

Solicitation BLD2124561P1

Janitorial Services for County Facilities

Bid Designation: Public



Broward County Board of County Commissioners

Bid BLD2124561P1

Janitorial Services for County Facilities

Bid Number **BLD2124561P1**
Bid Title **Janitorial Services for County Facilities**

Bid Start Date **Aug 12, 2022 5:05:19 PM EDT**
Bid End Date **Nov 17, 2022 2:00:00 PM EST**
Question & Answer
End Date **Sep 7, 2022 5:00:00 PM EDT**

Bid Contact **Mary Moss**
Purchasing Agent
Purchasing Division
954-357-6078
mmoss@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 **Not Applicable**
Pre-Bid Conference **Aug 23, 2022 11:00:00 AM EDT**
Attendance is optional
Location: A Pre-Proposal Conference will be held at 11:00 AM EDT on August 23, 2022. Vendors may join the conference by dialing the number (754)900-8519,
Conference ID No. 932 412 083#

Please do not put the call on hold; mute phones during pre-proposal conference presentations.

OR

Vendors may access the meeting at the link below (copy and paste in browser):

Join Microsoft Teams Meeting:
https://teams.microsoft.com/l/meetup-join/19%3ameeting_YjM1YmUyODMtNDJhMS00MjY4LWJkZWYtZmEzODUxODk3ZjBl%40thread.v2/0?context=%7b%22id%22%3a%229483ae6c-808a-4f02-98a1-8154c0b35bfd%22%2c%22oid%22%3a%22ff0aeeb1-32ba-4802-aa61-1a9a1a85f171%22%7d

Vendors should email the Purchasing Agent, Mary Moss, at mmoss@broward.org during/after the pre-proposal conference call to confirm attendance. After the pre-proposal conference, the list of attendees will be available by clicking on "Transcript" under the Pre-Bid conference tab in Periscope S2G. This information session presents an opportunity for vendors to clarify any questions regarding the RFP requirements.

SITE VISIT:

Site Visit Only - Vendors should contact the Project Manager, Angie Salinas, by email (at asalinas@broward.org) with the location(s) they would like to visit by 2:00 PM ET on August 17, 2022. The site visits will be scheduled on August 24th, 25th and 26th and vendors will be contacted on August 22, 2022 with the day and time for each site visit. The number of attendees will be limited to two (2) per vendor. Attendance during each visit will be restricted to Centers for Disease Control and Prevention recommendations.

Attendance at the site visit/pre-proposal conference is optional. This information session presents an opportunity for vendors to clarify any questions regarding the proposal requirements. The vendor is cautioned that although the site visit/pre-proposal conference is optional, no modification or changes will be allowed due to vendor(s) failure to visit the site or attend the pre-proposal conference.

In addition, questions regarding RFP documents may be submitted through Periscope S2G by the date and time referenced in the solicitation document (including any addenda). The County will respond to all questions via Periscope S2G.

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

Bid Comments

Scope of Services: The Broward County Facilities Management Division seeks qualified Vendors to provide Janitorial Services for multiple Broward County Facilities. Refer to the Specifications and Requirements for additional information. 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.

Price: Price Worksheet(s) are applicable to this solicitation. 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 initial two-year term price on the 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 for the initial two-year term and is subject to potential decreases through negotiation. Refer to the Special Instructions to Vendors, Additional Responsiveness Criteria, for additional information.

Evaluation Criteria Response: Carefully follow the instructions of the Standard Instructions to Vendors and Special Instructions to Vendors.

Vendor Questionnaire and Standard Certifications: Carefully follow the instructions of the Standard Instructions to Vendors.

OESBD Requirements: This solicitation includes the following Office of Economic and Small Business Development Requirements:

Agreement No. 5 is reserved for Broward County certified Small Business Enterprises. Refer to the Office of Economic and Small Business Development Requirements Section for additional information.

Agreements No. 1 thru 4 is reserved for Broward County certified County Business Enterprises (CBE) firms (CBE Reserve). CBEs and non-CBEs may respond to this solicitation. Refer to the Office of Economic and Small Business Requirements: CBE Reserve for additional information.

The Living Wage Ordinance applies to this solicitation and the resultant contract. Refer to Special Instructions to Vendors and Living Wage Ordinance Requirements and Affidavit Form for additional information.

Workforce Investment Program applies to Agreements No. 1, No. 2 and No. 4. Refer to Special Instructions to Vendors and Workforce Investment Program Requirements Form 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 Periscope S2G by the date and time referenced in the solicitation document (including any addenda). The County will respond to all questions via Periscope S2G.

Submittals: Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in order for the County to receive a valid response through Periscope S2G, Supplier-to-Government. Refer to the Purchasing Division website or contact Periscope S2G, Supplier-to- Government for submittal instructions. It is the Vendor's sole responsibility to assure its response is submitted and received through Periscope S2G, Supplier-to-Government 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 Periscope S2G, Supplier-to-Government, immediately notify the Purchasing Agent and then contact Periscope S2G, Supplier-to-Government for technical assistance.

Added on Nov 7, 2022:
Addendum No. 1

Words in ~~striketrough~~ type are deletions from existing text. Words in bold underlined type are additions to existing text.

1. Revises the bid end date from November 14, 2022 at 2:00 pm to November 17, 2022 at 2:00 pm.

2. The document Living Wage Ordinance Requirements and Affidavit Form has been replaced in its entirety with Living Wage Ordinance Written Declaration.

3. The Project Specific Agreement, as referenced in the Special Instructions to Vendors, Section D. (<https://www.broward.org/purchasing/documents/BLD2124561P1%20Janitorial%20Services%20for%20County%20Facilities.pdf>) is modified as follows:

Article 11.28 Living Wage Requirements is replaced in its entirety:

11.28 Living Wage Requirement. Contractor is a “covered employer” within the meaning of the “Broward County Living Wage Ordinance,” Sections 26-100 through 26-105 of the Code, as amended. For the duration of the Term, Contractor shall fully comply with the requirements of such ordinance, including the amendments enacted by the Board on October 25, 2022, and shall pay to all of its employees providing “covered services,” as defined in the ordinance, a living wage as defined therein, and provide the required paid time off in accordance with the ordinance. Contractor shall ensure all Subcontractors that qualify as “covered employers” fully comply with the requirements of such ordinance. Any and all amendments to the ordinance shall be fully incorporated herein as of the effective date of the applicable amendment without the need for amendment to this Agreement.

Addendum # 1

Previous End Date	Sep 19, 2022 2:00:00 PM EDT	New End Date	Oct 17, 2022 2:00:00 PM EDT
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Addendum # 2

Previous End Date	Oct 17, 2022 2:00:00 PM EDT	New End Date	Nov 14, 2022 2:00:00 PM EST
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Addendum # 3

New Documents	Living Wage Ordinance Written Declaration.pdf		
Removed Documents	Living Wage Ordinance Requirements and Affidavit Form.pdf		
Previous End Date	Nov 14, 2022 2:00:00 PM EST	New End Date	Nov 17, 2022 2:00:00 PM EST

Item Response Form

Item **BLD2124561P1--01-01 - Initial 2-Year Term - Janitorial Services**

Quantity **1 n/a**

Prices are not requested for this item.

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

Qty 1

Description

Refer to **Special Instructions to Vendors** and **Price Sheet(s)** for additional information on pricing.

**GENERAL SPECIFICATIONS AND REQUIREMENTS
JANITORIAL SERVICES FOR COUNTY FACILITIES**

PART 1

TABLE OF CONTENTS

Section	Section Description
1.	DEFINITIONS AND IDENTIFICATIONS
2.	SCOPE OF WORK
3.	TECHNICAL SPECIFICATIONS
4.	COUNTY RESPOSIBILITIES
5.	VENDOR RESPONSIBILITIES
6.	PERSONNEL REQUIREMENTS
7.	GREEN CLEANING
8.	CLEANING PRODUCTS, PAPER PRODUCTS AND TRASH BAGS
9.	EQUIPMENT SPECIFICATIONS AND STANDARDS
10.	QUALITY CONTROL
11.	PERFORMANCE STANDARDS
12.	FREQUENCIES AND PROCEDURES FOR CLEANING
	EXHIBITS

PART 1

GENERAL SPECIFICATIONS AND REQUIREMENTS

JANITORIAL SERVICES FOR COUNTY FACILITIES

SECTION 1 – DEFINITIONS AND IDENTIFICATIONS

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. Additional Labor:** Additional labor does not include the cost of supplies and materials needed to do the work in the unit price and is for routine or emergency work not covered by basic services or additional services.
- 1.3. Additional Service:** Additional services include the cost of supplies and materials needed to provide the service in the unit price.
- 1.4. 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.
- 1.5. Assistant Project Manager:** The position in the Vendor's organization that is responsible for assisting the project manager with the overall performance of the Contract.
- 1.6. Award:** The acceptance of an offer or proposal by the proper governmental authority.
- 1.7. Bi-monthly:** Every two months.
- 1.8. Bi-weekly:** Every two weeks.
- 1.9. Board:** The Broward County Board of County Commissioners.
- 1.10. BSO:** Broward Sheriff's Office.
- 1.11. Building Surfaces:** For 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.
- 1.12. Burnishing:** See Technical Specifications Section.

- 1.13. Carpet Floors:** For 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.
- 1.14. Cleaning product Compatibility:** See Cleaning Products, Paper Products, and Trash Bags Section.
- 1.15. Clean:**
- 1.15.1. The complete, comprehensive, and thorough cleaning of any item subject to cleaning, including corners, inside, outside, top, bottom, under and over all surfaces.
 - 1.15.2. The absence of marks, streaks, spots, stains from all stainless steel, chrome, brass, and other bright metal surfaces. All work shall be polished to a dry sheen.
 - 1.15.3. The absence of any stains, bacteria growth, spore formations and grime that can be eliminated by the appropriate wet, hand scrubbing techniques.
 - 1.15.4. The absence of any surface marks, including fingerprints, spills or other undesirable adhered surface residue that can be eliminated by appropriate damp or wet cleaning techniques.
 - 1.15.5. The absence of dust, lint and other loose in-fiber accumulation in fabric and carpeted areas that can be eliminated by appropriate vacuum cleaning techniques.
 - 1.15.6. The absence of stains and other adhered in-fiber accumulation in fabric and carpeted areas that can be eliminated by appropriate spot cleaning or hot water extraction techniques.
 - 1.15.7. The absence of odors in fabric and carpeted areas that can be eliminated by hot water extraction techniques and application of sanitizer.
 - 1.15.8. The absence of loose dust, dirt, lint, or spider webs on any surface of any item subject to appropriate dusting or sweeping/dust mopping techniques.
 - 1.15.9. The absence of adhered dirt build-up on any surface of any item subject to appropriate mopping techniques.
 - 1.15.10. The absence of tightly adhered dirt build-up on any surface of any item subject to appropriate machine or manual scrubbing techniques.
 - 1.15.11. The absence of any soil, wax, or other undesirable adhered build up which can be eliminated by appropriate heavy duty, cycle, or project cleaning techniques.
 - 1.15.12. The absence of scratches, scuff marks, worn areas and dull areas.
 - 1.15.13. The absence of standing water related to janitorial services.
 - 1.15.14. The presence of appropriate surface gloss, protection, or reflective capacity in line with “like new” or designated gloss levels without streaks, swirls, or debris.

- 1.15.15. The presence of appropriate finishes applied in the appropriate manner to produce a slip resistant surface.
- 1.15.16. The absence of graffiti, chewing gum and other similar substances from floors, carpet, sidewalks, stairwells, or any other surfaces.
- 1.15.17. The absence of litter or undesirable debris that can be eliminated by appropriate policing techniques.
- 1.15.18. The absence of streaks, soil, another residue or latent odor.
- 1.15.19. The absence of infectious organisms, which is achieved by applying a product that kills them.
- 1.15.20. The presence at all times of a germicidal solution to fill the drain trap and prevent the escape of sewer gas.
- 1.15.21. The presence of sufficient product to last until next scheduled service.
- 1.15.22. The absence of recyclables in the building. Recyclables shall be collected and removed to designated area, which shall be maintained in a neat and tidy condition.
- 1.15.23. The absence of trash in the building. Trash shall be collected and removed to designated area which shall be maintained in a neat and tidy condition.
- 1.15.24. The absence of soil, litter, dust, incrustation, and odors in debris receptacles. They shall be cleaned as needed.
- 1.15.25. Maintained according to County and manufacturer's specifications.
- 1.15.26. A surface will be considered clean if one of the two items below are true:
 - a. 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.
 - b. The Vendor 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 cleaning products residues that remain on the surface after cleaning cannot be removed without permanently damaging the underlying surface.
- 1.16. **Cleaning:** See Technical Specifications Section.
- 1.17. **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 Vendor at its sole cost and expense unless specifically indicated in this Agreement as being furnished by County. Vendor 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.
- 1.18. **Component:** For this agreement a component is an item or category of items within the facility. Examples would be water fountains or desks.

- 1.19. **Contract:** All types of binding agreements, regardless of what they may be called, for the procurement or disposal of supplies, services, or construction.
- 1.20. **Contract Administrator:** The County employee who is responsible for the management of the Contract.
- 1.21. **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.
- 1.22. **Daily:** At least once per day of service.
- 1.23. **Daily as Needed:** At least once per day of service when the indicated building surface is not clean.
- 1.24. **Damp-Wiping:** See Technical Specifications Section.
- 1.25. **Debris Receptacle:** Ashtrays, urns, wastebaskets, trash containers and recycling containers.
- 1.26. **Deficiency:** An instance of non-compliance with a solicitation requirement. A defect may be caused by either non-performance or poor performance.
- 1.27. **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 Vendor. The primary responsibilities of the Designated Contract Administrator are to coordinate and communicate with Vendor and to manage and supervise services provided under the terms and conditions of this solicitation.
- 1.28. **Dirt:** Any filth or soiling substances or foreign matter, solid or liquid, including mud and dust.
- 1.29. **Disinfecting:** See Technical Specifications Section.
- 1.30. **Dry Compound Method:** See Technical Specifications Section.
- 1.31. **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.
- 1.32. **Dusting:** See Technical Specifications Section.
- 1.33. **Dusting, High:** See Technical Specifications Section.
- 1.34. **Dusting, Low:** See Technical Specifications Section.
- 1.35. **Dusting, overhead:** See Technical Specifications Section.
- 1.36. **Edging:** See Technical Specifications Section.

- 1.37. **Embedded Soil:** Adhered soil that has penetrated into the matrix of the surface.
- 1.38. **Employees:** All personnel engaged by Vendor to perform the services contemplated by this solicitation.
- 1.39. **Employees, Vendor's:** All recipients of the Vendor's Internal Revenue Service W-2 form.
- 1.40. **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.
- 1.41. **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.
- 1.42. **Equipment:** See Equipment Specifications and Standards Section.
- 1.43. **Facility Area:** A portion of a building covered by this solicitation that has easily definable boundaries for the purpose of conducting janitorial inspections.
- 1.44. **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.
- 1.45. **Green Building:** See Green Cleaning Section.
- 1.46. **Green Cleaning Practices:** See Green Cleaning Section.
- 1.47. **Grime:** Foreign matter that clings to or is embedded in a surface. It becomes embedded or built up by repeated touching or handling, such as a door handle or light switch. Careless or incomplete cleaning procedures may contribute to the development of grime.
- 1.48. **Grit:** Coarse particulate matter such as sand, fragments of metal and/or glass, and salt (before they absorb moisture and liquefy).
- 1.49. **Grounds:** Land, parking lots, roadways, walks, etc.
- 1.50. **Gum:** For 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.
- 1.51. **Hard Floors:** For 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.

- 1.52. Hazardous/Bio-Hazardous Materials:** Any bodily fluids (including but not limited to blood, feces, vomit) , wastes, substances, radiation, or materials (whether solids, liquids or gases) which are hazardous, toxic, infectious, explosive, radioactive, carcinogenic, or mutagenic; which are or become defined as "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.
- 1.53. Hazardous Materials, Vendor's:** The Vendor's hazardous materials arising out of the Vendor's past, present, or future use or occupancy of the Premise or the Vendor's acts or omissions. "The Vendor'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 Vendor or transported to the premises under a contract with the Vendor. As used herein, the Vendor includes the Vendor's employees, agents, successors, contractors, subcontractors, or persons acting on behalf of the Vendor.
- 1.54. HCS:** Hazardous Communication Standard also known as "HAZCOM" or "Right to Know."
- 1.55. HEPA Filter:** A high efficiency particulate vacuum filter which removes 99.9% of all articulates to 0.3 microns of harmful particles, including dust, mold spores, dust mites, pet dander and other troublesome allergens.
- 1.56. High Traffic Areas:** Portions of the building were a large number of people pass through or work. These areas include, but are not limited to, main lobbies, secondary lobbies, vestibules, and public hallways.
- 1.57. HIPAA:** Health Insurance Portability and Accountability Act.
- 1.58. Holidays:** Holidays observed by County.
- 1.59. Hot Water Extraction:** See Technical Specifications Section.
- 1.60. IAQ:** Indoor Air Quality.
- 1.61. IOS:** International Organization for Standardization
- 1.62. Janitorial Contract Compliance Inspection Form:** A form used by Contract Administrator which documents Vendor's performance at intervals determined by the previous rating.
- 1.63. JC:** Joint Commission.
- 1.64. Janitorial Worker:** An individual in Vendor's organization who performs janitorial services. This individual may also be known as a cleaner, custodian or housekeeper.
- 1.65. Job Site:** The area within County's property lines or portions of such area that are defined within this Specification.
- 1.66. Key Personnel:** The individual(s) employed by the Vendor, who has the responsibility and authority for fulfilling any of the requirements of this Technical Specifications and/or the associated solicitation.

- 1.67. **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.
- 1.68. **LEED:** Leadership in Energy and Environmental Design.
- 1.69. **LEED v4 Operations and Maintenance:** Current version of LEED referenced in this solicitation.
- 1.70. **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.
- 1.71. **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.
- 1.72. **Loose Soil:** Any foreign particles not stuck to the surface.
- 1.73. **Lump Sum:** Refers to the total of Year 1 and Year 2 prices combined.
- 1.74. **Machine Scrubbing:** See Technical Specifications Section.
- 1.75. **Maintenance:** The upkeep of property and the work to keep it clean and presentable according to the Technical Specifications of this solicitation.
- 1.76. **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.
- 1.77. **Mopping:** See Technical Specifications Section.
- 1.78. **MRSA:** A "Staph super bug" Methicillin-Resistant Staphylococcus Aureus (MRSA) which is spread through skin-to-skin contact, by sharing contaminated objects or contacting contaminated surfaces.
- 1.79. **MSDS:** Material Safety Data Sheet.
- 1.80. **Non-public Areas:** Spaces and areas not normally used by the public, such as administrative areas, offices, and conference rooms.
- 1.81. **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.
- 1.82. **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.
- 1.83. **Pass Thru:** Reimbursement of Vendor's exact costs for supplies or materials purchased or equipment rented, as needed, to provide additional labor to do janitorial work not covered by basic services or additional services. A copy of Vendor's invoice(s) from its supplier or must be submitted with Vendor's invoice for payment.
- 1.84. **Percentage (%) of Bid Price is Labor Cost:** Percentage of total one (1) year price listed on the Agreement Price Sheets attributed to Labor Cost.

- 1.85. **Porter:** A porter is assigned to a building to provide supplemental janitorial services to maintain the desired level of cleanliness consistently throughout the shift.
- 1.86. **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 Vendor is to be conducted.
- 1.87. **Product Data Sheets:** Informational sheets produced by manufacturers to describe their products. These sheets are frequently more descriptive than MSDS/SDS information.
- 1.88. **Project Manager (PM):** The position in the Vendor's organization that is responsible for the overall performance of the Contract. The individual will be directly responsible for all Vendor personnel.
- 1.89. **Project Crew:** A staff of Vendor's custodial personnel dedicated specifically to the performance of project work as defined in this solicitation.
- 1.90. **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.
- 1.91. **Project Worker:** An individual in Vendor's organization who performs project work as part of the project crew.
- 1.92. **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.
- 1.93. **Public Areas:** Spaces and areas (sidewalks, lobbies, auditoriums, restrooms, hallways, vestibules, etc.) normally open to the public and normally used by the public.
- 1.94. **Quality Control (QC):** Actions taken by Vendor or County to ensure the specifications and standards of the solicitation are met. A copy of the Vendor's quality control program shall be provided to the County with the solicitation and shall be approved by the Contract Administrator before implementation.
- 1.95. **Quality Control Manager:** The position in Vendor's organization that is familiar with the requirements of this solicitation, able to make sure all solicitation specifications are met and has full authority to always act for the Vendor to carry out the provisions of this contract and Vendor's quality control program.
- 1.96. **Recyclables:** Any material that retains useful properties that can be reclaimed after the production or consumption process, including cardboard, paper, plastics, and metal containers.
- 1.97. **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.
- 1.98. **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.

- 1.99. Vendor:** The proposer who is awarded this solicitation and agreement(s).
- 1.100. SDS:** Safety Data Sheet.
- 1.101. Semi-annual:** Two times per year.
- 1.102. Semi-monthly:** Two times per month.
- 1.103. Services:** All work specified to be performed by Vendor pursuant to this solicitation includes services performed, workmanship, and material furnished or utilized in the performance of services.
- 1.104. 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.
- 1.105. 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.
- 1.106. 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. Vendor should take care to investigate the special requirements for floor care that may be necessary in such instances before applying treatment.
- 1.107. Spinning Bonnet:** See Technical Specifications Section.
- 1.108. Spot Cleaning:** See Technical Specifications Section.
- 1.109. Spots:** A non-uniform film or coating that is visible to various degrees depending on the angle of view.
- 1.110. Spray Buffing:** See Technical Specifications Section.
- 1.111. 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.
- 1.112. Stripping/Sealing/Refinishing:** See Technical Specifications Section.
- 1.113. Supervisor:** The position in Vendor's organization that reports directly to the Project Manager or the Assistant Project Manager to manage the day-to-day activities of the Contract.
- 1.114. Sweeping:** See Technical Specifications Section.
- 1.115. Team Leader:** A regular janitorial worker in Vendor's organization that has been singled out as exemplary employees with some management skills.
- 1.116. Trash:** Debris, litter and any item(s) or material left in the area.

- 1.117. UOM:** Unit of Measure
- 1.118. Using Agency:** The County Department or Division utilizing the services of this solicitation.
- 1.119. Vacuuming:** See Technical Specifications Section.
- 1.120. VCT:** Vinyl Composition Tile.
- 1.121. VOC:** Volatile Organic Compounds.
- 1.122. 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 Section

PART 1

GENERAL SPECIFICATIONS AND REQUIREMENTS

JANITORIAL SERVICES FOR COUNTY FACILITIES

SECTION 2 – SCOPE OF WORK

2. SCOPE OF WORK

2.1. Introduction

- 2.1.1. Broward County Facilities Management Division (FMD) is seeking the services of qualified vendors to provide comprehensive janitorial services for various Broward County properties listed on the Property Details Sheets.
- 2.1.2. Because of the high volume of workers and visitors utilizing the properties, quality services are required to always maintain a first-class working environment for the properties listed in Property Details Sheets.

2.2. Project Description

- 2.2.1. There are a total of 5 separate Janitorial Service Agreements that may be awarded to separate Vendors. There are a total of four (4) CBE Reserve Agreements and one (1) SBE Reserve Agreements.

<u>Agreement No.</u>	<u>Description (Number of Locations)</u>	<u>OESBD Requirements</u>
Agreement No. 1	Governmental Center East Complex	CBE Reserve
Agreement No. 2	Main Library	CBE Reserve
Agreement No. 3	South Regional Courthouse	CBE Reserve
Agreement No. 4	Broward County Judicial Complex	CBE Reserve
Agreement No. 5	Traffic Engineering	SBE Reserve

2.3. Areas of Operation

- 2.3.1. This Agreement covers most of the square feet of space within each property included on the Property Details Sheets. The square feet not included are those used for building services, such as chiller plants, electrical rooms, elevator machine rooms, mechanical rooms, and telecom rooms.

2.4. Services

- 2.4.1. Vendor will furnish all management, supervision, labor, equipment, tools, transportation, materials, supplies, and other incidentals as required to implement services as required and detailed in this solicitation.

2.5. Basic Services

- 2.5.1. Basic services work is paid for via the monthly costs for general cleaning, restroom cleaning, floor care, cleaning supplies and paper products/trash bags.
- 2.5.2. Replenishment of an out-of-stock condition caused by lack of adequate supplies on site is considered a basic service.
- 2.5.3. All services, including project work, detailed in Section 12, Frequencies and Procedures for Cleaning, are considered basic services covered by this Agreement, except those identified as "Additional Service" in one of the tables.

2.6. Additional Services

- 2.6.1. Additional services include the cost of supplies and materials needed to provide the service in the unit price.
- 2.6.2. Additional services are the annual deep cleaning, the annual window cleaning, pressure washing, extra carpeting cleaning (cleaning above and beyond what is provided for in basic services), electrostatic spraying, and porters.
- 2.6.3. Annual Deep Cleaning and Annual Window Cleaning
 - a. The annual deep cleaning and annual window cleaning are started when directed by the Designated Contract Administrator (DCA) through the dispatch of a purchase order.
 - b. Vendor must provide a schedule for these cleanings to the DCA within 7 days of the purchase order being issued.
 - c. The schedule must fully comply with the annual deep cleaning and annual window cleaning specifications.
 - d. These cleanings cannot begin until the DCA approves the schedule.
 - e. The annual deep cleaning and annual window cleaning must be completed according to the schedule unless a change is approved by the DCA.
- 2.6.4. Pressure Washing, Extra Carpet Cleaning, Electrostatic Spraying and Porters
 - a. These additional services are provided as requested by the Designated Contract Administrator (DCA) as either routine or emergency.
 - b. Upon request, Vendor submits a proposal for these additional services to the DCA using the unit prices as identified on the price sheet.
 - c. DCA submits approved proposals to be converted to a purchase order.
 - d. In emergency situations, DCA may approve the work to begin verbally or through email with a purchase order to follow.

2.7. Additional Labor

- 2.7.1. Additional labor does not include the cost of supplies and materials needed to do the work in the unit price.

- 2.7.2. Additional labor is for routine or emergency work not covered by basic services or additional services.
- 2.7.3. Additional labor is:
 - a. Routine - Project Supervisor, Site Supervisor, Full Time Service Crew Employee, Part Time Service Crew Employee
 - b. Emergency - Project Supervisor, Site Supervisor, Full Time Service Crew Employee, Part Time Service Crew Employee
- 2.7.4. Additional labor may include, but is not limited to, assisting in setting up for meetings, receptions or gathering; cleaning after meetings, receptions, or gatherings; post-construction clean up or other special cleaning relate projects.
- 2.7.5. Utilization of on-site staff, such as porters, to provide such labor does not qualify for additional payment.
- 2.7.6. Additional labor is provided as requested by the Designated Contract Administrator (DCA) as either routine or emergency.
- 2.7.7. Upon request, Vendor submits a proposal for additional labor to the DCA using the labor unit prices as identified on the price sheet and showing costs related to supplies, materials and/or equipment rental.
- 2.7.8. Costs related to supplies, materials and equipment rental will be reimbursed as pass thru. Pass thru reimbursement is at the exact costs incurred by Vendor. A copy of Vendor's invoice(s) from its supplier or must be submitted with Vendor's invoice for payment.
- 2.7.9. DCA submits approved proposals to be converted to a purchase order.

