

**Lee County Board Of County Commissioners  
Agenda Item Summary**

Blue Sheet No. 20030358

**1. REQUESTED MOTION:**

**ACTION REQUESTED:** Approve award of Quotation #Q-030285 Janitorial Service for the East County Regional Library located at 881 Gunnery Road for the Library Division to the low quoter meeting all specification requirements, United States Services Industries, at an annual cost of \$33,696.00 plus increases of the Consumer Price Index. The term of this quote is for one year, with annual increases based on the Consumer Price Index after the first year. Additionally, approve use of the optional fees that are not a part of the basis of award. Also request authority to renew this quote for four additional one-year periods if in the best interest of Lee County. Funding will come from the individual departments budget and they will be responsible for monitoring their own expenditures.

**WHY ACTION IS NECESSARY:** It was anticipated when the quoting process started that the total annual cost would exceed the counties formal quoting threshold of \$50,000.00 and once this was done the process must follow the formal process to its conclusion.

**WHAT ACTION ACCOMPLISHES:** Establishes a fair competitive, fair-market price for Janitorial Services for the East County Regional Library.

**2. DEPARTMENTAL CATEGORY:**  
**COMMISSION DISTRICT #**

CL6F

**3. MEETING DATE:**

04-22-2003

**4. AGENDA:**

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:**  
*(Specify)*

- STATUTE
- ORDINANCE
- ADMIN. AC-4-1
- CODE
- OTHER

**6. REQUESTOR OF INFORMATION:**

- A. COMMISSIONER \_\_\_\_\_
- B. DEPARTMENT \_\_\_\_\_
- C. DIVISION Library

BY: Cynthia Cobb

**7. BACKGROUND:** Purchasing has been requested by the Library Division to re-quote this project in order to incorporate some services that had been exempted in the previous quote for the East County Regional Library. The Division of Purchasing solicited and received sealed quotations for this project. On March 11, 2003 four responses were received regarding this quotation. United States Services Industries submitted the lowest price quotation, and is therefore being recommended for award.

(Background continued on next page)

**8. MANAGEMENT RECOMMENDATIONS:**

**9. RECOMMENDED APPROVAL:**

| A<br>Department<br>Director | B<br>Purchasing<br>or<br>Contracts  | C<br>Human<br>Resources | D<br>Other | E<br>County<br>Attorney | F<br>Budget Services                              | G<br>County Manager |
|-----------------------------|-------------------------------------|-------------------------|------------|-------------------------|---|---------------------|
| Cynthia Cobb<br>4-9-03      | Janet Sheehan<br>3-21-03<br>3-21-03 | N/A                     |            | KCF<br>4/10/03          | 16 for a m 4/10/03<br>OM<br>Risk<br>GC<br>4/10/03 |                     |

**10. COMMISSION ACTION:**

- \_\_\_\_\_ APPROVED
- \_\_\_\_\_ DENIED
- \_\_\_\_\_ DEFERRED
- \_\_\_\_\_ OTHER

Rec. by CoAtty  
Date: 4/10/03  
Time: 1:10 pm  
Forwarded To:  
Cly Admin  
4-10-03 1:30

RECEIVED BY  
COUNTY ADMIN. ID  
4-10-03  
2:00  
COUNTY ADMIN.  
FORWARDED TO: BK  
4/10/03

Account String: KG5710114800.503410.172

Attachments: (1) Tabulation Sheet  
(2) Specifications  
(3) Department's Recommendation





**LEE COUNTY**  
SOUTHWEST FLORIDA

QUOTATION NO. Q-030285

PROJECT NO.: Q-030285  
OPEN DATE: MARCH 11, 2003  
AND TIME: 2:00 P.M.

**ATTACHMENT 2**

MANDATORY PRE-BID DATE: FEBRUARY 21, 2003  
AND TIME: 9:30 A. M.  
LOCATION: EAST CO. REGIONAL LIBRARY  
881 GUNNERY RD.  
LEHIGH ACRES, FL 33971

# REQUEST FOR QUOTATIONS

**TITLE:**

## JANITORIAL SERVICE FOR EAST COUNTY REGIONAL LIBRARY

REQUESTER: LEE COUNTY BOARD OF COUNTY COMMISSIONERS  
DIVISION OF PURCHASING

**MAILING ADDRESS**

P.O. BOX 398  
FORT MYERS, FL 33902-0398

**PHYSICAL ADDRESS**

3434 HANCOCK BRIDGE PKWY, #307  
NORTH FORT MYERS, FL 33903

BUYER: CHRIS JEFFCOAT  
PHONE NO.: (239) 689-7392

LEE COUNTY, FLORIDA  
QUOTATION FORMS  
FOR:  
JANITORIAL SERVICE FOR:  
East County Regional Library

**INDEX OF REQUEST FOR QUOTATIONS**

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**GENERAL CONDITIONS**

Sealed Quotations will be received by the DIVISION OF PURCHASING, until 2:30pm on the date specified on the cover sheet of this "Request for Quotations", and opened immediately thereafter by the Purchasing Director or designee.

Any question regarding this solicitation should be directed to the Buyer listed on the cover page of this solicitation, or by calling the Division of Purchasing at (239) 689-7385.

1. **SUBMISSION OF QUOTE:**

- a. Quotations shall be sealed in an envelope, and the outside of the envelope should be marked with the following information:
  - 1. Marked with the words "Sealed Quote"
  - 2. Name of the firm submitting the quotation
  - 3. Title of the quotation
  - 4. Quotation number
  
- b. The Quotation shall be submitted in triplicate as follows:
  - 1. The original consisting of the Lee County quotes forms completed and signed.
  - 2. A copy of the original quote forms for the Purchasing Director.
  - 3. A second copy of the original quote forms for use by the requesting department.
  
- c. The following should be submitted along with the quotation in a separate envelope. This envelope should be marked as described above, but instead of marking the envelope as "Sealed Quote", please indicate the contents; i.e., literature, drawings, submittals, etc. This information should be submitted in duplicate.
  - 1. Any information (either required or in addition to that asked for by the specifications) necessary to analyze your quotation; i.e., required submittals, literature, technical data, financial statements.
  - 2. Warranties and guarantees against defective materials and workmanship.
  
- d. **ALTERNATE QUOTE:** If the vendor elects to submit more than one quote, then the quotes should be submitted in separate envelopes and marked as indicated above. The second, or alternate quote should be marked as "Alternate".
  
- e. **QUOTES RECEIVED LATE:** It is the quoter's responsibility to ensure that his quote is received by the Division of Purchasing Services prior to the opening date and time specified. Any quote received after the opening date and time will be promptly returned to the quoter unopened. Lee County will not be responsible for quotes received late

because of delays by a third party delivery service; i.e., U.S. Mail, UPS, Federal Express, etc.

- f. **QUOTE CALCULATION ERRORS:** In the event there is a discrepancy between the total quoted amount or the extended amounts and the unit prices quoted, the unit prices will prevail and the corrected sum will be considered the quoted price.
- g. **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.).
- h. **WITHDRAWAL OF QUOTE:** No quote may be withdrawn for a period of 90 days after the scheduled time for receiving quotes. A quote may be withdrawn prior to the quote-opening date and time. Such a request to withdraw should be made in writing to the Purchasing Director, who will approve or disapprove of the request.
- i. **COUNTY RESERVES THE RIGHT:** The County reserves the right to waive minor informalities in any quote; to reject any or all quotes with or without cause; and/or to accept the quote that in its judgment will be in the best interest of the County of Lee.
- j. **EXECUTION OF QUOTE:** All quotes shall contain the signature of an authorized representative of the quoter in the space provided on the quote proposal form. All quotes shall be typed or printed in ink. The bidder may not use erasable ink. All corrections made to the quote shall be initialed.

2. **ACCEPTANCE**

The materials and/or services delivered under the quote **shall** remain the property of the seller until a physical inspection and actual usage of these materials and/or services is accepted to the County and is to be in compliance with the terms herein, fully in accord with the specifications and of the highest quality. In the event the materials and/or services supplied to the County are found to be defective or do not conform to specifications, the County reserves the right to cancel the order upon written notice to the seller and return such product to the seller at the seller's expense.

3. **SUBSTITUTIONS**

Whenever in these specifications a brand name or make is mentioned, it is the intention of the County only to establish a grade or quality of materials and not to rule out other brands or makes of equality. However, if a product other than that specified is quote, it is the vendor's responsibility to name such product with his quote and to prove to the County that said product is equal to the product specified. Lee County **shall** be the sole judge as to whether a product being offered by the quoter is actually equivalent to the one being specified by the detailed specifications. (Note: This paragraph does not apply when it is determined that the technical requirements of this solicitation require only a specific product as stated in the detailed specifications.

