

Solicitation 415-10766

Janitorial Maintenance Services (Annual Contract)



City of Fort Lauderdale

Bid 415-10766 Janitorial Maintenance Services (Annual Contract)

Bid Number 415-10766
Bid Title Janitorial Maintenance Services (Annual Contract)

Bid Start Date May 2, 2011 10:15:09 AM EDT
Bid End Date May 27, 2011 2:00:00 PM EDT
Question &
Answer End Date May 23, 2011 2:00:00 PM EDT

Bid Contact Bob McKenney
Procurement Specialist II
Procurement
954-828-5139
RMcKenney@fortlauderdale.gov

Changes made on May 2, 2011 3:08:44 PM EDT

New Documents 462-9264.pdf

Changes were made to the following items:

[Janitorial Maintenance Services \(Annual Contract\)](#)

Changes made on May 6, 2011 1:30:50 PM EDT

Changes were made to the following items:

[Janitorial Maintenance Services \(Annual Contract\)](#)

Changes made on May 9, 2011 1:31:30 PM EDT

Changes were made to the following items:

[Janitorial Maintenance Services \(Annual Contract\)](#)

Changes made on May 16, 2011 7:09:10 AM EDT

Changes were made to the following items:

[Janitorial Maintenance Services \(Annual Contract\)](#)

Changes made on May 19, 2011 3:27:01 PM EDT

Changes were made to the following items:

[Janitorial Maintenance Services \(Annual Contract\)](#)

Description

The City of Fort Lauderdale is actively seeking proposals from qualified vendors, hereinafter referred to as the

Contractor, to provide an annual contract for Janitorial Maintenance Services for the Public Works Department in full accordance with the specifications, terms, and conditions contained in this Request For Proposal (RFP). For information concerning procedures for responding to this RFP, contact Procurement Specialist II Bob McKenney at 954.828.5139 or rmckenney@fortlauderdale.gov. Any questions that proposers wish to have addressed and which might require an addendum must be submitted through the Question and Answer format through the BidSync website. If required, written addendum will be issued by the City.

The City of Fort Lauderdale uses BidSync (www.BidSync.com) to distribute proposals. There is no charge to vendors/contractors to register and participate in this solicitation process, nor will any fees be charged to the awarded vendor. Refer to www.BidSync.com for further information.

Added on May 2, 2011:
Addendum #1

It was requested that the current contract be made available for viewing. It has been uploaded into the bid package as 462-9264.

Added on May 6, 2011:
Addendum #2

Contact John McDowell at 954.828.5770 to arrange a time and date if your firm needs to inspect the buildings.

Added on May 9, 2011:
Addendum #3

The HOPWA offices are located in the Mizell Building. These offices must be cleaned once a week. This will require the cleaning crew to stay once a week until 7:45 when the offices can be unlocked. The square footage is already included in the specifications.

Added on May 16, 2011:
Addendum #3

To make an appointment for access to the Parking Administration Building contact Jeff Davis (Parking Administration) at 954 828-3797.

Added on May 19, 2011:
Addendum #4

Part VIII, Tab 7: Performance Capacity Measurements, has been removed from the RFP.

Changes made on May 2, 2011 3:08:44 PM EDT

Changes made on May 6, 2011 1:30:50 PM EDT

Changes made on May 9, 2011 1:31:30 PM EDT

Changes made on May 16, 2011 7:09:10 AM EDT

Changes made on May 19, 2011 3:27:01 PM EDT

RFP# 415-10766**TITLE: Janitorial Maintenance Services (Annual Contract)****PART I – INTRODUCTION/INFORMATION****1.01. PURPOSE**

The City of Fort Lauderdale, Florida (City) is seeking proposals from qualified proposers, hereinafter referred to as the Contractor, to provide an annual contract for janitorial maintenance services for the City's Public Works Department, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

1.02. INFORMATION OR CLARIFICATION

For information concerning procedures for responding to this solicitation, contact Procurement Specialist Bob McKenney at 954.828.5139 or email at rmckenney@fortlauderdale.gov. Such contact shall be for clarification purposes only.

For information concerning technical specifications, please utilize the question / answer feature provided by BidSync at www.bidsync.com. Questions of a material nature must be received prior to the cut-off date specified in the RFP Schedule. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync Site). Contractor's please note: Proposals shall be submitted as stated in PART VI – Requirements of the Proposal. No part of your proposal can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Contractor has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal must be submitted in accordance with all specifications contained in this solicitation.

1.03. TRANSACTION FEES

The City of Fort Lauderdale uses BidSync (www.bidsync.com) to distribute and receive bids and proposals. There is no charge to vendors/contractors to register and participate in the solicitation process, nor will any fees be charged to the awarded vendor.

1.04. PRE-PROPOSAL CONFERENCE AND SITE VISIT

There is no pre-bid conference or site visit planned. However, It is recommended that bidders inspect the locations to be serviced prior to submission of a bid. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the proposer has familiarized themselves with the nature and extent of the work, the location of the facility and the equipment, materials, and labor required to do the work.

Vendors are free to visit the sites where services are to be performed and any questions should be referred to John McDowell at 954-828-5770.

1.05. ELIGIBILITY

Bids shall be considered only from firms that have been engaged in providing services similar to those specified herein for a period of not less than three (3) years continuously and that are presently engaged in the provision of these services. It may be necessary to produce evidence that they have sufficient financial support, delivery fleet and organizations to insure that they can satisfactory perform the services if awarded a contract under the terms and conditions stated herein. The City reserves the right to conduct an on-site inspection of the

vendor's facilities during normal working hours prior to award of bid or at any time throughout the term of the contract or any renewal.

1.06. PERFORMANCE

It is the intention of the City to obtain the services as specified herein from a source of supply that will give prompt and convenient service. The awarded Contractor must be able to perform as required under the Scope of Services below. Any failure of a successful bidder to comply with these conditions may be cause for terminating any resulting contract immediately upon notice by the City. The City reserves the right to obtain these services from other sources, when necessary, should a successful bidder be unable to perform on a timely basis and such delay may cause harm to the using department or city residents.

1.07. PRICING

All pricing should be identified in PART VII - PROPOSAL PAGES – COST PROPOSAL. No additional costs may be accepted, other than the costs stated on the Proposal pages.

Contractor will quote a firm, fixed cost per week for each location listed in the Scope of Services.

1.08. RFP DOCUMENTS

The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligation under the Contract.

1.09. AWARD

Award will be made to the highest ranked responsive and responsible proposer, for that service that will best serve the needs of the City of Fort Lauderdale.

The City reserves the right to award to that proposer who will best serve the interests of the City. The City also reserves the right to waive minor variations in the specifications and in the bidding process. The City further reserves the right to accept or reject any and/or all proposals and to award or not award a contract based on this bid solicitation.

1.10. PRICE VALIDITY

Prices provided in this Request for Proposal (RFP) are valid for 120 days from time of RFP opening. The City shall award contract within this time period or shall request to the recommended awarded vendor an extension to hold pricing, until products/services have been awarded.

PART II - RFP SCHEDULE

Release RFP	05/02/11
Last Date for Receipt of Questions of a Material Nature	05/23/11
Addendum Release (If required)	05/23/11
PROPOSAL DUE (Prior to 2:00 PM EST)	05/27/11

PART III - SPECIAL CONDITIONS

3.01. GENERAL CONDITIONS

RFP General Conditions Form G-107 Rev. 11/10 (GC) are included and made a part of this RFP.

3.02. NEWS RELEASES/PUBLICITY

News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project shall not be made without prior City approval.

3.03. RFP DOCUMENTS

The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligations under the Contract.

3.04. CONTRACTORS' COSTS

The City shall not be liable for any costs incurred by Contractor in responding to this RFP.

3.05. RULES AND PROPOSALS

The signer of the proposal must declare that the only person(s), company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person(s), company or parties submitting a proposal; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the proposal has full authority to bind the principal Contractor.

3.06. CONTRACT PERIOD

The initial contract term shall commence upon date of award by the City or 10/01/11, whichever is later, and shall expire one year from that date. The City reserves the right to extend the contract for three, additional one year terms, providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.

In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the City as authorized by the awarding authority. The extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

3.07. COST ADJUSTMENTS

Prices quoted shall be firm for the initial contract term of one year. No cost increases shall be accepted in this initial contract term. Please consider this when providing your pricing for this request for proposal.

Thereafter, any extensions which may be approved by the City shall be subject to the following: Costs for any extension terms shall be subject to an adjustment only if increases or decreases occur in the industry. Such adjustment shall be based on the latest yearly percentage increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U.S. Dep't. of Labor, and shall not exceed five percent (5%).

The yearly increase or decrease in the CPI shall be that latest Index published and available for the calendar year ending 12/31, prior to the end of the contract year then in effect, as compared to the index for the comparable month, one-year prior.

Any requested adjustment shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective on the beginning date of the approved contract extension.

The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the Contract will be considered cancelled on the scheduled expiration date.

3.08. SERVICE TEST PERIOD

If the Contractor has not previously performed the services to the city, the City reserves the right to require a test period to determine if the Contractor can perform in accordance with the requirements of the contract, and to the City's satisfaction. Such test period can be from thirty to ninety days, and will be conducted under all specifications, terms and conditions contained in the contract.

A performance evaluation will be conducted prior to the end of the test period and that evaluation will be the basis for the City's decision to continue with the Contractor or to select another Contractor (if applicable).

3.09. CONTRACT COORDINATOR

The City may designate a Contract Coordinator whose principal duties shall be:

- Liaison with Contractor.
- Coordinate and approve all work under the contract.
- Resolve any disputes.
- Assure consistency and quality of Contractor's performance.
- Schedule and conduct Contractor performance evaluations and document findings.
- Review and approve for payment all invoices for work performed or items delivered.

3.10. CONTRACTOR PERFORMANCE REVIEWS AND RATINGS

The City Contract Coordinator may develop a Contractor performance evaluation report. This report shall be used to periodically review and rate the Contractor's performance under the contract with performance rating as follows:

Excellent	Far exceeds requirements.
Good	Exceeds requirements
Fair	Just meets requirements.
Poor	Does not meet all requirements and contractor is subject to penalty provisions under the contract.
Non compliance	Either continued poor performance after notice or a performance level that does not meet a significant portion of the requirements. This rating makes the Contractor subject to the default or cancellation for cause provisions of the contract.

The report shall also list all discrepancies found during the review period. The Contractor shall be provided with a copy of the report, and may respond in writing if he takes exception to

the report or wishes to comment on the report. Contractor performance reviews and subsequent reports will be used in determining the suitability of contract extension.

3.11. INVOICES/PAYMENT

The City will accept invoices no more frequently than once per month. Each invoice shall fully detail the related costs. Payment will be made within thirty (30) days after receipt of an invoice acceptable to the City, in accordance with the Florida Local Government Prompt Payment Act. If, at any time during the contract, the City shall not approve or accept the Contractor's work product, and agreement cannot be reached between the City and the Contractor to resolve the problem to the City's satisfaction, the City shall negotiate with the Contractor on a payment for the work completed and usable to the City.