2.8. Scheduling of Work

- 2.8.1. General cleaning, restroom cleaning and floor care services will be provided each day indicated on the Location Detail Sheets. Except at 24/7 facilities or as approved by DCA, these services will be provided outside of the business hours listed on the Property Details Sheets.
- 2.8.2. Project work such as carpet cleaning, carpet extraction, floor stripping and waxing, tile scrubbing, and window cleaning will be provided on service days, outside of the business hours listed on the Property Detail Sheets.
- 2.8.3. Project work can only be done on non-service days or during business hours if approved by DCA. Project work done on non-service days will be at no additional cost to the County.
- 2.8.4. Vendor will develop and provide service plans and schedules to cover all work to be performed for review and approval by DCA during Vendor's Phase-In.
- 2.8.5. County reserves the right to designate specific cleaning times for building areas whose occupants require janitorial services be performed during a given period.
- 2.8.6. The agreed upon schedule may be changed to meet the operational needs of the County, including to comply with any security standards.

- 2.8.7. 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, Vendor will adjust its service plans and schedules accordingly and submit a revised schedule to the DCA within seven calendar days.
- 2.8.8. Prior to the commencement of any work, the Vendor will confer with the DCA to assure the scheduling of activities in conjunction with County and tenant operations is fully understood.
- 2.8.9. All work will be scheduled to avoid delays to County and tenant operations. The Project Manager will coordinate the schedule with the DCA and get approval for any operation which will necessitate temporary interruptions to Broward County operations.
- 2.8.10. The Vendor will not commence project work in any area until:
 - a. The proposed work has been previously coordinated with and approved by the DCA, and
 - b. All required security and safety measures and temporary markings are in place.

2.9. Addition/Modification of Locations or Services

- 2.9.1. The County reserves the right to add locations to or delete locations for any subsequent agreements.
 - a. Locations to be added may include, but are not limited to, expansions or additions to existing facilities and acquisition or construction of new properties.
 - b. If the County makes significant structural changes to an existing facility that impacts Vendor'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.
 - c. 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.
 - d. 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.
 - e. In the event the County wishes to add other locations under the Contract, a quote may be requested from the respective Vendor in good standing for the new location.
 - f. Pricing modifications will be negotiated by the Contract Administrator and a Purchasing representative, based upon pricing in the solicitation for a location with similar requirements.
 - g. If the County is not satisfied with the results of the negotiation, the County may solicit proposals from other Vendors currently providing service to other groups or facilities under comparable County janitorial contracts.
 - h. In the event only one Vendor is providing service to all groups under a janitorial contract the new requirements may be filled with a new solicitation.

2.9.2. The County reserves the right to add services to or delete services for any subsequent agreements.

- a. In the event the County wishes to add services to this Contract, a quote may be requested from the Vendor in good standing for the Agreement.
- b. Pricing will be negotiated by the Contract Administrator and a Purchasing representative, based upon pricing in a solicitation for similar services or available market research.
- c. If the County is not satisfied with the results of the negotiation, the county may solicit proposals from other Vendors currently providing service to other groups under comparable County janitorial contracts.
- d. In the event only one Vendor is providing service to all groups under a janitorial contract the new requirements may be filled with a new solicitation.

2.10. Termination of Locations

- 2.10.1. In the event the County shall sell, vacate, abandon, terminate or otherwise dispose of or no longer require the Vendor to provide janitorial services for a facility 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.
- 2.10.2. The County will give Vendor written notice of such terminations, at a minimum, thirty (30) days in advance.

2.11. Emergency Service

- 2.11.1. Vendor must be available to perform emergency cleaning services 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.*
- 2.11.2. The Vendor's Project Manager, or designee, shall be always on-call for emergencies. Project Manager, or designee, must be reachable by phone 365 days a year/24 hour a day.
 - a. If on site, Vendor 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, Vendor Project Manager must respond by phone within thirty (30) minutes and must report to the facility within sixty (60) minutes.
 - c. Failure for the Vendor Project Manager to adhere to these response times may be reasonable cause to terminate the contract.
- 2.11.3. An immediate assessment of the problem encountered must be communicated to the Contract Administrator within one-half (½) hour of arrival at the job site. If immediate service is not possible, an accurate projection of expected completion time must be relayed to the Contract Administrator.
- 2.11.4. Once the emergency service estimate has been approved by the Contract Administrator, the service must be initiated within a maximum mobilization time, on site, of two (2) hours. Any exceptions to this requirement must be approved by the Contract Administrator.

- 2.11.5. In the event the emergency service takes more than twenty-four (24) hours to complete, a daily progress report from Vendor 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.
- 2.11.6. If the job completion extends beyond forty-eight (48) hours without the Contract Administrator's approval, the County reserves the right to discharge the Vendor and award the emergency service to another vendor.
- 2.11.7. Emergency responses occurring during normal service hours will be performed without incurring an additional charge if the emergency can be responded to by redeploying regular staff and equipment. If the emergency requires additional staff, the Contract Administrator may authorize a charge for additional emergency service.
- 2.11.8. In the event of a major emergency and at the sole determination of the Contract Administrator or his designee, Vendor 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 Vendor:** The following items must be provided to the Contract Administrator in accordance with the solicitation document:
 - 2.12.1. Copy of contract with CBE sub-contractor (per Article 10 of agreement); provide at initial negotiation meeting.
 - 2.12.2. Monthly pay reports to CBE sub-contractor (per Article 10 of agreement); provide monthly with Vendor's partial pay requests.
 - 2.12.3. Living Wage reports (per Article 11.28 of agreement); provide each six (6) months per Section 103 of the Living Wage Ordinance.
 - 2.12.4. Transition Plan detailing specific days on which cleaning products, cleaning supplies, and equipment will arrive at each facility to be ready for the established first day of service; provide at initial negotiation meeting.
 - 2.12.5. Appropriate staffing plan(s) for each location; provide at initial negotiation meeting.
 - 2.12.6. Service plan(s) and schedule(s) for each location; provide at initial negotiation meeting.
 - 2.12.7. Project Site Logbook per Section 5 to be maintained at each facility; provide at initial negotiation meeting.
 - 2.12.8. Training Program per Section 6; provide at initial negotiation meeting.
 - 2.12.9. Green Cleaning Program per Section 7; provide at initial negotiation meeting.
 - 2.12.10. Cleaning Products, Paper Products and Trash Bags information per Section 8; provide at initial negotiation meeting.
 - 2.12.11. Equipment information per Section 9; provide at initial negotiation meeting.
 - 2.12.12. Quality Control Program per Section 10; provide at initial negotiation meeting.

2.13. Vendor Transition Period

- 2.13.1. Immediately upon completion of contract negotiations, the Contract Administrator or its designee will hold sessions with the Project Manager for the new Vendor and pertinent County staff to finalize the Transition Plan submitted in Section 2.11.
- 2.13.2. The period allowable for transition is dictated by the contract award date and the negotiation meeting(s).

2.14. Pandemics/ Epidemics / Disasters / Other Unforeseen Conditions

- 2.14.1. Vendor shall participate in initiatives or programs conducted by County to evoke the public's confidence in the use of the County's facilities during any pandemic, epidemic, or other emergency.
- 2.14.2. Following written approval by the County, Vendor will participate at no additional out-of-pocket cost to Vendor.
- 2.14.3. Vendor's participation shall include, but not be limited to, public outreach events or other media activities, discussions with County personnel regarding methods to increase public confidence in the use of County facilities, supplying necessary equipment, cleaning products, supplies and staffing to sanitize service areas.
- 2.14.4. Should an event occur, such as a pandemic, hurricane, earthquake, or other casualty caused by nature, labor strike or war, which limits access or use of County facilities, County may increase or decrease service areas, levels of staffing and/or service hours and adjust basic service costs accordingly.

End of Section

PART 1

GENERAL SPECIFICATIONS AND REQUIREMENTS

JANITORIAL SERVICES COUNTY FACILITIES

SECTION 3 – TECHNICAL SPECIFICATIONS

3. TECHNICAL SPECIFICATIONS

3.1. Blinds and Shades

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

3.2. Building Surfaces

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

3.3. Carpet Floors

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

3.3.2. Dry Compound Method

- a. 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.

3.3.3. Edging

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

3.3.4. Hot Water Extraction

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

- c. Remove staples embedded in the carpet pile.
- d. Spot clean to remove any gum.
- e. Apply appropriate hot water extraction cleaning product.
- f. Operate the hot water extraction equipment over the entire carpet floor being cleaned.
- g. Use floor fans as needed to aid the drying process.
- h. After allowing sufficient drying time, vacuum the carpet floor following a pattern that will give the carpet pile a uniform appearance.
- i. Return any items that were removed from the carpet floor being cleaned.
- j. Carpet floors will be free of litter, paper clips, staples, soil streaks, stains, spots, and embedded dirt.
- k. Certain carpet floors will require extraction more frequently than others due to different soiling rates.
- l. The work will be accomplished in accordance with the approved schedule submitted to the Contract Administrator by the Vendor's Project Manager.

3.3.5. Spinning Bonnet

- a. Prohibited unless authorized by the Contract Administrator.

3.3.6. Spot Cleaning

- a. 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.
- b. Carpet floor will be substantially free of cleaning marks upon completion of spot cleaning without leaving a noticeable color differential from surrounding area.
- c. Vendor will spot clean carpet floors as encountered and will not wait for the Contract Administrator to point them out.

3.3.7. Vacuuming

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

3.4. Ceilings

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

- 3.4.4. Notify County Inspector of any ceiling tiles and/or vents that need to be replaced.

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

3.6. Cleaning

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

3.7. Cleaning, General

- 3.7.1. Clean, sanitize, and polish building surfaces within designated facilities.
- 3.7.2. Employ appropriate cleaning techniques and use commercial-grade products and equipment to ensure a first-class professionally maintained appearance.
- 3.7.3. Use germicidal detergent in restrooms, locker rooms, food areas, and drinking fountains.
- 3.7.4. All surfaces will be free from soil, smudges, fingerprints, gum, marks, or streaks upon completion of general cleaning.
- 3.7.5. General cleaning is not spot cleaning; rather it is the cleaning of total surface areas within a building.

3.8. Counters and Tables

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

3.9. Damp Wiping

- 3.9.1. 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

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

3.11. Dispensers

- 3.11.1. Clean and disinfect the towel, toilet paper, toilet seat covers and soap dispensers.
- 3.11.2. 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

- 3.12.1. Remove all soil, mineral deposits, streaks, and smudges from the drinking fountains and cabinets by damp wiping or hand scrubbing.
- 3.12.2. Disinfect all surfaces including the orifice and drain with particular attention to handles and spout.
- 3.12.3. Remove soil and dust from air vents.
- 3.12.4. The entire drinking fountain will be clean, disinfected, and free of any soil, mineral deposits, streaks, detergent residue, and debris upon completion of cleaning drinking fountains.

3.13. Dusting

- 3.13.1. The process of removing dust, loose dirt, lint, and cobwebs from building surfaces in the appropriate manner to make sure the substance being removed does not become air borne.
- 3.13.2. Vendor shall accomplish dusting by using treated dust cloths, treated dust tools, damp sponges, vacuums/backpack vacuums with crevice tools, brush attachments and all wall attachments.

3.14. Dusting, High

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

3.15. Dusting, Low

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

3.16. Dusting, Overhead

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

3.17. Electrostatic Disinfection

- 3.17.1. 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.
- 3.17.2. All surfaces shall be cleaned using an EPA registered disinfectant spray.
- 3.17.3. Appropriate personal protective equipment is required for the operator.
- 3.17.4. Electrostatic disinfection service is an optional service and will be requested on an as needed basis.

3.18. Furniture

- 3.18.1. Remove all soil and dust from office desks, chairs, file cabinets, tables, stands, directories, and other furnishings. (Wood doors will also be considered furniture for this service).
- 3.18.2. Clean and polish wood furniture with a wood polish, using no water or detergents.
- 3.18.3. Vacuum all cloth-upholstered furniture, including under and between cushions.
- 3.18.4. Clean upholstered furniture with an approved spot cleaner and detergent to remove soil that cannot be removed by vacuuming.
- 3.18.5. Clean synthetic-covered furniture with vinyl cleaner.
- 3.18.6. 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

- 3.19.1. Use a hot water extractor to remove stains.
- 3.19.2. Apply a soil retardant to the fabric portions of seats. Pre-test the compatibility of cleaning products 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.
- 3.19.3. All brushing and vacuuming, both before and after extracting shall be repeated until there is no longer evidence of soil and cleaning product residue in the fabric.
- 3.19.4. Chewing gum and other gummy soils shall be removed with aerosol fluorocarbon gum remover, putty knife, and/or a stiff bristled utility brush.
- 3.19.5. Any areas of the fabric which are inaccessible to the equipment shall be cleaned with solution from the machine and manual scrub.
- 3.19.6. 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

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

- 3.20.2. Glass and mirrors will be without streaks, film smudges, deposits, and stains and be uniformly bright in appearance.
- 3.20.3. Adjacent surfaces will be wiped clean.
- 3.20.4. 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

- 3.22.1. Gum shall be removed from floors, carpet, sidewalks, or any other surfaces daily with an EPA approved gum removal solvent and a putty knife or another acceptable method approved by County.
- 3.22.2. Use caution not to damage delicate building surfaces.

3.23. Hard Floors

3.23.1. Burnishing

- a. The process of using a floor machine and pad to maintain a hard floor's appearance.
- b. 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.
- c. Burnishing is a dry method of polishing a hard floor that uses a combination of heat and abrasion to give the "wet look".
- d. Place "Caution" signs at easy-to-see locations near the entrances into the area burnished.
- e. Remove any items from the tile floor being maintained that can be removed.
- f. Use a putty knife to remove gum.
- g. Use a treated dust mop to remove dust and loose soil.
- h. Damp mop if necessary, making sure to use a product that leaves no residue.
- i. If required, disinfect by following disinfectant label's instructions.
- j. Attach burnishing pad to the floor machine.
- k. Walk in a straight line while using a high-speed machine and keep moving.
- l. 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.

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

3.23.2. Grout Cleaning

- a. Dry sweep or vacuum area to remove any loose debris.
- b. 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.
- c. Agitate the solution into the grout lines and on the surface of the tile with a floor machine or deck brush.
- d. If stains remain, hand scrubbing and potentially more cleaning solution, should be used to remove the stains.
- e. Clean and extract any built up soils, grease, and mildew from the pores of the tile and grout.

3.23.3. Grout Sealing

- a. Dry sweep or vacuum area to remove any loose debris.
- b. 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.
- c. Agitate the solution into the grout lines and on the surface of the tile with a floor machine or deck brush.
- d. If stains remain, hand scrubbing and potentially more cleaning solution, should be used to remove the stain.
- e. Clean and extract any built up soils, grease, and mildew from the pores of the tile and grout.
- f. Once dry, apply approved clear grout sealer.
- g. Use a spray bottle, clean cloth, or small sponge for sealer application.
- h. Let the sealer stand 3 to 5 minutes before buffing with a (separate) clean cloth or pad.
- i. Entire surface is buffed to remove excess sealer residue.

- j. Do not allow the sealer to dry on the tile or grout surface, as this may leave a residue.
- k. Floor wax is not to be used to seal grout.

3.23.4. Machine Scrubbing

- a. The process of using a floor machine to clean floor surfaces that cannot be removed through wet mopping.
- b. 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.
- c. Do not leave water or scrubbing solution on the floors longer than necessary to complete the cleaning.
- d. Collect dirty water and rinse the floor clean until it is free of all solution.
- e. Place wet floor caution signs on the floor around the wet area.
- f. Use wet/dry tank vacuums to pick up the scrubbing solution and wet mops, buckets, and wringers in areas inaccessible to tank vacuum.
- g. Remove all splash marks on baseboard, furniture, and other such surfaces.
- h. All floor surfaces and grout will be free of soiling, marks, stains, and free of cleaning product residue.

3.23.5. Mopping

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

3.23.6. Scrubbing and Recoating

- a. 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.
- b. Place "Caution" signs at easy-to-see locations near the entrances into the area being worked on.
- c. Remove any items from the tile floor being maintained that can be removed.
- d. Use a putty knife to remove gum.
- e. Use a treated dust mop to remove dust and loose soil.
- f. Apply neutral cleaning solution onto the floor area that you will be scrubbing and let the solution sit for 3- 5 minutes.
- g. Start scrubbing with either auto scrubber or floor machine with the appropriate pad.

- h. Remove the solution from the floor with a mop, wet vacuum, or auto scrubber.
- i. Rinse thoroughly floor, use hot water if available.
- j. Wipe off the base boards at this time if you have not taped off.
- k. Do one final rinsing and then let the floor dry.
- l. Apply required number of finish coats.
- m. When finished, remove the "Caution" signs.
- n. Return all items to their original positions.
- o. The entire floor will have a uniform finish and a uniform, glossy appearance, be free of scuffmarks, heel marks and stains after upon completion.

3.23.7. Spray Buffing

- a. 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.
- b. 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.
- c. Match the floor finish in the spray-buff product to that already on the floor Place "Caution" signs at easy-to-see locations near the entrances into the area being spray buffed.
- d. Remove any items from the tile floor being cleaned that can be removed.
- e. Use a putty knife to remove gum.
- f. Use a treated dust mop to remove dust and loose soil.
- g. Damp mop if necessary.
- h. If required, disinfect by following disinfectant label's instructions.
- i. Attach buffing pad to the floor machine.
- j. Inspect the room or area to be spray buffed to determine where attention is needed.
- k. Starting at the farthest corner from the entrance, spray a small area in front of the machine with spray-buffing product and begin buffing.
- l. Buff until glossy and not tacky.
- m. Repeat same spray buffing operation for additional small areas until entire floor has the desired appearance.
- n. Remove spray-buff cleaning product from baseboards and furniture.
- o. Sweep entire floor area that was spray buffed.

- p. When finished, remove the "Caution" signs.
- q. Return all items to their original positions.
- r. The entire floor will have a uniform coating of floor finish and a uniform, glossy appearance, be free of scuffmarks, heel marks and stains after upon completion.

3.23.8. Stripping/Sealing/Finishing

- a. The process of completely removing all old finish from the floor surface and surrounding baseboards and then applying new coats of floor finish.
- b. Stripping also includes the complete removal of all marks, scuffs, and stains.
- c. Place "Caution" signs at easy-to-see locations near the entrances into the area being worked on.
- d. Remove any items from the tile floor being maintained that can be removed.
- e. Use a putty knife to remove gum.
- f. Use a treated dust mop to remove dust and loose soil.
- g. Test the stripper in an inconspicuous area.
- h. Start in a corner farthest from your exit and work toward that exit.
- i. 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).
- j. 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.
- k. Use the small cleaning brush for nooks and crannies, the putty knife where scraping is necessary.
- l. Vacuum up or squeegee the wax and stripper residue into the dustpan and deposit in a bucket.
- m. 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.
- n. No stripping solution will remain on baseboards, cove moldings, doors, or other non-floor surfaces.
- o. Use a scraper to test areas to make sure that the stripping is complete (leftover wax will otherwise produce an uneven finished appearance).

- p. 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).
- q. 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.
- r. 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.
- s. The application of excessive amounts of finish will be avoided and excessive buildup of finish is not permitted.
- t. Sufficient finish will be used to fully protect the floor surface and present a uniform luster and neat, well-kept appearance.
- u. Use a liquid non-slip water emulsion type floor finish on all floor coverings cleaned according to specifications.
- v. Non-slip properties of the floor finish are especially important in public corridors, tenant spaces, and stairwells.
- w. 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.
- x. Do not use too much floor finish to help avoid 'wax buildup', especially in corners and along edges.
- y. With a clean mop (can be microfiber) try using figure 8 circular motions for the applications.
- z. Try to lay smooth coatings without drippings. If your application is leaving bubbles then you are putting too much down.
- aa. Missed areas on the first coat can be covered on later coats.
- bb. 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).
- cc. After the 2nd coat, walk on with socks and booties only and not hard soles that may leave marks on the finish.
- dd. Let cure overnight. For a nicer finish, burnish the floor with a high-speed floor machine.
- ee. If you must redo an area, tape off that small area so that you can just focus on that area.
- ff. When finished, remove the "Caution" signs.

- gg. Return all items to their original positions.
- hh. 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.
 - ii. 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.
 - jj. When inspection shows a finish build-up in corners, edges, or flashed on cove moldings or stainless-steel kick plates, remove the finish buildup.

3.23.9. Sweeping:

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

3.24. Metal Cleaning and Polishing

- 3.24.1. Remove all tarnish, clean, and polish all bright metal building surfaces.
- 3.24.2. Apply metal polish by cloth to surfaces being cleaned or polished.
- 3.24.3. Do not spray directly on metal surfaces to reduce any slip hazard caused by such agents drifting onto floors.
- 3.24.4. 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

- 3.25.1. 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

- 3.26.1. 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

- 3.27.1. 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.
- 3.27.2. 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

- 3.28.1. 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.

- 3.28.2. Equipment must provide water or steam at or above 212 degrees Fahrenheit.
- 3.28.3. This method will be used if less intensive methods are not successful in attaining desired cleanliness.

3.29. Recyclables

- 3.29.1. Clear trash liners are used for all areas.
- 3.29.2. Empty and return all recycling containers of any type and size to their original positions.
- 3.29.3. Remove bulky items such as rolls of plans or cardboard boxes that are placed by recycling containers and clearly marked for disposal.
- 3.29.4. Clean spills and foreign substances from all surfaces of the recycling container.
- 3.29.5. Replace plastic bag liners in all recycling containers after each servicing.
- 3.29.6. Empty recyclables into a designated dumpster or receptacle to avoid littering adjacent areas.
- 3.29.7. Clean up any spill or litter generated by Vendor work operations.
- 3.29.8. All recycling containers and the areas adjacent to recycling containers will be free of debris, spills, and foreign substances.
- 3.29.9. A clean, new trash liner will be placed in the container; and all recyclables will be placed into the designated dumpster upon completion.
- 3.29.10. Empty and wipe all recycling containers with a cleaning product treated or damp cloth. If containers become unduly soiled, they must be washed.
- 3.29.11. Vendor shall furnish plastic liners for recycling containers.

3.30. Reducing Airborne Dust

- 3.30.1. 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

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

3.32. Sinks, Toilets and Urinals

- 3.32.1. Clean and disinfect the washbasins and sinks to be free from streaks, stains, scale, scum, soap deposits, and odors.
- 3.32.2. Plumbing pipes above and below counters, fixtures, faucets, and metal ware will be clean and bright and free of dirt, dust, and deposits.

- 3.32.3. 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

- 3.33.1. 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.
- 3.33.2. An acid-based descaling product may only be used with the Contract Administrator's approval. Any damage to surface finishes caused by Vendor or its employees shall be replaced or repaired at Vendor's expense.

3.34. Spot Cleaning

- 3.34.1. Spot clean is cleaning a smaller surface area within a total surface area and is to be free of all stains and deposits.
- 3.34.2. Surfaces will be substantially free of cleaning marks upon completion of spot cleaning without leaving a noticeable color differential from surrounding area.

3.35. Telephones

- 3.35.1. Dust and damp wipe with a non-toxic, non-irritating solution.
- 3.35.2. Handset containing the ear and mouth pieces shall be wiped with a clean cloth dampened with a non-toxic, non-irritating germicidal solution.

3.36. Terrazzo Flooring

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

3.37. Trash

- 3.37.1. Clear trash liners are used for all areas.
- 3.37.2. Empty and return all trash containers of any type and size to their original positions.
- 3.37.3. Remove bulky items such as rolls of plans or cardboard boxes that are placed by trash containers and clearly marked as trash.
- 3.37.4. Clean spills and foreign substances from all surfaces of the trash container.
- 3.37.5. Replace plastic bag liners in all trash containers after each servicing.
- 3.37.6. Empty trash and rubbish into a designated dumpster or receptacle to avoid littering adjacent areas.

- 3.37.7. Clean up any spill or litter generated by Vendor work operations.
- 3.37.8. All trash containers and the areas adjacent to trash containers will be free of trash, spills, and foreign substances.
- 3.37.9. A clean, new trash liner can be placed in the container; and all trash will be placed into the designated dumpster upon completion of trash removal.
- 3.37.10. Empty and wipe all wastebaskets and outside ashtrays with a cleaning product treated or damp cloth. If wastebaskets become unduly soiled, they must be washed.
- 3.37.11. Vendor shall furnish plastic liners for trash containers.
- 3.38. If any of the information provided in this section contradicts the care and maintenance instructions provided by a product manufacturer, County will provide Vendor direction on which specification to follow.**

End of Section

PART 1

GENERAL SPECIFICATIONS AND REQUIREMENTS

JANITORIAL SERVICES FOR COUNTY FACILITIES

SECTION 4 – COUNTY RESPONSIBILITIES

4. COUNTY RESPONSIBILITIES

4.1. General

- 4.1.1. The administration of this solicitation is vested in the Contract Administrator. The Contract Administrator shall have complete authority to require Vendor 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.
- 4.1.2. The Contract Administrator may request Vendor to remove any employee if it is determined that services are not being performed in accordance with the terms and conditions of the solicitation.
- 4.1.3. 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.
- 4.1.4. Any failure of the Vendor to comply with the provisions of this solicitation will be called to the attention of the Vendor by the Contract Administrator or by a Designated Contract Administrator.
- 4.1.5. 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.
- 4.1.6. A Contract Administrator and Designated Contract Administrator shall in no instance have the authority to act as foreman or supervisor for the Vendor and shall not interfere with the Vendor in the supervision or direction of the employees of the Vendor.
- 4.1.7. Any advice provided to the Vendor 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 Vendor from fulfilling the provisions of this solicitation.

4.2. Coordination of Services

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

4.3. Employee Food Service

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

4.4. Storage Space

- 4.4.1. The County will provide Vendor 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.
- 4.4.2. Space for on-site storage of supplies is limited. Vendor must arrange for frequent replenishment of supplies to maintain stocks required.
- 4.4.3. Vendor agrees to keep these areas neat and clean at all times.
- 4.4.4. Vendor will be responsible and take all risk of loss, damage or theft of any supplies and equipment stored at each location.
- 4.4.5. Vendor accepts risk of loss or damage for equipment stored on County property.

4.5. Utilities

- 4.5.1. The County will provide water and electric necessary to perform services required for this solicitation at no cost to the Vendor.

4.6. Parking

- 4.6.1. The County will provide parking location and validation each shift for janitorial staff.

End of Section

PART 1

GENERAL SPECIFICATIONS AND REQUIREMENTS

JANITORIAL SERVICES FOR COUNTY FACILITIES

SECTION 5 – VENDOR RESPONSIBILITIES

5. VENDOR RESPONSIBILITIES

5.1. Performance and Work Hours

- 5.1.1. Vendor shall perform the work with its own organization and approved sub-contractor, if applicable.
- 5.1.2. The Vendor will be responsible for the complete and timely performance of all the services under this solicitation.
- 5.1.3. The work shall be completed no later than the schedule that is provided by the Vendor.
- 5.1.4. If the Vendor fails to maintain schedules as approved by the Contract Administrator, or if in the opinion of the Contract Administrator, the Vendor's work methods are not adequate to assure completion of the work per the allotted schedule, the Contract Administrator may direct the Vendor, at no additional cost to the County, to revise the work schedule and/or the work in a timely manner.