4. **RULES, REGULATIONS, LAWS, ORDINANCES & LICENSES**

The awarded vendor shall observe and obey all laws, ordinances, rules, and regulations, of the federal, state, and local government, which may be applicable to the supply of this product or service.

- a. Occupational License – Vendor shall submit within 10 calendar days after request.
- b. Specialty License(s) – Vendor shall possess at the time of the opening of the quote all necessary permits and/or license required for the sale of this product and/or service and upon the request of the County provide copies of licenses and/or permits within 10 calendar days after request.

5. **RECYCLED PRODUCTS**

It is the Lee County Board of County Commissioners' stated policy objective to "Ensure all departments are aware of the availability of recycled products..." (Administrative Code #AC-10-4). In an effort to provide the utmost opportunity for the use of recycled products by Lee County, vendors should list on their letterhead, all necessary information regarding any applicable recycled products they have available. Recycled products should meet all other specifications listed and have a minimum of 50%-recycled content. Whenever fiscally feasible, available recycled products will be purchased.

6. **WARRANTY/GUARANTY** (unless otherwise specified)

All materials and/or services furnished under this quote shall be warranted by the vendor to be free from defects and fit for the intended use.

7. **PRE-BID CONFERENCE**

A pre-bid conference will be held at the location, date, and time specified on the cover of this solicitation. Pre-bid conferences are generally non-mandatory, but it is highly recommended that everyone planning to submit a quote attend.

In the event a pre-bid conference is classified as mandatory, it will be so specified on the cover of this solicitation and it will be the responsibility of the quoter to ensure that they are represented at the pre-bid. Only those quoters who attend the pre-bid conference will be allowed to quote on this project.



8. **BIDDERS LIST MAINTENANCE**

A bidder should respond to "Request for Quotations" in order to be kept on the Bidder's List. Failure to respond to three different "request for quotations" may result in the vendor being removed from the Bidder's List. A bidder may do one of the following, in order to respond properly to the request:

- a. Submission of a quotation prior to the quote receipt deadline.
- b. Submission of a "no bid" notice prior to the quote receipt deadline.

9. **LEE COUNTY PAYMENT PROCEDURES**

All vendors are requested to mail one original invoice and one invoice copy to:

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

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

Lee county will not be liable for request of payment deriving from aid, assistance, or help by any individual, vendor, quoter, or bidder for the preparation of these specifications.

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 contractors or quoters should include in their quote all sales or use taxes, which they will pay when making purchases of material or subcontractor's services.

10. **LEE COUNTY BID PROTEST PROCEDURE**

Any contractor/vendor/firm that has submitted a formal bid/quote/proposal to Lee County, and who is adversely affected by an intended decision with respect to the award of the formal bid/quote/proposal, shall file with the County's Purchasing Director or Public Works Director a written "Notice of Intent to File a Protest" not later than seventy-two (72) hours (excluding Saturdays, Sundays and Legal Holidays) after receipt of a "Notice of Intended Decision" from the County with respect to the proposed award of the formal bid/quote/proposal.

The "Notice of Intent to File a Protest" is one of two documents necessary to perfect Protest. The second document is the "Formal Written Protest", both documents are described below.

The "Notice of Intent to File a Protest" document shall state all grounds claimed for the Protest, and clearly indicate it as the "Notice of Intent to File a Protest". Failure to clearly indicate the

Intent to file the Protest shall constitute a waiver of all rights to seek any further remedies provided for under this Protest Procedure.

The "Notice of Intent to File a Protest" shall be received ("stamped in") by the Purchasing Director or Public Works Director not later than Four o'clock (4:00) PM on the third working day following the day of receipt of the County's Notice of Intended Decision.

The affected party shall then file its Formal Written Protest within ten (10) calendar days after the time for the filing of the Notice of Intent to File a Protest has expired. Except as provided for in the paragraph below, upon filing of the Formal Written Protest, the contractor/vendor/firm shall post a bond, payable to the Lee County Board of County Commissioners in an amount equal to five percent (5%) of the total bid/quote/proposal, or Ten Thousand Dollars (\$10,000.00), whichever is less. Said bond shall be designated and held for payment of any costs that may be levied against the protesting contractor/vendor/firm by the Board of County Commissioners, as the result of a frivolous Protest.

A clean, Irrevocable Letter of Credit or other form of approved security, payable to the County, may be accepted. Failure to submit a bond, letter of credit, or other approved security simultaneously with the Formal Written Protest shall invalidate the protest, at which time the County may continue its procurement process as if the original "Notice of Intent to File a Protest" had never been filed.

Any contractor/vendor/firm submitting the County's standard bond form (CSD: 514), along with the bid/quote/proposal, shall not be required to submit an additional bond with the filing of the Formal Written Protest.

The Formal Written Protest shall contain the following:

- County bid/quote/proposal identification number and title.
- Name and address of the affected party, and the title or position of the person submitting the Protest.
- A statement of disputed issues of material fact. If there are no disputed material facts, the Formal Protest must so indicate.
- A concise statement of the facts alleged, and of the rules, regulations, statutes, or constitutional provisions, which entitle the affected party to relief.
- All information, documents, other materials, calculations, and any statutory or case law authority in support of the grounds for the Protest.
- A statement indicating the relief sought by the affected (protesting) party.
- Any other relevant information that the affected party deems to be material to Protest.

Upon receipt of a timely filed "Notice of Intent to File a Protest", the Purchasing Director or Public Works Director (as appropriate) may abate the award of the formal

bid/quote/proposal as appropriate, until the Protest is heard pursuant to the informal hearing process as further outlined below, except and unless the County Manager shall find and set forth in writing, particular facts and circumstances that would require an immediate award of the formal bid/quote/proposal for the purpose of avoiding a danger to the public health, safety, or welfare. Upon such written finding by the County Manager, the County Manager may authorize an expedited Protest hearing procedure. The expedited Protest hearing shall be held within ninety-six (96) hours of the action giving rise to the contractor/vendor/firm's Protest, or as soon as may be practicable for all parties. The "Notice of Intent to File a Protest" shall serve as the grounds for the affected party's presentation and the requirements for the submittal of a formal, written Protest under these procedures, to include the requirement for a bond, shall not apply.

The Dispute Committee shall conduct an informal hearing with the protesting contractor/vendor/firm to attempt to resolve the Protest, within seven working days (excluding Saturdays, Sundays and legal holidays) from receipt of the Formal Written Protest. The Chairman of the Dispute Committee shall ensure that all affected parties may make presentations and rebuttals, subject to reasonable time limitations, as appropriate. The purpose of the informal hearing by the Dispute Committee, the protestor and other affected parties is to provide and opportunity: (1) to review the basis of the Protest; (2) to evaluate the facts and merits of the Protest; and (3) to make a determination whether to accept or reject the Protest.

Once a determination is made by the Dispute Committee with respect to the merits of the Protest, the Dispute Committee shall forward to the Board of County Commissioners its recommendations, which shall include relevant background information related to the procurement.

Upon receiving the recommendation from the Dispute Committee, the Board of County Commissioners shall conduct a hearing on the matter at a regularly scheduled meeting. Following presentations by the affected parties, the Board shall render its decision on the merits of the Protest.

If the Board's decision upholds the recommendation by the Dispute Committee regarding the award, and further finds that the Protest was either frivolous and/or lacked merit, the Board, at its discretion, may assess costs, charges, or damages associated with any delay of the award, or any costs incurred with regard to the protest. These costs, charges or damages may be deducted from the security (bond or letter of credit) provided by the contractor/vendor/firm. Any costs, charges or damages assessed by the Board in excess of the security shall be paid by the protesting contractor/vendor/firm within thirty (30) calendar days of the Board's final determination concerning the award.

All formal bid/quote/proposal solicitations shall set forth the following statement:

**"FAILURE TO FOLLOW THE BID PROTEST PROCEDURE REQUIREMENTS WITHIN THE TIMEFRAMES AS PRESCRIBED HEREIN AND ESTABLISHED BY LEE COUNTY BOARD OF COUNTY COMMISSIONERS, FLORIDA, SHALL CONSTITUTE A WAIVER OF YOUR PROTEST AND ANY RESULTING CLAIMS."**

11. **PUBLIC ENTITY CRIME**

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 a 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.

