fee.

2.15.1.7.4 The six-day per week service shall be Monday through Saturday. The Vendor shall make emergency service available to the County.

2.15.1.7.5 All suspended light fixtures and high ceilings shall be cleaned quarterly. Vendor shall dust all fans, beams, columns, ledges, AC vents, and pipes. All dust, cobwebs, bugs, dirt, etc shall be removed.

2.15.1.7.6 Monumental Staircase Cleaning at Ft. Myers Regional Library

- The stainless steel rail shall be cleaned daily. The glass on the monumental staircase shall be cleaned weekly. The stone on the monumental staircase shall be cleaned and polished weekly.

2.15.1.7.7 “**Attachment 3 Library Cleaning Services**” checklists shall be used for the Library and Library Administration.

2.15.1.8 City County Annex

Address: 1825 Hendry, Fort Myers, FL 33901 Total Square Footage: 45,000

2.15.1.8.1 No additional tasks.

2.15.1.9 Administration Building

Address: 2115 Second St. Fort Myers, FL 33901 Total Square Footage: 76,807

2.15.1.9.1 No additional tasks.

2.15.1.10 Administration East

Address: 2201 Second St, Fort Myers, FL 33901 Total Square Footage: 67,588

2.15.1.10.1 No additional tasks.

2.15.1.11 Human and Veteran Services

Address: 2440 Thompson St, Fort Myers, FL 33901 Total Square Footage: 1,933

2.15.1.11.1 No additional tasks

2.15.1.12 Melvin Morgan Constitutional Complex  
Address: 2480 Thompson St, Ft Myers, FL 33901 Total Square Footage: 103,732

2.15.1.12.1 No additional tasks

2.15.1.13 Hough Street Warehouse (1 office, 1 restroom)  
Address: 1953 Hough St. Fort Myers, FL 33901 Total Square Footage: 22,172

2.15.1.13.1 No additional Tasks

2.15.1.14 Sheriff's Civil Office  
Address: 2072 Victoria Ave., Fort Myers, FL 33901 Total Square Footage: 4000

2.15.1.14.1 No additional tasks

## **2.16 Personnel Requirements**

2.16.1 The following personnel listed below, at a minimum, shall be an integral part of this project throughout the term of this agreement. Given below are the requirements for those positions.

### **2.16.2 Project Coordinator**

2.16.2.1 Shall be responsible for directing all cleaning staff including day and night crews. Shall 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. Shall be responsible to field calls from building occupants when necessary. Shall 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.

### **2.16.3 Chief Supervisor**

2.16.3.1 This position will answer primarily to the Downtown Project Coordinator and will act as liaison between the Downtown Coordinator and cleaning personnel, in particular directing the crew leaders of the cleaning staff in each building, both day and night shifts. Duties would include, but not limited to making sure all supply closets are filled, fielding telephone calls, complaints and requests from building occupants, overseeing all work being performed in each building. This person must have a local cell phone number and be able to be contacted throughout the day should contact with the Downtown Coordinator be interrupted. This position will perform quality assurance inspections of the work performed by the night and day cleaning personnel.

### **2.16.4 Crew Supervisor**

2.16.4.1 Each cleaning crew necessary for this contract will be required to be supervised by a Crew Supervisor. Each Crew Supervisor will be on site with the cleaning staff to ensure that all cleaning tasks are assigned, carried out and completed properly. The Crew Supervisor will be required to delegate any special requests from the Downtown Project Coordinator and/or the Chief Supervisor.

## 2.16.5 Cleaning Crews

2.16.5.1 Requirements for staffing the cleaning crews will include, but not limited to, the following positions:

### 2.16.5.1.1 Porter

- 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 as determined by authorized staff or Facility Manager 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.
- Porter assignments shall include, but not limited to: Bathrooms, entranceways, immediate outside surroundings (including parking lots), trash & recycling, mopping, spill clean-up, bright works, light dusting, wiping down of horizontal & vertical surfaces, floor work (as needed), 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.

## 2.16.6 Utility Person

2.16.6.1 The Utility Person will be required to do light moving and miscellaneous special cleaning tasks. 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.

2.16.6.2 The Utility Person dedicated for Court Services will be required to do light moving and miscellaneous special cleaning tasks shared between Court Administration, Public Defender and State Attorney Offices. Scheduling for this person will be coordinated between the Vendor and the department.

## 2.16.7 Bathroom Cleaner, Trash & Recycling Person & Floor Person

2.16.7.1 These positions are minimum requirements for the cleaning crews. The Vendor will need to staff each crew according to the needs of the building being serviced.

2.16.7.2 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.

2.16.7.3 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.

## 2.17 Special Cleaning Task Requirements

- 2.17.1 Special cleaning tasks will require coordination and prior approval with the County 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.
- 2.17.2 If Vendor sub-contracts special cleaning tasks then a Vendor supervisory staff member must be present to oversee the task. The 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 subcontracted firm that does this task must be properly licensed to perform the task.
- 2.17.3 Special cleaning tasks frequency and requirements may vary by locations, and would be outlined/identified by individual premises and or checklists as outlined herein.
- 2.17.3.1 Building Interior and Exterior Window Washing
- 2.17.3.1.1 Vendor shall be required to clean interior and exterior windows at various locations on an as needed basis. Vendor shall schedule this task with the County.
- 2.17.3.2 Carpet Cleaning
- 2.17.3.2.1 Carpet and upholstery cleaning shall be done quarterly scheduled with the County on a per facility basis.
- 2.17.3.2.2 A bonnet deep cleaning carbonated solution process shall be used to clean carpet and upholstery. 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.
- 2.17.3.3 Strip and Re-waxing of Hard Floors
- 2.17.3.3.1 Quality floor finishes with a minimum slip resistance factor (static coefficient of friction) of .5, as measured by American Society of Testing and Materials (ASTM) test method standards, shall be used on hard floor surfaces in County buildings. Vendor and County will work together on the frequency and scheduling of this task.
- 2.17.3.4 Electrostatic Sanitizing And Day Porter Wiping Down
- 2.17.3.4.1 Electrostatic sanitizing and day porter wiping down shall be done on an "as needed" basis and will be scheduled with the County on a per facility basis.
- 2.17.3.5 Mechanical/Equipment/Maintenance Rooms
- 2.17.3.5.1 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.
- 2.17.3.5.2 The cleaning of these rooms can only be done in the presence of the County.

