



Advertise Date: Tuesday, August 09, 2022

Lee County Board of County Commissioners
DIVISION OF PROCUREMENT MANAGEMENT

Request for Proposal (RFP) NON-CCNA

Solicitation No.: RFP220314SML

Solicitation Name: Custodial Services – South Zone

Open Date/Time: Friday, September 23, 2022 Time: 2:30 PM

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

Procurement Contact: Sara Long Title Procurement Analyst

Phone: (239) 533-8886 Email: SLong@leegov.com

Requesting Dept. COUNTY WIDE

Pre-Solicitation Meeting:

Type: NON-Mandatory

Date/Time: Please review page 2 and page 3 of this Solicitation Package

Location: Various - Please review page 2 and page 3 of this Solicitation Package

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

**FUNDED IN PART OR IN WHOLE BY:
Federal Emergency Management Agency (FEMA)**



Notice to Contractor / Vendor / Proposer(s)

REQUEST FOR PROPOSAL (RFP)

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

RFP220314SML – Custodial Services - South Zone

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

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

2:30 PM Friday, September 23, 2022

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

Non-Mandatory Pre-Proposal Site Visit Schedule:

The Pre-Proposal Site Visit/Meeting will begin at Solid Waste, Topaz Annex at 6421 Topaz Court, Fort Myers, FL at 10:00am on Monday, August 22, 2022. Once complete at the first location, the Pre-Proposal meeting will move to the next location as listed below and so on until all locations have been visited. The second day of Pre-Proposal Site Visit/Meeting will begin at the Captiva Memorial Library at 11560 Chapin Lane, Captiva, FL @ 10:00AM on Tuesday, August 23, 2022. The third day of Pre-Proposal Site Visit/Meeting will begin the Sheriff Substation – Daniels Parkway at 9001 Daniels Parkway #300 @ 10:00AM on Wednesday, August 24, 2022. Once complete at the first location, the Pre-Proposal meeting will move to the next location as listed below and so on until all locations have been visited. One tour of each location will be provided for all those in attendance. There will not be a “window of opportunity” for potential proposers to stop in and request additional viewing after the pre-proposal conference. Potential proposers or sub-contractors who show up after the pre-proposal conference will be turned away. Site visits outside of this pre-proposal conference will not be considered.

	Day 1 – Monday, August 22, 2022	Location Address
	Building Names	
1	Solid Waste, Topaz Annex (10:00am)	6421, 6431, 6441 Topaz Court, Fort Myers, FL
2	Fleet Management, Lee County Sheriff’s Office	6035 Landing View Road, Fort Myers, FL
3	Environmental Lab	160 Danley Drive, Fort Myers, FL
4	Sheriff, Public Safety and Sub Central District	14750 Six Mile Cypress Parkway, Fort Myers, FL
5	Lakes Regional Library	15290 Bass Road, Fort Myers, FL
6	Sheriff’s Substation – West District	15651 Pine Ridge Road, Fort Myers, FL
7	LeeTran Beach Park and Ride	11101 Summerlin Square Drive, Fort Myers, FL

	Day 2 – Tuesday, August 23, 2022 Building Names	Location Address
1	Captiva Memorial Library (10:00am)	11560 Chapin Lane, Captiva, FL
2	Sanibel Toll Plaza	18700 McGregor Blvd, Fort Myers, FL
3	LeeWay Service Center	1366 Colonial Blvd, Fort Myers, FL
4	Cape Coral Toll Facility	10100 College Parkway, Fort Myers, FL
5	Lee County Utilities Maintenance and Electrical Building	7401 College Parkway, Fort Myers, FL
6	Lee County Utilities Maintenance Warehouse	7401 College Parkway, Fort Myers, FL
7	Lee County Utilities Customer Service Center	7391 College Parkway, Fort Myers, FL

	Day 3 – Wednesday, August 24, 2022 Building Names	Location Address
1	Sheriff's Substation – Daniels Parkway	9001 Daniels Parkway #300, Fort Myers, FL
2	Sheriff's Evidence/Forensics Building	10070 Intercom Drive, Fort Myers, FL
3	South County Regional Library	21100 Three Oaks Parkway, Estero, FL
4	Sheriff's Substation – Bonita Springs Mini	10520 Reynolds Street, Bonita Springs, FL
5	Bonita Springs Library	26876 Pine Avenue, Bonita Springs, FL
6	Sheriff's Substation – South District	8951 Bonita Beach Road Unit 565, Bonita Springs, FL

LOCATIONS NOT INCLUDED IN THE PREBID TOURS:	Location Addresses:	HOURS OF OPERATION:
Bowditch Point Regional Park	50 Estero Blvd, Fort Myers Beach, FL	Sunrise - Sunset
Lynn Hall Park	950 Estero Blvd, Fort Myers Beach, FL	Sunrise - Sunset
Crescent Beach Family Park	1100 Estero Blvd, Fort Myers Beach, FL	Sunrise - Sunset
Lakes Regional Park	7330 Gladiolus Drive, Fort Myers, FL	7am - Dusk
Bonita Beach Parks/Imperial River Boat Ramp	27551 S. Tamiami Trail, Bonita Springs, FL	Sunrise - Sunset

Sara Long SLong@LeeGov.com

Sincerely,

Adam Brooke, CPPO, CPPB
Procurement Manager

*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 22-06
 - 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 22-06
 - 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.lee.gov/procurement. It is solely the proposer’s responsibility to check the website for information. No notifications will be sent by Lee County Procurement Management Division.
 - 8.3. All Addenda shall become part of the Contract Documents.
 - 8.4. The County shall not be responsible for oral interpretations given by any County employee, representative, or others. Interpretation of the meaning of the plans, specifications or any other contract document, or for correction of any apparent ambiguity, inconsistency or error there in, shall be in writing. Issuance of a written addendum by the County’s Procurement Management Division is the only official method whereby interpretation, clarification or additional information can be given.
9. QUALITY GUARANTEE/WARRANTY (as applicable)
- 9.1. Proposer will guarantee their work without disclaimers, unless otherwise specifically approved by the County, for a minimum of twelve (12) months from final completion.
 - 9.2. Unless otherwise specifically provided in the specifications, all equipment and materials and articles incorporated in the work covered by this contract shall be new, unused and of the most suitable grade for the purpose intended. Refurbished parts or equipment are not acceptable unless otherwise specified in the specifications. All warranties will begin from the date of final completion.
 - 9.3. Unless otherwise specifically provided in the specifications, the equipment must be warranted for twelve (12) months, shipping, parts and labor. Should the equipment be taken out of service for more than forty-eight (48) hours to have warranty work performed, a loaner machine of equal capability or better shall be provided for use until the repaired equipment is returned to service at no additional charge to the County.
 - 9.4. If any product does not meet performance representation or other quality assurance representations as published by manufacturers, producers or distributors of such products or the specifications listed, the vendor shall pick up the product from the County at no expense to the County. The County reserves the right to reject any or all materials, if in its judgment the item reflects unsatisfactory workmanship or manufacturing or shipping damage. The vendor shall refund, to the County, any money which has been paid for same.

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

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

11. ADDITIONS, REVISIONS AND DELETIONS

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

12. NEGOTIATED ITEMS

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

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

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

14. CONFIDENTIALITY

- 14.1. Proposers should be aware that all proposals provided are subject to public disclosure and will **not** be afforded confidentiality, unless provided by Chapter 119 Florida Statute.
- 14.2. If information is submitted with a proposal that is deemed "Confidential" the proposer must stamp those pages of the proposal that are considered confidential. The proposer must provide documentation as to validate why these documents should be declared confidential in accordance with Chapter 119, "Public Records," exemptions.
- 14.3. Lee County **will not reveal engineering estimates or budget amounts for a project** unless required by grant funding or unless it is in the best interest of the County. According to Florida State Statute 337.168:

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

15. CONFLICT OF INTEREST

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

And:

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

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

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

16. ANTI-LOBBYING CLAUSE (Cone of Silence)

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

17. DRUG FREE WORKPLACE

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

18. FLORIDA CERTIFIED ENTERPRISES

18.1. The County encourages the use of Florida Certified Enterprises such as such as Disadvantaged, Minority, Women, Veterans Business Enterprise (DBE, MBE, WBE, VBE) firms.

18.2. Bidder/Proposer is requested to indicate whether the Firm and/or any proposed sub-consultants are a Florida Certified Enterprise. Lee County encourages the utilization and participation of DBE, MBE, WBE, VBE or similar 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 (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 1st place rankings shall be deemed the first ranked proposer. In the event a tie still exists the proposer with the highest number of 2nd, place rankings shall be the first ranked proposer. Should a tie still remain the method used above will continue with each ranking level, 3rd, then 4th, then 5th, etc. rank, will be counted until the tie is broken.
 - 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 1st 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). 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 22-06 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 22-06 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 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 22-06.
- 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. LOCAL VENDOR PREFERENCE

- 35.1. The Procurement Management Department will adhere to the Lee County Ordinance No. 22-06, and as may be amended from time to time (the County's "Local Vendor Preference"). It shall be at the discretion of the County Manager or Designee whether to apply Local Vendor Preference to any particular Solicitation.
- 35.2. The County's Local Vendor Preference, as it relates to Bidding preferences for local Vendors, is not applicable to Solicitations or Contracts when Commodities and/or Services may be provided in the event of an Emergency.
- 35.3. The County's Local Vendor Preference shall not apply in any procurement for Commodities or Services if the use of the Local Vendor Preference is prohibited by the terms of a grant or funding agreement or other prevailing law or policy.

36. INSURANCE (AS APPLICABLE)

- 36.1. Insurance shall be provided by the awarded proposer. Upon request, a certificate of insurance (COI) complying with the attached guide shall be provided by the proposer.

End of Terms and Conditions Section



**Lee County Insurance Requirements
including Janitorial Bond**

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.

**SUPPLEMENTAL CONDITIONS AND CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY
CONTRACTS UNDER FEDERAL AWARDS**

1. FEDERAL FUNDING

- 1.1 When property or services are procured using funds derived from a Federal grant or Agreement whether direct to the County or “pass-through” from another entity, the County is required to and will follow the Federal procurement standards in the “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”, 2 C.F.R. Sections 200.213 and 200.317 through 200.326.
- 1.2 CONTRACTOR, further referred to as CONSULTANT/CONTRACTOR/VENDOR within this section, shall work with the County under this Agreement to assure that it will comply with the following statutes and regulations to the extent applicable:
- (1) 2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Appendix II
 - (2) The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. 5121 et seq., and Related Authorities
 - (3) Sections 1361(A) of the National Flood Insurance Act of 1968, 42 U.S.C. 4104c, as amended by the National Flood Insurance Reform Act of 1994, Public Law 103-325 and the Bunning-Bereuter-Blumenauer Flood Insurance Reform Act of 2004, Public Law 108-264
 - (4) 31 CFR Part 25 Rules and Procedures for Funds Transfers

Contract Cost and Price: For every procurement in excess of the Simplified Acquisition Threshold, including contract modifications, the County shall perform a cost or price analysis in connection with every procurement subject to Federal procurement guidelines, which shall include an independent estimate of cost prior to issuing bids or proposals. For proposals where price is not considered in the award, profit shall be negotiated as a separate element of the price. In determining whether profit is fair and reasonable, the County shall consider the complexity of work, the risk to be borne by the contractor, the contractor’s investment, the amount of subcontracting necessary, the quality of the contractor’s record and past performance, and industry profit rates for the surrounding geographical area. “Cost Plus Percentage” methods for determining profit may not be used.

2. EQUAL EMPLOYMENT OPPORTUNITY

- 2.1. During the performance of this contract, the contractor agrees as follows:
- 2.1.1. The CONSULTANT/CONTRACTOR/VENDOR will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The CONSULTANT/CONTRACTOR/VENDOR will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONSULTANT/CONTRACTOR/VENDOR agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
 - 2.1.2. The CONSULTANT/CONTRACTOR/VENDOR will, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT/CONTRACTOR/VENDOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
 - 2.1.3. The CONSULTANT/CONTRACTOR/VENDOR will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another

employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the CONSULTANT/CONTRACTOR/VENDOR's legal duty to furnish information.

- 2.1.4. The CONSULTANT/CONTRACTOR/VENDOR will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the CONSULTANT/CONTRACTOR/VENDOR's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 2.1.5. The CONSULTANT/CONTRACTOR/VENDOR will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- 2.1.6. The CONSULTANT/CONTRACTOR/VENDOR will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- 2.1.7. In the event of the CONSULTANT/CONTRACTOR/VENDOR's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the CONSULTANT/CONTRACTOR/VENDOR may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- 2.1.8. The CONSULTANT/CONTRACTOR/VENDOR will include the provisions of paragraphs (a) through (h) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each sub-CONSULTANT/CONTRACTOR/VENDOR. The CONSULTANT/CONTRACTOR/VENDOR will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the CONSULTANT/CONTRACTOR/VENDOR becomes involved in, or is threatened with, litigation with a sub-CONSULTANT/CONTRACTOR/VENDOR as a result of such direction, the CONSULTANT/CONTRACTOR/VENDOR may request the United States to enter into such litigation to protect the interests of the United States.