5.2. Access

- 5.2.1. Vendor's employees and sub-contractors shall only enter and leave properties through the access points indicated by the Contract Administrator or Designated Contract Administrator.
- 5.2.2. The Vendor shall ensure that under no circumstances shall any of the employees of the Vendor enter any area not authorized by the Contract Administrator for access by the Vendor.

5.3. Accident, Incident and Damage Reporting

- 5.3.1. The Vendor 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.
- 5.3.2. Vendor 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.
- 5.3.3. Vendor shall be responsible for claims resulting from the incident or accident.
- 5.3.4. Vendor shall report any observed security violations, including alarm activations to County Security for the affected facility as soon as such incident is noticed by Vendor.
- 5.3.5. The Contract Administrator will provide information necessary concerning whom to contact and the specific form to utilize when providing written notice.

5.4. Attendance

- 5.4.1. All the Vendor's employees must document their presence on the job site.
- 5.4.2. The vendor will maintain a log for each employee documenting the arrival and departure of the Vendor's personnel at his/her respective assigned work areas.
- 5.4.3. The Vendor will submit monthly reports providing the name of employee(s) working daily and weekly for each location under this solicitation.

5.5. Communications and Coordination

- 5.5.1. The Vendor will provide its key employees cell phones and provide the Designated Contract Administrator with telephone numbers and e-mail addresses for Vendor'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.
- 5.5.2. Vendor 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.
- 5.5.3. Vendor shall also always maintain an active e-mail address for electronic communications.
- 5.5.4. Vendor shall have communication with Vendor's on-site supervisor, either by radio or cellular telephone for immediate contact with County security or management personnel.
- 5.5.5. **Broward County Judicial Complex (BCJC) only** - Each crew supervisor must have a radio capable of communication with the site supervisor and County Quality Supervisor. Vendor to provide radio to County Quality Supervisor.
- 5.5.6. 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.

5.6. Conduct Standards

- 5.6.1. The Vendor 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.
- 5.6.2. Personal cell phone use is strictly prohibited unless employee is on his/her official designated break time in their designated break area.
- 5.6.3. Vendor's employees will always conduct themselves in a safe and orderly manner while on the job site, whether on or off duty.
- 5.6.4. 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.

5.7. Damage Responsibility

- 5.7.1. The Vendor is responsible for the repair of all damages resulting from its activities while working on-site including damages caused by incorrect cleaning techniques and items broken during cleaning.
- 5.7.2. If the Vendor 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 Vendor's next scheduled payment.
- 5.7.3. In all instances where any property and/or equipment is damaged by Vendor 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.
- 5.7.4. The Vendor 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.

5.8. Delivery of Supplies

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

5.9. Dismissal of Employees

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

5.10. Energy Conservation

- 5.10.1. The Vendor shall be directly responsible for instructing its employees in utilities conservation practices. The Vendor 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.
- 5.10.2. Lights in non-public areas shall be used only where and at the time when work is being performed.
- 5.10.3. In situations where energy management systems have automatic shut off lighting, the Vendor may manually turn on the lighting, but it is expected that the lighting be turned off again when leaving the area.

- 5.10.4. 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.
- 5.10.5. Water faucets or valves shall be turned off after the required usage has been accomplished.
- 5.10.6. 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.

5.11. Fire Prevention and Protection

- 5.11.1. Fire prevention and protection of County property is essential. Vendor 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.

5.12. Fraud, Waste and Abuse

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

5.13. Green Cleaning – See Green Cleaning Section.

5.14. Holidays

- 5.14.1. 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 Vendor shall make-up the service immediately following the holiday if needed or as assigned by the Contract Administrator.
- 5.14.2. If Broward County is closed in observance of a holiday, but the 17th Judicial Circuit is not, the vendor will provide full janitorial services at courthouses and courthouse related buildings on that day at no additional cost to the County.

5.15. Key Control

- 5.15.1. The Vendor shall establish and implement methods of insuring that all keys issued to the Vendor by the County are not lost or misplaced and are not used by unauthorized persons.
- 5.15.2. When the Vendor enters an unoccupied/unlocked area of a facility to provide services, the Vendor 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.
- 5.15.3. The Vendor shall maintain a record of the key numbers issued to its employees. The Vendor shall not duplicate and shall not allow such items to be duplicated.
- 5.15.4. The Vendor shall develop procedures covering key control that will be included in the quality control plan.

- 5.15.5. Any such item which becomes lost, missing or stolen shall be immediately reported to the Designated Contract Administrators. The Vendor may be required to replace, re-key, or to reimburse County for replacement of locks or re-keying because of Vendor 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 Vendor.
- 5.15.6. It is the responsibility of the Vendor to prohibit the use of keys issued by any persons other than the Vendor's employees.

5.16. Lost and Found Property

- 5.16.1. The Vendor shall develop, implement, and maintain adequate procedures to ensure that no contract employee(s) scavenge any items from any County facilities or properties.
- 5.16.2. The Vendor 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.
- 5.16.3. The Vendor shall ensure that lost or apparently lost articles that are found by Vendor 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.
- 5.16.4. Any Vendor employee who is found hiding or taking from the County, property items, which are found, shall be immediately removed by the Vendor and the County may have the individual prosecuted.

5.17. Needed Repairs

- 5.17.1. The Vendor 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.
- 5.17.2. Observation by Vendor'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.
- 5.17.3. Vendor's personnel shall not repair inoperable plumbing or electrical or other facility components other than what is considered janitorial.

5.18. Personnel Awareness

- 5.18.1. The Vendor'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.
- 5.18.2. The Vendor'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 Vendor's chain of command to the Designated Contract Administrator prior to the start of the next regular workday for the County.

- 5.18.3. The Vendor will encourage employees to look out for each other, the County's property, and facility users. The Vendor must implement, at the start of the contract, procedures to keep its personnel safe.
- 5.18.4. Vendor shall always 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.
- 5.18.5. Unauthorized use of County property or a County employee's property is prohibited.

5.19. Record Keeping

- 5.19.1. Vendor shall be responsible for maintaining a project site logbook or file. This record shall be kept on County property, maintained by Vendor, and updated on each visit. The logbook or file shall contain at least the following items:
 - a. A copy of the Daily Work Roster / Sign in Sheet for the facility or site.
 - b. MSDS/SDS for all cleaning products and supplies used in the facility.
 - c. Vendor'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.
 - d. Copies of Vendor's completed Quality Control Inspection Reports shall be maintained on site.
 - e. Service Request / Report forms will be supplied by the Vendor to the Contract Administrator and will be used to advise Vendor 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 Vendor'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.
 - f. 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.

5.20. Safety Requirements

- 5.20.1. The Vendor will perform daily services using "SAFETY FIRST" practices and comply with all OSHA standards as they apply to the Janitorial Services Contract. The Vendor and each of its employees will comply with all applicable OSHA rules and practices. The Vendor 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.

- 5.20.2. The Vendor 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.
- 5.20.3. The County reserves the right to inspect all areas for safety violations at its discretion, and to direct the Vendor 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 Vendor will bear all costs for eliminating the hazards and will not be granted compensation for the work stoppage.
- 5.20.4. The operation of the Vendor's vehicles or private vehicles by the Vendor's employees on or about the property will conform to posted regulations and safe driving practices.
- 5.20.5. Aisles, passageways, alleyways, entrances or exits to fire protection equipment must always remain unobstructed.
- 5.20.6. Vendor will use proper barricades and signage while completing services.

5.21. Scheduling of Work

- 5.21.1. Prior to the commencement of any work, the Vendor will confer with the Contract Administrator to assure that the scheduling of activities in conjunction with tenant operations is fully understood.
- 5.21.2. All work will be scheduled to minimize disturbances to County operations.
- 5.21.3. The Vendor will not commence non-routine work in any area until:
 - a. The proposed work has been previously coordinated with and approved by the Contract Administrator.
 - b. All required security and safety measures and temporary markings are in place.
- 5.21.4. Service is to be provided outside of facility listed hours of operation. Exceptions to this are 24-hour facilities, porter services, emergency services, and any other exceptions (Refer to the Facilities Location Details Table)."

5.22. Smoke Free Environment

- 5.22.1. All County facilities are smoke free except for exterior designated smoking areas. The Vendor and its employees will adhere to the rules and regulations about the County's smoke free environment.

5.23. Storage Space

- 5.23.1. The County will provide storage space and common facility utilities to be used in the performance of the services defined in this solicitation.
- 5.23.2. The Vendor shall store its supplies, materials, and equipment only in the spaces designated by the Contract Administrator.
- 5.23.3. Janitorial closets and other storage areas will be assigned to the Vendor by the County and must be kept clean and are subject to inspection at any and all times.

- 5.23.4. Off-site staging of supplies and inventories are the responsibility of the Vendor.
- 5.23.5. All containers of cleaning products, 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.
- 5.23.6. The Vendor shall comply with all National Fire Protection Association (NFPA) requirements.
- 5.23.7. Soiled, oily, or wet cleaning rags shall not be stored on County property.
- 5.23.8. 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.
- 5.23.9. Vendor must always keep the Vendor'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.

5.24. Subcontracting

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

5.25. Work Site Safety/Security

- 5.25.1. The Vendor shall always guard against damage or loss to the property of Broward County, the Vendor's own property, and/or that of other contractors, and shall be held responsible for replacing or repairing any such loss or damage.
- 5.25.2. When applicable, the Vendor 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.
- 5.25.3. Vendor shall provide for the prompt removal of all debris from Broward County property.
- 5.25.4. 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 Vendor or its agents.

5.26. Security Requirements

- 5.26.1. The vendor is responsible for all security badge and training expenses.

End of Section

PART 1

GENERAL SPECIFICATIONS AND REQUIREMENTS

JANITORIAL SERVICES FOR COUNTY FACILITIES

SECTION 6 – PERSONNEL REQUIREMENTS

6. PERSONNEL REQUIREMENTS

6.1. Minimum Staffing Requirements

- 6.1.1. Vendor affirms that the employee quantities utilized in preparing the pricing submitted for this Agreement will effectively achieve the performance standards required.
- 6.1.2. Vendor shall provide trained and qualified employees.
- 6.1.3. Project Managers, Assistant Project Managers, Quality Control Managers and Supervisors must be capable of providing the necessary supervision to satisfy the solicitation.
- 6.1.4. 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.
- 6.1.5. Vendor shall be responsible for the supervision and direction of the work performed by its employees and sub-contractors and shall always provide a full time Project Manager or Assistant Project Manager to carry out this responsibility.
- 6.1.6. All employees will understand verbal and signage warnings as to safety and security.
- 6.1.7. Vendor shall not use employees of any temporary employment agency.
- 6.1.8. All employees of Vendor shall always be the sole employees of Vendor, under its sole direction and not an employee or agent of Broward County.
- 6.1.9. 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 or designee.
- 6.1.10. Vendor must have at least one Supervisor on duty at a facility when there are ten (10) or more janitorial employees assigned to the shift. For facilities with less than ten (10) employees assigned to a shift, Vendor must designate a lead worker on the job site and have one Supervisor available to support the site.

6.2. The following positions are mandatory under this solicitation.

6.2.1. Project Manager

- a. This position must be held by a full-time person responsible for the day-to-day operations acts as liaison between the Vendor and the Contract Administrator, is acceptable to the Contract Administrator, and works exclusively for this contract.

- b. The Project Manager shall have a minimum of five (5) years management or 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.
- c. On all manager position changes, the Contract Administrator must give written approval to the Project Manager before that change becomes effective.
- d. 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 always act for the Vendor to carry out the provisions of this contract. The work schedule of the Project Manager shall be subject to approval by the Contract Administrator.
- e. The Project Manager shall be available to the Contract Administrator to discuss performance of the services or other provisions of this contract.
- f. The Project Manager can also be the Quality Control Supervisor, if the agreements awarded to the Vendor require a total of 10 or fewer workers to meet the performance standards.
- g. **Project Managers are NOT to perform janitorial services.**

6.2.2. Assistant Project Manager

- a. 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.
- b. 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 always act for the Vendor 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.
- c. The Assistant Project Manager can also be the Supervisor, if the agreements awarded to the Vendor require a total of 10 or fewer workers to meet the performance standards.
- d. **Assistant Project Managers are NOT to perform janitorial services.**

6.2.3. Quality Control Manager

- a. This position must be held by a full-time employee responsible for Vendor's quality control program, with two (2) years' experience in QC, to assure the requirements of the contract are provided as specified.
- b. 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 always act for the Vendor 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.

- c. The Project Manager or Assistant Project Manager may act as the Quality Control Manager, providing the Contract Administrator approves.
- d. **Quality Control Managers are NOT to perform janitorial services.**
- e. The quality control program will include, but not be limited to the following:
- f. 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.
- g. A method of identifying deficiencies in the quality of services performed before the level of performance is unacceptable.
- h. A file of all inspections conducted by the Vendor and the corrective action taken. This documentation shall be made available at any time to the County during the term of the Contract.
- i. 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.

6.2.4. Supervisor

- a. This position must be an employee reporting directly to the Project Manager or the Assistant Project Manager. The Vendor 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.
- b. **Supervisors are NOT to perform janitorial services.**
- c. Each Supervisor will work with as many cleaners as is necessary to accomplish the cleaning function required by the Contract.
- d. The Contract Administrator may request the Vendor 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.
- e. On all supervisor position changes, the Contract Administrator must give written approval to the Project/Operations Manager before that change becomes effective.
- f. 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.

- g. 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.

6.2.5. Team Leader

- a. A Team Leader is a regular Janitorial Worker with some leadership qualifications. Each assigned area will have a Team Leader so regular custodians can seek direction and/or advice on janitorial practices and procedures.

6.2.6. Janitorial Worker

- a. The Vendor will provide enough fully trained Janitorial Workers to accomplish the cleaning functions as outlined in the Agreement.
- b. A Janitorial Worker performs janitorial services. This individual may also be known as a cleaner, custodian or housekeeper.
- c. All employees will understand verbal and signage warnings as to safety and security.

6.2.7. Porters

- a. A Porter is a Janitorial Worker assigned to a building to provide supplemental janitorial services to maintain the desired level of cleanliness consistently throughout the assigned shift.
- b. Porter services may be identified as general cleaning, restroom cleaning, policing or other required additional duties not specifically identified in the specifications.
- c. These porters will report to the Designated Contract Administrator (DCA). The Designated Contract Administrator will dispatch work to the Porter. The porter must respond to such calls immediately. Response time should be within five minutes.
- d. Porters, unless directed otherwise by DCA, are to monitor and clean restrooms every two (2) hours.
- e. When monitoring the restrooms, note the appropriate items on the Restroom Checklist and post or save as directed by DCA.
- f. Porters are an inclusive additional service and a specific purchase order is dispatched to authorize usage.
- g. The hourly cost of a Porter includes all cleaning supplies, paper products and trash bags needed to provide that hour of service.

6.2.8. Project Worker

- a. The Vendor will provide enough fully trained project workers to accomplish assigned project functions. All employees will understand verbal and signage warnings as to safety and security.
- b. The size of the Project Crew may vary from time to time as conditions warrant.

- c. If additional Project personnel are required to perform services as specified in the Agreement, it shall be at no additional cost to County.

6.3. Project Work

- 6.3.1. Work performed by project workers will mainly be completed during second and 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. Vendor's employees utilized for project work will receive additional training. It will be the Vendor's responsibility to maintain evidence that employees are properly trained.
- 6.3.2. The Vendor will assign its personnel to specific areas for performance of the work. The Vendor will identify the employees assigned work areas on a weekly organizational chart and provide a copy to the Contract Administrator or its designee. The Vendor'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 staff in identifying Vendor employees who are not completing their assignments adequately.
- 6.3.3. The Vendor'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.

6.4. Relief for Absenteeism and Vacation

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

6.5. Uniforms

- 6.5.1. Vendor's employees will be dressed in a uniform that must meet the approval of the Contract Administrator and is acceptable to the County. The Vendor shall submit samples of the uniforms to the Contract Administrator for approval prior to beginning the services.
- 6.5.2. Uniforms shall consist of a shirt or blouse or smock/vest and long pants or a dress/skirt.
- 6.5.3. The shirt or blouse will have the Vendor'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.
- 6.5.4. No advertising and/or slogans will be printed on uniforms.
- 6.5.5. 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 Vendor's approved uniform.
- 6.5.6. The Vendor will ensure every employee wears the appropriate uniform in a professional manner with the shirt tail always tucked in while working on the job site.
- 6.5.7. The uniform must meet or exceed all safety related standards such as steel toe shoes or other safety related uniform materials.

- 6.5.8. As part of their uniform, the Vendor's employees must display the County photo identification security badge on their outer most garments. These uniforms must be supplied and maintained by the Vendor 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.

6.6. Employee Conduct

- 6.6.1. Vendor's employees will always conduct themselves in a safe and orderly manner 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.
- 6.6.2. 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.
- 6.6.3. The Vendor 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.
- 6.6.4. The Vendor shall establish, implement, and maintain procedures and controls to ensure each employee of the Vendor complies with all applicable provisions of the contract and all site rules and practices of the County.
- 6.6.5. Vendor will immediately, after receipt of written notice from the Contract Administrator, remove any employee or other representative of Vendor 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.
- 6.6.6. The Vendor's personnel will not eat or take breaks within their assigned work areas.
- 6.6.7. Corrective action will be determined and enforced in instances of non-compliance with this and all other contractual requirements.

6.7. Personnel Training

- 6.7.1. The Vendor 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 Vendor's responsibility to maintain evidence that employees are being properly trained. Vendor's employees utilized for project work such as stripping and refinishing floors, and overhead cleaning above eight feet, will receive additional training.
- 6.7.2. Training Record
- a. The Vendor 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.

- b. The Vendor 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.

6.7.3. Training Subjects

- a. At a minimum, the Vendor 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:
- b. Orientation to Housekeeping Operations.
- c. Green Cleaning Policies and Procedures.
- d. Housekeeping Cleaning Products - Proper Use and Dilution.
- e. Tools and Equipment - Proper Use and Care.
- f. Rest Room Cleaning and Disinfections.
- g. Office and Related Area Cleaning.
- h. Repetitive Floor Care.
- i. Project Floor Care.
- j. Trash Collection and Recycling.
- k. Common Cleaning Mistakes.
- l. Body Mechanics.
- m. Quality Control.
- n. Inspection Techniques (Supervisors).
- o. Safety & Security to include Asbestos, Blood Borne Pathogens, Hazardous Materials – HAZCOM.
- p. Emergency Procedures & Evacuations.
- q. Incident/Accident Reporting.
- r. Personal Protective Equipment.
- s. HIPAA Privacy Training.
- t. Occupational Health and Administration Infection Control Training.
- u. 42 CFR Federal Alcohol and Drug Abuse Confidentiality Regulations Training.

6.7.4. Syllabus

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

6.7.5. Training Materials

- a. The County will have the option of making training materials and scripts available for the use of the Vendor. 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 Vendor from any responsibility for training its employees in the proper methods and use of tools, cleaning products, equipment, and supplies or any other skills or knowledge needed by the Vendor in order to comply with the specifications contained herein.
- b. If the County elects to provide the Vendor with training materials, then, the County shall provide the equipment necessary to present the training materials.
- c. If the County elects not to provide the Vendor with training materials, then the Vendor shall be responsible for providing any equipment necessary to present the training materials.

6.8. Employees Confidentiality Training and Certifications

- 6.8.1. Some personnel providing services to certain County facilities are subject to Joint Commission and HIPAA confidentiality standards and must have completed training and certification for such. The additional county facilities will be identified to the Vendor. The Contract Administrator may request proof of an employee's or all employees' training records at any time during the period of this contract.

6.9. Employee Safety Training

- 6.9.1. Vendor, 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.
- 6.9.2. Vendor 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. Vendor shall develop and implement procedures to ensure its employees use cleaning products in accordance with the instructions of the cleaning product manufacturers. Vendor shall provide to the Contract Administrator Material Safety Data Sheets (MSDS)/Safety Data Sheets (SDS) for cleaning products and cleaning products used.
- 6.9.3. Vendor 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.
- 6.9.4. Some services may require working with potentially hazardous materials. Vendor is obligated to ensure employees are trained and medically cleared for such work. Vendor is required to assess the need for and provide its employees personal protective equipment (PPE) as required.
- 6.9.5. Vendor may be requested to provide a copy of its safety-training program any time within the duration of this solicitation.
- 6.9.6. Vendor 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.

6.10. Employee Safety Practices

- 6.10.1. Vendor must take precautions necessary to protect persons or property against injury or damage and be responsible for any such damage, or injury that occurs because of fault or negligence of Vendor's employee or sub-contractor.
- 6.10.2. Vendor 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.

6.11. Gratuities/Solicitations

- 6.11.1. The Vendor 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.
- 6.11.2. No employee of the agreements shall solicit or accept any gratuities for services provided under this agreement.

6.12. Personal Hygiene

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

6.13. Scavenging

- 6.13.1. The Vendor 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 COUNTY FACILITIES

SECTION 7 – GREEN CLEANING

7. GREEN CLEANING

7.1. General

- 7.1.1. 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. Vendor is required to be operationally efficient while minimizing environmental impacts to the County's facilities.
- 7.1.2. 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 cleaning products and recycled paper products; and any other environmentally responsible actions or resources.
- 7.1.3. 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.
- 7.1.4. Vendor will establish a Green Cleaning Program for each location that addresses the requirements listed below.

7.2. Green Cleaning Program

- 7.2.1. 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.
 - a. The term "Cleaning Products" encompasses all cleaning products used in the janitorial process.
 - b. See additional County specifications in Cleaning Products, Paper Products and Trash Bags Section.
- 7.2.2. 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.
 - a. See additional County specifications in Cleaning Products, Paper Products and Trash Bags Section.
 - b. 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 service.

- 7.2.3. 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.
 - a. See additional County specifications in Equipment Section.
- 7.2.4. Purchase/utilize color-coded microfiber mops, towels, and other similar wiping materials to eliminate cross contamination. One color will be designated for restrooms and another color for other areas. Mops, towels, and other similar wiping materials used to clean restrooms will not be used to clean other areas and vice versus.
- 7.2.5. Establish standard operating procedures addressing how an effective cleaning and hard floor and carpet maintenance system will be consistently utilized, managed, and audited. Specifically address cleaning to protect vulnerable building occupants.
- 7.2.6. Develop strategies for promoting and improving hand hygiene, including both hands washing and the use of hand sanitizers.
- 7.2.7. Develop and implement guidelines addressing the safe handling and storage of cleaning products used in the building, including a plan for managing hazardous spills or mishandling incidents.
- 7.2.8. Develop and implement requirements for staffing and training of personnel appropriate to the needs of the building. It must address the training of personnel in the hazards, use, maintenance, disposal and recycling of cleaning products, dispensing equipment, and packaging.
- 7.2.9. Train staff to spray the cleaning product onto the cleaning rag and not the piece of equipment/surface.
- 7.2.10. Provide an appropriate staffing plan.
- 7.2.11. Use cleaning product concentrates with appropriate dilution systems to minimize cleaning product use wherever possible.
- 7.2.12. Remove all recyclables from each location as required. Recyclables must be removed separately from trash to avoid contamination and placed in designated recycle bins and transported to designated pick-up locations if applicable.
- 7.2.13. The Vendor 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.
- 7.2.14. The Vendor 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.
- 7.3. **LEED v4 for Building Operations and Maintenance Indoor Environmental Quality (EQ) Credit: Green Cleaning – Products and Materials.**

- 7.3.1. The cleaning products meet 1 or more of the following standards for the appropriate category:
- a. Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaners used for industrial and institutional purposes.
 - b. Environmental Choice CCD-110, for cleaning and degreasing compounds.
 - c. Environmental Choice CCD-146, for hard surface cleaners.
 - d. Environmental Choice CCD-148, for carpet and upholstery care.
 - e. Green Seal GS-40, for industrial and institutional floor care products.
 - f. Environmental Choice CCD-147, for hard-floor care.
- 7.3.2. Disinfectants, metal polish or other products not addressed by the above standards meet 1 or more of the following standards for the appropriate category:
- a. Environmental Choice CCD-112, for digestion additives for cleaning and odor control.
 - b. Environmental Choice CCD-113, for drain or grease traps additives.
 - c. Environmental Choice CCD-115, for odor control additives.
 - d. Green Seal GS-52/53, for specialty cleaning products.
 - e. California Code of Regulations maximum allowable VOC levels for the specific product category.
- 7.3.3. Disposable janitorial paper products and trash bags meet the minimum requirements of 1 or more of the following programs for the applicable product category:
- a. Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners.
 - b. Green Seal GS-01, for tissue paper, paper towels and napkins.
 - c. Environmental Choice CCD-082, for toilet tissue.
 - d. Environmental Choice CCD-086, for hand towels.
 - e. Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers.
 - f. FSC certification, for fiber procurement.
 - g. EPA comprehensive procurement guidelines, for plastic trash can liners.
 - h. 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).

7.3.4. Hand soaps and hand sanitizers must meet 1 or more of the following standards:

- a. 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).
- b. Green Seal GS-41, for industrial and institutional hand cleaners.
- c. Environmental Choice CCD-104, for hand cleaners and hand soaps.
- d. Environmental Choice CCD-170, for hand sanitizers.
- e. EPA Design for the Environment Program's standard for safer cleaning products.

**7.4. LEED v4 for Building Operations and Maintenance Indoor Environmental Quality (EQ)
Credit: Green Cleaning – Equipment**

- 7.4.1. 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 70 dBA or less in accordance with ISO 11201.
- 7.4.2. 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.
- 7.4.3. 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.
- 7.4.4. Propane-powered floor equipment is not allowed to be used.
- 7.4.5. Automated scrubbing machines must be equipped with variable-speed feed pumps and either (1) on-board cleaning product metering to optimize the use of cleaning fluids or (2) dilution control systems for cleaning product 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 COUNTY FACILITIES

SECTION 8 – CLEANING PRODUCTS, PAPER PRODUCTS AND TRASH BAGS

8. CLEANING PRODUCTS, PAPER PRODUCTS AND TRASH BAGS

8.1. Cleaning Products

8.1.1. Product data sheets for cleaning products 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 cleaning product.

8.1.2. Vendor 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 cleaning products used in the janitorial process.

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

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

8.1.5. Vendor will use cleaning products formulated for long-lasting superlative performance in severe duty environments.

8.1.6. Containers

- a. All cleaning products shall be purchased, brought on-site, and stocked in closets in their original containers by the Vendor. The cleaning products 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.

8.1.7. Labeling

- a. 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.
- b. 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.
- c. All cleaning product 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 cleaning product containers must have the manufacturer's quality control batch numbers included on cases or containers.

- d. The Vendor shall develop and implement procedures to insure its employees use cleaning products in accordance with the instructions of the cleaning product manufacturers.
- e. 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 cleaning product container.

8.1.8. Prohibited Cleaning products

- a. Cleaning products that do not comply with the LEED criteria.
- b. Carpet cleaning agents containing chlorinated solvents are prohibited.
- c. Carpet cleaning agents containing optical brighteners are prohibited.
- d. Ammonia, laundry bleach, powdered cleanser, or any other similar type of cleaning product without the written permission of the Contract Administrator.