12. **QUALIFICATION OF QUOTERS** (unless otherwise noted)

Quotes will be considered only from firms normally engaged in the sale and distribution or provision of the services as specified herein. Quoters shall have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to Lee County. The County reserves the right before recommending any award to inspect the facilities and organization; or to take any other action necessary to determine ability to perform is satisfactory, and reserves the right to reject quotes where evidence submitted or investigation and evaluation indicates an inability of the quoter to perform.

13. **MATERIAL SAFETY DATA SHEETS**

In accordance with Chapter 443 of the Florida Statutes, it is the vendor's responsibility to provide Lee County with Materials Safety Data Sheets on quoted materials, as may apply to this procurement.

14. **MISCELLANEOUS**

If a conflict exists between the General Conditions and the detailed specifications, then the detailed specifications shall prevail.

15. **WAIVER OF CLAIMS**

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

16. **AUTHORITY TO PIGGYBACK**

It is hereby made a precondition of any quote and a part of these specifications that the submission of any quote in response to this request constitutes a quote made under the same conditions, for the same price, and for the same effective period as this quote, to any other governmental entity.

17. **COUNTY RESERVES THE RIGHT**

a) **State Contract**

If applicable, the County reserves the right to purchase any of the items in this quote from State Contract Vendors if the prices are deemed lower on State Contract than the prices we receive in this quotation.

b) **Any Single Large Project**

The County, in its sole discretion, reserves the right to separately quote any project that is outside the scope of this quote, whether through size, complexity, or dollar value.

c) **Disadvantaged Business Enterprises**

The County, in its sole discretion, reserves the right to purchase any of the items in this quote from Disadvantage Business Enterprise vendor if the prices are determined to be in the best interest of the County, to assist the County in the fulfillment of any of the County's grant commitments to federal or state agencies.

The County further reserves the right to purchase any of the items in this quote from DBE's to fulfill the County's state policy toward DBE's as outlined in County Ordinance 88-45 and 90-04, as amended.

d) **Anti-Discrimination**

The vendor for itself, its successors in interest, and assignees, as part of the consideration there of covenant and agree that:

In the furnishing of services to the County hereunder, no person on the grounds of race, religion, color, age, sex, national origin, handicap or marital status shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.

The vendor will not discriminate against any employee or applicant for employment because of race, religion, color, age, sex, national origin, handicap or marital status. The vendor will make affirmative efforts to insure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, age, sex, national origin, handicap or marital status. Such action shall include, but not be limited to, acts of employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

Vendor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this anti-discrimination clause.

Vendor will provide all information and reports required by relevant regulations and/or applicable directives. In addition, the vendor shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County to be pertinent to ascertain compliance. The vendor shall maintain and make available relevant data showing the extent to which members of minority groups are beneficiaries under these contracts.

Where any information required of the vendor is in the exclusive possession of another who fails or refuses to furnish this information, the vendor shall so certify to the County its effort made toward obtaining said information. The vendor shall remain obligated under this paragraph until the expiration of three (3) years after the termination of this contract.

In the event of breach of any of the above anti-discrimination covenants, the County shall have the right to impose sanctions as it may determine to be appropriate, including withholding payment to the vendor or canceling, terminating, or suspending this contract, in whole or in part.

Additionally, the vendor may be declared ineligible for further County contracts by rule, regulation or order of the Board of County Commissioners of Lee County, or as otherwise provided by law.

The vendor will send to each union, or representative of workers with which the vendor has a collective bargaining agreement or other contract of understanding, a notice informing the labor union or worker's representative of the vendor's commitments under this assurance, and shall post copies of the notice in conspicuous places available to the employees and the applicants for employment.

The vendor will include the provisions of this section in every subcontract under this contract to insure its provisions will be binding upon each subcontractor. The vendor will take such actions with respect to any subcontractor, as the contracting agency may direct, as a means of enforcing such provisions, including sanctions for non-compliance.

18. **AUDITABLE RECORDS**

The awarded vendor shall maintain auditable records concerning the procurement adequate to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting methods, and Lee County reserves the right to determine the record-keeping method required in the event of non-conformity. These records shall be maintained for two years after completion of the project and shall be readily available to County personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.

19. **DRUG FREE WORKPLACE**

Whenever two or more quotes/proposals, which are equal with respect to price, quality and service, are received for the procurement of commodities or contractual services, a

quote/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall comply with the requirements of Florida Statutes 287.087.

20. **REQUIRED SUBMITTALS**

Any submittals requested should be returned with the quote response. This information may be accepted after opening, but no later than 10 calendar days after request.

21. **TERMINATION**

Any agreement as a result of this quote 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 vendor, 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.

The Purchasing Director may immediately terminate any agreement as a result of this quote for emergency purposes, as defined by the Lee County Purchasing and Payment Procedure Manual.

Any vendor who has voluntarily withdrawn from a formal quote/proposal 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 of Lee County Commissioners for waiver of this debarment. Such application for waiver of debarment must be coordinated with and processed by Purchasing.

22. **CONFIDENTIALITY**

Vendors should be aware that all submittals (including financial statements) provided with a quote/proposal are subject to public disclosure and will **not** be afforded confidentiality.

23. **ANTI-LOBBYING CLAUSE**

All firms are hereby placed on formal notice that neither the County Commissioners nor candidates for County Commission, nor any employees from the Lee County Government, Lee County staff members, nor any members of the Qualification/Evaluation Review Committee are to be lobbied, either individually or collectively, concerning this project. Firms and their agents who intend to submit qualifications, or have submitted qualifications, for this project are hereby placed on *formal notice* that they are ***not*** to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County for negotiations. Any such lobbying activities may cause immediate disqualification for this project.

24. **INSURANCE (AS APPLICABLE)**

Insurance shall be provided, per the attached insurance guide. Upon request, an insurance certificate complying with the attached guide may be required prior to award.

**LEE COUNTY, FLORIDA  
PROPOSAL PRICE FORM  
FOR JANITORIAL SERVICE  
EAST COUNTY REGIONAL LIBRARY**

DATE SUBMITTED: \_\_\_\_\_

TO: The Board of County Commissioners  
Lee County  
Fort Myers, Florida

Having carefully examined the "General Conditions", and the "Detailed Specifications", all of which are contained herein, the Undersigned proposes to furnish the following which meet these specifications:

The undersigned acknowledges receipt of Addenda numbers: \_\_\_\_\_

**IN ORDER FOR YOUR QUOTATION TO BE CONSIDERED VALID, REQUIRED SUBMITTALS, AS LISTED IN THIS SPECIFICATION, SHOULD BE INCLUDED WITH YOUR QUOTATION**

TOTAL ANNUAL CHARGES (INCLUDES DAY PERSON) \$ \_\_\_\_\_  
(BASIS OF AWARD) ANNUAL COST

**THE FOLLOWING FEES ARE TO BE USED, AS NECESSARY, WITH THIS CONTRACT BUT NOT USED AS THE BASIS OF AWARD:**

COST TO ADD/DELETE DAY OF SERVICE \$ \_\_\_\_\_  
COST PER DAY

COST TO ADD/DELETE DAY PERSON \$ \_\_\_\_\_  
ANNUAL COST

HOURLY RATE PER PERSON, FOR EMERGENCY WORK \$ \_\_\_\_\_  
PER HOUR

COST PER SQ.FT.,PER DAY, TO ADD DUSTING AND VACUUMING OF OFFICE AREAS \$ \_\_\_\_\_  
COST PER SQ. FT./DAY



TO BE STARTED WITHIN \_\_\_\_\_ CALENDAR DAYS AFTER RECEIPT OF AWARD AND PURCHASE ORDER.

Is your firm interested in being considered for the Local Vendor Preference?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, then read the paragraph entitled "Local Vendor Preference" included in these specifications. Also complete the Local Vendor Preference Questionnaire and return with your quotation.

Quoters shall carefully read all the terms and conditions of the specifications. Any representation of deviation or modification to the quotation may be grounds to reject that quotation.

Quoter shall submit his/her quote on the County's Proposal Quote Form, including the firm name and authorized signature. Any blank spaces on the Proposal Quote Form, qualifying notes or exceptions, counter offers, lack of required submittals, or signatures, on County's Form may result in the Quoter/Quote being declared non-responsive by the County.