3. MAINTENANCE OF RECORDS

- 3.1. The CONSULTANT/CONTRACTOR/VENDOR will keep and maintain adequate records and supporting documentation applicable to all of the services, work, information, expense, costs, invoices and materials provided and performed pursuant to the requirements of this agreement. Said records and documentation will be retained by the CONSULTANT/CONTRACTOR/VENDOR for a minimum of five (5) years from the date of termination of this agreement, or for such period is required by law.
- 3.2. CONSULTANT/CONTRACTOR/VENDOR shall provide, when requested, access by the County, Federal granting agency, the Comptroller General of the United States, or any of their duly authorized representatives

to any books, documents, papers, and records of the CONSULTANT/CONTRACTOR/VENDOR which are directly pertinent to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

- 3.3. CONSULTANT/CONTRACTOR/VENDOR agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- 3.4. CONSULTANT/CONTRACTOR/VENDOR agrees to provide the GRANT AGENCY Administrator or his authorized representatives' access to construction or other work sites pertaining to the work being completed under the contract.
- 3.5. CONSULTANT/CONTRACTOR/VENDOR shall retain all records associated with this solicitation and any agreements that are created in response to the solicitation for a period of no less than five (5) years after final payments and all other pending matters are closed.
- 3.6. The County and its authorized agents shall, with reasonable prior notice, have the right to audit, inspect and copy all such records and documentation as often as the County deems necessary during the period of this agreement, and during the period as set forth in the paragraphs above; provided, however, such activities shall be conducted only during normal business hours of the CONSULTANT/CONTRACTOR/VENDOR and at the expense of the County.

4. DHS SEAL, LOGO, AND FLAGS

- 4.1. The CONSULTANT/CONTRACTOR/VENDOR shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific GRANT AGENCY pre-approval.

5. LOCAL VENDOR PREFERENCE EXCLUSION:

- 5.1. Local Vendor Preference Ordinance has been waived for this service/purchase request and any and all references contained herein are non-applicable to this request and subsequent contract and/or purchase order(s).

6. COMPLIANCE WITH FEDERAL LAW, REGULATIONS, and EXECUTIVE ORDERS

- 6.1. This is an acknowledgment that GRANT AGENCY financial assistance will be used only to fund the services requested. The CONSULTANT/CONTRACTOR/VENDOR will comply with all applicable federal law, regulations, executive orders, GRANT AGENCY policies, procedures, and directives.

7. NO OBLIGATION BY THE FEDERAL GOVERNMENT

- 7.1. The Federal Government is not a party to this solicitation and is not subject to any obligations or liabilities to the non-Federal entity, CONSULTANT/CONTRACTOR/VENDOR, or any other party pertaining to any matter resulting from the Solicitation.

8. FRAUD and FALSE OR FRAUDULENT OR RELATED ACTS

- 8.1. The CONSULTANT/CONTRACTOR/VENDOR acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to the CONSULTANT/CONTRACTOR/VENDORS actions pertaining to this solicitation.

9. SUBCONTRACTS

- 9.1. The selected firm must require compliance with all federal requirements of all sub-CONSULTANT/CONTRACTOR/VENDORS performing work for Prime CONSULTANT/CONTRACTOR/VENDOR under this Agreement, by including these federal requirements in all contracts with sub-CONSULTANT/CONTRACTOR/VENDORS.

10. CONFLICT OF INTEREST

- 10.1. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officers, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from CONSULTANT/CONTRACTOR/VENDORS or parties to subcontracts.

11. EMPLOYMENT ELIGIBILITY VERIFICATION SYSTEM (E-VERIFY)

- 11.1. Statutes and Executive Orders require employers to abide by the Immigration laws of the United States and to employ only individuals who are eligible to work in the United States. The Employment Eligibility Verification System (E-Verify) operated by the U.S. Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) to provides an internet-based means of verifying employment eligibility of workers in the united States; it is not a substitute for any other employment eligibility verification requirements.
- 11.2. Sub-CONSULTANT/CONTRACTOR/VENDOR requirement: Vendors shall require all subcontracted vendors to flow down the requirement to use E-Verify to sub-CONSULTANT/CONTRACTOR/VENDORS.
- 11.3. It shall be the vendor's responsibility to familiarize themselves with all rules and regulations governing this program.
- 11.4. For additional information regarding the Employment Eligibility Verification System (E-Verify) program visit the following website: <http://www.dhs.gov/E-Verify>.

12. ENERGY POLICY AND CONSERVATION ACT

- 12.1. CONSULTANT/CONTRACTOR/VENDOR must follow any mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

13. SMALL AND MINORITY BUSINESS, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS

- 13.1. Place qualified small and minority businesses and women's business enterprises on solicitation lists.
- 13.2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
- 13.3. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
- 13.4. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
- 13.5. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
- 13.6. Requiring the prime CONSULTANT/CONTRACTOR/VENDOR, if subcontracts are to be let, to take the five previous affirmative steps.

14. DOMESTIC PREFERENCES FOR PROCUREMENT (2 C.F.R. § 200.322)

- 14.1. As appropriate and to the greatest extent consistent with law, state and non-state entities should, to the greatest extent practicable under its GRANT AGENCY award, provide a preference for the purchase of goods, products or materials produced in the United States (including but not limited to iron, aluminum, steel, cement and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. 2 C.F.R. § 200.322 also provides specific definitions for “Produced in the United States” and “manufactured products” that states should review.

15. PROHIBITION ON CONTRACTING FOR COVERED TELECOMMUNICATIONS OR SERVICES (2 C.F.R. § 200.216)

- 15.1. 2 C.F.R. § 200.216 prohibits state and non-state entities from obligating or expending loan or grant funds to procure or obtain, extend or renew a contract to procure or obtain, or enter into a contract (or extend or renew a contract) to procure or obtain, equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system as identified in Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. See Prohibitions on Expending GRANT AGENCY Award Funds for Covered Telecommunications Equipment or Services- Interim Policy for additional information.

16. TERMINATION FOR CAUSE AND/OR CONVENIENCE

- 16.1. The County, by written notice to the CONSULTANT/CONTRACTOR/VENDOR, may terminate this Agreement with or without cause (for convenience), in whole or in part, when the County determines in its sole discretion that it is in the County’s best interest to do so. In the event of termination the CONSULTANT/CONTRACTOR/VENDOR will not incur any new obligations for the terminated portion of the Agreement after the CONSULTANT/CONTRACTOR/VENDOR has received notification of termination.
- 16.2. If the Agreement is terminated before performance is completed, the CONSULTANT/CONTRACTOR/VENDOR shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed an amount that is the same percentage of the Agreement price as the amount of work satisfactorily completed is a percentage of the total work called for by this Agreement. All work in progress shall become the property of the County and shall be turned over promptly by the CONSULTANT/CONTRACTOR/VENDOR.

17. SUSPENSION AND DEBARMENT

- 17.1. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the CONSULTANT/CONTRACTOR/VENDOR is required to verify that none of the CONSULTANT/CONTRACTOR/VENDOR, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. §180.935).
- 17.2. The CONSULTANT/CONTRACTOR/VENDOR must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

- 17.3. This certification is a material representation of fact relied upon by the awarded CONSULTANT/CONTRACTOR/VENDOR. If it is later determined that the CONSULTANT/CONTRACTOR/VENDOR did not comply with 2 C.F.R. pt.180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to Lee County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- 17.4. The CONSULTANT/CONTRACTOR/VENDOR agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

18. RECOVERED MATERIALS

- 18.1. In the performance of this contract, the CONSULTANT/CONTRACTOR/VENDOR shall make maximum use of products containing recovered material that are EPA-designated items unless the product cannot be acquired:
- Competitively within a timeframe providing for compliance with the contract performance schedule.
 - Meeting contract performance requirements; or
 - At a reasonable price.
- 18.2. Information about this requirement is available EPA'S Comprehensive Procurement Guidelines web site, <http://www.epa.gov/cpg/> The list of EPA- designate items is available at <http://www.epa.gov/cpg/products/htm>

19. REMEDIES

- 19.1. In the event the CONSULTANT/CONTRACTOR/VENDOR fails to satisfactorily perform or has failed to adhere to the terms and conditions under this Agreement, the County may, upon fifteen (15) calendar days written notice to the CONSULTANT/CONTRACTOR/VENDOR and upon the CONSULTANT/CONTRACTOR/VENDOR's failure to cure within those fifteen (15) calendars days, exercise any one or more of the following remedies, either concurrently or consecutively:
- 19.1.1. Withhold or suspend payment of all or any part of a request for payment.
- 19.1.2. Require that the CONSULTANT/CONTRACTOR/VENDOR refund to the County any monies used for ineligible purposes under the laws, rules and regulations governing the use of these funds.
- 19.1.3. Exercise any corrective or remedial actions, to include but not be limited to:
- 19.1.4. Requesting additional information from the CONSULTANT/CONTRACTOR/VENDOR to determine the reasons for or the extent of non-compliance or lack of performance.
- 19.1.5. Issuing a written warning to advise that more serious measures may be taken if the situation is not corrected.
- 19.1.6. Advising the CONSULTANT/CONTRACTOR/VENDOR to suspend, discontinue or refrain from incurring costs for any activities in question; or
- 19.1.7. Requiring the CONSULTANT/CONTRACTOR/VENDOR to reimburse the County for the amount of costs incurred for any items determined to be ineligible.

20. OTHER REMEDIES AND RIGHTS

- 20.1. Pursuing any of the above remedies will not keep the County from pursuing any other rights or remedies, which may be otherwise available under law or in equity. If the County waives any right or remedy in this Agreement or fails to insist on strict performance by the CONSULTANT/CONTRACTOR/VENDOR, it will not affect, extend or waive any other right or remedy of the County, or affect the later exercise of the same right or remedy by the County for any other default by the CONSULTANT/CONTRACTOR/VENDOR.
- 20.2. Unless otherwise provided by the Contract, all claims, counterclaims, disputes, and other matters in question between the County and the CONSULTANT/CONTRACTOR/VENDOR arising out of or relating to the Agreement between the parties, or the breach of it, that cannot be resolved by and between the parties after conferring in good faith, will be decided by a court of competent jurisdiction pursuant to Florida law. If such dispute is in state court, venue shall be in the Twentieth Judicial Circuit Court in and for Lee County, Florida. If in federal court, venue shall be in the U.S. District Court for the Middle District of Florida, Ft. Myers Division.

21. CONTRACT WORK HOURS & SAFETY STANDARDS (40 U.S.C. 3701-3708)

- 21.1. Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- 21.2. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
- 21.3. Withholding for unpaid wages and liquidated damages. The State of Florida Division of Emergency Management shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
- 21.4. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

22. CLEAN AIR ACT

- 22.1. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
- 22.2. The contractor agrees to report each violation to the GRANT AGENCY and the Regional Office of the Environmental Protection Agency and understands and agrees that the GRANT AGENCY and the Regional

Office of the Environmental Protection Agency will, in turn, report each violation as required to assure notification to the County, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

- 22.3. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by GRANT AGENCY.

23. FEDERAL WATER POLLUTION CONTROL ACT

- 23.1. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
- 23.2. The contractor agrees to report each violation to the GRANT AGENCY and the Regional Office of the Environmental Protection Agency and understands and agrees that the GRANT AGENCY and the Regional Office of the Environmental Protection Agency will, in turn, report each violation as required to assure notification to the County, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- 23.3. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by GRANT AGENCY.

24. BYRD ANTI-LOBBYING AMENDMENT

- 24.1. CONSULTANT/CONTRACTOR/VENDORS who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with nonfederal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

End of Supplemental Conditions

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. TWO STEP RFP PROCESS – BASIS OF AWARD

1.1. The RFP/Evaluation process for this solicitation shall be completed in a two-step process:

1.1.1. 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 the Lee County Procurement Ordinance 22-06.

1.1.2. Upon completing Step One of the initial evaluation meeting, the top three ranked Vendors will move into Step Two of the RFP evaluation process. At this time, the pricing of the top three ranked Vendors will be opened, and a final award(s) will be made to the lowest most responsive and responsible Vendor per location.

1.1.3. Both Step One and Step Two documents must be received by the opening date of the solicitation, however it is **REQUIRED that Step Two Documents (Pricing) must be submitted in a SEPARATE SEALED ENVELOPE.**

1.1.3.1. **Failure to separate the Step Two Documents (Pricing) will deem your submission as non-responsive.**

2. BACKGROUND CHECKS

2.1. The Vendor shall conduct background checks of its employees, agents, representatives, and subcontractors who perform the services provided for the County. The cost of the background checks shall be borne by the Vendor.

2.2. At a minimum, the following background and criminal history areas must be checked and screened:

- Social Security Trace and Address History
- National Federal Criminal Search
- National Criminal Database
- County Criminal
- National Sex Offender Registry and Violent Abuse Registry

2.3. The Vendor may be required to provide proof and documentation of those background checks to the County. The County may require that the Vendor exclude employees, agents, representative, or subcontractors based on the background checks outcomes and results.

2.4. The Vendor must ensure that all persons have a responsibility to self-report to the Vendor within three (3) calendar days any arrest for any disqualifying offense. The Vendor must notify the County within twenty-four (24) hours of all details concerning any reported arrest.

2.5. Upon the request of the County, the Vendor shall re-screen or perform background checks any of its employees, agents, representatives, and subcontractors performing the required services for the County during the entire term of the agreement.

2.6. The Vendor must use the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all its employees, agents, representatives, and subcontractors hired during the term of the Contract for the services specified.