2.17.3.5.3 The cleaning shall include but is not limited to 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.

## 2.18 Building Activation for Emergency Operations

2.18.1 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 Vendor to provide custodial service during these periods. Compensation will be provided through the emergency hourly rate. The County will notify the vendor when this additional service is needed.

## 2.19 Vendor Requirements

2.19.1 The Vendor shall notify the County of any observed irregularities (i.e., defective plumbing, unlocked doors, lights left on, etc.).

2.19.2 The Vendor shall communicate with the County monthly, for customer service reviews. Communication can be through telephone conversations or meetings that are held at mutually agreeable times.

## 2.20 Required Information

2.20.1 The following information shall be supplied to the COUNTY prior to the commencement of work:

2.20.1.1 All employee background checks where requested by the County.

2.20.1.2 Material Safety Data Sheets for chemicals being used

2.20.1.3 Sample employee identification badge

2.20.1.4 Names and phone numbers of on-site personnel and company representatives

2.20.1.5 Sample cleaning personnel sign-in sheet

## 2.21 Communication and Local Office

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

2.21.2 During emergency situations, it may be necessary to contact Vendor personnel after normal work hours. The Vendor shall be required to have 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.

2.21.3 The County will designate a contact person per facility.

2.21.4 The Vendor's supervisory personnel will routinely be dealing with designated County personnel; Vendor shall ensure these supervisors are conversant in English. Moreover, any of the 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, shall also be conversant in English.

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 may not exceed **10 pages** printed single-sided; **page restriction excludes required forms found herein and dividers**. **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 one (1) 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.

#### 1.4 TWO-STEP RFP PROCESS:

- a. The RFP/Evaluation process for this solicitation will be completed in a Two-Step Process. Step One shall consist of standard evaluation of proposals submitted by the participating Vendors and shall follow the County standard RFP process as outlined herein and described within Lee County Procurement Ordinance 18-22. Upon completing Step One of the initial evaluation meeting and qualification round of the proposing Vendors the County will move into a Step Two of the RFP evaluation process to which pricing of the proposing Vendors deemed qualified resulting from the initial Evaluation Process (Step One) will be opened and final recommendation for award will be made to the to the most responsive, responsible and qualified Vendor with the lowest *Project Total*.
- i. Vendor shall bid all facilities. Failure to bid all facilities will deem Vendor Non-Responsive.
  - ii. Vendor shall bid on all Additional Charges. Although not part of the Project Total for Basis of Award purposes, Additional Charges shall become part of the Vendor's contract upon Award.
- b. Both Step One and Step Two documents must be received by the opening date of the solicitation, however it is requested that the Step Two document (Pricing) be submitted in **a separate sealed envelope**.
- i. Failure to submit pricing in a separate sealed envelope may result in Vendor proposing being deemed Non-Responsive at the sole discretion of the County Procurement Department.

**STEP – ONE DOCUMENTATION (Proposal Package: Introduction to Tab 5 contents)****COVER PAGE: 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?

*\*Cover Page: Introduction does NOT count towards page restriction requested herein.\**

**TAB 1: Qualifications of Firm**

- Provide a description of your firm, your firm's 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, location of office(s), as well as MBE, WBE, DBE, VBE or similar status, and recent, current, and/or projected workload, etc...
- Please list any Certifications your firm holds (i.e. IJCSA Master Certification, Green Cleaning Company Certification (GCC), Chemical Hazards Certification (CHC), etc.)

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

- Provide details of a maximum of three (3) projects/clients similar in scope and size to that being requested through this solicitation that your firm has completed recently or currently services. Details for each project/client example provided should include:
  - Project/Client Name
  - Project/Client Address
  - Customer Name
  - Customer Contact Information
    - Point of contact Name, Phone, and Email
  - Brief description of work provided.
  - Total Contract Amount
  - Total Term of Contract
- Provide a statement of understanding that your firm recognizes the County reserves the right to evaluate the proposing Firm 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.

**TAB 3: Firm 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.
- Included in the plan of approach details to how your firm would address any complaints or dissatisfaction notice received by the County. Details are encouraged to include any quality control processes or policies currently in place or utilized by your firm.

**TAB 4: Personnel**

- Provide a detailed description of the firm's **specific** project management team, inclusive of sub-Consultants anticipated to be utilized, 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. Keep in mind the Personnel Requirements as stated within the specifications of this solicitation.

- 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 details of staffing capabilities that include, but should not be limited to:
  - Number of full-time employees that are currently employed directly by your firm.
  - Number of part-time employees that are currently employed directly by your firm.
  - Number of employees subcontracted by your firm.
- Provide resumes, licensure, and certifications of proposed **specific** project management team, inclusive of sub-Consultants anticipated to be utilized, 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.\**
  - \*Firms are encouraged to submit valid copies of MBE, WBE, DBE, VBE or similar certifications for adequate committee consideration.\**

**TAB 5: Required Forms**

- Forms 1- 9

**2. STEP ONE - 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)	30
4	PERSONNEL (TAB 4)	20
<b>TOTAL POINTS</b>		<b>100</b>
<small>*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.</small>		

**3. STEP-TWO SUBMISSION DOCUMENTS (Pricing Package)**

- 3.1. Pricing is required to be submitted in a **SEPARATE SEALED ENVELOPE**. Pricing will not be assigned points or used to evaluate Vendor qualifications.
  - 3.1.1. The price proposal will be evaluated of those firms deemed qualified through Step One and awarded to the lowest most responsive, responsible to the most responsive, responsible and qualified Vendor with the lowest *Project Total* (excluding Additional Charges).
  - 3.1.2. The County intends to award to the Vendor that demonstrates the best overall value to the County and the most substantiated ability to fulfill the requirements contained in the Request for Proposal.
  - 3.1.3. Vendors are required to submit pricing on all line items within the worksheet; including Additional Charges. Failure to submit pricing on all line items on the worksheet may deem your company as non-responsive.

