

## **Solicitation R2112705P1**

### **Janitorial Services for Various Large County Facilities**

#### **Bid Designation: Public**



**Broward County Board of County Commissioners**

## Bid R2112705P1 Janitorial Services for Various Large County Facilities

Bid Number R2112705P1  
Bid Title Janitorial Services for Various Large County Facilities

Bid Start Date In Held  
Bid End Date Jul 14, 2017 5:00:00 PM EDT  
Question & Answer End Date Jun 30, 2017 5:00:00 PM EDT

Bid Contact Felicia McRae  
Purchasing Agent  
954-357-5859  
fmcrae@broward.org

Bid Contact Alicia B. Kalish  
Purchasing Agent  
Purchasing Division  
954-357-6077  
akalish@broward.org

Contract Duration 2 years  
Contract Renewal 3 annual renewals  
Prices Good for 120 days  
Pre-Bid Conference Jun 14, 2017 10:00:00 AM EDT  
Attendance is optional  
Location: Governmental Center Building  
115 S. Andrews Avenue  
Room 430  
Fort Lauderdale, Florida 33301  
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**This information session presents an opportunity for bidders to clarify any concerns regarding the RFP requirements.**

Bid Comments **The County is seeking firms to provide Janitorial Services for locations as listed in this solicitation. There are five (5) contracts to be awarded under this solicitation. Please refer to the General Specifications and Requirements. Proposers are encouraged to review the solicitation in its entirety.**

This solicitation contains the following reserve and goal participation programs: County Business Enterprise Reserve; County Business Enterprise Goal Participation and Small Business Enterprise (SBE) Reserve. The attachment Goal Participation for each Group identifies the specific goal applicable for each group. Refer to the Office of Economic and Small Business Development Requirement sections for additional information. All contracts for this solicitation contain a participation goal requirement as evaluated by the Office of Economic and Small Business Development.

<b>Contract 1 - BROWARD COUNTY GOVERNMENTAL CENTER</b>	<b>= 30% CBE Goal</b>
<b>Contract 2 - BROWARD COUNTY MAIN LIBRARY</b>	<b>= 30% CBE Goal</b>
<b>Contract 3 - BROWARD COUNTY SOUTH REGIONAL COURT HOUSE</b>	<b>= CBE Reserve</b>
<b>Contract 4 - BROWARD COUNTY MAIN COURT HOUSE</b>	<b>= 30% CBE Goal</b>
<b>Contract 5 - BROWARD COUNTY TRAFFIC ENGINEERING</b>	<b>= SBE Sheltered Market</b>

This is a Living Wage Service Contract – refer to Living Wage Ordinance Requirements section for additional information.

Broward County Board of  
County Commissioners

**Bid Allowances:** Pass-Thru Allowance: is to provide a means to covering the direct cost to the Contractor for any items not contained within or specified by the contract documents for line items within Contract 1 thru 5 for the Broward County Governmental Center East, Broward County Main Library, Broward County South Regional Court House, Broward County Main Court House and Broward County Traffic Engineering. Pricing is based on a initial 2-year Term of \$5,000 per year allowance. Refer to Specifications and Requirements for Location Details.

Vendor's Pricing **MUST** be submitted electronically through BidSync. It is the Vendor's sole responsibility to complete, electronically sign, submit and confirm the Item Response Form for this solicitation. The County will not consider solicitation responses received by other means. Pricing submitted electronically is a matter of RESPONSIVENESS. Failure of the Vendor to complete and electronically submit Pricing **SHALL** determine the Vendor to be NONRESPONSIVE to the solicitation.

**Questions and Answers:** The County provides a specified time for Vendors to ask questions and seek clarification regarding the requirements of the solicitation. All questions or clarification inquiries must be submitted through BidSync by the date and time referenced in the solicitation document (including any addenda). The County will respond to all questions via Bid Sync.

Vendor **MUST** submit its solicitation response electronically and **MUST** confirm its submittal in order for the County to receive a valid response through BidSync. Refer to the Purchasing Division website or contact BidSync for submittal instructions. It is the Vendor's sole responsibility to assure its response is submitted and received through BidSync by the date and time specified in the solicitation. The County will not consider solicitation responses received by other means. **Vendors are encouraged to submit their responses in advance of the due date and time specified in the solicitation document. In the event that the Vendor is having difficulty submitting the solicitation document through Bid Sync, immediately notify the Purchasing Agent and then contact BidSync for technical assistance.**

**Item Response Form**

Item **R2112705P1--01-01 - Broward County Governmental Center: Basic Cleaning**  
Lot Description **Contract #1**  
Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
Refer to Specifications and Requirements  
N/A  
N/A FL 33301  
Qty 24

**Description**  
Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

Item **R2112705P1--01-02 - Broward County Governmental Center: Restrooms**  
Lot Description **Contract #1**  
Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
Refer to Specifications and Requirements  
N/A  
N/A FL 33301  
Qty 24

**Description**  
Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

Item **R2112705P1--01-03 - Broward County Governmental Center: Floors**  
Lot Description **Contract #1**

Broward County Board of  
County Commissioners

Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--01-04 - Broward County Governmental Center: Cleaning Supplies**  
Lot Description **Contract #1**  
Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--01-05 - Broward County Governmental Center: Paper Products**  
Lot Description **Contract #1**  
Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--01-06 - Broward County Governmental Center: Pressure Cleaning**  
Lot Description **Contract #1**  
Quantity **8 quarter**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 8

**Description**

Broward County Board of  
County Commissioners

As Needed Services (Quarterly) - Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--01-07 - Broward County Governmental Center: Windows**  
Lot Description **Contract #1**  
Quantity **2 year**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 2

**Description**

As Needed Services (Annual) - Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--01-08 - Broward County Governmental Center: Air Quality**  
Lot Description **Contract #1**  
Quantity **2 year**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 2

**Description**

As Needed Services (Annual) - Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--01-09 - Broward County Governmental Center: Day Porter Services**  
Lot Description **Contract #1**  
Quantity **440 hour**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 440

**Description**

Pricing requested for Initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--01-10 - Broward County Governmental Center: Additional Services**  
Lot Description **Contract #1**  
Quantity **100 hour**  
Unit Price

Broward County Board of  
County Commissioners

Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 100

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--01-11 - Broward County Governmental Center: Emergency Services**  
Lot Description **Contract #1**  
Quantity **100 hour**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 100

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--02-01 - Broward County Main Library: Basic Cleaning**  
Lot Description **Contract #2**  
Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--02-02 - Broward County Main Library: Restrooms**  
Lot Description **Contract #2**  
Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

Broward County Board of  
County Commissioners

Item **R2112705P1--02-03 - Broward County Main Library: Floors**

Lot Description **Contract #2**

Quantity **24 month**

Unit Price

Delivery Location **Broward County Board of County Commissioners**

[Refer to Specifications and Requirements](#)

N/A

N/A FL 33301

Qty 24

**Description**

Pricing is based on a initial 2-year Term

Refer to Specifications and Requirements for Location Details

Item **R2112705P1--02-04 - Broward County Main Library: Cleaning Supplies**

Lot Description **Contract #2**

Quantity **24 month**

Unit Price

Delivery Location **Broward County Board of County Commissioners**

[Refer to Specifications and Requirements](#)

N/A

N/A FL 33301

Qty 24

**Description**

Pricing is based on a initial 2-year Term

Refer to Specifications and Requirements for Location Details

Item **R2112705P1--02-05 - Broward County Main Library: Paper Products**

Lot Description **Contract #2**

Quantity **24 month**

Unit Price

Delivery Location **Broward County Board of County Commissioners**

[Refer to Specifications and Requirements](#)

N/A

N/A FL 33301

Qty 24

**Description**

Pricing is based on a initial 2-year Term

Refer to Specifications and Requirements for Location Details

Item **R2112705P1--02-06 - Broward County Main Library: Pressure Cleaning**

Lot Description **Contract #2**

Quantity **8 quarter**

Unit Price

Delivery Location **Broward County Board of County Commissioners**

[Refer to Specifications and Requirements](#)

N/A

Broward County Board of  
County Commissioners

N/A FL 33301  
Qty 8

**Description**

As Needed Services (Quarterly) - Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--02-07 - Broward County Main Library: Windows**  
Lot Description **Contract #2**  
Quantity **2 year**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 2

**Description**

As Needed Services (Annual) - Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--02-08 - Broward County Main Library: Air Quality**  
Lot Description **Contract #2**  
Quantity **2 year**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 2

**Description**

As Needed Services (Annual) - Pricing requested for Initial two (2)-year term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--02-09 - Broward County Main Library: Day Porter Services**  
Lot Description **Contract #2**  
Quantity **400 hour**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 400

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--02-10 - Broward County Main Library: Additional Services**  
Lot Description **Contract #2**



Broward County Board of  
County Commissioners

Quantity **100 hour**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 100

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--02-11 - Broward County Main Library: Emergency Services**  
Lot Description **Contract #2**  
Quantity **100 hour**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 100

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--03-01 - Broward County South Regional Court House: Basic Cleaning**  
Lot Description **Contract #3**  
Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--03-02 - Broward County South Regional Court House: Restrooms**  
Lot Description **Contract #3**  
Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Broward County Board of  
County Commissioners

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--03-03 - Broward County South Regional Court House: Floors**  
Lot Description **Contract #3**  
Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--03-04 - Broward County South Regional Court House: Cleaning Supplies**  
Lot Description **Contract #3**  
Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--03-05 - Broward County South Regional Court House: Paper Products**  
Lot Description **Contract #3**  
Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--03-06 - Broward County South Regional Court House: Pressure Cleaning**  
Lot Description **Contract #3**  
Quantity **8 quarter**  
Unit Price

Broward County Board of  
County Commissioners

Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 8

**Description**

As Needed Services (Quarterly) - Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--03-07 - Broward County South Regional Court House: Windows**  
Lot Description **Contract #3**  
Quantity **2 year**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 2

**Description**

As Needed Services (Annual) - Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--03-08 - Broward County South Regional Court House: Air Quality**  
Lot Description **Contract #3**  
Quantity **2 year**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 2

**Description**

As Needed Services (Annual) - Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--03-09 - Broward County South Regional Court House: Day Porter Services**  
Lot Description **Contract #3**  
Quantity **100 hour**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 100

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

Broward County Board of  
County Commissioners

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Item **R2112705P1--03-10 - Broward County South Regional Court House: Additional Services**  
Lot Description **Contract #3**  
Quantity **100 hour**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 100

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--03-11 - Broward County South Regional Court House: Emergency Services**  
Lot Description **Contract #3**  
Quantity **100 hour**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 100

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--04-01 - Broward County Main Court House: Contract 4A: (North Wing) Basic Cleaning**  
Lot Description **Contract #4(A, B, C & D)**  
Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--04-02 - Broward County Main Court House: Contract 4A: (North Wing) Restrooms**  
Lot Description **Contract #4(A, B, C & D)**  
Quantity **24 month**  
Unit Price

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Broward County Board of  
County Commissioners

Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--04-03 - Broward County Main Court House: Contract 4A: (North Wing) FLoors**  
Lot Description **Contract #4(A, B, C & D)**  
Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--04-04 - Broward County Main Court House: Contract 4A: (North Wing) Cleaning Supplies**  
Lot Description **Contract #4(A, B, C & D)**  
Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--04-05 - Broward County Main Court House: Contract 4A: (North Wing) Paper Products**  
Lot Description **Contract #4(A, B, C & D)**  
Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--04-06 - Broward County Main Court House: Contract 4A: (North Wing)  
Pressure Cleaning**

Lot Description **Contract #4(A, B, C & D)**

Quantity **8 quarter**

Unit Price

Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 8

**Description**

As Needed Services (Quarterly) - Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--04-07 - Broward County Main Court House: Contract 4A: (North Wing)  
Windows**

Lot Description **Contract #4(A, B, C & D)**

Quantity **2 year**

Unit Price

Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 2

**Description**

As Needed Services (Annual) - Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--04-08 - Broward County Main Court House: Contract 4A: (North Wing) Air  
Quality**

Lot Description **Contract #4(A, B, C & D)**

Quantity **2 year**

Unit Price

Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 2

**Description**

As Needed Services (Annual) - Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

Broward County Board of  
County Commissioners

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Item **R2112705P1--04-09 - Broward County Main Court House: Contract 4A: (North Wing) Day Porter Services**

Lot Description Contract #4(A, B, C & D)

Quantity **120 hour**

Unit Price

Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
**Qty 120**

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--04-10 - Broward County Main Court House: Contract 4A: (North Wing) Additional Services**

Lot Description Contract #4(A, B, C & D)

Quantity **25 hour**

Unit Price

Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
**Qty 25**

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--04-11 - Broward County Main Court House: Contract 4A: (North Wing) Emergency Services**

Lot Description Contract #4(A, B, C & D)

Quantity **25 hour**

Unit Price

Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
**Qty 25**

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--04-12 - Broward County Main Court House: Contract 4B: (East Wing) Basic Cleaning**

Broward County Board of  
County Commissioners

Lot Description Contract #4(A, B, C & D)  
Quantity 24 month  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item R2112705P1--04-13 - Broward County Main Court House: Contract 4B: (East Wing)  
Restrooms  
Lot Description Contract #4(A, B, C & D)  
Quantity 24 month  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item R2112705P1--04-14 - Broward County Main Court House: Contract 4B: (East Wing) Floors  
Lot Description Contract #4(A, B, C & D)  
Quantity 24 month  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item R2112705P1--04-15 - Broward County Main Court House: Contract 4B: (East Wing) Paper  
Products  
Lot Description Contract #4(A, B, C & D)  
Quantity 24 month  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A



N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--04-16 - Broward County Main Court House: Contract 4B: (East Wing) Pressure Cleaning**  
Lot Description Contract #4(A, B, C & D)  
Quantity **8 quarter**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 8

**Description**

As Needed (Quarterly) - Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--04-17 - Broward County Main Court House: Contract 4B: (East Wing) Windows**  
Lot Description Contract #4(A, B, C & D)  
Quantity **2 year**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 2

**Description**

As Needed (Annual) - Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--04-18 - Broward County Main Court House: Contract 4B: (East Wing) Air Quality**  
Lot Description Contract #4(A, B, C & D)  
Quantity **2 year**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 2

**Description**

As Needed (Annual) - Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

Broward County Board of  
County Commissioners

Item **R2112705P1--04-19 - Broward County Main Court House: Contract 4B: (East Wing) Day  
Porter Services**

Lot Description **Contract #4(A, B, C & D)**

Quantity **120 hour**

Unit Price

Delivery Location **Broward County Board of County Commissioners**

[Refer to Specifications and Requirements](#)

N/A

N/A FL 33301

**Qty 120**

**Description**

Pricing is based on a initial 2-year Term

Refer to Specifications and Requirements for Location Details

Item **R2112705P1--04-20 - Broward County Main Court House: Contract 4B: (East Wing)  
Additional Services**

Lot Description **Contract #4(A, B, C & D)**

Quantity **25 hour**

Unit Price

Delivery Location **Broward County Board of County Commissioners**

[Refer to Specifications and Requirements](#)

N/A

N/A FL 33301

**Qty 25**

**Description**

Pricing is based on a initial 2-year Term

Refer to Specifications and Requirements for Location Details

Item **R2112705P1--04-21 - Broward County Main Court House: Contract 4B: (East Wing)  
Emergency Services**

Lot Description **Contract #4(A, B, C & D)**

Quantity **25 hour**

Unit Price

Delivery Location **Broward County Board of County Commissioners**

[Refer to Specifications and Requirements](#)

N/A

N/A FL 33301

**Qty 25**

**Description**

Pricing is based on a initial 2-year Term

Refer to Specifications and Requirements for Location Details

Item **R2112705P1--04-22 - Broward County Main Court House: Contract 4C: (Midrise) Basic  
Cleaning**

Lot Description **Contract #4(A, B, C & D)**

Quantity **24 month**

Unit Price

Broward County Board of  
County Commissioners

Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--04-23 - Broward County Main Court House: Contract 4C: (Midrise) Restroom**  
Lot Description **Contract #4(A, B, C & D)**  
Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

---

Item **R2112705P1--04-24 - Broward County Main Court House: Contract 4C: (Midrise) Floors**  
Lot Description **Contract #4(A, B, C & D)**  
Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--04-25 - Broward County Main Court House: Contract 4C: (Midrise) Cleaning Supplies**  
Lot Description **Contract #4(A, B, C & D)**  
Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

Broward County Board of  
County Commissioners

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Item **R2112705P1--04-26 - Broward County Main Court House: Contract 4C: (Midrise) Paper Products**  
Lot Description **Contract #4(A, B, C & D)**  
Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**  
Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--04-27 - Broward County Main Court House: Contract 4C: (Midrise) Pressure Cleaning**  
Lot Description **Contract #4(A, B, C & D)**  
Quantity **8 quarter**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 8

**Description**  
As Needed Services (Quarterly) - Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--04-28 - Broward County Main Court House: Contract 4C: (Midrise) Windows**  
Lot Description **Contract #4(A, B, C & D)**  
Quantity **2 year**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 2

**Description**  
As Needed Services (Annual) - Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

---

Item **R2112705P1--04-29 - Broward County Main Court House: Contract 4C: (Midrise) Air Quality**  
Lot Description **Contract #4(A, B, C & D)**  
Quantity **2 year**  
Unit Price

Broward County Board of  
County Commissioners

Delivery Location **Broward County Board of County Commissioners**

[Refer to Specifications and Requirements](#)

N/A

N/A FL 33301

Qty 2

**Description**

As Needed Services (Annual) - Pricing is based on a initial 2-year Term

Refer to Specifications and Requirements for Location Details

---

Item **R2112705P1--04-30 - Broward County Main Court House: Contract 4C: (Midrise) Day Porter Services**

Lot Description Contract #4(A, B, C & D)

Quantity **120 hour**

Unit Price

Delivery Location **Broward County Board of County Commissioners**

[Refer to Specifications and Requirements](#)

N/A

N/A FL 33301

Qty 120

**Description**

Pricing is based on a initial 2-year Term

Refer to Specifications and Requirements for Location Details

---

Item **R2112705P1--04-31 - Broward County Main Court House: Contract 4C: (Midrise) Additional Services**

Lot Description Contract #4(A, B, C & D)

Quantity **25 hour**

Unit Price

Delivery Location **Broward County Board of County Commissioners**

[Refer to Specifications and Requirements](#)

N/A

N/A FL 33301

Qty 25

**Description**

Pricing is based on a initial 2-year Term

Refer to Specifications and Requirements for Location Details

---

Item **R2112705P1--04-32 - Broward County Main Court House: Contract 4C: (Midrise) Emergency Services**

Lot Description Contract #4(A, B, C & D)

Quantity **25 hour**

Unit Price

Delivery Location **Broward County Board of County Commissioners**

[Refer to Specifications and Requirements](#)

N/A

N/A FL 33301

Qty 25

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item	<b>R2112705P1--04-33 - Broward County Main Court House: Contract 4D: (South Garage) Basic Cleaning</b>
Lot Description	Contract #4(A, B, C & D)
Quantity	<b>24 month</b>
Unit Price	<input type="text"/>
Delivery Location	<b>Broward County Board of County Commissioners</b> <a href="#">Refer to Specifications and Requirements</a> N/A N/A FL 33301 <b>Qty 24</b>

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item	<b>R2112705P1--04-34 - Broward County Main Court House: Contract 4D: (South Garage) Restrooms</b>
Lot Description	Contract #4(A, B, C & D)
Quantity	<b>24 month</b>
Unit Price	<input type="text"/>
Delivery Location	<b>Broward County Board of County Commissioners</b> <a href="#">Refer to Specifications and Requirements</a> N/A N/A FL 33301 <b>Qty 24</b>

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item	<b>R2112705P1--04-35 - Broward County Main Court House: Contract 4D: (South Garage) Floors</b>
Lot Description	Contract #4(A, B, C & D)
Quantity	<b>24 month</b>
Unit Price	<input type="text"/>
Delivery Location	<b>Broward County Board of County Commissioners</b> <a href="#">Refer to Specifications and Requirements</a> N/A N/A FL 33301 <b>Qty 24</b>

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

Broward County Board of  
County Commissioners

Item **R2112705P1--04-36 - Broward County Main Court House: Contract 4D: (South Garage)**  
**Cleaning Supplies**

Lot Description Contract #4(A, B, C & D)

Quantity **24 month**

Unit Price

Delivery Location **Broward County Board of County Commissioners**

[Refer to Specifications and Requirements](#)

N/A

N/A FL 33301

Qty 24

**Description**

Pricing is based on a initial 2-year Term

Refer to Specifications and Requirements for Location Details

Item **R2112705P1--04-37 - Broward County Main Court House: Contract 4D: (South Garage)**  
**Paper Products**

Lot Description Contract #4(A, B, C & D)

Quantity **24 month**

Unit Price

Delivery Location **Broward County Board of County Commissioners**

[Refer to Specifications and Requirements](#)

N/A

N/A FL 33301

Qty 24

**Description**

Pricing is based on a initial 2-year Term

Refer to Specifications and Requirements for Location Details

Item **R2112705P1--04-38 - Broward County Main Court House: Contract 4D: (South Garage)**  
**Pressure Cleaning**

Lot Description Contract #4(A, B, C & D)

Quantity **8 quarter**

Unit Price

Delivery Location **Broward County Board of County Commissioners**

[Refer to Specifications and Requirements](#)

N/A

N/A FL 33301

Qty 8

**Description**

As Needed Services (Quarterly) - Pricing is based on a initial 2-year Term

Refer to Specifications and Requirements for Location Details

Item **R2112705P1--04-39 - Broward County Main Court House: Contract 4D: (South Garage)**  
**Windows**

Lot Description Contract #4(A, B, C & D)

Quantity **2 year**

Unit Price

Broward County Board of  
County Commissioners

Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 2

**Description**

As Needed Services (Annual) - Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--04-40 - Broward County Main Court House: Contract 4D: (South Garage) Air Quality**  
Lot Description Contract #4(A, B, C & D)  
Quantity **2 year**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 2

**Description**

As Needed Services (Annual) - Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

---

Item **R2112705P1--04-41 - Broward County Main Court House: Contract 4D: (South Garage) Day Porter Services**  
Lot Description Contract #4(A, B, C & D)  
Quantity **120 hour**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 120

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

---

Item **R2112705P1--04-42 - Broward County Main Court House: Contract 4D: (South Garage) Additional Services**  
Lot Description Contract #4(A, B, C & D)  
Quantity **25 hour**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 25

**Description**



Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--04-43 - Broward County Main Court House: Contract 4D: (South Garage) Emergency Services**  
Lot Description **Contract #4(A, B, C & D)**  
Quantity **25 hour**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 25

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

---

Item **R2112705P1--05-01 - Broward County Traffic Engineering: Contract 5A: (2300 W Commercial Blvd.) Basic Cleaning**  
Lot Description **Contract #5 (A & B)**  
Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--05-02 - Broward County Traffic Engineering: Contract 5A: (2300 W Commercial Blvd.) Restrooms**  
Lot Description **Contract #5 (A & B)**  
Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--05-03 - Broward County Traffic Engineering: Contract 5A: (2300 W Commercial Blvd.) Floors**

Broward County Board of  
County Commissioners

Lot Description Contract #5 (A & B)  
Quantity 24 month  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item R2112705P1--05-04 - Broward County Traffic Engineering: Contract 5A: (2300 W  
Commercial Blvd.) Cleaning Supplies  
Lot Description Contract #5 (A & B)  
Quantity 24 month  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

---

Item R2112705P1--05-05 - Broward County Traffic Engineering: Contract 5A: (2300 W  
Commercial Blvd.) Paper Products  
Lot Description Contract #5 (A & B)  
Quantity 24 month  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item R2112705P1--05-06 - Broward County Traffic Engineering: Contract 5A: (2300 W  
Commercial Blvd.) Pressure Cleaning  
Lot Description Contract #5 (A & B)  
Quantity 8 quarter  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)

N/A  
N/A FL 33301  
Qty 8

**Description**

As Needed Services (Quarterly) - Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--05-07 - Broward County Traffic Engineering: Contract 5A: (2300 W Commercial Blvd.) Windows**

Lot Description Contract #5 (A & B)

Quantity 2 year

Unit Price

Delivery Location **Broward County Board of County Commissioners**

[Refer to Specifications and Requirements](#)

N/A

N/A FL 33301

Qty 2

**Description**

As Needed Services (Annual) - Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

---

Item **R2112705P1--05-08 - Broward County Traffic Engineering: Contract 5A: (2300 W Commercial Blvd.) Air Quality**

Lot Description Contract #5 (A & B)

Quantity 2 year

Unit Price

Delivery Location **Broward County Board of County Commissioners**

[Refer to Specifications and Requirements](#)

N/A

N/A FL 33301

Qty 2

**Description**

As Needed Services (Annual) - Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

---

Item **R2112705P1--05-09 - Broward County Traffic Engineering: Contract 5A: (2300 W Commercial Blvd.) Day Porter Services**

Lot Description Contract #5 (A & B)

Quantity 50 hour

Unit Price

Delivery Location **Broward County Board of County Commissioners**

[Refer to Specifications and Requirements](#)

N/A

N/A FL 33301

Qty 50

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

Broward County Board of  
County Commissioners

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Item **R2112705P1--05-10 - Broward County Traffic Engineering: Contract 5A: (2300 W Commercial Blvd.) Additional Services**

Lot Description Contract #5 (A & B)

Quantity **50 hour**

Unit Price

Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 50

**Description**  
Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

---

Item **R2112705P1--05-11 - Broward County Traffic Engineering: Contract 5A: (2300 W Commercial Blvd.) Emergency Services**

Lot Description Contract #5 (A & B)

Quantity **50 hour**

Unit Price

Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 50

**Description**  
Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

---

Item **R2112705P1--05-12 - Broward County Traffic Engineering: Contract 5B: (4900 W. Prospect Road) Basic Cleaning**

Lot Description Contract #5 (A & B)

Quantity **24 month**

Unit Price

Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**  
Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--05-13 - Broward County Traffic Engineering: Contract 5B: (4900 W. Prospect Road) Restrooms**

Lot Description Contract #5 (A & B)

Quantity **24 month**

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Broward County Board of  
County Commissioners

Unit Price

Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

---

Item **R2112705P1--05-14 - Broward County Traffic Engineering: Contract 5B: (4900 W. Prospect Road) Floors**  
Lot Description Contract #5 (A & B)  
Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

---

Item **R2112705P1--05-15 - Broward County Traffic Engineering: Contract 5B: (4900 W. Prospect Road) Cleaning Supplies**  
Lot Description Contract #5 (A & B)  
Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item **R2112705P1--05-16 - Broward County Traffic Engineering: Contract 5B: (4900 W. Prospect Road) Paper Products**  
Lot Description Contract #5 (A & B)  
Quantity **24 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
[Refer to Specifications and Requirements](#)  
N/A  
N/A FL 33301  
Qty 24

**Description**

Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item	<b>R2112705P1--05-17 - Broward County Traffic Engineering: Contract 5B: (4900 W. Prospect Road) Pressure Cleaning</b>
Lot Description	Contract #5 (A & B)
Quantity	<b>8 quarter</b>
Unit Price	<input type="text"/>
Delivery Location	<b>Broward County Board of County Commissioners</b> <a href="#">Refer to Specifications and Requirements</a> N/A N/A FL 33301 <b>Qty 8</b>

**Description**

As Needed Services (Quarterly) - Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item	<b>R2112705P1--05-18 - Broward County Traffic Engineering: Contract 5B: (4900 W. Prospect Road) Windows</b>
Lot Description	Contract #5 (A & B)
Quantity	<b>2 year</b>
Unit Price	<input type="text"/>
Delivery Location	<b>Broward County Board of County Commissioners</b> <a href="#">Refer to Specifications and Requirements</a> N/A N/A FL 33301 <b>Qty 2</b>

**Description**

As Needed Services (Annual) - Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

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Item	<b>R2112705P1--05-19 - Broward County Traffic Engineering: Contract 5B: (4900 W. Prospect Road) Air Quality</b>
Lot Description	Contract #5 (A & B)
Quantity	<b>2 year</b>
Unit Price	<input type="text"/>
Delivery Location	<b>Broward County Board of County Commissioners</b> <a href="#">Refer to Specifications and Requirements</a> N/A N/A FL 33301 <b>Qty 2</b>

**Description**

As Needed Services (Annual) - Pricing is based on a initial 2-year Term  
Refer to Specifications and Requirements for Location Details

Broward County Board of  
County Commissioners

Item **R2112705P1--05-20 - Broward County Traffic Engineering: Contract 5B: (4900 W. Prospect Road) Day Porter Services**

Lot Description Contract #5 (A & B)

Quantity 50 hour

Unit Price

Delivery Location **Broward County Board of County Commissioners**

[Refer to Specifications and Requirements](#)

N/A

N/A FL 33301

Qty 50

**Description**

Pricing is based on a initial 2-year Term

Refer to Specifications and Requirements for Location Details

---

Item **R2112705P1--05-21 - Broward County Traffic Engineering: Contract 5B: (4900 W. Prospect Road) Additional Services**

Lot Description Contract #5 (A & B)

Quantity 50 hour

Unit Price

Delivery Location **Broward County Board of County Commissioners**

[Refer to Specifications and Requirements](#)

N/A

N/A FL 33301

Qty 50

**Description**

Pricing is based on a initial 2-year Term

Refer to Specifications and Requirements for Location Details

---

Item **R2112705P1--05-22 - Broward County Traffic Engineering: Contract 5B: (4900 W. Prospect Road) Emergency Services**

Lot Description Contract #5 (A & B)

Quantity 50 hour

Unit Price

Delivery Location **Broward County Board of County Commissioners**

[Refer to Specifications and Requirements](#)

N/A

N/A FL 33301

Qty 50

**Description**

Pricing is based on a initial 2-year Term

Refer to Specifications and Requirements for Location Details

## **Standard Instructions for Vendors Request for Proposals, Request for Qualifications, or Request for Letters of Interest**

Vendors are instructed to read and follow the instructions carefully, as any misinterpretation or failure to comply with instructions may lead to a Vendor's submittal being rejected.

**Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in order for the County to receive a valid response through BidSync. Refer to the Purchasing Division website or contact BidSync for submittal instructions.**

### **A. Responsiveness Criteria:**

In accordance with Broward County Procurement Code Section 21.8.b.65, a Responsive Bidder [Vendor] means a person who has submitted a proposal which conforms in all material respects to a solicitation. The solicitation submittal of a responsive Vendor must be submitted on the required forms, which contain all required information, signatures, notarizations, insurance, bonding, security, or other mandated requirements required by the solicitation documents to be submitted at the time of proposal opening.

Failure to provide the information required below at the time of submittal opening may result in a recommendation Vendor is non-responsive by the Director of Purchasing. The Selection or Evaluation Committee will determine whether the firm is responsive to the requirements specified herein. The County reserves the right to waive minor technicalities or irregularities as is in the best interest of the County in accordance with Section 21.30.f.1(c) of the Broward County Procurement Code.

Below are standard responsiveness criteria; refer to **Special Instructions to Vendors**, for Additional Responsiveness Criteria requirement(s).

#### **1. Lobbyist Registration Requirement Certification**

Refer to **Lobbyist Registration Requirement Certification**. The completed form should be submitted with the solicitation response but must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

#### **2. Addenda**

The County reserves the right to amend this solicitation prior to the due date. Any change(s) to this solicitation will be conveyed through the written addenda process. Only written addenda will be binding. If a "must" addendum is issued, Vendor must follow instructions and submit required information, forms, or acknowledge addendum, as instructed therein. It is the responsibility of all potential Vendors to monitor the solicitation for any changing information, prior to submitting their response.

### **B. Responsibility Criteria:**

Definition of a Responsible Vendor: In accordance with Section 21.8.b.64 of the Broward County Procurement Code, a Responsible Vendor means a Vendor who has the capability in all respects to perform the contract requirements, and the integrity and reliability which will assure good faith performance.

The Selection or Evaluation Committee will recommend to the awarding authority a determination of a Vendor's responsibility. At any time prior to award, the awarding authority may find that a Vendor is not responsible to receive a particular award.



Failure to provide any of this required information and in the manner required may result in a recommendation by the Director of Purchasing that the Vendor is non-responsive.

Below are standard responsibility criteria; refer to **Special Instructions to Vendors**, for Additional Responsibility Criteria requirement(s).

### 1. **Litigation History**

- a. All Vendors are required to disclose to the County all "material" cases filed, pending, or resolved during the last three (3) years prior to the solicitation response due date, whether such cases were brought by or against the Vendor, any parent or subsidiary of the Vendor, or any predecessor organization. A case is considered to be "material" if it relates, in whole or in part, to any of the following:
  - i. A similar type of work that the vendor is seeking to perform for the County under the current solicitation;
  - ii. An allegation of negligence, error or omissions, or malpractice against the vendor or any of its principals or agents who would be performing work under the current solicitation;
  - iii. A vendor's default, termination, suspension, failure to perform, or improper performance in connection with any contract;
  - iv. The financial condition of the vendor, including any bankruptcy petition (voluntary and involuntary) or receivership; or
  - v. A criminal proceeding or hearing concerning business-related offenses in which the vendor or its principals (including officers) were/are defendants.
- b. For each material case, the Vendor is required to provide all information identified on the **Litigation History Form**.
- c. The County will consider a Vendor's litigation history information in its review and determination of responsibility.
- d. If the Vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture.
- e. A Vendor is also required to disclose to the County any and all case(s) that exist between the County and any of the Vendor's subcontractors/subconsultants proposed to work on this project.
- f. Failure to disclose any material case, or to provide all requested information in connection with each such case, may result in the Vendor being deemed non-responsive.

### 2. **Financial Information**

- a. All Vendors are required to provide the Vendor's financial statements at the time of submittal in order to demonstrate the Vendor's financial capabilities.
- b. Each Vendor shall submit its most recent two years of financial statements for review. The financial statements are not required to be audited financial statements. The annual financial statements will be in the form of:
  - i. Balance sheets, income statements and annual reports; or
  - ii. Tax returns; or
  - iii. SEC filings.
- c. If a Vendor has been in business for less than the number of years of required financial

statements, then the Vendor must disclose all years that the Vendor has been in business, including any partial year-to-date financial statements.

- d. The County may consider the unavailability of the most recent year's financial statements and whether the Vendor acted in good faith in disclosing the financial documents in its evaluation.
- e. Any claim of confidentiality on financial statements should be asserted at the time of submittal. Refer to **Standard Instructions to Vendors**, Confidential Material/ Public Records and Exemptions for instructions on submitting confidential financial statements. The Vendor's failure to provide the information as instructed may lead to the information becoming public.
- f. Although the review of a Vendor's financial information is an issue of responsibility, the failure to either provide the financial documentation or correctly assert a confidentiality claim pursuant the Florida Public Records Law and the solicitation requirements (Confidential Material/ Public Records and Exemptions section) may result in a recommendation of non-responsiveness by the Director of Purchasing.

### 3. Authority to Conduct Business in Florida

- a. A Vendor must have the authority to transact business in the State of Florida and be in good standing with the Florida Secretary of State. For further information, contact the Florida Department of State, Division of Corporations.
- b. The County will review the Vendor's business status based on the information provided in response to this solicitation.
- c. It is the Vendor's responsibility to comply with all state and local business requirements.
- d. Vendor should list its active Florida Department of State Division of Corporations Document Number (or Registration No. for fictitious names) in the **Vendor Questionnaire**, Question No. 10.
- e. If a Vendor is an out-of-state or foreign corporation or partnership, the Vendor must obtain the authority to transact business in the State of Florida or show evidence of application for the authority to transact business in the State of Florida, upon request of the County.
- f. A Vendor that is not in good standing with the Florida Secretary of State at the time of a submission to this solicitation may be deemed non-responsible.
- g. If successful in obtaining a contract award under this solicitation, the Vendor must remain in good standing throughout the contractual period of performance.

### 4. Affiliated Entities of the Principal(s)

- a. All Vendors are required to disclose the names and addresses of "affiliated entities" of the Vendor's principal(s) over the last five (5) years (from the solicitation opening deadline) that have acted as a prime Vendor with the County. The Vendor is required to provide all information required on the **Affiliated Entities of the Principal(s) Certification Form**.
- b. The County will review all affiliated entities of the Vendor's principal(s) for contract performance evaluations and the compliance history with the County's Small Business Program, including CBE, DBE and SBE goal attainment requirements. "Affiliated entities" of the principal(s) are those entities related to the Vendor by the sharing of stock or other means of control, including but not limited to a subsidiary, parent or sibling entity.

- c. The County will consider the contract performance evaluations and the compliance history of the affiliated entities of the Vendor's principals in its review and determination of responsibility.

## 5. Insurance Requirements

The **Insurance Requirement Form** reflects the insurance requirements deemed necessary for this project. It is not necessary to have this level of insurance in effect at the time of submittal, but it is necessary to submit certificates indicating that the Vendor currently carries the insurance or to submit a letter from the carrier indicating it can provide insurance coverages.

### C. Additional Information and Certifications

The following forms and supporting information (if applicable) should be returned with Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit may affect Vendor's evaluation.

#### 1. Vendor Questionnaire

Vendor is required to submit detailed information on their firm. Refer to the **Vendor Questionnaire** and submit as instructed.

#### 2. Standard Certifications

Vendor is required to certify to the below requirements. Refer to the **Standard Certifications** and submit as instructed.

- a. **Cone of Silence Requirement Certification**
- b. **Drug-Free Workplace Certification**
- c. **Non-Collusion Certification**
- d. **Public Entities Crimes Certification**
- e. **Scrutinized Companies List Certification**

#### 3. Subcontractors/Subconsultants/Suppliers Requirement

The Vendor shall submit a listing of all subcontractors, subconsultants, and major material suppliers, if any, and the portion of the contract they will perform. Vendors must follow the instructions included on the **Subcontractors/Subconsultants/Suppliers Information Form** and submit as instructed.

### D. Standard Agreement Language Requirements

1. The acceptance of or any exceptions taken to the terms and conditions of the County's Agreement shall be considered a part of a Vendor's submittal and will be considered by the Selection or Evaluation Committee.
2. The applicable Agreement terms and conditions for this solicitation are indicated in the **Special Instructions to Vendors**.
3. Vendors are required to review the applicable terms and conditions and submit the **Agreement Exception Form**. If the **Agreement Exception Form** is not provided with the submittal, it shall be deemed an affirmation by the Vendor that it accepts the Agreement terms and conditions as disclosed in the solicitation.
4. If exceptions are taken, the Vendor must specifically identify each term and condition with which it is taking an exception. Any exception not specifically listed is deemed waived. Simply identifying a section or article number is not sufficient to state an exception. Provide either a redlined version of the specific change(s) or specific proposed alternative language. Additionally, a brief

justification specifically addressing each provision to which an exception is taken should be provided.

5. Submission of any exceptions to the Agreement does not denote acceptance by the County. Furthermore, taking exceptions to the County's terms and conditions may be viewed unfavorably by the Selection or Evaluation Committee and ultimately may impact the overall evaluation of a Vendor's submittal.

#### **E. Evaluation Criteria**

1. The Selection or Evaluation Committee will evaluate Vendors as per the **Evaluation Criteria**. The County reserves the right to obtain additional information from a Vendor.
2. Vendor has a continuing obligation to inform the County in writing of any material changes to the information it has previously submitted. The County reserves the right to request additional information from Vendor at any time.
3. For Request for Proposals, the following shall apply:
  - a. The Evaluation Criteria identifies points available; a total of 100 points is available.
  - b. If the Evaluation Criteria includes a request for pricing, the total points awarded for price is determined by applying the following formula:

$$\begin{aligned} & (\text{Lowest Proposed Price/Vendor's Price}) \times (\text{Maximum Number of Points for Price}) \\ & = \text{Price Score} \end{aligned}$$

- c. After completion of scoring, the County may negotiate pricing as in its best interest.
4. For Requests for Letters of Interest or Request for Qualifications, the following shall apply:
  - a. The Selection or Evaluation Committee will create a short list of the most qualified firms.
  - b. The Selection or Evaluation Committee will either:
    - i. Rank shortlisted firms; or
    - ii. If the solicitation is part of a two-step procurement, shortlisted firms will be requested to submit a response to the Step Two procurement.

#### **F. Demonstrations**

If applicable, as indicated in **Special Instructions to Vendors**, Vendors will be required to demonstrate the nature of their offered solution. After receipt of submittals, all Vendors will receive a description of, and arrangements for, the desired demonstration. A copy of the demonstration (hard copy, DVD, CD, flash drive or a combination of both) should be given to the Purchasing Agent at the demonstration meeting to retain in the Purchasing files.

#### **G. Presentations**

If applicable, as indicated in **Special Instructions to Vendors**, all Vendors that are found to be both responsive and responsible to the requirements of the solicitation will have an opportunity to make an oral presentation to the Selection or Evaluation Committee on the Vendor's approach to this project and the Vendor's ability to perform. The committee may provide a list of subject matter for the discussion. All Vendor's will have equal time to present but the question-and-answer time may vary.

## **H. Public Art and Design Program**

If indicated in **Special Instructions to Vendors**, Public Art and Design Program, Section 1-88, Broward County Code of Ordinances, applies to this project. It is the intent of the County to functionally integrate art, when applicable, into capital projects and integrate artists' design concepts into this improvement project. The Vendor may be required to collaborate with the artist(s) on design development within the scope of this request. Artist(s) shall be selected by Broward County through an independent process. For additional information, contact the Broward County Cultural Division.

## **I. Committee Appointment**

The Cone of Silence shall be in effect for County staff at the time of the Selection or Evaluation Committee appointment and for County Commissioners and Commission staff at the time of the Shortlist Meeting of the Selection Committee or the Initial Evaluation Meeting of the Evaluation Committee. The committee members appointed for this solicitation are available on the Purchasing Division's website under Committee Appointment.

## **J. Committee Questions, Request for Clarifications, Additional Information**

At any committee meeting, the Selection or Evaluation Committee members may ask questions, request clarification, or require additional information of any Vendor's submittal or proposal. It is highly recommended Vendors attend to answer any committee questions (if requested) including a representative of the Vendor that has the authority to bind.

