



STATE OF FLORIDA
DEPARTMENT OF MILITARY AFFAIRS
DMA-ITB-159

BID LIST REGISTRATION

Item(s) for BID Janitorial Services – AASF #1-Jacksonville, FL

Potential proposal/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 Department of Military Affairs at (904) 823-0153 or mail to the address below:

State of Florida
Department of Military Affairs
State Quartermaster – P&C
82 Marine Street
P. O. Box 1008
St. Augustine, Florida 32085-1008

Note: Completion/Submission of this form is for informational purposes only. No information will be provided as a result of submission. All available documentation and solicitation information will be available on the Florida Vendor Bid System unless otherwise noted. The Solicitation document is subject to change. Notice of changes (addenda) will be posted on the Florida Vendor Bid System at www.myflorida.com. It is the responsibility of all potential proposal/bidders to monitor this site for any changing information prior to submitting your proposal/bid.

Company Name _____

Address _____

City, State & Zip _____

Attn: _____

Fed ID # _____

Telephone () _____

FAX No. () _____

Email Address _____

Signed _____ Date _____

For further information on this process, you may telephone (904) 823-0403/0241.

CALENDAR OF EVENTS

The following time schedule will be strictly adhered to in all actions relative to the ITB, unless modified by the Department by addendum to this ITB.

Date	Action
November 13, 2012	Issue date of the ITB
November 28, 2012	Mandatory Site Visit 10:00 AM EST
December 3, 2012	All questions and/or proposed changes to the ITB must be submitted in writing to the Purchasing Director by 2:00 PM EST (may be submitted earlier).
December 3, 2012 - On or About	Addendum including responses to written inquires and proposed changes will be posted on the Florida Vendor Bid System at www.myflorida.com .
December 7, 2012	All Proposals/Bids Due. Proposal/Bid Opening at 2:00 PM EST. Opening location will be at: 82 Marine Street, Saint Augustine, Florida 32084
December 11, 2012	Post Bid Tab & Notice of Intended Award

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1.0 Invitation and General Information:

1.1 Invitation: This solicitation is to procure custodial/janitorial services for the Army Aviation Support Facility (AASF #1) located at 13650 Aerospace Way Jacksonville, Florida. It is anticipated that one contract will be awarded and the term of the contract will begin on or about January 1, 2013 and end on or about December 31, 2016.

Vendors submitting a proposal/bid must be registered in MyFloridaMarketPlace prior to contract award. (see **NEW REGISTRATION REQUIRED FOR FLORIDA VENDORS** section, 4.1). A vendor shall not be considered for an award if not registered in MyFloridaMarketPlace.

1.2 Purchasing Director: The Purchasing Director, acting on the behalf of the Department of Military Affairs, is the sole point of contact with regard to all procurement matters relating to the ITB, from the date of release until the Department's Notice of Agency Decision.

John Connor, Purchasing Director
Department of Military Affairs
State Quartermaster – P&C
82 Marine Street
St. Augustine, Florida 32084
Telephone No. (904) 823-0241 Fax No. (904) 823-0153
Email: John.D.Connor.nfg@mail.mil

Alternate Physical Address: Department of Military Affairs, State Quartermaster, 82 Marine Street, St Augustine, Florida 32084

1.3 Contract Administrator and Contract Manager: The DMA employee identified below is designated as Contract Administrator and shall act on behalf of the Department of Military Affairs for contractual matters and is responsible for maintaining the contract file, certifying invoices and financial information, final acceptance of all deliverables and serves as a liaison with the Project Managers.

Erin Lewis, Purchasing Agent, CPPB
Department of Military Affairs
State Quartermaster – P&C
82 Marine Street
St. Augustine, Florida 32084
Telephone No. (904) 823-0403 Fax No. (904) 823-0153
Email: Rannah.E.Lewis.nfg@mail.mil

1.4 Project Manager: The DMA employee identified below is designated as Project Manager and shall act on behalf of the Department of Military Affairs. The Project Manager is responsible for enforcing performance of the contract terms and conditions and serves as a liaison with the vendor **after** the Notice of Agency Decision has been completed and the Contracts are executed.

Kelly Maynard
Department of Military Affairs
Army Aviation Support
13650 Arrow Space Way
Jacksonville, Florida 32221
Telephone No. (904) 573-2300 x1031
Email: kelly.maynard@us.army.mil

2.0 General Conditions: General Instructions to Respondents (PUR1001)

This section explains the General Instructions to Respondents (PUR 1001) of the solicitation process. This is a downloadable document. Please download and save this document to your computer for further review. There is no need to return the document to the Department of Military Affairs.

