



PROJECT NO.: Q-110237

OPEN DATE: JUNE 7, 2011

AND TIME: 2:30 P.M.

PRE-BID DATE: MAY 25, 2011

AND TIME: 10:00 A.M.

LOCATION: PROCUREMENT MANAGEMENT  
1825 HENDRY ST. 3<sup>RD</sup> FLOOR  
FT. MYERS, FL. 33901

# REQUEST FOR QUALIFICATIONS

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

[STEP ONE]

## **TITLE:** JANITORIAL SERVICES FOR THE CONSTITUTIONAL COMPLEX

**IN ORDER FOR A COMPANY TO BE CONSIDERED RESPONSIVE IN STEP ONE, IT MUST SUBMIT ALL INFORMATION REQUESTED ON PAGES 19 - 22 INCLUDING APPROPRIATE SIGNATURES ON PAGE 16. FAILURE TO MEET THESE REQUIREMENTS MAY CAUSE YOUR COMPANY TO BE DECLARED NON-RESPONSIVE.**

REQUESTER: LEE COUNTY BOARD OF COUNTY COMMISSIONERS  
DIVISION OF PROCUREMENT MANAGEMENT

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

**PHYSICAL ADDRESS**  
1825 Hendry St 3<sup>rd</sup> Floor  
FORT MYERS, FL 33901

BUYER: CHRIS JEFFCOAT, CPPB  
PURCHASING AGENT  
PHONE NO.: (239) 533-5450  
EMAIL: [cjeffcoat@leegov.com](mailto:cjeffcoat@leegov.com)

**LEE COUNTY, FLORIDA  
QUALIFICATION FORMS FOR:  
JANITORIAL SERVICES FOR  
THE CONSTITUTIONAL COMPLEX**

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## **INTRODUCTION**

### **SCOPE**

The Lee County Board of County Commissioners are accepting qualifications from firms interested in providing janitorial service for the Constitutional Complex located at 2480 Thompson Street in Ft. Myers, Florida. This is a four-story facility that houses the Tax Collector, Property Appraiser, and Supervisor of Elections. This facility has approximately 100,000 square feet of area to be cleaned. Day and night time cleaning will be required. The entire facility is to be cleaned on a five day per week basis.

The awarded company must meet all contract specifications within fifteen calendar days from start-up of service.

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

### **TWO-STEP PROPOSAL PROCESS**

Lee County is utilizing a two-step process to evaluate the qualifications of quoters and allow only qualified firms to submit pricing.

- Step one will require interested companies to submit the qualifications of their firm. Refer to the section "COMPANY QUALIFICATIONS" for a list of the qualifications and required submittals to be provided by the company.
- In step two, only those firms qualified in step one will be given the necessary forms to submit price information for the project.

### **STEP ONE - REQUEST FOR QUALIFICATIONS**

In Step One, please submit all requested information to Lee County Procurement Management, 1825 Hendry Street, Fort Myers, FL 33901, before the deadline given on the cover of this solicitation. Qualifications received after this date and time will not be accepted.

All of the qualifications received will then be reviewed and evaluated by County staff, and a decision made as to which firms are qualified and which are not. Each firm submitting qualifications will receive a letter stating whether they are qualified or not. Only those firms found to be qualified will be allowed to proceed to step two.

In order for a firm to be considered responsive in step one, it must submit all information requested, including appropriate signatures. Failure to meet these requirements may cause your firm to be declared non-responsive.

**STEP TWO - REQUEST FOR QUOTATIONS - PRICES**

Firms found to be qualified in step one, will receive further information and price pages. This information must be completed and returned to Lee County Procurement Management, 1825 Hendry Street, 3<sup>rd</sup> Floor, Fort Myers, FL 33901, before the given deadline. Pricing information received after this date and time will not be accepted.

Refer to the detailed specifications of Step Two for the "Basis of Award".

**LOBBYING**

All firms are hereby placed on formal notice that neither the County Commissioners, nor candidates for County Commission, nor any employees from Lee County Government, nor any members of the Qualifications Review Committee are to be lobbied either individually or collectively concerning this project. Firms and their agents who intend to, or have submitted qualifications for this project are hereby placed on formal notice that they are not to contact members of the County Commission, candidates for County Commission, nor staff members outside regular Board of County commissioner meetings relating to the selection process, outside of those specifically scheduled by the County for negotiations. Dinners, lunches, or any other actions that may be interpreted as complying with this requirement shall result in an immediate disqualification of such firm by the County from further consideration for this project.

**GENERAL CONDITIONS**

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

Sealed Quotations will be received by the DIVISION OF PROCUREMENT MANAGEMENT, until 2:30pm on the date specified on the cover sheet of this “Request for Quotations”, and opened immediately thereafter by the 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 Procurement Management at (239) 533-5450.

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 duplicate as follows:
  - 1. The original consisting of the Lee County quote forms completed and signed.
  - 2. A copy of the original quote forms for the 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 Procurement Management 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 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 by 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 equal quality. However, if a product other than that specified is quoted, 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 will require a specific product only, 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. The awarded vendor has attested to compliance with the applicable immigration laws of the United States in the attached affidavit. Violations of the immigration laws of the United States shall be grounds for unilateral termination of the awarded agreement.

- a. Local Business Tax – 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 licenses required for the sale of this product and/or service and upon the request of the County will provide copies of licenses and/or permits within 10 calendar days after request.

5. **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.

6. **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.

7. **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.

8. **LEE COUNTY PAYMENT PROCEDURES**

All vendors are requested to mail an original invoice 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 requests for 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.



9. **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 Procurement Management 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 Procurement Management 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 (CMO: 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 Procurement Management 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 an 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.”

10. **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.

11. **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.

12. **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.

13. **MISCELLANEOUS**

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

14. **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.

15. **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.

16. **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 (DBE's)**

The County, in its sole discretion, reserves the right to purchase any of the items in this quote from a Disadvantaged 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 ensure 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 of 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 ensure 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.

17. **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.

18. **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.

19. **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.

20. **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 Procurement Management 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 Procurement Management.

21. **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.

22. **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.

23. **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 QUOTE FORM  
JANITORIAL SERVICES FOR THE  
CONSTITUTIONAL COMPLEX**

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

VENDOR NAME: \_\_\_\_\_

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:

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

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.: \_\_\_\_\_

DUNS #: \_\_\_\_\_

LEE COUNTY LOCAL BUSINESS TAX ACCOUNT NUMBER: \_\_\_\_\_

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

REVISED: 4/16/10

COMPANY QUALIFICATIONS

To qualify for consideration for selection as a qualified Company, a Company must meet certain designated minimum experience and qualifications. These minimum qualifications are outlined in the following sections. A Company must also demonstrate that he/she is financially qualified.

EXPERIENCE

Company shall have a minimum of five (5) years acceptable general experience in janitorial services.

FINANCIAL QUALIFICATIONS (MINIMUM)

A. Company submitting qualifications shall demonstrate proof of the ability to obtain a LETTER OF CREDIT in the amount of 100% of the total annual contract amount. In addition, the Company shall provide information with respect to the institution holding the LETTER OF CREDIT, institution name, contact person, address, and telephone number. Attachment "A" describes the purpose of the letter of credit in further detail. Attachment "A" is for information purposes only.

**OR**

B. Company submitting qualifications shall demonstrate proof of the ability to obtain a performance bond in the amount of 100 % of the total annual contract amount. In addition, the Company shall provide information with respect to their bonding, company or surety name, contact person, address, telephone number and bonding capability. Attachment "B" describes the purpose of the performance bond in further detail. Attachment "B" is for information purposes only.