ANTI-COLLUSION STATEMENT

**THE BELOW SIGNED QUOTER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS QUOTE WITH OTHER QUOTERS AND HAS NOT COLLUDED WITH ANY OTHER QUOTER OR PARTIES TO A QUOTE WHATSOEVER. NOTE: NO PREMIUMS, REBATES OR GRATUITIES TO ANY EMPLOYEE OR AGENT ARE PERMITTED EITHER WITH, PRIOR TO, OR AFTER ANY DELIVERY OF MATERIALS. ANY SUCH VIOLATION WILL RESULT IN THE CANCELLATION AND/OR RETURN OF MATERIAL (AS APPLICABLE) AND THE REMOVAL FROM THE MASTER BIDDERS LIST.**

FIRM NAME \_\_\_\_\_

BY (Printed): \_\_\_\_\_

BY (Signature): \_\_\_\_\_

TITLE: \_\_\_\_\_

FEDERAL ID # OR S.S. # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

FAX NO.: \_\_\_\_\_

CELLULAR PHONE/PAGER NO.: \_\_\_\_\_

LEE COUNTY OCCUPATIONAL LICENSE NUMBER: \_\_\_\_\_

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

REVISED: 7/28/00

DETAILED SPECIFICATIONS FOR:  
JANITORIAL SERVICES FOR  
East County Regional Library

## SCOPE

This Request for Quotations (RFQ) is issued by Lee County, Florida ("County") to request sealed quotations from prequalified Vendors interested in providing contract janitorial services for the East County Regional Library, located at 881 Gunnery Road, Lehigh Acres, FL 33971 which consists of approximately 40,000 square feet and is to be serviced on a 6 days per week basis, Monday through Saturday.

Materials to be supplied by the Vendor shall include items such as, toilet paper, paper towels, soap and trash bags, etc. Lee County requires that only recycled paper products be provided and under no circumstances shall any aerosol cleaning products be utilized. All cleaning materials such as bathroom cleaners, general purpose cleaners and glass cleaners must meet the standards set by Green Seal. Attached to this request for quote you will see the guidelines for safe environmental products and suggestions for manufacturers of such cleaning products.

The awarded Vendor must meet all contract specifications fifteen (15) calendar days from start-up of service.

The County intends to enter into a one-year contract with a prequalified Vendor with an option to extend the contract for four additional one-year periods, upon mutual agreement of both parties. The contract price may be increased annually by the last announced increase in the CPI Index for all Urban Consumers, Wage and Clerical Workers, Southeast region.

## GENERAL INFORMATION

It is understood that only quotations from prequalified Vendors will be considered.

This RFQ is issued to provide prequalified Vendors with information, guidelines and rules to prepare and submit a quotation. The submittal must satisfy all criteria established in this RFQ to qualify for an award.

Quoter shall not be entitled to compensation beyond its quotation price when required to incur expenses because of tolls or parking charges or any charges for infractions concerning these issues.

Quotation errors shall be handled as follows:

1. Any blank spaces on the proposal form or required submittals, absence of signatures or failure to submit the quotation on the County's form shall cause the quoter to be declared non-responsive.
2. The quoter will comply with the Florida Sales and Use Tax Law as it may apply to this contract. The quotation amount(s) shall include any and all Florida Sales and Use Tax payment obligations required by Florida Law of the successful quoter and/or its sub-contractors or material suppliers.

**QUOTERS may not modify these specifications for any reason whatsoever.**

QUOTERS may not assign or otherwise transfer its quotation prior to the quotation opening time.

ADDITION OR DELETION OF SQUARE FOOTAGE OR SITES

If it is deemed necessary to add or delete square footage from this contract on a temporary or permanent basis, the total annual charge for that building will be divided by the total square footage to determine the annual cost per square foot. That cost per square foot will be added to or deducted from the total annual charges for that building.

If it is deemed necessary to add another facility to this contract, then the total square footage for all sites covered by this contract will be divided into the total annual charge for all facilities covered by this contract. That average square footage will be used to add another site or building to this contract. The vendor will have the right to refuse to accept the additional site at the average square footage cost.

INSURANCE REQUIREMENTS

Insurance shall be provided per the attached Insurance "Guide E", prior to the commencement of any work under this agreement. Upon request, an insurance certificate complying with the attached guide, may be required prior to award.

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Lee County Board of County Commissioners is to be listed as an additional insured with respects to Commercial General Liability and Worker's Compensation.

The insurance coverage enumerated in "Guide E" attached, constitutes the minimum requirements acceptable to Lcc County and said enumeration shall in no way lessen or limit the liability of the Vendor under the terms of the contract. The Vendor may procure and maintain, at their own expense, any additional kind and amount of insurance, that in their own judgment may be necessary for their proper protection in the performance of their work under this agreement.

COUNTY'S RESERVATION OF RIGHTS

The issuance of this RFQ constitutes an invitation to present quotations from prequalified Vendors. The County reserves the right to determine, in its sole discretion, whether any aspect of the Statement of Quotation satisfactorily meets the criteria established in this RFQ, the right to seek clarification from any Vendor or Vendors submitting quotations, the right to solicit quotations with any Vendor or Vendors submitting a response, and the right to reject any or all responses with or without cause. The County also reserves the right to modify the Scope to be considered for this project. In the event that this RFQ is withdrawn by the County, or if the County does not proceed for any reason, including, but not limited to, the failure to occur of any of those things or events set forth herein, the County shall have no liability to any Vendor for any costs of expenses incurred in connection with the preparation and submittal of the RFQ or otherwise.

COUNTY'S RIGHTS AND OPTIONS

This Request for Quotations constitutes only an invitation to submit a quotation to the County. The County reserves, holds and may in its own discretion, exercise any or all of the following rights and options with respect to this quotation.

1. To reject any or all quotations or parts thereof.
2. To supplement, amend or otherwise modify this quotation, and to cancel this quotation with or without the substitution of another quotation.
3. To issue additional subsequent quotations.
4. To the extent not prohibited by law, to waive any irregularity or informality on any matter.

In this RFQ the County has attempted to address most situations that may occur. However, should situations arise that are not addressed, they will be dealt with on a case by case basis, at the discretion of the County.

CONSUMER PRICE INDEX ADJUSTMENT

The contract price quoted for this service will be increased annually on the first of October. This increase will be based on the July Consumer Price Index for U.S. City Average, Wage and Clerical Workers, All Items, as published by the Bureau of Labor Statistics, Southeastern Regional office as of the month of July for that year. Lee County will notify the vendor of the increase amount. This increased amount will begin with the billing for the month of October.

LOCAL BIDDER'S PREFERENCE

Note: In order for your firm to be considered for the local vendor preference, you must complete and return the attached "Local Vendor Preference Questionnaire" with your quotation.

The Lee County Local Bidder's Preference Ordinance No. 00-10 is being included as part of the award process for this project. As such, Lee County at its sole discretion, may choose to award a preference to any qualified "Local Contractor/Vendor" in an amount not to exceed 3 % of the total amount quoted by that firm.

"Local Contractor / Vendor" shall mean: a) any person, firm, partnership, company or corporation whose principal place of business in the sole opinion of the County, is located within the boundaries of Lee County, Florida; or b) any person, firm, partnership, company or corporation that has provided goods or services to Lee County on a regular basis for the preceding consecutive five (5) years, and that has the personnel, equipment and materials located within the boundaries of Lee County sufficient to constitute a present ability to perform the service or provide the goods.

The County reserves the exclusive right to compare, contrast and otherwise evaluate the qualifications, character, responsibility and fitness of all persons, firms, partnerships, companies or corporations

submitting formal bids or formal quotes in any procurement for goods or services when making an award in the best interests of the County.

TERM OF AGREEMENT

This agreement shall become effective immediately upon issuance of a "Notice to Proceed" by the County and shall continue in full force and effect for a period of one-year from the commencement date, with an option to renew for four additional one-year periods, upon mutual agreement of both parties unless this agreement is mutually agreed by both parties to terminate sooner, or until a contract is awarded and in place.

BUILDING ACTIVATION FOR EMERGENCY SITUATIONS

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

MAJOR BREAKDOWNS/NATURAL DISASTERS

Lee County requires that the awarded vendor provide the name of a contact person and phone number which will afford Lee County access twenty-four hours per day, 365 days per year, to provide janitorial service, in the event of major breakdowns or natural disasters.

BASIS OF AWARD

**The contract for these services will be awarded to the low quoter meeting all specification requirements.**

A. GENERAL WORK REQUIREMENTS

1. Workmanship and Inspection

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

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

2. Uniforms and Security

Vendor shall supply and pay for distinctive clean, neat appearing uniforms for his employees and require them to be worn while working on County premises. Uniforms shall consist of

approved uniform slacks and shirts for cleaning personnel. Supervisors shall wear slacks and appropriate shirts. All shirts will have company name and logo on them.

