

State of Florida  
Department of Transportation  
Procurement Office  
801 North Broadway Ave  
Bartow, FL 33830

**INVITATION TO BID REGISTRATION**

\*\*\*\*\*  
**PLEASE COMPLETE AND RETURN THIS FORM ASAP**  
**FAX TO (863) 519-2661 OR E-MAIL TO [D1-Purchasing@dot.state.fl.us](mailto:D1-Purchasing@dot.state.fl.us)**  
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Bid Number: ITB-DOT-17/18-1254-JA

Title: Janitorial / Cleaning Services for Manatee Operations

Bid Due Date & Time (On or Before): May 16, 2017 at 9:00 AM

Opening Date & Time: May 16, 2017 at 10:00 AM

Potential bidders should notify our office by returning this Bid Registration Form as soon as possible after downloading. Complete the information below and fax this sheet only to the Florida Department of Transportation Procurement Office at (863) 519-2661, or e-mail to [D1-Purchasing@dot.state.fl.us](mailto:D1-Purchasing@dot.state.fl.us)

**THE INVITATION TO BID DOCUMENT YOU RECEIVED IS SUBJECT TO CHANGE. Notice of changes (Addenda), will be posted on the Florida Vendor Bid System at [www.myflorida.com](http://www.myflorida.com), under this bid number (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", then click on "Search Advertisements", click on the drop-down arrow beside the box under Advertisement Type, select Competitive Solicitation, click on the drop-down arrow beside the box under Agency, select DEPARTMENT OF TRANSPORTATION, then go to the bottom of the same page and click on Advertisement Search. It is the responsibility of all potential bidders to monitor this site for any changing information prior to submitting your bid.**

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

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

City, State, Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

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

Internet E-Mail Address: \_\_\_\_\_

For further information on this process, e-mail or telephone:  
**John Albers: [D1-Purchasing@dot.state.fl.us](mailto:D1-Purchasing@dot.state.fl.us), (863) 519-2581**

## EXHIBIT "C" BID SHEET

BID NUMBER: ITB-DOT-17/18-1254-JA

BID TITLE: Janitorial / Cleaning Services for Manatee Operations

**Services to be provided as specified in attached Exhibit "A", Scope of Services.**

Item Description	Quantity Unit	Unit Price	Contract Length	Total Price
<p>Janitorial Services for the Manatee Operations Center location per the attached Exhibit 'A', 'Scope of Service' requirements. Prices are to remain the same from the beginning of the contract to it's fulfillment, with no escalation in prices and / or fee's.</p> <p>The contract will begin July 1st 2017, and will continue for 24 months.</p>	<b>Monthly</b>	\$	<b>X 24 Months</b>	\$

**NOTE:** In submitting a response, the bidder acknowledges they have read and agree to the solicitation terms and conditions and their submission is made in conformance with those terms and conditions.

**ACKNOWLEDGEMENT:** I certify that I have read and agree to abide by all terms and conditions of this solicitation and that I am authorized to sign for the bidder. I certify that the response submitted is made in conformance with all requirements of the solicitation.

Bidder: \_\_\_\_\_ FEID# \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed/Typed: \_\_\_\_\_ Title: \_\_\_\_\_



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**DRUG-FREE WORKPLACE PROGRAM CERTIFICATION**

375-040-18  
PROCUREMENT  
06/12

287.087 Preference to businesses with drug-free workplace programs. --Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

(1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

(2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

(3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

(4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

(5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

(6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

**Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes, as stated above?**

YES

NO

NAME OF BUSINESS: \_\_\_\_\_

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**MBE PLANNED UTILIZATION**

375-040-24  
PROCUREMENT  
12/09

PROCUREMENT NO. \_\_\_\_\_ FINANCIAL PROJECT NO. \_\_\_\_\_  
(DEPARTMENT USE ONLY)

DESCRIPTION: \_\_\_\_\_

I, \_\_\_\_\_ , \_\_\_\_\_  
(name) (title)

of \_\_\_\_\_

plan to subcontract at least \_\_\_\_\_ % (percent) of the project costs on the above referenced project to Minority Business Enterprises.

If I have indicated above that a portion of the project costs will be subcontracted to MBE(s), the firms considered as proposed subconsultants/contractors and the types of services or commodities to be subcontracted are as follows:

MBE SUBCONSULTANTS/CONTRACTORS

TYPES OF SERVICES/COMMODITIES

I understand that I will need to submit Minority Business Enterprises (MBE) payment certification forms to the Department for reporting purposes only.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**VENDOR CERTIFICATION REGARDING  
SCRUTINIZED COMPANIES LISTS**

Respondent Vendor Name: \_\_\_\_\_  
Vendor FEIN: \_\_\_\_\_  
Vendor's Authorized Representative Name and Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies, for goods or services of \$1 million or more, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both lists are created pursuant to section 215.473, Florida Statutes.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

Certified By: \_\_\_\_\_,  
who is authorized to sign on behalf of the above referenced company.  
Authorized Signature Print Name and Title: \_\_\_\_\_

# Department of Transportation



INVITATION TO BID

## **Janitorial / Cleaning Services for Manatee Ops**

**ITB-DOT-17/18-1254-JA**

**CONTACT FOR QUESTIONS:**

John Albers, Procurement Agent  
D1-Purchasing@dot.state.fl.us  
FAX: (863) 519-2661  
Phone: (863) 519-2581  
801 North Broadway Ave  
Bartow, FL 33830

# INTRODUCTION SECTION

## 1) INVITATION

The State of Florida Department of Transportation (hereinafter referred to as the "Department") is soliciting written bids from qualified bidders to establish a contract to provide Janitorial / Cleaning Contract. It is anticipated that the term of the contract will begin on or about July 1<sup>st</sup>, 2017 and be effective for 24 months thereafter.

For the purpose of this document, the term "bidder" means the bidder acting on their own behalf and those individuals, partnerships, firms, or corporations comprising the bidder team. The term "bid package" means the complete response of the bidder to the Invitation to Bid, including properly completed forms and supporting documentation. After the award, said bidder will be referred to as the "Vendor".

## 2) TIMELINE

Provided below is a list of critical dates and actions. These dates are subject to change. Notices of changes (Addenda) will be posted on the Florida Vendor Bid System at [www.myflorida.com](http://www.myflorida.com) (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", click on "Search Advertisements") under this bid number. It is the responsibility of all potential bidders to monitor this site for any changing information prior to submitting your bid.