8.1.9. Manufacturer's Instructions

- a. The Vendor shall follow the usage instructions of the cleaning product manufacturers in every instance.

8.1.10. Slip Resistance

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

8.1.11. Germicidal Properties

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

8.1.12. Cleaning Product Compatibility

- a. Floor finish, floor finish remover, floor seal, spray buff solution, detergent, and seals must always be compatible and/or be by the same manufacturer.
- b. Vendor shall ascertain the appropriateness of all cleaning products for their intended use on a surface or material before any actual use.
- c. 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 Vendor's monthly invoice.

8.1.13. Cleaning Products – Cost

- a. All cleaning products needed to provide the general cleaning, restroom cleaning and floor care services of this Agreement will be purchased and supplied by Vendor as part of the monthly contract prices for cleaning supplies.
- b. This includes cleaning products used by County staff to provide custodial services during the day.
- c. All cleaning products needed to provide annual window cleaning, annual deep cleaning, on-demand pressure washing, on-demand carpet cleaning and on-demand electrostatic spraying of this Agreement will be purchased and supplied by Vendor as part of the contract price for each service.
- d. All cleaning products needed to provide porter services of this Agreement will be purchased and supplied by Vendor as part of the contract price for porter service.

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

- a. The Vendor 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 cleaning product used in the performance of the services.
- b. Vendor shall maintain on-site a library of MSDS/SDS, with duplicate copies of the form(s), for all cleaning products and hazardous substances used by Vendor at location.

8.2. Paper Products and Trash Bags

- 8.2.1. 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.
- 8.2.2. 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.
- 8.2.3. Paper products (paper towels, toilet seat liners, toilet paper, etc.) provided must be the proper size and type for the existing dispenser(s).
- 8.2.4. An additional one-day supply is to be stored on-site and available for use by building occupants when required.
- 8.2.5. Purchase/utilize only 2-ply toilet tissue.

8.2.6. Paper Products and Trash Bags – Cost

- a. All paper products and trash bags needed to provide the general cleaning, restroom cleaning and floor care services of this Agreement will be purchased and supplied by Vendor as part of the monthly contract prices for paper products and trash bags.
- b. This includes paper products and trash bags used by County staff to provide custodial services during the day.

- c. All paper products and trash bags needed to provide annual window cleaning, annual deep cleaning, on-demand pressure washing, on-demand carpet cleaning and on-demand electrostatic spraying of this Agreement will be purchased and supplied by Vendor as part of the contract price for each service.
- d. All paper products and trash bags needed to provide porter services of this Agreement will be purchased and supplied by Vendor as part of the contract price for porter service.

End of Section

PART 1

GENERAL SPECIFICATIONS AND REQUIREMENTS

JANITORIAL SERVICES FOR COUNTY FACILITIES

SECTION 9 – EQUIPMENT SPECIFICATIONS AND STANDARDS

9. EQUIPMENT SPECIFICATIONS AND STANDARDS

9.1. Product Data Sheets

- 9.1.1. 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.
- 9.1.2. The submittal must include the intended use of the equipment.

9.2. LEED

- 9.2.1. Vendor 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.

9.3. Vacuum Cleaners

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

9.4. Backpack Type Vacuum Cleaners

- 9.4.1. Backpack type vacuum cleaners utilized for cleaning must also be equipped with HEPA filters.
- 9.4.2. Supplemental vacuum cleaning services, litter pick up, crevice cleaning etc., may be done with a backpack vacuum.

9.5. Wet/Dry Tank Vacuum Cleaners

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

9.6. Hot Water Extraction Machines

- 9.6.1. Hot water extraction machines must comply with carpet manufacturer recommended cleaning methods.
- 9.6.2. Hot water extraction machines must also be available for use in removing water caused by leaks or spills.

9.7. Brute Barrels

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

9.8. General

- 9.8.1. All equipment provided by the vendor will be new or like-new when the project begins.
- 9.8.2. Vendor will be responsible for warranty and maintenance on the equipment used to perform required services.
- 9.8.3. Vendor shall furnish all tools and equipment necessary for complete performance of this solicitation.
- 9.8.4. Vendor'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.
- 9.8.5. 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 using such defective or inferior tools and equipment will be deducted from the Vendor's monthly invoice.
- 9.8.6. General cleaning janitorial personnel shall be equipped with janitorial carts. The style of cart must be approved by the Contract Administrator and kept neatly always stocked. The cart shall also have a receptacle for accepting the residue of waste cans, cigarette urns, ashtrays and other litter or debris.
- 9.8.7. Vendor 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.
- 9.8.8. All tools, equipment and supplies used by Vendor 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.
- 9.8.9. Vendor shall develop and implement adequate procedures and control to ensure that all tools, equipment, and supplies always remain in good, clean condition.
- 9.8.10. 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 Vendor to remove it from service and to repair or replace it promptly. However, if the equipment is not repaired or replaced within 48 hours, Vendor may be required to rent equipment, at their own expense, to meet the service requirements of this solicitations.

- 9.8.11. 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.
- 9.8.12. The Vendor shall maintain adequate quantities of backup equipment and tools to ensure that the minimum quantities are always available and in safe and proper operating condition during the performance of the service.
- 9.8.13. Damage(s) caused by Vendor's equipment will be repaired and paid for by the Vendor.
- 9.8.14. Electrical equipment will be equipped with a non-marking, 3-conductor, grounded plug electrical cord. All electrical machinery shall have ground fault protection devices always attached. 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, Vendor is responsible for providing such at its own expense.
- 9.8.15. Appropriate equipment, including any required additional safety equipment such as floor signs, temporary barricades and stanchions may be made available on-site when needed.
- 9.8.16. When applicable, protective equipment will be removed from public areas when not in use or not required.
- 9.8.17. 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 COUNTY FACILITIES

SECTION 10 – QUALITY CONTROL

10. QUALITY CONTROL

10.1. Vendor Quality Control Program

- 10.1.1. The Vendor will develop and maintain a quality control program to ensure the requirements of the solicitation are provided as specified.
- 10.1.2. The Vendor's program, at a minimum, will include a description of how each of the work standards specified will be accomplished.
- 10.1.3. The Vendor will provide the program with the initial Proposal submission and provide updates five calendar days prior to implementing any changes.
- 10.1.4. The Vendor'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.
- 10.1.5. The program must include a method of identifying and correcting deficiencies in the quality of services before the service becomes unacceptable.
- 10.1.6. The Vendor 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.
- 10.1.7. The Vendor 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 Vendor during the phase-in period.
- 10.1.8. The Vendor'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.
- 10.1.9. The program should include, but not be limited to the following:
 - a. A method of identifying deficiencies in the quality of services performed before the level of performance is unacceptable.
 - b. Vendor shall have a plan in place to periodically conduct field audits of all personnel to maintain quality standards.

- c. An inspection system covering all the services required in this document must be provided.

10.2. County Quality Control

- 10.2.1. The Designated Contract Administrator shall monitor the Vendor's performance under this contract using the quality control procedures as specified.
- 10.2.2. 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.
- 10.2.3. The Designated Contract Administrator will generally communicate daily work requests or daily deficiency reports to the Vendor via e-mail.
- 10.2.4. Vendor's performance and timely response to emergency service calls shall be recorded by Vendor and carefully monitored by County. Required emergency service response times are detailed in Section 2, Scope of Work.
- 10.2.5. Complaints against the Vendor 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.
- 10.2.6. Each phase of the janitorial services rendered under this contract is subject to inspection, both during and after completion of work.
- 10.2.7. The County's quality control (inspections/evaluations) is not a substitute for adequate and consistent quality control (manpower supervision/ control / resource management) by the Vendor.
- 10.2.8. The County has the right, always, to inspect the Vendor'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 Vendor's work.
- 10.2.9. The County will always have the right 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 Vendor and its agents to verify compliance with the terms and conditions of the Contract.
- 10.2.10. The Contract Administrator or its designee will notify the Vendor in writing of any such requested inspection of records located off the premises.
- 10.2.11. The Vendor covenants that it will immediately make available all such equipment, materials, supplies, cleaning products, records, and other information for review and/or audit.
- 10.2.12. The Vendor's supervisory personnel will make themselves available on any given day for an inspection tour of the premises.
- 10.2.13. The Designated Contract Administrator will schedule meetings as needed to include the Vendor's Project Manager and/or supervisors, for sharing weekly and/or monthly reports, problem resolutions and a facility tour.

- 10.2.14. Facility inspections will be made to compare Vendor's performance to contract specifications and procedures. The methods of inspecting may include:
- a. Random Sampling
 - b. 100% Inspection
 - c. Unscheduled Inspection
 - d. Inspections in response to customer complaints
- 10.2.15. The County is not restricted to any certain type of inspection. The Designated Contract Administrator may adopt or change inspection method(s), quality, and increase or decrease the degree of inspection based upon contract modifications, lessons learned, technological changes, inspection documentation and changes to Vendor's quality control system.
- 10.2.16. Performance of a listed service will be accepted when Vendor's work meets contract provisions, standards, and specifications.
- 10.2.17. Notwithstanding inspection and acceptance by the Designated Contract Administrator or any provision concerning the conclusiveness thereof, the Vendor 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 Vendor. This notice will state that the Vendor will correct or re-perform any defective or nonconforming services.
- 10.2.18. If the Vendor 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 Vendor 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.
- 10.2.19. A Vendor's performance will be deemed not to meet contract provisions when such is not performed in accordance with approved work schedules, services 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, Vendor's performance will be considered to be defective and work will be rejected.
- 10.2.20. 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 Vendor to re-perform work not performed to its satisfaction at no increase in the contract amount. Vendor will not be relieved of full performance of the work and may be terminated for cause based upon inadequate performance.
- 10.2.21. When defects in service may not be or are not corrected by performing the service again, the Designated Contract Administrator may require the Vendor 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.

10.3. Remedies for Non-Performance by Vendor – See Performance Standards Section.

End of Section

PART 1**GENERAL SPECIFICATIONS AND REQUIREMENTS****JANITORIAL SERVICES FOR COUNTY FACILITIES****SECTION 11 – PERFORMANCE STANDARDS****11. PERFORMANCE STANDARDS**

- 11.1.** This solicitation is a performance-based agreement. Vendor 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 services 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 Vendor 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 locations, Vendor may need to increase the frequency of the services 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.
- 11.2.** The facility areas referenced below are defined in the Grading Format sub-section of this section.
- 11.3.** The Contract Administrator will evaluate the Vendor's performance based on whether Vendor achieves the minimum performance standards listed below by services 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 service that is needed to correct it.

Table 5: Performance Standards			
Facility Areas 1 - 10			
	Service	Surface	Standard
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, another 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/	Hard Floors	Presence of appropriate surface gloss, protection,

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

11.4. Compliance with Service Performance Standards

- 11.4.1. Vendor 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, services and standards set forth in this Agreement. The Contract Administrator will monitor Vendor's performance under this solicitation using the quality control procedures specified by County.
- 11.4.2. All questions of Vendor 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.

11.5. Janitorial Contract Compliance Inspection

- 11.5.1. All work performed under this solicitation will be inspected on a regular basis. The inspection frequency will generally be determined by the success the Vendor achieves in meeting the required quality standards for the solicitation services. The Contract Administrator may perform a Janitorial Contract Compliance Inspection at any time, including if the quality of service appears to deteriorate.
- 11.5.2. A Janitorial Contract Compliance Inspection 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.
- 11.5.3. All work will be assigned a numerical rating based on a 5-point scale.
- 11.5.4. Performance overall or per facility area is deemed compliant with standards when a rating of at least 4.0 is attained.
- 11.5.5. MINIMUM INSPECTION FREQUENCY BASED ON RATING:
 - a. 4.00-5.00 Requires Inspection Every 3 Months
 - b. 3.50-3.99 Requires Inspection Every 2 Months
 - c. 3.00-3.49 Requires Inspection Every Month
 - d. 0.00-2.99 Requires Inspection Every Week/Written Notice
 - e. 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 9 of this Agreement.

11.6. Grading Format

- 11.6.1. County will inspect and evaluate Vendor's performance in accordance with the frequency schedule described above. Inspections may be more frequent, if necessary, to ensure compliance with solicitation specifications.
- 11.6.2. The facility areas to be rated are listed below. "Also known as" identifications may be used on the Janitorial Contract Compliance Inspection Form to identify these areas more specifically to the facility.
 - 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

11.6.3. Numerical ratings shall be scored as follows:

- a. A numerical rating of 5.0 signifies the condition of the space is fully in compliance with the performance standards.
- b. A numerical rating of 4.75 signifies the space has 1 discrepancy.
- c. A numerical rating of 4.50 signifies the space has 2 discrepancies.
- d. A numerical rating of 4.25 signifies the space has 3 discrepancies.
- e. A numerical rating of 4.00 signifies the space has 4 discrepancies.
- f. A numerical rating of 3.67 signifies the space has 5 discrepancies.
- g. A numerical rating of 3.33 signifies the space has 6 discrepancies.
- h. A numerical rating of 3.00 signifies the space has 7 discrepancies.
- i. 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 Vendor to bring the area into compliance. This rating requires an immediate written notice to Vendor that improvement is required within 5 service days of the date of the notice.
- j. 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 Vendor that improvement is required within 5 service days of the date of the second notice.
- k. 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 Vendor that County will be using other resources to

correct the discrepancies and the cost of those other resources will be deducted from Vendor's monthly payment.

- I. 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 to relay the magnitude of the carpet spot cleaning issue.

11.6.4. **Remedies for Non-Performance by Vendor** - In the event of non-performance by Vendor, the following options are available to the County at the discretion of the Contract Administrator or Designated Contract Administrator (DCA):

- a. The Contract Administrator or DCA may notify Vendor of nonperformance and allow Vendor to correct such items of nonperformance within a specified amount of time not to exceed forty-eight (48) hours. County shall make no deduction for such items if they are properly corrected.
- b. If Vendor fails to promptly perform the services within the time specified by the Contract Administrator or DCA, not to exceed forty-eight (48) hours, or if Vendor 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 Vendor for any costs incurred by County related to the performance of such service.
- c. If Vendor fails to maintain schedules as approved by the Contract Administrator or DCA, or if in the opinion of the Contract Administrator or DCA, the Vendor's work methods are not adequate to assure completion of the work per the allotted schedule, the Contract Administrator or DCA may direct the Vendor, 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.
- d. If Vendor fails to provide service for one or more entire day, the invoice for that month will be reduced according to this formula when applied to each line on the invoice: (Monthly Service Rate) – [(Monthly Service Rate / Estimated Total Service Days of the Month) x Number of Service Days Missed].

11.6.5. Deficiencies in service reported by tenants are to be corrected within five (5) calendar days of notification. If requested by the Contract Administrator or Designated Contract Administrator, Vendor shall provide written response to deficiencies reported.

11.6.6. Deficiencies in service that are not corrected by the time of the next inspection may be reflected on the County's Performance Evaluation form.

11.6.7. Deficiencies in service that are not corrected within the timeframes established in this subsection may result in cancellation of this contract.

11.7. Renewal Evaluation

- 11.7.1. Results achieved by Vendor 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 Vendor for consideration for future contracts.

End of Section

PART 1**GENERAL SPECIFICATIONS AND REQUIREMENTS****JANITORIAL SERVICES FOR COUNTY FACILITIES****SECTION 12 – FREQUENCIES AND PROCEDURES FOR CLEANING****12. FREQUENCIES AND PROCEDURES FOR CLEANING**

- 12.1.** All frequencies listed below are 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.
- 12.2.** Services are to be performed per the Definitions and Identifications Section and the Technical Specifications Sections to comply with the Performance Standards Section.
- 12.3.** Electronic equipment is very sensitive and must not be moved, bumped, jarred, or tampered with.
- 12.4.** If there is a discrepancy in minimum frequencies for a service listed in Sections 12.4 and 12.5 below, the more frequent requirement is to prevail as the minimum service level.
- 12.5. Minimum (Min.) Frequencies, Alphabetically by Service**

Table 1: Services				
	Service	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	Spots on Interior Sides	Daily as Needed
12	Damp/Wet Wiping	Windows	All Interior & Exterior Sides	Additional Service
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

	Service	Building Surface	Building Area	Min. Frequency
16	Disinfecting	Sinks/Countertops	All	Daily
17	Disinfecting	Sinks/Toilets/Urinals	Restrooms	Daily
18	Disinfecting	Water Fountains	All	Daily
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
29	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	Additional Service

	Service	Building Surface	Building Area	Min. Frequency
46	Processing Recyclables	Debris Receptacles	All	Daily
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

Rest of this page intentionally left blank. Section 12 continues. See the next page.

Table 2: Carpet Floors - Services from Table 1

	Service	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 - Services from Table 1

	Service	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 Deep Cleaning – Additional Service

	Service	Frequency
1	Clean and dust all air conditioning grilles.	Annually
2	Clean and dust ceiling tiles as needed.	Annually
3	Clean and dust overhead lighting fixtures and lenses.	Annually
4	Clean and dust all wall surfaces as needed.	Annually
5	Vacuum all upholstered furniture and wall partitions using a HEPA filtered vacuum.	Annually
6	Clean all upholstered furniture and wall partitions using 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

12.6. Minimum (Min.) Frequencies, By Facility Area

12.6.1. Entrances, Exterior Landings, Loading Docks and Ramps - Daily

- a. Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.
- b. Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.
- c. Clean the debris receptacles with a cloth dampened with cleaner/disinfectant solution.
- d. Clean and police for the removal of dirt, mud, trash, and litter.

- e. Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.
- f. Clean items such as mats, surfaces under mats, and foot scrapers. Vacuum mats, rugs, and entryway systems.
- g. Clean all glass doors and glass panels adjacent to glass doors.
- h. All entrance surfaces and entrance mats will be clean and free of any soil, streaks, and debris upon completion of cleaning entrances.
- i. Return mats to their original positions.

12.6.2. Entrances, Exterior Landings, Loading Docks and Ramps - Quarterly

- a. Pressure wash floor and wall surfaces while ensuring no damage to painted surfaces.
- b. Clean exterior carpet-like entryway systems with hot water extraction.

12.6.3. Lobbies and Hallways - Daily

- a. Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.
- b. Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.
- c. Clean the debris receptacles with a cloth dampened with cleaner/disinfectant solution.
- d. Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.
- e. 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.
- f. 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.
- g. 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.
- h. Sweep hardwood floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned.
- i. Pick up trash.
- j. Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.

- k. Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal cleaning product. 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.
- l. Vacuum mats, rugs, and entryway systems.
- m. Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.
- n. Return all furnishings to their original positions after cleaning.
- o. Report items requiring maintenance to County for prompt repair.
- p. Clean and sweep metal portions of entryway systems, including the wells.

12.6.4. Entrances, Exterior Landings, Loading Docks and Ramps - Weekly

- a. Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).
- b. Edge all carpeted areas.
- c. Clean interior entryway systems with hot water extraction.
- d. Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short-handled duster.
- e. Dust picture frames with a lightly treated dust cloth or short-handled duster.
- f. Spray buff tile floors.
- g. Machine scrub tile floors.
- h. Mop wells of entryway systems.

12.6.5. Entrances, Exterior Landings, Loading Docks and Ramps - Monthly

- a. Damp wipe blinds.
- b. Clean floor grout.
- c. Burnish tile floors.

12.6.6. Entrances, Exterior Landings, Loading Docks and Ramps - Quarterly

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

- f. Semi-Annually
- g. Clean all carpet floors with hot water extraction.
- h. Seal floor grout.
- i. Strip, seal and refinish tile floors.

12.6.7. General Offices, Courtrooms, Hearing Rooms and Auditoriums - Daily

- a. Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.
- b. Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.
- c. Clean the debris receptacles with a cloth dampened with cleaner/disinfectant solution.
- d. Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.
- e. 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.
- f. 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.
- g. 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.
- h. 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.
- i. Vacuum the traffic patterns on carpeted floors daily. Note the areas that need spoting with a spot removal cleaning product. 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.
- j. Spot-clean fabric covered furniture and carpet floors with the carpet spoting kit.
- k. Return all furnishings to their original positions after cleaning.
- l. Report items requiring maintenance to County for prompt repair.

12.6.8. General Offices, Courtrooms, Hearing Rooms and Auditoriums - Weekly

- a. Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).
- b. Edge all carpeted areas.

- c. Clean interior entryway systems with hot water extraction.
- d. Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short-handled duster.
- e. Dust picture frames with a lightly treated dust cloth or short-handled duster.
- f. Spray buff tile floors.
- g. Machine scrub tile floors.

12.6.9. General Offices, Courtrooms, Hearing Rooms and Auditoriums - Monthly

- a. Damp wipe blinds.
- b. Clean floor grout.
- c. Burnish tile floors.

12.6.10. General Offices, Courtrooms, Hearing Rooms and Auditoriums - Quarterly

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

12.6.11. General Offices, Courtrooms, Hearing Rooms and Auditoriums - Semi-Annually

- a. Clean all carpet floors with hot water extraction.
- b. Seal floor grout.
- c. Strip, seal and refinish tile floors.

12.6.12. Conference Rooms, Break Rooms/Kitchens and Jury Rooms - Daily

- a. Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.
- b. Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.
- c. Clean the debris receptacles with a cloth dampened with cleaner/disinfectant solution.
- d. Fill towel and soap dispensers.
- e. 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.

- f. Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone instrument itself.
- g. Spot clean all glass in doors and other glass surfaces using a glass cleaner.
- h. 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.
- i. Sweep hard floors. Pick up accumulated soil with a counter brush and dustpan.
- j. Damp-mop all hard floors with a neutral detergent solution.
- k. Vacuum the traffic patterns on carpeted floors daily. Note the areas that need spotting with a spot removal cleaning product. 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.
- l. Spot-clean carpets, as necessary.
- m. Spot clean fabric covered furniture with carpet spotting kit.
- n. Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items.
- o. 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.
- p. Return all furnishings to their original positions after cleaning.
- q. Report items requiring maintenance to County for prompt repair.
- r. Do not disturb any papers that may have been left in the conference room.

12.6.13. Conference Rooms, Break Rooms/Kitchens and Jury Rooms - Weekly

- a. Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).
- b. Edge all carpeted areas.
- c. Clean interior entryway systems with hot water extraction.
- d. Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short-handled duster.
- e. Dust picture frames with a lightly treated dust cloth or short-handled duster.
- f. Spray buff tile floors.
- g. Machine scrub tile floors.

12.6.14. Conference Rooms, Break Rooms/Kitchens and Jury Rooms - Monthly

- a. Damp wipe blinds.
- b. Clean floor grout.
- c. Burnish tile floors.

12.6.15. Conference Rooms, Break Rooms/Kitchens and Jury Rooms - Quarterly

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

12.6.16. Conference Rooms, Break Rooms/Kitchens and Jury Rooms - Semi-Annually

- a. Clean all carpet floors with hot water extraction.
- b. Seal floor grout.
- c. Strip, seal and refinish tile floors.

12.6.17. Restrooms - Daily

- a. 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.
- b. Dry all metal surfaces after wet cleaning to prevent water spotting.
- c. 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.
- d. Clean dispensers and replenish paper products and soap supplies in the rest rooms.
- e. Remove trash and soil from the floor by sweeping.
- f. Pick up trash.
- g. Clean all mirrors to a streak-free finish using a lint free cloth and glass cleaner.
- h. Clean and disinfect exterior surfaces of hand dryers/towel dispensers.
- i. 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.

- j. Wipe all polished surfaces dry to prevent water spotting.
- k. 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).
- l. 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.
- m. Clean and disinfect interior and exterior surfaces of sanitary napkin receptacles and replace plastic bag liner with a new liner.
- n. Clean and disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall-mounted lavatories, urinals, and toilets.
- o. Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes, and other such surfaces.
- p. Damp clean and disinfect all surfaces of shower curtains and doors.
- q. Damp clean and disinfect all exterior surfaces of lockers.
- r. Wipe all polished metal surfaces dry to prevent water spotting using a clean, dry cloth.
- s. 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.
- t. Use "CAUTION – WET FLOOR" signs when mopping restroom floors.
- u. 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.
- v. Report items requiring maintenance to the County.
- w. De-scale fixtures, if necessary, using a mild, acid type bowl cleaner.
- x. 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.

12.6.18. Restrooms - Weekly

- a. Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).
- b. Edge all carpeted areas.
- c. Clean interior entryway systems with hot water extraction.

- d. Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short-handled duster.
- e. Dust picture frames with a lightly treated dust cloth or short-handled duster.
- f. Clean and flush floor drains with germicidal detergent, followed by a second flushing with clean rinse water. Then fill with the appropriate cleaning product.
- g. Clean floor grout.
- h. Spray buff tile floors.
- i. Machine scrub tile floors.
- j. Re-stock feminine products.

12.6.19. Restrooms - Monthly

- a. Damp wipe blinds.
- b. Refill or change urinal screens and deodorizers.
- c. Clean floor grout and wall grout.
- d. Burnish tile floors.

12.6.20. Restrooms - Quarterly

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

12.6.21. Restrooms - Semi-Annually

- a. Seal floor grout.
- b. Strip, seal and refinish tile floors.

12.6.22. Elevators - Daily

- a. Before proceeding with the cleaning of the equipment, make the device is inoperative by placing the control switch in the off or stop position.
- b. Pickup any trash, food, or debris dropped on the floors.
- c. Clean and polish all stainless steel and other metal finishes.
- d. Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.

- e. Sweep floors.
- f. Remove gum from floors.
- g. Mop floors to remove dirt and stains.
- h. 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).
- i. Use stainless steel cleaner/polish on all stainless-steel surfaces after removing soil.
- j. Clean handrails and push buttons.

12.6.23. Elevators - Weekly

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

12.6.24. Elevators - Monthly

- a. Clean floor grout.
- b. Burnish tile floors.

12.6.25. Elevators - Quarterly

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

12.6.26. Elevators - Semi-Annually

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

12.6.27. Escalators - Daily

- a. Wash handrails with non-irritating, non-toxic solution, and wipe dry.
- b. Wash panels, skirts and molding with a sponge or cloth and a detergent solution.
- c. Wipe dry and polish metal with appropriate polish.
- d. Polish handrails with appropriate polish.
- e. Sweep steps to remove debris and loose dirt.
- f. Mop steps to remove adhered dirt

12.6.28. Stairwells – All Frequencies

- a. 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.

12.6.29. Stairwells – Daily

- a. Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.
- b. Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.
- c. Collect all litter and trash from the stairwell and dust mop stairs.
- d. Remove gum and other resistant materials.
- e. 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.
- f. 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.

12.6.30. Stairwells – Weekly

- a. Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).
- b. Edge all carpeted areas.
- c. Clean interior entryway systems with hot water extraction.
- d. Clean all handrails and banisters with a cloth wet with cleaner/disinfectant solution. Rinse with a cloth dampened with clear water.
- e. Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short-handled duster.

- f. Dust picture frames with a lightly treated dust cloth or short-handled duster.
- g. Spray buff tile floors.
- h. Machine scrub tile floors.
- i. Report any equipment, supplies or other material stored in stairwells to the County for removal.

12.6.31. Stairwells – Monthly

- a. Damp wipe blinds.
- b. Clean floor grout.
- c. Burnish tile floors.