**4. RFP SUBMISSION SCHEDULE**

<b>Submission Description</b>	<b>Date(s)</b>	<b>Time</b>
Advertise Request for Proposal (RFP)	Friday, July 31, 2020	N/A
Pre-Proposal Meeting	Tuesday, August 11, 2020	9:00 AM *
Proposal Question Deadline	8 Calendar days prior to submission deadline	Prior to 5:00 PM
Submission Deadline	Tuesday, September 1, 2020	Prior to 2:30 PM
First Committee Meeting Short list discussion	Thursday, September 17, 2020	TBD or 12:00 AM *
Notify Shortlist Selection via e-mail	TBD	N/A
Final Scoring/Selection Meeting	Thursday, October 1, 2020	TBD or 12:00 AM *
Board Meeting	TBD	9:30 AM
<p><b>Additional notes on Submission Schedule:</b></p> <ul style="list-style-type: none"> <li>• <i>Submission Schedule is provided as a guideline only and is subject to change at the discretion of Lee County authorized personnel.</i></li> <li>• <i>Changes in closing date or other parameters may occur and will be posted to the Lee County Procurement website. It shall be the responsibility of Contractor to verify all dates through County website.</i></li> </ul> <p><i>Unless otherwise stated, location of all openings and meetings will take place at 2115 Second Street, 1st Floor, Fort Myers, FL 33901 – 4<sup>th</sup> Floor Procurement Management.</i></p>		

End of Section

## FORMS DESCRIPTION & INSTRUCTIONS

### REQUEST FOR PROPOSAL (NON-CCNA)

This table provides a brief list, description, and instructions regarding the standard requested forms that should be submitted with all bids or proposals. This is not intended to be an all-inclusive list of forms required for your submission, but rather a guide to assist in completion of the County's standard forms.

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

<i>1</i>	<i><b>Solicitation Response Form</b></i>
----------	--

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.

<i>1a</i>	<i><b>Proposal Form</b></i>
-----------	-----------------------------

This form is used to provide itemization of project cost. A more detailed "schedule of values" may be requested by the County

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

Sections 112.313(3) and 112.313(7), F.S., prohibit certain business relationships on the part of public officers and employees, their spouses, and their children. If this **disclosure is applicable, the Bidder must request the form entitled "INTEREST IN COMPETITIVE BID FOR PUBLIC BUSINESS"** (Required by § 112.313(12)(b), F.S.) to be completed and **returned with the Solicitation Response. It is the Bidder's responsibility to request the form and disclose this relationship; failure to do so may result in being declared non-responsive.**

NOTICE: UNDER THE PROVISIONS OF § 112.317, F.S., 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 \$10,000.00.

<i>2</i>	<i><b>Affidavit Certification Immigration Laws</b></i>
----------	--

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

<i>3</i>	Provide this form to reference respondents. This form <b>will be turned in with the proposal</b> 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. **Three (3) 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/Consultant List* (if applicable)

To be completed and returned when sub-contractor/consultants 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.

**\*** *Proposal Label* (Required)

Self-explanatory. Please affix to the outside of the sealed submission documents.

*Include any licenses or certifications requested*

Local Business Tax Account (as applicable) issued by City and/or County entity. This is necessary for all Florida vendors.

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: 9/1/2020

SOLICITATION IDENTIFICATION: RFP200237BAG

SOLICITATION NAME: Custodial for Downtown Buildings

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, Minority, Women, Veterans Business Enterprise (DBE, MBE, WBE, VBE) 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)



(Affix Corporate Seal, if applicable)

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

\_\_\_\_\_  
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  
 FB/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, USA 99999

Name Changed: 12/14/2006

Address Changed: 12/14/2006

#### Officer/Director Detail

##### Name & Address

Title P

President, First  
555 AVENUE  
Anytown, USA 99999

Title V

President, Second  
555 AVENUE  
Anytown, USA 99999

#### 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



**PROCUREMENT MANAGEMENT DEPARTMENT  
BID/PROPOSAL FORM**

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

**SOLICITATION:** RFP200237BAG Custodial for Downtown Buildings

**This page serves as a header/placeholder only. Please refer to the Excel document provided with the solicitation for the complete Pricing Schedule.**

**PRICING:**

Pricing shall be inclusive of all labor, equipment, supplies, overhead, profit, material, and any other incidental costs required to perform and complete all work as specified in the Contract Documents.

All Unit Prices will be bid at the nearest whole penny. The Excel document contains formulas for convenience, however it is the Contractor's/Vendor's responsibility to verify all pricing and calculations are CORRECT. Lee County is not responsible for errors in formulas or calculations contained within Excel document(s).

In the event there is a discrepancy between the total quoted amount and the unit prices quoted, the unit prices will prevail and the corrected sum will be considered the quoted price. Unit prices shall be rounded to the nearest whole penny.

The County will only accept pricing submitted on the proposal forms provided by the County. Pricing submitted on other forms, other than those provided by the County, will deem the proposer as non-responsive and ineligible for award.

Proposers may not adjust or modify data provided within the pricing schedule. Proposal Pricing received with modified data may deem the Proposer as non-responsive and ineligible for award.

**PLEASE ENSURE** you have provided a printed copy of the Pricing Schedule with your hard copy submission packages and provided the excel version with your digital submission package.



**AFFIDAVIT CERTIFICATION IMMIGRATION LAWS**

SOLICITATION NO.: **RFP200237BAG**

SOLICITATION NAME: **Custodial for Downtown Buildings**

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, by means of  physical presence or  online notarization, 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.**



**Reference surveys submitted can be a maximum of twelve (12) months old. If using a previous reference, Proposers must clearly identify the project name and number the reference is being submitted for.**

**Project Name & Number:** \_\_\_\_\_

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

<b>Section 2</b>	Enter Bidder/Proposer Information , if applicable Similar Performed Project (Bidder/Proposer to enter details of a project performed for above reference respondent)		
<b>Proposer Name:</b>	_____		
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.**

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

**Section 4 Please submit non-Lee County employees as references**

Reference Name (Print Name) \_\_\_\_\_

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

SOUTHWEST FLORIDA

## AFFIDAVIT PRINCIPAL PLACE OF BUSINESS

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

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

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

\_\_\_\_\_  
Title

⇒ \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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