3. EXAMINATION OF SITE AND OTHER RELATIVE MATERIAL

- 3.1. It is highly encouraged that all interested Vendors attend the non-mandatory pre-proposal site visit meeting to 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. Each facility's proposed cost shall be submitted in a **SEPARATE SEALED ENVELOPE**. Pricing will not be assigned points or used to evaluate Vendor qualifications.
 - 4.1.1. When Vendor's are considering their bid response, Vendor's shall include in each location total proposal total cost needed to accomplish all required tasks per location including daily labor (including Day Porter as needed). In the Bid Response Tabulation, there is a section to include hourly rates, however they are for informational purposes only and shall only be used outside of normal service as reflected in the solicitation.
 - 4.1.2. 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.
 - 4.1.3. The County will not be responsible or liable for any equipment left on site, theft, vandalism or equivalent.
- 4.2. Vendors may submit pricing on one, some, or all locations; however, all bid locations must include pricing for all three service frequencies (Monthly, Quarterly, and Semiannual). Pricing for each service frequency shall include all necessary staff labor, supplies, materials, etc. necessary to fully complete Scope of Service.
- 4.3. Bid Pricing shall be inclusive of all needs to accomplish the completion of each location's Monthly, Quarterly, and Semiannual requested service. This shall include all necessary staff labor, supplies, materials, etc. needed to fully comply with the awarded contract Location Scope of Service. The hourly rates and dusting/vacuuming rate requested separately on the Bid Proposal Form are not considered for the award of contract and are only utilized in the case of work needed outside the normal scope of service (i.e.- in an emergency situation where additional staff is needed). If any of the positions/services listed in the Rate section on the Bid Proposal Form are required for Vendor to complete normal Monthly, Quarterly, or Semiannual Service, the Vendor shall include the cost for such positions and services in their Monthly, Quarterly, and Semiannual price.

5. METHOD OF PAYMENT & INVOICING

- 5.1. The accepted price for the services, consumables and special projects shall 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. Monthly amounts shall be inclusive of the services performed for the daily, weekly, and monthly identifiers as well as the unique service identifiers (of daily, weekly, and monthly) per location.

5.1.2. Quarterly service identifiers and quarterly unique services shall be grouped together, as well as semiannual identifiers and unique services.

5.2. Invoicing for the used consumables shall be invoiced separately to the county per location, monthly and accompanied by a paid receipt from the Vendor's distributor.

6. PROJECT FUNDING NOTICE

6.1. This contract is for normal day to day custodial services. However, there may be times due to declared emergencies that custodial services are required and may be funded in whole or in part by the Federal Emergency Management Agency (FEMA). As such, during emergency as ordered by the County, the Vendor agrees to abide by and comply with all Federal terms, conditions, provisions, certifications, affidavits, or otherwise as applicable and stated within this solicitation package and further agrees to incorporate all such clauses, provisions, and regulations into any sub-contracted agreements or relationships Vendor creates to support Vendor's servicing to County under this Agreement.

6.1.1. The Purchase Order will list any alternate funding sources should they apply.

End of Special Conditions

SCOPE OF WORK

1. GENERAL SCOPE OF SERVICES

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

2. PROJECT OBJECTIVE

- 2.1. Provide and maintain adequate staff to oversee and manage custodial services assigned in this solicitation on a daily, weekly, monthly, quarterly, and semi-annual basis.
- 2.2. Provide all materials and equipment to complete tasks as assigned via the solicitation and from Facility managers.
- 2.3. Provide all consumables for all locations noted in the solicitation.
- 2.4. Locations in this solicitation will all have basic tasks to be completed but each location may have a specific and unique task to its location. All unique tasks are notated with a description and necessary completion timeline.

3. UNIFORMS

- 3.1. 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 uniform shirts for cleaning personnel. All shirts shall have company name and logo on them.
- 3.2. Each employee shall wear, at all times, while on County property a photo identification badge, provided by the County.

4. SECURITY

- 4.1. Certain areas, which shall be identified by the County, upon award of the contract, are considered "sensitive" due to the type of information on file within these areas. Access to these areas shall be limited to only certain authorized Vendor's personnel at specific times during the day.
- 4.2. The County will issue all janitorial keys to the Vendor. As a result of any loss of keys, a fee may be assessed to the Vendor for the replacement of any keys and/or for the cost of changing of locks. The sole decision, regarding changing the locks and assessed fees, rests with the County.
- 4.3. Vendor shall be responsible for acting in accordance with security guidelines, during entering, exiting, and cleaning of all locations.
- 4.4. If the Vendor does not always comply with the security check procedure, it may be grounds for termination of the custodial contract.

5. SUPERVISION AND SAFETY

5.1. 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/service hours or provide crew leader(s) on the premises to carry out the responsibility. The supervisor/manager or crew leader(s) shall have the authority to act as agent for the Vendor in his/her absence and shall be fully qualified to implement the contract specifications.

5.2. The Vendor shall be responsible for instructing their employees in all safety measures. All equipment used by the Vendor shall be always maintained in safe operating condition, free from defects or wear, which may in any way constitute a hazard to any person or persons on County property. All electrical equipment shall be properly grounded. All employees must wear proper personal protective equipment while working on County premises.

6. MATERIALS, CHEMICALS AND EQUIPMENT

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

6.1.1. The Vendor shall furnish and maintain all the necessary equipment to perform services. The County may conduct an inventory to verify equipment quantities and condition. This is applicable for equipment to complete the tasks (i.e., mops, vacuums, brooms, etc.).

6.1.2. As a requirement, upon the request of the County, the Vendor shall provide a list of all materials and supplies utilized. All cleaning materials such as bathroom cleaners, general purpose cleaners, and glass cleaners must meet Green Seal requirements.

6.1.3. The Vendor shall furnish MSDS/SDS sheets on all chemicals to be utilized within 10 days after the award of the bid.

6.1.4. Under no circumstances shall any aerosol cleaning products be utilized. Soap dispensers shall be supplied by the Vendor and filled with antibacterial soap.

6.1.5. Vendor shall use only vacuum cleaners with the Hepa filtration system. Vacuums must be approved for use by the County's Department Representative. If at any time during this contract, the vacuum cleaners need to be replaced, the replacement must have a Hepa filtration system and be approved by the County's Department Representative. Filters must be changed as required by vacuum equipment manufacturer.

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

7. CONSUMABLES USAGE

7.1. The cost of the consumables used for each location under the contract shall be reimbursable to the Vendor. The Vendor shall invoice the cost of consumables used per location monthly. Each invoice of reimbursed consumables shall include the original invoice. No increases or mark-ups above and beyond the original cost of the consumable products are allowed. Pricing for consumables shall be for actual costs paid.

7.2. The payment of consumable supplies (toilet paper, antibacterial soap, paper towels, etc.) shall be invoiced to each department or facility manager with a copy of the paid invoice from the Vendor. These items are not to be marked up or have a price increase passed onto the county.

7.2.1. Vendor shall request and receive prior written approval of any special consumable requested outside of toilet paper, soap, and/or paper towels for use by individual departments based on needs. Approval of such items is at the sole discretion of the County and individual County department.

7.3. Lee County requires that only recycled paper products be provided.

7.4. Lee County departments may choose, at their sole discretion, to purchase consumables and provide to the Vendor.

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

8. QUALITY STANDARDS

- 8.1. In general, the achievement of the desired standards as outlined herein shall result in an almost complete absence of visible soil. To maintain the facilities in this condition, Vendor must immediately remove any visible soil which is found during their inspection. For purposes of definition, absence of visible soil shall be as follows:
- 8.1.1. Absence of dust on horizontal and vertical surfaces of floors, walls, ledges, furniture, and equipment.
 - 8.1.2. Absence of litter and trash on floor and horizontal surfaces of equipment.
 - 8.1.3. Absence of finger marks, spots, and soil build-up on walls, partitions, doors, dividers, etc.
 - 8.1.4. Absence of encrustation, soil, and wax build-up on floors, particularly in corners, along edges and baseboards, around door jambs, and around furniture and equipment legs and bases.
 - 8.1.5. 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.
 - 8.1.6. Absence of dust, spots, soil build-up and encrustations on furniture and equipment surfaces and legs.
 - 8.1.7. Absence of dust, lint, and litter on upholstered furniture.
 - 8.1.8. Absence of soil, litter, dust and encrustations in ash trays, urns, wastebaskets, and trash containers. Wastebaskets and trash containers to be washed when found in the condition of spills, soils, etc. on the inside and outside of the container.
 - 8.1.9. Absence of marks, spots, stains and streaks on interior and exterior entrance door and lobby glass and all partition glass.
 - 8.1.10. Absence of soil and dust on window blinds, shades, sills, frames, and ledges.
 - 8.1.11. Absence of other visible soil and cobwebs on horizontal surfaces including ceilings.
 - 8.1.12. Absence of trash in building. Trash shall be collected and removed to designated area.
 - 8.1.13. Absence of soil, litter, dust and spots from all carpets, mats, and floors.
 - 8.1.14. Absence of streaks, spots, stains from all brightwork, where appropriate. All brightwork shall be polished dry to a high sheen.

8.2. WORKSMANSHIP AND INSPECTIONS

- 8.2.1. The County shall be the sole judge to any and all questions which may arise as to the quality, performance, and acceptability of materials used and work performed, as well as the manner of performance.
- 8.2.2. Workmanship shall be of the highest quality. The Vendor shall, at all times, enforce strict discipline and good order among its employees.
- 8.2.3. All work that does not meet the specifications must be corrected and evaluated by the County. The County has the right to deny a monthly payment for work not completed for that period of time.

9. STORAGE

- 9.1 When possible, the County may provide areas for storage of the Vendor's supplies and equipment. At all times, the storage areas shall be maintained by the Vendor in a clean, orderly, and safe condition.
- 9.2 The County shall have key access to the storage of the inventory, for inventory control, necessary restocking and in an emergency capacity.

10. TRASH REMOVAL

- 10.1. The Vendor shall utilize the trash receptacles and disposal system as each individual location and shall provide their own dumpster trash transport equipment, as required (i.e., pully cart, wheel cart).

- 10.2. The County participates in various recycling programs (i.e., paper, aluminum cans). All specially labeled bins must be emptied into the master recycling bins. Each evening, (or as designated) the recycling bin(s) located at each workstation, are to be emptied in the appropriate master recycling bin.
- 10.3. Master Recycling Bin(s): As designated, the Master Recycling Bins are to be taken to a specific location so they can be serviced by a recycling contractor. Once they have been emptied by the recycling contractor, the bins are to be taken back to their location in the building.

11. ADDITION OR DELETION OF SQUARE FOOTAGE OR FACILITIES/SITES

- 11.1. The County reserves the right, as it is deemed necessary by the County, to add or delete square footage or tasks including, but not limited to: other facilities or sites, items, space, etc., on a temporary or permanent basis.
 - 11.1.1. 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. The cost per square foot or negotiated price shall be the basis for adding or deducting from the total charges.

12. SCHEDULING (INFORMATIONAL ONLY)

- 12.1. The County, working with the Vendor, may designate the time during which selected areas shall be cleaned. Crew scheduling shall be the Vendor's responsibility and shall be arranged so as not to interfere with day-to-day business operations. Certain departments observe other holidays in addition to those listed as being observed by the County (i.e., religious and/or national holidays). Crews are to be scheduled according to all departments' holiday observances.
- 12.2. Cleaning personnel on duty during the day, including Porters, shall be on the premises to clean, recycle and restock all restrooms, except where facility specific instructions apply, specifically stated herein, or directed by individual location's checklist (comprehensive and supplemental). Evening personnel shall be appropriately scheduled by the Vendor to allow as much time as necessary to perform all routine and special cleaning functions. Scheduling for each location may be specific and shall be addressed herein by individual facility, under premises to be cleaned.
- 12.3. SCHEDULE & PREMISE TO BE CLEANED - schedules/hours are subject to change depending on the specific needs of the individual facilities/sites.
- 12.4. Activation for Emergency Operations
 - 12.4.1. During emergency situations, it may become necessary to activate certain locations in order to facilitate emergency operations personnel. During emergency, County personnel may be occupying areas/locations 24 hours a day and weekends. Upon the request of the County, either verbally or in writing, the Vendor shall provide custodial service during emergency. Compensation during emergency shall be paid using the emergency hourly rate.

12.5. Holidays

12.5.1. The following is a list of holidays observed by the County:

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

Day After Thanksgiving
Christmas Day & 1 contiguous day

- Fourth Friday in November
- December 25 (and as designated)

Note: *Fourth of July – July 4th or as designated if it falls on weekend
Veterans Day – November 11th or as designated if it falls on weekend.

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

If Christmas or New Year’s Observed Day:

<u>Falls On:</u>	<u>Days Off:</u>
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

13. COMMUNICATION, LOCAL OFFICE, AND REPORTING

13.1. 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.

13.2. During emergency situations, it may be necessary to contact Vendor personnel after normal work hours. The Vendor shall be required to answer calls 24 hours per day. Vendor must also provide the County with emergency contact phone numbers and personnel.

13.3. The County may designate a contact person per facility.

13.4. The Vendor’s supervisory personnel will routinely be dealing with County personnel. The Vendor shall ensure these supervisors are fluent 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 fluent in English.

13.5. Reporting

13.5.1. A sign-in sheet detailing company, name of personnel on duty, time in and out must be available and on site for the County during regular service and emergency situations. This form shall be provided by the Vendor for its personnel and shall be completed for each date of service and shall remain posted in the custodial closet, if applicable, or the building, for review by the Building Facilities Coordinator. The County may choose to provide their own document to ensure daily, weekly, monthly, quarterly, and semi-annual items are completed, at the discretion of each location.