12.6.32. Stairwells – Quarterly

- a. Speaker grills, fluorescent light diffusers or other lighting fixtures shall be cleaned quarterly or more frequently if necessary.
- b. Overhead Dusting.
- c. Clean high traffic areas of carpet floors with hot water extraction.
- d. Scrub and recoat tile floors.
- e. Remove any incrustation or build up on tile floors.
- f. Semi-Annually
- g. Clean all carpet floors with hot water extraction.
- h. Seal floor grout.
- i. Strip, seal and refinish tile floors.

12.6.33. Janitorial Closets and Equipment - Daily

- a. Clean all housekeeping equipment and storerooms so that the housekeeping equipment and rooms are presentable.
- b. Empty all waste collection containers.
- c. Spot-clean the doors, walls, and shelves with a neutral detergent cleaner.
- d. Clean sinks and walls adjacent to sink with cleaner/disinfectant solution.
- e. Arrange supplies on shelves in a neat and orderly manner.
- f. Check supplies and notify supervisor if any cleaning supplies or cleaning products are needed.
- g. Sweep open floor area and damp mop with cleaner disinfectant solution.

12.6.34. Janitorial Closets and Equipment - Weekly

- a. Restock closet with consumable janitorial supplies.

12.6.35. Non-Specific Services

- a. The Vendor may be asked to perform miscellaneous activities as directed by the Contract Administrator using Vendor'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 service require additional staff or equipment then pricing submitted on the Vendor's Bid Sheet shall be used for calculating such service.

End of Section

PART 1
EXHIBITS - ADMINISTRATIVE FORMS

JANITORIAL SERVICES FOR VARIOUS BROWARD COUNTY LOCATIONS

PART 1 – EXHIBIT A – JANITORIAL CONTRACT COMPLIANCE INSPECTION FORM
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)

	Facility Components	Also Known As	Number of Noted Issues	Rating
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"/>
			Average Rating:	<input type="text"/>

COMMENTS:

PART 1 – EXHIBIT B – RESTROOM CHECKLIST (CUSTODIAL CHECKLIST)

SAMPLE FORM

PROVIDED FOR ILLISTRATIVE PURPOSES ONLY

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

PART 1 – EXHIBIT C - WORK ROSTER SIGN-IN SHEET
SAMPLE FORM
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				
A Supervisory Employees														
1														
2														
A Total Contractor Supervisory Hours														
B Janitorial Employees														
1														
2														
3														
4														
5														
6														
7														
8														
9														
B Total Contractor Janitorial Hours														
C Sub-Contractor Supervisory Employees														
1														
C Total Sub-Contractor Supervisory Hours														
D Sub-Contractor Janitorial Employees														
1														
2														
3														
D Total Sub-Contractor Janitorial Hours														
												Contractor Supervisor		
												Site Administrator		
												Actual		
A	Total Contractor Supervisory Hours							Date Completed						
C	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	Total Contractor Janitorial Hours							Contractor Authorized Signature:						
D	Total Sub-Contractor Janitorial Hours													
Total Janitorial Hours														
Sub-Total Site Hours												Typed/ Printed name		
Total Site Hours														

PART 1 – EXHIBIT D - VENDOR RENEWAL EVALUATION FORM
SAMPLE FORM
PROVIDED FOR ILLISTRATIVE 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
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 Vendor's personnel have and wear photo identification and appropriate uniforms.	1	2	3	4	5
8.	Vendor's employees have received safety training and the Vendor has provided documentation of their training and PPE.	1	2	3	4	5

PART 1 – EXHIBIT D - VENDOR RENEWAL EVALUATION FORM

SAMPLE FORM

PROVIDED FOR ILLUSTRATIVE PURPOSES ONLY

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

9.	Vendor takes precautions necessary to protect persons or property against injury or damage.	1	2	3	4	5
10.	The Vendor promptly notified the Contract Administrator of any incidents or accidents Involving their employees while on site.	1	2	3	4	5
11.	Vendor has all proper tools and equipment to perform the work required in this contract.	1	2	3	4	5
12.	All collected trash is removed by the Vendor to areas designated by the Contract Administrator and removed by the Vendor 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.	Vendor's invoices are correct and provided on time.	1	2	3	4	5
15.	Quality of workmanship.	1	2	3	4	5

AGREEMENT 1 - PROPERTY DETAILS

GOVERNMENTAL CENTER EAST COMPLEX - GOVERNMENTAL CENTER (1001-0001)	
115 South Andrews Avenue	
Fort Lauderdale, FL 33301	
FMD Building Manager	Building Manager 01
Contact Phone	954-357-6480
Days of Service	Monday through Friday
Day Service	1 worker per day shift
Evening Janitorial Staff	As per contract - All work after 6:00 p.m.
Approx. Janitorial Sq. Footage	237,901
Approx. % Carpeted	80
Approx. No. of Employees Working in the Building	890
Approx. No. Public Visitors, Patrons per Month	15,500
No. of Restrooms	16
No. of Sinks	61
No. of Toilets	60
No. of Urinals	18
Estimated Minimum Average Monthly Hours	
Basic Cleaning	1,718
Project Work	344
Annual Cleaning	40
Porter	525
Supervision	263
Total Hours	2,889

GOVERNMENTAL CENTER EAST COMPLEX - ANNEX BUILDING (1001-0002)	
115 South Andrews Avenue	
Fort Lauderdale, FL 33301	
FMD Building Manager	Building Manager 01
Contact Phone	954-357-6480
Days of Service	Monday through Friday
Day Service	As requested
Evening Janitorial Staff	As per contract - All work after 6:00 p.m.
Approx. Janitorial Sq. Footage	71,815
Approx. % Carpeted	80
Approx. No. of Employees Working in the Building	269
Approx. No. Public Visitors, Patrons per Month	4,500
No. of Restrooms	15
No. of Sinks	42
No. of Toilets	42
No. of Urinals	10
Estimated Minimum Average Monthly Hours	
Basic Cleaning	519
Project Work	104
Annual Cleaning	12
Porter	173
Supervision	81
Total Hours	888

AGREEMENT 1 - PROPERTY DETAILS

GOVERNMENTAL CENTER EAST COMPLEX - 350 GARAGE TRAINING CENTER (1001-0004)	
101 Southwest 1st Avenue	
Fort Lauderdale, FL 33301	
FMD Building Manager	Building Manager 01
Contact Phone	954-357-6480
Days of Service	Monday through Friday
Day Service	None anticipated
Evening Janitorial Staff	As per contract - All work after 6:00 p.m.
Approx. Janitorial Sq. Footage	700
Approx. % Carpeted	100
Approx. No. of Employees Working in the Building	20
Approx. No. Public Visitors, Patrons per Month	0
No. of Restrooms	0
No. of Sinks	0
No. of Toilets	0
No. of Urinals	0
Estimated Minimum Average Monthly Hours	
Basic Cleaning	5
Project Work	1
Annual Cleaning	1
Porter	0
Supervision	1
Total Hours	8

GOVERNMENTAL CENTER EAST COMPLEX - ERP & PRINT SHOP BUILDING (1001-0005)	
151 Southwest 2nd Street	
Fort Lauderdale, FL 33301	
FMD Building Manager	Building Manager 01
Contact Phone	954-357-6480
Days of Service	Monday through Friday
Day Service	None anticipated
Evening Janitorial Staff	As per contract - All work after 6:00 p.m.
Approx. Janitorial Sq. Footage	10,571
Approx. % Carpeted	50
Approx. No. of Employees Working in the Building	40
Approx. No. Public Visitors, Patrons per Month	100
No. of Restrooms	4
No. of Sinks	8
No. of Toilets	6
No. of Urinals	1
Estimated Minimum Average Monthly Hours	
Basic Cleaning	76
Project Work	15
Annual Cleaning	2
Porter	0
Supervision	9
Total Hours	103

AGREEMENT 2 - PROPERTY DETAILS**MAIN LIBRARY (1001-0006)**

100 South Andrews Avenue

Fort Lauderdale, FL 33301

FMD Building Manager

Building Manager 01

Contact Phone

954-357-6480

Days of Service

Monday through Saturday

Day Service

1 worker per day shift

Evening Janitorial Staff

As per contract - All work after 9:00 p.m.

Approx. Janitorial Sq. Footage

238,364

Approx. % Carpeted

80

Approx. No. of Employees Working in the Building

200

Approx. No. Public Visitors, Patrons per Month

57,000

No. of Restrooms

21

No. of Sinks

81

No. of Toilets

72

No. of Urinals

20

Estimated Minimum Average Monthly Hours

Basic Cleaning

2,066

Project Work

413

Annual Cleaning

40

Porter

195

Supervision

271

Total Hours

2,985

AGREEMENT 3 - PROPERTY DETAILS**SOUTH REGIONAL COURTHOUSE (1041-0001)**

3550 Hollywood Blvd

Hollywood, FL 33021

FMD Building Manager

Building Manager 11

Contact Phone

954-357-6489

Days of Service

Monday through Friday

Day Service

As requested

Evening Janitorial Staff

As per contract - All work after 5:00 p.m.

Approx. Janitorial Sq. Footage

51,800

Approx. % Carpeted

60

Approx. No. of Employees Working in the Building

575

Approx. No. Public Visitors, Patrons per Month

15,000

No. of Restrooms

15

No. of Sinks

42

No. of Toilets

42

No. of Urinals

16

Estimated Minimum Average Monthly Hours

Basic Cleaning

374

Project Work

75

Annual Cleaning

9

Porter

173

Supervision

63

Total Hours

694

AGREEMENT 4 - PROPERTY DETAILS

BROWARD COUNTY JUDICIAL COMPLEX - NORTH BUILDING (1051-0002)	
201 SE 6th Street	
Fort Lauderdale, FL 33301	
FMD Building Manager	Building Manager 09
Contact phone:	954-831-6540
Days of Service	Monday through Friday
Day Service	1 worker per day shift in Crime Lab
Evening Janitorial Staff	As per contract - All work after 5:00 p.m.
Approx. Janitorial Sq. Footage	224,897
Approx. % Carpeted	69
Approx. No. of Employees Working in the Building	344
Approx. No. Public Visitors, Patrons per Month	60,000
No. of Restrooms	113
No. of Sinks	164
No. of Toilets	160
No. of Urinals	28
Estimated Minimum Average Monthly Hours	
Basic Cleaning	1,624
Project Work	325
Annual Cleaning	37
Porter	87
Supervision	207
Total Hours	2,281

BROWARD COUNTY JUDICIAL COMPLEX - EAST BUILDING (1051-0003)	
201 SE 6th Street	
Fort Lauderdale, FL 33301	
FMD Building Manager	Building Manager 09
Contact phone:	954-831-6540
Days of Service	Monday through Friday
Day Service	As requested
Evening Janitorial Staff	As per contract - All work after 5:00 p.m.
Approx. Janitorial Sq. Footage	103,273
Approx. % Carpeted	68
Approx. No. of Employees Working in the Building	482
Approx. No. Public Visitors, Patrons per Month	60,000
No. of Restrooms	17
No. of Sinks	86
No. of Toilets	68
No. of Urinals	22
Estimated Minimum Average Monthly Hours	
Basic Cleaning	746
Project Work	149
Annual Cleaning	17
Porter	53
Supervision	97
Total Hours	1,062

AGREEMENT 4 - PROPERTY DETAILS

BROWARD COUNTY JUDICIAL COMPLEX - MIDRISE BUILDING (1051-0005)	
540 Southeast 3rd Avenue	
Fort Lauderdale, FL 33301	
FMD Building Manager	Building Manager 09
Contact phone:	954-831-6540
Days of Service	Monday through Friday
Day Service	As requested
Evening Janitorial Staff	As per contract - All work after 5:00 p.m.
Approx. Janitorial Sq. Footage	65,139
Approx. % Carpeted	76
Approx. No. of Employees Working in the Building	237
Approx. No. Public Visitors, Patrons per Month	8,000
No. of Restrooms	12
No. of Sinks	38
No. of Toilets	28
No. of Urinals	10
Estimated Minimum Average Monthly Hours	
Basic Cleaning	470
Project Work	94
Annual Cleaning	11
Porter	27
Supervision	60
Total Hours	662

BROWARD COUNTY JUDICIAL COMPLEX - SOUTH GARAGE (1051-0007)	
612 South Andrews Avenue	
Suites 1000 - 1060 and 1083	
Fort Lauderdale, FL 33301	
FMD Building Manager	Building Manager 09
Contact phone:	954-831-6540
Days of Service	Monday through Friday
Day Service	None anticipated
Evening Janitorial Staff	As per contract - All work after 5:00 p.m.
Approx. Janitorial Sq. Footage	14,078
Approx. % Carpeted	76
Approx. No. of Employees Working in the Building	92
Approx. No. Public Visitors, Patrons per Month	1,500
No. of Restrooms	6
No. of Sinks	10
No. of Toilets	10
No. of Urinals	1
Estimated Minimum Average Monthly Hours	
Basic Cleaning	102
Project Work	20
Annual Cleaning	2
Porter	0
Supervision	12
Total Hours	137

AGREEMENT 5 - PROPERTY DETAILS

TRAFFIC ENGINEERING - BUILDING A (1088-0001)

2300 West Commercial Boulevard

Fort Lauderdale, FL 33309

FMD Building Manager	Building Manager 10
Contact phone:	954-831-1408
Days of Service	Sunday through Saturday
Day Service	As requested
Evening Janitorial Staff	As per contract - All work after 5:00 p.m.
Approx. Janitorial Sq. Footage	12,500
Approx. % Carpeted	95
Approx. No. of Employees Working in the Building	43
Approx. No. Public Visitors, Patrons per Month	2,000
No. of Restrooms	4
No. of Sinks	9
No. of Toilets	8
No. of Urinals	4
Estimated Minimum Average Monthly Hours	
Basic Cleaning	126
Project Work	25
Annual Cleaning	2
Porter	160
Supervision	31
Total Hours	345

TRAFFIC ENGINEERING - BUILDING B (1088-0002)

4900 West Prospect Road

Ft. Lauderdale, FL 33309

FMD Building Manager	Building Manager 10
Contact phone:	954-831-1408
Days of Service	Monday through Friday
Day Service	None anticipated
Evening Janitorial Staff	As per contract - All work after 5:00 p.m.
Approx. Janitorial Sq. Footage	4,399
Approx. % Carpeted	0
Approx. No. of Employees Working in the Building	80
Approx. No. Public Visitors, Patrons per Month	0
No. of Restrooms	2
No. of Sinks	5
No. of Toilets	7
No. of Urinals	2
Estimated Minimum Average Monthly Hours	
Basic Cleaning	32
Project Work	6
Annual Cleaning	1
Porter	0
Supervision	4
Total Hours	43

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 Periscope S2G for the response to be deemed valid by the County. Refer to the Purchasing Division website or contact Periscope S2G for submittal instructions.

A. Responsiveness Criteria:

A Responsive (Vendor) means a vendor who submits a response to a solicitation that the Director of Purchasing determines meets all requirements of the solicitation.

The required information and applicable forms must be submitted with solicitation response, electronically through Periscope SG2 by the solicitation's due date and time. Failure to timely submit may result in Vendor being deemed non-responsive. The County reserves the right to waive minor technicalities or irregularities as is in the best interest of the County in accordance with Section 21.37(b) 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 Form**. The completed form should be submitted with the solicitation response. If not submitted within solicitation response, it must be submitted within three business days of County's written request. Failure to timely submit may result in Vendor being deemed non-responsive.

2. Criminal History Screening Practices Certification

Refer to **Criminal History Screening Practices Certification Form**. The completed form should be submitted with the solicitation response. If not submitted within solicitation response, it must be submitted within three business days of County's written request. Failure to timely submit may result in Vendor being deemed non-responsive.

3. Addenda

The County reserves the right to amend this solicitation prior to the due date and time specified in the solicitation. Any change(s) to this solicitation will be conveyed through the written addenda process. Only written addenda will be binding. Vendor must follow the instructions carefully and submit the required information and applicable forms, or acknowledge addendum, electronically through Periscope S2G. It is the Vendor's sole responsibility to monitor the solicitation for any changing information, prior to submitting their solicitation response.

B. Responsibility Criteria:

A Responsible (Vendor) means a vendor who is determined to have the capability in all respects to perform fully the requirements of a solicitation, as well as the integrity and reliability that will ensure good faith performance.

When making determinations of responsibility, the Director of Purchasing or the Evaluation Committee (as applicable) may request additional information from any vendor on matters that may affect a vendor's responsibility. The failure of a vendor to provide information requested by the County may result in a determination of non-responsibility. In addition, a vendor may submit information regarding its responsibility; provided, however, that such information shall not be considered if it contradicts or materially alters the information provided by the vendor in its original response to the solicitation.

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-responsible.

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 the 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 submit the Vendor's financial statements by the due date and time specified in the solicitation, in order to demonstrate the Vendor's financial capabilities. If not submitted with solicitation response, it must be submitted within three business days of County's written request.
- 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 shall 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 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 submitted with the solicitation response.
- c. It is the Vendor's sole 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 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. While it is not necessary to have this level of insurance in effect at the time of solicitation response, all Vendors are required to either submit insurance certificates indicating that the Vendor currently carries the level insurance coverages or submit a letter from the insurance carrier indicating Vendor can obtain the required insurance coverages.

6. **Ownership Disclosure**

Vendor must submit a completed Ownership Disclosure Form at the link below.

- a. Broward County is collecting entity ownership information for Vendors. This is for informational purposes **only** and the data will be used for Broward County's research on possible contracting opportunity disparities. The forms will be maintained separately from all other records of this solicitation and will be accessible only by authorized personnel. The information provided will **not** be used in determining whether the Vendor will receive a contract award.
- b. The Ownership Disclosure Form must be completed by the responding Vendor as a matter of Vendor responsibility. If not submitted by time of submittal, the Vendor shall be required to submit the form within three (3) business days after request by the County. Failure to submit the form within this timeframe may result in Vendor being deemed nonresponsible.
- c. Submit the form **only** through the link provided below. Do not submit the form as part of Vendor's response in Periscope S2G.
- d. Link for form submittal: Ownership Disclosure Form.

C. **Additional Information and Certifications**

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

1. **Vendor Questionnaire and Standard Certifications**

Vendors are required to submit detailed information on their firm and certify to the below requirements. Refer to the **Vendor Questionnaire and Standard Certification** and submit as instructed.

- a. Drug-Free Workplace Certification
- b. Non-Collusion Certification
- c. Public Entities Crimes Certification
- d. Scrutinized Companies List Certification

2. **Subcontractors/Subconsultants/Suppliers Requirement**

If the Subcontractors/Subconsultants/Suppliers Information Form is included in the solicitation, 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 Requirement** form and submit as instructed.

D. **Standard Agreement Language Requirements**

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 solicitation response and will be considered by the Evaluation Committee.

1. The applicable Agreement terms and conditions for this solicitation are indicated in the **Special Instructions to Vendors**.
2. Vendors are required to review the applicable terms and conditions and submit the **Agreement Exception Form**. The completed form should be submitted with the solicitation response. If not submitted with solicitation response, it shall be deemed an affirmation by the Vendor that it accepts the contract terms and conditions stated in the solicitation.
- b. 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.
- c. 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 Evaluation Committee and ultimately may impact the overall evaluation of a Vendor's submittal.

E. Cone of Silence

1. The Board of County Commissioners updated provisions of the Cone of Silence Ordinance, Section 1-266, of the Broward County Code of Ordinances, effective as of April 1, 2022.
2. The County's Cone of Silence Ordinance prohibits all communications, oral or written, relating to a competitive solicitation among vendors/vendor representatives, County Staff, and Commissioner Offices while the Cone is in effect. Communications with Purchasing Division employees, the solicitation's designated Project Manager(s) or designee(s), the Office of Economic and Small Business Development (OESBD) Small Business Development Specialist Supervisor (954) 357-6400, and others as specifically identified in the Cone of Silence Ordinance are permitted. Additionally, communication is permitted at pre-bid conferences and negotiation meetings, as applicable.
3. The Cone of Silence begins upon the advertisement of an ITB, RFP, RFQ, or RLI. The Cone of Silence terminates when the solicitation is awarded, all responses are rejected, or the Board takes other action which ends the solicitation.
4. Any violations of the Code of Silence Ordinance by any vendor/vendor representative, may be reported to the County's Professional Standards/Human Rights Section. If the County's Professional Standards/Human Rights Section determines that a violation has occurred, a fine shall be imposed as provided in the Broward County Code of Ordinances. At the sole discretion of the Broward County Board of County Commissioners, a violation may void an award of the applicable competitive solicitation.
5. Review the Cone of Silence Ordinance, [Section 1-266](#) of the Broward County Code of Ordinances, for more detailed information.

F. Evaluation Criteria

1. The Evaluation Committee will evaluate Vendors as per the **Evaluation Criteria**. The County reserves the right to obtain additional information from a Vendor.
2. Unless the Evaluation Criteria is identified in the solicitation as an Additional Responsiveness or Responsibility Requirement (i.e., Special Instructions to Vendors, e.g., pricing, certifications, etc.), a Vendor's failure to respond to evaluation criteria will not be considered a matter of responsiveness or responsibility. Vendors that fail to submit any information and/or documentation required by an evaluation criteria will not be evaluated or scored for the corresponding evaluation criteria.
3. The County is not required to request, consider, or analyze Vendor's Evaluation Criteria responses received after the solicitation response due date; however, the County reserves the right to obtain clarifying information from a Vendor in writing for the Evaluation Committee.
4. 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:
$$\frac{(\text{Lowest Proposed Price}/\text{Vendor's Price})}{x (\text{Maximum Number of Points for Price})} = \text{Price Score}$$
 - d. After completion of scoring, the County may negotiate pricing as in its best interest.
5. For Requests for Letters of Interest or Request for Qualifications - the following shall apply:
- a. The Evaluation Committee will create a short list of the most qualified firms.
 - b. The 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.

G. Demonstrations

Refer to **Special Instructions to Vendors** if Demonstrations are applicable. Vendors determined to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable), will be required to demonstrate the nature of their offered solution. After receipt of solicitation responses, all Vendors will receive a description of, and arrangements for, the desired demonstration. All Vendors will have equal time for demonstrations, but the question-and-answer time may vary.

In accordance with Section 286.0113, Florida Statutes, and pursuant to the direction of the Broward County Board of Commissioners, demonstrations are closed to only the Vendor's team and County staff.

H. Presentations

Vendors that are determined 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 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 Evaluation Committee Meetings are closed. Only the Evaluation Committee members, County staff and the vendor and their team scheduled for that presentation will be present in the meeting during the presentation and subsequent question and answer period. Subconsultants partnering with multiple prime vendors may only be present during one presentation/question and answer session.

I. 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.

J. Evaluation Committee Meetings

Evaluation Committee Meetings are posted on Broward County's Sunshine Meetings website.

K. Committee Appointment

The committee members appointed for this solicitation are available on the Purchasing Division's website under Committee Appointment.

L. Committee Questions, Request for Clarifications, Additional Information

1. At any committee meeting, the 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.
2. 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) Evaluation Committee meeting.

M. Vendor Questions

The County provides a specified time for Vendors to ask questions and seek clarification regarding solicitation requirements. All questions or clarification inquiries must be submitted electronically through Periscope S2G by the Question & Answer due date and time specified in the solicitation document (including any addenda). The County will respond to questions electronically through Periscope S2G.

N. 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. Electronic media, including flash drives, must also comply with this requirement and separate any files claimed to be confidential.
3. To submit confidential material, at least one copy (in print or electronic format) must be submitted in a sealed envelope, labeled "Confidential Matter" 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. 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.
5. Submitting confidential material may impact full discussion of your submittal by the 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.

O. 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 use, reproduce, and publish (including both hard copy and electronic copies) as reasonably necessary for the evaluation of the solicitation response 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.

P. 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.

Q. 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.

R. Tiebreaker Criteria

In accordance with Section 21.42(d) of the Broward County Procurement Code, the tiebreaker criteria shall be applied based upon the information provided in the Vendor's response to the solicitation.

In order to receive credit for any tiebreaker criterion, complete and accurate information must be contained in the Vendor's submittal.

1. Location Certification Form;
2. Domestic Partnership Act Certification;
3. Tiebreaker Criteria Form: Volume of Payments Over Five Years

S. 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 recommendation for award and recommendation of rankings. It is the obligation of each Vendor to monitor the website in order to obtain complete and timely information.

T. Review and Evaluation of Responses

An 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. If a demonstration is required, County will appoint a Technical Review Team ("TRT") to view all Vendor demonstrations. The TRT will be comprised of County staff with specific subject matter expertise. The TRT will review all Vendor demonstrations for compliance with the Demonstration Script. The Project Manager will compile the results of each Vendor's demonstration into a final TRT Report. The TRT Report will be distributed to the Evaluation Committee members prior to the Final Evaluation Meeting.
2. A solicitation may only be awarded to a vendor whose submission is responsive to the requirements of the solicitation. The Director of Purchasing shall determine whether submissions are responsive. For solicitations in which an Evaluation Committee has been appointed, the Director of Purchasing's determination regarding responsiveness is not binding on the Evaluation

Committee, which may accept or reject such determination but must state with specificity the basis for any rejection thereof.

3. The Evaluation Committee, with assistance of the Purchasing Division and based on information provided by the applicable County Agencies and the Office of the County Attorney, shall determine whether vendors who have submitted responsive submissions are responsible. Notwithstanding the foregoing, the awarding authority for a solicitation shall have the ultimate authority to determine whether vendors who have submitted responsive submissions are responsible. When making determinations of responsibility, the Director of Purchasing or the Evaluation Committee (as applicable) may request additional information from any vendor on matters that may affect a vendor's responsibility. The failure of a vendor to provide information requested by the County may result in a determination of non-responsibility. In addition, a vendor may submit information regarding its responsibility; provided, however, that such information shall not be considered if it contradicts or materially alters the information provided by the vendor in its original response to the solicitation.

U. Vendor Protest

Part X of the Broward County Procurement Code sets forth procedural requirements that apply if a Vendor intends to protest a solicitation or proposed award of a contract and states in part the following:

1. Any written protest concerning the specifications or requirements of a solicitation (or of any addenda thereto) must be received by the Director of Purchasing within five (5) business days after the applicable solicitation (or addenda) is posted on the Purchasing Division's website.
2. Any written protest concerning a proposed award or ranking must be received by the Director of Purchasing within five (5) business days after the proposed award or ranking is posted on the Purchasing Division's website.
3. Calculation of Days. Unless otherwise expressly stated, all references to "days" mean calendar days between the hours of 8:30 a.m. and 5:00 p.m., excluding days that are County holidays. All references to "business days" mean Monday through Friday between the hours of 8:30 a.m. and 5:00 p.m., excluding days that are County holidays. In calculating time periods, the day of the event that triggers the time period shall be excluded from the calculation (for example, objections to a ranking must be filed within three (3) business days after the ranking is posted, so an objection to a ranking posted on a Monday must be filed no later than 5:00 p.m. on Thursday). Failure to file a written protest so that it is received by the Director of Purchasing within the timeframes set forth in Part X of the Broward County Procurement Code shall constitute a waiver of the right to protest. A protest submitted to anyone other than the Director of Purchasing shall not be a valid protest.
4. Except as to any protest of the specifications or requirements of a solicitation, as a condition of initiating any protest, the protestor must, concurrently with filing the protest, pay a filing fee for the purpose of defraying the costs in administering the protest in accordance with the scheduled provided below. The filing fee shall be refunded if the protestor prevails in the protest. Failure to timely pay the required filing fee shall render the protest invalid.