<u>ACTION / LOCATION</u>	<u>DATE</u>	<u>LOCAL TIME</u>
<b>MANDATORY SITE VISIT -</b> 14000 SR 64 East Bradenton, FL 34212	<b>4-27-2017</b>	<b>10:00 AM</b>
<b>DEADLINE FOR TECHNICAL QUESTIONS -</b> There is no deadline for administrative questions.	<b>5-8-2017</b>	<b>4:00 PM</b>
<b>BIDS DUE (ON OR BEFORE) -</b> 801 North Broadway Ave Bartow, FL 33830 (863) 519-2581	<b>5-16-2017</b>	<b>9:00 AM</b>
<b>PUBLIC OPENING -</b> 801 North Broadway Ave. Bartow, FL 33830	<b>5-16-2017</b>	<b>10:00 AM</b>
<b>POSTING OF INTENDED DECISION/AWARD -</b>	<b>5-16-2017</b>	<b>4:00 PM</b>

## 3) BID OPENING AGENDA

The sealed bids will be opened by the Department's Procurement Office personnel at the date, time and location in the Timeline. All bid openings are open to the public and will be conducted according to the following agenda:

Opening remarks – Approximate time of 2 minutes by Department Procurement Office personnel.

Public input period – To allow a maximum of 15 minutes total for public input related to the bid solicitation.

Bids opened – At conclusion of public input or 15 minutes, whichever occurs first, bids received timely will be opened with bidder's name and prices to be read aloud.

Adjourn - After all bids received timely have been opened, the meeting will be adjourned.



#### 4) **SPECIAL ACCOMMODATIONS**

Any person with a qualified disability requiring special accommodations at a pre-bid conference, public meeting, and/or opening shall contact the contact person at the phone number, e-mail address or fax number provided on the title page at least five (5) working days prior to the event. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at 1 (800) 955-8771 (TDD).

## **SPECIAL CONDITIONS**

#### 1) **MyFloridaMarketPlace**

**BIDDERS MUST BE REGISTERED IN THE STATE OF FLORIDA'S MYFLORIDAMARKETPLACE SYSTEM BY THE TIME AND DATE OF THE BID OPENING OR THEY MAY BE CONSIDERED NON-RESPONSIVE (see Special Condition 21).** All prospective bidders that are not registered should go to <https://vendor.myfloridamarketplace.com/> to complete on-line registration, or call 1-866-352-3776 for assisted registration.

#### 2) **Florida Department of Financial Services (DFS) W-9 REQUIREMENT**

The Florida Department of Financial Services (DFS) requires all vendors that do business with the state to submit an electronic Substitute Form W-9. Vendors must submit their W-9 forms electronically at <https://flvendor.myfloridacfo.com> to receive payments from the state. Contact the DFS Customer Service Desk at (850) 413-5519 or [FLW9@myfloridacfo.com](mailto:FLW9@myfloridacfo.com) with any questions.

#### 3) **QUESTIONS & ANSWERS**

In accordance with section 287.057(23), Florida Statutes, respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Any technical questions arising from this Invitation to Bid must be forwarded, in writing, to the procurement agent identified below. Questions must be received no later than the time and date reflected on the Timeline. The Department's written response to written inquiries submitted timely by bidders will be posted on the Florida Vendor Bid System at [www.myflorida.com](http://www.myflorida.com)- (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", click on "Search Advertisements"), under this bid number. It is the responsibility of all potential bidders to monitor this site for any changing information prior to submitting their bid.

**WRITTEN TECHNICAL QUESTIONS** should be submitted to:

**John Albers**

**E-Mail:** [D1-Purchasing@dot.state.fl.us](mailto:D1-Purchasing@dot.state.fl.us)

**Fax:** (863) 519-2661

**Mailing Address:** 801 North Broadway Ave, Bartow, FL 33830

Questions regarding administrative aspects of the bid process should be directed to the Procurement Agent in writing at the address above or by phone: (863) 519-2581

#### **4) ORAL INSTRUCTIONS / CHANGES TO THE INVITATION TO BID (ADDENDA)**

No negotiations, decisions, or actions will be initiated or executed by a bidder as a result of any oral discussions with a State employee. Only those communications which are in writing from the Department will be considered as a duly authorized expression on behalf of the Department.

Notices of changes (Addenda) will be posted on the Florida Vendor Bid System at [www.myflorida.com](http://www.myflorida.com) (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", click on "Search Advertisements") under this bid number. It is the responsibility of all potential bidders to monitor this site for any changing information prior to submitting your bid. All Addenda will be acknowledged by signature and subsequent submission of Addenda with bid when so stated in the Addenda.

#### **5) DIVERSITY ACHIEVEMENT**

##### **MINORITY BUSINESS ENTERPRISE (MBE) UTILIZATION**

The Department, in accordance with *Title VI of the Civil Rights Act of 1964, 42 USC 2000d- 2000d-4, Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21*, Nondiscrimination in federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that the Department will affirmatively ensure that in any contract/agreement entered into pursuant to this advertisement, minority and disadvantaged business enterprises will be afforded the full opportunity to submit bids in response to this invitation and will not be discriminated on the basis of race, color, national origin, or sex in consideration for an award.

The Department encourages small, minority, women, and service-disabled veteran businesses to compete for Department contracts, both as "Vendor" and as subcontractors. The Department, its vendors, suppliers, and consultants should take all necessary and reasonable steps to ensure that small, minority, women, and service-disabled veteran businesses have the opportunity to compete for and perform contract work for the Department in a nondiscriminatory environment. Bidders are requested to indicate their intention regarding MBE participation on the MBE Planned Utilization form and to submit the completed form with their Bid Sheet. The contract vendor will be asked to submit payment certification for MBE subcontractors used.

To request certification or to locate certified MBEs, call the Office of Supplier Diversity, Department of Management Services at (850) 487-0915, or access their MBE directory on the Internet at [www.osd.dms.state.fl.us/](http://www.osd.dms.state.fl.us/).

#### **6) SCOPE OF SERVICES**

Details of the services, information and items to be furnished by the Vendor are described in Exhibit "A", Scope of Services, attached hereto and made a part hereof.

#### **7) INTENDED AWARD**

The Department intends to award this contract to the responsive and responsible bidder that submits the lowest responsive bid. If the Department is confronted with identical pricing or scoring from multiple vendors, the Department shall determine the order of award in accordance with section 295.187(4), Florida Statutes, and Rule 60A-1.011 Florida Administrative Code.

#### **8) PRE-BID CONFERENCE: A PRE-BID CONFERENCE WILL NOT BE HELD**

#### **9) QUALIFICATIONS**

9.1 GENERAL: Vendor must meet the following minimum qualifications:

9.1.1 Been actively engaged in the type of business being requested for a minimum of 2 years.

## 9.2 BIDDER QUALIFICATIONS

When submitting the bid, each bidder must submit a written statement ("Minimum Qualifications Statement" form), detailing their qualifications that demonstrate they meet the minimum qualifications contained in Special Condition 9.1.1, above. Failure by the bidder to provide the above item(s) will constitute a non-responsive determination. Bids found to be non-responsive will not be considered.