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

Exception: Item 3 - DMA does not currently accept Electronic Submission of Responses.

Exception: Item 5 - Refer to Section 4.3

Exception: Item 7 – Refer to Section 4.5.3

3.0 General Conditions: General Contract Conditions (PUR 1000)

This section explains the General Contract Conditions (PUR 1000) of the solicitation process. This is a downloadable document. Please download and save this document to your computer for further review. There is no need to return this document to the Department of Military Affairs.

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

4.0 SPECIAL CONDITIONS

4.1 MyFloridaMarketPlace

Since July 1, 2003, the Department has been using the State of Florida's web-based electronic procurement system, MyFloridaMarketPlace. **BIDDERS MUST BE REGISTERED IN THE STATE OF FLORIDA'S MYFLORIDAMARKETPLACE SYSTEM BY DATE OF CONTRACT AWARD OR THEY WILL BE CONSIDERED NON-RESPONSIVE.** 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.

4.2 Minority Business Enterprise (MBE) Utilization

DMA encourages the recruitment and utilization of certified and non-certified minority businesses. DMA, its vendors, suppliers, and consultants should take all necessary and

reasonable steps to ensure that minority businesses have the opportunity to compete for and perform contract work for the DMA in a nondiscriminatory environment.

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.

4.3 Communications, Bid Questions and Answers

No negotiations, decisions or actions shall be initiated or executed by a vendor as a result of any discussion with any State employee. Only those communications that are in writing from the office of Purchasing & Contracts may be considered as duly authorized expressions on behalf of this Department. The only recognized exception is that questions will be answered during Mandatory Site Visits or Briefings.

Any questions arising from this ITB must be forwarded in writing to the procurement official designated in Sections 1.2 or 1.3 above. DMA's written response to written inquiries submitted timely by bidders will be posted on the Florida Vendor Bid System at 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)", then 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/proposal.

Only written inquiries from vendors, which are signed by persons authorized to contractually bind that company, will be recognized by the Department as duly authorized expressions on behalf of the vendor.

4.4 Estimated Expenditures

It is anticipated that DMA will expend approximately \$30,000 annually under any contract resulting from this bid. These estimated figures are given only as a guideline for preparing your bid/proposal and should not be construed as representing actual figures under the contract. Contract award is contingent upon availability of funds.

4.5 Qualifications

4.5.1 General: The Vendor must prove to the satisfaction of DMA that their company has actively and normally been engaged in business for the services/items being procured under this solicitation for at least three (3) years of continuous operation. **(This shall be demonstrated through references which have been in place at least one (1) continuous year).** The Bidder must be state certified, licensed and insured. The Bidder shall have available under their direct supervision, the necessary organization, experience, equipment and staff to properly fulfill all the conditions, requirements, and specifications required under this solicitation.

4.5.2 Bidder Qualifications: When submitting the bid, each bidder must submit a written statement, detailing their qualifications that demonstrate they meet the minimum qualifications contained in 4.5.1. 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.

4.5.3 Convicted Vendors: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract threshold amount provided in Florida Statute 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

4.5.4 Authorized to do Business in the State of Florida: In accordance with sections 607.1501, 608.501, and 620.169, Florida Statutes, foreign corporations, foreign limited liability companies, and foreign 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

4.5.5 License to conduct services in the State of Florida: If the services being provided require 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

4.6 Department Reservations and Responsiveness of Bids

4.6.1 Valid Proposal: A responsive offer in full compliance with the Invitation to Bid specifications and conditions by a responsible person or firm. The responsiveness of a bid/proposal shall be determined based on the documents submitted with the proposal and attendance at the mandatory briefing. Vendors shall submit the original and two (2) copies of the bid/proposal. The responsiveness of the bid/proposal is the responsibility of the Offeror and will be determined during the evaluation process.

- a. Responsive offer means a person or firm that has submitted a bid/proposal and conforms in all material respects to the Invitation to Bid.
- b. Responsible or qualified Offeror means a person or firm with the capability in all respects to perform fully the Contract requirements and the integrity and reliability to assure good faith performance. Failure to provide information to determine responsibility in response to a condition of a bid/proposal requiring information may be cause for such bid/proposal to be rejected.

4.6.2 General: DMA reserves the right to accept or reject any or all bids/proposals 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 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 DMA's official file, without obligation to DMA.

4.6.3 Responsiveness of Bids: Proposals/bids will not be considered if not received by DMA on or before the date and time specified as the due date for submission. All proposals/bids must be typed or printed in ink. Offers by facsimile or telephone are not acceptable. A responsive proposal/bid is an offer to perform the scope of services called for in this ITB in accordance with all requirements of this ITB. Proposals/bids found to be non-responsive will not be considered. Proposals/bids may be rejected if found to be irregular or not in conformance with the requirements and instructions herein contained. A proposal/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. All bid/proposal prices shown on the price sheets submitted are final and mistakes will be at proposer/bidder's risk.