<u>Estimated Contract Amount</u>	<u>Filing Fee</u>
Mandatory Bid Amount up to \$250,000	\$500
\$250,000 - \$500,00	\$1,000
\$500,001 - \$5 million	\$3,000
Over \$5 million	\$5,000

The estimated contract amount shall be the total bid amount offered by the protesting vendor in its response to the solicitation, inclusive of any contract renewals or extensions. If no bid amount was submitted by the protestor, the estimated contract amount shall be the County's estimated contract price for the procurement. The County will accept a filing fee in the form of a money order, certified check, or cashier's check, payable to "Broward County," or other manner of payment approved by the Director of Purchasing.

V. Right To Appeal

The protestor may appeal the Director of Purchasing's denial of the protest with respect to the proposed award of a solicitation in accordance with Part XII of the Broward County Procurement Code. Decisions by the Director of Purchasing with respect to the specifications or requirements of a solicitation may only be appealed to the County Administrator or their designee, who shall determine the method, timing, and process of the appeal and whose decision shall be final.

1. The appeal must be received by the Director of Purchasing within ten (10) days after the date of the determination being appealed.
2. The appeal must be accompanied by an appeal bond by a Vendor having standing to protest and must comply with all other requirements of Part XII of the Broward County Procurement Code.
3. Except as otherwise provided by law, the filing of an appeal is an administrative remedy that must be exhausted prior to the filing of any civil action against the County concerning any subject matter that, had an appeal been filed, could have been addressed as part of the appeal.

W. Rejection of Responses

The Director of Purchasing may reject all responses to a solicitation, even when only one response is received, if the Director of Purchasing determines that doing so would be in the best interest of the County; provided, however, that only the Board may reject all responses to a solicitation where the issuance of the solicitation was approved by the Board.

X. Negotiations

Once a ranking is deemed final, the County shall commence contract negotiations with the top-ranked vendor (or, if provided in the solicitation, with multiple top-ranked vendors simultaneously). If the negotiation does not result in mutually satisfactory contract terms within a reasonable time, as determined by the Director of Purchasing, then the Director of Purchasing may terminate negotiations with the applicable vendor and commence (or continue, if the solicitation provided for negotiation with multiple top-ranked vendors) negotiations with the next-ranked vendor(s) or issue a new solicitation, as the Director of Purchasing determines to be in the best interest of the County.

Y. 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 through Periscope S2G and MUST confirm its solicitation response in order for the County to receive a valid response through Periscope S2G. It is the Vendor's sole responsibility to assure its response is submitted and received through Periscope S2G 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 the time specified in the solicitation. In the event that the Vendor is having difficulty submitting the solicitation response electronically through Periscope S2G, immediately notify the Purchasing Agent and then contact Periscope S2G for technical assistance.
4. Vendor must view, submit, and/or accept each of the documents in Periscope S2G. Web-fillable forms can be filled out and submitted through Periscope S2G.
5. After all documents are viewed, submitted, and/or accepted in Periscope S2G, the Vendor must upload additional information requested by the solicitation (i.e. Evaluation Criteria and Financial Statements) in the Item Response Form in Periscope S2G, under line one (regardless if pricing requested). Evaluation Criteria responses should be non-locked file format.

6. If the Vendor is declaring any material confidential and exempt from Public Records, refer to Confidential Material/ Public Records and Exemptions for instructions on submitting confidential material.
7. After all files are uploaded, Vendor must submit and CONFIRM its offer (by entering password) for offer to be received electronically through Periscope S2G.
8. If a solicitation requires an original Proposal Bond (per Special Instructions to Vendors), Vendor must submit in a sealed envelope, labeled with the solicitation number, title, date and the time of solicitation opening to:

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

9. A copy of the Proposal Bond should also be uploaded into Periscope S2G; this does not replace the requirement to have an original proposal bond. Vendors must submit the original Proposal Bond, by the due date and time specified in the solicitation.

Revised April 7, 2022

**Special Instructions to Vendors
BLD2124561P1, Janitorial Services for 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 are instructed to provide only one set of responsibility and responsiveness documents regardless of the number of agreements firm is proposing, except as noted below.

A. Additional Responsiveness Criteria:

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

1. Price Sheet(s)

- a. Vendor **must** submit completed **Price Sheets** electronically, in **Excel format**, through Periscope S2G by the date and time specified in the solicitation. This is a matter of **responsiveness**. Failure to complete and electronically submit the **Price Sheets** by the date and time specified in the solicitation shall determine the Vendor to be **non-responsive** to the solicitation. The **Price Sheets** must be submitted for each Agreement the vendor is proposing, and failure to do so shall result in vendor being found non-responsive for that agreement.

b. Price Submission:

In submitting the **Price Sheets**, in **Excel format**, through Periscope S2G, the proposal **must** be completed in the following manner:

- i. 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.
- ii. Pricing shall be entered with two decimals places (example: \$2.23).
- iii. Vendor's proposed price should not be bundled or included in another line item unless specifically directed to do so.
- iv. No field(s) shall be left blank on the **Price Sheets**.
- v. As stated on the **Price Sheets**, "Percentage of Price Attributed to Labor Portion of Services", the percentage should reflect labor and labor related expenses.
- vi. Vendor shall be required to submit pricing on all locations listed on the **Price Sheets** for the Agreement(s).
- vii. No condition, caveat, or exception on price(s) shall be submitted.
- viii. No tier pricing shall be submitted.
- ix. **Non-adherence to the above may be cause for the County to deem your proposal non-responsive.**

- x. **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. Domestic Partnership Act Requirement

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

3. Living Wage Requirements

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

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

This solicitation includes the following Office of Economic and Small Business Development Requirements:

- a. Agreements No. 1 thru 4 is reserved for County Business Enterprise (CBE) firms certified by Broward County Office of Economic and Small Business Development. CBEs and non-CBEs firms may respond to the solicitation. Refer to the **Office of Economic and Small Business Requirements: CBE Reserve** for further information and submission requirements. Vendor must submit a Letter of Intent form or Application for Evaluation of Good Faith Efforts for each agreement the vendor is proposing.
- b. Agreement No. 5 is reserved for Small Business Enterprises (SBE) certified by Broward County Office of Economic and Small Business Development. Refer to the **Office of Economic and Small Business Requirements: Small Business Enterprises** for further information.

2. Workforce Investment Program

Agreements No. 1, No. 2, and No. 4 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. Submission of this form is only required if proposing on Agreements No. 1, No. 2, or No. 4. If the Vendor is submitting on multiple agreements only one form is required.

3. License Requirements

Not applicable to this solicitation.

C. Evaluation Criteria:

Refer to **Standard Instructions to Vendors** - Request for Proposals, Request for Qualifications, or Request for Letters of Interest, Section F. Evaluation Criteria.

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 5) will be evaluated and scored individually. All responsive/responsible Vendors who submit proposals for multiple Agreements will receive separate scoring for each Agreement.

D. Standard Agreement Language Requirements:

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 accessed by copying and pasting the web address below in your preferred web browser for RFP No. BLD2124561P1, Janitorial Services for County Facilities.

<https://www.broward.org/purchasing/documents/BLD2124561P1%20Janitorial%20Services%20for%20County%20Facilities.pdf>

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

E. Demonstrations:

Not applicable to this solicitation.

F. Presentations:

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

G. Public Art and Design Program:

Not applicable to this solicitation.

H. Procurement Authority:

Pursuant to Section 21.33, Issuance of Competitive Solicitations, 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.

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

County Funds

J. Projected Schedule:

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

Final Evaluation Meeting (Sunshine Meeting): **To Be Determined**

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

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

K. Project Manager Information:

Project Manager: Angie Salinas, Contract Grant Administrator Senior

Email: Asalinas@broward.org

L. Negotiations:

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.

M. Volume of Previous Work: Will be used for tie-breaker purposes only.

N. Subcontractors/Subconsultants/Suppliers Requirement:

Refer to the **Subcontractors/Subconsultants/Suppliers Requirement** form for further information. Vendors are instructed to submit a form for each Agreement upon which the vendor is proposing. Failure to timely submit may affect Vendor's evaluation.

Vendors are requested to submit questions regarding this solicitation through the "Q&A" section on Periscope S2G (formerly BidSync); answers are posted through Periscope S2G.

End of Section

Evaluation Criteria
Janitorial Services – County Facilities

Vendors are notified that each Agreement (Nos. 1 through 5) will be evaluated and scored individually. All responsive/responsible Vendors who submit proposals for multiple Agreements will receive separate scoring for each Agreement. Vendor may submit one set of evaluation criteria responses; however, it should cover each agreement vendor is proposing.

1. Ability of Personnel (Total Points 10):

- 1.1. Submit a resume or brief biography for each of the company principal highlighting their experience and the applicability to these Agreements.

Maximum Points Value: 5

- 1.2. Project Managers, Assistant Project Managers, Quality Control Managers and Supervisors are required management/supervisory positions. Submit resumes describing how each person intended to be assigned to one or more of these positions meets or exceeds the experience requirements as detailed in Specifications and Requirements Section 6.2. Each resume should indicate the position the person is intended to fill and for which Agreement(s).

If a position is being filled by a sub-contractor employee, include those resumes with the Agreement number(s) and positions identified.

Maximum Points Value: 5

2. Vendor Experience (Total Points 25):

- 2.1. Submit a list of janitorial contracts Vendor has held within the past five (5) years, including all current contracts. If the list exceeds 10 contracts, submit data for the 10 that are the most similar to agreement(s) for which vendor is proposing. At a minimum the list is to include for each agreement:

- a. Contract name
- b. Detailed contract scope of work
- c. Contract start and end date
- d. Contract annual value
- e. Name of agency that issued the contract
- f. Name and address of each facility on the contract
- g. Number of floors in each facility on the contract
- h. Size of each facility area cleaned in square feet
- i. Number of days per week service is/was provided
- j. Total number of Vendor's employees assigned to each facility
- k. Total number of daily facility users: employees, customers, passengers, etc.
- l. Whether or not the facility operated 24 hours per day, 7 days per week
- m. Whether or not the contract required background checks
- n. Whether or not the contract required green cleaning

Vendor responses will be scored based on extent of comparable experience for each agreement.

Maximum Points Value: 20

- 2.2. Submit a list of current positions/titles for the entire company :
- Number of full-time management/supervisory employees
 - Number of part-time management/supervisory employees
 - Number of full-time workers
 - Number of part-time workers
 - Total number of employees

Vendor responses will be scored based on appropriateness for each agreement.

Maximum Points Value: 5

3. Past Performance (Total Points 10):

- 3.1. References – Vendor should 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. Vendor should provide five (5) non-Broward County Board of County Commissioners' janitorial contract references, but no less than three (3). If the County is unable to verify at least three (3) references, additional references may be requested by the County.

Only provide references for non-Broward County Board of County Commissioners contracts. For Broward County contracts, the County will review performance evaluations in its database for vendors with previous or current contracts with the County. The County considers references and performance evaluations in the evaluation of Vendor's past performance.

Maximum Points Value: 10

4. Project Approach (Total Points 30):

- 4.1. Submit a transition plan for each Agreement on which the Vendor is proposing. In the plan provide details for each facility on how trained, background-checked staff, equipment and supplies will be organized and ready for the established first day of service. Also provide the number of days Vendor estimates will be needed for adequate preparation between contract award and first day of services for each facility, excluding County security requirements. Finally, describe Vendor's typical approach when starting a new contract.

Maximum Points Value: 5

- 4.2. Submit a staffing plan for each Agreement on which the Vendor is proposing. At a minimum, the plan is to include each facility within the Agreement. For each facility, list each position identified in the solicitation along with the planned number of employees. If employees, such as project crews, will be working at multiple facilities within an Agreement, indicate that in the plan. Also indicate which positions will be filled by a sub-contractor and the sub-contractor company name.

Maximum Points Value: 5

- 4.3. Submit an equipment plan for each Agreement on which the Vendor is proposing. At a minimum, the plan is to include each facility within the Agreement. For each facility, list each piece of powered equipment needed, the quantity planned to be onsite and the maintenance schedule. If equipment will be used at multiple facilities within an Agreement or for multiple Agreements, indicate that in the plan and include how the equipment will be transported between facilities.

Maximum Points Value: 5

- 4.4. Submit a copy of Vendor's Training Program showing compliance with Part 1, General Specifications and Requirements, Section 9.

Maximum Points Value: 5

- 4.5. Submit a copy of Vendor's Green Cleaning Program showing compliance with Part 1, General Specifications and Requirements, Section 10.

Maximum Points Value: 5

- 4.6. Submit a copy of Vendor's Quality Control Program showing compliance with Part 1, General Specifications and Requirements, Section 13.

Maximum Points Value: 5

5. Location (Total Points 5):

- 5.1. Refer to **Location Certification Form** and submit as instructed.

Points shall be allocated as follows based on the vendor's selection of one of the five options in the Location Certification Form: Option 1 (0 points); Option 2 (5 points); Option 3 (3 points); Option 4 (points range from 0-5 depending on the composition of the joint venture); and Option 5 (0 points).

Maximum Points Value: 5

6. Pricing (Total Points 20):

6.1. Price Sheet must be completed and submitted using the attached form.

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:

$(\text{Lowest Proposed Price} / \text{Proposer's Price}) \times 20 = \text{Price Score}$

Maximum Points Value: 20

End of Section

Janitorial Services - Price Sheets - Agreement 1									
ITEM NO.	FACILITY LOCATION	QTY	UOM	DESCRIPTION	Year 1		Year 2		Two Year Total
					Unit Price	Annual	Unit Price	Annual	
1	GOVERNMENTAL CENTER EAST COMPLEX GOVERNMENTAL CENTER 115 SOUTH ANDREWS AVENUE FORT LAUDERDALE, FL 33301	Basic Services							
		12	MTH	General Cleaning		\$ -		\$ -	\$ -
		12	MTH	Restroom Cleaning		\$ -		\$ -	\$ -
		12	MTH	Floor Care		\$ -		\$ -	\$ -
		12	MTH	Cleaning Supplies		\$ -		\$ -	\$ -
		12	MTH	Paper Products/Trash Bags		\$ -		\$ -	\$ -
		Additional Services							
		1	YR	Deep Cleaning		\$ -		\$ -	\$ -
		1	YR	Window Cleaning		\$ -		\$ -	\$ -
		525	HR	Porter Hours Per Month		\$ -		\$ -	\$ -
		15,701	SQF	Pressure Cleaning		\$ -		\$ -	\$ -
		38,064	SQF	Carpet Cleaning, Additional		\$ -		\$ -	\$ -
		47,580	SQF	Electrostatic Disinfection		\$ -		\$ -	\$ -
		Total				\$ -		\$ -	\$ -
		2	GOVERNMENTAL CENTER EAST COMPLEX ANNEX BUILDING 115 SOUTH ANDREWS AVENUE FORT LAUDERDALE, FL 33301	Basic Services					
12	MTH			General Cleaning		\$ -		\$ -	\$ -
12	MTH			Restroom Cleaning		\$ -		\$ -	\$ -
12	MTH			Floor Care		\$ -		\$ -	\$ -
12	MTH			Cleaning Supplies		\$ -		\$ -	\$ -
12	MTH			Paper Products/Trash Bags		\$ -		\$ -	\$ -
Additional Services									
1	YR			Deep Cleaning		\$ -		\$ -	\$ -
1	YR			Window Cleaning		\$ -		\$ -	\$ -
173	HR			Porter Hours Per Month		\$ -		\$ -	\$ -
3,950	SQF			Pressure Cleaning		\$ -		\$ -	\$ -
9,575	SQF			Carpet Cleaning, Additional		\$ -		\$ -	\$ -
14,363	SQF			Electrostatic Disinfection		\$ -		\$ -	\$ -
Total					\$ -		\$ -	\$ -	
3	GOVERNMENTAL CENTER EAST COMPLEX 350 GARAGE TRAINING CENTER 101 SW 1ST AVENUE FORT LAUDERDALE, FL 33301			Basic Services					
		12	MTH	General Cleaning		\$ -		\$ -	\$ -
		12	MTH	Restroom Cleaning		\$ -		\$ -	\$ -
		12	MTH	Floor Care		\$ -		\$ -	\$ -
		12	MTH	Cleaning Supplies		\$ -		\$ -	\$ -
		12	MTH	Paper Products/Trash Bags		\$ -		\$ -	\$ -
		Additional Services							
		1	YR	Deep Cleaning		\$ -		\$ -	\$ -
		1	YR	Window Cleaning		\$ -		\$ -	\$ -
		5	HR	Porter Hours Per Month		\$ -		\$ -	\$ -
		231	SQF	Pressure Cleaning		\$ -		\$ -	\$ -
		700	SQF	Carpet Cleaning, Additional		\$ -		\$ -	\$ -
		140	SQF	Electrostatic Disinfection		\$ -		\$ -	\$ -
		Total				\$ -		\$ -	\$ -
		4	GOVERNMENTAL CENTER EAST COMPLEX ERP & PRINT SHOP BUILDING 151 SW 2ND STREET FORT LAUDERALE, FL 33301	Basic Services					
12	MTH			General Cleaning		\$ -		\$ -	\$ -
12	MTH			Restroom Cleaning		\$ -		\$ -	\$ -
12	MTH			Floor Care		\$ -		\$ -	\$ -
12	MTH			Cleaning Supplies		\$ -		\$ -	\$ -
12	MTH			Paper Products/Trash Bags		\$ -		\$ -	\$ -
Additional Services									
1	YR			Deep Cleaning		\$ -		\$ -	\$ -
1	YR			Window Cleaning		\$ -		\$ -	\$ -
260	HR			Porter Hours Per Month		\$ -		\$ -	\$ -
1,744	SQF			Pressure Cleaning		\$ -		\$ -	\$ -
2,643	SQF			Carpet Cleaning, Additional		\$ -		\$ -	\$ -
2,114	SQF			Electrostatic Disinfection		\$ -		\$ -	\$ -
Total					\$ -		\$ -	\$ -	
Total (1) - Summary, all facilities						\$ -		\$ -	\$ -

Janitorial Services - Price Sheets - Agreement 1									
				Year 1		Year 2			
	QTY	UOM	DESCRIPTION	Per Hour	Annual	Per Hour	Annual	2 years	
Additional Labor - Routine:									
	50	HR	Project Supervisor		\$ -		\$ -	\$ -	
	50	HR	Site Supervisor		\$ -		\$ -	\$ -	
	50	HR	Full Time Service Crew Emp.		\$ -		\$ -	\$ -	
	50	HR	Part Time Service Crew Emp.		\$ -		\$ -	\$ -	
Additional Labor - Emergency:									
	50	HR	Project Supervisor		\$ -		\$ -	\$ -	
	50	HR	Site Supervisor		\$ -		\$ -	\$ -	
	50	HR	Full Time Service Crew Emp.		\$ -		\$ -	\$ -	
	50	HR	Part Time Service Crew Emp.		\$ -		\$ -	\$ -	
Pass Thru:	1	EA	Materials/Supplies		\$ 1,000.00		\$ 1,000.00	\$ 2,000.00	
Total (2)					\$ 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	
Provide the Percentage of Price Attributed to Labor Portion of Services: <input type="text"/>									
NAME OF COMPANY:				<input type="text"/>					
AUTHORIZED PERSON NAME:				<input type="text"/>					
AUTHORIZED PERSON TITLE:				<input type="text"/>					
				DATE: <input type="text"/>					

Janitorial Services - Price Sheets - Agreement 2											
ITEM NO.	FACILITY LOCATION	QTY	UOM	DESCRIPTION	Year 1		Year 2		Two Year Total		
					Unit Price	Annual	Unit Price	Annual			
1	MAIN LIBRARY 100 SOUTH ANDREWS AVENUE FORT LAUDERDALE, FL 33301			Basic Services							
		12	MTH	General Cleaning		\$ -		\$ -	\$ -		
		12	MTH	Restroom Cleaning		\$ -		\$ -	\$ -		
		12	MTH	Floor Care		\$ -		\$ -	\$ -		
		12	MTH	Cleaning Supplies		\$ -		\$ -	\$ -		
		12	MTH	Paper Products/Trash Bags		\$ -		\$ -	\$ -		
				Additional Services							
		1	YR	Deep Cleaning		\$ -		\$ -	\$ -		
		1	YR	Window Cleaning		\$ -		\$ -	\$ -		
		195	HR	Porter Hours Per Month		\$ -		\$ -	\$ -		
		9,833	SQF	Pressure Cleaning		\$ -		\$ -	\$ -		
		23,836	SQF	Carpet Cleaning, Additional		\$ -		\$ -	\$ -		
		47,673	SQF	Electrostatic Disinfection		\$ -		\$ -	\$ -		
				Total		\$ -		\$ -	\$ -		
		Total (1) - Summary, all facilities						\$ -		\$ -	\$ -
				QTY	UOM	DESCRIPTION	Year 1		Year 2		
							Per Hour	Annual	Per Hour	Annual	2 years
	Additional Labor - Routine:										
		50	HR	Project Supervisor		\$ -		\$ -	\$ -		
		50	HR	Site Supervisor		\$ -		\$ -	\$ -		
		50	HR	Full Time Service Crew Emp.		\$ -		\$ -	\$ -		
		50	HR	Part Time Service Crew Emp.		\$ -		\$ -	\$ -		
	Additional Labor - Emergency:										
		50	HR	Project Supervisor		\$ -		\$ -	\$ -		
		50	HR	Site Supervisor		\$ -		\$ -	\$ -		
		50	HR	Full Time Service Crew Emp.		\$ -		\$ -	\$ -		
		50	HR	Part Time Service Crew Emp.		\$ -		\$ -	\$ -		
	Pass Thru:	1	EA	Materials/Supplies		\$ 1,000.00		\$ 1,000.00	\$ 2,000.00		
Total (2)						\$ 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		
Provide the Percentage of Price Attirbuted to Labor Portion of Services: <input type="text"/>											
NAME OF COMPANY: <input type="text"/>											
AUTHORIZED PERSON NAME: <input type="text"/>											
AUTHORIZED PERSON TITLE: <input type="text"/> DATE: <input type="text"/>											

Janitorial Services - Price Sheets - Agreement 3									
ITEM NO.	FACILITY LOCATION	QTY	UOM	DESCRIPTION	Year 1		Year 2		
					Unit Price	Annual	Unit Price	Annual	Two Year Total
1	SOUTH REGIONAL COURTHOUSE 3550 HOLLYWOOD BOULEVARD HOLLYWOOD, FL 33021			Basic Services					
		12	MTH	General Cleaning		\$ -		\$ -	\$ -
		12	MTH	Restroom Cleaning		\$ -		\$ -	\$ -
		12	MTH	Floor Care		\$ -		\$ -	\$ -
		12	MTH	Cleaning Supplies		\$ -		\$ -	\$ -
		12	MTH	Paper Products/Trash Bags		\$ -		\$ -	\$ -
				Additional Services					
		1	YR	Deep Cleaning		\$ -		\$ -	\$ -
		1	YR	Window Cleaning		\$ -		\$ -	\$ -
		173	HR	Porter Hours Per Month		\$ -		\$ -	\$ -
		8,547	SQF	Pressure Cleaning		\$ -		\$ -	\$ -
		15,540	SQF	Carpet Cleaning, Additional		\$ -		\$ -	\$ -
		10,360	SQF	Electrostatic Disinfection		\$ -		\$ -	\$ -
				Total		\$ -		\$ -	\$ -
		Total (1) - Summary, all facilities						\$ -	
		QTY	UOM	DESCRIPTION	Year 1		Year 2		
					Per Hour	Annual	Per Hour	Annual	2 years
				Additional Labor - Routine:					
		50	HR	Project Supervisor		\$ -		\$ -	\$ -
		50	HR	Site Supervisor		\$ -		\$ -	\$ -
		50	HR	Full Time Service Crew Emp.		\$ -		\$ -	\$ -
		50	HR	Part Time Service Crew Emp.		\$ -		\$ -	\$ -
				Additional Labor - Emergency:					
		50	HR	Project Supervisor		\$ -		\$ -	\$ -
		50	HR	Site Supervisor		\$ -		\$ -	\$ -
		50	HR	Full Time Service Crew Emp.		\$ -		\$ -	\$ -
		50	HR	Part Time Service Crew Emp.		\$ -		\$ -	\$ -
		Pass Thru:	1	EA		\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
Total (2)						\$ 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
Percentage of Price Attributed to Labor Portion of Services									
NAME OF COMPANY:									
AUTHORIZED PERSON NAME:									
AUTHORIZED PERSON TITLE:									
DATE:									

Janitorial Services - Price Sheets - Agreement 4									
ITEM NO.	FACILITY LOCATION	QTY	UOM	DESCRIPTION	Year 1		Year 2		
					Unit Price	Annual	Unit Price	Annual	Two Year Total
									Total
1	BROWARD COUNTY JUDICIAL COMPLEX NORTH BUILDING 201 SE 6TH STREET FORT LAUDERDALE, FL 33301			Basic Services					
		12	MTH	General Cleaning		\$ -		\$ -	\$ -
		12	MTH	Restroom Cleaning		\$ -		\$ -	\$ -
		12	MTH	Floor Care		\$ -		\$ -	\$ -
		12	MTH	Cleaning Supplies		\$ -		\$ -	\$ -
		12	MTH	Paper Products/Trash Bags		\$ -		\$ -	\$ -
				Additional Services					
		1	YR	Deep Cleaning		\$ -		\$ -	\$ -
		1	YR	Window Cleaning		\$ -		\$ -	\$ -
		87	HR	Porter Hours Per Month		\$ -		\$ -	\$ -
		10,602	SQF	Pressure Cleaning		\$ -		\$ -	\$ -
		22,168	SQF	Carpet Cleaning, Additional		\$ -		\$ -	\$ -
		44,979	SQF	Electrostatic Disinfection		\$ -		\$ -	\$ -
		Total					\$ -		\$ -
2	BROWARD COUNTY JUDICIAL COMPLEX EAST BUILDING 201 SE 6TH STREET FORT LAUDERDALE, FL 33301			Basic Services					
		12	MTH	General Cleaning		\$ -		\$ -	\$ -
		12	MTH	Restroom Cleaning		\$ -		\$ -	\$ -
		12	MTH	Floor Care		\$ -		\$ -	\$ -
		12	MTH	Cleaning Supplies		\$ -		\$ -	\$ -
		12	MTH	Paper Products/Trash Bags		\$ -		\$ -	\$ -
				Additional Services					
		1	YR	Deep Cleaning		\$ -		\$ -	\$ -
		1	YR	Window Cleaning		\$ -		\$ -	\$ -
		53	HR	Porter Hours Per Month		\$ -		\$ -	\$ -
		5,680	SQF	Pressure Cleaning		\$ -		\$ -	\$ -
		13,770	SQF	Carpet Cleaning, Additional		\$ -		\$ -	\$ -
		20,655	SQF	Electrostatic Disinfection		\$ -		\$ -	\$ -
		Total					\$ -		\$ -
3	BROWARD COUNTY JUDICIAL COMPLEX MIDRISE BUILDING 540 SE 3RD AVENUE FORT LAUDERDALE, FL 33301			Basic Services					
		12	MTH	General Cleaning		\$ -		\$ -	\$ -
		12	MTH	Restroom Cleaning		\$ -		\$ -	\$ -
		12	MTH	Floor Care		\$ -		\$ -	\$ -
		12	MTH	Cleaning Supplies		\$ -		\$ -	\$ -
		12	MTH	Paper Products/Trash Bags		\$ -		\$ -	\$ -
				Additional Services					
		1	YR	Deep Cleaning		\$ -		\$ -	\$ -
		1	YR	Window Cleaning		\$ -		\$ -	\$ -
		27	HR	Porter Hours Per Month		\$ -		\$ -	\$ -
		5,374	SQF	Pressure Cleaning		\$ -		\$ -	\$ -
		11,074	SQF	Carpet Cleaning, Additional		\$ -		\$ -	\$ -
		13,028	SQF	Electrostatic Disinfection		\$ -		\$ -	\$ -
		Total					\$ -		\$ -
4	BROWARD COUNTY JUDICIAL COMPLEX SOUTH GARAGE 612 SOUTH ANDREWS AVENUE FORT LAUDERALE, FL 33301			Basic Services					
		12	MTH	General Cleaning		\$ -		\$ -	\$ -
		12	MTH	Restroom Cleaning		\$ -		\$ -	\$ -
		12	MTH	Floor Care		\$ -		\$ -	\$ -
		12	MTH	Cleaning Supplies		\$ -		\$ -	\$ -
		12	MTH	Paper Products/Trash Bags		\$ -		\$ -	\$ -
				Additional Services					
		1	YR	Deep Cleaning		\$ -		\$ -	\$ -
		1	YR	Window Cleaning		\$ -		\$ -	\$ -
		5	HR	Porter Hours Per Month		\$ -		\$ -	\$ -
		4,646	SQF	Pressure Cleaning		\$ -		\$ -	\$ -
		10,699	SQF	Carpet Cleaning, Additional		\$ -		\$ -	\$ -
		2,816	SQF	Electrostatic Disinfection		\$ -		\$ -	\$ -
		Total					\$ -		\$ -
Total (1) - Summary, all facilities						\$ -		\$ -	\$ -