## 9.3 AUTHORIZED TO DO BUSINESS IN THE STATE OF FLORIDA

In accordance with sections 607.1501, 605.0211(2)(b), and 620.9102, Florida Statutes, out of state corporations, out of state limited liability companies, and out of state limited partnerships must be authorized to do business in the State of Florida. Such authorization should be obtained by the bid due date and time, but in any case, must be obtained prior to posting of the intended award of the contract. For authorization, contact:

Florida Department of State  
Tallahassee, Florida 32399  
(850) 245-6051

## 9.4 LICENSE TO CONDUCT SERVICES IN THE STATE OF FLORIDA

If the services being provided requires that individuals be licensed by the Department of Business and Professional Regulation, such licenses should be obtained by the bid due date and time, but in any case, must be obtained prior to posting of the intended award of the contract.

For licensing, contact:

Florida Department of Business and Professional Regulation  
Tallahassee, Florida 32399-0797  
(850) 487-1395

## 10) WARRANTY/SUBSTITUTIONS

When performance of the services requires the supply of commodities, a warranty is required on all items provided against defective materials, workmanship, and failure to perform in accordance with required industry performance criteria, for a period of not less than ninety (90) days from the date of acceptance by the purchaser. Any deviation from this criteria must be documented in the bid response or the above statement shall prevail. Delivery of substitute commodities requires prior written approval from the ordering location.

Replacement of all materials found defective within the warranty period shall be made without cost to the purchaser, including transportation if applicable. All fees associated with restocking cancelled orders shall be the responsibility of the vendor.

All items provided during the performance of the contract found to be poorly manufactured will not be accepted, but returned to the vendor, at their expense, for replacement. Replacement of all items found defective shall be made without cost to the Department, including transportation, if applicable. As it may be impossible for each facility to inspect all items upon arrival, a reasonable opportunity must be given to these facilities for inspection of the items, and returning those that are defective.

## 11) LIABILITY INSURANCE

The Vendor shall not commence any work until they have obtained the following types of insurance, and certificates of such insurance have been received by the Department. Nor shall the Vendor allow any subcontractor to commence work on this project until all similar insurance required of the subcontractor has been so obtained. The Vendor shall submit the required Certificates of Insurance to the **Florida Department of Transportation, Procurement Office, John Albers, 801 North Broadway Ave,**

**Bartow, FL 33830** within ten (10) days after the ending date of the period for posting the intended award decision.

( ) No general liability insurance is required.

( X ) The Vendor must carry and keep in force during the period of this contract a general liability insurance policy or policies with a company authorized to do business in the state of Florida, affording public liability insurance with combined bodily injury limits of at least \$ (200,000 minimum) per person and \$ (300,000 minimum) each occurrence, and property damage insurance of at least \$ (200,000 minimum) each occurrence, for the services to be rendered in accordance with this contract.

( ) The Vendor must have and maintain during the period of this contract, a professional liability insurance policy or policies or an irrevocable letter of credit established pursuant to Chapter 675, Florida Statutes, and Section 337.106, Florida Statutes, with a company authorized to do business in the state of Florida, affording professional liability coverage for the professional services to be rendered in accordance with this contract in the amount of at least \$ \_\_\_\_\_. The Vendor shall maintain professional liability coverage for a minimum of three years after completion of the services rendered under this contract.

With respect to any general liability insurance policy required pursuant to this Agreement, all such policies shall be issued by companies licensed to do business in the State of Florida. The Vendor shall provide to the Department certificates showing the required coverage to be in effect with endorsements showing the Department to be an additional insured prior to commencing any work under this Contract. The certificates and policies shall provide that in the event of any material change in or cancellation of the policies reflecting the required coverage, thirty days advance notice shall be given to the Department or as provided in accordance with Florida law.

The Department shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Vendor or subcontractor providing such insurance. Policies that include Self Insured Retention (SIR) will not be accepted.

## **12) PERFORMANCE BOND**

( X ) A Performance Bond is not required for this project.

## **13) METHOD OF COMPENSATION**

SEE EXHIBIT "B"

## **14) CONTRACT DOCUMENT STANDARD WRITTEN AGREEMENT**

The Department's "Standard Written Agreement" is attached hereto and made a part hereof. The terms and conditions contained therein will become an integral part of the contract resulting from this solicitation. In submitting a bid, the bidder agrees to be legally bound by these terms and conditions.

## **15) REVIEW OF BIDDER'S FACILITIES & QUALIFICATIONS**

After the bid due date and prior to contract execution, the Department reserves the right to perform or to have performed, an on-site review of the bidder's facilities and qualifications. This review will serve to verify data and representations submitted by the bidder and may be used to determine whether the bidder has adequate facilities, equipment, qualified and experienced staff, and overall management capabilities to provide the required services. The review may also serve to verify whether the bidder has financial capabilities adequate to meet the contract requirements.

**Should** the Department determine that the bid package has material misrepresentations or that the size or nature of the bidder's facilities, equipment, management capabilities, or the number of experienced personnel

(including technical staff) are not adequate to ensure satisfactory contract performance, the Department has the right to reject the bid.

## **16) PROTEST OF INVITATION TO BID SPECIFICATIONS**

Any person who is adversely affected by the contents of this Invitation to Bid must file the following with the Department of Transportation, Clerk of Agency Proceedings, Office of the General Counsel, 605 Suwannee Street, Mail Station 58, Tallahassee, Florida 32399-0450:

1. A written notice of protest within seventy-two (72) hours after the posting of the solicitation, (the notice of protest may be Faxed to 850-414-5264), and
2. A formal written protest in compliance with Section 120.57(3), Florida Statutes, within ten (10) days of the date on which the written notice of protest is filed.

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

## **17) UNAUTHORIZED ALIENS**

The employment of unauthorized aliens by any contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

## **18) SCRUTINIZED COMPANIES LISTS**

[ ] Not applicable because federal funds will be used for this bid.

Responses of \$1 million or more must include a completed [Vendor Certification Regarding Scrutinized Companies Lists](#) to certify the respondent is not on either of those lists. The Form should be submitted with the Price Proposal.

Section 287.135, Florida Statutes, requires that at the time a vendor submits a bid or proposal for a contract for goods or services of \$1,000,000 or greater, the vendor must certify that the company is not on Scrutinized Companies with Activities in the Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List.