3.12. NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES

While this contract is for services provided to the department referenced in this Request for Proposals, the City may require similar work for other City departments. Contractor agrees to take on such work unless such work would not be considered reasonable or become an undue burden to the Contractor.

Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services from another vendor at the City's sole option.

The City may require additional items or services of a similar nature, but not specifically listed in the contract. The Contractor agrees to provide such items or services, and shall provide the City prices on such additional items or services based upon a formula or method, which is the same or similar to that used in establishing the prices in his proposal. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items or services from other vendors, or to cancel the contract upon giving the Contractor thirty (30) days written notice.

3.13. DELETION OR MODIFICATION OF SERVICES

The City reserves the right to delete any portion of this Contract at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished on the portion of the Contract to be deleted, the Contractor shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.

If the Contractor and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Contractor will submit a revised budget to the City for approval prior to proceeding with the work.

3.14. SUBSTITUTION OF PERSONNEL

It is the intention of the City that the Contractor's personnel proposed for the contract will be available for the initial contract term. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacement personnel are subject to City approval. In the event substitute personnel are not satisfactory to the City and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the Contract for cause. See Section 5.09 General Conditions.

3.15. INSURANCE

The Contractor shall furnish proof of Workers' Compensation Insurance, General Liability Insurance and Comprehensive Automobile Liability Insurance. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The City is to be added as an "additional insured" with relation to General Liability Insurance. This MUST be written in the description section of the insurance certificate, even if you have a check-off box on your insurance certificate. Any costs for adding the City as "additional insured" will be at the contractor's expense.

The City of Fort Lauderdale shall be given notice 10 days prior to cancellation or modification of any stipulated insurance. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Procurement Services Department.

The Contractor's insurance must be provided by an A.M. Best's "A-" rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's Risk Manager. Any exclusions or provisions in the insurance maintained by the contractor that precludes coverage for work contemplated in this RFP shall be deemed unacceptable, and shall be considered breach of contract.

Workers' Compensation and Employers' Liability Insurance

Limits: Workers' Compensation – Per Florida Statute 440
Employers' Liability - \$500,000

Any firm performing work on behalf of the City of Fort Lauderdale must provide Workers' Compensation insurance. Exceptions and exemptions can only be made if they are in accordance with Florida Statute. For additional information contact the Department of Financial Services, Workers' Compensation Division at (850) 413-1601 or on the web at www.fldfs.com.

Commercial General Liability Insurance

Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage \$1,000,000.

This coverage must include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for Premises/Operations
- c. Products/Completed Operations
- d. Broad Form Contractual Liability
- e. Independent Contractors

Automobile Liability Insurance

Covering all owned, hired and non-owned automobile equipment.

Limits: Bodily injury	\$250,000 each person, \$500,000 each occurrence
Property damage	\$100,000 each occurrence

The successful bidder will need to complete background checks on all of their employees that will be working on City property and they will also need to ensure that they are fully bonded.

A copy of **ANY** current Certificate of Insurance should be included with your proposal.

In the event that you are the successful bidder, you will be required to provide a certificate naming the City as an "additional insured" for General Liability.

Certificate holder should be addressed as follows:

City of Fort Lauderdale
Procurement Services Department
100 N. Andrews Avenue, Room 619
Ft. Lauderdale, FL 33301

3.16. SUBCONTRACTORS

If the Contractor proposes to use subcontractors in the course of providing these services to the City, this information shall be a part of the bid response. Such information shall be subject to review, acceptance and approval of the City, prior to any contract award. The City reserves the right to approve or disapprove of any subcontractor candidate in its best interest and to require Contractor to replace subcontractor with one that meets City approval.

Contractor shall ensure that all Contractor's subcontractors perform in accordance with the terms and conditions of this Contract. Contractor shall be fully responsible for all of Contractor's subcontractors' performance, and liable for any of Contractor's subcontractors' non-performance and all of Contractor's subcontractors' acts and omissions. Contractor shall defend, counsel being subject to the City's approval or disapproval, and indemnify and hold harmless the City and the City's officers, employees, and agents from and against any claim, lawsuit, third-party action, or judgment, including any award of attorney fees and any award of costs, by or in favor of any Contractor's subcontractors for payment for work performed for the City.

3.17. INSURANCE – SUBCONTRACTORS

Contractor shall require all of its subcontractors to provide the aforementioned coverage as well as any other coverage that the contractor may consider necessary, and any deficiency in the coverage or policy limits of said subcontractors will be the sole responsibility of the contractor.

3.18. UNCONTROLLABLE CIRCUMSTANCES ("Force Majeure")

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance,

provided that:

A. The non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

B. The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

C. No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and

D. The non performing party uses its best efforts to remedy its inability to perform. Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

3.19. PUBLIC ENTITY CRIMES

NOTE: Contractor, by submitting a proposal attests they have not been placed on the convicted vendor list.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

3.20. DAMAGE TO PUBLIC OR PRIVATE PROPERTY

Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, vehicles, etc. on or around the job site. Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced at no additional cost to the City.

3.21. CANADIAN COMPANIES

The City may enforce in the United States of America or in Canada or in both countries a judgment entered against the Contractor. The Contractor waives any and all defenses to the City's enforcement in Canada, of a judgment entered by a court in the United States of America. All monetary amounts set forth in this Contract are in United States dollars.

3.22. LOBBYING ACTIVITIES

ALL CONTRACTORS PLEASE NOTE: Any contractor submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-00-27 & Resolution No. 07-101, Lobbying Activities. Copies of Ordinance No. C-00-27 and Resolution No. 07-101 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N.

Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at:

<http://www.fortlauderdale.gov/clerk/LobbyistDocs/lobbyistord1009.pdf> .

3.23. BID TABULATIONS/INTENT TO AWARD

(Notice of Intent to Award Contract/Bid, resulting from the City's Formal solicitation process, requiring City Commission action, may be found at

http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm. Tabulations of receipt of those parties responding to a formal solicitation may be found at

<http://www.fortlauderdale.gov/purchasing/bidresults.htm>, or any interested party may call the Procurement Office at 954-828-5933.

PART IV - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES

4.01. OBJECTIVE

The stated janitorial services are generally required at the designated facilities on the basis of five (5) times weekly, and are to be provided Monday through Friday, after regular working hours. **Exceptions are noted by location.**

Service at specified locations shall include cleaning of all offices, conference rooms, and common areas, including: lobbies; hallways, waiting areas, janitorial closets, elevators (passenger and freight, if applicable), stairwells and landings (if applicable), restrooms and restroom lobby areas.

The Contractor shall perform services on each of the specified days, except for City observed holidays. When a City observed holiday falls on a regularly scheduled service day, and the City facility is not accessible to the Contractor, the Contractor shall perform the regularly scheduled services on the next workday following the holiday closure. Exceptions will require arrangements with the City's Maintenance Manager, or his designee.

Adequate personnel shall be provided to insure that the tasks are completed within a reasonable amount of time.

4.02. INITIAL CLEANING REQUIREMENTS

The Contractor, in addition to the initial month's services, shall bring all facilities to contract standards during the first month of the contract. The initial cleaning will be in addition to routine cleaning tasks, but will not be billable as additional work performed. The Contractor, his supervisor(s) and the City of Fort Lauderdale Maintenance Manager, or his designee, will meet prior to the first week of the contract to insure that the facilities will meet the contract standards. Failure to successfully complete this initial phase may be a determining factor in discontinuing the services under the contract.

4.03 PERIODIC CLEANING SCHEDULE

Cleaning specified to be performed weekly, bi-weekly, monthly and quarterly must be pre-scheduled by the Contractor.

- A. By the first of each month, to the Maintenance Manager, or his designee, the Contractor must forward in writing a list of services (cleaning) they will perform for that month in accordance with the specifications, listing the starting and completion date for each cleaning task.
- B. The frequency of cleaning listed in the specifications must be performed as specified unless modified in writing by the Maintenance Manager, or his designee.
- C. All cleaning methods used to perform the cleaning outlined in the specifications must be those that are universally accepted in the cleaning maintenance field. Also, each cleaning function shall be completed in workmanlike manner. All cleaning requirements must be performed in its entirety in accordance with the specifications.

4.04 PERSONNEL

- A. Contractor's employees are to present a professional appearance. Shall be neat, clean, well groomed, and courteous, properly uniformed and conduct themselves in a respectable manner while performing duties and while on City property.
- B. Employees shall wear an appropriate uniform as well as a nametag specifying the name of the employee and the Contractor's company name.
- C. The contractor shall provide the City with a listing of all personnel assigned to the contract. In addition, the Contractor shall provide a listing of names, emergency telephone numbers and cell numbers of supervisory personnel assigned to the contract. It will be the Contractor's responsibility to keep this list up to date.
- D. The City's Maintenance Manager, or his designee may request the Contractor to remove any employee if it is determined that services are not being performed in accordance with the terms and conditions of the contract.

4.05. SUPERVISION

Contractor shall provide an adequate number of trained and qualified supervisors capable of providing the necessary supervision to satisfy the contract during all service hours. Supervision must be by an on-site supervisor. The supervisor shall be responsible for monitoring and administration of personnel activities, and resolution of any service problems with designated City staff. Each supervisor, the night crew foreman and the day porter, to the satisfaction of the City's Maintenance Manager, or his designee, shall be capable of verbal and written communication in the English language and shall be able to effectively communicate with the service workers.

The City's Maintenance Manager, or his designee may request the Contractor to remove any supervisor if it is determined that services are not being performed in accordance with the terms and conditions of the contract.

4.06. UNAUTHORIZED PERSONNEL

The Contractor's employees are not to be accompanied in their work areas on the premises by acquaintances, family members, or any other persons unless said person is an authorized Contractor employee. The City of Fort Lauderdale prohibits teenagers, minors, or children to work in City owned buildings under this Agreement.

4.07. MATERIALS AND EQUIPMENT

- A. The Contractor shall provide all materials, supplies, and equipment as required to properly maintain the facilities and areas in an acceptable condition. This shall include all required maintenance and cleaning products, including, but not limited to: cleaners, disinfectants, bleach, floor care cleaners and protective coatings, etc. It shall also include brooms, mops (wet and dry/dry dust mops), mop handles, dust mop handles, dust pans, bowl mops, bowl brushes, putty knives, dusters, sponges, rags, window squeegees, floor pads, rubber gloves, for trash removal, spray bottles, floor machines, vacuum cleaners, etc., needed to perform the cleaning.

NOTE: All supplies must be used in accordance with the manufacturer's recommendations and instructions. All containers must be labeled with the manufacturer's brand name, name of product, and its recommended use.

