

## **Solicitation BLD2121632P1**

### **Janitorial Services - County Facilities**

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



**Broward County Board of County Commissioners**

## Bid BLD2121632P1 Janitorial Services - County Facilities

Bid Number **BLD2121632P1**  
Bid Title **Janitorial Services - County Facilities**

Bid Start Date **In Held**  
Bid End Date **TBD**  
Question & Answer  
End Date **TBD**

Bid Contact **Richard Trupiano**  
**Purchasing Agent Senior**  
**Purchasing**  
**954-357-7994**  
**rtrupiano@broward.org**

Bid Contact **Randy Plunkett**  
**Purchasing Agent**  
**Purchasing Division**  
**954-357-6630**  
**rplunkett@broward.org**

Contract Duration **2 years**  
Contract Renewal **3 annual renewals**  
Prices Good for **120 days**  
Pre-Bid Conference **TBD**

**Attendance is optional**  
**Location: Microsoft Teams Virtual Meeting**  
**Attendance is OPTIONAL: Broward County Teleconference**

**Call-in Phone Number:**  
**Conference ID:**

**Attendance at the pre-submittal conference is OPTIONAL. Vendors are invited to participate in an optional virtual pre-submittal conference using Microsoft teams. The pre-submittal conference allows Vendors the opportunity to seek clarification regarding this Request For Proposal. Vendors are encouraged to submit all questions through Periscope SG2 for a written response.**

**Due to COVID-19 mandated restrictions and in the interest of social distancing, this is a conference call only meeting. Please access the meeting on-line or call into the phone number listed for further instructions regarding participation once the meeting begins.**

**Site visitation is Optional and by appointment only. In an effort to comply with recommendations from the CDC for large group gatherings and the safety of all participants, site visitations will be in small groups limited to no more than four (4) people per tour. Each vendor will have the opportunity to view the sites individually with the Project Manager. Only one individual is allowed to be present to represent his or her**

firm. Interested bidders must email [asalinas@broward.org](mailto:asalinas@broward.org) and copy [rtrupiano@broward.org](mailto:rtrupiano@broward.org) within 2 days of the pre-submittal conference to schedule a visit. The Project Manager will schedule the visits and provide notification to the vendor of time and date.

At the site visits, Broward County is requiring all vendors to wear a mask or protective cloth face covering and maintain six feet of social distance while viewing the site. When a mask is unavailable, a cloth face covering can be fashioned per CDC guidelines using bandanas or scarfs. For instructions please refer to the CDC website located at:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Anything worn must be conservative in appearance, not offensive, and confirm to the CDC guidance.

In an effort to present an orderly and time efficient meeting, a responsive email should be sent to the Purchasing Agent of Record, Richard Trupiano at [rtrupiano@broward.org](mailto:rtrupiano@broward.org) prior to the pre-submittal conference, confirming your intent for participation. This email should include your company name, representative(s) name(s), email address(es) and contact phone 'number '(s). Your information will be added to a list of participating Vendors, which the Purchasing Agent of Record will publicly acknowledge. Those Vendors attending without providing prior email notice will be acknowledged by the Purchasing Agent of Record after the reading of the List.

If you require any auxiliary aids for communication, please call 954-357-6606 so that arrangements can be made in advance.

Bid Comments

BidSync is now known as PeriscopeS2G, Supplier-To-Government for Vendors. Any reference to BidSync in this solicitation shall refer to PeriscopeS2G, Supplier-To-Government.

**Scope of Services:** The Broward County Facilities Management Division seeks qualified Vendors through this Request for Proposals (RFP) to provide Janitorial Services for the Broward County Facilities Locations. Please refer to the Specifications and Requirements. Proposers are encouraged to review this solicitation in its entirety. Vendors may propose on one or more Agreements. However, for a Vendor to be considered responsive to an agreement, the vendor shall propose on all locations within the Agreement. In the event that more than one Agreement is awarded to a Vendor, the County reserves the right to award one contract to that Vendor for those Agreements.

**Price:** Pricing for the initial two year term will be considered in final evaluation and ranking of qualified firms. Failure to completely fill out and submit price on the Item Response Form and Price Worksheet(s) applicable to this solicitation will deem Vendor non-responsive. Offered prices shall reflect the maximum amount for the work defined within the Scope of Services and is subject to potential decreases through negotiation. A Price Worksheet is applicable to this solicitation. Refer to the Special Instructions to Vendors, Additional Responsiveness Criteria, for additional information.

**Evaluation Criteria Response and Vendor Questionnaire Form:** Carefully follow the instructions of the Special Instructions to Vendors.

**OESBD Requirements:** This solicitation is reserved for Broward County certified County Business Enterprises ("CBE") and Small Business Enterprises ("SBE"). CBEs and non-CBEs may respond to Agreements designated as CBE Reserves (Agreement Nos. 1-5 and 12-14). Refer to the Office of Economic and Small Business Development Requirements section for requirements pertaining to CBEs and SBEs. Only SBEs may respond to Agreements designated as SBE Reserves (Agreement Nos 6-11). Please refer to Sections 1-81.3 and 1-81.4 of the Broward County Code Ordinances for additional information and requirements pertaining to CBEs and SBEs.

**Living Wage Service Contract:** Refer to Living Wage Ordinance Requirements section for additional information. The Broward County Board of County Commissioners approved the increase to \$13.61 per hour with qualifying health benefits amounting to at least \$3.44 per hour effective January 1, 2021 or \$17.05 per hour without health benefits.

**Workforce Investment Program Requirements: Refer to the Workforce Investment Program section for additional information.**

**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 PeriscopeS2G, by the date and time referenced in the solicitation document (including any addenda). The County will respond to all questions via PeriscopeS2G.**

**Submittals: Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in order for the County to receive a valid response through PeriscopeS2G. Refer to the Purchasing Division website or contact PeriscopeS2G, for submittal instructions. It is the Vendors sole responsibility to assure its response is submitted and received through PeriscopeS2G, 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 PeriscopeS2G, immediately notify the Purchasing Agent and then contact PeriscopeS2G, for technical assistance.**

**Item Response Form**

Item	<b>BLD2121632P1--01-01 - BLD2121632P1: Janitorial Services - Branch Libraries - Agreement No. 1</b>
Lot Description	<b>Janitorial Contract</b>
Quantity	<b>1 lump sum</b>
Unit Price	<input type="text"/>
Provide What	
Percentage (%) of Bid	<input type="text"/>
Price is Labor Cost	
Delivery Location	<b>Broward County Board of County Commissioners</b>
	<u>No Location Specified</u>

**Qty 1**

**Description**

Janitorial Services - Branch Libraries - Agreement No. 1 - 31 Locations - CBE Reserve

Refer to Janitorial Services - Price Sheets and Facilities Location Details for additional information.

Unit price is for the two-year, total initial term.

Vendors are required to enter two (2) year Grand Total - Whole Group (Total 1 + Total 2) in the Unit Price Line. This line should match the Grand Total on the Price Sheets.

Price will be considered in the final evaluation and rating of the qualified firms. Vendor must fill out and submit Price Sheets, attached as a separate file. Failure to submit pricing for all line items in PeriscopeS2G and the attached Price Sheets for an agreement will deem the Vendor non-responsive.

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Item **BLD2121632P1--01-02 - BLD2121632P1: Janitorial Services - Large Facilities Group 1 - Agreement No. 2**  
Lot Description **Janitorial Contract**  
Quantity **1 lump sum**  
Unit Price   
Provide What  
Percentage (%) of Bid   
Price is Labor Cost  
Delivery Location **Broward County Board of County Commissioners**  
No Location Specified

**Qty 1**

**Description**

Large Facilities - Group 1 - Agreement No. 2 - 3 Locations - CBE Reserve

Refer to Janitorial Services - Price Sheets and Facilities Location Details for additional information.

Unit price is for the two-year, total initial term.

Vendors are required to enter two (2) year Grand Total - Whole Group (Total 1 + Total 2) in the Unit Price Line. This line should match the Grand Total on the Price Sheets.

Price will be considered in the final evaluation and rating of the qualified firms. Vendor must fill out and submit Price Sheets, attached as a separate file. Failure to submit pricing for all line items in PeriscopeS2G and the attached Price Sheets for an agreement will deem the Vendor non-responsive.

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Item **BLD2121632P1--01-03 - BLD2121632P1: Janitorial Services - Large Facilities Group 2 - Agreement No. 3**  
Lot Description **Janitorial Contract**  
Quantity **1 lump sum**  
Unit Price   
Provide What  
Percentage (%) of Bid   
Price is Labor Cost  
Delivery Location **Broward County Board of County Commissioners**  
No Location Specified

**Qty 1**

**Description**

Janitorial Services - Large Facilities - Group 2 - Agreement No. 3 - 5 Locations - CBE Reserve

Refer to Janitorial Services - Price Sheets and Facilities Location Details for additional information.

Unit price is for the two-year, total initial term.

Vendors are required to enter two (2) year Grand Total - Whole Group (Total 1 + Total 2) in the Unit Price Line. This line should match the Grand Total on the Price Sheets.

Price will be considered in the final evaluation and rating of the qualified firms. Vendor must fill out and submit Price Sheets, attached as a separate file. Failure to submit pricing for all line items in PeriscopeS2G and the attached Price Sheets for an agreement will deem the Vendor non-responsive.

Item	<b>BLD2121632P1--01-04 - BLD2121632P1: Janitorial Services - Large Facilities Group 3 - Agreement No. 4</b>
Lot Description	<b>Janitorial Contract</b>
Quantity	<b>1 lump sum</b>
Unit Price	<input type="text"/>
Provide What	
Percentage (%) of Bid	<input type="text"/>
Price is Labor Cost	
Delivery Location	<b>Broward County Board of County Commissioners</b>
	<u>No Location Specified</u>
	<b>Qty 1</b>

**Description**

Large Facilities - Group 3 - Agreement No. 4 - 5 Locations - CBE Reserve

Refer to Janitorial Services - Price Sheets and Facilities Location Details for additional information.

Unit price is for the two-year, total initial term.

Vendors are required to enter two (2) year Grand Total - Whole Group (Total 1 + Total 2) in the Unit Price Line. This line should match the Grand Total on the Price Sheets.

Price will be considered in the final evaluation and rating of the qualified firms. Vendor must fill out and submit Price Sheets, attached as a separate file. Failure to submit pricing for all line items in PeriscopeS2G and the attached Price Sheets for an agreement will deem the Vendor non-responsive.

Item	<b>BLD2121632P1--01-05 - BLD2121632P1: Janitorial Services - Large Facilities Group 4 - Agreement No. 5</b>
Lot Description	<b>Janitorial Contract</b>
Quantity	<b>1 lump sum</b>
Unit Price	<input type="text"/>
Provide What	
Percentage (%) of Bid	<input type="text"/>
Price is Labor Cost	
Delivery Location	<b>Broward County Board of County Commissioners</b>
	<u>No Location Specified</u>
	<b>Qty 1</b>

**Description**

Janitorial Services - Large Facilities - Group 4 - Agreement No. 5 - 6 Locations - CBE Reserve

Refer to Janitorial Services - Price Sheets and Facilities Location Details for additional information.

Unit price is for the two-year, total initial term.

Vendors are required to enter two (2) year Grand Total - Whole Group (Total 1 + Total 2) in the Unit Price Line. This line should match the Grand Total on the Price Sheets.

Price will be considered in the final evaluation and rating of the qualified firms. Vendor must fill out and submit Price Sheets, attached as a separate file. Failure to submit pricing for all line items in PeriscopeS2G and the attached Price Sheets for an agreement will deem the Vendor non-responsive.

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Item	<b>BLD2121632P1--01-06 - BLD2121632P1: Janitorial Services - Large Facilities Group 5 - Agreement No. 6</b>
Lot Description	<b>Janitorial Contract</b>
Quantity	<b>1 lump sum</b>
Unit Price	<input type="text"/>
Provide What	
Percentage (%) of Bid	<input type="text"/>
Price is Labor Cost	
Delivery Location	<b>Broward County Board of County Commissioners</b> <u>No Location Specified</u>
	<b>Qty 1</b>

**Description**

Janitorial Services - Large Facilities - Group 5 - Agreement No. 6 - 1 Location - SBE Reserve

Refer to Janitorial Services - Price Sheets and Facilities Location Details for additional information.

Unit price is for the two-year, total initial term.

Vendors are required to enter two (2) year Grand Total - Whole Group (Total 1 + Total 2) in the Unit Price Line. This line should match the Grand Total on the Price Sheets.

Price will be considered in the final evaluation and rating of the qualified firms. Vendor must fill out and submit Price Sheets, attached as a separate file. Failure to submit pricing for all line items in PeriscopeS2G and the attached Price Sheets for an agreement will deem the Vendor non-responsive.

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Item	<b>BLD2121632P1--01-07 - BLD2121632P1: Janitorial Services - Large Facilities Group 6 - Agreement No. 7</b>
Lot Description	<b>Janitorial Contract</b>
Quantity	<b>1 lump sum</b>
Unit Price	<input type="text"/>
Provide What	<input type="text"/>

Percentage (%) of Bid

Price is Labor Cost

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

No Location Specified

**Qty 1**

**Description**

Janitorial Services - Large Facilities -Group 6 - Agreement No. 7 - 1 Location - SBE Reserve

Refer to Janitorial Services - Price Sheets and Facilities Location Details for additional information.

Unit price is for the two-year, total initial term.

Vendors are required to enter two (2) year Grand Total - Whole Group (Total 1 + Total 2) in the Unit Price Line. This line should match the Grand Total on the Price Sheets.

Price will be considered in the final evaluation and rating of the qualified firms. Vendor must fill out and submit Price Sheets, attached as a separate file. Failure to submit pricing for all line items in PeriscopeS2G and the attached Price Sheets for an agreement will deem the Vendor non-responsive.

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Item **BLD2121632P1-01-08 - BLD2121632P1: Janitorial Services - Small Facilities Group 1 - Agreement No. 8**

Lot Description **Janitorial Contract**

Quantity **1 lump sum**

Unit Price

Provide What

Percentage (%) of Bid

Price is Labor Cost

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

No Location Specified

**Qty 1**

**Description**

Janitorial Services - Small Facilities -Group 1 - Agreement No. 8 - 7 Locations SBE Reserve

Refer to Janitorial Services - Price Sheets and Facilities Location Details for additional information.

Unit price is for the two-year, total initial term.

Vendors are required to enter two (2) year Grand Total - Whole Group (Total 1 + Total 2) in the Unit Price Line. This line should match the Grand Total on the Price Sheets.

Price will be considered in the final evaluation and rating of the qualified firms. Vendor must fill out and submit Price Sheets, attached as a separate file. Failure to submit pricing for all line items in PeriscopeS2G and the attached Price Sheets for an agreement will deem the Vendor non-responsive.

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Item **BLD2121632P1--01-09 - BLD2121632P1: Janitorial Services - Small Facilities Group 2 - Agreement No. 9**  
Lot Description **Janitorial Contract**  
Quantity **1 lump sum**  
Unit Price   
Provide What  
Percentage (%) of Bid   
Price is Labor Cost  
Delivery Location **Broward County Board of County  
Commissioners**  
No Location Specified

**Qty 1**

**Description**

Janitorial Services - Small Facilities - Group 2 - Agreement No. 9 - 5 Locations - SBE Reserve

Refer to Janitorial Services - Price Sheets and Facilities Location Details for additional information.

Unit price is for the two-year, total initial term.

Vendors are required to enter two (2) year Grand Total - Whole Group (Total 1 + Total 2) in the Unit Price Line. This line should match the Grand Total on the Price Sheets.

Price will be considered in the final evaluation and rating of the qualified firms. Vendor must fill out and submit Price Sheets, attached as a separate file. Failure to submit pricing for all line items in PeriscopeS2G and the attached Price Sheets for an agreement will deem the Vendor non-responsive.

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Item **BLD2121632P1--01-10 - BLD2121632P1: Janitorial Services - Small Facilities Group 3 - Agreement No. 10**  
Lot Description **Janitorial Contract**  
Quantity **1 lump sum**  
Unit Price   
Provide What  
Percentage (%) of Bid   
Price is Labor Cost  
Delivery Location **Broward County Board of County  
Commissioners**  
No Location Specified

**Qty 1**

**Description**

Janitorial Services - Small Facilities - Group 3 - Agreement No. 10 - 9 Locations - SBE Reserve

Refer to Janitorial Services - Price Sheets and Facilities Location Details for additional information.

Unit price is for the two-year, total initial term.

Vendors are required to enter two (2) year Grand Total - Whole Group (Total 1 + Total 2) in the Unit Price Line. This line should match the Grand Total on the Price Sheets.

Price will be considered in the final evaluation and rating of the qualified firms. Vendor must fill out and submit Price Sheets, attached as a separate file. Failure to submit pricing for all line items in PeriscopeS2G and the attached Price Sheets for an agreement will deem the Vendor non-responsive.

Item	<b>BLD2121632P1--01-11 - BLD2121632P1: Janitorial Services - Small Facilities Group 4 - Agreement No. 11</b>
Lot Description	<b>Janitorial Contract</b>
Quantity	<b>1 lump sum</b>
Unit Price	<input type="text"/>
Provide What	
Percentage (%) of Bid	<input type="text"/>
Price is Labor Cost	
Delivery Location	<b>Broward County Board of County Commissioners</b>
	<u>No Location Specified</u>
	<b>Qty 1</b>

**Description**

Janitorial Services - Small Facilities - Group 4 - Agreement No. 11 - 3 Locations - SBE Reserve

Refer to Janitorial Services - Price Sheets and Facilities Location Details for additional information.

Unit price is for the two-year, total initial term.

Vendors are required to enter two (2) year Grand Total - Whole Group (Total 1 + Total 2) in the Unit Price Line. This line should match the Grand Total on the Price Sheets.

Price will be considered in the final evaluation and rating of the qualified firms. Vendor must fill out and submit Price Sheets, attached as a separate file. Failure to submit pricing for all line items in PeriscopeS2G and the attached Price Sheets for an agreement will deem the Vendor non-responsive.

Item	<b>BLD2121632P1--01-12 - BLD2121632P1: Janitorial Services - BCJC West Building Bridges 4 &amp; 5 - Agreement No. 12</b>
Lot Description	<b>Janitorial Contract</b>
Quantity	<b>1 lump sum</b>
Unit Price	<input type="text"/>
Provide What	
Percentage (%) of Bid	<input type="text"/>
Price is Labor Cost	
Delivery Location	<b>Broward County Board of County Commissioners</b>
	<u>No Location Specified</u>
	<b>Qty 1</b>

**Description**

Janitorial Services - BCJC West Building and Bridges 4 & 5 - Agreement No. 12 - 3 Locations - CBE Reserve

Refer to Janitorial Services - Price Sheets and Facilities Location Details for additional information.

Unit price is for the two-year, total initial term.

Vendors are required to enter two (2) year Grand Total - Whole Group (Total 1 + Total 2) in the Unit Price Line. This line should match the Grand Total on the Price Sheets.

Price will be considered in the final evaluation and rating of the qualified firms. Vendor must fill out and submit Price Sheets, attached as a separate file. Failure to submit pricing for all line items in PeriscopeS2G and the attached Price Sheets for an agreement will deem the Vendor non-responsive.

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Item	<b>BLD2121632P1-01-13 - BLD2121632P1: Janitorial Services - Port Everglades - Agreement No. 13</b>
Lot Description	<b>Janitorial Contract</b>
Quantity	<b>1 lump sum</b>
Unit Price	<input type="text"/>
Provide What	
Percentage (%) of Bid	<input type="text"/>
Price is Labor Cost	
Delivery Location	<b>Broward County Board of County Commissioners</b>
	<u>No Location Specified</u>
	<b>Qty 1</b>

**Description**

Janitorial Services - Port Everglades - Agreement No. 13 - 30 Locations - CBE Reserve

Refer to Janitorial Services - Price Sheets and Facilities Location Details for additional information.

Unit price is for the two-year, total initial term.

Vendors are required to enter two (2) year Grand Total - Whole Group (Total 1 + Total 2) in the Unit Price Line. This line should match the Grand Total on the Price Sheets.

Price will be considered in the final evaluation and rating of the qualified firms. Vendor must fill out and submit Price Sheets, attached as a separate file. Failure to submit pricing for all line items in PeriscopeS2G and the attached Price Sheets for an agreement will deem the Vendor non-responsive.

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Item	<b>BLD2121632P1-01-14 - BLD2121632P1: Janitorial Services - 911 Regional Dispatch Centers - Agreement No. 14</b>
Lot Description	<b>Janitorial Contract</b>
Quantity	<b>1 lump sum</b>
Unit Price	<input type="text"/>

Provide What   
Percentage (%) of Bid  
Price is Labor Cost

Delivery Location **Broward County Board of County  
Commissioners**  
No Location Specified

**Qty 1**

**Description**

911 Regional Dispatch Centers - Agreement No. 14 - 3 Locations - CBE Reserve

Refer to Janitorial Services - Price Sheets and Facilities Location Details for additional information.

Unit price is for the two-year, total initial term.

Vendors are required to enter two (2) year Grand Total - Whole Group (Total 1 + Total 2) in the Unit Price Line. This line should match the Grand Total on the Price Sheets.

Price will be considered in the final evaluation and rating of the qualified firms. Vendor must fill out and submit Price Sheets, attached as a separate file. Failure to submit pricing for all line items in PeriscopeS2G and the attached Price Sheets for an agreement will deem the Vendor non-responsive.

**SPECIFICATIONS AND REQUIREMENTS  
JANITORIAL SERVICES – COUNTY FACILITIES**

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**PART 1**

**GENERAL SPECIFICATIONS AND REQUIREMENTS**

**JANITORIAL SERVICES FOR VARIOUS BROWARD COUNTY FACILITIES**

**SECTION 1 – DEFINITIONS**

**1. DEFINITIONS AND IDENTIFICATIONS**

For purposes of this solicitation, 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 solicitation 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 Second Party's organization that is responsible for assisting the project manager with the overall performance of the Contract.
- 1.4. **Award:** The acceptance of an offer or proposal by the proper governmental authority.
- 1.5. **BARC:** Broward Addiction Recovery Center.
- 1.6. **BCAD:** Broward County Aviation Department.
- 1.7. **Bid Bond (Bid Guarantee):** An insurance agreement, accompanied by a monetary commitment, by which a third party (the surety) accepts liability and guarantees that the proposer will not withdraw the solicitation, the proposer will furnish bonds as required, and if the solicitation is awarded to the adhered proposer, the proposer will accept the Contract as responded or the surety will pay a specific amount.
- 1.8. **Bi-monthly:** Every two months.
- 1.9. **Bi-weekly:** Every two weeks.
- 1.10. **Board:** The Broward County Board of County Commissioners.
- 1.11. **BSO:** Broward Sheriff's Office.
- 1.12. **Building Surfaces:** For the purpose of this solicitation 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 solicitation. It includes all items within the interior building areas covered by this solicitation. It includes all items comprising and attached to the exterior building areas covered by this solicitation. It includes all items within the exterior building areas covered by this solicitation. 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.
- 1.13. **Burnishing:** See Technical Specifications Section.

1.14. **Carpet Floors:** For the purpose of this solicitation 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.

1.15. **Chemical Compatibility:** See Cleaning Products Section.

1.16. **Clean:**

- The complete, comprehensive, and thorough cleaning of any item subject to cleaning, including corners, inside, outside, top, bottom, under and over all surfaces.
- 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.
- The absence of any stains, bacteria growth, spore formations and grime that can be eliminated by the appropriate wet, hand scrubbing techniques.
- 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.
- 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.
- 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.
- The absence of odors in fabric and carpeted areas that can be eliminated by hot water extraction techniques and application of sanitizer.
- 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.
- The absence of adhered dirt build-up on any surface of any item subject to appropriate mopping techniques.
- The absence of tightly adhered dirt build-up on any surface of any item subject to appropriate machine or manual scrubbing techniques.
- 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.
- The absence of scratches, scuff marks, worn areas and dull areas.
- The absence of standing water related to janitorial services.
- The presence of appropriate surface gloss, protection, or reflective capacity in line with “like new” or designated gloss levels without streaks, swirls, or debris.

- The presence of appropriate finishes applied in the appropriate manner to produce a slip resistant surface.
- The absence of graffiti.
- The absence of chewing gum and other similar substances from floors, carpet, sidewalks, stairwells, or any other surfaces.
- The absence of litter or undesirable debris that can be eliminated by appropriate policing techniques.
- The absence of streaks, soil, other residue, or latent odor.
- The absence of infectious organisms, which is achieved by applying a product that kills them.
- The presence at all times of a germicidal solution to fill the drain trap and prevent the escape of sewer gas.
- The presence of sufficient product to last until next scheduled service.
- 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.
- 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.
- The absence of soil, litter, dust, incrustation, and odors in debris receptacles. They shall be cleaned as needed.
- Maintained according to County and manufacturer's specifications.
- A surface will be considered clean if:
  - 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.

or

- 2) The Second Party 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.

1.17. **Cleaning:** See Technical Specifications Section.

1.18. **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 Second Party at its sole cost and expense unless specifically indicated in this Agreement as being furnished by County. Second Party 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.

- 1.19. **Component:** For the purpose of this agreement a component is an item or category of items within the facility. Examples would be water fountains or desks.
- 1.20. **Contract:** All types of binding agreements, regardless of what they may be called, for the procurement or disposal of supplies, services, or construction.
- 1.21. **Contract Administrator:** The County employee who is responsible for the management of the Contract.
- 1.22. **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.
- 1.23. **Daily:** At least once per day of service.
- 1.24. **Daily as Needed:** At least once per day of service when the indicated building surface is not clean.
- 1.25. **Damp-Wiping:** See Technical Specification Section.
- 1.26. **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 his/her designee. The day/night porter must respond to such calls immediately. Response time shall be within five minutes. Day/night porter 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.
- 1.27. **Day Service (Additional Porter):** An employee assigned to day service to provide janitorial service is not considered as a regularly scheduled day porter. An employee assigned to day service may provide immediate action calls for required additional and emergency services occurring while on duty.
- 1.28. **Debris Receptacle:** Ashtrays, urns, wastebaskets, trash containers and recycling containers.
- 1.29. **Deficiency:** An instance of non-compliance with a solicitation requirement. A defect may be caused by either non-performance or poor performance.
- 1.30. **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 ensure that the provisions of the solicitation are complied with by both the County and Second Party. The primary responsibilities of the Designated Contract Administrator are to coordinate and communicate with Second Party and to manage and supervise services provided under the terms and conditions of this solicitation.

- 1.31. **Dirt:** Any filth or soiling substances or foreign matter, solid or liquid, including mud and dust.
- 1.32. **Disinfecting:** See Technical Specification Section.
- 1.33. **Dry Compound Method:** See Technical Specification Section.
- 1.34. **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.
- 1.35. **Dusting:** See Technical Specification Section.
- 1.36. **Dusting, High:** See Technical Specification Section.
- 1.37. **Dusting, Low:** See Technical Specification Section.
- 1.38. **Dusting, overhead:** See Technical Specification Section.
- 1.39. **Edging:** See Technical Specification Section.
- 1.40. **Embedded Soil:** Adhered soil that has penetrated into the matrix of the surface.
- 1.41. **Employees:** All personnel engaged by Second Party to perform the services contemplated by this solicitation.
- 1.42. **Employees, Second Party's:** All recipients of the Second Party's Internal Revenue Service W-2 form.
- 1.43. **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.
- 1.44. **Envelope:** All areas within 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.
- 1.45. **Equipment:** See Equipment Specifications and Standards Section.
- 1.46. **Facility Area:** A portion of a building covered by this solicitation that has easily definable boundaries for the purpose of conducting janitorial inspections.
- 1.47. **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.
- 1.48. **Green Building:** See Green Cleaning Section.
- 1.49. **Green Cleaning Practices:** See Green Cleaning Section.
- 1.50. **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.

- 1.51. **Grit:** Coarse particulate matter such as sand, fragments of metal and/or glass, and salt (before they absorb moisture and liquefy).
- 1.52. **Grounds:** Land, parking lots, roadways, walks, etc. at the Airport or its off-site administrative locations.
- 1.53. **Gum:** For the purpose of this solicitation 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.
- 1.54. **Hard Floors:** For the purpose of this solicitation 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.
- 1.55. **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 "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 resources, industrial hygiene, or the environment, or an impediment to working conditions.
- 1.56. **Hazardous Materials, Second Party's:** The Second Party's hazardous materials arising out of the Second Party's past, present, or future use or occupancy of the Premise or the Second Party's acts or omissions. "The Second Party'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 Second Party or transported to the premises under an contract with the Second Party. As used herein, the Second Party includes the Second Party's employees, agents, successors, contractors, subcontractors, or persons acting on behalf of the Second Party.
- 1.57. **HCS:** Hazardous Communication Standard also known as "HAZCOM" or "Right to Know."
- 1.58. **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.
- 1.59. **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.
- 1.60. **HIPAA:** Health Insurance Portability and Accountability Act.
- 1.61. **Holidays:** Holidays observed by County.
- 1.62. **Hot Water Extraction:** See Technical Specification Section.

- 1.63. **IAQ:** Indoor Air Quality.
- 1.64. **Janitorial Contract Compliance Report:** A Microsoft® Excel report initiated by the Contract Administrator which documents Second Party's performance at intervals determined the previous rating. The report may require the Second Party 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.
- 1.65. **JC:** Joint Commission.
- 1.66. **Janitorial Worker:** An individual in Second Party's organization who performs housekeeping and janitorial tasks. This individual may also be known as a cleaner, custodian or housekeeping worker.
- 1.67. **Job Site:** The area within County's property lines or portions of such area that are defined within this Specification.
- 1.68. **Key Personnel:** The individual(s) employed by the Second Party, who has the responsibility and authority for fulfilling any of the requirements of this Technical Specifications and/or the associated solicitation.
- 1.69. **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.
- 1.70. **LEED:** Leadership in Energy and Environmental Design.
- 1.71. **LEED v4 Operations and Maintenance:** Current version of LEED referenced in this solicitation.
- 1.72. **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.
- 1.73. **Litter:** Any item(s) or the remains of any activity that has been discarded, including but not limited to paper, cans, and bottles. Wastepaper, branches detached from trees and shrubs, beverage containers, dead birds, and dead animals, but not be limited to.
- 1.74. **Loose Soil:** Any foreign particles not stuck to the surface.
- 1.75. **Machine Scrubbing:** See Technical Specifications Section.
- 1.76. **Maintenance:** The upkeep of property and the work to keep it clean and presentable according to the Technical Specifications of this solicitation.
- 1.77. **Maintenance/Performance Bond:** Provided by the successful proposer after award to protect the County from loss due to Second Party's inability to complete the contract as agreed; secures the fulfillment of all solicitation requirements.
- 1.78. **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.
- 1.79. **Mopping:** See Technical Specifications Section.

- 1.80. **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.
- 1.81. **MSDS:** Material Safety Data Sheet.
- 1.82. **NJCC: Nancy J Cotterman Center**
- 1.83. **Non-public Areas:** Spaces and areas not normally used by the public, such as administrative areas, offices, and conference rooms.
- 1.84. **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.
- 1.85. **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 workplace.
- 1.86. **Pass Thru:** Second Party 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 Second Party's invoice(s) from its supplier for the additional materials must be submitted with Second Party's invoice for payment. The County reserves the right to request verification. For example, Second Party 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 Second Party provide the additional services and approves the additional purchases, then, the cost for the additional supplies may be processed on a "pass thru" basis.
- 1.87. **Policing:** See Technical Specification Section.
- 1.88. **Premises:** All areas designated by this solicitation and exhibits, including all fixtures, equipment, and other property of County located therein as the place or places where the business of the Second Party is to be conducted.
- 1.89. **Product Data Sheets:** Informational sheets produced by manufacturers to describe their products. These sheets are frequently more descriptive than MSDS/SDS information.
- 1.90. **Project Manager (PM):** The position in the Second Party's organization that is responsible for the overall performance of the Contract. The individual will be directly responsible for all Second Party personnel.
- 1.91. **Project Crew:** A staff of Second Party's custodial personnel dedicated specifically to the performance of PROJECT WORK as defined in this solicitation. 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.
- 1.92. **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.

- 1.93. **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.
- 1.94. **Public Areas:** Spaces and areas (sidewalks, lobbies, auditoriums, restrooms, hallways, vestibules, etc.) normally open to the public and normally used by the public.
- 1.95. **Quality Control (QC):** Actions taken by Second Party or County to ensure the specifications and standards of the solicitation are met. A copy of the Second Party's basic quality control program shall be provided to the County with the solicitation and shall be approved by the Contract Administrator before implementation.
- 1.96. **Quality Control Manager:** The position in Second Party's organization that is familiar with the requirements of this solicitation, able to make sure all solicitation specifications are met and have full authority to act for the Second Party at all times to carry out the provisions of this contract and Second Party's quality control program.
- 1.97. **Quality Supervisor (QS):** County employee that works while the Second Party is in the building to monitor the performance of the Second Party.
- 1.98. **Recyclables:** Any material that retains useful properties that can be reclaimed after the production or consumption process, including cardboard, paper, plastics, and metal containers.
- 1.99. **Responsible Proposer:** A proposer with the capability, integrity, and reliability in all respects to perform fully the solicitation requirements, which will assure good faith performance.
- 1.100. **Responsive Proposer:** A person who has submitted a proposal, which conforms in all material respects to a solicitation. A proposal of a Responsive 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.
- 1.101. **Second Party:** The proposer who is awarded this solicitation and agreement (s).
- 1.102. **SDS:** Safety Data Sheet.
- 1.103. **Semi-annual:** Two times per year.
- 1.104. **Semi-monthly:** Two times per month.
- 1.105. **Services:** All work specified to be performed by Second Party pursuant to this solicitation includes services performed, workmanship, and material furnished or utilized in the performance of services.
- 1.106. **SIDA (Security Identification Display Area):** Any area at the airport, including but not limited to the flight ramp and AOCC, where a person must wear/display a BCAD issued security identification badge, or must be accompanied by a person wearing/displaying a SIDA badge issued by the County.
- 1.107. **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.

- 1.108. **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.
- 1.109. **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. Second Party should take care to investigate the special requirements for floor care that may be necessary in such instances before applying treatment.
- 1.110. **Spinning Bonnet:** See Technical Specification Section.
- 1.111. **Spot Cleaning:** See Technical Specifications Section.
- 1.112. **Spots:** A non-uniform film or coating that is visible to various degrees depending on the angle of view.
- 1.113. **Spray Buffing:** See Technical Specifications Section.
- 1.114. **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.
- 1.115. **Stripping/Sealing/Refinishing:** See Technical Specifications Section.
- 1.116. **Supervisor:** The position in Second Party's organization that reports directly to the Project Manager or the Assistant Project Manager to manage the day to day activities of the Contract.
- 1.117. **Sweeping:** See Technical Specifications Section.
- 1.118. **Team Leader:** A regular janitorial worker in Second Party's organization that has been singled out as exemplary employees with some management skills.
- 1.119. **Trash:** Debris, litter and any item(s) or material left in the area.
- 1.120. **Using Agency:** The County Department or Division utilizing the services of this solicitation.
- 1.121. **Vacuuming:** See Technical Specifications Section.
- 1.122. **VCT:** Vinyl Composition Tile.
- 1.123. **VOC:** Volatile Organic Compounds.
- 1.124. **Floor Finish:** A preparation containing wax or other sealers used to polish and preserve floors, enhance the appearance, and/or provide the desired sheen.

**End of Session**

**PART 1**

**GENERAL SPECIFICATIONS AND REQUIREMENTS**

**JANITORIAL SERVICES FOR VARIOUS BROWARD COUNTY FACILITIES**

**SECTION 2 – SCOPE OF WORK**

**2. SCOPE OF WORK**

**2.1. Introduction**

1. Broward County Facilities Management Division (FMD) is seeking the services of qualified vendors to provide comprehensive janitorial services for various Broward County locations, including courthouses, libraries, human services, and other general facilities.
2. Quality services are required to maintain a first-class working environment at all times for the following locations:

Locations listed in Facility Location Details attachment.

**2.2. Project Description**

There are a total of 14 separate Janitorial Service Agreements that may be awarded to separate contractors. There are a total of eight (8) CBE Reserve Agreements and six (6) SBE Reserve Agreements.

<b><u>Agreement No.</u></b>	<b><u>Description (Number of Locations)</u></b>	<b><u>OESBD Requirements</u></b>
Agreement No. 1	Branch Libraries (31 Locations)	CBE Reserve
Agreement No. 2	Large Facilities Group 1 (3 Locations)	CBE Reserve
Agreement No. 3	Large Facilities Group 2 (5 Locations)	CBE Reserve
Agreement No. 4	Large Facilities Group 3 (5 Locations)	CBE Reserve
Agreement No. 5	Large Facilities Group 4 (6 Locations)	CBE Reserve
Agreement No. 6	Large Facilities Group 5 (1 Location)	SBE Reserve
Agreement No. 7	Large Facilities Group 6 (1 Location)	SBE Reserve
Agreement No. 8	Small Facilities Group 1 (7 Locations)	SBE Reserve
Agreement No. 9	Small Facilities Group 2 (5 Locations)	SBE Reserve
Agreement No. 10	Small Facilities Group 3 (9 Locations)	SBE Reserve
Agreement No. 11	Small Facilities Group 4 (3 Locations)	SBE Reserve
Agreement No. 12	Broward County Judicial Complex: (3 Locations)	CBE Reserve
Agreement No. 13	Port Everglades Facilities (30 Locations)	CBE Reserve
Agreement No. 14	911 Regional Dispatch Centers (3 Locations)	CBE Reserve

**2.3. Areas of Operation**

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

**2.4. Basic Services**

1. Second Party will furnish all management, supervision, labor, equipment, tools, transportation, materials, supplies, and other incidentals as required to implement this solicitation. 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. Second Party 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.
3. Certain basic service tasks may be scheduled for performance during hours other than above, as pre-approved by the Contract Administrator. Second Party will develop and provide service plans and schedules to cover all work to be performed for review and approval by Contract Administrator during Second Party's Phase-In.
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, Second Party will adjust its service plans and schedules accordingly and submit a revised schedule to the Contract Administrator within five calendar days.
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.
6. Electronic equipment is very sensitive and must not be moved, bumped, jarred, or tampered with. Second Party shall not move or jar computers, and/ or data processing equipment and accessories.

**2.5. Second Party Phase-in Period**

1. Immediately upon execution of this solicitation, 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**

1. Prior to the commencement of any work, the Second Party 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. 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.
3. The Second Party 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:**

1. Service is required as stated in this solicitation. However, Second Party 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 Second Party shall mutually attempt to agree on a time and day to minimize inconvenience. (See also SECTION 2.8, Additional Scheduled Services.)
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.
3. Second Party 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.
4. Second Party must coordinate scheduling of the air quality cleaning with the Contract Administrator. Second Party 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**

1. Second Party, when requested by the Contract Administrator, shall perform additional scheduled cleaning related services at the unit cost quoted on the price sheets only if Second Party requires additional personnel to perform such. Utilization of staff on site does not constitute additional fees.
2. All daily, weekly, and monthly cleaning and/or maintenance tasks listed in Section 7 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".

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. Second Party 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. Second Party has provided fixed unit prices as identified in the price sheet for these additional services as part of this contract.
4. When a need is identified, the Contract Administrator may request Second Party to submit a proposal for Additional Services. Proposal will use the unit prices provided in the solicitation. 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**

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 Second Party'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. 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.
3. In the event the County wishes to add other locations under the Contract, a quotation may be solicited from the Second Party in good standing for the new location.
4. Pricing will be negotiated by the Contract Administrator and a Purchasing representative, based upon pricing in the solicitation 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.
5. FMD reserves the right to modify Service Areas. Modifications may include, but are not limited to, Service Area expansion due to the addition to existing facilities or the acquisition or construction of new facilities.
6. 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. The Purchasing Director must approve any adjustment in price.

## **2.10. Termination of Locations**

1. In the event the County shall sell, vacate, abandon, terminate or otherwise dispose of or no longer require the Second Party to provide janitorial services for this location to which this contract applies, all existing contracts, agreements or services applicable to such location,

the portion of this solicitation that applies to such location is so terminated. The County will give Second Party written notice of such termination of locations at a minimum of thirty (30) days in advance.

## 2.11. Emergency Service

1. Second Party 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. *This only applies when there is no contract staff onsite.*
2. The Second Party's Project Manager, or designee, shall be on-call at all times for emergencies. Project Manager, or designee, must be reachable by phone 365 days a year/24 hour a day.
  - a. If on site, Second Party Project Manager must respond by phone within fifteen (15) minutes and must report to the area of the emergency within thirty (30) minutes.
  - b. If off site, Second Party Project Manager must respond by phone within thirty (30) minutes and must report to the facility within sixty (60) minutes.
  - c. Failure for the Second Party Project Manager to adhere to these response times may be cause to terminate the contract.
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.
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.
5. In the event the emergency service takes more than twenty-four (24) hours to complete, a daily progress report from Second Party will be required. Status calls should be made to the Contract Administrator to inform him/her of an expected completion time updated with each report.
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 Second Party and award the emergency service to another vendor.
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.
8. In the event of a major emergency and at the sole determination of the Contract Administrator or his designee, Second Party 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 Second Party:** The following items must be provided to the Contract Administrator in accordance with the references provided in the solicitation document:
1. Copy of contract with CBE sub-contractor (per Article 8 of agreement) prior to commencement of this agreement.
  2. 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.
  3. Living Wage reports (per Article 9 of agreement) required each six (6) months per Section 103 of the Living Wage Ordinance.
  4. Project Site Logbook per Section 8, prior to Board approval of this solicitation, to be maintained on site.
  5. Labor Summary Report Form per Section 9, on a monthly basis.
  6. Training Program per Section 9, prior to Board approval of this solicitation.
  7. Green Cleaning Manuals per Section 10 prior to Board approval of this solicitation.
  8. Cleaning Products, Paper Products and Trash Bags information per Section 11, prior to Board approval of this solicitation.
  9. Equipment information per Section 12, prior to Board approval of this solicitation.
  10. Quality Control Program per Section 13, prior to Board approval of this solicitation.

2.13 **Pandemics/ Epidemics / Disasters / Other Unforeseen Conditions**

1. Contractor shall participate in initiatives or programs conducted by County invoke the public's confidence in the use of the Facilities Management Division (FMD's) locations during any pandemic, epidemic, or other Emergency following written approval by the County at no additional out-of-pocket cost to Contractor. Contractors participation shall include, but not limited to, participating in public outreach events or other media activities intended to invoke public confidence in the use of any FMD's locations, participating in discussion with County personnel regarding methods to increase public confidence in the use of any FMD's locations, supplying necessary equipment, chemicals, supplies and staffing to sanitize Service Areas.
2. Should an event occur, such as a pandemic, hurricane, earthquake, or other casualty caused by nature, or by labor strike, war, that may limit access or use of the FMD's locations, FMD requires a method to increase or decrease service areas, levels of staffing and/or decrease levels of service hours.

**End of Section**

**PART 1**

**GENERAL SPECIFICATIONS AND REQUIREMENTS**

**JANITORIAL SERVICES FOR VARIOUS BROWARD COUNTY FACILITIES**

**SECTION 3 – TECHNICAL SPECIFICATIONS**

**3. Technical Specifications**

**3.1. Blinds and Shades**

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.
2. Replace blinds removed for cleaning immediately. Do not allow blinds to remain down for more than 24 hours.
3. The blinds, tapes and cords will be free of dust, stains, soil, and smudges upon completion of cleaning blinds.