For Contracts \$1,000,000 and greater, if the Department determines the Vendor submitted a false certification under Section 287.135(5) of the Florida Statutes, or if the Vendor has been placed on the Scrutinized Companies with Activities in the Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List, the Department shall either terminate the Contract after it has given the Vendor notice and an opportunity to demonstrate the Department's determination of false certification was in error pursuant to Section 287.135(5)(a) of the Florida Statutes, or maintain the Contract if the conditions of Section 287.135(4) of the Florida Statutes are met.

## **19) RESERVATIONS**

The Department reserves the right to accept or reject any or all bids received and reserves the right to make an award without further discussion of the bids submitted. Therefore, the bidder should make sure that the bid package submitted is complete and accurate and submitted to ensure delivery on or before the bid opening time and date specified in this solicitation. It is understood that the bid will become a part of the Department's official file, without obligation to the Department.

## **20) ADDITIONAL TERMS & CONDITIONS**

No conditions may be applied to any aspect of the ITB by the bidder. Any conditions placed on any aspect of the bid documents by the bidder may result in the bid being rejected as a conditional bid (see "RESPONSIVENESS OF BIDS"). **DO NOT WRITE IN CHANGES ON ANY ITB SHEET.** The only recognized changes to the ITB prior to bid opening will be a written Addenda issued by the Department.

## **21) RESPONSIVENESS OF BIDS**

Bids will not be considered if not received by the Department **on or before** the date and time specified as the due date for submission. All bids must be typed or printed in ink. A responsive bid is an offer to provide the services specified in this Invitation to Bid in accordance with all requirements of this Invitation to Bid. Bids found to be non-responsive will not be considered. Bids may be rejected if found to be irregular or not in conformance with the requirements and instructions herein contained. A bid may be found to be irregular or non-responsive by reasons that include, but are not limited to, failure to utilize or complete prescribed forms, modifying the bid requirements, submitting conditional bids or incomplete bids, submitting indefinite or ambiguous bids, or executing forms or the bid sheet with improper and/or undated signatures. Other conditions which may cause rejection of bids include, evidence of collusion among bidders, obvious lack of experience or expertise to provide the required services, and failure to perform or meet financial obligations on previous contracts.

## **22) BID SHEET**

The bidder must use the attached Bid Sheet to submit its bid. The Bid Sheet must be signed and dated in ink by a representative who is authorized to contractually bind the bidder. All bid sheets and other documentation submitted in response to this solicitation must be executed and submitted in a sealed envelope. **Indicate the bid number, with the time and date of the bid opening, on the envelope used to return the bid.**

## **23) ESTIMATED QUANTITIES**

The Department anticipates purchasing the estimated quantities shown on the bid sheet(s), for a one (1) year period of any contract resulting from this bid. The estimated quantities are given only as a guideline for preparing your bid and should not be construed as representing the actual quantities to be authorized under this contract. The Vendor(s) shall supply, at bid prices, the actual quantities authorized regardless of whether the total of such quantities is more or less than anticipated. This bid and the resulting contract will be subject to annual appropriated funding.

## **24) "DRUG-FREE WORK PLACE" PREFERENCE**

Whenever two or more bids which are equal with respect to price, quality, and service are received, the Department shall determine the order of award in accordance with section 295.187(4), Florida Statutes, and Rule 60A-1.011 Florida Administrative Code, which includes a preference for bid responses that certify the business has implemented a drug-free workplace program in accordance with Section 287.087, F.S. The "Drug-Free Workplace Program Certification" must be completed and submitted with the bid response to be eligible for this preference.

## **25) COPYRIGHTED MATERIAL**

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

## **26) ATTACHMENT TO ITB SUBMITTAL - CONFIDENTIAL MATERIAL**

The Bidder must include any materials it asserts to be exempted from public disclosure under Chapter 119,

Florida Statutes, in a separate bound document labeled "Attachment to Invitation to Bid, Number **ITB-DOT-17/18-1254-JA** - Confidential Material". The Bidder must identify the specific Statute that authorizes exemption from the Public Records Law. Any claim of confidentiality on materials the Bidder asserts to be exempt from public disclosure and placed elsewhere in the bid will be considered waived by the Bidder upon submission, effective after opening.

**27) MAIL OR DELIVER BIDS TO: (DO NOT FAX OR SEND BY E-MAIL)**

**Florida Department of Transportation**  
**Attn: John Albers - MS 1-31**  
**District One Procurement Office**  
**801 North Broadway Ave**  
**Bartow, FL 33830**  
**Phone # (863) 519-2581**

It is the bidder's responsibility to assure that the bid is delivered to the proper place **on or before** the Bid Due date and time (See Introduction Section 2 Timeline). Bids which for any reason are not so delivered, will not be considered.

**28) MODIFICATIONS, RESUBMITTAL AND WITHDRAWAL**

Bidders may modify submitted bids at any time prior to the bid due date. Requests for modification of a submitted bid shall be in writing and must be signed by an authorized signatory of the bidder. Upon receipt and acceptance of such a request, the entire bid will be returned to the bidder and not considered unless resubmitted by the due date and time. Bidders may also send a change in a sealed envelope to be opened at the same time as the bid. The ITB number, opening date and time should appear on the envelope of the modified bid.

**29) POSTING OF INTENDED DECISION/AWARD**

**29.1 - General:**

The Department's decision will be posted on the Florida Vendor Bid System, at [www.myflorida.com](http://www.myflorida.com), (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", on date and time in the Timeline, and will remain posted for a period of seventy-two (72) hours. Any bidder who is adversely affected by the Department's recommended award or intended decision must file the following with the Department of Transportation, Clerk of Agency Proceedings, Office of the General Counsel, 605 Suwannee Street, Mail Station 58, Tallahassee, Florida 32399-0450:

1. A written notice of protest within seventy-two (72) hours after posting of the Intended Award, (the notice of protest may be Faxed to 850-414-5264), and
2. A formal written protest and protest bond in compliance with Section 120.57(3), Florida Statutes, within ten (10) days of the date on which the written notice of protest is filed. At the time of filing the formal written protest, a bond (a cashier's check or money order may be accepted) payable to the Department must also be submitted in an amount equal to one percent (1%) of the estimated contract amount based on the contract price submitted by the protestor.

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

**29.2 - Inability to Post:**

If the Department is unable to post as defined above, the Department will notify all bidders by electronic

notification on the Florida Vendor Bid System (see special condition 29.1, above) or by mail, fax, and/or telephone. The Department will provide notification of any future posting in a timely manner.