4.6.4 Other Conditions: Other conditions which may cause rejection of bids include, evidence of collusion among bidders, obvious lack of experience or expertise to perform the required work, failure to perform or meet financial obligations on previous contracts, or in the event an individual, firm, partnership, or corporation is on the United States Comptroller General's List of Ineligible Contractors for Federally Financed or Assisted Projects.

4.7 Vendor's Contractual Obligations

The Vendor will be required to ensure that each individual, partnership, firm, corporation or subcontractor that performs on this contract, will be subject to, and comply with, the contractual requirements.

4.7.1 Employment Eligibility Verification: Executive Order 11-02, signed January 4, 2011, by the Governor of Florida, requires contracts to expressly require that Vendor utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of:

(a) All persons employed during the Contract term by Vendor to perform employment duties within Florida; and,

(b) All persons (including subcontractors) assigned by Vendor to perform work pursuant to this Contract, i.e., the Vendor must require its subcontractors to utilize the E-Verify system for its employees assigned to this Contract.

E-Verify is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of all new employees hired to work in the United States. There is no charge to employers to use E-Verify. The Department of Homeland Security's E-Verify system can be found at:

http://www.dhs.gov/files/programs/gc_1185221678150.shtm

Compliance with the requirements of this section is required prior to commencing performance under any Contract issued as a result of this solicitation.

4.7.2 Unauthorized Aliens: The employment of unauthorized aliens by any contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act (8 U.S.C. 1324a). If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

4.7.3 Vendor Certification Regarding Scrutinized Companies: Section 287.135, Florida Statutes prohibits agencies from contracting with companies, for goods or services over \$1,000,000.00 that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Section List. Both lists are created pursuant to section 215.473 Florida Statutes. The lists are updated quarterly and can be viewed at <http://www.sbafla.com/fsb/Default.aspx?tabid=751>.

4.7.4 Liability Insurance: The Vendor shall not commence any work until they have obtained the following types of insurance. 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 Military Affairs, Procurement Office, Attention: John Connor, 82 Marine Street, St. Augustine, Florida 32084** within ten (10) days after the ending date of the period for posting the intended award decision.

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 \$100,000.00 per person and \$300,000.00 each occurrence, and property damage insurance of at least \$100,000.00 each occurrence, for the services to be rendered in accordance with this contract.

All insurance policies shall be with insurers qualified and licensed to do business in the state of Florida. Such policies shall provide that the insurance is not cancelable except upon thirty (30) days prior written notice to DMA.

DMA 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.

4.7.5 Preferred Price: The Vendor agrees to submit to the Department at least annually an affidavit from an authorized representative attesting that the Vendor is in compliance with the preferred pricing provision of Section 4(b) of form PUR 1000.

4.7.6 Florida Department of Financial Services (DFS) W-9 INITIATIVE:

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 with any questions.

4.8 Intellectual Property

The parties do not anticipate that any intellectual property will be developed as a result of this solicitation. However, any pre-existing software, or other work of authorship used by the Vendor, to create a deliverable but which exists as a work independently of the deliverable, shall remain the property of the Vendor.

4.9 Copyrighted Materials

Copyrighted material will be accepted as part of a proposal/bid only if accompanied by a waiver that will allow DMA to make paper and electronic copies necessary for the use of DMA 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.

4.10 Costs Incurred in Responding

This Invitation to Bid does not commit the Department or any other public agency to pay any costs incurred by the bidder in the submission of a bid or to make necessary studies or designs for the preparation thereof, nor to procure or contract for any articles or services.

4.11 Bid Submission

4.11.1 GENERAL

Sealed Proposals/bids will be received until (2:00 PM), local time, on December 7, 2012.

Proposals/bids received after that time and date will not be considered. By submitting a proposal/bid, the bidder represents that it understands and accepts the terms and conditions to be met and the character, quality and scope of services to be provided. The bidder must use the attached "Bid Sheet" to submit their Proposal/bid. All proposals/bids and associated forms must be signed and dated in ink by a duly authorized representative of the bidder. Each bidder must fully acquaint themselves with the conditions relating to the performance of

services under the conditions of this solicitation. Bidder shall submit the original and two (2) copies of the bid/proposal. The ITB number, opening date and time should appear on the envelope of the proposal/bid. DMA does not currently accept electronic submissions.