**3.2. Building Surfaces**

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.
2. Clean exterior building surfaces using hoses or pressure washers to remove adhered soil.

**3.3. Carpet Floors**

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

**1. Dry Compound Method**

1. Removing carpet stains using dry compound equipment and supplies (i.e. Whittaker, Millicare, or Host carpet systems "etc." 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.

**2. 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. Hot Water Extraction**

1. The process of using hot water extraction equipment to remove any undesired substance covered by this solicitation from carpet floors.
2. Remove any items from the carpet floor being cleaned that can be removed.
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.

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 Second Party's Project Manager.

4. Spinning Bonnet

1. Prohibited unless authorized by the Contract Administrator.

5. 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. Second Party will spot clean carpet floors as encountered and will not wait for the Contract Administrator to point them out.

6. Vacuuming

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

3.4. **Ceilings**

1. Ceilings and ceiling tile will be restored to "like-new" or "near-new" appearance leaving no degradation to acoustical properties of the ceiling.
2. Use agents that will be safe for use on ceiling vents, light fixtures, grids, and other ceiling fixtures.
3. Disinfect and deodorize the ceiling tiles, where applicable.
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**

1. The process of removing any undesired substance covered by this solicitation from the building surfaces on which it is found.

3.7. **Cleaning, General**

1. Clean, sanitize, and polish building surfaces within designated facilities.
2. Employ appropriate cleaning techniques and use commercial-grade products and equipment to ensure a first-class professionally maintained appearance.
3. Use germicidal detergent in restrooms, locker rooms, food areas, and drinking fountains.
4. All surfaces will be free from soil, smudges, fingerprints, gum, marks, or streaks upon completion of general cleaning.

5. General cleaning is not spot cleaning; rather it is the cleaning of total surface areas within a building.

**3.8. Counters and Tables**

1. Polish the fronts and tops of all counters with a non-abrasive product.
2. Particular attention should be paid to courtrooms, libraries and other regularly used tables and other high visibility areas.
3. In addition, the furnishings in all reception areas should be monitored frequently because these are high traffic areas.

**3.9. Damp Wiping**

1. The process of using a cloth moistened with the appropriate cleaning product to make building surfaces free of any undesired substance covered by this solicitation.

**3.10. Disinfecting**

1. The process of applying a product that kills tuberculosis, hepatitis, HIV, MRSA, and other infectious organisms within an established period of time.
2. All potential risk surfaces shall be cleaned using an EPA registered disinfectant spray for restrooms and other potential contaminated surfaces.
3. County will ensure that signage is posted in all County restrooms with the message to thoroughly wash your hands.

**3.11. Dispensers**

1. Clean and disinfect the towel, toilet paper, toilet seat covers and soap dispensers.
2. 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**

1. Remove all soil, mineral deposits, streaks, and smudges from the drinking fountains and cabinets by damp wiping or hand scrubbing.
2. Disinfect all surfaces including the orifice and drain with particular attention to handles and spout.
3. Remove soil and dust from air vents.
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**

1. The process of removing dust, loose dirt, lint, and cobwebs from building surfaces in the appropriate manner to make sure the substance being removed does not become air borne.
2. Second Party 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**

1. Dusting building surfaces above the general level of a desk or countertop up to approximately 8 feet in height that can be reached from a short ladder or stool.
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**

1. Dusting building surfaces from and including the general level of a desk or countertop down to floor height.
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. This may require movement of furniture to reach areas under and behind furniture to include baseboards, furniture legs, etc.
4. Do not disturb paperwork or tenants' personal items on top of desks, workstations, or other horizontal building surfaces.

**3.16. Dusting, Overhead**

1. Dusting building surfaces above the general level of 8 feet in height up to and including the ceilings that are visible from the floor surface below or adjacent floor levels, balconies, stairs, etc.
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. Use caution when cleaning delicate structures.
4. Second Party is responsible to provide the equipment, such as large ladders, scaffolding, or lifts, needed to complete this task.

**3.17. Electrostatic Disinfection**

1. Electrostatic spray surface cleaning is the process of spraying an electrostatically charged mist onto surfaces and objects. Electrostatic spray uses a specialized solution that is combined with air and atomized by an electrode inside the sprayer.
2. All surfaces shall be cleaned using an EPA registered disinfectant spray.
3. Appropriate personal protective equipment is required for the operator.

**3.18. Furniture**

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).
2. Clean and polish wood furniture with a wood polish, using no water or detergents.
3. Vacuum all cloth-upholstered furniture, including under and between cushions.
4. Clean upholstered furniture with an approved spot cleaner and detergent to remove soil that cannot be removed by vacuuming.
5. Clean synthetic-covered furniture with vinyl cleaner.
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.

**3.19. Furniture, Upholstered**

1. Use a hot water extractor to remove stains.
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. 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.

4. Chewing gum and other gummy soils shall be removed with aerosol fluorocarbon gum remover, putty knife, and/or a stiff bristled utility brush.
5. Any areas of the fabric which are inaccessible to the equipment shall be cleaned with solution from the machine and manual scrub.
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.

**3.20. Glass, Mirrors and Windows Cleaning**

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.
2. Glass and mirrors will be without streaks, film smudges, deposits, and stains and be uniformly bright in appearance.
3. Adjacent surfaces will be wiped clean.
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.

**3.21. Green Cleaning – See Green Cleaning Section.**

**3.22. Gum Removal**

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.
2. Use caution not to damage delicate building surfaces.

**3.23. Hard Floors**

**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 to ensure there is no damage, streaks, scuff marks, dirt, film, or residue. 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.

#### 8. 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 stains.
5. Clean and extract any built up soils, grease, and mildew from the pores of the tile and grout.

#### 9. 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.

10. 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.

11. 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.

12. 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.

13. Spray Buffing

1. The process of using a floor machine, pad, and spray-buffing product to maintain a hard wood 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.

14. 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 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.
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. Do not 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 (do not 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 are 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 do not get wet with finish that will leave marks.
24. Do not 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 – do not 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.
15. 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.
- 3.24 **Metal Cleaning and Polishing**
1. Remove all tarnish, clean, and polish all bright metal building surfaces.
  2. Apply metal polish by cloth to surfaces being cleaned or polished.
  3. Do not spray directly on metal surfaces to reduce any slip hazard caused by such agents drifting onto floors.
  4. 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.
- 3.25 **Plumbing Fixtures**
1. 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.
- 3.26 **Policing**
1. 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.
- 3.27 **Pressure Washing**
1. 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 solicitation from any building surface covered by this solicitation.

2. 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.

**3.28 Pressure Washing, Hot Water/Steam**

1. 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 solicitation from any building surface covered by this solicitation.
2. Equipment must provide water or steam at or above 212 degrees Fahrenheit.
3. This method will be used if less intensive methods are not successful in attaining desired cleanliness.

**3.29 Recyclables**

1. Clear trash liners are used for all areas.
2. Empty and return all recycling containers of any type and size to their original positions.
3. Remove bulky items such as rolls of plans or cardboard boxes that are placed by recycling containers and clearly marked for disposal.
4. Clean spills and foreign substances from all surfaces of the recycling container.
5. Replace plastic bag liners in all recycling containers after each servicing.
6. Empty recyclables into a designated dumpster or receptacle to avoid littering adjacent areas.
7. Clean up any spill or litter generated by Second Party work operations.
8. All recycling containers and the areas adjacent to recycling containers will be free of debris, spills, and foreign substances.
9. A clean, new trash liner will be placed in the container; and all recyclables will be placed into the designated dumpster upon completion.
10. Empty and wipe all recycling containers with a chemically treated or damp cloth. If containers become unduly soiled, they must be washed.
11. Second Party shall furnish plastic liners for recycling containers.

**3.30 Reducing Airborne Dust**

1. 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, electronic rooms, telephone equipment rooms and other areas containing precision equipment.

**3.31 Sidewalk Cleaning**

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

**3.32 Sinks, Toilets and Urinals**

1. Clean and disinfect the washbasins and sinks to be free from streaks, stains, scale, scum, soap deposits, and odors.

2. Plumbing pipes above and below counters, fixtures, faucets, and metal ware will be clean and bright and free of dirt, dust, and deposits.
3. 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.

**3.33 Sink, Toilets and Urinals - Descaling**

1. For daily cleaning, use a non-acid-type bowl cleaner (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.
2. An acid-based descaling product may only be used with the Contract Administrator's approval. Any damage to surface finishes caused by Second Party or its employees shall be replaced or repaired at Second Party's expense.

**3.34 Spot Cleaning**

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

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

1. Maintain the floors daily with a diamond infused pad such as, or equal to, Twister™ to ensure a clean, shiny surface.
2. Determine which grit of diamond infused pads to use in an area based on traffic level, current appearance, and pad manufacturer recommendations.
3. Vendor must provide documentation showing it received training on pad usage from an approved manufacturer representative.

**3.36. Trash**

1. Clear trash liners are used for all areas.
2. Empty and return all trash containers of any type and size to their original positions.
3. Remove bulky items such as rolls of plans or cardboard boxes that are placed by trash containers and clearly marked as trash.
4. Clean spills and foreign substances from all surfaces of the trash container.
5. Replace plastic bag liners in all trash containers after each servicing.
6. Empty trash and rubbish into a designated dumpster or receptacle to avoid littering adjacent areas.
7. Clean up any spill or litter generated by Second Party work operations.
8. All trash containers and the areas adjacent to trash containers will be free of trash, spills, and foreign substances.
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.

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.
11. Second Party shall furnish plastic liners for trash containers.

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

**End of Section**

**PART 1**

**GENERAL SPECIFICATIONS AND REQUIREMENTS**

**JANITORIAL SERVICES FOR VARIOUS BROWARD 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 As needed
5	Damp/Wet Wiping	Debris Receptacles	All	Daily
6	Damp/Wet Wiping	Dispensers	All	Daily
7	Damp/Wet Wiping	Furniture	All	Daily as Needed
8	Damp/Wet Wiping	Glass/Windows	Entrance/Service Windows	Daily
9	Damp/Wet Wiping	Mirrors	Restrooms	Daily
10	Damp/Wet Wiping	Mirrors	Others	Daily as Needed
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	Other Building Surfaces	All	Daily as Needed
14	Damp/Wet Wiping	Sinks/Toilets/Urinals	All	Daily
15	Descaling	Sinks/Toilets/Urinals	All	Daily
16	Disinfecting	Sinks/Countertops	All	Daily
17	Disinfecting	Sinks/Toilets/Urinals	Restrooms	Daily
18	Disinfecting	Water Fountains	All	Daily

	Task	Building Surface	Building Area	Min. Frequency
19	Disinfecting	Other Building Surfaces	All Other Areas	Daily as Needed
20	Dry Compound Method	Carpet Floors	All	Daily as Needed
21	Dusting, High	Building Surfaces	All	Weekly
22	Dusting, Low	Building Surfaces	All	Weekly
23	Dusting, Overhead	Building Surfaces	All	Quarterly
24	Edging	Carpet Floors	All	Weekly
25	Electrostatic Disinfectant	Building Surfaces	All	As Needed
26	Filling	Dispensers/Urinal Screens	All	Daily
27	Filling	Floor Drains	All	Weekly
28	Grout Cleaning	Hard Floors	All	Monthly
2	Grout Sealing	Hard Floors	All	Semi-Annually
30	Gum Removal	Building Surfaces	All	Daily as Needed
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 as Needed
35	Hand Scrubbing	Other Building Surfaces	All Other Areas	Daily as Needed
36	Hand Scrubbing	Sinks/Toilets/Urinals	All	Weekly
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	Policing	Building Surfaces	All	Daily
45	Pressure Washing	Building Surfaces	Exterior	Quarterly
46	Processing Recyclables	Debris Receptacles	All	Daily

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

Table 2: Carpet Floors - Tasks from Table 1

	Task	Building Surface	Building Area	Min. Frequency
1	Dry Compound Method	Carpet Floors	All	Daily 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	Sanitizing	Carpet Floors	All	Daily as Needed
8	Spinning Bonnet	Carpet Floors	All	Prohibited
9	Spot Cleaning	Carpet Floors	All	Daily
10	Vacuuming	Carpet Floors	High Traffic Areas	Daily
11	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	Quarterly
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	Frequenc
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 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 windowsills.	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 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

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

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

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

**1. Daily**

- 4.5.1.1.1. Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.
- 4.5.1.1.2. Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.
- 4.5.1.1.3. Clean the debris receptacles with a cloth dampened with cleaner/disinfectant solution.
- 4.5.1.1.4. Clean and police for the removal of dirt, mud, trash, and litter.
- 4.5.1.1.5. Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.
- 4.5.1.1.6. Clean items such as mats, surfaces under mats, and foot scrapers. Vacuum mats, rugs, and entryway systems.
- 4.5.1.1.7. Clean all glass doors and glass panels adjacent to glass doors.
- 4.5.1.1.8. All entrance surfaces and entrance mats will be clean and free of any soil, streaks, and debris upon completion of cleaning entrances.
- 4.5.1.1.9. Return mats to their original positions.

**2. Quarterly**

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

**4.5.2. Lobbies and Hallways**

**1. Daily**

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

- 4.5.2.1.3. Clean the debris receptacles with a cloth dampened with cleaner/disinfectant solution.
- 4.5.2.1.4. Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.
- 4.5.2.1.5. 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.
- 4.5.2.1.6. 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.
- 4.5.2.1.7. 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.
- 4.5.2.1.8. Sweep hardwood floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned.
- 4.5.2.1.9. Pick up trash.
- 4.5.2.1.10. Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.
- 4.5.2.1.11. 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.
- 4.5.2.1.12. Vacuum mats, rugs, and entryway systems.
- 4.5.2.1.13. Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.
- 4.5.2.1.14. Return all furnishings to their original positions after cleaning.
- 4.5.2.1.15. Report items requiring maintenance to County for prompt repair.
- 4.5.2.1.16. Clean and sweep metal portions of entryway systems, including the wells.

## 2. Weekly

- 4.5.2.2.1. Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).
- 4.5.2.2.2. Edge all carpeted areas.
- 4.5.2.2.3. Clean interior entryway systems with hot water extraction.
- 4.5.2.2.4. Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short-handled duster.
- 4.5.2.2.5. Dust picture frames with a lightly treated dust cloth or short-handled duster.
- 4.5.2.2.6. Spray buff tile floors.
- 4.5.2.2.7. Machine scrub tile floors.
- 4.5.2.2.8. Mop wells of entryway systems.

## 3. Monthly

- 4.5.2.3.1. Damp wipe blinds.
- 4.5.2.3.2. Clean floor grout.
- 4.5.2.3.3. Burnish tile floors.

4. Quarterly

- 4.5.2.4.1. Speaker grills, fluorescent light diffusers or other lighting fixtures shall be cleaned quarterly or more frequently if necessary.
- 4.5.2.4.2. Overhead Dusting.
- 4.5.2.4.3. Clean high traffic areas of carpet floors with hot water extraction.
- 4.5.2.4.4. Scrub and recoat tile floors.
- 4.5.2.4.5. Remove any incrustation or build up on tile floors.

5. Semi-Annually

- 4.5.2.5.1. Clean all carpet floors with hot water extraction.
- 4.5.2.5.2. Seal floor grout.
- 4.5.2.5.3. Strip, seal and refinish tile floors.

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

1. Daily

- 4.5.3.1.1. Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.
- 4.5.3.1.2. Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.
- 4.5.3.1.3. Clean the debris receptacles with a cloth dampened with cleaner/disinfectant solution.
- 4.5.3.1.4. Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.
- 4.5.3.1.5. 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.
- 4.5.3.1.6. 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.
- 4.5.3.1.7. 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.
- 4.5.3.1.8. 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.
- 4.5.3.1.9. Vacuum the traffic patterns on carpeted floors daily. Note the areas that need spoting 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.
- 4.5.3.1.10. Spot-clean fabric covered furniture and carpet floors with the carpet spoting kit.
- 4.5.3.1.11. Return all furnishings to their original positions after cleaning.
- 4.5.3.1.12. Report items requiring maintenance to County for prompt repair.

2. Weekly

- 4.5.3.2.1. Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).
- 4.5.3.2.2. Edge all carpeted areas.
- 4.5.3.2.3. Clean interior entryway systems with hot water extraction.
- 4.5.3.2.4. Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short-handled duster.
- 4.5.3.2.5. Dust picture frames with a lightly treated dust cloth or short-handled duster.
- 4.5.3.2.6. Spray buff tile floors.
- 4.5.3.2.7. Machine scrub tile floors.

3. Monthly

- 4.5.3.3.1. Damp wipe blinds.
- 4.5.3.3.2. Clean floor grout.
- 4.5.3.3.3. Burnish tile floors.

4. Quarterly

- 4.5.3.4.1. Speaker grills, fluorescent light diffusers or other lighting fixtures shall be cleaned quarterly or more frequently if necessary.
- 4.5.3.4.2. Overhead Dusting.
- 4.5.3.4.3. Clean high traffic areas of carpet floors with hot water extraction.
- 4.5.3.4.4. Scrub and recoat tile floors.
- 4.5.3.4.5. Remove any incrustation or build up on tile floors.

5. Semi-Annually

- 4.5.3.5.1. Clean all carpet floors with hot water extraction.
- 4.5.3.5.2. Seal floor grout.
- 4.5.3.5.3. Strip, seal and refinish tile floors.

4.5.4. **Conference Rooms, Break Rooms/Kitchens and Jury Rooms**

1. Daily

- 4.5.4.1.1. Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.
- 4.5.4.1.2. Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.
- 4.5.4.1.3. Clean the debris receptacles with a cloth dampened with cleaner/disinfectant solution.
- 4.5.4.1.4. Fill towel and soap dispensers.
- 4.5.4.1.5. 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.
- 4.5.4.1.6. 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.

- 4.5.4.1.7. 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.
- 4.5.4.1.8. Sweep hard floors. Pick up accumulated soil with a counter brush and dustpan.
- 4.5.4.1.9. Damp mop all hard floors with a neutral detergent solution.
- 4.5.4.1.10. 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.
- 4.5.4.1.11. Spot-clean carpets, as necessary.
- 4.5.4.1.12. Spot clean fabric covered furniture with carpet spotting kit.
- 4.5.4.1.13. Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items.
- 4.5.4.1.14. 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.
- 4.5.4.1.15. Return all furnishings to their original positions after cleaning.
- 4.5.4.1.16. Report items requiring maintenance to County for prompt repair.
- 4.5.4.1.17. Do not disturb any papers that may have been left in the conference room.

2. Weekly

- 4.5.4.2.1. Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).
- 4.5.4.2.2. Edge all carpeted areas.
- 4.5.4.2.3. Clean interior entryway systems with hot water extraction.
- 4.5.4.2.4. Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short-handled duster.
- 4.5.4.2.5. Dust picture frames with a lightly treated dust cloth or short-handled duster.
- 4.5.4.2.6. Spray buff tile floors.
- 4.5.4.2.7. Machine scrub tile floors.

3. Monthly

- 4.5.4.3.1. Damp wipe blinds.
- 4.5.4.3.2. Clean floor grout.
- 4.5.4.3.3. Burnish tile floors.

4. Quarterly

- 4.5.4.4.1. Speaker grills, fluorescent light diffusers or other lighting fixtures shall be cleaned quarterly or more frequently if necessary.
- 4.5.4.4.2. Overhead Dusting.
- 4.5.4.4.3. Clean high traffic areas of carpet floors with hot water extraction.
- 4.5.4.4.4. Scrub and recoat tile floors.
- 4.5.4.4.5. Remove any incrustation or build up on tile floors.

5. Semi-Annually

- 4.5.4.5.1. Clean all carpet floors with hot water extraction.
- 4.5.4.5.2. Seal floor grout.
- 4.5.4.5.3. Strip, seal and refinish tile floors.

4.5.5. **Restrooms**

1. Daily

- 4.5.5.1.1. Clean both sides of doors leading into the restroom with a cloth dampened with cleaner/disinfectant solution paying particular attention to doorknobs, push plates, ventilation grilles, and kick plates.
- 4.5.5.1.2. Dry all metal surfaces after wet cleaning to prevent water spotting.
- 4.5.5.1.3. 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.
- 4.5.5.1.4. Clean dispensers and replenish paper products and soap supplies in the rest rooms.
- 4.5.5.1.5. Remove trash and soil from the floor by sweeping.
- 4.5.5.1.6. Pick up trash.
- 4.5.5.1.7. Clean all mirrors to a streak-free finish using a lint free cloth and glass cleaner.
- 4.5.5.1.8. Clean and disinfect exterior surfaces of hand dryers/towel dispensers
- 4.5.5.1.9. 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.
- 4.5.5.1.10. Wipe all polished surfaces dry to prevent water spotting.
- 4.5.5.1.11. 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).
- 4.5.5.1.12. 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.
- 4.5.5.1.13. Clean and disinfect interior and exterior surfaces of sanitary napkin receptacles and replace plastic bag liner with a new liner.
- 4.5.5.1.14. Clean and disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall-mounted lavatories, urinals, and toilets.
- 4.5.5.1.15. Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes, and other such surfaces.
- 4.5.5.1.16. Damp clean and disinfect all surfaces of shower curtains and doors.
- 4.5.5.1.17. Damp clean and disinfect all exterior surfaces of lockers.
- 4.5.5.1.18. Wipe all polished metal surfaces dry to prevent water spotting using a clean, dry cloth.
- 4.5.5.1.19. Wet mop the restroom floor daily with a cleaner/disinfectant mopping solution. Rinse the floor thoroughly with clear water to prevent a buildup of detergent residue.

- 4.5.5.1.20. Use "CAUTION – WET FLOOR" signs when mopping restroom floors.
- 4.5.5.1.21. Pour some of the cleaner/disinfectant mopping solution down the floor drains to ensure that the "trap" is full to prevent any sewer gas from escaping through the traps and into the restrooms.
- 4.5.5.1.22. Report items requiring maintenance to the County.
- 4.5.5.1.23. De-scale fixtures, if necessary, using a mild, acid type bowl cleaner.
- 4.5.5.1.24. 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.

2. Weekly

- 4.5.5.2.1. Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).
- 4.5.5.2.2. Edge all carpeted areas.
- 4.5.5.2.3. Clean interior entryway systems with hot water extraction.
- 4.5.5.2.4. Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short-handled duster.
- 4.5.5.2.5. Dust picture frames with a lightly treated dust cloth or short-handled duster.
- 4.5.5.2.6. Clean and flush floor drains with germicidal detergent, followed by a second flushing with clean rinse water. Then fill with the appropriate chemical.
- 4.5.5.2.7. Clean floor grout.
- 4.5.5.2.8. Spray buff tile floors.
- 4.5.5.2.9. Machine scrub tile floors.
- 4.5.5.2.10. Re-stock feminine products.

3. Monthly

- 4.5.5.3.1. Damp wipe blinds.
- 4.5.5.3.2. Refill or change urinal screens and deodorizers.
- 4.5.5.3.3. Clean floor grout and wall grout.
- 4.5.5.3.4. Burnish tile floors.

4. Quarterly

- 4.5.5.4.1. Speaker grills, fluorescent light diffusers or other lighting fixtures shall be cleaned quarterly or more frequently if necessary.
- 4.5.5.4.2. Overhead Dusting.
- 4.5.5.4.3. Clean high traffic areas of carpet floors with hot water extraction.
- 4.5.5.4.4. Scrub and recoat tile floors.
- 4.5.5.4.5. Remove any incrustation or build up on tile floors.

5. Semi-Annually

- 4.5.5.5.1. Seal floor grout.
- 4.5.5.5.2. Strip, seal and refinish tile floors.

#### 4.5.6. Elevators

##### 1. Daily

- 4.5.6.1.1. Before proceeding with the cleaning of the equipment, make the device is inoperative by placing the control switch in the off or stop position.
- 4.5.6.1.2. Pickup any trash, food, or debris dropped on the floors.
- 4.5.6.1.3. Clean and polish all stainless steel and other metal finishes.
- 4.5.6.1.4. Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.
- 4.5.6.1.5. Sweep floors.
- 4.5.6.1.6. Remove gum from floors.
- 4.5.6.1.7. Mop floors to remove dirt and stains.
- 4.5.6.1.8. 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 (backpack).
- 4.5.6.1.9. Use stainless steel cleaner/polish on all stainless-steel surfaces after removing soil.
- 4.5.6.1.10. Clean handrails and push buttons.

##### 2. Weekly

- 4.5.6.2.1. Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).
- 4.5.6.2.2. Edge all carpeted areas.
- 4.5.6.2.3. Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short-handled duster.
- 4.5.6.2.4. Spray buff tile floors.
- 4.5.6.2.5. Machine scrub tile floors.

##### 3. Monthly

- 4.5.6.3.1. Clean floor grout.
- 4.5.6.3.2. Burnish tile floors.

##### 4. Quarterly

- 4.5.6.4.1. Speaker grills, fluorescent light diffusers or other lighting fixtures shall be cleaned quarterly or more frequently if necessary.
- 4.5.6.4.2. Overhead Dusting.
- 4.5.6.4.3. Scrub and recoat tile floors.
- 4.5.6.4.4. Remove any incrustation or build up on tile floors.

##### 5. Semi-Annually

- 4.5.6.5.1. Clean all carpet floors with hot water extraction.
- 4.5.6.5.2. Seal floor grout (some facilities may require more frequency).
- 4.5.6.5.3. Strip, seal and refinish tile floors.

#### 4.5.7. Escalators

##### 1. Daily

- 4.5.7.1.1. Wash handrails with non-irritating, non-toxic solution, and wipe dry.
- 4.5.7.1.2. Wash panels, skirts and molding with a sponge or cloth and a detergent solution.
- 4.5.7.1.3. Wipe dry and polish metal with appropriate polish.
- 4.5.7.1.4. Polish handrails with appropriate polish.
- 4.5.7.1.5. Sweep steps to remove debris and loose dirt.
- 4.5.7.1.6. Mop steps to remove adhered dirt

#### 4.5.8. 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.**

##### 1. Daily

- 4.5.8.1.1. Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.
- 4.5.8.1.2. Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.
- 4.5.8.1.3. Collect all litter and trash from the stairwell and dust mop stairs.
- 4.5.8.1.4. Remove gum and other resistant materials.
- 4.5.8.1.5. 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.
- 4.5.8.1.6. 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.

##### 2. Weekly

- 4.5.8.2.1. Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).
- 4.5.8.2.2. Edge all carpeted areas.
- 4.5.8.2.3. Clean interior entryway systems with hot water extraction.
- 4.5.8.2.4. Clean all handrails and banisters with a cloth wet with cleaner/disinfectant solution. Rinse with a cloth dampened with clear water.
- 4.5.8.2.5. Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short-handled duster.
- 4.5.8.2.6. Dust picture frames with a lightly treated dust cloth or short-handled duster.
- 4.5.8.2.7. Spray buff tile floors.
- 4.5.8.2.8. Machine scrub tile floors.
- 4.5.8.2.9. Report any equipment, supplies or other material stored in stairwells to the County for removal.

3. Monthly

- 4.5.8.3.1. Damp wipe blinds.
- 4.5.8.3.2. Clean floor grout.
- 4.5.8.3.3. Burnish tile floors.

4. Quarterly

- 4.5.8.4.1. Speaker grills, fluorescent light diffusers or other lighting fixtures shall be cleaned quarterly or more frequently if necessary.
- 4.5.8.4.2. Overhead Dusting.
- 4.5.8.4.3. Clean high traffic areas of carpet floors with hot water extraction.
- 4.5.8.4.4. Scrub and recoat tile floors.
- 4.5.8.4.5. Remove any incrustation or build up on tile floors.

5. Semi-Annually

- 4.5.8.5.1. Clean all carpet floors with hot water extraction.
- 4.5.8.5.2. Seal floor grout.
- 4.5.8.5.3. Strip, seal and refinish tile floors.

**4.5.9. Janitorial Closets and Equipment**

1. Daily

- 4.5.9.1.1. Clean all housekeeping equipment and storerooms so that the housekeeping equipment and rooms are presentable.
- 4.5.9.1.2. Empty all waste collection containers.
- 4.5.9.1.3. Spot clean the doors, walls, and shelves with a neutral detergent cleaner.
- 4.5.9.1.4. Clean sinks and walls adjacent to sink with cleaner/disinfectant solution.
- 4.5.9.1.5. Arrange supplies on shelves in a neat and orderly manner.
- 4.5.9.1.6. Check supplies and notify supervisor if any cleaning supplies or chemicals are needed.
- 4.5.9.1.7. Sweep open floor area and damp mop with cleaner disinfectant solution.

2. Weekly

- 4.5.9.2.1. Restock closet with consumable janitorial supplies.

**4.5.10. Non-Specific Tasks**

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

**End of Section**

**PART 1**

**GENERAL SPECIFICATIONS AND REQUIREMENTS**

**JANITORIAL SERVICES FOR VARIOUS BROWARD COUNTY FACILITIES**

**SECTION 5 – BARC & NJCC SPECIFIC FREQUENCIES & PROCEDURES**

5. **Janitorial Needs for Broward Addiction Recovery Centers and Nancy J Cotterman Center include all the janitorial requirements for County facilities, and in addition, include the following specifics for hospital level healthcare facilities:**
- 5.1. **The Broward Addiction Recovery Center (BARC) and Nancy J Cotterman Rape Crisis Center and Children’s Advocacy Sexual Assault Treatment Center (NJCC) are divisions of the Human Services Department. BARC provides alcohol and substance use services for Broward County residents eighteen years and older. BARC provides services at three tobacco/smoking free locations. NJCC is Broward County’s Children’s Advocacy Center and Certified Rape Crisis Center and provides services at one location.**

- 5.2. **Central**  
1000 SW 2<sup>nd</sup> Street, Fort Lauderdale, FL 33312

Services: Triage and Detoxification Services, Assessment and Admissions, and Non-Residential Day Treatment

- 5.2.1. Triage and Detoxification Services – 24 hours/7 days
- 5.2.2. Assessment and Admissions – Monday – Friday 8:00am to 5:00pm
- 5.2.3. Non-Residential Day Treatment – Monday – Friday 8:00am to 4:30pm
- 5.2.4. Medical Records Unit – Monday – Friday 8:00am to 4:30pm
- 5.2.5. Administration – Monday – Friday 8:00am to 5:00pm
- 5.2.6. Admissions – Tuesday 7:00am to 7:00pm and Monday, Wednesday, Thursday, and Friday 7:00am to 5pm

- 5.3. **Edgar P. Mills Multi-Purpose Center**  
900 NW 31<sup>st</sup> Avenue, Suite 2000, Fort Lauderdale, FL 33311

Services: Outpatient Treatment Services – Monday – Friday 8:00am to 8:30pm.

- 5.4. **Stephen R. Booher Facility**  
3275 NW 99<sup>th</sup> Way, Coral Springs, FL 33065

Services: Intensive Residential Treatment Program and Perinatal Addiction Program – 24 Hours/7 Days.

- 5.5. **Nancy J. Cotterman Center (NJCC)**  
400 NE 4<sup>th</sup> Street, Fort Lauderdale, FL 33301

Services: Outpatient Treatment Services – 24 Hours/7 Days; Forensic Medical Examinations for victims of sexual abuse/assault and child abuse.

## 5.6. Introduction to Standards IC.02.01.01 Through IC.02.03.01 – Implementation

- 5.6.1. The activities of infection prevention and control should be practical and involve collaboration among staff. Everyone who works in the behavioral health care organization has a role. Important infection prevention and control information should be available to staff, individuals served, and their families. Precautions need to be taken consistent with the organization's setting, services, and individuals served (including, where necessary, using personal protective equipment such as gloves and masks); and any infection that spreads within the organization should be investigated. Vendors staff should observe good hand hygiene practices and respiratory etiquette (for example, coughing and sneezing into a tissue or your elbow) with individuals served and their colleagues. This will reduce risks from hand-to-hand spread, as well as when handling pens, door handles, toys, assistive devices, and other items in the office or wherever individuals are served. Cleaning and disinfecting surfaces and common items, such as tabletops, keyboards, doorknobs, and all high-touch surfaces will further minimize infection risks.
- 5.6.2. Surveillance activities are designed to guide the organization in identifying risks or occurrences of infections, help vendor determine the most reasonable and effective actions to address the risks and occurrences, and generate feedback on the effectiveness of the prevention and control steps that were implemented.
- 5.6.3. The organization uses standard precautions, \* including the use of personal protective equipment (such as gloves and face shields), to reduce the risk of infection.
- 5.6.4. In addition to standard precautions, the organization takes other precautions in response to the way suspected or identified infections are spread within the organization's setting or population of individuals served. \*
- 5.6.5. Note: "Other precautions" are infection prevention and control measures used in response to the specific way suspected or identified infections are spread. These "other precautions" are also known as "transmission-based" precautions. Transmission-based precautions include contact, droplet, airborne, or a combination of these precautions.
- 5.6.6. Footnote \*: For further information regarding transmission-based precautions, refer to the website of the Centers for Disease Control and Prevention (CDC) at <http://www.cdc.gov/hai/> (Infection Control in Healthcare Settings).
- 5.6.7. For 24-hour care settings: The organization communicates to staff, and individuals served and, when permitted by individuals served, their families about their respective roles in preventing and controlling infection. (See also HR.01.04.01, EP 4; IC.01.05.01, EP 7).
- 5.6.8. Note: The communication can be verbal or written, using posters, brochures, or other resources.

5.6.9. Rationale for IC.02.02.01

5.6.10. Individuals served are at risk of developing an infection from contact with medical supplies and devices. Failure to properly clean or disinfect, and use or store, medical supplies and devices not only poses risks for the individual seeking services, but also carries the risk for person-to-person spread of infections.

5.6.11. There are several steps involved in the cleaning and disinfecting of medical supplies and devices. It is critical that vendors staff follow standardized practices to minimize infection risks related to medical supplies and devices. In order to maintain a reliable system for controlling this process, organizations pay attention to the following:

1. Orientation, training, and competency of health care workers who are processing medical supplies and devices.
2. Supervision of the health care workers who are processing medical supplies and devices.
3. Standardization of process regardless of whether it is centralized or decentralized.
4. Reinforcing the process (for example, the use of placards which list the steps to be followed, according to manufacturer's guidelines).
5. Ongoing quality monitoring.

## **5.7. BARC**

### **5.7.1. Triage and Detoxification Services**

1. Approximately 4,300 clients are seen at Triage and Detoxification Services. Nursing conducts a full assessment to verify whether the client meets the criteria for Detoxification Services which is a 52-bed unit. Clients are typically ill and unstable during the first days of their care. Food Services are provided at this location. Infection Control is a must in this unit.

### **5.7.2. Cleaning Procedures**

1. Specific procedures for cleaning toilets, sinks, doorknobs, terminal cleaning.

### **5.7.3. Educate Workers Regarding**

1. Terminal cleaning, --cleaning entire unit need to understand the high touch areas.
2. PPE-when to wear and not wear—knowledge about cleaning bodily fluids, as necessary.
3. Hazardous waste and how to protect themselves from blood borne pathogens.
4. Need to dispose of sanitary napkin trash appropriately and replace fresh bags in dispensers.
5. Worker must coordinate with charge nurse or designee before entering an occupied patient room or any room containing medication of any form. Worker may be accompanied by a BARC staff member.

**5.7.4. Cleaning Schedules and Staffing Patterns 365 Days/Year**

1. Launder shower curtains and curtains in the triage area, cleaned monthly.
2. Need to be knowledgeable about different kind of cleaning supplies used when and how.
3. Use microfiber mops to clean floors no buckets to empty—change pad in between every room to prevent cross-contamination.
4. Three times per day to fully clean nurses' station and triage waiting room, triage stations, patient/staff bathrooms.
5. All patient bathrooms in detox cleaned two times per shift on days and evenings, once on overnights.
6. Dusting of air conditioning vents weekly.
7. Cleaning air vents quarterly—wiping them down—notifying staff when new filters are necessary.
8. Cleaning water dispensers—handles / spouts / water-catch trays daily.
9. Cleaning out of trash cans—always leaving extra bag.
10. Med room to be cleaned and trash emptied 1/shift for days and evenings (Nurse must be present when cleaning medication room)
11. Cleaning utility cart nightly, keeping trash covered and not leaving cart unattended.
12. Cleaning triage shower once/day.
13. Offices—nightly emptying trash. Weekly mopping and dusting
14. Medical Director's Treatment Room cleaned 1xshift to include cleaning sink and table.
15. Cleaning windowsills weekly.
16. In an emergency (no clean linen available) launder.
17. Cleaning supplies— County approved, knowledge of "kill times" for eliminating viruses/bacteria off surfaces.
18. Deodorizers for urinals-dissolving tablets, as necessary.
19. Air fresheners kept filled.
20. Cleaning behind furniture once a week.
21. Keep shampoo/body wash filled.
22. Disposable refills of soap cannot be refilled.
23. In the event of a hazardous/biohazardous waste spill or accident, while wearing appropriate personal protective equipment, clean with County approved, disinfectants for eliminating viruses/bacteria and dispose of in Red Bag biohazard waste receptacle.

**5.7.5. Assessment and Admissions**

1. Approximately, 2500 clients are seen annually. It is important that the bathroom especially where clients provide urine toxicology is sanitized and cleaned at least twice on days and evenings, and once on overnight shift. Approximately 50-60 clients attend individual and group sessions.
2. Need to be knowledgeable about different kind of cleaning supplies used when and how.

3. Use microfiber mops to clean floors no buckets to empty—change pad in between every room to prevent cross-contamination.
4. All patient bathrooms in detox cleaned two times per shift on days and evenings, once on overnights.
5. Cleaning air vents quarterly—wiping them down—notifying staff when new filters are necessary.
6. Cleaning water dispensers—handles / spouts / water-catch trays daily.
7. Cleaning out of trash cans—always leaving extra bag.
8. Offices—nightly emptying trash. Weekly mopping and dusting “a”
9. Cleaning windowsills weekly.
10. Cleaning supplies— County approved, knowledge of “kill times” for cleaning viruses/bacteria off surfaces.
11. Deodorizers for urinals-dissolving tablets, as necessary.
12. Air fresheners kept filled.
13. Cleaning behind furniture once a week.
14. Disposable refills of soap cannot be refilled.
15. In the event of a hazardous/biohazardous waste spill or accident, while wearing appropriate personal protective equipment, clean with County approved, disinfectants for cleaning viruses/bacteria and dispose of in Red Bag biohazard waste receptacle.
16. Require daily business office cleaning.

**5.7.6. Residential Treatment Services**

1. Approximately, 800 clients are admitted annually for approximately 30 day stay. Food Services are provided at the location. This location must receive the similar janitorial services as specified in Triage and Detoxification Services. In addition to the services specified in Triage and Detoxification Services: Clean client private restrooms/showers weekly
2. Launder shower curtains cleaned monthly.
3. Need to be knowledgeable about different kind of cleaning supplies used when and how.
4. Use microfiber mops to clean floors no buckets to empty—change pad in between every room to prevent cross-contamination.
5. Three times per day to fully clean nurses’ station and triage waiting room, triage stations, patient/staff bathrooms.
6. All patient bathrooms in detox cleaned two times per shift on days and evenings, once on overnights.
7. Cleaning air vents quarterly—wiping them down—notifying staff when new filters are necessary.
8. Cleaning water dispensers—handles / spouts / water-catch trays daily.
9. Cleaning out of trash cans—always leaving extra bag.
10. Med room to be cleaned and trash emptied 1/shift for days and evenings.
11. Cleaning utility cart nightly, keeping trash covered and not leaving cart unattended.
12. Offices—nightly emptying trash. Weekly mopping and dusting.

13. Medical Director's Treatment Room cleaned 1xshift to include cleaning sink and table.
14. Cleaning windowsills weekly.
15. Cleaning supplies— County approved, knowledge of "kill times" for cleaning viruses/bacteria off surfaces.
16. Deodorizers for urinals-dissolving tablets, as necessary.
17. Air fresheners kept filled.
18. Cleaning behind furniture once a week.
19. Keep shampoo/body wash filled.
20. Disposable refills of soap cannot be refilled.
21. In the event of a hazardous/biohazardous waste spill or accident, while wearing appropriate personal protective equipment, clean with County approved, disinfectants for cleaning viruses/bacteria and dispose of in Red Bag biohazard waste receptacle.
22. Require daily business office cleaning.

**5.7.7. Non-Residential Day Treatment**

1. Approximately, 1,000 clients are admitted annually. It is important that the bathroom especially where clients provide urine toxicology is sanitized at least twice a day. Approximately 60-80 clients attend individual and group sessions.
2. Need to be knowledgeable about different kind of cleaning supplies used when and how.
3. Use microfiber mops to clean floors no buckets to empty—change pad in between every room to prevent cross-contamination.
4. All patient bathrooms in detox cleaned two times per shift on days and evenings, once on overnights.
5. Cleaning air vents quarterly—wiping them down—notifying staff when new filters are necessary.
6. Cleaning water dispensers—handles / spouts / water-catch trays daily.
7. Cleaning out of trash cans—always leaving extra bag.
8. Offices—nightly emptying trash. Weekly mopping and dusting "a"
9. Cleaning windowsills weekly.
10. Cleaning supplies— County approved, knowledge of "kill times" for cleaning viruses/bacteria off surfaces.
11. Deodorizers for urinals-dissolving tablets, as necessary.
12. Air fresheners kept filled.
13. Cleaning behind furniture once a week.
14. Disposable refills of soap cannot be refilled.
15. In the event of a hazardous/biohazardous waste spill or accident, while wearing appropriate personal protective equipment, clean with County approved, disinfectants for cleaning viruses/bacteria and dispose of in Red Bag biohazard waste receptacle.
16. Require daily business office cleaning.

**5.7.8. Outpatient Services**

1. Approximately, 1750 clients are seen annually. It is important that the bathroom especially where clients provide urine toxicology is sanitized at least twice a day. Approximately 50-60 clients attend individual and group sessions.
2. Need to be knowledgeable about different kind of cleaning supplies used when and how.
3. Use microfiber mops to clean floors no buckets to empty—change pad in between every room to prevent cross-contamination.
4. All patient bathrooms in detox cleaned two times per shift on days and evenings, once on overnights.
5. Cleaning air vents quarterly—wiping them down—notifying staff when new filters are necessary.
6. Cleaning water dispensers—handles / spouts / water-catch trays daily.
7. Cleaning out of trash cans—always leaving extra bag.
8. Offices—nightly emptying trash. Weekly mopping and dusting “a”.
9. Cleaning windowsills weekly.
10. Cleaning supplies— County approved, knowledge of “kill times” for cleaning viruses/bacteria off surfaces.
11. Deodorizers for urinals-dissolving tablets, as necessary.
12. Air fresheners kept filled.
13. Cleaning behind furniture once a week.
14. Disposable refills of soap cannot be refilled.
15. In the event of a hazardous/biohazardous waste spill or accident, while wearing appropriate personal protective equipment, clean with County approved, disinfectants for cleaning viruses/bacteria and dispose of in Red Bag biohazard waste receptacle.
16. Require daily business office cleaning.

**5.7.9. Administration and Medical Records Unit**

1. Require daily business office cleaning.

**5.8. NJCC**

Approximately 3,500 clients are provided services. Over 2,000 forensic medical examinations are conducted on a yearly basis to assess for injuries and collect evidence for prosecution of crime. Major purpose of examinations is to: evaluating and treat injuries; conduct prompt examinations; providing support, crisis intervention, and advocacy; providing prophylaxis against sexually transmitted infections; assessing patients for pregnancy risk and discussing of treatment options; provide follow-up care for medical and emotional needs. Infection Control is a must in this agency.