The foregoing instrument was signed and acknowledged before me, by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_ who has produced  
(Print or Type Name)

\_\_\_\_\_ as identification.  
(Type of Identification and Number)

Notary:  
State of \_\_\_\_\_  
County of \_\_\_\_\_

⇒ \_\_\_\_\_  
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



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 \_\_\_\_\_

The foregoing instrument was signed and acknowledged before me, by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_ who has produced  
(Print or Type Name)

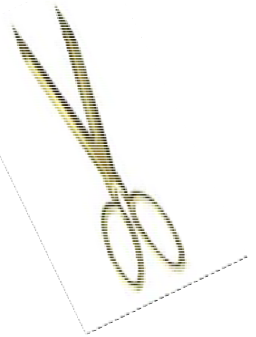
\_\_\_\_\_ as identification.  
(Type of Identification and Number)

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

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

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

<b>PROPOSAL DOCUMENTS • DO NOT OPEN</b>	
SOLICITATION No.:	RFP200237BAG
SOLICITATION TITLE:	<b>Custodial for Downtown Buildings</b>
DATE DUE:	<b>Tuesday, September 1, 2020</b>
TIME DUE:	<b>Prior to: 2:30 PM</b>
SUBMITTED BY:	_____
	(Name of Company)
e-mail address	Telephone
<b>DELIVER TO:</b>	Lee County Procurement Management 2115 Second Street, 1st Floor Fort Myers FL 33901
<i>Note: proposals received after the time and date above will not be accepted.</i>	



**\*Notice:** the Date Due/Submission Deadline Date/Opening Date as stated on this label and other forms contained herein may have been updated via issuance of Addenda against this project. It is the sole responsibility of the Contractor/Vendor to monitor the County project webpage for any updates to the Date Due/Submission Deadline Date/Opening Date via Addenda. This label nor other original forms may not be updated. Contractor/Vendor may strike through and update Date Due/Submission Deadline Date/Opening Date at their discretion to match any updates to this date that have been published via Addenda.

Submission received after the time and date of the Date Due/Submission Deadline Date/Opening Date will not be accepted at the sole discretion of the County.

**PLEASE PRINT CLEARLY**



Attachment 1: Building Detail Information

<b>Lee Tran Rosa Parks Transfer Facility</b>	
Floors	Sq. Ft. per floor
1	2600
# of Restrooms	4
# of Toilets	7
# of Restroom Sinks	5
# of Soap Dispensers	6
# of paper Towel Dispensers	4
# of Bathroom Tissue Dispensers	7
# of Kitchen sinks	1
# of Stairwells	0
# of Elevators	0
Floor Covering (estimated) =100%	
Carpet	30%
Ceramic	70%
# of Employees	10
Sq. Ft. open to public	1000

Attachment 1: Building Detail Information

Sheriff's Civil Office	
Floors	Sq. Ft. per floor
1	4000
# of Restrooms	
	3
# of Toilets	
	4
# of Restroom Sinks	
	3
# of Soap Dispensers	
	3
# of paper Towel Dispensers	
	4
# of Bathroom Tissue Dispensers	
	3
# of Kitchen sinks	
	1
# of Stairwells	
	0
# of Elevators	
	0
Floor Covering (estimated) =100%	
Carpet	
	50%
Ceramic	
	50%
# of Employees	
	25
Sq. Ft. open to public	
	100

Attachment 1: Building Detail Information

<b>Melvin Morgan Constitutional Complex</b>	
Floors	Sq. Ft. per floor
1	25933
2	25933
3	25933
4	25933
total	103732
# of Restrooms	30
# of Toilets	55
# of Restroom Sinks	42
# of Soap Dispensers	39
# of paper Towel Dispensers	34
# of Bathroom Tissue Dispensers	55
# of Kitchen sinks	7
# of Stairwells	2
# of Elevators	3
Floor Covering (estimated) =100%	
Carpet	70%
Ceramic	30%
# of Employees	243
Sq. Ft. open to public	7261

Attachment 1: Building Detail Information

<b>Hough Street Warehouse (1 office, 1 restroom)</b>	
Floors	Sq. Ft. per floor
1	22172
# of Restrooms	1
# of Toilets	1
# of Restroom Sinks	1
# of Soap Dispensers	1
# of paper Towel Dispensers	2
# of Bathroom Tissue Dispensers	1
# of Kitchen sinks	2
# of Stairwells	0
# of Elevators	0
Floor Covering (estimated) =100%	
Carpet	50%
Ceramic	50%
# of Employees	10
Sq. Ft. open to public	0

Attachment 1: Building Detail Information

<b>Human and Vertran Services Building</b>	
Floors	Sq. Ft. per floor
1	1933
# of Restrooms	6
# of Toilets	11
# of Restroom Sinks	11
# of Soap Dispensers	9
# of paper Towel Dispensers	9
# of Bathroom Tissue Dispensers	10
# of Kitchen sinks	1
# of Stairwells	0
# of Elevators	0
Floor Covering (estimated) =100%	
Carpet	90%
Ceramic	5%
Vinyl	5%
# of Employees	72
Sq. Ft. open to public	500

Attachment 1: Building Detail Information

<b>Ft. Myers Regional Library/Library Admin</b>	
Floors	Sq. Ft. per floor
North Building	37801
South Building	4983
Exterior	48000
Library Administration	6975
# of Restrooms	11
# of Toilets	28
# of Restroom Sinks	15
# of Soap Dispensers	20
# of paper Towel Dispensers	14
# of Bathroom Tissue Dispensers	16
# of Kitchen sinks	4
# of Stairwells	2
# of Elevators	4
Floor Covering (estimated) =100%	
Carpet	70%
Ceramic	20%
Vinyl	10%
# of Employees	25
Sq. Ft. open to public	78,240

Attachment 1: Building Detail Information

<b>Administration Building 2115 Second St.</b>	
Floors	Sq. Ft. per floor
1	13392
2	13062
3	13398
4	13420
5	11806
6	11729
total	76807
# of Restrooms	16
# of Toilets	29
# of Restroom Sinks	27
# of Soap Dispensers	20
# of paper Towel Dispensers	16
# of Bathroom Tissue Dispensers	19
# of Kitchen sinks	3
# of Stairwells	4
# of Elevators	3
Floor Covering (estimated) =100%	
Carpet	70%
Ceramic	5%
Vinyl	20%
Wood	0%
Marble	2%
Other	3%
# of Employees	170
Sq. Ft. open to public	7680