- B. All floor finishes, floor sealer, floor stripper, germicidal cleaner, disinfecting cleaner, carpet cleaner, supplies, detergents, defoamer, spotter metal and wood polishes, etc. must be registered with the United States Department of Agriculture. Contractor's employees must use protective gloved clothing when using (harsh) skin-irritating chemicals.
- C. Vacuum cleaners shall be equipped with a beater bar or double row of brushes with high suction. The bar or brush setting should be approximately 1/8" below the vacuum cleaner casing. It is recommended that vacuum cleaners are equipped with special HEPA type bags that lose no more than 1/10 of one percent of dust collected to the atmosphere.
- D. All equipment used in the cleaning operation of any City of Fort Lauderdale building must be in good safe operating condition as required by OSHA, equipment with broken or exposed electric wires will not be allowed to be used.

4.08. CITY-FURNISHED SUPPLIES

The City will provide the Contractor with supplies such as toilet tissue, hand towels and hand soap to be used by City personnel in the restrooms. Can liners for all trash receptacles shall also be provided by the City, but installed by the Contractor.

4.09. RECYCLABLE MATERIALS

All City buildings have recyclable containers and storage areas. It is the Contractor's responsibility to place recyclable paper and materials in the buildings designated recyclable bin or area. Any Contractor disposing of recyclable materials by placing the material in the trash or removing it from the premises shall be charged and a deduction of the market value of the materials will be taken from the Contractor's monthly invoice.

4.10. BUILDING SECURITY

- A. Facilities may have designated staff available to provide entry to and exit from or they may be on an alarm system. Contractor's employees must be properly identified and are not to enter or leave buildings at will once reporting for duty. Entry and exit will be limited to the initial report for service and service completion time.
- B. The Contractor shall provide the City with a weekly attendance/sign-in sheet for each location awarded. Attendance and hours shall be recorded daily, or in accordance with the work schedule. A legible copy of this report shall be provided weekly to the Maintenance Manager, or his designee. The report shall verify all hours worked, and serve as a documented personnel attendance log.
- C. Contractor's employees are prohibited from using City telephones. Charges billed from use of telephones by Contractor's employees will be deducted from monies due the Contractor and could result in the termination of the contract.
- D. Charges billed to the City of Fort Lauderdale, due to the failure of the Contractor's employees to properly arm or disarm building's alarm systems, shall be deducted from the Contractor's monthly invoice.

4.11. SAFETY

- A. The Contractor shall be responsible for instructing employees in safety measures considered appropriate. In addition, the Contractor shall not permit placing or use of mops, brooms or equipment in traffic lanes or other locations in such manner as to create safety hazards and shall provide appropriate warning signs for slippery floor areas caused

by cleaning or floor finishing operations. Contractor's employees shall be required to interrupt their work at any time to allow passage of personnel.

- B. The Contractor shall ensure that all employees have been trained and have access to Occupational Safety and Health Administration (OSHA) Exposure to Blood borne Pathogens Rule 29 CFR1910.1030. The Contractor shall ensure that personal protection equipment is provided and decontamination/disposal guidelines are in compliance.

4.12. MEASUREMENTS

The square footages noted are only estimates. Bidders will be responsible for their own measurements and must submit a firm price accordingly. There will be no adjustments, for increase or decrease of footage required for the job. Therefore, the total offer must be based on the accurate measurements by bidders during any site visit or inspection. Failure to do so will be at the bidder's risk.

4.13. SERVICE LOCATIONS

The following is a listing of facilities and current operating hours of offices within the facility. It also gives estimated square footage and suggested times for completion of the required services. Those times are not to be considered specific for each location and/or task.

<i>Item/Location</i>	Hours of Operation	Estimated Square Footage/Suggested Times for Completion
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<p>Von D. Mizell Building 1409 Sistrunk Blvd Second floor</p>	<p>Monday thru Friday 7:00 AM – 6:00 PM Some evenings and other times as needed.</p>	<p>Estimated Square Footage: Restrooms on Floor: 4 Ceramic Tile: 395 SF Carpet: 11,219 SF Suggested Completion Time: Monday thru Friday 5:00 AM - 8:30 AM</p>
<p>Other Offices: Housing & Community Development 1409 Sistrunk Blvd NAACP, Sickle Cell, I.H.W. Childcare Office</p>	<p>Monday thru Friday 8:00 AM-6:00 PM</p>	<p>Estimated Square Footage: Restrooms on Floor: 2 Ceramic Tile: 322 SF Carpet: 7,574 SF Suggested Completion Time: Monday thru Friday 5:00 AM - 8:30 AM</p>
<p>Parking Lot Covered parking space only, sweep or blow.</p>	<p>Non-specific.</p>	<p>Suggested Completion Time: Monday thru Friday 5:00 AM - 8:30 AM</p>
<p>Executive Airport 6000 NW 21 Avenue</p>	<p>Monday thru Friday 9:00 AM-5:00 PM</p>	<p>Estimated Square Footage: Restrooms on Floor: 4 Tile/Vinyl: 2631 SF Carpet: 6376 SF Suggested Completion Time: Monday thru Friday 9:30 AM-11:30 AM</p>
<p>U. S. Customs Office 5555 NW 15 Avenue</p>	<p>Monday thru Friday 9:00 AM-5:00 PM</p>	<p>Estimated Square Footage: Restrooms on Floor: 4 Ceramic Tile: 174 SF Carpet: 764 SF Suggested Completion Time: Monday thru Friday 9:30 AM-11:30 AM</p>
<p>Helistop 201 SE 2 Avenue 6th floor of parking garage</p>	<p>Tuesday and Thursday 8:00 AM - 5:00 PM</p>	<p>Restrooms: 1 Carpet: 1116 SF Tile: 56 SF Suggested Completion Time: 8:00 AM - 5:00 PM</p>

<p>Communications/Radio Shop Bldg 5 1301 SW 2 Court Requires service two (2) days per week only</p>	<p>Monday thru Friday 6:30 AM - 5:00 PM</p>	<p>Estimated Square Footage: Vinyl Tile: 496 SF Carpet: 280 SF Suggested Completion Time: Tuesday & Friday 5:00 PM - 9:00 PM</p>
<p>Facilities Maintenance Office Bldg 3 220 SW 14th Ave. Requires service two (2) days per week only</p>	<p>Monday thru Friday 7:00 AM - 5:00 PM</p>	<p>Estimated Square Footage: Vinyl Tile: 2,200 SF Concrete: 850 SF Suggested Completion Time: Tuesday and Friday 5:00 PM - 9:00 PM</p>
<p>Public Works Compound 220 SW 14th Ave. Restrooms (8) Requires service five (5) days per week only</p>	<p>24 Hours Per Day/ 7 Days Per Week</p>	<p>Estimated Square Footage: Ceramic Tile: 1,021 SF Suggested Completion Time: Monday Through Friday 4:00PM - 8:00PM</p>
<p>Community Services Office - Requires service two (2) days per week only – (Tue. & Fri.)</p>	<p>Monday thru Friday 7:00 AM-5:00 PM</p>	<p>Estimated Square Footage: Vinyl Tile: 114 SF Concrete: 260 SF Carpet: 570 SF Suggested Completion Time: Tuesday and Friday 5:00 PM - 9:00 PM</p>
<p>Fleet Services Offices 1301 SW 2nd Ct. Requires service two (2) days per week Tue. & Fri.</p>	<p>Monday thru Friday 7:30 AM - 5:00 PM.</p>	<p>Estimated Square Footage: Carpet: 860 SF Suggested Completion Time: 5:00 PM to 8:00 PM</p>
<p>Solid Waste/Sanitation Office – 220 SW 14th Ave (Bldg 4B) – (3 days per week) – Mon, Wed, Fri.</p>	<p>Monday thru Friday 7:30 AM - 5:00 PM.</p>	<p>Suggested Completion Time: Sunday thru Thursday 5:00 PM - 8:00 PM</p>
<p>Solid Waste Admin Office 1301 SW 2nd Ct. (Bldg 7) - (3 days per week) – Mon, Wed, Fri.</p>	<p>Monday thru Friday 7:30 AM - 5:00 PM.</p>	<p>Estimate Square Footage: Carpet: 315 SF Suggested Completion Time: Mon. – Wed. – Friday. 5:00 PM - 8:00 PM</p>

<p>Parks and Recreation 1350 W. Broward Blvd. 5 days per week</p>	<p>Monday thru Friday 7:30 AM-5:00 PM.</p>	<p>Estimated Square Footage: Number of Restrooms: 2 Ceramic Tile: 489 SF Carpet: 4,675 SF Suggested Completion Time: Monday thru Friday 5:00 PM - 6:00 AM</p>
<p>Building Services Offices/Restrooms 700 NW 18th Avenue Requires service five (5) days per week with restroom service two (2) times per day each day.</p>	<p>Monday thru Friday 7:00 AM-5:00 PM</p>	<p>Estimated Square Footage: Number of Restrooms: 6 Ceramic Tile: 2300 SF Vinyl Tile: 2,100 SF Carpet: 30,220 SF Suggested Completion Time: 5:00 PM - 9:00 PM for General Cleaning Including Restrooms 10:30 AM –12:30 PM for Restroom Day Porter Service</p>
<p>Harbor Patrol Public Restrooms 1784 SE 15 Street Requires service seven (7) days per week. Outside trash receptacles (6) Requires service Saturday and Sunday only.</p>	<p>24 Hours per Day/ 7 Days per Week</p>	<p>Estimated Square Footage: Number of Restrooms: 2 Ceramic Tile: 323 SF Suggested Completion Time: 4:00 PM-7:00 PM every day. Suggested Completion Time: 4:00 PM-7:00 PM Saturday and Sunday</p>
<p>Plant A Building Restrooms/Showers (3) 2100 NW 6 Street Requires service three (3) days per week only.</p>	<p>Monday thru Friday 7:00 AM-5:00 PM</p>	<p>Estimated Square Footage: Number of Restrooms: 2 Ceramic Tile: 218 SF Vinyl Tile: 1073 SF Suggested Completion Time: Monday/Wednesday/Friday 5:00 PM - 7:00 AM</p>