C. Company submitting qualifications must be able to provide a copy or copies of his/her current Certificates of Insurance or a letter from his/her insurance company/companies evidencing the fact that the Company is able to be insured pertaining to janitorial services business for the following minimum amounts:

Worker's Compensation

\$1,000,000 per accident  
\$1,000,000 disease limit  
\$1,000,000 disease limit per employee

Commercial General Liability

\$1,000,000 bodily injury per person (BI)  
\$3,000,000 bodily injury per occurrence (BI)  
\$1,000,000 property damage (PD) or  
\$3,000,000 combined single limit (CSL) of BI and PD

Business Automobile Liability

\$1,000,000 bodily injury per person (BI)  
\$3,000,000 bodily injury per occurrence (BI)  
\$1,000,000 property damage (PD) or  
\$3,000,000 combined single limit (CSL) of BI and PD

Employee Dishonesty/Fidelity

Coverage shall apply to all employees with minimum limits of \$100,000 per occurrence

2. Verification of Coverage

a. Ten (10) days prior to the commencement of any work under the contract a certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

1. ***“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 policies.***

Certificate holder shall be listed as follows:

Lee County Board of County Commissioners  
C/O Lee County Division of Procurement Management  
P.O. Box 398  
Fort Myers, FL 33902-0398

2. Lee County will be given thirty (30) days notice prior to cancellation or modification of any stipulated insurance. Such notification will be in writing by registered mail, return receipt requested and addressed to the Risk Manager (P.O. BOX 398, Ft. Myers, FL 33902)

OTHER SPECIAL CRITERIA

A. Minimum Requirements for Personnel and Equipment

Company submitting qualifications must have available the equipment and personnel necessary to clean a facility of this size and type. It is preferred that the cleaners be experienced and/or properly trained in cleaning this type of facility.

B. Permits, Licenses and Notices

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

**REQUIRED SUBMITTAL FOR THIS RFQ**

EXPERIENCE QUESTIONS

1. Company submitting qualifications shall have a minimum of five years acceptable general experience in janitorial services. Has your company been in business for a minimum five years?

\_\_\_\_\_

**Company shall describe experience in narrative form, no longer than two (2) 8 1/2" x 11" pages.**

2. Company submitting qualifications shall furnish at least **two single** accounts within the State of Florida, with whom the Company has acceptably contracted for janitorial services for at least one **(1) year in the last three (3)** years to service at least 100,000 square feet. References for these **two** accounts must be provided to include: **name of account, address of account, telephone number, contact person, dates of service, and square footages of each account.** Can your company supply these accounts? \_\_\_\_\_

**REFERENCE #1**

Name of Account: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Square Footage Cleaned: \_\_\_\_\_

**REFERENCE #2**

Name of Account: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Square Footage Cleaned: \_\_\_\_\_

3. **In addition to those references required in question number two,** Company submitting this Request for Qualifications shall furnish a list of references (minimum of three accounts for any size janitorial service) to include: **name of account, address of account, telephone number, contact person, dates of service and square footages of each account.** Can your company supply this list? \_\_\_\_\_

**REFERENCE #1**

Name of Account: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Square Footage Cleaned: \_\_\_\_\_

**REFERENCE #2**

Name of Account: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Square Footage Cleaned: \_\_\_\_\_

**REFERENCE #3**

Name of Account: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Square Footage Cleaned: \_\_\_\_\_

4. Company submitting qualifications shall furnish names of any previous or current contracts with Lee County Government, if applicable. **NOTE: COMMITTEE WILL REVIEW ALL PAST AND PRESENT PERFORMANCES OF LEE COUNTY GOVERNMENT ACCOUNTS.** Can you're company supply us with the names of these accounts? \_\_\_\_\_

**If so, please include the names of these accounts.**

FINANCIAL QUALIFICATIONS QUESTIONS

1. Does your company have the ability to obtain a LETTER OF CREDIT for 100% of the total annual contract amount? Please provide a letter from your issuing institution indicating your ability to obtain your LETTER OF CREDIT.

**Is letter attached?** \_\_\_\_\_

2. Does your company have the ability to obtain a PERFORMANCE BOND for 100% of the total annual contract amount? Please provide a letter from your bonding agent indicating your ability to be bonded.

**Is letter attached?** \_\_\_\_\_

3. Does your company currently have insurance coverage pertaining to janitorial services business? Please include copies of current certificates of insurance or letter from your insurance company evidencing the ability of your company to be insured pertaining to janitorial services for the County's minimum limits.

**Are these copies attached?** \_\_\_\_\_

MINIMUM PERSONNEL AND EQUIPMENT REQUIREMENTS QUESTIONS

1. Can your company supply the minimum requirements for personnel and equipment as noted in this RFQ? \_\_\_\_\_

**If so, include listing of personnel and equipment.**

OTHER SPECIAL CRITERIA QUESTIONS

1. Does your company retain all necessary permits, licenses and notices applicable to janitorial services? \_\_\_\_\_

**Please include copies.**

2. For this project, sub contracting for special cleaning tasks, such as, but not limited to window cleaning and pressure washing of buildings will be allowable; however, in regards to the day to day general cleaning, no sub contracting will be allowed for this project.

**Will your firm be utilizing any subcontracted personnel for general day to day cleaning duties?**

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**SAMPLE FORM A  
EVALUATION SHEETS FOR  
REQUEST FOR QUALIFICATIONS**

\*\*\*\*\*

Project Name: Janitorial Service for the Constitutional Complex

Quotation No.: \_\_\_\_\_

Committee Evaluation Date/Time: \_\_\_\_\_

\*\*\*\*\*

EXPERIENCE QUESTIONS

1. Company shall have a minimum of five years acceptable general experience in janitorial services.

\_\_\_\_\_ Pass \_\_\_\_\_ Fail

Was narrative describing experience provided?

\_\_\_\_\_ Pass \_\_\_\_\_ Fail

2. Company shall furnish at least two accounts within the State of Florida, with whom the Company has acceptably contracted for at least one (1) year in the last three years to service at least 100,000 square feet. These accounts shall have been janitorial contracts and references shall be provided to demonstrate acceptable performance.

\_\_\_\_\_ Pass \_\_\_\_\_ Fail

Was reference check acceptable?

\_\_\_\_\_ Pass \_\_\_\_\_ Fail

3. Company shall furnish a list of references, contacts and title, telephone numbers, name of account and mailing addresses of accounts.

\_\_\_\_\_ Pass \_\_\_\_\_ Fail

Was reference check acceptable?

\_\_\_\_\_ Pass \_\_\_\_\_ Fail



4. Company shall furnish names of any previous or current contracts with Lee County Government, if applicable.

\_\_\_\_\_ Pass \_\_\_\_\_ Fail

Was reference check acceptable?

\_\_\_\_\_ Pass \_\_\_\_\_ Fail

FINANCIAL QUALIFICATIONS QUESTIONS

1. Does the company have the ability to obtain a LETTER OF CREDIT for 100% of the total annual contract amount?

\_\_\_\_\_ Pass \_\_\_\_\_ Fail

OR

2. Does the company have the ability to obtain a PERFORMANCE BOND for 100% of the total annual contract amount?

\_\_\_\_\_ Pass \_\_\_\_\_ Fail

3. Were current Certificates of Insurance or letter from insurance company evidencing the Company's ability to obtain insurance provided and acceptable?

\_\_\_\_\_ Pass \_\_\_\_\_ Fail

MINIMUM PERSONNEL AND EQUIPMENT REQUIREMENTS QUESTIONS

1. Can this company supply the minimum requirements?

\_\_\_\_\_ Pass \_\_\_\_\_ Fail

OTHER SPECIAL CRITERIA QUESTIONS

1. Does this company retain all necessary permits, licenses and notices applicable to janitorial services?

\_\_\_\_\_ Pass \_\_\_\_\_ Fail

Were copies provided?