Attachment 1: Building Detail Information

<b>Admin East 2201 Second St.</b>	
Floors	Sq. Ft. per floor
1	10821
2	10355
3	11603
4	11603
5	11603
6	11603
total	67588
# of Restrooms	23
# of Toilets	30
# of Restroom Sinks	25
# of Soap Dispensers	25
# of paper Towel Dispensers	33
# of Bathroom Tissue Dispensers	23
# of Kitchen sinks	8
# of Stairwells	2
# of Elevators	3
Floor Covering (estimated) =100%	
Carpet	60%
Ceramic	20%
Vinyl	5%
Wood	15%
Marble	0%
other	0%
# of Employees	47
Sq. Ft. open to public	4731

Attachment 1: Building Detail Information

Old Courthouse	
Floors	Sq. Ft. per floor
Basement	1400
1	7859
2	9435
Balcony	1553
total	20247
# of Restrooms	4
# of Toilets	11
# of Restroom Sinks	9
# of Soap Dispensers	6
# of paper Towel Dispensers	4
# of Bathroom Tissue Dispensers	8
# of Kitchen sinks	1
# of Stairwells	2
# of Elevators	1
Floor Covering (estimated) =100%	
Carpet	50%
Ceramic	1%
Vinyl	3%
Wood	1%
Marble	45%
Other	0%
# of Employees	15
Sq. Ft. Open to the Public	8706

includes  
Chambers  
and 2  
meeting  
rooms

Attachment 1: Building Detail Information

<b>Justice Center</b>	
Floors	Sq. Ft. per floor
1	60869
2	58302
3	47448
4	46941
5	45361
6	23524
Transfer Level	5503
total	287948
# of Restrooms	107
# of Toilets	144
# of Restroom Sinks	142
# of Soap Dispensers	125
# of paper Towel Dispensers	132
# of Bathroom Tissue Dispensers	133
# of Kitchen sinks	7
# of Stairwells	8
# of Elevators	9
Floor Covering (estimated) =100%	
Carpet	80%
Ceramic	1%
Vinyl	18%
Wood	0%
Marble	0%
Other	3%
# of Employees	240
Sq. Ft. Open to the Public	46072%

Attachment 1: Building Detail Information

<b>Justice Center Annex (Suntrust Building) 2000 S. Main St.</b>	
Floors	Sq. Ft. per floor
1	12130
2	13470
3	14012
4	14012
5	14012
6	14012
7	14012
8	13820
9	12772
Walkover & Elevator Lobby	1602
total	123854
# of Restrooms	17
# of Toilets	62
# of Restroom Sinks	45
# of Soap Dispensers	42
# of paper Towel Dispensers	41
# of Bathroom Tissue Dispensers	49
# of Kitchen sinks	7
# of Custodial Sinks	6
# of Stairwells	2
# of Elevators	3
Floor Covering (estimated) =100%	
Carpet	80%
Ceramic	10%
Marble	5%
Other	5%
# of Employees	385
Sq. Ft. Open to the Public	7431%

Attachment 1: Building Detail Information

Justice Center Tower (Pod E)	
Floors	Sq. Ft. per floor
1	14284
2	14171
3	14087
4	14171
5	14171
6	14087
7	14171
8	14171
9	14323
10	14323
total	141959
# of Restrooms	81
# of Toilets	162
# of Restroom Sinks	146
# of Soap Dispensers	146
# of paper Towel Dispensers	130
# of Bathroom Tissue Dispensers	130
# of Kitchen sinks	36
# of Stairwells	4
# of Elevators	6
Custodial Sinks	6
Custodial Closets	7
Showers	4
Floor Covering (estimated) =100%	
Carpet	60%
Ceramic	39%
Vinyl	1%
# of Employees	55
Sq. Ft. Open to the Public	28,319

includes 2 Judges Elevators

Attachment 1: Building Detail Information

<b>Jail Admin Building</b>	
Floors	Sq. Ft. per floor
1	2784
# of Restrooms	3
# of Toilets	3
# of Restroom Sinks	3
# of Soap Dispensers	3
# of paper Towel Dispensers	4
# of Bathroom Tissue Dispensers	3
# of Kitchen sinks	1
# of Stairwells	0
# of Elevators	0
Floor Covering (estimated) =100%	
Carpet	40%
Ceramic	24%
Vinyl	35%
Other	1%
# of Employees	10
Sq. Ft. Open to the Public	0%

Attachment 1: Building Detail Information

<b>Community Assesment Center (Juvenile Assesment)</b>	
Floors	Sq. Ft. per floor
1	4913
# of Restrooms	2
# of Toilets	2
# of Restroom Sinks	2
# of Soap Dispensers	3
# of Paper Towel Dispensers	3
# of Bathroom Tissue Dispensers	2
# of Kitchen sinks	1
# of Showers	
# of Stairwells	0
# of Elevators	0
# of Custodial Closets	1
Floor Covering (estimated) =100%	
Carpet	50%
Ceramic	5%
Vinyl	45%
# of Employees	16
Sq. Ft. Open to the Public	1000



Attachment 1: Building Detail Information

Jail Receiving Lobby	
Floors	Sq. Ft. per floor
1	1713
# of Restrooms	2
# of Toilets	4
# of Restroom Sinks	2
# of Soap Dispensers	2
# of paper Towel Dispensers	2
# of Bathroom Tissue Dispensers	2
# of Kitchen sinks	0
# of Stairwells	0
# of Elevators	0
Floor Covering (estimated) =100%	
Ceramic	100%
# of Employees	2
Sq. Ft. Open to the Public	400