Vendor's answers may impact evaluation (and scoring, if applicable). Upon written request to the Purchasing Agent prior to the meeting, a conference call number will be made available for Vendors to participate via teleconference. Only Vendors that are found to be both responsive and responsible to the requirements of the solicitation are requested to participate in a final (or presentation) Selection or Evaluation committee meeting.

## **K. Vendor Questions**

The County provides a specified time for Vendors to ask questions and seek clarification regarding the requirements of the solicitation. All questions or clarification inquiries must be submitted through BidSync by the date and time referenced in the solicitation document (including any addenda). The County will respond to all questions via Bid Sync.

## **L. Confidential Material/ Public Records and Exemptions**

1. Broward County is a public agency subject to Chapter 119, Florida Statutes. Upon receipt, all response submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes.
2. Any confidential material(s) the Vendor asserts is exempt from public disclosure under Florida Statutes must be labeled as "Confidential", and marked with the specific statute and subsection asserting exemption from Public Records.
3. To submit confidential material, three hardcopies must be submitted in a sealed envelope, labeled with the solicitation number, title, date and the time of solicitation opening to:

Broward County Purchasing Division  
115 South Andrews Avenue, Room 212  
Fort Lauderdale, FL 33301

4. Material will not be treated as confidential if the Vendor does not cite the applicable Florida Statute(s) allowing the document to be treated as confidential.

5. Except for the materials submitted in compliance with this section, any materials that the Vendor claims to be confidential and exempt from public records must be marked and separated elsewhere in the submittal otherwise the Vendor's claim for confidentiality will be deemed as a waived.
6. Submitting confidential material may impact full discussion of your submittal by the Selection or Evaluation Committee because the Committee will be unable to discuss the details contained in the documents cloaked as confidential at the publicly noticed Committee meeting.

#### **M. Copyrighted Materials**

Copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Copyrighted material will be accepted as part of a submittal only if accompanied by a waiver that will allow the County to make paper and electronic copies necessary for the use of County staff and agents. Therefore, such material will be subject to viewing by the public, but copies of the material will not be provided to the public.

#### **N. State and Local Preferences**

If the solicitation involves a federally funded project where the fund requirements prohibit the use of state and/or local preferences, such preferences contained in the Local Preference Ordinance and Broward County Procurement Code will not be applied in the procurement process.

#### **O. Local Preference**

Except where otherwise prohibited by federal or state law or other funding source restrictions, a local Vendor whose submittal is within 5% of the highest total ranked Vendor outside of the preference area will become the Vendor with whom the County will proceed with negotiations for a final contract. Refer to **Local Vendor Certification Form (Preference and Tiebreaker)** for further information.

#### **P. Tiebreaker Criteria**

In accordance with Section 21.31.d of the Broward County Procurement Code, the tiebreaker criteria shall be applied based upon the information provided in the Vendor's response to the solicitation. In order to receive credit for any tiebreaker criterion, complete and accurate information must be contained in the Vendor's submittal.

1. **Local Vendor Certification Form (Preference and Tiebreaker);**
2. **Domestic Partnership Act Certification (Requirement and Tiebreaker);**
3. **Tiebreaker Criteria Form: Volume of Work Over Five Years**

#### **Q. Posting of Solicitation Results and Recommendations**

The Broward County Purchasing Division's website is the location for the County's posting of all solicitations and contract award results. It is the obligation of each Vendor to monitor the website in order to obtain complete and timely information.

#### **R. Review and Evaluation of Responses**

A Selection or Evaluation Committee is responsible for recommending the most qualified Vendor(s). The process for this procurement may proceed in the following manner:

1. The Purchasing Division delivers the solicitation submittals to agency staff for summarization for the committee members. Agency staff prepares a report, including a matrix of responses

submitted by the Vendors. This may include a technical review, if applicable.

2. Staff identifies any incomplete responses. The Director of Purchasing reviews the information and makes a recommendation to the Selection or Evaluation Committee as to each Vendor's responsiveness to the requirements of the solicitation. The final determination of responsiveness rests solely on the decision of the committee.
3. At any time prior to award, the awarding authority may find that a Vendor is not responsible to receive a particular award. The awarding authority may consider the following factors, without limitation: debarment or removal from the authorized Vendors list or a final decree, declaration or order by a court or administrative hearing officer or tribunal of competent jurisdiction that the Vendor has breached or failed to perform a contract, claims history of the Vendor, performance history on a County contract(s), an unresolved concern, or any other cause under this code and Florida law for evaluating the responsibility of an Vendor.

## **S. Vendor Protest**

Sections 21.118 and 21.120 of the Broward County Procurement Code set forth procedural requirements that apply if a Vendor intends to protest a solicitation or proposed award of a contract and state in part the following:

1. Any protest concerning the solicitation or other solicitation specifications or requirements must be made and received by the County within seven business days from the posting of the solicitation or addendum on the Purchasing Division's website. Such protest must be made in writing to the Director of Purchasing. Failure to timely protest solicitation specifications or requirements is a waiver of the ability to protest the specifications or requirements.
2. Any protest concerning a solicitation or proposed award above the award authority of the Director of Purchasing, after the RLI or RFP opening, shall be submitted in writing and received by the Director of Purchasing within five business days from the posting of the recommendation of award for Invitation to Bids or the final recommendation of ranking for Request for Letters of Interest and Request for Proposals on the Purchasing Division's website.
3. Any actual or prospective Vendor who has a substantial interest in and is aggrieved in connection with the proposed award of a contract which does not exceed the amount of the award authority of the Director of Purchasing, may protest to the Director of Purchasing. The protest shall be submitted in writing and received within three (3) business days from the posting of the recommendation of award for Invitation to Bids or the final recommendation of ranking for Request for Letters of Interest and Request for Proposals on the Purchasing Division's website.
4. For purposes of this section, a business day is defined as Monday through Friday between 8:30 a.m. and 5:00 p.m. Failure to timely file a protest within the time prescribed for a proposed contract award shall be a waiver of the Vendor's right to protest.
5. Protests arising from the decisions and votes of a Selection or Evaluation Committee shall be limited to protests based upon the alleged deviations from established committee procedures set forth in the Broward County Procurement Code and existing written guidelines. Any allegations of misconduct or misrepresentation on the part of a competing Vendor shall not be considered a protest.
6. As a condition of initiating any protest, the protestor shall present the Director of Purchasing a nonrefundable filing fee in accordance with the table below.

Broward County Board of  
County Commissioners

<u>Estimated Contract Amount</u>	<u>Filing Fee</u>
\$30,000 - \$250,000	\$ 500
\$250,001 - \$500,000	\$1,000
\$500,001 - \$5 million	\$3,000
Over \$5 million	\$5,000

If no contract proposal amount was submitted, the estimated contract amount shall be the County's estimated contract price for the project. The County may accept cash, money order, certified check, or cashier's check, payable to Broward County Board of Commissioners.

## T. Right of Appeal

Pursuant to Section 21.83.d of the Broward County Procurement Code, any Vendor that has a substantial interest in the matter and is dissatisfied or aggrieved in connection with the Selection or Evaluation Committee's determination of responsiveness may appeal the determination pursuant to Section 21.120 of the Broward County Procurement Code.

1. The appeal must be in writing and sent to the Director of Purchasing within ten (10) calendar days of the determination by the Selection or Evaluation Committee to be deemed timely.
2. As required by Section 21.120, the appeal must be accompanied by an appeal bond by a Vendor having standing to protest and must comply with all other requirements of this section.
3. The institution and filing of an appeal is an administrative remedy to be employed prior to the institution and filing of any civil action against the County concerning the subject matter of the appeal.

## U. Rejection of Responses

The Selection or Evaluation Committee may recommend rejecting all submittals as in the best interests of the County. The rejection shall be made by the Director of Purchasing, except when a solicitation was approved by the Board, in which case the rejection shall be made by the Board.

## V. Negotiations

The County intends to conduct the first negotiation meeting no later than two weeks after approval of the final ranking as recommended by the Selection or Evaluation Committee. At least one of the representatives for the Vendor participating in negotiations with the County must be authorized to bind the Vendor. In the event that the negotiations are not successful within a reasonable timeframe (notification will be provided to the Vendor) an impasse will be declared and negotiations with the first-ranked Vendor will cease. Negotiations will begin with the next ranked Vendor, etc. until such time that all requirements of Broward County Procurement Code have been met.

## W. Submittal Instructions:

1. **Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in order for the County to receive a valid response through BidSync.** It is the Vendor's sole responsibility to assure its response is submitted and received through BidSync by the date and time specified in the solicitation.
2. The County will not consider solicitation responses received by other means. Vendors are encouraged to submit their responses in advance of the due date and time specified in the solicitation document. In the event that the Vendor is having difficulty submitting the solicitation document through Bid Sync, immediately notify the Purchasing Agent and then



contact BidSync for technical assistance.

3. Vendor must view, submit, and/or accept each of the documents in BidSync. Web-fillable forms can be filled out and submitted through BidSync.
4. After all documents are viewed, submitted, and/or accepted in BidSync, the Vendor must upload additional information requested by the solicitation (i.e. Evaluation Criteria and Financials Statements) in the Item Response Form in BidSync, under line one (regardless if pricing requested).
5. Vendor should upload responses to Evaluation Criteria in Microsoft Word or Excel format.
6. If the Vendor is declaring any material confidential and exempt from Public Records, refer to Confidential Material/ Public Records and Exemptions for instructions on submitting confidential material.
7. After all files are uploaded, Vendor must submit and **CONFIRM** its offer (by entering password) for offer to be received through BidSync.
8. If a solicitation requires an original Proposal Bond (per Special Instructions to Vendors), Vendor must submit in a sealed envelope, labeled with the solicitation number, title, date and the time of solicitation opening to:

Broward County Purchasing Division  
115 South Andrews Avenue, Room 212  
Fort Lauderdale, FL 33301

A copy of the Proposal Bond should also be uploaded into Bid Sync; this does not replace the requirement to have an original proposal bond. Vendors must submit the original Proposal Bond, by the solicitation due date and time.

**Special Instructions to Vendors**  
**Solicitation Name: R2112705P1 Janitorial Services for Various Large County Facilities**

Vendors are instructed to read and follow the instructions carefully, as any misinterpretation or failure to comply with instructions may lead to a Vendor's submittal being rejected.

**A. Additional Responsiveness Criteria:**

In addition to the requirements set forth in the **Standard Instructions to Vendors**, the following criteria shall also be evaluated in making a determination of responsiveness:

1. Pricing

Vendor's Pricing **MUST** be submitted electronically through BidSync. It is the Vendor's sole responsibility to complete, electronically sign, submit and confirm the Item Response Form for this solicitation. The County will not consider solicitation responses received by other means.

Pricing submitted electronically is a matter of RESPONSIVENESS. Failure of the Vendor to complete and electronically submit Pricing **SHALL** determine the Vendor to be NONRESPONSIVE to the solicitation.

Pricing is required for multiple years, pricing for each year **MUST** be completed by the Vendor for each of the line items, with the exception of the pass-thru line item within each group.

**IT IS THE RESPONSIBILITY OF THE VENDOR TO ASK QUESTIONS OR SEEK CLARIFICATION REGARDING PRICING PRIOR TO THE SOLICITATION'S DUE DATE.**

**THE COUNTY WILL NOT SEEK CLARIFICATION ON PRICING.**

2. Domestic Partnership Act Requirement

This solicitation requires that the Vendor comply with Domestic Partnership Act unless it is exempt from the requirement per Ordinance. Vendors must follow the instructions included in the **Domestic Partnership Act Certification Form (Requirement and Tiebreaker)** and submit as instructed.

3. Living Wage Requirements

This solicitation requires that Vendor comply with the Living Wage Ordinance. Vendors must follow the instructions included in the **Living Wage Ordinance Requirements** section and submit **Living Wage Ordinance Compliance Affidavit Form** as instructed.

**B. Standard Agreement Language Requirements:**

The applicable Agreement terms and conditions for this solicitation can be located at:

<http://www.broward.org/Purchasing/Documents/bcf101.pdf> |

Refer to **Standard Instructions for Vendors** and the requirements to review the applicable terms and conditions (and submission of the **Agreement Exception Form**).

**C. Procurement Authority:**

Pursuant to the Broward County Procurement Code, the Broward County Commission invites qualified firms to submit Proposals for consideration to provide services on this project.

**D. Project Funding Source - this project is funded in whole or in part by:**

County Funds

<http://www.broward.org/Commission/Pages/SunshineMeetings.aspx>.

**E. Price Adjustment/Escalation Clauses:**

No price increase will be accepted during the initial contract period. Renewal terms allow for a request for an increase at the time of renewal based on vendor's cost increase not to exceed 3%. A written request must be submitted to the Director of Purchasing for approval of any increase prior to renewal but not later than vendor's concurrence to renew, accompanied by vendor's documentation to substantiate need for price increase. The vendor must follow the procedures described herein the Price Adjustment/Escalation Clauses. No more than one price increase will be accepted during the renewal period.

There will be no allowable price escalation for fuel costs throughout any contract period(s), unless otherwise specified in this document.

All submittal prices offered shall remain fixed and firm for the initial two-year contract period. Prior to any renewal term, the Director of Purchasing may consider the awarded contractor's request for price adjustment/escalation which will be applied to the upcoming renewal period as further defined herein. However, a written request must be submitted to the Director of Purchasing a minimum of ninety (90) days for approval of any increase prior to the commencement of the upcoming renewal term, but not later than vendor's concurrence to renew, accompanied by vendor's documentation to substantiate need for price increase.

Renewal terms allow for a request for an increase at the time of renewal based on contractor's cost increase which will be adjusted consistent with the Employment Cost Index (Miami-Ft. Lauderdale Cost Index for all civilian workers in all industries and occupations) in effect during the contract renewal period. The price adjustment so determined, will be limited to a not to exceed maximum exchange of +/- three percent (3%). Requests for price increases must be substantiated by manufacturer's certification of cost and approved by the County prior to implementation. If the vendor does not furnish this information at time quotation response is due, they will be required to submit documentation within three (3) business days after being requested by the Purchasing Division.

If, prior to upcoming contract renewal period(s), vendor submits a letter (on official company letterhead, dated and signed by proper authority) substantiating that the price of product has increased from their supplier, proposed cost increase from the vendor may be considered by the applicable percentage attributable to said increase. After the initial two-year contract term, only one price increase per renewal period, will be considered.

County reserves the right to request verification of (vendors) supplier's cost verification for each upcoming renewal period. Prior to each upcoming renewal period (and no less than 90 days in advance), awarded vendor shall submit letter from their supplier validating current cost.

**F. RLI - RFP - RFQ Proposal Bond, Payment-Perf Guaranties and Qualifications of Surety Requirements document has been revised in part as follows:**

1. **Proposal Bond:** Not Applicable
2. The bonds shall be in the amount of the following as described herein per awarded contract guaranteeing to County the completion and performance of the work covered

in such Contract as well as full payment of all suppliers, material men, laborers, or subcontractors employed pursuant to this project. Such bond(s) shall be with a surety company which is qualified pursuant to the section, Qualifications of Surety. Vendor shall furnish a Performance Bond and a Payment Bond containing all the provisions of the [Performance Bond Form](#) and [Payment Bond Form](#) within the required time being notified of the award of contract.

- 2.1. **Contract 1** – Broward County Government Center East bond shall be in the amount of fifty thousand dollars (\$50,000).
- 2.2. **Contract 2** – Broward County Main Library bond shall be in the amount of fifty thousand dollars (\$50,000).
- 2.3. **Contract 3** – Broward County South Regional Court House – Bond Not Applicable.
- 2.4. **Contract 4** – Broward County Main Court House bond shall be in the amount of one hundred thousand dollars (\$100,000).
- 2.5. **Contract 5** – Broward County Traffic Engineering – Bond Not Applicable.

**G. Project Manager Information:**

Project Manager: Kevin Bellamy  
Email: [kbellamy@broward.org](mailto:kbellamy@broward.org)

Vendors are requested to submit questions regarding this solicitation through the “Q&A” section on BidSync; answers are posted through BidSync.

**PART 1**

**GENERAL SPECIFICATIONS AND REQUIREMENTS**

**JANITORIAL SERVICES FOR VARIOUS LARGE COUNTY FACILITIES**

**SECTION 1 – DEFINITIONS**

**1. DEFINITIONS AND IDENTIFICATIONS**

For purposes of this bid, reference to one gender shall include the other, use of the plural shall include the singular, and use of the singular shall include the plural. The words facility and building are considered interchangeable. The following definitions apply unless the context in which the word or phrase is used requires a different definition:

- 1.1. **Acceptable Quality Level:** A level of service that meets all specifications of this contract and is defect free.
- 1.2. **Adhered Soil:** Any foreign matter, solid or liquid, including but not limited to the following: oil, water, dried mud, adhesives or caked oil absorbent compounds.
- 1.3. **Assistant Project Manager:** The position in the Contractor's organization that is responsible for assisting the project manager with the overall performance of the Contract.
- 1.4. **Award:** The acceptance of a bid, offer or proposal by the proper governmental authority.
- 1.5. **Bi-monthly:** Every two months.
- 1.6. **Bi-weekly:** Every two weeks.
- 1.7. **Board:** The Broward County Board of County Commissioners.
- 1.8. **Building Surfaces:** For the purpose of this contract the use of the term building surfaces as a category of material includes all items comprising and attached to the interior building areas covered by this contract. It includes all items within the interior building areas covered by this contract. It includes all items comprising and attached to the exterior building areas covered by this contract. It includes all items within the exterior building areas covered by this contract.  
  
The only items excluded from this definition are items within wall and ceiling cavities, computer monitor screens, information technology server racks, paperwork and tenants' personal items, unless the aforementioned items are specifically requested to be cleaned by someone having authority to make such a request.
- 1.9. **Burnishing:** See Technical Specifications Section.
- 1.10. **Carpet Floors:** For the purpose of this contract the use of the term carpet floors as a category of material includes all floors that are covered in carpet. This includes, but is not limited to, all carpet, broadloom carpet, carpet tile, walk-off carpet, rugs, mats and entryway systems that have carpet strips or carpet-like strips in them. These specific sub-categories may be mentioned in some instances to identify specific cleaning required for an item. If the term is used it is intended to include any and all sub-category products in that space. See Technical Specifications Section.
- 1.11. **Chemical Compatibility:** See Cleaning Products Section.

**1.12. Clean:**

- 1.12.1. The complete, comprehensive and thorough cleaning of any item subject to cleaning, including corners, inside, outside, top, bottom, under and over all surfaces.
- 1.12.2. The absence of marks, streaks, spots, stains from all stainless steel, chrome, brass and other bright metal surfaces. All work shall be polished to a dry sheen.
- 1.12.3. The absence of any stains, bacteria growth, spore formations and grime that can be eliminated by the appropriate wet, hand scrubbing techniques.
- 1.12.4. The absence of any surface marks, including fingerprints, spills or other undesirable adhered surface residue that can be eliminated by appropriate damp or wet cleaning techniques.
- 1.12.5. The absence of dust, lint and other loose in-fiber accumulation in fabric and carpeted areas that can be eliminated by appropriate vacuum cleaning techniques.
- 1.12.6. The absence of stains and other adhered in-fiber accumulation in fabric and carpeted areas that can be eliminated by appropriate spot cleaning or hot water extraction techniques.
- 1.12.7. The absence of odors in fabric and carpeted areas that can be eliminated by hot water extraction techniques and application of sanitizer.
- 1.12.8. The absence of loose dust, dirt, lint or spider webs on any surface of any item subject to appropriate dusting or sweeping/dust mopping techniques.
- 1.12.9. The absence of adhered dirt build-up on any surface of any item subject to appropriate mopping techniques.
- 1.12.10. The absence of tightly adhered dirt build-up on any surface of any item subject to appropriate machine or manual scrubbing techniques.
- 1.12.11. The absence of any soil, wax or other undesirable adhered build up which can be eliminated by appropriate heavy duty, cycle or project cleaning techniques.
- 1.12.12. The absence of scratches, scuff marks, worn areas and dull areas.
- 1.12.13. The absence of standing water related to janitorial services.
- 1.12.14. The presence of appropriate surface gloss, protection, or reflective capacity in line with "like new" or designated gloss levels without streaks, swirls or debris.
- 1.12.15. The presence of appropriate finishes applied in the appropriate manner to produce a slip resistant surface.
- 1.12.16. The absence of graffiti.
- 1.12.17. The absence of chewing gum and other similar substances from floors, carpet, sidewalks, stairwells or any other surfaces.

- 1.12.18. The absence of litter or undesirable debris that can be eliminated by appropriate policing techniques.
- 1.12.19. The absence of streaks, soil, other residue or latent odor.
- 1.12.20. The absence of infectious organisms, which is achieved by applying a product that kills them.
- 1.12.21. The presence at all times of a germicidal solution to fill the drain trap and prevent the escape of sewer gas.
- 1.12.22. The presence of sufficient product to last until next scheduled service.
- 1.12.23. The absence of recyclables in the building. Recyclables shall be collected and removed to designated area, which shall be maintained in a neat and tidy condition.
- 1.12.24. The absence of trash in the building. Trash shall be collected and removed to designated area which shall be maintained in a neat and tidy condition.
- 1.12.25. The absence of soil, litter, dust, incrustation and odors in debris receptacles. They shall be cleaned as needed.
- 1.12.26. Maintained according to County and manufacturer's specifications.
- 1.12.27. A surface will be considered clean if:
  - 1.12.27.1. Immediately after wiping it with a clean white glove there is neither a visible change in the appearance of the surface nor the appearance of a visible mark on the glove.
  - 1.12.27.2. The Contractor demonstrates to the satisfaction of the Contract Administrator or its designee that any visible dirt, dust, foreign matter, film, grime, stains, fingerprints, streaks, spots, blemishes, and/or chemicals residues that remain on the surface after cleaning cannot be removed without permanently damaging the underlying surface.
- 1.13. **Cleaning:** See Technical Specifications Section.
- 1.14. **Cleaning Products, Supplies and Materials:** All consumable and other supplies, products, materials, or any other item or article required to properly execute the terms and provisions of this Agreement which are to be furnished by Contractor at its sole cost and expense unless specifically indicated in the contract as being furnished by County. Contractor will also supply the aforementioned items for County staff that provide cleaning services during normal business hours. All cleaning supplies and materials must be approved by the Contract Administrator prior to being used. See Green Cleaning and Cleaning Products, Paper Products and Trash Bags Section.
- 1.15. **Component:** For the purpose of this contract a component is an item or category of items within the facility. Examples would be water fountains or desks.
- 1.16. **Contract:** All types of binding agreements, regardless of what they may be called, for the procurement or disposal of supplies, services or construction.
- 1.17. **Contract Administrator:** The County employee who is responsible for the management of a contract.

- 1.18. **Corrective/Preventive Action:** Processes and plans to improve or eliminate causes of non-conformities or other undesirable situations. Corrective actions are implemented in response to customer complaints, undesired levels of internal non-conformity, contract non-compliance or other products and processes identified by Contract Administrator. Preventive actions are implemented in response to the identification of potential sources of non-conformity.
- 1.19. **Daily:** At least once per day of service.
- 1.20. **Daily as Needed:** At least once per day of service when the indicated building surface is not clean.
- 1.21. **Damp-Wiping:** See Technical Specification Section.
- 1.22. **Day/Night Porter:** Day porter is assigned to a building to provide supplemental janitorial services to maintain the desired level of cleanliness consistently throughout the shift. Such tasks may be identified as policing or other additional duties as may be required at the assigned building not specifically identified in the specifications. These additional tasks will be assigned in concert with the site Contract Administrator and the tenant of the building. All immediate action calls shall be directed to the day/night porter by the Contract Administrator or their designee. The day/night porter must respond to such calls immediately. Response time shall be within five minutes. They are to monitor all restrooms every two (2) hours to ensure restrooms are thoroughly cleaned. When monitoring the restrooms, note the appropriate items on the Restroom Checklist and post this checklist on the back of each restroom entrance door.
- 1.23. **Day Service:** An employee assigned to day service to provide janitorial service is not considered a day porter. An employee assigned to day service will provide immediate response and action for required additional and emergency services occurring while on duty.
- 1.24. **Debris Receptacle:** Ashtrays, urns, wastebaskets, trash containers and recycling containers.
- 1.25. **Deficiency:** An instance of non-compliance with a contract requirement. A defect may be caused by either non-performance or poor performance.
- 1.26. **Designated Contract Administrator (DCA):** The ranking managerial employee for each location or an employee expressly designated by Director of the Facilities Management Division assigned specific authority to act on behalf of the Contract Administrator in the administration and management of the contract. The Designated Contract Administrator has the responsibility to insure that the provisions of the contract are complied with by both the County and Contractor. The primary responsibilities of the Designated Contract Administrator are to coordinate and communicate with Contractor and to manage and supervise services provided under the terms and conditions of this contract.
- 1.27. **Dirt:** Any filth or soiling substances or foreign matter, solid or liquid, including mud and dust.
- 1.28. **Disinfecting:** See Technical Specification Section.
- 1.29. **Dry Compound Method:** See Technical Specification Section.
- 1.30. **Dust:** Fine particulate matter derived from many sources inside and outside the building. It is light enough to become airborne, so it can build up on any surface. It is often held in place by static electricity, which increases the difficulty of removal.
- 1.31. **Dusting:** See Technical Specification Section.



- 1.32. **Dusting, High:** See Technical Specification Section.
- 1.33. **Dusting, Low:** See Technical Specification Section.
- 1.34. **Dusting, Overhead:** See Technical Specification Section.
- 1.35. **Edging:** See Technical Specification Section.
- 1.36. **Embedded Soil:** Adhered soil that has penetrated into the matrix of the surface.
- 1.37. **Employees:** All personnel engaged by Contractor to perform the services contemplated by this Agreement.
- 1.38. **Employees, Contractor's:** All recipients of the Contractor's Internal Revenue Service W-2 form.
- 1.39. **Entryway Systems:** Loose rugs, loose mats, loose runners, attached walk-off carpet, imbedded metal grilles, with or without carpet inserts, etc. that are located at the entrance(s) to the building or at the entrances to areas within the building to collect dirt as people enter these areas.
- 1.40. **Envelope:** All areas within in the floors, walls and ceiling of the interior of the building and include all items attached or not attached inside the cube of the interior building surfaces.
- 1.41. **Equipment:** See Equipment Specifications and Standards Section.
- 1.42. **Facility Area:** A portion of a building covered by this contract that has easily definable boundaries for the purpose of conducting janitorial inspections.
- 1.43. **Film:** A thin film coating that usually builds up over time and often is so uniform that it goes unnoticed. Air pollution is a major contributor to film formation. Film is found on infrequently cleaned toilet bowls due to foreign or impurities settling out of the tap water. Film is also found on the inside surfaces of exterior glass.
- 1.44. **Floor Finish:** A preparation containing wax or other sealers used to polish and preserve floors, enhance the appearance and/or provide the desired sheen.
- 1.45. **Green Building:** See Green Cleaning Section.
- 1.46. **Green Cleaning Practices:** See Green Cleaning Section.
- 1.47. **Grime:** Foreign matter that clings to or is embedded in a surface. It becomes embedded or built up by repeated touching or handling, such as a door handle or light switch. Careless or incomplete cleaning procedures may contribute to the development of grime.
- 1.48. **Grit:** Coarse particulate matter such as sand, fragments of metal and/or glass, and salt (before they absorb moisture and liquefy).
- 1.49. **Grounds:** Land, parking lots, roadways, walks, etc. at the Airport or its off-site administrative locations.
- 1.50. **Gum:** For the purpose of this contract the use of the term gum as a category of material includes chewing gum and any other thick, sticky substance that becomes adhered to building surfaces.

- 1.51. **Hard Floors:** For the purpose of this contract the use of the term hard floors as a category of material includes all floors that are not covered in carpet. This includes, but is not limited to, finished or unfinished concrete, terrazzo, ceramic tile, porcelain tile, vinyl tile, resinous flooring, linoleum flooring and epoxy flooring. These specific sub-categories may be mentioned in some instances to identify specific cleaning required for an item. If the term is used it is intended to include any sub-category products in that space. See Technical Specifications Section.
- 1.52. **Hazardous/Bio-Hazardous Materials:** Any bodily fluids(including but not limited to blood, feces, vomit) , wastes, substances, radiation, or materials (whether solids, liquids or gases) which are hazardous, toxic, infectious, explosive, radioactive, carcinogenic, or mutagenic; which are or become defined as a "pollutants" "contaminants," "hazardous materials," "hazardous wastes," "hazardous sub-stances," "toxic substance," "radioactive materials," "solid wastes," or other similar designations in, or otherwise subject to regulation under, any laws; which threatens to cause a nuisance pursuant to applicable statutory or common law upon the premises or to adjacent properties; which contain polychlorinated biphenyls (PCBs), asbestos, lead-based paints, urea formaldehyde foam insulation, and petroleum or petroleum products (including, without limitation, gasoline, crude oil or any fraction thereof); or which pose a hazard to human health, safety, natural re-sources, industrial hygiene, or the environment, or an impediment to working conditions.
- 1.53. **Hazardous Materials, Contractor's:** The Contractor's hazardous materials arising out of the Contractor's past, present or future use or occupancy of the Premise or the Contractor's acts or omissions. "The Contractor's hazardous materials" includes, but is not limited to any hazardous materials generated, used, stored, released, discharged, treated, disposed of, managed or transported by the Contractor or transported to the premises under an agreement with the Contractor. As used herein, the Contractor includes the Contractor's employees, agents, successors, contractors, subcontractors, or persons acting on behalf of the Contractor.
- 1.54. **HCS:** Hazardous Communication Standard also known as "HAZCOM" or "Right to Know."
- 1.55. **HEPA Filter:** A high efficiency particulate vacuum filter which removes 99.9% of all articulates to 0.3 microns of harmful particles, including dust, mold spores, dust mites, pet dander and other troublesome allergens.
- 1.56. **High Traffic Areas:** Portions of the building were a large number of people pass through or work. These areas include, but are not limited to, main lobbies, secondary lobbies, vestibules and public hallways.
- 1.57. **HIPAA:** Health Insurance Portability and Accountability Act.
- 1.58. **Holidays:** Holidays observed by County.
- 1.59. **Hot Water Extraction:** See Technical Specification Section.
- 1.60. **IAQ:** Indoor Air Quality.
- 1.61. **Janitorial Contract Compliance Report:** A Microsoft® Excel report initiated by the Contract Administrator which documents Contractor's performance at intervals determined by the previous rating. The report may require the Contractor to explain in writing why performance was unsatisfactory, how performance will be returned to satisfactory levels, the date and employee who corrected the deficiency, and the corrective action that will be taken to prevent recurrence.
- 1.62. **JC:** Joint Commission.

- 1.63. **Janitorial Worker:** An individual in Contractor's organization who performs housekeeping and janitorial tasks. This individual may also be known as a cleaner, custodian or housekeeping worker.
- 1.64. **Job Site:** The area within County's property lines or portions of such area that are defined within this Specification.
- 1.65. **Key Personnel:** The individual(s) employed by the Contractor, who has the responsibility and authority for fulfilling any of the requirements of this Specification and or the associated contract document.
- 1.66. **Law or Laws:** Includes but is not limited to Authority, local, state, federal, or regional statutes, regulations, ordinances, rules, policies, directives, orders, demands, or other laws of whatever nature, as they now exist or may hereinafter be adopted or amended.
- 1.67. **LEED:** Leadership in Energy and Environmental Design.
- 1.68. **LEED O+M:** Leadership in Energy and Environmental Design for Building Operations and Maintenance.
- 1.69. **Lint:** Clinging bits of fiber, hair or thread that cling to surfaces. Lint may include such things as carpet fibers, fuzz from sweaters and cobwebs.
- 1.70. **Litter:** Any item(s) or the remains of any activity that has been discarded, including but not limited to paper, cans and bottles. Waste paper, branches detached from trees and shrubs, beverage containers, dead birds, and dead animals, but not be limited to.
- 1.71. **Loose Soil:** Any foreign particles not stuck to the surface.
- 1.72. **Machine Scrubbing:** See Technical Specifications Section.
- 1.73. **Maintenance:** The upkeep of property and the work to keep it clean and presentable according to the specifications of this Contract.
- 1.74. **Master Agreement:** Also designated price agreement, means a contract whereby an indefinite quantity of supplies, services, are to be procured over an identified time span. This contract has fixed unit or periodic price to be applied to releases from the County.
- 1.75. **Mopping:** See Technical Specifications Section.
- 1.76. **MRSA:** A "Staph super bug" Methicillin-Resistant Staphylococcus Aureus (MRSA) which is spread through skin-to-skin contact, by sharing contaminated objects or coming into contact with contaminated surfaces.
- 1.77. **MSDS:** Material Safety Data Sheet.
- 1.78. **Non-public Areas:** Spaces and areas not normally used by the public, such as administrative areas, offices and conference rooms.
- 1.79. **Open-end Contract:** Also designated price master agreement; a contract whereby an indefinite quantity of supplies, services, are to be procured over an identified time span. This contract has fixed unit prices to be applied to releases from the County.
- 1.80. **OSHA:** U.S. Occupational Safety and Health Administration. OSHA is the Federal government agency responsible for providing the rules and regulations on safety and health requirements in the work place.

- 1.81. **Pass Thru:** Contractor may charge the County the same invoice prices charged by its suppliers for additional supplies when needed for Additional Services as per Scope of Work Section. A copy of Contractor's invoice(s) from its supplier for the additional materials must be submitted with Contractor's invoice for payment. The County reserves the right to request verification. For example, Contractor may be requested to provide additional janitorial services when a Governmental building or library is used as an election polling place or other special events which may result in additional material cost for such items as hand towels, toilet paper and hand soap. If the Contract Administrator has requested Contractor provide the additional services and approves the additional purchases, then the cost for the additional supplies may be processed on a "pass thru" basis.
- 1.82. **Pile Lifting:** See Technical Specification Section.
- 1.83. **Policing:** See Technical Specification Section.
- 1.84. **Premises:** All areas designated by this contract and exhibits, including all fixtures, equipment, and other property of County located therein as the place or places where the business of the Contractor is to be conducted.
- 1.85. **Product Data Sheets:** Informational sheets produced by manufacturers to describe their products. These sheets are frequently more descriptive than MSDS/SDS information.
- 1.86. **Project Manager (PM):** The position in the Contractor's organization that is responsible for the overall performance of the Contract. The individual will be directly responsible for all Contractor personnel.
- 1.87. **Project Crew:** A staff of Contractor's custodial personnel dedicated specifically to the performance of PROJECT WORK as defined in this Contract. The size of the Project Crew may vary from time-to-time as conditions may warrant. If additional Project personnel are required to perform services as specified in the Contract, it shall be at no additional cost to County.
- 1.88. **Project Work:** Cleaning services required by janitorial personnel other than routine or policing work. Such cleaning will include, but not be limited to, wall washing, carpet cleaning, machine scrubbing of hard floors (including restroom floors), stripping and refinishing of hard floors, spray buffing, glass cleaning, cleaning light diffusers, cleaning air conditioning and fan vents, overhead dusting, cleaning escalator steps as required, and any other cleaning as may be requested by the Contract Administrator.
- 1.89. **Proposal:** An offer submitted by a prospective vendor in response to a Request for Proposal (RFP) issued by a purchasing authority; becomes a contract upon acceptance by the buyer.
- 1.90. **Public Areas:** Spaces and areas (sidewalks, lobbies, auditoriums, restrooms, hallways, vestibules, etc.) normally open to the public and normally used by the public.
- 1.91. **Quality Control (QC):** Actions taken by Contractor or County to ensure the specifications and standards of the contract are met. A copy of the Contractor's basic quality control program shall be provided to the County with the solicitation and shall be approved by the Contract Administrator before implementation.
- 1.92. **Quality Control Manager:** The position in Contractor's organization that is familiar with the requirements of this contract, able to make sure all contract specifications are met and have full authority to act for the Contractor at all times to carry out the provisions of this contract and Contractor's quality control program.

- 1.93. **Quality Supervisor (QS):** County employee that works while the Contractor is in the building to monitor the performance of the Contractor.
- 1.94. **Recyclables:** Any material that retains useful properties that can be reclaimed after the production or consumption process, including cardboard, paper, plastics and metal containers.
- 1.95. **Responsible Bidder/Proposer:** A bidder/proposer with the capability, integrity, and reliability in all respects to perform fully the contract requirements, which will assure good faith performance.
- 1.96. **Responsive Bidder/Proposer:** A person who has submitted a bid/proposal, which conforms in all material respects to a solicitation. A proposal of a Responsive Bidder/Proposer must be submitted on the required forms, which contain all required information, Signatures, notarizations, insurance, bonding, security or other mandated requirements required by the documents to be submitted at the time of proposal opening.
- 1.97. **Contractor:** The proposer who is awarded this contract.
- 1.98. **SDS:** Safety Data Sheet.
- 1.99. **Semi-annual:** Two times per year.
- 1.100. **Semi-monthly:** Two times per month.
- 1.101. **Services:** All work specified to be performed by Contractor pursuant to these contract documents, includes services performed, workmanship, and material furnished or utilized in the performance of services.
- 1.102. **Slip Resistance:** A measurement of a floor film's coefficient of friction that provides a safe walking surface. Slip resistance is evaluated according to American Society of Testing and Materials (ASTM) methods. A coefficient of friction reading of 0.5 indicates a safe floor film.
- 1.103. **Specifications:** This document and its sections, attachments and exhibits, all inclusive, regardless of whether the word specification is used in the section title or not. Other terms and conditions are included in the exhibits and documents that are expressly incorporated by reference.
- 1.104. **Special Floor Surfaces:** Treatment and care of special floor surfaces shall be dealt with in accordance with manufacturers specifications. New buildings, such as libraries, are utilizing custom designed flooring installations utilizing materials that may require special care to prevent damage. Contractor should take care to investigate the special requirements for floor care that may be necessary in such instances before applying treatment.
- 1.105. **Spinning Bonnet:** See Technical Specification Section.
- 1.106. **Spot Cleaning:** See Technical Specifications Section.
- 1.107. **Spots:** A non-uniform film or coating that is visible to various degrees depending on the angle of view.
- 1.108. **Spray Buffing:** See Technical Specifications Section.
- 1.109. **Streaks:** A non-uniform film or coating that is visible to various degrees depending on the angle of view. It is usually associated either by the use of dirty cleaning equipment or inadequate rinsing of cleaning products from the surfaces on which they are used.

- 1.110. **Stripping/Sealing/Refinishing:** See Technical Specifications Section.
- 1.111. **Supervisor:** The position in Contractor's organization that reports directly to the Project Manager or the Assistant Project Manager to manage the day to day activities of the Contract.
- 1.112. **Sweeping:** See Technical Specifications Section.
- 1.113. **Team Leader:** A regular janitorial worker in Contractor's organization that has been singled out as exemplary employees with some management skills.
- 1.114. **Trash:** Debris, litter and any item(s) or material left in the area.
- 1.115. **Using Agency:** The County Department or Division utilizing the services of this contract.
- 1.116. **Vacuuming:** See Technical Specifications Section.
- 1.117. **VCT:** Vinyl Composition Tile.
- 1.118. **VOC:** Volatile Organic Compounds.

**End of Section**

**PART 1**

**GENERAL SPECIFICATIONS AND REQUIREMENTS**

**JANITORIAL SERVICES FOR VARIOUS LARGE COUNTY FACILITIES**

**SECTION 2 – SCOPE OF WORK**

**2. SCOPE OF WORK**

**2.1. Introduction**

2.1.1. Broward County Facilities Management Division is seeking the services of qualified firms to provide comprehensive janitorial services for various large Broward County facilities, including Broward County Government Center East, Main Library, South Regional Courthouse, Broward County Main Court House and Broward County Traffic Engineering locations.

2.1.2. Quality services are required to maintain a clean working environment pursuant to the specifications provided herein at all times for the following locations:

Locations listed in Facility Location Details attachment.

**2.2. Project Description**

Janitorial services may be awarded to separate contractors:

<b><u>Contract #</u></b>	<b><u>Description</u></b>	<b><u>Participation Goal</u></b>
<b>Contract 1</b>	<b>BROWARD COUNTY GOVERNMENTAL CENTER EAST</b>	<b>30% CBE Goal</b>
<b>Contract 2</b>	<b>BROWARD COUNTY MAIN LIBRARY</b>	<b>30% CBE Goal</b>
<b>Contract 3</b>	<b>BROWARD COUNTY SOUTH REGIONAL COURT HOUSE</b>	<b>CBE Reserve</b>
<b>Contract 4</b> To be awarded to a single vendor.	<b>BROWARD COUNTY MAIN COURT HOUSE:</b> <b>A. NORTH WING</b> <b>B. EAST WING</b> <b>C. MIDRISE</b> <b>D. SOUTH GARAGE</b>	<b>30% CBE Goal</b>
<b>Contract 5</b> To be awarded to a single vendor.	<b>BROWARD COUNTY TRAFFIC ENGINEERING:</b> <b>A. 2300 West Commercial Blvd.</b> <b>B. 4900 West Prospect Road</b>	<b>SBE – Sheltered Market</b>

**2.3. Areas of Operation**

2.3.1. Areas within the above-described locations will require basic and detailed cleaning, cleaning frequencies, and specific activities.

**2.4. Basic Services**

2.4.1. Contractor will furnish all management, supervision, labor, equipment, tools, transportation, materials, supplies, and other incidentals as required to implement this

contract. Special cleaning projects such as carpet cleaning, carpet extraction, floor stripping and waxing, tile scrubbing, and window cleaning will be scheduled after 5pm at most locations or during third shift.