\_\_\_\_\_ Pass \_\_\_\_\_ Fail

2. Does this company acknowledge that they will not be utilizing sub-contracted personnel for day to day cleaning?

\_\_\_\_\_Pass

\_\_\_\_\_Fail

SAMPLE FORM B

REFERENCE CHECK FORM

PROJECT: Janitorial Service for the Constitutional Complex

QUOTATION NO. \_\_\_\_\_

\*\*\*\*\*

NAME OF COMPANY:

1. Does this company provide janitorial services to your facility? Yes \_\_\_ No \_\_\_
2. How long have they provided janitorial service to your facility?
3. How often is your facility serviced by this company?
4. How many square feet do they service with janitorial at your facility/facilities?
5. How is their response time to your requests?  
Excellent \_\_\_\_\_ Satisfactory \_\_\_\_\_ Poor \_\_\_\_\_
6. How is the availability of their managerial staff?  
Excellent \_\_\_\_\_ Satisfactory \_\_\_\_\_ Poor \_\_\_\_\_
7. Does this company's staff act appropriately at all times?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Would you recommend employment of this company?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If No, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OVERALL COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

REFERENCE CALLED:

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_ Checker's Signature \_\_\_\_\_

TIME: \_\_\_\_\_

**ADDENDUM ACKNOWLEDGMENT FORM**

ACKNOWLEDGMENT IS HEREBY MADE OF RECEIPT OF THE FOLLOWING  
ADDENDA ISSUED DURING THE PRE-QUALIFICATIONS PERIOD.

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

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

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Signature & Title \_\_\_\_\_

ATTACHMENT A  
FOR INFORMATION PURPOSES ONLY  
CONDITIONS FOR AN IRREVOCBLE LETTER OF CREDIT

If, at any time during the life of the letter of credit, the rating of the issuing financial institution falls below both of the minimum ratings as indicated in the Contract Documents, or the financial institution becomes insolvent, then the CONTRACTOR must, within five (5) calendar days after notification by the COUNTY:

1. Replace the existing letter of credit with a replacement letter of credit from a financial institution with either of the minimum ratings as specified in the Contract Documents, or:
2. Have the existing letter of credit confirmed by another financial institution with either of the minimum ratings as specified in the Contract Documents.

At the COUNTY'S option, the letter of credit may be replaced by a Public Payment and Performance Bond in accordance with the COUNTY'S existing bond policies.

Failure to comply with this provision may result in any or all of the following actions by the COUNTY:

1. A stop work order; and/or termination of the contract.

Financial Institutions/Letter of Credit

In order to be acceptable to the COUNTY, a financial institution issuing 100% Letters of Credit, called for in these specifications, shall meet and comply with the following minimum standards:

General

The face of the letter of credit must be in a format utilizing Lee County Standard Form and indicate the following:

The letter of credit is "clean" and "irrevocable";

An exact expiration date. The life of all letters of credit provided to Lee County shall extend twelve (12) months beyond the date of final payment.

Statement of the purpose or project for which the letter of credit is issued;

State a specific amount of the letter of credit, in U.S. dollars;

The street address where draws against the letter of credit may be filed;

Verification of the status or certification of any financial institution may be made with:

Department of Insurance and Treasurer  
Bureau of Collateral Securities  
200 East Gaines Street  
Tallahassee, FL 32377-0345  
Phone (850) 922-3167

OR

Lee County Risk Management  
2115 Second Street  
Fort Myers, FL 33901  
Phone (239) 335-2897

At the time of issuance of the letter of credit, the financial institution must have a minimum “peer group” rating of 50 in the latest Sheshunoff Quarterly Listing or a minimum rating of 125 in the latest IDC Bank Financial Quarterly Listing.

Letters of Credit from financial institutions which do not meet either of the minimum ratings indicated above must be confirmed by a financial institution with either of the minimum ratings indicated in above.

All financial institutions which issue or confirm any Letter of Credit must be authorized by the Secretary of State to do business in the State of Florida, shall show proof of same upon request by COUNTY staff, and agree to venue in Lee County.

These actions shall be in effect until a satisfactory replacement bond or letter of credit is accepted by the COUNTY. The awarded vendor of this quotation shall so provide for replacement or confirmation in accordance with this policy.

ATTACHMENT "B"  
FOR INFORMATIONAL PURPOSES ONLY  
THE CONDITIONS OF PERFORMANCE BOND

1. Fully, promptly, and faithfully performs the contract at the times and in the manner prescribed in the contract, and
2. Promptly makes payments to all claimants, supplying Principal with labor, materials, or supplies, used directly or indirectly by Principal in the prosecution of the work provided for in the contract; and
3. Pays Obligee any and all losses, damages, costs and attorney's fees that Obligee sustains because of any default by Principal under the contract, including, but not limited to, all delay damages, whether liquidated or actual, incurred by Obligee; and
4. Performs the guarantee of all work and material furnished under the contract applicable to the work and material, then this bond is void; otherwise it remains in full force.
5. The Surety, for value received, hereby stipulates and agrees that no changes, extensions of time, alterations or additions to the terms of the contract or other work to be performed hereunder, or the specifications referred to therein shall in any way affect its obligation under this bond, and it does hereby waiver notice of any such changes, extension of time, alterations or additions to the terms of the contract or to work or to the specifications.
6. This instrument shall be construed in all respects as a common law bond. It is expressly understood that the time provisions and statute of limitation under Section 255.05 and 713.23, Florida Statutes, shall not apply to this bond.
7. In no event shall the Surety be liable in the aggregate to Obligee for more than the penalty of its performance bond regardless of the number of suits that may be filed by Obligee.



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

PROJECT NO.: Q-110237

OPEN DATE: August 16, 2011

AND TIME: 2:30 P.M.

**MANDATORY PRE-BID DATE:** August 4, 2011

AND TIME: 9:00 A.M.

LOCATION: CONSTITUTIONAL COMPLEX  
2480 THOMPSON ST.  
FT. MYERS, FL. 33901

# REQUEST FOR QUOTATIONS

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

**TITLE:**  
**[STEP TWO – PRICES]**

**TITLE**  
**JANITORIAL SERVICE FOR THE  
CONSTITUTIONAL COMPLEX**

REQUESTER: LEE COUNTY BOARD OF COUNTY COMMISSIONERS  
DIVISION OF PROCUREMENT MANAGEMENT

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

**PHYSICAL ADDRESS**  
1825 Hendry St 3<sup>rd</sup> Floor  
FORT MYERS, FL 33901

BUYER: CHRIS JEFFCOAT, CPPB  
PURCHASING AGENT  
PHONE NO.: (239) 533-5450  
EMAIL: [cjeffcoat@leegov.com](mailto:cjeffcoat@leegov.com)



**LEE COUNTY, FLORIDA  
QUOTATION FORMS FOR:  
JANITORIAL SERVICE FOR THE  
CONSTITUTIONAL COMPLEX**

**INDEX OF REQUEST FOR QUOTATIONS**

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**GENERAL CONDITIONS**

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

Sealed Quotations will be received by the DIVISION OF PROCUREMENT MANAGEMENT until 2:30pm on the date specified on the cover sheet of this “Request for Quotations”, and opened immediately thereafter by the Procurement Management 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) 533-5450.

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 quote 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 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 by 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 quoted, 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. The awarded vendor has attested to compliance with the applicable immigration laws of the United States in the attached affidavit. Violations of the immigration laws of the United States shall be grounds for unilateral termination of the awarded agreement.

- a. Local Business Tax – 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 licenses 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. **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.

6. **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.

7. **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.

8. **LEE COUNTY PAYMENT PROCEDURES**

All vendors are requested to mail an original invoice 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.

9. **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 (CMO: 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 an 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.”**

10. **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.

11. **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.



12. **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.

13. **MISCELLANEOUS**

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

14. **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.

15. **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.

16. **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 ensure 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 of 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 ensure 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.

17. **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.

18. **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.

19. **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.

20. **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.

21. **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.

22. **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.