**5.8.1. Cleaning Schedules and Staffing Patterns**

1. Launder shower curtain (s) cleaned monthly.
2. Need to know different kind of cleaning supplies used when and how.
3. Use microfiber mops-no buckets to empty—change every pad for every room.
4. All floors cleaned nightly stripping and waxing floors 2x/year.
5. Cleaning air vents—wiping them down—notifying staff when new filters are necessary.

6. Cleaning water dispensers—handles every day.
7. Cleaning out of trash cans—always leaving extra bag(s).
8. Medical examination rooms to be cleaned 1/shift.
9. Cleaning utility cart nightly.
10. Buffing floors weekly.
11. Cleaning of the mats weekly.
12. Cleaning shower once/day.
13. Offices—nightly emptying trash.
14. Cleaning windowsills weekly.
15. Cleaning supplies— County approved, knowledge of “kill times” for cleaning viruses/bacteria off surfaces.
16. Deodorizers for urinals-dissolving tablets.
17. Cleaning behind furniture once a week.
18. Keep shampoo/body/hand wash filled.
19. Disposable refills of soap cannot be refilled.

**5.9.** If there is a discrepancy in minimum frequencies for a task listed in Section 4 and a task listed in Section 5, the more frequent requirement will prevail at the buildings listed in this section.

#### **5.10. SPECIAL CONDITIONS TO GENERAL SPECIFICATIONS AND REQUIREMENTS**

The Special Conditions in this section are in addition to the General Specifications and Requirements for the janitorial needs for hospital level healthcare facilities:

##### 5.10.1. Scheduled Services Requirements:

1. BARC requires services at an interval of 3 shifts/day, 365 days/year. The agreed upon schedule may be changed to meet the operational needs of the County. Hours must adapt to comply with any security standards.

##### 5.10.2. Disinfecting:

1. All potential risk surfaces shall be cleaned using an EPA registered disinfectant spray for restrooms and other potential contaminated surfaces, including all surfaces in patient-care areas.

##### 5.10.3. Furniture, Upholstered:

1. 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, including backs and seats of all hard chairs in sitting areas, conference rooms, waiting rooms and client areas.

##### 5.10.4. Mopping:

1. Use a microfiber pad; one per room, to clean all areas and rooms in patient-care facilities to prevent transmission of bacteria, viruses, etc. and reduce the spread of infection.

##### 5.10.5. Stripping/Sealing/Finishing:

1. In patient-care areas, stripping/sealing/finishing must be completed on one side of the hallway, then complete the other side after the first side has dried.

##### 5.10.6. Sweeping:

1. The process can be accomplished with a dust mop or microfiber pads.

5.10.7. Contractor Responsibilities - Holidays:

1. BARC and NJCC - The Second Party shall perform services seven (7) days per week, and each week of the year including all holidays observed by the Federal, State and County Governments.

5.10.8. Contractor Responsibilities - Smoke Free Environment:

1. BARC is a smoke free facility, both inside and outside its buildings. Second Party's staff cannot smoke in the parking lots, in their cars or anywhere in sight of the building. Additionally, Second Party's staff cannot smell like cigarettes, as this is a trigger for many who are in the process of quitting.

5.10.9. Personnel Requirements - Uniforms:

1. The uniform must meet or exceed all safety related standards such as steel toe shoes or other safety related uniform materials as determined by the County.

5.10.10. Personnel Requirements - Training Subjects:

1. The Second Party shall also 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:
  2. HIPAA
  3. 42 CFR
  4. Infection Prevention and Control including Proper Hand washing

5.10.11. Green Cleaning:

1. 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. Mop pads changed in between rooms to have clean pad for each room to reduce cross contamination.

5.10.12. Cleaning Products, Paper Products and Trash Bags - Prohibited Chemicals:

1. Chemicals that do not comply with the LEED criteria in Part 1, Section 10, except as necessary to kill viruses/bacteria in patient care areas or as approved by the Contract Administrator.

5.10.13. Cleaning Products, Paper Products and Trash Bags - Germicidal Properties:

1. The Second Party shall use a germicidal detergent that bears the Environmental Protection Agency Registration Number and kills the MRSA virus, HIV and Hepatitis where necessary to comply with health regulations or as approved by the Contract Administrator.

**End of Section**

**PART 1**

**GENERAL SPECIFICATIONS AND REQUIREMENTS**

**JANITORIAL SERVICES FOR VARIOUS BROWARD COUNTY FACILITIES**

**SECTION 6 – PERFORMANCE STANDARDS**

**6.1.1. Performance Standards**

6.1.2. This solicitation is a performance-based agreement. Second Party 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 Price 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 Sheets proposal, the Second Party 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 solicitation. Due to conditions found at particular locations, Second Party may need to increase the frequency of the tasks in order to keep the facilities neat and clean in accordance with the performance standards provided 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.

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

6.1.4. The Contract Administrator will evaluate the Second Party’s performance based on whether or not Second Party 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.

**Table 5: Performance Standards**

<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 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 countertop 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 litter on any surface of any item from and including the general level of a desk or countertop 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	Edging	Carpet Floors	Absence of dust, lint, and other loose in-fiber accumulation.
17	Filling	Dispensers/Urinal Screens	Presence of sufficient product to last until next scheduled service.
18	Filling	Floor Drains	Presence at all times of a germicidal solution to fill the drain trap and prevent the escape of sewer gas.
19	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.
20	Grout Sealing	Hard Floors	Presence of appropriate surface protection without streaks, swirls, or debris.
21	Gum Removal	Building Surfaces	Absence of chewing gum and other similar substances from floors, carpet, sidewalks, stairwells, or any other surfaces.
22	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.
23	Hand Scrubbing	Floor Drains	Absence of any stains, bacteria growth, spore

			formations and grime on surfaces that can be eliminated by appropriate hand scrubbing techniques.
24	Hand Scrubbing	Graffiti	Absence of graffiti from all contract covered surfaces.
25	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.
26	Hand Scrubbing	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.
27	Hot Water Extraction	Carpet Floors	Absence of stains and other adhered in-fiber accumulation.
28	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.
29	Machine Scrubbing	Hard Floors	Absence of tightly adhered dirt build-up.
30	Mopping	Hard Floors	Absence of adhered dirt build-up.
31	Policing	Building Surfaces	Absence of litter or undesirable debris that can be removed by appropriate policing techniques.
32	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.
33	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.
34	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.
35	Sanitizing	Carpet Floors	Absence of odors in carpeted areas.
36	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.
37	Slip Resistant	Hard Floors	Presence of appropriate finishes applied in the appropriate manner to produce a slip resistant surface.
38	Spinning Bonnet	Carpet Floors	Prohibited.
39	Spot Cleaning	Carpet Floors	Absence of stains and other adhered in-fiber accumulation.
40	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.
41	Spot Cleaning	Upholstery	Absence of stains and other adhered in-fiber accumulation and the absence of odors in fabric.
42	Spray Buffing	Hard Floors	Absence of scratches, scuff marks, worn areas and dull areas.
43	Standing Water Removal	Hard Floors	Absence of standing water related to janitorial services.
44	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.
45	Sweeping	Hard Floors	Absence of loose dust, dirt, lint, or spider webs.

46	Vacuuming	Carpet Floors	Absence of dust, lint, and other loose in-fiber accumulation.
47	Vacuuming	Elevator Tracks	Absence of dust, lint, and other loose accumulation.
48	Vacuuming	Upholstery	Absence of dust, lint, and other loose in-fiber accumulation.
<b>Facility Area 11: Administrative</b>			
Standard			
49	Second Party floor finish, floor finish remover, floor seal, spray buff solution, detergent, and seals are compatible and/or by the same manufacturer.		
50	Second Party chemicals on-site are in original containers and solution and spray bottles are safety containers.		
51	Second Party germicidal products bear the Environmental Protection Agency Registration Number and kill the MRSA virus.		
52	Second Party labels delicate/fragile items as such, necessary precautionary warning labels are affixed, and manufacturer's labels are affixed to containers, solution, and spray bottles.		
53	Second Party labels delicate/fragile items as such, necessary precautionary warning labels are affixed, and manufacturer's labels are affixed to containers, solution, and spray bottles.		
54	Second Party chemicals, materials, products, and supplies comply with LEED v4 for Building Operations and Maintenance Indoor Environmental Quality (EQ) Credit: Green Cleaning – Products and Materials.		
55	Second Party equipment complies with LEED v4 for Building Operations and Maintenance Indoor Environmental Quality (EQ) Credit: Green Cleaning – Equipment.		
56	Second Party has no chlorinated solvents, optical brighteners, ammonia, bleach, powdered cleanser, or other similar type chemicals on-site.		
58	Second Party floor finishes, seals, spray buff solutions and other such chemicals applied to hard floors have a .5 ASTM slip coefficient or better.		
59	Second Party has functional, safe, and clean janitorial equipment.		
59	Second Party has functional, safe, and clean janitorial storage areas.		
60	Second Party has and uses color coded mops, towels, etc. to avoid cross-contamination between restrooms and other areas.		
61	Second Party 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.		
62	Second Party has and uses the required communication equipment.		
63	Second Party communicates appropriately with County.		
64	Second Party communicates appropriately with their Sub-Contractors.		
65	Second Party reports maintenance issues to County.		
66	Second Party responds to requests for service.		
67	Second Party follows sign-in and sign-out procedures.		
68	Second Party has and follows their Quality Control Inspection Process.		
69	Second Party provides and follows Service Schedules.		
70	Second Party has an Air Quality Cleaning schedule on-site for the year.		
71	Second Party maintains a current MSDS/SDS Logbook on-site.		
72	Second Party maintains a current Quality Control Inspection Report Log on-site.		
73	Second Party maintains a current Equipment Maintenance Log on-site.		
74	Second Party wears shirts with the company name on them.		
75	Second Party wears their county issued contractor ID.		
76	Second Party leaves doors locked or unlocked as required.		
77	Second Party activates security alarm is activated, if applicable.		
78	Second Party turns off all lights except those required to be left on.		
79	Second Party follows green cleaning policy and protocols.		
80	Second Party uses chemicals in the correct method and in the correct areas.		

**6.2. Compliance with Task Performance Standards**

6.2.1. Second Party shall be required to clean each facility subject to this solicitation 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 Second Party's performance under this solicitation using the quality control procedures specified by County.

- 6.2.2. All questions of Second Party concerning the quality or acceptability of materials used, work performance, the manner of performance and progress meeting the requirements of the solicitation should be taken to the Contract Administrator.

### 6.3. **Periodic Quality Conformance Evaluation**

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

- 6.3.2. 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.

- 6.3.3. All work will be assigned a numerical rating based on a 5-point scale.

- 6.3.4. MINIMUM INSPECTION FREQUENCY BASED ON RATING:

1. 4.00-5.00 Requires Inspection Every 3 Months
2. 3.50-3.99 Requires Inspection Every 2 Months
3. 3.00-3.49 Requires Inspection Every Month
4. 0.00-2.99 Requires Inspection Every Week/Written Notice

- 6.3.5. Four (4) consecutive inspections resulting in a rating of 3.0 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 to termination for non-performance under Article 7 of this Agreement.

### 6.4. **Grading Format**

- 6.4.1. County will inspect and evaluate Second Party's performance in accordance with the frequency schedule described above. Inspections may be more frequent if necessary, to ensure compliance with solicitation specifications.

- 6.4.2. The facility areas to be rated will be:

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
8. Restrooms
9. Carpet Floors
10. Hard Floors
11. Administrative Duties

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

6.4.3. Numerical ratings shall be scored as follows:

1. A numerical rating of 5.0 signifies the condition of the space is fully in compliance with the performance standards.
2. A numerical rating of 4.75 signifies the space has 1 discrepancy.
3. A numerical rating of 4.50 signifies the space has 2 discrepancies.
4. A numerical rating of 4.25 signifies the space has 3 discrepancies.
5. A numerical rating of 4.00 signifies the space has 4 discrepancies.
6. A numerical rating of 3.67 signifies the space has 5 discrepancies.
7. A numerical rating of 3.33 signifies the space has 6 discrepancies.
8. A numerical rating of 3.00 signifies the space has 7 discrepancies.
9. A numerical rating of 2.00 signifies the space has 8 or more discrepancies identified as not meeting the performance standards and requires immediate significant additional effort by Second Party to bring the area into compliance. This rating requires an immediate written notice to Second Party that improvement is required within 5 service days of the date of the notice.
10. A numerical rating of 1.00 signifies the space has continued to receive 8 or more discrepancies identified as not meeting the performance standards and has not been brought into compliance despite a previous written notification. This rating requires a second immediate written notice to Second Party that improvement is required within 5 service days of the date of the second notice.

11. A numerical rating of 0.00 signifies the space has continued to receive 8 or more discrepancies identified as not meeting the performance standards and has not been brought into compliance despite two previous written notifications. This rating requires a third written notice to Second Party that County will be using other resources to correct the discrepancies and the cost of those other resources will be deducted from Second Party's monthly payment.
12. On the Carpet Floors and Hard Floors facility areas line, the Contract Administrator can cite the same carpet or hard floor related performance standard multiple times, if that performance standard is not met in multiple facility areas. For example, if facility areas 1 through 7 all have carpet floors and the only carpet floor related discrepancy in each area is the lack of spot cleaning to remove spots from the carpet in 5 of those areas, the Contract Administrator could cite Spot Cleaning – Carpet five times on the Carpet Floors rating line in order to relay the magnitude of the carpet spot cleaning issue.

#### **6.5. Remedies for Non-Performance by Second Party**

- 6.5.1 In the event of non-performance by Second Party, the following options are available to the County:
  1. The Designated Contract Administrator may notify Second Party of nonperformance and allow Second Party 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.
  2. If Second Party fails to promptly perform the services within the time specified by the Contract Administrator, not to exceed forty-eight (48) hours, or if Second Party fails to take the necessary action to ensure future performance is in conformity with solicitation requirements, the County, may perform the services (by contract or otherwise) and deduct payment to Second Party for any cost incurred by County related to the performance of such service.
  3. If Second Party fails to maintain schedules as approved by the Contract Administrator, or if in the opinion of the Designated Contract Administrator, the Second Party's work methods are not adequate to assure completion of the work per the allotted schedule, the Contract Administrator may direct the Second Party, 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. Second Party will be required to have adequate cleaning and janitorial personnel for each facility.
- 6.5.2 Deficiencies in service reported by tenants are to be corrected within five (5) calendar days of notification. If requested by the Designated Contract Administrator, Second Party shall provide written response to deficiencies reported.
- 6.5.3 Deficiencies in service that are not corrected by the time of the next inspection may be reflected on the County's Performance Evaluation form.
- 6.5.4 Deficiencies in service that are not corrected within the timeframes established in this sub-section may result in cancellation of this contract.

**6.6. Renewal Evaluation**

- 6.6.1. Results achieved by Second Party 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 Second Party for consideration for future contracts.

**End of Section**

**PART 1**

**GENERAL SPECIFICATIONS AND REQUIREMENTS**

**JANITORIAL SERVICES FOR VARIOUS BROWARD COUNTY FACILITIES**

**SECTION 7 – COUNTY RESPONSIBILITIES**

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**7. COUNTY RESPONSIBILITIES**

**7.1. General**

- 7.1.1. The administration of this solicitation is vested in the Contract Administrator. The Contract Administrator shall have complete authority to require Second Party to comply with all provisions of the solicitation. However, the provisions of this solicitation shall not be altered, waived, or revoked by the Contract Administrator and/or any designee.
- 7.1.2. The Contract Administrator may request Second Party to remove any employee if it is determined that services are not being performed in accordance with the terms and conditions of the solicitation.
- 7.1.3. 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 solicitation.
- 7.1.4. Any failure of the Second Party to comply with the provisions of this solicitation will be called to the attention of the Second Party by the Contract Administrator or by a Designated Contract Administrator.
- 7.1.5. 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.
- 7.1.6. A Contract Administrator and Designated Contract Administrator shall in no instance have the authority to act as foreman or supervisor for the Second Party and shall not interfere with the Second Party in the supervision or direction of the employees of the Second Party.
- 7.1.7. Any advice provided to the Second Party by the Designated Contract Administrator or the Contract Administrator shall in no way be construed as amending any provision of this solicitation or releasing the Second Party from fulfilling the provisions of this solicitation.

**7.2. Coordination of Services**

- 7.2.1 The County will make reasonable effort to coordinate the operations and activities of the facilities to attempt to minimize interference with performance by the Second Party as covered by this solicitation.

**7.3 Employee Food Service**

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

**7.4 Storage Space**

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

7.4.2 Space for on-site storage of supplies is limited. Second Party must arrange for frequent replenishment of supplies to maintain stocks required.

7.4.3 Second Party agrees to keep these areas neat and clean at all times.

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

7.4.5 Second Party accepts risk of loss or damage for equipment stored on County property.

**7.5 Utilities**

7.5.1 The County will provide water and electric necessary to perform services required for this solicitation at no cost to the Second Party.

**End of Section**

**PART 1**

**GENERAL SPECIFICATIONS AND REQUIREMENTS**

**JANITORIAL SERVICES FOR VARIOUS BROWARD COUNTY FACILITIES**

**SECTION 8 – CONTRACTOR RESPONSIBILITIES**

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**8 CONTRACTOR RESPONSIBILITIES**

**8.1 Performance and Work Hours**

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

**8.2 Access**

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

**8.3 Accident, Incident and Damage Reporting**

- 8.3.1 The Second Party will immediately notify the Designated Contract Administrator of any accidents or incidents arising from the performance of the solicitation involving bodily injury to workers, facility occupants, visitors, other persons, or any property of the same.
- 8.3.2 Second Party 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.
- 8.3.3 Contractor shall be responsible for claims resulting from the incident or accident.

- 8.3.4 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.
- 8.3.5 The Contract Administrator will provide information necessary concerning whom to contact and the specific form to utilize when providing written notice.

#### 8.4 **Attendance**

- 8.4.1 All of the Second Party's employees must document their presence on the job site.

The vendor will maintain a log for each employee documenting the arrival and departure of the Second Party's personnel at his/her respective assigned work areas.

- 8.4.2 The Second Party will submit monthly reports providing the name of employee(s) working daily and weekly for each location under this solicitation.

#### 8.5 **Communications and Coordination**

- 8.5.1 The Second Party will provide its key employees cell phones and provide the Designated Contract Administrator with telephone numbers and e-mail addresses for Second Party's personnel responsible for implementing all the requirements of the solicitation, including weekends and holidays. At a minimum, the Project Manager and Assistant Project Manager must have cell phones.
- 8.5.2 Second Party 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.
- 8.5.3 Second Party shall also maintain an active e-mail address at all times for electronic communications.
- 8.5.4 Second Party shall have communication with Second Party's on-site supervisor, either by radio or cellular telephone for immediate contact with County security or management personnel.
- 8.5.5 **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.
- 8.5.6 Day/night porters and lead workers assigned to County facilities shall always be available to be contacted by cell phone or radio by County representatives.

#### 8.6 **Conduct Standards**

- 8.6.1 The Second Party 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.

- 8.6.2 Personal cell phone use is strictly prohibited unless employee is on his/her official designated break time in their designated break area.
- 8.6.3 Second Party's employees will always conduct themselves in a safe and orderly manner while on the job site, whether on or off duty.
- 8.6.4 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.

## **8.7 Damage Responsibility**

- 8.7.1 The Second Party 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.
- 8.7.2 If the Second Party 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 Second Party's next scheduled payment.
- 8.7.3 In all instances where any property and/or equipment is damaged by Second Party 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.
- 8.7.4 The Second Party 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.

## **8.8 Delivery of Supplies**

- 8.8.1 The Second Party 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.

## **8.9 Dismissal of Employees**

- 8.9.1 The Contract Administrator may request the Second Party to immediately remove from the premises any employee found unfit to perform duties due to one or more of the following reasons:
  - 8.9.2 Neglect of duty, absenteeism, or sleeping on the job.
  - 8.9.3 An employee's continued presence is, in the opinion of the Contract Administrator, deemed not to be in the best interest of the County.
  - 8.9.4 Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions, or fighting.

8.9.5 Theft, vandalism, immoral conduct, or any other criminal action.

8.9.6 Selling, consuming, possessing, or being under the influence of intoxicants, alcohol, or illegal substances, which produce similar effects while on duty.

## **8.10 Energy Conservation**

8.10.1 The Second Party shall be directly responsible for instructing employees in utilities conservation practices. The Second Party 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.

8.10.2 Lights in non-public areas shall be used only where and at the time when work is actually being performed.

8.10.3 In situations where energy management systems have automatic shut off lighting, the Second Party may manually turn on the lighting, but it is expected that the lighting be turned off again when leaving the area.

8.10.4 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.

8.10.5 Water faucets or valves shall be turned off after the required usage has been accomplished.

8.10.6 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.

## **8.11 Fire Prevention and Protection**

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

## **8.12 Fraud, Waste and Abuse**

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

8.13 **Green Cleaning** – See Green Cleaning Section.

## **8.14 Holidays**

8.14.1 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.

- 8.14.2 If Broward County is closed in observance of a holiday, but the 17<sup>th</sup> Judicial Circuit is not, the vendor will provide full janitorial services at courthouses and courthouse related buildings on that day.

### **8.15 Key Control**

- 8.15.1 The Second Party shall establish and implement methods of insuring that all keys issued to the Second Party by the County are not lost or misplaced and are not used by unauthorized persons.
- 8.15.2 When the Second Party enters an unoccupied/unlocked area of a facility to provide services, the Second Party 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.
- 8.15.3 The Second Party shall maintain a record of the key numbers issued to its employees. The Second Party shall not duplicate and shall not allow such items to be duplicated.
- 8.15.4 The Second Party shall develop procedures covering key control that will be included in the quality control plan.
- 8.15.5 Any such item which becomes lost, missing or stolen shall be immediately reported to the Designated Contract Administrators. The Second Party may be required to replace, re-key, or to reimburse County for replacement of locks or re-keying as a result of Second Party 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 Second Party.
- 8.15.6 It is the responsibility of the Second Party to prohibit the use of keys issued by any persons other than the Second Party's employees.

### **8.16 Lost and Found Property**

- 8.16.1 The Second Party shall develop, implement, and maintain adequate procedures to ensure that no contract employee(s) scavenge any items from any County facilities or properties.
- 8.16.2 The Second Party 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.
- 8.16.3 The Second Party shall ensure that lost or apparently lost articles that are found by Second Party 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.

- 8.16.4 Any Second Party employee who is found hiding or taking from the County, property items, which are found, shall be immediately removed by the Second Party and the County may have the individual prosecuted.

### **8.17 Needed Repairs**

- 8.17.1 The Second Party 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.
- 8.17.2 Observation by Second Party'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.
- 8.17.3 Second Party's personnel shall not repair inoperable plumbing or electrical or other facility components other than what is considered janitorial.

### **8.18 Personnel Awareness**

- 8.18.1 The Second Party'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.
- 8.18.2 The Second Party'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 Second Party's chain of command to the Designated Contract Administrator prior to the start of the next regular workday for the County.
- 8.18.3 The Second Party will encourage employees to look out for each other, the County's property, and facility users. The Second Party must implement, at the start of the contract, procedures to keep its personnel safe.
- 8.18.4 Second Party 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.
- 8.18.5 Unauthorized use of County property or a County employee's property is prohibited.

### **8.19 Record Keeping**

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

- 8.19.1 A copy of the Daily Work Roster / Sign in Sheet for the facility or site.
- 8.19.2 MSDS/SDS for all chemicals and supplies used in the facility.

- 8.19.3 Second Party'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.
- 8.19.4 Copies of Second Party's completed Quality Control Inspection Reports shall be maintained on site.
- 8.19.5 Service Request / Report forms will be supplied by the Second Party to the Contract Administrator and will be used to advise Second Party 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 Second Party'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.
- 8.19.6 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.

## **8.20 Safety Requirements**

- 8.20.1 The Second Party will perform daily tasks using "SAFETY FIRST" practices and comply with all OSHA standards as they apply to the Janitorial Services Contract. The Second Party and each of its employees will comply with all applicable OSHA rules and practices. The Second Party 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.
- 8.20.2 The Second Party 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.
- 8.20.3 The County reserves the right to inspect all areas for safety violations at its discretion, and to direct the Second Party 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 Second Party will bear all costs for eliminating the hazards and will not be granted compensation for the work stoppage.
- 8.20.4 The operation of the Second Party's vehicles or private vehicles by the Second Party's employees on or about the property will conform to posted regulations and safe driving practices.
- 8.20.5 Aisles, passageways, alleyways, entrances or exits to fire protection equipment must remain unobstructed at all times.

8.20.6 Second Party will use proper barricades and signage while completing tasks.

### **8.21 Scheduling of Work**

8.21.1 Prior to the commencement of any work, the Second Party will confer with the Contract Administrator to assure that the scheduling of activities in conjunction with tenant operations is fully understood.

8.21.2 All work will be scheduled to minimize disturbances to County operations.

8.21.3 The Second Party will not commence non-routine work in any area until:

8.21.3a the proposed work has been previously coordinated with and approved by the Contract Administrator.

8.21.3b any and all required security and safety measures and temporary markings are in place.

### **8.22 Smoke Free Environment**

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

### **8.23 Storage Space**

8.23.1 The County will provide storage space and common facility utilities to be used in the performance of the services defined in this solicitation.

8.23.2 The Second Party shall store its supplies, materials, and equipment only in the spaces designated by the Contract Administrator.

8.23.3 Janitorial closets and other storage areas will be assigned to the Second Party by the County and must be kept clean and are subject to inspection at any and all times.

8.23.4 Off-site staging of supplies and inventories are the responsibility of the Second Party.

8.23.5 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.

8.23.6 The Second Party shall comply with all National Fire Protection Association (NFPA) requirements.

8.23.7 Soiled, oily, or wet cleaning rags shall not be stored on County property.

8.23.8 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.

- 8.23.9 Second Party must at all times keep the Second Party'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.

#### **8.24 Subcontracting**

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

#### **8.25 Work Site Safety/Security**

- 8.25.1 The Second Party shall at all times guard against damage or loss to the property of Broward County, the Second Party's own property, and/or that of other contractors, and shall be held responsible for replacing or repairing any such loss or damage.
- 8.25.2 When applicable, the Second Party shall provide fences, signs, barricades, flashing lights, etc. necessary to protect and secure the work site(s) and ensure that all County, State of Florida, OSHA, and other applicable safety regulations are met.
- 8.25.3 Second Party shall provide for the prompt removal of all debris from Broward County property.
- 8.25.4 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 Second Party or its agents.

**End of Section**

**PART 1**

**GENERAL SPECIFICATIONS AND REQUIREMENTS**

**JANITORIAL SERVICES FOR VARIOUS BROWARD COUNTY FACILITIES**

**SECTION 9 – PERSONNEL REQUIREMENTS**

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**9 PERSONNEL REQUIREMENTS**

**9.1 Staffing**

- 9.1.1 Second Party affirms that the employees utilized in preparing the task pricing herein will effectively achieve the performance standards required by this Agreement.
- 9.1.2 Second Party acknowledges that effectiveness in meeting quality standards will be measured by Second Party's success in attaining at least a score of 4.0 on the Periodic Quality Conformance Evaluation provided for in this solicitation.
- 9.1.3 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.
- 9.1.4 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 location.
- 9.1.5 Detail records verifying Monthly Labor Summary report by location must include employee name, payroll identification number, hours worked, pay rate and gross pay.
- 9.1.6 Supporting detail and Summary must be retained by Second Party for a three-year period from the end of each contract year and is subject to verification by audit of the Second Party's payroll records for compliance with this solicitation.

**9.2 Minimum Staffing Requirements**

- 9.2.1 Second Party shall provide trained and qualified Project Managers, Assistant Project Managers, Quality Control Managers and Supervisors capable of providing the necessary supervision to satisfy the solicitation.
- 9.2.2 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.
- 9.2.3 Second Party shall be responsible for the supervision and direction of the work performed by its employees and subcontractors and shall, at all times, provide a full time Project Manager or Assistant Project Manager to carry out this responsibility.
- 9.2.4 All employees will have an understanding of verbal and signage warnings as to safety and security.
- 9.2.5 Second Party shall not use employees of any temporary employment agency.
- 9.2.6 All employees of Second Party shall be considered to be, at all times, the sole employees of Second Party, under its sole direction and not an employee or agent of Broward County.

- 9.2.7 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.
- 9.2.8 Second Party 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, Second Party must designate a lead worker on the job site and have one Supervisor available to support the site.
- 9.2.9 The following positions are mandatory under this solicitation.
- 9.2.9.1 Project Manager
- 9.2.9.2 This position must be held by a full-time person responsible for the day-to-day operations acts as liaison between the Second Party and the Contract Administrator, is acceptable to the Contract Administrator, and works exclusively for this contract. For Aviation, this person must be on-site.
- 9.2.9.3 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.
- 9.2.9.4 On all manager position changes, the Contract Administrator must give written approval to the Project Manager before that change becomes effective.
- 9.2.9.5 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 Second Party 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.
- 9.2.9.6 The Project Manager shall be available to the Contract Administrator to discuss performance of the services or other provisions of this contract.
- 9.2.9.7 Project Managers are NOT to perform janitorial tasks.**
- 9.2.9.8 Assistant Project Manager
- 9.2.9.9 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.
- 9.2.9.10 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 Second Party 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.
- 9.2.9.11 Assistant Project Managers are NOT to perform janitorial tasks.**
- 9.2.9.12 Quality Control Manager
- 9.2.9.13 This position must be held by a full-time employee responsible for Second Party's quality control program, with two (2) years' experience in QC, to assure the requirements of the contract are provided as specified.

- 9.2.9.14 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 Second Party 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.
- 9.2.9.15 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.
- 9.2.9.16 Quality Control Managers are NOT to perform janitorial tasks.**
- 9.2.9.17 The quality control program will include, but not be limited to the following:
- 9.2.9.18 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.
- 9.2.9.19 A method of identifying deficiencies in the quality of services performed before the level of performance is unacceptable.
- 9.2.9.20 A file of all inspections conducted by the Second Party and the corrective action taken. This documentation shall be made available at any time to the County during the term of the Contract.
- 9.2.9.21 The Quality Control Manager shall make sufficient inspections to ensure 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.
- 9.2.9.22 Supervisor
- 9.2.9.23 This position must be an employee reporting directly to the Project Manager or the Assistant Project Manager. The Second Party 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.
- 9.2.9.24 Supervisors are NOT to perform janitorial tasks.**
- 9.2.9.25 Each Supervisor will work with as many cleaners as is necessary to accomplish the cleaning function required by the Contract.
- 9.2.9.26 The Contract Administrator may request the Second Party 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.
- 9.2.9.27 On all supervisor position changes, the Contract Administrator must give written approval to the Project/Operations Manager before that change becomes effective.
- 9.2.9.28 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.

9.2.9.29 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.

9.2.9.30 Team Leader

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.

9.2.9.31 Janitorial Worker

The Second Party 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.

9.2.9.32 Project Worker

The Second Party 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.

9.2.9.33 Project Work

1. Work 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. Second Party's employees utilized for project work will receive additional training. It will be the Second Party's responsibility to maintain evidence that employees are properly trained.
2. Aviation-the Second Party will assign its personnel to specific areas for performance of the work. The Second Party will identify the employees assigned work areas on a weekly organizational chart and provide a copy to the Contract Administrator or its designee. The Second Party's organizational chart must be kept updated and show assigned work areas for each employee by name and position. This is to assist the Contract Administrator and Aviation staff in identifying Second Party employees who are not completing their assignments adequately.
3. The Second Party'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.

### **9.3 Relief for Absenteeism and Vacation**

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

### **9.4 Uniforms**

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

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

9.4.3 The shirt or blouse will have the Second Party'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.

- 9.4.4 No advertising and/or slogans will be printed on uniforms.
- 9.4.5 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.
- 9.4.6 The Second Party 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.
- 9.4.7 The uniform must meet or exceed all safety related standards such as steel toe shoes or other safety related uniform materials.
- 9.4.8 As part of their uniform, the Second Party's employees must display the Airport photo identification security badge on their outer most garments. These uniforms must be supplied and maintained by the Second Party 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.

## **9.5 Employee Conduct**

- 9.5.1 Second Party'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 his/her official designated break time in his/her designated break area.
- 9.5.2 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.
- 9.5.3 The Second Party 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 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.
- 9.5.4 The Second Party shall establish, implement, and maintain procedures and controls to ensure each employee of the Second Party complies with all applicable provisions of the contract and all site rules and practices of the County.
- 9.5.5 Second Party will immediately, after receipt of written notice from the Contract Administrator, remove any employee or other representative of Second Party 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.
- 9.5.6 The Second Party's personnel will not eat or take breaks within their assigned work areas.
- 9.5.7 Corrective action will be determined and enforced in instances of non-compliance with this and all other contractual requirements.

## 9.6 Personnel Training

9.6.1 The Second Party 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 Second Party's responsibility to maintain evidence that employees are being properly trained. Second Party's employees utilized for project work such as stripping and refinishing floors, and overhead cleaning above eight feet, will receive additional training.

### 9.6.2 Training Record

9.6.2.1 The Second Party shall maintain a training record for each employee. 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.

9.6.2.2 The Second Party 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.

### 9.6.3 Training Subjects

At a minimum, the Second Party 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.
15. Emergency Procedures & Evacuations.
16. Incident/Accident Reporting.
17. Personal Protective Equipment.
18. HIPAA Privacy Training. Must be completed before a Second Party employee starts work at BARCs or NJCC.
19. Occupational Health and Administration Infection Control Training. Must be completed before a Second Party employee starts work at BARCs or NJCC.

20. 42 CFR Federal Alcohol and Drug Abuse Confidentiality Regulations Training. Must be completed before a Second Party employee starts work at BARCs.

9.6.4 Syllabus

At the request of the Contract Administrator, the Second Party will present schedule of subjects and times of training.

9.6.5 Training Materials

9.6.5.1 The County will have the option of making training materials and scripts available for the use of the Second Party. 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 Second Party 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 Second Party in order to comply with the specifications contained herein.

9.6.5.2 If the County elects to provide the Second Party with training materials, then, the County shall provide the equipment necessary to present the training materials.

9.6.5.3 If the County elects not to provide the Second Party with training materials, then the Second Party shall be responsible for providing any equipment necessary to present the training materials.

**9.7 Employees Confidentiality Training and Certifications**

All personnel providing service to the airport and some personnel providing service to other County facilities are 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 Second Party. 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.

**9.8 Employee Safety Training**

9.8.1 Second Party, 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 solicitation, including compliance with Green Cleaning Practices.

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

9.8.3 Second Party 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.

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

- 9.8.5 Second Party may be requested to provide a copy of its safety-training program any time within the duration of this solicitation.
- 9.8.6 Second Party 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.

**9.9 Employee Safety Practices**

- 9.9.1 Second Party 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 Second Party's employee or sub-contractor.
- 9.9.2 Second Party 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.

**9.10 Gratuities/Solicitations**

- 9.10.1 The Second Party 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.
- 9.10.2 No employee of the agreements will solicit or accept any gratuities in the facilities of the County.

**9.11 Personal Hygiene**

- 9.11.1 Second Party shall ensure that all employees practice good personal hygiene habits
- 9.11.2 Excessive use of perfumes and/or colognes is discouraged.
- 9.11.3 All body odor complaints shall be addressed immediately with Second Party's employee by Second Party and documented accordingly. Should an employee receive three documented occurrences, the Contract Administrator may request removal of said employee from the staffing team.

**9.12 Scavenging**

The Second Party 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 BROWARD COUNTY FACILITIES**

**SECTION 10 – GREEN CLEANING**

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**10. Green Cleaning**

- 10.1. 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. Second Party is required to be operationally efficient while minimizing environmental impacts to the County's facilities.
- 10.2. 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 environmentally safe chemicals and recycled paper products; and any other environmentally responsible actions or resources.
- 10.3. 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 janitorial 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.
- 10.4. Second Party will establish a Green Cleaning Policy for each location that addresses the requirements listed below.
- 10.5. Green Cleaning Policy
  - 10.5.1. Purchase/utilize only sustainable cleaning and hard floor and carpet care products meeting the sustainability criteria outlined in LEED v4 for Building Operations and Maintenance Indoor Environmental Quality (EQ) Credit: Green 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.
  - 10.5.2. Purchase/utilize only sustainable disposable janitorial paper products and trash bags meeting the sustainability criteria outlined in LEED v4 for Building Operations and Maintenance Indoor Environmental Quality (EQ) Credit: Green Cleaning – Products and Materials.

See additional County specifications in Cleaning Products, Paper Products and Trash Bags Section.
  - 10.5.3. Exceptions to this requirement can only be made with the approval of the contract administrator and Broward County Risk Management Division when no sustainable product exist to accomplish a necessary task.

- 10.5.4. Purchase/utilize only cleaning equipment meeting the sustainability criteria outlined in LEED v4 for Building Operations and Maintenance Indoor Environmental Quality (EQ) Credit: Green Cleaning – Equipment.
- See additional County specifications in Equipment Section.
- 10.5.5. 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.
- 10.5.6. 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.
- 10.5.7. Develop strategies for promoting and improving hand hygiene, including both hands washing and the use of hand sanitizers.
- 10.5.8. 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.
- 10.5.9. 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.
- 10.5.10. Train staff to spray the cleaning product onto the cleaning rag and not the piece of equipment/surface.
- 10.5.11. Provide an appropriate staffing plan.
- 10.5.12. Use chemical concentrates with appropriate dilution systems to minimize chemical use wherever possible.
- 10.5.13. 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.
- 10.6. The Second Party shall submit their Green Cleaning Training and Procedures manuals prior of contract being submitted to the appropriate delegated authority for approval or being submitted for approval. The manuals must comply with LEED v4 for Building Operations and Maintenance. 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.
- 10.7. The Second Party shall submit its 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 v4 for Building Operations and Maintenance. 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 this solicitation.

- 10.8. LEED v4 for Building Operations and Maintenance Indoor Environmental Quality (EQ)  
Credit: Green Cleaning – Products and Materials.
- 10.8.1 The cleaning products meet 1 or more of the following standards for the appropriate category:
- 10.8.1.1 Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaners used for industrial and institutional purposes.
- 10.8.1.2 Environmental Choice CCD-110, for cleaning and degreasing compounds.
- 10.8.1.3 Environmental Choice CCD-146, for hard surface cleaners.
- 10.8.1.4 Environmental Choice CCD-148, for carpet and upholstery care
- 10.8.1.5 Green Seal GS-40, for industrial and institutional floor care products.
- 10.8.1.6 Environmental Choice CCD-147, for hard-floor care.
- 10.8.2 Disinfectants, metal polish or other products not addressed by the above standards meet 1 or more of the following standards for the appropriate category:
- 10.8.2.1 Environmental Choice CCD-112, for digestion additives for cleaning and odor control.
- 10.8.2.2 Environmental Choice CCD-113, for drain or grease traps additives.
- 10.8.2.3 Environmental Choice CCD-115, for odor control additives.
- 10.8.2.4 Green Seal GS-52/53, for specialty cleaning products.
- 10.8.2.5 California Code of Regulations maximum allowable VOC levels for the specific product category.
- 10.8.3 Disposable janitorial paper products and trash bags meet the minimum requirements of 1 or more of the following programs for the applicable product category:
- 10.8.3.1 Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners.
- 10.8.3.2 Green Seal GS-01, for tissue paper, paper towels and napkins.
- 10.8.3.3 Environmental Choice CCD-082, for toilet tissue.
- 10.8.3.4 Environmental Choice CCD-086, for hand towels.
- 10.8.3.5 Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers.
- 10.8.3.6 FSC certification, for fiber procurement.

- 10.8.3.7 EPA comprehensive procurement guidelines, for plastic trash can liners.
- 10.8.3.8 California integrated waste management requirements, for plastic trash can liners (California Code of Regulations Title 14, Chapter 4, Article 5, or SABRC 42290-42297 Recycled Content Plastic Trash Bag Program).
- 10.8.4 Hand soaps and hand sanitizers must meet 1 or more of the following standards:
  - 10.8.4.1 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).
  - 10.8.4.2 Green Seal GS-41, for industrial and institutional hand cleaners.
  - 10.8.4.3 Environmental Choice CCD-104, for hand cleaners and hand soaps.
  - 10.8.4.4 Environmental Choice CCD-170, for hand sanitizers.
  - 10.8.4.5 EPA Design for the Environment Program's standard for safer cleaning products.
- 10.9 LEED v4 for Building Operations and Maintenance Indoor Environmental Quality (EQ) Credit: Green Cleaning – equipment
  - 10.9.1 Vacuum cleaners are certified by the Carpet and Rug Institute Seal of Approval/Green Label Vacuum Program and operate with a maximum sound level of 70dBA or less in accordance with ISO 11201.
  - 10.9.2 Carpet extraction equipment used for restorative deep cleaning is certified by the Carpet and Rug Institute's Seal of Approval Deep Cleaning Extractors and Seal of Approval Deep Cleaning Systems program.
  - 10.9.3 Powered floor maintenance equipment, such as vacuums, guards, or other devices for capturing fine particulates, must operate with a maximum sound level of 70 dBA, in accordance with ISO 11201.
  - 10.9.4 Propane-powered floor equipment is not allowed to be used.
  - 10.9.5 Automated scrubbing machines must be equipped with variable-speed feed pumps and either (1) on-board chemical metering to optimize the use of cleaning fluids or (2) dilution control systems for chemical refilling. Alternatively, scrubbing machines may use tap water only, with no added cleaning products.

**End of Section**

**PART 1**

**GENERAL SPECIFICATIONS AND REQUIREMENTS**

**JANITORIAL SERVICES FOR VARIOUS BROWARD COUNTY FACILITIES**

**SECTION 11 – CLEANING PRODUCTS, PAPER PRODUCTS AND TRASH BAGS**

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

11.1. Cleaning Products

11.1.1. Product data sheets for chemicals to be used on this solicitation 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 solicitation.

11.1.2. Second Party shall purchase/utilize only sustainable cleaning and hard floor and carpet care products meeting the sustainability criteria outlined in LEED v4 for Building Operations and Maintenance Indoor Environmental Quality (EQ) Credit: Green Cleaning Products and Materials. The term “Cleaning Products” encompasses all chemicals used in the janitorial process.

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

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

11.1.5. Second Party will use chemicals formulated for long-lasting superlative performance in severe duty environments.

11.1.6. Containers

All chemicals shall be purchased, brought on-site, and stocked in closets in their original containers by the Second Party. 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.

11.1.7. 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 solicitation. 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 Second Party 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.

11.1.8. 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.

11.1.9. Manufacturer's Instructions

The Second Party shall follow the instructions of the chemical manufacturers in every instance.

11.1.10. Slip Resistance

The Second Party 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 Second Party shall immediately post warning signs and report any observed instances of slippery or slick floors to the County.

11.1.11. Germicidal Properties

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

11.1.12. 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. Second Party 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 Second Party's monthly invoice.

11.1.13. Chemicals – Cost

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

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

1. The Second Party 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. Second Party shall maintain on-site a library of MSDS/SDS, with duplicate copies of the form(s), for all chemicals and hazardous substances used by Second Party at location.

11.2. Paper Products and Trash Bags

11.2.1. Product data sheets for paper products and trash bags to be used on this solicitation 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.