- 2.4.2. Contractor shall not use steel wool, powdered cleansers, brushes, dusters, rags or waste materials, which leave dust, nor any material containing silicon on or around electronic equipment.
- 2.4.3. Certain basic service tasks may be scheduled for performance during hours other than above, as approved by the Contract Administrator. Contractor will develop and provide service plans and schedules to cover all work to be performed for review and approval by Contract Administrator during Contractor's Phase-In.
- 2.4.4. County reserves the right to designate specific cleaning times for those building areas whose occupants require janitorial services be performed during a given time period. At any time during the term of the contract, Contract Administrator may give written notice of a change, addition, or deletion of the cleaning times specified. Upon notification, Contractor will adjust its service plans and schedules accordingly, and submit a revised schedule to the Contract Administrator within five calendar days.
- 2.4.5. Because of the high volume of workers and visitors utilizing the facilities, quality services are required to maintain a first class working environment at all times.
- 2.4.6. Electronic equipment is very sensitive and must not be moved, bumped, jarred, or tampered with. Contractor shall not move or jar computers, and/ or data processing equipment and accessories.

## 2.5. **Contractor Phase-in Period**

- 2.5.1. Immediately upon execution of the contract, the Contract Administrator or its designee will hold sessions with the Project Manager for the new contractor and pertinent County staff to develop smooth transition strategies to include:
  - 1. Areas of service.
  - 2. Equipment inventory and distribution.
  - 3. Materials and supplies inventory plan.
  - 4. Quality control programs.
  - 5. Service plans and schedules.

## 2.6. **Scheduling of Work**

- 2.6.1. Prior to the commencement of any work, the Contractor will confer with the Contract Administrator or DCA to assure that the scheduling of activities in conjunction with County and tenant operations is fully understood.
- 2.6.2. All work will be scheduled so as to avoid delays to County and tenant operations. The Project Manager will coordinate the schedule with the Contract Administrator or its designee with regard to any operation which will necessitate temporary interruptions to Broward County operations.
- 2.6.3. The Contractor will not commence non-routine work in any area until:



1. The proposed work has been previously coordinated with and approved by the Contract Administrator or DCA, and
2. Any and all required security and safety measures and temporary markings are in place.

**2.7. Scheduled Services Requirements:**

- 2.7.1. Service is required as stated in this contract. However, Contractor may be requested to perform project work, at no additional cost to the County, at a time when facilities are not being used. Special services may be performed weekends and/or holidays as requested by the Contract Administrator. Contract Administrator and Contractor shall mutually attempt to agree on a time and day to minimize inconvenience. (See also SECTION 2.8, Additional Scheduled Services.)
- 2.7.2. The agreed upon schedule may be changed to meet the operational needs of the County. Generally, services are to be provided after 5:00 p.m. weekdays. Hours must adapt to comply with any security standards.
- 2.7.3. Contractor must provide a schedule for annual air quality cleaning to the Contract Administrator during the first month of the contract. The schedule must fully comply with air quality specifications. When the Contract Administrator approves the schedule, the area(s) must be completed within a consecutive thirty (30) day period.
- 2.7.4. Contractor must coordinate scheduling of the air quality cleaning with the Contract Administrator. Contractor must provide the Contract Administrator with a letter of completion when air quality cleaning is completed. Air quality cleaning schedule for subsequent years must be submitted for approval ninety (90) days, prior to the end of each contract year.

**2.8. Additional Scheduled Services**

- 2.8.1. Contractor, when requested by the Contract Administrator, shall perform additional scheduled cleaning related services at the unit cost quoted on the line items only if Contractor requires additional personnel to perform such. Utilization of staff on site does not constitute additional fees.
- 2.8.2. All daily, weekly, and monthly cleaning and/or maintenance tasks listed in Section 4 are considered part of the basic services covered by this proposal. A call out to replenish an out-of-stock condition caused by lack of adequate supplies on site is also considered part of basic services, and are not considered "additional services".
- 2.8.3. "As Needed/Special Assignments" may include, but are not limited to assisting in setting up for meetings and/or receptions and cleaning after the gatherings have ended, construction clean up, temporary day porter, and other special cleaning related projects. Contractor may be required to assign some employees to special assignments. Tasks are to be provided upon request as required and are not to be considered part of the monthly or annual fixed costs for this contract. Contractor has provided fixed unit prices as identified in the line items for these additional services as part of this contract.
- 2.8.4. When a need is identified, the Contract Administrator may request Contractor to submit a proposal for Additional Services. Proposal will use the unit prices provided in the contract. These services will not be performed without the Contract Administrator's approval of each proposal. Upon acceptance of the Additional Scheduled Services proposal, the proposal may be converted to a firm, fixed price project and a purchase order will be issued for the project.

## 2.9. **Addition/Modification of Locations or Services**

- 2.9.1. The County reserves the right to add locations to this contract as these additional locations may be acquired. Locations to be added may include, but are not limited to, expansions or additions to existing facilities and acquisition or construction of new properties. In the event that the County makes significant structural changes to an existing facility that impacts Contractor's cost in providing the janitorial service anticipated by this contract such change may be treated as a new facility and the procedures provided for in this section may be followed in determining an appropriate price.
- 2.9.2. Calculating the cost per square foot for the existing service and applying it to the areas subject to adjustment may be used to determine incremental adjustments in cost due to expansions or contractions of existing facilities. In the event the areas added or subtracted are not comparable in service needs to the existing areas covered under the Agreement an appropriate adjustment may be made with the recommendation of the Contract Administrator and approval of the Purchasing Director.
- 2.9.3. In the event the County wishes to add other locations under the Contract, a quotation may be solicited from the Contractor in good standing for the new location.
- 2.9.4. Pricing will be negotiated by the Contract Administrator and a Purchasing representative, based upon pricing in the contract for a location with similar requirements. If the County is not satisfied with the results of the negotiation, the county may solicit proposals from other contractors currently providing service to other groups under comparable County janitorial contracts. In the event only one contractor is providing service to all groups under a janitorial contract the new requirements may be filled with a new solicitation.
- 2.9.5. In the event services or other basic scheduled services are added or deleted, the appropriate unit labor prices used for additional scheduled services may be utilized for the adjustment.
- 2.9.6. The Purchasing Director must approve any adjustment in price.

## 2.10. **Termination of Locations**

- 2.10.1. In the event the County shall sell, vacate, abandon, terminate or otherwise dispose of or no longer require the Contractor to provide janitorial services for this location to which this contract applies, all existing contracts or agreements or services applicable to such location, the portion of this contract that applies to such location is so terminated. The County will endeavor to give Contractor written notice of such termination of locations a minimum of thirty (30) days in advance.

## 2.11. **Emergency Service**

- 2.11.1. Contractor must be available to perform emergency cleaning services on a twenty-four (24) hours a day, seven (7) days a week basis and respond, when requested by the Contract Administrator or its designee. Types of emergency services that may be requested include, but not limited to spills, flooding, overflows and other potential safety and health hazards requiring an immediate response.
- 2.11.2. The Contractor's Project Manager, or designee, shall be on-call at all times for emergencies.

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1. If on site, Contractor Project Manager must respond by phone within fifteen (15) minutes and must report to the area of the emergency within thirty (30) minutes.
  2. If off site, Contractor Project Manager must respond by phone within thirty (30) minutes and must report to the facility within in sixty (60) minutes.
  3. Failure for the Contractor Project Manager to adhere to these response times may be cause to terminate the contract.
- 2.11.3. An immediate assessment of the problem encountered must be communicated to the Contract Administrator within one-half ( $\frac{1}{2}$ ) hour of arrival at the job site. If immediate service is not possible, an accurate projection of expected completion time must be relayed to the Contract Administrator.
- 2.11.4. Once the emergency service estimate has been approved by the Contract Administrator, the service must be initiated within a maximum mobilization time, on site, of two (2) hours. Any exceptions to this requirement must be approved by the Contract Administrator.
- 2.11.5. In the event the emergency service takes more than twenty-four (24) hours to complete, a daily progress report from Contractor will be required. Status calls should be made to the Contract Administrator to inform them of an expected completion time updated with each report.
- 2.11.6. If the job completion extends beyond forty-eight (48) hours without the Contract Administrator's approval, the County reserves the right to discharge the Contractor and award the emergency service to another vendor.
- 2.11.7. Emergency responses occurring during normal service hours will be performed without incurring an additional charge if the emergency can be responded to by redeploying regular staff and equipment. If the emergency requires additional staff, the Contract Administrator may authorize a charge for additional emergency service.
- 2.11.8. In the event of a major emergency and at the sole determination of the Contract Administrator or his designee, Contractor may be requested to assist in a clean-up operation when an additional outside contractor has been engaged by the County to provide related services.
- 2.12. Deliverables to be submitted by Contractor**
- 2.12.1. The following items must be provided to the Contract Administrator in accordance with the references provided in the contract document.
  - 2.12.2. Copy of contract with CBE sub-contractor (per Article 8 of agreement) prior to commencement of this agreement.
  - 2.12.3. Monthly pay reports to CBE sub-contractor (per Article 8 of agreement) on a monthly basis with its' partial pay requests under article 4 of the agreement.
  - 2.12.4. Living Wage reports (per Article 9 of agreement) required each six (6) months per Section 103 of the Living Wage Ordinance.
  - 2.12.5. Project Site Logbook per Section 7, prior to Board approval of this contract, to be maintained on site.
  - 2.12.6. Labor Summary Report Form per Section 8, on a monthly basis.

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- 2.12.7. Training Program per Section 8, prior to Board approval of this contract.
- 2.12.8. Green Cleaning Manuals per Section 9 prior to Board approval of this contract.
- 2.12.9. Cleaning Products, Paper Products and Trash Bags information per Section 10, prior to Board approval of this contract.
- 2.12.10. Equipment information per Section 11, prior to Board approval of this contract.
- 2.12.11. Quality Control Program per Section 12, prior to Board approval of this contract.

**End of Section**

**PART 1**

**GENERAL SPECIFICATIONS AND REQUIREMENTS**

**JANITORIAL SERVICES FOR VARIOUS LARGE COUNTY FACILITIES**

**SECTION 3 – TECHNICAL SPECIFICATIONS**

**3. Technical Specifications**

**3.1. Blinds and Shades**

- 3.1.1. Clean blinds and shades, including tapes and cords, to remove all dust, stains, soil, and smudges. Do not stain tapes or cords during cleaning.
- 3.1.2. Replace blinds removed for cleaning immediately. Do not allow blinds to remain down for more than 24 hours.
- 3.1.3. The blinds, tapes and cords will be free of dust, stains, soil and smudges upon completion of cleaning blinds.

**3.2. Building Surfaces**

- 3.2.1. Clean building surfaces using clean damp cloths, sponges, scrub pads, spray bottles of detergent solution, glass cleaner, or cream cleanser to remove smudges, fingerprints, marks, streaks, tape, etc. from the surfaces.
- 3.2.2. Clean exterior building surfaces using hoses or pressure washers to remove adhered soil and any foreign matter.

**3.3. Carpet Floors**

- 3.3.1. Clean carpet, walk-off carpet, rugs, runners, mats and entryway systems per manufacturer's specifications.

**3.3.2. Dry Compound Method**

1. Removing carpet stains using dry compound equipment and supplies (i.e. Whittaker, Millicare, or Host carpet systems) may be used as an interim method for cleaning carpets. Various commercial dry compound systems are available and may be used for interim or maintenance cleaning if system manufacturer's procedures are followed.

**3.3.3. Edging**

1. The process of using a backpack vacuum or the tools on an upright vacuum to remove dust, loose dirt and lint from carpet where it meets baseboards, furniture, walls or any other objects sitting on the carpet floors that cannot be easily moved.

**3.3.4. Hot Water Extraction**

1. The process of using hot water extraction equipment to remove any undesired substance covered by this contract from carpet floors.
1. Remove any items from the carpet floor being cleaned that can be removed.
2. Pile lift the carpet floors to be cleaned.
3. Remove staples embedded in the carpet pile.
4. Spot clean to remove any gum.
5. Apply appropriate hot water extraction cleaning product.
6. Operate the hot water extraction equipment over the entire carpet floor being cleaned.
7. Use floor fans as needed to aid the drying process.

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8. After allowing sufficient drying time, vacuum the carpet floor following a pattern that will give the carpet pile a uniform appearance.
9. Return any items that were removed from the carpet floor being cleaned.
10. Carpet floors will be free of litter, paper clips, staples, soil streaks, stains, spots and embedded dirt.
11. Certain carpet floors will require extraction more frequently than others due to different soiling rates.
12. The work will be accomplished in accordance with the approved schedule submitted to the Contract Administrator by the Contractor's PM.

3.3.5. Pile Lifting

1. The process of using a pile lifter to remove embedded soil from carpet floors to avoid soil compaction and carpet matting.
2. Certain carpet floors will require pile lifting more frequently than others due to different soiling rates.

3.3.6. Spinning Bonnet

1. Prohibited unless authorized by the Contract Administrator.

3.3.7. Spot Cleaning

1. The process of using hand tools or extraction equipment and the appropriate cleaning product to remove adhered soil from a small area of carpet floor.
2. Carpet floor will be substantially free of cleaning marks upon completion of spot cleaning without leaving a noticeable color differential from surrounding area.
3. Contractor will spot clean carpet floors as they are encountered and will not wait for the Contract Administrator to point them out.

3.3.8. Vacuuming

1. The process of using an upright vacuum to remove any loose, substance covered by this contract from carpet floors.
2. The carpet floors will be free of all detectable dust, soil, embedded grit and litter.

3.4. **Ceilings**

- 3.4.1. Ceilings and ceiling tile will be restored to "like-new" or "near-new" appearance leaving no degradation to acoustical properties of the ceiling.
- 3.4.2. Use agents that will be safe for use on ceiling vents, light fixtures, grids, and other ceiling fixtures.
- 3.4.3. Disinfect and deodorize the ceiling tiles, where applicable.
- 3.4.4. Notify County Inspector of any ceiling tiles and/or vents that need to be replaced.

3.5. **Chemicals** – See Cleaning Products, Paper Products and Trash Bags Section.

3.6. **Cleaning**

- 3.6.1. The process of removing any undesired substance covered by this contract from the building surfaces on which they are found.

3.7. **Cleaning, General**

- 3.7.1. Clean, sanitize, and polish building surfaces within designated facilities.

- 3.7.2. Employ appropriate cleaning techniques and use commercial-grade products and equipment to ensure a first-class professionally maintained appearance.
  - 3.7.3. Use germicidal detergent in restrooms, locker rooms, food areas, and drinking fountains.
  - 3.7.4. All surfaces will be free from soil, smudges, fingerprints, gum, marks, or streaks upon completion of general cleaning.
  - 3.7.5. General cleaning is not spot cleaning; rather it is the cleaning of total surface areas within a building.
- 3.8. Counters and Tables**
- 3.8.1. Polish the fronts and tops of all counters with a non-abrasive product.
  - 3.8.2. Particular attention should be paid to court-rooms, libraries and other regularly used tables and other high visibility areas.
  - 3.8.3. In addition, the furnishings in all reception areas should be monitored frequently because these are high traffic areas.
- 3.9. Damp Wiping**
- 3.9.2. The process of using a cloth moistened with the appropriate cleaning product to make building surfaces free of any undesired substance covered by this contract.
- 3.10. Disinfecting**
- 3.10.2. The process of applying a product that kills tuberculosis, hepatitis, HIV, MRSA and other infectious organisms within an established period of time.
  - 3.10.3. All potential risk surfaces shall be cleaned using an EPA registered disinfectant spray for restrooms and other potential contaminated surfaces.
  - 3.10.4. County will ensure that signage is posted in all County restrooms with the message to thoroughly wash your hands.
- 3.11. Dispensers**
- 3.11.2. Clean and disinfect the towel, toilet paper, toilet seat covers and soap dispensers.
  - 3.11.3. Upon completion of cleaning and filling dispensers, all dispenser surfaces will be clean, free of all soil and streaks, disinfected with germicidal detergent.
- 3.12. Drinking Fountains, Water Coolers and Dispensers**
- 3.12.1. Remove all soil, mineral deposits, streaks, and smudges from the drinking fountains and cabinets by damp wiping or hand scrubbing.
  - 3.12.2. Disinfect all surfaces including the orifice and drain with particular attention to handles and spout.
  - 3.12.3. Remove soil and dust from air vents.
  - 3.12.4. The entire drinking fountain will be clean, disinfected, and free of any soil, mineral deposits, streaks, detergent residue, and debris upon completion of cleaning drinking fountains.
- 3.13. Dusting**
- 3.13.1. The process of removing dust, loose dirt, lint and cob webs from building surfaces in the appropriate manner to make sure the substance being removed does not become air borne.
  - 3.13.2. Contractor shall accomplish dusting by using treated dust cloths, treated dust tools, damp sponges, vacuums/backpack vacuums with crevice tools, brush attachments and all wall attachments.

**3.14. Dusting, High**

- 3.14.1. Dusting building surfaces above the general level of a desk or counter top up to approximately 8 feet in height that can be reached from a short ladder or stool.
- 3.14.2. All building surfaces in this defined area will be uniformly clean, free of dust, loose dirt, lint and cobwebs upon completion of dusting.

**3.15. Dusting, Low**

- 3.15.1. Dusting building surfaces from and including the general level of a desk or counter top down to floor height.
- 3.15.2. All building surfaces in this defined area will be uniformly clean, free of dust, loose dirt, lint and cobwebs upon completion of dusting.
- 3.15.3. This may require movement of furniture to reach areas under and behind furniture to include baseboards, furniture legs, etc.
- 3.15.4. Do not disturb paperwork or tenants' personal items on top of desks, work stations or other horizontal building surfaces.

**3.16. Dusting, Overhead**

- 3.16.1. Dusting building surfaces above the general level of 8 feet in height up to and including the ceiling that are visible from the floor surface below or adjacent floor levels, balconies, stairs, etc.
- 3.16.2. All building surfaces in this defined area will be uniformly clean, free of dust, loose dirt, lint and cobwebs upon completion of dusting.
- 3.16.3. Use caution when cleaning delicate structures.
- 3.16.4. Contractor is responsible to provide the equipment, such as large ladders, scaffolding or lifts, needed to complete this task.

**3.17. Furniture**

- 3.17.1. Remove all soil and dust from office desks, chairs, file cabinets, tables, stands, directories, and other furnishings. (Wood doors will also be considered furniture for this service).
- 3.17.2. Clean and polish wood furniture with a wood polish, using no water or detergents.
- 3.17.3. Vacuum all cloth-upholstered furniture, including under and between cushions.
- 3.17.4. Clean upholstered furniture with an approved spot cleaner and detergent to remove soil that cannot be removed by vacuuming.
- 3.17.5. Clean synthetic-covered furniture with vinyl cleaner.
- 3.17.6. All surfaces of furniture and fixtures will be free of dust, soil smears, smudges, streaks, stains, and excess polish upon completion of cleaning furniture and fixtures.

**3.18. Furniture, Upholstered**

- 3.18.1. Use a hot water extractor to remove stains.
- 3.18.2. Apply a soil retardant to the fabric portions of seats. Pre-test the compatibility of chemicals with the fabric by applying a small amount to a detached swatch of the material, if available, or to a small, inconspicuous part of the fabric on the furniture.
- 3.18.3. All brushing and vacuuming, both before and after extracting shall be repeated until there is no longer evidence of soil and chemical residue in the fabric.
- 3.18.4. Chewing gum and other gummy soils shall be removed with aerosol fluorocarbon gum remover, putty knife, and/or a stiff bristled utility brush.



3.18.5. Any areas of the fabric which are inaccessible to the equipment shall be cleaned with solution from the machine and manual scrub.

3.18.6. Non-fabric parts of the furniture are to be wiped with neutral detergent and a clean cloth or sponge to remove shampoo residue and dry soil.

### 3.19. **Glass, Mirrors and Windows Cleaning**

3.19.1. Glass surfaces include windows and mirrors, all display cases and cabinets, building directory board enclosures, picture frame enclosures, and glass panels within or adjacent to interior and exterior doors.

3.19.2. Glass and mirrors will be without streaks, film smudges, deposits, and stains and be uniformly bright in appearance.

3.19.3. Adjacent surfaces will be wiped clean.

3.19.4. Frames, casings, sills, and ledges will be free of soil, dirt, tape, tape residue, smudges, or splash marks. Splashed glass cleaner, drip marks, and all other types of soil streaks will be removed from all adjacent surfaces such as walls, frames, casing, and trim.

3.20. **Green Cleaning** – See Green Cleaning Section.

### 3.21. **Gum Removal**

3.21.1. Gum shall be removed from floors, carpet, sidewalks or any other surfaces daily with an EPA approved gum removal solvent and a putty knife or another acceptable method approved by County.

3.21.2. Use caution not to damage delicate building surfaces.

### 3.22. **Hard Floors**

#### 3.22.1. Burnishing

1. The process of using a floor machine and pad to maintain a hard floor's appearance.

2. The process combines high speeds with a rougher floor pad texture resulting in a smooth surface that provides maximum gloss. It is not a cleaning method. It restores gloss, removes scratches, and helps maintain a smooth glossy surface. Routine recoating is a must with burnishing in order to maintain an adequate base and substrate protection. Equipment speed - High Speed 1,500 - 2,000 RPM, Ultra High Speed 2,000 - 3,000 RPM.

3. Burnishing is a dry method of polishing a hard floor that uses a combination of heat and abrasion to give the "wet look".

4. Place "Caution" signs at easy-to-see locations near the entrances into the area burnished.

5. Remove any items from the tile floor being maintained that can be removed.

6. Use a putty knife to remove gum.

7. Use a treated dust mop to remove dust and loose soil.

8. Damp mop if necessary, making sure to use a product that leaves no residue.

9. If required, disinfect by following disinfectant label's instructions.

10. Attach burnishing pad to the floor machine.

11. Walk in a straight line while using a high speed machine and keep moving.

12. Change pads often. When too much dirt accumulates on the pad it begins to melt into the floor finish.

13. Starting at the farthest corner from the entrance, spray a small area in front of the machine with spray-buffing product and begin buffing.
14. Sweep entire floor area that was burnished.
15. When finished, remove the "Caution" signs.
16. Return all items to their original positions.
17. The entire floor will have a uniform finish and a uniform, glossy appearance, be free of scuffmarks, heel marks and stains after upon completion.

3.22.2. Grout Cleaning

1. Dry sweep or vacuum area to remove any loose debris.
2. Pre-treat the tile and grout with a non-toxic, biodegradable cleaning solution to help emulsify the soils embedded in the grout and on the surface of the tile. Let this solution dwell for 10 – 15 minutes.
3. Agitate the solution into the grout lines and on the surface of the tile with a floor machine or deck brush.
4. If stains remain, hand scrubbing and potentially more cleaning solution, should be used to remove the stain.
5. Clean and extract any built up soils, grease and mildew from the pores of the tile and grout.

3.22.3. Grout Sealing

1. Dry sweep or vacuum area to remove any loose debris.
2. Pre-treat the tile and grout with a non-toxic, biodegradable cleaning solution to help emulsify the soils embedded in the grout and on the surface of the tile. Let this solution dwell for 10 – 15 minutes.
3. Agitate the solution into the grout lines and on the surface of the tile with a floor machine or deck brush.
4. If stains remain, hand scrubbing and potentially more cleaning solution, should be used to remove the stain.
5. Clean and extract any built up soils, grease and mildew from the pores of the tile and grout.
6. Once dry, apply approved clear grout sealer.
7. Use a spray bottle, clean cloth or small sponge for sealer application.
8. Let the sealer stand 3 to 5 minutes before buffing with a (separate) clean cloth or pad.
9. Entire surface is buffed to remove excess sealer residue.
10. Do not allow the sealer to dry on the tile or grout surface, as this may leave a residue.
11. Floor wax is not to be used to seal grout.

3.22.4. Machine Scrubbing

1. The process of using a floor machine to clean floor surfaces that cannot be removed through wet mopping.
2. Machine scrub floors using a neutral cleaner by operating a floor machine design for scrubbing the floor type and areas that can be reached by moving furnishings; manually scrub areas that are inaccessible with the machine.

3. Do not leave water or scrubbing solution on the floors longer than necessary to complete the cleaning.
4. Collect dirty water and rinse the floor clean until it is free of all solution.
5. Place wet floor caution signs on the floor around the wet area.
6. Use wet/dry tank vacuums to pick up the scrubbing solution and wet mops, buckets and wringers in areas inaccessible to tank vacuum.
7. Remove all splash marks on baseboard, furniture and other such surfaces.
8. All floor surfaces and grout will be free of soiling, marks, stains, and free of chemical residue.

3.22.5. Mopping

1. The process of removing adhered soil from hard floors.
2. The entire floor surface, including in corners and around wall projections, will be clean and free of all soil, streaks, footprints, and spots.

3.22.6. Scrubbing and Recoating

1. A process, short of stripping, used to restore floors when they become embedded with soil and have excessive scuffs, scratches and marks and then applying successive coats of floor finish to provide improved appearance and protection.
2. Place "Caution" signs at easy-to-see locations near the entrances into the area being worked on.
3. Remove any items from the tile floor being maintained that can be removed.
4. Use a putty knife to remove gum.
5. Use a treated dust mop to remove dust and loose soil.
6. Apply neutral cleaning solution onto the floor area that you will be scrubbing and let the solution sit for 3- 5 minutes.
7. Start scrubbing with either auto scrubber or floor machine with the appropriate pad.
8. Remove the solution from the floor with a mop, wet vacuum or auto scrubber.
9. Rinse thoroughly floor, use hot water if available.
10. Wipe off the base boards at this time, if you have not taped off.
11. Do one final rinsing and then let the floor dry.
12. Apply required number of finish coats.
13. When finished, remove the "Caution" signs.
14. Return all items to their original positions.
15. The entire floor will have a uniform finish and a uniform, glossy appearance, be free of scuffmarks, heel marks and stains after upon completion.

3.22.7. Spray Buffing

1. The process of using a floor machine, pad and spray-buffing product to maintain a hard floor's appearance, cleanliness and extend the life of the finish.
2. The process combines lower speeds with a rough floor pad texture to clean and shine the floor. It may assist in removing surface scratches, but will not restore a high, wet-look shine like burnishing will. Equipment speed 175 - 300 RPM.

3. Match the floor finish in the spray-buff product to that already on the floor
4. Place "Caution" signs at easy-to-see locations near the entrances into the area being spray buffed.
5. Remove any items from the tile floor being cleaned that can be removed.
6. Use a putty knife to remove gum.
7. Use a treated dust mop to remove dust and loose soil.
8. Damp mop if necessary.
9. If required, disinfect by following disinfectant label's instructions.
10. Attach buffing pad to the floor machine.
11. Inspect the room or area to be spray buffed to determine where attention is needed.
12. Starting at the farthest corner from the entrance, spray a small area in front of the machine with spray-buffing product and begin buffing.
13. Buff until glossy and not tacky.
14. Repeat same spray buffing operation for additional small areas until entire floor has the desired appearance.
15. Remove spray-buff cleaning product from baseboards and furniture.
16. Sweep entire floor area that was spray buffed.
17. When finished, remove the "Caution" signs.
18. Return all items to their original positions.
19. The entire floor will have a uniform coating of floor finish and a uniform, glossy appearance, be free of scuffmarks, heel marks and stains after upon completion.

3.22.8. Stripping/Sealing/Finishing

1. The process of completely removing all old finish from the floor surface and surrounding baseboards and then applying new coats of floor finish.
2. Stripping also includes the complete removal of all marks, scuffs, and stains.
3. Place "Caution" signs at easy-to-see locations near the entrances into the area being worked on.
4. Remove any items from the tile floor being maintained that can be removed.
5. Use a putty knife to remove gum.
6. Use a treated dust mop to remove dust and loose soil.
7. Test the stripper in an inconspicuous area.
8. Start in a corner farthest from your exit and work toward that exit.
9. Use the mop to cover a 2 feet by 4 feet area with the stripper. Cover the area thoroughly without flooding it (use enough stripper needed to break down the old wax).
10. Let the stripper sit according to instructions, then use the floor pads to scrape away wax buildup (with a doodlebug and fitted piece of floor pad for a small area, or full pad and floor machine for the larger area); while scrubbing the first area, apply the stripper to a 2nd area and let it soak to be ready when you finish the first area.

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11. Use the small cleaning brush for nooks and crannies, the putty knife where scraping is necessary.
12. Vacuum up, or squeegee the wax and stripper residue into the dustpan and deposit in a bucket.
13. Use a mop and rags to soak up any excess residue that the squeegee or vacuuming misses. All floor surfaces to which stripper is applied will be thoroughly rinsed with clean water.
14. No stripping solution will remain on baseboards, cove moldings, doors, or other non-floor surfaces.
15. Use a scraper to test areas to make sure that the stripping is complete (leftover wax will otherwise produce an uneven finished appearance).
16. Continue this process until the whole area has been stripped. Don't let the stripper dry before you can get to it because this can make it difficult to remove. Wet vac the old wax and stripping solution right away (don't dispose of this material into a sink as it could plug the drain – pour it through a filter first).
17. Let the floor dry thoroughly. Apply floor fans and air movement to speed up the process (put on low to medium speed so as not to blow ceiling dust, etc. around). Do a final check of the floor with clean footwear or new booties to sweep or vac off any debris, hair, dust, etc.
18. Application of finish and sealer is required. Typically 3 coats is a good balance. Apply the finish to the floor surfaces with a clean mop.
19. The application of excessive amounts of finish will be avoided and excessive buildup of finish is not permitted.
20. Sufficient finish will be used to fully protect the floor surface and present a uniform luster and neat, well-kept appearance.
21. Use a liquid non-slip water emulsion type floor finish on all floor coverings cleaned according to specifications.
22. Non-slip properties of the floor finish are especially important in public corridors, tenant spaces, and stairwells.
23. Line an available mop bucket with a heavier gauge garbage bag to pour the finish into – make sure the wheels of the mop bucket are clean and don't get wet with finish that will leave marks.
24. Don't use too much floor finish to help avoid 'wax buildup', especially in corners and along edges.
25. With a clean mop (can be microfiber) try using figure 8 circular motions for the applications.
26. Try to lay smooth coatings without drippings. If your application is leaving bubbles then you are putting too much down.
27. Missed areas on the first coat can be covered on later coats.
28. Let areas completely dry between coatings (20-40 minutes, always quicker with air movement – don't blow air directly close on an area that could cause distortions or ripples in the wax on the floor).
29. After the 2nd coat, walk on with socks and booties only and not hard soles that may leave marks on the finish.

30. Let cure overnight. For a nicer finish, burnish the floor with a high speed floor machine.
31. If you have to redo an area, tape off that small area so that you can just focus on that area.
32. When finished, remove the "Caution" signs.
33. Return all items to their original positions.
34. The entire floor will have a uniform finish and a uniform, glossy appearance, be free of streak, swirls, scuffmarks, heel marks and stains after upon completion.
35. When inspection shows a buildup of finish or other deposits of foreign materials or finish over dirt, strip the surface clean and apply new finish.
36. When inspection shows a finish build-up in corners, edges, or flashed on cove moldings or stainless steel kick plates, remove the finish buildup.

3.22.9. Sweeping:

1. The process of removing dust, loose dirt, lint and debris from hard floors.
2. The process can be accomplished with a broom, dust mop, or microfiber cloth.

**3.23. Metal Cleaning and Polishing**

- 3.23.2. Remove all tarnish, clean and polish all bright metal building surfaces.
- 3.23.3. Apply metal polish by cloth to surfaces being cleaned or polished.
- 3.23.4. Do not spray directly on metal surfaces to reduce any slip hazard caused by such agents drifting onto floors.
- 3.23.5. All metal surfaces will be free of dust, soil, smears, tarnish, smudges, streaks, stains, and excess polish; and be clean and bright upon completion of polishing metal. Remove metal cleaner quickly from adjacent surfaces.

**3.24. Plumbing Fixtures**

- 3.24.2. Plumbing fixtures and dispensers are clean when free of all deposits and stains so that item is left without dust, streaks, film odor and/or stain.

**3.25. Policing**

- 3.25.2. To make neat and orderly. This will include but not be limited to removing visible loose dirt, trash and debris; empty trash and recycling containers; refill restroom paper product and soap dispenser; as well as clean up spills; and take appropriate action to abate potential safety hazards.

**3.26. Pressure Washing**

- 3.26.2. The process of using pressure washing equipment with biodegradable detergent or other approved cleaning products in conjunction with scrapers, brushes, etc. to remove any undesired substance covered by this contract from any building surface covered by this contract.
- 3.26.3. If the pressure washing will result in damage to paint, structures, etc. it should be substituted by a method that will effectively clean areas described without any resultant damage.

**3.27. Pressure Washing, Hot Water/Steam**

- 3.27.2. The process of using pressure washing equipment with biodegradable detergent or other approved cleaning products in conjunction with scrapers, brushes, etc. to remove any undesired substance covered by this contract from any building surface covered by this contract.
- 3.27.3. Equipment must provide water or steam at or above 212 degrees Fahrenheit.
- 3.27.4. This method will be used if less intensive methods are not successful in attaining

desired cleanliness.

### **3.28. Recyclables**

- 3.28.2. Clear trash liners are used for all areas.
- 3.28.3. Empty and return all recycling containers of any type and size to their original positions.
- 3.28.4. Remove bulky items such as rolls of plans or cardboard boxes that are placed by recycling containers and clearly marked for disposal.
- 3.28.5. Clean spills and foreign substances from all surfaces of the recycling container.
- 3.28.6. Replace plastic bag liners in all recycling containers after each servicing.
- 3.28.7. Empty recyclables into a designated dumpster or receptacle to avoid littering adjacent areas.
- 3.28.8. Clean up any spill or litter generated by Contractor work operations.
- 3.28.9. All recycling containers and the areas adjacent to recycling containers will be free of debris, spills and foreign substances.
- 3.28.10. A clean, new trash can liner will be placed in the container; and all recyclables will be placed into the designated dumpster upon completion.
- 3.28.11. Empty and wipe all recycling containers with a chemically treated or damp cloth. If containers become unduly soiled, they must be washed.
- 3.28.12. Contractor shall furnish plastic liners for recycling containers.

### **3.29. Reducing Airborne Dust**

- 3.29.2. Dust with a vacuum cleaner equipped with non-conductive type nozzles and brushes in areas where airborne dust cannot be tolerated, such as computer rooms, clean rooms, data processing rooms, electronics rooms, telephone equipment rooms and other areas containing precision equipment.

### **3.30. Sidewalk Cleaning**

- 3.30.2. Sidewalk stains and/or gum removal that could affect employees and/or customers are to be completed daily.
- 3.30.3. Heavy cleaning will be scheduled with Contract Administrator.

### **3.31. Sinks, Toilets and Urinals**

- 3.31.2. Clean and disinfect the washbasins and sinks to be free from streaks, stains, scale, scum, soap deposits, and odors.
- 3.31.3. Plumbing pipes above and below counters, fixtures, faucets, and metal ware will be clean and bright and free of dirt, dust and deposits.
- 3.31.4. To clean bright metal finishes in the restrooms use soft cloth towels only, there will be absolutely no use of paper towels or scrubbing pads to clean metal finishes such as faucets, flush valves or soap dispensers.

### **3.32. Sink, Toilets and Urinals - Descaling**

- 3.32.2. For daily cleaning, use a non-acid-type bowl cleaners (the lowest quantity required to be effective) and nylon bowl mops to remove scale, scum, mineral deposits, rust stains, etc. from the inside of toilet bowls and urinals.
- 3.32.3. An acid-based descaling product may only be used with the Contract Administrator's approval. Any damage to surface finishes caused by Contractor or its employees shall be replaced or repaired at Contractor's expense.

### 3.33. **Spot Cleaning**

3.33.1. Spot clean is cleaning a smaller surface area within a total surface area and is to be free of all stains and deposits.

3.33.2. Surfaces will be substantially free of cleaning marks upon completion of spot cleaning without leaving a noticeable color differential from surrounding area.

### 3.34. **Telephones**

3.34.1. Dust and damp wipe with a non-toxic, non-irritating solution.

3.34.2. Handset containing the ear and mouth pieces shall be wiped with a clean cloth dampened with a non-toxic, non-irritating germicidal solution.

### 3.35. **Terrazzo Flooring - Refinishing**

3.35.1. Wet Diamond grinding, honing and subsequent polishing shall be performed using industrial grade equipment specifically designed for stone honing and polishing work (i.e. HTC Professional Grinder 420 to 800 Series or equivalent). The designated restoration area shall be honed to a minimum 3500 level.

3.35.2. Using the below process, Contractor shall restore a minimum twenty-five (25) square foot "test area" using a wet diamond grinding/honing and polishing process prior to beginning of work at no cost to the County to determine capability of contractor to perform work at a satisfactory level. Testing should determine diamond grit size and sequence to be used to achieve a wax free diamond polished terrazzo floor. Contractor shall submit notification of conditions encountered and performance of products to the Contract Administrator for acceptance and approval. Upon approval of system, method and end result, the approved test shall become the standard of quality for the remaining work. The process shall include:

1. Thoroughly clean and rinse floor with water and allow to dry thoroughly.
2. Use a wet grinding process with diamond discs to bring terrazzo to a natural polish. Start with 400 grit and finish with a minimum of 3500 grit.
3. Wet vac and mop to remove all slurry and dust.
4. High-speed burnish the terrazzo.
5. Dust floor to ensure all debris has been removed.
6. Apply approved floor protector.
7. If floor has a low gloss, repeat steps 4, 5 and 6

3.35.3. Minimum equipment requirements:

1. Floor grinding equipment: HTC Professional Grinder 420 to 800 Series or equivalent.
2. Floor Maintenance: 20" floor machine with minimum machine weight of 150 lbs. for proper crystallizing requirements.
3. Wet Vacuums: Advance Wet/Dry Air Scoop or equivalent.

3.35.4. No surface waxes, coatings, or sealers are allowed on terrazzo floors.

3.35.5. All restored surfaces shall be inspected for compliance under this contract prior to removal of pedestrian barriers. Secure approval of Contract Administrator prior to relocation of work effort.

3.35.6. Wet Grinding: Contractor must use a wet grinding process for purposes of eliminating dust deposits and indoor air quality concerns. Vacuum systems commonly used in dry grinding operations do not capture all of the dust created. All adjacent surfaces shall be protected from any work performed under this section.



- 3.35.7. Terrazzo Repairs: Contractor will not be responsible for repairing terrazzo floors. Contractor will be responsible for the cost to repair terrazzo floors if actions or negligence of Contractor caused the damage.
- 3.35.8. Water Recycling and Slurry Disposal: All slurry generated by contractor shall be picked up and dehydrated to remove all water. Slurry solid shall than be removed by contractor and dispose of in accordance with local and state codes. To avoid environmental hazard no slurry shall be dumped down the drain during the grinding process.
- 3.35.9. Edge Work: All edges will be polished to blend with entire floor so that final finish is equal in appearance.
- 3.35.10. Baseboard: All terrazzo base board shall be thoroughly cleaned to remove grease, oils, dirt, waxes and other contaminants.
- 3.35.11. Slip-Resistance: Contractor shall obtain and record slip resistance readings of the finished terrazzo floor and ensure the Coefficient of Friction satisfies the ADA recommendations for slip resistance. Results of the readings shall be submitted to the Contract Administrator upon completion.
- 3.35.12. Contractor shall ensure all work areas kept clean and organized during and after each work shift.
- 3.35.13. Contractor shall maintain a safe and accessible egress route around the work area during times work is being performed. Contractor shall use a physical barrier such as temporary gates or curtains to restrict access to the work area during work times. During times when restoration is not taking place the restoration area shall be accessible, useable and safe for airport pedestrians to use uninhibited. Wet floor signs shall be displayed at all times during work.
- 3.35.14. Contractor shall at all times conduct his work to ensure the least inconvenience to the establishment. Closures of work will be permitted, when required, upon specific approval of the Contract Administrator or its designee.
- 3.35.15. Contractor shall confine all equipment and materials to storage areas provided when not working.
- 3.35.16. Utilities: Special care shall be exercised around all existing utilities including, but not limited to electrical floor, base and wall outlets, floor diffusers, lighting and telephones. Should interruption of existing utility service become necessary at any time, prior approval from the Contract Administrator or its designee prior to interruption is required.

### 3.36. **Trash**

- 3.36.1. Clear trash liners are used for all areas.
- 3.36.2. Empty and return all trash containers of any type and size to their original positions.
- 3.36.3. Remove bulky items such as rolls of plans or cardboard boxes that are placed by trash containers and clearly marked as trash.
- 3.36.4. Clean spills and foreign substances from all surfaces of the trash container.
- 3.36.5. Replace plastic bag liners in all trash containers after each servicing.
- 3.36.6. Empty trash and rubbish into a designated dumpster or receptacle to avoid littering adjacent areas.
- 3.36.7. Clean up any spill or litter generated by Contractor work operations.
- 3.36.8. All trash containers and the areas adjacent to trash containers will be free of trash, spills and foreign substances.
- 3.36.9. A clean, new trash can liner will be placed in the container; and all trash will be placed into the designated dumpster upon completion of trash removal.

- 3.36.10. Empty and wipe all wastebaskets and outside ashtrays with a chemically treated or damp cloth. If wastebaskets become unduly soiled, they must be washed.
- 3.36.11. Contractor shall furnish plastic liners for trash containers.

**End of Section**

**If any of the information provided in this section contradicts the care and maintenance instructions provided by a product manufacturer, County will provide Contractor direction on which specification to follow.**

**PART 1**

**GENERAL SPECIFICATIONS AND REQUIREMENTS**

**JANITORIAL SERVICES FOR VARIOUS LARGE COUNTY FACILITIES**

**SECTION 4 – FREQUENCIES & PROCEDURES FOR CLEANING**

**4. FREQUENCIES & PROCEDURES FOR CLEANING**

4.1. All frequencies listed below are considered to be minimum service levels. If increased frequencies are needed to meet the performance standards the increased frequency will be provided at no additional cost to County.