23. **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 QUOTE FORM  
FOR JANITORIAL SERVICE FOR THE  
CONSTITUTIONAL COMPLEX**

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

VENDOR NAME: \_\_\_\_\_

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:

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

The undersigned acknowledges receipt of Addenda numbers:

\_\_\_\_\_

IN ORDER FOR YOUR QUOTATION TO BE CONSIDERED VALID, REQUIRED SUBMITTALS, AS LISTED IN THE SPECIFICATION, WOULD BE INCLUDED WITH YOUR QUOTATION

**CONSTITUTIONAL COMPLEX**

TOTAL ANNUAL CHARGES  
(BASIS OF AWARD)

\$ \_\_\_\_\_  
ANNUAL COST

Note: The Total Annual Charges for this building shall include the personnel that are required to be on duty during the day and night.

**THE FOLLOWING FEES ARE TO BE USED, AS NEEDED, FOR THIS BUILDING IN ORDER TO MODIFY THE CONTRACT PRICES THROUGHOUT ITS TERM, IF NECESSARY, AND ARE NOT PART OF THE BASIS OF AWARD :**

HOURLY RATE FOR EMERGENCY WORK

\$ \_\_\_\_\_  
PER MAN HOUR

COST TO ADD OR DELETE A DAY OF SERVICE

\$ \_\_\_\_\_  
PSF/PER DAY

YEARLY COST TO ADD OR DELETE THE FOLLOWING POSITIONS:

UTILITY PERSON \$ \_\_\_\_\_

ON-SITE SUPERVISOR \$ \_\_\_\_\_

BATHROOM/UTILITY PERSON \$ \_\_\_\_\_

**IF IT IS DEEMED NECESSARY TO ADD OR DELETE SQUARE FOOTAGE FROM THIS CONTRACT ON A TEMPORARY OR PERMANENT BASIS, THE TOTAL ANNUAL CHARGE WILL BE DIVIDED BY THE NUMBER OF SQUARE FEET TO DETERMINE THE ANNUAL COST PER SQUARE FOOT. THAT COST PER SQUARE FOOT WILL BE ADDED TO OR DEDUCTED FROM THE TOTAL ANNUAL CHARGES.**

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 should carefully read all the terms and conditions of the specifications. Any representation of deviation or modification to the quote may be grounds to reject the quote.

Are there any modifications to the quote or specifications?

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

Failure to clearly identify any modifications in the space below or on a separate page may be grounds for the quoter being declared nonresponsive or to have the award of the quote rescinded by the County.

MODIFICATIONS:

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.: \_\_\_\_\_

DUNS# \_\_\_\_\_

LEE COUNTY LOCAL BUSINESS TAX ACCOUNT NUMBER: \_\_\_\_\_

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

REVISED: 4/16/10



**DETAILED SPECIFICATIONS FOR:  
JANITORIAL SERVICES FOR THE  
CONSTITUTIONAL COMPLEX**

SCOPE

This Request for Quotations (RFQ) is issued by the Lee County Board of County Commissioners, Florida to request sealed quotations from prequalified Vendors interested in providing contract janitorial services to the Constitutional Complex located at 2480 Thompson Street in Ft. Myers, FL. This facility consists of 100,000 square feet of space and is occupied by the offices of Constitutional Officers and their staff.

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, floor care products and glass cleaners must meet the standards set by Green Seal. Attached to this request for quotes 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 calendar days from start-up of service.

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.

CONSUMER PRICE INDEX ADJUSTMENT

After the first year, at the County's sole discretion, the contract price quoted for this service may be increased annually on the first of October. If granted, this increase would 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.

LETTER OF CREDIT

A 100% letter of credit in the amount of the annual contract amount will be required by the successful quoter of this contract. The letter of credit shall be issued by the successful quoter within twenty one calendar days from the date of the Written Notice of Award. A financial institution considered satisfactory by Lee County and otherwise authorized to transact business in the State of Florida shall be required from the successful quoter. This shall insure the faithful performance of the obligations imposed by the resulting contract and protect the County from lawsuits for non-payment of debts incurred during the successful quoter's performance under such contract.

OR

PERFORMANCE BOND

A performance bond for 100% of the annual contract amount will be required by the successful quoter of this contract. A performance bond shall be issued by the successful quoter within twenty one calendar days from the date of Written Notice of Award. A surety company considered satisfactory by Lee County and otherwise authorized to transact business in the State of Florida shall be required from the successful quoter. This shall insure the faithful performance of the obligations imposed by the resulting contract and protect the County from lawsuits for non-payment of debts incurred during the successful quoter's performance under such contract.

Only the form provided with the contract documents will be accepted.

QUALIFICATIONS OF SURETY COMPANIES

In order to be acceptable to the County, a surety company issuing quotation guaranty bonds or performance bonds in the amount listed, called for herein, shall meet and comply with the following minimum standards:

All Sureties for Lee County projects, must be admitted to do business in the State of Florida and shall comply with the provisions of Florida Statute 255.05.

Attorneys-in-fact who sign bid bonds or performance bonds for Lee County projects must file with such bond a certified copy of their Power of Attorney to sign such bond.

Agents of surety companies must list their name, address and telephone number on all bonds.

The life of the bond provided to Lee County shall extend for the term of the contract.

To be acceptable to the Owner as Surety on projects not in excess of \$500,000.00, Surety shall comply with these minimum provisions of State Statute 287.0935 as follows:

Surety must have twice the minimum surplus and capital required by Florida Insurance Code at the time of bid solicitation.

Surety must be in compliance with all provisions of the Florida Insurance Code and hold a currently valid certificate of authority issued by the United States Department of the Treasury under SS.31 U.S.C. 9304-9308.

The Surety shall be rated as "A-" or better as to General Policyholders Rating and Class VII or better as to financial category by the most current Best's Key Rating Guide, published by A.M. Best Company.

Surety must have fulfilled all of its obligations on all other bonds previously given to the County.

INSURANCE REQUIREMENTS

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

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 the Guide attached, constitutes the minimum requirements acceptable to Lee 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, which 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 at 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.

5. 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.
6. To eliminate requirements and criteria at the County's own discretion.

#### TERM OF AGREEMENT

If awarded, the terms of this quote shall be in effect for one year. The County reserves the right to renew this quote (or any portion thereof) and to negotiate lower pricing as a condition for each renewal, for up to four additional one-year periods, upon mutual agreement of both parties and, except as to lower pricing under the same terms and conditions.

#### 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. 08-26 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/Collier 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 three (3) years, and that has the personnel, equipment and materials located within the boundaries of Lee/Collier 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.

#### SUB-CONTRACTORS

The use of sub-contractors under this quote is not allowed without prior written authorization from the County representative.

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

The attached document, Affidavit Certification Immigration Laws, is required and should be submitted with your quotation package. It must be signed and notarized. Failure to include this affidavit with your quote will delay the consideration and review of your submission; and could result in your quote response being disqualified.

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.

BUILDING ACTIVATION FOR EMERGENCY SITUATIONS

In emergency situations, it may become necessary to activate certain areas of these building in order to facilitate emergency operations personnel. In those situations, personnel may be occupying some areas 24 hours a day and weekends. If this occurs, it will become necessary for the awarded vendor to provide 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.

BASIS OF AWARD

The contract for these services will be awarded to the low quoter for Total Annual Charges meeting all specification requirements. Only prequalified firms will be considered for award.

**A. GENERAL WORK REQUIREMENTS**

1. Workmanship and Inspection

- a. 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.
- b. 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

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

- d. 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.

Some of the State or Federal Agencies in the Justice Center Annex (Sun Trust Building) may require their own background checks. Vendor will cooperate with their procedures.

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

3. Supervision and Safety

- a. 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.
- b. 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

- a. 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.
- b. The County realizes that the majority of chemicals used by the janitorial Vendors are not hazardous. As a requirement of this quotation, the awarded vendor 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.

- c. 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

- a. The Vendor shall utilize the trash system presently in use, and will provide his own dumpster trash transport equipment as required.
- b. 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.
- c. 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 thirty (30) days prior to the effective date of the termination.