Janitorial Services - Price Sheets - Agreement 4								
			Year 1		Year 2			
	QTY	UOM	DESCRIPTION	Per Hour	Annual	Per Hour	Annual	2 years
Additional Labor - Routine:								
	50	HR	Project Supervisor		\$ -		\$ -	\$ -
	50	HR	Site Supervisor		\$ -		\$ -	\$ -
	50	HR	Full Time Service Crew Emp.		\$ -		\$ -	\$ -
	50	HR	Part Time Service Crew Emp.		\$ -		\$ -	\$ -
Additional Labor - Emergency:								
	50	HR	Project Supervisor		\$ -		\$ -	\$ -
	50	HR	Site Supervisor		\$ -		\$ -	\$ -
	50	HR	Full Time Service Crew Emp.		\$ -		\$ -	\$ -
	50	HR	Part Time Service Crew Emp.		\$ -		\$ -	\$ -
Pass Thru:	1	EA	Materials/Supplies		\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
Total (2)					\$ 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
Provide Percentage of Price Attributed to Labor Portion of Services								
NAME OF COMPANY:								
AUTHORIZED PERSON NAME:								
AUTHORIZED PERSON TITLE:								
DATE:								

Janitorial Services - Price Sheets - Agreement 5									
ITEM NO.	FACILITY LOCATION	QTY	UOM	DESCRIPTION	Year 1		Year 2		Two Year Total
					Unit Price	Annual	Unit Price	Annual	
1	TRAFFIC ENGINEERING BUILDING A 2300 WEST COMMERCIAL BLVD FORT LAUDERDALE, FL 33309			Basic Services					
		12	MTH	General Cleaning		\$ -		\$ -	\$ -
		12	MTH	Restroom Cleaning		\$ -		\$ -	\$ -
		12	MTH	Floor Care		\$ -		\$ -	\$ -
		12	MTH	Cleaning Supplies		\$ -		\$ -	\$ -
		12	MTH	Paper Products/Trash Bags		\$ -		\$ -	\$ -
				Additional Services					
		1	YR	Deep Cleaning		\$ -		\$ -	\$ -
		1	YR	Window Cleaning		\$ -		\$ -	\$ -
		160	HR	Porter Hours Per Month		\$ -		\$ -	\$ -
		2,063	SQF	Pressure Cleaning		\$ -		\$ -	\$ -
		5,938	SQF	Carpet Cleaning, Additional		\$ -		\$ -	\$ -
		2,500	SQF	Electrostatic Disinfection		\$ -		\$ -	\$ -
				Total		\$ -		\$ -	\$ -
		2	TRAFFIC ENGINEERING BUILDING B 4900 WEST PROSPECT ROAD FORT LAUDEDALE, FL 33309			Basic Services			
12	MTH			General Cleaning		\$ -		\$ -	\$ -
12	MTH			Restroom Cleaning		\$ -		\$ -	\$ -
12	MTH			Floor Care		\$ -		\$ -	\$ -
12	MTH			Cleaning Supplies		\$ -		\$ -	\$ -
12	MTH			Paper Products/Trash Bags		\$ -		\$ -	\$ -
				Additional Services					
1	YR			Deep Cleaning		\$ -		\$ -	\$ -
1	YR			Window Cleaning		\$ -		\$ -	\$ -
5	HR			Porter Hours Per Month		\$ -		\$ -	\$ -
1,452	SQF			Pressure Cleaning		\$ -		\$ -	\$ -
1,100	SQF			Carpet Cleaning, Additional		\$ -		\$ -	\$ -
880	SQF			Electrostatic Disinfection		\$ -		\$ -	\$ -
				Total		\$ -		\$ -	\$ -
Total (1) - Summary, all facilities						\$ -		\$ -	\$ -
		QTY	UOM	DESCRIPTION	Year 1		Year 2		
					Per Hour	Annual	Per Hour	Annual	2 years
				Additional Labor - Routine:					
		50	HR	Project Supervisor		\$ -		\$ -	\$ -
		50	HR	Site Supervisor		\$ -		\$ -	\$ -
		50	HR	Full Time Service Crew Emp.		\$ -		\$ -	\$ -
		50	HR	Part Time Service Crew Emp.		\$ -		\$ -	\$ -
				Additional Labor - Emergency:					
		50	HR	Project Supervisor		\$ -		\$ -	\$ -
		50	HR	Site Supervisor		\$ -		\$ -	\$ -
		50	HR	Full Time Service Crew Emp.		\$ -		\$ -	\$ -
		50	HR	Part Time Service Crew Emp.		\$ -		\$ -	\$ -
		Pass Thru:	1	EA	Materials/Supplies	\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
Total (2)						\$ 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
Provide Percentage of Price Attributed to Labor Portion of Services									
NAME OF COMPANY:									
AUTHORIZED PERSON NAME:									
AUTHORIZED PERSON TITLE:									
DATE:									

VENDOR QUESTIONNAIRE AND STANDARD CERTIFICATIONS
Request for Proposals, Request for Qualifications, or Request for Letters of Interest

The completed form, including acknowledgment of the standard certifications and should be submitted with the solicitation response. If not submitted with solicitation response, it must be submitted within three business days of County's written 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 of 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 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 impact(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: %.

22. Participation in Solicitation Development:

- ☐ I have not participated in the preparation or drafting of any language, scope, or specification that would provide my firm or any affiliate an unfair advantage of securing this solicitation that has been let on behalf of Broward County Board of County Commissioners.

- ☐ I have provided information regarding the specifications and/or products listed in this solicitation that has been let on behalf of Broward County Board of County Commissioners.

If this box is checked, provide the following: Name of Person the information was provided:

Title:

Date information provided:

For what purpose was the information provided?

Drug-Free Workplace Requirements Certification:

Section 21.23(f) 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 Vendor hereby certifies that it has established a drug free workplace program in accordance with the requirements of Section 1-71, et. Seq., of the Broward County Code of Ordinances (Procurement From Businesses With Drug-Free Workplace Program).

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 PART XI 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 for RFPs, RLIs and RFQs

Broward County Solicitation No. and Title:

BLD2124561P1, Janitorial Services for County Facilities

Reference for:

Organization/Firm Name providing reference:

Contact Name:

Title:

Reference date:

Contact Email:

Contact Phone:

Name of Referenced Project:

Contract No.

Date Services Provided:

Project Amount:

Vendor's role in Project: ☐ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☐ Yes ☐ No If No, please specify in Additional Comments (below).

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

b. Accuracy

c. Deliverables

2. Vendor's Organization:

a. Staff expertise

b. Professionalism

c. Turnover

3. Timeliness of:

a. Project

b. Deliverables

4. Project completed within budget

5. Cooperation with:

a. Your Firm

b. Subcontractor(s)/Subconsultant(s)

c. Regulatory Agency(ies)

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ☐ EMAIL ☐ VERBAL Verified by: _____ Division: _____ Date: _____

All information provided to Broward County is subject to verification. Vendor acknowledges that inaccurate, untruthful, or incorrect statements made in support of this 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 the Broward County Procurement Code.

Vendor Reference Verification Form – RFPs, RLIs, RFQs
(Revised 3/22)

LOBBYIST REGISTRATION REQUIREMENT CERTIFICATION

The completed 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

TITLE

Vendor Name

DATE

Revised May 1, 2021

DOMESTIC PARTNERSHIP ACT CERTIFICATION (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 should be returned with the Vendor's submittal. If the 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, as amended, 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 employs less than five (5) employees.

☐

The Vendor does not provide benefits to employees' spouses.

☐

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

Revised May 1, 2021

LIVING WAGE ORDINANCE WRITTEN DECLARATION

This solicitation is subject to the Broward County's Living Wage Ordinance, Section 26-100, et seq., of the Broward County Code of Ordinances ("Living Wage Ordinance"). By responding to the solicitation, Vendor agrees to comply with the provisions of the Living Wage Ordinance and acknowledges the penalties for noncompliance.

This completed and signed form declaration should be returned with the Vendor's submittal. If not provided with the submittal, the Vendor must submit within three business days after the County's request. The Vendor may be deemed nonresponsive for failure to fully comply with the stated timeframes. The Vendor should scan and upload the completed, signed form(s) in Periscope S2G.

Employer:
Address:
Email Address:
Local Contact:
Contract Amount:
Using Agency Served:
Solicitation No. and Title:

All covered employees, including those of the Vendor's subcontractors, providing services pursuant to the Vendor's contract with the County, must be paid wage rates in accordance with the Living Wage Ordinance, as adjusted annually, no less than either (a) the living wage rate with health care benefits (in addition to providing health care benefits), or (b) the living wage rate without health care benefits. Proof of the provision of health care benefits must be submitted to the County to qualify for the living wage rate with health care benefits. In addition, all such covered employees must be provided paid time off under either the accrual method or the lump sum method, as described in the Living Wage Ordinance.

There will be no increase in contract prices paid by the County to the Vendor due to any increase in wages or other benefits, including paid time off, required to be paid or provided to employees covered by the Living Wage Ordinance.

Further information about the Vendor's obligations under the Living Wage Ordinance can be found at the Purchasing Division's website (hyperlink).

In accordance with the Living Wage Ordinance, as amended:

1. Vendor agrees to pay its covered employees at least:

☐ \$_____ per hour and are provided health care benefits valued at \$_____ per hour.

☐ \$_____ per hour and are not provided health care benefits.

2. Vendor agrees to provide its covered employees with paid time off in the following manner:

☐ Covered employees earn at least one (1) hour of paid time off for every thirty (30) hours worked (Vendor is not required to provide paid time off to a covered employee in excess of forty (40) hours on an annual basis).

☐ Covered employees are awarded no less than forty (40) hours of paid time off at the beginning of each twelve-month period of employment, which award must occur by 90 days after the covered employee's effective date of hire, or January 1, 2023, whichever is later.

3. Vendor agrees to provide the applicable living wage statement regarding wage rates and requirements for paid time off with the covered employee's first paycheck or direct deposit receipt, and every six (6) months thereafter.

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
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

(Attach Additional sheets in the format above, if needed)

Under penalties of perjury, I declare that I have read the foregoing Living Wage Ordinance Written Declaration and that the facts stated in it are true.

Printed Name

Signature

Date

DECLARATION FOR EXEMPTION FROM BROWARD COUNTY LIVING WAGE ORDINANCE REPORTING REQUIREMENTS

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)

☐

Wage History (Living Wage Ordinance, Section 26.103(f)(1)): 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.

☐

Contractual (Living Wage Ordinance, Section 26.103(f)(2)): 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 Living Wage Ordinance or other recognized company pay schedule as the basis for compensation provided that it exceeds the Living Wage Ordinance rate amounts.

Under penalties of perjury, I declare that I have read the foregoing Declaration for Exemption from Broward County Living Wage Ordinance Reporting Requirements and that the facts stated in it are true.

Printed Name

Signature

Date

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.

Revised May 1, 2021

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 non-CBEs 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 non-CBE 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 non-CBE 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 non-CBE; 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 non-CBE.

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 non-CBE 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 Office of Economic and Small Business Development (OESBD) issues a written determination that re-solicitation 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 re-solicitation would not materially harm the County's interests.

- D. If a non-CBE 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 non-CBE 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 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/Offerors 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 is also available online at:
www.broward.org/econdev/SmallBusiness/Pages/compliance.aspx

Revised May 1, 2021

LITIGATION HISTORY FORM

The completed form(s) should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

- ☐ There are no material cases for this Vendor; or
- ☐ Material Case(s) are disclosed below:

Is this for a: (check type) <input type="checkbox"/> Parent, <input type="checkbox"/> Subsidiary, or <input type="checkbox"/> Predecessor Firm?	If Yes, name of Parent/Subsidiary/Predecessor: <input type="text"/>
	Or No <input type="checkbox"/>
Party	
Case Number, Name, and Date Filed	<input type="text"/>
Name of Court or other tribunal	<input type="text"/>
Type of Case	Bankruptcy <input type="checkbox"/> Civil <input type="checkbox"/> Criminal <input type="checkbox"/> Administrative/Regulatory <input type="checkbox"/>
Claim or Cause of Action and Brief description of each Count	<input type="text"/>
Brief description of the Subject Matter and Project Involved	<input type="text"/>
Disposition of Case (Attach copy of any applicable Judgment, Settlement Agreement and Satisfaction of Judgment.)	Pending <input type="checkbox"/> Settled <input type="checkbox"/> Dismissed <input type="checkbox"/> Judgment Vendor's Favor <input type="checkbox"/> Judgment Against Vendor <input type="checkbox"/> If Judgment Against, is Judgment Satisfied? <input type="checkbox"/> Yes <input type="checkbox"/> No
Opposing Counsel	Name: <input type="text"/> Email: <input type="text"/> Telephone Number: <input type="text"/>

Vendor Name:

Revised May 1, 2021

AFFILIATED ENTITIES OF THE PRINCIPAL(S) CERTIFICATION

The completed form should be submitted 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 result in Vendor being deemed non-responsive.

- 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 Development Program, including County Business Enterprise (CBE), Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (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:	<input type="text"/>
	<input type="text"/>
Names of Affiliated Entities:	<input type="text"/>
Principal's Name:	<input type="text"/>
	<input type="text"/>
Names of Affiliated Entities:	<input type="text"/>
Principal's Name:	<input type="text"/>
	<input type="text"/>
Names of Affiliated Entities:	<input type="text"/>
Authorized Signature Name:	<input type="text"/>
Title:	<input type="text"/>
Vendor Name:	<input type="text"/>
Date:	<input type="text"/>

Revised 11/24/2021

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](#) (CareerSource) and their contract partners as a firstsource 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 31st 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 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

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

Revised May 1, 2021

AGREEMENT EXCEPTION FORM

The completed form(s) should be submitted with the solicitation response. If not submitted with solicitation response, it shall be deemed an affirmation by the Vendor that it accepts contract terms and conditions stated in the solicitation.

The Vendor must provide on the form below, any and all exceptions it takes to the contract terms and conditions stated in the solicitation, including all proposed modifications to the contract terms and conditions or proposed additional terms and conditions. Additionally, a brief justification specifically addressing each provision to which an exception is taken should be provided.

☐ There are no exceptions to the contract terms and conditions state in this solicitation; or

☐ The following exceptions are taken to the contract terms and conditions state in this solicitation:
(use additional forms as needed; separate each Article/ Section number)

Term or Condition Article / Section	Insert proposed modifications to the contract terms and conditions or proposed additional terms and condition	Provide brief justification for proposed modifications
<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:

Revised May 1, 2021

VOLUME OF PREVIOUS PAYMENTS 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 timely submit this form and supporting documentation 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 Payments 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 21.41(h)(4) and 21.42(d)(3) of the Broward County Procurement Code, the Vendor with the lowest dollar volume of payments 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 PAYMENTS ATTESTATION FORM FOR JOINT VENTURE

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 Payments 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 21.41(h)(4) and 21.42(d)(3) of the Broward County Procurement Code, the Vendor with the lowest dollar volume of payments 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

Revised May 1, 2021

LOCATION CERTIFICATION

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.

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),
- 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),
 - in an area zoned for the conduct of such business,
 - that the Vendor owns or has the legal right to use, and
 - 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 owned, directly or indirectly, by one or more entities with a principal place of business Vendor 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**:

- ☐ **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 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:

Revised May 1, 2021

SUBCONTRACTORS/SUBCONSULTANTS/SUPPLIERS REQUIREMENT
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, check the box below on this form. Use additional copies of this form(s) in Periscope S2G, if needed.

None - ☐

1. Subcontracted Firm's Name:
Subcontracted Firm's Address:
Subcontracted Firm's Telephone Number:
Contact Person's Name and Position:
Contact Person's E-Mail Address:
Estimated Subcontract/Supplies Contract Amount:

Type of Work/Supplies Provided:

2. Subcontracted Firm's Name:
Subcontracted Firm's Address:
Subcontracted Firm's Telephone Number:
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:
4. 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:

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

Revised 11/24/2021

CRIMINAL HISTORY SCREENING PRACTICES CERTIFICATION FORM

The completed and signed form should be returned with Vendor's submittal. If Vendor does not provide it with the submittal, Vendor must submit the completed and signed form within three business days after County's request. Vendor shall be deemed nonresponsive for failure to fully comply within stated timeframes.

Section 26-125(d) of the Broward County Code of Ordinances ("Criminal History Screening Practices") requires that a Vendor seeking a contract in the amount of \$100,000 or more with Broward County shall certify that it has implemented, or will implement upon award of the contract, policies, practices, and procedures regarding inquiry into the criminal history of an applicant for employment, including a criminal history background check of any such person, that preclude inquiry into an applicant's criminal history until the applicant is selected as a finalist and interviewed for the position. The requirement in the preceding sentence shall apply only to positions located within the United States that will foreseeably perform work under a contract with Broward County. The failure of Vendor to comply with Section 26-125(d) at any time during the contract term shall constitute a material breach of the contract, entitling Broward County to pursue any remedy permitted under the contract and any other remedy provided under applicable law. If Vendor fails to comply with Section 26-125(d) at any time during the contract term, Broward County may, in addition to all other available remedies, terminate the contract and Vendor may be subject to debarment or suspension proceedings consistent with the procedures in Chapter 21 of the Broward County Administrative Code.

By signing below, Vendor certifies that it is aware of the requirements of Section 26-125(d), Broward County Code of Ordinances, and certifies the following: (check only one below).

☐ Vendor certifies that, for positions located within the United States that will foreseeably perform work under a contract with Broward County, it has implemented, or will implement upon award of the contract, policies, practices, and procedures regarding inquiry into the criminal history of an applicant for employment, including a criminal history background check of any such person, that preclude inquiry into an applicant's criminal history until the applicant is selected as a finalist and interviewed for the position.

☐ Vendor is exempt from the requirements of Section 26-125(d) of the Broward County Code of Ordinances because Vendor is required by applicable federal, state, or local law to conduct a criminal history background check in connection with potential employment at a time or in a manner that would otherwise be prohibited by this section, or because Vendor is a governmental agency.

AUTHORIZED SIGNATURE/ NAME:

VENDOR NAME:

TITLE:

DATE:

Revised June 17, 2022

SCRUTINIZED COMPANIES LIST REQUIREMENT CERTIFICATION

The completed and signed 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.

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, by virtue of the signature below, certifies that:

- a. The Vendor, owners, or principals are aware of the requirements of Sections 287.135, 215.473, and a. 215.4725 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
- b. 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
- c. 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.

Authorized Signature/Name

TITLE

Vendor Name

DATE

Revised May 1, 2021

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 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 or assist the contractor in completing an on-line application for the County issued contractor ID badge.
4. Requests for a contractor ID badge requiring an FDLE background check may require lengthy processing and review by the Broward Sheriff's Office (BSO). Contractors and subcontractors must therefore submit the request to Broward County Security at least two (2) weeks prior to the start of service by the contractor. When identification badges are ready, Broward County Security will contact the contractor to arrange pick up. Upon pick up, the applicant must present a valid Florida identification and must be accompanied by his or her supervisor. Broward County Security will then supply contractor ID badge valid for the anticipated period within which the work will be performed. The validity period must be clearly stated on the Contractor ID Badge Request Form; however, the period of validity will not exceed one (1) year. Background checks will be required for renewal of contractor ID badge. At the termination of the contract and separation of employee services, the contractor is responsible for the collection and return of all contractor ID badge to the Project Manager and/or to Broward County Security.
5. Compliance with the County's security requirements is part of the overall contract performance evaluation. Final payment will, in part, be contingent on the return of all contractor ID badges issued to contractor personnel.
6. Broward County Security is located at Governmental Center East, 115 South Andrews Avenue Fort Lauderdale, FL 33301. Telephone (954) 357-6000.
7. All contractors must wear distinctive and neat appearing uniforms with vendor's company name. Sub-contractor personnel must also have Broward County issued contractor IDs and meet the same security requirements and uniform standards as the primary contractor.
8. Contractors will not be allowed unescorted on the job site without proper County issued contractor ID badges.

C. Facilities Critical to Security and Public Safety:

Many Broward County government facilities will have areas designated as critical to security and public safety, pursuant to Broward County Ordinance 2003-08 Sections 26-121 and 26-122, as may be amended. The issuance of a contractor ID badge for unescorted access to facilities critical to security and public safety may entail a comprehensive statewide and national background check. Unescorted access to certain facilities occupied by the Broward Sheriff's Office (BSO) and the State Attorney's Office will require a national fingerprint-based records check per the Criminal Justice Information System (CJIS) policy. A contractor employee found to have a criminal record consisting of felony conviction(s) shall be disqualified from access to the State Attorney's Offices and certain BSO facilities. A contractor employee with a record of misdemeanor offense(s) may be granted access if the System Security Officer (CSO), Terminal Access Coordinator (TAC), and FDLE determines that the nature of the offense(s) do not warrant disqualification. Applicant 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:

The Port Everglades Department requires persons to present, at port entry, a valid driver's license, and valid reason for wishing to be granted port access in order to obtain a temporary/visitor ID badge. For persons who will visit the Port more than 15 times in a 90-day period, a permanent identification badge must be obtained and paid for by the contractor for all employees, subcontractors, agents and servants visiting or working on the port project. A restricted access badge application process will include fingerprints and a comprehensive background check. Badges must be renewed annually and the fees paid pursuant to Broward County Administrative Code, Section 42.6. For further information, please call 954-765-4225.

1. 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.

2. The Federal Government has instituted requirements for a Transportation Worker Identification Credential (TWIC) for all personnel requiring unescorted access to designated secure areas within Port Everglades. The contractor will be responsible for complying with the applicable TWIC requirements. For further information, please call 1-855-347-8371, or go on line to <https://www.tsa.gov/for-industry/twic>.

G. Airport Security Program and Aviation Regulations:

1. Consultant/contractor shall 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. Consultant/contractor also agrees to comply with the County's Airport Security Program and the Restricted Area ("RA") Vehicle Access Program, and any amendments thereto, and to comply with such other rules and regulations as may be reasonably prescribed by the County, including any regulations pertaining to emergency response training, and to take such steps as may be necessary or directed by the County to insure that sub consultants/subcontractors, employees, invitees and guests of Consultant/contractor observe these requirements. If required by the Aviation Department, Consultant/contractor shall conduct background checks of its employees in accordance with applicable Federal Regulations. If as a result of the acts or omissions of Consultant/contractor, its sub consultants/subcontractors, 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 to County all such costs and expenses, including all costs of administrative proceedings, court costs, and attorney's 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 with jurisdiction. In the event Consultant/contractor fails to remedy any such deficiency, the County may do so at the sole 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.
 - a) Access to Security Identification Display Areas and Identification Media. Consultant/contractor shall be responsible for requesting the Aviation Department to issue Airport Issued Identification Media to all employees who are authorized access to Security Identification Display Areas ("SIDA") on the Airport, as designated in the Airport Security Program. In addition, consultant/contractor shall be responsible for the immediate reporting of all lost or stolen Airport Issued Identification Media and the immediate return of the media of consultant/contractor's personnel transferred from the Airport, or terminated from the employ of the consultant/contractor, or upon termination of this Agreement. Before an Airport Issued Identification Media is issued to an employee, consultant/contractor shall comply with the requirements of applicable Federal regulations with regard to fingerprinting for criminal history record checks and security threat assessments, and shall require that each employee complete security training programs conducted by the Aviation Department. The consultant/contractor shall pay or cause to be paid to the Aviation Department such charges as may be established from time to time for lost or stolen Airport Issued Identification Media and those not returned to the Aviation Department in accordance with these provisions. The Aviation Department shall have the right to require the consultant/contractor to conduct background investigations and to furnish certain data on such employees before the issuance of Airport Issued Identification Media, which data may include the fingerprinting of employee applicants for such media.

- b) Operation of Vehicles on the RA: Before the consultant/contractor shall permit any employee of consultant/contractor or of any subconsultant/subcontractor to operate a motor vehicle of any kind or type on the RA (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 subconsultant/subcontractor operating on the RA must have an appropriate vehicle identification permit issued by the Aviation Department, which identification must be displayed as required by the Aviation Department.
- c) Consent to Search/Inspection: The consultant/contractor agrees that its personnel, vehicles, cargo, goods and other personal property are subject to being inspected and searched when attempting to enter or leave and while on the RA. The consultant/contractor further agrees on behalf of itself and its subconsultant/subcontractors, that it shall not authorize any employee or other person to enter the RA unless and until such employee or other person has executed a written consent-to-search/inspection acceptable to the Aviation Department. Consultant/contractor acknowledges and understands that the foregoing 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 shall not be employed by the consultant/contractor or by any sub consultant/subcontractor at the Airport in any position requiring access to the RA or allowed entry to the RA by the consultant/contractor or by any sub consultant/subcontractor.
- d) Consultant/contractor understands and agrees that if any of its employees, or the employees of any of its sub consultants/subcontractors, are required in the course of the work to be performed under this Agreement to access or otherwise be in contact with Sensitive Security Information ("SSI") as defined and construed under Federal law, that individual will be required to execute a Sensitive Security Information Non-Disclosure Agreement promulgated by the Aviation Department.
- e) The provisions hereof shall survive the expiration or any other termination of this Agreement.

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.