<p>9. City Hall Building 100 N. Andrews Avenue Requires service five (5) days per week with restroom service two (2) times per day each day.</p>	<p>Monday thru Friday 5:00 PM – 12:00 AM</p>	<p>Estimated Square Footage:</p> <p>1st Floor Number of Restrooms: 4 Ceramic Tile: 368 SF Vinyl Tile: 528 SF Concrete: 5,248 SF Carpet: 2,970 SF</p> <p>2nd Floor Number of Restrooms: 3 Ceramic Tile: 368 SF Vinyl Tile: 665 SF Carpet: 6,534 SF</p> <p>3rd Floor Number of Restrooms: 3 Ceramic Tile: 368 SF Vinyl Tile: 767 SF Carpet: 9,204 SF</p> <p>4th Floor Number of Restrooms: 3 Ceramic Tile: 368 SF Vinyl Tile: 1,382 SF Carpet: 8,937 SF</p> <p>5th Floor Number of Restrooms: 3 Ceramic Tile: 368 SF Vinyl Tile: 649 SF Carpet: 5,979 SF</p> <p>6th Floor Number of Restrooms: 3 Ceramic Tile: 368 SF Vinyl Tile: 433 SF Carpet: 8,302 SF</p> <p>7th Floor Number of Restrooms: 3 Ceramic Tile: 368 SF Vinyl Tile: 180 SF Carpet: 11,196 SF</p> <p>PLEASE SEE NEXT PAGE</p>
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<p>. Print Shop 401 SE 21 Street Requires service two (2) days per week only</p>	<p>Monday thru Friday 8:00 AM - 4:30 PM</p>	<p>8th Floor Number of Restrooms: 3 Ceramic Tile: 368 SF Vinyl Tile: 2,281 SF Concrete: 340 SF Carpet: 3,397 SF Suggested Completion Time: 5:00 PM - Midnight General Cleaning & Restrooms 9:00 AM -11:00 AM Restroom Day Porter Service 9:00 AM - 3:00 PM 2 full restroom cleanings (mid morning & mid afternoon)</p> <p>Estimated Square Footage: Vinyl Tile: 1,893 SF Suggested Completion Time: Monday and Thursday 8:00 AM-12:00 PM</p>
<p>Public Works Admin. 949 NW 38 Street Requires service five (5) days per week only</p>	<p>Open 24 hours per day</p>	<p>Estimated Square Footage: Number of restrooms: 7 Service includes showers & locker rooms inside restrooms. Ceramic Tile: 1242 SF Vinyl Tile: 5315 SF Carpet: 7892 SF Suggested Completion Time: Monday and Thursday 6:00 PM-11:00 PM</p>
<p>Public Works Admin, Trailer 949 NW 38th Street Requires Service two (2) days per week only</p>	<p>Monday thru Friday 7:00 AM – 5:30 PM</p>	<p>Estimated Sq. Ft. 1200 Number of Restrooms 3 Suggested Completion Time: Wednesday and Friday 6:00 PM – 10:00 PM</p>
<p>Central Maint. Shops 4250 NW 10 Ave. Requires service five (5) days per week only</p>	<p>Monday thru Friday 6:00 AM - 5:00 PM</p>	<p>Estimated Square Footage: Number of restrooms: 3 Vinyl Tile: 925 SF Carpet: 850 SF Concrete: 1800 SF Suggested Completion Time: Monday and Thursday 6:00 PM -11:00 PM</p>

Parking Administration 290 NE 3 rd Ave. Requires service five (5) days per week	Open 24 hours per day	Estimated Square Footage: Number of restrooms: 6 Ceramic Tile: 425 SF Vinyl Tile: 877 SF Carpet: 8,517 SF Suggested Completion Time: Monday and Thursday 6:00 PM-11:00 PM
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4.14. SCHEDULE OF SERVICES – OFFICES/CORRIDORS/LOUNGES/FOYERS/LOBBY

A. Daily

1. Empty wastebaskets, replace bag liner if ripped, soiled or wet
2. Dispose of refuse to an outside dumpster
3. Empty recycle containers and deposit material into outside collection container
4. Empty and clean all ashtrays and cigarette receptacles (including those on stairwell landings and outside of building entrances)
5. Clean all table and counter surfaces not having paper or materials stored on them
6. Dispose of any cardboard packing or discarded materials or items left for removal to outside dumpster.
7. Clean any area or item that obviously needs immediate attention due to incidental spills, leaks or debris.
8. Clean all glass main entry doors.
9. Sweep and damp mop all hard flooring (including elevators and stone surfaced flooring; spot clean any dirt or stains with appropriate cleaners and solvents as needed to maintain an acceptable appearance.
10. Vacuum all carpeting with approved vacuum cleaner (See Section 4.7).
11. Refill hand towel dispensers.
12. Clean and sanitize drinking fountains.
13. Sweep clean all landings and stairwells.
14. Spot clean any obvious stains or spills in carpeted areas with appropriate/approved cleaner(s).

B. Weekly

1. Polish furniture.
2. Clean and polish all table and counter surfaces which are free of material.
3. Wipe down all interior window frames, and sills with damp cloth.
4. Clean all non-glass doors and door frames
5. Wipe down all shelving with damp cloth.
6. Vacuum all fabric covered furniture and partitions
7. Wipe down elevator walls, polish interior cab with all purpose cleaning spray or furniture polish.
8. Clean all elevator hand railings and metallic wall panels with stainless steel cleaner/polish.

C. Bi-Weekly

1. Damp mop, wax and buff hard flooring (including elevators). Does not include stone surfaced flooring.
2. Clean all blinds, wall plates, door hardware and stairwell railings

D. Monthly

1. Dust and clean all air conditioning registers and air return vents.
2. Clean all vinyl furniture with vinyl cleaner.
3. Scrub, rinse, spray buff and wax hard floors (excluding stone surfaced flooring, utilizing proper floor care machinery.
4. Wipe down all walls and clean any spider webs from corners or ceilings.
5. Clean interior window glass.
6. Clean baseboards.

E. Quarterly

Strip, scrub, rinse and wax hard floors (excluding stone surfaced flooring, utilizing proper floor care machinery. (This service is to be provided within fifteen days of start-up of contract or trial period and performed quarterly thereafter).

4.15. SCHEDULE OF SERVICES - LAVATORIES

A. Daily

1. Clean all mirrors.
2. Replenish soap, toilet tissue and hand towels.
3. Sweep, mop with disinfectant cleaner and rinse bathroom floors.
4. Clean urinals and commodes (inside and out).
5. Check deodorizer block and replace if necessary.
6. Wipe down all partitions.
7. Clean and disinfect basins and counter tops.
8. Empty and clean all waste receptacles, replace liners if necessary.
9. Polish all chrome and stainless steel.

B. Weekly

1. Clean all doors, including entry doors, metal kick plates, door handles or push plates.
2. Clean all interior window glass, frames and sills.
3. Clean showers (if applicable).
4. Clean locker tops (if applicable).
5. Wipe clean (with tile cleaner) all tiled wall areas.
- 6. City Hall – Pour at least one gallon of water down the floor drains.**

C. Monthly

Dust and clean all air conditioning registers and air return vents.

D. Quarterly

Scrub and rinse all tile surfaces with a non-toxic tile cleaner.

4.16. SCHEDULE OF SERVICES - ENTRANCE

Clean all doors (including glass doors) and frames, sweep mats, remove spider webs, remove gum.

4.17. SCHEDULE OF SERVICES – FOOD PREPARATION AREAS (SMALL KITCHENS)

A. Daily

1. Clean all counter space.

2. Flooring to be as outlined in Paragraph 4.14.
3. Wipe clean all appliances.
4. Clean and disinfect sink.
5. Refill hand towel dispensers

4.18 SCHEDULE OF SERVICES - EXTERIOR (MIZELL CENTER ONLY)

Daily - Clean and pickup parking area under building. Work to consist of sweeping and the collection and disposal of litter.

4.19 SCHEDULE OF SERVICES - EXTERIOR (15th STREET BOAT RAMP ONLY)

Saturday and Sunday ONLY -Bag trash from the five (5) outside receptacles and dispose of in the onsite dumpster.

4.20 ADDITIONAL OPTIONAL SERVICES

In addition to the regular services mentioned above, respondents are requested to provide costs for the following optional services. Estimated annual expenditure is \$20,000.

- A. Steam cleaning of carpeted areas, cost per square yard.
- B. Steam cleaning of chairs, cost per unit cleaned.
- C. Steam cleaning of sofas, cost per unit cleaned.

PART V – PROPOSAL EVALUATION CRITERIA

The award of the contract will be based on certain objective and subjective considerations listed below:

Understanding of the overall needs of the City for such services as presented in the narrative technical proposal: Technical Approach, Management reports, Communication, Mobilization.	30%
Experience, qualifications and past performance of the proposing firm, including persons proposed for the contract, facilities and resources: Staff, Licenses / Certificates, Resources, Training, Screening, Evaluations, Supervising, References.	40%
Cost to the City	40%
TOTAL PERCENT AVAILABLE:	100%

An evaluation committee of qualified City Staff or other persons selected by the City will conduct evaluations of proposals. It may be a two-step process. In step one; the committee will evaluate all responsive proposals based upon the information and references contained in the proposals as submitted. The committee will score and rank all responsive proposals and determine a minimum of three (3), if more than three (3) proposals are responsive, to be finalists for further consideration. In the event there are less than three (3) responsive proposals, the committee will give further consideration to all responsive proposals received. In step two, the committee may then conduct discussions (oral presentations), for clarification purposes only, with the finalists and re-score and re-rank the finalists' proposals. The evaluation committee may then make a recommendation, resulting from this process, to the City Manager for award of a contract.

The City may require visits to customer installations or demonstrations of product by Contractor's, as part of the evaluation process.

The City of Fort Lauderdale reserves the right, before awarding the contract, to require a Proposer to submit any evidence of its qualifications as the City may deem necessary, and to consider any evidence available of financial, technical and other qualifications and capabilities, including performance experience with past and present users.

The City of Fort Lauderdale reserves the right to request additional clarifying information and request an oral presentation from any and all Proposers prior to determination of award.

The City reserves the right to award the contract to that Proposer who will best serve the interest of the City. The City reserves the right based upon its deliberations and in its opinion, to accept or

reject any or all proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the bidding process.

The City uses a mathematical formula for determining allocation of cost points to each responsive, responsible proposer. The lowest, responsive, responsible proposer receives the maximum allowable points. When using this formula, a proposer that submits a cost or fee which is two times greater than the cost/fee of the lowest responsive, responsible proposer, will result in receiving zero points for cost.

2^{nd} lowest cost minus lowest cost = X

X divided by lowest cost = Y

Y times the total number of cost points = Z

Total number of cost points minus Z = points assigned to 2^{nd} lowest vendor and so on.

PART VI - REQUIREMENTS OF THE PROPOSAL

All proposals must be submitted as specified on the proposal pages, which follow. Any attachments must be clearly identified. To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by a proposer to respond to a requirement, the response should include reference to the document number and page number. Proposals not providing this reference will be considered to have no reference material included in the additional documents. The City prefers all responses to this RFP to be less than 50 pages and that the Contractor utilize recyclable materials as much as possible. Expensive or fancy binders are not preferred.

All proposals must be submitted in a sealed package with the RFP number, due and open date, and RFP title clearly marked on the outside. If more than one package is submitted they should be marked 1 of 2, etc.

THIS IS A PAPER RFP WITH CD. All proposals must be received by the City of Fort Lauderdale, in the Procurement Services Department, Room 619, City Hall, 100 North Andrews Avenue, Fort Lauderdale, Florida, 33301 prior to 2:00 pm on the date specified in PART II – RFP SCHEDULE. Submittal of response by fax or e-mail will NOT be acceptable.