11.2.2. Purchase/utilize only sustainable disposable janitorial paper products and trash bags meeting the sustainability criteria outlined in LEED v4 for Building Operations and Maintenance Indoor Environmental Quality (EQ) Credit: Green Cleaning - Products and Materials.

11.2.3. Paper products (paper towels, toilet seat liners, toilet paper, ext.) provided must be the proper size and type for the existing dispenser(s).

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

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

11.2.6. Paper Products and Trash Bags – Cost

1. All paper products and trash bags will be purchased and supplied by Second Party 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 BROWARD COUNTY FACILITIES**

**SECTION 12 – EQUIPMENT SPECIFICATIONS & STANDARDS**

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**12. Equipment Specifications & Standards**

- 12.1. Product data sheets for equipment to be used on this solicitation will be submitted to the Contract Administrator for approval prior to commencement of the solicitation 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 solicitation.
- 12.2. Second Party shall purchase/utilize only cleaning equipment meeting the sustainability criteria outlined in LEED v4 for Building Operations and Maintenance Indoor Environmental Quality (EQ) Credit: Green Cleaning - Equipment.
- 12.3. 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.
- 12.4. Backpack 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.
- 12.5. Wet/Dry Tank Vacuum Cleaners must also be equipped with HEPA filters.
- 12.6. Hot water extraction machines must comply with carpet manufacturer recommended cleaning methods. They must also be available for use in removing water caused by leaks or spills.
- 12.7. Brute Barrels- Barrels may not be used inside the buildings unless equipped with wheels. Barrels may be used on sidewalks and garage vestibules.
- 12.8. All equipment provided by the vendor will be new or like-new when the project begins.
- 12.9. Second Party will be responsible for warranty and maintenance on the equipment used to perform required services.
- 12.10. Second Party shall furnish all tools and equipment necessary for complete performance of this solicitation.
- 12.11. Second Party's equipment will include, but not be limited to: safety signs, vacuum cleaners, 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.

- 12.12. 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 Second Party's monthly invoice.
- 12.13. 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.
- 12.14. 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.
- 12.15. All tools, equipment and supplies used by Second Party 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.
- 12.16. Second Party shall develop and implement adequate procedures and control to ensure that all tools, equipment, and supplies remain at all times in good, clean condition.
- 12.17. 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 Second Party to remove it from service and to repair or replace it promptly. However, if the equipment is not repaired or replaced within 48 hours, Second Party may be required to rent equipment, at their own expense, in order to meet the service requirements of this solicitations.
- 12.18. 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.
- 12.19. The Second Party shall maintain adequate quantities of backup equipment and tools to ensure that the minimum quantities are available and in safe and proper operating condition at all times during the performance of the service.
- 12.20. Damage(s) caused by Second Party's equipment will be repaired and paid for by the Second Party.
- 12.21. 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, Second Party is responsible for providing such at its own expense.
- 12.22. Appropriate equipment, including any required additional safety equipment such as floor signs, temporary barricades and stanchions may be made available on-site when needed.

- 12.23. When applicable, protective equipment will be removed from public areas when not in use or not required.
- 12.24. 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 BROWARD COUNTY FACILITIES**

**SECTION 13 – QUALITY CONTROL**

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**13. Quality Control**

**13.1. Second Party Quality Control Program**

- 13.1.1. The Second Party will develop and maintain a quality control program to ensure the requirements of the solicitation are provided as specified.
- 13.1.2. The Second Party's program, at a minimum, will include a description of how each of the work standards specified will be accomplished.
- 13.1.3. The Second Party will provide the program with the initial Proposal submission and provide updates five calendar days prior to implementing any changes.
- 13.1.4. The Second Party'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.
- 13.1.5. The program must include a method of identifying and correcting deficiencies in the quality of services before the service becomes unacceptable.
- 13.1.6. The Second Party will provide the FMD's Building Manager 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.
- 13.1.7. The Second Party 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 Second Party during the phase-in period.
- 13.1.8. The Second Party'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.

- 13.1.9. The program should include, but not be limited to the following:
  - 13.1.9.1 A method of identifying deficiencies in the quality of services performed before the level of performance is unacceptable.
  - 13.1.9.2 Second Party shall have a plan in place to periodically conduct field audits of all personnel to maintain quality standards.
  - 13.1.9.3 An inspection system covering all the services required in this document must be provided.
- 13.1.10. The Designated Contract Administrator shall monitor the Second Party's performance under this contract using the quality control procedures as specified.
- 13.1.11. 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.
- 13.1.12. The Designated Contract Administrator will generally communicate daily work requests or daily deficiency reports to the Second Party via e-mail.
- 13.1.13. Second Party's performance and timely response to emergency service calls shall be recorded by Second Party and carefully monitored by County. Required emergency service response times are detailed in Section 2.
- 13.1.14. Complaints against the Second party 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.
- 13.1.15. Each phase of the janitorial services rendered under this contract is subject to inspection, both during and after completion of work.
- 13.1.16. The County's quality control (inspections/evaluations) is not a substitute for adequate and consistent quality control (manpower supervision/ control / resource management) by the Second Party.
- 13.1.17. The County has the right, at all times, to inspect the Second Party'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 Second Party's work.
- 13.1.18. 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 Second Party and its agents to verify compliance with the terms and conditions of the Contract.

- 13.1.19. The Contract Administrator or its designee will notify the Second Party in writing of any such requested inspection of records located off the premises.
- 13.1.20. The Second Party covenants that it will immediately make available all such equipment, materials, supplies, chemicals, records, and other information for review and/or audit.
- 13.1.21. The Second Party's supervisory personnel will make themselves available on any given day for an inspection tour of the premises.
- 13.1.22. The Designated Contract Administrator will schedule meetings as needed to include the Second Party's Project Manager and/or supervisors, for sharing weekly and/or monthly reports, problem resolutions and a facility tour.
- 13.1.23. Facility inspections will be made to compare Second Party's performance to contract specifications and procedures. The methods of inspecting may include:
- 13.1.23.1 Random Sampling
  - 13.1.23.2 100% Inspection
  - 13.1.23.3 Unscheduled Inspection
  - 13.1.23.4 Inspections in response to customer complaints
- 13.1.24. The County is not restricted to any certain type of inspection. The Designated Contract Administrator may adopt or change inspection method(s), quality solicitation procedures, and increase or decrease the degree of inspection based upon contract modifications, lessons learned, technological changes, inspection documentation and changes to Second Party's quality control system.
- 13.1.25. Performance of a listed service will be accepted when Second Party's work meets contract provisions, standards, and specifications.
- 13.1.26. Notwithstanding inspection and acceptance by the Designated Contract Administrator or any provision concerning the conclusiveness thereof, the Second Party 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 Second Party. This notice will state that the Second Party will correct or re-perform any defective or nonconforming services.
- 13.1.27. If the Second Party 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 Second Party 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.
- 13.1.28. A Second Party'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, Second Party's performance will be considered to be defective and work will be rejected.

13.1.29 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 Second Party to re-perform work not performed to its satisfaction at no increase in the contract amount. Second Party will not be relieved of full performance of the work and may be terminated for cause based upon inadequate performance.

13.1.30 When defects in service may not be or are not corrected by performing the service again, the Designated Contract Administrator may require the Second Party 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.

13.2 **Remedies for Non-Performance by Second Party** – See Performance Standards Section.

**End of Section**

**PART 1**

**GENERAL SPECIFICATIONS AND REQUIREMENTS**

**JANITORIAL SERVICES FOR VARIOUS BROWARD COUNTY FACILITIES**

**SECTION 14 – PORT EVERGLADES RESTROOM AND GUARD-SHACK BOOTH CLEANING FREQUENCIES & PROCEDURES**

14. **Janitorial Needs for Port Everglades Restrooms and Guard-Booth include the following specifics:**
- 14.1. **All Janitorial Workers performing services at Port Everglades must have a valid Port Everglades Department issued ID.**
- 14.2. **All Janitorial Workers performing services at Port Everglades must have a valid Federal Government issued Transportation Worker Identification Card (TWIC).**
- 14.3. **Restroom and Guard-Booth cleaning services at Port Everglades will be conducted between the hours of 6:00 AM and 6:00 PM, 7 days per week.**
- 14.4. **The number of Janitorial Workers engaged in performing services for cruise ship restroom facilities and frequency of servicing those facilities will increase in demand seasonally. Second Party will be provided with a listing of dates when seasonal increases will occur.**
- 14.5. **Port Everglades Restroom and Guard-Booth Cleaning Frequency**

<b><u>LOCATION</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>FREQUENCY</u></b>	<b><u>HRS</u></b>	<b><u>DAYS</u></b>	<b><u>ANNUAL</u></b>	<b><u>MONTH</u></b>	<b><u>M.A.</u></b>
<b><u>1</u></b>	<b><u>Building 1 Warehouse</u></b>	<b><u>1 X daily</u></b>	<b><u>0.5</u></b>	<b><u>365</u></b>	<b><u>183</u></b>	<b><u>15</u></b>	<b><u>30</u></b>
<b><u>2</u></b>	<b><u>Building 2 - active berth</u></b>						<b><u>120</u></b>
	<b><u>    Dockside</u></b>	<b><u>4 X daily</u></b>	<b><u>1</u></b>	<b><u>125</u></b>	<b><u>500</u></b>	<b><u>42</u></b>	
	<b><u>    Curbside</u></b>	<b><u>4 X daily</u></b>	<b><u>1</u></b>	<b><u>125</u></b>	<b><u>500</u></b>	<b><u>42</u></b>	
	<b><u>Building 2 - inactive berth</u></b>						
	<b><u>    Dockside</u></b>	<b><u>1 X daily</u></b>	<b><u>1</u></b>	<b><u>240</u></b>	<b><u>240</u></b>	<b><u>20</u></b>	
	<b><u>    Curbside</u></b>	<b><u>1 X daily</u></b>	<b><u>1</u></b>	<b><u>240</u></b>	<b><u>240</u></b>	<b><u>20</u></b>	
<b><u>3</u></b>	<b><u>Building 4 - active berth</u></b>						<b><u>90</u></b>
	<b><u>    East Curbside (2 or 4 active)</u></b>	<b><u>4 X daily</u></b>	<b><u>1</u></b>	<b><u>48</u></b>	<b><u>192</u></b>	<b><u>16</u></b>	
	<b><u>    West Curbside</u></b>	<b><u>4 X daily</u></b>	<b><u>1</u></b>	<b><u>48</u></b>	<b><u>192</u></b>	<b><u>16</u></b>	
	<b><u>Building 4 - inactive berth</u></b>						
	<b><u>    East Curbside</u></b>	<b><u>1 X daily</u></b>	<b><u>1</u></b>	<b><u>317</u></b>	<b><u>317</u></b>	<b><u>26</u></b>	
	<b><u>    West Curbside</u></b>	<b><u>1 X daily</u></b>	<b><u>1</u></b>	<b><u>317</u></b>	<b><u>317</u></b>	<b><u>26</u></b>	
<b><u>4</u></b>	<b><u>Checkpoint 3</u></b>	<b><u>2 X daily</u></b>	<b><u>0.25</u></b>	<b><u>365</u></b>	<b><u>182</u></b>	<b><u>15</u></b>	<b><u>30</u></b>
	<b><u>Checkpoint 3 – Guard-Shack Booth (2)</u></b>	<b><u>2 x month</u></b>	<b><u>1.5</u></b>	<b><u>2</u></b>	<b><u>24</u></b>	<b><u>3</u></b>	
<b><u>5</u></b>	<b><u>Checkpoint 2</u></b>	<b><u>2 X daily</u></b>	<b><u>0.25</u></b>	<b><u>365</u></b>	<b><u>182</u></b>	<b><u>15</u></b>	<b><u>30</u></b>
	<b><u>Checkpoint 2 – Guard-Shack Booth (2)</u></b>	<b><u>2 x month</u></b>	<b><u>1.5</u></b>	<b><u>2</u></b>	<b><u>24</u></b>	<b><u>3</u></b>	
<b><u>6</u></b>	<b><u>Building 6</u></b>	<b><u>2 X daily</u></b>	<b><u>0.5</u></b>	<b><u>365</u></b>	<b><u>365</u></b>	<b><u>30</u></b>	<b><u>30</u></b>

<b>7</b>	<b><u>Pier 8</u></b>	<b><u>2 X daily</u></b>	<b><u>0.5</u></b>	<b><u>365</u></b>	<b><u>365</u></b>	<b><u>30</u></b>	<b><u>30</u></b>
<b>8</b>	<b><u>Pier 13</u></b>	<b><u>2 X daily</u></b>	<b><u>0.5</u></b>	<b><u>365</u></b>	<b><u>365</u></b>	<b><u>30</u></b>	<b><u>30</u></b>
<b>9</b>	<b><u>Gate 13</u></b>	<b><u>2 X daily</u></b>	<b><u>0.25</u></b>	<b><u>365</u></b>	<b><u>182</u></b>	<b><u>15</u></b>	<b><u>30</u></b>
	<b><u>Gate 13 – Guard-Shack Booth (1)</u></b>	<b><u>2 x month</u></b>	<b><u>1.5</u></b>	<b><u>2</u></b>	<b><u>24</u></b>	<b><u>3</u></b>	
<b>10</b>	<b><u>Building 18 - active berth</u></b>						<b><u>150</u></b>
	<b><u>    Curbside</u></b>	<b><u>6 X daily</u></b>	<b><u>0.5</u></b>	<b><u>128</u></b>	<b><u>384</u></b>	<b><u>32</u></b>	
	<b><u>    Trailer Westside</u></b>	<b><u>4 X daily</u></b>	<b><u>1</u></b>	<b><u>128</u></b>	<b><u>512</u></b>	<b><u>42</u></b>	
	<b><u>    Dockside</u></b>	<b><u>6 X daily</u></b>	<b><u>0.5</u></b>	<b><u>128</u></b>	<b><u>384</u></b>	<b><u>32</u></b>	
	<b><u>Building 18 - inactive berth</u></b>						
	<b><u>    Curbside</u></b>	<b><u>1 X daily</u></b>	<b><u>0.5</u></b>	<b><u>237</u></b>	<b><u>118</u></b>	<b><u>10</u></b>	
	<b><u>    Trailer Westside</u></b>	<b><u>1 X daily</u></b>	<b><u>1</u></b>	<b><u>237</u></b>	<b><u>237</u></b>	<b><u>20</u></b>	
	<b><u>    Dockside</u></b>	<b><u>2 X daily</u></b>	<b><u>0.5</u></b>	<b><u>237</u></b>	<b><u>237</u></b>	<b><u>20</u></b>	
<b>11</b>	<b><u>Building 19 - active berth</u></b>						<b><u>120</u></b>
	<b><u>    Dockside</u></b>	<b><u>4 X daily</u></b>	<b><u>1</u></b>	<b><u>62</u></b>	<b><u>248</u></b>	<b><u>20</u></b>	
	<b><u>    Screening Area</u></b>	<b><u>4 X daily</u></b>	<b><u>1</u></b>	<b><u>62</u></b>	<b><u>248</u></b>	<b><u>20</u></b>	
	<b><u>    Curbside</u></b>	<b><u>4 X daily</u></b>	<b><u>1</u></b>	<b><u>62</u></b>	<b><u>248</u></b>	<b><u>20</u></b>	
	<b><u>-</u></b>						
	<b><u>Building 19 - inactive berth</u></b>						
	<b><u>    Dockside</u></b>	<b><u>1 X daily</u></b>	<b><u>1</u></b>	<b><u>303</u></b>	<b><u>303</u></b>	<b><u>25</u></b>	
	<b><u>    Screening Area</u></b>	<b><u>0 X daily</u></b>	<b><u>1</u></b>	<b><u>303</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	
	<b><u>    Curbside</u></b>	<b><u>1 X daily</u></b>	<b><u>1</u></b>	<b><u>303</u></b>	<b><u>303</u></b>	<b><u>25</u></b>	
<b>12</b>	<b><u>Building 21 - active berth</u></b>						<b><u>30</u></b>
	<b><u>    Dockside</u></b>	<b><u>4 X daily</u></b>	<b><u>0.5</u></b>	<b><u>54</u></b>	<b><u>108</u></b>	<b><u>9</u></b>	
	<b><u>    Curbside</u></b>	<b><u>4 X daily</u></b>	<b><u>0.5</u></b>	<b><u>54</u></b>	<b><u>108</u></b>	<b><u>9</u></b>	
	<b><u>Building 21 - inactive berth</u></b>						
	<b><u>    Dockside</u></b>	<b><u>1 X daily</u></b>	<b><u>0.5</u></b>	<b><u>311</u></b>	<b><u>155</u></b>	<b><u>13</u></b>	
	<b><u>    Curbside</u></b>	<b><u>0 X daily</u></b>	<b><u>0.5</u></b>	<b><u>311</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	
<b>13</b>	<b><u>Building 22 - active berth (22. or 21)</u></b>						<b><u>30</u></b>
	<b><u>    Dockside</u></b>	<b><u>4X daily</u></b>	<b><u>0.5</u></b>	<b><u>100</u></b>	<b><u>200</u></b>	<b><u>16</u></b>	
	<b><u>Building 22 - inactive berth</u></b>						
	<b><u>    Dockside</u></b>	<b><u>1X daily</u></b>	<b><u>0.5</u></b>	<b><u>265</u></b>	<b><u>133</u></b>	<b><u>11</u></b>	
<b>14</b>	<b><u>Building 24 - active berth (24. or 25)</u></b>						<b><u>30</u></b>
	<b><u>    Dockside</u></b>	<b><u>4 X daily</u></b>	<b><u>0.5</u></b>	<b><u>100</u></b>	<b><u>200</u></b>	<b><u>16</u></b>	
	<b><u>Building 24 - inactive berth</u></b>						
	<b><u>    Dockside</u></b>	<b><u>1 X daily</u></b>	<b><u>0.5</u></b>	<b><u>265</u></b>	<b><u>133</u></b>	<b><u>11</u></b>	
	<b><u>-</u></b>						
<b>15</b>	<b><u>Building 25 - active berth</u></b>						<b><u>30</u></b>
	<b><u>    Dockside</u></b>	<b><u>4 X daily</u></b>	<b><u>0.5</u></b>	<b><u>100</u></b>	<b><u>200</u></b>	<b><u>16</u></b>	
	<b><u>Building 25 - inactive berth</u></b>						
	<b><u>    Dockside</u></b>	<b><u>1 X daily</u></b>	<b><u>0.5</u></b>	<b><u>265</u></b>	<b><u>133</u></b>	<b><u>11</u></b>	
<b>16</b>	<b><u>Building 26 Freestanding Midport active</u></b>	<b><u>4 X daily</u></b>	<b><u>1</u></b>	<b><u>200</u></b>	<b><u>800</u></b>	<b><u>67</u></b>	<b><u>90</u></b>
	<b><u>Building 26 Freestanding Midport inactive</u></b>	<b><u>1 X daily</u></b>	<b><u>1</u></b>	<b><u>165</u></b>	<b><u>165</u></b>	<b><u>14</u></b>	
<b>17</b>	<b><u>Building 26 - active berth</u></b>						<b><u>90</u></b>

	<u>Dockside</u>	<u>4 X daily</u>	<u>1</u>	<u>100</u>	<u>400</u>	<u>33</u>	
	<u>Curbside</u>	<u>4 X daily</u>	<u>1</u>	<u>100</u>	<u>400</u>	<u>33</u>	
	<u>Building 26 - inactive berth</u>						
	<u>Dockside</u>	<u>1 X daily</u>	<u>1</u>	<u>265</u>	<u>265</u>	<u>22</u>	
	<u>Curbside</u>	<u>0 X daily</u>	<u>1</u>	<u>265</u>	<u>0</u>	<u>0</u>	
<u>18</u>	<u>Building 29 - active berth</u>						
	<u>Dockside</u>	<u>4 X daily</u>	<u>1</u>	<u>40</u>	<u>160</u>	<u>13</u>	
	<u>Building 29 - inactive berth</u>						
	<u>Dockside</u>	<u>2X daily</u>	<u>1</u>	<u>325</u>	<u>650</u>	<u>54</u>	
<u>19</u>	<u>Checkpoint 1</u>	<u>2 X daily</u>	<u>0.25</u>	<u>365</u>	<u>182</u>	<u>15</u>	<u>30</u>
	<u>Checkpoint 1 – Guard-Shack Booth (5)</u>	<u>2 x month</u>	<u>1.5</u>	<u>2</u>	<u>24</u>	<u>3</u>	
<u>20</u>	<u>FTZ Curbside</u>	<u>2X daily</u>	<u>0.25</u>	<u>365</u>	<u>182</u>	<u>15</u>	<u>30</u>
	<u>FTZ Curbside – Guard-Shack Booth (1)</u>	<u>2x month</u>	<u>1.5</u>	<u>2</u>	<u>24</u>	<u>3</u>	
<u>21</u>	<u>Checkpoint 4</u>	<u>2X daily</u>	<u>0.5</u>	<u>365</u>	<u>365</u>	<u>30</u>	<u>30</u>
	<u>Checkpoint 4 – Guard-Shack Booth (4)</u>	<u>2 x month</u>	<u>1.5</u>	<u>2</u>	<u>24</u>	<u>3</u>	
<u>22</u>	<u>Berth 30 - 31 - 32 Crane</u>	<u>4 X daily</u>	<u>1</u>	<u>365</u>	<u>1460</u>	<u>122</u>	<u>120</u>
<u>23</u>	<u>Gate 32</u>	<u>2 x month</u>	<u>1.5</u>	<u>2</u>	<u>24</u>	<u>3</u>	
<u>24</u>	<u>Sallyport</u>	<u>2 x month</u>	<u>1.5</u>	<u>2</u>	<u>24</u>	<u>3</u>	

End of Section

**ADMINISTRATIVE FORMS**

**JANITORIAL SERVICES FOR VARIOUS BROWARD COUNTY LOCATIONS**

"11-A JANITORIAL CONTRACT COMPLIANCE REPORT - \*\*\* SAMPLE FORM \*\*\*

**PROVIDED FOR ILLUSTRATIVE PURPOSES ONLY**

FACILITY: \_\_\_\_\_ INSPECTION FREQUENCY: \_\_\_\_\_  
 VENDOR: \_\_\_\_\_ PREVIOUS RATING: \_\_\_\_\_  
 VENDOR CONTACT: \_\_\_\_\_ INSPECTION DATE: \_\_\_\_\_  
 BUILDING MANAGER: \_\_\_\_\_ NEXT INSPECTION DATE: \_\_\_\_\_  
 CUSTOMER CONTACT: \_\_\_\_\_ CUSTOMER SIGNATURE: \_\_\_\_\_

**INSPECTION FREQUENCY FORMAT:**

**(0-2.99 Requires Inspection Every Week/Written Notice) (3.0-3.49 Requires Inspection Every Month)**  
**(3.5-3.99 Requires Inspection Every 2 Months) (4.0-5.0 Requires Inspection Every 3 Months)**

	<b>Facility Components</b>	<b>Also Known As</b>	<b>Number of Noted Issues</b>	<b>Rating</b>
1	Arrival/Public Access Areas	_____	_____	<input type="text"/>
2	Interior Public/Service Areas	_____	_____	<input type="text"/>
3	Employee/ Group Work Areas	_____	_____	<input type="text"/>
4	Administrative/Private Offices	_____	_____	<input type="text"/>
5	Employee/Joint Use Areas	_____	_____	<input type="text"/>
6	Support/Service Areas	_____	_____	<input type="text"/>
7	Specialty Areas	_____	_____	<input type="text"/>
8	Rest Rooms	_____	_____	<input type="text"/>
9	Carpet Floors	_____	_____	<input type="text"/>
10	Hard Floors	_____	_____	<input type="text"/>
11	Administrative Duties	_____	_____	<input type="text"/>
			<b>Average Rating:</b>	<input type="text"/>

**COMMENTS:**

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

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		WEEK ENDING	
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 FOR - PROVIDED FOR ILLUSTRATIVE PURPOSES ONLY \*\*\*

**CUSTODIAL/CONTRACTOR DAILY WORK ROSTER**

LOCATION		Date											Actual Hours Worked
SIGN IN	Employee Name	Badge Number	Assigned Area	Basic Hours Scheduled	Project Hours Scheduled	Air Quality Hours Scheduled	Scheduled Start Time	Scheduled Quit Time	Time IN	Time OUT			
<b>A Supervisory Employees</b>													
1													
2													
<b>A Total Contractor Supervisory Hours</b>													
<b>B Janitorial Employees</b>													
1													
2													
3													
4													
5													
6													
7													
8													
9													
<b>B Total Contractor Janitorial Hours</b>													
<b>C Sub-Contractor Supervisory Employees</b>													
1													
<b>C Total Sub-Contractor Supervisory Hours</b>													
<b>D Sub-Contractor Janitorial Employees</b>													
1													
2													
3													
<b>D Total Sub-Contractor Janitorial Hours</b>													

  

		Contractor Supervisor		_____
		Site Administrator		_____
		Date Completed		_____

  

<b>Schedule Recap</b>		<b>Schedule Recap</b>		<b>Actual</b>	
<b>A</b>	Total Contractor Supervisory Hours				
<b>C</b>	Total Sub-Contractor Supervisory Hours				
Total Supervisory Hours					
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					
Sub-Total Site Hours					
Total Site Hours					

  

		Contractor Authorized Signature:		_____
		Typed/Printed name		_____

**- 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

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

**VENDOR RENEWAL EVALUATION FORM (CONTINUED)**

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

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

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 1 training and the contractor have provided documentation of their training and PPE.	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 1 Administrator of any incidents or accidents Involving their employees while on site.	2	3	4	5	
11.	Contractor has all proper tools and equipment 1 to perform the work required in this contract.	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 shifts.	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

Quality of workmanship.

**Standard Instructions to 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 PeriscopeSG2. Refer to the [Purchasing Division website](#) or contact PeriscopeSG2 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. Additionally, all Vendors are required to disclose to the County all “material” cases filed, pending, or resolved against any principal of Vendor, regardless of whether the principal was associated with Vendor at the time of the “material” cases against the principal, during the last three (3) years prior to the solicitation response. 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 fraud, 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 in the **Litigation History Form**. Additionally, the Vendor shall provide a copy of any judgment or settlement of any material case during the last three (3) years prior to the solicitation response. Redactions of any confidential portions of the settlement agreement are only permitted upon a certification by Vendor that all redactions are required under the express terms of a pre-existing confidentiality agreement or provision.
- 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 required to disclose to the County any and all cases(s) that exist between the County and any of the Vendor’s subcontractors/subconsultants proposed to work on this project during the last five (5) years prior to the solicitation response.
- f. Failure to disclose any material case, including all requested information in connection with each such case, as well as failure to disclose the Vendor’s subcontractors/subconsultants litigation history against the County, 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.If tax returns are submitted, ensure it does not include any personal information (as defined under Florida Statutes Section 501.171, Florida Statutes), such as social security numbers, bank account or credit card numbers, or any personal pin numbers. If any personal information data is part of financial statements, redact information prior to submitting a response the County.
- 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.

#### **A. 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.

**B. 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.

**C. 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 Director of Purchasing may recommend to the Evaluation Committee to short list the most qualified firms prior to the Final Evaluation.
  - b. The Evaluation Criteria identifies points available; a total of 100 points is available.
  - c. If the Evaluation Criteria includes a request for pricing, the total points awarded for price is determined by applying the following formula:  
(Lowest Proposed Price/Vendor's Price) x (Maximum Number of Points for Price)  
= Price Score.
  - d. 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.

#### **D. 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. In accordance with Section 286.0113 of the Florida Statutes and pursuant to the direction of the Broward County Board of Commissioners, demonstrations are closed to only the vendor team and County staff.

#### **E. Presentations**

Vendors that are found to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable) 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. In accordance with Section 286.0113 of the Florida Statutes and the direction of the Broward County Board of Commissioners, presentations during Selection or Evaluation Committee Meetings are closed. Only the Selection or Evaluation Committee members, County staff and the vendor and their team scheduled for that presentation will be present in the Meeting Room during the presentation and subsequent question and answer period.

#### **F. 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.

#### **G. 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](#).

#### **H. 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 Vendor representative 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 Vendor participation via teleconference. Only Vendors that are found to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable) are requested to participate in a final (or presentation) Selection or Evaluation committee meeting.

## **I. Vendor Questions**

The County provides a specified time for Vendors to ask questions and seek clarification regarding solicitation requirements. All questions or clarification inquire must be submitted through PeriscopeSG2 by the date and time referenced in the solicitation document (including any addenda). The County will respond to questions via Bid Sync.

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

1. Broward County is a public agency subject to Chapter 119, Florida Statutes. Upon receipt, all submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Submittals may be posted on the County's public website or included in a public records request response unless there is a declaration of "confidentiality" pursuant to the public records law and in accordance with the procedures in this section.
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. Any materials that the Vendor claims to be confidential and exempt from public records must be marked and separated from the submittal. If the Vendor does not comply with these instructions, the Vendor's claim for confidentiality will be deemed as 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.

## **K. Copyrighted Materials**

Copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Submission of copyrighted material in response to any solicitation will constitute a license and permission for the County to make copies (including electronic copies) as reasonably necessary for the use by County staff and agents, as well as to make the materials available for inspection or production pursuant to Public Records Law, Chapter 119, Florida Statutes.

## **L. 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.

## **M. Local Preference**

The following local preference provisions shall apply except where otherwise prohibited by federal or state law or other funding source restrictions.

For all competitive solicitations in which objective factors used to evaluate the responses from vendors are assigned point totals:

- a. Five percent (5%) of the available points (for example, five points of a total 100 points) shall be awarded to each locally based business and to each joint venture composed solely of locally based businesses, as applicable.
- b. Three percent (3%) of the available points shall be awarded to each locally based subsidiary and to each joint venture that is composed solely of locally based subsidiaries, as applicable; and
- c. For any other joint venture, points shall be awarded based upon the respective proportion of locally based businesses' and locally based subsidiaries' equity interests in the joint venture.

If, upon the completion of final rankings (technical and price combined, if applicable) by the evaluation committee, a nonlocal vendor is the highest ranked vendor and one or more Local Businesses (as defined by Section 1-74 of the Broward County Code of Ordinances) are within five percent (5%) of the total points obtained by the nonlocal vendor, the highest ranked Local Business shall be deemed to be the highest ranked vendor overall, and the County shall proceed to negotiations with that vendor. If impasse is reached, the County shall next proceed to negotiations with the next highest ranked Local Business that was within five percent (5%) of the total points obtained by the nonlocal vendor, if any.

Refer to Section 1-75 of the Broward County Local Preference Ordinance and the **Location Certification Form** for further information.

#### **N. 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.

- a. Location Certification Form.
- b. Domestic Partnership Act Certification (Requirement and Tiebreaker).
- c. Tiebreaker Criteria Form: Volume of Work Over Five Years

#### **O. 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.

#### **P. 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 a Vendor.

#### **Q. 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 that 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. 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.

<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.

#### **R. 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 stood 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.

#### **S. 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.

#### **T. 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. In accordance with Section 286.0113 of the Florida Statutes and the direction of the Broward County Board of Commissioners, negotiations resulting from Selection or Evaluation Committee Meetings are closed. Only County staff and the selected vendor and their team will be present during negotiations.

**U. Submittal Instructions:**

1. Broward County does not require any personal information (as defined under Section 501.171, Florida Statutes), such as social security numbers, driver license numbers, passport, military ID, bank account or credit card numbers, or any personal pin numbers, in order to submit a response for ANY Broward County solicitation. DO NOT INCLUDE any personal information data in any document submitted to the County. If any personal information data is part of a submittal, this information must be redacted prior to submitting a response to the County.
2. Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in order for the County to receive a valid response through PeriscopeSG2. It is the Vendor's sole responsibility to assure its response is submitted and received through PeriscopeSG2 by the date and time specified in the solicitation.
3. 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 PersicopeSG2, immediately notify the Purchasing Agent and then contact PersicopeSG2 for technical assistance.
4. Vendor must view, submit, and/or accept each of the documents in PeriscopeSG2. Web-fillable forms can be filled out and submitted through PerscopeSG2.
5. After all documents are viewed, submitted, and/or accepted in PerscopeSG2, the Vendor must upload additional information requested by the solicitation (i.e. Evaluation Criteria and Financial Statements) in the Item Response Form in PerscopeSG2, under line one (regardless if pricing requested).
6. Vendor should upload responses to Evaluation Criteria in Microsoft Word or Excel format.
7. 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.
8. After all files are uploaded, Vendor must submit and CONFIRM its offer (by entering password) for offer to be received through PerscopeSG2.
9. 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**  
**Janitorial Services, 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. Vendors should organize their proposal in the same order as the **Evaluation Criteria Response Form**.

**Evaluation Criteria Scoring:** Vendors are notified that each Agreement (Nos. 1 through 14) will be evaluated and scored individually. All responsive/responsible Vendors who submit proposals for multiple Agreements will receive separate scoring for each Agreement.

**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 determining responsiveness:

**1. PeriscopeSG2 Item Response Form:**

1.1 Please refer to the **PeriscopeSG2 Item Response Form**. Price Sheets **must** be completed via **PeriscopeSG2 Item Response Form** and submitted at time of solicitation due date to be responsive to solicitation pricing requirements.

1.2 Vendors **must** submit pricing on the **PeriscopeSG2 Item Response Form**. It is the Vendor's sole responsibility to assure its pricing is submitted and received electronically through PeriscopeSG2 by the date and time specified in the solicitation. The County will not consider pricing received by other means. Pricing submitted electronically on the **PeriscopeSG2 Item Response Form** is a matter of **responsiveness**. Failure to complete and electronically submit pricing on the **PeriscopeSG2 Item Response Form** shall determine the Vendor to be **nonresponsive** to the solicitation pricing requirements.

1.3 The total points awarded for price for each Agreement of locations Vendor is proposing will be based on the Vendor's proposed not-to-exceed two (2) year grand total entered in the **Item Response Form** for the initial two (2) term submitted electronically on the **PeriscopeSG2 Item Response Form**.

1.4 Vendors are informed that their proposed not-to-exceed price is being used for scoring purposes, and remains subject to negotiation, which may result in a reduction from their proposed pricing. Vendors are provided advance disclosure of the County's intent to use payment terms which will ensure Vendor accountability, on a task-, sub task-, or deliverable- basis which may include hourly billing methods. Vendors are notified that payment terms may include retainage requirements. Deliverables will require acceptance by County prior to any contingent payment amounts.

**2. Price Sheet(s):**

2.1 Vendor **must** submit its completed **Price Sheets** electronically through PeriscopeSG2 by the date and time specified in the solicitation. This is a matter of **responsiveness**. Failure to complete and electronically submit the **Price Sheets** shall determine the Vendor to be **nonresponsive** to the solicitation pricing requirements.

**SPECIAL INSTRUCTIONS TO VENDORS**  
**Janitorial Services, County Facilities**

**2.2 Download Instructions:**

- 2.2.1 When viewing the solicitation in PeriscopeSG2, select the “Documents” tab.
- 2.2.2 Check the box next to “**Price Sheets – BLD2121632P1.**”
- 2.2.3 Elect the download button next to “**Price Sheets – BLD2121632P1.**”
- 2.2.4 Save as a fillable form (e.g., Adobe Acrobat Document or Adobe PDF File)

**2.3 Pricing Review (post end date and time specified in the solicitation):**

If there is a discrepancy between the PeriscopeSG2 Item Response Form and the Price Worksheets, the Vendor shall be held to the price proposed per PeriscopeSG2 Item Response Form.

2.4 If a discrepancy (per County or Vendor) between the Periscope SG2 **Item Response Form** and the **Price Sheets** is identified and a Vendor requires a change to its PeriscopeSG2 **Item Response Form**, that Vendor shall be determined **nonresponsive** to the solicitation pricing requirements.

**2.5 Pricing Submission:**

In submitting the PeriscopeSG2 **Item Response Form** and the **Price Sheets**, the proposal **must** be completed in the following manner:

- 2.5.1 If it is the intent of the Vendor to perform or provide any services or commodities at no cost to the County, then \$0.00 (zero) dollars **must** be referenced in the unit price field.
- 2.5.2 Vendor’s proposed price should not be bundled or included in another line item unless specifically directed to do so.
- 2.5.3 No field(s) shall be left blank on the PeriscopeSG2 **Item Response Form** and or the **Price Sheets**.
- 2.5.4 No condition, caveat, or exception on price(s) shall be submitted.
- 2.5.5 No tier pricing shall be submitted.
- 2.5.6 **Non-adherence to the above may be cause for the County to deem your proposal nonresponsive.**
- 2.5.7 **Please do not use “N/A”, “—” or any other symbols. 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.**
- 2.5.8 Vendors may propose on one or more Agreements. However, in order for a Vendor to be considered responsive to an Agreement, the Vendor shall be required to propose on all locations within the Agreement. In the event more than one Agreement is awarded to a Vendor, the County reserves the right to award one contract to that Vendor for those Agreements.” .

**2.6 Domestic Partnership Act Requirement:**

This solicitation requires that the Vendor comply with the 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.

**SPECIAL INSTRUCTIONS TO VENDORS**  
**Janitorial Services, County Facilities**

**2.7 Living Wage Requirements:**

This solicitation requires that the Vendor complies 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. The Broward County Board of County Commissioners approved the increase to \$13.61 per hour with qualifying health benefits amounting to at least \$3.44 per hour effective January 1, 2021 or \$17.05 per hour without health benefits.

**B. Additional Responsibility 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 responsibility:

1. **Office of Economic and Small Business Development Program (OESBD) Requirements:** This solicitation is reserved for Broward County certified County Business Enterprises (“CBE”) and Small Business Enterprises (“SBE”). CBEs and non-CBEs may respond to Agreements designated as CBE Reserves (Agreement Nos. 1-5 and 12-14). Refer to the Office of Economic and Small Business Development Requirements section for requirements pertaining to CBEs and SBEs. Only SBEs may respond to Agreements designated as SBE Reserves (Agreement Nos. 6-11). Please refer to Sections 1-81.3 and 1-81.4 of the Broward County Code Ordinances for additional information and requirements pertaining to CBEs and SBEs.

2. **Workforce Investment Program:**

This solicitation requires the Vendor to comply with the Workforce Investment Program. Vendors must follow the instructions included in the **Workforce Investment Program Requirements** section and submit form as instructed.

**C. Standard Agreement Language Requirements:**

Please refer to the **Standard Instructions for Vendors**. Vendors are to review the terms and conditions which are applicable to this solicitation. If exceptions are taken, the Vendor **must** specifically identify same on the **Agreement Exception Form** and submit as instructed.

The Project Specific Agreement terms and conditions for this solicitation can be located at the following hyperlink, under "Project Specific" Agreements as Referenced by Solicitation Number, RFP No. BLD2121632P1, Janitorial Services – Facilities Locations:

[https://www.broward.org/Purchasing/Pages/StandardTerms\\_copy%281%29.aspx](https://www.broward.org/Purchasing/Pages/StandardTerms_copy%281%29.aspx)

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

**D. Demonstrations:**

Not applicable to this solicitation.

**E. Presentations:**

Applies to this solicitation. Refer to **Standard Instructions to Vendors** for additional information and requirements.

**F. Procurement Authority:**

Pursuant to Section 21.32, Competitive Sealed Proposals, of the Broward County Procurement Code, any procurement by competitive sealed proposals that has an anticipated total value of more than \$500,000 must be approved by the Board prior to advertisement.

**SPECIAL INSTRUCTIONS TO VENDORS**  
**Janitorial Services, County Facilities**

**G. Project Funding Source:**

This project is funded in whole or in part by Broward County funds.

**H. Project Schedule:**

Initial Shortlisting or Evaluation Meeting (Sunshine Meeting): **To Be Determined**

Final Evaluation Meeting (Sunshine Meeting): **To Be Determine.**

Check this website for any changes to the above tentative schedule for Sunshine Meetings:

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

**I. Project Manager Information:**

Project Manager Name and Title: Angie Salinas, Contract Grant Administrator Senior

Email: [Asalinas@broward.org](mailto:Asalinas@broward.org)

**J. Additional Requirements:**

1. Minimum Qualifications:

1.1 Respondent should have a minimum of three (3) years continuous and satisfactory experience as a contractor in providing janitorial services in a heavily populated facility.

1.2 Respondent should demonstrate experience in managing employee's access control and security credentialing.

2. Janitorial Living Wage Rate Price Sheets:

Vendor should provide completed **Living Wage Rate Price Sheets Attachment at The Time of Response Submittal**. All lines shall be priced per unit. If not included with the response submittal at the time of the solicitation opening deadline, the Vendor is required to provide within 3 business days of County's request.

3. Negotiations:

Standard Instructions to Vendors, Section V is amended add:

**County reserves the right to request during negotiations a breakdown of monthly prices and/or annual price in the solicitation or any proposals offered for janitorial services, which shall include but are not limited to all pricing elements such as labor (including but not limited to, numbers of daily positions, hours per position, raw rates per position, and all elements of labor burdens), materials, profit and overhead, as well as relevant documentation to support any included expenses or other amounts.**

**K. Living Wage Ordinance Requirements:** Section D. is here by deleted in its entirety.

**End of Section**

**JANITORIAL SERVICES – FACILITIES MANAGEMENT DIVISION  
FACILITIES LOCATIONS**

**WAGE RATES  
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE  
JANUARY 1, 2021 THRU DECEMBER 31, 2021)**

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

The completed form should be submitted with the solicitation response prior to the solicitation closing date. If not included with the solicitation response, the proposer is required to provide within three business days of County's request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.

**The hourly rate must be entered for all personnel positions in accordance with Special Instructions to Vendors, Section J.2. If additional personnel positions are proposed to perform the work, provide information in the applicable sections of this form.**

**The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.**

**NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.**

**PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)**

<u>DESCRIPTION</u>	<u>UNIT</u>	<u>(HOURLY RATE (UNBURDENED))</u>
Project Manager or Equivalent	Hour	\$ _____
Assistant Project Manager or Equivalent	Hour	\$ _____
Quality Control Manager or Equivalent	Hour	\$ _____
Shift Supervisor or Equivalent	Hour	\$ _____
Team Leader/Supervisor or Equivalent	Hour	\$ _____
Janitorial Worker or Equivalent	Hour	\$ _____
	Hour	\$ _____
	Hour	\$ _____

**Vendor Name** \_\_\_\_\_

**JANITORIAL SERVICES – FACILITIES MANAGEMENT DIVISION  
FACILITIES LOCATIONS**

**WAGE RATES  
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE  
JANUARY 1, 2022 THRU DECEMBER 31, 2022)**

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

The completed form should be submitted with the solicitation response prior to the solicitation closing date. If not included with the solicitation response, the proposer is required to provide within three business days of County’s request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.

**The hourly rate must be entered for all personnel positions in accordance with Special Instructions to Vendors, Section J.2. If additional personnel positions are proposed to perform the work, provide information in the applicable sections of this form.**

**The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.**

**NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.**

**PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)**

<u>DESCRIPTION</u>	<u>UNIT</u>	<u>(HOURLY RATE (UNBURDENED))</u>
Project Manager or Equivalent	Hour	\$ _____
Assistant Project Manager or Equivalent	Hour	\$ _____
Quality Control Manager or Equivalent	Hour	\$ _____
Shift Supervisor or Equivalent	Hour	\$ _____
Team Leader/Supervisor or Equivalent	Hour	\$ _____
Janitorial Worker or Equivalent	Hour	\$ _____
	Hour	\$ _____
	Hour	\$ _____

**Vendor Name** \_\_\_\_\_

**JANITORIAL SERVICES – FACILITIES MANAMGEMENT DIVISION  
FACILITIES LOCATIONS**

**WAGE RATES  
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE  
JANUARY 1, 2023 THRU DECEMBER 31, 2023)**

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

The completed form should be submitted with the solicitation response prior to the solicitation closing date. If not included with the solicitation response, the proposer is required to provide within three business days of County’s request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.