Revised May 1, 2021

INSURANCE REQUIREMENTS

Project: **Janitorial Services to Broward County Facilities**
Agency: **Facilities Management Division**

TYPE OF INSURANCE	ADDL INSD	SUBR WVD	MINIMUM LIABILITY LIMITS		
				Each Occurrence	Aggregate
GENERAL LIABILITY - Broad form <input checked="" type="checkbox"/> Commercial General Liability <input checked="" type="checkbox"/> Premises-Operations <input type="checkbox"/> XCU Explosion/Collapse/Underground <input checked="" type="checkbox"/> Products/Completed Operations Hazard <input checked="" type="checkbox"/> Contractual Insurance <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Independent Contractors <input checked="" type="checkbox"/> Personal Injury Per Occurrence or Claims-Made: <input checked="" type="checkbox"/> Per Occurrence <input type="checkbox"/> Claims-Made Gen'l Aggregate Limit Applies per: <input type="checkbox"/> Project <input type="checkbox"/> Policy <input type="checkbox"/> Loc. <input type="checkbox"/> Other _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bodily Injury		
			Property Damage		
			Combined Bodily Injury and Property Damage	\$1,000,000	\$2,000,000
			Personal Injury		
			Products & Completed Operations		
AUTO LIABILITY <input checked="" type="checkbox"/> Comprehensive Form <input checked="" type="checkbox"/> Owned <input checked="" type="checkbox"/> Hired <input checked="" type="checkbox"/> Non-owned <input checked="" type="checkbox"/> Any Auto, If applicable <i>Note: May be waived if no driving will be done in performance of services/project.</i>			Bodily Injury (each person)		
			Bodily Injury (each accident)		
			Property Damage		
			Combined Bodily Injury and Property Damage	\$500,000	
<input type="checkbox"/> EXCESS LIABILITY / UMBRELLA Per Occurrence or Claims-Made: <input type="checkbox"/> Per Occurrence <input type="checkbox"/> Claims-Made <i>Note: May be used to supplement minimum liability coverage requirements.</i>					
<input checked="" type="checkbox"/> WORKER'S COMPENSATION <i>Note: U.S. Longshoremen & Harbor Workers' Act & Jones Act is required for any activities on or about navigable water.</i>	N/A	<input checked="" type="checkbox"/>	Each Accident	STATUTORY LIMITS	
<input checked="" type="checkbox"/> EMPLOYER'S LIABILITY			Each Accident	\$500,000	
<input type="checkbox"/> PROFESSIONAL LIABILITY (ERRORS & OMISSIONS) All engineering, surveying and design professionals.	N/A		Each Claim:		
			*Maximum Deductible:	\$100,000	
<input type="checkbox"/> POLLUTION/ENVIRONMENTAL LIABILITY			Each Claim:		
			*Maximum 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. For Claims-Made policies insurance must be maintained and evidence of insurance must be provided for at least three (3) years after completion of the contract of work.					
CERTIFICATE HOLDER: Broward County 115 South Andrews Avenue Fort Lauderdale, Florida 33301			Digitally signed by <i>Carissa Etienne</i> Carissa Etienne Date: 2022.02.10 12:03:41 -05'00' Risk Management Division		

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, available here: <https://www.broward.org/purchasing>.

1. Right to Object

For Requests for Proposals (RFP), Requests for Qualifications (RFQ) or Requests for Letters of Interest (RLI), vendors may object in writing to a proposed recommendation of ranking made by an Evaluation Committee. Objections must be filed within three (3) business days after the proposed recommendation of ranking (if applicable) is posted on the Purchasing Division's website. The written objection must comply with the requirements stated in Section 21.42(h) of the Procurement Code. Failure to timely and fully meet any requirement will result in the loss of a right to object.

2. Right to Protest

For Invitations to Bid (ITBs), RFP, RFQ, and RLIs, vendors may protest the specifications or requirements of a solicitation (or of any addenda). Protests must be received in writing by the Director of Purchasing within five (5) business days after the applicable solicitation (or addenda) is posted on the Purchasing Division's website.

For ITBs, vendors may protest a recommendation for award made by the Broward County Purchasing Division. For RFPs, RFQs, and RLIs, vendors may protest a final recommendation of ranking made by an Evaluation Committee. In all cases, protests must be filed in writing within five (5) business days after a recommended ranking or recommendation for award is posted on the Purchasing Division's website.

Any protest must comply with requirements stated in Part X of the Procurement Code, including a filing fee (if applicable). Failure to timely and fully meet any requirement will result in a loss of protest rights.

Vendors may appeal the denial of a protest. Section 21.81 of the Procurement Code identifies all other matters that may be appealed. Appeals may require payment of an appeal bond. Appeals must comply with requirements stated in Part XII of the Procurement Code. Failure to timely and fully meet any requirement will result in a loss of appeal rights.

Cone of Silence:

The Board of County Commissioners recently updated provisions of the Cone of Silence Ordinance, Section 1-266, of the Broward County Code of Ordinances, effective as of April 1, 2022.

The County's Cone of Silence Ordinance prohibits all communications, oral or written, relating to a competitive solicitation among vendors/vendor representatives, County Staff, and Commissioner Offices while the cone is in effect. Communications with Purchasing Division employees, the solicitation's designated Project Manager(s) or designee(s), the Office of Economic and Small Business (OESBD) Small Business Development Specialist Supervisor (954-357-6400), and others as specifically identified in the Cone of Silence Ordinance are permitted. Additionally, communication is permitted at pre-bid conferences and negotiation meetings, as applicable.

The Cone of Silence begins upon the advertisement of an ITB, RFP, RFQ, or RLI. The Cone of Silence terminates when the solicitation is awarded, all responses are rejected, or the Board takes other action which ends the solicitation.

Any violations of the Code of Silence Ordinance by any vendor/vendor representative, may be reported to the County's Professional Standards/Human Rights Section. If the County's Professional Standards/Human Rights Section determines that a violation has occurred, a fine shall be imposed as provided in the Broward County Code of Ordinances. At the sole discretion of the Broward County Board of County Commissioners, a violation may void an award of the applicable competitive solicitation.

Review the Cone of Silence Ordinance, Section 1-266 of the Broward County Code of Ordinances, for more detailed information.

Updated: April 1, 2022

Question and Answers for Bid #BLD2124561P1 - Janitorial Services for County Facilities

Overall Bid Questions

Question 1

Good afternoon,

I have a question as far payments goes is it an lump sum pay for the two years contract? or is it a net 30 payment?

(Submitted: Aug 13, 2022 2:05:51 PM EDT)

Answer

- Refer to Section 5.2. Method of Billing and Payment, of the Project Specific Agreement for RFP No. BLD2124561P1, Janitorial Services for County Facilities.

Copy and paste the link below in a search engine for the Project Specific Agreement:

[https://www.broward.org/purchasing/documents/BLD2124561P1 Janitorial Services for County Facilities.pdf](https://www.broward.org/purchasing/documents/BLD2124561P1%20Janitorial%20Services%20for%20County%20Facilities.pdf)

(Answered: Aug 16, 2022 11:42:35 AM EDT)

Question 2

What is the budget for this contract? (Submitted: Aug 15, 2022 9:04:05 AM EDT)

Answer

- The initial two-year estimated budget is \$6,842,996. (Answered: Aug 16, 2022 11:42:35 AM EDT)

Question 3

Who is the current vendor? (Submitted: Aug 15, 2022 9:04:15 AM EDT)

Answer

- Agreement No. 1, Sunshine Cleaning Systems, Inc.

Agreement No. 2, Sunshine Cleaning Systems, Inc.

Agreement No. 3, L & B Janitorial Services, Inc.

Agreement No. 4, Triangle Services of Florida, Inc.

Agreement No. 5, Clean Freek's Janitorial Service, LLC (Answered: Aug 16, 2022 11:42:35 AM EDT)

Question 4

May we have a copy of the bid tabulations from the last time this contract was out for bid? (Submitted: Aug 15, 2022 9:04:37 AM EDT)

Answer

- To receive information from the current agreement you must submit a public records request by emailing PurchasingRecords@broward.org, with the current contract number and title. (Answered: Aug 16, 2022 11:42:35 AM EDT)

Question 5

Is there a bond requirement? Bid, payment, performance? (Submitted: Aug 15, 2022 9:07:37 AM EDT)

Answer

- There are no bond requirements for this contract. (Answered: Aug 16, 2022 11:42:35 AM EDT)

Question 6

Who is the incumbent of each agreement and the adjusted contract annual amount per agreement? Can we have the tabulation (s) of the last contract (s)? (Submitted: Aug 15, 2022 12:21:39 PM EDT)

Answer

- a. Refer to Question 3 response.
- b. Refer to Question 4 response. (Answered: Aug 16, 2022 11:42:35 AM EDT)

Question 7

How many employees in total are needed for all the locations? Will there a 24hr service need for any of the location? (Submitted: Aug 16, 2022 7:59:47 PM EDT)

Answer

- a. Refer to Specifications and Requirements, Section 11 - Performance Standards. In preparing its Price Sheets proposal, the Vendor 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 the solicitation.

Also, refer to Specifications and Requirements, Section 6 - Personnel Requirements, for required positions for each agreement.

b. Refer to Property Details Sheets, for detailed information on each building and hours. There are no locations that require 24 hour service. (Answered: Aug 23, 2022 10:40:07 AM EDT)

Question 8

This Bid requires opt for all for the locations or can I choose some of them ? (Submitted: Aug 18, 2022 3:51:31 PM EDT)

Answer

- Refer to Bid Comments, 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.

(Answered: Aug 23, 2022 10:40:07 AM EDT)

Question 9

Where can I find the Ownership Disclosure Form link? (Submitted: Aug 23, 2022 10:00:10 AM EDT)

Answer

- Refer to Ownership Disclosure Form Link below:

https://forms.office.com/Pages/ResponsePage.aspx?id=bK6DIqAAk-YoYFUwLNb_QO08OimCJlIm51T-IR0ZEJUOTk0QU1MODBBMDJTRTJBQVgyM0FMQIZQWCQIQCN0PWcu&wdLOR=cBCF40C0E-E7A7-4929-946D-413FA858F2EC (Answered: Aug 23, 2022 10:40:07 AM EDT)

Question 10

Can you please share the sign-in sheet from the pre-bid meeting. (Submitted: Aug 24, 2022 7:16:50 AM EDT)

Answer

- Refer to the Transcript section in Periscope S2G. (Answered: Sep 1, 2022 2:01:50 PM EDT)

Question 11

Good Afternoon, can you please provide the spent time date on the current contract? (Submitted: Aug 26, 2022 2:30:11 PM EDT)

Answer

- Please clarify your question.

However, if the question is regarding the previous contract amount, use the link below to access the "Current Procurement Contracts Sorted by Contract ID" pdf. Then search for the current contracts. The current contract numbers all begin with R2112705P1. This shows the total line quantities released for each service on the contract for the life of the contract as of the date listed at the top of each page.

https://www.broward.org/Purchasing/Documents/MA_Report.pdf (Answered: Sep 1, 2022 2:01:50 PM EDT)

Question 12

Please confirm if bidders are responsible to include the cost of consumable supplies (toilet paper, hand towel, hand soap, trash liners)?

If so, can bidders list consumables as a separate line item? (Submitted: Aug 29, 2022 8:35:40 AM EDT)

Answer

- Refer to Specifications and Requirements:

- Section 1 - Definitions and Identifications, Item 1.17 Cleaning Products Supplies and Materials

- Section 8 - Cleaning Products, Paper Products and Trash Bags, Item 8.1.13. Cleaning Products - Cost and Item 8.2.6. Paper Products and Trash Bags - Cost

Refer to all Price Sheets which contain bid lines for each property for the monthly cost of Cleaning Supplies and Paper Products/Trash Bags. (Answered: Sep 1, 2022 2:01:50 PM EDT)

Question 13

Due to supply shortages and drastic fuel increases, the manufacturers for consumable supplies and cleaning supplies can't guarantee pricing for more than 4 months. Will the County allow awarded contractor to adjust pricing on consumable supplies? (Submitted: Aug 29, 2022 8:35:47 AM EDT)

Answer

- Refer to Agreement Article 4. Term and Time of Performance, Item 4.4. Extension Rates and Terms. (Answered: Sep 1, 2022 2:01:50 PM EDT)

Question 14

Are the current janitorial staff part of a Union? If so, can we get a copy of the collective bargaining agreement? (Submitted: Aug 29, 2022 8:35:52 AM EDT)

Answer

- Broward County can not confirm if the current janitorial staff is unionized. (Answered: Oct 21, 2022 11:46:18 AM EDT)

Question 15

Is there a performance bond and bid bond requirement? If so, what % ? (Submitted: Aug 29, 2022 8:35:58 AM EDT)

Answer

- Refer to Question 5 response. (Answered: Sep 1, 2022 2:01:50 PM EDT)

Question 16

What are the current bill rates of the incumbents for each line item in the Janitorial Services Price Sheets for Agreement 1,2,3,4? (Submitted: Aug 29, 2022 8:36:04 AM EDT)

Answer

- Refer to the link below to access the "Current Procurement Contracts Sorted by Contract ID" pdf. Then search for the current contracts. The current contract numbers all begin with R2112705P1. This shows the total line quantities released for each service on the contract for the life of the contract as of the date listed at the top of each page.

https://www.broward.org/Purchasing/Documents/MA_Report.pdf (Answered: Sep 1, 2022 2:01:50 PM EDT)

Question 17

If bidder lists its 2-years of financial statements as "Confidential Material/Public Records and Exemptions", should they be submitted separately? (Submitted: Aug 29, 2022 8:36:09 AM EDT)

Answer

- Refer to Standard Instructions to Vendors, Section N.3. Confidential Material/ Public Records and Exemptions. (Answered: Sep 1, 2022 2:01:50 PM EDT)

Question 18

Did the previous RFP contain the same "Estimated Minimum Average Monthly Hours" as the current RFP? (Submitted: Aug 29, 2022 8:36:14 AM EDT)

Answer

- The previous RFP for the properties covered by this janitorial services solicitation did not contain Estimated Minimum Average Monthly Hours data.

For the previous RFP, submit a public records request by emailing PurchasingRecords@broward.org. (Answered: Sep 1, 2022 2:01:50 PM EDT)

Question 19

Page 101 "Government Center East Complex-Annex Building" states day service "As Requested". Will this get billed separately per hour? A bidder cannot estimate the hours requested. (Submitted: Aug 29, 2022 8:36:19 AM EDT)

Answer

- Refer to the Price Sheets which contain bid lines for each property for the hourly cost of porter services. Any day service provided, whether listed on the Property Details Sheets or not, will be paid at the porter hourly rate multiplied by the number of hours the vendor's employee is on-site working. (Answered: Sep 1, 2022 2:01:50 PM EDT)

Question 20

Page 103 "Main Library" states there is 1 worker per day shift. How many day shifts are there? And how many hours is each shift? (Submitted: Aug 29, 2022 8:36:27 AM EDT)

Answer

- There is one shift per day the library is open. The shift is generally 8 hours long, but could be shortened or extended at the direction of Facilities Management Division.

Refer to the Price Sheets which contain bid lines for each property for the hourly cost of porter services. Any day service provided, whether listed on the Property Details Sheets or not, will be paid at the porter hourly rate multiplied by the number of hours the vendor's employee is on-site working. **(Answered: Sep 1, 2022 2:01:50 PM EDT)**

Question 21

Please provide the names of the CBE's that are currently performing services in this contract? **(Submitted: Aug 29, 2022 8:36:34 AM EDT)**

Answer

- At time of award for current Agreement No. R2112705P1, the following CBE firms were identified:

R2112705P1_1 - L&B Janitorial Services, Inc.

R2112705P1_2 - Dammel Cleaning Enterprises, Inc.

R2112705P1_3 - L&B Janitorial Services, Inc.

R2112705P1_4 - MCJ Professional Cleaning Services; American Contractors; MOPA Commercial Cleaning

R2112705P1_5 - Clean Freek's Janitorial Services, LLC **(Answered: Oct 21, 2022 11:46:18 AM EDT)**

Question 22

Please confirm if a non-CBE is awarded a contract, 25% of the contract must be subcontracted to a CBE? **(Submitted: Aug 29, 2022 8:36:40 AM EDT)**

Answer

- Refer to Office of Economic and Small Business Requirements: CBE Reserve portion of the RFP documents.

(Answered: Sep 1, 2022 2:01:50 PM EDT)

Question 23

Is there office space for the janitorial contractor in any of the facilities in agreements 1 to 4? If so, is there a rental cost and how much is it? **(Submitted: Aug 29, 2022 8:36:47 AM EDT)**

Answer

- Agreement 1 - No office space is available or provided.

Agreement 2 - No office space is available or provided.

Agreement 3 - No office space is available or provided.

Agreement 4 - One room is provided on the loading dock of the East Building at no cost to the contractor to be used as an office. The current contractor also stores some supplies and small pieces of equipment in this room.

(Answered: Sep 1, 2022 2:01:50 PM EDT)

Question 24

Please confirm aside from annual exterior window cleaning, no other exterior cleaning is required from the janitorial contractor? **(Submitted: Aug 29, 2022 8:37:25 AM EDT)**

Answer

- Refer to Specifications and Requirements, Section 3 - Technical Specifications, Item 3.27. Pressure Washing and

3.28. Pressure Washing, Hot Water/Steam.

Also, refer to the Price Sheets which contain bid lines for each property for the per square foot cost of pressure washing. Pressure washing services are paid at the pressure washing rate per square foot multiplied by the number of square feet pressure washed. (Answered: Sep 1, 2022 2:01:50 PM EDT)

Question 25

Reference the library, please confirm interior window cleaning above 10' high is not included as mentioned in the site visit? (Submitted: Aug 29, 2022 8:37:34 AM EDT)

Answer

- Refer to Part 1, General Specifications and Requirements: Section 12 - Frequencies and Procedures For Cleaning, Item 12.5, Table 1: Services.

a. Service 8 - This service is from floor level up to 8 feet above floor level.

b. Service 11 - This service is from floor level up to 8 feet above floor level.

c. Service 12 - This service is from floor level to the top of the highest piece of glass. This is an additional service.

The interior side is to be included in the cost for Deep Cleaning and the exterior side is to be included in the cost for Window Cleaning. Refer to the Price Sheets which contain bid lines for each property for these two services.

(Answered: Sep 1, 2022 2:01:50 PM EDT)

Question 26

Reference the library, please confirm the exterior terraces are not included. (Except for the annual window cleaning) (Submitted: Aug 29, 2022 8:37:41 AM EDT)

Answer

- The exterior terraces are not included in the square feet listed for the Main Library. If cleaning services are requested for the terraces at the Main Library, those services will be paid for using the applicable Additional Services Unit Price or Additional Labor Hourly Rate. In these situations, the Facilities Management Division requests a proposal for the work and issues a separate purchase order to authorize the work. (Answered: Sep 1, 2022 2:01:50 PM EDT)

Question 27

Is the janitorial contractor required to provide hand sanitizer for all sites? If so, please provide quantity of dispensers per building. (Submitted: Aug 29, 2022 8:37:46 AM EDT)

Answer

- The janitorial contractor is not required to provide hand sanitizer for all sites. Facilities Management Division purchases the hand sanitizer as needed. (Answered: Sep 1, 2022 2:01:50 PM EDT)

Question 28

During the walk throughs there was mention of an annual air quality test. Can you provide information/description on this test? (Submitted: Aug 29, 2022 8:37:52 AM EDT)

Answer

- There is no annual air quality test as part of the Janitorial Services Contract. In prior contracts, the annual cleaning was referred to as Air Quality Cleaning. In this contract, it is referred to as Deep Cleaning.

Refer to Specifications and Requirements, Section 12 - Frequencies and Procedures for Cleaning, Item 12.5, Table

4: Annual Deep Cleaning - Additional Service. (Answered: Sep 1, 2022 2:01:50 PM EDT)

Question 29

Broward Judicial Complex East building has construction. Does the janitorial contractor provide a credit to the County for areas that are not cleaned? (Submitted: Aug 29, 2022 8:37:57 AM EDT)

Answer

- Bids should be submitted based on the square feet listed on the Property Details Sheet. If a section of a property is or goes under construction or is or becomes vacant and janitorial services are determined to not be needed, Specifications and Requirements, Section 2 - Scope of Work, Item 2.9. Addition/Modification of Locations or Services. (Answered: Sep 1, 2022 2:01:50 PM EDT)

Question 30

3550 Hollywood building has a larger area that is bare concrete and several office areas that are not occupied. Should these areas be discounted from the total square footage of the building? (Submitted: Aug 29, 2022 8:38:02 AM EDT)

Answer

- Bids should be submitted based on the square feet listed on the Property Details Sheet. If a section of a property is or goes under construction or is or becomes vacant and janitorial services are determined to not be needed, Specifications and Requirements, Section 2 - Scope of Work, Item 2.9. Addition/Modification of Locations or Services. (Answered: Sep 1, 2022 2:01:50 PM EDT)

Question 31

Can you please provide us email and for all primers that is looking for CBE. (Submitted: Aug 29, 2022 3:15:15 PM EDT)

Answer

- Broward County does not have a list of prime contractors looking for CBE firms. However, refer to Office of Economic and Small Business Requirements - CBE Reserve, Section K., for the certified firm directory for CBE firms.

In addition, refer to the Pre-Proposal Sign-in sheet for contractors that indicated their firm as a Prime Contractor. (Answered: Sep 1, 2022 2:01:50 PM EDT)

Question 32

Can you provide the Living Wage rates at the start of these contracts? (Submitted: Aug 31, 2022 10:32:27 AM EDT)

Answer

- Refer to the amended Living Wage Ordinance adopted by the Board of County Commissioners on October 25, 2022. The amended Living Wage rate, effective January 1, 2023 is \$15.00; the required health care benefit is \$3.65.

Note - contract pricing is requested for two years (Year 1 and Year 2). The contract start date cannot be determined at this time; however, it is anticipated to be in the middle of 2023. Vendor pricing would then cover 2023 and 2024 calendar years (for Year 1 pricing). Pricing must account for Living Wages rates for 2023 (\$15.00 and \$3.65 for health care benefits) and the Living Wage rates for 2024 (new rates will be calculated per ordinance - maximum of three percent). Year 2 pricing would be a similar situation - the 12-month period is expected to cross over calendar years (and vendors must account for Living Wage rate adjustments). (Answered: Nov 10, 2022 4:34:55 PM EST)

Question 33

Can you confirm that the management positions are required for each of the locations being proposed on....Project Mgr., Asst. Project Mgr., Quality Control Mgr. (Submitted: Aug 31, 2022 10:35:02 AM EDT)

Answer

- Agreements 1, 4 and 5 contain multiple properties (locations). The positions listed in this question are required per Agreement, not per property (location).

Refer to Specifications and Requirements, Section 6 - Personnel Requirements, Items 6.2.1 through 6.2.8. for details about when one person is allowed to fill multiple rolls. (Answered: Sep 9, 2022 1:53:29 PM EDT)

Question 34

In terms of the "deep cleaning" line item, is this an additional item that will be requested or should all tasks in the scope of work that are stated to be "annual" considered in this cost? Or is all scope of work to be considered under the "general cleaning" line item regardless of frequency? (Submitted: Aug 31, 2022 5:14:53 PM EDT)

Answer

- Refer to the Price Sheets which contain bid lines for each property in the Additional Services section to provide the annual cost of this service. The County will issue a purchase order for this service when it is time for the service to be provided during each year. Also Refer to Specifications and Requirements, Section 12 - Frequencies and Procedures for Cleaning, Item 12.5, Table 4: Annual Deep Cleaning - Additional Service. This is the list of tasks included in the annual deep cleaning line item. These tasks are done in every building area covered by the Agreement.

Where the scope of work uses the word "annual" in portions of the contract, those annual services are part of the annual deep cleaning cost or the annual window cleaning cost. (Answered: Sep 9, 2022 2:59:54 PM EDT)

Question 35

Can you clarify what tasks are included in the deep cleaning? (Submitted: Aug 31, 2022 8:07:51 PM EDT)

Answer

- Refer to Question 34 response. (Answered: Sep 9, 2022 1:54:08 PM EDT)

Question 36

Should the Living Wage be increased above the normal annual increases will the increased wage rates be a pass through to vendors at the time of increase? (Submitted: Sep 7, 2022 9:46:46 AM EDT)

Answer

- The Board has previously addressed Living Wage increases when rates are set higher than the ordinance calculation. This RFP was delayed for the amended Living Wage Ordinance, therefore there is no "pass through." Vendors must include the new Living Wage rates in its pricing submittal (in addition to the new requirement for paid time off) and include future annual increases (per the Ordinance). (Answered: Oct 20, 2022 11:27:10 AM EDT)

Question 37

Is carpet cleaning (semi and yearly frequencies) included in the "floors" line item? or should all carpet cleaning tasks be included in the "carpet cleaning" line item? (Submitted: Sep 7, 2022 12:32:04 PM EDT)

Answer

- The carpet cleaning line on the price sheets is for extra carpet cleaning services listed in Section 2.6 Additional

Services (see items 2.6.2 and 2.6.4). Carpet cleaning services listed in Section 12 - Frequencies and Procedures, Table 2: Carpet Floors are to be included in the Floor Care line on the price sheets. **(Answered: Sep 13, 2022 4:42:55 PM EDT)**

Question 38

If the Living Wage Ordinance should be amended to increase the current LW rates after the submittal date of this RFP will vendors be able to negotiate those increases if selected?

Would an extension of the RFP be considered until the LW is finalized? **(Submitted: Sep 7, 2022 2:42:34 PM EDT)**

Answer

- Refer to the revised RFP due date, issued by addenda, for amended Living Wage Ordinance.

The amended Living Wage Ordinance rate for 2023, and any other new/additional requirements must be taken into account for pricing submittal. **(Answered: Oct 20, 2022 11:27:10 AM EDT)**

Question 39

If a day porter is required are those hours then billed through the basic cleaning or is that an additional line item? I would assume the line item for porter is if it was additionally requested such as for an event. My question is directed towards the contracts that specifically state "1 worker per day shift" such as with the library. **(Submitted: Sep 7, 2022 4:51:38 PM EDT)**

Answer

- Refer to the Property Details Sheets, which reads, "1 worker per day shift", this is to share with proposing vendors the County's general plans. The County plans to have 1 worker at that property during the day. However, the details for start time and end time of the shift are subject to change. The number of porters requested could change also. The details will be solidified with the awarded vendor. Thus, when a porter is required, regardless of when the shift occurs, the County will issue a separate purchase order to pay for the porter service. These hours will be paid at the hourly rate listed on the property's Price Sheet in Additional Services, Porter Hours Per Month. The quantity of porter hours listed for the porter service is a monthly estimate and is neither a guaranteed amount nor a maximum amount.

Workers needed for extra cleaning, special events, emergency response, etc. will be billed using the Additional Labor - Routine or Emergency hourly rates. **(Answered: Oct 20, 2022 11:27:10 AM EDT)**

Question 40

On the price sheet under additional services, it lists several services including carpet, additional. Can you clarify if this service includes the requested carpet cleaning in the scope or if this refers to anything additional from what is included in the scope? **(Submitted: Sep 7, 2022 4:55:20 PM EDT)**

Answer

- Refer to Question 37. **(Answered: Sep 13, 2022 4:55:15 PM EDT)**

Question 41

When invoicing, will services like window cleaning be billed monthly or as lump sum as performed? **(Submitted: Sep 7, 2022 5:00:08 PM EDT)**

Answer

- Refer to the Pricing Sheet UOM (unit of measure) column. Window Cleaning will be billed once a year as

performed. (Answered: Sep 9, 2022 5:01:24 PM EDT)