PROPOSERS MUST SUBMIT AN IDENTIFIED ORIGINAL COPY PLUS 7 COPIES OF THE PROPOSAL PAGES INCLUDING ANY ATTACHMENTS

THE ABOVE REQUIREMENT TOTALS 8 COPIES OF YOUR PROPOSAL. CONTRACTOR SHOULD SUBMIT YOUR PROPOSAL ALSO ON A CD. FAILURE TO PROVIDE PROPOSALS AS STATED ABOVE, MAY BE GROUNDS TO FIND CONTRACTOR NON-RESPONSIVE.

The proposer understands that the information contained in these Proposal Pages is to be relied upon by the City in awarding the proposed Agreement, and such information is warranted by the proposer to be true. The proposer agrees to furnish such additional information, prior to acceptance of any proposal, relating to the qualifications of the proposer, as may be required by the City.

A representative who is authorized to contractually bind the Contractor shall sign the Bid/Proposal Signature page. Omission of a signature on that page may result in rejection of your proposal.

PART VII - PROPOSAL PAGES – COST PROPOSAL

Proposer is to provide a firm fixed weekly rate for janitorial services as detailed within the text of this RFP. Even though some of the requirements are monthly and some are quarterly, the bidder will take this into consideration and prorate any changes within the firm weekly rate bid.

All services to be performed weekly/bi-weekly/monthly/quarterly will be performed on the last day of the service week (Friday night).

YOU MUST QUOTE ON ALL LOCATIONS IN ORDER TO BE CONSIDERED FOR AWARD.

<u>Item</u>	<u>Location</u>	<u>Weekly Cost</u>
1.	Von D. Mizell Building 1409 Sistrunk Blvd., 2 nd Floor Reference Paragraph 4-13	\$_____
2.	Other offices, 1409 Sistrunk Blvd. Reference paragraph 4-13	\$_____
3.	Parking Lot, 1409 Sistrunk Blvd., Reference Paragraph 4-13	\$_____
4.	Executive Airport, 6000 NW 21 Av. Reference Paragraph 4-13	\$_____
5.	U.S. Customs Office, 5555 NW 15 Av. Reference Paragraph 4-13	\$_____
6.	Helistop, 201 SE 3 rd Av. Reference paragraph 4-13	\$_____
7.	Radio Shop, 1301 SW 2 nd Ct. Reference Paragraph 4-13	\$_____
8.	Facilities Maint. Shop, 220 SW 14 th Av. Reference Paragraph 4-13	\$_____
9.	Public Works Compound Restrooms (8), 220 SW 14 th Av. Reference Paragraph 4-13	\$_____
10.	Community Services Offices, 220 SW 14 th Av. Reference paragraph 4-13	\$_____
11.	Fleet Services Office, 1301 SW 2 nd Ct. Reference Paragraph 4-13	\$_____

- 12. Sanitation Office, 1301 SW 2nd Ct. Reference Paragraph 4-13 \$ _____
- 13. Recycling Office, 1301 SW 2nd Ct. Reference Paragraph 4-13 \$ _____
- 14. Parks & Recreation, 1350 W. Broward Blvd. Reference Paragraph 4-13 \$ _____
- 15. Building Services, 700 NW 18th Av. Reference Paragraph 4-13 \$ _____
- 16. Harbor Patrol, 1784 SE 15th St. Reference Paragraph 4-13 \$ _____
- 17. Plant A Building, 2100 NW 6 St. Reference Paragraph 4-13 \$ _____
- 18. City Hall 1st Floor, 100 N. Andrews Av. Reference Paragraph 4-13 \$ _____
- 19. City Hall 2nd Floor, 100 N. Andrews Av. Reference Paragraph 4-13 \$ _____
- 20. City Hall 3rd Floor, 100 N. Andrews Av. Reference Paragraph 4-13 \$ _____
- 21. City Hall 4th Floor, 100 N. Andrews Av. Reference Paragraph 4-13 \$ _____
- 22. City Hall 5th Floor, 100 N. Andrews Av. Reference Paragraph 4-13 \$ _____
- 23. City Hall 6th Floor, 100 N. Andrews Av. Reference Paragraph 4-13 \$ _____
- 24. City Hall 7th Floor, 100 N. Andrews Av. Reference Paragraph 4-13 \$ _____
- 25. City Hall 8th Floor, 100 N. Andrews Av. Reference Paragraph 4-13 \$ _____
- 26. Print Shop, 401 SE 21st St. Reference Paragraph 4-13 \$ _____
- 27. Public Works Admin., 949 NW 38th St. Reference Paragraph 4-13 \$ _____
- 28. Public Works Admin. Trailer, 949 NW 38th Street Reference Paragraph 4-13 \$ _____

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29. Central Maint. Shops, 4250 NW 10th Av. \$ _____
Reference Paragraph 4-13

30. Parking Admin., 290 NE 3rd Av. \$ _____
Reference Paragraph 4-13

TOTAL WEEKLY COST FOR ALL LOCATIONS \$ _____

TOTAL WEEKLY COST X 52 = TOTAL ANNUAL COST \$ _____

PART VIII - PROPOSAL PAGES - TECHNICAL PROPOSAL

The following issues should be fully responded to in your proposal in concise narrative form. Additional sheets should be used, but they should reference each issue and be presented in the same order.

- Tab 1: Bid/Proposal Signature page
- Tab 2: Non-Collusion Statement
- Tab 3: Letter of Interest, The letter of interest may contain any other information not in the proposal but should not exceed two (2) pages.
- Tab 4: Statement of Proposed Services. Proposals should respond to scope of work. They should be no longer than twelve (12) pages (single sided), and be comprised of three general components: (a) an assessment of capability and approach to perform the scope of service; (b) identification of Proposer's distinctive competence, staff qualifications assigned to this account with their experience and skills they bring to this assignment, along with resume of experience and qualifications; (c) estimated timetables (e.g. marketing).
- Tab 5: Business Licenses. Evidence that your firm and/or persons performing the work are licensed to do business in the State of Florida.
- Tab 6: Evidence of Insurance. Certificate of Insurance showing coverage, forms, limits. Actual insurance certificates will be required from recommended contractor, prior to award.
- Tab 7: Performance Capacity Measurements
- Tab 8: Proposer's assessment of the City of Fort Lauderdale's needs and the quality of the proposal to meet those needs, including a plan/outline.
- Tab 9: Proposer's ability to assign appropriate resources to the account in a timely manner.
- Tab 10: Additional services available in-house, not requested by the City in Part IV - technical specifications/scope of work with fee schedule for those services (For Informational Purposes Only).
- Tab 11: List of three clients/references for whom you have provided similar services in the last three years; Provide agency name, address, telephone number, contact person, and date service was provided. Be prepared to provide, upon request, evidence of work product, ability to meet schedules, cooperation, and responsiveness. Attach additional sheets if necessary.
- Tab 12: Any additional attachments to your proposal.

**City of Fort Lauderdale
GENERAL CONDITIONS**

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Procurement Services Department. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement. In this general conditions document, Invitation to Bid (ITB) and Request for Proposal (RFP) are interchangeable.

PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:

- 1.01 BIDDER ADDRESS:** The City maintains automated vendor address lists that have been generated for each specific Commodity Class item through our bid issuing service, BidSync. Notices of Invitations to Bid (ITB'S) are sent by e-mail to the selection of bidders who have fully registered with BidSync or faxed (if applicable) to every vendor on those lists, who may then view the bid documents online. Bidders who have been informed of a bid's availability in any other manner are responsible for registering with BidSync in order to view the bid documents. There is no fee for doing so. If you wish bid notifications be provided to another e-mail address or fax, please contact BidSync. If you wish purchase orders sent to a different address, please so indicate in your bid response. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 30 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.04 TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.05 BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that the bid and the prices quoted in the bid will be firm for acceptance by the City for a period of ninety (90) days from the date of bid opening unless otherwise stated in the ITB.
- 1.06 VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.

By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared, by the City as conditional.

- 1.07 NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.08 MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its procurement activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term "Minority Business Enterprise" means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business" is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including Pakistani and East Indian.

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

1.09 MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION

It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he or she will be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

Part II DEFINITIONS/ORDER OF PRECEDENCE:

- 2.01 BIDDING DEFINITIONS** The City will use the following definitions in its general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:
 INVITATION TO BID (ITB) when the City is requesting bids from qualified Bidders.
 REQUEST FOR PROPOSALS (RFP) when the City is requesting proposals from qualified Proposers.
 BID – a price and terms quote received in response to an ITB.
 PROPOSAL – a proposal received in response to an RFP.
 BIDDER – Person or firm submitting a Bid.
 PROPOSER – Person or firm submitting a Proposal.
 RESPONSIVE BIDDER – A person whose bid conforms in all material respects to the terms and conditions included in the ITB.
 RESPONSIBLE BIDDER – A person who has the capability in all respects to perform in full the contract requirements, as stated in the ITB, and the integrity and reliability that will assure good faith performance.
 FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.
 SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.
 CONTRACTOR – Successful Bidder or Proposer who is awarded a Purchase Order, award Contract, Blanket Purchase Order agreement, or Term Contract to provide goods or services to the City.
 CONTRACT – A deliberate verbal or written agreement between two or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of equipment, materials, supplies, services or construction.
 CONSULTANT – Successful Bidder or Proposer who is awarded a contract to provide professional services to the City.
 The following terms may be used interchangeably by the City: ITB and/or RFP; Bid or Proposal; Bidder, Proposer, or Seller; Contractor or Consultant; Contract, Award, Agreement or Purchase Order.

- 2.02 SPECIAL CONDITIONS:** Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

PART III BIDDING AND AWARD PROCEDURES:

- 3.01 SUBMISSION AND RECEIPT OF BIDS:** To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidder's should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Procurement Office, or other designated area, in the presence of Bidders, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.
- 3.02 MODEL NUMBER CORRECTIONS:** If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.
- 3.03 PRICES QUOTED:** Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.
- 3.04 TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption number for EIN is 59-6000319, and State Sales tax exemption number is 85-8013875578C-1.
- 3.05 WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.
- 3.06 APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in the bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in the bid, to enable the City to ensure that

the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.

- 3.07 MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet or exceed these items, and feels that the technical specifications are overly restrictive, the bidder must notify the Procurement Services Department immediately. Such notification must be received by the Procurement Services Department prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.
- 3.08 MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle the bidder to any relief from the conditions imposed in the contract.
- 3.09 SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.
- 3.10 LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.
- 3.11 BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.
- 3.12 USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Director reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond, postal money order or cashiers check. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 PUBLIC RECORDS:** Florida law provides that municipal records shall at all times be open for personal inspection by any person. Section 119.01, F.S., the Public Records Law. Information and materials received by City in connection with an ITB response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after bid opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. If the Proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer, must in his or her response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption. The City's determination of whether an exemption applies shall be final, and the Proposer agrees to defend, indemnify, and hold harmless the City and the City's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records.
- 3.16 PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.
- 3.17 RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.