### **29.3 - Request to Withdraw Bid:**

Requests for withdrawal will be considered if received by the Department, in writing, within seventy-two (72) hours after the bid opening time and date. Requests received in accordance with this provision will be granted by the Department upon proof of the impossibility to perform based upon obvious error on the part of the bidder. Bidders that do not withdraw as stated above will forfeit their bid bond, if applicable.

### **30) AWARD OF THE CONTRACT**

Services will be authorized to begin when the Vendor receives the following document(s), as appropriate, indicating the encumbrance of funds and award of the contract:

- a) A Standard Written Agreement executed by both parties, and a written Notice to Proceed, issued by the Project Manager.

### **31) RENEWAL**

Upon mutual agreement, the Department and the Contract Vendor may renew the Contract for a period that may not exceed 3 years or the term of the original contract, whichever is longer. The renewal must be in writing and signed by both parties, and is subject to the same terms and conditions set forth in the initial contract and any written amendments signed by the parties. Any renewal shall specify the renewal price, as set forth in the solicitation response except that an agency may negotiate lower pricing. Renewal is contingent upon satisfactory performance evaluations and subject to the availability of funds.

### **32) ATTACHED FORMS**

Bid Sheet  
Minimum Qualifications Statement  
Drug-Free Workplace Program Certification (Form 375-040-18)  
MBE Planned Utilization (Form 375-040-24)  
Scrutinized Vendor

### **33) TERMS AND CONDITIONS**

#### **33.1 General Contract Conditions (PUR 1000)**

The State of Florida's General Contract Conditions are outlined in form PUR 1000, which is a downloadable document incorporated into this Invitation to Bid (ITB) by reference. Any terms and conditions set forth in this ITB document take precedence over the PUR 1000 form where applicable.

<http://www.dms.myflorida.com/content/download/2933/11777/1000.pdf>

The following paragraphs do not apply to this Invitation to Bid:

Paragraph 31, Dispute Resolution - PUR 1000

Paragraph 40, PRIDE – PUR 1000, when federal funds are utilized.

#### **33.2 General Instructions to Respondents (PUR 1001)**

The State of Florida's General Instructions to Respondents are outlined in form PUR 1001, which is a downloadable document incorporated into this Invitation to Bid (ITB) by reference. Any terms and conditions set forth in this ITB document take precedence over the PUR 1001 form where applicable.

<http://www.dms.myflorida.com/content/download/2934/11780/1001.pdf>

The following paragraphs do not apply to this Invitation to Bid:

Paragraph 3, Electronic Submission – PUR 1001

Paragraph 4, Terms and Conditions – PUR 1001



### **33.3 MFMP Purchase Order Terms and Conditions**

All MFMP Purchase Order contracts resulting from this solicitation will include the terms and conditions of this solicitation and the State of Florida's standardized Purchase Order Terms and Conditions, which can be found at the Department of Management Services website at the following link:

[http://www.dms.myflorida.com/content/download/117735/646919/Purchase\\_Order\\_Terms\\_Sept\\_1\\_2015\\_.pdf](http://www.dms.myflorida.com/content/download/117735/646919/Purchase_Order_Terms_Sept_1_2015_.pdf)

Section 8(B), PRIDE, is not applicable when using federal funds.

### **34) ORDER OF PRECEDENCE**

All responses are subject to the terms and conditions of this solicitation, which, in case of conflict, shall have the following order of precedence listed:

- Special Conditions
- Scope of Services
- Bid Sheet
- Standard Written Agreement
- Instructions to Respondents (PUR 1001)
- General Conditions (PUR 1000)
- Introduction Section

### **35) SITE VISIT – MANDATORY**

Each bidder must fully acquaint themselves with the conditions which may in any manner affect the work to be done or the equipment, materials and labor required to perform the services required under the conditions of this bid. This may require an on-site visit. Ignorance of the conditions or requirements will not relieve the Vendor from their liability and obligation under the contract.

Attendance at this Site Visit is mandatory.

Failure by a bidder to attend or be represented at this site visit will constitute a non-responsive determination of their bid package. Bids found to be Non-Responsive will not be considered.

**Exhibit "A". SCOPE OF SERVICE  
ITB-DOT-17/18-1254-JA**

**JANITORIAL / CLEANING CONTRACT FOR  
MANATEE OPERATIONS CENTER**

**1.0 General Requirements**

- A. The purpose of this Contract is to provide janitorial services for the State of Florida Department of Transportation District One (herein after referred to as the FDOT or the Department) Manatee Operations Center (herein after referred to as the Manatee Operations Center) located at 14000 SR 64 East, Bradenton, FL 34212
- B. The Vendor will furnish all labor, material and equipment required to provide the janitorial services listed in the contract, during the non-standard working hours of operations or as designated by the Department.
- C. The Vendor shall be responsible for ensuring janitorial personnel are qualified, reliable, properly trained and able to perform the duties and responsibilities required by this contract. The Vendor shall rectify any personnel problems promptly upon notification by the Department.

**1.1 Facilities Location and Building Descriptions**

**The District One Manatee Operations is a single story office building.**

**Manatee Operations Flooring Surfaces**

<b>Flooring Type</b>	<b>Approximate Square Footage</b>
Carpet Tile, Admin Building	12,910
Vinyl Comp Tile, Admin Building	3,502
Porcelain Tile, Admin Building	3,588
Vinyl Comp Tile, Warehouse	1,950
<b>Total</b>	<b>21,950</b>

The buildings also consist of:

Admin Building Toilets	10
Admin Building Urinals	5
Admin Building Sinks	10
Admin Building Showers	4
Warehouse Toilets	2
Warehouse Urinals	1
Warehouse Sinks	2
Admin Building 4-panel Windows	40
Lobby Glass Windows Wall Length	16
Warehouse Building Windows	4

These areas are approximations and are for bidding purposes only.

### 1.3 Hours of Operation

- A. The normal business hours for the Manatee Operations Office are 8:00 am to 5:00 pm, Monday through Friday. During these hours, the front doors will be open to the public. After these hours, the front doors will be locked and the building may only be accessed through the receiving area, via keys given to the vendor's on-site supervisor.
  
- B. Janitorial services will be three days a week (Monday, Wednesday and Friday) beginning no earlier than 5:00 pm with all lights out no later than 12:00 am/midnight. Monthly, quarterly and semi-annual services may be performed on Saturdays and Holidays (per Section 1.4, State Holidays) with the permission of the Project Manager. These services shall in no way interfere with the normal work of other employees in the building or on the grounds. The Department must be notified at least 48 hours in advance of the day and time the vendor will perform the monthly and quarterly services. The Department reserves the right to reschedule these services at any time.