**The hourly rate must be entered for all personnel positions in accordance with Special Instructions to Vendors, Section J.2. If additional personnel positions are proposed to perform the work, provide information in the applicable sections of this form.**

**The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.**

**NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.**

**PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)**

<u>DESCRIPTION</u>	<u>UNIT</u>	<u>(HOURLY RATE UNBURDENED)</u>
Project Manager or Equivalent	Hour	\$ _____
Assistant Project Manager or Equivalent	Hour	\$ _____
Quality Control Manager or Equivalent	Hour	\$ _____
Shift Supervisor or Equivalent	Hour	\$ _____
Team Leader/Supervisor or Equivalent	Hour	\$ _____
Janitorial Worker or Equivalent	Hour	\$ _____
_____	Hour	\$ _____
_____	Hour	\$ _____

**Vendor Name** \_\_\_\_\_

## Janitorial Services - Price Sheets - Branch Libraries - Agreement 1 (CBE Reserve)

Item No.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total		
				Unit Price	Annual	Unit Price	Annual			
1	AFRICAN AMR. LIB. CULTURAL CT. 2680 N.W 6TH STREET FT. LAUDERDALE, FL. 33311	12	Basic Cleaning		\$ -		\$ -	\$ -		
		12	Restrooms		\$ -		\$ -	\$ -		
		12	Floors		\$ -		\$ -	\$ -		
		12	Porter (373Hrs./Month)		\$ -		\$ -	\$ -		
		4	Pressure Cleaning		\$ -		\$ -	\$ -		
		1	Windows		\$ -		\$ -	\$ -		
		1	Air Quality		\$ -		\$ -	\$ -		
		12	Cleaning Supplies		\$ -		\$ -	\$ -		
		12	Paper Products		\$ -		\$ -	\$ -		
			Carpet Cleaning - Sg. Ft. Deep					\$ -		
			Electrostatic Sg. Ft. Disinfection					\$ -		
			<b>Total</b>			\$ -		\$ -	\$ -	
		2	BEACH BRANCH 221 POMPANO BEACH BLVD POMPANO BEACH, FL 33062	12	Basic Cleaning		\$ -		\$ -	\$ -
				12	Restrooms		\$ -		\$ -	\$ -
12	Floors				\$ -		\$ -	\$ -		
4	Pressure Cleaning				\$ -		\$ -	\$ -		
1	Windows				\$ -		\$ -	\$ -		
1	Air Quality				\$ -		\$ -	\$ -		
12	Cleaning Supplies				\$ -		\$ -	\$ -		
12	Paper Products				\$ -		\$ -	\$ -		
	Carpet Cleaning - Sg. Ft. Deep							\$ -		
	Electrostatic Sg. Ft. Disinfection							\$ -		
	<b>Total</b>					\$ -		\$ -	\$ -	
3	TYRONE BRYANT BRANCH 2230 N.W 21ST AVENUE FORT LAUDERDALE, FL 33311			12	Basic Cleaning		\$ -		\$ -	\$ -
				12	Restrooms		\$ -		\$ -	\$ -
				12	Floors		\$ -		\$ -	\$ -
		4	Pressure Cleaning		\$ -		\$ -	\$ -		
		1	Windows		\$ -		\$ -	\$ -		
		1	Air Quality		\$ -		\$ -	\$ -		
		12	Cleaning Supplies		\$ -		\$ -	\$ -		
		12	Paper Products		\$ -		\$ -	\$ -		
			Carpet Cleaning - Sg. Ft. Deep					\$ -		
			Electrostatic Sg. Ft. Disinfection					\$ -		
			<b>Total</b>			\$ -		\$ -	\$ -	

## Janitorial Services - Price Sheets - Branch Libraries - Agreement 1 (CBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total	
				Unit Price	Annual	Unit Price	Annual	Total	
4	FT. LAUDERDALE BRANCH 1300 E. SUNRISE BLVD FORT LAUDERDALE, FL33304	12	Basic Cleaning		\$ -		\$ -	\$ -	
		12	Restrooms		\$ -		\$ -	\$ -	
		12	Floors		\$ -		\$ -	\$ -	
		4	Pressure Cleaning		\$ -		\$ -	\$ -	
		1	Windows		\$ -		\$ -	\$ -	
		1	Air Quality		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
		Sq. Ft.	Carpet Cleaning - Deep						\$ -
		Sq. Ft.	Electrostatic Disinfection						\$ -
		Total					\$ -		\$ -
5	J M COLLIER CITY BRANCH 2800 N.W 9TH COURT POMPANO BEACH, FL 33069	12	Basic Cleaning		\$ -		\$ -	\$ -	
		12	Restrooms		\$ -		\$ -	\$ -	
		12	Floors		\$ -		\$ -	\$ -	
		4	Pressure Cleaning		\$ -		\$ -	\$ -	
		1	Windows		\$ -		\$ -	\$ -	
		1	Air Quality		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
		Sq. Ft.	Carpet Cleaning - Deep						\$ -
		Sq. Ft.	Electrostatic Disinfection						\$ -
		Total					\$ -		\$ -
6	CENTURY PLAZA BRANCH 1856A W. HILLSBORO BLVD DEERFIELD BEACH, FL 33442	12	Basic Cleaning		\$ -		\$ -	\$ -	
		12	Restrooms		\$ -		\$ -	\$ -	
		12	Floors		\$ -		\$ -	\$ -	
		4	Pressure Cleaning		\$ -		\$ -	\$ -	
		1	Windows		\$ -		\$ -	\$ -	
		1	Air Quality		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
		Sq. Ft.	Carpet Cleaning - Deep						\$ -
		Sq. Ft.	Electrostatic Disinfection						\$ -
		Total					\$ -		\$ -

## Janitorial Services - Price Sheets - Branch Libraries - Agreement 1 (CBE Reserve)

<b>7</b> <b>CARVER RANCHES BRANCH</b> 4735 SW 18TH STREET HOLLYWOOD, FL 33023	12	Basic Cleaning		\$ -		\$ -	\$ -	
	12	Restrooms		\$ -		\$ -	\$ -	
	12	Floors		\$ -		\$ -	\$ -	
	4	Pressure Cleaning		\$ -		\$ -	\$ -	
	1	Windows		\$ -		\$ -	\$ -	
	1	Air Quality		\$ -		\$ -	\$ -	
	12	Cleaning Supplies		\$ -		\$ -	\$ -	
	12	Paper Products		\$ -		\$ -	\$ -	
	Sq. Ft.	Carpet Cleaning - Deep					\$ -	
	Sq. Ft.	Electrostatic Disinfection					\$ -	
	Total				\$ -		\$ -	\$ -
	<b>8</b> <b>DANIA BRANCH</b> 225 EAST DANIA BEACH BLVD DANIA, FL 33004	12	Basic Cleaning		\$ -		\$ -	\$ -
12		Restrooms		\$ -		\$ -	\$ -	
12		Floors		\$ -		\$ -	\$ -	
4		Pressure Cleaning		\$ -		\$ -	\$ -	
1		Windows		\$ -		\$ -	\$ -	
1		Air Quality		\$ -		\$ -	\$ -	
12		Cleaning Supplies		\$ -		\$ -	\$ -	
12		Paper Products		\$ -		\$ -	\$ -	
Sq. Ft.		Carpet Cleaning - Deep					\$ -	
Sq. Ft.		Electrostatic Disinfection					\$ -	
Total				\$ -		\$ -	\$ -	
ITEM NO.		<u>FACILITY LOCATION</u>	Annual Frequency	Annual Process	Year 1		Year 2	
				Unit Price	Annual	Unit Price	Annual	
<b>9</b> <b>DEERFIELD BEACH BRANCH</b> 837 E. HILLSBORO BOULEVARD DEERFIELD BEACH, FL 33441		12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		4	Pressure Cleaning		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		Sq. Ft.	Carpet Cleaning - Deep					\$ -
		Sq. Ft.	Electrostatic Disinfection					\$ -
	Total				\$ -		\$ -	\$ -

## Janitorial Services - Price Sheets - Branch Libraries - Agreement 1 (CBE Reserve)

<b>10 DAVIE COOPER CITY</b> 4600 S.W 82ND AVE DAVIE FL, 33328	12	Basic Cleaning	\$ -	\$ -	\$ -	
	12	Restrooms	\$ -	\$ -	\$ -	
	12	Floors	\$ -	\$ -	\$ -	
	4	Pressure Cleaning	\$ -	\$ -	\$ -	
	1	Windows	\$ -	\$ -	\$ -	
	1	Air Quality	\$ -	\$ -	\$ -	
	12	Cleaning Supplies	\$ -	\$ -	\$ -	
	12	Paper Products	\$ -	\$ -	\$ -	
	Sq. Ft.	Carpet Cleaning - Deep			\$ -	
	Sq. Ft.	Electrostatic Disinfection			\$ -	
	Total			\$ -	\$ -	\$ -
	<b>11 GALT OCEAN MILE CENTER</b> 3403 GALT OCEAN MILE FORT LAUDERDALE, FL 33308	12	Basic Cleaning	\$ -	\$ -	\$ -
12		Restrooms	\$ -	\$ -	\$ -	
12		Floors	\$ -	\$ -	\$ -	
4		Pressure Cleaning	\$ -	\$ -	\$ -	
1		Windows	\$ -	\$ -	\$ -	
1		Air Quality	\$ -	\$ -	\$ -	
12		Cleaning Supplies	\$ -	\$ -	\$ -	
12		Paper Products	\$ -	\$ -	\$ -	
Sq. Ft.		Carpet Cleaning - Deep			\$ -	
Sq. Ft.		Electrostatic Disinfection			\$ -	
Total			\$ -	\$ -	\$ -	
<b>12 HOLLYWOOD BEACH CENTER</b> 1301 S. OCEAN DRIVE HOLLYWOOD, FL 33019		12	Basic Cleaning	\$ -	\$ -	\$ -
	12	Restrooms	\$ -	\$ -	\$ -	
	12	Floors	\$ -	\$ -	\$ -	
	4	Pressure Cleaning	\$ -	\$ -	\$ -	
	1	Windows	\$ -	\$ -	\$ -	
	1	Air Quality	\$ -	\$ -	\$ -	
	12	Cleaning Supplies	\$ -	\$ -	\$ -	
	12	Paper Products	\$ -	\$ -	\$ -	
	Sq. Ft.	Carpet Cleaning - Deep			\$ -	
	Sq. Ft.	Electrostatic Disinfection			\$ -	
	Total			\$ -	\$ -	\$ -

## Janitorial Services - Price Sheets - Branch Libraries - Agreement 1 (CBE Reserve)

ITEM NO.	<u>FACILITY LOCATION</u>	Annual Frequency	Annual Process	Unit Price	Annual	Unit Price	Annual	Two Year Total		
13	HALLANDALE BEACH BRANCH 300 S. FEDERAL HIGHWAY HALLANDALE, FL 33009	12	Basic Cleaning		\$ -		\$ -	\$ -		
		12	Restrooms		\$ -		\$ -	\$ -		
		12	Floors		\$ -		\$ -	\$ -		
		4	Pressure Cleaning		\$ -		\$ -	\$ -		
		1	Windows		\$ -		\$ -	\$ -		
		1	Air Quality		\$ -		\$ -	\$ -		
		12	Cleaning Supplies		\$ -		\$ -	\$ -		
		12	Paper Products		\$ -		\$ -	\$ -		
		Sq. Ft.	Carpet Cleaning - Deep					\$ -		
		Sq. Ft.	Electrostatic Disinfection					\$ -		
		Total					\$ -		\$ -	\$ -
		14	HOLLYWOOD LIBRARY 2600 Hollywood Blvd Hollywood, FL 33020	12	Basic Cleaning		\$ -		\$ -	\$ -
12	Restrooms				\$ -		\$ -	\$ -		
12	Floors				\$ -		\$ -	\$ -		
4	Pressure Cleaning				\$ -		\$ -	\$ -		
1	Windows				\$ -		\$ -	\$ -		
1	Air Quality				\$ -		\$ -	\$ -		
12	Cleaning Supplies				\$ -		\$ -	\$ -		
12	Paper Products				\$ -		\$ -	\$ -		
Sq. Ft.	Carpet Cleaning - Deep							\$ -		
Sq. Ft.	Electrostatic Disinfection							\$ -		
Total					\$ -		\$ -	\$ -		
15	IMPERIAL POINT BRANCH 5985 N FEDERAL HIGHWAY FORT LAUDERDALE, FL 33308			12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -		
		12	Floors		\$ -		\$ -	\$ -		
		4	Pressure Cleaning		\$ -		\$ -	\$ -		
		1	Windows		\$ -		\$ -	\$ -		
		1	Air Quality		\$ -		\$ -	\$ -		
		12	Cleaning Supplies		\$ -		\$ -	\$ -		
		12	Paper Products		\$ -		\$ -	\$ -		
		Sq. Ft.	Carpet Cleaning - Deep					\$ -		
		Sq. Ft.	Electrostatic Disinfection					\$ -		
		Total					\$ -		\$ -	\$ -

## Janitorial Services - Price Sheets - Branch Libraries - Agreement 1 (CBE Reserve)

16	LAUDERHILL TOWN CENTER 6399 West Oakland Park Blvd LAUDERHILL, FL 33313	12	Basic Cleaning		\$ -		\$ -	\$ -	
		12	Restrooms		\$ -		\$ -	\$ -	
		12	Floors		\$ -		\$ -	\$ -	
		4	Pressure Cleaning		\$ -		\$ -	\$ -	
		1	Windows		\$ -		\$ -	\$ -	
		1	Air Quality		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
			Carpet Cleaning - Deep	Sq. Ft.				\$ -	
			Electrostatic Disinfection	Sq. Ft.				\$ -	
		Total				\$ -		\$ -	\$ -
		ITEM NO.	<u>FACILITY LOCATION</u>	Annual Frequency	Annual Process	Year 1		Year 2	
				Unit Price	Annual	Unit Price	Annual		
17	LAUDERDALE LAKES BRANCH 3521 NW 43RD AVE LAUDERDALE LAKES, FL 33319	12	Basic Cleaning		\$ -		\$ -	\$ -	
		12	Restrooms		\$ -		\$ -	\$ -	
		12	Floors		\$ -		\$ -	\$ -	
		4	Pressure Cleaning		\$ -		\$ -	\$ -	
		1	Windows		\$ -		\$ -	\$ -	
		1	Air Quality		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
			Carpet Cleaning - Deep	Sq. Ft.				\$ -	
			Electrostatic Disinfection	Sq. Ft.				\$ -	
		Total				\$ -		\$ -	\$ -
		18	MIRAMAR BRANCH - EDUCATION CENTER 2050 CIVIC CENTER PLACE MIRAMAR, FL 33025	12	Basic Cleaning		\$ -		\$ -
12	Restrooms				\$ -		\$ -	\$ -	
12	Floors				\$ -		\$ -	\$ -	
4	Pressure Cleaning				\$ -		\$ -	\$ -	
1	Windows				\$ -		\$ -	\$ -	
1	Air Quality				\$ -		\$ -	\$ -	
12	Cleaning Supplies				\$ -		\$ -	\$ -	
12	Paper Products				\$ -		\$ -	\$ -	
	Carpet Cleaning - Deep			Sq. Ft.				\$ -	
	Electrostatic Disinfection			Sq. Ft.				\$ -	
Total						\$ -		\$ -	\$ -

## Janitorial Services - Price Sheets - Branch Libraries - Agreement 1 (CBE Reserve)

<b>19</b> <b>MARGATE BRANCH</b>  5810 PARK DRIVE MARGATE, FL 33063	12	Basic Cleaning	\$ -	\$ -	\$ -			
	12	Restrooms	\$ -	\$ -	\$ -			
	12	Floors	\$ -	\$ -	\$ -			
	4	Pressure Cleaning	\$ -	\$ -	\$ -			
	1	Windows	\$ -	\$ -	\$ -			
	1	Air Quality	\$ -	\$ -	\$ -			
	12	Cleaning Supplies	\$ -	\$ -	\$ -			
	12	Paper Products	\$ -	\$ -	\$ -			
	Sq. Ft.	Carpet Cleaning - Deep			\$ -			
	Sq. Ft.	Electrostatic Disinfection			\$ -			
	Total			\$ -	\$ -	\$ -		
	<b>20</b> <b>NORTH LAUDERDALE BRANCH</b>  6901 Kimberly Blvd. N. LAUDERDALE, FL 33068	12	Basic Cleaning	\$ -	\$ -	\$ -		
12		Restrooms	\$ -	\$ -	\$ -			
12		Floors	\$ -	\$ -	\$ -			
4		Pressure Cleaning	\$ -	\$ -	\$ -			
1		Windows	\$ -	\$ -	\$ -			
1		Air Quality	\$ -	\$ -	\$ -			
12		Cleaning Supplies	\$ -	\$ -	\$ -			
12		Paper Products	\$ -	\$ -	\$ -			
Sq. Ft.		Carpet Cleaning - Deep			\$ -			
Sq. Ft.		Electrostatic Disinfection			\$ -			
Total			\$ -	\$ -	\$ -			
<b>ITEM NO.</b>		<b><u>FACILITY LOCATION</u></b>	<b>Annual Frequency</b>	<b>Annual Process</b>	<b>Year 1</b>		<b>Year 2</b>	
				<b>Unit Price</b>	<b>Annual</b>	<b>Unit Price</b>	<b>Annual</b>	
<b>21</b> <b>NORTHWEST REGIONAL LIBRARY</b>  3151 UNIVERSITY DRIVE CORAL SPRINGS, FL 33065		12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		12	Porter (238Hrs./Month)		\$ -		\$ -	\$ -
		4	Pressure Cleaning		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		Sq. Ft.	Carpet Cleaning - Deep					\$ -
		Sq. Ft.	Electrostatic Disinfection					\$ -
	Total					\$ -		\$ -

## Janitorial Services - Price Sheets - Branch Libraries - Agreement 1 (CBE Reserve)

<b>22 NORTH WEST BRANCH</b> 1580 N.W 3RD AVENUE POMPANO BEACH, FL 33060	12	Basic Cleaning	\$ -	\$ -	\$ -	
	12	Restrooms	\$ -	\$ -	\$ -	
	12	Floors	\$ -	\$ -	\$ -	
	4	Pressure Cleaning	\$ -	\$ -	\$ -	
	1	Windows	\$ -	\$ -	\$ -	
	1	Air Quality	\$ -	\$ -	\$ -	
	12	Cleaning Supplies	\$ -	\$ -	\$ -	
	12	Paper Products	\$ -	\$ -	\$ -	
	Sq. Ft.	Carpet Cleaning - Deep			\$ -	
	Sq. Ft.	Electrostatic Disinfection			\$ -	
	Total			\$ -	\$ -	\$ -
	<b>23 POMPANO BEACH BRANCH</b> 1213 E. ATLANTIC BOULEVARD POMPANO BEACH, FL 33069	12	Basic Cleaning	\$ -	\$ -	\$ -
12		Restrooms	\$ -	\$ -	\$ -	
12		Floors	\$ -	\$ -	\$ -	
4		Pressure Cleaning	\$ -	\$ -	\$ -	
1		Windows	\$ -	\$ -	\$ -	
1		Air Quality	\$ -	\$ -	\$ -	
12		Cleaning Supplies	\$ -	\$ -	\$ -	
12		Paper Products	\$ -	\$ -	\$ -	
Sq. Ft.		Carpet Cleaning - Deep			\$ -	
Sq. Ft.		Electrostatic Disinfection			\$ -	
Total			\$ -	\$ -	\$ -	
<b>24 RIVERLAND BRANCH</b> 2710 W. DAVIE BLVD FORT LAUDERDALE, FL 33312		12	Basic Cleaning	\$ -	\$ -	\$ -
	12	Restrooms	\$ -	\$ -	\$ -	
	12	Floors	\$ -	\$ -	\$ -	
	4	Pressure Cleaning	\$ -	\$ -	\$ -	
	1	Windows	\$ -	\$ -	\$ -	
	1	Air Quality	\$ -	\$ -	\$ -	
	12	Cleaning Supplies	\$ -	\$ -	\$ -	
	12	Paper Products	\$ -	\$ -	\$ -	
	Sq. Ft.	Carpet Cleaning - Deep			\$ -	
	Sq. Ft.	Electrostatic Disinfection			\$ -	
	Total			\$ -	\$ -	\$ -

## Janitorial Services - Price Sheets - Branch Libraries - Agreement 1 (CBE Reserve)

ITEM NO.	<u>FACILITY LOCATION</u>	Annual Frequency	Annual Process	Unit Price	Annual	Unit Price	Annual	Two Year Total	
25	STIRLING ROAD LIBRARY 3151 Stirling Road Hollywood, Fl. 33020	12	Basic Cleaning		\$ -		\$ -	\$ -	
		12	Restrooms		\$ -		\$ -	\$ -	
		12	Floors		\$ -		\$ -	\$ -	
		4	Pressure Cleaning		\$ -		\$ -	\$ -	
		1	Windows		\$ -		\$ -	\$ -	
		1	Air Quality		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
		Sq. Ft.	Carpet Cleaning - Deep						\$ -
		Sq. Ft.	Electrostatic Disinfection						\$ -
		Total					\$ -		\$ -
26	SUNRISE DAN PEARL 10500 W. OAKLAND PARK BLVD SUNRISE, FL 33351	12	Basic Cleaning		\$ -		\$ -	\$ -	
		12	Restrooms		\$ -		\$ -	\$ -	
		12	Floors		\$ -		\$ -	\$ -	
		4	Pressure Cleaning		\$ -		\$ -	\$ -	
		1	Windows		\$ -		\$ -	\$ -	
		1	Air Quality		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
		Sq. Ft.	Carpet Cleaning - Deep						\$ -
		Sq. Ft.	Electrostatic Disinfection						\$ -
		Total					\$ -		\$ -
27	SOUTHWEST REGIONAL 16835 SHERIDAN STREET PEMBROKE PINES, FL 33331	12	Basic Cleaning		\$ -		\$ -	\$ -	
		12	Restrooms		\$ -		\$ -	\$ -	
		12	Floors		\$ -		\$ -	\$ -	
		12	Porter (152Hrs./Month)		\$ -		\$ -	\$ -	
		4	Pressure Cleaning		\$ -		\$ -	\$ -	
		1	Windows		\$ -		\$ -	\$ -	
		1	Air Quality		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
		Sq. Ft.	Carpet Cleaning - Deep						\$ -
		Sq. Ft.	Electrostatic Disinfection						\$ -
Total					\$ -		\$ -	\$ -	

## Janitorial Services - Price Sheets - Branch Libraries - Agreement 1 (CBE Reserve)

28	TAMARAC BRANCH 8701 W. COMMERCIAL BOULEVARD TAMARAC FL, 33351	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		4	Pressure Cleaning		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
			Carpet Cleaning - Deep	Sq. Ft.				\$ -
			Electrostatic Disinfection	Sq. Ft.				\$ -
		Total					\$ -	
ITEM NO.	<u>FACILITY LOCATION</u>	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
29	WESTON LIBRARY 4205 BONAVENTURE BLVD. Weston, FL 33332	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		12	Porter (115Hrs./Month)		\$ -		\$ -	\$ -
		4	Pressure Cleaning		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
			Carpet Cleaning - Deep	Sq. Ft.				\$ -
			Electrostatic Disinfection	Sq. Ft.				\$ -
Total					\$ -		\$ -	\$ -
30	WEST REGIONAL LIBRARY 8601 W. BROWARD BLVD PLANTATION, FL 33324	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		12	Porter (160Hrs./Month)		\$ -		\$ -	\$ -
		4	Pressure Cleaning		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
			Carpet Cleaning - Deep	Sq. Ft.				\$ -
			Electrostatic Disinfection	Sq. Ft.				\$ -
Total					\$ -		\$ -	\$ -

## Janitorial Services - Price Sheets - Branch Libraries - Agreement 1 (CBE Reserve)

31	YOUNG AT ART - MUSEUM AREA 751 SW 121 AVENUE DAVIE, FL 33325	12	Basic Cleaning		\$ -		\$ -	\$ -	
		12	Restrooms		\$ -		\$ -	\$ -	
		12	Floors		\$ -		\$ -	\$ -	
		12	Porter (243Hrs./Month)		\$ -		\$ -	\$ -	
		4	Pressure Cleaning		\$ -		\$ -	\$ -	
		1	Windows		\$ -		\$ -	\$ -	
		1	Air Quality		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
		Sq. Ft.	Carpet Cleaning - Deep					\$ -	
		Sq. Ft.	Electrostatic Disinfection					\$ -	
				Total		\$ -		\$ -	\$ -
		31	YOUNG AT ART - LIBRARY AREA 751 SW 121 AVENUE DAVIE, FL 33325	12	Basic Cleaning		\$ -		\$ -
12	Restrooms				\$ -		\$ -	\$ -	
12	Floors				\$ -		\$ -	\$ -	
12	Porter (243Hrs./Month)				\$ -		\$ -	\$ -	
4	Pressure Cleaning				\$ -		\$ -	\$ -	
1	Windows				\$ -		\$ -	\$ -	
1	Air Quality				\$ -		\$ -	\$ -	
12	Cleaning Supplies				\$ -		\$ -	\$ -	
12	Paper Products				\$ -		\$ -	\$ -	
Sq. Ft.	Carpet Cleaning - Deep							\$ -	
Sq. Ft.	Electrostatic Disinfection							\$ -	
				Total		\$ -		\$ -	\$ -
				<b>Total (1) - Summary, all sites</b>		\$ -		\$ -	\$ -

## Janitorial Services - Price Sheets - Branch Libraries - Agreement 1 (CBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Unit Price	Annual	Unit Price	Annual	Two Year Total
				Per Hour	Annual	Per Hour	Annual	2 years
				Additional Labor:				
	Project Supervisor		50 hrs.		\$ -		\$ -	\$ -
	Site Supervisor		50 hrs.		\$ -		\$ -	\$ -
	Full Time Service Crew		50 hrs.		\$ -		\$ -	\$ -
	Part Time Service Crew		50 hrs.		\$ -		\$ -	\$ -
	Porter Day/Night		50 hrs.		\$ -		\$ -	\$ -
Emergency Services Labor:								
	Project Supervisor		50 hrs.		\$ -		\$ -	\$ -
	Site Supervisor		50 hrs.		\$ -		\$ -	\$ -
	Full Time Service Crew		50 hrs.		\$ -		\$ -	\$ -
	Part Time Service Crew		50 hrs.		\$ -		\$ -	\$ -
	Porter Day/Night		50 hrs.		\$ -		\$ -	\$ -
	"Pass thru" (Services/Materials)				\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
			<b>Total (2)</b>		\$ 1,000.00	\$ -	\$ 1,000.00	\$ 2,000.00

**Grand Total - Whole Group**  
(Total 1 + Total 2)

	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 2,000.00
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**NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES,  
REGARDLESS OF THE NUMBER OF HOURS WORKED,  
WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.**

<b>YES</b>		Agree to the above statement.
<b>NO</b>		Disagree to the above statement.

NAME OF COMPANY: \_\_\_\_\_

AUTHORIZED PERSON NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

By signing this proposal sheet, your firm is agreeing to the terms and conditions of the invitation for proposal.

All buildings listed in the group must be priced for this proposal sheet to be determined responsive.

AUTHORIZED PERSON TITLE: \_\_\_\_\_

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

**THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED.  
ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.**

## Janitorial Services - Price Sheets - Large Facilities - Group 1 - Agreement 2 (CBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total	
				Unit Price	Annual	Unit Price	Annual		
1	ALCOHOL & DRUG ABUSE (Booher ) 3275 N.W 99TH WAY CORAL SPRINGS FL, 33065	12	Basic Cleaning		\$ -		\$ -	\$ -	
		12	Restrooms		\$ -		\$ -	\$ -	
		12	Floors		\$ -		\$ -	\$ -	
			<b>Porter</b>						
		12	<b>(910Hrs./Month)</b>		\$ -		\$ -	\$ -	
		4	Pressure Cleaning		\$ -		\$ -	\$ -	
		1	Windows		\$ -		\$ -	\$ -	
		1	Air Quality		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
			Carpet Cleaning - Deep	Sq. Ft.					\$ -
			Electrostatic Disinfection	Sq. Ft.					\$ -
			<b>Total</b>			\$ -		\$ -	\$ -
2	Alcohol & Drug Abuse BARC CENTRAL 1011 S.W. 2nd Court  Fort Lauderdale, Fl.33301	12	Basic Cleaning		\$ -		\$ -	\$ -	
		12	Restrooms		\$ -		\$ -	\$ -	
		12	Floors		\$ -		\$ -	\$ -	
			<b>Porter</b>						
		12	<b>(455Hrs./Month)</b>		\$ -		\$ -	\$ -	
		4	Pressure Cleaning		\$ -		\$ -	\$ -	
		1	Windows		\$ -		\$ -	\$ -	
		1	Air Quality		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
			Carpet Cleaning - Deep	Sq. Ft.					\$ -
			Electrostatic Disinfection	Sq. Ft.					\$ -
			<b>Total</b>			\$ -		\$ -	\$ -
3	Alcohol & Drug Abuse EP MILLS CENTER 900 NW 31ST AVENUE  Fort Lauderdale, Fl.33311	12	Basic Cleaning		\$ -		\$ -	\$ -	
		12	Restrooms		\$ -		\$ -	\$ -	
		12	Floors		\$ -		\$ -	\$ -	
			<b>Porter</b>						
		12	<b>(325Hrs./Month)</b>		\$ -		\$ -	\$ -	
		4	Pressure Cleaning		\$ -		\$ -	\$ -	
		1	Windows		\$ -		\$ -	\$ -	
		1	Air Quality		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
			Carpet Cleaning - Deep	Sq. Ft.					\$ -
			Electrostatic Disinfection	Sq. Ft.					\$ -
			<b>Total</b>			\$ -		\$ -	\$ -
<b>Total (1) - Summary, all sites</b>					\$ -		\$ -	\$ -	

**Janitorial Services - Price Sheets - Large Facilities - Group 1 - Agreement 2  
(CBE Reserve)**

		Per Hour	Annual	Per Hour	Annual	2 years
Additional Labor:						
Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
Full Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Part Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Porter Day/Night	<b>16,460 hrs.</b>		\$ -		\$ -	\$ -
Emergency Services Labor:						
Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
Full Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Part Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
"Pass thru" (Services/Materials)			\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
<b>Total (2)</b>			\$ 1,000.00		\$ 1,000.00	\$ 2,000.00

**Grand Total - Whole Group**  
**(Total 1 + Total 2)**

\$ 1,000.00      \$ 1,000.00      \$ 2,000.00

**NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES,  
REGARDLESS OF THE NUMBER OF HOURS WORKED,  
WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.**

<b>YES</b>	Agree to the above statement.
<b>NO</b>	Disagree to the above statement.

**NAME OF COMPANY:** \_\_\_\_\_

**AUTHORIZED PERSON NAME:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

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All buildings listed in the group must be priced for this proposal sheet to be determined responsive.

**AUTHORIZED PERSON TITLE:** \_\_\_\_\_

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

**THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED.  
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## Janitorial Services - Price Sheets - Large Facilities - Group 2 - Agreement 3 (CBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total	
				Unit Price	Annual	Unit Price	Annual		
				1	West Government Center Annex One N. University Drive PLANTATION, FL 33324	12	Basic Cleaning		
12	Restrooms		\$ -				\$ -	\$ -	
12	Floors		\$ -				\$ -	\$ -	
4	Pressure Cleaning		\$ -				\$ -	\$ -	
1	Windows		\$ -				\$ -	\$ -	
1	Air Quality		\$ -				\$ -	\$ -	
12	Cleaning Supplies		\$ -				\$ -	\$ -	
12	Paper Products		\$ -				\$ -	\$ -	
	Carpet Cleaning - Deep	Sq. Ft.							\$ -
	Electrostatic Disinfection	Sq. Ft.							\$ -
	<b>Total</b>					\$ -		\$ -	\$ -
2	West Regional Courthouse 100 N. Pine Island Road Plantation, FL	12	Basic Cleaning				\$ -		\$ -
		12	Restrooms		\$ -		\$ -	\$ -	
		12	Floors		\$ -		\$ -	\$ -	
		4	Pressure Cleaning		\$ -		\$ -	\$ -	
		1	Windows		\$ -		\$ -	\$ -	
		1	Air Quality		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
			Carpet Cleaning - Deep	Sq. Ft.					\$ -
			Electrostatic Disinfection	Sq. Ft.					\$ -
			<b>Total</b>			\$ -		\$ -	\$ -
		3	FACILITIES MAINTENANCE DISTRICT 200 N. PINE ISLAND ROAD PLANTATION, FL	12	Basic Cleaning		\$ -		\$ -
12	Restrooms				\$ -		\$ -	\$ -	
12	Floors				\$ -		\$ -	\$ -	
4	Pressure Cleaning				\$ -		\$ -	\$ -	
1	Windows				\$ -		\$ -	\$ -	
1	Air Quality				\$ -		\$ -	\$ -	
12	Cleaning Supplies				\$ -		\$ -	\$ -	
12	Paper Products				\$ -		\$ -	\$ -	
	Carpet Cleaning - Deep			Sq. Ft.					\$ -
	Electrostatic Disinfection			Sq. Ft.					\$ -
	<b>Total</b>					\$ -		\$ -	\$ -
4	EMERGENCY OPERATIONS CENTER 8601 BROWARD BLVD PLANTATION, FL 33324			12	Basic Cleaning		\$ -		\$ -
		12	Restrooms		\$ -		\$ -	\$ -	
		12	Floors		\$ -		\$ -	\$ -	
		4	Pressure Cleaning		\$ -		\$ -	\$ -	
		1	Windows		\$ -		\$ -	\$ -	
		1	Air Quality		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
			Carpet Cleaning - Deep	Sq. Ft.					\$ -
			Electrostatic Disinfection	Sq. Ft.					\$ -
			<b>Total</b>			\$ -		\$ -	\$ -

**Janitorial Services - Price Sheets - Large Facilities - Group 2 - Agreement 3  
(CBE Reserve)**

5 WEST REGIONAL MASS TRANSIT 100 N Pine Island Road Plantation, FL	12	Basic Cleaning		\$ -		\$ -	\$ -	
	12	Restrooms		\$ -		\$ -	\$ -	
	12	Floors		\$ -		\$ -	\$ -	
	4	Pressure Cleaning Windows		\$ -		\$ -	\$ -	
	1	Air Quality		\$ -		\$ -	\$ -	
	1	Cleaning Supplies		\$ -		\$ -	\$ -	
	1	Paper Products		\$ -		\$ -	\$ -	
	12	Carpet Cleaning - Deep		\$ -		\$ -	\$ -	
	12	Electrostatic Disinfection		\$ -		\$ -	\$ -	
	Sq. Ft.		Total				\$ -	
	Sq. Ft.						\$ -	
	<b>Total (1) - Summary, all sites</b>				\$ -		\$ -	\$ -

		Year 1		Year 2		2 years
		Per Hour	Annual	Per Hour	Annual	
<b>Additional Labor:</b>						
Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
Full Time ServiceCrew	4,160 hrs.		\$ -		\$ -	\$ -
Part Time ServiceCrew	50 hrs.		\$ -		\$ -	\$ -
Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
<b>Emergency Services Labor:</b>						
Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
Full Time ServiceCrew	50 hrs.		\$ -		\$ -	\$ -
Part Time ServiceCrew	50 hrs.		\$ -		\$ -	\$ -
Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
"Pass thru" (Services/Materials)			\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
<b>Total (2)</b>			\$ 1,000.00		\$ 1,000.00	\$ 2,000.00

**Grand Total - Whole Group** (Total 1 + Total 2)      \$ 1,000.00      \$ 1,000.00      \$ 2,000.00

**NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES,  
REGARDLESS OF THE NUMBER OF HOURS WORKED,  
WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.**

YES	Agree to the above statement.
NO	Disagree to the above statement.

NAME OF COMPANY: \_\_\_\_\_

AUTHORIZED PERSON NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

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AUTHORIZED PERSON TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

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## Janitorial Services - Price Sheets - Large Facilities - Group 3 - Agreement 4 (CBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total		
				Unit Price	Annual	Unit Price	Annual			
1	PUBLIC SAFETY BUILDING 2601 W. BROWARD BLVD. FT. LAUDERDALE, FL 33311	12	Basic Cleaning		\$ -		\$ -	\$ -		
		12	Restrooms		\$ -		\$ -	\$ -		
		12	Floors		\$ -		\$ -	\$ -		
		4	Pressure Cleaning		\$ -		\$ -	\$ -		
		1	Windows		\$ -		\$ -	\$ -		
		1	Air Quality		\$ -		\$ -	\$ -		
		12	Cleaning Supplies		\$ -		\$ -	\$ -		
		12	Paper Products		\$ -		\$ -	\$ -		
			Carpet Cleaning - Deep	Sq. Ft.					\$ -	
			Electrostatic Disinfection	Sq. Ft.					\$ -	
			<b>Total</b>			\$ -		\$ -	\$ -	
		2	B.S.O. DISTRICT STATION #5 2601 W. BROWARD BLVD. FT. LAUDERDALE, FL 33311	12	Basic Cleaning		\$ -		\$ -	\$ -
				12	Restrooms		\$ -		\$ -	\$ -
12	Floors				\$ -		\$ -	\$ -		
4	Pressure Cleaning				\$ -		\$ -	\$ -		
1	Windows				\$ -		\$ -	\$ -		
1	Air Quality				\$ -		\$ -	\$ -		
12	Cleaning Supplies				\$ -		\$ -	\$ -		
12	Paper Products				\$ -		\$ -	\$ -		
	Carpet Cleaning - Deep			Sq. Ft.					\$ -	
	Electrostatic Disinfection			Sq. Ft.					\$ -	
	<b>Total</b>					\$ -		\$ -	\$ -	
3	BSO FLEET SERVICES 2001 NW 31st Avenue FT. LAUDERDALE, FL 33311			12	Basic Cleaning		\$ -		\$ -	\$ -
				12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -		
		4	Pressure Cleaning		\$ -		\$ -	\$ -		
		1	Windows		\$ -		\$ -	\$ -		
		1	Air Quality		\$ -		\$ -	\$ -		
		12	Cleaning Supplies		\$ -		\$ -	\$ -		
		12	Paper Products		\$ -		\$ -	\$ -		
			Carpet Cleaning - Deep	Sq. Ft.					\$ -	
			Electrostatic Disinfection	Sq. Ft.					\$ -	
			<b>Total</b>			\$ -		\$ -	\$ -	
		4	BSO DEFENSIVE TACTICS BUILDING 2601 W BROWARD BLVD. FORT LAUDERDALE, FL 33311	12	Basic Cleaning		\$ -		\$ -	\$ -
				12	Restrooms		\$ -		\$ -	\$ -
12	Floors				\$ -		\$ -	\$ -		
4	Pressure Cleaning				\$ -		\$ -	\$ -		
1	Windows				\$ -		\$ -	\$ -		
1	Air Quality				\$ -		\$ -	\$ -		
12	Cleaning Supplies				\$ -		\$ -	\$ -		
12	Paper Products				\$ -		\$ -	\$ -		
	Carpet Cleaning - Deep			Sq. Ft.					\$ -	
	Electrostatic Disinfection			Sq. Ft.					\$ -	
	<b>Total</b>					\$ -		\$ -	\$ -	

**Janitorial Services - Price Sheets - Large Facilities - Group 3 - Agreement 4  
(CBE Reserve)**

5	BSO WAREHOUSE OFFICES 2601 W. BROWARD BLVD.  FT. LAUDERDALE, FL 33311	12	Basic Cleaning		\$ -		\$ -	\$ -	
		12	Restrooms		\$ -		\$ -	\$ -	
		12	Floors		\$ -		\$ -	\$ -	
		4	Pressure Cleaning		\$ -		\$ -	\$ -	
		4	Windows		\$ -		\$ -	\$ -	
		1	Air Quality		\$ -		\$ -	\$ -	
		1	Cleaning Supplies		\$ -		\$ -	\$ -	
		1	Paper Products		\$ -		\$ -	\$ -	
		12	Carpet Cleaning - Deep		\$ -		\$ -	\$ -	
		12	Electrostatic Disinfection		\$ -		\$ -	\$ -	
		Sq. Ft.	Total						\$ -
		Sq. Ft.							\$ -
									\$ -

<b>Total (1) - Summary, all sites</b>		\$ -	\$ -	\$ -
---------------------------------------	--	------	------	------

		Year 1		Year 2		2 years
		Per Hour	Annual	Per Hour	Annual	
<b>Additional Labor:</b>						
Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
Full Time Service Crew	2,080 hrs.		\$ -		\$ -	\$ -
Part Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
<b>Emergency Services Labor:</b>						
Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
Full Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Part Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
"Pass thru" (Services/Materials)			\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
<b>Total (2)</b>			\$ 1,000.00		\$ 1,000.00	\$ 2,000.00

<b>Grand Total - Whole Group</b> (Total 1 + Total 2)	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
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**NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES,  
REGARDLESS OF THE NUMBER OF HOURS WORKED,  
WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.**

YES	Agree to the above statement.
NO	Disagree to the above statement.

NAME OF COMPANY: \_\_\_\_\_

AUTHORIZED PERSON NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

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All buildings listed in the group must be priced for this proposal sheet to be determined responsive.