14. PERSONEL REQUIREMENTS

14.1. The following positions shall be provided by the Vendor.

14.1.1. Project Coordinator - This position shall be responsible for directing all cleaning staff including day and night crews. This person shall be responsible for all personnel working under this contract. Duties may include, but not be limited to, crew scheduling, ordering and warehousing product supplies, and

to act as liaison between the Facility Manager and building occupants. This position shall be responsible to field calls from building occupants when necessary. This position 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 have the ability to be contacted 24 hours a day.

14.1.2. Day Porter – The Day Porter may be full-time, part-time, or hourly contingent on the departments’ discretion and needs. Porters shall be required to do light moving and miscellaneous special cleaning tasks, as determined by authorized staff or Facility Manager’s for individual locations. Light moving shall be described as nothing over 45 lbs. and no heavy furniture or equipment such as desks, credenza’s, file cabinets, copiers, etc. Scheduling for this person will be determined by the Facility Manager, on a case-by-case basis, for designated locations.

14.1.3. Cleaning Crew - Cleaning crew hours may vary 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 shall provide guidance as to the desired hours but may be subject to change at the Department’s discretion; based on their operational needs. The staffing of crews must accomplish all required tasks, as outlined below based on facility. The Vendor is expected to staff the cleaning crew(s) at their discretion. Cleaning crew may be required to complete a checklist and sign in and out at each facility, at the County’s discretion.

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

14.1.5. The Vendor shall be liable for all State and Federal Payroll or Social Security Taxes, Unemployment Compensation Tax, and guarantees to hold the County harmless in every respect for violations by the Vendor of any such laws.

14.1.6. Vendor’s employees must comply with the Florida Clean Indoor Air Act, Florida Statute 386, by observing no smoking restrictions.

14.1.7. Vendor shall comply with all applicable portions of OSHA 1910.

15. SPECIAL PROVISIONS FOR SENSITIVE AREAS

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

15.2. Vendor shall exercise extreme caution when using water buckets and shall mount them on dollies to prevent spillage. Vendor shall, without delay, report any spillage or other errors in the cleaning operation to the County department or County Representative.

15.3. The Vendor shall notify the County Representative of any observed irregularities (i.e., defective plumbing, unlocked doors, lights left on, etc.). While performing the services, report observations immediately to the County’s Department Representative upon initial encounter.

15.4. Mechanical/Equipment/Maintenance Rooms

15.4.1. Lee County buildings have mechanical room(s). Mechanical rooms are not to be entered or cleaned without prior authorization and instructions from the County’s Representative. The cleaning of mechanical rooms shall only be done in the presence of the County’s representative. The cleaning may

involve sweeping, dusting, mopping, and pressure cleaning the floor, as needed and requested by the County. For purposes of this bid, it is estimated that this requirement would be three times a year and as directed by the County.

16. SPECIAL CLEANING TASK REQUIREMENTS

16.1. Special cleaning tasks frequency and requirements may vary by locations and would be outlined/identified by individual premises and or checklists, as outlined herein.

16.2. Special cleaning tasks shall require coordination and prior approval with the facility manager or manager's designee a minimum two weeks prior to the work being performed. Some areas may require an escort for custodial staff in some buildings/locations. It is preferred that these tasks be performed after business/facility operational hours, on the weekends or over holidays to avoid patrons and employee sensitivity issues.

16.3. Building Interior and Exterior Window Washing

16.3.1. Interior Exterior building windows may be required to be cleaned at various locations on a quarterly basis as detailed below. Vendor may sub-contract this work. The County reserves the right to approve of the subcontracted firm prior to the work being performed. The Vendor must provide adequate insurance/liability coverage and hold the County harmless. This work must be scheduled and arranged with each individual location, as required, and detailed below.

16.4. Carpet Cleaning

16.4.1. Carpet and upholstery shall be cleaned as required by the specifications. Vendor may sub-contract this work. The County reserves the right to approve of the subcontracted firm prior to the work being performed. The Vendor must provide adequate insurance/liability coverage and hold the County harmless. This work must be scheduled and arranged with each individual location, as required, and detailed below.

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

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

16.5. Strip and Rewaxing of Hard Floors

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

17. SERVICE IDENTIFIERS

All items below are to be completed by Vendor within the expected timeframe (daily, weekly, monthly, quarterly, or semiannual) for each location.

Daily, Weekly, and Monthly service identifiers shall be grouped as one unit price under the monthly category. Quarterly and Semiannual shall be grouped as one unit price under each individual category.

If there are unique services that are associated with a location, the services shall be included in the unit price applicable to its category (i.e. – for a unique service that shall be completed on a daily basis, it shall be included in the monthly unit price. For a unique service that shall be completed on a quarterly basis, it shall be included in the quarterly unit price and the same for unique services to be provided on a semiannual basis). This shall be inclusive of any daily, weekly, and monthly unique service identifiers, as listed below.

17.1 **Daily Services:**

The general tasks listed below shall be completed on a daily basis within the defined area. Tasks shall include but are not limited to the following:

17.1.1. **Common Areas (lobbies, hallways, conference rooms, public access area, offices, etc.)**

- Empty and put new liners in wastebaskets. Damp wipe, as required due to spill.
- Empty desk recycling totes into large recycling bin.
- Spot clean and sanitize walls, light switches, and doors.
- Sanitize all doors and doorknob hardware (inside and outside of doors)
- Supply & restock paper products, liquid hand soap, always maintain “spare product” in restrooms/breakrooms
- Damp mop floors, including stairs and landings, remove any gum, tar, or other foreign matter.
- Vacuum carpet (Office areas vacuumed 2 times per week, common area every day). Spot clean carpets, as required using extraction or bonnet cleaning method.
- Dust all horizontal ledges, furniture, desks, and equipment. (Office areas dusted 2 times per week.)
- Clean and sanitize drinking fountains.
- Dust all unobstructed work areas.
- Brush all fabric upholstery, as required.
- Do other general and emergency spot cleaning, as required.
- Report any maintenance defects to the County.
- Wash all door glass and adjacent panels (interior & exterior).
- Vacuum floor mats and wash, as required.
- Damp wipe all vending machines associated with break rooms.
- Clean and sanitize any Public Area Courtesy Telephones.
- Perform emergency spot cleaning as necessary, (spills, vomit, soil, food mess, etc....)

17.1.2. **Restrooms**

- Clean basins with detergent / disinfectant. Clean and shine bright work.
- Clean toilets and urinals using detergent / disinfectant. Use bowl cleaner each visit to keep toilets free of any types of stains, scale, or residue.
- Damp wipe all ledges
- Clean mirrors, soap dispensers, wash basins, paper towel dispensers, and all plumbing fixtures.
- Clean and disinfect under basins, around toilets and urinals.
- Damp wipe walls, light switches, and doors.
- Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkins liners, sanitary napkins, etc. (ONLY ANTI-BACTERIAL OR ANTI-MICROBIAL SOAP SHALL BE ACCEPTABLE.) Keep at least one extra toilet paper in each stall as applicable.
- Wet mop floors using detergent / disinfectant.

17.1.3. **Break Rooms/Kitchen Areas**

- Damp mop floor, clean tables in break rooms
- Empty and re-line trash cans. Wash trash cans, as required due to spill.
- Wipe the sink, counters, tables, and water dispenser using disinfectant. (Do Not Wash Dishes)
- Clean the countertop area.

- Replace paper towels, place unused towels on table/counter.
- Wipe off exterior of appliances

17.1.4. Locker Rooms (as applicable)

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

17.1.5. Building Exteriors

- Pick-up trash around building and canopies within a forty-foot radius
- 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 required
- Sweep cobwebs and dust from walls around entrances, windows.
- Clean and sanitize the pay phones at exterior of building

17.2. Weekly Services:

The tasks listed below shall be completed on a weekly basis. Tasks shall include but are not limited to the following:

- High dust all office areas.
- Clean all interior partition glass.
- Dust all fans and ceiling fans.
- Dust vertical surfaces.
- Dust venetian blinds.
- Brush, vacuum, and/or spot clean all upholstered furniture and modular panels.
- Spray buff all corridors, hallways, and lobbies. May need to be done more often, depending on the traffic.
- Scrub all non-skid floor areas.
- Wipe Down and Sanitize telephones in communal work areas
- Scrub ceramic tile and grout in tile areas.
- Remove all cobwebs from all interiors and exteriors

17.3. Monthly Services:

The tasks listed below shall be completed on a monthly basis. Tasks shall include, but are not limited to the following:

- Vacuum all air conditioning grills and returns. Damp wipe with all-purpose cleaner. Do not remove grills.
- Scrub ceramic tile and grout in tile areas.
- Spray buff or burnish all vinyl surfaced areas.

17.4. Quarterly Services:

The tasks listed below shall be completed on a quarterly basis. Tasks shall include, but are not limited to the following:

- Wash air conditioning grills and returns. (use all-purpose cleaner or detergent).

- Clean carpet by extraction method. (May need to clean spills or heavily soiled areas in between regular carpet cleanings).
- Clean light fixtures and covers (interior).
- Clean all interior window glass.
- Clean Mechanical, Equipment or Maintenance rooms, if required.
- Pressure wash steps and walks.
- Pressure wash exterior of building.
- Clean exterior awnings, if applicable.

17.5. **Semi-Annual Services:**

The tasks listed below shall be completed on a Semi-annual basis. Tasks shall include, but are not limited to the following:

- Strip and re-wax all hard floors (may be required to be done more often).
- Wash light fixtures and covers, both interior and exterior as applicable

17.6. **Unique Services:**

The tasks identified as Unique Services are identified within the individual locations listed below and shall be completed by the Vendor.

18. LOCATIONS:

The following locations have been identified as the locations in the South Zone:

	Location Name	Address
A	Environmental Lab	160 Danley Drive, Fort Myers, FL
B	Bonita Springs Library	26876 Pine Avenue, Bonita Springs, FL
C	Lakes Regional Library	15290 Bass Road, Fort Myers, FL
D	South County Regional Library	21100 Three Oaks Parkway, Estero, FL
E	Captiva Memorial Library	11560 Chapin Lane, Captiva, FL
F	Bowditch Point Regional Park	50 Estero Blvd, Fort Myers Beach, FL
G	Lynn Hall Park	950 Estero Blvd, Fort Myers Beach, FL
H	Crescent Beach Family Park	1100 Estero Blvd, Fort Myers Beach, FL
I	Bonita Beach Parks/Imperial River Boat Ramp	27551 S. Tamiami Trail, Bonita Springs, FL
J	Sheriff's Evidence/Forensics Building	10070 Intercom Drive, Fort Myers, FL
K	Lakes Regional Park	7330 Gladiolus Drive, Fort Myers, FL
L	Sheriff's Substation – South District	8951 Bonita Beach Road, Unit 565, Bonita Springs, FL
M	Sheriff's Substation – West District	15651 Pine Ridge Road, Fort Myers, FL
N	Sheriff's Substation – Bonita Springs Mini	10520 Reynolds Street, Bonita Springs, FL
O	Sheriff, Public Safety and Sub Central District	14750 Six Mile Cypress Parkway, Fort Myers, FL
P	Solid Waste, Topaz Annex	6421, 6431, 6441 Topaz Court, Fort Myers, FL
Q	LeeWay Service Center	1366 Colonial Blvd, Fort Myers, FL
R	Sanibel Toll Plaza	18700 McGregor Blvd, Fort Myers, FL
S	Lee County Utilities Customer Service Center	7391 College Parkway, Fort Myers, FL
T	Lee County Utilities Maintenance and Electrical Building	7401 College Parkway, Fort Myers, FL
U	Lee County Utilities Maintenance Warehouse	7401 College Parkway, Fort Myers, FL
V	Cape Coral Toll Facility	10100 College Parkway, Fort Myers, FL
W	LeeTran Beach Park and Ride	11101 Summerlin Square Drive, Fort Myers, FL
X	Fleet Management, Lee County Sheriff's Office	6035 Landing View Road, Fort Myers, FL
Y	Sheriff's Substation – Daniels Parkway	9001 Daniels Parkway #300, Fort Myers, FL

Each location listed below provides the service identifier required for that location (as defined in Section 17 above) and any additional unique service that may not be described or defined within those required service identifiers.

A. ENVIRONMENTAL LAB

Location	160 Danley Drive, Fort Myers, FL
Operating Hours	Monday-Friday 7:30am – 4:30pm
Facility Size	Single Story, 9,172 sq. ft.
Fixtures	5 Restrooms – 1 Bathroom 7 sinks - not including lab sinks 6 toilets 2 urinals
Floor Coverings	Commercial Grade Carpeting 4586 sq. ft. Tile 4586 sq. ft.

Scheduling

- a. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- b. Cleaning shall be performed on a five days per week basis, (Monday through Friday), exclusive of holidays.
- c. All work is to be done after normal operating hours, unless otherwise instructed/approved by the County Facility Manager.
- d. The Vendor will be given a minimum of 48 hours’ notice of any schedule change.
- e. The Laboratory Director shall approve all cleaning chemicals to be used in facility, prior to use.