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

10. Termination by the Vendor

This Agreement may be terminated by the Vendor by 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 (This is for informational purposes only)

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

- |                        |                           |
|------------------------|---------------------------|
| New Years              | - 2 Days To Be Designated |
| Martin Luther King Day | - To Be Designated        |
| Memorial Day           | - To Be Designated        |
| Fourth of July         | - July 4 <sup>th</sup>    |
| Labor Day              | - 1st Monday in September |

Veterans Day	- To Be Designated
Thanksgiving Day	- 4th Thursday in November
Day After Thanksgiving	- Fourth Friday in November
Christmas	- 2 Days To Be Designated

The County due to the current economic down trend has proposed furloughing employees in order to keep annual budget costs down. Currently, the indications are that the following date will be utilized for the furlough process: **September 29, 2011**, however, in all probability this building may not participate in furloughing employees. It is not known at this time if other dates will be forthcoming in the future.

Refer to Section B “Technical Specifications” for further info on whether holidays need to be worked.

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 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.
- 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 day to day cleaning shall not be sub-contracted for this contract. Only special cleaning tasks (as noted on page 15) may be sub contracted.

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, with the month of service and quoted prices clearly marked.

18. Precedence of Specifications

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

**B. TECHNICAL REQUIREMENTS**

1. Premises To Be Cleaned

a. **CONSTITUTIONAL COMPLEX – 2480 THOMPSON STREET**

A four story building currently housing the Lee County Tax Collector, Lee County Property Appraiser, and the Lee county Supervisor of Elections. This building consists of approximately 100,000 square feet.

1 <sup>st</sup> floor	24,682 square feet
2 <sup>nd</sup> floor	24,692 square feet
3 <sup>rd</sup> floor	24,654 square feet
4 <sup>th</sup> floor	26,060 square feet

Restrooms	28
Fixtures	99
Kitchen Sinks	4
Janitorial Sinks	4
Elevators	3
Stairwells	3

Floor covering:	Carpet	55%
	Vinyl	20%
	Synthetic Stone	15%
	Ceramic Tile	10%
	Other	2%

2. **Personnel Requirements**

**FOR THIS PROJECT, SUB CONTRACTING FOR SPECIAL CLEANING TASKS, SUCH AS, BUT NOT LIMITED TO, WINDOW CLEANING AND PRESSURE WASHING OF BUILDINGS WILL BE ALLOWABLE; HOWEVER, IN REGARDS TO THE DAY TO DAY GENERAL CLEANING, NO SUB CONTRACTING WILL BE ALLOWED FOR THIS PROJECT.**

Because of the size and scope of this contract, it will be necessary to require day time cleaning personnel as well as night time cleaning personnel to be stationed in the building. **Given below are the minimum personnel requirement 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 contact amount.

**Minimum Daytime Personnel Requirements:**

<u>Job Title</u>	<u>Quantity</u>	<u>Work Hours</u>
On Site Supervisor	1	6:30 a.m. to 5:00 p.m.
Bathroom Person	1	7:00 a.m. to 5:00 p.m.
Utility Person	1	7:00 a.m. to 5:00 p.m.

**Minimum Night Time Personnel Requirements:**

On Site Supervisor	1	5:00 p.m. until finished
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Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned. Crew scheduling is the Vendor's responsibility and should be arranged so as not to interfere with day-to-day business operations. Crews are to be scheduled **exclusive** of Lee County's holiday observances, unless approved otherwise by the Lee County Representative.

**PLEASE NOTE, THESE FOLLOWING ARE MINIMUM POSITIONS THAT LEE COUNTY IS REQUIRING AS 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 QUOTE.**

**Position Descriptions:**

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

**On Site Supervisor:** This position will work directly with the County's representative to insure that all janitorial work is assigned, carried out, and completed properly. This position will be on the premises during the described hours. This person will be required to handle calls (complaints) and schedule the cleaning personnel as well as perform certain duties as required. This position will perform quality assurance inspections of the work performed by the night and day cleaning personnel. This position will also work with the Bathroom and Utility personnel to perform the day cleaning that is required for the Tax collector's area.

**Utility Person:** This position will be in the assigned building during the given work hours and report to the On Site Supervisor. This position will also assist the Bathroom Person when needed throughout the day. This position will be required to do light moving, miscellaneous odd jobs and special cleaning. All materials and equipment necessary will be provided by the Vendor. 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.

**Bathroom Person:** This position will be primarily responsible for cleaning and resupplying the bathrooms with paper towels, toilet paper and soap on a continual basis during the day. This position will also work with the On Site Supervisor to perform the day cleaning that is required for the Tax Collector's area.

3. Scheduling

- a. Lee County working with the vendor may designate the time during which selected areas will be cleaned.
- b. **Cleaning shall be performed on a five (5) day per week basis, exclusive of holidays.** Crew scheduling is the Vendor's responsibility and should be arranged so as not to interfere with day-to-day business operations. Certain departments may observe other holidays in addition to those listed as being observed by the County (i.e. religious and/or national holidays) and they may or may not observe the mandatory Furlough Dates specified by the County. Crews are to be scheduled to provide service if any of the departments will be open on scheduled holidays or furlough days.
- c. Cleaning personnel on duty during the day shall be on the premises to clean and restock all restrooms as well as to service any day cleaning areas as noted in this specification. Evening cleaning personnel are to be appropriately scheduled by the Vendor to allow as much time as necessary to perform all routine and special cleaning functions.
- d. **Special Events:** Occasionally, a special event may be held in this facility that will require that the cleaning company come in and clean-up after the event is complete. Examples of this are Election Events, the sale of Tax Certificates, Trade Shows, etc. These events are not common and only occur possibly a few times per year.
- e. **The Tax Collector's Area:** The Tax Collector occupies the first floor, second floor and part of the 4<sup>th</sup> floor. All of this area is to be cleaned during the day. The majority of this cleaning is to be done during the hours of 6:30 a.m. and 10:30 a.m. The On Site Supervisor will schedule the appropriate amount of cleaning personnel to complete the cleaning tasks during that time frame.

4. Communication and Local Office

- a. To facilitate communication between the vendor's personnel and the County, the awarded Vendor must provide cell phones or some other form of communication to the On-Site Supervisors.
- b. Because of emergency situations, it may be necessary to contact vendor personnel after normal work hours. The awarded vendor will be required to have a local office in Lee County and a method to answer calls to that office 24 hours per day. Vendor must also provide Lee County with emergency contact phone numbers and personnel.
- c. The County's contact for this contract will be Jayne Elwell in the Facilities Services Division. She can be reached at (239) 533-8819.
- d. **The awarded vendor's supervisory personnel will routinely be dealing with designated Lee County personnel. The vendor will ensure these supervisors are conversant in English. Moreover, any of the awarded vendor's personnel who have regular interaction with County staff, take direction from County staff, and/or perform their duties in the absence of vendor's supervisory personnel, will also be conversant in English.**

5. 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 brightwork shall be polished dry to a high sheen.
6. 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.

7. 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.

8. 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. **Building Exterior Window Washing**

As described in these specifications, the exterior building 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. **Carpet Cleaning**

Carpet shall be cleaned one time per year via water extraction (preferably hot water) method and fans used to minimize drying time. In some circumstances, a dry cleaning method may be requested. Carpet cleaning scheduled for the quarterly service can be done by any method as determined by the condition of the carpet at the time of cleaning by the vendor and County Representative (i.e. bonnet, extraction or spot cleaning). **“Spot cleaning” is to be done on a continual basis.**

**d. 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.

**e. 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. The cleaning of this room can only be done in the presence of the County's representative. The cleaning will usually involve sweeping, dusting, mopping, and pressure cleaning the floor, as needed.

**f. Hepa Filter Vacuum Cleaners**

Under this contract, it will be required that the vendor use only vacuum cleaners with the Hepa filtration system. These vacuums must be approved for use by the Facilities Management Director or designee. If at any time during this contract, the vacuum cleaners need to be replaced, the replacement must have a Hepa filtration system and be approved by the Facilities Management Director or designee.