AUTHORIZED PERSON TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

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## Janitorial Services - Price Sheets - Large Facilities - Group 4 - Agreement 5 (CBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total		
				Unit	Annual	Unit	Annual			
				Price		Price				
1	MASS TRANSIT Administration Building #1 3201 Copans Rd. POMPANO BEACH, FL	12	Basic Cleaning		\$ -		\$ -	\$ -		
		12	Restrooms		\$ -		\$ -	\$ -		
		12	Floors		\$ -		\$ -	\$ -		
		4	Pressure Cleaning		\$ -		\$ -	\$ -		
		1	Windows		\$ -		\$ -	\$ -		
		1	Air Quality		\$ -		\$ -	\$ -		
		12	Cleaning Supplies		\$ -		\$ -	\$ -		
		12	Paper Products		\$ -		\$ -	\$ -		
			Carpet Cleaning - Deep	Sq. Ft.					\$ -	
			Electrostatic Disinfection	Sq. Ft.					\$ -	
		Total					\$ -		\$ -	\$ -
		2	MASS TRANSIT Maintenance Building #2 3201 Copans Rd. POMPANO BEACH, FL	12	Basic Cleaning		\$ -		\$ -	\$ -
				12	Restrooms		\$ -		\$ -	\$ -
12	Floors				\$ -		\$ -	\$ -		
4	Pressure Cleaning				\$ -		\$ -	\$ -		
1	Windows				\$ -		\$ -	\$ -		
1	Air Quality				\$ -		\$ -	\$ -		
12	Cleaning Supplies				\$ -		\$ -	\$ -		
12	Paper Products				\$ -		\$ -	\$ -		
	Carpet Cleaning - Deep			Sq. Ft.					\$ -	
	Electrostatic Disinfection			Sq. Ft.					\$ -	
Total					\$ -		\$ -	\$ -		
3	MASS TRANSIT Operations Building #3 3201 Copans Rd. POMPANO BEACH, FL			12	Basic Cleaning		\$ -		\$ -	\$ -
				12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -		
		4	Pressure Cleaning		\$ -		\$ -	\$ -		
		1	Windows		\$ -		\$ -	\$ -		
		1	Air Quality		\$ -		\$ -	\$ -		
		12	Cleaning Supplies		\$ -		\$ -	\$ -		
		12	Paper Products		\$ -		\$ -	\$ -		
			Carpet Cleaning - Deep	Sq. Ft.					\$ -	
			Electrostatic Disinfection	Sq. Ft.					\$ -	
		Total					\$ -		\$ -	\$ -
		4	MASS TRANSIT Operations Building #3 3201 Copans Rd. POMPANO BEACH, FL	12	Basic Cleaning		\$ -		\$ -	\$ -
				12	Restrooms		\$ -		\$ -	\$ -
12	Floors				\$ -		\$ -	\$ -		
4	Pressure Cleaning				\$ -		\$ -	\$ -		
1	Windows				\$ -		\$ -	\$ -		
1	Air Quality				\$ -		\$ -	\$ -		
12	Cleaning Supplies				\$ -		\$ -	\$ -		
12	Paper Products				\$ -		\$ -	\$ -		
	Carpet Cleaning - Deep			Sq. Ft.					\$ -	
	Electrostatic Disinfection			Sq. Ft.					\$ -	
Total					\$ -		\$ -	\$ -		

**Janitorial Services - Price Sheets - Large Facilities - Group 4 - Agreement 5  
(CBE Reserve)**

5	MASS TRANSIT New Building #6 3201 Copans Rd. POMPANO BEACH, FL	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		4	Pressure Cleaning		\$ -		\$ -	\$ -
		4	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		1	Cleaning Supplies		\$ -		\$ -	\$ -
		1	Paper Products		\$ -		\$ -	\$ -
		12	Carpet Cleaning - Deep		\$ -		\$ -	\$ -
		12	Electrostatic Disinfection					\$ -
		Sq. Ft.		Total				\$ -
		Sq. Ft.						\$ -
								\$ -
								\$ -

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total	
				Unit Price	Annual	Unit Price	Annual		
6	MASS TRANSIT RAVENSWOOD - Administration/Operation 5440 Ravenswood Rd. FT. LAUDERDALE, FL	12	Basic Cleaning		\$ -		\$ -	\$ -	
		12	Restrooms		\$ -		\$ -	\$ -	
		12	Floors		\$ -		\$ -	\$ -	
		4	Pressure Cleaning		\$ -		\$ -	\$ -	
		1	Windows		\$ -		\$ -	\$ -	
		1	Air Quality		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
		Sq. Ft.		Carpet Cleaning - Deep					\$ -
		Sq. Ft.		Electrostatic Disinfection					\$ -
				Total		\$ -		\$ -	\$ -
									\$ -
									\$ -
									\$ -

7	MASS TRANSIT RAVENSWOOD - Administration/Operation 5440 Ravenswood Rd. FT. LAUDERDALE, FL	12	Basic Cleaning		\$ -		\$ -	\$ -	
		12	Restrooms		\$ -		\$ -	\$ -	
		12	Floors		\$ -		\$ -	\$ -	
		4	Pressure Cleaning		\$ -		\$ -	\$ -	
		4	Windows		\$ -		\$ -	\$ -	
		1	Air Quality		\$ -		\$ -	\$ -	
		1	Cleaning Supplies		\$ -		\$ -	\$ -	
		1	Paper Products		\$ -		\$ -	\$ -	
		12	Carpet Cleaning - Deep		\$ -		\$ -	\$ -	
		12	Electrostatic Disinfection		\$ -		\$ -	\$ -	
		Sq. Ft.		Total		\$ -		\$ -	\$ -
		Sq. Ft.							\$ -
									\$ -
									\$ -

8	MASS TRANSIT NEW LAUDERHILL MASS TRANS. 4221 NW 12th Street Lauderhill, FL	12	Basic Cleaning		\$ -		\$ -	\$ -	
		12	Restrooms		\$ -		\$ -	\$ -	
		12	Floors		\$ -		\$ -	\$ -	
		12	Pressure Cleaning		\$ -		\$ -	\$ -	
		12	Windows		\$ -		\$ -	\$ -	
		4	Air Quality		\$ -		\$ -	\$ -	
		4	Cleaning Supplies		\$ -		\$ -	\$ -	
		1	Paper Products		\$ -		\$ -	\$ -	
		1	Carpet Cleaning - Deep		\$ -		\$ -	\$ -	
		1	Electrostatic Disinfection		\$ -		\$ -	\$ -	
		12	Electrostatic Disinfection		\$ -		\$ -	\$ -	
		Sq. Ft.		Total		\$ -		\$ -	\$ -
		Sq. Ft.							\$ -
									\$ -
							\$ -		

<b>Total (1) - Summary, all sites</b>				\$ -	\$ -	\$ -
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**Janitorial Services - Price Sheets - Large Facilities - Group 4 - Agreement 5  
(CBE Reserve)**

		Per Hour	Annual	Per Hour	Annual	2 years
<b>Additional Labor:</b>						
Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
Full Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Part Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
<b>Emergency Services Labor:</b>						
Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
Full Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Part Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
"Pass thru" (Services/Materials)			\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
<b>Total (2)</b>			\$ 1,000.00		\$ 1,000.00	\$ 2,000.00

**Grand Total - Whole Group** (Total 1 + Total 2)      \$ 1,000.00      \$ 1,000.00      \$ 2,000.00

**NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES,  
REGARDLESS OF THE NUMBER OF HOURS WORKED,  
WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.**

YES	Agree to the above statement.
NO	Disagree to the above statement.

**NAME OF COMPANY:** \_\_\_\_\_

**AUTHORIZED PERSON NAME:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

By signing this proposal sheet, your firm is agreeing to the terms and conditions of the invitation for proposal.  
All buildings listed in the group must be priced for this proposal sheet to be determined responsive.

**AUTHORIZED PERSON TITLE:** \_\_\_\_\_

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

**THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED.  
ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.**

**Janitorial Services - Price Sheets - Large Facilities - Group 5 - Agreement 6  
(SBE Reserve)**

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total	
				Unit Price	Annual	Unit Price	Annual		
1	MEDICAL EXAMINER 5301 S.W. 31ST AVE. FORT LAUDERDALE, FL 33312	12	Basic Cleaning		\$ -		\$ -	\$ -	
		12	Restrooms		\$ -		\$ -	\$ -	
		12	Floors		\$ -		\$ -	\$ -	
		4	Pressure Cleaning		\$ -		\$ -	\$ -	
		1	Windows		\$ -		\$ -	\$ -	
		1	Air Quality		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
			Carpet Cleaning - Deep	Sq. Ft.					\$ -
			Electrostatic Disinfection	Sq. Ft.					\$ -
			<b>Total</b>			\$ -		\$ -	\$ -

<b>Total (1) - Summary, all sites</b>				\$ -	\$ -	\$ -
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			Per Hour	Annual	Per Hour	Annual	2 years
Additional Labor:							
	Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
	Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
	Full Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
	Part Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
	Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
Emergency Services Labor:							
	Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
	Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
	Full Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
	Part Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
	Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
	"Pass thru" (Services/Materials)			\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
	<b>Total (2)</b>			\$ 1,000.00		\$ 1,000.00	\$ 2,000.00

<b>Grand Total - Whole Group (Total 1 + Total 2)</b>	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
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**NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES,  
REGARDLESS OF THE NUMBER OF HOURS WORKED,  
WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.**

<b>YES</b>	Agree to the above statement.
<b>NO</b>	Disagree to the above statement.

NAME OF COMPANY: \_\_\_\_\_  
 AUTHORIZED PERSON NAME: \_\_\_\_\_  
 AUTHORIZED SIGNATURE: \_\_\_\_\_

By signing this proposal sheet, your firm is agreeing to the terms and conditions of the invitation for proposal.  
 All buildings listed in the group must be priced for this proposal sheet to be determined responsive.

AUTHORIZED PERSON TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED.  
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## Janitorial Services - Price Sheets - Large Facilities - Group 6 - Agreement 7 (SBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total		
				Unit Price	Annual	Unit Price	Annual			
1	NORTH REGIONAL COURTHOUSE 1600 HILLSBORO BLVD. DEERFIELD BEACH, FL 33442	12	Basic Cleaning		\$ -		\$ -	\$ -		
		12	Restrooms		\$ -		\$ -	\$ -		
		12	Floors		\$ -		\$ -	\$ -		
		4	Pressure Cleaning		\$ -		\$ -	\$ -		
		1	Windows		\$ -		\$ -	\$ -		
		1	Air Quality		\$ -		\$ -	\$ -		
		12	Cleaning Supplies		\$ -		\$ -	\$ -		
		12	Paper Products		\$ -		\$ -	\$ -		
			Carpet Cleaning - Deep	Sq. Ft.					\$ -	
			Electrostatic Disinfection	Sq. Ft.					\$ -	
		Total					\$ -		\$ -	\$ -

<b>Total (1) - Summary, all sites</b>		\$ -		\$ -	\$ -
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			Per Hour	Annual	Per Hour	Annual	2 years
Additional Labor:							
	Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
	Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
	Full Time Service Crew	2,080 hrs.		\$ -		\$ -	\$ -
	Part Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
	Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
Emergency Services Labor:							
	Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
	Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
	Full Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
	Part Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
	Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
	"Pass thru" (Services/Materials)			\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
<b>Total (2)</b>				\$ 1,000.00		\$ 1,000.00	\$ 2,000.00

<b>Grand Total - Whole Group</b>		\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
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**(Total 1 + Total 2)**

**NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES,  
REGARDLESS OF THE NUMBER OF HOURS WORKED,  
WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.**

	YES	Agree to the above statement.
	NO	Disagree to the above statement.

**NAME OF COMPANY:** \_\_\_\_\_

**AUTHORIZED PERSON NAME:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

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All buildings listed in the group must be priced for this proposal sheet to be determined responsive.

**AUTHORIZED PERSON TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED.  
ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.**

**Janitorial Services - Price Sheets - Small Facilities - Group 1 - Agreement 8  
(SBE Reserve)**

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total		
				Unit Price	Annual	Unit Price	Annual			
1	CLERK OF COURT ARCHIVES "Evidence Vault" 515 S.W 2ND AVE. FT. LAUDERDALE, FL	12	Basic Cleaning		\$ -		\$ -	\$ -		
		12	Restrooms		\$ -		\$ -	\$ -		
		12	Floors		\$ -		\$ -	\$ -		
		4	Pressure Cleaning		\$ -		\$ -	\$ -		
		1	Windows		\$ -		\$ -	\$ -		
		1	Air Quality		\$ -		\$ -	\$ -		
		12	Cleaning Supplies		\$ -		\$ -	\$ -		
		12	Paper Products		\$ -		\$ -	\$ -		
			Carpet Cleaning - Deep	Sq. Ft.					\$ -	
			Electrostatic Disinfection	Sq. Ft.					\$ -	
			<b>Total</b>			\$ -		\$ -	\$ -	
		2	STATE ATTORNEY ARCHIVES 519 S.W 2ND AVE. FT. LAUDERDALE, FL	12	Basic Cleaning		\$ -		\$ -	\$ -
				12	Restrooms		\$ -		\$ -	\$ -
12	Floors				\$ -		\$ -	\$ -		
4	Pressure Cleaning				\$ -		\$ -	\$ -		
1	Windows				\$ -		\$ -	\$ -		
1	Air Quality				\$ -		\$ -	\$ -		
12	Cleaning Supplies				\$ -		\$ -	\$ -		
12	Paper Products				\$ -		\$ -	\$ -		
	Carpet Cleaning - Deep			Sq. Ft.					\$ -	
	Electrostatic Disinfection			Sq. Ft.					\$ -	
	<b>Total</b>					\$ -		\$ -	\$ -	
3	STATE ATTORNEY ARCHIVES 529 S.W 2ND AVE. FT. LAUDERDALE, FL			12	Basic Cleaning		\$ -		\$ -	\$ -
				12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -		
		4	Pressure Cleaning		\$ -		\$ -	\$ -		
		1	Windows		\$ -		\$ -	\$ -		
		1	Air Quality		\$ -		\$ -	\$ -		
		12	Cleaning Supplies		\$ -		\$ -	\$ -		
		12	Paper Products		\$ -		\$ -	\$ -		
			Carpet Cleaning - Deep	Sq. Ft.					\$ -	
			Electrostatic Disinfection	Sq. Ft.					\$ -	
			<b>Total</b>			\$ -		\$ -	\$ -	
		4	EMPLOYEE ASSISTANCE PROGRAM 408 SE 4th Street Fort Lauderdale, FL 33316	12	Basic Cleaning		\$ -		\$ -	\$ -
				12	Restrooms		\$ -		\$ -	\$ -
12	Floors				\$ -		\$ -	\$ -		
4	Pressure Cleaning				\$ -		\$ -	\$ -		
1	Windows				\$ -		\$ -	\$ -		
1	Air Quality				\$ -		\$ -	\$ -		
12	Cleaning Supplies				\$ -		\$ -	\$ -		
12	Paper Products				\$ -		\$ -	\$ -		
	Carpet Cleaning - Deep			Sq. Ft.					\$ -	
	Electrostatic Disinfection			Sq. Ft.					\$ -	
	<b>Total</b>					\$ -		\$ -	\$ -	

**Janitorial Services - Price Sheets - Small Facilities - Group 1 - Agreement 8  
(SBE Reserve)**

5	PUBLIC DEFENDERS 412 S.E. 6th Street  Fort Lauderdale, Fl. 33301	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms				\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
			Pressure Cleaning		\$ -		\$ -	\$ -
		4	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		1	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		12	Carpet Cleaning - Deep		\$ -		\$ -	\$ -
		Sq. Ft.	Electrostatic Disinfection					\$ -
		Sq. Ft.	Total					\$ -
								\$ -

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
6	STATE ATTORNEY, OFFICE OF THE 16 S.E 6th STREET FT LAUDERDALE, FL	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		4	Pressure Cleaning		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		Sq. Ft.	Carpet Cleaning - Deep					\$ -
		Sq. Ft.	Electrostatic Disinfection					\$ -
	Total				\$ -	\$ -	\$ -	

<b>Total (1) - Summary, all sites</b>				\$ -	\$ -	\$ -
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		Per Hour	Annual	Per Hour	Annual	2 years
Additional Labor:						
Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
Full Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Part Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
Emergency Services Labor:						
Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
Full Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Part Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
"Pass thru" (Services/Materials)			\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
<b>Total (2)</b>			\$ 1,000.00		\$ 1,000.00	\$ 2,000.00

<b>Grand Total - Whole Group (Total 1 + Total 2)</b>	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
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**Janitorial Services - Price Sheets - Small Facilities - Group 1 - Agreement 8  
(SBE Reserve)**

**NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES,  
REGARDLESS OF THE NUMBER OF HOURS WORKED,  
WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.**

YES	Agree to the above statement.
NO	Disagree to the above statement.

NAME OF COMPANY: \_\_\_\_\_

AUTHORIZED PERSON NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

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AUTHORIZED PERSON TITLE: \_\_\_\_\_

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

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## Janitorial Services - Price Sheets - Small Facilities - Group 2 - Agreement 9 (SBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total		
				Unit Price	Annual	Unit Price	Annual			
1	BIC LANDFILL / North Transfer Station 2780 N. Powerline Road Pompano Beach, FL 33069	12	Basic Cleaning		\$ -		\$ -	\$ -		
		12	Restrooms		\$ -		\$ -	\$ -		
		12	Floors		\$ -		\$ -	\$ -		
		4	Pressure Cleaning		\$ -		\$ -	\$ -		
		1	Windows		\$ -		\$ -	\$ -		
		1	Air Quality		\$ -		\$ -	\$ -		
		12	Cleaning Supplies		\$ -		\$ -	\$ -		
		12	Paper Products		\$ -		\$ -	\$ -		
			Carpet Cleaning - Deep					\$ -		
		Sq. Ft.	Electrostatic Disinfection					\$ -		
		Sq. Ft.								
			Total			\$ -		\$ -	\$ -	
		2	HOUSING & COMMUNITY DEVELOPMENT 110 NE 3rd street/  120 NE 3rd street Fort Lauderdale, FL 33011	12	Basic Cleaning		\$ -		\$ -	\$ -
				12	Restrooms		\$ -		\$ -	\$ -
12	Floors				\$ -		\$ -	\$ -		
4	Pressure Cleaning				\$ -		\$ -	\$ -		
1	Windows				\$ -		\$ -	\$ -		
1	Air Quality				\$ -		\$ -	\$ -		
12	Cleaning Supplies				\$ -		\$ -	\$ -		
12	Paper Products				\$ -		\$ -	\$ -		
	Carpet Cleaning - Deep							\$ -		
Sq. Ft.	Electrostatic Disinfection							\$ -		
Sq. Ft.										
	Total					\$ -		\$ -	\$ -	
3	ELDERLY & VETERAN SERVICES 2995 N. DIXIE HIGHWAY  OAKLAND PARK, FL 33334			12	Basic Cleaning		\$ -		\$ -	\$ -
				12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -		
		4	Pressure Cleaning		\$ -		\$ -	\$ -		
		1	Windows		\$ -		\$ -	\$ -		
		1	Air Quality		\$ -		\$ -	\$ -		
		12	Cleaning Supplies		\$ -		\$ -	\$ -		
		12	Paper Products		\$ -		\$ -	\$ -		
			Carpet Cleaning - Deep					\$ -		
		Sq. Ft.	Electrostatic Disinfection					\$ -		
		Sq. Ft.								
			Total			\$ -		\$ -	\$ -	
		4	NANCY J COTTERMAN CENTER 400 North East 4th Street Fort Lauderdale, FL 33301	12	Basic Cleaning		\$ -		\$ -	\$ -
				12	Restrooms		\$ -		\$ -	\$ -
12	Floors				\$ -		\$ -	\$ -		
4	Pressure Cleaning				\$ -		\$ -	\$ -		
1	Windows				\$ -		\$ -	\$ -		
1	Air Quality				\$ -		\$ -	\$ -		
12	Cleaning Supplies				\$ -		\$ -	\$ -		
12	Paper Products				\$ -		\$ -	\$ -		
	Carpet Cleaning - Deep							\$ -		
Sq. Ft.	Electrostatic Disinfection							\$ -		
Sq. Ft.										
	Total					\$ -		\$ -	\$ -	

**Janitorial Services - Price Sheets - Small Facilities - Group 2 - Agreement 9  
(SBE Reserve)**

5 <u>South Family Success</u> 4735 SW 18TH STREET HOLLYWOOD, FL 33023	12	Basic Cleaning		\$ -		\$ -	\$ -	
	12	Restrooms		\$ -		\$ -	\$ -	
	12	Floors		\$ -		\$ -	\$ -	
	4	Pressure Cleaning		\$ -		\$ -	\$ -	
	1	Windows		\$ -		\$ -	\$ -	
	1	Air Quality		\$ -		\$ -	\$ -	
	12	Cleaning Supplies		\$ -		\$ -	\$ -	
	12	Paper Products		\$ -		\$ -	\$ -	
			Carpet Cleaning -					
	Sq. Ft.		Deep					\$ -
			Electrostatic					
	Sq. Ft.		Disinfection					\$ -
		Total		\$ -		\$ -	\$ -	

<b>Total (1) - Summary, all sites</b>			\$ -	\$ -	\$ -
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		Year 1		Year 2		2 years
		Per Hour	Annual	Per Hour	Annual	
<b>Additional Labor:</b>						
	Project Supervisor	50 hrs.	\$ -	\$ -	\$ -	\$ -
	Site Supervisor	50 hrs.	\$ -	\$ -	\$ -	\$ -
	Full Time Service Crew	2,080 hrs.	\$ -	\$ -	\$ -	\$ -
	Part Time Service Crew	50 hrs.	\$ -	\$ -	\$ -	\$ -
	Porter Day/Night	50 hrs.	\$ -	\$ -	\$ -	\$ -
<b>Emergency Services Labor:</b>						
	Project Supervisor	50 hrs.	\$ -	\$ -	\$ -	\$ -
	Site Supervisor	50 hrs.	\$ -	\$ -	\$ -	\$ -
	Full Time Service Crew	50 hrs.	\$ -	\$ -	\$ -	\$ -
	Part Time Service Crew	50 hrs.	\$ -	\$ -	\$ -	\$ -
	Porter Day/Night	50 hrs.	\$ -	\$ -	\$ -	\$ -
	"Pass thru" (Services/Materials)		\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00
	<b>Total (2)</b>		\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00

<b>Grand Total - Whole Group</b> (Total 1 + Total 2)	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
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**NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES,  
REGARDLESS OF THE NUMBER OF HOURS WORKED,  
WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.**

YES	Agree to the above statement.
NO	Disagree to the above statement.

NAME OF COMPANY: \_\_\_\_\_

AUTHORIZED PERSON NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

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All buildings listed in the group must be priced for this proposal sheet to be determined responsive.

AUTHORIZED PERSON TITLE: \_\_\_\_\_

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

**THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED.  
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**Janitorial Services - Price Sheets - Small Facilities - Group 3 - Agreement 10  
(SBE Reserve)**

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total	
				Unit Price	Annual	Unit Price	Annual		
1	ANIMAL CONTROL SOUTH 1870 S.W. 39TH STREET FT. LAUDERDALE, FL 33315	12	Basic Cleaning		\$ -		\$ -	\$ -	
		12	Restrooms		\$ -		\$ -	\$ -	
		12	Floors		\$ -		\$ -	\$ -	
		4	Pressure Cleaning		\$ -		\$ -	\$ -	
		1	Windows		\$ -		\$ -	\$ -	
		1	Air Quality		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
			Carpet Cleaning - Deep					\$ -	
		Sq. Ft.	Electrostatic Disinfection					\$ -	
		Sq. Ft.						\$ -	
			Total			\$ -		\$ -	\$ -
		2	CLERK OF COURT ARCHIVES ENVIRONMENTAL PROTECTION & GROWTH MANAGEMENT (LAB) 3245 COLLEGE AVENUE DAVIE, FL 33312	12	Basic Cleaning		\$ -		\$ -
12	Restrooms				\$ -		\$ -	\$ -	
12	Floors				\$ -		\$ -	\$ -	
4	Pressure Cleaning				\$ -		\$ -	\$ -	
1	Windows				\$ -		\$ -	\$ -	
1	Air Quality				\$ -		\$ -	\$ -	
12	Cleaning Supplies				\$ -		\$ -	\$ -	
12	Paper Products				\$ -		\$ -	\$ -	
12	Carpet Cleaning - Deep				\$ -		\$ -	\$ -	
Sq. Ft.	Electrostatic Disinfection							\$ -	
Sq. Ft.								\$ -	
	Total					\$ -		\$ -	\$ -
3	FMD SOUTH REG MAINT OFFICE 8500 Griffin Road Davie FL, 33328			12	Basic Cleaning		\$ -		\$ -
		12	Restrooms		\$ -		\$ -	\$ -	
		12	Floors		\$ -		\$ -	\$ -	
		4	Pressure Cleaning		\$ -		\$ -	\$ -	
		1	Windows		\$ -		\$ -	\$ -	
		1	Air Quality		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
			Carpet Cleaning - Deep					\$ -	
		Sq. Ft.	Electrostatic Disinfection					\$ -	
		Sq. Ft.						\$ -	
			Total			\$ -		\$ -	\$ -
		4	FLEET SERVICES # 2 2515 S.W. 4TH AVE FORT LAUDERDALE, FL 33315	12	Basic Cleaning		\$ -		\$ -
12	Restrooms				\$ -		\$ -	\$ -	
12	Floors				\$ -		\$ -	\$ -	
4	Pressure Cleaning				\$ -		\$ -	\$ -	
1	Windows				\$ -		\$ -	\$ -	
1	Air Quality				\$ -		\$ -	\$ -	
12	Cleaning Supplies				\$ -		\$ -	\$ -	
12	Paper Products				\$ -		\$ -	\$ -	
12	Carpet Cleaning - Deep				\$ -		\$ -	\$ -	
Sq. Ft.	Electrostatic Disinfection							\$ -	
Sq. Ft.								\$ -	
	Total					\$ -		\$ -	\$ -

**Janitorial Services - Price Sheets - Small Facilities - Group 3 - Agreement 10  
(SBE Reserve)**

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total		
				Unit Price	Annual	Unit Price	Annual			
5	FLEET SERVICES #8 7101 S.W 205 AVENUE FT. LAUDERDALE, FL 33332	12	Basic Cleaning	\$ -		\$ -		\$ -		
		12	Restrooms							
		12	Floors	\$ -		\$ -		\$ -		
		12	Pressure Cleaning	\$ -		\$ -		\$ -		
		4	Windows							
		4	Air Quality	\$ -		\$ -		\$ -		
		1	Cleaning Supplies	\$ -		\$ -		\$ -		
		1	Paper Products	\$ -		\$ -		\$ -		
		12	Carpet Cleaning - Deep	\$ -		\$ -		\$ -		
		12	Electrostatic Disinfection	\$ -		\$ -		\$ -		
		Sq. Ft.							\$ -	
		Sq. Ft.							\$ -	
					Total	\$ -		\$ -		\$ -
6	LOW RISE BUILDING (Sched Sect) 2600 SW 4th Avenue Fort Lauderdale, Fl. 33315	12	Basic Cleaning	\$ -		\$ -		\$ -		
		12	Restrooms	\$ -		\$ -		\$ -		
		12	Floors	\$ -		\$ -		\$ -		
		4	Pressure Cleaning	\$ -		\$ -		\$ -		
		1	Windows	\$ -		\$ -		\$ -		
		1	Air Quality	\$ -		\$ -		\$ -		
		12	Cleaning Supplies	\$ -		\$ -		\$ -		
		12	Paper Products	\$ -		\$ -		\$ -		
		Sq. Ft.							\$ -	
		Sq. Ft.							\$ -	
					Total	\$ -		\$ -		\$ -
		7	MOSQUITO CONTROL 1201 WEST AIRPORT ROAD PEMBROKE PINES, FL 33023	12	Basic Cleaning	\$ -		\$ -		\$ -
				12	Restrooms	\$ -		\$ -		\$ -
12	Floors			\$ -		\$ -		\$ -		
4	Pressure Cleaning			\$ -		\$ -		\$ -		
1	Windows			\$ -		\$ -		\$ -		
1	Air Quality			\$ -		\$ -		\$ -		
12	Cleaning Supplies			\$ -		\$ -		\$ -		
12	Paper Products			\$ -		\$ -		\$ -		
Sq. Ft.									\$ -	
Sq. Ft.									\$ -	
					Total	\$ -		\$ -		\$ -
8	PARKS & RECREATION COMPLEX 950 N.W. 38th Street Fort Lauderdale, Fl. 33309			12	Basic Cleaning	\$ -		\$ -		\$ -
				12	Restrooms	\$ -		\$ -		\$ -
		12	Floors	\$ -		\$ -		\$ -		
		4	Pressure Cleaning	\$ -		\$ -		\$ -		
		1	Windows	\$ -		\$ -		\$ -		
		1	Air Quality	\$ -		\$ -		\$ -		
		12	Cleaning Supplies	\$ -		\$ -		\$ -		
		12	Paper Products	\$ -		\$ -		\$ -		
		Sq. Ft.							\$ -	
		Sq. Ft.							\$ -	
					Total	\$ -		\$ -		\$ -

**Janitorial Services - Price Sheets - Small Facilities - Group 3 - Agreement 10  
(SBE Reserve)**

9 LANDFILL 7101 SW 205 AVENUE FT. LAUDERDALE, FL 33332	12	Basic Cleaning		\$ -		\$ -	\$ -
	12	Restrooms		\$ -		\$ -	\$ -
	12	Floors		\$ -		\$ -	\$ -
	4	Pressure Cleaning		\$ -		\$ -	\$ -
	1	Windows		\$ -		\$ -	\$ -
	1	Air Quality		\$ -		\$ -	\$ -
	12	Cleaning Supplies		\$ -		\$ -	\$ -
	12	Paper Products		\$ -		\$ -	\$ -
		Carpet Cleaning -					
	Sq. Ft.	Deep					\$ -
		Electrostatic					
	Sq. Ft.	Disinfection					\$ -
		<b>Total</b>			\$ -		\$ -

**Total (1) - Summary, all sites**      \$ -      \$ -      \$ -

		Year 1		Year 2		2 years
		Per Hour	Annual	Per Hour	Annual	
<b>Additional Labor:</b>						
Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
Full Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Part Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
<b>Emergency Services Labor:</b>						
Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
Full Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Part Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
"Pass thru" (Services/Materials)			\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
<b>Total (2)</b>			\$ 1,000.00		\$ 1,000.00	\$ 2,000.00

**Grand Total - Whole Group**      \$ -      \$ 1,000.00      \$ 2,000.00  
(Total 1 + Total 2)

**NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES,  
REGARDLESS OF THE NUMBER OF HOURS WORKED,  
WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.**

YES	Agree to the above statement.
NO	Disagree to the above statement.

NAME OF COMPANY: \_\_\_\_\_

AUTHORIZED PERSON NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

By signing this proposal sheet, your firm is agreeing to the terms and conditions of the invitation for proposal.  
All buildings listed in the group must be priced for this proposal sheet to be determined responsive.

AUTHORIZED PERSON TITLE: \_\_\_\_\_

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

**THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED.  
ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.**

## Janitorial Services - Price Sheets - Small Facilities - Group 4 - Agreement 11 (SBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
1	FLEET SERVICES # 3 1600 N.W. 30 TH AVE. POMPANO BEACH, FL. 33069	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		4	Pressure Cleaning		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
			Carpet Cleaning -					
		Sq. Ft.	Deep					\$ -
			Electrostatic					
		Sq. Ft.	Disinfection					\$ -
			<b>Total</b>			\$ -		\$ -
2	FAMILY SUCCESS CENTER NORTHWEST 10077 NW 29th Street Coral Springs, Fl. 33065	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		4	Pressure Cleaning		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
			Carpet Cleaning -					
		Sq. Ft.	Deep					\$ -
			Electrostatic					
		Sq. Ft.	Disinfection					\$ -
			<b>Total</b>			\$ -		\$ -
3	REVENUE COLLECTION/ AUTO TAG 1800 NW 66 Avenue Plantation, FL	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		4	Pressure Cleaning		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
			Carpet Cleaning -					
		Sq. Ft.	Deep					\$ -
			Electrostatic					
		Sq. Ft.	Disinfection					\$ -
			<b>Total</b>			\$ -		\$ -
<b>Total (1) - Summary, all sites</b>					\$ -		\$ -	\$ -

**Janitorial Services - Price Sheets - Small Facilities - Group 4 - Agreement 11  
(SBE Reserve)**

		Per Hour	Annual	Per Hour	Annual	2 years
Additional Labor:						
Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
Full Time Service Crew	2,080 hrs.		\$ -		\$ -	\$ -
Part Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
Emergency Services Labor:						
Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
Full Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Part Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
"Pass thru" (Services/Materials)			\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
<b>Total (2)</b>			\$ 1,000.00		\$ 1,000.00	\$ 2,000.00

	Year 1	Year 2	5 years
<b>Grand Total - Whole Group (Total 1 + Total 2)</b>	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00

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REGARDLESS OF THE NUMBER OF HOURS WORKED,  
WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.**

<b>YES</b>	Agree to the above statement.
<b>NO</b>	Disagree to the above statement.

NAME OF COMPANY: \_\_\_\_\_

AUTHORIZED PERSON NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

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All buildings listed in the group must be priced for this proposal sheet to be determined responsive.

AUTHORIZED PERSON TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**Janitorial Services - Price Sheets - West Building, Bridges 4 & 5 - Agreement 12  
(CBE Reserve)**

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total	
				Unit Price	Annual	Unit Price	Annual		
1	West Building Bridge 4 and Bridge 5 201 SE 6 Street  Fort Lauderdale, Florida 33301	12	Basic Cleaning		\$ -		\$ -	\$ -	
		12	Restrooms		\$ -		\$ -	\$ -	
		12	Floors		\$ -		\$ -	\$ -	
		12	Porter (325Hrs./Month)		\$ -		\$ -	\$ -	
		4	Pressure Cleaning		\$ -		\$ -	\$ -	
		1	Windows		\$ -		\$ -	\$ -	
		1	Air Quality		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
			Carpet Cleaning - Deep	Sq. Ft.					\$ -
			Electrostatic Disinfection	Sq. Ft.					\$ -
			Total			\$ -		\$ -	\$ -

<b>Total (1) - Summary, all sites</b>				\$ -	\$ -	\$ -
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			Per Hour	Annual	Per Hour	Annual	2 years
Additional Labor:							
	Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
	Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
	Full Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
	Part Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
	Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
Emergency Services Labor:							
	Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
	Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
	Full Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
	Part Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
	Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
	"Pass thru" (Services/Materials)			\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
	<b>Total (2)</b>			\$ 1,000.00		\$ 1,000.00	\$ 2,000.00

<b>Grand Total - Whole Group (Total 1 + Total 2)</b>	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
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REGARDLESS OF THE NUMBER OF HOURS WORKED,  
WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.**

YES	Agree to the above statement.
NO	Disagree to the above statement.

NAME OF COMPANY: \_\_\_\_\_  
 AUTHORIZED PERSON NAME: \_\_\_\_\_  
 AUTHORIZED SIGNATURE: \_\_\_\_\_

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AUTHORIZED PERSON TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

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## Janitorial Services - Price Sheets - Port Everglades - Agreement 13 (CBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
1	1800 SE 18th Street Ft. Lauderdale	12	Restrooms		\$ -		\$ -	\$ -
		12	Porter (30Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		Sq. Ft.	Carpet Cleaning - Deep					\$ -
		Sq. Ft.	Electrostatic Disinfection					\$ -
		Total					\$ -	
2	1801 SE 20th Street Ft. Lauderdale	12	Restrooms		\$ -		\$ -	\$ -
		12	Porter (120Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		Sq. Ft.	Carpet Cleaning - Deep					\$ -
		Sq. Ft.	Electrostatic Disinfection					\$ -
		Total					\$ -	
3	1800 SE 20th Street Ft. Lauderdale	12	Restrooms		\$ -		\$ -	\$ -
		12	Porter (90Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		Sq. Ft.	Carpet Cleaning - Deep					\$ -
		Sq. Ft.	Electrostatic Disinfection					\$ -
		Total					\$ -	
4	Check point 3	12	Restrooms		\$ -		\$ -	\$ -
		12	Porter (30Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		Sq. Ft.	Carpet Cleaning - Deep					\$ -
		Sq. Ft.	Electrostatic Disinfection					\$ -
		Total					\$ -	

## Janitorial Services - Price Sheets - Port Everglades - Agreement 13 (CBE Reserve)

<b>5</b>	Check point 2	12	Restrooms		\$ -		\$ -	\$ -
			Porter					
		12	(30Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		Sq. Ft.	Carpet Cleaning - Deep					\$ -
		Sq. Ft.	Electrostatic Disinfection					\$ -
Total					\$ -		\$ -	\$ -
<b>6</b>	1900 SE 23rd Street, Fort Lauderdale	12	Restrooms		\$ -		\$ -	\$ -
			Porter					
		12	(30Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		Sq. Ft.	Carpet Cleaning - Deep					\$ -
		Sq. Ft.	Electrostatic Disinfection					\$ -
Total					\$ -		\$ -	\$ -
<b>ITEM NO.</b>	<b><u>FACILITY LOCATION</u></b>	<b><u>Annual Frequency</u></b>	<b><u>Annual Process</u></b>	<b>Year 1</b>		<b>Year 2</b>		<b>Two Year Total</b>
				<b>Unit Price</b>	<b>Annual</b>	<b>Unit Price</b>	<b>Annual</b>	
<b>7</b>	Berth 8	12	Restrooms		\$ -		\$ -	\$ -
			Porter					
		12	(30Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		Sq. Ft.	Carpet Cleaning - Deep					\$ -
		Sq. Ft.	Electrostatic Disinfection					\$ -
Total					\$ -		\$ -	\$ -
<b>8</b>	Berth 13	12	Restrooms		\$ -		\$ -	\$ -
			Porter					
		12	(30Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		Sq. Ft.	Carpet Cleaning - Deep					\$ -
		Sq. Ft.	Electrostatic Disinfection					\$ -
Total					\$ -		\$ -	\$ -

## Janitorial Services - Price Sheets - Port Everglades - Agreement 13 (CBE Reserve)

9	Gate 13	12	Restrooms		\$ -		\$ -	\$ -	
			Porter						
		12	(30Hrs./Month)		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
		Sq. Ft.	Carpet Cleaning - Deep					\$ -	
		Sq. Ft.	Electrostatic Disinfection					\$ -	
Total					\$ -		\$ -	\$ -	
10	1900 SE 30th Street, Fort Lauderdale	12	Restrooms		\$ -		\$ -	\$ -	
			Porter						
		12	(150Hrs./Month)		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
		Sq. Ft.	Carpet Cleaning - Deep					\$ -	
		Sq. Ft.	Electrostatic Disinfection					\$ -	
Total					\$ -		\$ -	\$ -	
11	2019 Eller Drive, Fort Lauderdale	12	Restrooms		\$ -		\$ -	\$ -	
			Porter						
		12	(120Hrs./Month)		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
		Sq. Ft.	Carpet Cleaning - Deep					\$ -	
		Sq. Ft.	Electrostatic Disinfection					\$ -	
Total					\$ -		\$ -	\$ -	
12	2021 Eller Drive, Fort Lauderdale	12	Restrooms		\$ -		\$ -	\$ -	
			Porter						
		12	(30Hrs./Month)		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
		Sq. Ft.	Carpet Cleaning - Deep					\$ -	
		Sq. Ft.	Electrostatic Disinfection					\$ -	
Total					\$ -		\$ -	\$ -	
				<b>Frequency</b>	<b>Annual</b>	<b>Process</b>	<b>Price</b>	<b>Annual</b>	<b>Total</b>
13	2022 Eller Drive, Fort Lauderdale	12	Restrooms		\$ -		\$ -	\$ -	
			Porter						
		12	(30Hrs./Month)		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
		Sq. Ft.	Carpet Cleaning - Deep					\$ -	
		Sq. Ft.	Electrostatic Disinfection					\$ -	
Total					\$ -		\$ -	\$ -	

## Janitorial Services - Price Sheets - Port Everglades - Agreement 13 (CBE Reserve)

14	2024 Eller Drive, Fort Lauderdale	12	Restrooms Porter		\$ -		\$ -	\$ -
		12	(30Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		Sq. Ft.	Carpet Cleaning - Deep					\$ -
		Sq. Ft.	Electrostatic Disinfection					\$ -
		Total				\$ -		\$ -
15	2025 Eller Drive, Fort Lauderdale	12	Restrooms Porter		\$ -		\$ -	\$ -
		12	(30Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		Sq. Ft.	Carpet Cleaning - Deep					\$ -
		Sq. Ft.	Electrostatic Disinfection					\$ -
		Total				\$ -		\$ -
16	2026A Eller Drive, Fort Lauderdale	12	Restrooms Porter		\$ -		\$ -	\$ -
		12	(90Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		Sq. Ft.	Carpet Cleaning - Deep					\$ -
		Sq. Ft.	Electrostatic Disinfection					\$ -
		Total				\$ -		\$ -
17	2026 Eller Drive, Fort Lauderdale	12	Restrooms Porter		\$ -		\$ -	\$ -
		12	(90Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		Sq. Ft.	Carpet Cleaning - Deep					\$ -
		Sq. Ft.	Electrostatic Disinfection					\$ -
		Total				\$ -		\$ -
18	2200 SE 35th Street, Fort Lauderdale	12	Restrooms Porter		\$ -		\$ -	\$ -
		12	(60Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		Sq. Ft.	Carpet Cleaning - Deep					\$ -
		Sq. Ft.	Electrostatic Disinfection					\$ -
		Total				\$ -		\$ -

## Janitorial Services - Price Sheets - Port Everglades - Agreement 13 (CBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
19	Check point 1	12	Restrooms		\$ -		\$ -	\$ -
			Porter					
		12	(30Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		Sq. Ft.	Carpet Cleaning - Deep					\$ -
		Sq. Ft.	Electrostatic Disinfection					\$ -
	Total			\$ -		\$ -	\$ -	
20	FTZ, 3400 McIntosh Rd Ft. Laud.	12	Restrooms		\$ -		\$ -	\$ -
			Porter					
		12	(30Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		Sq. Ft.	Carpet Cleaning - Deep					\$ -
		Sq. Ft.	Electrostatic Disinfection					\$ -
	Total			\$ -		\$ -	\$ -	
21	Check point 4	12	Restrooms		\$ -		\$ -	\$ -
			Porter					
		12	(30Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		Sq. Ft.	Carpet Cleaning - Deep					\$ -
		Sq. Ft.	Electrostatic Disinfection					\$ -
	Total			\$ -		\$ -	\$ -	
22	Crane- 2050 SE 42nd ST. Ft. Laud	12	Restrooms		\$ -		\$ -	\$ -
			Porter					
		12	(120Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		Sq. Ft.	Carpet Cleaning - Deep					\$ -
		Sq. Ft.	Electrostatic Disinfection					\$ -
	Total			\$ -		\$ -	\$ -	
<b>Total (1) - Summary, all sites</b>					\$ -		\$ -	\$ -

## Janitorial Services - Price Sheets - Port Everglades - Agreement 13 (CBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total 2 years
				Unit Price	Annual	Unit Price	Annual	
				Per Hour	Annual	Per Hour	Annual	
Additional Labor:								
	Project Supervisor		50 hrs.		\$ -		\$ -	\$ -
	Site Supervisor		50 hrs.		\$ -		\$ -	\$ -
	Full Time Service Crew		50 hrs.		\$ -		\$ -	\$ -
	Part Time Service Crew		50 hrs.		\$ -		\$ -	\$ -
	Porter Day/Night		50 hrs.		\$ -		\$ -	\$ -
Emergency Services Labor:								
	Project Supervisor		50 hrs.		\$ -		\$ -	\$ -
	Site Supervisor		50 hrs.		\$ -		\$ -	\$ -
	Full Time Service Crew		50 hrs.		\$ -		\$ -	\$ -
	Part Time Service Crew		50 hrs.		\$ -		\$ -	\$ -
	Porter Day/Night		50 hrs.		\$ -		\$ -	\$ -
	"Pass thru" (Services/Materials)				\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
			<b>Total (2)</b>		\$ 1,000.00		\$ 1,000.00	\$ 2,000.00

**Grand Total - Whole Group**  
(Total 1 + Total 2)

	\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
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**NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES,  
REGARDLESS OF THE NUMBER OF HOURS WORKED,  
WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.**

	YES	Agree to the above statement.
	NO	Disagree to the above statement.

NAME OF COMPANY: \_\_\_\_\_

AUTHORIZED PERSON NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

By signing this proposal sheet, your firm is agreeing to the terms and conditions of the invitation for proposal.

All buildings listed in the group must be priced for this proposal sheet to be determined responsive.