4.2. Tasks are to be performed per the Definitions and Technical Specifications Sections to comply with the Performance Standards Section.

4.3. If there is a discrepancy in minimum frequencies for a task listed in Sections 4.4 and 4.5 below, the more frequent requirement is to prevail as the minimum service level.

**4.4. Minimum (Min.) Frequencies, Alphabetically By Task**

Table 1: Tasks				
	Task	Building Surface	Building Area	Min. Frequency
1	Burnishing	Hard Floors	All	Monthly
2	Damp/Wet Wiping	Blinds and Shades	All	Monthly
3	Damp/Wet Wiping	Bright Metal	Restrooms and Elevators	Daily
4	Damp/Wet Wiping	Bright Metal	Other Building Surfaces	Daily
5	Damp/Wet Wiping	Debris Receptacles	All	Daily
6	Damp/Wet Wiping	Dispensers	All	Daily
7	Damp/Wet Wiping	Furniture	All	Daily
8	Damp/Wet Wiping	Glass/Windows	Entrance/Service Windows	Daily
9	Damp/Wet Wiping	Mirrors	Restrooms	Daily
10	Damp/Wet Wiping	Mirrors	Others	Daily
11	Damp/Wet Wiping	Windows, Exterior	Spots on Interior Side	Daily as Needed
12	Damp/Wet Wiping	Windows, Exterior	All of Interior Side	Annually
13	Damp/Wet Wiping, Overhead	Windows, Interior	Interior Lobby, Overhead	Monthly
14	Damp/Wet Wiping	Other Building Surfaces	All	Daily as Needed
15	Damp/Wet Wiping	Sinks/Toilets/Urinals	All	Daily
16	Descaling	Sinks/Toilets/Urinals	All	Daily
17	Disinfecting	Sinks/Countertops	All	Daily
18	Disinfecting	Sinks/Toilets/Urinals	Restrooms	Daily
19	Disinfecting	Water Fountains	All	Daily

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20	Disinfecting	Other Building Surfaces	All Other Areas	Daily
	Task	Building Surface	Building Area	Min. Frequency
21	Dry Compound Method	Carpet Floors	All	Daily as Needed
22	Dusting, High	Building Surfaces	All	Weekly
23	Dusting, Low	Building Surfaces	All	Weekly
24	Dusting, Overhead	Building Surfaces	All	Quarterly
25	Edging	Carpet Floors	All	Weekly
26	Filling	Dispensers/Urinal Screens	All	Daily
27	Filling	Floor Drains	All	Weekly
28	Grout Cleaning	Hard Floors	All	Monthly
29	Grout Sealing	Hard Floors	All	Semi-Annually
30	Gum Removal	Building Surfaces	All	Daily
31	Hand Scrubbing	Drinking Fountains	All	Daily
32	Hand Scrubbing	Floor Drains	All	Weekly
33	Hand Scrubbing	Sinks/Toilets/Urinals	All	Daily
34	Hand Scrubbing	Graffiti	All	Daily
35	Hand Scrubbing	Other Building Surfaces	All Other Areas	As Needed
36	Hand Scrubbing	Sinks/Toilets/Urinals	All	Daily
37	Hot Water Extraction	Carpet Floors	Entryway Systems	Weekly
38	Hot Water Extraction	Carpet Floors	Walk-Off Carpet	Weekly
39	Hot Water Extraction	Carpet Floors	High Traffic Areas	Quarterly
40	Hot Water Extraction	Carpet Floors	All Other Areas	Semi-Annually
41	Incrustation/Build-Up Removal	Hard Floors	All	Quarterly
42	Machine Scrubbing	Hard Floors	All	Weekly
43	Mopping	Hard Floors	All	Daily
44	Pile Lifting	Carpet Floors	High Traffic Areas	Monthly
45	Pile Lifting	Carpet Floors	All Other Areas	Quarterly
46	Policing	Building Surfaces	All	Daily
47	Pressure Washing	Building Surfaces	Exterior	Quarterly
48	Processing Recyclables	Debris Receptacles	All	Daily

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	Task	Building Surface	Building Area	Min. Frequency
49	Processing Trash	Debris Receptacles	All	Daily
50	Sanitizing	Carpet Floors	All	As Needed
51	Scrubbing/Recoating	Hard Floors	All	Quarterly
52	Slip Resistant	Hard Floors	All	After Application
53	Spinning Bonnet	Carpet Floors	All	Prohibited
54	Spot Cleaning	Carpet Floors	All	Daily
55	Spot Cleaning	Other Building Surfaces	All Other Areas	Daily
56	Spot Cleaning	Upholstery	All	Daily
57	Spray Buffing	Hard Floors	All	Weekly
58	Spray Buffing	Hard Floors	High Traffic Areas	Daily
59	Standing Water Removal	Hard Floors	All	Daily
60	Stripping/Sealing/Refinishing	Hard Floors	All	Semi-Annually
61	Sweeping	Hard Floors	All	Daily
62	Vacuuming	Carpet Floors	All Other Areas	Daily
63	Vacuuming	Elevator Tracks	All	Daily
64	Vacuuming	Upholstery	All	Daily as Needed

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Table 2: Carpet Floors - Tasks From Table 1				
	Task	Building Surface	Building Area	Min. Frequency
1	Dry Compound Method	Carpet Floors	All	As Needed
2	Hot Water Extraction	Carpet Floors	Entryway Systems	Weekly
3	Hot Water Extraction	Carpet Floors	Walk-Off Carpet	Weekly
4	Hot Water Extraction	Carpet Floors	High Traffic Areas	Quarterly
5	Hot Water Extraction	Carpet Floors	All Other Areas	Semi-Annually
6	Edging	Carpet Floors	All	Weekly
7	Pile Lifting	Carpet Floors	High Traffic Areas	Monthly
8	Pile Lifting	Carpet Floors	All Other Areas	Quarterly
9	Sanitizing	Carpet Floors	All	As Needed
10	Spinning Bonnet	Carpet Floors	All	Prohibited
11	Spot Cleaning	Carpet Floors	All	Daily
12	Vacuuming	Carpet Floors	High Traffic Areas	Daily
13	Vacuuming	Carpet Floors	All Other Areas	Weekly

Table 3: Hard Floors - Tasks From Table 1				
	Task	Building Surface	Building Area	Min. Frequency
1	Burnishing	Hard Floors	All	Monthly
2	Grout Cleaning	Hard Floors	All	Monthly
3	Grout Sealing	Hard Floors	All	Semi-Annually
4	Incrustation/Build-Up Removal	Hard Floors	All	Monthly
5	Machine Scrubbing	Hard Floors	All	Weekly
6	Mopping	Hard Floors	All	Daily
7	Scrubbing/Recoating	Hard Floors	All	Quarterly
8	Slip Resistant	Hard Floors	All	After Application
9	Spray Buffing	Hard Floors	All	Weekly
10	Standing Water Removal	Hard Floors	All	Daily
11	Stripping/Sealing/Refinishing	Hard Floors	All	Semi-Annually
12	Sweeping	Hard Floors	All	Daily

Table 4: Annual Air Quality		
	Task	Frequency
1	Clean and dust all air conditioning grilles.	Annually
2	Clean and dust ceiling tiles as needed.	Annually
3	Clean and dust overhead lighting fixtures and lenses.	Annually
4	Clean and dust all wall surfaces as needed.	Annually
5	Vacuum all upholstered furniture and wall partitions using a HEPA filtered vacuum.	Annually
6	Clean all upholstered furniture and wall partitions using HEPA filtered hot water extraction system.	Annually
7	Dust and clean all furniture surfaces including leather, vinyl and plastic portions.	Annually
8	Clean and dust under all upholstered furniture including legs and bottoms.	Annually
9	Clean interior side of all windows.	Annually
10	Clean all window sills.	Annually
11	Clean all vertical and horizontal blinds.	Annually
12	Vacuum all draperies using a HEPA filtered vacuum.	Annually
13	Clean and dust all book stacks and shelves; tops, bottoms and between books.	Annually
14	Vacuum tops of all books using a HEPA filtered vacuum.	Annually
15	Remove all items and clean under desks and other furniture.	Annually
16	Remove all items and vacuum under desks and other furniture using a HEPA filtered vacuum.	Annually
17	Clean and dust all baseboards throughout the facility including under desks, behind furniture, etc.	Annually
18	Clean all carpet areas using HEPA filtered hot water extraction system.	Annually
19	Clean any cleanable surfaces that are not specifically mentioned above.	Annually
20	All accessible areas are to be free of dust at the completion of the cleaning.	Annually

Contractor must provide a schedule for annual air quality cleaning to the Contract Administrator during the first month of the contract. Contractor must coordinate scheduling of the air quality cleaning with the Contract Administrator.

**4.5. Minimum (Min.) Frequencies, By Facility Area**

**4.6. Entrances, Exterior Landings, Loading Docks and Ramps**

**4.6.1. Daily**

1. Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.
2. Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.

3. Clean the debris receptacles with a cloth dampened with cleaner/disinfectant solution.
4. Clean and police for the removal of dirt, mud, trash, and litter.
5. Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.
6. Clean items such as mats, surfaces under mats, and foot scrapers.
7. Vacuum mats, rugs and entryway systems.
8. Clean all glass doors and glass panels adjacent to glass doors.
9. All entrance surfaces and entrance mats will be clean and free of any soil, streaks, and debris upon completion of cleaning entrances.
10. Return mats to their original positions.

4.6.2. Quarterly

1. Pressure wash floor and wall surfaces being careful to not damage painted surfaces.
2. Clean exterior carpet-like entryway systems with hot water extraction.

4.7. **Lobbies and Hallways**

4.7.1. Daily

1. Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.
2. Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.
3. Clean the debris receptacles with a cloth dampened with cleaner/disinfectant solution.
4. Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.
5. Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lint free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.
6. Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.
7. Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.
8. Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned.
9. Pick up trash.
10. Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.
11. Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.
12. Vacuum mats, rugs and entryway systems.
13. Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.
14. Return all furnishings to their original positions after cleaning.



15. Report items requiring maintenance to County for prompt repair.
16. Clean and sweep metal portions of entryway systems, including the wells.

4.7.2. Weekly

1. Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).
2. Edge all carpeted areas.
3. Pile lift high traffic areas.
4. Clean interior entryway systems with hot water extraction.
5. Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short-handled duster.
6. Dust picture frames with a lightly treated dust cloth or short-handled duster.
7. Spray buff tile floors (some facilities may require more frequency).
8. Machine scrub tile floors (some facilities may require more frequency).
9. Mop wells of entryway systems.

4.7.3. Monthly

1. Damp wipe blinds.
2. Clean floor grout (some facilities may require more frequency).
3. Burnish tile floors (some facilities may require more frequency).

4.7.4. Quarterly

1. Speaker grills, fluorescent light diffusers or other lighting fixtures shall be cleaned quarterly or more frequently if necessary.
2. Overhead Dusting.
3. Clean high traffic areas of carpet floors with hot water extraction.
4. Pile lift all carpeted areas.
5. Scrub and recoat tile floors (some facilities may require more frequency).
6. Remove any incrustation or build up on tile floors (some facilities may require more frequency).

4.7.5. Semi-Annually

1. Clean all carpet floors with hot water extraction.
2. Seal floor grout (some facilities may require more frequency).
3. Strip, seal and refinish tile floors (some facilities may require more frequency).

4.8. **General Offices, Courtrooms, Hearing Rooms and Auditoriums**

4.8.1. Daily

1. Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.
2. Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.
3. Clean the debris receptacles with a cloth dampened with cleaner/disinfectant solution.
4. Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.

5. Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lint free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.
  6. Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.
  7. Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.
  8. Sweep hard floor surfaces. Pick up trash. Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.
  9. Vacuum the traffic patterns on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.
  10. Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.
  11. Return all furnishings to their original positions after cleaning.
  12. Report items requiring maintenance to County for prompt repair.
- 4.8.2. Weekly
1. Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).
  2. Edge all carpeted areas.
  3. Pile lift high traffic areas.
  4. Clean interior entryway systems with hot water extraction.
  5. Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short-handled duster.
  6. Dust picture frames with a lightly treated dust cloth or short-handled duster.
  7. Spray buff tile floors (some facilities may require more frequency).
  8. Machine scrub tile floors (some facilities may require more frequency).
- 4.8.3. Monthly
1. Damp wipe blinds.
  2. Clean floor grout (some facilities may require more frequency).
  3. Burnish tile floors (some facilities may require more frequency).
- 4.8.4. Quarterly
1. Speaker grills, fluorescent light diffusers or other lighting fixtures shall be cleaned quarterly or more frequently if necessary.
  2. Overhead Dusting.
  3. Clean high traffic areas of carpet floors with hot water extraction.
  4. Pile lift all carpeted areas.
  5. Scrub and recoat tile floors (some facilities may require more frequency).
  6. Remove any incrustation or build up on tile floors (some facilities may require more frequency).
- 4.8.5. Semi-Annually

1. Clean all carpet floors with hot water extraction.
2. Seal floor grout (some facilities may require more frequency).
3. Strip, seal and refinish tile floors (some facilities may require more frequency).

#### 4.9. **Conference Rooms, Break Rooms/Kitchens and Jury Rooms**

##### 4.9.1. Daily

1. Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.
2. Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.
3. Clean the debris receptacles with a cloth dampened with cleaner/disinfectant solution.
4. Fill towel and soap dispensers.
5. Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.
6. Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone instrument itself. Spot-clean all glass in doors and other glass surfaces using a glass cleaner.
7. Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.
8. Sweep hard floors. Pick up accumulated soil with a counter brush and dustpan.
9. Damp mop all hard floors with a neutral detergent solution.
10. Vacuum the traffic patterns on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.
11. Spot-clean carpets as necessary.
12. Spot-clean fabric covered furniture with the carpet spotting kit.
13. Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items.
14. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.
15. Return all furnishings to their original positions after cleaning.
16. Report items requiring maintenance to County for prompt repair.
17. Do not disturb any papers that may have been left in the conference room.

##### 4.9.2. Weekly

1. Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).
2. Edge all carpeted areas.
3. Pile lift high traffic areas.
4. Clean interior entryway systems with hot water extraction.

5. Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short-handled duster.
6. Dust picture frames with a lightly treated dust cloth or short-handled duster.
7. Spray buff tile floors (some facilities may require more frequency).
8. Machine scrub tile floors (some facilities may require more frequency).

4.9.3. Monthly

1. Damp wipe blinds.
2. Clean floor grout (some facilities may require more frequency).
3. Burnish tile floors (some facilities may require more frequency).

4.9.4. Quarterly

1. Speaker grills, fluorescent light diffusers or other lighting fixtures shall be cleaned quarterly or more frequently if necessary.
2. Overhead Dusting.
3. Clean high traffic areas of carpet floors with hot water extraction.
4. Pile lift all carpeted areas.
5. Scrub and recoat tile floors (some facilities may require more frequency).
6. Remove any incrustation or build up on tile floors (some facilities may require more frequency).

4.9.5. Semi-Annually

1. Clean all carpet floors with hot water extraction.
2. Seal floor grout (some facilities may require more frequency).
3. Strip, seal and refinish tile floors (some facilities may require more frequency).

4.10. **Restrooms**

4.10.1. Daily

1. Clean both sides of doors leading into the restroom with a cloth dampened with cleaner/disinfectant solution with particular attention to door knobs, push plates, ventilation grilles, and "kick plates".
2. Dry all metal surfaces after wet cleaning to prevent water spotting.
3. Empty all trash receptacles into the trash collection container being careful not to spill any of the trash onto the floor. Clean the waste receptacles with a cleaner/disinfectant solution before placing a new plastic liner into the receptacle.
4. Clean dispensers and replenish paper products and soap supplies in the rest rooms.
5. Remove trash and soil from the floor by sweeping.
6. Pick up trash.
7. Clean all mirrors to a streak-free finish using a lint free cloth and glass cleaner.
8. Clean and disinfect exterior surfaces of hand dryers/towel dispensers
9. Clean lavatory sinks, shelves, chrome hardware, partitions, countertops, changing stations and wall areas around the basins with a cloth and cleaner/disinfectant solution. Rinse the surface with clear water.
10. Wipe all polished surfaces dry to prevent water spotting.

11. Clean the flushing hardware, commode seats, and the outside of the commodes and urinals with cleaner/disinfectant solution. Wipe the commode seats dry with a clean cloth after cleaning (the underside of the seat should be cleaned just as thoroughly as the topside).
  12. Clean the inside of the commode and urinal bowls, the walls behind the wash basins, commodes, and urinals and the partitions between the commodes and urinals.
  13. Clean and disinfect interior and exterior surfaces of sanitary napkin receptacles, and replace plastic bag liner with a new liner.
  14. Clean and disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall-mounted lavatories, urinals, and toilets.
  15. Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes, and other such surfaces.
  16. Damp clean and disinfect all surfaces of shower curtains and doors.
  17. Damp clean and disinfect all exterior surfaces of lockers.
  18. Wipe all polished metal surfaces dry to prevent water spotting using a clean, dry cloth.
  19. Wet mop the restroom floor daily with a cleaner/disinfectant mopping solution. Rinse the floor thoroughly with clear water to prevent a build-up of detergent residue.
  20. Use "CAUTION – WET FLOOR" signs when mopping restroom floors.
  21. Pour some of the cleaner/disinfectant mopping solution down the floor drains to insure that the "trap" is full to prevent any sewer gas from escaping through the traps and into the restrooms.
  22. Report items requiring maintenance to the County.
  23. De-scale fixtures, if necessary, using a mild, acid-type bowl cleaner.
  24. Use a different colored or a different kind of cloth for rest room cleaning to ensure that these cloths are not used to clean other areas.
- 4.10.2. Weekly
1. Clean interior entryway systems with hot water extraction.
  2. Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short-handled duster.
  3. Dust picture frames with a lightly treated dust cloth or short-handled duster.
  4. Clean and flush floor drains with germicidal detergent, followed by a second flushing with clean rinse water. Then fill with the appropriate chemical.
  5. Clean floor grout (some facilities may require more frequency).
  6. Spray buff tile floors (some facilities may require more frequency).
  7. Machine scrub tile floors (some facilities may require more frequency).
  8. Re-stock feminine products.
- 4.10.3. Monthly
1. Damp wipe blinds.
  2. Refill or change urinal screens and deodorizers.
  3. Clean floor grout and wall grout (some facilities may require more frequency).
  4. Burnish tile floors (some facilities may require more frequency).

4.10.4. Quarterly

1. Speaker grills, fluorescent light diffusers or other lighting fixtures shall be cleaned quarterly or more frequently if necessary.
2. Overhead Dusting.
3. Scrub and recoat tile floors (some facilities may require more frequency).
4. Remove any incrustation or build up on tile floors (some facilities may require more frequency).

4.10.5. Semi-Annually

1. Seal floor grout (some facilities may require more frequency).
2. Strip, seal and refinish tile floors (some facilities may require more frequency).

4.11. **Elevators**

4.11.1. Daily

1. Before proceeding with the cleaning of the equipment, make the device is inoperative by placing the control switch in the off or stop position.
2. Pickup any trash, food, or debris dropped on the floors.
3. Clean and polish all stainless steel and other metal finishes.
4. Clean all stainless steel fasciae and other metal finishes in the elevator lobby.
5. Sweep floors.
6. Remove gum from floors.
7. Mop floors to remove dirt and stains.
8. The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).
9. Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.
10. Clean handrails and push buttons.

4.11.2. Weekly

1. Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).
2. Edge all carpeted areas.
3. Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short-handled duster.
4. Spray buff tile floors (some facilities may require more frequency).
5. Machine scrub tile floors (some facilities may require more frequency).

4.11.3. Monthly

1. Clean floor grout (some facilities may require more frequency).
2. Burnish tile floors (some facilities may require more frequency).

4.11.4. Quarterly

1. Speaker grills, fluorescent light diffusers or other lighting fixtures shall be cleaned quarterly or more frequently if necessary.
2. Overhead Dusting.
3. Pile lift all carpeted areas.
4. Scrub and recoat tile floors (some facilities may require more frequency).
5. Remove any incrustation or build up on tile floors (some facilities may require more frequency).

4.11.5. Semi-Annually

1. Clean all carpet floors with hot water extraction.
2. Seal floor grout (some facilities may require more frequency).
3. Strip, seal and refinish tile floors (some facilities may require more frequency).

4.12. **Escalators**

4.12.1. Daily

1. Wash handrails with non-irritating, non-toxic solution and wipe dry.
2. Wash panels, skirts and molding with a sponge or cloth and a detergent solution.
3. Wipe dry and polish metal with appropriate polish.
4. Polish handrails with appropriate polish.
5. Sweep steps to remove debris and loose dirt.
6. Mop steps to remove adhered dirt.

4.13. **Stairwells**

**This includes all stairwells in the facility that are used by employees or the public for movement through the facility for emergency or non-emergency reasons. It also includes any exterior landings that connect the occupied portions of the facility to the stairwell.**

4.13.1. Daily

1. Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.
2. Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.
3. Collect all litter and trash from the stairwell and dust mop stairs.
4. Remove gum and other resistant materials.
5. Wet mop the stairs and landings with a damp mop using a neutral detergent solution. Use "CAUTION-WET FLOOR" signs when mopping the stairwells. Remove signs when no longer required.
6. Report any loose handrails, bad or loose step treads, or any other item requiring maintenance (and which may present a safety hazard to anyone using the stairs) to County for further action.

4.13.2. Weekly

1. Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).
2. Edge all carpeted areas.
3. Pile lift high traffic areas.

4. Clean interior entryway systems with hot water extraction.
  5. Clean all handrails and banisters with a cloth wet with cleaner/disinfectant solution. Rinse with a cloth dampened with clear water.
  6. Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short-handled duster.
  7. Dust picture frames with a lightly treated dust cloth or short-handled duster.
  8. Spray buff tile floors (some facilities may require more frequency).
  9. Machine scrub tile floors (some facilities may require more frequency).
  10. Report any equipment, supplies or other material stored in stairwells to the County for removal.
- 4.13.3. Monthly
1. Damp wipe blinds.
  2. Clean floor grout (some facilities may require more frequency).
  3. Burnish tile floors (some facilities may require more frequency).
- 4.13.4. Quarterly
1. Speaker grills, fluorescent light diffusers or other lighting fixtures shall be cleaned quarterly or more frequently if necessary.
  2. Overhead Dusting.
  3. Clean high traffic areas of carpet floors with hot water extraction.
  4. Pile lift all carpeted areas.
  5. Scrub and recoat tile floors (some facilities may require more frequency).
  6. Remove any incrustation or build up on tile floors (some facilities may require more frequency).
- 4.13.5. Semi-Annually
1. Clean all carpet floors with hot water extraction.
  2. Seal floor grout (some facilities may require more frequency).
  3. Strip, seal and refinish tile floors (some facilities may require more frequency).
- 4.14. Janitorial Closets and Equipment**
- 4.14.1. Daily
1. Clean all housekeeping equipment and store rooms so that the housekeeping equipment and rooms are presentable.
  2. Empty all waste collection containers.
  3. Spot-clean the doors, walls, and shelves with a neutral detergent cleaner.
  4. Clean sinks and walls adjacent to sink with cleaner/disinfectant solution.
  5. Arrange supplies on shelves in a neat and orderly manner.
  6. Check supplies and notify supervisor if any cleaning supplies or chemicals are needed.
  7. Sweep open floor area and damp mop with cleaner disinfectant solution.
- 4.14.2. Weekly
1. Restock closet with consumable janitorial supplies.



#### 4.15. **Non-Specific Tasks**

4.15.1. The Contractor may be asked to perform miscellaneous activities as directed by the Contract Administrator using Contractor's staff on shift. These activities may include but not limited to preparing space for new tenants or cleaning an area after space has been vacated. Should a task require additional staff or equipment then pricing submitted on the Contractor's Bid Sheet shall be used for calculating such service.

**End of Section**

**PART 1**

**GENERAL SPECIFICATIONS AND REQUIREMENTS**

**JANITORIAL SERVICES FOR VARIOUS LARGE COUNTY FACILITIES**

**SECTION 5 – PERFORMANCE STANDARDS**

**5.1. Performance Standards**

5.1.1. This contract is a performance based agreement. Contractor is required to provide all services and supplies of sufficient quantity and quality to achieve the quality performance standards prescribed in the specifications herein at the prices stated in the bid sheets. Specific tasks and the frequency of their performance are proposed in the FREQUENCY AND PROCEDURES FOR CLEANING SECTION. These frequencies are proposed as the minimum requirements to achieve the performance desired. In preparing its price proposal, the Contractor is required to use its professional experience and best judgment to determine the actual quantities of labor and materials required to meet the performance specifications found in this contract. Due to conditions found at particular locations, Contractor may need to increase the frequency of the tasks in order to keep the facilities neat and clean in accordance with the performance standards stated herein. Any increase in labor and materials that may be required to meet the performance specifications shall be at no additional cost to the County.

5.1.2. The facility areas referenced below are defined in the Grading Format sub-section of this section.

5.1.3. The Contract Administrator will evaluate the Contractor's performance based on whether or not Contractor achieves the minimum performance standards listed below by tasks and surfaces/components. If a building surface/component does not comply with the listed performance standard, it will be counted as a discrepancy associated with the task that is needed to correct it.

<b>Table 5: Performance Standards</b>			
<b>Facility Areas 1 - 10</b>			
	<b>Task</b>	<b>Surface</b>	<b>Standard</b>
1	Burnishing	Hard Floors	Absence of scratches, scuff marks, worn areas and dull areas. The presence of a "like new" appearance.
2	Damp/Wet Wiping	Blinds and Shades	Absence of any surface marks, including fingerprints, spills or other undesirable adhered surface residue that can be eliminated by appropriate damp or wet cleaning techniques.
3	Damp/Wet Wiping	Bright Metal	Absence of marks, streaks, spots, stains from all stainless steel, chrome, brass and other bright metal surfaces. All work shall be polished to a dry sheen.
4	Damp/Wet Wiping	Debris Receptacles	Absence of any surface marks, including fingerprints, spills or other undesirable adhered surface residue that can be eliminated by appropriate damp or wet cleaning techniques. Absence of soil, litter, dust, incrustation and odors and shall be cleaned as needed.
5	Damp/Wet Wiping	Dispensers	Absence of any surface marks, including fingerprints, spills or other undesirable adhered surface residue that can be eliminated by appropriate damp or wet cleaning techniques.
6	Damp/Wet Wiping	Furniture	Absence of any surface marks, including fingerprints, spills or other undesirable adhered

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			surface residue that can be eliminated by appropriate damp or wet cleaning techniques. All work shall be polished to a dry sheen.
7	Damp/Wet Wiping	Glass/Mirrors/Windows	Absence of any surface marks, including fingerprints, spills or other undesirable adhered surface residue that can be eliminated by appropriate damp or wet cleaning techniques.
8	Damp/Wet Wiping	Other Building Surfaces	Absence of any surface marks, including fingerprints, spills or other undesirable adhered surface residue that can be eliminated by appropriate damp or wet cleaning techniques. If appropriate, work shall be polished to a dry sheen.
9	Damp/Wet Wiping	Sinks/Toilets/Urinals	Absence of any surface marks, including fingerprints, spills or other undesirable adhered surface residue that can be eliminated by appropriate damp or wet cleaning techniques. Absence of streaks, soil, other residue or latent odor.
10	Descaling	Sinks/Toilets/Urinals	The absence of any stains, bacteria growth, spore formations and grime that can be eliminated by the appropriate wet, hand scrubbing techniques.
11	Disinfecting	Building Surfaces	The absence of infectious organisms, which is achieved by applying a product that kills them.
12	Dry Compound Method	Carpet Floors	Absence of stains and other adhered in-fiber accumulation.
13	Dusting	High	Absence of loose dust, dirt, lint or spider webs on any surface of any item above the general level of a desk or counter top up to approximately 8 feet in height that can be reached from a short ladder or stool.
14	Dusting	Low	Absence of loose dust, dirt, lint, spider webs or liter on any surface of any item from and including the general level of a desk or counter top down to floor height.
15	Dusting	Overhead	The absence of loose dust, dirt, lint or spider webs on any surface of any item above 8 feet in height.
16	Filling	Dispensers/Urinal Screens	Presence of sufficient product to last until next scheduled service.
17	Filling	Floor Drains	Presence at all times of a germicidal solution to fill the drain trap and prevent the escape of sewer gas.
18	Grout Cleaning	Hard Floors	Absence of any soil, wax or other undesirable adhered build-up which can be eliminated by appropriate heavy duty, cycle or project cleaning techniques.
19	Grout Sealing	Hard Floors	Presence of appropriate surface protection without streaks, swirls or debris.
20	Gum Removal	Building Surfaces	Absence of chewing gum and other similar substances from floors, carpet, sidewalks, stairwells or any other surfaces.
21	Hand Scrubbing	Drinking Fountains	Absence of any stains, bacteria growth, spore formations and grime that can be eliminated by the appropriate wet, hand scrubbing techniques.
22	Hand Scrubbing	Graffiti	Absence of graffiti from all contract covered surfaces.
23	Hand Scrubbing	Other Building Surfaces	Absence of any stains, bacteria growth, spore formations and grime on surfaces that can be eliminated by appropriate hand scrubbing techniques.
24	Hand Scrubbing	Sinks/Toilets/urinals	The absence of any stains, bacteria growth, spore formations and grime that can be eliminated by the

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			appropriate wet, hand scrubbing techniques.
25	Hot Water Extraction	Carpet Floors	Absence of stains and other adhered in-fiber accumulation.
26	Incrustation/Build-Up Removal	Hard Floors	Absence of any soil, wax or other undesirable adhered build up which can be eliminated by appropriate heavy duty, cycle or project cleaning techniques.
27	Machine Scrubbing	Hard Floors	Absence of tightly adhered dirt build-up.
28	Mopping	Hard Floors	Absence of adhered dirt build-up.
29	Pile Lifting	Carpet Floors	Absence of dust, lint and other loose in-fiber accumulation.
30	Pressure Washing	Building Surfaces	Absence of loose dust, dirt, lint or spider webs and the absence of any surface marks, including fingerprints, spills or other undesirable adhered surface residue.
31	Processing	Recyclables	Absence of recyclables in the building. Recyclables shall be collected and removed to designated area, which shall be maintained in a neat and tidy condition.
32	Processing	Trash	Absence of trash in the facility. Trash shall be collected and removed to designated area which shall be maintained in neat and tidy condition.
33	Sanitizing	Carpet Floors	Absence of odors in carpeted areas.
34	Scrubbing/Recoating	Hard Floors	Presence of appropriate surface gloss, protection, or reflective capacity in line with "like new" or designated gloss levels without streaks, swirls or debris.
35	Slip Resistant	Hard Floors	Presence of appropriate finishes applied in the appropriate manner to produce a slip resistant surface.
36	Spinning Bonnet	Carpet Floors	Prohibited.
37	Spot Cleaning	Carpet Floors	Absence of stains and other adhered in-fiber accumulation.
38	Spot Cleaning	Other Building Surfaces	Absence of any surface marks, including fingerprints, spills or other undesirable adhered surface residue that can be eliminated by appropriate cleaning techniques.
39	Spot Cleaning	Upholstery	Absence of stains and other adhered in-fiber accumulation and the absence of odors in fabric.
40	Spray Buffing	Hard Floors	Absence of scratches, scuff marks, worn areas and dull areas.
41	Standing Water Removal	Hard Floors	Absence of standing water related to janitorial services.
42	Stripping/Sealing/Refinishing	Hard Floors	Presence of appropriate surface gloss, protection, or reflective capacity in line with "like new" or designated gloss levels without streaks, swirls or debris.
43	Sweeping	Hard Floors	Absence of loose dust, dirt, lint or spider webs.
44	Vacuuming	Carpet Floors	Absence of dust, lint and other loose in-fiber accumulation.
45	Vacuuming	Elevator Tracks	Absence of dust, lint and other loose accumulation.
46	Vacuuming	Upholstery	Absence of dust, lint and other loose in-fiber accumulation.
<b>Facility Area 11: Administrative Duties</b>			
Standard			
47	Contractor germicidal products bear the Environmental Protection Agency Registration Number and kill the MRSA virus.		
48	Contractor follows green cleaning policy and protocols. *See Section 10		

49	Contractor has functional, safe and clean janitorial equipment.
50	Contractor has extra paper and janitorial product quantities on-site that are adequate to prevent depletion of these supplies in the facility before the next routine servicing.
51	Contractor has and uses the required communication equipment and communicates effectively with County.
52	Contractor reports maintenance issues to County.
53	Contractor follows sign-in and sign-out procedures.
54	Contractor provides and follows Service Schedules.
55	Contractor has an Air Quality Cleaning schedule on-site for the year.
56	Contractor maintains a current MSDS/SDS Logbook on-site.
57	Contractor maintains a current Quality Control Inspection Report Log on-site.
58	Contractor wears their county issued contractor ID and shirts with company name.
59	Contractor leaves doors locked or unlocked as required.
60	Contractor activates security alarm, if applicable.
61	Contractor turns off all lights except those required to be left on.

**5.2. Compliance with Task Performance Standards**

5.2.1. Contractor shall be required to clean each facility subject to this contract to a neat and clean condition satisfactory to the County and in accordance with the specifications, tasks and standards set forth in this Agreement. The Contract Administrator will monitor Contractor's performance under this contract using the quality control procedures specified by County.

5.2.2. All questions of Contractor concerning the quality or acceptability of materials used, work performance, the manner of performance and progress meeting the requirements of the contract should be taken to the Contract Administrator.

**5.3. Periodic Quality Conformance Evaluation**

5.3.1. All work performed under this contract will be inspected on a regular basis. The inspection frequency will generally be determined by the success the Contractor achieves in meeting the required quality standards for the contract tasks. The Contract Administrator may perform a quality conformance evaluation at any time including if the quality of service appears to deteriorate.

5.3.2. A quality conformance evaluation will be performed for each building covered by the contract. In situations where there are multiple buildings at one location, like the Broward County Judicial Complex, a separate evaluation will be done for each building.

5.3.3. All work will be assigned a numerical rating based on a 3-point scale.

5.3.4. Numerical grading shall be scored as follows:

1. Grade of 3.00 signifies the space has less than 2 discrepancies.

2. Grade of 2.00 signifies the space has between 2 and 4 discrepancies.
3. Grade of 1.00 signifies the space has greater than 4 discrepancies. This rating requires an immediate written notice of non-compliance to Contractor stating that improvement is required.

5.3.5. MINIMUM INSPECTION FREQUENCY BASED ON RATING:

1. A rating of "Good" with a numerical rating of 3.00 or greater Requires Inspection Every 2 Months
2. A rating of "Average" with a numerical rating of 2.00 – 2.99 Requires Inspection Every Month
3. A rating of "Poor" with a numerical rating of 1.99 or below Requires Inspection Every Week/Written Notice

5.3.6. Three (3) consecutive inspections resulting in a rating of "Poor" with a numerical rating of 1.99 or below, determined individually or cumulatively, could be deemed by the County, in the County's sole discretion, to be an event of default and subject this contract to termination for non-performance by the Contractor under Article 7 of this agreement.

**5.4. Grading Format**

5.4.1. County will inspect and evaluate Contractor's performance in accordance with the frequency schedule described above. Inspections may be more frequent if necessary to ensure compliance with contract specifications.

5.4.2. The facility areas to be rated will be:

a) Basic Cleaning:

1. Arrival/Public Access Areas
2. Interior Public/Service Areas
3. Employee/Group Work Areas
4. Administrative/Private Offices
5. Employee/Joint Use Areas
6. Support/Service Areas
7. Specialty Areas including patient-care areas

b) Rest Rooms:

8. Restrooms

c) Floors:

9. Carpet Floors

10. Hard Floors

d) Supplies:

e) Administrative Duties:

“Also known as” identifications may be used on the Periodic Quality Conformance Evaluation to identify these areas more specifically to the facility.

**5.5. Remedies for Non-Performance by Contractor**

5.5.1. In the event of non-performance by Contractor, the following options are available to the County:

5.5.1.1. The Designated Contract Administrator may notify Contractor of nonperformance and allow Contractor to correct such items of nonperformance within a reasonable amount of time but not to exceed forty-eight (48) hours. County shall make no deduction for such items if they are properly corrected.

5.5.1.2. If Contractor fails to promptly perform the services within the time specified by the Contract Administrator, the County, may perform the services (by contract or otherwise) and deduct payment to Contractor for any cost incurred by County related to the performance of such service.

5.5.1.3. If Contractor fails to maintain schedules as approved by the Contract Administrator, or Designee, the Contractor’s work methods are not adequate to assure completion of the work per the allotted schedule, the Contract Administrator may direct the Contractor, at no additional cost to the County, to revise the work schedule and/or use additional personnel to ensure completion of the work in a timely manner.

5.5.2. Deficiencies in service reported by tenants are to be corrected within five (5) calendar days of notification.

5.5.3. Deficiencies in service that are not corrected by the time of the next inspection may be reflected on the County’s Performance Evaluation form may result in cancellation of this contract.

**5.6. Renewal Evaluation**

5.6.1. Results achieved by Contractor on the periodic performance evaluation may be considered by the Purchasing Director when making a recommendation to renew the contract with the County, or when evaluating Contractor for consideration for future contracts.

**End of Section**

**PART 1**

**GENERAL SPECIFICATIONS AND REQUIREMENTS**

**JANITORIAL SERVICES FOR VARIOUS LARGE COUNTY FACILITIES**

**SECTION 6 – COUNTY RESPONSIBILITIES**

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**6. COUNTY RESPONSIBILITIES**

**6.1. General**

6.1.1 The administration of this contract is vested in the Contract Administrator. The Contract Administrator shall have complete authority to require Contractor to comply with all provisions of the contract. However, the provisions of this contract shall not be altered, waived or revoked by the Contract Administrator and/or any designee.

6.1.2 The Contract Administrator may request 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.

6.1.3 One or more employees of the County may be designated by the Contract Administrator as "Designated Contract Administrators" to monitor and inspect the performance and progress of the services provided under this contract.

6.1.4 Any failure of the Contractor to comply with the provisions of this contract will be called to the attention of the Contractor by the Contract Administrator or by a Designated Contract Administrator.

6.1.5 A Designated Contract Administrator shall have the authority to suspend the performance of the services until the Contract Administrator can decide any questions at issue.

6.1.6 A Contract Administrator and Designated Contract Administrator shall in no instance have the authority to act as foreman or supervisor for the Contractor and shall not interfere with the Contractor in the supervision or direction of the employees of the Contractor.

6.1.7 Any advice provided to the Contractor by the Designated Contract Administrator or the Contract Administrator shall in no way be construed as amending any provision of this contract, or releasing the Contractor from fulfilling the provisions of this contract.

**6.2. Coordination Of Services**

6.2.1 The County will make reasonable effort to coordinate the operations and activities of the facilities to attempt to minimize interference with performance by the Contractor as covered by this contract.

**6.3. Employee Food Service**

6.3.1 The Contractor shall not be allowed to bring on to County property any food or beverage catering trucks, or other serving facilities.



#### 6.4. **Storage Space**

6.4.1. The County will provide Contractor a reasonable amount of storage space (as determined by the Contract Administrator) to store supplies and equipment used to fulfill the requirements of this contract.

6.4.2. Space for on-site storage of supplies is limited. Contractor must arrange for frequent replenishment of supplies to maintain stocks required.

6.4.3. Contractor agrees to keep these areas neat and clean at all times.

6.4.4. Contractor will be responsible and take all risk of loss, damage or theft of any supplies and equipment stored at each location.

6.4.5. Contractor accepts risk of loss or damage for equipment stored on County property.

#### 6.5. **Utilities**

6.5.1. The County will provide water and electric necessary to perform services required for this contract at no cost to the Contractor.

**End of Section**

**PART 1**

**GENERAL SPECIFICATIONS AND REQUIREMENTS**

**JANITORIAL SERVICES FOR VARIOUS LARGE COUNTY FACILITIES**

**SECTION 7 – CONTRACTOR RESPONSIBILITIES**

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**7. CONTRACTOR RESPONSIBILITIES**

**7.1 Performance and Work Hours**

- 7.1.1. **Contractor shall perform the work with its own organization and approved subcontractor, if applicable, amounting to not less than one hundred percent (100%) of the contract price.**
- 7.1.2. The Contractor will be responsible for the complete and timely performance of all the services under the contract.
- 7.1.3. The work shall be completed no later than the schedule that is provided by the Contractor.
- 7.1.4. If the Contractor fails to maintain schedules as approved by the Contract Administrator, or if in the opinion of the Contract Administrator, the Contractor's work methods are not adequate to assure completion of the work per the allotted schedule, the Contract Administrator may direct the Contractor, at no additional cost to the County, to revise the work schedule and/or the work in a timely manner.

**7.2. Access**

- 7.8.7. Access additional personnel to ensure completion of ess routes, entrance gates or doors, parking and storage areas, etc. and any imposed time limitations shall be designated by the Contract Administrator. The Contractor shall conduct its operations in strict observation of the access routes and other areas established as described above.
- 7.8.8. The Contractor shall ensure that under no circumstances shall any of the employees of the Contractor enter or move upon any area not authorized by the Contract Administrator for access by the Contractor.

**7.3. Accident, Incident And Damage Reporting**

- 7.3.1. The Contractor will immediately notify the Designated Contract Administrator of any accidents or incidents arising from the performance of the contract involving bodily injury to workers, facility occupants, visitors, other persons or any property of the same.
- 7.3.2. Contractor shall promptly complete any report forms required by the County describing the incident or accident. The report should include the type of incident and an assessment of any property damage and/or personal injury. The report will be provided to the Designated Contract Administrator.
- 7.3.3. Contractor shall be responsible for claims resulting from the incident or accident.
- 7.3.4. Contractor shall report any observed security violations, including alarm activations to County Security for the affected facility as soon as such incident is noticed by contractor.

- 7.3.5. The Contract Administrator will provide information necessary concerning whom to contact and the specific form to utilize when providing written notice.