If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.

3.18 LEGAL REQUIREMENTS: Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

3.19 BID PROTEST PROCEDURE: ANY PROPOSER OR BIDDER WHO IS NOT RECOMMENDED FOR AWARD OF A CONTRACT AND WHO ALLEGES A FAILURE BY THE CITY TO FOLLOW THE CITY'S PROCUREMENT ORDINANCE OR ANY APPLICABLE LAW MAY PROTEST TO THE DIRECTOR OF PROCUREMENT SERVICES DEPARTMENT (DIRECTOR), BY DELIVERING A LETTER OF PROTEST TO THE DIRECTOR WITHIN FIVE (5) DAYS AFTER A NOTICE OF INTENT TO AWARD IS POSTED ON THE CITY'S WEB SITE AT THE FOLLOWING LINK: http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm

THE COMPLETE PROTEST ORDINANCE MAY BE FOUND ON THE CITY'S WEB SITE AT THE FOLLOWING LINK: <http://www.fortlauderdale.gov/purchasing/protestordinance.pdf>

PART IV BONDS AND INSURANCE

4.01 PERFORMANCE BOND: If a performance bond is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond, payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

4.02 INSURANCE: If the Contractor is required to go on to City property to perform work or services as a result of ITB award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Procurement Services Department original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractor's insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an ADDITIONAL INSURED for General Liability Insurance, and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting the bid, agrees to abide by such modifications.

PART V PURCHASE ORDER AND CONTRACT TERMS:

5.01 COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES: Items offered may be tested for compliance to bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:

- Bidders name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
- All City Departments being advised to refrain from doing business with the Bidder.
- All other remedies in law or equity.

5.02 ACCEPTANCE, CONDITION, AND PACKAGING: The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.

5.03 SAFETY STANDARDS: All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupation Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Material Safety Data Sheet (MSDS).

5.04 ASBESTOS STATEMENT: All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB the bidder will supply only material or equipment that is 100% asbestos free.

5.05 OTHER GOVERNMENTAL ENTITIES: If the Bidder is awarded a contract as a result of this ITB, the bidder may, if the bidder has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.

5.06 VERBAL INSTRUCTIONS PROCEDURE: No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.

5.07 INDEPENDENT CONTRACTOR: The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of

the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, procurement policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.

- 5.08 INDEMNITY/HOLD HARMLESS AGREEMENT:** The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorneys fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.
- 5.09 TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.
- 5.10 TERMINATION FOR CONVENIENCE:** The City reserves the right, in its best interest as determined by the City, to cancel contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 5.12 RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The Contractor agrees to make available to the City's Internal Auditor, during normal business hours and in Broward, Miami-Dade or Palm Beach Counties, all books of account, reports and records relating to this contract should be retained for the duration of the contract and for three years after the final payment under this Agreement, or until all pending audits, investigations or litigation matters relating to the contract are closed, whichever is later.
- 5.13 PERMITS, TAXES, LICENSES:** The successful Contractor shall, at their own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried out under this contract.
- 5.14 LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.
- 5.15 NON-DISCRIMINATION:** There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract.
- 5.16 UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party of the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required prior items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:
1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.
 2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.
 3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve themselves of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying him for receiving any business from the City for a stated period of time.

If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.

- 5.17 ELIGIBILITY:** If applicable, the Contractor must first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the City.
- 5.18 PATENTS AND ROYALTIES:** The Contractor, without exception, shall indemnify and save harmless the City and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

- 5.19 ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Commission or the City Manager or City Manager's designee, depending on original award approval.
- 5.20 LITIGATION VENUE:** The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and free from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

NAME

RELATIONSHIPS

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

BID/PROPOSAL SIGNATURE PAGE

How to submit bids/proposals: It is preferred that bids/proposals be submitted electronically at www.bidsync.com, unless otherwise stated in the bid packet. If mailing a hard copy, it will be the sole responsibility of the Bidder to ensure that the bid reaches the City of Fort Lauderdale, City Hall, Procurement Department, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this bid/proposal.

Please Note: If responding to this solicitation through BidSync, the electronic version of the bid response will prevail, unless a paper version is clearly marked **by the bidder** in some manner to indicate that it will supplant the electronic version. All fields below **must** be completed. If the field does not apply to you, please note N/A in that field.

Submitted by: _____
(signature) (date)

Name (printed) _____ Title: _____

Company: (Legal Registration) _____

CONTRACTOR, IF FOREIGN CORPORATION, MAY BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit <http://www.dos.state.fl.us/>).

Address: _____

City _____ State: _____ Zip _____

Telephone No. _____ FAX No. _____ Email: _____

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): _____

Payment Terms (section 1.03): _____ Total Bid Discount (section 1.04): _____

Does your firm qualify for MBE or WBE status (section 1.08): MBE _____ WBE _____

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

<u>Addendum No.</u>	<u>Date Issued</u>
---------------------	--------------------

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. **HAVE YOU STATED ANY VARIANCES OR EXCEPTIONS BELOW? BIDDER MUST CLICK THE EXCEPTION LINK IF ANY VARIATION OR EXCEPTION IS TAKEN TO THE SPECIFICATIONS, TERMS AND CONDITIONS.** If this section does not apply to your bid, simply mark N/A in the section below.

Variances:

ORIGINAL
DO NOT REMOVE
FROM FILE

Contract No.: 462-9264

Agreement to Supply: JANITORIAL SERVICES - CITYWIDE

This agreement, made and entered into this the _____ day of _____, 2006, is by and between the **CITY OF FORT LAUDERDALE**, a Florida municipality, City Hall, 100 North Andrews Avenue, Fort Lauderdale, FL 33301, hereinafter called the "City" and

Name of Contractor:

OneSource Facility Services, Inc.

Address: 3260 NW 23 Avenue, Suite E-100 City: Pompano Beach State: FL Zip: 33069

A Corporation A Partnership An Individual Other: _____

hereinafter called the "Company" or "Contractor." Witnesseth that: Whereas, the City did advertise and issue an Invitation to Bid (ITB) for supplying the requirements of the City for the items and/or service listed above, for a period of one (1) year, with four (4), one (1) year extension options and the Contractor submitted a bid that was accepted and approved by the City.

Formal authorization of this contract was adopted by the City Commission on: September 6, 2006 Pur-14

Now, therefore, for and in consideration of the premises and the mutual covenants herein contained, the parties covenant and agree as follows:

1. The Company agrees to sell to the City and the City agrees to buy from the Company, during the period beginning 10/01/06 and ending 09/30/07 for the requirements listed above and according to the following specifications, terms, covenants and conditions:

a. The Invitation to Bid containing General Conditions, Special Conditions, Specifications, addenda, if any, and other attachments forming a part of ITB Number 462-9264 and the Contractor's proposal in response, form a part of this contract and by reference are made a part hereof.

b. In construing the rights and obligations between the parties, the order of priority in cases of conflict between the documents shall be as follows:

- 1) This contract Form G-110, Rev. 12/00
- 2) The City's ITB and all addenda thereto
- 3) Contractor's proposal in response to the City's ITB

c. **Warranty:** The Company by executing this contract embodying the terms herein warrants that the product and/or service that is supplied to the City shall remain fully in accord with the specifications and be of the highest quality. In the event any product and/or service as supplied to the City is found to be defective or does not conform to specifications the City reserves the right to cancel that order upon written notice to the Contractor and to adjust billing accordingly.

d. **Cancellation:** The City may cancel this contract upon notice in writing should the Contractor fail to reasonably perform the service of furnishing the products and/or services as specified herein upon 30 days written notice. This applies to all items of goods or services.

e. **Taxes Exempt:** State Sales (#16-03-196479-54C) and Federal Excise (#59-600319) Taxes are normally exempt, however, certain transactions are taxable. Consult your tax practitioner for guidance where necessary.

f. **Invoicing:** Contractor will forward all invoices in duplicate for payment to the following: Finance Department, 100 N. Andrews Avenue, 6th Floor, Fort Lauderdale, FL 33301. If discount, other than prompt payment terms applies, such discount MUST appear on the invoice.

2. Contract Special Conditions: The following special conditions are made a part of and modify the standard provisions contained in this contract Form G-110.

3. Contract Summary:

a. Attachments:

OneSource Facility Services, Inc.'s response to the ITB and a copy of the ITB document.

b. Payment Terms: Per ITB

c. Delivery: Per ITB

d. Insurance: Yes No

e. Performance Bond/Letter of Credit: Yes No

f. Procurement Specialist's Initials: DN

4. Contractor's Phone Numbers: Office: **954-974-3636**

Mobile: **954-609-7603**

5. Contractor's Fax Number: **954-974-5388**

6. Contractor's E-Mail Address: nboronat@one-source.com

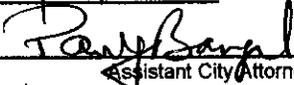
Website: www.one-source.com

City of Fort Lauderdale

By: 
Director of Procurement Services (City Manager's Designee)

Auth: Sec. 2-180(8) of Code and Procurement Memo No. 04-03

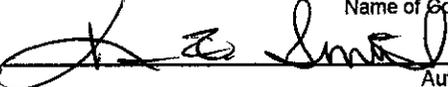
Date: 11/24/07


Assistant City Attorney (approved as to form)

Date: 10/31/06

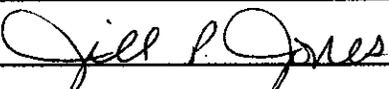
Contractor/Vendor

Kevin E. Smith
Name of Company Officer (please type or print)

By: 
Authorized Officer's Signature

Title: Vice President

Date: 1-11-07

Attest: 
Signature of Secretary

Jill P. Jones
Secretary (please type or print)

Vendor: OneSource Facility Services, Inc.

PROPOSAL SIGNATURE PAGE

TO: The CITY of Fort Lauderdale, FL

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the RFP. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this proposal.

Proposal submitted by: **Mark Krugman 10/20/2005**
(signature) (date)

Name (printed): **Mark Krugman** Title: **District Manager**

Company: (Legal Registration): **OneSource Facilities Services, Inc.**

(CONTRACTOR, IF FOREIGN CORPORATION, SHALL BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUE §607.1501 (visit <http://www.dos.state.fl.us/doc/>)

Address: **3260 NW 23rd ave. Suite E-100**

CITY: **Pompano Beach** State: **FL** Zip: **33069**

Telephone No.: **954-974-4446** FAX No.: **954-974-5388**

E-MAIL: **mkrugman@one-source.com**



Does your firm qualify for MBE or WBE status In accordance with Section 1.08 of General Conditions? **MBE**
 WBE

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in his proposal:

<u>Addendum No.</u>	<u>Date Issued</u>
---------------------	--------------------

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of RFP, attachments or proposal pages. No variations or exceptions by the Proposer will be deemed to be part of the proposal submitted unless such variation or exception is listed and contained within the proposal documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your proposal complies with the full scope of this RFP.