AUTHORIZED PERSON TITLE: \_\_\_\_\_

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

**THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED.  
ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.**

**Janitorial Services - Price Sheets - 911 Call Centers - Agreement 14  
(CBE Reserve)**

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year
				Unit Price	Annual	Unit Price	Annual	Total
1	North Regional Dispatch Center Bridge 4 & Bridge 5 201 SE 6 Street Fort Lauderdale, Florida 33301	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		12	Porter (325Hrs./Month)		\$ -		\$ -	\$ -
		4	Pressure Cleaning		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		Sq. Ft.	Carpet Cleaning - Deep					\$ -
		Sq. Ft.	Electrostatic Disinfection					\$ -
			Total			\$ -		\$ -
1	South Regional Dispatch Center Bridge 4 & Bridge 5 201 SE 6 Street Fort Lauderdale, Florida 33301	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		12	Porter (325Hrs./Month)		\$ -		\$ -	\$ -
		4	Pressure Cleaning		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		Sq. Ft.	Carpet Cleaning - Deep					\$ -
		Sq. Ft.	Electrostatic Disinfection					\$ -
			Total			\$ -		\$ -

**Janitorial Services - Price Sheets - 911 Call Centers - Agreement 14**  
**(CBE Reserve)**

1	Central Regional Dispatch Center	12	Basic Cleaning		\$ -		\$ -	\$ -
	Bridge 4 & Bridge 5	12	Restrooms		\$ -		\$ -	\$ -
	201 SE 6 Street Fort Lauderdale, Florida 33301	12	Floors		\$ -		\$ -	\$ -
		12	Porter (325Hrs./Month)		\$ -		\$ -	\$ -
		4	Pressure Cleaning		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		Sq. Ft.	Carpet Cleaning - Deep					\$ -
		Sq. Ft.	Electrostatic Disinfection					\$ -
			Total		\$ -		\$ -	\$ -

<b>Total (1) - Summary, all sites</b>		\$ -	\$ -	\$ -	\$ -
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ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
				Per Hour	Annual	Per Hour	Annual	2 years
	Additional Labor:							
	Project Supervisor		50 hrs.		\$ -		\$ -	\$ -
	Site Supervisor		50 hrs.		\$ -		\$ -	\$ -
	Full Time Service Crew		50 hrs.		\$ -		\$ -	\$ -
	Part Time Service Crew		50 hrs.		\$ -		\$ -	\$ -
	Porter Day/Night		50 hrs.		\$ -		\$ -	\$ -
	Emergency Services Labor:							
	Project Supervisor		50 hrs.		\$ -		\$ -	\$ -
	Site Supervisor		50 hrs.		\$ -		\$ -	\$ -
	Full Time Service Crew		50 hrs.		\$ -		\$ -	\$ -
	Part Time Service Crew		50 hrs.		\$ -		\$ -	\$ -
	Porter Day/Night		50 hrs.		\$ -		\$ -	\$ -
	"Pass thru" (Services/Materials)		\$1,000.00		\$ 1,000.00		\$ 1,000.00	\$2,000.00
	<b>Total Group 2</b>				\$1,000.00		\$1,000.00	\$2,000.00

**Janitorial Services - Price Sheets - 911 Call Centers - Agreement 14  
(CBE Reserve)**

Grand Total -  
Whole Group  
(Total 1 + Total 2)

	\$1,000.00	\$ -	\$1,000.00	\$2,000.00
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NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES,  
REGARDLESS OF THE NUMBER OF HOURS WORKED,  
WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.

YES	<input type="checkbox"/>	Agree to the above statement.
NO	<input type="checkbox"/>	Disagree to the above statement.

NAME OF COMPANY: \_\_\_\_\_

AUTHORIZED PERSON NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

By signing this proposal sheet, your firm is agreeing to the terms and conditions of the invitation for proposal.  
All buildings listed in the group must be priced for this proposal sheet to be determined responsive.

AUTHORIZED PERSON TITLE: \_\_\_\_\_

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

THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED.  
ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.

Facilities Location Details																					
ITEM NO.	FACILITY LOCATION	PHONE FAX	AGENCY CONTRACT PERSON	DAYS OPEN	OPEN HOURS	DAYS CLOSED	AFTER HOURS PHONE	AREA SQ. FT.	DAYS SERVICE	PROJECT WORK	AIR QUALITY SUPERVISION	TOTAL DAILY AVERAGE	# EMPLOYEES	# RESTROOMS	# SINKS	# COMMODES	# URINALS	# CARRIET	SITE STATISTICS		
REQUIRED MIN. AVERAGE MONTHLY HOURS																					
1	AFRICAN AMR. LIB. CULTURAL CT. 2680 N.W. 6TH STREET FT. LAUDERDALE, FL 33311	831-18945	Jenise Dickson	MON TO WED THR TO SAT SUN	10 TO 8 10 TO 6 1 TO 5		NONE	60,150	7	413	83	10	373	50.6	30.6	38	14	30	27	7	35%
2	BEACH BRANCH 221 POMPANO BEACH BLVD POMPANO BEACH, FL 33062	831-1401	Marion Jerome	MON TO FRI	10 TO 6	SAT SUN	785-2198	3,000	5	20	4	1	2.4	26.8	1.2	3	2	3	2	1	95%
3	TYRONE BRYANT BRANCH 2230 N.W. 21ST AVENUE FORT LAUDERDALE, FL 33311	831-18945	Genaida Valdas	MON/THU TUE/WED/SAT	12 TO 8 10 TO 6	SUN FRI	487-1676	10,000	5	54	11	2	6.6	72.5	3.3	4	3	3	6	1	81%
4	FT. LAUDERDALE BRANCH 1300 E. SUNRISE BLVD FORT LAUDERDALE, FL 33004	357-6363	Ava Seabrook	MON/TUE WED/FRI/SAT	12 TO 8 10 TO 6	SUN THU	765-4262	20,000	5	102	20	3	12.5	137.9	6.4	14	4	8	9	4	80%
5	J M COLLIER CITY BRANCH 2800 N.W. 9TH COURT POMPANO BEACH, FL 33069	831-1401	Genaida Valdas	MON/WED TUE/THU/FRI	12 TO 8 10 TO 6	SUN SAT	968-3844	16,584	6	102	20	3	12.6	136.1	5.3	5	3	5	6	1	35%
6	CENTURY PLAZA BRANCH 1856A W. HILLSBORO BLVD DEERFIELD BEACH, FL 33442	831-1401	Marion Jerome	MON TO WED FRI/SAT	10 TO 6 10 TO 6	THU SUN	360-1331	11,882	5	62	12	2	7.6	83.5	3.9	7	3	4	3	1	92%
7	CARVER RANCHES BRANCH 4735 SW 19TH STREET HOLLYWOOD, FL 33023	680-0009	Naidene McPherson	MON/WED TUE/THU/SAT	12 TO 8 10 TO 6	SUN FRI	985-1946	10,000	6	64	13	2	7.9	86.7	3.3	5	3	7	6	1	95%
8	DANIA BRANCH 225 EAST DANIA BEACH BLVD DANIA, FL 33004	680-0009	Naidene McPherson	MON/THU TUE/WED/SAT	12 TO 8 10 TO 6 9 TO 5	SUN FRI	326-2421	12,000	5	63	13	2	7.8	85.6	4.0	8	3	7	5	2	50%
9	DEERFIELD BEACH BRANCH 837 E. HILLSBORO BOULEVARD DEERFIELD BEACH, FL 33441	831-1401	Marion Jerome	MON/WED/SAT TUE/THU	10 TO 6 12 TO 8	SUN FRI		15,120	5	78	16	3	9.6	106.0	4.9	10	4	5	5	1	80%

**Branch Libraries - Agreement 1**

Facilities Location Details																			
ITEM NO.	FACILITY LOCATION	PHONE FAX	AGENCY CONTRACT PERSON	DAYS OPEN	OPEN HOURS	DAYS CLOSED	AFTER HOURS PHONE	AREA SQ.FT.	DAYS SERVICE	PROJECT WORK	AIR QUALITY DAILY ORDER	TOTAL SUPERVISION	DAILY AVERAGE	# EMPLOYEES	# RESTROOMS	# SINKS	# URINALS	# COMMODES	% CARPET
REQUIRED MIN. AVERAGE MONTHLY HOURS												SITE STATISTICS							
10	DAVE COOPER CITY 4600 S.W 82ND AVE DAVIE FL, 33328	680-0089	Edgar Sampedro	MON/TUE WED/THUSAT	12 TO 8 10 TO 6	FRI SUN	680-0083	10,000	5 54 11 2	6.6	72.5	3.3	5 3 10 6 2	90%					
11	GALT OCEAN MILE CENTER 3403 GALT OCEAN MILE FORT LAUDERDALE, FL 33308	357-6383	Ava Seabrook	MON/TUES FRI/SAT THU	10 TO 6 10 TO 6 12 TO 8	SUN WED	537-2878	4,900	5 29 6 1	3.6	39.2	1.8	5 2 3 2 1	70%					
12	HOLLYWOOD BEACH CENTER 1301 S. OCEAN DRIVE HOLLYWOOD, FL 33019	680-0089	Edgar Sampedro	MON TO FRI	10 TO 6	SAT SUN	924-4170	2,500	5 17 3 0	2.1	23.5	1.1	4 6 9 10 3	70%					
13	HALLANDALE BEACH BRANCH 300 S. FEDERAL HIGHWAY HALLANDALE, FL 33009	680-0089	Naldene McPherson	MON/TUE WED/THUSAT	12 TO 8 10 TO 6	FRI SUN	457-1752	14,700	5 76 15 2	9.4	103.3	4.8	11 3 6 4 1	95%					
14	HOLLYWOOD LIBRARY 2800 Hollywood Blvd Hollywood, FL 33020	680-0089	Naldene McPherson	MON TO WED THU TO SAT SUN	10 TO 8 10 TO 6 1 TO 5	MON/THUSAT TUES/WED	925-2432	31,000	7 217 43 5	28.5	291.5	9.6	31.0 4.5 2 2 4	95%					
15	IMPERIAL POINT BRANCH 5885 N FEDERAL HIGHWAY FORT LAUDERDALE, FL 33308	357-6383	Ava Seabrook	MON/THUSAT TUES/WED	10 TO 6 12 TO 8	SUN FRI	482-1802	14,000	5 73 15 2	8.0	98.7	4.6	12 4 11 7 2	95%					
16	LAUDERHILL TOWN CENTER 6999 West Oakland Park Blvd LAUDERHILL, FL 33313	577-4613	Lisa King	MON/TUE WED/THUSAT	12 TO 8 10 TO 6	SUN FRI	487-1831	10,000	6 64 13 2	7.9	86.7	3.3	6 1 3 1 0	99%					
17	LAUDERDALE LAKES BRANCH 3221 NW 43RD AVE LAUDERDALE LAKES, FL 33319	831-8945	Janice Dickerson	MON/TUE WED/THUSAT	12 TO 8 10 TO 6	FRI SUN	497-3629	7,900	5 43 9 1	5.3	58.8	2.7	5 3 3 4 1	95%					
18	MARGATE BRANCH 5810 PARK DRIVE MARGATE, FL 33063	831-1401	Gerinda Valdes	MON/WED FRI/SAT TUE/THU	10 TO 6 10 TO 6 12 TO 8	SUN	969-3802	15,800	6 98 20 3	12.0	132.0	5.1	10 3 7 7 2	90%					
19	MIRAMAR - EDUCATION CENTER 2050 Civic Center Place MIRAMAR, FL 33025	680-0089	Naldene McPherson	MON/WED THUSAT SUN	10 TO 8 10 TO 6 1 TO 5	THUSAT SUN		30,181	6 181 36 5	22.2	244.3	9.4	35 14 15 2	79%					

Facilities Location Details																						
ITEM NO.	FACILITY LOCATION	PHONE FAX	AGENCY CONTRACT PERSON	DAYS OPEN	OPEN HOURS	DAYS CLOSED	AFTER HOURS PHONE	AREA SQ.FT.	DAYS SERVICE	PROJECT WORK	AIR QUALITY SUPERVISION	TOTAL DAILY AVERAGE	EMPLOYEES	# RESTROOMS	# SINKS	# COMMODES	# URINALS	% CARPET				
REQUIRED MIN. AVERAGE MONTHLY HOURS												SITE STATISTICS										
20	NORTHLAUDERDALE BRANCH 6801 Kimberly Blvd. N. LAUDERDALE, FL 33068	831-1401	Genaida Valdes	MON/TUE WED TO SAT	12 TO 8 10 TO 6	SUN	966-3841	20,000	5	102	20	3	12.5	137.9	6.4	5	2	8	5	2	95%	
21	NORTHWEST REGIONAL LIBRARY 3151 UNIVERSITY DRIVE CORAL SPRINGS, FL 33065	831-1401	Marion Jerome	MON TO WED THU TO SAT SUN	10 TO 8 10 TO 6 1 TO 5		341-3869	72,000	7	483	99	12	238	60.4	902.2	28.7	66	10	26	23	6	80%
22	NORTHWEST BRANCH 1560 N.W. 3RD AVENUE POMPANO BEACH, FL 33060	831-1401	Jerome Mallon	MON/WED TUE/THU/SAT	12 TO 8 10 TO 6	SUN FRI	786-2187	9,000	6	59	12	2	7.2	78.9	3.0	4	2	4	2	3	3	95%
23	POMPANO BEACH BRANCH 50 WEST ATLANTIC BLVD. POMPANO BEACH, FL 33069	831-1401	Marion Jerome	MON/WED WED/FRISAT	12 TO 8 10 TO 6	THU SUN	786-2185	22,000	5	111	22	4	13.7	151.0	7.0	16	5	8	8	1	1	90%
24	RIVERLAND BRANCH 2710 W. DAVIE BLVD FORT LAUDERDALE, FL 33312	831-4845	Edgar Sampedro	MON/THU TUE/WED/SAT	12 TO 8 10 TO 6	FRI SUN	791-1088	10,000	5	54	11	2	6.6	72.5	3.3	7	4	7	7	2	2	90%
25	STIRLING ROAD LIBRARY 3151 Stirling Road Hollywood, FL 33020	680-0009	Edgar Sampedro	TUE/THU WED/FRISAT SUN	12 TO 8 10 TO 6 1 TO 5	MON	965-3813	20,000	6	122	24	3	15.0	164.8	6.3	2	7	0	1	0	1	40%
26	SUNRISE DAN PEARL 10500 W. OAKLAND PARK BLVD SUNRISE, FL 33351	577-4613	Lisa King	MON & THU TUE/WED	10 TO 6 12 TO 8	SUN		20,000	6	122	24	3	15.0	164.8	6.3	13	4	13	8	3	3	95%
27	SOUTHWEST REGIONAL 16835 SHERIDAN STREET PEMBROKE PINES, FL 33351	680-0009	Edgar Sampedro	MON TO WED THU TO SAT SUN	10 TO 8 10 TO 6 1 TO 5		538-9976	78,000	7	533	107	13	152	65.3	870.0	28.7	62	14	22	27	7	
28	TAMARAC BRANCH 8701 W. COMMERCIAL BOULEVARD TAMARAC, FL 33351	577-4613	Lisa King	MON TO WED THU TO SAT	10 TO 8 10 TO 6	SUN	720-2284	30,000	7	210	42	5	25.7	282.4	9.3	13	4	5	4	1	1	80%
29	WESTON LIBRARY 4205 Bonaventure Blvd. Weston, FL 33332	680-0009	Edgar Sampedro	MON TO WED THU TO SAT SUN	10 TO 8 10 TO 6 1 TO 5		389-2099	50,000	7	345	69	6	42.2	464.1	15.3	52	4	14	9	3	3	95%
30	WEST REGIONAL LIBRARY 8801 W. BROWARD BLVD PLANTATION, FL 33324	577-4613	Lisa King	SUN WED TO SAT MON & TUE	10 TO 8 10 TO 6 12 TO 8		NONE	78,000	7	533	107	13	160	65.3	875.7	29.0	52	4	14	9	3	95%
31	YOUNG AT ART 751 SW 121 AVENUE DAVIE, FL 33325	680-0009	Edgar Sampedro	SUN MON TO SAT	11 TO 6 10 TO 6			60,000	7	412	82	10	243	50.4	737.5	25.3	62	7	28	5	5	

**Facilities Location Details**

ITEM NO.	FACILITY LOCATION	PHONE FAX	AGENCY CONTACT PERSON	DAYS OPEN	BUS. HOURS	DAYS CLOSED	AFTER HOURS PHONE	AREA SQ. FT.	DAY SERVICE	BASIC CLEANING	PROJECT WORK	AIR QUALITY	DAY PORTER	SUPERVISION	TOTAL	DAILY AVERAGE	# EMPLOYERS	# RESTROOM	# SINKS	# COMMODES	# URINALS	# CARPET	SITE STATISTICS	
																							REQUIRED MIN. AVERAGE MONTHLY HOURS	50%

**Large Facilities - Group 1 - Agreement 2**

1	ALCOHOL & DRUG ABUSE (Booher ) 3275 N.W. 99TH WAY CORAL SPRINGS FL, 33065	831-1401	Gerarda Velitas	7 days		None		30,000	7	311	62	5	910	37.8	1,325.9	43.7	56	10	17	11	1		50%
2	Alcohol & Drug Abuse BARCENTRAL 1011 S.W. 2nd Court Fort Lauderdale, FL 33301	357-6363	Alexa Seabrook	MON TO FRI	8 TO 4	SAT-SUN	NONE	27,000	7	281	56	5	455	34.1	830.3	27.4	107	9	17	28	10		
3	Alcohol & Drug Abuse E.P. MILLS CENTER 900 NW 31st Avenue FortLauderdale, FL 33311	831-8945	Janice Dickinson	MON TO FRI FRI	M - TH 7 TO 9PM F 7 TO 7PM	SAT-SUN		53,477	5	392	78	9	325	47.9	851.8	36.3	120	15	39	54	6		70%
4	NJCC ADMINISTRATION 408 SE 4th Street Fort Lauderdale, FL 33316	357-6363	Alexa Seabrook	MON TO FRI	8 TO 6	SAT/SUN	764-5383	900	5	5	1	0	0.7	7.2	7.2	0.3	4	1	1	2		80%	
5	NANCY J COTTERMAN CENTER 400 North East 4th Street Fort Lauderdale, FL 33301	357-6363	Alexa Seabrook	MON TO SUN	24 HRS		765-4159	10,643	5	82	16	2	10.1	110.6	110.6	5.1	30	7	9	8	1		95%

Diane Stewart

ITEM NO	FACILITY LOCATION	PHONE FAX	AGENCY CONTACT PERSON	DAYS OPEN	BUS. HOURS	DAYS CLOSED	AFTER HOURS PHONE	AREA SQ. FT.	DAY SERVICE	BASIC CLEANING	PROJECT WORK	AIR QUALITY	DAY PORTER	SUPERVISION	TOTAL	SITE STATISTICS						
																REQUIRED MIN. AVERAGE MONTHLY HOURS	DAILY AVERAGE	# EMPLOYEES	# RESTROOMS	# JINKS	# COMMODES	# URINALS

**Large Facilities - Group 2 - Agreement 3**

1	West Government Center Annex One N. University Drive PLANTATION, FL 33324	577-4613	Lisa King	5	8 TO 6	SAT-SUN	357-6000	167,308	5	1,214	243	28	148.4	1,632.8	75.4	35	4	25	19	6	70%
2	WEST REGIONAL COURTHOUSE 100 N. PINE ISLAND ROAD PLANTATION, FL	577-4613	Lisa King	5	8 TO 6	SAT-SUN	357-6000	27,685	7	288	58	5	35.0	384.6	12.7	52	4	14	9	3	95%
3	FACILITIES MAINTENANCE DISTRICT OFFICE 200 N PINE ISLAND ROAD PLANTATION, FL	577-4613	Lisa King	5	8 TO 6	SAT-SUN	357-6000	868	5	12	2	0	1.4	15.6	0.7	2	3	2	2	2	0%
4	EMERGENCY OPERATIONS CENTER 8601 BROWARD BLVD PLANTATION, FL 33324	577-4613	Lisa King	MON-FRI	8 TO 5	SAT/SUN	NONE	42,000	5	309	62	7	37.8	415.3	19.2	35	4	25	19	6	70%
5	WEST REGIONAL MASS TRANSIT 100 N Pine Island Road Plantation, FL	577-4613	Lisa King	SUN-SAT	5A-11:30P	NONE	NONE	140	7	9	2	0	1.1	11.9	0.4	40	2	2	2	1	0%

Facilities Location Details																										
ITEM NO.	FACILITY LOCATION	PHONE FAX	AGENCY CONTACT PERSON	DAYS OPEN	BUS HOURS	DAYS CLOSED	AFTER HOURS PHONE	AREA SQ. FT.	DAY SERVICE	BASIC CLEANING	PROJECT WORK	AIR QUALITY	DAY POWER	SUPERVISION	TOTAL	DAILY AVERAGE	# EMPLOYEES	# RESTROOMS	# SHMS	# COMMODES	# URINALS	# CARRIES				
																	REQUIRED MIN. AVERAGE MONTHLY HOURS					SITE STATISTICS				

**Large Facilities - Group 3 - Agreement 4**

1	<b>PUBLIC SAFETY BUILDING</b> 2601 W. BROWARD BLVD. FT. LAUDERDALE, FL 33311	831-8945	Janice Dickinson	24 / 7	24 / 7	SAT-SUN	831-8945	257,000	7	2,606	521	43	317.0	3,487.2	115.0	900	30	122	43	46		61%
2	<b>B.S.O. DISTRICT STATION #5</b> 2601 W. BROWARD BLVD. FT. LAUDERDALE, FL 33311	831-8945	Janice Dickinson	24 / 7	24 / 7	MON-FRI	831-8945	24,000	5	179	36	4	21.9	240.4	11.1	6	30	23	12	5		61%
3	<b>BSO FLEET SERVICES</b> 2001 NW 31st Avenue FT. LAUDERDALE, FL 33311	831-8945	Janice Dickinson	MON - FRI	7A - MID	SAT/SUN	831-8945	1,600	5	17	3	0	2.1	22.7	1.0	26	4	7	6	6		10%
4	<b>BSO DEFENSIVE TACTICS BUILDING</b> 2601 W. BROWARD BLVD. FORT LAUDERDALE, FL 33311	831-8945	Janice Dickinson	24 / 7	24 / 7		831-8945	8,000	5	63	13	1	7.7	84.9	3.9	2	3	2	2	2		0%
5	<b>BSO WAREHOUSE OFFICES</b> 2601 W. BROWARD BLVD. FT. LAUDERDALE, FL 33311	831-8945	Edgar Sampedro	24 / 7	24 / 7		831-8945	8,000	5	63	13	1	7.7	84.9	3.9	10	2	2	2	2		30%

Facilities Location Details																																	
ITEM NO.	FACILITY LOCATION	PHONE FAX	AGENCY CONTACT PERSON	DAYS OPEN	BUS. HOURS	DAYS CLOSED	AFTER HOURS PHONE	AREA SQ. FT.	DAY SERVICE	PROJECT WORK	APR. OVERTIME	DAY OFFERS	ADDITION	TOTAL	DAILY AVERAGE	# EMPLOYEES	# MEET ROOMS	# JUNG	# COMMONS	# BIRKALL	# CARPET	SITE STATISTICS											
REQUIRED MIN. AVERAGE MONTHLY HOURS																																	

**Large Facilities - Group 4 - Agreement 5**

1	MASS TRANSIT Administration Building #1 3201 Copans Rd. POMPANO BEACH, FL	831-1401	Naidene McPherson	MON-FRI	8 TO 4	SAT/SUN	17,263	5	130	26	3	15.9	174.9	8.1	4	8	10	4				85%
2	MASS TRANSIT Maintenance Building #2 3201 Copans Rd. POMPANO BEACH, FL	831-1401	Naidene McPherson	MON-FRI	8 TO 4	SAT/SUN	5,430	5	46	9	1	5.4	59.9	2.8	2	4	4	2				25%
3	MASS TRANSIT New Building #4 3201 Copans Rd. POMPANO BEACH, FL	831-1401	Naidene McPherson	MON-FRI	8 TO 4	SAT/SUN	14,590	5	111	22	2	13.5	148.9	6.9	4	8	10	3				85%
4	MASS TRANSIT RAVENSWOOD - Administration/Operation 5440 Ravenswood Rd. FT. LAUDERDALE, FL	577-4613	Naidene McPherson	MON-FRI	8 TO 4		6,400	5	52	10	1	6.3	68.3	3.2	4	8	8	5				30
5	MASS TRANSIT RAVENSWOOD - Administration/Operation 5440 Ravenswood Rd. FT. LAUDERDALE, FL	577-4613	Naidene McPherson	SAT/SUN			2,500	2	9	2	0	1.2	12.9	1.5	4	8	8	5				30
6	MASS TRANSIT NEW LAUDERHILL IMAS TRANS. 4221 NW 12th Street Lauderhill, FL	577-4613	Naidene McPherson				1,280	7	20	4	0	2.5	27.1	0.9	2	3	2	0				0

Facilities Location Details																									
ITEM NO.	FACILITY LOCATION	PHONE FAX	AGENCY CONTACT PERSON	DAYS OPEN	BUS. HOURS	DAYS CLOSED	AFTER HOURS PHONE	AREA SQ. FT.	SITE STATISTICS																
									DAYS SERVICE	PREP WORK	AIR QUALITY	DAY PORTER	SUPERVISION	TOTAL	DAILY AVERAGE	# EMPLOYEES	# RESTROOMS	# SINKS	# COMMODES	# URINALS	% CARPET				
1	MEDICAL EXAMINER 5301 S.W 31ST AVE. FORT LAUDERDALE, FL 33312			SUN TO SAT	7 TO 5	NONE		17,000	5	128	26	3	15.7	172.3	8.0	43	8	8	16						75%

**Large Facilities - Group 5 - Agreement 6**

1 MEDICAL EXAMINER 577-4613 Edgat Sampedro SUN TO SAT 7 TO 5 NONE 17,000 5 128 26 3 15.7 172.3 8.0 43 8 8 16 75%

5301 S.W 31ST AVE.  
FORT LAUDERDALE, FL 33312

Facilities Location Details																								
ITEM NO.	FACILITY LOCATION	PHONE FAX	AGENCY CONTACT PERSON	DAYS OPEN	BUS. HOURS	DAYS CLOSED	AFTER HOURS PHONE	AREAS ETC.	PAV SERVICE	BANK CLEANING	PROJECT WORK	MAINTENANCE	PAV PORTER	RESTROOM	DAY WATER	WATER	DAILY AVERAGE	EMPLOYEES	RESTROOMS	DRINK	COMMONS	STAIRS	TRASH	SEWER
REQUIRED MIN. AVERAGE MONTHLY HOURS											SITE STATISTICS													
1	NORTH REGIONAL COURTHOUSE 1600 HILLSBORO BLVD. DEERFIELD BEACH, FL			MON-FI	8 TO 5	SAT-SUN			65,532	5	479	96	11	58.5	643.9	29.7	50	24	36	35	6			20%

Large Facilities - Group 6 - Agreement 7

1 NORTH REGIONAL COURTHOUSE 831-1401 Marlon Jermon 8 TO 5 SAT-SUN 65,532 5 479 96 11 58.5 643.9 29.7 50 24 36 35 6 20%

**Facilities Location Details**

ITEM NO.	FACILITY LOCATION	PHONE FAX	AGENCY CONTACT PERSON	DAYS OPEN	BUS. HOURS	DAYS CLOSED	AFTER HOURS PHONE	AREA SQ. FT.	DAYS SERVICE	BASIC CLEANING	PROJECT WORK	AIR QUALITY	DAY PORTER	SUPERVISION	TOTAL	DAILY AVERAGE	# EMPLOYEES	# RESTROOMS	# SINKS	# COMMODS	# URINALS	% CARPET	SITE STATISTICS	
																							REQUIRED MIN. AVERAGE MONTHLY HOURS	35%
1	CLERK OF COURT ARCHIVES "Evidences Vault" 515 S.W. 2ND AVE. FT. LAUDERDALE, FL	831-6132	Teresita Telleria	MON-FRI	8 TO 4:30	SAT/SUN		15,000	5	114	23	3	13.9	152.9	7.1	5	2	2	2	2	2	35%		
2	STATE ATTORNEY-ARCHIVES 519 S.W. 2ND AVE. FT. LAUDERDALE, FL	831-6132	Teresita Telleria Agreement	MON-FRI	N/A	Sat-Sun		30000																
3	STATE ATTORNEY-ARCHIVES 529 S.W. 2ND AVE. FT. LAUDERDALE, FL	831-6132	Teresita Telleria	MON-FRI	N/A	Sat-Sun		30000																
4	PUBLIC DEFENDERS 412 S.E. 8th Street Fort Lauderdale, Fl. 33301	831-6540	Teresita Telleria	MON-FRI	8:30 TO 4:00	SAT/SUN	610-1919	8,000	5	63	13	1	7.7	84.9	3.9	20	5	7	5	1	1	95%		
5	STATE ATTORNEY, OFFICE OF THE 16 S.E. 8th STREET FT. LAUDERDALE, FL	831-6540	Teresita Telleria	MON-FRI	8:30 TO 5	SAT/SUN	562-3558	15,000	5	114	23	3	13.9	152.9	7.1	18	4	4	9	9	98%			
6	64th STREET WAREHOUSE 1081 NW 64TH STREET FT. LAUDERDALE, FL	831-1408	Gerarda Valdes No Porter Service Required	MON-FRI	8 TO 4:30	SAT/SUN		3,000	5	27	5	1	3.3	36.3	1.7	12	4	6	6	1	35%			
7	NORTH FAMILY SUCCESS CENTER 2011 NW 3RD AVENUE POMPANO BEACH, FL	831-1410	Marlon Jerome	MON-FRI	8 TO 5	SAT/SUN		3,500	5	31	6	1	3.7	41.2	1.9	7	3	6	4	4	35%			

**Small Facilities - Group 1 - Agreement 8**

Facilities Location Details																						
ITEM NO.	FACILITY LOCATION	PHONE FAX	AGENCY CONTACT PERSON	DAYS OPEN	BUS. HOURS	DAYS CLOSED	AFTER HOURS PHONE	AREA SQ. FT.	DAY SERVICE	BASIC CLEANING	PROJECTWORK	AIR QUALITY	DAY PORTER	SUPERVISION	TOTAL	DAILY AVERAGE	# EMPLOYEES	# RESTROOMS	# SINKS	# COMMODES	# URINALS	# CARPET
REQUIRED MIN. AVERAGE MONTHLY HOURS									SITE STATISTICS													

**Small Facilities - Group 2 - Agreement 9**

1	BIC LANDFILL / North Transfer Station 2760 N. Powerline Road Pompano Beach, FL 33069	831-1401	Edgar Sampedro	TUES TO FRI	7 TO 3	MON/SAT/ SUN	553-4386	800	2	4	1	0	0.6	6.1	6.1	0.7	5	2	5	3			5%
2	HOUSING & COMMUNITY DEVELOPMENT 110 NE 3rd street / 120 NE 3rd street Fort Lauderdale, FL 33011	357-6363	Alva Seabrook	MON-FRI	9 TO 5	SAT/SUN		17,939	4	108	22	3	13.3	145.8	145.8	8.4	40	7	13	11	2		80%
3	ELDERLY & VETERAN SERVICES 2895 N. DIXIE HIGHWAY OAKLAND PARK, FL 33334	357-6363	Alva Seabrook	MON-FRI	8 TO 4	SAT-SUN	NONE	30,000	5	222	44	5	27.2	298.7	298.7	13.8	150	9	15	13	4		90%
4	South Family Success 4735 SW 18TH STREET HOLLYWOOD, FL 33023	357-6469	Naldene McPherson	MON-FRI	8:30A-6:30P	SAT/SUN		6,500	5	37	7	1	4.5	49.7	49.7	2.3	20	4	5	6	0		0%

ITEM NO.	FACILITY LOCATION	PHONE FAX	AGENCY CONTACT PERSON	DAYS OPEN	BUS HOURS	DAYS CLOSED	AFTER HOURS PHONE	AREA SQ. FT.	Facilities Location Details														
									DAY SERVICE	BAFC CLEANING	PROJECT WORK	AIR QUALITY	DAY PORTER	SUPERVISION	TOTAL	DAILY AVERAGE	# EMPLOYEES	# RESTROOMS	# SINKS	# COMMODES	# URINALS	% CARPET	
REQUIRED MIN. AVERAGE MONTHLY HOURS									SITE STATISTICS														
1	ANIMAL CONTROL SOUTH 1870 S.W. 39 th street FT. LAUDERDALE, FL 33315	831-6132	Geoffrey Cacurak	MON TO FRI 10:30 TO 6:30 SAT 8 TO 4 SUN			NONE	12,400	5	95	19	2	11.6	127.6	5.9	40	4	4	4	4	0	0	25%
2	CLERK OF COURT ARCHIVES ENVIRONMENTAL PROTECTION & GROWTH MANAGEMENT (LAB) 3245 College Avenue Davie, FL 33312	577-4613	Samuel Katzen	MON-FRI 8:10-4:30 SAT/SUN			954-592-3509	10,000	5		0	0	5.9	20	3	4	3	0	0	0	0	0	10%
3	FMD SOUTH REG MAINT OFFICE 8500 Griffin Road Davie FL 33328	577-4613	Samuel Katzen	MON TO FRI 7:30 TO 5 SUN			260-2910	3,600	5	31	6	1	3.8	42.1	1.9	10	2	2	2	2	2	2	30%
4	FLEET SERVICES # 2 2815 S.W. 4TH AVE FORT LAUDERDALE, FL 33315	357-6363	Gloria Miller	MON TO FRI 7 TO 3 SAT/SUN			765-4177	1,100	3	8	2	0	1.0	10.8	0.8	24	6	4	2	1	1	0%	
5	FLEET SERVICES #6 7101 S.W. 205 AVENUE FT. LAUDERDALE, FL 33332	577-4613	Samuel Katzen	MON TO FR 7:30 TO 3 SUN			660-0077 Office	470	2	4	1	0	0.4	4.7	0.5	4	3	3	2	1	1	0%	

**Small Facilities - Group 3 - Agreement 10**

**Facilities Location Details**

ITEM NO.	FACILITY LOCATION	PHONE FAX	AGENCY CONTACT PERSON	DAYS OPEN	BUS. HOURS	DAYS CLOSED	AFTER HOURS PHONE	AREA SQ. FT.	DAY SERVICE	BASIC CLEANING	PROJECT WORK	AIR QUALITY	DAY PORTER	SUPERVISION	TOTAL	DAIRY AVERAGE	# EMPLOYEES	# RESTROOMS	# SINKS	# COMMODES	# URINALS	% CARPET	SITE STATISTICS				
																							REQUIRED MIN.	AVERAGE	MONTHLY HOURS		
6	LOW RISE BUILDING (Sched Sect) 2800 SW 4th Avenue Fort Lauderdale, FL 33315	357-6363	Alice Seabrook	MON-FRI	7:30 TO 4	SAT/SUN	765-8985	5,000	5	42	8	1	5.1	55.7	2.6	15	4	9	5	1	10						
7	MOSQUITO CONTROL 1201 West Airport Road Pembroke Pines, FL 33023	577-4613	Naldene McPherson	MON-FRI	8:00 TO 4:30	SAT/SUN	931-1110	1,200	3	8	2	0	1.0	11.4	0.9	4	5	3	1	1	50%						
8	PARKS & RECREATION COMPLEX 950 N.W. 38th Street Fort Lauderdale, FL 33309	357-6363	Gloria Miller	MON TO FRI	8 TO 5	SAT/SUN	938-0610	20,600	5	154	31	3	18.8	207.3	9.6	73	7	9	11	3	50%						
9	Landfill 7101 SW 205 Avenue Fort Lauderdale, FL 33332	577-4613	Edgar Stampedo					11,000	2	34	7	2	4.3	46.8	5.4	4	9	9	3								

**Facilities Location Details**

ITEM NO.	FACILITY LOCATION	PHONE FAX	AGENCY CONTACT PERSON	DAYS OPEN	BUS. HOURS	DAYS CLOSED	AFTER HOURS PHONE	AREA SQ. FT.	DAYS SERVICE	BASIC CLEANING	PROJECTWORK	AIR QUALITY	DAY PORTER	SUPERVISION	TOTAL	DAILY USAGE	# EMPLOYEES	# RESTROOMS	# SINKS	# COMMODES	# URINALS	% CARPET
REQUIRED MIN. AVERAGE MONTHLY HOURS																						
																SITE STATISTICS						

**Small Facilities - Group 4 - Agreement 11**

<b>1</b>	<b>FLEET SERVICES # 3</b> 1600 N.W. 30 TH AVE. POMPANO BEACH, FL. 33069	831-1401	Gerarda Valdas	MON TO FRI	7 TO 3	SAT/SUN	970-0106	2,771	3	15	3	0	1.9	20.6	1.6	36	3	3	3	6	0%
<b>2</b>	<b>FAMILY SUCCESS CENTER NORTHWEST</b> 10077 NW 29th Street Coral Springs, Fl. 33065	831-1401	Gerarda Valdas					13,680	5	104	21	2	12.7	140.1	6.5	70	3	6	5	1	75%
<b>3</b>	<b>REVENUE COLLECTION/AUTO TAG</b> 1800 NW 66 Avenue Plantation, Fl	577-4613	Lisa King	MON TO FRI	7 TO 6	SAT/SUN	765-4666 Office	16,225								50	4	7	7	1	70%



Facilities Location Details

ITEM NO.	FACILITY LOCATION	PHONE FAX	AGENCY CONTACT PERSON	DAYS OPEN	BUS. HOURS	DAYS CLOSED	AFTER HOURS PHONE	AREA SQ. FT.	REQUIRED MIN. AVERAGE MONTHLY HOURS										SITE STATISTICS						
									DAYS SERVICE	BASIC CLEANING	PROJECT WORK	MAN QUALITY	DAY PORTER	SUPERVISION	TOTAL	DAILY AVERAGE	# EMPLOYEES	# RESTROOMS	# SINKS	# COMMODS	# URINALS	# CARPET			
1	1800 SE 18th Street F., Lauderdale		M. George	7				64	7	0.00	3	0	30	0.3	33.3	1.1	1	1	1	0	0	0	0	0	0
2	1801 SE 20th Street F., Lauderdale		M. George	7				395	7	0.00	12	0	120	1.2	133.2	4.4	4	6	5	1	0	0	0	0	0
3	1800 SE 20th Street F., Lauderdale		M. George	7				746	7	0.00	9	0	90	0.9	99.9	3.3	4	12	8	5	0	0	0	0	0
4	Check point 3		M. George	7				41	7	0.00	3	0	30	0.3	33.3	1.1	1	1	1	0	0	0	0	0	0
5	Check Point 3 - Booth (2) amount listed is per location		M. George	7				24	2	0.00	3	0	3	0.3	3.0	1.5									
6	Check point 2		M. George	7				41	7	0.00	3	0	30	0.3	33.3	1.1	1	1	1	0	0	0	0	0	0
7	Check Point 2 - Booth (2) amount listed is per location		M. George	7				24	2	0.00	3	0	3	0.3	3.0	1.5									
8	1900 SE 23rd Street, Fort Lauderdale		M. George	7				124	7	0.00	3	0	30	0.3	33.3	1.1	2	2	4	0	0	0	0	0	0
9	Berth 8		M. George	7				172	7	0.00	3	0	30	0.3	33.3	1.1	1	2	4	2	0	0	0	0	0
10	Berth 13		M. George	7				100	7	0.00	3	0	30	0.3	33.3	1.1	1	1	2	1	0	0	0	0	0
11	Gate 13		M. George	7				41	7	0.00	3	0	30	0.3	33.3	1.1	1	1	1	0	0	0	0	0	0
12	Gate 13 - Booth (1)		M. George	7				24	2	0.00	3	0	3	0.3	3.0	1.5									
13	1900 SE 30th Street, Fort Lauderdale		M. George	7				977	7	0.00	15	0	150	1.5	166.5	5.5	6	14	11	1	0	0	0	0	0
14	2019 Eller Drive, Fort Lauderdale		M. George	7				1362	7	0.00	12	0	120	1.2	133.2	4.4	6	14	13	6	0	0	0	0	0
15	2021 Eller Drive, Fort Lauderdale		M. George	7				433	7	0.00	3	0	30	0.3	33.3	1.1	3	5	5	2	0	0	0	0	0
16	2022 Eller Drive, Fort Lauderdale		M. George	7				80	7	0.00	3	0	30	0.3	33.3	1.1	1	1	1	2	0	0	0	0	0
17	2024 Eller Drive, Fort Lauderdale		M. George	7				80	7	0.00	3	0	30	0.3	33.3	1.1	1	1	1	2	0	0	0	0	0
18	2025 Eller Drive, Fort Lauderdale		M. George	7				66	7	0.00	3	0	30	0.3	33.3	1.1	2	2	2	1	0	0	0	0	0
19	2026A Eller Drive, Fort Lauderdale		M. George	7				359	7	0.00	9	0	90	0.9	99.9	3.3	2	6	7	1	0	0	0	0	0
20	2026 Eller Drive, Fort Lauderdale		M. George	7				666	7	0.00	9	0	90	0.9	99.9	3.3	4	10	8	3	0	0	0	0	0
21	2200 SE 35th Street, Fort Lauderdale		M. George	7				360	7	0.00	6	0	60	0.6	66.6	2.2	2	4	3	1	0	0	0	0	0
22	Check point 1		M. George	7				41	7	0.00	3	0	30	0.3	33.3	1.1	1	1	1	0	0	0	0	0	0
23	Check Point 1 - Booth (5) amount listed is per location		M. George	7				24	2	0.00	3	0	3	0.3	3.0	1.5									
24	FTZ, 3400 McIntosh Rd Ft. Laud.		M. George	7				56	7	0.00	3	0	30	0.3	33.3	1.1	2	2	2	0	0	0	0	0	0
25	FTZ, 3400 McIntosh Rd Ft. Laud. - Booth (1)		M. George	7				24	2	0.00	3	0	3	0.3	3.0	1.5									
26	Check point 4		M. George	7				41	7	0.00	3	0	30	0.3	33.3	1.1	1	1	1	0	0	0	0	0	0
27	Check Point 4 - Booth (4) amount listed is per location		M. George	7				24	2	0.00	3	0	3	0.3	3.0	1.5									
28	Crane- 2050 SE 42nd ST. Ft. Laud		M. George	7				520	7	0.00	12	0	120	1.2	133.2	4.4	2	5	6	2	0	0	0	0	0
29	Sallyport- SE 20th Street (west end) (1)		M. George	7				24	2	0.00	3	0	3	0.3	3.0	1.5									
30	Gate 32 (1)		M. George	7				24	2	0.00	3	0	3	0.3	3.0	1.5									

**Port Everglades - Agreement 13**

ITEM NO.	FACILITY LOCATION	PHONE FAX	AGENCY CONTACT PERSON	DAYS OPEN	BUS. HOURS	DAYS CLOSED	AFTER HOURS PHONE	AREA SQ. FT.	Facilities Location Details										
									DAYS SERVICE	BASIC CLEANING	PROJECT WORK	AIR QUALITY	DAY PORTER	SUPERVISION	TOTAL	DAILY AVERAGE	# EMPLOYEES	# RESTROOMS	# SINKS
									REQUIRED MIN. AVERAGE MONTHLY HOURS										
									SITE STATISTICS										
1	North Regional Dispatch Center 4900 Copains Road, 2nd Floor Coconut Creek, FL 33066	476-4720	eima Carvalho	7	24/7	476-4720	3,752		4	100	2	4	6	1	85%				
2	Dispatch Center 6057 SW 198th Terrace, 2nd Floor Pembroke Pines, FL 33332	476-4740	eima Carvalho	7	24/7	476-4740	2,323		4	100	3	5	5	1	90%				
3	Central Regional Dispatch Center 10440 West Oakland Park Blvd., 3rd Floor Sunrise, FL 33351	476-4730	eima Carvalho	7	24/7	476-4730	4,464		4	100	2	2	2	1	85%				

**911 Call Centers - Agreement 14**

**Evaluation Criteria**  
Janitorial Services – County Facilities

**1. Ability of Professional Personnel:**

Describe the qualifications and relevant experience of the Project Manager and all key staff that are intended to be assigned to this project. Include resumes for the Project Manager and all key staff described. Include the qualifications and relevant experience of all subconsultants' key staff to be assigned to this project.