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

The awarded vendor will be required to perform background checks on all employees that will be working on this contract, in the County's facilities. The results of the background checks will be provided to the County Representative within thirty days of award of the contract. Background checks on any new employees hired during the term of the contract must be performed immediately and provided to the County's Representative before the employee will be allowed to work in the County's facility.

Based on these background checks, the County reserves the right to ask the janitorial firm to remove an employee from working in any County facility.

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

Any charges incurred for these background checks are the sole responsibility of the Vendor.

Because of higher security requirements at some County facilities, it may be necessary to require a Crime Information Background Check. Checks are to be performed by the Florida Department of Law Enforcement at the following address:

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

Please provide the name, date of birth, race, sex, and last known address of each of your employees to FDLE. A copy of the background check from the Florida Department of Law Enforcement must be provided to Lee County's Representative within a thirty day period.

Certain areas, which shall be identified by the County, upon award of the contract, are considered "sensitive" due to the type of information on file within these areas. Access to these areas will be limited to only certain authorized Vendor's personnel at specific times during the day.

All janitorial keys will be issued to the Vendor, and a fee will be charged to the Vendor for the loss of any keys/or the cost of changing of locks as the result of any loss of keys. The sole decision, regarding changing the locks, rests with the County Representative.

Vendor will be responsible for acting in accordance with security guidelines, during entering, exiting, and cleaning.

### 3. Supervision and Safety

The Vendor shall be responsible for the supervision and direction of the work performed by his/her employees and shall, at all times provide a full time manager or crew-leader on the premises to carry out the responsibility. The manager or crew leader 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.

The cleaning crew shall not be accompanied by non-vendor individuals, i.e. children, non-vender family members. Failure to do so could result in immediate termination.

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

### 4. Materials and Equipment

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

The County realizes that the majority of chemicals used by the janitorial Vendors are not hazardous. As a requirement of this quotation, under separate cover, Vendors shall provide a list of all materials and supplies that will be used to do the work under this contract. Indicate use, description and minimum amount to be utilized monthly. All cleaning materials such as bathroom cleaners, general purpose cleaners and glass cleaners must be listed and a statement regarding meeting the Green Seal requirements under separate cover. Please note that all bathroom cleaners, general purpose cleaners and glass cleaners must conform to green seal standards for safe environmental products.

The apparent successful quoter shall furnish MSDS sheets on all chemicals to be utilized under this quotation, within 10 days after the award of the quotation.

The Vendor shall furnish and maintain all the necessary equipment. The County may conduct an inventory every 6 months to verify equipment quantities and condition. **NOTE: MANUALLY OPERATED CARPET SWEEPERS ARE NOT TO BE USED IN PLACE OF AN ELECTRIC VACUUM CLEANER ON CARPETING.**

### 5. Storage

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



6. Trash Removal

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

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

Master Recycling Bin(s): As designated, the Master Recycling Bins are to be taken to a specific location so they can be serviced by a recycling contractor. Once they have been emptied by the recycling contractor, they are to be taken back to their location in the building.

7. Penalties

The County or its designee is given the authority, pursuant to this agreement, to deduct from the Vendors invoice a percentage not to exceed twenty-five percent (25%) for workmanship which does not meet the quality standards required under this agreement. The individual making the deduction shall document and provide to the Vendor, upon request, the reasons for the deduction from the monthly invoice.

8. Defaults by Vendor

The Vendor may be declared in default and may be terminated by the County with seven days notice for any one of the following reasons:

- a. Failure of the Vendor to maintain satisfactory performance level;
- b. Failure of the Vendor to start work within the time stated in the notice to proceed;
- c. Failure of the Vendor to pay for work performed and materials and supplies used under this contract;
- d. Insolvency of Vendor; or
- e. Death of the Vendor, if the Vendor is an individual.

9. Termination by the County

The County may, at its option and discretion, terminate the contract at any time, in whole or in part, without any default on the part of the Vendor, by giving written notice to the Vendor at least five (5) days prior to the effective date of the termination.

The Purchasing Director may immediately terminate this Agreement for emergency purposes, as defined by the Lee County Purchasing and Payment Manual Section 12.1.

10. Termination by the Vendor

This Agreement may be terminated by the Vendor giving thirty (30) calendar days advance written notice. The County reserves the right to accept or not accept a termination notice submitted by the Vendor, 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.

11. Holidays

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

- New Years Day - January 1
- Martin Luther King Day - To Be Designated
- Memorial Day - To Be Designated
- Fourth of July - July 4
- Labor Day - 1st Monday in Sept.
- Veterans Day - To Be Designated
- Thanksgiving Day - 4th Thursday in Nov.  
Friday After Thanksgiving Day
- Christmas Day - December 25

12. Damage to County Property

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

13. Examination of Site and Other Relevant Material

- a. The Vendor shall have visited the site and shall have fully acquainted and familiarized himself with conditions as they exist and the operations to be carried out. The Vendor shall make such investigations as he may see fit so that he 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.
- b. The failure or omission of the Vendor to receive or examine any instruction or document, or any part of the specifications or to visit the site and acquaint himself 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 his obligations thereunder and that he will 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.

- c. In the event of legal proceedings to enforce the terms of this agreement the prevailing party will be entitled to legal fees.

14. Permits, Licenses and Notices

The Vendor shall make application for and obtain necessary permits and licenses from the appropriate governing body. The Vendor shall give all notices necessary and incidental to the prosecution of the work.

15. Assignment of Contract

The Vendor shall not assign, transfer, sub-contract, or sell any portion of this contract unless permission is first given by the County Representative.

16. Laws and Taxes

- a. The Vendor shall comply with all County, City, State and Federal Laws and all applicable municipal ordinances and shall indemnify the Owner from all Vendor violations thereof. The Vendor shall further assume and be specifically liable for all State and Federal Payroll or Social Security Taxes, Unemployment Compensation Tax and for all State and Federal Sales and Use Taxes which may be in force and guarantees to hold the Owner harmless in every respect for violations by the Vendor of any such laws.
- b. Of special note is Florida Statute 442, "Right to Know Law", and the Vendor will comply with it fully and also assist Lee County as necessary in a timely manner.
- c. Vendor's employees must comply with the Florida Clean Indoor Air Act Chapter 85-257 by observing no smoking restrictions.
- d. Vendor shall comply with all applicable portions of OSHA 1910.

17. Method of Payment

The accepted price for the services will be paid to the Vendor in twelve (12) monthly installments, after receipt of an invoice from the Vendor at the end of each time period of one (1) month. The invoice will be for the previous month's service period.

18. Reporting Information

The following information must be available, on site for the County Representative.

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

19. Submittal Language

The submittals requested should be returned with the quotation response or quoter will be rendered non-responsive.

20. Precedence of Specifications

In the event of inconsistency with the General Specifications, the Detailed Specifications shall control.

B. TECHNICAL REQUIREMENTS

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 six days per week basis, exclusive of holidays. Crew scheduling is the Vendor's responsibility and should be arranged so as not to interfere with day-to-day business operations.
- c. All work is to be done after normal library hours as listed below. Hours listed are current normal working hours and are subject to change. The awarded Vendor will be given 48 hours notice of any library working hour changes.

The hours of operation are Monday through Thursday from 9:00 a.m. to 9:00 pm., and Friday and Saturday from 9:00 a.m. to 6:00 p.m. The library is closed on Sunday.

The library is to be cleaned after normal business hours. However, the public restrooms are to be cleaned twice a day; once at approximately 3:00 p.m. and then at night after normal business hours. All materials and equipment will be provided by the vendor.