Variences:

OneSource's response to this RFP is being submitted without review by the OneSource Legal Department. Notwithstanding any representations included in the RFP that states failing to take exceptions to terms or submission of a response to this RFP mandates that the bidder accept all of Manager's/Owner's RFP legal terms and conditions, if OneSource is the successful bidder, OneSource reserves the right to review and request modifications to contract language proposed by Manager or Owner.

Vendor: OneSource Facility Services, Inc.**PROPOSAL PAGES PART III - QUESTIONNAIRE**

Fill in the requested information:

- | <u>Item</u> | <u>Location</u> |
|-------------|--|
| 1. | <p>Parks & Recreation 1409 Sistrunk Blvd., 2nd Floor
Reference Paragraph 4-13(1)
Indicate hours of service per location: 2.85hours per day
Start-Up Time:7:30am
Completion Time:8:30am</p> |
| 2. | <p>Other offices, 1409 Sistrunk Blvd.
Reference paragraph 4-13(1)
Indicate hours of service per location: 1.8hours per day
Start-Up Time:10am
Completion Time:12pm</p> |
| 3. | <p>Parking Lot, 1409 Sistrunk Blvd.
Reference Paragraph 4-13(1)
Indicate hours of service per location: 1hours per day
Start-Up Time:12p
Completion Time:1p</p> |
| 4. | <p>Executive Airport, 6000 NW 21 Av.
Reference Paragraph 4-13(2)
Indicate hours of service per location: 2.2hours per day
Start-Up Time:9:30a
Completion Time:11:30a</p> |
| 5. | <p>U.S. Customs Office, 5555 NW 15 Av.
Reference Paragraph 4-13(2)
Indicate hours of service per location: .25hours per day
Start-Up Time:9:30a
Completion Time:11:30am</p> |
| 6. | <p>Helistop, 201 SE 3rd Av.
Reference paragraph 4-13(2)
Indicate hours of service per location: .29hours per day
Start-Up Time:11am
Completion Time:11:30am</p> |
| 7. | <p>Radio Shop, 1301 SW 2nd Ct.
Reference Paragraph 4-13(3)
Indicate hours of service per location: .20hours per day
Start-Up Time:2pm
Completion Time:4pm</p> |
| 8. | <p>Facilities Maint. Shop, 220 SW 14th Av.
Reference Paragraph 4-13(3)
Indicate hours of service per location: .77hours per day</p> |

Start-Up Time:5pm
Completion Time:7pm

9. Community Services Offices, 220 SW 14th Av.
Reference paragraph 4-13(3)
Indicate hours of service per location: .24hours per day
Start-Up Time:5p
Completion Time:7p
10. Conference Room Showers (2), 220 SW 14th Av.
Reference Paragraph 4-13(3)
Indicate hours of service per location: .10hours per day
Start-Up Time:4p
Completion Time:7p
11. Restrooms (8), 220 SW 14th Av.
Reference Paragraph 4-13(3)
Indicate hours of service per location: .26hours per day
Start-Up Time:4p
Completion Time:7p
12. Fleet Services Office, 1301 SW 2nd Ct.
Reference Paragraph 4-13(3)
Indicate hours of service per location: .22hours per day
Start-Up Time:5p
Completion Time:6p
13. Sanitation Office, 1301 SW 2nd Ct.
Reference Paragraph 4-13(3)
Indicate hours of service per location: .20hours per day
Start-Up Time:5p
Completion Time:6p
14. Recycling Office, 1301 SW 2nd Ct.
Reference Paragraph 4-13(3)
Indicate hours of service per location: .15hours per day
Start-Up Time:5p
Completion Time:6p
15. Port Trailer, 1401 SE 21st St.
Reference Paragraph 4-13(4)
Indicate hours of service per location: .15hours per day
Start-Up Time:3p
Completion Time:5p
16. Parks & Recreation, 1350 W. Broward Blvd.
Reference Paragraph 4-13(5)
Indicate hours of service per location: 1.29hours per day
Start-Up Time:5p
Completion Time:6p

17. Building Services, 700 NW 18th Av.
Reference Paragraph 4-13(6)
Indicate hours of service per location: **8.6**hours per day
Start-Up Time:**9a**
Completion Time:**9p**

18. Harbor Patrol, 1784 SE 15th St.
Reference Paragraph 4-13(7)
Indicate hours of service per location: **.15**hours per day
Start-Up Time:**4p**
Completion Time:**7p**

19. Plant A Building, 2100 NW 6 St.
Reference Paragraph 4-13(8)
Indicate hours of service per location: **.32**hours per day
Start-Up Time:**5p**
Completion Time:**7a**

20. City Hall 1st Floor, 100 N. Andrews Av.
Reference Paragraph 4-13(9)
Indicate hours of service per location: **2.27**hours per day
Start-Up Time:**9a**
Completion Time:**9p**

21. City Hall 2nd Floor, 100 N. Andrews Av.
Reference Paragraph 4-13(9)
Indicate hours of service per location: **1.89**hours per day
Start-Up Time:**9a**
Completion Time:**9p**

22. City Hall 3rd Floor, 100 N. Andrews Av.
Reference Paragraph 4-13(9)
Indicate hours of service per location: **2.4**hours per day
Start-Up Time:**9a**
Completion Time:**9p**

23. City Hall 4th Floor, 100 N. Andrews Av.
Reference Paragraph 4-13(9)
Indicate hours of service per location: **2.6**hours per day
Start-Up Time:**9a**
Completion Time:**9p**

24. City Hall 5th Floor, 100 N. Andrews Av.
Reference Paragraph 4-13(9)
Indicate hours of service per location: **1.74**hours per day
Start-Up Time:**9a**
Completion Time:**9p**

25. City Hall 6th Floor, 100 N. Andrews Av.
Reference Paragraph 4-13(9)
Indicate hours of service per location: **2.25**hours per day

Start-Up Time:**9a**
Completion Time:**9p**

26. City Hall 7th Floor, 100 N. Andrews Av.
Reference Paragraph 4-13(9)
Indicate hours of service per location: **2.9**hours per day
Start-Up Time:**9a**
Completion Time:**9p**
27. City Hall 8th Floor, 100 N. Andrews Av.
Reference Paragraph 4-13(9)
Indicate hours of service per location: **1.59**hours per day
Start-Up Time:**9a**
Completion Time:**9p**
28. Print Shop, 401 SE 21st St.
Reference Paragraph 4-13(10)
Indicate hours of service per location: **.45**hours per day
Start-Up Time:**8a**
Completion Time:**12p**
29. Public Works Admin., 949 NW 38th St.
Reference Paragraph 4-13(11)
Indicate hours of service per location: **3.61**hours per day
Start-Up Time:**6p**
Completion Time:**11p**
30. Central Maint. Shops, 4250 NW 10th Av.
Reference Paragraph 4-13(12)
Indicate hours of service per location: **.89**hours per day
Start-Up Time:**6p**
Completion Time:**11p**
31. Parking Admin., 290 NE 3rd Av.
Reference Paragraph 4-13(13)
Indicate hours of service per location: **2.45**hours per day
Start-Up Time:**6p**
Completion Time:**11p**
32. Additional Optional Services per paragraph 4.20 of the Scope of Services:
- In addition to the regular services mentioned in the proposal document, respondents are requested to provide costs for the following optional services. Estimated expenditure annually is \$20,000.
- A. Steam cleaning of carpeted areas, cost per square yard: **\$.63**
 - B. Steam cleaning of chairs, cost per each unit cleaned: **\$5.00**
 - C. Steam cleaning of sofas, cost per each unit cleaned: **\$10.00**

OneSource Facility Services, Inc.

Bid Contact **Brenda Thomas**
bthomas@one-source.com
Ph 813-249-9652 x222
Fax 770-799-7341

Address **1600 Parkwood Circle**
Suite 400
Atlanta, GA 30339

Item #	Line Item	Notes	Unit Price	Qty/Unit	Total Price	Attch.	Docs
462-9264-1-01	Parks & Recreation, 1409 Sistrunk Blvd.	Supplier Product Code:	First Offer - \$209.85	52 / week	\$10,912.20		Y
462-9264-1-02	Other offices, 1409 Sistrunk Blvd.	Supplier Product Code:	First Offer - \$309.29	52 / week	\$16,083.08		Y
462-9264-1-03	Parking lot, 1409 Sistrunk Blvd.	Supplier Product Code: This is included in the Parks & Recreation Price.	First Offer - \$0.00	52 / week	\$0.00		Y
462-9264-1-04	Executive Airport, 6000 NW 21 Av.	Supplier Product Code:	First Offer - \$221.71	52 / week	\$11,528.92		Y
462-9264-1-05	U.S. Customs Office, 1601 NW 56th Street	Supplier Product Code:	First Offer - \$48.58	52 / week	\$2,526.16		Y
462-9264-1-06	Helistop, 201 SE 3rd Av.	Supplier Product Code:	First Offer - \$26.61	52 / week	\$1,383.72		Y
462-9264-1-07	Radio Shop, 1301 SW 2nd Ct.	Supplier Product Code:	First Offer - \$18.28	52 / week	\$950.56		Y
462-9264-1-08	Facilities Maint. Shop, 220 SW 14th Av.	Supplier Product Code:	First Offer - \$36.37	52 / week	\$1,891.24		Y
462-9264-1-09	Community Services Offices, 220 SW 14th Av.	Supplier Product Code:	First Offer - \$12.22	52 / week	\$635.44		Y
462-9264-1-10	Conference Room/Showers (2), 220 SW 14th Av.	Supplier Product Code:	First Offer - \$24.50	52 / week	\$1,274.00		Y
462-9264-1-11	Restrooms (8), 220 SW 14th Av.	Supplier Product Code: Part of the sanitation	First Offer - \$0.00	52 / week	\$0.00		Y