**Additional Questions:**

**1.1. Company Profile**

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 change.
2. Provide total number of current employees:
  - a. Full-time
  - b. Part-time
3. Provide total number of supervisory employees:
  - a. Full-time
  - b. Part-time
4. Provide total number of custodial workers:
  - a. Full-time
  - b. Part-time
5. Do you employ any temporary employees? If so, what percentage of your workforce will be temporary / on-call?
6. Do you provide health benefits to your employees?
7. Does your company require your employees to have a criminal background check?
  - a. Describe when this occurs and which job categories this applies to.

**Points Value: 10**

**1.2. Company Experience/Reference**

Vendor should submit a minimum of at least three (3) janitorial contract references but no more than five (5) janitorial contract references that have been performed in the past five (5) years, including the following information described in paragraphs "a" through "j" below. Identify for each reference whether the work was performed as a Prime or Sub-Contractor. Refer to Vendor reference Verification Form and submit as instructed. 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 the Vendor's 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 each such project, provide the following information:

- 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.
- 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**

### **1.3 Experience of Key Personnel**

Describe the experience of key personnel (including prime Vendor and their subcontractor(s) relevant to providing timely, high quality janitorial service in an environmentally friendly manner to multiple high-profile facilities. **Refer to Section 10. Green Cleaning, in the Specifications and Requirements**

1. List key personnel of the proposed maintenance team, including supervisor(s), and primary project managers for each agreement of locations listed on the price sheets. Describe the key personnel's relevant experience and the role they will play for each agreement of locations. including the following information:
  - a. Project superintendent.
  - b. Site Supervisor.
  - c. Full time service crews.
2. Provide a brief resume of employees who will furnish professional and technical support expertise for each agreement of locations listed on the price sheets. Include the following information:
  - a. Their functions in the company.
  - b. Their title and number of years of service with the company.
  - c. Their years of experience in the maintenance of comparably complex facilities and systems.

**Points Value: 10**

## **2. Location**

Refer to **Location Certification Form** and submit as instructed. The maximum points shall be assigned to each Locally Based Business and to each joint venture that is composed solely of Locally Based Businesses.

**Points Value: 5**

**3. Project Approach**

Describe the prime Vendor’s approach for each agreement of locations prime Vendor is proposing. Include how the prime Vendor will use subcontractors for each agreement of locations prime Vendor is proposing. **FIRMS MUST COMPLETE THIS SECTION AND LIST EACH AGREEMENT OF LOCATIONS THE FIRM IS PROPOSING.**

There are eight (8) CBE Reserve Agreements and six (6) SBE Reserve Agreements. Provide total number of full-time and part-time employees currently employed by prime Vendor. Provide total number of full-time and part-time supervisory employees currently employed by prime Vendor. Provide total number of full-time and part-time custodial workers currently employed by prime Vendor. Indicate whether prime Vendor employs any temporary employees and, if so, indicate the percentage of prime Vendor’s workforce that will be temporary/on-call.

<u>AGREEMENT NO.</u>	<u>DESCRIPTION (NUMBER OF LOCATIONS)</u>	<u>OESBD REQUIREMENTS</u>
AGREEMENT NO.1	BRANCH LIBRARIES (31 LOCATIONS)	CBE RESERVE
AGREEMENT NO.2	LARGE FACILITIES GROUP 1 (3 LOCATIONS)	CBE RESERVE
AGREEMENT NO.3	LARGE FACILITIES GROUP 2 (5 LOCATIONS)	CBE RESERVE
AGREEMENT NO.4	LARGE FACILITIES GROUP 3 (5 LOCATIONS)	CBE RESERVE
AGREEMENT NO.5	LARGE FACILITIES GROUP 4 (6 LOCATIONS)	CBE RESERVE
AGREEMENT NO.6	LARGE FACILITIES GROUP 5 (1 LOCATION)	SBE RESERVE
AGREEMENT NO.7	LARGE FACILITIES GROUP 6 (1 LOCATION)	SBE RESERVE
AGREEMENT NO.8	SMALL FACILITIES GROUP 1 (7 LOCATIONS)	SBE RESERVE
AGREEMENT NO.9	SMALL FACILITIES GROUP 2 (5 LOCATIONS)	SBE RESERVE
AGREEMENT NO. 10	SMALL FACILITIES GROUP 3 (9 LOCATIONS)	SBE RESERVE
AGREEMENT NO. 11	SMALL FACILITIES GROUP 4 (3 LOCATIONS)	SBE RESERVE
AGREEMENT NO. 12	BROWARD COUNTY JUDICIAL COMPLEX: (3 LOCATIONS)	CBE RESERVE
AGREEMENT NO. 13	PORT EVERGLADES FACILITIES (30 LOCATIONS)	CBE RESERVE
AGREEMENT NO. 14	911 REGIONAL DISPATCH CENTERS (3 LOCATIONS)	CBE RESERVE

**3.1 Project approach for each Agreement of locations prime Vendor is proposing:**

- a. Describe how you intend to meet or exceed quality standards. Discuss adequacy of weekly service hours proposed to meet the quality specifications described in the RFP.
- b. Discuss 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, specifically providing high quality floor surfaces.

**Points Value: 4**

**3.2 Describe how prime Vendor will manage and organize work for each Agreement of locations prime Vendor is proposing:**

- a. State number of crews working for each agreement identified.
  - i. Describe how you will schedule basic janitorial service for each facility.
  - ii. List the individual building teams that will be working for that agreement per building(s): management, supervisory, maintenance crews.
- b. Describe how you will schedule basic janitorial service for each facility while coordinating with periodic project and annual work task.
  - i. Describe crew organization to perform basic and project work.
- c. Describe and present an example of your reporting system used to compare actual performance to your schedule for regular service.
- d. Describe your capabilities to respond to emergency or disaster situations including of specialized equipment required for de-watering or moisture removal tasks or other special cleaning services.

**Points Value: 4**

**3.3 Describe your quality control program for each Agreement of locations prime Vendor is proposing:**

- a. Describe how you intend to provide a startup 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 prime Vendor will achieve the services and quality standards described in the attached Exhibit 1 – Specification.
- 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: 4**

**3.4 Company Equipment**

moving

- a. List prime Vendor's current inventory of heavy equipment, i.e., escalator step and walkway cleaner, truck to haul trash, mobile pressure cleaner(s), etc.
- b. For the above-mentioned heavy equipment, provide the response time for mobilization for each piece of equipment.
- c. List prime Vendor's current inventory of machinery for floor care that will be utilized to perform the requirements **for each Agreement of locations prime Vendor is**

**proposing** (i.e., commercial vacuum cleaners, water extraction equipment, machine scrubbers, buffers, air scrubbers, etc.)

d. Describe how prime Vendor will ensure all required equipment is maintained in quality working condition.

e. List office equipment and computer programs that prime Vendor currently possesses in order to deliver electronic communications and reports to County staff, i.e., computer, facsimile, scanner, printer, photocopier, Adobe Acrobat, Microsoft Word, Outlook, and Excel, etc.

**Points Value: 4**

### **3.5 Company Training:**

a. Provide prime Vendor's internal Employee Safety Training Manual.

b. Provide prime Vendor's internal Employee Training Manual.

c. Describe the training currently 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.

d. Describe training of prime Vendor's supervisors and cleaners in green building cleaning procedures as required for this contract.

**Points Value: 4**

**Points Value: 20**

#### **4. Workload of the Firm:**

For the prime vendor only, list all completed and active projects that vendor has managed within the past five (5) years. In addition, list all projected projects that vendor will be working on in the near future. Projected projects will be defined as a project(s) that vendor worked on concurrently. Describe vendor's approach in managing 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.

**Points Value: 5**

#### **5. Pricing**

All locations for each Agreement being proposed must have complete pricing. Incomplete pricing in any Agreement will be rejected. Each Agreement will be individually scored for evaluation criteria pricing purposes.

Total points awarded for price for each Agreement will be determined by applying the following formula:  
(Lowest Proposed Price/Proposer's Price) x 30 = Price Score

**Points Value: 30**

## LOCATION CERTIFICATION FORM

Refer to applicable sections for submittal instructions. Failure to submit required forms or information by stated timeframes will deem vendor ineligible for local preference or location tiebreaker.

Broward County Code of Ordinances, Section 1-74, et seq., provides certain preferences to Local Businesses, Locally Based Businesses, and Locally Based Subsidiaries, and the Broward County Procurement Code provides location as the first tiebreaker criteria. Refer to the ordinance for additional information regarding eligibility for local preference.

### For Invitation for Bids:

To be eligible for the Local Preference best and final offer (“BAFO”) and location tiebreaker, the Vendor **must** submit this fully completed form and a copy of its Broward County local business tax receipt **at the same time it submits its bid. Vendors who fail to comply with this submittal deadline will not be eligible for either the BAFO or the location tiebreaker.**

### For Request for Proposals (RFPs), Request for Letters of Interest (RLIs), or Request for Qualifications (RFQs):

For Local Preference eligibility, the Vendor **should** submit this fully **completed form and all Required Supporting Documentation** (as indicated below) at the time Vendor submits its response to the procurement solicitation. If not provided with submittal, the Vendor **must** submit within three business days after County’s written request. Failure to submit required forms or information by stated timeframes will deem the Vendor ineligible for local preference.

To be eligible for the location tiebreaker, **the Vendor must submit this fully completed form and a copy of its Broward County local business tax receipt at the same time it submits its response.** Vendors who fail to comply with this submittal deadline will not be eligible for the location tiebreaker.

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The undersigned Vendor hereby certifies that (check the box for only one option below):

- Option 1:** The Vendor is a **Local Business**, but does not qualify as a **Locally Based Business** or a **Locally Based Subsidiary**, as each term is defined by Section 1-74, Broward County Code of Ordinances. The Vendor further certifies that:
- A. It has continuously maintained, for at least the one (1) year period immediately preceding the bid posting date (i.e., the date on which the solicitation was advertised),
    - i. a physical business address located within the limits of Broward County, listed on the Vendor’s valid business tax receipt issued by Broward County (unless exempt from business tax receipt requirements),
    - ii. in an area zoned for the conduct of such business,
    - iii. that the Vendor owns or has the legal right to use, and
    - iv. from which the Vendor operates and performs on a day-to-day basis business that is a substantial component of the goods or services being offered to Broward County in connection with the applicable competitive solicitation (as so defined, the “Local Business Location”).

If Option 1 selected, indicate **Local Business Location**:

//

 **Option 2:** The Vendor is both a **Local Business** and a **Locally Based Business** as each term is defined by Section 1-74, Broward County Code of Ordinances. The Vendor further certifies that:

- A. The Vendor has continuously maintained, for at least the one (1) year period immediately preceding the bid posting date (i.e., the date on which the solicitation was advertised),
  - i. a physical business address located within the limits of Broward County, listed on the Vendor's valid business tax receipt issued by Broward County (unless exempt from business tax receipt requirements),
  - ii. in an area zoned for the conduct of such business,
  - iii. that the Vendor owns or has the legal right to use, and
  - iv. from which the Vendor operates and performs on a day-to-day basis business that is a substantial component of the goods or services being offered to Broward County in connection with the applicable competitive solicitation as so defined, the "Local Business Location");
- B. The Local Business Location is the primary business address of the majority of the Vendor's employees as of the bid posting date, and/or the majority of the work under the solicitation, if awarded to the Vendor, will be performed by employees of the Vendor whose primary business address is the Local Business Location;
- C. The Vendor's management directs, controls, and coordinates all or substantially all of the day-to-day activities of the entity (such as marketing, finance, accounting, human resources, payroll, and operations) from the Local Business Location;
- D. The Vendor has not claimed any other location as its principal place of business within the one (1) year period immediately preceding the bid posting date; and
- E. Less than fifty percent (50%) of the total equity interests in the business are owned, directly or indirectly, by one or more entities with a principal place of business located outside of Broward County. The Vendor certifies that the total equity interests in the Vendor owned, directly or indirectly, by one or more entities with a principal place of business located outside of Broward County is .

If Option 2 selected, indicate **Local Business Location**:

//

 **Option 3:** The Vendor is both a **Local Business** and a **Locally Based Subsidiary** as each term is defined by Section 1-74, Broward County Code of Ordinances. The Vendor further certifies that:

- A. The Vendor has continuously maintained:
  - i. for at least the one (1) year period immediately preceding the bid posting date (i.e., the date on which the solicitation was advertised),

- ii. a physical business address located within the limits of Broward County, listed on the Vendor’s valid business tax receipt issued by Broward County (unless exempt from business tax receipt requirements),
  - iii. in an area zoned for the conduct of such business,
  - iv. that the Vendor owns or has the legal right to use, and
  - v. from which the Vendor operates and performs on a day-to-day basis business that is a substantial component of the goods or services being offered to Broward County in connection with the applicable competitive solicitation (as so defined, the “Local Business Location”);
- B. The Local Business Location is the primary business address of the majority of the Vendor’s employees as of the bid posting date, and/or the majority of the work under the solicitation, if awarded to the Vendor, will be performed by employees of the Vendor whose primary business address is the Local Business Location;
- C. The Vendor’s management directs, controls, and coordinates all or substantially all of the day-to-day activities of the entity (such as marketing, finance, accounting, human resources, payroll, and operations) from the Local Business Location;
- D. The Vendor has not claimed any other location as its principal place of business within the one (1) year period immediately preceding the bid posting date; and
- E. At least fifty percent (50%) of the total equity interests in the business are owned, directly or indirectly, by one or more entities with a principal place of business located outside of Broward County. The Vendor certifies that the total equity interests in the Vendor owned, directly or indirectly, by one or more entities with a principal place of business located outside of Broward County is .

If Option 3 selected, indicate **Local Business Location**:

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**Option 4:** The Vendor is a **joint venture** composed of one or more Local Businesses, Locally Based Businesses, or Locally Based Subsidiaries, as each term is defined by Section 1-74, Broward County Code of Ordinances. Fill in blanks with percentage equity interest or list “N/A” if section does not apply. The Vendor further certifies that:

- A. The proportion of equity interests in the joint venture owned by **Local Business(es)** (each Local Business must comply with all of the requirements stated in Option 1) is % of the total equity interests in the joint venture; and/or
- B. The proportion of equity interests in the joint venture owned by **Locally Based Business(es)** (each Locally Based Business must comply with all of the requirements stated in Option 2) is % of the total equity interests in the joint venture; and/or
- C. The proportion of equity interests in the joint venture owned by **Locally Based Subsidiary(ies)** (each Locally Based Subsidiary must comply with all of the requirements stated in Option 3) is % of the total equity interests in the joint venture.

If Option 4 selected, indicate the Local Business Location(s) (es) on separate sheet.

**Option 5:** Vendor is not a Local Business, a Locally Based Business, or a Locally Based Subsidiary, as each term is defined by Section 1-74, Broward County Code of Ordinances.

**Required Supporting Documentation** (in addition to this form):

Option 1 or 2 (**Local Business** or **Locally Based Business**):

1. Broward County local business tax receipt.

Option 3 (**Locally Based Subsidiary**)

1. Broward County local business tax receipt.
2. Documentation identifying the Vendor's vertical corporate organization and names of parent entities if the Vendor is a Locally Based Subsidiary.

Option 4 (**joint venture** composed of one or more Local Business(es), Locally Based Business(es), or Locally Based Subsidiary(ies):

1. Broward County local business tax receipt(s) for each Local Business(es), Locally Based Business(es), and/or Locally Based Subsidiary(ies).
2. Executed joint venture agreement, if the Vendor is a joint venture.
3. If joint venture is comprised of one or more Locally Based Subsidiary(ies), submit documentation identifying the vertical corporate organization and parent entities name(s) of each Locally Based Subsidiary.

If requested by County (any option):

1. Written proof of the Vendor's ownership or right to use the real property at the Local Business Location.
2. Additional documentation relating to the parent entities of the Vendor.
3. Additional documentation demonstrating the applicable percentage of equity interests in the joint venture, if not shown in the joint venture agreement.
4. Any other documentation requested by County regarding the location from which the activities of the Vendor are directed, controlled, and coordinated.

By submitting this form, the Vendor certifies that if awarded a contract, it is the intent of the Vendor to remain at the Local Business Location address listed below (or another qualifying Local Business Location within Broward County) for the duration of the contract term, including any renewals or extensions. (If nonlocal Vendor, leave Local Business Location blank.)

**Indicate Local Business Location:**

**True and Correct Attestations:**

Any misleading, inaccurate, or 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 authorized by the Broward County Procurement Code. The Vendor understands that, if after contract award, the County learns that any of the information provided by the Vendor on this form was false, and the County determines, upon investigation, that the Vendor's provision of such false information was willful or intentional, the County may exercise any contractual right to terminate the contract. The provision of false or fraudulent information or documentation by a Vendor may subject the Vendor to civil and criminal penalties.

AUTHORIZED SIGNATURE/NAME:

TITLE:

VENDOR NAME:

DATE:

**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:**

## 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. Additionally, all Vendors are required to disclose to the County all “material” cases filed, pending, or resolved against any principal of Vendor, regardless of whether the principal was associated with Vendor at the time of the “material” cases against the principal, during the last three (3) years prior to the solicitation response. 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 fraud, 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 in the **Litigation History Form**. Additionally, the Vendor shall provide a copy of any judgment or settlement of any material case during the last three (3) years prior to the solicitation response. Redactions of any confidential portions of the settlement agreement are only permitted upon a certification by Vendor that all redactions are required under the express terms of a pre-existing confidentiality agreement or provision.
- 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 required to disclose to the County any and all cases(s) that exist between the County and any of the Vendor’s subcontractors/subconsultants proposed to work on this project during the last five (5) years prior to the solicitation response.
- F. Failure to disclose any material case, including all requested information in connection with each such case, as well as failure to disclose the Vendor’s subcontractors/subconsultants litigation history against the County, may result in the Vendor being deemed non-responsive.

### 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	Vendor is Plaintiff <input type="checkbox"/> Vendor is Defendant <input type="checkbox"/>
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	//
Brief description of the Subject Matter and Project Involved	//
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? Yes <input type="checkbox"/> No <input type="checkbox"/>
Opposing Counsel	Name: <input type="text"/>  Email: <input type="text"/>

Telephone Number:

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).**

Points assigned for Volume of Previous Work will be based on the amount paid-to-date by the County to a prime Vendor **MINUS** the Vendor's confirmed payments paid-to-date to approved certified County Business Enterprise (CBE) firms performing services as Vendor's subcontractor/subconsultant to obtain the CBE goal commitment as confirmed by County's Office of Economic and Small Business Development. Reporting must be within five (5) years of the current solicitation's opening date.

Vendor must list all received payments paid-to-date by contract as a prime vendor from Broward County Board of County Commissioners. Reporting must be within five (5) years of the current solicitation's opening date.

Vendor must also list all total confirmed payments paid-to-date by contract, to approved certified CBE firms utilized to obtain the contract's CBE goal commitment. Reporting must be within five (5) years of the current solicitation's opening date.

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.

**The Vendor attests to the following:**

Item No.	Project Title	Contract No.	Department/ Division	Date Awarded	Prime: Paid to Date	CBE: Paid to Date
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Grand Total

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.

If a Joint Venture, the payments paid-to-date by contract provided must encompass the Joint Venture and each of the entities forming the Joint Venture. Points assigned for Volume of Previous Work will be based on the amount paid-to-date by contract to the Joint Venture firm **MINUS** all confirmed payments paid-to-date to approved certified CBE firms utilized to obtain the CBE goal commitment. Reporting must be within five (5) years of the current solicitation's opening date. Amount will then be multiplied by the member firm's equity percentage.

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.

**The Vendor attests to the following:**

Item No.	Project Title	Contract No.	Department/ Division	Date Awarded	JV Equity Percent	Prime: Paid to Date	CBE: Paid to Date
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Grand Total

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 the Broward County Business Opportunity Act of 2012, Section 1-81, Code of Ordinances, as amended (the "Business Opportunity Act"), this solicitation is reserved for County Business Enterprise (CBE) firms (CBE Reserve).
- B. CBEs and nonCBEs may respond to the solicitation.
- C. The CBE with the lowest responsive and responsible Bid, or with the highest-ranked responsive and responsible Proposal, as compared to all other CBEs (the "CBE Presumptive Awardee"), shall be awarded the contract if the CBE Presumptive Awardee meets the following requirements, as applicable:
  - (1) Monetary Differential: The total Bid or Proposal amount of the CBE Presumptive Awardee: (a) (i) does not exceed Three Million Dollars (\$3,000,000) and (ii) does not exceed the total amount of the lowest responsive and responsible Bid, or the total amount of the highest-ranked responsive and responsible Proposal, as applicable, from a nonCBE by more than ten percent (10%); or (b)(i) exceeds Three Million Dollars (\$3,000,000) and (ii) does not exceed the total amount of the lowest responsive and responsible Bid, or the total amount of the highest-ranked responsive and responsible Proposal, as applicable, from a nonCBE by more than five percent (5%); and
  - (2) Points Differential: For competitive solicitations in which the Proposals are assigned point totals, after deducting the points awarded for price from the total points awarded to each applicable Proposal, the total points assigned to the CBE Presumptive Awardee: (a) for Proposals that do not exceed Three Million Dollars (\$3,000,000), are not more than ten percent (10%) less than the total points assigned to the highest-ranked responsive and responsible nonCBE; or (b) for Proposals that exceed Three Million Dollars (\$3,000,000), are not more than five percent (5%) less than the total points assigned to the highest-ranked responsive and responsible nonCBE.

If the CBE Presumptive Awardee does not meet the above requirements, as applicable, then the CBE with the next lowest responsive and responsible Bid, or the next highest-ranked responsive and responsible Proposal, as compared to all other CBEs, will be deemed the CBE Presumptive Awardee and awarded the contract if the CBE Presumptive Awardee meets the above requirements, as applicable. If no CBE Presumptive Awardee meets the above requirements, as applicable, the award shall be made to the nonCBE that submits the lowest responsive and responsible Bid, or the highest-ranked responsive and responsible Proposal, provided the Director of Purchasing determines the total amount of the Bid or Proposal is fair and reasonable, unless (a) the Director of OESBD issues a written determination that resolicitation with modified specifications is likely to result in one or more Bids or Proposals from CBEs that would be eligible to receive the contract award; and (b) the Director of Purchasing issues a written determination that the delay occasioned by resolicitation would not materially harm the County's interests.

- D. If a nonCBE is awarded the contract because no CBE with capacity to perform the work submits a responsive and responsible Bid or Proposal, or because no CBE meets the applicable requirements stated above, any contract awarded to a nonCBE must include at least a twenty-five percent (25%) CBE goal (unless the CBE goal is waived or otherwise modified by Board action).
- E. It is the Vendor's responsibility to ensure compliance with the CBE requirements and adhere to solicitation deadlines. The Vendor must contact OESBD to verify current CBE status or to obtain CBE certification.
- F. The Work may only be performed by CBEs. The Vendor must perform one hundred percent (100%) of the Work as the prime Vendor or the prime Vendor may subcontract portions of Work to other CBEs. If the prime Vendor intends to subcontract any portion of the Work, the Vendor must complete a Letter of Intent (refer to Section G below).
- G. CBE Program Requirements: Vendor should submit all required forms and information with its solicitation submittal as a matter of responsibility. If the required forms and information are not provided with the Vendor's solicitation submittal, then Vendor must supply the required forms and information no later than three (3) business days after request by OESBD. Vendor may be deemed

non-responsible for failure to fully comply with this solicitation and CBE Program Requirements within these stated timeframes.

1. Vendor should include in its solicitation submittal a Letter of Intent Between Bidder/Offeror and County Business Enterprise (CBE) Subcontractor/Supplier (LOI) for each CBE the Vendor intends to use to achieve the assigned reserve or CBE participation goal. If the Vendor is a CBE performing 100% of the work, an LOI should be submitted stating that 100% of the work will be completed by the CBE. The form is available at the following link:  
<http://www.broward.org/EconDev/Documents/CBELetterOfIntent.pdf>
  2. If Vendor is unable to attain the CBE participation goal or reserve, Vendor should include in its solicitation submittal an Application for Evaluation of Good Faith Efforts and all of the required supporting information. The form is available at the following link:  
<http://www.broward.org/EconDev/WhatWeDo/Documents/GoodFaithEffortEval.pdf>
- H. A certified firm must provide a commercially useful function for the Project and may not act as a broker. A certified firm that seeks to act as a broker, or that does not provide a commercially useful function for the Project shall be subject to decertification by OESBD.
- I. Vendors are encouraged to purchase materials from certified CBE firms whenever possible.
- J. A joint venture is only eligible for award if all members of the joint venture are certified CBE firms.
- K. OESBD maintains an online directory of CBE firms. The online directory is available for use by Vendors at <https://webapps4.broward.org/smallbusiness/sbdirectory.aspx>
- L. For detailed information regarding the CBE Program contact the OESBD at (954) 357-6400 or visit the office's website at: <http://www.broward.org/EconDev/SmallBusiness/>
- M. If awarded the contract, Vendor agrees to and shall comply with all applicable requirements of this solicitation, the Business Opportunity Act, and the CBE Program in the award and administration of the contract, including the following:
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. All entities that seek to conduct business with the County, including Vendor or any Prime Contractors, Subcontractors, and Bidders, shall conduct such business activities in a fair and reasonable manner, free from fraud, coercion, collusion, intimidation, or bad faith. Failure to do so may result in the cancellation of this solicitation, cessation of contract negotiations, revocation of CBE certification, and suspension or debarment from future contracts.
  3. If Vendor fails to meet or make Good Faith Efforts (as defined in the Business Opportunity Act) to meet the CBE participation commitment (the "Commitment"), including CBE reserve, then Vendor shall pay the County liquidated damages in an amount equal to fifty percent (50%) of the actual dollar amount by which Vendor failed to achieve the Commitment, up to a maximum amount of ten percent (10%) of the total contract amount, excluding costs and reimbursable expenses. An example of this calculation is stated in Section 1-81.7, Broward County Code of Ordinances.
  4. Vendor shall comply with all applicable requirements of the Business Opportunity Act in the award of this contract. Failure by Vendor to carry out any of these requirements shall constitute a material breach of the contract, which shall permit the County to terminate this contract or to exercise any other remedy provided under this contract, the Broward County Code of Ordinances, the Broward County Administrative Code, or other applicable laws, with all such remedies being cumulative.
  5. Vendor shall pay its CBE subcontractors and suppliers, within fifteen (15) days following receipt of payment from the County, for all completed subcontracted work and 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 the County.

6. Vendor understands that the County will monitor Vendor's compliance with the CBE Program requirements. All Vendors must provide OESBD with a Monthly Utilization Report (MUR) to confirm its compliance with the Commitment agreed to in the contract; timely submission of the MUR every month throughout the term of the contract, including amendment and extension terms, is a condition of the County's payment of Vendor under the contract. This form is also available online at: [www.broward.org/econdev/SmallBusiness/Pages/compliance.aspx](http://www.broward.org/econdev/SmallBusiness/Pages/compliance.aspx)

**Office of Economic and Small Business Requirements: Small Business Enterprises**

- A. In accordance with the Broward County Business Opportunity Act of 2012, codified in Section 1-81 of the Broward County Code of Ordinances, as amended (the "Business Opportunity Act"), this solicitation is reserved for Small Business Enterprises (SBE).
- B. Only Vendors that are currently certified as SBEs or obtain SBE certification prior to the solicitation due date will be eligible for award of this contract award. Vendors are SBE-certified to provide goods and/or services to the County based on the Vendors' demonstration to the Office of Economic and Small Business Development (OESBD) that they provide such goods and/or services during the normal course of their respective businesses. Brokers are not eligible for certification.
- C. An SBE-certified Vendor must provide a commercially useful function for a project. A SBE-certified Vendor that seeks to act as a broker or does not provide a commercially useful function on a project shall be subject to decertification by OESBD.
- D. It is the Vendor's responsibility to ensure it is compliant with the Business Opportunity Act related requirements and solicitation deadlines by contacting OESBD to verify the Vendor's current SBE status or to obtain the applicable SBE certification.
- E. For detailed information regarding SBEs or to find the application for certification, contact OESBD 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 identification 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 projects. 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 online 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.

**Project: Janitorial Services for Various Broward County Facilities**  
**Agency: Facilities Management Division**

**INSURANCE REQUIREMENTS**  
Contract No. BLD2121632P1

TYPE OF INSURANCE	ADDL INSD	SUBR WVD	MINIMUM LIABILITY LIMITS		
				Each Occurrence	Aggregate
<b>GENERAL LIABILITY - Broad form</b> <input type="checkbox"/> Commercial General Liability <input type="checkbox"/> Premises-Operations <input type="checkbox"/> XCU Explosion/Collapse/Underground <input type="checkbox"/> Products/Completed Operations Hazard <input type="checkbox"/> Contractual Insurance <input type="checkbox"/> Broad Form Property Damage <input type="checkbox"/> Independent Contractors <input type="checkbox"/> Personal Injury <b>Per Occurrence or Claims-Made:</b> <input type="checkbox"/> Per Occurrence <input type="checkbox"/> Claims-Made <b>Gen'l Aggregate Limit Applies per:</b> <input type="checkbox"/> Project <input type="checkbox"/> Policy <input type="checkbox"/> Loc. <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	Bodily Injury		
			Property Damage		
			Combined Bodily Injury and Property Damage	\$1,000,000	\$2,000,000
			Personal Injury		
			Products & Completed Operations		
<b>AUTO LIABILITY</b> <input type="checkbox"/> Comprehensive Form <input type="checkbox"/> Owned <input type="checkbox"/> Hired <input type="checkbox"/> Non-owned <input type="checkbox"/> Any Auto, If applicable <i>Note: May be waived if no driving will be done in performance of services/project.</i>	<input type="checkbox"/>	<input type="checkbox"/>	Bodily Injury (each person)		
			Bodily Injury (each accident)		
			Property Damage		
			Combined Bodily Injury and Property Damage	\$500,000	
<input type="checkbox"/> <b>EXCESS LIABILITY / UMBRELLA</b> <b>Per Occurrence or Claims-Made:</b> <input type="checkbox"/> Per Occurrence <input type="checkbox"/> Claims-Made <i>Note: May be used to supplement minimum liability coverage requirements.</i>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> <b>WORKER'S COMPENSATION</b> <i>Note: U.S. Longshoremen &amp; Harbor Workers' Act &amp; Jones Act is required for any activities on or about navigable water.</i>	N/A	<input type="checkbox"/>	Each Accident	<b>STATUTORY LIMITS</b>	
<input type="checkbox"/> <b>EMPLOYER'S LIABILITY</b>			Each Accident	\$500,000	
<input type="checkbox"/> <b>PROFESSIONAL LIABILITY (ERRORS &amp; OMISSIONS)</b> All engineering, surveying and design professionals.	N/A	<input type="checkbox"/>	If claims-made form:		
			Extended Reporting Period of:	3 years	
			*Maximum Deductible:	\$100,000	
<input type="checkbox"/> <b>POLLUTION/ENVIRONMENTAL LIABILITY</b>	<input type="checkbox"/>	<input type="checkbox"/>	If claims-made form:		
			Extended Reporting Period of:		
			*Maximum Deductible:		
<input type="checkbox"/> Installation floater is required if Builder's Risk or Property are not carried. <i>Note: Coverage must be "All Risk", Completed Value.</i>			*Maximum Deductible:	\$10,000	<b>Completed Value</b>
			CONTRACTOR IS RESPONSIBLE FOR DEDUCTIBLE		
Description of Operations: "Broward County" shall be listed as Certificate Holder and endorsed as an additional insured for liability, except as to Professional Liability. County shall be provided 30 days written notice of cancellation, 10 days' notice of cancellation for non-payment. Contractors insurance shall provide primary coverage and shall not require contribution from the County, self-insurance or otherwise. Any self-insured retention (SIR) higher than the amount permitted in this Agreement must be declared to and approved by County and may require proof of financial ability to meet losses. Contractor is responsible for all coverage deductibles unless otherwise specified in the agreement.					

**CERTIFICATE HOLDER:**

Broward County  
115 South Andrews Avenue  
Fort Lauderdale, Florida 33301

 cpounall@broward.org  
cn=cpounall@broward.org  
2020.03.02 13:17:52 -05'00'

Risk Management Division

**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
- 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 understands that they may communicate with a representative of the Office of Economic and Small Business Development ("OESBD") at any time regarding a solicitation or regarding participation of Small Business Enterprises or County Business Enterprises in a solicitation. OESBD may be contacted at (954) 357-6400. The Cone of Silence also permits communication with certain other County employees (refer to the Cone of Silence Ordinance).
- 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.

**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's 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).

### **Vendor Reference Verification Form**

Vendor is required to submit completed Reference Verification Forms for previous projects referenced in its submittal. Vendor should provide the **Vendor Reference Verification Form** to its reference organization/firm to complete and return to the Vendor's attention. Vendor should submit the completed Vendor Reference Form with its response by the solicitation's deadline. The County will verify references provided as part of the review process. **Provide a minimum of three (3) non-Broward County Board of County Commissioners' references.**



**Vendor Reference Verification Form**

Broward County Solicitation No. and Title:  
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for:

Organization/Firm Name providing reference:

Contact Name:

Reference date:

Contact Email:

Contact Phone:

Name of Referenced Project:

Contract No.

Date Services Provided:

Project Amount:

UP

Vendor's role in Project:  Prime Vendor  Subconsultant/Subcontractor

Would you use this vendor again?  Yes  No

**Description of services provided by Vendor:**

**Please rate your experience with the referenced Vendor:**

**Needs Improvement      Satisfactory      Excellent      Not Applicable**

1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Additional Comments:** (provide on additional sheet if needed)

\*\*\*THIS SECTION FOR COUNTY USE ONLY\*\*\*

Verified via: \_\_\_\_\_ EMAIL \_\_\_\_\_ VERBAL    Verified by: \_\_\_\_\_    Division: \_\_\_\_\_    Date: \_\_\_\_\_

**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.

 bold line seperating sections

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:

 bold line seperating sections

2. 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:

3. 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:

 bold  
4. Subcontracted Firm's Name:

 line separating sections  
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:

I certify that the information submitted in this report is in fact true and correct to the best of my knowledge.

**Authorized Signature/Name**

**Title**

**Vendor Name**

**Date**

**Workforce Investment Program Requirements:**

- A. In accordance with Broward County Workforce Investment Program, Administrative Code, Section 19.211, the Workforce Investment Program (Program) this solicitation is a covered contract if the open-end contract award value exceeds \$500,000 per year or if the individual project value exceeds \$500,000 under a fixed-term contract. The Program encourages Vendors to utilize CareerSource Broward (CareerSouce) and their contract partners as a first source for employment candidates for work on County-funded projects, and encourages investment in Broward County economic development through the hiring of economically disadvantaged or hard-to-hire individuals.
- B. Compliance with the Program, including compliance with First Source Referral and the Qualifying New Hires goals, is a matter of responsibility. Vendor should submit the **Workforce Investment Program Certification Form** with its response. If not provided with solicitation submittal, the Vendor must supply within three business days of County's request. Vendor may be deemed non-responsible for failure to comply within stated timeframes.
- C. The following is a summary of requirements contained in the Program. This summary is not all-inclusive of the requirements of the Program. If there is any conflict between the following summary and the language in the Program, the language in the Program shall prevail. In compliance with the Program, Vendor (and/or its subcontractors) shall agree to:
1. be bound to contractual obligations under the contract;
  2. use good faith efforts to meet First Source Referral goal for vacancies that result from award of this contract;
  3. publicly advertise any vacancies that are the direct result of this contract, exclusively with CareerSource for at least five (5) business days;
  4. review qualifications of CareerSource's Qualified Referrals and use good faith efforts to interview Qualified Referrals that appear to meet the required qualifications;
  5. use good faith efforts to hire Qualifying New Hires (as defined by the Program) for at least fifty percent (50%) of the vacancies (rounded up) that are the direct result of this contract;
  6. obtain a hired worker's written certification, attesting to a status as a Qualifying New Hire, Economically Disadvantaged Worker, or Hard-to-Hire worker (if applicable);
  7. retain records relating to Program requirements, including: records of all applicable vacancies; job order requests to CareerSource; qualified referral lists; and records of candidates interviewed and the outcome of the interviews.
  8. provide to the County any documents and records demonstrating Vendor's compliance and good faith efforts to comply with the Program;
  9. submit to the County an annual report by January 31<sup>st</sup> and within 30 days of contract completion or expiration; and
  10. ensure that all of its subcontractors comply with the requirements of the Program.
- D. Further information about the Program, Vendor's obligations, and the Qualifying New Hire's certification form may be obtained on the Office of Economic and Small Business Development

website:

broward.org/econdev/Pages/WorkforceInvestmentProgram.aspx. Vendor is responsible for reading and understanding requirements of the Program.

- E. Subcontractors: Vendor’s subcontractors shall use good faith efforts to meet the First Source Referral and the Qualifying New Hires goals, in accordance with the Program. The Vendor shall include in any subcontracts a requirement that the all subcontractors comply with the Program requirements. The Vendor shall be responsible for compliance by any subcontractor with the Program as it applies to their subcontract.
  
- F. Reporting: Vendor shall maintain and make available to County upon request all records documenting Vendor’s compliance and its subcontractors’ compliance with the requirements of the Program, and shall submit the required reports to the Contract Administrator annually by January 31 and within thirty (30) days after the conclusion of this contract. Failure to timely comply with reporting requirements shall constitute a material breach of this contract.
  
- G. Evaluation: The Contract Administrator will document the Vendor’s compliance and good faith efforts as part of the Vendor’s Performance Evaluation.
  
- H. Failure to demonstrate good faith efforts to meet the First Source Referral and the Qualifying New Hires goal shall constitute a material breach of this contract.

**WORKFORCE INVESTMENT PROGRAM CERTIFICATION FORM**

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. Vendor may be deemed non-responsible for failure to comply within stated timeframes.

In accordance with the Workforce Investment Program:

(Vendor) agrees to be bound to the contractual obligations of the Workforce Investment Program, Broward County Administrative Code Section 19.211, requiring our firm to use good faith efforts to meet the First Source Referral Goal and the Qualifying New Hires Goal.

The statement must be signed by an authorized signatory of the firm. Receipt of the signed statement from the Vendor is a matter of responsibility. A firm not offering an affirmative response in this regard will be found "non-responsible" to the solicitation and not eligible for further evaluation or award.

AUTHORIZED SIGNATURE/NAME

TITLE

DATE

**LOBBYIST REGISTRATION REQUIREMENT 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.

The Vendor certifies that it understands if it has retained a lobbyist(s) to lobby in connection with a competitive solicitation, it shall be deemed non-responsive unless the firm, in responding to the competitive solicitation, certifies that each lobbyist retained has timely filed the registration or amended registration required under Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances; and it understands that if, after awarding a contract in connection with the solicitation, the County learns that the certification was erroneous, and upon investigation determines that the error was willful or intentional on the part of the Vendor, the County may, on that basis, exercise any contractual right to terminate the contract for convenience.

The Vendor hereby certifies that: (select one)

- It has not retained a lobbyist(s) to lobby in connection with this competitive solicitation; however, if retained after the solicitation, the County will be notified.
  
- It has retained a lobbyist(s) to lobby in connection with this competitive solicitation and certified that each lobbyist retained has timely filed the registration or amended registration required under Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances.

It is a requirement of this solicitation that the names of any and all lobbyists retained to lobby in connection with this solicitation be listed below:

Name of Lobbyist:

Lobbyist's Firm:

Phone:

E-mail:

Name of Lobbyist:

Lobbyist's Firm:

Phone:

E-mail:

**Authorized Signature/Name:**  **Date:**

**Title:**

**Vendor Name:**

### **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 PeriscopeSG2.

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: \_\_\_\_\_



Finance and Administrative Services Department

**PURCHASING DIVISION**

115 S. Andrews Avenue, Room 212 • Fort Lauderdale, Florida 33301 • 954-357-6066 • FAX 954-357-8535

**Summary of Vendor Rights Regarding Broward County Competitive Solicitations**

The purpose of this document is to provide vendors with a summary of their rights to object to or protest a proposed award or recommended ranking of vendors in connection with Broward County competitive solicitations. These rights are fully set forth in the Broward County Procurement Code, which is available here: <https://www.broward.org/purchasing>.

**1. Right to Object**

The right to object is available for solicitations conducted through Requests for Proposals ("RFPs") or Requests for Letters of Interest ("RLIs"). In such solicitations, vendors may object in writing to a proposed recommendation of ranking made by a Selection or Evaluation Committee. Objections must be filed within three (3) business days after the proposed recommendation is posted on the Purchasing Division's website. The contents of an objection must comply with the requirements set forth in Section 21.84 of the Procurement Code. Failure to timely and fully meet any requirement will result in a loss of the right to object.

**2. Right to Protest**

The right to protest is available for RFPs and RLIs and in solicitations conducted through Invitations to Bid ("ITBs"). In RFPs and RLIs, vendors may protest a final recommendation of ranking made by a Selection or Evaluation Committee. In ITBs, vendors may protest a final recommendation for award made by the Broward County Purchasing Division.

In all cases, protests must be filed in writing within three (3) or five (5) business days after a recommended ranking or recommendation for award is posted on Purchasing Division's website. The timeframe for filing (*i.e.*, 3 or 5 business days) depends on the monetary value of the procurement. Additional requirements for a protest are set forth in Section 21.118 of the Procurement Code. Failure to timely and fully meet any requirement will result in a loss of protest rights.

Vendors may appeal the denial of a protest. Appeals may require payment of an appeal bond. Additional requirements for an appeal are set forth in Section 21.120 of the Procurement Code. Failure to timely and fully meet any requirement will result in a loss of appeal rights.

**3. Cone of Silence; Right to Contact OESBD**

Please be aware that a Cone of Silence remains in effect for competitive solicitations until a solicitation is completed or a contract is awarded. During that time period, vendors may not contact certain County officials and employees regarding a solicitation. Substantial penalties may result from even an unintentional violation. For further information, please contact the Purchasing Division at 954-357-6066 or refer to the Cone of Silence Ordinance which is available here: <https://www.broward.org/Purchasing/Documents/ConeOfSilence.pdf>.

However, vendors may communicate with a representative of the Office of Economic and Small Business Development ("OESBD") at any time regarding a solicitation or regarding participation of Small Business Enterprises or County Business Enterprises in a solicitation. OESBD may be contacted at (954) 357-6400. The Cone of Silence also permits communication with certain other County employees (please see the Cone of Silence Ordinance at the above link for further details).

Broward County Board of County Commissioners

Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine

[www.broward.org](http://www.broward.org)

## Question and Answers for Bid #BLD2121632P1 - Janitorial Services - County Facilities

### Overall Bid Questions

There are no questions associated with this bid.