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

2. Premises to be Cleaned

Street Address of building under this quotation:

East County Regional Library  
881 Gunnery Road  
Lehigh Acres, FL 33971

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

Wood Chairs with Back and Seat Upholstered – 46  
 Wood Chairs with Seat Upholstered – 42  
 Office Chairs with Back and Seat Upholstered – 125  
 Child Size Chairs – Back & Seat Upholstered – 48  
 Large Chairs with Back and Seat upholstered – 47  
 Settee – 1  
 Love Seat – 1

**Floor Covering:**

|              |     |
|--------------|-----|
| Carpet       | 73% |
| Vinyl        | 22% |
| Ceramic Tile | 5%  |
| Other        |     |

**Restrooms:** 8

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

**Elevators:** 0

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

3. Quality Standards

In general, the achievement of the desired standards as outlined herein will result in an almost complete absence of visible soil. In order to maintain the facilities in this condition, Vendor will immediately remove any visible soil which is found as a result of his inspection. For purposes of definition, absence of visible soil shall be as follows:

- a. Absence of dust on horizontal and vertical surfaces of floors, walls, ledges, furniture and equipment.
- b. Absence of litter and trash on floor and horizontal surfaces of equipment.
- c. Absence of finger marks and spots and soil build-up on walls, partitions, doors, dividers, etc.
- d. 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.
- e. Absence of soil and stains on toilet room fixtures, drains, traps, faucets, soap and paper dispensers, stalls, mirrors, ledges and drinking fountains. Disinfectants shall be used to sterilize toilet room fixtures, where required.
- f. Absence of dust, spots, soil build-up and encrustations on furniture and equipment surfaces and legs.

- g. Absence of dust, lint, and litter on upholstered furniture.
- h. Absence of soil, litter, dust and encrustations in ash trays, urns, wastebaskets, and trash containers. Wastebaskets and trash containers to be washed as needed.
- i. Absence of marks, spots, stains and streaks on interior and exterior entrance door and lobby glass and all partition glass.
- j. Absence of soil and dust on window blinds, shades, sills, frames, and ledges.
- k. Absence of other visible soil and cobwebs on horizontal surfaces including ceilings.
- l. Absence of trash in building. Trash shall be collected and removed to designated area.
- m. Absence of soil, litter, dust and spots from all carpets, mats and floors.
- n. Absence of streaks, spots, stains from all brightwork, where appropriate. All brightworks shall be polished dry to a high sheen.

4. Special Provisions to be Observed While Cleaning Data Processing Areas

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

5. Vendor Requirements

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

6. Special Cleaning Task Requirements

- a. Pressure Washing Exterior of Building

As described in these specifications, the exterior of the building will need to be pressure cleaned. If the awarded vendor hires a subcontractor to do this work, Lee County reserves the right to approve of this firm. Also, Lee County reserves the right to request the vendor have adequate insurance coverage and hold Lee County harmless. The vendor that does this task must be properly licensed to perform this type of work.

b. Interior Building High Window Washing

As described in these specifications, the interior building high windows will need to be cleaned. If the awarded vendor hires a subcontractor to do this work, Lee County reserves the right to approve of this firm. Also, Lee County reserves the right to request the vendor have adequate insurance coverage and hold Lee County harmless. The vendor that does this task must be properly licensed to perform this type of work.

c. Exterior Building Window Washing

As described in these specifications, the building exterior windows will need to be cleaned. If the awarded vendor hires a subcontractor to do this work, Lee County reserves the right to approve of this firm. Also, Lee County reserves the right to request the vendor have adequate insurance coverage and hold Lee County harmless. The vendor that does this task must be properly licensed to perform this type of work.

d. Carpet and Upholstery Cleaning

As described in these specifications, the carpet and upholstery will need to be cleaned semiannually. If the awarded vendor hires a subcontractor to do this work, Lee County reserves the right to approve of this firm. Also, Lee County reserves the right to request the vendor have adequate insurance coverage and hold Lee County harmless. The vendor that does this task must be properly licensed to perform this type of work.

A Bonnet cleaning method with carbonated solution shall be used to clean carpet and upholstery. The cleaning method used shall be a **controlled amount of moisture** applied to clean the carpet/upholstery and leave it dry and ready to use immediately (usually in 60 minutes). Cleaning agents used shall be safe, effective, and non-toxic. Dehumidifiers shall be used, if applicable. Carpet cleaning process used shall be approved by the County's Representative.

e. Strip and Rewaxing of Hard Floors

ONLY QUALITY FLOOR FINISHES WITH A MINIMUM SLIP RESISTANCE FACTOR (STATIC COEFFICIENT OF FRICTION) OF .5, AS MEASURED BY AMERICAN SOCIETY OF TESTING & MATERIALS (ASTM) TEST METHOD STANDARDS, SHALL BE USED ON HARD FLOOR SURFACES IN LEE COUNTY BUILDINGS.

f. Storage Rooms, Electrical Room, Mechanical Room, and Data/Communication Room.

The rooms listed above are not to be entered or cleaned without prior authorization and instructions from the County's Representative. Occasionally, may be requested to clean these rooms with the assistance of county personnel. The cleaning will usually involve sweeping, dusting, mopping, and pressure cleaning the floor, upon request and as needed. There is to be no additional charge for this work. The cost of doing this occasional cleaning is to be included in the overall cost of cleaning the building. It is estimated that this room will be cleaned a couple of times a year. The date and time of cleaning to be agreed upon by the vendor and County Representative.

g. High Ceiling Cleaning, if applicable.

Dust visible areas including fans, hanging light fixtures, beams, columns, ledges and air conditioning vents and pipes. Remove dust, cobwebs, bugs, etc.

h. Corian Counter Top, if applicable.

All Corian Counter Tops can be cleaned with soapy water, which will remove most dirt and stains. Difficult stains should be brought to library attention.

7. Required Information

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

- a. All employee background checks
- b. Statement certifying that all bathroom cleaner, general purpose cleaners and glass cleaners conform to Green Seal standards.
- c. Material Safety Data Sheets for chemicals being used
- d. Names and phone numbers of vendor contact personnel
- e. Sample cleaning personnel sign-in sheet

8. Contract Monitoring Information – Cleaning Checklists

In order to determine if the cleaning tasks have been completed, the vendor may use the attached Detail Cleaning Task Checklist to show that the tasks have been completed. Each item is to be checked off by the vendor employee that completes the task.

Attachment A: Janitorial Detail Cleaning Task Checklist

This form details the cleaning tasks that are to be performed on a periodic basis. The vendor may use this check list to insure that each cleaning task is done in each facility. The vendor will designate that a particular task has been completed, by checking it off



on the day it was completed. These forms may be requested for review by County personnel.

*This form includes all tasks that are possible for all the buildings. It is understood that not all the tasks are applicable to this site. Therefore, the cleaning personnel are only to check off the applicable tasks for the building being serviced. Tasks that do not apply will be left blank.*

*Attachment B: Sample Quality Assurance Form*

This form will be used by Lee County quality assurance personnel to inspect the work that is being done. If work is substandard, then you will receive a copy of this form requesting that the deficient areas be cleaned properly. If the work continues to be inferior, then a penalty may be assessed.

**Cleaning Personnel Sign-in Sheet**

The vendor shall have a sign-in sheet posted in the janitorial closet, or other designated location, for the cleaning personnel. This sign-in sheet shall have the company name, cleaning personnel, and cleaning person's time in and time out. This form is to be completed for each date of service; and is to remain posted in the janitorial closet, if applicable, or other designated location for review by the County Representative.

**GUIDE "E"**

**INSURANCE REQUIREMENTS FOR SERVICE**

Your certificate of insurance must meet the following requirements

**Requirement #1:** The Lee County Board of County Commissioners shall be added as an additional insured on the comprehensive general liability policy.

**Requirement #2:** Certificate holder shall be listed as follows:

Lee County Board of County Commissioners  
 C/O Lee County Purchasing  
 P.O. Box 398  
 Fort Myers, FL 33902

**Requirement #3:** Each policy shall provide a 30 day notification clause in the event of cancellation, non-renewal or adverse change.

This Standard Insurance Language is to be utilized for Contracts, or Agreements meeting these circumstances. Certain conditions and/or exposures may not relieve or limit the liability of the vendor. These requirements may not be sufficient or adequate to protect the vendor's interests or liabilities, but are merely minimums.

Circumstances

Project is for vendors providing a service such as but not limited to lawn maintenance, janitorial, painting, carpentry, moving, equipment service or repair.

Worker's 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. Individual employees may be exempted per State Law. Employees liability will have minimum limits of:

- \$100,000 per accident
- \$500,000 disease limit
- \$100,000 disease limit per employee.

Commercial General Liability

Coverage shall apply to premises and/or operations, products and/or completed operations, independent contractors, contractual liability and broad form property damage exposures with minimum limits of:

\$100,000 bodily injury per person (BI)  
\$300,000 bodily injury per occurrence (BI)  
\$100,000 property damage (PD) or  
\$300,000 combined single limit (CSL) of BI and PD

Business Automobile Liability

Coverage shall apply to owned vehicles and/or hired and non-owned vehicles and employee non-ownership use with minimum limits of:

\$100,000 bodily injury per person (BI)  
\$300,000 bodily injury per occurrence (BI)  
\$100,000 property damage (PD) or  
\$300,000 combined single limit (CSL) of BI and PD

Certificate of Insurance

An original hand signed certificate shall be on file with and approved by the Lee County Risk Management Office prior to the commencement of any work activities.