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Weekly Services
- Monthly Services
- Quarterly Services
- Semiannual Services
- Unique Services to be provided
 - Laboratory – Quarry Tiled Area items **on a daily basis**
 - Empty wastebaskets. Damp wipe, if necessary
 - Empty lab recycling totes into large recycling bins
 - Shake and sweep interior floor mats
 - Clean shower and shower area in laboratory **on a weekly basis**
 - Carpeted areas shall be vacuumed at minimum **on a weekly basis**
 - Tiled areas shall be vacuumed **on a daily basis** and mopped **on a weekly basis**
 - Room corners, areas behind doors, spider and cobwebs along the ceiling lines and in window areas shall be cleaned **on a weekly basis**

B. BONITA SPRINGS LIBRARY

Location	10560 Reynolds Street Bonita Springs, FL 34135
Operating Hours	M, W, Th 10:00 am – 6:00 pm T 12 noon – 8:00 pm F-S 9:00 am – 5:00 pm
Facility Size	Two Story, 30,883 sq ft Clerestory windows, 2 exterior reading balconies, monumental stair with glass panels and porcelain tile on risers, 2 emergency access staircases, 2 elevators
Fixtures	Four single restrooms, two multi stall women’s and two multi stall men’s
Floor Coverings	Ceramic tile, porcelain tile, LVT and carpet

Scheduling

- a. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- b. Cleaning shall be performed on a six days per week basis, (Monday thru Saturday), exclusive of holidays.
- c. All work is to be done after normal operating hours, with the exception of the midday clean, unless otherwise instructed/approved by the County Facility Manager.
- d. The Vendor will be given a minimum of 48 hours’ notice of any schedule change.
- e. **PUBLIC RESTROOMS** are to be cleaned twice per day – once midday and once after close of business hours
 - a. Monday, Wednesday, and Thursday - at approximately 2:30pm
 - b. Tuesday – at approximately 4:00pm
 - c. Friday and Saturday – at approximately 1:00pm
- f. Additionally, the Main Entrance will require Mid-Day services as well

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Weekly Services
- Monthly Services
- Quarterly Services
- Semiannual Services
- Unique Services to be provided:
 - **RESTROOMS**
 - All restrooms are to be cleaned at least twice per day, **as detailed above per corresponding day**
 - Clean toilets, urinals, sinks, counters, and baby changing stations with detergent/disinfectant.
 - Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkin liners, sanitary napkins, etc. (ONLY ANTI-BACTERIAL SOAP WILL BE ACCEPTABLE)
 - **BUILDING EXTERIOR**
 - Clean glass and building areas if required after washing due to over spray **on a daily basis**
 - Clean tables/chairs/benches in the outside areas, if applicable **on a daily basis**

- Clean dumpster area **on a daily basis**
- Empty exterior trash cans on library property, replace can liners, clean any debris within a 40 foot radius of the building **on a daily basis**
- Clean all interior partition glass **on a weekly basis**
- High dust all public areas and staff areas **on a weekly basis**
- Dust all bookshelves (shelf areas not covered by books). At least ¼ of the library **on a weekly basis**
- Dust and remove cobwebs from ceiling areas of standard height **on a weekly basis**
- **ADDITIONAL UNIQUE SERVICES**
 - Spray buff all corridors, hallways, and lobbies **on a weekly basis**
 - Scrub all non-skid tile floor areas, if applicable **on a weekly basis**
 - Clean and sanitize public area and staff area telephones **on a weekly basis**
 - Clean (dirt/soil build-up) public area horizontal ledges, desks, tables, chairs, cabinets, equipment, etc. **on a weekly basis**
 - Take master recycling bin(s) to designated location for servicing and return once they are emptied **on a weekly basis**
 - Clean book drops (interior/exterior, if applicable) and book drop carts **on a quarterly basis**
 - 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. **on a quarterly basis**
 - Clean the Library Entrance sign **on a quarterly basis**

C. LAKES PARK REGIONAL LIBRARY

Location	15290 Bass Rd Fort Myers, FL 33919
Operating Hours	Monday, Tuesday, Wednesday 9:00 am – 8:00 pm Thursday 9:00 am – 6:00 pm Friday and Saturday 9:00 am – 5:00 pm
Facility Size	One story, 38,186 sq feet Clerestory windows, 1 exterior reading gardens, exterior staff break area
Fixtures	Five single restrooms, one multi stall women’s and one multi stall men’s
Floor Coverings	LVT, ceramic tile and carpet

Scheduling

- a. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- b. Cleaning shall be performed on a six days per week basis, (Monday thru Saturday), exclusive of holidays.
- c. All work is to be done after normal operating hours, with the exception of the midday clean, unless otherwise instructed/approved by the County Facility Manager.
- d. The Vendor will be given a minimum of 48 hours’ notice of any schedule change.
- e. **PUBLIC RESTROOMS** are to be cleaned twice per day – once midday at approximately 2:30pm and once after close of business hours
- f. Additionally, the Main Entrance will require Mid-Day services as well

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Weekly Services
- Monthly Services
- Quarterly Services
- Semiannual Services
- Unique Services to be provided:
 - **RESTROOMS**
 - All restrooms are to be cleaned at least twice per day, **once at approximately 2:30 p.m. and then at night after normal business hours**
 - Clean toilets, urinals, sinks, counters, and baby changing stations with detergent/disinfectant.
 - Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkin liners, sanitary napkins, etc. (ONLY ANTI-BACTERIAL SOAP WILL BE ACCEPTABLE)
 - **BUILDING EXTERIOR**
 - Clean glass and building areas if required after washing due to over spray **on a daily basis**
 - Clean tables/chairs/benches in the outside areas, if applicable **on a daily basis**
 - Clean dumpster area **on a daily basis**
 - Empty exterior trash cans on library property, replace can liners, clean any debris within a 40 foot radius of the building **on a daily basis**
 - Clean all interior partition glass **on a weekly basis**
 - High dust all public areas and staff areas **on a weekly basis**
 - Dust all bookshelves (shelf areas not covered by books). At least ¼ of the library **on a weekly basis**
 - Dust and remove cobwebs from ceiling areas of standard height **on a weekly basis**
 - **ADDITIONAL UNIQUE SERVICES**
 - Spray buff all corridors, hallways, and lobbies **on a weekly basis**
 - Scrub all non-skid tile floor areas, if applicable **on a weekly basis**
 - Clean and sanitize public area and staff area telephones **on a weekly basis**
 - Clean (dirt/soil build-up) public area horizontal ledges, desks, tables, chairs, cabinets, equipment, etc. **on a weekly basis**
 - Take master recycling bin(s) to designated location for servicing and return once they are emptied **on a weekly basis**
 - Clean book drops (interior/exterior, if applicable) and book drop carts **on a quarterly basis**
 - 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. **on a quarterly basis**
 - Clean the Library Entrance sign **on a quarterly basis**

D. SOUTH COUNTY REGIONAL LIBRARY

Location	21100 Three Oaks Parkway, Estero, FL 33928
Operating Hours	Monday, Tuesday, Wednesday – 9:00am-8:00pm Thursday – 9:00am-6:00pm Friday, Saturday – 9:00am-5:00pm
Facility Size	One story, 32,343 sq feet
Fixtures	Four single restrooms, one multi stall women’s and one multi stall men’s
Floor Coverings	Ceramic tile and carpet

Scheduling

- a. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- b. Cleaning shall be performed on a six days per week basis, (Monday thru Saturday), exclusive of holidays.
- c. All work is to be done after normal operating hours, unless otherwise instructed/approved by the County Facility Manager.
- d. The Vendor will be given a minimum of 48 hours’ notice of any schedule change.
- e. **PUBLIC RESTROOMS** are to be cleaned twice per day – once midday at approximately 2:30pm, and once after close of business hours
- f. Additionally, the Main Entrance will require Mid-Day services as well

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Weekly Services
- Monthly Services
- Quarterly Services
- Semiannual Services
- Unique Services to be provided:
 - **RESTROOMS**
 - All restrooms are to be cleaned at least twice per day, **once at approximately 2:30 p.m. and then at night after normal business hours**
 - Clean toilets, urinals, sinks, counters, and baby changing stations with detergent/disinfectant.
 - Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkin liners, sanitary napkins, etc. (ONLY ANTI-BACTERIAL SOAP WILL BE ACCEPTABLE)
 - **BUILDING EXTERIOR**
 - Clean glass and building areas if required after washing due to over spray **on a daily basis**
 - Clean tables/chairs/benches in the outside areas, if applicable **on a daily basis**
 - Clean dumpster area **on a daily basis**
 - Empty exterior trash cans on library property, replace can liners, clean any debris within a 40 foot radius of the building **on a daily basis**
 - Clean all interior partition glass **on a weekly basis**
 - High dust all public areas and staff areas **on a weekly basis**

- Dust all bookshelves (shelf areas not covered by books). At least ¼ of the library **on a weekly basis**
- Dust and remove cobwebs from ceiling areas of standard height **on a weekly basis**
- **ADDITIONAL UNIQUE SERVICES**
 - Spray buff all corridors, hallways, and lobbies **on a weekly basis**
 - Scrub all non-skid tile floor areas, if applicable **on a weekly basis**
 - Clean and sanitize public area and staff area telephones **on a weekly basis**
 - Clean (dirt/soil build-up) public area horizontal ledges, desks, tables, chairs, cabinets, equipment, etc. **on a weekly basis**
 - Take master recycling bin(s) to designated location for servicing and return once they are emptied **on a weekly basis**
 - Clean book drops (interior/exterior, if applicable) and book drop carts **on a quarterly basis**
 - 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. **on a quarterly basis**
 - Clean the Library Entrance sign **on a quarterly basis**

E. CAPTIVA MEMORIAL LIBRARY

Location	11560 Chapin Lane Captiva, FL 33924
Operating Hours	Tuesday, Wednesday, Thursday 10 am – 6 pm Friday and Saturday 9 am – 5 pm
Facility Size	One story, 3,469 sq ft (Museum area not included in janitorial contract)
Fixtures	Two single stall restrooms
Floor Coverings	ceramic tile and carpet

Scheduling

- a. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- b. Cleaning shall be performed on a six days per week basis, (Monday thru Saturday), exclusive of holidays.
- c. All work is to be done after normal operating hours, unless otherwise instructed/approved by the County Facility Manager.
- d. The Vendor will be given a minimum of 48 hours' notice of any schedule change.
- e. **PUBLIC RESTROOMS** are to be cleaned twice per day – once midday and once after close of business hours
- f. Additionally, the Main Entrance will require Mid-Day services as well

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Weekly Services
- Monthly Services
- Quarterly Services
- Semiannual Services

- Unique Services to be provided:
 - **RESTROOMS**
 - All restrooms are to be cleaned at least twice per day, **once at approximately 2:30 p.m. and then at night after normal business hours**
 - Clean toilets, urinals, sinks, counters, and baby changing stations with detergent/disinfectant.
 - Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkin liners, sanitary napkins, etc. (ONLY ANTI-BACTERIAL SOAP WILL BE ACCEPTABLE)
 - **BUILDING EXTERIOR**
 - Clean glass and building areas if required after washing due to over spray **on a daily basis**
 - Clean tables/chairs/benches in the outside areas, if applicable **on a daily basis**
 - Clean dumpster area **on a daily basis**
 - Empty exterior trash cans on library property, replace can liners, clean any debris within a 40 foot radius of the building **on a daily basis**
 - Clean all interior partition glass **on a weekly basis**
 - High dust all public areas and staff areas **on a weekly basis**
 - Dust all bookshelves (shelf areas not covered by books). At least ¼ of the library **on a weekly basis**
 - Dust and remove cobwebs from ceiling areas of standard height **on a weekly basis**
 - **ADDITIONAL UNIQUE SERVICES**
 - Spray buff all corridors, hallways, and lobbies **on a weekly basis**
 - Scrub all non-skid tile floor areas, if applicable **on a weekly basis**
 - Clean and sanitize public area and staff area telephones **on a weekly basis**
 - Clean (dirt/soil build-up) public area horizontal ledges, desks, tables, chairs, cabinets, equipment, etc. **on a weekly basis**
 - Take master recycling bin(s) to designated location for servicing and return once they are emptied **on a weekly basis**
 - Clean book drops (interior/exterior, if applicable) and book drop carts **on a quarterly basis**
 - 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. **on a quarterly basis**
 - Clean the Library Entrance sign **on a quarterly basis**

F. FORT MYERS BEACH PARKS

a. **BOWDITCH POINT REGIONAL PARK**

Location	50 Estero Blvd, Fort Myers Beach, FL 33931
Operating Hours	Sunrise to Sunset
Fixtures	One Multi Stall Men’s restroom and One Multi Stall Women’s restroom

Scheduling

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

- b. Cleaning shall be performed 365 days of the year.
- c. All work is to be done during normal operating hours as this is a public facility, unless otherwise instructed/approved by the County Facility Manager.
- d. The Vendor will be given a minimum of 48 hours' notice of any schedule change.
- e. Only requirement is inside the restrooms/changing areas, exterior areas are handled by park staff.

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Unique Services to be provided
 - Remove all cobwebs from all interiors and exteriors **on a weekly basis**
 - Scrub ceramic tile and grout in tile areas **on a monthly basis (included in monthly pricing bid)**

b. **LYNN HALL PARK**

Location	950 Estero Blvd, Fort Myers Beach, FL
Operating Hours	Sunrise to Sunset
Fixtures	One Multi Stall Men's restroom and One Multi Stall Women's restroom

Scheduling

- a. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- b. Cleaning shall be performed 365 days of the year.
- c. All work is to be done during normal operating hours as this is a public facility, unless otherwise instructed/approved by the County Facility Manager.
- d. The Vendor will be given a minimum of 48 hours' notice of any schedule change.
- e. Only requirement is inside the restrooms/changing areas, exterior areas are handled by park staff.