Attachment 1: Building Detail Information

<b>Public Works</b>	
Floors	Sq. Ft. per floor
1	25000
2	25000
3	25000
4	25000
total	100000
# of Restrooms	16
# of Toilets	38
# of Restroom Sinks	30
# of Soap Dispensers	34
# of paper Towel Dispensers	34
# of Bathroom Tissue Dispensers	28
# of Kitchen sinks	4
# of Custodial Closets	4
# of Stairwells	3
# of Elevators	4
Floor Covering (estimated) =100%	
Carpet	85.00%
Ceramic	6.00%
Vinyl	6.00%
Other	3.00%
# of Employees	293
Sq. Ft. Open to the Public	7000.00%

Attachment 1: Building Detail Information

<b>City/County Annex Hendry Street</b>	
Floors	Sq. Ft. per floor
1	15000
2	15000
3	15000
total	45000
	0
# of Restrooms	6
# of Toilets	24
# of Restroom Sinks	12
# of Soap Dispensers	12
# of paper Towel Dispensers	15
# of Bathroom Tissue Dispensers	18
# of Kitchen sinks	3
# of Custodial Closets	1
# of Stairwells	1
# of Elevators	2
Floor Covering (estimated) =100%	
Carpet	70%
Ceramic	15%
Vinyl	10%
Other	5%
# of Employees	171
Sq. Ft. Open to the Public	2000

ATTACHMENT 2 GENERAL CLEANING SERVICES

FACILITY – VARIOUS DOWNTOWN FACILITIES		DATE , 20__						
	DAILY TASKS	M	Tu	W	Th	F	Sa	Su
1.	Empty and put new liners in wastebaskets. Damp wipe, if necessary.							
2.	Empty desk recycling totes into large recycling bin.							
3.	Spot clean walls, light switches and doors.							
4.	Damp mop floors, including stairs and landings, remove any gum, tar or other foreign matter.							
5.	Clean and/or polish conference room furniture and meeting room furniture.							
6.	Vacuum carpet (Office areas vacuumed 2 times per week, common area everyday). Spot clean carpets as needed using extraction or bonnet cleaning method. Includes courtrooms and adjacent rooms.							
7.	Dust all horizontal ledges, furniture, desks and equipment. (Office areas dusted 2 times per week.) Includes courtroom judge bench/clerk & witness areas.							
8.	Brush all fabric upholstery, as needed.							
9.	Clean and sanitize drinking fountains.							
10.	Dust all unobstructed work areas.							
11.	Do other general and emergency cleaning as required.							
12.	Report any maintenance defects to the County Representative.							
13.	Keep custodial closet clean and orderly.							
14.	Wash all door glass and adjacent panels (interior & exterior).							
15.	Vacuum floor mats and wash as necessary.							
16.	Clean and polish interior and exterior of elevators.							

ATTACHMENT 2 GENERAL CLEANING SERVICES

17.	Sweep and mop elevator floors. Vacuum elevator door tracks.								
18.	Damp mop floor, clean tables in break rooms.								
19.	Damp wipe all vending machines associated with break rooms.								
20.	Dust mop marble floors/wall in Justice Center Annex.								
21.	Sweep stairwells no less than 3 times per week.								
22.	Wipe down, sweep and mop elevators in the Employee Garage								
23.	Clean guard office the Judges Garage. Sweep and clean up debris in garage as necessary.								
24.	Disinfect all bathroom fixtures and "high touch" areas including door handles, light switches, sinks, water fountains, vending machines, copier buttons, public counter areas, public seating areas, etc								

ATTACHMENT 2 GENERAL CLEANING SERVICES

FACILITY – VARIOUS DOWNTOWN FACILITIES		DATE _____, 20__						
	<b>DAILY SERVICE – KITCHEN AREA (If Applicable)</b>	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
1.	Clean sinks with detergent / disinfectant.							
2.	Clean counters with detergent / disinfectant.							
3.	Re-supply paper towels and soap dispenser. Wipe down dispensers.							
4.	Damp wipe walls, as necessary.							
5.	Empty and reline trash cans.							
6.	Damp mop floors with cleaner/disinfectant.							
	<b>DAILY SERVICE – RESTROOMS</b>	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
1.	Clean basins with detergent / disinfectant. Clean and shine bright work.							
2.	Clean toilets and urinals using detergent / disinfectant.							
3.	Damp wipe all ledges.							
4.	Clean mirrors, soap dispensers, wash basins, paper towel dispensers, and all plumbing fixtures.							
5.	Clean under basins, around toilets and urinals.							
6.	Damp wipe walls, light switches and doors.							
7.	Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkins liners, sanitary napkins, etc. ( <b>USE ONLY ANTI-BACTERIAL OR ANTI MICROBIAL SOAP .</b> )							
8.	Wet mop floors using detergent / disinfectant.							
	<b>DAILY SERVICE – OUTSIDE</b>	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
1.	Sweep and pick up trash around buildings and doorways within a radius of twenty feet.							
2.	Empty and put in new liner bag in trash cans under any covered area around buildings.							

**ATTACHMENT 2 GENERAL CLEANING SERVICES**

3.	Empty and reline all trash cans that are under cover at parking garages							
4.	Wash down steps and walks, as required; keeping them free of gum, tar and other foreign matter. (May have to be pressure cleaned.)							
5.	Sweep cobwebs and dust from walls around entrance and windows.							
6.	Shake and sweep down exterior floor mats.							
7.	Empty and clean all smoking urns. Refill sand, if applicable.							
8.	Canvas and pick up trash and debris from the parking lot throughout the day.							
9.	Sweep berries from around banyan tree at the Old Courthouse especially during "shedding" times.							
10.	Pick up trash within a 5 foot radius around parking garages.							
	<b>WEEKLY TASKS</b>	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
1.	High dust all office areas.							
2.	Dust vertical and horizontal surfaces.							
3.	Dust Venetian blinds.							
4.	Brush and vacuum all upholstered furniture and modular panels, as needed.							
5.	Scrub all non-skid tile floor areas, if applicable.							
	<b>WEEKLY MASTER RECYCLING BIN SERVICE</b>	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
1,	Take bin(s) to designated location for servicing and return once they are emptied.							