		office price - Below.			
462-9264-1-12	Fleet Services Office, 1301 SW 2nd Ct.	Supplier Product Code:	First Offer - \$21.00	52 / week \$1,092.00	Y
462-9264-1-13	Sanitation Office, 1301 SW 2nd Ct.	Supplier Product Code:	First Offer - \$57.51	52 / week \$2,990.52	Y
462-9264-1-14	Recycling Office, 1301 SW 2nd Ct.	Supplier Product Code:	First Offer - \$56.16	52 / week \$2,920.32	Y
462-9264-1-15	Port Trailer, 1401 SE 21st St.	Supplier Product Code:	First Offer - \$47.96	52 / week \$2,493.92	Y
462-9264-1-16	Parks & Recreation, 1350 W. Broward Blvd.	Supplier Product Code:	First Offer - \$60.91	52 / week \$3,167.32	Y
462-9264-1-17	Building Services, 700 NW 18th Av.	Supplier Product Code:	First Offer - \$421.05	52 / week \$21,894.60	Y
462-9264-1-18	Harbor Patrol, 1784 SE 15th St.	Supplier Product Code:	First Offer - \$54.76	52 / week \$2,847.52	Y
462-9264-1-19	Plant A Building, 2100 NW 6 St.	Supplier Product Code:	First Offer - \$59.35	52 / week \$3,086.20	Y
462-9264-1-20	City Hall 1st Floor, 100 N. Andrews Av.	Supplier Product Code:	First Offer - \$154.10	52 / week \$8,013.20	Y
462-9264-1-21	City Hall 2nd Floor, 100 N. Andrews Av.	Supplier Product Code:	First Offer - \$154.10	52 / week \$8,013.20	Y
462-9264-1-22	City Hall 3rd Floor, 100 N. Andrews Av.	Supplier Product Code:	First Offer - \$154.10	52 / week \$8,013.20	Y
462-9264-1-23	City Hall 4th Floor, 100 N. Andrews Av.	Supplier Product Code:	First Offer - \$154.10	52 / week \$8,013.20	Y
462-9264-1-24	City Hall 5th Floor, 100 N. Andrews Av.	Supplier Product Code:	First Offer - \$154.10	52 / week \$8,013.20	Y
462-9264-1-25	City Hall 6th Floor, 100 N. Andrews Av.	Supplier Product Code:	First Offer - \$154.10	52 / week \$8,013.20	Y
462-9264-1-26	City Hall 7th Floor, 100 N. Andrews Av.	Supplier Product Code:	First Offer - \$154.10	52 / week \$8,013.20	Y
462-9264-1-27	City Hall 8th Floor, 100 N. Andrews Av.	Supplier Product Code:	First Offer - \$154.10	52 / week \$8,013.20	Y
462-9264-1-28	Print Shop, 401 SE 21st	Supplier Product Code:	First Offer - \$20.94	52 / week \$1,088.88	Y

St.	Code:	Supplier Product Code:	First Offer -	52 / week		Y
462-9264-1-29	Public Works Admin., 949 NW 38th St.		\$219.32		\$11,404.64	
462-9264-1-30	Central Maint. Shops, 4250 NW 10th Av.		\$74.18		\$3,857.36	
462-9264-1-31	Parking Admin., 290 NE 3rd Av.		\$144.38		\$7,507.76	
Vendor Total					\$175,641.96	

Question and Answers for Bid #415-10766 - Janitorial Maintenance Services (Annual Contract)

OVERALL BID QUESTIONS

Question 1

Would it be possible to request a copy of the current or past contract awarded for this bid? Or could it be viewed online? (Submitted: May 2, 2011 2:59:12 PM EDT)

Answer

- I will upload the contract into the bid documents as addendum #1. (Answered: May 2, 2011 3:03:14 PM EDT)

Question 2

Aside from the City Hall, do the other day cleaning areas (i.e. Executive Airport) require an additional more indepth cleaning at night? (Submitted: May 2, 2011 7:37:16 PM EDT)

Answer

- Only Building Services. (Answered: May 3, 2011 12:41:14 PM EDT)

Question 3

Who is the current service provider? (Submitted: May 2, 2011 7:40:02 PM EDT)

Answer

- The current contract is attached as addendum #1 for your viewing pleasure. (Answered: May 3, 2011 6:43:28 AM EDT)

Question 4

Can a list of interested bidders be compiled and able to be viewed online? (Submitted: May 2, 2011 7:41:26 PM EDT)

Answer

- The City only uses BidSync as our provider, but other services also send this information out, so we would have no idea who the players will be. (Answered: May 3, 2011 6:43:28 AM EDT)

Question 5

What is the value of the current contract or prior pricing? (Submitted: May 2, 2011 7:49:14 PM EDT)

Answer

- The current contract is attached as addendum #1 (Answered: May 3, 2011 6:43:28 AM EDT)

Question 6

Under the insurance section, it requests in bold that all workers will need to ensure that they are fully bonded. What does fully bonded mean? Dishonesty bond or any other type of bond? (Submitted: May 9, 2011 1:30:49 PM EDT)

Answer

- This is for Employee Dishonesty coverage. (Answered: May 9, 2011 2:11:39 PM EDT)

Question 7

Do you have to bid on the overall group? or can you bid on a specific building. (Submitted: May 9, 2011 2:01:35 PM EDT)

Answer

- This will be awarded to one firm for the entire group. (Answered: May 9, 2011 2:12:56 PM EDT)

Question 8

The amount of the dishonesty bond is not specified. What is the minimum amount required for the dishonesty bond? (Submitted: May 9, 2011 4:31:32 PM EDT)

Answer

- \$500,000.00 (Answered: May 10, 2011 7:13:37 AM EDT)

Question 9

At the present time how many employees do the cleaning service? (Submitted: May 11, 2011 5:25:30 AM EDT)

Answer

- This is a contracted service. We do not know how many employees the contractor employs. (Answered: May 11, 2011 6:52:52 AM EDT)

Question 10

On the addendum you attached only 10 pages are visible and the total contract price is not available for review. Can you give us the total price of the current contract? (Submitted: May 12, 2011 12:52:42 PM EDT)

Answer

- The contract is 10 pages long. I attached the entire contract. The total amount bid is on page 10 under Vendor Total. (Answered: May 12, 2011 1:04:43 PM EDT)

Question 11

The current contract was for an initial period of one year with 4 additional. Were there any increases in price for the additional years. The contract is silent to this issue? (Submitted: May 13, 2011 7:49:11 PM EDT)

Answer

- No (Answered: May 16, 2011 6:43:29 AM EDT)

Question 12

In the response format that you are requiring with the 12 tabbed sections (Part VIII Technical Proposal):

1. Tab 7 – Performance Capacity Measurements. What specifically are you looking for in this section?
2. Under which tabbed section shall we insert Part VII - Cost Proposal? (Submitted: May 16, 2011 7:02:00 PM EDT)

Answer

- Tab 7 - Performance Capacity Measurements - You do not need to respond to this. I will create an addendum removing this item.

You may put your cost (Part VII) in any section you wish. I like to see it with the signature page. (Answered: May 19, 2011 3:22:12 PM EDT)

Question 13

On the Public Works Admin it states 5 days a week, yet on the suggested completion time it states Monday and Thursday. We are assuming that is a mistake. Please advise. Same goes with Central Maintenance Shops and Parking Administration. (Submitted: May 18, 2011 12:10:47 PM EDT)

Answer

- It should be five days, Monday thru Friday. (Answered: May 19, 2011 10:17:39 AM EDT)

Question 14

Is there a surety or bond requirement? It is not clearly stated in 3.14 or 4.01. (Submitted: May 18, 2011 12:36:58 PM EDT)

Answer

- No, we did not list any bond requirements. (Answered: May 19, 2011 6:53:08 AM EDT)

- See question 8 pertaining to the dishonesty bond. (Answered: May 19, 2011 10:19:24 AM EDT)

Question 15

Is the current scope of work at City Hall similar to the requested scope. Specifically is City Hall being cleaned twice daily currently. (Submitted: May 19, 2011 10:01:49 AM EDT)

Answer

- The bathrooms are. (Answered: May 19, 2011 10:17:39 AM EDT)

Question 16

You have requested a Day porter and twice daily full cleaning at City hall is this correct (Submitted: May 19, 2011 10:03:22 AM EDT)

Answer

- The twice daily is for the bathrooms, day porter. (Answered: May 19, 2011 10:17:38 AM EDT)

Question 17

Has the US Customs address changed? (Submitted: May 19, 2011 2:02:47 PM EDT)

Answer

- The US Customs Building address at Executive Airport changed from 5555 NW 15th Avenue to 1601 NW 56th Street (Answered: May 19, 2011 2:03:28 PM EDT)

Question 18

fleet services; how many days/wk?
Solid waste santi; how many sq ft and what type of flooring?
Parking admin. says 5 days on left and mon-thurs; which is it? (Submitted: May 19, 2011 9:09:32 PM EDT)

Answer

- Fleet Services - Tuesday & Friday

Solid Waste - Vinyl Tile - 3,481 sq. ft.

Parking Admin. - 5 Days, Monday through Friday (Answered: May 20, 2011 9:41:03 AM EDT)

Question 19

In the documetation it states
"The successful bidder will need to complete background checks on all of their employees that will be working on City property and they will also need to ensure that they are fully bonded". Could you please elaborate more on this. 1. Does the contractor have to absorb the cost of the background check for each worker?
2. If the contractor already carries a bond does the above paragraph also indicate that EACH worker must have a bond (individually) or will the contractors service bond be sufficient? (Submitted: May 20, 2011 7:48:48 AM EDT)

Answer

- 1) The background check must be completed by the Fort Lauderdale police department and there is no charge to the contractor.

I have requested an answer to question #2. Will follow up when I get it. (Answered: May 20, 2011 8:26:15 AM EDT)

- As long as the contractor has a blanket fidelity bond that specifies all employees are included, they do not need to name all of the employees individually and the employees do not need their own bond. (Answered: May 20, 2011 9:38:40 AM EDT)

Question 20

When would the new contractor need to start janitorial services? (Submitted: May 20, 2011 7:53:33 AM EDT)

Answer

- See section 3.06 Contract Period. (Answered: May 20, 2011 7:56:55 AM EDT)

Question 21

Can arrangements still be made to view all locations or is it too late? (Submitted: May 20, 2011 7:54:38 AM EDT)

Answer

- yes (Answered: May 20, 2011 7:56:55 AM EDT)

Question 22

question on the bond issue would a \$25000.00 service bond be enough? (Submitted: May 20, 2011 12:47:22 PM EDT)

Answer

- The bond must be a minimum of \$500,000.00 (Answered: May 20, 2011 12:49:13 PM EDT)

Question 23

On Tab 4 Section C, it asks for estimated timetables (E.G. marketing). What exactly is needed here? (Submitted: May 23, 2011 12:26:53 PM EDT)

Answer

- The timetables do not apply to this RFP. (Answered: May 23, 2011 1:12:42 PM EDT)

Question 24

Does Bldg services require:

1. only one day porter from 10:30 am to 12:30 pm each day , for all six restrooms.?
2. Since restrooms are cleaned twice per day is the second restroom service done with the evening cleaning or in addition?
3. How many day porters are required between 10:30am -12:30pm? (Submitted: May 23, 2011 12:44:19 PM EDT)

Answer

- 1. Porter Service one time per day from 10:30 am to 12:30 pm
- 2. Second cleaning is performed during the nightly cleaning
- 3. The present contractor uses 1 day porter and they completely clean all six restrooms during that 2 hour period. (Answered: May 23, 2011 2:35:08 PM EDT)