In the event the insurance coverage expires prior to the completion of the project, a renewal certificate shall be on file with Risk Management at least 15 days prior to the expiration date.

Revised 10/18/00

**ATTACHMENT A  
JANITORIAL DETAIL CLEANING TASK  
DAILY CHECKLIST**

|          |                              |      |       |
|----------|------------------------------|------|-------|
| Facility | East County Regional Library | Date | ,2003 |
|----------|------------------------------|------|-------|

| DAILY TASKS |  | M | Tu | W | Th | F | Sa | Su |
|-------------|--|---|----|---|----|---|----|----|
| 1.          | Empty all wastebaskets. Damp wipe, if necessary.   |   |    |   |    |   |    |    |
| 2.          | Empty desk recycling totes into large recycling bin.   |   |    |   |    |   |    |    |
| 3.          | Spot clean walls, light switches and doors.  |   |    |   |    |   |    |    |
| 4.          | Damp mop floors, including stairs and landings, remove any gum, tar or other foreign matter.   |   |    |   |    |   |    |    |
| 5.          | Clean and/or polish conference room furniture and meeting room furniture.  |   |    |   |    |   |    |    |
| 6.          | Spot clean and vacuum carpet (Office areas vacuumed 2 times per week).   |   |    |   |    |   |    |    |
| 7.          | Dust all horizontal ledges, furniture, desks and filing cabinets, chairs and tables, equipment. (Office areas dusted 2 times per week) |   |    |   |    |   |    |    |
| 8.          | Brush all fabric upholstery, as needed.  |   |    |   |    |   |    |    |
| 9.          | Clean and sanitize drinking fountains.   |   |    |   |    |   |    |    |
| 10.         | Dust all unobstructed work areas.  |   |    |   |    |   |    |    |
| 11.         | Do other general and emergency cleaning as required.   |   |    |   |    |   |    |    |
| 12.         | Report any maintenance defects to the County Representative.   |   |    |   |    |   |    |    |
| 13.         | Keep custodial closet clean.   |   |    |   |    |   |    |    |
| 14.         | Wash all door glass and adjacent panels (interior & exterior).   |   |    |   |    |   |    |    |
| 15.         | Vacuum floor mats and wash as necessary.   |   |    |   |    |   |    |    |
| 16.         | Clean all reception lobby glass, inside and outside.   |   |    |   |    |   |    |    |
| 17.         | Clean all interior partition glass.  |   |    |   |    |   |    |    |
| 18.         | Clean counter tops at circulation desk, adult reference desk, and the youth services reference desk.                                   |   |    |   |    |   |    |    |
| 19.         | Damp mop floor, clean tables in break rooms.   |   |    |   |    |   |    |    |
| 20.         | Damp wipe all machines associated with break rooms.  |   |    |   |    |   |    |    |

| DAILY SERVICE – KITCHEN AREA (If Applicable) |   | M | Tu | W | Th | F | Sa | Su |
|--|---|---|----|---|----|---|----|----|
| 1.   | Clean sinks with detergent/disinfectant.    |   |    |   |    |   |    |    |
| 2.   | Clean counters with detergent/disinfectant. |   |    |   |    |   |    |    |
| 3.   | Resupply paper towels and soap dispensers.  |   |    |   |    |   |    |    |
| 4.   | Damp wipe walls, as necessary.              |   |    |   |    |   |    |    |

**JANITORIAL DETAIL CLEANING TASK  
DAILY CHECKLIST**

|          |                              |      |       |
|----------|------------------------------|------|-------|
| Facility | East County Regional Library | Date | ,2003 |
|----------|------------------------------|------|-------|

| <b>DAILY SERVICE – RESTROOMS</b> |  | M | Tu | W | Th | F | Sa | Su |
|----------------------------------|--|---|----|---|----|---|----|----|
| 1.                               | Clean basins with detergent/disinfectant.  |   |    |   |    |   |    |    |
| 2.                               | Clean toilets and urinals using detergent/disinfectant.  |   |    |   |    |   |    |    |
| 3.                               | Damp wipe all ledges.  |   |    |   |    |   |    |    |
| 4.                               | Clean mirrors, soap dispensers, wash basin and all plumbing fixtures.  |   |    |   |    |   |    |    |
| 5.                               | Clean under basins, around toilets and urinals.  |   |    |   |    |   |    |    |
| 6.                               | Damp wipe walls, light switches and doors.   |   |    |   |    |   |    |    |
| 7.                               | Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkin liners, sanitary napkins, etc. <b>(ONLY ANTI-BACTERIAL SOAP WILL BE ACCEPTABLE)</b> |   |    |   |    |   |    |    |
| 8.                               | Wet mop floors using detergent/disinfectant.   |   |    |   |    |   |    |    |

| <b>DAILY SERVICE – OUTSIDE</b> |   | M | Tu | W | Th | F | Sa | Su |
|--------------------------------|---|---|----|---|----|---|----|----|
| 1.                             | Sweep and pickup trash around buildings and doorways within a radius of twenty feet.  |   |    |   |    |   |    |    |
| 2.                             | Empty and put in new liner bag in trash cans under any covered area around buildings.   |   |    |   |    |   |    |    |
| 3.                             | Wash down steps and walks, as required; keeping them free of gum, tar, and other foreign matter. (May have to be pressure cleaned). |   |    |   |    |   |    |    |
| 4.                             | Sweep cobwebs and dust from walls around entrance and windows.  |   |    |   |    |   |    |    |
| 5.                             | Shake and sweep down exterior floor mats.   |   |    |   |    |   |    |    |
| 6.                             | Clean sand urns, refill as needed.  |   |    |   |    |   |    |    |

| <b>MID-DAY SERVICE – RESTROOMS</b> |  | M | Tu | W | Th | F | Sa | Su |
|------------------------------------|--|---|----|---|----|---|----|----|
| 1.                                 | Clean basins with detergent/disinfectant.  |   |    |   |    |   |    |    |
| 2.                                 | Clean toilets and urinals using detergent/disinfectant.  |   |    |   |    |   |    |    |
| 3.                                 | Damp wipe all ledges.  |   |    |   |    |   |    |    |
| 4.                                 | Clean mirrors, soap dispensers, wash basin and all plumbing fixtures.  |   |    |   |    |   |    |    |
| 5.                                 | Clean under basins, around toilets and urinals.  |   |    |   |    |   |    |    |
| 6.                                 | Damp wipe walls, light switches and doors.   |   |    |   |    |   |    |    |
| 7.                                 | Re-supply soap, toilet tissue, paper towels, liners, etc. <b>(ONLY ANTI-BACTERIAL SOAP WILL BE ACCEPTABLE)</b> |   |    |   |    |   |    |    |
| 8.                                 | Sweep floors.  |   |    |   |    |   |    |    |
| 9.                                 | Empty all trash containers, replace liners, spot clean and sanitize containers                                 |   |    |   |    |   |    |    |

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| <b>COMMENTS:</b> |
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**JANITORIAL DETAIL CLEANING TASK  
WEEKLY CHECKLIST**

|          |                              |      |       |
|----------|------------------------------|------|-------|
| Facility | East County Regional Library | Date | ,2003 |
|----------|------------------------------|------|-------|

| WEEKLY TASKS |   | Completed | Date Completed |
|--------------|---|-----------|----------------|
| 1.           | High dust all library and office areas.   |           |                |
| 2.           | Dust vertical surfaces.   |           |                |
| 3.           | Dust venetian blinds.   |           |                |
| 4.           | Brush, vacuum and/or spot clean all upholstered furniture and modular panels.                       |           |                |
| 5.           | Clean and sanitize telephones.  |           |                |
| 6.           | Spray buff all corridors, hallways, and lobbies.  |           |                |
| 7.           | Scrub all non-skid tile floor areas, if applicable.   |           |                |
| 8.           | Dust entrance tower, if applicable.   |           |                |
| 9.           | Dust mop and damp mop storage areas.  |           |                |
| 10.          | Dust all visible bookshelves (areas not covered by books) and areas that do not have books in them. |           |                |
| 11.          | Wash all tables and study area surfaces   |           |                |
| 12.          | Remove dust and cobwebs from ceiling areas of standard height                                       |           |                |

| WEEKLY MASTER RECYCLING BIN SERVICE |  | Completed | Date Completed |
|-------------------------------------|--|-----------|----------------|
| 1.                                  | Take bin(s) to designated location for servicing and return once they are emptied. |           |                |

| EVERY TWO WEEKS SERVICE |  | Completed | Date Completed |
|-------------------------|--|-----------|----------------|
| 1.                      | Spray buff or burnish all vinyl office floors. |           |                |