ATTACHMENT 2 GENERAL CLEANING SERVICES

FACILITY – VARIOUS DOWNTOWN FACILITIES		DATE _____, 20__											
	MONTHLY SERVICE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.	Vacuum all air conditioning grills and returns. Damp wipe with all purpose cleaner, if necessary. Do not remove grills.												
2.	Clean first floor light covers (external only).												
3.	Dust fans, if applicable.												
4.	Pressure wash steps and walks as needed.												
5.	Wash all first floor exterior window glass.												
6.	Scrub ceramic tile and grout in tile areas.												
7.	Spray buff or burnish all vinyl surfaced areas and Justice Center Marble floor.												
8.	Clean light covers in elevators as needed.												
	QUARTERLY SERVICE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.	Strip and re-wax all hard floors.												
2.	Clean interior window glass.												
3.	Clean carpet by extraction method. <b>Spills and heavily soiled areas are to be spot cleaned in between regularly scheduled carpet cleanings.</b>												
	SEMIANNUAL SERVICE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec



ATTACHMENT 3: LIBRARY CLEANING SERVICES

Facility		Date						
Fort Myers Regional Library, Talking Books, Meeting Room/Events Office Area, and Library Administration								
DAILY TASKS		M	Tu	W	Th	F	Sa	Su
1.	Empty and place a new liner bag (if needed) in trash receptacles. Damp wipe, if necessary.							
2.	Empty desk recycling totes into large recycling bin.							
3.	Spot clean walls, light switches and doors. (check for finger marks, spots, soil build-up, graffiti, etc.)							
4.	Damp mop floors including stairs and landings. Remove any gum, tar or other foreign matter.							
5.	Spot vacuum and/or brush all public and staff area carpet and upholstery (includes under the cushions).							
6.	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. (2 times per week) <i>Staff may request their desk be dusted/polished by leaving a note on their desk.</i>							
7.	Clean and sanitize drinking fountains.							
8.	Dust all unobstructed work areas.							
9.	Do other general and emergency cleaning as required.							
10.	Report any maintenance defects to the Library Facilities Coordinator.							
11.	Keep custodial closet clean.							
12.	Vacuum floor mats and wash as necessary.							
13.	Clean all main Library entrance, Staff Entrance							
14.	Clean counter tops at Circulation desk, Reference desks, and the Youth Services Information desk and Young Adult station and all table tops inside including shared surfaces in staff areas..							
15.	Damp mop floor, clean tables, chairs, sink and counters in break room.							
16.	Clean meeting room sink, counter refrigerator vacuum and wipe tables as needed							
17.	Clean counters and vending machine.							
18.	Clean all children's area tables, counters and chairs as needed.							
19.	Clean stainless steel railing on monumental staircase							
20.	Vacuum elevator floors							

ATTACHMENT 3: LIBRARY CLEANING SERVICES

21.	Sweep 2 <sup>nd</sup> floor outdoor reading deck and outside café deck								
22.	Clean “ribbon” in Youth Services area								
23.	Vacuum all floors daily in Ft. Myers Regional Library								
24.	Clean public computer surfaces								
25.	Spot clean interior vinyl/plastic furniture feet marks								
26.	Clean glass on monumental staircase								
27.	Clean/polish stone on monumental staircase								
28.	Clean elevator walls and doors								

<b>DAILY SERVICE – KITCHEN AREA</b> Fort Myers Regional Library, Talking Books, Meeting Room/Events Office Area, and Library Administration		M	Tu	W	Th	F	Sa	Su
1.	Clean sinks, counters, tables, chairs, with detergent/disinfectant.							
2.	Empty and place a new liner bag in trash receptacles. Spot clean and sanitize containers.							
3.	Re-supply paper towels and soap dispensers.							
4.	Damp wipe all kitchen appliances including vending machines.							
5.	Damp wipe walls, as necessary.							
6.	Damp mop floor.							

ATTACHMENT 3: LIBRARY CLEANING SERVICES

Facility		Date						
Fort Myers Regional Library, Talking Books, Meeting Room/Events Office Area, and Library Administration								
NIGHTLY SERVICE – RESTROOMS		M	Tu	W	Th	F	Sa	Su
1.	Clean toilets, urinals, sinks, counters, and baby changing stations with detergent/disinfectant.							
2.	Clean mirrors, soap dispensers, paper towel dispensers, and all plumbing fixtures.							
3.	Damp wipe all partitions and ledges.							
4.	Damp wipe walls, light switches and doors, if needed. (check for finger marks, spots, soil build-up, graffiti, etc.)							
5.	Clean under basins, around toilets and urinals.							
6.	Empty and place a new liner bag in trash receptacles. Spot clean and sanitize containers.							
7.	Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkin liners, sanitary napkins, etc. ( <b>ONLY ANTI-BACTERIAL FOAMING SOAP WILL BE ACCEPTABLE</b> )							
8.	Wet mop floors using detergent/disinfectant.							

ATTACHMENT 3: LIBRARY CLEANING SERVICES

<b>DAILY SERVICE – OUTSIDE</b> Fort Myers Regional Library, Talking Books, Meeting Room/Events Office Area, and Library Administration		M	Tu	W	Th	F	Sa	Su
1.	Sweep and pick up trash at all building entrances, (i.e., main entrance, staff entrance, etc.) within a radius of twenty feet.							
2.	Sweep and pick up trash around the entire building and property.							
3.	Empty and place a new liner bag in trash receptacles around buildings. Spot clean.							
4.	Wash down steps and walks, as required; keeping them free of gum, tar, and other foreign matter. <i>Clean glass and building areas if required after washing due to over spray.</i>							
5.	Sweep cobwebs and dust from walls around all entrances and windows.							
6.	Shake and sweep down exterior floor mats if applicable.							
7.	Clean smoking sand urns, refill as needed.							
8.	Clean tables/chairs/benches in the outside areas, where applicable.							
9.	Clean dumpster area.							

Facility		Date						
Fort Myers Regional Library								
<b>DAY PORTER DUTIES (as well as all duties assigned by FMRL Manager and/or County)</b>		M	Tu	W	Th	F	Sa	Su
1.	Clean toilets, urinals, sinks, counters, and baby changing stations with detergent/disinfectant.							
2.	Clean mirrors, soap dispensers, paper towel dispensers, and all plumbing fixtures.							
3.	Damp wipe all partitions, ledges, walls, light switches and doors.							
4.	Clean under basins, around toilets and urinals.							
5.	Empty and place a new liner bag in trash receptacles.							
6.	Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkin liners, sanitary napkins, etc. (ONLY ANTI-BACTERIAL FOAMING SOAP WILL BE ACCEPTABLE)							
7.	Sweep and mop floors as needed.							
8.	Empty and place a new liner bag in front entrance trash receptacles as needed							
9.	Sweep and pick up trash in vestibule entry and main lobby. Clean area glass if necessary.							