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Unique Services to be provided
 - Remove all cobwebs from all interiors and exteriors **on a weekly basis**
 - Scrub ceramic tile and grout in tile areas **on a monthly basis (included in monthly pricing bid)**

c. **CRESCENT FAMILY BEACH PARK**

Location	1100 Estero Blvd, Fort Myers Beach, FL
Operating Hours	Sunrise to Sunset
Fixtures	Three Single Stall Units in a trailer

Scheduling

- a. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- b. Cleaning shall be performed 365 days of the year.
- c. All work is to be done during normal operating hours as this is a public facility, unless otherwise instructed/approved by the County Facility Manager.
- d. The Vendor will be given a minimum of 48 hours' notice of any schedule change.

- e. Only requirement is inside the restrooms/changing areas, exterior areas are handled by park staff.

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Unique Services to be provided
 - Remove all cobwebs from all interiors and exteriors **on a weekly basis**
 - Scrub ceramic tile and grout in tile areas **on a monthly basis (included in monthly pricing bid)**

G. BONITA BEACH PARKS/IMPERIAL RIVER BOAT RAMP

Location	27551 S. Tamiami Trail, Bonita Springs, FL and 27950 Hickory Blvd, Bonita Springs, FL
Operating Hours	Dawn to Dusk
Fixtures	<p>Bonita Beach Park – Women’s bathroom has 5 stalls with toilets, 3 changing stalls, 2 sinks and 1 handicap stall with toilet and sink. Men’s bathroom has 2 stalls with toilets, 3 urinals, 3 changing stalls, 2 sinks and 1 handicap stall with toilet and sink.</p> <p>Imperial Boat Ramp – 2 family bathrooms each with toilet and sink.</p> <p>Access #10 Little Hickory Island Park - 2 family bathrooms each with toilet and sink.</p>

Scheduling

- a. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- b. Cleaning shall be performed 365 days of the year.
- c. All work is to be done after normal operating hours as this is a public facility, unless otherwise instructed/approved by the County Facility Manager.
 - a. The restrooms at the Bonita Beach Parks facility are to be cleaned twice a day, once midday, approximately 1:30pm for one full hour, and again after operating hours.
- d. The Vendor will be given a minimum of 48 hours’ notice of any schedule change.
- e. Only requirement is inside the restrooms/changing areas, exterior areas are handled by park staff.

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Unique Services to be provided
 - Remove all cobwebs from all interiors and exteriors **on a weekly basis**
 - Scrub ceramic tile and grout in tile areas **on a monthly basis (included in monthly pricing bid)**

H. SHERIFF'S EVIDENCE/FORENSICS BUILDING

Location	10070 Intercom Drive, Fort Myers, FL
Operating Hours	Monday – Friday 7:00am-5:30pm
Facility Size	A two-story building consisting of 14,234 square feet of space to be cleaned on the first floor
Fixtures	Restrooms: 8 Fixtures: 18 Kitchen Sinks 8 Elevators: 1 Stairways: 5 Janitor Sinks: 1
Floor Coverings	Floor Covering: Carpet 10% Vinyl 85% Ceramic Tile 5%

Scheduling

- a. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- b. Cleaning shall be performed on a five days per week basis, (Monday - Friday), exclusive of holidays.
- c. All work is to be done during normal operating hours, unless otherwise instructed/approved by the County Facility Manager.
- d. The Vendor will be given a minimum of 48 hours' notice of any schedule change.

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Weekly Services
- Monthly Services
- Quarterly Services
- Semiannual Services

I. LAKES REGIONAL PARK

Location	7330 Gladiolus Drive, Fort Myers, FL
Operating Hours	Dawn to Dusk
Fixtures	Restrooms: The Lodge Beach Restrooms Middle Restrooms Train Restrooms

Scheduling

- a. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- b. Cleaning shall be performed 365 days of the year.

- c. Public restrooms are to be cleaned twice a day during business hours, on or around the middle of each half day sector/mark of the respective scheduled operational hours (approximately 10:30am and 3:30pm), for approximately one full hour; then at night after normal business hours; for a total of three times per day.
- d. The Vendor will be given a minimum of 48 hours' notice of any schedule change.

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Weekly Services
- Monthly Services
- Quarterly Services
- Semiannual Services
- Unique Services to be provided
 - Remove all cobwebs from all interiors and exteriors **on a weekly basis**
 - Clean screens, doors, windows and ceiling fans **on a weekly basis**
 - Remove Mud Daubers as needed
 - The Lodge –
 - Remove all cobwebs, decorations, tape, staples and push pins **on a weekly basis** (or as directed by staff)
 - Clean all kitchen equipment, the exterior and interior – refrigerator, freezer, oven/stove/range, microwave **on a weekly basis**

J. SHERIFF’S SUBSTATION – SOUTH DISTRICT

Location	8350 Hospital Drive, Units 114-1132, Bonita Springs, FL
Operating Hours	Monday – Friday 8:00am – 5:00pm
Fixtures	Restrooms 2 Fixtures 7 Kitchen Sinks 1 Janitorial Closet 1
Floor Coverings	Carpet 39% Vinyl 60% Ceramic Tile 1 %

Scheduling

- a. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- b. Cleaning shall be performed on a five days per week basis, (Monday - Friday), exclusive of holidays.
- c. All work is to be done between the hours of 8:00am and 3:00pm, the building closes at 5:00pm and there shall be no regular cleaning after hours, unless otherwise instructed/approved by the County Facility Manager.
- d. The Vendor will be given a minimum of 48 hours' notice of any schedule change.
- e. Special cleaning tasks such as stripping, waxing, and shampooing of carpets can only be done after 7:00 p.m. on a weeknight with two weeks advance notice to the office manager of the facility.
- f. No cleaning or special work can be scheduled during a holiday.
- g. There are offices within the facility that remain closed unless there is someone occupying it at the time of cleaning. The personnel in those offices will let the cleaner know if and when they can clean completely or if they just want their trash removed.
- h. At the present time, trash cannot be removed from the building until the back door is opened by a Sheriffs staff member. The staff member will stay with the cleaner until the cleaner comes back inside the building. This needs to be coordinated with Sheriff staff during each cleaning service visit.

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

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Weekly Services
- Monthly Services
- Quarterly Services
- Semiannual Services

K. SHERIFF'S SUBSTATION – WEST DISTRICT

Location	15651 Pine Ridge Road, Fort Myers, FL
Operating Hours	Monday – Friday 8:00am-5:00pm
Facility Size	9,604 sq. ft. of which 2,350 sq. ft. is for the Public Meeting room

Scheduling

- a. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- b. Cleaning shall be performed on a five days per week basis, (Monday - Friday), exclusive of holidays.
- c. Schedules for both normal cleaning hours and special projects are to be coordinated with the Sheriff's department designee. The Vendor will be given a minimum of 48 hours' notice of any schedule change.

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Weekly Services
- Monthly Services
- Quarterly Services
- Semiannual Services
- Unique Services to be provided
 - Cleaning of upholstered chairs in conference rooms and offices **on a semiannual basis**

L. SHERIFF'S SUBSTATION – BONITA SPRINGS MINI

Location	10520 Reynolds Street, Bonita Springs, FL
Operating Hours	Monday – Friday 8:00am – 5:00pm

Scheduling

- a. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- b. This facility is to be cleaned on a three (3) day per week basis.
- c. Cleaning will be performed between the hours of 8:00 a.m. and 3:00 p.m. This office closes at 5:00 p.m. and, unless otherwise noted, there will be no regular cleaning after hours.

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

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Weekly Services
- Monthly Services
- Quarterly Services
- Semiannual Services
- Unique Services to be provided
 - Sweep and dust removal of cobwebs around walls, windows, entrances, etc. **on a monthly basis**

M. SHERIFF, PUBLIC SAFETY AND SUB CENTRAL DISTRICT

Location	14750 Six Mile Cypress Parkway, Fort Myers, FL
Operating Hours	24 hours
Facility Size	92,000 sq feet
Fixtures	Restrooms 12 Toilets 33 Urinals 8 Restroom Sinks 31 Stainless Steel Sinks 4 Drinking fountains 7 Shower Stalls 6 Janitor Sinks 2
Floor Coverings	Carpet 85% Vinyl 10% Ceramic Tile 3% Other 2% (Rubber floor in the gymnasium)

Scheduling

- a. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- b. Cleaning shall be performed:
 - a. Day Hours – Seven days per week
 - b. Night Hours – Five nights per week
- c. Cleaning of the 911 Emergency Area must be coordinated with the E-911 supervisor. Access to this area is restricted.
- d. The Vendor will be given a minimum of 48 hours' notice of any schedule change.

Personnel Requirements:

Given below are the minimum personnel requirements for this facility, and the related work hours. The number of additional crew members will be the responsibility of the Vendor. If it becomes necessary to add or delete personnel, the unit costs for these positions given on the price proposal page will be used to make adjustments to the total contract amount.

Job Title	Quantity	Work Hours
Utility Person	2	7:30am-5:00pm Seven Days per week
On-Site Supervisor	1	7:30am-5:00pm

		Seven Days per week
On-Site Supervisor (Night Shift)	1	5:00pm to no earlier than 10:00pm*
Utility Person	1	5:00pm to no earlier than 10:00pm*

** May be longer shifts due to scope of work for that evening, Monday-Friday nights only*

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

Position Descriptions:

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

On-site Supervisor: This person will be in the assigned building during the given work hours. This position will work directly with the County's representative to ensure that all janitorial work is assigned, carried out, and completed properly. This position will be on the premises during the described hours. This person must have a local cell phone number and be able to be contacted throughout the shift to handle calls (complaints) and schedule the cleaning personnel as well as perform certain cleaning duties as required. This position will perform quality assurance inspections of the work performed by the night and day cleaning personnel.

Utility Person: This person will be in the assigned building during the given work hours and report to the On-Site Supervisor. This person will be required to do light moving, miscellaneous odd jobs and special cleaning. All materials and equipment necessary will be provided by the Vendor. This person will also be responsible to routinely clean and restock all restrooms throughout the day as well as other tasks that are directed by the On-Site Supervisor. Light moving will be described as nothing over 45 pounds and no moving of heavy furniture or equipment such as desk's, credenza's, file cabinets, copiers, etc.

Lee County Government -Public Safety Building
 14750 Six Mile Cypress Pkwy
 Ft Myers, Florida

A single-story building occupied by the Sheriff’s Department and other related County and public safety services (EMS). This building consists of approximately 92,000 square feet of space. The Sheriff’s Department occupies approximately 90% of the building, with the other related services occupying approximately 10%. Cleaning of this facility will be inclusive of holidays.

Parking and access for a truck-mounted carpet cleaning system is limited at this building. For this type of system to be used, the truck will have to be parked in the parking lot and approximately 300 feet of hose run through the building. The Vendor cannot park the truck on the sidewalks or side entrances. Because of the nature of this facility, the carpet will become soiled in some areas very quickly such as Class/Training rooms, CID, Undercover Drug Corridors, Records, and EMS Sleeping areas. These areas may require carpet cleaning by water extraction six times per year or more to keep them at the level of acceptance that is expected. Other areas may not need the same frequency. Lee County is requiring the Vendor for this contract to keep the carpets clean. If there are spills or accidents after cleaning the carpets, it will be expected of the Vendor to immediately clean the soiled area, at no extra cost to the County, with a method effective to remove the stain at no extra cost to the County.

NOTE: Carpet cleaning will require two weeks prior notification. It is preferred that this work be performed after 6:00pm, on the weekends or over holidays to avoid employee sensitivity issues.

Cleaning of the E-911 Operations Area:

Because of the nature of the work performed in this area, access is restricted. Also, while cleaning in this area, it is important that the Vendor cause as little disruption as possible to the personnel and equipment. The Vendor will be

required to do routine cleaning of this area. The time for this work to be done, must first be scheduled with the E911 Supervisor as times may vary. If while cleaning in this area an emergency call comes in, the Vendor must stop all activities until the call is completely resolved.

Enumerated below are the specific cleaning tasks and frequencies for the E-911 area:

1. Each day the trash cans are to be emptied
2. Vacuum the carpeting. The Vendor is required to use a vacuum cleaner that produces a minimum amount of noise. This may include using the central vacuum system provided.
3. Cleaning of Secured Areas - Certain areas of this building are secured with limited access. Cleaning of these areas must be coordinated with the County Representative so that County personnel can be made available to allow access and supervise the cleaning of these areas.
4. Rubber Gymnasium Floor - All that is required of this floor is to sweep and damp mop the rubber floor area.
5. Mechanical/Equipment/Maintenance Rooms
In most of our buildings there is a mechanical room(s). This room is not to be entered or cleaned without prior authorization and instructions from the County's Representative. Occasionally, you will be requested to clean this room(s). The cleaning of this room can only be done in the presence of the County's representative and will usually involve sweeping, dusting, mopping, and pressure cleaning the floor, upon request and as needed. There is to be no additional charge for this work. The cost of doing this occasional cleaning is to be included in the overall cost of cleaning the building. It is estimated that this room will be cleaned multiple times a year.

Required Information:

The following information shall be supplied to the County prior to the commencement of work under this contract:

- a) All employee background checks
- b) Material Safety Data Sheets for chemicals being used
- c) Sample employee identification badge
- d) Names and phone numbers of on-site personnel and company representatives.
- e) Sample cleaning personnel sign-in sheet
- f) Statement certifying that all bathroom cleaner, general-purpose cleaners, floor care products and glass cleaners conform to Green Seal standards.