### 1.4 State Holidays

The building will be closed to the public on the following days, which are observed State holidays.

- New Year's Day
- Memorial Day
- Thanksgiving Day
- Independence Day
- Christmas Day
- Martin Luther King, Jr. Day
- Veteran's Day
- Day after Thanksgiving Day
- Labor Day

- A. If any of these holidays fall on a Saturday, the preceding Friday is observed. If any of these holidays fall on a Sunday, the following Monday is observed.
  
- B. The building may also be closed to the public due to direction from the Governor's office (for example, a directed holiday for Christmas Eve or hurricane).

### 1.5 Security Requirements

- A. The Department will provide keys to the Vendor's on-site supervisor. These keys will not be duplicated. The supervisor will be on the premises by 5:00 pm to receive the keys. The keys must be left on premises at the location specified by the Project Manager upon completion of work.
  
- B. The Vendor will be responsible for obtaining **FDLE** background checks on each employee working on this Contract. When a new employee is hired, the background check documentation for that employee will be provided to the Department's Project Manager before he/she is allowed to enter the facility.
  
- C. The Vendor will furnish the Department a list of employee names and assigned routine work locations within the buildings. The Vendor will update and notify the Department upon any change of personnel or change in work location assignment.
  
- D. The only employees authorized in the building are those on the work list with acceptable background checks. The Vendor will notify the Department's Project Manager of any personnel replacements.

- E. Included with the list of employees, the Vendor will identify an on-site supervisor who will be responsible for employees and all work performed related to this contract. The on-site supervisor will be present during all hours work is performed in the facility.

## **1.6 Facility Regulations**

- A. Employees on the work list, who have acceptable background check documentation, are the only employees authorized in the facilities.
- B. The Vendor's on-site supervisor will insure that all exterior and restricted interior doors remain locked during the performance of the work.
- C. Smoking is prohibited in the facilities.
- D. The Department has a designated smoking area located at the rear of the building. That is the only location janitorial staff may smoke when on break.
- E. Alcohol and illegal drugs are prohibited on the premises, as are any contract employees under the influence. Weapons and firearms are prohibited on the premises.
- F. Janitorial personnel shall not have any children or personal visitors at the work site.
- G. Vendor shall turn off lights as instructed and check that doors are properly secured when leaving facility.
- H. Vendor shall be responsible for the security of the buildings and premises during the time its personnel are on site and for safekeeping of the keys. Vendor shall deny access to anyone (including Department employees) without access badges. Vendor will be responsible for lost keys and the costs associated with having building locks re-keyed.
- I. The Department will designate one telephone located in Operations Center warehouse to be used by the Vendor for business related calls; all other Department fax machines, telephones, copiers, and computers are not to be used by the Vendor to conduct business of any nature.

## **1.7 Damages**

- A. Janitorial personnel shall use care to prevent damage to buildings and contents. Vendor will be responsible for any damages caused by its employees.
- B. It shall be the ultimate and sole responsibility of the Vendor to repair and/or pay for the repair of any damage(s) caused to the facility, its contents / equipment / systems / infrastructure or grounds by any direct/indirect action(s) of the vendor, employees and/or other agents in a manner acceptable to the Department.
- C. The Vendor shall bear the burden of all cost(s) including legal and court fees, for any repairs necessary to correct any damage(s) caused by the Vendor's operations, employees, equipment, with said costs being deducted from the Vendor's monthly invoice(s) and/or addressed via legal means.
- D. Unless otherwise agreed to in writing by the Department, repair of any such damage to the facility, its contents/equipment/systems or grounds shall be completed within fifteen (15) days of the appropriate notification to the Department. The Department reserves the right to complete or contract out for the completion of any repairs that are not completed expeditiously by the Vendor, and to complete any repairs in which the quality of the repairs provided by the Vendor is deemed to be of an unacceptable quality by the Department's Project Manager.

- E. The costs of all repairs performed by the Department as a result of the Vendor's performance of duties or employees, shall be deducted from the Vendor's monthly payment(s) and/or billed to the Vendor, until paid in full. This includes all legal costs/fees/court costs incurred by the Department.
- F. The Vendor shall provide and deliver written notification to the Department's Project Manager or designees, narrating any and all damages to the facility during its operations. All notifications shall be completed immediately after an occurrence or, if damages are incurred during operations, during the next business day. Notification shall be complete in detail including, at a minimum, identification regarding the type of damage, location, date, time, and nature of the occurrence, and any injuries to any personnel due to this occurrence. Repair estimates shall be submitted to the Department's Project Manager within five working days of each incident/accidents occurrence.
- G. The Department's review and approval of proposed repairs shall be made within five days of the Department's receipt of said estimates, unless damages have a potential to cause a safety hazard or a breach in security at which time the Vendor shall make all necessary repairs immediately after first seeking the Project Manager's approval. All repairs completed by the Vendor are subject to the Project Manager's review for approval.

## **2.0 Services to Be Provided**

- A. Vendor will provide a point of contact and daytime telephone number in writing prior to the start of work to the Department's Project Manager.
- B. The Vendor will develop and implement a janitorial work plan based on service activities listed in this Scope of Services within fifteen (15) calendar days after contract execution. The work plan shall be submitted to the Department's Project Manager for approval.
- C. The Vendor will monitor and ensure the quality of all services conducted by their employees. The Vendor is responsible for the safety of their employees.
- D. All Vendor supplied equipment utilized for this Contract shall be used in an appropriate manner.
- E. The Department will not be responsible for improper use of equipment by the Vendor or their employees. The Department shall not be responsible in any way for damages, destruction, or loss, from any cause, to the Vendor's equipment, supplies, materials, tools or personal property of the Vendor.
- F. A senior manager in the Vendor's organization will attend a monthly meeting with the Department's Project Manager or designee.
- G. During this meeting, the manager and Department's Project Manager or designee will review and discuss the evaluations and supervisor's checklist, any incident reports and other concerns related to the cleanliness of the District One Manatee Operations building.
- H. Failure to attend this monthly meeting will result in a letter of noncompliance, which could lead to termination.

### **3.0 Department's Responsibilities**

- A. The Department will provide a Project Manager for administering the terms of this agreement. The Project Manager shall be Cher Myers, Senior Clerk, 14000 SR 64 East, Bradenton, FL Telephone Number 941-708-4406.
- B. The Department, at its discretion, will schedule monthly meetings to discuss and evaluate any incident reports and issues or concerns related to the cleanliness of the Manatee Operations Center. The Vendor will cooperate with and assist the Department Project Manager in conducting these reviews.
- C. The Department, at its discretion, will complete a Monthly Quality Evaluation Form (Attachment "A") and make the on-site supervisor aware of any deficiencies.
- D. The Department will be responsible for supplying hand soap, toilet seat protectors, paper towels, trash bags, sanitary napkin bags, urinal screens and toilet paper.