ATTACHMENT 3: LIBRARY CLEANING SERVICES

<b>WEEKLY TASKS</b> Fort Myers Regional Library, Talking Books, Meeting Room/Events Office Area, and Library Administration		<b>Completed</b>	<b>Date Completed</b>
1.	Clean all interior partition glass that can be reached.		
2.	High dust all public areas and staff areas.(above hand height) includes shelves, moldings, ledges, etc. (except bathrooms and bookshelves)		
3.	Dust vertical surfaces.		
4.	Dust venetian blinds and sun shades.		
5.			
6.	Dust mop and damp mop storage areas.		
7.	Dust all bookshelves and tops (shelf areas not covered by books) and window sills.		
8.	Dust and remove cobwebs from ceiling areas of standard height.		
9.	Spray buff all corridors, hallways, and lobbies if applicable.		
10.	Scrub all non-skid tile floor areas.		
11.	Vacuum and spot clean all public and staff area carpet and upholstery.		
12.	Brush, vacuum and/or spot clean all modular panels and upholstered furniture.		
13.	Clean (dirt/soil build-up) public area horizontal ledges, desks, tables, chairs, cabinets, equipment, etc. and study areas.		
14.	Take master recycling bin(s) to designated location for servicing and return once they are emptied.		
15.	Collect and dispose of trash from outside the buildings. This includes all planter areas, parking lot areas, and the lawn.		
16.	Clean wall ceramic tile in baths		
17.	Clean the exterior book drop screen and pick up debris near unit.		
18.	/dust all book returns		
19.	partitions at 2 <sup>nd</sup> floor public computers		
20.	door handles		
21.	Clean/sweep staff stairwells		
22.	Wipe down/dust vestibule surfaces		
23.	Clean all indoor vinyl/plastic furniture		

**JANITORIAL DETAIL CLEANING TASK - SPECIAL PROJECTS CHECKLIST**

Facility	Fort Myers Regional Library, Talking Books, Meeting Room/Events Office Area, and Library Administration	Date	,201
<b>A. MONTHLY SERVICE</b>		<b>Completed</b>	<b>Date Completed</b>
1.	Vacuum air conditioning grills and returns. Damp wipe with all-purpose cleaner, if necessary. Do not remove grills.		
2.	Clean light covers (external only).		
3.	Dust and/or clean ceiling fans, if applicable.		
4.	Pressure wash steps, walks and patios and furniture as needed; keeping them free of gum, tar, and other foreign matter. <i>Clean glass and building areas if required after washing due to over spray.</i>		
5.	clear areas of staff desks		
6.	Clean display alcove on first floor between displays at Ft. Myers Regional Library		
7.	Wipe down walls underneath public computers		

<b>B. QUARTERLY SERVICE</b> Fort Myers Regional Library, Talking Books, Meeting Room/Events Office Area, and Library Administration		<b>Completed</b>	<b>Date Completed</b>
1.	Wash venetian blinds (use all purpose cleaner or detergent), if applicable. Do not remove blinds from window.		
2.	Clean light fixtures and covers (interior) and all hanging pendant lighting. Remove cobwebs.		
3.	Clean awnings, if applicable.		
4.	Clean Carpet and Upholstery.		
5.	Clean book drops (interior/exterior, if applicable) and book drop carts.		
6.	Pressure wash exterior of building. <i>Clean glass and building areas if required after washing due to over spray.</i>		



ATTACHMENT 3: LIBRARY CLEANING SERVICES

7.	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.		
8.	Clean low-level interior/exterior windows. (may be required to be done more often).		
9.	Clean mechanical Room, Electrical Room, Data Room (with the assistance of county personnel), if applicable.		
10	Wax vinyl floors if applicable with approved manufacturer’s guidelines.		
11.	2 <sup>nd</sup> floor real wood table top across from Genealogy. Oil / polish per instructions, TBD		

<b>C. SEMI ANNUAL SERVICE</b> Fort Myers Regional Library, Talking Books, Meeting Room/Events Office Area, and Library Administration		<b>Completed</b>	<b>Date Completed</b>
1.	Strip and wax all non marmoleum vinyl floors		
2.	Clean high glass interior/exterior—this may require a sub contractor as it is high and a lift may be needed.		

ATTACHMENT 3: LIBRARY CLEANING SERVICES

**JANITORIAL DETAIL CLEANING TASK – FOR CORNOG PLAZA**

Facility		Fort Myers Regional Library, Talking Books, Meeting Room/Events Office Area, and Library Administration					Date	
<b>DAILY TASKS</b>		M	Tu	W	Th	F	Sa	Su
1.	Clean café exterior dining table/chair sets on café deck and sweep the deck							
2.	Empty desk recycling totes into large recycling bin.							
3.	Empty trash/recycling containers							
4.	Remove trash and provide general clean-up within fountain's reservoir of water, on reservoir ledge, and on featured sculpture in fountain reservoir							
5.	Remove trash on plaza pavers, in grassy areas, planter areas, amphitheater seating, and parking areas							
6.	Remove fallen palm fronds and sweep or blow plaza outdoor steps (including amphitheater) if necessary							
<b>WEEKLY TASKS: CORNOG PLAZA</b>		<b>Completed</b>			<b>Date Completed</b>			
1.	Wipe down trash/recycling containers							
2.	Remove gum, tar, and other foreign matters on plaza pavers							
<b>MONTHLY TASKS: CORNOG PLAZA</b>		<b>Completed</b>			<b>Date Completed</b>			
1.	Empty decorative cigarette butt receptacles to ensure no overflow							
<b>QUARTERLY TASKS: CORNOG PLAZA</b>		<b>Completed</b>			<b>Date Completed</b>			
1.	Pressure clean areas as needed-clean overspray from glass							