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| <b>COMMENTS:</b> |
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**JANITORIAL DETAIL CLEANING TASK  
SPECIAL PROJECTS CHECKLIST**

|          |                              |      |       |
|----------|------------------------------|------|-------|
| Facility | East County Regional Library | Date | ,2003 |
|----------|------------------------------|------|-------|

| A. MONTHLY SERVICE |   | Completed | Date Completed |
|--------------------|---|-----------|----------------|
| 1.                 | Vacuum air conditioning grills and returns. Damp wipe with all-purpose cleaner, if necessary. Do not remove grills. |           |                |
| 2.                 | Clean light covers (external only).   |           |                |
| 3.                 | Dust fans.  |           |                |
| 4.                 | Pressure wash steps and walks as needed.  |           |                |
| 5.                 | Clean all low-level interior and exterior glass. (may be required to be done more often).                           |           |                |
| 6.                 | Dust all the books and bookshelves.   |           |                |
| 7.                 | Spot clean carpet and upholstery as needed.   |           |                |

| B. QUARTERLY SERVICE |   | Completed | Date Completed |
|----------------------|---|-----------|----------------|
| 1.                   | Strip and re-wax all hard floors (may be required to be done more often). |           |                |

| C. SEMIANNUAL SERVICE |   | Completed | Date Completed |
|-----------------------|---|-----------|----------------|
| 1.                    | Wash venetian blinds (use all purpose cleaner or detergent). Do not remove blinds from window.  |           |                |
| 2.                    | Clean light fixtures and covers (interior).   |           |                |
| 3.                    | Clean all high level interior and exterior glass.   |           |                |
| 4.                    | Clean canvas awnings, if applicable.  |           |                |
| 5.                    | Pressure wash exterior of building.   |           |                |
| 6.                    | Clean bookdrops (interior/exterior) and carts.  |           |                |
| 7.                    | Carpet and Upholstery to be cleaned.  |           |                |
| 8.                    | High Ceiling Cleaning – Dust visible areas including fans, hanging light fixtures, beams, columns, ledges, and air conditioning vents & pipes. Remove dust, cobwebs, bugs, etc. |           |                |

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| <b>COMMENTS:</b> |
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**ATTACHMENT C  
LOCAL VENDOR PREFERENCE QUESTIONNAIRE  
(LEE COUNTY ORDINANCE NO. 00-10)**

Instructions: Please complete either Part A or B whichever is applicable to your firm

**PART A: VENDOR'S PRINCIPAL PLACE OF BUSINESS IS LOCATED WITHIN LEE COUNTY (Only complete Part A if your principal place of business is located within the boundaries of Lee County)**

1. What is the physical location of your principal place of business that is located within the boundaries of Lee County, Florida?

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2. What is the size of this facility (i.e. sales area size, warehouse, storage yard, etc.)

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**PART B: VENDOR'S PRINCIPAL PLACE OF BUSINESS IS NOT LOCATED WITHIN LEE COUNTY OR DOES NOT HAVE A PHYSICAL LOCATION WITHIN LEE COUNTY (Please complete this section.)**

1. How many employees are available to service this contract? \_\_\_\_\_

2. Describe the types and amount of equipment you have available to service this contract.

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LOCAL VENDOR PREFERENCE QUESTIONNAIRE CONTINUED

3. Describe the types and amount of material stock that you have available to service this contract.

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4. Have you provided goods or services to Lee County on a regular basis for the preceding, consecutive five years?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide your contractual history with Lee County for the past five, consecutive years. Attach additional pages if necessary.

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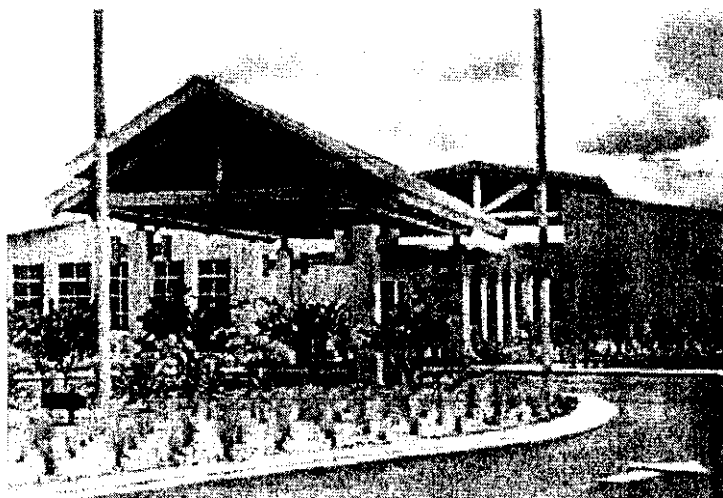
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# Lee County Library System

## East County Regional Library

- About The Library
- Ask A Librarian
- Book Tips
- Catalog Search
- Hours/Locations
- Internet Use
- Patron Information
- Programs
  - Adults
  - Born to Read
  - Kids
  - Family
  - Teens
- Reference Links
- Services
- Training/Internet
- Web Problems
- What's New!
- Lee County Reading Festival!



881 Gunnery Road  
 Lehigh Acres, FL 33971  
 (239) 461-7300  
 (239) 461-7344  
 Susan Hayes  
 Regional Branch Manager  
 Connie Haley,  
 Technical Service Manager

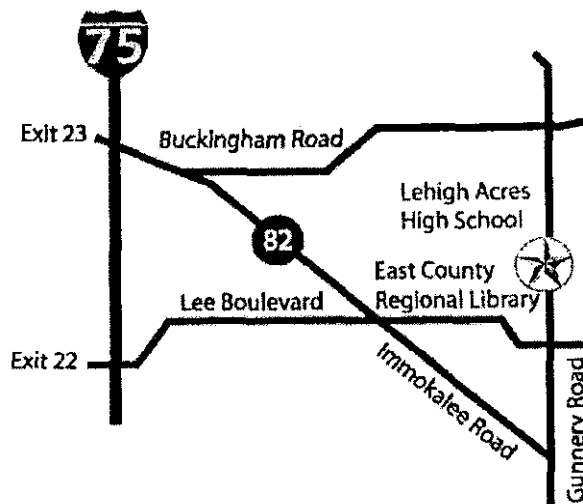
Hours

The East County Regional Library is a 40,000 square foot facility serving Lehigh Acres and the greater part of East Lee County. We have a large meeting room that will hold 150 people, over 50 computers, typewriters and study rooms for public use. The library offers complete reference services for people of all ages as well as programs for adults and children, including storytime.

It also houses the Lee County Library System's Processing Center. Library Processing is the heart of library operations. Books are received, processed, catalogued and sent to the branches. It has extensive holdings of 120,000 items, including periodicals, videocassettes, compact discs, and audio-cassettes, and more.

**Hours**

|           |        |
|-----------|--------|
| Monday    | 9-9    |
| Tuesday   | 9-9    |
| Wednesday | 9-9    |
| Thursday  | 9-9    |
| Friday    | 9-6    |
| Saturday  | 9-6    |
| Sunday    | closed |





Lee  
County  
Library  
System

03 MAR 17 AM 11:26

MEMORANDUM

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**Date:** Janet Sheehan, Purchasing Director  
**To:** Cynthia N. Cobb, Library Director *Cynthia N. Cobb*  
**From:** March 13, 2003  
**Subject:** Award of Quote No. *Q*-0300285 *for*  
Janitorial Service for the Library on Gunnery Rd. *for*

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The library system has reviewed the quote for janitorial service at the East County Regional Library and recommends award of the quote to United States Service Industries.

The term of this agreement is one-year, starting April 2003 through April 2004, in the amount of, \$33,696.00. There is also an option to renew for four additional one-year periods, upon mutual agreement of both parties.

Thank you for your division's assistance in this project.

cc: Chris Jeffcoat, Lee County Purchasing  
Dolly Ballard, Lee County Library System  
Lisa Kiesel, Lee County Library System