### **4.0 Janitorial Services**

#### **4.1 Summary of Services**

- A. The Vendor will furnish all labor, material and equipment necessary to perform the janitorial services.
- B. The materials and equipment are all inclusive of the items needed to complete all of the janitorial work under this contract. This includes, but is not limited to, vacuums, brooms, mops, buckets, cleaning towels, dusters, spray bottles, gloves, carts and trash cans for collecting trash and recyclables.
- C. Bucket water used for general cleaning may be disposed of in areas designated by the Department.
- D. All work will be scheduled in accordance and satisfaction with the Department's requirements. The Vendor must perform all services at the intervals indicated for the specific tasks.
- E. Discrepancies requiring correction will be brought to the Vendor's attention no later than 10:00 am on the same day that the Department's inspection is performed. The Vendor shall correct those discrepancies on that day.
- F. The Vendor shall have a quality control system in place to prevent repeated discrepancies. Correction of the discrepancies will not waive nor limit the Department's right to initiate further action.
- G. The Department reserves the right to withhold payment for any service due to poor performance at the sole discretion of the Department. The Department may cancel any type of service described in this contract by contract modification. Any service cancelled will not be paid by the Department.
- H. Personnel shall at all times present a neat and professional appearance. They must wear an approved uniform that identifies them as working for the vendor.
- I. Monthly requirements must be met within the first fifteen (15) days of the Contract.
- J. Quarterly requirements listed in Sections 4.3 must be met within the first sixty (60) Days of the Contract.

K. The Vendor is responsible for keeping a one month supply of all department provided items and equipment needed to maintain and clean our facilities on site and stored in the assigned janitorial closets.

1. Refer to 3.0 (d). This includes, but is not limited to paper towels, trash bags, soap, disinfectants, toilet paper, toilet liners, cleaning towels, brooms, vacuums, mops, garbage cans, carts, gloves, dusters, stain removers, buckets and window cleaners.

## **4.2 Daily Requirements (Monday – Wednesday – Friday)**

### **4.2.1 General**

- A. The area around the outside dumpster is to be picked up and no trash is to be on the ground at the end of each working day.
- B. Empty all exterior ashtrays (replace sand/gravel once a month).
- C. Keep all janitorial closets clean and organized. Disinfect and deodorize all janitorial closets and sinks
- D. Turn off lights and check that door(s) are properly secured when finished cleaning an area. Notify the Project Manager of any building security problems.
- E. Vacuum floors and chairs so they remain free of lint, paper and other particles.
- F. Clean conference tables and polish tabletops, arranging chairs and other furniture and equipment in an orderly fashion (as needed).
- G. Clean cobwebs from walls and corners inside the building and around the outside of all entryways (as needed).
- H. Remove all spots and stains from carpet, tile, and vinyl tile (V. C.T.) as needed. Stains and spots need to be attended to with the appropriate cleaning supplies approved by the Department (as needed).

### **4.2.2 Offices and Hallways**

- A. Empty interior and exterior trash receptacles and replace liners as needed. Place all trash in outside dumpsters provided by the Department.
- B. Empty all "Recyclable Paper Only" receptacles located at each desk, work station, copy machine, and other area(s) into separate plastic bags and place these bags in the large "Blue" rolling recycle containers located in the dumpster area.
- C. Vacuum or sweep all floors - carpeted, sealed concrete, and tiled, so they are free of dirt, staples, paper, and other debris.
- D. Damp mop all V.C.T. and ceramic tile floors.
- E. Sweep all entrance areas/steps, clean glass entrance doors, and interior glass partitions.
- F. Clean and disinfect drinking fountains.
- G. Clean smudges from windows, doors, door jams, light switches, and electrical outlet areas.
- H. Spot clean and wipe all interior doors.

#### **4.2.2 Offices and Hallways Continued**

- I. Vacuum hallway and all traffic lanes weekly. Vacuum non-traffic areas as needed to maintain a neat and clean appearance.
- J. Dust all computer monitors and work surfaces that are cleared off.

#### **4.2.3 Conference Rooms / Front Lobby Area**

- A. Empty all trash receptacles and recycle receptacles. (Replace liners)
- B. Vacuum all conference rooms and damp mop ceramic tile floors. Arrange chairs and other furniture and equipment in an orderly fashion.
- C. Dust all furniture surfaces.
- D. Clean television screens.

#### **4.2.4 Break Rooms**

- A. Empty all trash receptacles and recycle receptacles. (Replace liners) Damp mop the tile floors.
- B. Sweep smokers shelter, clean shelter tables, and empty waste containers.
- C. Wash/disinfect/deodorize waste containers using an approved disinfectant solution.
- D. Clean all tables and chairs. Rearrange in neat and orderly fashion. Clean and maintain condiments/sink area. Clean any overspray of cleaning fluids sprayed on chairs, tables and floors (i.e. floor wax) immediately.
- E. Clean and disinfect countertops.
- F. Wipe down the outside of refrigerators.
- G. Wipe down inside and outside of microwaves.
- H. Restock the dispensers with soap and paper towels.
- I. Vacuum refrigerator dust shield below the door.

#### **4.2.5 Restrooms**

- A. Empty all trash receptacles and recycle receptacles. (Replace liners) Sweep, disinfect; and damp mop floors.
- B. Clean, disinfect, & deodorize commodes, urinals, sinks, showers, basins, including chrome. Wipe walls and mirrors clean.
- C. Wipe down the stalls including tip ledges and remove graffiti as necessary. Empty, sanitize, deodorize, and replace liner in sanitary napkin receptacles.
- D. Restock all dispensers with soap, toilet paper, paper towels, and toilet liners.



### **4.3 Monthly**

#### **4.3.1 Bathroom and Showers**

- A. Clean ceramic wall tile with an appropriate cleaner. (Wipe up any overspray immediately.)

### **4.4 Quarterly**

#### **4.4.1 Offices and Hallways**

- A. Dust all horizontal/vertical blinds using a damp cloth except for fabric areas.