#### 7.4. Attendance

- 7.4.1. All of the Contractor's employees must document their presence on the job site.

The contractor will maintain a log for each employee documenting the arrival and departure of the Contractor's personnel at their respective assigned work areas.

- 7.4.2. The Contractor will submit monthly reports providing the name of employee(s) working daily and weekly for each location under this contract.

#### 7.5. Communications and Coordination

- 7.5.1. The Contractor will provide its key employees cell phones and provide the Designated Contract Administrator with telephone numbers and e-mail addresses for Contractor's personnel responsible for implementing all the requirements of the contract, including weekends and holidays. At a minimum, the Project Manager and Assistant Project Manager must have cell phones.

- 7.5.2. Contractor shall maintain a cellular phone contact number 24-hours a day for emergency service at no cost to the County. Required emergency service response times are detailed in Section 2.

- 7.5.3. Contractor shall also maintain an active e-mail address at all times for electronic communications.

- 7.5.4. Contractor shall have communication with Contractor's on site supervisor, either by radio or cellular telephone for immediate contact with County security or management personnel.

- 7.5.5. **Broward County Judicial Complex (BCJC) only** - Each crew supervisor must have a radio capable of communication with the site supervisor and County Quality Supervisor. Contractor to provide radio to County Quality Supervisor.

- 7.5.6. Day/night porters and lead workers assigned to County facilities shall be available to be contacted at all times by cell phone or radio by County representatives.

#### 7.6. Conduct Standards

- 7.6.1. The Contractor shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty, and integrity, and shall be responsible for taking such disciplinary action with respect to any employee, as may be necessary.

- 7.6.2. Personal cell phone use is strictly prohibited unless employee is on their official designated break time in their designated break area.

- 7.6.3. Contractor's employees will conduct themselves in a safe and orderly manner at all times while on the job site, whether on or off duty.

- 7.6.4. Fighting, being under the influence of alcohol and/or drugs, bringing and/or consuming alcohol and/or drugs, gambling, soliciting, stealing, taking pictures or bringing cameras or other photographic devices anywhere on the property (unless approved in writing by the Contract Administrator), and any immoral or otherwise undesirable conduct will not be permitted on the job site.

#### **7.7. Damage Responsibility**

- 7.7.1. The Contractor is responsible for the repair of any and all damages resulting from its activities while working on-site including damages caused by incorrect cleaning techniques and items broken during cleaning.
- 7.7.2. If the Contractor is not able or otherwise fails to make such required repairs, the Using Agency will have the right to accomplish these repairs, and deduct the costs from the Contractor's next scheduled payment.
- 7.7.3. In all instances where any property and/or equipment is damaged by Contractor employees, a full report, including pictures of the incident and extent of such damage, will be submitted in writing to the Designated Contract Administrator within 24 hours of the occurrence.
- 7.7.4. The Contractor is responsible for taking the action necessary to protect its supplies, materials, and equipment and the personal property of its employees from loss, damage, or theft.

#### **7.8. Delivery of Supplies**

- 7.8.1. The Contractor will schedule its own supply deliveries and the supply deliveries of its vendors and subcontractors during times that cause minimum disruption and inconvenience to the County or its tenants' operations as approved by the Designated Contract Administrator.

#### **7.9. Dismissal of Employees**

- 7.9.1. The Contract Administrator may request the Contractor to immediately remove from the premises any employee found unfit to perform duties due to one or more of the following reasons:
1. Neglect of duty, absenteeism, or sleeping on the job.
  2. An employee's continued presence is, in the opinion of the Contract Administrator, deemed not to be in the best interest of the County.
  3. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions, or fighting.
  4. Theft, vandalism, immoral conduct, or any other criminal action.
  5. Selling, consuming, possessing, or being under the influence of intoxicants, alcohol, or illegal substances, which produce similar effects while on duty.

#### **7.10. Energy Conservation**

- 7.10.1. The Contractor shall be directly responsible for instructing employees in utilities conservation practices. The Contractor shall be responsible for operating under conditions that preclude waste of utilities, which shall include, but shall not necessarily be limited to electricity, water, etc.
- 7.10.2. Lights in non-public areas shall be used only where and at the time when work is actually being performed.
- 7.10.3. In situations where energy management systems have automatic shut off lighting, the Contractor may manually turn on the lighting, but it is expected that the lighting be turned off again when leaving the area.
- 7.10.4. The workers will not adjust mechanical equipment, or controls for heating, ventilation, and air conditioning systems, except in cases of emergency to shut off the systems.
- 7.10.5. Water faucets or valves shall be turned off after the required usage has been accomplished.
- 7.10.6. Malfunctioning or leaking faucets, toilets, and/or urinals shall be reported to the Designated Contract Administrator as soon as possible. If the issue threatens to cause damage to the facility, the issue is to be reported to the Governmental Center East – Security Desk at 954-357-6000.

#### 7.11. **Fire Prevention and Protection**

- 7.11.1. Fire prevention and protection of County property is essential. Contractor will be knowledgeable and provide adequate and appropriate training for all employees in the proper method of reporting a fire and evacuating personnel. All pertinent information regarding fire reporting procedures may be obtained from the Contract Administrator.

#### 7.12. **Fraud, Waste and Abuse**

- 7.12.1. The Contractor will be responsible for maintaining proper conduct and good discipline within Contractor occupied work areas. Contractor personnel will be encouraged to be alert to and report suspected situations of fraud, waste, and abuse, or other intentionally dishonest conduct.

#### 7.13. **Green Cleaning** – See Green Cleaning Section.

#### 7.14. **Holidays**

- 7.14.1. All locations shall be serviced for the number of days in the week as described in **FREQUENCY SCHEDULE**. Should an official holiday fall on one of the regular days for service, the contractor shall make-up the service immediately following the holiday if needed or as assigned by the Contract Administrator.

#### 7.15. **Key Control**

- 7.15.1. The Contractor shall establish and implement methods of insuring that all keys issued to the Contractor by the County are not lost or misplaced, and are not used by unauthorized persons.

- 7.15.2. When the Contractor enters an unoccupied/unlocked area of a facility to provide services, the Contractor shall lock same before leaving. All exterior doors shall remain locked during the work shift, and shall be checked to ensure security when leaving the secured area of a facility at the end of the work shift.
- 7.15.3. The Contractor shall maintain a record of the key numbers issued to its employees. The Contractor shall not duplicate and shall not allow such items to be duplicated.
- 7.15.4. The Contractor shall develop procedures covering key control that will be included in the quality control plan.
- 7.15.5. Any such item which becomes lost, missing or stolen shall be immediately reported to the Designated Contract Administrators. The Contractor may be required to replace, re-key, or to reimburse County for replacement of locks or re-keying as a result of Contractor losing keys. In the event a master key is lost or duplicated, County shall replace all locks and keys for that system, and the total cost shall be deducted from the monthly payment due the Contractor.
- 7.15.6. It is the responsibility of the Contractor to prohibit the use of keys issued by any persons other than the Contractor's employees.

#### **7.16. Lost and Found Property**

- 7.16.1. The Contractor shall develop, implement, and maintain adequate procedures to ensure that no contract employee(s) scavenge any items from any County facilities or properties.
- 7.16.2. The Contractor and its employees will promptly turn over all property found on County property. Any violations or disregard of the rules, regulations, and policies regarding found property may be cause for permanent removal of all individuals involved.
- 7.16.3. The Contractor shall ensure that lost or apparently lost articles that are found by Contractor employees in or around County facilities, etc., shall be turned in to the Designated Contract Administrator. All found items shall be identified with date, time and location of where item was found.
- 7.16.4. Any Contractor employee who is found hiding or taking from the County, property items, which are found, shall be immediately removed by the Contractor and the County may have the individual prosecuted.

#### **7.17. Needed Repairs**

- 7.17.1. The Contractor shall promptly notify the Designated Contract Administrator, or his/her designated representative, of needed repairs and/or damage to soap, paper towel, and other rest room dispensers, as well as other damaged or malfunctioning fixtures and building appurtenances which are observed during the performance of services.
- 7.17.2. Observation by Contractor's employees of mechanical and electrical failures, including burned-out lights, plumbing problems, and safety hazards, shall be immediately reported to the Designated Contract Administrator.

7.17.3. Contractor's personnel shall not repair inoperable plumbing or electrical or other facility components other than what is considered janitorial.

**7.18. Personnel Awareness**

7.18.1. The Contractor's on-site supervisors and employees will be expected to quickly become familiar with their designated areas. In addition, they will be expected to notify, document, and immediately report suspicious activity.

7.18.2. The Contractor's employees are to inform their respective supervisors on the job site of any unusual occurrences or physical problems such as burned out lights, broken locks, or open windows. These reports are to be made in writing to their respective supervisors and transmitted through the Contractor's chain of command to the Designated Contract Administrator prior to the start of the next regular workday for the County.

7.18.3. The Contractor will encourage employees to look out for each other, the County's property, and facility users. The Contractor must implement, at the start of the contract, procedures to keep its personnel safe.

7.18.4. Contractor shall at all times enforce strict discipline and good order among employees. No children, friends, or relatives, or a person not employed and assigned to work site, are allowed on the premises for personal visitations.

7.18.5. Unauthorized use of County property or a County employee's property is prohibited.

**7.19. Record Keeping**

7.19.1. Contractor shall be responsible for maintaining a project site logbook or file. This record shall be kept on County property, maintained by Contractor and updated on each visit. The logbook or file shall contain at least the following items:

1. A copy of the Daily Work Roster / Sign in Sheet for the facility or site.
2. MSDS/SDS for all chemicals and supplies used in the facility.
3. Contractor's service schedule for the facilities. Daily cleaning schedule for the week will be supplied to Contract Administrator or its designee by 7:00 a.m. on Monday of each week for each facility covered by this Agreement.
4. Copies of Contractor's completed Quality Control Inspection Reports shall be maintained on site.
5. Service Request / Report forms will be supplied by the Contractor to the Contract Administrator and will be used to advise Contractor of routine service requests and to document the performance of all work, including emergency work. Upon completion of each service visit to the facility, the Contractor's representative performing the service shall complete, sign, and date the request form and return it to the logbook or file on the same or succeeding day of the services rendered. The County may choose to use work requests generated from its work management system for this purpose.

6. A log shall be kept for all powered cleaning equipment to document the date of purchase and all repair and maintenance activities. Vendor cut sheets for all equipment used onsite shall be stored onsite. When cleaning equipment replacement is necessary, acquisition dates and supporting documentation shall be retained to demonstrate that all newly acquired equipment complies with the specifications.

## 7.20. Safety Requirements

- 7.20.1. The Contractor will perform daily tasks using "SAFETY FIRST" practices and comply with all OSHA standards as they apply to the Janitorial Services Contract. The Contractor and each of its employees will comply with all applicable OSHA rules and practices. The Contractor will provide safety devices and apparel at no cost to its employees and will ensure employees wear all safety devices required by OSHA. These devices and apparel will include, without limitation, respiratory protection, head, eye, hand, and foot protection, hearing protection, and traffic vests as required.
- 7.20.2. The Contractor will furnish documentation, as directed by the Using Agency, of the completion of the safety training of equipment operators and other personnel. The safety training will comply with all OSHA standards and a sample program will be submitted to the Contract Administrator.
- 7.20.3. The County reserves the right to inspect all areas for safety violations at its discretion, and to direct the Contractor to make immediate improvement of necessary conditions and procedures, or stop ongoing work if hazards are deemed to exist. In the event that the County elects to stop work because of any type of existing safety hazard, the Contractor will bear all costs for eliminating the hazards and will not be granted compensation for the work stoppage.
- 7.20.4. The operation of the Contractor's vehicles or private vehicles by the Contractor's employees on or about the property will conform to posted regulations and safe driving practices.
- 7.20.5. Aisles, passageways, alleyways, entrances or exits to fire protection equipment must remain unobstructed at all times.
- 7.20.6. Contractor will use proper barricades and signage while completing tasks.

## 7.21. Scheduling Of Work

- 7.21.1. Prior to the commencement of any work, the Contractor will confer with the Contract Administrator to assure that the scheduling of activities in conjunction with tenant operations is fully understood.
- 7.21.2. All work will be scheduled to minimize disturbances to County operations.
- 7.21.3. The Contractor will not commence non-routine work in any area until:
  1. The proposed work has been previously coordinated with and approved by the Contract Administrator.
  2. Any and all required security and safety measures and temporary markings are in place.



## 7.22. **Smoke Free Environment**

- 7.22.1. All County facilities are smoke free except for exterior designated smoking areas. The Contractor and its employees will adhere to the rules and regulations with regard to the County's smoke free environment.

## 7.23. **Storage Space**

- 7.23.1. The County will provide storage space and common facility utilities to be used in the performance of the services defined in this contract.
- 7.23.2. The Contractor shall store its supplies, materials and equipment only in the spaces designated by the Contract Administrator.
- 7.23.3. Janitorial closets and other storage areas will be assigned to the Contractor by the County and must be kept clean, and are subject to inspection at any and all times.
- 7.23.4. Off-site staging of supplies and inventories are the responsibility of the Contractor.
- 7.23.5. All containers of chemicals, solution, etc. must have lid or top properly secured and correctly marked with EPA approved label, including all warnings and antidote requirements. Handwritten, makeshift or unprofessional labels will not be allowed.
- 7.23.6. The Contractor shall comply with all National Fire Protection Association (NFPA) requirements.
- 7.23.7. Soiled, oily or wet cleaning rags shall not be stored on County property.
- 7.23.8. All storage space surfaces will be disinfected with no detectable streaks, marks, detergent residue, dirt accumulations, or soiling; and storage spaces will be amply stocked with supplies upon completion of cleaning and re-stocking janitorial storage spaces.
- 7.23.9. Contractor must at all times keep the Contractor's storage areas free from accumulation of waste materials; floors cleaned and have a fresh applicable finish; mop sinks free of scum and build up; and area must be ready for inspection at all times.

## 7.24. **Subcontracting**

- 7.24.1. Contractor will be required to have the Contract Administrator's approval before subcontracting work at any tier.
- 7.24.2. All sub-contractors of Contractor shall be considered to be, at all times, the sole employees of Contractor, under their sole direction and not an employee or agent of Broward County.

## 7.25. **Supplies and Materials**

**7.26. Work Site Safety/Security**

- 7.26.1. The Contractor shall at all times guard against damage or loss to the property of Broward County, the Contractor's own property, and/or that of other contractors, and shall be held responsible for replacing or repairing any such loss or damage.
- 7.26.2. When applicable, the Contractor shall provide fences, signs, barricades, flashing lights, etc. necessary to protect and secure the work site(s) and insure that all County, State of Florida, OSHA, and other applicable safety regulations are met.
- 7.26.3. Contractor shall provide for the prompt removal of all debris from Broward County property.
- 7.26.4. The County may withhold payment or make such deductions as deemed necessary to ensure reimbursement or replacement for loss or damage to property through negligence of the Contractor or its agents.

**End of Section**

**PART 1**

**GENERAL SPECIFICATIONS AND REQUIREMENTS**

**JANITORIAL SERVICES FOR VARIOUS LARGE COUNTY FACILITIES**

**SECTION 8 – PERSONNEL REQUIREMENTS**

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**8. PERSONNEL REQUIREMENTS**

**8.1. Staffing**

- 8.1.1. Contractor affirms that the staffing utilized in preparing the task pricing herein will effectively achieve the performance standards required by this Agreement.
- 8.1.2. Contractor acknowledges that its' effectiveness in meeting quality standards will be measured by Contractor's success in attaining at least a score of 4.0 on the Periodic Quality Conformance Evaluation provided for in this contract.
- 8.1.3. Services shall be provided to the facilities as specified in Exhibit A. Monthly Labor Summary reports for each group/location may be submitted upon request to Contract Administrator for informational purposes with each invoice.
- 8.1.4. Summaries submitted must be prepared to identify total hours worked per week by employee task category identified as routine, special projects and air quality. Further identification is required by supervisory and non-supervisory personnel specifically assigned to the group/ location.
- 8.1.5. Detail records verifying Monthly Labor Summary report by group/location must include employee name, payroll identification number, hours worked, pay rate and gross pay.
- 8.1.6. Supporting detail and Summary must be retained by Contractor for a three-year period from the end of each contract year and is subject to verification by audit of the Contractor's payroll records for compliance with this Agreement.

**8.2. Minimum Staffing Requirements**

- 8.2.1. Contractor shall provide trained and qualified Project Managers, Assistant Project Managers, Quality Control Managers and Supervisors capable of providing the necessary supervision to satisfy the contract.
- 8.2.2. All Project Managers, Assistant Project Managers, Quality Control Managers and Supervisors must speak, write, and communicate in English and be able to effectively communicate with the service workers. Persons in these positions must be able to communicate with the County electronically.
- 8.2.3. Contractor shall be responsible for the supervision and direction of the work performed by their employees and subcontractors and shall, at all times, provide a full time Project Manager or Assistant Project Manager to carry out this responsibility.
- 8.2.4. All employees will have an understanding of verbal and signage warnings as to safety and security.
- 8.2.5. Contractor shall not use employees of any temporary employment agency.
- 8.2.6. All employees of Contractor shall be considered to be, at all times, the sole employees of Contractor, under their sole direction and not an employee or agent of Broward County.
- 8.2.7. The crew will report to the Team Leader, the Team Leader will report to the Supervisor, the Supervisor will report to the Project Manager/Assistant Project

Manager. The Project Manager/Assistant Project Managers will report to the Contract Administrator.

- 8.2.8. Contractor must have at least one Supervisor on duty at the work site for each five (5) janitorial employees. On sites with less than five (5) employees on a shift, Contractor must designate a lead worker on the job site and have one Supervisor available to support the site.
- 8.2.9. The following positions are mandatory under this contract.
- 8.2.10. Project Manager
1. This position must be held by a full-time person responsible for the day-to-day operations acts as liaison between the Contractor and the Contract Administrator, is acceptable to the Contract Administrator, and works exclusively for this contract. For Aviation this person must be on-site.
  2. The Project Manager shall have a minimum of five (5) years management/supervisory experience managing similar size contracts with as many service workers. Project Manager shall be adequately trained in the compliance of all applicable OSHA, EPA, and other Federal, State and local laws and regulations regarding materials that may be encountered in the performance of the services.
  3. On all manager position changes, the Contract Administrator must give written approval to the Project Manager before that change becomes effective.
  4. The Project Manager shall be familiar with the requirements of this contract, be able to make sure all contract specifications are met and have full authority to act for the Contractor at all times to carry out the provisions of this contract. The work schedule of the Project Manager shall be subject to approval by the Contract Administrator.
  5. The Project Manager shall be available to the Contract Administrator to discuss performance of the services or other provisions of this contract.
  6. **Project Managers are NOT to perform janitorial tasks.**
- 8.2.11. Assistant Project Manager
1. This position must be held by a full-time employee who can work in the absence of the Project Manager and holds the same responsibilities to ensure the provisions of the contract are carried out. This employee will have at least three (3) years of related experience. For Aviation this person will work an alternate shift from the Project Manager.
  2. The Assistant Project Manager shall be familiar with the requirements of this contract, be able to make sure all contract specifications are met and have full authority to act for the Contractor at all times to carry out the provisions of this contract. The work schedule of the Assistant Project Manager shall be subject to approval by the Contract Administrator.
  3. **Assistant Project Managers are NOT to perform janitorial tasks.**
- 8.2.12. Quality Control Manager
1. This position must be held by a full-time employee responsible for Contractor's quality control program, with two (2) years' experience in QC, to assure the requirements of the contract are provided as specified.
  2. The Quality Control Manager shall be familiar with the requirements of this contract, be able to make sure all contract specifications are met and have full authority to act for the Contractor at all times to carry out the provisions of this contract. The work schedule of the Quality Control Manager shall be subject to approval by the Contract Administrator.

3. The Project Manager or Assistant Project Manager may act as the Quality Control Manager, providing the Contract Administrator approves. For Aviation this must be a separate position.
4. **Quality Control Managers are NOT to perform janitorial tasks.**
5. The quality control program will include, but not be limited to the following:
6. An inspection system covering all the services stated in the specifications and requirements of this document. It shall specify areas to be inspected on either a scheduled or unscheduled basis or the individuals who will conduct the inspection. It shall develop a project work completion report method.
7. A method of identifying deficiencies in the quality of services performed before the level of performance is unacceptable.
8. A file of all inspections conducted by the Contractor and the corrective action taken. This documentation shall be made available at any time to the County during the term of the Contract.
9. The Quality Control Manager shall make sufficient inspections to insure the services are performed as specified. The Quality Control Manager shall conduct a written review of at least one written area assignment inspection conducted by each supervisor each week. Supervisors shall be present during the review of their inspection. The Quality Control Manager shall annotate discrepancies on each review. The Contract Administrator may, at any time, request the Quality Control Manager to provide a copy of all such reviews and of all written supervisory inspections to the Contract Administrator or to a representative designated by the Contract Administrator and to the Project/Operations Manager, prior to the end of the shift on which the review or inspection was conducted.

8.2.13. Supervisor

1. This position must be an employee reporting directly to the Project Manager or the Assistant Project Manager. The Contractor shall provide an adequate number of trained, qualified supervisors capable of providing adequate supervision to accomplish the services. Each supervisor shall have a minimum of two (2) years' experience supervising a similar size contract with as many service workers. For Aviation, this must be a full-time position.
2. **Supervisors are NOT to perform janitorial tasks.**
3. Each Supervisor will work with as many cleaners as is necessary to accomplish the cleaning function required by the Contract.
4. The Contract Administrator may request the Contractor to remove any supervisor if it is determined the individual is not performing the services in accordance with the terms and conditions of this contract.
5. On all supervisor position changes, the Contract Administrator must give written approval to the Project/Operations Manager before that change becomes effective.
6. Each supervisor shall conduct a daily inspection and evaluation of all assigned areas of work. Note all discrepancies and assure they are corrected, monitor service workers to ensure they are performing assigned duties.
7. All "immediate action calls" shall be directed to the supervisor by the, Contract Administrator or its designee. The supervisor must respond to such calls immediately or assign a service worker to respond immediately. Response time shall be within thirty (30) minutes.

8.2.14. Team Leader

1. A Team Leader is a regular custodian with some leadership qualifications. Each

assigned area will have a Team Leader whereas regular custodians can seek direction and/or advice on janitorial practices and procedures.

8.2.15. Janitorial Worker

1. The Contractor will provide a sufficient number of fully trained janitorial workers to accomplish the cleaning functions as outlined in the Contract. All employees will have an understanding of verbal and signage warnings as to safety and security.

8.2.16. Project Worker

1. The Contractor will provide a sufficient number of fully trained project workers to accomplish assigned project functions. All employees will have an understanding of verbal and signage warnings as to safety and security.

8.2.17. Project Work

1. Worked performed by project workers will mainly be completed during third shift and will include, but not be limited to, wall washing, carpet cleaning, machine scrubbing of hard floors (including restroom floors), stripping and refinishing of hard floors, spray buffing, pressure washing, glass cleaning, cleaning light diffusers, overhead dusting, polishing furniture, cleaning stairs as required, and any other cleaning as may be requested by the Contract Administrator. Contractor's employees utilized for project work will receive additional training. It will be the Contractor's responsibility to maintain evidence that employees are properly trained.

8.2.18. The Contractor's personnel will be in their assigned work area properly equipped and ready to begin work at the beginning of the work shift and will remain in their assigned work area during the entire work shift, exclusive of scheduled breaks.

8.3. **Relief for Absenteeism and Vacation**

8.3.1. The Contractor shall provide relief personnel as necessary to ensure that the level of service is maintained and not compromised.

8.4. **Uniforms**

8.4.1. Contractor's employees will be dressed in a uniform that must meet the approval of the Contract Administrator and is acceptable to the County. The Contractor shall submit samples of the uniforms to the Contract Administrator for approval prior to beginning the services.

8.4.2. Uniforms shall consist of a shirt or blouse or smock/vest and long pants or a dress/skirt.

8.4.3. The shirt or blouse will have the Contractor's name printed on the front at a visible position. Outerwear for inclement weather will be the same color as the uniform and will have the company logo, affixed thereon in a permanent or semi-permanent manner such as a badge, patch or monogram that is visible and obvious. Any hats will be the same color as the uniform and must also have the company logo in the front.

8.4.4. No advertising and/or slogans will be printed on uniforms.

8.4.5. All sub-contracted employees shall wear a name tag with their employer's company name on the outside of the upper left chest area of the prime contractor's approved uniform.

8.4.6. The Contractor will ensure every employee wears the appropriate uniform in a professional manner with the shirt tail tucked in at all times while working on the job site.

8.4.7. The uniform must meet or exceed all safety related standards such as steel toe shoes or other safety related uniform materials.

8.4.8. As part of their uniform, the Contractor's employees must display the Airport photo identification security badge on their outer most garments. These uniforms must be

supplied and maintained by the Contractor at no cost to the County. An employee may be sent home if it is determined that he or she is not dressed in full uniform.

#### 8.5. **Employee Conduct**

- 8.5.1. Contractor's employees will conduct themselves in a safe and orderly manner at all times while on the job site, whether on or off duty. Personal cell phone use is strictly prohibited unless employee is on their official designated break time in their designated break area.
- 8.5.2. Fighting, being under the influence of alcohol and/or drugs, bringing and/or consuming alcohol and/or drugs, gambling, soliciting, stealing, taking pictures or bringing cameras or other photographic devices anywhere on the property, unless approved in writing by the Contract Administrator, and any immoral or otherwise undesirable conduct will not be permitted on the job site.
- 8.5.3. The Contractor shall prevent any of its employees from opening, tampering with, using or moving any item of equipment, such as calculators, computers, telephones, storage container, desks, etc. or entering into any area unless required in the performance of the services. Any item moved for the purpose of cleaning shall be put back in place after cleaning.
- 8.5.4. The Contractor shall establish, implement and maintain procedures and controls to ensure each employee of the Contractor complies with all applicable provisions of the contract and all site rules and practices of the County.
- 8.5.5. Contractor will immediately, after receipt of written notice from the Contract Administrator, remove any employee or other representative of Contractor from premises who participates in improper or illegal acts, or whose continued presence is, in the opinion of the Contract Administrator, deemed not to be in the best interest of the County.
- 8.5.6. The Contractor's personnel will not eat or take breaks within their assigned work areas.
- 8.5.7. Corrective action will be determined and enforced in instances of non-compliance with this and all other contractual requirements.

#### 8.6. **Personnel Training**

- 8.6.1. The Contractor will provide environmental health and safety training to ensure compliance with all federal, state, and local laws or regulations. It is imperative that each employee receives proper and adequate training prior to commencement of work. Untrained employees will not be permitted to perform the services specified within the contract. It will be the Contractor's responsibility to maintain evidence that employees are being properly trained. Contractor's employees utilized for project work such as stripping and refinishing floors, and overhead cleaning above eight feet, will receive additional training.
- 8.6.2. Training Record
  - 1. The Contractor shall maintain a training record for each employee.
  - 2. The training record shall show, at a minimum, each employee's name, date of employment, the type and date of each training class attended, and the class instructor.
  - 3. The Contractor shall have available such records for inspection in the weekly report to the Contract Administrator. The Contract Administrator or its designee, may, from time to time, monitor the conduct for such training classes.

#### 8.6.3. Training Subjects

At a minimum, the Contractor shall provide each employee with the following training

within the first month of employment and again during each twelve-month period during the employee's tenure:

1. Orientation to Housekeeping Operations.
2. Green Cleaning Policies and Procedures.
3. Housekeeping Chemicals - Proper Use and Dilution.
4. Tools and Equipment - Proper Use and Care.
5. Rest Room Cleaning and Disinfections.
6. Office and Related Area Cleaning.
7. Repetitive Floor Care.
8. Project Floor Care.
9. Trash Collection and Recycling.
10. Common Cleaning Mistakes.
11. Body Mechanics.
12. Quality Control.
13. Inspection Techniques (Supervisors).
14. Safety & Security to include Asbestos, Blood Borne Pathogens, Hazardous Materials – HAZCOM, Bodily Fluids and Feces.
15. Emergency Procedures & Evacuations.
16. Incident/Accident Reporting.
17. Personal Protective Equipment.
18. HIPAA Privacy Training. Must be completed before a Contractor employee starts work at BARCs or NJCC.
19. Occupational Health and Administration Infection Control Training. Must be completed before a Contractor employee starts work at BARCs or NJCC.
20. 42 CFR Federal Alcohol and Drug Abuse Confidentiality Regulations Training. Must be completed before a Contractor employee starts work at BARCs.

8.6.4. Syllabus

1. At the request of the Contract Administrator, the Contractor will present a schedule of subjects and times of training.

8.6.5. Training Materials

1. The County will have the option of making training materials and scripts available for the use of the Contractor. The training materials and scripts shall remain the sole and exclusive property of the County and shall not be removed from the site. Provision of any training materials by the County in no way relieves the Contractor from any responsibility for training its employees in the proper methods and use of tools, chemicals, equipment, and supplies or any other skills or knowledge needed by the Contractor in order to comply with the specifications contained herein.
2. If the County elects to provide the Contractor with training materials, then the County shall provide the equipment necessary to present the training materials.
3. If the County elects not to provide the Contractor with training materials, then the Contractor shall be responsible for providing any equipment necessary to present the training materials.



## **8.7. Employees Confidentiality Training And Certifications**

8.7.1. All personnel providing service to the airport and some personnel providing service to other County facilities is subject to JC and HIPAA confidentiality standards and must have completed training and certification for such. The additional county facilities will be identified to the Contractor. The Contract Administrator may request proof of an employee's or all employees' training records at any time during the time period of this contract.

## **8.8. Employee Safety Training**

8.8.1. Contractor, at its' own expense, shall provide each of its' employees who will be working on the job site, with the training needed to safely and competently perform the services required by this contract, including compliance with Green Cleaning Practices.

8.8.2. Contractor must be familiar with all applicable Federal, State, County, City and Local Laws, Regulations or Codes and be governed accordingly as they apply to this service and must be aware of the safety standards concerning materials used. Contractor shall develop and implement procedures to ensure its employees use chemicals in accordance with the instructions of the chemical manufacturers. Contractor shall provide to the Contract Administrator Material Safety Data Sheets (MSDS)/Safety Data Sheets (SDS) for chemicals and cleaning products used.

8.8.3. Contractor employees shall be trained in accident prevention and provide barricades necessary to protect persons or property against injury or damage, and at all times, be responsible for any such damage or injury that occurs as a result of their fault or negligence.

8.8.4. Some tasks may require working with potentially hazardous materials. Contractor is obligated to ensure employees are trained and medically cleared for such work. Contractor is required to assess the need for, and provide its' employees personal protective equipment (PPE) as required.

8.8.5. Contractor may be requested to provide a copy of its' safety-training program any time within the duration of this contract.

8.8.6. Contractor will keep a record of all training for each employee. The record shall show, as a minimum, the employee's name, date of employment, and date and type of training for each class attended. A transcript of the training records will be made available to the County on request.

## **8.9. Employee Safety Practices**

8.9.1. Contractor must take precautions necessary to protect persons or property against injury or damage and be responsible for any such damage, or injury that occurs as a result of fault or negligence of Contractor's employee or sub-contractor.

8.9.2. Contractor shall provide and use adequate barricades and signs to cordon off hazardous work areas and/or to provide sufficient warning prior to, during and after the performance of services. All generally accepted and government required safety practices shall be followed.

## **8.10. Gratuities/Solicitations**

8.10.1. The Contractor shall establish, implement, and maintain procedures and controls adequate to prevent its employees from providing any services other than that which is defined in the contract.

8.10.2. No employee of the contract will solicit or accept any gratuities in the facilities of the County.

## **8.11. Personal Hygiene**

8.11.1. Contractor shall ensure that all employees practice good personal hygiene habits

- 8.11.2. Excessive use of perfumes and/or colognes is discouraged.
- 8.11.3. All body odor complaints shall be addressed immediately with Contractor's employee by Contractor and documented accordingly. Should an employee receive three documented occurrences, the Contract Administrator may request removal of said employee from the staffing team.

8.12. **Scavenging**

The Contractor shall develop, implement and maintain adequate procedures to ensure that no contract employee(s) scavenge any items from any County facilities or properties.

**End of Section**

**PART 1**

**GENERAL SPECIFICATIONS AND REQUIREMENTS**

**JANITORIAL SERVICES FOR VARIOUS LARGE COUNTY FACILITIES**

**SECTION 9 – GREEN CLEANING**

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**9. Green Cleaning**

9.1. Broward County strives to maximize its green building initiatives. Though all facilities are not LEED certified it is County's practice to use green cleaning protocols. Contractor is required to be operationally efficient while minimizing environmental impacts to the County's facilities.

9.2. Green Building: A building with efficient use of energy, water, and other resources; protection of occupant health and improvement of employee productivity; reduction of waste, pollution and environmental degradation; use of environmental safe chemicals and recycled paper products; and any other environmentally responsible actions or resources.

9.3. Green Cleaning Practices: Providing janitorial services to County facilities by utilizing low-emitting materials; recycled content materials/supplies; and environmentally friendly maintenance practices that are implemented through the adoption of training programs for custodial supervisors and staff. These initiatives are intended to reduce the amount of volatile organic compounds (VOCs) used in cleaning while also eliminating many of the indoor airborne particulates, which may adversely impact indoor air quality.

9.4. Contractor will establish a Green Cleaning Policy for each location that addresses the requirements listed below.

9.5. Green Cleaning Policy

9.5.1. Purchase/utilize only sustainable cleaning and hard floor and carpet care products meeting the sustainability criteria outlined in LEED O+M: Existing Buildings v. 2009 Indoor Environmental Quality (IEQ) Credit 3.3: Green Cleaning—Purchase of Sustainable Cleaning Products and Materials.

1. The term "Cleaning Products" encompasses all chemicals used in the janitorial process.
2. See additional County specifications in Cleaning Products, Paper Products and Trash Bags Section.

9.5.2. Purchase/utilize only sustainable disposable janitorial paper products and trash bags meeting the sustainability criteria outlined in LEED O+M: Existing Buildings v. 2009 Indoor Environmental Quality (IEQ) Credit 3.3: Green Cleaning—Purchase of Sustainable Cleaning Products and Materials.

1. See additional County specifications in Cleaning Products, Paper Products and Trash Bags Section.

9.5.3. Purchase/utilize only cleaning equipment meeting the sustainability criteria outlined in LEED O+M: Existing Buildings v. 2009 Indoor Environmental Quality (IEQ) Credit 3.4: Green Cleaning—Sustainable Cleaning Equipment.

1. See additional County specifications in Equipment Section.

9.5.4. Purchase/utilize color-coded microfiber mops, towels and other similar wiping materials to eliminate cross contamination. One color will be designated for restrooms and another color for other areas. Mops, towels and other similar wiping materials used to clean

restrooms will not be used to clean other areas and vice versus.

9.5.5. Establish standard operating procedures addressing how an effective cleaning and hard floor and carpet maintenance system will be consistently utilized, managed and audited. Specifically address cleaning to protect vulnerable building occupants.

9.5.6. Develop strategies for promoting and improving hand hygiene, including both hand washing and the use of hand sanitizers.

9.5.7. Develop and implement guidelines addressing the safe handling and storage of cleaning chemicals used in the building, including a plan for managing hazardous spills or mishandling incidents.

9.5.8. Develop and implement requirements for staffing and training of personnel appropriate to the needs of the building. It must address the training of personnel in the hazards, use, maintenance, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.

9.5.9. Train staff to spray the cleaning product onto the cleaning rag and not the piece of equipment/surface.

9.5.10. Provide an appropriate staffing plan.

9.5.11. Use chemical concentrates with appropriate dilution systems to minimize chemical use wherever possible.

9.5.12. Remove all recyclables from each location as required. Recyclables must be removed separately from trash to avoid contamination and placed in designated recycle bins and transported to designated pick-up locations if applicable.

9.6. The Contractor shall submit their Green Cleaning Training and Procedures manuals prior of contract being submitted to the Board for approval. The manuals must comply with LEED O+M: Existing Buildings v. 2009. The manuals' compliance with the US Green Building Counsel Standards will be determined by County staff. Approval of manuals must be attained prior to award of Contract.

9.7. The Contractor shall submit their cleaning product sheets, paper product and trash bag product sheets and equipment product sheets prior of contract being submitted to the Board for approval. The product data sheet must show that the products comply with LEED O+M: Existing Buildings v. 2009. The products' compliance with the US Green Building Counsel Standards will be determined by County staff. Approval of products must be attained prior to award of Contract.

9.8. LEED O+M: EXISTING BUILDINGS V. 2009 INDOOR ENVIRONMENTAL QUALITY (IEQ) CREDIT 3.3: GREEN CLEANING—PURCHASE OF SUSTAINABLE CLEANING PRODUCTS AND MATERIALS.

9.8.1. THE CLEANING PRODUCTS MEET 1 OR MORE OF THE FOLLOWING STANDARDS FOR THE APPROPRIATE CATEGORY:

9.8.1.1. GREEN SEAL GS-37, FOR GENERAL-PURPOSE, BATHROOM, GLASS AND CARPET CLEANERS USED FOR INDUSTRIAL AND INSTITUTIONAL PURPOSES.

9.8.1.2. ENVIRONMENTAL CHOICE CCD-110, FOR CLEANING AND DEGREASING COMPOUNDS.

9.8.1.3. ENVIRONMENTAL CHOICE CCD-146, FOR HARD SURFACE CLEANERS.

- 9.8.1.4. ENVIRONMENTAL CHOICE CCD-148, FOR CARPET AND UPHOLSTERY CARE.
- 9.8.2. DISINFECTANTS, METAL POLISH, FLOOR FINISHES, STRIPPERS OR OTHER PRODUCTS NOT ADDRESSED BY THE ABOVE STANDARDS MEET 1 OR MORE OF THE FOLLOWING STANDARDS FOR THE APPROPRIATE CATEGORY:
  - 9.8.2.1. GREEN SEAL GS-40, FOR INDUSTRIAL AND INSTITUTIONAL FLOOR CARE PRODUCTS.
  - 9.8.2.2. ENVIRONMENTAL CHOICE CCD-112, FOR DIGESTION ADDITIVES FOR CLEANING AND ODOR CONTROL.
  - 9.8.2.3. ENVIRONMENTAL CHOICE CCD-113, FOR DRAIN OR GREASE TRAPS ADDITIVES.
  - 9.8.2.4. ENVIRONMENTAL CHOICE CCD-115, FOR ODOR CONTROL ADDITIVES.
  - 9.8.2.5. ENVIRONMENTAL CHOICE CCD-147, FOR HARD FLOOR CARE.
  - 9.8.2.6. CALIFORNIA CODE OF REGULATIONS MAXIMUM ALLOWABLE VOC LEVELS FOR THE SPECIFIC PRODUCT CATEGORY.
- 9.8.3. DISPOSABLE JANITORIAL PAPER PRODUCTS AND TRASH BAGS MEET THE MINIMUM REQUIREMENTS OF 1 OR MORE OF THE FOLLOWING PROGRAMS FOR THE APPLICABLE PRODUCT CATEGORY:
  - 9.8.3.1. ENVIRONMENTAL PROTECTION AGENCY (EPA) COMPREHENSIVE PROCUREMENT GUIDELINES FOR JANITORIAL PAPER AND PLASTIC TRASH CAN LINERS.
  - 9.8.3.2. GREEN SEAL GS-09, FOR PAPER TOWELS AND NAPKINS.
  - 9.8.3.3. GREEN SEAL GS-01, FOR TISSUE PAPER.
  - 9.8.3.4. ENVIRONMENTAL CHOICE CCD-082, FOR TOILET TISSUE.
  - 9.8.3.5. ENVIRONMENTAL CHOICE CCD-086, FOR HAND TOWELS.
  - 9.8.3.6. JANITORIAL PAPER PRODUCTS DERIVED FROM RAPIDLY RENEWABLE RESOURCES OR MADE FROM TREE-FREE FIBERS.
- 9.8.4. HAND SOAPS MEET 1 OR MORE OF THE FOLLOWING STANDARDS:
  - 9.8.4.1. NO ANTIMICROBIAL AGENTS (OTHER THAN AS A PRESERVATIVE) EXCEPT WHERE REQUIRED BY HEALTH CODES AND OTHER REGULATIONS (E.G., FOOD SERVICE AND HEALTH CARE REQUIREMENTS).
  - 9.8.4.2. GREEN SEAL GS-41, FOR INDUSTRIAL AND INSTITUTIONAL HAND CLEANERS.
  - 9.8.4.3. ENVIRONMENTAL CHOICE CCD-104, FOR HAND CLEANERS AND HAND SOAPS.
- 9.9. LEED O+M: EXISTING BUILDINGS V. 2009 INDOOR ENVIRONMENTAL QUALITY (IEQ) CREDIT GREEN CLEANING—SUSTAINABLE CLEANING EQUIPMENT.