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Weekly Services
- Monthly Services
- Quarterly Services
- Semiannual Services
- Unique Services to be provided as detailed above

N. SOLID WASTE, TOPAZ ANNEX

Location	6421, 6431, 6441 Topaz Ct. Fort Myers, Florida
Operating Hours	Monday-Friday 8:00am-5:00pm

Building	Address	Facility Size	Fixtures	Floor Covering
Solid Waste E-Waste Building Office	6421 Topaz Court, Fort Myers, FL	660 sq feet	2 Restrooms	Carpet 85% Vinyl 15%
Solid Waste Admin Offices	6431 Topaz Court, Fort Myers, FL	3000 sq feet	2 Restrooms 2 Shower Stalls	Carpet 50% Epoxy 50%
HCW Facility	6411 Topaz Court Fort Myers, FL	660 sq feet	2 Restrooms 1 Shower Stall	Carpet 33% Epoxy 67%

Scheduling

- a. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- b. Cleaning shall be performed on a five days per week basis, (Monday - Friday), exclusive of holidays.
- c. All work is to be done after normal operating hours between 5:00pm and 7:00am, unless otherwise instructed/approved by the County Facility Manager.
- d. The Vendor will be given a minimum of 48 hours' notice of any schedule change.
- e. Restrooms are to be cleaned once a day.

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Weekly Services
- Monthly Services
- Quarterly Services
- Semiannual Services

O. LEEWAY SERVICE CENTER

Location	1366 Colonial Blvd, Fort Myers, FL
Operating Hours	Monday 8:00am – 6:15pm Tuesday – Friday 8:30am – 5:45pm
Facility Size	4020 sq feet
Fixtures	Restrooms 4 Kitchen 1
Floor Coverings	Carpet 2467 sq. ft. Vinyl Tile 833 sq. ft. Ceramic Tile 720 sq. ft.

Scheduling

- a. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- b. Cleaning shall be performed on a five days per week basis, (Monday - Friday), exclusive of holidays.
- c. All work is to be done starting at 3:30 p.m. on Monday and finishing no later than 6:15 p.m.

- d. On Tuesday through Friday starting after 3:30 p.m. and finishing no later 5:45 p.m.
- e. Note: no mopping can occur in the lobby until after closing to the public; Mondays 6:00 p.m., Tuesday-Friday 5:30 p.m., unless otherwise instructed/approved by the designated department contact.
- f. NOTE: These times are assuming there is a one-person cleaning crew.
- g. The Vendor will be given a minimum of 48 hours' notice of any schedule change.

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Weekly Services
- Monthly Services
- Quarterly Services
- Semiannual Services
- Unique Services to be provided
 - Deep clean extraction cleaning of carpet **on a semiannual basis**

P. SANIBEL TOLL PLAZA

Location	18700 McGregor Blvd, Fort Myers, FL
Operating Hours	10:00am – 6:30pm seven days per week
Facility Size	Single Story, 5650 sq. ft.
Fixtures	Restrooms 2 Kitchen 1
Floor Coverings	Vinyl Tile 1964 sq. ft. Concrete 815 sq. ft. Terrazzo Tile 643 sq. ft. Ceramic Tile 544 sq. ft. Drop Floor Panels (Data Rm) 238 sq. ft.

Scheduling

- a. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- b. Cleaning shall be performed on a seven day per week basis, exclusive of holidays.
- c. All work is to be done starting after 8:45 pm and finishing no later than 10:00 pm after, unless otherwise instructed/approved by the designated department contact.
- d. The Vendor will be given a minimum of 48 hours' notice of any schedule change.

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Weekly Services
- Monthly Services
- Quarterly Services
- Semiannual Services

Q. LEE COUNTY UTILITIES CUSTOMER SERVICE CENTER

Location	7391 College Parkway, Fort Myers, FL
Operating Hours	Monday – Friday 8:00am – 5:00pm
Facility Size	4,411 sq feet

Scheduling

- a. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- b. This facility is to be cleaned five days per week (Monday – Friday), unless otherwise directed by the Office Manager.
- c. The Vendor will be given a minimum of 48 hours’ notice of any schedule change.

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Weekly Services
- Monthly Services
- Quarterly Services
- Semiannual Services
- Unique Services to be provided
 - Polish all entrance doors & counter partition glass **on a daily basis**
 - Brush down cobwebs from all surfaces, including corners **on a monthly basis**

R. LEE COUNTY UTILITIES MAINTENANCE AND ELECTRICAL BUILDING

Location	7401 College Parkway, Fort Myers, FL
Operating Hours	Monday-Friday 8:00am-5:00pm
Facility Size	3000 sq feet
Fixtures	Restroom 1

Scheduling

- a. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- b. This facility is to be cleaned on a three (3) day per week basis. Monday, Wednesday, Friday or Saturday during a week unless otherwise directed by the Office Manager.
- c. The Vendor will be given a minimum of 48 hours’ notice of any schedule change.

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Weekly Services
- Monthly Services
- Quarterly Services
- Semiannual Services
- Unique Services to be provided
 - Polish all interior and exterior glass **on a semiannual basis**

S. LEE COUNTY UTILITIES MAINTENANCE WAREHOUSE

Location	7401 College Parkway, Fort Myers, FL
Operating Hours	Monday-Friday 8:00am-5:00pm
Facility Size	1550 sq feet
Fixtures	Restroom 1

Scheduling

- a. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- b. This facility is to be cleaned on a three (3) day per week basis. Monday, Wednesday, Friday or Saturday during a week unless otherwise directed by the Office Manager.
- c. The Vendor will be given a minimum of 48 hours' notice of any schedule change.

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Weekly Services
- Monthly Services
- Quarterly Services
- Semiannual Services
- Unique Services to be provided
 - Polish all interior and exterior glass **on a semiannual basis**

T. CAPE CORAL TOLL FACILITY

Location	10100 College Parkway, Fort Myers, FL
Operating Hours	6:00am – 2:30pm, seven days per week
Facility Size	Admin Building 3216 sq. ft. Tunnel & Stairs 363 sq. ft. Outside Break Area 117 sq. ft.
Fixtures	Restrooms 3
Floor Coverings	Luxury Vinyl Tile 2092 sq ft Vinyl Composition Tile 1190 sq ft Ceramic Tile 109.56 sq. ft.

Scheduling

- a. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- b. Cleaning shall be performed on seven days per week basis, exclusive of holidays.
- c. All work is to be done starting after 10:00 pm and finishing no later than 11:30 pm after, unless otherwise instructed/approved by the designated department contact.
- d. The Vendor will be given a minimum of 48 hours' notice of any schedule change.
- e. Luxury Vinyl Floor Tile shall be cleaned with Centiva Clean green Maintenance brand products. The County will provide reimbursement for the specific cleaning product for the luxury vinyl flooring.

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Weekly Services

- Monthly Services
- Quarterly Services
- Semiannual Services

U. LEETRAN BEACH PARK AND RIDE

Location	11101 Summerlin Square Drive, Fort Myers Beach, FL 33931
Operating Hours	24 hours
Facility Size	Office area: 552 SF Interior Restroom: 60 SF Exterior Restrooms total (with janitorial): 308 SF Concrete Platform: 12,216 SF
Fixtures	Restrooms 3

Scheduling

- Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- Cleaning shall be performed on a seven (7) day per week basis, exclusive of holidays.
- All work is to be done in two shifts.
 - Shift "A" starts at 9:00 am and finishes no later than 11 :00 am.
 - Shift "B" starts at 7:00 pm and finishes at 9:00 pm unless otherwise instructed/approved by the designated Lee County representative.
- The Vendor will be given a minimum of 48 hours’ notice of any schedule change.

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Weekly Services
- Monthly Services
- Quarterly Services
- Semiannual Services
- Unique Services to be provided
 - Pressure wash cleaning of seating, platform area, and railings on a weekly basis
 - Pressure wash cleaning of exterior walls and columns on a monthly basis

V. FLEET MANAGEMENT, LEE COUNTY SHERIFF’S OFFICE

Location	6035 Landing View Road, Fort Myers, FL
Fixtures	Restrooms 2

Scheduling

- Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- Cleaning shall be performed on one day per week basis, exclusive of holidays.
- The Vendor will be given a minimum of 48 hours’ notice of any schedule change.

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Weekly Services
- Monthly Services

W. SHERIFF'S SUBSTATION – DANIELS PARKWAY

Location	9001 Daniels Parkway, Fort Myers, FL
Operating Hours	Monday- Friday 8:00am-4:00pm

Scheduling

- a. Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.
- b. Cleaning shall be performed once a week on Mondays.
- c. All work is to be done between the hours of 8:00am and 3:00pm, unless otherwise instructed/approved by the County Facility Manager. This office closes at 4:00pm and no cleaning will be done after hours.
- d. The Vendor will be given a minimum of 48 hours' notice of any schedule change.

Service Identifiers to be performed at this location as listed above:

- Daily Services
- Weekly Services
- Monthly Services
- Quarterly Services
- Semiannual Services

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 **15 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.

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...

TAB 2: Company Relevant Experience & Reference

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

- Number of change orders
 - Total completion time (From Notice to Proceed to Final Invoice payment)
- Provide a statement of understanding that your 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.

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.
- Firm must identify staff member that will serve as Project Director that shall be authorized and responsible to act on behalf of the Consultant with respect to directing, coordinating and administering all aspects of the services to be provided and performed.
- Provide a statement acknowledging your firm’s understanding that the project management team/key team members assigned to the Lee County contract, as described above, shall not be substituted without the expressed permission of Lee County.
- Provide resumes, 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: PRICING

- Pricing Quotations shall be submitted in a **SEPARATE SEALED ENVELOPE**. Pricing will not be assigned points or used to evaluate Vendor qualifications. After the evaluation process a maximum of the top five scored Vendors will move on to have their cost proposals opened.
- The cost proposals will be evaluated in sections and awarded to the lowest most responsive responsible bidder per section. However, Lee County reserves the right, at its discretion, to limit the number of Sections awarded to any single Vendor. The intent of this is to ensure the Vendors are able to adequately maintain the Sections they are awarded. The County will also take into consideration the current workload of the Vendor.
- The County intends to award to the offer(s) that demonstrates the best overall value to the County and the most substantiated ability to fulfill the requirements contained in the Request for Proposal.
- Lee County reserves the right to limit the number of sections awarded per Vendor.

TAB 5: Required Forms

- Forms 1-11

2. SCORING CRITERIA & WEIGHT

CRITERIA	CRITERIA DESCRIPTION	MAX. POINTS AVAILABLE
1	QUALIFICATIONS OF COMPANY (TAB 1)	25
2	COMPANY RELEVANT EXPERIENCE & REFERENCE (TAB 2)	25
3	PLAN OF APPROACH (TAB 3)	25
4	PERSONNEL (TAB 4)	25
TOTAL POINTS		100
*Additional details and documents found within submittal package, although not located within tabs as listed above, may be reviewed and considered by evaluation committee when scoring Proposers.		

3. RFP SUBMISSION SCHEDULE

Submission Description	Date(s)	Time
Advertise Request for Proposal (RFP)	Tuesday, August 9, 2022	N/A
Pre-Proposal Meeting	Monday, August 22, 2022	10:00 AM *
Proposal Question Deadline	8 Calendar days prior to submission deadline	Prior to 5:00 PM
Submission Deadline	Friday, September 23, 2022	Prior to 2:30 PM
First Committee Meeting Short list discussion	TBD	TBD or 12:00 AM *
Notify Shortlist Selection via e-mail	TBD	N/A
Final Scoring/Selection Meeting	TBD	TBD or 12:00 AM *
Board Meeting	TBD	9:30 AM
Additional notes on Submission Schedule: <ul style="list-style-type: none"> • <i>Submission Schedule is provided as a guideline only and is subject to change at the discretion of Lee County authorized personnel.</i> • <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> <p><i>Unless otherwise stated, location of all openings and meetings will take place at 2115 Second Street, 1st Floor, Fort Myers, FL 33901 – Procurement Management.</i></p>		

End of Section

LEE COUNTY DOCUMENT MANAGEMENT FORM
For
RFP220314SML – Custodial Services for South Zone, Lee County

These forms are required as indicated below and all required forms should be submitted with all submissions. If it is determined that forms in this selection are not applicable to your company or solicitation, they should be marked “N/A or Not Applicable” across the form in large letters and returned with your submission package.

FORM #	TITLE / DESCRIPTION	REQUIRED STATUS (Required, Not Required, If Applicable)	VENDOR CHECK-OFF
1	Solicitation Response Form	Required	
1a	Proposal Form	Required	
N/A	Business Relationship Disclosure Requirement	If Applicable	
2	Affidavit Certification Immigration Laws	Required	
3	Reference Survey	Required	
4	Negligence or Breach of Contract Disclosure Form	Required	
5	Affidavit Principal Place of Business	Required	
6	Sub-Contractor List	If Applicable	
7	Public Entity Crime Form	Required	
GRANT FUND – REQUIRED DOCUMENTS			
8	Certification Regarding Lobbying	Required	
9	Certification of Lobbying Activities	Required	
10	Immigration Law Affidavit Certification (E-Verify) <small>(Provide evidence of E-Verify account)</small>	Required	
11	Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion <small>CONSULTANT shall ensure that any SUB-CONSULTANTS added following award of this project shall receive approval by the COUNTY authorized representative and shall complete this form and submit to COUNTY.</small>	Required	
*	Proposal Label	Required	
*	Inclusion of any licenses or certifications requested.	If Applicable	

It is the Proposer’s responsibility to review the submittal request in its entirety and ensure that all submittal requirements are included within your submission package.

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.

Form # **Title/Description**

1 ***Solicitation Response Form***

All signatures must be by a corporate authorized representative, witnessed, and corporate and/or notary seal (if applicable.) The corporate or mailing address must match the company information as it is listed on the Florida Department of State Division of Corporations. Attach a copy of the web-page(s) from <http://www.sunbiz.org> as certification of this required information. Sample attached for your reference.