**g. Atrium Area – High Glass in the Constitutional Complex**

At both of the main entrances to the building, there are glass walls that run up to the third floor. These glass walls are to be cleaned twice a year. Along with this, the ledges in this area are to be dusted and cleaned as needed. 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.

**h. Cleaning of the Constitutional Complex Bathrooms**

All the bathrooms in the Constitutional Complex are to be cleaned according to the given schedule each day. Also, the below given checklist is to be followed each time the bathrooms are cleaned.

1. **Cleaning Schedule:** The public bathrooms on all four floors are to be checked and cleaned four times a day. The other bathrooms are to be checked and cleaned twice a day.
2. **Bathroom Service Checklist**
  - a. Check all paper goods and resupply as necessary
  - b. Resupply soap dispensers as needed
  - c. Clean the counters and mirrors
  - d. Clean the stalls as needed
  - e. Clean all fixtures as needed
  - f. Sweep floor and pick up any litter as needed
  - g. Damp mop any areas as necessary
  - h. Empty and reline all trash receptacles as needed

**i. Stairwells**

All stairwells in the building are to be cleaned checked and cleaned as necessary during the day to present a good appearance and for safety reasons. Major cleaning of the stairwells are to be done in the evening so as not to interfere with the day to day operations of the building. Cleaning should include:

- a. Sweeping down stairs
- b. Moping stairs as necessary. Main mopping at night.
- c. Dusting banisters
- d. Wiping down banister with cleaner/disinfectant
- e. Wiping or sweeping down walls to keep them free of any dust particles and dirt.
- f. Cleaning any windows that are in the stairwells may not have to be done on a daily basis, but must be checked on a daily basis and cleaned as needed.

**j. Outside Patio Area (on South side of the building)**

This patio area requires daytime checking and cleaning due to the fact that alarms are placed on those doors in the evening and cannot be entered or exited. The area is to be checked no less than 2 times per day, trash emptied and swept if necessary.

9. 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. 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. Annual cleaning task list, to include the two day a week dusting schedule
- f. Sample cleaning personnel sign-in sheet
- g. Statement certifying that all bathroom cleaner, general-purpose cleaners, floor care products and glass cleaners conform to Green Seal standards.
- h. Insurance

10. 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 and Monthly Janitorial Report to show that tasks have been completed. Each item is to be checked off by the vendor employee that completes the task.

- a. Attachment “A”: Janitorial Detail Cleaning Task Checklist

This form details the cleaning tasks that are to be performed on a periodic basis under this quote. The checklist is designed such that the vendor may use it 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.

This form includes all tasks that are possible for all the buildings. It is understood that not all tasks will be performed at each 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.

- b. 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.

- c. Cleaning Personnel Sign-in Sheet

The vendor shall have a cleaning personnel sign-in sheet posted in the janitorial closet, or other designated location. 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. For the Justice Center, Justice Center Annex, Administration Building, and Old Courthouse, this form will be part of the security logs at the front desk each evening. Cleaning personnel are to sign in and out at that location.

**ATTACHMENT A JANITORIAL DETAIL CLEANING TASK**

FACILITY – Constitutional Complex		DATE , 20__						
	<b>DAILY TASKS</b>	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
1.	Empty and put new liners in wastebaskets. Damp wipe, if necessary.							
2.	Empty desk recycling totes into large recycling bin.							
3.	Spot clean walls, light switches and doors.							
4.	Damp mop floors, including stairs and landings, remove any gum, tar or other foreign matter.							
5.	Clean and/or polish conference room furniture and meeting room furniture.							
6.	Vacuum carpet (Office areas vacuumed 2 times per week, common area everyday). Spot clean carpets as needed using extraction or bonnet cleaning method. .							
7.	Dust all horizontal ledges, furniture, desks and 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 and orderly.							
14.	Wash all door glass and adjacent panels (interior & exterior).							
15.	Vacuum floor mats and wash as necessary.							
16.	Clean and polish interior and exterior of elevators.							
17.	Sweep and mop elevator floors. Vacuum elevator door tracks.							
18.	Damp mop floor, clean tables in break rooms.							
19.	Damp wipe all vending machines associated with break rooms.							
20.	Sweep down patio area. Wipe tables and chairs.							
21.	Check and service stairwells and service as needed during the day. Clean per specification on page 37 in the evenings.							
22.	Sweep and mop stairwells. Wipe down banisters with disinfectant. Stairwells are to be checked during the day for spot cleaning.							

**JANITORIAL DETAIL CLEANING TASK**

FACILITY – Constitutional Complex		DATE 20__						
	<b>DAILY SERVICE – KITCHEN AREA (If Applicable)</b>	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
1.	Clean sinks with detergent / disinfectant.							
2.	Clean tables and counters with detergent / disinfectant.							
3.	Re-supply paper towels in county standard dispenser; resupply soap dispenser in county standard dispenser. Wipe down dispensers.							
4.	Damp wipe walls, as necessary.							
5.	Empty and reline trash cans.							
6.	Damp mop floors with cleaner/disinfectant..							
	<b>DAILY SERVICE – RESTROOMS</b>	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
1.	Clean basins with detergent / disinfectant. Clean and shine bright work.							
2.	Clean toilets and urinals using detergent / disinfectant.							
3.	Damp wipe all ledges.							
4.	Clean mirrors, soap dispensers, wash basins, paper towel dispensers, and all plumbing fixtures.							
5.	Clean under basins, around toilets and urinals.							
6.	Damp wipe walls, light switches and doors.							
7.	Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkins liners, sanitary napkins, etc. <b>(ONLY ANTI-BACTERIAL SOAP WILL BE ACCEPTABLE.)</b>							
8.	Wet mop floors using detergent / disinfectant.							
	<b>DAILY SERVICE – OUTSIDE</b>	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
1.	Sweep and pick up trash around buildings and doorways within a radius of twenty feet.							
2.	Empty and put in new liner bag in trash cans under any covered area around buildings.							
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.	Empty and clean all smoking urns. Refill sand, if applicable.							
7.	Canvas and pick up trash and debris from the parking lot throughout the day.							



**JANITORIAL DETAIL CLEANING TASK**

FACILITY – Constitutional Complex							DATE			20__									
	<b>WEEKLY TASKS</b>						<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>						
1.	Dust all high areas in the offices (i.e. tops of cubicle walls, wall molding, etc.).																		
2.	Dust vertical and horizontal surfaces.																		
3.	Dust venetian blinds if applicable.																		
4.	Brush, vacuum and/or spot clean all upholstered furniture and modular panels, as needed.																		
5.	Scrub all non-skid tile floor areas, if applicable.																		
6.	Dust ceiling fans, if applicable.																		
	<b>WEEKLY MASTER RECYCLING BIN SERVICE</b>						<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>						
1.	Take large bin(s) to designated location for servicing and return once they are emptied, if applicable.																		
	<b>MONTHLY SERVICE</b>						<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	
1.	Vacuum all air conditioning grills and returns. Damp wipe with all purpose cleaner, if necessary. Do not remove grills.																		
2.	Clean first floor light covers (external only).																		
3.	Dust fans, if applicable.																		
4.	Pressure wash steps and walks as needed.																		
5.	Wash all first floor exterior window glass.																		
6.	Scrub ceramic tile and grout in tile areas.																		
7.	Spray buff or burnish all vinyl surfaced areas, if needed.																		
8.	Clean light covers in elevators.																		
9.	Wash all first floor exterior window glass.																		
	<b>QUARTERLY SERVICE</b>						<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	
1.	Strip and re-wax all hard floors. (Depending on traffic/wear of finish, may be required to be done less or more often.)																		
2.	Clean interior window glass. (May be required to be done more often.)																		
3.	Clean carpet by bonnet or extraction method as may be required. <b>Spills and heavily soiled areas are to be spot cleaned in between regularly scheduled carpet cleanings.</b>																		

**JANITORIAL DETAIL CLEANING TASK**

FACILITY – Constitutional Complex		DATE 20__											
	<b>QUARTERLY SERVICE cont.</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
4.	Wash air conditioning grills and returns using all purpose cleaner or detergent. Do not remove grills.												
5.	Clean mechanical, equipment, maintenance rooms, if required.												
	<b>SEMI ANNUAL SERVICE</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
1.	Damp wipe venetian blinds using all purpose cleaner or detergent. Do not remove blinds												
2.	Clean light fixtures and covers (interior). Do not remove fixtures.												
3/	Wash exterior windows of building and interior high glass (floors 2-4).												
	<b>ANNUAL SERVICE</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
1.	Pressure wash exterior of building.												
2.	Clean awning over walk way on parking lot side of building, being careful not to take paint off.												