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- 9.9.1. VACUUM CLEANERS ARE CERTIFIED BY THE CARPET AND RUG INSTITUTE "GREEN LABEL" TESTING PROGRAM FOR VACUUM CLEANERS AND OPERATE WITH A SOUND LEVEL OF LESS THAN 70DBA.
- 9.9.2. CARPET EXTRACTION EQUIPMENT USED FOR RESTORATIVE DEEP CLEANING IS CERTIFIED BY THE CARPET AND RUG INSTITUTE'S "SEAL OF APPROVAL" TESTING PROGRAM FOR DEEP-CLEANING EXTRACTORS.
- 9.9.3. POWERED FLOOR MAINTENANCE EQUIPMENT, INCLUDING ELECTRIC AND BATTERY-POWERED FLOOR BUFFERS AND BURNISHERS, IS EQUIPPED WITH VACUUMS, GUARDS AND/OR OTHER DEVICES FOR CAPTURING FINE PARTICULATES AND OPERATES WITH A SOUND LEVEL OF LESS THAN 70DBA.
- 9.9.4. PROPANE-POWERED FLOOR EQUIPMENT HAS HIGH-EFFICIENCY, LOW-EMISSIONS ENGINES WITH CATALYTIC CONVERTERS AND MUFFLERS THAT MEET THE CALIFORNIA AIR RESOURCES BOARD (CARB) OR ENVIRONMENTAL PROTECTION AGENCY (EPA) STANDARDS FOR THE SPECIFIC ENGINE SIZE AND OPERATE WITH A SOUND LEVEL OF LESS THAN 90DBA.
- 9.9.5. AUTOMATED SCRUBBING MACHINES ARE EQUIPPED WITH VARIABLE-SPEED FEED PUMPS AND ON-BOARD CHEMICAL METERING TO OPTIMIZE THE USE OF CLEANING FLUIDS. ALTERNATIVELY, THE SCRUBBING MACHINES USE ONLY TAP WATER WITH NO ADDED CLEANING PRODUCTS.
- 9.9.6. BATTERY-POWERED EQUIPMENT IS EQUIPPED WITH ENVIRONMENTALLY PREFERABLE GEL BATTERIES.
- 9.9.7. POWERED EQUIPMENT IS ERGONOMICALLY DESIGNED TO MINIMIZE VIBRATION, NOISE AND USER FATIGUE.
- 9.9.8. EQUIPMENT IS DESIGNED WITH SAFEGUARDS, SUCH AS ROLLERS OR RUBBER BUMPERS, TO REDUCE POTENTIAL DAMAGE TO BUILDING SURFACES.

**End of Section**

**PART 1**

**GENERAL SPECIFICATIONS AND REQUIREMENTS**

**JANITORIAL SERVICES FOR VARIOUS LARGE COUNTY FACILITIES**

**SECTION 10 – CLEANING PRODUCTS, PAPER PRODUCTS AND TRASH BAGS**

**10. Cleaning Products, Paper Products and Trash Bags**

10.1. Cleaning Products

10.1.1. Product data sheets for chemicals to be used on this project will be submitted to the Contract Administrator for approval prior to commencement of the contract and at any time during the term of the contract when a substitute or new product is intended to be used. The submittal must include the intended use of the chemical. All chemicals shall be of equal or better quality than those used by the County prior to this contract.

10.1.2. Contractor shall purchase/utilize only sustainable cleaning and hard floor and carpet care products meeting the sustainability criteria outlined in LEED O+M: Existing Buildings v. 2009 Indoor Environmental Quality (IEQ) Credit 3.3: Green Cleaning—Purchase of Sustainable Cleaning Products and Materials. The term “Cleaning Products” encompasses all chemicals used in the janitorial process.

10.1.3. Hand soap and hand sanitizer products provided must be the proper size and type for the existing dispenser(s).

10.1.4. An additional one day supply is to be stored on-site and available for use by building occupants when required.

10.1.5. Contractor will use chemicals formulated for long-lasting superlative performance in severe duty environments.

10.1.6. Containers

1. All chemicals shall be purchased, brought on-site, and stocked in closets in their original containers by the Contractor. The chemicals shall remain in such containers until diluted or mixed for use. All solution bottles and spray bottles shall be safety containers which are safe for handling and their intended use, and they should also be properly labeled.

10.1.7. Labeling

1. All containers containing delicate or fragile items shall be marked to clearly identify this condition. These markings shall be placed on not less than one side or end of the container.

2. Material that requires precautionary warnings shall have affixed to all containers such labels or markings as are prescribed and approved by law, regulatory agency, or this contract. The marking or labeling of material containing hazardous or toxic materials, substances, or wastes shall be in accordance with all Federal, State and local laws, ordinances, rules and regulations.

3. All chemical containers shall bear their original manufacturer's label which includes the name and address of the manufacturer, instructions for use and any pertinent warnings and safety instructions. All chemical containers must have the manufacturer's quality control batch numbers included on cases or containers.

4. The Contractor shall develop and implement procedures to insure its employees use chemicals in accordance with the instructions of the chemical manufacturers.

5. All solution bottles and spray bottles shall be labeled with a label provided by its manufacturer or with a photocopy of the label from the chemical container.

10.1.8. Prohibited Chemicals

1. Chemicals that do not comply with the aforementioned LEED criteria.
2. Carpet cleaning agents containing chlorinated solvents are prohibited.
3. Carpet cleaning agents containing optical brighteners are prohibited.
4. Ammonia, laundry bleach, powdered cleanser or any other similar type of chemical without the written permission of the Contract Administrator.

10.1.9. Manufacturer's Instructions

1. The Contractor shall follow the instructions of the chemical manufacturers in every instance.

10.1.10. Slip Resistance

1. The Contractor shall verify that all floor finishes, seals, spray buff solutions and other such chemicals applied to hard floors have a (.5) ASTM slip coefficient or better. The Contractor shall immediately post warning signs and report any observed instances of slippery or slick floors to the County.

10.1.11. Germicidal Properties

1. The Contractor shall use a germicidal detergent that bears the Environmental Protection Agency Registration Number and kills the MRSA virus.

10.1.12. Chemical Compatibility

1. Floor finish, floor finish remover, floor seal, spray buff solution, detergent, and seals must always be compatible and/or be by the same manufacturer.
2. Contractor shall ascertain the appropriateness of all chemicals for their intended use on a surface or material before any actual use.
3. County reserves the right to refuse the use of or direct discontinuance of any product it determines not effective or harmful to surfaces, equipment or personnel. The cost of any damage caused, or corrective maintenance required, deemed to be the result of the use of inferior or inappropriate products will be deducted from Contractor's monthly invoice.

10.1.13. Chemicals – Cost

1. All chemicals will be purchased and supplied by Contractor as part of the monthly contract price.
2. This includes chemicals used by County staff to provide custodial services



during the day.

10.1.14. Material Safety Data Sheet (MSDS)/Safety Data Sheets (SDS)

1. The Contractor shall provide the Designated Contract Administrator with a copy of a Material Safety Data Sheet/Safety Data Sheet as required by OSHA for each type and brand of chemical used in the performance of the services.
2. Contractor shall maintain on-site a library of MSDS/SDS, with duplicate copies of the form(s), for all chemicals and hazardous substances used by Contractor at location.

10.2. Paper Products and Trash Bags

10.2.1. Product data sheets for paper products and trash bags to be used on this project will be submitted to the Contract Administrator for approval prior to commencement of the contract and at any time during the term of the contract when a substitute or new product is intended to be used. The submittal must include the intended use of the product.

10.2.2. Purchase/utilize only sustainable disposable janitorial paper products and trash bags meeting the sustainability criteria outlined in LEED O+M: Existing Buildings v. 2009 Indoor Environmental Quality (IEQ) Credit 3.3: Green Cleaning—Purchase of Sustainable Cleaning Products and Materials.

10.2.3. Paper products provided must be the proper size and type for the existing dispenser(s).

10.2.4. An additional one day supply is to be stored on-site and available for use by building occupants when required.

10.2.5. Purchase/utilize only 2-ply toilet tissue.

10.2.6. Paper Products and Trash Bags – Cost

1. All paper products and trash bags will be purchased and supplied by Contractor as part of the monthly contract price.
2. This includes paper products and trash bags used by County staff to provide custodial services during the day.

**End of Section**

**PART 1**

**GENERAL SPECIFICATIONS AND REQUIREMENTS**

**JANITORIAL SERVICES FOR VARIOUS LARGE COUNTY FACILITIES**

**SECTION 11 – EQUIPMENT SPECIFICATIONS & STANDARDS**

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**11. Equipment Specifications & Standards**

11.1. Product data sheets for equipment to be used on this project will be submitted to the Contract Administrator for approval prior to commencement of the contract and at any time during the term of the contract when a substitute or new product is intended to be used. The submittal must include the intended use of the equipment. All equipment shall be of equal or better quality than those used by the County prior to this contract.

11.2. Contractor shall purchase/utilize only cleaning equipment meeting the sustainability criteria outlined in LEED O+M: Existing Buildings v. 2009 Indoor Environmental Quality (IEQ) Credit 3.4 Green Cleaning—Sustainable Cleaning Equipment.

11.3. Vacuum cleaners utilized for carpet cleaning must also be two motor uprights with high filtration disposable bags and equipped with HEPA filters. All vacuum cleaners must meet carpet manufacturers' recommendations for use. General vacuuming must be done with an upright vacuum.

11.4. Back pack type vacuum cleaners utilized for cleaning must also be equipped with HEPA filters. Supplemental vacuum cleaning tasks, litter pick up, crevice cleaning etc. may be done with a backpack vacuum.

11.5. Wet/Dry Tank Vacuum Cleaners must also be equipped with HEPA filters.

11.6. Pile lifters must also be equipped with HEPA filters. Pile lifters are to be used in conjunction with carpet cleaning procedures and vacuuming procedures.

11.7. Hot water extraction machines must also be equipped with HEPA filters and comply with carpet manufacturer recommended cleaning methods. They must also be available for use in removing water caused by leaks or spills.

11.8. Brute Barrels- Barrels may not be used inside the buildings unless equipped with wheels. Barrels may be used on sidewalks and garage vestibules.

11.9. Terrazzo Equipment Minimum equipment requirements:

11.9.1. Floor grinding equipment: HTC Professional Grinder 420 to 800 Series or equivalent.

11.9.2. Floor Maintenance: 20" floor machine with minimum machine weight of 150 lbs. for proper crystallizing requirements.

11.9.3. Wet Vacuums: Advance Wet/Dry Air Scoop or equivalent.

11.10. All equipment provided by the contractor will be new or like-new when the project begins.

11.11. Contractor will be responsible for warranty and maintenance on the equipment used to perform required services.

11.12. Contractor shall furnish all tools and equipment necessary for complete performance of this contract.

11.13. Contractor's equipment will include, but not be limited to: safety signs, vacuum cleaners, pile lifters, floor machines for surfacing hard floors, wet-dry tank vacuum cleaners, scrubbers, buffers, portable extractors, pressure washers, sweepers, mop buckets, wringers, mops, brooms, and brushes. Battery holding trays will be installed in all battery-powered equipment. All batteries will be gel cell-type batteries.

11.14. The County reserves the right to refuse the use of any tools or equipment it deems ineffective or harmful to surfaces and fixtures. The cost of any damage caused by defective or inferior tools and equipment or by the use of such defective or inferior tools and equipment will be deducted from the Contractor's monthly invoice.

11.15. General cleaning janitorial personnel shall be equipped with janitorial carts. The style of cart must be approved by the Contract Administrator and kept neatly stocked at all times. The cart shall also have a receptacle for accepting the residue of waste cans, cigarette urns, ashtrays and other litter or debris.

11.16. Second Party shall ensure that all tools, equipment and supplies used by its employees shall be used in accordance with the manufacturer's instructions and good safety practices.

11.17. All tools, equipment and supplies used by Contractor in the performance of the services shall meet the local, state and federal safety requirements. All electrical equipment must operate at full rate performance levels using existing building electrical circuits.

11.18. Contractor shall develop and implement adequate procedures and control to ensure that all tools, equipment and supplies remain at all times in good, clean condition.

11.19. The County reserves the right to request the replacement of equipment based on appearance, cleaning ability, age, and type. The Contract Administrator will review the condition of equipment semi-annually and recommend replacements as necessary. If the equipment is found to be unsafe or not in good working condition, the County has the right to direct Contractor to remove it from service and to repair or replace it promptly. However; if the equipment is not repaired or replaced within 48 hours, Contractor may be required to rent equipment, at their own expense, in order to meet the service requirements of this contract.

11.20. Equipment and tools will be used in manners that will not scar or mark walls or other surfaces. Larger equipment and tools will be equipped with non-marking rubber, vinyl, or plastic tips on the ends of the handles to prevent marking or scarring of walls. All wheeled and moveable equipment will be equipped with protective non-marking bumpers or guards around the entire perimeter of the equipment to prevent damaging the building structure or other objects. Bumpers or guards will be properly maintained. Equipment with improper bumpers or guards will be immediately removed.

11.21. The Contractor shall maintain adequate quantities of backup equipment and tools to insure that the minimum quantities are available and in safe and proper operating condition at all times during the performance of the service.

11.22. Damage(s) caused by Contractor's equipment will be repaired and paid for by the Contractor.

11.23. Electrical equipment will be equipped with a non-marking, 3-conductor, grounded plug electrical cord. All electrical machinery shall have ground fault protection devices attached at all

times. All electrical equipment will be rated to operate on normal 120V-20AMP circuits, unless otherwise approved by the Contract Administrator. Should voltage and amperage requirements for equipment not be available at the work site, Contractor is responsible for providing such at its own expense.

11.24. Appropriate equipment, including any required additional safety equipment such as floor signs, temporary barricades and stanchions may be made available on-site when needed.

11.25. When applicable, protective equipment will be removed from public areas when not in use or not required.

11.26. Equipment will be properly maintained and secured when not in use or not required. Carts, trash brutes, brooms, brushes, pans, and mops will not be left out in hallways or public areas unattended. All equipment will be cleaned on a consistent schedule.

**End of Section**

**PART 1**

**GENERAL SPECIFICATIONS AND REQUIREMENTS**

**JANITORIAL SERVICES FOR VARIOUS LARGE COUNTY FACILITIES**

**SECTION 12 – QUALITY CONTROL**

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**12. Quality Control**

**12.1. Contractor Quality Control Program**

- 12.1.1. The Contractor will develop and maintain a quality control program to ensure the requirements of the contract are provided as specified.
- 12.1.2. The Contractor's program, at a minimum, will include a description of how each of the work standards specified will be accomplished.
- 12.1.3. The Contractor will provide the program with the initial Proposal submission and provide updates five calendar days prior to implementing any changes.
- 12.1.4. The Contractor's program must describe specific monitoring techniques for all contract services. The quality control program must also describe an inspection system that covers all the services stated in the work schedule. It must specify areas to be inspected on either a scheduled or non-scheduled basis, how often inspections will be performed, or the position of the individual(s) who will perform each inspection.
- 12.1.5. The program must include a method of identifying and correcting deficiencies in the quality of services before the service becomes unacceptable.
- 12.1.6. The Contractor will provide the Contractor Administrator a weekly Operation and Inspection Report of the work that was performed and inspected the previous week and work that is planned for the next week. The report must include the areas where detail cleaning was performed, problems encountered, items requiring maintenance and/or repair, and the action that was taken on items included in the report.
- 12.1.7. The Contractor will maintain a file of all inspections conducted and the corrective actions taken. The exact format of the report will be developed by the Contract Administrator and the Contractor during the phase-in period.
- 12.1.8. The Contractor's program must describe specific monitoring techniques for all contract services. The quality control program must also describe an inspection system that covers all the services stated in the work schedule. It must specify areas to be inspected on either a scheduled or non-scheduled basis, how often inspections will be performed, or the position of the individual(s) who will perform each inspection. The program must include a method of identifying and correcting deficiencies in the quality of services before the service becomes unacceptable.
- 12.1.9. The program should include, but not be limited to the following:
1. A method of identifying deficiencies in the quality of services performed before the level of performance is unacceptable.
  2. Contractor shall have a plan in place to periodically conduct field audits of all personnel to maintain quality standards.

3. An inspection system covering all the services required in this document must be provided.
- 12.1.10. The Designated Contract Administrator shall monitor the Contractor's performance under this contract using the quality control procedures as specified.
- 12.1.11. All questions concerning the quality acceptability of materials used, the work performed, the manner of performance, and progress being made in meeting specification requirements shall be determined by the Designated Contract Administrator.
- 12.1.12. The Designated Contract Administrator will generally communicate daily work requests or daily deficiency reports to the Contractor via e-mail.
- 12.1.13. Contractor's performance and timely response to emergency service calls shall be recorded by Contractor and carefully monitored by County. Required emergency service response times are detailed in Section 2.
- 12.1.14. Complaints against the Contractor processed utilizing a vendor complaint form are to be corrected within ten (10) calendar days of formal complaint. Written response to the Contract Administrator is required. Failure to properly resolve complaints within ten (10) calendar days may result in the termination of this contract.
- 12.1.15. Each phase of the janitorial services rendered under this contract is subject to inspection, both during and after completion of work.
- 12.1.16. The County's quality control (inspections/evaluations) is not a substitute for adequate and consistent quality control (manpower supervision/ control / resource management) by the Contractor.
- 12.1.17. The County has the right, at all times, to inspect the Contractor's records, services performed, workmanship, and materials furnished and utilized in the performance of such janitorial services to the extent practicable. However, inspections will be conducted in a manner that will not unduly interrupt or delay the Contractor's work.
- 12.1.18. The County will have the right at all times to appoint auditors (both internal and independent), administrators, and such other personnel and representatives as deemed appropriate to examine, inspect, review, or audit procedures, methods, equipment, materials, supplies, controls, and records of Contractor and its agents to verify compliance with the terms and conditions of the Contract.
- 12.1.19. The Contract Administrator or its designee will notify the Contractor in writing of any such requested inspection of records located off the premises.
- 12.1.20. The Contractor covenants that it will immediately make available all such equipment, materials, supplies, chemicals, records, and other information for review and/or audit.
- 12.1.21. The Contractor's supervisory personnel will make themselves available on any given day for an inspection tour of the premises.
- 12.1.22. The Designated Contract Administrator will schedule meetings as needed to include the Contractor's Project Manager and/or supervisors, for sharing weekly and/or monthly reports, problem resolutions and a facility tour.

- 12.1.23. Facility inspections will be made to compare Contractor's performance to contract specifications and procedures. The methods of inspecting may include:
1. Random Sampling
  2. 100% Inspection
  3. Unscheduled Inspection
  4. Inspections in response to customer complaints
- 12.1.24. The County is not restricted to any certain type of inspection. The Designated Contract Administrator may adopt or change inspection method(s), quality control procedures, and increase or decrease the degree of inspection based upon contract modifications, lessons learned, technological changes, inspection documentation and changes to Contractor's quality control system.
- 12.1.25. Performance of a listed service will be accepted when Contractor's work meets contract provisions, standards, and specifications.
- 12.1.26. Notwithstanding inspection and acceptance by the Designated Contract Administrator or any provision concerning the conclusiveness thereof, the Contractor by entering into this contract, warrants that all services performed under the contract will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of the Contract. The Designated Contract Administrator will give notice of any defect or nonconformity to the Contractor. This notice will state that the Contractor will correct or re-perform any defective or nonconforming services.
- 12.1.27. If the Contractor is required to correct or re-perform work, it will be at no cost to the County, and any services corrected or re-performed by the Contractor will be subject to the provisions contained herein to the same extent as work initially performed. Corrected or re-performed work will not result in a corrected/adjusted score on the inspection conducted.
- 12.1.28. A Contractor's performance will be deemed not to meet contract provisions when such is not performed in accordance with approved work schedules, tasks are not performed in accordance with standards or specification, routines are not performed within the allowed time frame or work is not completed in its entirety. Under such conditions, Contractor's performance will be considered to be defective and work will be rejected.
- 12.1.29. The rights and remedies of the County, as described herein, are in addition to all other rights and remedies contained in the contract or which are otherwise available to the County as a matter of law. Without limiting any other County remedy, the County, through its Designated Contract Administrator, shall have the right to require Contractor to re-perform work not performed to its satisfaction at no increase in the contract amount. Contractor will not be relieved of full performance of the work and may be terminated for cause based upon inadequate performance.
- 12.1.30. When defects in service may not be or are not corrected by performing the service again, the Designated Contract Administrator may require the Contractor to take the necessary action to ensure that future performance conforms to contract requirements and reduce the monthly payment to reflect the reduced value of the services performed, as determined by the Contract Administrator.
- 12.2. **Remedies for Non-Performance by Contractor** – See Performance Standards Section.

**End of Section**

**PART 2**

**FACILITY GROUP IDENTIFICATION / DETAILS**

**JANITORIAL SERVICES FOR VARIOUS LARGE COUNTY FACILITIES**

**PART 2 – A “BROWARD COUNTY GOVERNMENTAL CENTER EAST”**

<b>BROWARD COUNTY GOVERNMENTAL CENTER EAST</b> 115 South Andrews Avenue Ft. Lauderdale, FL 33301	<b>CONTRACT #1</b>
FMD Building Manager Contact phone:	Katrina Jackson 954-357-6480
Days of Service	5 Days per week
<b>Staffing:</b> Day Service Evening Janitorial Staff	1 worker per day shift As required - All work performed after 6:00 p.m.
Sq. Footage	362,449 sq ft
Approx. Exterior Area to be pressure cleaned	10,000 sq ft
% Carpeted	80%
No. of Employees Working in the Building Public Visitors, Patrons	1,200 Approximately 20,000 per month
No. of Restrooms	34
No. of Sinks	121
No. of Toilets	121
No. of Urinals	28



**PART 2 – B “BROWARD COUNTY MAIN LIBRARY”**

<b>BROWARD COUNTY MAIN LIBRARY</b> 100 South Andrews Avenue Ft. Lauderdale, FL 33301	<b>CONTRACT #2</b>
FMD Building Manager Contact phone:	Katrina Jackson 954-357-6480
Days of Service	6 Days per week
<b>Staffing:</b> Day Service Evening Janitorial Staff	1 worker per day shift As required - All work performed after 9:00 p.m.
Sq. Footage	238,364 sq ft
Approx. Exterior Area to be pressure cleaned	25,000 sq ft
% Carpeted	80%
No. of Employees Working in the Building Public Visitors, Patrons	200 Approximately 57,000 per month
No. of Restrooms	21
No. of Sinks	81
No. of Toilets	72
No. of Urinals	20

**PART 2 – C “BROWARD COUNTY SOUTH REGIONAL COURT HOUSE”**

<b>BROWARD COUNTY SOUTH REGIONAL COURT HOUSE</b> 3550 Hollywood Blvd Hollywood, FL 33021	<b>CONTRACT #3</b>
FMD Building Manager Contact phone:	Freddy Ulloa 954-357-6371
Days of Service	5 Days per week
<b>Staffing:</b> Day Service Evening Janitorial Staff	None Required As required - All work performed after 5:00 p.m.
Sq. Footage	51,800 sq ft
Approx. Exterior Area to be pressure cleaned	25,000 sq ft
% Carpeted	60%
No. of Employees Working in the Building Public Visitors, Patrons	575 Approximately 15,000 per month
No. of Restrooms	15
No. of Sinks	42
No. of Toilets	42
No. of Urinals	16

**PART 2 – D “BROWARD COUNTY MAIN COURT HOUSE:  
A. NORTH WING, B. EAST WING, C. MIDRISE, D. SOUTH GARAGE”**

**Special Note:** Contract #4(A-D) will be awarded to a single vendor.

<b>BROWARD COUNTY MAIN COURT HOUSE</b> 201 SE 6th Street Fort Lauderdale, FL 33301	<b>CONTRACT #4A (NORTH WING)</b>
FMD Building Manager (North, East & Midrise): Contact phone:	Lucinda Fleming 954-831-6540
Days of Service	5 Days per week
<b>Staffing:</b> Day Service Evening Janitorial Staff	None Required As required - All work performed after 5:00 p.m.
Sq. Footage	224,897 sq ft
Approx. Exterior Area to be pressure cleaned	25,000 sq ft
Sq. Footage Carpet	154,737
% Carpeted	69%
No. of Employees Working in the Building Public Visitors, Patrons	344 Approximately 3,000 per day
No. of Restrooms	113
No. of Sinks	164
No. of Toilets	160
No. of Urinals	28

**PART 2 – D “BROWARD COUNTY MAIN COURT HOUSE:  
A. NORTH WING, B. EAST WING, C. MIDRISE, D. SOUTH GARAGE”**

**Special Note:** Contract #4(A-D) will be awarded to a single vendor.

<b><i>BROWARD COUNTY MAIN COURT HOUSE</i></b> 201 SE 6th Street Fort Lauderdale, FL 33301	<b>CONTRACT #4B (EAST WING)</b>
FMD Building Manager Contact phone:	Lucinda Fleming 954-831-6540
Days of Service	5 Days per week
<b><i>Staffing:</i></b> Day Service Evening Janitorial Staff	1 worker per day shift As required - All work performed after 5:00 p.m.
Sq. Footage	103,273 sq ft
Approx. Exterior Area to be pressure cleaned	25,000 sq ft
Sq. Footage Carpet	70,741
% Carpeted	68%
No. of Employees Working in the Building Public Visitors, Patrons	482 Approximately 3,000 per day
No. of Restrooms	17
No. of Sinks	86
No. of Toilets	68
No. of Urinals	22

**PART 2 – D “BROWARD COUNTY MAIN COURT HOUSE:  
A. NORTH WING, B. EAST WING, C. MIDRISE, D. SOUTH GARAGE”**

**Special Note:** Contract #4(A-D) will be awarded to a single vendor.

<b>BROWARD COUNTY MAIN COURT HOUSE</b> 201 SE 6th Street Fort Lauderdale, FL 33301	<b>CONTRACT #4C (MIDRISE)</b>
FMD Building Manager	Lucinda Fleming
Contact phone:	954-831-6540
Days of Service	5 Days per week
<b>Staffing:</b> Day Service Evening Janitorial Staff	1 worker per day shift As required - All work performed after 5:00 p.m.
Sq. Footage	65,139 sq ft
Approx. Exterior Area to be pressure cleaned	25,000 sq ft
Sq. Footage Carpet	49,547
% Carpeted	76%
No. of Employees Working in the Building Public Visitors, Patrons	237 Approximately 3,000 per day
No. of Restrooms	12
No. of Sinks	38
No. of Toilets	28
No. of Urinals	10

**PART 2 – D “BROWARD COUNTY MAIN COURT HOUSE:  
A. NORTH WING, B. EAST WING, C. MIDRISE, D. SOUTH GARAGE”**

**Special Note:** Contract #4(A-D) will be awarded to a single vendor.

<b>BROWARD COUNTY MAIN COURT HOUSE</b> 201 SE 6th Street Fort Lauderdale, FL 33301	<b>CONTRACT #4D (SOUTH GARAGE)</b>
FMD Building Manager Contact phone:	Geoffery Cacurak 954-357-5711
Days of Service	5 Days per week
<b>Staffing:</b> Day Service Evening Janitorial Staff	1 worker per day shift As required - All work performed after 5:00 p.m.
Sq. Footage	12,511 sq ft
Approx. Exterior Area to be pressure cleaned	25,000 sq ft
Sq. Footage Carpet	8,758
% Carpeted	70%
No. of Employees Working in the Building Public Visitors, Patrons	50 Approximately 3,000 per day
No. of Restrooms	5
No. of Sinks	9
No. of Toilets	9
No. of Urinals	1

**PART 2 – E “BROWARD COUNTY TRAFFIC ENGINEERING (2 Locations)”**

**Special Note:** Contract #5(A-B) will be awarded to a single vendor.

<b>BROWARD COUNTY TRAFFIC ENGINEERING (2 Locations)</b> 2300 W. Commercial Blvd. Ft. Lauderdale, FL 33309	<b>CONTRACT #5A</b>
FMD Building Manager Contact phone:	Anne Marie Rawlings 954-831-1410
Days of Service	7 Days per week
<b>Staffing:</b> Day Service Evening Janitorial Staff	None required As required - All work performed after 5:00 p.m.
Sq. Footage	12,500 sq ft
% Carpeted	95%
No. of Employees Working in the Building	43
No. of Restrooms	4
No. of Sinks	9
No. of Toilets	8
No. of Urinals	4

<b>BROWARD COUNTY TRAFFIC ENGINEERING (2 Locations)</b> 4900 West Prospect Road Ft. Lauderdale, FL 33309	<b>CONTRACT #5B</b>
FMD Building Manager Contact phone:	Anne Marie Rawlings 954-831-1410
Days of Service	5 Days per week
<b>Staffing:</b> Day Service Evening Janitorial Staff	None required As required - All work performed after 5:00 p.m.
Sq. Footage	4,399 sq ft
% Carpeted	0%
No. of Employees Working in the Building	80
No. of Restrooms	2
No. of Sinks	5
No. of Toilets	7
No. of Urinals	2

**PART 3**

**PROPOSAL PRICE SUMMARY SHEET**

**JANITORIAL SERVICES FOR VARIOUS LARGE COUNTY FACILITIES**

**PRICING**

**CONTRACT 1 – BROWARD COUNTY GOVERNMENTAL CENTER EAST**

**PRICING**

**CONTRACT 2 – BROWARD COUNTY MAIN LIBRARY**

**PRICING**

**CONTRACT 3 – BROWARD COUNTY SOUTH REGIONAL COURT HOUSE**

**PRICING**

**CONTRACT 4 – BROWARD COUNTY MAIN COURT HOUSE:**

- A. NORTH WING**
- B. EAST WING**
- C. MIDRISE**
- D. SOUTH GARAGE**

**PRICING**

**CONTRACT 5 – BROWARD COUNTY TRAFFIC ENGINEERING**

- A. 2300 W. COMMERCIAL BLVD.**
- B. 4900 WEST PROSPECT ROAD**



**ADMINISTRATIVE FORMS**

**JANITORIAL SERVICES FOR VARIOUS LARGE COUNTY FACILITIES**  
**\*\*\* SAMPLE FORM - PROVIDED FOR ILLUSTRATIVE PURPOSES ONLY \*\*\***

**JANITORIAL CONTRACT COMPLIANCE / FACILITY REPORT**

BUILDING MANAGER:

INSPECTION FREQUENCY:

FACILITY:

PREVIOUS RATING:

VENDOR:

INSPECTION DATE:

VENDOR CONTACT:

NEXT INSPECTION DATE:

BUILDING MANAGER:

CUSTOMER CONTACT:

INSPECTED BY:

CUSTOMER SIGNATURE: \_\_\_\_\_

Facility Components	Also Known As	Violated Standard(s)	Grade	Rating
<b>Basic Cleaning</b>				<input type="text"/>
1	Arrival/Public Access Areas		<input type="text"/>	
2	Interior Public/Service Areas		<input type="text"/>	
3	Employee/Group Work Areas			
4	Administrative/Private Offices			
5	Employee/Joint Use Areas		<input type="text"/>	
6	Support/Service Areas		<input type="text"/>	
7	Specialty Areas		<input type="text"/>	
	<b>Restrooms</b>			<input type="text"/>
8	Rest Rooms		<input type="text"/>	
	<b>Floors</b>			<input type="text"/>
9	Carpeted Flooring		<input type="text"/>	
10	Other Flooring		<input type="text"/>	
	<b>Supplies</b>			<input type="text"/>
	<b>Administrative Duties</b>			<input type="text"/>
11	Compliance With Administrative Duties Under Contract			
<i>(0-1.99 Requires Inspection Every Week/Written Notice) (2.0-3.99 Requires Inspection Every Month) (4.0 or greater Requires Inspection Every 2 Months)</i>			<b>Average Rating:</b>	<input type="text"/>

COMMENTS:

**“11-C” – RESTROOM CHECKLIST (CUSTODIAL CHECKLIST)**  
**\*\*\* SAMPLE FORM - PROVIDED FOR ILLUSTRATIVE PURPOSES ONLY \*\*\***

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
SOAP														
HAND TOWELS														
TOILET PAPER														
TOILETS														
WASH BASINS														
FLOORS														
TRASH														
MIRRORS														
ASH TRAYS														
NAPKIN MACHINE														
CHECKED BY TIME														
CHECKED BY TIME														

**WORK ROSTER SIGN-IN SHEET**

\*\*\* SAMPLE FORM - PROVIDED FOR ILLUSTRATIVE PURPOSES ONLY \*\*\*

**CUSTODIAL CONTRACTOR DAILY WORK ROSTER**

**LOCATION** \_\_\_\_\_

**Date** \_\_\_\_\_

SIGN IN	Employee Name	Badge Number	Assigned Area	Basic	Project	Air Quality	Scheduled Start Time	Scheduled Quit Time	Time IN	Time OUT	Actual Hours Worked
				Hours Scheduled	Hours Scheduled	Hours Scheduled					

**A Supervisory Employees**

1												
2												

**A** Total Contractor Supervisory Hours

**B Janitorial Employees**

1												
2												
3												
4												
5												
6												
7												
8												
9												

**B** Total Contractor Janitorial Hours

**C Sub-Contractor Supervisory Employees**

1												
---	--	--	--	--	--	--	--	--	--	--	--	--

**C** Total Sub-Contractor Supervisory Hours

**D Sub-Contractor Janitorial Employees**

1												
2												
3												

**D** Total Sub-Contractor Janitorial Hours

Contractor Supervisor \_\_\_\_\_

Schedule Recap

Schedule Recap

Site Administrator \_\_\_\_\_

**Actual**

<b>A</b>	Total Contractor Supervisory Hours				
<b>C</b>	Total Sub-Contractor Supervisory Hours				
	Total Supervisory Hours				

Date Completed \_\_\_\_\_

I hereby certify that this schedule contains only employees eligible to perform service under this contract.

<b>B</b>	Total Contractor Janitorial Hours				
<b>D</b>	Total Sub-Contractor Janitorial Hours				
	Total Janitorial Hours				

Contractor Authorized Signature: \_\_\_\_\_

Sub-Total Site Hours

Typed/  
Printed name

Total Site Hours

**- VENDOR RENEWAL EVALUATION FORM**

**\*\*\* SAMPLE FORM - PROVIDED FOR ILLUSTRATIVE PURPOSES ONLY \*\*\***

- A. Vendor Name: \_\_\_\_\_
  - B. Vendor Contact Person: \_\_\_\_\_
  - C. Vendor FEIN Number: \_\_\_\_\_
  - D. Contract Administrator/Title: \_\_\_\_\_
  - E. Person Doing the Evaluation: \_\_\_\_\_
  - F. Division: \_\_\_\_\_
  - G. Phone Number: \_\_\_\_\_
  - H. OVERALL RATING (Please circle)  
Unsatisfactory,(<49); Poor, (50-59); Fair; (60-64); Good; (65-70); Excellent(>71);
  - I. Vendor Complaint Forms Sent to this vendor during the contract period? \_\_\_\_\_  
Attach copies if yes.
  - J. Numerical Score: \_\_\_\_\_
  - K. Recommended for future contracts? (Please Circle) Yes; No; Conditional
-

**VENDOR RENEWAL EVALUATION FORM (CONTINUED)**  
**\*\*\* SAMPLE FORM - PROVIDED FOR ILLUSTRATIVE PURPOSES ONLY \*\*\***

Specific Ratings  
(Rate numerically 1 to 5 with 5 as best)

1.	Cooperation with Contract Administrator and other County Personnel.	1	2	3	4	5
2.	Effective Vendor Quality Control Program.	1	2	3	4	5
3.	Completed maintenance as per prepared detailed schedule required by this contract.	1	2	3	4	5
4.	Vendor identified and reported problems to Contract Administrator before they become an emergency.	1	2	3	4	5
5.	The supervisor(s) are familiar and fully qualified to implement the contract specifications.	1	2	3	4	5
6.	Vendor provides competent, experienced and responsible personnel to perform the work required by this contract.	1	2	3	4	5
7.	All contractor's personnel have and wear photo identification and appropriate uniforms.	1	2	3	4	5
8.	Contractor's employees have received safety training and the contractor has provided documentation of their training and PPE.	1	2	3	4	5
9.	Contractor takes precautions necessary to protect persons or property against injury or damage.	1	2	3	4	5
10.	The Contractor promptly notified the Contract Administrator of any incidents or accidents Involving their employees while on site.	1	2	3	4	5
11.	Contractor has all proper tools and equipment to perform the work required in this contract.	1	2	3	4	5
12.	All collected trash is removed by the Contractor to areas designated by the Contract Administrator and removed by the Contractor prior to the end of each work shift.	1	2	3	4	5
13.	Copies of all required reports are provided to the Contract Administrator, in a timely manner.	1	2	3	4	5
14.	Contractor's invoices are correct and provided on time.	1	2	3	4	5
15.	Quality of workmanship.	1	2	3	4	5

**Janitorial Services for Various County Facilities  
(Broward County Government Center, Main Library, South Regional Courthouse, Broward  
County Main Court House, Traffic Engineering)  
Evaluation Criteria**

**1. Ability of Personnel: (Total Points Value: 15)**

1.1 Describe the qualifications and experience of key personnel and all key staff that are intended to be assigned to this project. List Key Members of proposed maintenance team, including supervisor(s); and primary project managers for each group of locations listed on the price sheets, describe their relevant experience and the role they will play in the project, which may include the following:

- a. Project Superintendent.
- b. Site supervisors.
- c. Full time service crews.

**Points Value: 10**

1.2 Provide a brief resume for each key employee who will furnish professional and technical support expertise on this contract. This should include the following:

- d. Their functions in the company.
- e. Their title and number of years of service with the company
- f. Their years of experience in the maintenance of comparably complex facilities and systems.

**Points Value: 5**

**2. Approach to the Work and Management Plan: (Total Points Value: 35)**

2.1 Understanding the Project.

- a. Describe how you intend to meet or exceed quality standards. Identify adequacy of weekly service hours and propose how your firm will meet the quality specifications described in the RFP.
- b. Identify any exceptions you suggest to minimum proposed service hours.
- c. Describe how you propose to meet minimum work tasks and interface with normal building activities.
- d. Describe how you will maintain public areas, and identify specifically how your firm will maintain high quality floor surfaces.

**Points Value: 10**

2.2 Describe how your firm will manage and organize work:

- a. Identify number of crews working for each group.
  - i. Describe how you will schedule basic janitorial service for each facility;
  - ii. List the individual building teams that will be working for that Group per building (s); include Management, supervisory and maintenance crews.
- b. Describe how you will schedule basic janitorial service for each facility and how your firm will coordinate with periodic project and annual work tasks. Describe crew organization that will perform basic and project work.
- c. Describe and present an example of your current reporting system used to

compare actual performance against your schedule for regular service and describe how your firm mitigates issues.

- d. Describe your capabilities to respond to emergency or disaster situations including supply of specialized equipment required for Dewatering Methods or moisture removal tasks or other special cleaning services.

**Points Value: 10**

2.3 Describe your quality control program including

- a. Describe how you intend to provide your start-up orientation program to bring facilities into compliance with quality standards.
- b. Discuss your inspection procedures including any technical aids used to monitor performance standards.
- c. Describe how company will achieve the services and quality standards described.
- d. Describe and provide a sample of your reporting system used to compare actual performance to your schedule for regular service.
- e. Describe the activities that can most easily be implemented to maximize opportunities to promote green building cleaning practices.

**Points Value: 5**

2.4 Company Equipment

- f. List your company's current inventory of heavy equipment; i.e. escalator step and moving walkway cleaner, truck to haul trash, mobile pressure cleaner(s), etc.
- g. For the above mentioned heavy equipment, provide the response time for mobilization for each piece of equipment.
- h. List the company's current inventory of machinery for floor care that will be utilized to perform the requirements within this contract (i.e. commercial vacuum cleaners, water extraction equipment, machine scrubbers, buffers, air scrubbers, etc.).
- i. Describe how you will ensure all required equipment is maintained or replaced to ensure your equipment is always in quality working order.
- j. List office equipment and computer programs that the company currently uses in order to deliver electronic communications and reports to County staff; i.e. PC, facsimile, scanner, printer, photocopier, Adobe Acrobat®, Microsoft © Word, Outlook, and Excel, etc.

**Points Value: 5**

2.5 Company Training

- k. Provide your company's internal Employee Safety Training Manual.
- l. Provide your company's internal Employee Training Manual.
- m. Describe the training your firm currently has in place to assure on-site staff will be pro-active and aware during each shift with regards to notification and documentation of suspicious behavior, abandoned belongings/packages, running water, potential slip and fall conditions, ajar doors, etc.
- n. Provide evidence of required training or certification for supervisors and cleaners on green building cleaning procedures.

**Points Value: 5**

3. **Past Performance:**

Describe prime Vendor's experience on projects of similar nature, scope and duration, along with evidence of satisfactory completion, both on time and within budget, for the past five years. Provide a minimum of three projects with references.

Vendor should provide references for similar work performed to show evidence of qualifications and previous experience. Only provide references for non-Broward County Board of County Commissioners' contracts. For Broward County contracts, the County will review performance evaluations in its database for vendors with previous or current contracts with the County. The County considers references and performance evaluations in the evaluation of Vendor's past performance.

Identify for each reference whether work was performed as a Prime or Sub-Contractor (make sure to include the following...):

- a. Name and location of facility
- b. Size of facility area cleaned (square feet)
- c. Number of stories (height of building)
- d. Total number of workers/ supervisors assigned to facility
- e. Total number of facility users, i.e. employees, clients, customers, passengers, etc.
- f. Start date and end date of contract
- g. Annual dollar value of contract
- h. Identify which of the above mentioned contracts were/are operational 24 hours a day, 7 days a week, 52 weeks a year
- i. Identify which of the above mentioned contracts required extensive employee background/security checks
- j. Identify any of the above contracts that adhered to green building maintenance standards.

**Points Value: 20**

4. **Location:**

Refer to **Vendor's Business Location Attestation Form** and submit as instructed.

A Vendor meeting all of the local business requirements will receive five points; a Vendor not meeting all of the local business requirements will receive zero points. The following applies for a Vendor responding as a Joint Venture (JV): if a member of the JV has 51% or more of the equity and meets all of the local business requirements, the JV will receive three points; if a member of the JV has 30 to 50% of the equity and meets all of the local business requirements, the JV will receive two points; and if a member of the JV has 10% to 29% of the equity and meets all of the local business requirements, the JV will receive one point.

**Points Value: 5**



**5. Workload of the Firm:**

List all active projects that your firm is currently engaged and projected projects that Vendor will be working on in the near future. Projected projects will be defined as a project(s) that Vendor is awarded a contract but the Notice to Proceed has not been issued. Identify any projects that Vendor worked on concurrently. Describe Vendor's approach in managing these projects. Were there or will there be any challenges for any of the listed projects? If so, describe how Vendor dealt or will deal with the projects' challenges.