Verify that all addenda and tax identification number have been provided.

1a ***Proposal Form***

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

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

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.

2 ***Affidavit Certification Immigration Laws***

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

3 ***Reference Surveys***

Provide this form to reference respondents. This form **will be turned in with the proposal** package.

1. **Section 1:** Bidder/Proposer to complete with reference respondent's information prior to providing to them for their response. (This is **not** the Bidder/Proposer's information.)
2. **Section 2:** Enter the name of the Bidder/Proposer; provide the project information in which the reference respondent is to provide a response.
3. The reference respondent should complete "**Section 3.**"
4. **Section 4:** The reference respondent to print and sign name
5. **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.

8 *Certification Regarding Lobbying (Required)*

To be completed and returned by Vendor with submittal. Certifies that no Federal appropriated funds have been paid or will be paid by the Vendor any person for influencing or attempting to influence the awarding of a contract.

9 *Disclosure of Lobbying Activities (if applicable)*

To be completed and returned by the Vendor with submittal if applicable. Provides disclosure of lobbying activities.

10 *Immigration Law Affidavit Certification (E-Verify) (Required)*

To be completed and returned by the Vendor with submittal. Certifies that the Vendor is fully compliant with all immigration laws, comply with and provide proof of enrollment in E-Verify program.

11 *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (Required)*

To be completed and returned by the Vendor with submittal. Certifies that the Vendor is not presently debarred, suspended, and ineligible or voluntary excluded from participating in this contract.

***** *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 ensure 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.)



LEE COUNTY PROCUREMENT MANAGEMENT
SOLICITATION RESPONSE FORM

Date Submitted: _____ Deadline Date: 9/23/2022

SOLICITATION IDENTIFICATION: RFP220314SML

SOLICITATION NAME: Custodial Services – South Zone

COMPANY NAME: _____

NAME & TITLE: (TYPED OR PRINTED) _____

BUSINESS ADDRESS: (PHYSICAL CORPORATE OR MAILING ADDRESS: _____

[] SAME AS PHYSICAL

ADDRESS MUST MATCH SUNBIZ.ORG

E-MAIL ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

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

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

No. _____ Dated: _____ No. _____ Dated: _____ No. _____ Dated: _____
No. _____ Dated: _____ No. _____ Dated: _____ No. _____ Dated: _____

Tax Payer Identification Number: _____

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

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

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

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

2 Scrutinized Companies Certification: Section 287.135, FL § , prohibits agencies from contracting with companies, for goods or services over \$1,000,000, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both lists are created pursuant to section 215.473, FL§. As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. I understand that pursuant to section 287.135, FL§, the submission of a false certification may subject company to civil penalties, attorney’s fees, and/or costs.

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.

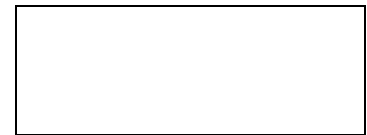
Business Relationship Applicable (request form)

Business Relationship NOT Applicable

4 Disadvantaged, Minority, Women, Veterans Business Enterprise (DBE, MBE, WBE, VBE) Yes No
Proposer? If yes, please attach a current certificate.

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
 FBI/EIN Number 511111111
 Date Filed 09/22/1980
 State FL
 Status ACTIVE
 Last Event AMENDED AND RESTATED ARTICLES
 Event Date Filed 07/25/2006
 Event Effective Date NONE

Principal Address

555 N Main Street
Your Town, USA 99999

Changed 02/11/2012

Verify either Principal or Mailing address is on Form 1

Mailing Address

555 N Main Street
MYour Town, USA 99999

Changed 02/11/2012

Registered Agent Name & Address

My Registered Agent
111 Registration Road
Registration, USA99999

Name Changed:12/14/2006

Address Changed: 12/14/2006

Officer/Director Detail

Name & Address

Title P

President, First
555 AVENUE
Anytown, USA99999

Title V

President, Second
555 AVENUE
Anytown, USA99999

Sample Only

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



COMPANY NAME: _____

SOLICITATION: RFP220314SML – Custodial Services – South Zone

This page serves as a header/placeholder only. Please refer to the Excel document provided with the solicitation for the complete schedule. The Excel document contains formulas for convenience; however, it is the Proposer’s responsibility to verify all pricing and calculations are CORRECT. Lee County is not responsible for errors in formulas or calculations contained within Excel documents(s).

REMINDER: In the event there is a discrepancy between the total proposed amount, or the extended amounts and the unit prices proposed, the unit prices will prevail, and the corrected sum will be considered the quoted price.

The County will only accept proposals submitted on the proposal form provided by the County. Proposals submitted on other forms, other than those provided by the County, will deem Proposer as non-responsive and ineligible for award.

Proposers may not adjust or modify data provided within the Bid/Proposal Form. Proposals 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 Bid/Proposal Form with your hard copy submission packages and provided the excel version with your digital submission package.

PRICING

- The Bid/Proposal Form shall be submitted in a **SEPARATE SEALED ENVELOPE**. Pricing will not be assigned points or used to evaluate Vendor qualifications. After the evaluation process a maximum of the top scored Vendors will move on to have their cost proposals opened.



AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: **RFP220314SML**

SOLICITATION NAME: **Custodial Services – South Zone**

LEE COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT (“INA”).

LEE COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY LEE COUNTY.** PROPOSER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

BY REGISTERING AS A VENDOR, SUBMITTING A RESPONSE TO A SOLICITATION, OR ENTERING INTO A CONTRACT, YOU ARE OBLIGATED TO COMPLY WITH THE PROVISIONS OF SECTION 448.095, FLA. STAT., "EMPLOYMENT ELIGIBILITY." FURTHER, BY YOUR REGISTRATION AS A VENDOR, RESPONSE TO A SOLICITATION, ENTERING INTO A CONTRACT, YOU AFFIRM AND REPRESENT THAT YOU ARE REGISTERED WITH THE E-VERIFY SYSTEM AND ARE USING SAME, AND WILL CONTINUE TO USE SAME AS REQUIRED BY SECTION 448.095, F.S. COMPLIANCE WITH SECTION 448.095 INCLUDES, BUT IS NOT LIMITED TO, UTILIZATION OF THE E-VERIFY SYSTEM TO VERIFY THE WORK AUTHORIZATION STATUS OF ALL NEWLY HIRED EMPLOYEES, AND REQUIRING ALL SUBCONTRACTORS TO PROVIDE AN AFFIDAVIT ATTESTING THAT THE SUBCONTRACTOR DOES NOT EMPLOY, CONTRACT WITH, OR SUBCONTRACT WITH, AN UNAUTHORIZED ALIEN. FAILURE TO COMPLY WILL LEAD TO TERMINATION AS A VENDOR, DISQUALIFYING YOU FOR AWARD OF A SOLICITATION, DENIAL OF ENTERING INTO A CONTRACT AND/OR, CANCELLATION OF AN ACTIVE CONTRACT, OR IF YOUR SUBCONTRACTOR KNOWINGLY VIOLATES THE STATUTE, THE SUBCONTRACT MUST BE TERMINATED IMMEDIATELY. ANY CHALLENGE TO TERMINATION UNDER THIS PROVISION MUST BE FILED NO LATER THAN 20 CALENDAR DAYS AFTER THE DATE OF TERMINATION. IF TERMINATED FOR A VIOLATION OF THE STATUTE BY THE VENDOR, THE VENDOR MAY NOT BE ALLOWED TO DO BUSINESS WITH THE COUNTY OR BE AWARDED A SOLICITATION OR CONTRACT FOR A PERIOD OF 1 YEAR AFTER THE DATE OF TERMINATION. ALL COSTS INCURRED TO INITIATE AND SUSTAIN THE AFOREMENTIONED PROGRAMS SHALL BE THE RESPONSIBILITY OF THE VENDOR.

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: _____

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

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

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

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

Section 4 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 complete in chronological order with the most recent incident on starting on page 1. Please do not modify this form (expansion of spacing allowed) or submit your own variation.

Company Name: _____

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

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

Page Number: _____ Of _____ Total pages

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

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



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

- Principal place of business is located within the boundaries of: _____ Lee County
_____ Non-Local
Local Business Tax License # _____
- Address of Principal Place of Business: _____
- Number of years at this location _____ years
- 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
- Number of available employees for this contract _____
- 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: _____

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor/Consultant, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.

Signature of Contractor/Consultant's Authorized Official

Name & Title of Contractor/Consultant's Authorized Official

Date

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB
4040-0013

<p>1. * Type of Federal Action:</p> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<p>2. * Status of Federal Action:</p> <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<p>3. * Report Type:</p> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
<p>4. Name and Address of Reporting Entity:</p> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name <input style="width:100%;" type="text"/> * Street 1 <input style="width:45%;" type="text"/> Street 2 <input style="width:45%;" type="text"/> * City <input style="width:25%;" type="text"/> State <input style="width:15%;" type="text"/> Zip <input style="width:10%;" type="text"/> Congressional District, if known: <input style="width:40%;" type="text"/>		
<p>5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:</p> <div style="border: 1px solid black; height: 80px;"></div>		
<p>6. * Federal Department/Agency:</p> <input style="width:100%;" type="text"/>	<p>7. * Federal Program Name/Description:</p> <input style="width:100%;" type="text"/> CFDA Number, if applicable: <input style="width:40%;" type="text"/>	
<p>8. Federal Action Number, if known:</p> <input style="width:100%;" type="text"/>	<p>9. Award Amount, if known:</p> \$ <input style="width:40%;" type="text"/>	
<p>10. a. Name and Address of Lobbying Registrant:</p> Prefix <input style="width:10%;" type="text"/> * First Name <input style="width:30%;" type="text"/> Middle Name <input style="width:30%;" type="text"/> * Last Name <input style="width:40%;" type="text"/> Suffix <input style="width:10%;" type="text"/> * Street 1 <input style="width:45%;" type="text"/> Street 2 <input style="width:45%;" type="text"/> * City <input style="width:25%;" type="text"/> State <input style="width:15%;" type="text"/> Zip <input style="width:10%;" type="text"/>		
<p>b. Individual Performing Services (Including address if different from No. 10a)</p> Prefix <input style="width:10%;" type="text"/> * First Name <input style="width:30%;" type="text"/> Middle Name <input style="width:30%;" type="text"/> * Last Name <input style="width:40%;" type="text"/> Suffix <input style="width:10%;" type="text"/> * Street 1 <input style="width:45%;" type="text"/> Street 2 <input style="width:45%;" type="text"/> * City <input style="width:25%;" type="text"/> State <input style="width:15%;" type="text"/> Zip <input style="width:10%;" type="text"/>		
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the Ser above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p> <p>* Signature: <input style="width:100%;" type="text"/></p> <p>* Name: Prefix <input style="width:10%;" type="text"/> * First Name <input style="width:30%;" type="text"/> Middle Name <input style="width:30%;" type="text"/> * Last Name <input style="width:40%;" type="text"/> Suffix <input style="width:10%;" type="text"/></p> <p>Title: <input style="width:30%;" type="text"/> Telephone No.: <input style="width:20%;" type="text"/> Date: <input style="width:20%;" type="text"/></p>		
<p>Federal Use Only:</p>		<p>Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)</p>

Form # 10: Immigration Law Affidavit Certification (E-Verify)

Attachment: Immigration Law Affidavit Certification

This Affidavit is required and should be signed by an authorized principal of the firm, notarized and submitted with County Procurements where applicable. Further, Vendors / Bidders are required to enroll in the E-Verify program, and provide acceptable evidence of their enrollment, upon request by County personnel. Acceptable evidence consists of a copy of the properly completed E-Verify Company Profile page or a copy of the fully executed E-Verify Memorandum of Understanding for the company.

Lee County will not intentionally award County contracts to any vendor who knowingly employs unauthorized alien workers, constituting a violation of the employment provision 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 vendor 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 termination of the contract by Lee County.

Vendor attests that they are fully compliant with all applicable immigration laws (specifically to the 1986 Immigration Act and subsequent Amendment(s)) and agrees to comply with the provisions of the Memorandum of Understanding with E-Verify and to provide proof of enrollment in The Employment Eligibility Verification System (E-Verify), operated by the Department of Homeland Security in partnership with the Social Security Administration at any time upon request by the County.

Company Name _____

Print Name _____ Title _____

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 _____ as identification.
(Print or Type Name) (Type of Identification and Number)

Notary Public Signature

Printed Name of Notary Public

Notary Commission Number/Expiration

The signee of these Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

**Certification Regarding
Debarment, Suspension, Ineligibility
And Voluntary Exclusion**

CONSULTANT/CONTRACTOR/VENDOR Covered Transactions

- (1) The prospective CONSULTANT/CONTRACTOR/VENDOR, _____ of the Sub-Recipient certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the Sub-Recipient's subcontractor is unable to certify to the above statement, the prospective subcontractor shall attach an explanation to this form.

CONSULTANT/CONTRACTOR/VENDOR

By: _____
Signature

Name and Title

Street Address

City, State, Zip

Date

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

PROPOSAL DOCUMENTS • DO NOT OPEN	
SOLICITATION No.:	RFP220314SML
SOLICITATION TITLE:	Custodial Services - South Zone
DATE DUE:	Friday, September 23, 2022
TIME DUE:	Prior to: 2:30 PM
SUBMITTED BY:	_____
	<small>(Name of Company)</small>
e-mail address	Telephone
DELIVER TO:	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