ATTACHMENT C

SAMPLE EMPLOYEE SIGN-IN SHEET

COMPANY : \_\_\_\_\_

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

EMPLOYEE NAME	TIME IN	TIME OUT

1. Minimum Insurance Requirements for Janitor Service or Security Guards:
  - a. 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. Individual employees may be exempted per State Law. Employers' liability will have minimum limits of:  
  
\$1,000,000 per accident  
\$1,000,000 disease limit  
\$1,000,000 disease limit per employee
  - b. Commercial General Liability - Coverage shall apply to premises and/or operations, products and/or completed operations, independent contractors, contractual liability exposures with minimum limits of:  
  
\$1,000,000 bodily injury per person (BI)  
\$1,000,000 bodily injury per occurrence (BI)  
\$100,000 property damage (PD) or  
\$1,000,000 combined single limit (CSL) of BI and PD
  - c. 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 bodily injury per person (BI)  
\$1,000,000 bodily injury per occurrence (BI)  
\$1,000,000 property damage (PD) or  
\$1,000,000 combined single limit (CSL) of BI and PD
  - d. Crime Policy:  
\$100,000 Employee Dishonesty;  
\$100,000 Theft, Disappearance and Destruction;  
\$100,000 Forgery and Alteration;  
\$100,000 Computer Fraud.

***\*The required limit of liability shown in Major Contracts: 1.a; 1.b; 1.c; may be provided in the form of "Excess" or "Commercial Umbrella Insurance Policies." In which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."***

2. Verification of Coverage:
  - a. Ten (10) days prior to the commencement of any work under this

contract a certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

NOTE: 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 **Division of Procurement Management**  
P.O. Box 398  
Fort Myers, FL 33902-0398

Requirement #3:

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

3. Special Requirements:

- a. An appropriate "Indemnification" clause shall be made a provision of the contract.
- b. It is the responsibility of the general contractor to insure that all subcontractors comply with all insurance requirements.

**Letter of Credit**

**NOTE: TO BE PRINTED ON ISSUING BANK'S STATIONERY**

**PURPOSE: Performance Guaranty-Janitorial Services for Lee County**

**CLEAN IRREVOCABLE (as to Beneficiary) STANDBY  
LETTER OF CREDIT**

Lee County Bid #  
Project Name:  
Letter of Credit #

Date:

FUNDS \$ U.S.

Beneficiary: Lee County, a political subdivision of the State of Florida, hereinafter "County."

1. We open in your favor, at the request and for the account of [**Contractor's Name**], this Irrevocable Standby Letter of Credit (Letter) in an aggregate amount not to exceed \$[ ], in United States Dollars.

This Letter of Credit is issued according to Lee County Contract No. between \_\_\_\_\_ and Lee County, Florida, dated \_\_\_\_\_, 20\_\_\_\_ (the "Service Provider Agreement") however, this Letter of Credit is independent of that Agreement and reference herein is for information only.

This amount represents one hundred percent (100%) of the Project Bid Amount to provide the services listed in the Bid and \_\_\_\_\_, and will be available for payment of your drafts drawn at sight on us when accompanied by the:

- a. The original letter of credit and any amendment approved by Lee County.
- b. A document containing the following statement signed by an authorized representative of the Board of County Commissioners of the Lee County, Florida:

Letter of Credit # [       ]

“This draw, to be paid to the Board of County Commissioners of Lee County, Florida is due to a default in the **[Contractor’s Name]** performance relating to those services required under Lee County Contract \_\_\_\_\_, the \_\_\_\_\_ (date) Service Provider Agreement between \_\_\_\_\_, Contractor and Lee County, Florida.

2. All sight drafts drawn under this Letter must bear upon their face the words “DRAWN UNDER **[NAME OF ISSUING BANK - SEE ABOVE]** IRREVOCABLE STANDBY LETTER OF CREDIT # **[SEE ABOVE]** ISSUED TO LEE COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, DATED **[SEE ABOVE]**.” Any partial amounts drawn under this Letter will be endorsed on its reverse side by negotiating, issuing, confirming or honoring bank.

3. Action, whether payment or dishonor, in response to Lee County’s request for a sight draft must be completed within three (3) business days after the Letter is presented at the location identified below. It is a condition of this Letter that the reasons for dishonor will be clearly and immediately explained to the County in writing as soon as the reasons for dishonor have been determined by the dishonoring party. It is further understood that time is of the essence when complying with this condition.

4. This Letter will expire on **[MM DD YY]**, which is at least thirty (30) days after the Expiration Date of the Service Provider Agreement described above, unless extended as provided herein.

5. The term of this Letter will be automatically extended without amendment for successive one (1) year periods renewal unless, not less than sixty (60) days prior to the then-relevant expiration date, we notify you by Registered Mail at the address and in the manner set forth below, that we elect not to extend this Letter for any additional period:

Lee County  
c/o Director, **Division of Procurement Management**  
Post Office Box 398  
Fort Myers, Florida 33902-0398  
NOTICE: EXPIRATION OF LETTER OF CREDIT



Letter of Credit # [       ]

6. Partial releases of the aggregate face value of this Letter will only be permitted when accompanied by written approval from the Purchasing Director verifying a reduction in the services required by the Service Provider Agreement. The effect of partial releases will be to reduce the face value of this Letter. No other terms will be affected or altered.

7. We further agree to honor each draft drawn under and in compliance with the terms of this Letter if duly presented at our offices located at [ADDRESS OF LOCAL FLORIDA OFFICE], on or before the close of business on the then current expiration date.

8. This Letter of Credit is subject to the "Uniform Customs and Practice for Documentary Credits," International Chamber of Commerce Publication No. 500 (1993 revision), and to the provisions of Florida law. If a conflict between the Uniform Customs and Practice for Documentary Credits and Florida law should arise, then Florida law will prevail. If a conflict between the law of another state or country and Florida law should arise, then Florida law will prevail.

9. Florida law will control any action taken under this Letter of Credit and the venue for any action is Lee County, Florida.

10. This Letter sets forth in full the terms of our undertaking, and such undertaking may not be modified.

Name of Corporation

ATTEST: \_\_\_\_\_  
Corporate Secretary

BY: \_\_\_\_\_  
[Authorized Signature & Title]

[Affix Bank Seal Here]

\_\_\_\_\_  
[Type or Print Name]  
[Bank Name & Mailing Address]

**OR\*** [see below]

Name of Corporation

\_\_\_\_\_  
Witness Signature

BY: \_\_\_\_\_  
[Authorized Signature & Title]

\_\_\_\_\_  
[Type of Print Name]

\_\_\_\_\_  
[Type or Print Name]  
[Bank Name & Mailing Address]

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
[Type of Print Name]

**[\*ISSUING BANKS - PLEASE NOTE THE FOLLOWING ITEMS]:**

1.        Signatures on Letters of Credit: Unless the Letter of Credit is signed by the Bank President **and** attested to by an appropriate official **and** the bank seal affixed - a letter of authorization is required as an attachment to the Letter. An acceptable letter of authority is an original notarized affidavit indicating the signing party has the appropriate authority to execute the Letter on behalf of the bank. The County Attorney will accept a facsimile affidavit if the necessary proof was omitted from the original submittal. The facsimile will be replaced with original upon receipt.