5.1 Provide a description of the company's history:

- a. business location
- b. length of time in business
- c. principals and their experience
- d. list any change(s) in ownership and date(s) of such

5.2 Provide total number of current employees:

- e. Full-time
- f. Part-time

5.3 Provide total number of supervisory employees:

- g. Full-time
- h. Part-time

5.4 Provide total number of custodial workers:

- i. Full-time
- j. Part-time

5.5 Do you lease any employees? If so, what percentage of your workforce will be leased?

5.6 Do you provide health benefits to your employees?

5.7 Does your company require your employees to have a criminal background check? Describe when this occurs and which job categories this applies to

**Points Value: 5**

**6. Pricing:**

All items in a Group must have pricing in order to be considered for that group.

**Points Value: 20**

Broward County Board of  
County Commissioners

**LOCAL VENDOR CERTIFICATION FORM (PREFERENCE AND TIEBREAKER)**

The completed and signed form should be returned with the Vendor's submittal to qualify for Local Preference, however it must be returned at time of solicitation submittal to qualify for the Tie Break criteria. If not provided with submittal, the Vendor must submit within three business days of County's request for evaluation of Local Preference. Proof of a local business tax must be returned at time of solicitation submittal to qualify for the Tie Break criteria. Failure to timely submit this form or local business tax receipt may render the business ineligible for application of the Local Preference. Failure to timely submit this form and local business tax receipt at time of submittal will disqualify the Vendor for this Tie Breaker.

In accordance with Section 21.31.d. of the Broward County Procurement Code, to qualify for the **Tie Break Criteria**, the undersigned Vendor hereby certifies that (check box if applicable):

- The Vendor is a local Vendor in Broward County and:
- a. has a valid Broward County local business tax receipt;
  - b. has been in existence for at least six-months prior to the solicitation opening;
  - c. provides services on a day-to-day basis, at a business address physically located within the limits of Broward County and in an area zoned for such business; and
  - d. services provided from this location are a substantial component of the services offered in the Vendor's proposal.

In accordance with Local Preference, Section 1-74, et. seq., Broward County Code of Ordinances, and Broward County's Interlocal Reciprocity Agreement with Miami-Dade County, a local business meeting the below requirements is eligible for Local Preference. To qualify for the **Local Preference**, the undersigned Vendor hereby certifies that (check box if applicable):

- The Vendor is a local Vendor in Broward or Miami-Dade County and:
- a. has a valid corresponding County local business tax receipt;
  - b. has been in existence for at least one-year prior to the solicitation opening;
  - c. provides services on a day-to-day basis, at a business address physically located within the limits of Broward or Miami-Dade County and in an area zoned for such business; and
  - d. the services provided from this location are a substantial component of the services offered in the Vendor's proposal.

Vendor does not qualify for Tie Break Criteria or Local Preference, in accordance with the above requirements.

<b>Authorized Signature/Name</b>	<b>Title</b>	<b>Vendor Name</b>	<b>Date</b>

## RFP-RFQ-RLI LOCATION ATTESTATION FORM (EVALUATION CRITERIA)

The completed and signed form and supporting information (if applicable, for Joint Ventures) should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit this form and supporting information may affect the Vendor's evaluation. Provided information is subject to verification by the County.

A Vendor's principal place of business location (also known as the nerve center) within Broward County is considered in accordance with Evaluation Criteria. The County's definition of a principal place of business is:

1. As defined by the Broward County Local Preference Ordinance, "Principal place of business means the nerve center or center of overall direction, control and coordination of the activities of the bidder [Vendor]. If the bidder has only one (1) business location, such business location shall be considered its principal place of business."
2. A principal place of business refers to the place where a corporation's officers direct, control, and coordinate the corporation's day-to-day activities. It is the corporation's 'nerve center' and in practice it should normally be the place where the corporation maintains its headquarters; provided that the headquarters is the actual center of direction, control, and coordination, i.e., the 'nerve center', and not simply an office where the corporation holds its board meetings (for example, attended by directors and officers who have traveled there for the occasion).

The Vendor's principal place of business in Broward County shall be the Vendor's "Principal Address" indicated with the Florida Department of State Division of Corporations, for at least six months prior to the solicitation's due date.

Check one of the following:

- The Vendor certifies that it has a principal place of business location (also known as the nerve center) within Broward County, as documented in Florida Department of State Division of Corporations (Sunbiz), and attests to the following statements:
1. Vendor's address listed in its submittal is its principal place of business as defined by Broward County;
  2. Vendor's "Principal Address" listed with the Florida Department of State Division of Corporations is the same as the address listed in its submittal and the address was listed for at least six months prior to the solicitation's opening date. A copy of Florida Department of State Division of Corporations (Sunbiz) is attached as verification.
  3. Vendor must be located at the listed "nerve center" address ("Principal Address") for at least six (6) months prior to the solicitation's opening date;
  4. Vendor has not merged with another firm within the last six months that is not headquartered in Broward County and is not a wholly owned subsidiary or a holding company of another firm that is not headquartered in Broward County;
  5. If awarded a contract, it is the intent of the Vendor to remain at the referenced address for the duration of the contract term, including any renewals, extensions or any approved interim contracts for the services provided under this contract; and
  6. The Vendor understands that if after contract award, the County learns that the attestation was erroneous, and upon investigation determines that the error was willful or intentional on

Broward County Board of  
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the part of the Vendor, the County may, on that basis exercise any contractual right to terminate the contract. Further any misleading, inaccurate, false information or documentation submitted by any party affiliated with this procurement may lead to suspension and/or debarment from doing business with Broward County as outlined in the Procurement Code, Section 21.119.

If the Vendor is submitting a response as a Joint Venture, the following information is required to be submitted:

- a. Name of the Joint Venture Partnership
- b. Percentage of Equity for all Joint Venture Partners
- c. A copy of the executed Agreement(s) between the Joint Venture Partners

Vendor does not have a principal place of business location (also known as the nerve center) within Broward County.

**Vendor Information:**

Vendor Name:

Vendor's address listed in its submittal is:

	5
	6

The signature below must be by an individual authorized to bind the Vendor. The signature below is an attestation that all information listed above and provided to Broward County is true and accurate.

Authorized Signature/Name	Title	Vendor Name	Date

	3	4
--	---	---

### DOMESTIC PARTNERSHIP ACT CERTIFICATION FORM (REQUIREMENT AND TIEBREAKER)

Refer to Special Instructions to identify if Domestic Partnership Act is a requirement of the solicitation or acts only as a tiebreaker. If Domestic Partnership is a requirement of the solicitation, the completed and signed form should be returned with the Vendor's submittal. If the form is not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes. To qualify for the Domestic Partnership tiebreaker criterion, the Vendor must currently offer the Domestic Partnership benefit and the completed and signed form must be returned at time of solicitation submittal.

The Domestic Partnership Act, Section 16 ½ -157, Broward County Code of Ordinances, requires all Vendors contracting with the County, in an amount over \$100,000 provide benefits to Domestic Partners of its employees, on the same basis as it provides benefits to employees' spouses, with certain exceptions as provided by the Ordinance.

For all submittals over \$100,000.00, the Vendor, by virtue of the signature below, certifies that it is aware of the requirements of Broward County's Domestic Partnership Act, Section 16-½ -157, Broward County Code of Ordinances; and certifies the following: (check only one below).

- 1. The Vendor currently complies with the requirements of the County's Domestic Partnership Act and provides benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses
- 2. The Vendor will comply with the requirements of the County's Domestic Partnership Act at time of contract award and provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses.
- 3. The Vendor will not comply with the requirements of the County's Domestic Partnership Act at time of award.
- 4. The Vendor does not need to comply with the requirements of the County's Domestic Partnership Act at time of award because the following exception(s) applies: (check only one below).
  - The Vendor is a governmental entity, not-for-profit corporation, or charitable organization.
  - The Vendor is a religious organization, association, society, or non-profit charitable or educational institution.
  - The Vendor provides an employee the cash equivalent of benefits. (Attach an affidavit in compliance with the Act stating the efforts taken to provide such benefits and the amount of the cash equivalent).
  - The Vendor cannot comply with the provisions of the Domestic Partnership Act because it would violate the laws, rules or regulations of federal or state law or would violate or be inconsistent with the terms or conditions of a grant or contract with the United States or State of Florida. Indicate the law, statute or regulation (State the law, statute or regulation and attach explanation of its applicability).

**Authorized  
Signature/Name**

**Title**

**Vendor Name**

**Date**

**AGREEMENT EXCEPTION FORM**

The completed form(s) should be returned with the Vendor's submittal. If not provided with submittal, it shall be deemed an affirmation by the Vendor that it accepts the terms and conditions of the County's Agreement as disclosed in the solicitation.

The Vendor must either provide specific proposed alternative language on the form below. Additionally, a brief justification specifically addressing each provision to which an exception is taken should be provided.

- There are no exceptions to the terms and conditions of the County Agreement as referenced in the solicitation; or
- The following exceptions are disclosed below: (use additional forms as needed; separate each Article/ Section number)

Term or Condition Article / Section	Insert version of exception or specific proposed alternative language	Provide brief justification for change
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Vendor Name:

Broward County Board of  
County Commissioners

**LITIGATION HISTORY FORM**

The completed form(s) should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

- There are no material cases for this Vendor; or
- Material Case(s) are disclosed below:

Is this for a: (check type) <input type="checkbox"/> Parent, <input type="checkbox"/> Subsidiary, or <input type="checkbox"/> Predecessor Firm?	If Yes, name of Parent/Subsidiary/Predecessor: <input type="text"/>
	Or No <input type="checkbox"/>
Party	
Case Number, Name, and Date Filed	<input type="text"/>
Name of Court or other tribunal	<input type="text"/>
Type of Case	Bankruptcy <input type="checkbox"/> Civil <input type="checkbox"/> Criminal <input type="checkbox"/> Administrative/Regulatory <input type="checkbox"/>
Claim or Cause of Action and Brief description of each Count	<input type="text"/>
Brief description of the Subject Matter and Project Involved	<input type="text"/>
Disposition of Case  (Attach copy of any applicable Judgment, Settlement Agreement and Satisfaction of Judgment.)	Pending <input type="checkbox"/> Settled <input type="checkbox"/> Dismissed <input type="checkbox"/>  Judgment Vendor's Favor <input type="checkbox"/> Judgment Against Vendor <input type="checkbox"/>  If Judgment Against, is Judgment Satisfied? <input type="checkbox"/> Yes <input type="checkbox"/> No
Opposing Counsel	Name: <input type="text"/> Email: <input type="text"/> Telephone Number: <input type="text"/>

Vendor Name:

**VOLUME OF PREVIOUS WORK ATTESTATION FORM**

The completed and signed form should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to provide timely may affect the Vendor's evaluation. This completed form must be included with the Vendor's submittal at the time of the opening deadline to be considered for a Tie Breaker criterion (if applicable).

The calculation for Volume of Previous Work is all amounts paid to the prime Vendor by Broward County Board of County Commissioners at the time of the solicitation opening date within a five-year timeframe. The calculation of Volume of Previous Work for a prime Vendor previously awarded a contract as a member of a Joint Venture firm is based on the actual equity ownership of the Joint Venture firm.

In accordance with Section 21.31.d. of the Broward County Procurement Code, the Vendor with the lowest dollar volume of work previously paid by the County over a five-year period from the date of the submittal opening will receive the Tie Breaker.

Vendor must list all projects it received payment from Broward County Board of County Commissioners during the past five years. If the Vendor is submitting as a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture. The Vendor attests to the following:

Item No.	Project Title	Solicitation/ Contract Number:	Department or Division	Date Awarded	Paid to Date Dollar Amount
1					
2					
3					
4					
5					
<b>Grand Total</b>					

Has the Vendor been a member/partner of a Joint Venture firm that was awarded a contract by the County?  
Yes  No

If Yes, Vendor must submit a **Joint Vendor Volume of Work Attestation Form**.

Vendor Name:

**Authorized Signature/ Name**

**Title**

**Date**



**VOLUME OF PREVIOUS WORK ATTESTATION JOINT VENTURE FORM**

If applicable, this form and additional required documentation should be submitted with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit this form and supporting documentation may affect the Vendor's evaluation.

The calculation of Volume of Previous Work for a prime Vendor previously awarded a contract as a member of a Joint Venture firm is based on the actual equity ownership of the Joint Venture firm. Volume of Previous Work is not based on the total payments to the Joint Venture firm.

Vendor must list all projects it received payment from Broward County Board of County Commissioners during the past five years as a member of a Joint Venture. The Vendor attests to the following:

Item No.	Project Title	Solicitation/ Contract Number:	Department or Division	Date Awarded	JV Equity %	Paid to Date Dollar Amount
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Grand Total</b>					<input type="text"/>	<input type="text"/>

Vendor is required to submit an executed Joint Venture agreement(s) and any amendments for each project listed above. Each agreement must be executed prior to the opening date of this solicitation.

Vendor Name:

Authorized Signature/ Name

Title

Date

**AFFILIATED ENTITIES OF THE PRINCIPAL(S) CERTIFICATION FORM**

The completed form should be submitted with the solicitation response but must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

- a. All Vendors are required to disclose the names and addresses of "affiliated entities" of the Vendor's principal(s) over the last five (5) years (from the solicitation opening deadline) that have acted as a prime Vendor with the County.
- b. The County will review all affiliated entities of the Vendor's principal(s) for contract performance evaluations and the compliance history with the County's Small Business Program, including CBE, DBE and SBE goal attainment requirements. "Affiliated entities" of the principal(s) are those entities related to the Vendor by the sharing of stock or other means of control, including but not limited to a subsidiary, parent or sibling entity.
- c. The County will consider the contract performance evaluations and the compliance history of the affiliated entities of the Vendor's principals in its review and determination of responsibility.

The Vendor hereby certifies that: (select one)

- No principal of the proposing Vendor has prior affiliations that meet the criteria defined as "Affiliated entities"
- Principal(s) listed below have prior affiliations that meet the criteria defined as "Affiliated entities"

Principal's Name:

Names of Affiliated Entities:

Principal's Name:

Names of Affiliated Entities:

Principal's Name:

Names of Affiliated Entities:

Authorized Signature Name:

Title:

Vendor Name:

Date:

**Office of Economic and Small Business Requirements: CBE Reserve**

- A. In accordance with Broward County Business Opportunity Act of 2012, Ordinance No. 2012-33, Broward County Code of Ordinances, this solicitation is reserved for County Business Enterprise (CBE) firms (CBE Reserve).
- B. CBEs and non-CBEs may respond to the solicitation.
- C. Firms currently certified as CBE, or those firms that obtain CBE certification prior to the solicitation due date, will be given preference for award of this contract, if they meet the requirements of the bid and the applicable terms and conditions of the County's Procurement Code. If there are no CBE firms that are recommended for award, a non-CBE firm that has responded to the solicitation may be recommended for award, or the County may reject all submittals.
- D. It is the Vendor's responsibility to ensure that they are compliant with the CBE requirements and adhere to solicitation deadlines. The Vendor must contact OESBD to verify the firm's current CBE status or to obtain the applicable CBE certification.
- E. The CBE firm must perform 100% of the work; if not performing 100%, a firm may only subcontract to certified CBE firm(s) to complete the work.
- F. The CBE firm should submit **Letter Of Intent Between Bidder/Offeror and County Business Enterprise (CBE) Subcontractor/Supplier**, indicating percentage of work and the name of each certified CBE performing on the project. If the form is not provided with solicitation submittal, the Vendor must supply information within three business days of OESBD's request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.
- G. If a Vendor is unable to attain CBE participation, the Vendor should include in its solicitation submittal **Application for Evaluation of Good Faith Effort** and all of the required supporting information, per the Broward County Business Opportunity Act of 2012, Ordinance No. 2012-33, Section 1-81.5.(e). If not provided with solicitation submittal, the Vendor must supply information within three business days of the Office of Economic and Small Business Development's (OESBD) request. Vendor may be deemed non responsible for failure to fully comply within stated timeframes.
- H. A certified firm must provide a commercially useful function for a project and may not act as a broker. A certified firm which seeks to act as a broker or a firm that does not provide a commercially useful function on a project, shall be subject to decertification by OESBD.
- I. For commodity firms, the solicitation's category of product(s) must be included in the firm's certification category/categories list, as reviewed and maintained by the Office of Economic and Small Business Development (OESBD).

- J. Vendors should purchase materials from certified CBE firms whenever possible.
- K. A joint venture is only eligible for award if all members of the joint venture are certified CBE firms.
- L. The OESBD maintains an on-line directory of CBE firms. The on-line directory is available for use by Vendors at: <https://bcegov3.broward.org/SmallBusiness/SBDirectory.aspx>
- M. For detailed information regarding the CBE Program, contact OESBD at (954) 357-6400 or visit the website at: [broward.org/EconDev/SmallBusiness](http://broward.org/EconDev/SmallBusiness)
- N. Requirements for Contracts with CBE Requirements: if awarded the contract, the Vendor agrees to and shall comply with all applicable requirements of the CBE Program in the award and administration of the contract.
1. No party to this contract may discriminate on the basis of race, color, sex, religion, national origin, disability, age, marital status, political affiliation, sexual orientation, pregnancy, or gender identity and expression in the performance of this contract.
  2. Vendor shall comply with all applicable requirements of the Broward County Small Business Development Program in the award and administration of this contract. Failure by Vendor to carry out any of these requirements shall constitute a material breach of this contract, which shall permit County to terminate this contract or to exercise any other remedy provided under this contract, under the Broward County Code of Ordinances, or Administrative Code, or under applicable law, with all of such remedies being cumulative.
  3. Vendor shall pay its CBE subcontractors and suppliers, within fifteen (15) days following receipt of payment from County for such subcontracted work and pay all other subcontractors and suppliers within thirty (30) days following receipt of payment from County for such subcontracted work or supplies. If Vendor withholds an amount from CBE subcontractors or suppliers as retainage, such retainage shall be released and paid within fifteen (15) days following receipt of payment of retained amounts from County. For all other subcontractors or suppliers, if Vendor withholds an amount as retainage, such retainage shall be released and paid within thirty (30) days following receipt of payment of retained amounts from County.
  4. Vendor understands that the County will monitor compliance with the CBE requirements. Vendor must report monthly on its CBE participation commitment with its pay requests and is required as a condition of payment. If no pay request is submitted to the County, the Vendor must provide Monthly CBE utilization report, by the 10<sup>th</sup> of each month, to the Project Manager and the OESBD.

**LETTER OF INTENT BETWEEN BIDDER/OFFEROR AND COUNTY BUSINESS ENTERPRISE (CBE)  
SUBCONTRACTOR/SUPPLIER**

This form(s) should be returned with the Vendor's submittal. If not provided with solicitation submittal, the Vendor must supply information within three business days of County's request. This form is to be completed and signed for each CBE firm. Vendor should scan and upload the completed, signed form(s) in BidSync.

This form is also available online at: [www.broward.org/econdev/SmallBusiness/Pages/compliance.aspx](http://www.broward.org/econdev/SmallBusiness/Pages/compliance.aspx)

Solicitation Number: R2112705P1	Project Title: Janitorial Services for Various Large County Facilities
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**Bidder/Offeror Name:**

Address:  City:  State:

Authorized Representative:  Phone:

**CBE Subcontractor/Supplier Name:**

Address:  City:  State:

A. Authorized Representative:  Phone:

- A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform subcontracting work on this project.
- B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.
- C. By signing below, the above-named CBE is committing to perform the work described below.
- D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

Work to be performed by CBE Firm			
Description	NAICS*	CBE Contract Amount†	CBE Percentage of Total Project Value
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**AFFIRMATION:** I hereby affirm that the information above is true and correct.

**CBE Subcontractor/Supplier Authorized Representative**

\_\_\_\_\_  
(Signature) (Title) (Date)

**Bidder/Offeror Authorized Representative**

Broward County Board of  
County Commissioners

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(Signature)

(Title)

(Date)

· Visit <http://www.census.gov/eos/www/naics/> to search. Match type of work with NAICS code as closely as possible.

† To be provided only when the solicitation requires that bidder/offer include a dollar amount in its bid-offer.

*In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void*

**Office of Economic and Small Business Requirements: CBE Goal Participation**

- A. In accordance with Broward County Business Opportunity Act of 2012, Ordinance No. 2012-33, Broward County Code of Ordinances, the County Business Enterprise (CBE) Program is applicable to this contract. All Vendors responding to this solicitation should utilize, or attempt to utilize, CBE firms to perform at least the assigned participation goal for this contract.
- B. CBE Program Requirements: Compliance with CBE participation goal requirements is a matter of responsibility; required forms and information should be submitted with solicitation submittal. If not provided with solicitation submittal, the Vendor must supply information within three business days of the Office of Economic and Small Business Development's (OESBD) request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.
1. Vendor should include in its solicitation submittal a **Letter Of Intent Between Bidder/Offeror and County Business Enterprise (CBE) Subcontractor/Supplier**, for each certified CBE firm the Vendor intends to use to achieve the assigned CBE participation goal.
  2. If a Vendor is unable to attain the CBE participation goal, the Vendor should include in its solicitation submittal **Application for Evaluation of Good Faith Effort** and all of the required supporting information.
- C. The Vendor shall only address the base solicitation amount for CBE goal participation. No alternate/optional item(s) shall be addressed. If the County chooses to exercise the right to award alternate/optional solicitation item(s), the CBE participation goal for this solicitation shall apply to the alternate/optional item(s) recommended to be awarded. The County shall issue a notice to the apparent successful Vendor requiring the Vendor to comply with the CBE participation goal for the alternate/optional item(s); Vendor shall submit all required forms prior to award. Failure to submit the required forms may result in rejection of the solicitation.
- D. The Office of Economic and Small Business Development maintains an on-line directory of CBE firms. The on-line directory is available for use by Vendors at <https://webapps4.broward.org/smallbusiness/sbdirectory.aspx>
- E. For detailed information regarding the County Business Enterprise Program contact the Office of Economic and Small Business Development at (954) 357-6400 or visit the website at: <http://www.broward.org/EconDev/SmallBusiness/>
- F. Requirements for Contracts with CBE Goals: if awarded the contract, the Vendor agrees to and shall comply with all applicable requirements of the CBE Program in the award and administration of the contract.
1. No party to this contract may discriminate on the basis of race, color, sex, religion, national origin, disability, age, marital status, political affiliation, sexual orientation, pregnancy, or gender identity and expression in the performance of this contract.
  2. Vendor shall comply with all applicable requirements of the Broward County Small Business Development Program in the award and administration of this contract. Failure by Vendor to carry out any of these requirements shall constitute a material breach of this contract, which shall permit County to terminate this contract or to exercise any other remedy provided under this contract, under the Broward County Code of Ordinances, or Administrative Code, or under applicable law, with all of such remedies being cumulative.
  3. Vendor shall pay its CBE subcontractors and suppliers, within fifteen (15) days following receipt of payment from County for such subcontracted work and pay all other subcontractors and suppliers within thirty (30) days following receipt of payment from County for such subcontracted work or supplies. If Vendor withholds an amount from CBE subcontractors or suppliers as retainage, such retainage shall be released and paid within fifteen (15) days following receipt of payment of retained amounts from County. For all other subcontractors or suppliers, if Vendor withholds an amount as retainage, such retainage shall be released and paid within thirty (30) days following receipt of payment of retained amounts from County.
  4. Vendor understands that the County will monitor compliance with the CBE requirements. Vendor must report monthly on its CBE participation commitment with its pay requests and is required as a condition of payment.

**LETTER OF INTENT BETWEEN BIDDER/OFFEROR AND COUNTY BUSINESS ENTERPRISE (CBE)  
SUBCONTRACTOR/SUPPLIER**

This form(s) should be returned with the Vendor's submittal. If not provided with solicitation submittal, the Vendor must supply information within three business days of County's request. This form is to be completed and signed for each CBE firm. Vendor should scan and upload the completed, signed form(s) in BidSync.

Solicitation Number: R2112705P1

Project Title: Janitorial Services for Various Large County  
Facilities

**Bidder/Offeror Name:**

Address:  City:  State:  Zip:

Authorized Representative:  Phone:

**CBE Subcontractor/Supplier Name:**

Address:  City:  State:  Zip:

Authorized Representative:  Phone:

- A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform subcontracting work on this project.
- B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.
- C. By signing below, the above-named CBE is committing to perform the work described below.
- D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

Work to be performed by CBE Firm			
Description	NAICS*	CBE Contract Amount†	CBE Percentage of Total Project Value
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**AFFIRMATION:** I hereby affirm that the information above is true and correct.

**CBE Subcontractor/Supplier Authorized Representative**

(Signature) (Title) (Date)

**Bidder/Offeror Authorized Representative**

(Signature) (Title) (Date)

\* Visit <http://www.census.gov/eos/www/naics/> to search. Match type of work with NAICS code as closely as possible.

† To be provided only when the solicitation requires that bidder/offer include a dollar amount in its bid-offer.

*In the event the bidder/offeror does not receive a ward of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.*



**APPLICATION FOR EVALUATION OF GOOD FAITH EFFORT  
PURSUANT TO BUSINESS OPPORTUNITY ACT OF 2012, Sec. 1-81.5(e)**

If applicable, this form and supporting documentation should be returned with the Vendor's submittal. If not provided with solicitation submittal, the Vendor must supply information within three business days of County's request. Vendor should scan and upload the supporting documentation in BidSync.

SOLCITATION NO.: R2112705P1      PROJECT NAME: Janitorial Services for  
Various Large County  
Facilities

\_\_\_\_\_

PRIME CONTRACTOR

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

TELEPHONE

The undersigned representative of the prime contractor represents that his/her firm has contacted County Business Enterprise (CBE) certified firms in a good faith effort to meet the CBE goal for this solicitation but has not been able to meet the goal. Consistent with the requirements of the Business Opportunity Act of 2012 (the Act), the prime contractor hereby submits documentation (attached to this form) of good faith efforts made and requests to be evaluated under Section 1-81.5(e) of the Act.

The prime contractor understands that a determination of good faith effort to meet the CBE contract participation goal is contingent on both the information provided by the prime contractor as an attachment to this application and the other factors listed in Section 1-81.5 (e) of the CBE Act, as those factors are applicable with respect to this solicitation. The prime contractor acknowledges that the determination of good faith effort is made by the Director of the Office of Economic and Small Business Development, and is not subject to appeal.

SIGNATURE: \_\_\_\_\_

PRINT NAME / TITLE: \_\_\_\_\_

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

**Office of Economic and Small Business Requirements: Small Business Enterprises**

- A. In accordance with Broward County Business Opportunity Act of 2012, Ordinance No. 2012-33, Broward County Code of Ordinances, this solicitation is reserved for Small Business Enterprises (SBE).
- B. Only Vendors currently certified as an SBE or those Vendors that obtain SBE certification prior to the solicitation due date will be eligible for award of this contract. For commodity Vendors, the solicitation's category of product(s) must be included in the Vendor's certification category/categories list, as reviewed and maintained by the Office of Economic and Small Business Development (OESBD).
- C. It is the Vendor's responsibility to ensure it is compliant with these requirements and deadlines by contacting the OESBD to verify the Vendor's current SBE status or to obtain the applicable SBE certification.
- D. A certified Vendor must provide a commercially useful function for a project and may not act as a broker. A certified Vendor which seeks to act as a broker or a Vendor that does not provide a commercially useful function on a project, shall be subject to decertification by OESBD.
- E. For detailed information regarding SBEs, or to find the application for certification, contact the Office of Economic and Small Business Development at (954) 357-6400 or visit the website at: [www.broward.org/EconDev/SmallBusiness](http://www.broward.org/EconDev/SmallBusiness).

## Security Requirements

### A. General Security Requirements and Criminal Background Screening:

1. All contractor and sub-contractor personnel requiring unescorted access to Broward County facilities must obtain a County issued contractor identification badge (contractor ID badge); except as specifically stated herein.
2. The background screening requirements for obtaining a contractor ID badge will depend on the facility to which unescorted access is being requested. Contract Administrators or designees and contractors may contact Broward County Security at (954) 357-6000 or [FMsecurity@broward.org](mailto:FMsecurity@broward.org) for the required background screening requirements associated with access to specific facilities. Contract Administrators will communicate all current and appropriate requirements to the contractor and sub-contractor throughout the contract period.

### B. General Facilities:

1. Contractor and sub-contractor personnel servicing and requiring unescorted access to General Facilities must have a County issued contractor ID badge (contractor ID badge) which will be the responsibility of the contractor to obtain. Depending upon the request, the badge may carry electronic access privileges. The badge must be visible and worn at all times together with the contractor's company/business contractor ID badge. Similar to employee security/ID badges, requests for contractor ID badges are initially approved by the requesting agency director or designee and then submitted to Facilities Management Division (FMD) Security for final approval.
2. The issuance of a contractor ID badge for unescorted access to General Facilities requires a "Level 1" FDLE background check, which can be conducted by the Florida Department of Law Enforcement (FDLE). This "Level 1" FDLE background check is the contractor's responsibility and should be included in the bid price. FDLE background checks can be done by the contractor by phone at (850) 410-8109 or online at <https://web.fdle.state.fl.us/search/app/default>.
3. Upon completion of the background check, the contractor must attach a copy of the results to the contractor's application for a contractor ID badge. The Project Manager or designee utilizing the service of the contractor will be the "Sponsor" and will either provide the contractor with a Contractor ID Badge Request Form or assist the contractor in completing an on-line application for the County issued contractor ID badge.
4. Requests for a contractor ID badge requiring an FDLE background check may require lengthy processing and review by the Broward Sheriff's Office (BSO). Contractors and subcontractors must therefore submit the request to Broward County Security at least two (2) weeks prior to the start of service by the contractor. When identification badges are ready, Broward County Security will contact the contractor to arrange pick up. Upon pick up, the applicant must present a valid Florida identification and must be accompanied by his or her supervisor. Broward County Security will then supply contractor ID badge valid for the anticipated period within which the work will be performed. The validity period must be clearly stated on the Contractor ID Badge Request Form; however, the period of validity will not exceed one (1) year. Background checks will be required for renewal of contractor ID badge. At the termination of the contract and separation of employee services, the contractor is responsible for the collection and return of all contractor ID badge to the Project Manager and/or to Broward County Security.
5. Compliance with the County's security requirements is part of the overall contract performance evaluation. Final payment will, in part, be contingent on the return of all contractor ID badges issued to contractor personnel.
6. Broward County Security is located at Governmental Center East, 115 South Andrews Avenue Fort Lauderdale, FL 33301. Telephone (954) 357-6000.
7. All contractors must wear distinctive and neat appearing uniforms with vendor's company name. Sub-contractor personnel must also have Broward County issued contractor IDs

and meet the same security requirements and uniform standards as the primary contractor.

8. Contractors will not be allowed unescorted on the job site without proper County issued contractor ID badges.

**C. Facilities Critical to Security and Public Safety:**

Many Broward County government facilities will have areas designated as critical to security and public safety, pursuant to Broward County Ordinance 2003-08 Sections 26-121 and 26-122, as may be amended. The issuance of a contractor ID badge for unescorted access to facilities critical to security and public safety may entail a comprehensive statewide and national background check. Unescorted access to certain facilities occupied by the Broward Sheriff's Office (BSO) and the State Attorney's Office will require a national fingerprint-based records check per the Criminal Justice Information System (CJIS) policy.

A contractor employee found to have a criminal record consisting of felony conviction(s) shall be disqualified from access to the State Attorney's Offices and certain BSO facilities. A contractor employee with a record of misdemeanor offense(s) may be granted access if the System Security Officer (CSO), Terminal Access Coordinator (TAC), and FDLE determines that the nature of the offense(s) do not warrant disqualification. Applicants shall also be disqualified on the basis of confirmations that arrest warrants are outstanding for such applicants.

**D. Contractor Work Crews:**

Background investigations are generally not required for each member of a contractor work crew working on county premises and outside a building or structure. Examples are landscape crews and roofers. If it is necessary to enter the building or structure unescorted, these work crew members should obtain a contractor ID badge. If not, work crew members must be escorted at all times by the project manager, or designee, and must be under the direct supervision of a foreperson for the contractor. The foreperson must be aware of the crew members' whereabouts, has completed the appropriate background check for the location and type of work being undertaken, and has been issued and is displaying a contractor ID badge.

All members of a night cleaning crew must complete a background investigation appropriate to the requirements of the facility and so should all work crew members not escorted when working at a critical county facility.

Notwithstanding, the using agency is best positioned and suited to determine the safeguards and requirements that should be in place to manage the risks and consequences associated with the roles and activities of contractor, subcontractor, and work crews, when requesting a contractor ID badge. The agency is aware of the characteristics of the client population being served by the classes of persons, the need to safeguard high-value assets, and the requirement to comply with all statutory requirements governing background investigations.

**E. Other Vendors:**

Consultants, delivery personnel, and vending machine operators, without a County issued contractor badge, may obtain a Visitor pass and should be escorted by County personnel when accessing and working in designated non-public and employee work areas at both general facilities and facilities critical to security and public safety.

**F. Port Everglades Locations:**

1. The Port Everglades Department requires persons to present, at port entry, a valid driver's license, and valid reason for wishing to be granted port access in order to obtain a temporary/visitor ID badge. For persons who will visit the Port more than 15 times in a 90 day period, a permanent identification badge must be obtained and paid for by the contractor for all employees, subcontractors, agents and servants visiting or working on the port project. A restricted access badge application process will include fingerprints and a comprehensive background check. Badges must be renewed annually and the fees paid pursuant to Broward County Administrative Code, Section 42.6. For further

information, please call 954-765-4225.

2. All vehicles that are used regularly on the dock apron must have a Dockside Parking Permit. Only a limited number of permits will be issued per business entity. The fee is \$100.00 per permit/vehicle. Individuals requesting a permit must possess a valid Port-issued Restricted Access Area badge with a "Dock" destination. Requests for Dockside Parking Permits must be submitted in writing, on company letterhead, to the ID Badge Office. Applicants must demonstrate a need for access to the dock apron. Requests shall be investigated, and approved, if appropriate justification is provided. Supporting documentation must be supplied, if requested. Dock permits are not transferable and must be affixed to the lower left corner of the permitted vehicle's windshield. Should the permit holder wish to transfer the permit to another vehicle during the term of issuance, the permit will be removed and exchanged at no charge for a new permit. Only one business entity representative will be permitted on the dock at a time at the vessel location.
3. The Federal Government has instituted requirements for a Transportation Worker Identification Credential (TWIC) for all personnel requiring unescorted access to designated secure areas within Port Everglades. The contractor will be responsible for complying with the applicable TWIC requirements. For further information, please call 1-855-347-8371, or go on line to <https://www.tsa.gov/for-industry/twic>.

**G. Airport Security Program and Aviation Regulations:**

1. Consultant/contractor agrees to observe all security requirements and other requirements of the Federal Aviation Regulations applicable to Consultant/contractor, including without limitation, all regulations of the United States Department of Transportation, the Federal Aviation Administration and the Transportation Security Administration, and the Consultant/contractor agrees to comply with the County's Airport Security Program and the Air Operations area (AOA) Vehicle Access Program, and amendments thereto, and to comply with such other rules and regulations as may be reasonably prescribed by the County, and to take such steps as may be necessary or directed by the County to insure that sub lessees, employees, invitees and guests observe these requirements. If required by the Aviation Department, Consultant/contractor shall conduct background checks of its employees in accordance with applicable Federal regulations.
2. If as a result of the acts or omissions of Consultant/contractor, its sub lessees, employees, invitees or guests, the County incurs any fines and/or penalties imposed by any governmental agency, including without limitation, the United States Department of Transportation, the Federal Aviation Administration or the Transportation Security Administration, or any expense in enforcing any federal regulations, including without limitation, airport security regulations, or the rules or regulations of the County, and/or any expense in enforcing the County's Airport Security Program, then consultant/contractor agrees to pay and/or reimburse the County all such costs and expenses, including all costs of administrative proceedings, court costs, and attorneys' fees and all costs incurred by County in enforcing this provision. Consultant/contractor further agrees to rectify any security deficiency or other deficiency as may be determined as such by the County or the United States Department of Transportation, Federal Aviation Administration, the Transportation Security Administration, or any other federal agency. In the event consultant/contractor fails to remedy any such deficiency, the County may do so at the cost and expense of consultant/contractor. The County reserves the right to take whatever action is necessary to rectify any security deficiency or other deficiency.
3. Operation of Vehicles on the AOA: Before the consultant/contractor shall permit any employee of consultant/contractor or any sub consultant/subcontractor to operate a motor vehicle of any kind or type on the AOA (and unless escorted by an Aviation Department approved escort), the consultant/contractor shall ensure that all such vehicle operators possess current, valid, and appropriate Florida driver's licenses. In addition, any motor vehicles and equipment of consultant/contractor or of any sub consultant/subcontractor operating on the AOA must have an appropriate vehicle identification permit issued by the Aviation Department, which identification must be displayed as required by the Aviation Department.

4. Consent to Search/Inspection: The consultant/contractor agrees that its vehicles, cargo, goods, and other personal property are subject to being inspected and searched when attempting to enter or leave and while on the AOA. The consultant/contractor further agrees on behalf of itself and its sub consultant /subcontractors that it shall not authorize any employee or other person to enter the AOA unless and until such employee other person has executed a written consent-to-search/inspection form acceptable to the Aviation Department. Consultant/contractor acknowledges and understands that the forgoing requirements are for the protection of users of the Airport and are intended to reduce incidents of cargo tampering, aircraft sabotage, thefts and other unlawful activities at the Airport. For this reason, consultant/contractor agrees that persons not executing such consent-to-search/inspection form shall not be employed by the consultant/contractor or by any sub consultant/contractor at the Airport in any position requiring access to the AOA or allowed entry to the AOA by the consultant/contractor or by any sub consultant/contractors.
5. The provisions hereof shall survive the expiration or any other termination of this contract.

**H. Water and Wastewater Services (WWS):**

1. Contractors/Consultants may receive a WWS ID Badge and/or Access Card and/or Keys while working at WWS facility work sites. These items provide modified access to certain areas and systems otherwise restricted to non-WWS employees and can only be obtained from the WWS Security Manager. These items may be rescinded at the discretion of the WWS Security Officer. The WWS ID Badge, Access Card and/or Keys remain the property of Broward County and must be returned to your WWS contact person at the end of the contract/project.
2. All contractors will complete and sign the WWS Contractor/Consultant Security Memorandum and provide a copy of their Driver's License to be recorded on Schlage Card Access System Profile.
3. A lost or stolen ID Badge and/or Access Card and/or Keys must be reported to the Security Manager immediately.
4. WWS may terminate access to any contractor who acts inappropriately while on County property and has the right to contact BSO if necessary to have the contractor removed and/or file charges against them.

**I. Additional Security Requirements for Parks and Recreation:**

1. Contractor expressly understands and agrees that a duty is hereby created under this Contract that requires contractor to provide ongoing disclosure throughout the term of this Contract as provided for herein relative to the criminal background screening required by this Section.
2. Contractor shall perform criminal background screening as identified in Item 3 below on its officers, employees, agents, independent contractors and volunteers who will be working under this contract in any County park ("collectively referred to as "County Park Property"). Further, if contractor is permitted to utilize subcontractors under this contract, contractor shall perform or ensure that the background screening as required in Item 3 below is conducted on any permitted subcontractor, which term includes the subcontractor's officers, employees, agents, independent contractors and volunteers who will be working under this contract on County Park property.
3. Contractor shall not permit any person who is listed as a sexual predator or sexual offender on the Florida Department of Law Enforcement, Sexual Offenders and Predators Website or the United States Department of Justice, National Sex Offender Public Website, to provide any services for contractor on County Park Property. All persons subject to the criminal background screening under this contract shall be rescreened annually based on the date of initial screening.
4. Contractor shall maintain copies of the results of the criminal background screening required by this Section for the term of this contract and promptly forward copies of same to County, upon its request.
5. Contractor shall be required to furnish to County's Parks and Recreation Project Manager, on a monthly basis, an Affidavit affirming the persons listed in the Affidavit have been background screened as required in Item 3 above and have been deemed eligible by contractor to work on County Park property. Contractor's monthly Affidavit shall update

- information from the previous Affidavit by reconfirming the status of persons who have previously been deemed eligible as provided for above and updating the list, when applicable, to specifically identify new persons providing services for contractor under this Contract who have been background screened as required in Item 3 above and deemed eligible to work on County Park Property. The Contract Administrator may, in his or her discretion, permit contractor to furnish the monthly Affidavit in an electronic format.
6. In the event contractor obtains, or is provided, supplemental criminal background information, including police reports and arrest information, which potentially disqualifies a person previously deemed eligible by contractor to provide services under this contract, contractor shall take immediate action to review the matter; however, during such review time and until a determination of eligibility is made by contractor based on the requirements of this Section, contractor shall immediately cease allowing the person to work on County Park Property. Additionally, contractor shall be required to inform any person background screened pursuant to this Section who is providing services under this contract, to notify contractor within forty-eight (48) hours of any arrest related to sexual misconduct which has occurred after the person was deemed eligible to work on County Park Property.
  7. Contractor shall, by written contract, require its permitted subcontractors to agree to the requirements and obligations of this Section.
  8. County may terminate this contract immediately for cause, with Notice provided to contractor, for a violation related to contractor's failure to perform the required background screening on its officers, employees, agents, independent contractors and volunteers who will be working under this Agreement on County Park Property. County may also terminate this contract immediately for cause, with Notice provided to contractor, if County determines contractor failed to ensure that its permitted subcontractors, as defined in Item 2 above, have been background screened as required in this section prior to performing any services under this Agreement on County Park Property. Contractor will not be subject to immediate termination in the event County determines a violation of this Section was outside the reasonable control of contractor and contractor has demonstrated to County compliance with the requirements of this Section.
  9. County may terminate this contract for cause if contractor fails to provide the monthly Affidavit to County as provided for under Item 5 above, and contractor does not cure said breach within five (5) days of Notice provided to contractor.