#### **4.4.2 Window and Door Cleaning**

- A. The services to be performed will include, but are not limited to, cleaning of interior windows, interior/exterior glass doors, and reflective glass surfaces utilizing a standard commercial window solution. Services shall be provided on a quarterly basis. Services can be performed during normal business hours, as long as it is not disruptive to employees. Other times can be arranged with the Department. If the cleaning of interior windows becomes a distraction during normal business hours, cleaning will need to be moved after business hours.
- B. Clean all surfaces using a cleaning brush and squeegee to obtain a uniformly bright surface free of drips, streaks, and foreign material.
- C. All moisture on the sills and frames shall be removed with a clean cloth.
- D. All gum, paint, and adhered soil that are water soluble must be removed by use of appropriate cleaning agent.
- E. Any adhered "hydrophobic" type solid that cannot be scraped off shall be removed with the use of an appropriate cleaning agent.
- F. Cleaning shall include the metal and aluminum frames.
- G. The work shall be completed in a workmanship manner consistent with industry standards.

#### **4.5 Semi-Annual**

##### **4.5.1 Lobby Glass**

- A. Clean high interior lobby glass above 8 feet only using window cleaner, semi-annually.
- B. Clean all exterior windows using glass cleaner, semi-annually.

#### **4.6 Floor Care**

- A. Carpet cleaning, extraction method or dry process only. Clean all carpeting annually, all traffic areas quarterly. Spot clean as needed. Apply a stain protectant to all hallways and traffic lanes per manufacturers recommended procedures and dilution ratios annually.
- B. Vinyl Composite Tile (VCT) floor care: Strip fully and finish with at least three coats of finish annually. Scrub and recoat VCT quarterly; buff weekly or as needed to maintain a high shine. Remove all overspray of cleaning fluids immediately.
- C. Ceramic tile will be limited to cleaning, mopping, and scrubbing. Machine scrub all ceramic tile floors quarterly and high traffic ceramic monthly or as needed. Finish will not be applied to ceramic tile.

#### **5.0 List of Attachments**

- 5.1 Attachment "A" – Monthly Quality Evaluation (Department)

Attachment "A", SCOPE OF SERVICES

Monthly Quality Evaluation

Inspector: \_\_\_\_\_

Score: \_\_\_\_\_

Date: \_\_\_\_\_

Ratings: U = Unsatisfactory      S = Satisfactory

Item Inspected	Rating	Comments
<b>Offices &amp; Hallways</b>		
1. Trash/Recycling		
2. Floor/Carpet		
3. Dusting		
4. Drinking Fountains		
5. Entry Ways/Glass Doors		
6. Stairwells		
7. Windows		
8. Walls/Doors/Door Jams		
9. Desks/Tables/Chairs		
10. Blinds		
11. Baseboards		
<b>Bathrooms</b>		
12. Trash		
13. Floor		
14. Stalls/Walls		
15. Mirrors		
16. Toilets/Urinals		
17. Sinks/Faucets		
18. Counter		
19. Dispensers		
<b>Break Room</b>		
21. Trash/Recycling		
22. Tables/Chairs		
23. Countertops		
24. Floors		
25. Refrigerators/Microwaves		
26. Sink/Condiments Area		
27. Patio Area		
28. Dispensers		
<b>Conference Room/Lobby</b>		
29. Trash/Recycling		
30. Floor/Carpet		
31. Table		
32. Chair Arrangement		

Facility: \_\_\_\_\_

Area: \_\_\_\_\_

EXHIBIT "B"  
METHOD OF COMPENSATION  
ITB-DOT-17/18-1254-JA  
Janitorial / Cleaning Contract for Manatee Ops

1.0 PURPOSE:

This Exhibit defines the limits of compensation to be made to the contractor for the services set forth in Exhibit "A" and the method by which payments shall be made.

2.0 COMPENSATION:

For the satisfactory **performance** of services detailed in Exhibit "A," the Vendor shall be paid up to a Maximum Amount of \$ TBD.

The Maximum Amount shall be made up of:

\$ TBD from Fiscal Year 7/1/2017-6/30/2018 (12 months)

\$ TBD from Fiscal Year 7/1/2018-6/30/2019 (12 months)

The Vendor shall not provide services that exceed the Fiscal Year amount(s) without an approved Amendment from the Department.

3.0 PROGRESS PAYMENTS:

The Vendor shall submit monthly invoices (3 copies) in a format acceptable to the Department. Payment shall be made at the unit billing rates in Exhibit "B," for services provided, as approved by the Department. The contract unit rates shall include the costs of salaries, overhead, fringe benefits and operating margin. Payment for expenses shall be made on the basis of actual allowable cost incurred as authorized and approved by the Department.

The Vendor shall submit monthly invoices (3 copies) in a format acceptable to the Department. Payment shall be made to the Vendor for services provided plus actual allowable costs. **The invoice shall include documentation of man-hours provided and itemization of costs incurred (including receipts).**

Invoices shall be submitted to: Florida Department of Transportation  
Cher Myers  

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14000 SR 64 East  

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Bradenton, FL 34212  

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4.0 DETAILS OF COSTS AND FEES:

Details of the Contractor's billing rates for the performance of the services are contained in Exhibit "B," attached hereto and made a part hereof.

5.0 TANGIBLE PERSONAL PROPERTY:

This contract does not involve the purchase of Tangible Personal Property, as defined in Chapter 273, F.S.

## BID CHECKLIST

(DOES NOT NEED TO BE RETURNED WITH YOUR BID)

This Checklist is provided as a guideline, only, to assist bidders in the preparation of their bid response. Included are some important matters that the bidder should check. This checklist is just a guideline, and is not intended to include all matters required by the ITB. Bidders are responsible to read and comply with the ITB in its entirety.

Check off each the following:

- \_\_\_ 1. The “Bid Sheet” has been filled out completely, signed, and enclosed in the bid response.
- \_\_\_ 2. The Federal Employers Identification Number or Social Security Number has been entered in the space provided.
- \_\_\_ 3. “Drug-Free Workplace Program Certification” form has been read, signed, and enclosed in the bid response, if applicable.
- \_\_\_ 4. “Scrutinized Companies Lists” certification form has been read, signed, and enclosed in the bid response, if applicable (bids of \$1 million or more).
- \_\_\_ 5. The Scope of Services section has been thoroughly reviewed for compliance to the bid requirements.
- \_\_\_ 6. The prices bid have been reviewed for accuracy and all price corrections have been initialed in ink.
- \_\_\_ 7. The [www.myflorida.com](http://www.myflorida.com) website has been checked and any Addendums posted have been completed, signed, and included in the bid response.
- \_\_\_ 8. The bid response must be received, at the location specified, **on or before** the Bid Due Date and Time designated in the ITB.
- \_\_\_ 9. On the Lower Left Hand Corner of the Envelope transmitting your bid response, write in the following information:

Bid No.: ITB-DOT-17/18-1254-JA

Title: Janitorial / Cleaning Contract for Manatee Operations Center

Opening Date & Time: See “TIMELINE” in INTRODUCTION SECTION.