2.        Issuing Bank Corporate Seal: The original Letter of Credit must affix the bank seal prior to approval by the County Attorney.

Letter of Credit # [       ]

IRREVOCABLE BANK LETTER OF CREDIT  
EVIDENCE OF AUTHORITY

DATED:

This document is to certify that \_\_\_\_\_  
(Officer or Agent signing Letter of Credit)

\_\_\_\_\_, has the necessary authority to execute the  
(Title of Officer of Agent)

\$ \_\_\_\_\_ Irrevocable Bank Letter of Credit Number \_\_\_\_\_,  
(Numerical Amount)

issued \_\_\_\_\_ on behalf of Lee County, State of Florida, and for the  
(Date of Preparation)

account of \_\_\_\_\_  
(Customer's Name)

for \_\_\_\_\_.  
(Name of Bank Executing Letter of Credit)

BANK

BY

TITLE

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day  
of \_\_\_\_\_,

\_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, \_\_\_\_\_, on  
(Title)

behalf of \_\_\_\_\_ [name of bank]. He/She is personally known

to me or has produced \_\_\_\_\_ as identification.

Notary Public

AFFIX  
NOTARY PUBLIC  
STAMP OR SEAL  
HERE

BOND NO.: \_\_\_\_\_

**PERFORMANCE BOND**

I. KNOW ALL MEN BY THESE PRESENTS: That (Name, Full Address & Phone # of Awardee), the Service Provider, as Principal, and \_\_\_\_\_, Surety, located at: \_\_\_\_\_

\_\_\_\_\_  
(Business Address)

are held and firmly bound unto the LEE COUNTY BOARD OF COUNTY COMMISSIONERS, P O Box 398, Fort Myers, FL 33901, (941) 689.7385, a Political Subdivision of the State of Florida, as Oblige in the sum of (Amount of Bond Written in Words) (\$ \_\_\_\_\_) Dollars,

**lawful money of the United States, for the payment whereof we bind ourselves, our heirs, executors, personal representatives, successors and assigns, jointly and severally, firmly by these presents.**

II. WHEREAS, Principal has entered into that certain contract (hereinafter "the Contract") dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, with Oblige for: Legal Description - (Legal Description, of Project including Strap #), who's address is (Project Address) for the project known as (Bid # and Full Project Title), in accordance with the conditions and provisions further described in the aforementioned contract, which is by reference made a part hereof.

III. THE CONDITIONS OF THIS BOND are that if Principal:

1. Fully, promptly, and faithfully performs the contract at the times and in the manner prescribed in the contract, and
2. Promptly makes payments to all claimants, supplying Principal with labor, materials, or supplies, used directly or indirectly by Principal in the prosecution of the work provided for in the contract; and
3. Pays Oblige any and all losses, damages, costs and attorney's fees that Oblige sustains because of any default by Principal under the contract, including, but not limited to, all delay damages, whether liquidated or actual, incurred by Oblige; and
4. Performs the guarantee of all work and materials furnished under the contract applicable to the work and materials, then this bond is void; otherwise it remains in full force.

- 5. The Surety, for value received, hereby stipulates and agrees that no changes, extensions of time, alterations or additions to the terms of the Contract or other work to be performed hereunder, or the specifications referred to therein shall in any way affect its obligation under this bond, and it does hereby waive notice of any such changes, extension of time, alterations or additions to the terms of the Contract or to work or to the specifications.
- 6. In no event shall the Surety be liable in the aggregate to Obligee for more than the penalty of its performance bond regardless of the number of suits that may be filed by Obligee.

IN WITNESS WHEREOF, the above bounden parties have executed this instrument under several seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

PRINCIPAL: \_\_\_\_\_

BY: \_\_\_\_\_  
Authorized Signature (Principal)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title of Person Signing Above

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was signed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_  
(Print or Type Name)

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

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Printed Name of Notary Public

\_\_\_\_\_  
Notary Commission Number/Expiration

BY: \_\_\_\_\_  
As Attorney in Fact (Attach Power)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Agency Mailing Address

\_\_\_\_\_  
Agency Telephone Number

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was signed and acknowledged before me this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by  
(Print or Type Name)

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

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Printed Name of Notary Public

\_\_\_\_\_  
Notary Commission Number/Expiration

**EXHIBIT A**  
**LOCAL VENDOR PREFERENCE QUESTIONNAIRE**  
**(LEE COUNTY ORDINANCE NO. 08-26)**

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/COLLIER COUNTY (Only complete Part A if your principal place of business is located within the boundaries of Lee/Collier County)**

**1. What is the physical location of your principal place of business that is located within the boundaries of Lee/Collier 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/COLLIER COUNTY OR DOES NOT HAVE A PHYSICAL LOCATION WITHIN LEE/COLLIER COUNTY (Please complete this section.)**

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

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

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LOCAL VENDOR PREFERENCE QUESTIONNAIRE CONTINUED

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AFFIDAVIT CERTIFICATION  
IMMIGRATION LAWS

SOLICITATION NO.: \_\_\_\_\_ PROJECT NAME: \_\_\_\_\_

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.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

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

\_\_\_\_\_  
Signature Title Date

**STATE OF \_\_\_\_\_**  
**COUNTY OF \_\_\_\_\_**

The foregoing instrument was signed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_, by \_\_\_\_\_ who has produced

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

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Printed Name of Notary Public

\_\_\_\_\_  
Notary Commission Number/Expiration

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

LEE COUNTY PURCHASING - BIDDERS CHECK LIST

**IMPORTANT:** Please read carefully and return with your bid proposal. Please check off each of the following items as the necessary action is completed:

- \_\_\_ 1. The Quote has been signed.
- \_\_\_ 2. The Quote prices offered have been reviewed.
- \_\_\_ 3. The price extensions and totals have been checked.
- \_\_\_ 4. The original (must be manually signed) and 2 copies of the quote have been submitted.
- \_\_\_ 5. Three (3) identical sets of descriptive literature, brochures and/or data (if required) have been submitted under separate cover.
- \_\_\_ 6. All modifications have been acknowledged in the space provided.
- \_\_\_ 7. All addendums issued, if any, have been acknowledged in the space provided.
- \_\_\_ 8. Erasures or other changes made to the quote document have been initialed by the person signing the quote.
- \_\_\_ 9. Bid Bond and/or certified Check, (if required) have been submitted with the quote in amounts indicated.
- \_\_\_ 10. Any Delivery information required is included.
- \_\_\_ 11. Affidavit Certification Immigration Signed and Notarized

\_\_\_ 12. The mailing envelope has been addressed to:

<p><b>MAILING ADDRESS</b>  Lee County Purchasing  P.O. Box 398                    or  Ft. Myers, FL 33902-0398</p>	<p><b>PHYSICAL ADDRESS</b>  Lee County Purchasing  1825 Hendry St 3<sup>rd</sup> Floor  Ft. Myers, FL 33901</p>
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\_\_\_ 13. The mailing envelope **MUST** be sealed and marked with:  
Quote Number  
Opening Date and/or Receiving Date

\_\_\_ 14. The quote will be mailed or delivered in time to be received no later than the specified opening date and time. (Otherwise quote cannot be considered or accepted.)

\_\_\_ 15. If submitting a "NO BID" please write quote number here \_\_\_\_\_  
and check one of the following:  
\_\_\_ Do not offer this product    \_\_\_ Insufficient time to respond.  
\_\_\_ Unable to meet specifications (why)  
\_\_\_ Unable to meet bond or insurance requirement.  
Other: \_\_\_\_\_

Company Name and Address:  
\_\_\_\_\_  
\_\_\_\_\_