**Insurance Requirements: (Refer to the Insurance Requirement Form)**

- A. The insurance requirement designated in the **Insurance Requirement Form** indicates the minimum coverage required for the scope of work, as determined by the Risk Management Division. Vendor shall provide verification of compliance such as a Certificate of Insurance, or a letter of verification from the Vendor's insurance agent/broker, which states the ability of the Vendor to meet the requirements upon award. The verification must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes. Final award shall be subject to receipt and acceptance by the County of proof of meeting all insurance requirements of the bid.
- B. Without limiting any of the other obligations or liabilities of Vendor, Vendor shall provide, pay for, and maintain on a primary basis in force until all of its work to be performed under this Contract has been completed and accepted by County (or for such duration specified), at least the minimum insurance coverage and limits set forth in the Insurance Requirement Form under the following conditions listed below. If a limit or policy is not indicated on Insurance Requirement certificate by a checked box, it is not required as a condition of this contract.
1. Commercial General Liability with minimum limits per occurrence, combined single limit for bodily injury and property damage, and when indicated a minimum limit per aggregate. County is to be expressly included as an Additional Insured in the name of Broward County arising out of operations performed for the County, by or on behalf of Vendor, or acts or omissions of Vendor in connection with general supervision of such operation. If Vendor uses a subcontractor, then Vendor shall require that subcontractor names County as an Additional Insured.
  2. Business Automobile Liability with minimum limits per occurrence, combined single limit for bodily injury and property damage. Scheduled autos shall be listed on Vendor's certificate of insurance. County is to be named as an additional insured in the name of Broward County.

Note: Insurance requirements for Automobile Liability are not applicable where delivery will be made by a third party carrier. All vendors that will be making deliveries in their own vehicles are required to provide proof of insurance for Automobile Liability and other pertinent coverages as indicated on the Insurance Requirement certificate, prior to award. If deliveries are being made by a third party carrier, other pertinent coverages listed on the Insurance Requirement certificate are still required.

Vendor should indicate how product is being delivered:

Vendor Name:

Company Vehicle: Yes  or No

If Common Carrier (indicate carrier):

Other:

3. Workers' Compensation insurance to apply for all employees in compliance with Chapter 440, the "Workers' Compensation Law" of the State of Florida and all applicable federal



laws. The policy must include Employers' Liability with minimum limits each accident. If any operations are to be undertaken on or about navigable waters, coverage must be included for the U.S. Longshoremen & Harbor Workers Act and Jones Act.

4. Excess Liability/Umbrella Insurance may be used to satisfy the minimum liability limits required; however, the annual aggregate limit shall not be less than the highest "each occurrence" limit for the underlying liability policy. Vendor shall endorse County as an Additional Insured unless the policy provides coverage on a pure/true "Follow-form" basis.
5. Builder's Risk or equivalent coverage (such as Property Insurance or Installation Floater) is required as a condition precedent to the issuance of the Second Notice to Proceed for projects involving but not limited to: changes to a building's structural elements, work compromising the exterior of the building for any extended period of time, installation of a large single component, or remodeling where the cost of remodeling is 20% or more the value of the property. Coverage shall be, "All Risks" Completed Value form with a deductible not to exceed Ten Thousand Dollars (\$10,000.00) each claim for all perils except for wind and flood.
6. For the peril of wind, the Vendor shall maintain a deductible that is commercially feasible which does not exceed five percent (5%) of the value of the Contract price. Such Policy shall reflect Broward County as an additional loss payee.
7. For the peril of flood, coverage must be afforded for the lesser of the total insurable value of such buildings or structures, and the maximum amount of flood insurance coverage available under the National Flood Program. Vendor shall maintain a deductible that is commercially feasible and does not exceed five percent (5%) of the value of the Contract price. Such Policy shall reflect Broward County as an additional loss payee.
8. The County reserves the right to provide Property Insurance covering the Project, materials, equipment and supplies intended for specific installation in the Project while such materials, equipment and supplies are located at the Project site, in transit, or while temporarily located away from the Project site. This coverage will not cover any of the Vendor's or subcontractors' tools, equipment, machinery or provide any business interruption or time element coverage to the Vendor(s).
9. If the County decides to purchase Property Insurance or provide for coverage under its existing insurance policy for this Project, then the insurance required to be carried by the Vendor may be modified to account for the insurance being provided by the County. Such modification may also include execution of Waiver of Subrogation documentation.
10. In the event that a claim occurs for this Project and is made upon the County's insurance policy, for other than a windstorm, Vendor will pay at least Ten Thousand Dollars (\$10,000.00) of the deductible amount for such claim.
11. Waiver of Occupancy Clause or Warranty: Policy must be specifically endorsed to eliminate any "Occupancy Clause" or similar warranty or representation that the building (s), addition(s) or structure(s) in the course of construction shall not be occupied without specific endorsement of the policy. The Policy must be endorsed to provide that the Builder's Risk coverage will continue to apply until final acceptance by County.
12. Pollution Liability or Environmental Impairment Liability: including clean-up costs, with minimum limits per claim, subject to a maximum deductible per claim. Such policy shall remain in force for the minimum length of time indicated, include an annual policy aggregate and name Broward County as an Additional Insured. Vendor shall be responsible for all deductibles in the event of a claim.

13. Professional Liability Insurance with minimum limits for each claim, subject to a maximum deductible per claim. Such policy shall remain in force for the minimum length of time indicated. Vendor shall notify County in writing within thirty (30) days of any claim filed or made against its Professional Liability Insurance policy. Vendor shall be responsible for all deductibles in the event of a claim. The deductible shall be indicated on the Vendor's Certificate of Insurance.
- C. Coverage must be afforded on a form no more restrictive than the latest edition of the respective policy form as filed by the Insurance Services Office. If the initial insurance expires prior to the completion and acceptance of the Work, renewal certificates shall be furnished upon expiration. County reserves the right to obtain a certified copy of any insurance policy required by this Section within fifteen (15) calendar days of a written request by County.
  - D. Notice of Cancellation and/or Restriction: the policy(ies) must be endorsed to provide Broward County with at least thirty (30) days' notice of cancellation and/or restriction.
  - E. The official title of the Certificate Holder is Broward County. This official title shall be used in all insurance documentation.
  - F. Broward County's Risk Management Division reserves the right, but not the obligation, to review and revise any insurance requirements at the time of contract renewal and/or any amendments, not limited to deductibles, limits, coverages and endorsements based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work/specifications affecting the applicability of coverage.

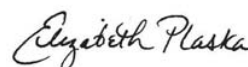
Broward County Board of  
**Insurance Requirements**

The following coverage is deemed the minimum insurance required for this project. The selected firm must be prepared to provide proof of insurance commensurate with or in excess of this requirement. Any deviation is subject to the approval of Risk Management.

TYPE OF INSURANCE	Limits on Liability		
		Each Occurrence	Aggregate
<b>GENERAL LIABILITY - Broad form</b> <input checked="" type="checkbox"/> Commercial General Liability <input checked="" type="checkbox"/> Premises–Operations <input type="checkbox"/> XCU Explosion/Collapse/Underground <input checked="" type="checkbox"/> Products/Completed Operations Hazard <input checked="" type="checkbox"/> Contractual Insurance <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Independent Contractors <input checked="" type="checkbox"/> Personal Injury	Bodily Injury		
	Property Damage		
	Bodily Injury and Property Damage Combined	\$ 500 k	\$ 1 mil
	Personal Injury		
<b>AUTO LIABILITY</b> <input checked="" type="checkbox"/> Comprehensive Form <input checked="" type="checkbox"/> Owned <input checked="" type="checkbox"/> Hired <input checked="" type="checkbox"/> Non-owned <input checked="" type="checkbox"/> Any Auto If applicable	Bodily Injury (each person)		
	Bodily Injury (each accident)		
	Property Damage		
	Bodily Injury and Property Damage Combined	\$ 500 k	
<b>EXCESS LIABILITY</b> <input type="checkbox"/> Umbrella Form <input type="checkbox"/> Other than Umbrella Form	Bodily Injury and Property Damage Combined	\$	
<input checked="" type="checkbox"/> <b>WORKER'S COMPENSATION</b>	(each accident)	STATUTORY	
<input checked="" type="checkbox"/> <b>EMPLOYER'S LIABILITY</b>		\$ 500 k	
<input type="checkbox"/> <b>PROFESSIONAL LIABILITY</b>	Claims-made form	\$	
	w/ Extended Reporting Period of	yrs	
	Deductible not to exceed:	\$	
<input type="checkbox"/> <b>PROPERTY COVERAGE /BUILDER'S RISK "ALL RISK" WITH WIND AND FLOOD</b> Coverage must remain in force until written final acceptance by County.	Maximum Deductible:	\$10 k	<b>Completed Value</b>
	<b>DED for WIND or WIND &amp; FLOOD not to exceed 5% of completed value</b> CONTRACTOR IS RESPONSIBLE FOR DEDUCTIBLE		
<input type="checkbox"/> Installation floater is required if Builder's Risk or Property are not carried. Coverage must be "All Risk", completed value. Coverage must remain in force until written final acceptance by County.	Maximum Deductible:	\$10 k	<b>Completed Value</b>
	CONTRACTOR IS RESPONSIBLE FOR DEDUCTIBLE		
Description of Operations/Locations/Vehicles <b>"Broward County" must be certificate holder and endorsed as an additional insured for general liability, excess liability. Ref: Janitorial Services – multiple locations</b>			

**NOTE:** Proof of workers' compensation exemption is required in the form of a letter on company letterhead or a State exemption certificate.  
**CANCELLATION:** Thirty (30) Day written notice of cancellation is required to the Certificate Holder:

**Certificate Holder:**  
 Broward County  
 115 South Andrews Avenue  
 Fort Lauderdale, FL 33301  
**RE: Kevin Bellamy - FMD**



ELIZABETH PLASKA  
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 ou=Organization, ou=BCC, ou=RM,  
 ou=Users, cn=ELIZABETH PLASKA  
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Risk Management Division

VALID FOR ONE YEAR FROM THE DATE OF SIGNATURE

**DRUG-FREE WORKPLACE REQUIREMENT CERTIFICATION FORM**

The completed and signed form should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

Section 21.31.a. of the Broward County Procurement Code requires awards of all competitive solicitations requiring Board Award be made only to firms certifying the establishment of a drug free workplace.

The undersigned vendor hereby certifies that it will provide a drug-free workplace program by:

- (1) Publishing a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the offeror's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;
- (2) Establishing a continuing drug-free awareness program to inform its employees about:
  - i. The dangers of drug abuse in the workplace;
  - ii. The offeror's policy of maintaining a drug-free workplace;
  - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (3) Giving all employees engaged in performance of the contract a copy of the statement required by subparagraph (1);
- (4) Notifying all employees, in writing, of the statement required by subparagraph (1), that as a condition of employment on a covered contract, the employee shall:
  - i. Abide by the terms of the statement; and
  - ii. Notify the employer in writing of the employee's conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or of any state, for a violation occurring in the workplace NO later than five days after such conviction.
- (5) Notifying Broward County government in writing within 10 calendar days after receiving notice under subdivision (4) (ii) above, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;
- (6) Within 30 calendar days after receiving notice under subparagraph (4) of a conviction, taking one of the following actions with respect to an employee who is convicted of a drug abuse violation occurring in the workplace:
  - i. Taking appropriate personnel action against such employee, up to and including termination; or
  - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; and
- (7) Making a good faith effort to maintain a drug-free workplace program through implementation of subparagraphs (1) through (6).

\_\_\_\_\_

**AUTHORIZED SIGNATURE/ NAME**

\_\_\_\_\_

**TITLE**

\_\_\_\_\_

**DATE**

**LOCAL BUSINESS OR LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION FORM**

The completed and signed form and a copy a business's local business tax receipt (or if exempt, documentation establishing physical presence at location for one year prior to bid submission) should be returned with the Vendor submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit may render the business ineligible for application of the Local Preference.

This form is used to determine applicability of Local Preference, in accordance with Section 1-74, et. seq., Broward County Code of Ordinances. A local business or locally-headquartered business in Broward County or Miami-Dade County, meeting the requirements is eligible for Local Preference, in accordance with the Broward County Local Preference Ordinance and Broward County's Interlocal Reciprocity Agreement with Miami-Dade County.

If the low responsive and responsible bidder is not a local or a locally-headquartered business, any and all qualifying local businesses submitting a price within ten percent (10%) of the non-local low responsive and responsible bidder, and any and all qualifying locally-headquartered businesses submitting a price within fifteen percent (15%) of the non-local low responsive and responsible bidder, then all qualifying bidders shall have an opportunity to submit a best and final bid, equal to or lower than the low bid.

If the low responsive and responsible bidder is a local business, but not a locally-headquartered business, then any and all locally-headquartered businesses submitting a bid price within five percent (5%) of the local low bidder shall have an opportunity to submit a best and final bid equal to or lower than the low bid.

All qualifying bidders must be determined responsive and responsible prior to submitting a best and final bid. Award, if any, shall be made to the responsive and responsible bidder offering the lowest best and final bid regardless of location.

A Local Business is a business which:

- A. possesses a valid local business tax receipt (or if exempt documentation establishing physical presence at location) issued at least one year prior to bid or proposal submission;
- B. has a physical business address located within the limits of the County from which the business operates or performs business;
- C. is in an area zoned for the conduct of the business; and
- D. provides a substantial component of goods and/or services being offered from that location.

A Locally-Headquartered Business is a business which: has its principal place of business within the County. A principal place of business is defined as the nerve center of overall direction, control, and coordination of activities of the business. If a business only has one location, the location shall be considered the principle place of business.

Vendor shall check all that apply. Vendor hereby certifies it is a:

Local Business

Locally-Headquartered Business

Local or Locally-Headquartered Business Address:

Vendor is not a Local Business or Locally-Headquartered Business in Broward County or Miami Dade County.

Authorized Signature/Name

Title

Vendor Name

Date

**Living Wage Ordinance Requirements:**

- A. The County's estimated annual value of this contract is \$100,000.00 or greater, therefore, the Living Wage Ordinance Section 26-100, is applicable.
- B. The following is a summary of requirements contained the Living Wage Ordinance. This summary is not all-inclusive of the requirements of the Ordinance. If there is any conflict between the following summary and the language in the Living Wage Ordinance, the language in the Living Wage Ordinance shall prevail. These terms may supplement the specific requirements of the Living Wage Ordinance in order to effectuate its intent.
- C. In accordance with the Living Wage Ordinance, the Vendor agrees to pay the current minimum hourly wage rates to employees covered by the Living Wage Ordinance, as adjusted.
- D. **There will be no increase in contract prices paid by the County to the Vendor due to any increase in wages required to be paid to employees covered by the Living Wage Ordinance.**
- E. The **Living Wage Ordinance Compliance Affidavit Form**, should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.
- F. Further information about Vendor's obligations under the Living Wage Ordinance, may be obtained from the Purchasing Division's website at: [www.broward.org/Purchasing/Pages/LivingWageOrdinance.aspx](http://www.broward.org/Purchasing/Pages/LivingWageOrdinance.aspx)
- G. The Vendor, under the terms of a contract awarded subject to the Living Wage Ordinance must comply with the requirements. By responding to a solicitation including the Living Wage Ordinance requirements, Vendor is hereby agreeing to comply with the provisions of the Ordinance and acknowledges awareness of the penalties for non-compliance.
- H. Living Wage Requirements: All covered employees, including those of the Vendor's subcontractors, providing services pursuant to the Vendor's contract, shall be paid wage rates in accordance with the Living Wage Ordinance, as adjusted. The Vendor and covered subcontractors, hereinafter referred to as "covered employer" may comply with this living wage provision by choosing to pay no less than the lower specified hourly wage rate when said employer also provides health benefits to its covered employees. Proof of the provision of health care benefits must be submitted to the County to qualify for the living wage rate for employees with health care benefits.
  - 1. Covered employees shall be paid not less than bi-weekly and without subsequent deduction or rebate. The covered employer shall pay living wage rates in accordance with federal and all other applicable laws such as overtime and similar wage laws.
  - 2. The covered employer must post in a prominent place at the site of the work and where paychecks are distributed, a notice (Living Wage rates poster) specifying the wages/benefits to be paid under the Living Wage Ordinance. This poster will be made available by the County. Vendors shall provide a copy of the requirements of the Living Wage Ordinance to any subcontractor submitting a bid/quote/proposal for a subcontract under this contract, prior to their submitting

a bid to the Vendor.

3. The covered employer shall provide the three-language statement to each covered employee with the employee's first paycheck and every six (6) months thereafter in the manner set forth by the Living Wage Ordinance.
  - I. Living Wage - Indexing: The living wage rate and the health benefits payment shall be annually indexed to inflation consistent with indexing methodology set forth in the Living Wage Ordinance. The living wage rates will be published by the County on an annual basis.
  - J. Sanctions for Unpaid Wages: In the event of any underpayment of required wage rates by the covered employer, civil and/or administrative penalties may be assessed to include sanctioning a covered employer by requiring the covered employer to pay wage restitution to the affected employee or subcontractor or by other means of sanctioning in accordance with the Living Wage Ordinance.
  - K. Payroll; Basic Records; Reporting: Each covered employer shall maintain payroll records for all covered employees and basic records relating thereto and shall preserve them for a period of three (3) years beyond the termination or expiration of this contract. The covered employer shall make the covered employees' payroll records required available for inspection, copying or transcription by authorized representatives of the County for a period of three years from the termination date of any County Service Contract, and shall permit such representative to interview employees during working hours. Failure to submit the required reports upon request or to make records available may be grounds for termination of the contract. The service contractor is responsible for the submission of the information required by the Living Wage Ordinance and for the maintenance of records and provision of access to same by all covered subcontractors.
    1. The covered employer shall submit the payroll information required every six months, to the applicable using agency's Contract Administrator, including a copy of the complete payroll for one payroll period showing employer's payroll records for each covered employee working on the contract for covered services.
    2. Exemption: The covered employer may request and obtain an exemption from the requirement to report and file payroll records every six months from the Director of Purchasing. Covered employers may submit an original **Application for Exemption From Living Wage Ordinance Reporting Requirements Form** to apply for an exemption from these reporting requirements, prior to award. Failure to submit timely may result in rejection of Application for Exemption.
      - i. Exemptions based on Wage History or Contractual Obligations (ex. Collective Bargaining Agreements) may be granted by the Director of Purchasing prior to contract award; however, an exemption may be canceled at any time by written notice to the covered employer.
      - ii. The reporting exemption does not apply to any new covered employees hired after the date the exemption was granted. For newly hired covered employees, the covered employer may submit an additional exemption application to the Contract Administrator prior to the renewal of contract by the County.

- L. Subcontracts: Covered employees of Vendor's subcontractors, providing covered services pursuant to the Vendor's contract, shall be paid wage rates, as adjusted, in accordance with the Living Wage Ordinance. The Vendor shall insert in any subcontracts the applicable clauses as required by the Living Wage Ordinance and also a clause requiring the subcontractors to include these clauses in all other subcontracts. The Vendor shall be responsible for compliance by any subcontractor with the Living Wage Ordinance as it applies to their subcontract.
  
- M. Complaints and Hearings; Termination and Debarment: If a covered employee believes that he or she is not being paid in accordance with the Living Wage Ordinance the employee may file a complaint with the Office of Intergovernmental Affairs and Professional Standards in accordance with the County's Living Wage Complaint Procedures. Complaints will be investigated, determinations issued, and hearings afforded to the effected parties in accordance with the County's Living Wage Complaint Procedure. Covered employers found to have violated the Living Wage Ordinance may suffer any or all sanctions provided for in the Living Wage Ordinance, including wage restitution, damages, termination or suspension of payment under the contract, termination of the contract, and debarment. The Living Wage Ordinance also provides employees with a private right of action in court.



**LIVING WAGE ORDINANCE COMPLIANCE AFFIDAVIT FORM**

The completed and signed form should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes. Vendor should scan and upload the completed, signed form(s) in BidSync.

Covered Employer: \_\_\_\_\_

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

Local Contact: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

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

Contract Amount: \_\_\_\_\_

Using Agency Served: \_\_\_\_\_

Solicitation No. and Title: \_\_\_\_\_

By signing below I hereby certify that the covered employees listed below: (please check one)

- A.  Receive a minimum pay of \$ \_\_\_\_\_ per hour and are provided health benefits valued at \$ \_\_\_\_\_ per hour.
- B.  Receive a minimum pay of \$ \_\_\_\_\_ per hour and are not provided health benefits.

Provide names of hourly employees and their job classifications providing covered services for the above referenced contract:

Name	Job Class	A or B	Name	Job Class	A or B
_____	_____	Select	_____	_____	Select
_____	_____	Select	_____	_____	Select
_____	_____	Select	_____	_____	Select
_____	_____	Select	_____	_____	Select

(Attach additional sheets in the format above, if needed)

I, \_\_\_\_\_ of \_\_\_\_\_ hereby attest that  
(Print Name) (Company)

(1) I have the authority to sign this notarized compliance affidavit, (2) the following information is true, complete and correct and (3) the Vendor certifies that it shall:

- a) Pay all employees working on this contract/project, who are covered by the Living Wage Ordinance, as amended, in accordance with wage rates and provisions of the Living Wage Ordinance;
- b) Provide the applicable living wage statement regarding wage rates with the employee's first paycheck or direct deposit receipt as required by the Living Wage Ordinance, as amended; and
- c) (IF APPLICABLE) If health care benefits are provided under "A" above, the health care benefit meets the standard health benefit plan as described in Section 627.6699 (12)(b)(4), Florida Statutes, as amended. As a principle officer of the covered employer, the undersigned affirms that the referenced Florida Statute has been reviewed and the covered employer's health plan meets all the elements required by the statute, as amended.

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

SWORN TO AND SUBSCRIBED BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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

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

\_\_\_\_\_  
Notary Public (Sign name of Notary Public)

My commission expires: \_\_\_\_\_ (SEAL)

Personally Known  or Produced Identification  Type of Identification Produced: \_\_\_\_\_

**APPLICATION FOR EXEMPTION FROM LIVING WAGE ORDINANCE REPORTING REQUIREMENTS FORM**

An original certification must be provided prior to award of the contract. Failure to submit timely upon request of the County may result in rejection of Application for Exemption.

**SECTION 1: COVERED EMPLOYER INFORMATION (SERVICE CONTRACTOR)**

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**SECTION 2: USING AGENCY AND SOLICITATION INFORMATION**

Using Agency: \_\_\_\_\_

Solicitation No. and Title: \_\_\_\_\_

Using Agency Contact Name: \_\_\_\_\_ Agency Contact Phone: \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_

**SECTION 3: EXEMPTION BASIS** (Check one of the options below and submit supporting documentation as requested)

**(LWO 26.103(f)(1); Wage History:** Covered employer demonstrates to the satisfaction of the Director of Purchasing that its covered employees have been continuously paid the applicable living wage rates or higher wages for at least one (1) year prior to entering into the service contract.

**Required documentation for this exemption basis:** Attach prior payroll records or pay scale records (by job classifications) confirming this basis for exemption.

**(LWO 26.103(f)(2): Contractual:** Covered employer demonstrates to the satisfaction of the Director of Purchasing that the amounts paid to its covered employees are required by law or are required pursuant to a contractual obligation, such as a Collective Bargaining Agreement (CBA), union scale, etc.

**Required documentation for this exemption basis:** Attach a copy of the CBA or other contractual agreement with this application with the controlling language clearly marked, or a letter from the union stating that the union contract requires the CBA to supersede the LWO or other recognized company pay schedule as the basis for compensation provided that it exceeds the LWO wage rate amounts.

**SECTION 4: CERTIFICATION AND NOTARIZED COMPLIANCE AFFIDAVIT**

I, \_\_\_\_\_, of \_\_\_\_\_ hereby attest that  
(Print Name) (Company)

(1) I have the authority to sign this notarized compliance affidavit, (2) the following information is true, complete and correct and (3) the Company certifies that its wages paid to employees providing covered services under this contract/project are at least equal to or greater than the living wage per the exemption basis selected above and in accordance with wage rates and provisions of the Living Wage Ordinance, as amended.

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

SWORN TO AND SUBSCRIBED BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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

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

\_\_\_\_\_  
Notary Public (Sign name of Notary Public) My commission expires: \_\_\_\_\_ (SEAL)

Personally Known or Produced Identification Type of Identification Produced: \_\_\_\_\_

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**VENDOR QUESTIONNAIRE AND STANDARD CERTIFICATIONS**  
**Request for Proposals, Request for Qualifications, or Request for Letters of Interest**

Vendor should complete questionnaire and complete and acknowledge the standard certifications and submit with the solicitation response. If not submitted with solicitation response, it must be submitted within three business days of County's request. Failure to timely submit may affect Vendor's evaluation.

**If a response requires additional information, the Vendor should upload a written detailed response with submittal; each response should be numbered to match the question number.** The completed questionnaire and attached responses will become part of the procurement record. It is imperative that the person completing the Vendor Questionnaire be knowledgeable about the proposing Vendor's business and operations.

1. Legal business name:
2. Doing Business As/ Fictitious Name (if applicable):
3. Federal Employer I.D. no. (FEIN):
4. Dun and Bradstreet No.:
5. Website address (if applicable):
6. Principal place of business address:
7. Office location responsible for this project:
8. Telephone no.:  Fax no.:
9. Type of business (check appropriate box):
  - Corporation (specify the state of incorporation):
  - Sole Proprietor
  - Limited Liability Company (LLC)
  - Limited Partnership
  - General Partnership (State and County Filed In)
  - Other – Specify
10. List Florida Department of State, Division of Corporations document number (or registration number if fictitious name):
11. List name and title of each principal, owner, officer, and major shareholder:
  - a)
  - b)
  - c)
  - d)
12. AUTHORIZED CONTACT(S) FOR YOUR FIRM:
  - Name:
  - Title:
  - E-mail:
  - Telephone No.:
  - Name:
  - Title:
  - E-mail:
  - Telephone No.:
13. Has your firm, its principals, officers or predecessor organization(s) been debarred or suspended by any government entity within the last three years? If yes, specify details in an attached written response.  Yes  No
14. Has your firm, its principals, officers or predecessor organization(s) ever been debarred or suspended by any government entity? If yes, specify details in an attached written response, including the reinstatement date, if granted.  Yes  No
15. Has your firm ever failed to complete any services and/or delivery of products during the last three (3) years? If yes, specify details in an attached written response.  Yes  No

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16. Is your firm or any of its principals or officers currently principals or officers of another organization? If yes, specify details in an attached written response.  Yes  No
17. Have any voluntary or involuntary bankruptcy petitions been filed by or against your firm, its parent or subsidiaries or predecessor organizations during the last three years? If yes, specify details in an attached written response.  Yes  No
18. Has your firm's surety ever intervened to assist in the completion of a contract or have Performance and/or Payment Bond claims been made to your firm or its predecessor's sureties during the last three years? If yes, specify details in an attached written response, including contact information for owner and surety.  Yes  No
19. Has your firm ever failed to complete any work awarded to you, services and/or delivery of products during the last three (3) years? If yes, specify details in an attached written response.  Yes  No
20. Has your firm ever been terminated from a contract within the last three years? If yes, specify details in an attached written response.  Yes  No
21. Living Wage solicitations only: In determining what, if any, fiscal impacts(s) are a result of the Ordinance for this solicitation, provide the following for informational purposes only. Response is not considered in determining the award of this contract. Living Wage had an effect on the pricing.  Yes  No  
 N/A

If yes, Living Wage increased the pricing by  % or decreased the pricing by  %.

**Cone of Silence Requirement Certification:**

The Cone of Silence Ordinance, Section 1-266, Broward County Code of Ordinances prohibits certain communications among Vendors, Commissioners, County staff, and Selection or Evaluation Committee members. Identify on a separate sheet any violations of this Ordinance by any members of the responding firm or its joint ventures. After the application of the Cone of Silence, inquiries regarding this solicitation should be directed to the Director of Purchasing or designee. The Cone of Silence terminates when the County Commission or other awarding authority takes action which ends the solicitation.

The Vendor hereby certifies that: (check each box)

- The Vendor has read Cone of Silence Ordinance, Section 1-266, Broward County Code of Ordinances; and
- The Vendor understands that the Cone of Silence for this competitive solicitation shall be in effect beginning upon the appointment of the Selection or Evaluation Committee, for communication regarding this solicitation with the County Administrator, Deputy County Administrator, Assistant County Administrators, and Assistants to the County Administrator and their respective support staff or any person, including Evaluation or Selection Committee members, appointed to evaluate or recommend selection in this RFP/RLI process. For Communication with County Commissioners and Commission staff, the Cone of Silence allows communication until the initial Evaluation or Selection Committee Meeting.
- The Vendor agrees to comply with the requirements of the Cone of Silence Ordinance.

**Drug-Free Workplace Requirements Certification:**

Section 21.31.a. of the Broward County Procurement Code requires awards of all competitive solicitations requiring Board award be made only to firms certifying the establishment of a drug free workplace program. The program must consist of:

1. Publishing a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the offeror's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;
2. Establishing a continuing drug-free awareness program to inform its employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The offeror's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Giving all employees engaged in performance of the contract a copy of the statement required by subparagraph 1;
4. Notifying all employees, in writing, of the statement required by subparagraph 1, that as a condition of employment on a covered contract, the employee shall:
  - a. Abide by the terms of the statement; and
  - b. Notify the employer in writing of the employee's conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or of any state, for a violation occurring in the workplace NO later than five days after such conviction.
5. Notifying Broward County government in writing within 10 calendar days after receiving notice under subdivision 4.b above, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;
6. Within 30 calendar days after receiving notice under subparagraph 4 of a conviction, taking one of the following actions with respect to an employee who is convicted of a drug abuse violation occurring in the workplace:
  - a. Taking appropriate personnel action against such employee, up to and including termination; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; and
7. Making a good faith effort to maintain a drug-free workplace program through implementation of subparagraphs 1 through 6.

The Vendor hereby certifies that: (check box)

- The Vendor certifies that it has established a drug free workplace program in accordance with the above requirements.

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**Non-Collusion Certification:**

Vendor shall disclose, to their best knowledge, any Broward County officer or employee, or any relative of any such officer or employee as defined in Section 112.3135 (1) (c), Florida Statutes, 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 Broward County 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. Failure of a Vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the Broward County Procurement Code.

The Vendor hereby certifies that: (select one)

- The Vendor certifies that this offer is made independently and free from collusion; or
- The Vendor is disclosing names of officers or employees who have a material interest in this procurement and is in a position to influence this procurement. Vendor must include a list of name(s), and relationship(s) with its submittal.

**Public Entities Crimes Certification:**

In accordance with Public Entity Crimes, Section 287.133, Florida Statutes, a person or affiliate placed on the convicted vendor list following a conviction for a public entity crime may not submit on a contract: to provide any goods or services; for construction or repair of a public building or public work; for leases of real property to a public entity; and 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 s. 287.017 for Category Two for a period of 36 months following the date of being placed on the convicted vendor list.

The Vendor hereby certifies that: (check box)

- The Vendor certifies that no person or affiliates of the Vendor are currently on the convicted vendor list and/or has not been found to commit a public entity crime, as described in the statutes.

**Scrutinized Companies List Certification:**

Any company, principals, or owners on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List is prohibited from submitting a response to a solicitation for goods or services in an amount equal to or greater than \$1 million.

The Vendor hereby certifies that: (check each box)

- The Vendor, owners, or principals are aware of the requirements of Sections 287.135, 215.473, and 215.4275, Florida Statutes, regarding Companies on the Scrutinized Companies with Activities in Sudan List the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List; and
- The Vendor, owners, or principals, are eligible to participate in this solicitation and are not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List; and
- If awarded the Contract, the Vendor, owners, or principals will immediately notify the County in writing if any of its principals are placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List.

I hereby certify the information provided in the Vendor Questionnaire and Standard Certifications:

*AUTHORIZED SIGNATURE/NAME	TITLE	DATE

Vendor Name:

\* I certify that I am authorized to sign this solicitation response on behalf of the Vendor as indicated in Certificate as to Corporate Principal, designation letter by Director/Corporate Officer, or other business authorization to bind on behalf of the Vendor. As the Vendor's authorized representative, I attest that any and all statements, oral, written or otherwise, made in support of the Vendor's response, are accurate, true and correct. I also acknowledge that inaccurate, untruthful, or incorrect statements made in support of the Vendor's response may be used by the County as a basis for rejection, rescission of the award, or termination of the contract and may also serve as the basis for debarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code. I certify that the Vendor response is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a response for the same items/services, and is in all respects fair and without collusion or fraud. I also certify that the Vendor agrees to abide by all terms and conditions of this solicitation, acknowledge and accept all of the solicitation pages as well as any special instructions sheet(s).

### **SUBCONTRACTORS/SUBCONSULTANTS/SUPPLIERS REQUIREMENT FORM** **Request for Proposals, Request for Qualifications, or Request for Letters of Interest**

The following forms and supporting information (if applicable) should be returned with Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit may affect Vendor's evaluation.

- A. The Vendor shall submit a listing of all subcontractors, subconsultants and major material suppliers (firms), if any, and the portion of the contract they will perform. A major material supplier is considered any firm that provides construction material for construction contracts, or commodities for service contracts in excess of \$50,000, to the Vendor.
- B. If participation goals apply to the contract, only non-certified firms shall be identified on the form. A non-certified firm is a firm that is not listed as a firm for attainment of participation goals (ex. County Business Enterprise or Disadvantaged Business Enterprise), if applicable to the solicitation.
- C. This list shall be kept up-to-date for the duration of the contract. If subcontractors, subconsultants or suppliers are stated, this does not relieve the Vendor from the prime responsibility of full and complete satisfactory performance under any awarded contract.
- D. After completion of the contract/final payment, the Vendor shall certify the final list of non-certified subcontractors, subconsultants, and suppliers that performed or provided services to the County for the referenced contract.
- E. The Vendor has confirmed that none of the recommended subcontractors, subconsultants, or suppliers' principal(s), officer(s), affiliate(s) or any other related companies have been debarred from doing business with Broward County or any other governmental agency.

If none, state "none" on this form. Use additional sheets as needed. Vendor should scan and upload any additional form(s) in BidSync.

1. Subcontracted Firm's Name:

Subcontracted Firm's Address:

Subcontracted Firm's Telephone Number:

Contact Person's Name and Position:

Contact Person's E-Mail Address:

Estimated Subcontract/Supplies Contract Amount:

Type of Work/Supplies Provided:

2. Subcontracted Firm's Name:

Subcontracted Firm's Address:

Subcontracted Firm's Telephone Number:

**Proposal Bond, Performance and Payment Guaranties, and Qualifications of Surety Requirements:**

- A. **Proposal Bond:** A Vendor must submit an original **Proposal Bond**, executed by a surety company meeting the **Qualifications of Surety Requirements**, with its response. The Proposal Bond must be an original; photocopies are not accepted. Failure to submit a Proposal Bond by solicitation due date and time, and in accordance with instructions will deem Vendor non-responsive.
1. In lieu of the Proposal Bond, the following will be acceptable: cash, money order, certified check, cashier's check, an original [Bid Guaranty – Unconditional Letter of Credit](#), treasurer's check or bank draft of any national or state bank (United States). A personal check or a company check of a Vendor is not a valid bid guaranty.
  2. The Proposal Bond shall be in an amount equal to the amount stated in **Special Instructions to Vendors**, payable to the Board of County Commissioners and conditioned upon the successful Vendor entering into the Agreement (including providing a Performance and Payment Guaranty, evidence of insurance, and other requirements stated in the solicitation) within the required time.
  3. Guaranty of the successful Vendor shall be forfeited to the Board of County Commissioners not as a penalty, but as liquidated damages for the cost and expense incurred should said Vendor fail to comply with requirements.
  4. After award of the Agreement, the Proposal Bonds of unsuccessful Vendors will be returned upon request.
- B. **Performance and Payment Guaranties:** Vendor shall furnish a Performance Bond and a Payment Bond containing all the provisions of the [Performance Bond Form](#) and [Payment Bond Form](#) within the required time being notified of the award of contract,
1. The bonds shall be in the amount of one hundred percent (100%) of the contract amount guaranteeing to County the completion and performance of the work covered in such Contract as well as full payment of all suppliers, material men, laborers, or subcontractors employed pursuant to this project. Such bond(s) shall be with a surety company which is qualified pursuant to the section, Qualifications of Surety.
  2. Each bond shall continue in effect for one year after completion and acceptance of the work with liability equal to one hundred percent (100%) of the Contract price, or an additional bond shall be conditioned that the Vendor will upon notification by the County, correct any defective or faulty work or materials which appear within one year after completion of the Contract.
  3. Pursuant to the requirements of Section 255.05(1), Florida Statutes, Vendor shall ensure that the bonds referenced above shall be recorded in the public records of Broward County and provide County with evidence of such recording.
  4. In lieu of the performance and payment bond, Vendor may furnish an alternate form of security which may be in the form of cash, money order, certified check, cashier's check or an original [Irrevocable Letter of Credit](#). Such alternate forms of security shall be for the same purpose and shall be subject to the same conditions as those applicable above and shall be held by the County for one year after completion and acceptance of the work.
  5. The Vendor is required at all times to have valid Performance and Payment Guaranties

(or other approved security) in force covering the work being performed.

6. The Vendor agrees to keep such Guaranties (or other security) in effect for the duration of the contract. If the contract is extended or renewed, it shall be subject to the same bonding (or other approved security) requirements.

C. **Qualifications of Surety Requirements:** A bid bond, submittal bond, proposal bond, performance bond, and payment bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida, having a resident agent in the State of Florida, and having been in business with a record of successful continuous operation for at least five years.

1. In addition to the above-minimum qualifications, the surety company must meet at least one of the following additional qualifications:
  - a. The surety company shall hold a current Certificate of Authority as acceptable surety on federal bonds in accordance with the United States Department of Treasury Circular 570, current revision. If the amount of the Bond exceeds the underwriting limitation set forth in the circular, in order to qualify, the net retention of the surety company shall not exceed the underwriting limitation in the circular and the excess risks must be protected by coinsurance, reinsurance, or other methods in accordance with Treasury Circular 297, Revised (31 DFR Section 223.10 Section 223.11). Further, the surety company shall provide the County with evidence satisfactory to the County, that such excess risk has been protected in an acceptable manner.
  - b. The surety company shall hold a current Certificate of Authority with the Florida Office of Insurance Regulation.
  - c. The surety company shall have at least the following minimum ratings:

Amount of Bond	Surety Ratings	Financial Size Category
\$500,001 to \$1,000,000	A, A-	Class I
\$1,000,001 to \$2,000,000	A, A-	Class II
\$2,000,001 to \$5,000,000	A	Class III
\$5,000,001 to \$10,000,000	A	Class IV
\$10,000,001 to \$25,000,000	A	Class V
\$25,000,001 to \$50,000,000	A	Class VI
\$50,000,001 to or more	A	Class VII

2. For projects which do not exceed \$500,000, the County shall accept a Bid Bond and Performance and Payment Bond from a surety company which has twice the minimum surplus and capital required by the Florida Office of Insurance Regulation at the time the solicitation is issued, if the surety company is otherwise in compliance with the provisions of the Florida Insurance Code, and if the surety company holds a currently valid Certificate of Authority issued by the United States Department of the Treasury under Section 9304 to 9308 of Title 31 of the United States Code.
3. If the surety company fails to meet the minimum standards, a bond from a surety that meets the minimum standards must be provided to satisfy the bonding requirements.



### PROPOSAL BOND

This form must be completed and submitted with the Vendor's submittal. Failure to comply will deem vendor non-responsive.

BY THIS BOND, we \_\_\_\_\_, as Principal, hereinafter called VENDOR, and \_\_\_\_\_, as Surety, are bound to the Board of County Commissioners of Broward County, Florida, as Obligee, hereinafter called County, in the Amount of \_\_\_\_\_ (\$ \_\_\_\_\_) for the payment whereof VENDOR and surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the County is seeking to contract with a firm (registered with the Florida Department of State, Division of Corporations) for the County agencies; and

WHEREAS, the County is utilizing a request for proposals (RFP) solicitation process for this project and VENDOR in response to Solicitation No. \_\_\_\_\_ agrees and is bound that:

The CONDITION OF THIS BOND is that if:

VENDOR submits a timely proposal in response to the County's solicitation process; THEN THIS BOND WILL REMAIN IN FULL FORCE AND EFFECT UNTIL CONTRACT AWARD. If the VENDOR is awarded the Agreement, but fails to enter into the Agreement, (including providing a Performance and Payment Guaranty, evidence of insurance, and other requirements stated herein) then the VENDOR and surety, jointly and severally, shall be liable to the County for the full sum herein stated which shall be due and payable to the County immediately upon demand of the County, in good and lawful money of the United States of America; as liquidated damages for failure thereof of said VENDOR; OTHERWISE THE BOND SHALL REMAIN IN FULL FORCE AND EFFECT.

No right of action shall accrue on this bond to or for the use of any person or corporation other than County named herein; and

In the event suit is brought upon this bond by the County, surety shall pay reasonable attorneys' fees and costs incurred by the County in such suit.

Broward County Board of  
County Commissioners

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

WITNESSES:

\_\_\_\_\_  
Secretary  
(CORPORATE SEAL)

\_\_\_\_\_  
(Name of Corporation)

By \_\_\_\_\_  
(Signature and Title)

\_\_\_\_\_  
(Type Name and Title Signed Above)

IN THE PRESENCE OF:

\_\_\_\_\_

SURETY COMPANY:

By \_\_\_\_\_  
Agent and Attorney-in-Fact

Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City/State/Zip Code)

Telephone No.: \_\_\_\_\_



## Question and Answers for Bid #R2112705P1 - Janitorial Services for Various Large County Facilities

### Overall Bid Questions

There are no questions associated with this bid.