4.11.2 Mail or Deliver Proposals/Bids to: (DO NOT FAX)

Florida Department of Military Affairs
SQM, Purchasing & Contracts
82 Marine Street
St. Augustine, Florida 32084
Attention: Erin Lewis

4.11.3 Modifications, Re-submittal and Withdrawal

Bidders may modify submitted proposals/bids at any time prior to the due date. Requests for modification of a submitted proposal/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 proposal/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 proposal/bid.

4.11.4 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 Request for Proposal, Number DMA-ITB -159- 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 proposal will be considered waived by the Bidder upon submission, effective after opening.

4.12 Bid Opening

The sealed bids will be opened by the DMA's Procurement Office personnel at 82 Marine Street, St. Augustine, Florida 32084 on December 7, 2012 at 2:00 PM. The names and addresses of all respondents will be read at the opening. All bid openings are open to the public, if you plan on attending the opening, please plan accordingly as parking is limited.

4.13 "Drug Free Workplace" Preference

Whenever two or more bids, which are equal with respect to price, quality, and service are received, a bid received from a business that certified that it has implemented a drug-free work place program in accordance with Section 287.087, F.S., will be given preference in the award process. The "Drug-Free Workplace Program Certification" must be completed for this preference.

4.14 Certified Minority Preference

Whenever two or more bids, which are equal with respect to price, quality and service, are received, a bid received from a business that certified as "Florida certified minority business

enterprise” will be given preference in the award process in accordance with 287.087(11). A copy of the Department of Management Services certification must be included in the bid package for consideration and/or preference.

4.15 Posting of Intended Award

4.15.1 General

DMA's decision will be posted on the Florida Vendor Bid System at 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 December 11, 2012 and will remain posted for a period of seventy two (72) hours. Any bidder who is adversely affected by the DMA's recommended award or intended decision must file protest in accordance with Florida Statute Section 120.57(3).

4.15.2 Inability to Post

If DMA is unable to post as defined above, DMA will notify all bidders by electronic notification on the Florida Vendor Bid System, by mail, and/or by fax.

4.15.3 Request to Withdraw Bid

Requests for withdrawal will be considered if received by DMA, 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.

4.16 Award of the Contract

Services will be authorized to begin when the Vendor receives a written document incorporating the terms and conditions of the solicitation, the vendor's proposal/bid indicating the encumbrance of funds and award of the contract.

5.0 Statement of Work

5.1 Introduction:

Provide Janitorial Services at the Army Aviation Support facilities located at Cecil Field, AASF #1, 13650 Aerospace Way, Jacksonville, Florida 32221. These services will be completed three times weekly unless otherwise noted. The contractor shall provide all management, tools, equipment, material and labor necessary to ensure that custodial services are performed in a manner that will maintain a satisfactory facility condition and present a clean, neat and professional appearance.

5.2 Mandatory On-Site Inspection

There will be a mandatory on-site inspection visit for all prospective bidders. The on-site inspection will be held on November 28, 2012 at **10:00 AM EST**, at Army Aviation Support facilities located at 13650 Aerospace Way, Jacksonville, Florida 32221 and will be

conducted by Kelly Maynard, Facilities Manager or his designee. The prospective bidder shall visit the site for work to become familiar with the site conditions in which in any manner affects the work to be done or affects the equipment, material, labor and services required. Directions may be obtained by contacting Mr. Maynard at (904) 573-2300. Failure to attend the mandatory on-site inspection and complete the on-site inspection form shall preclude a prospective bidder from submitting a bid for this solicitation.

Mr. Maynard or his designee will NOT answer any questions pertaining to this solicitation. Questions resulting from the site visit and verbal service descriptions will be addressed at the site visit. Any questions from vendors concerning this solicitation shall be submitted in writing, identifying the submitter, to John Connor at the address specified in Section 1.3 above or by email to John.D.Connor.nfg@mail.mil or by facsimile to (904) 823-0153 by 12:00 Noon EST on December 3, 2012. Email inquiries are preferred; however a hard copy or facsimile is acceptable. All questions and/or changes to the solicitation will be posted on DMS Vendor Bid System (VBS). It is the prospective vendor's responsibility to periodically check the VBS. DMA bears no responsibility for any delays, or resulting impacts, associated with a prospective vendor's failure to obtain the information made available through the DMS Vendor Bid System.

INFORMATION WILL NOT BE PROVIDED BY TELEPHONE. Any information received via telephone shall not be binding on DMA and shall not be relied upon by any prospective bidder.

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

5.3 Scope of Work

5.3.1 Basic Cleaning Services. The contractor shall accomplish all cleaning tasks to meet the requirements of this SOW and the Service Delivery Summary (SDS). The minimum cleaning frequencies are established in SDS.

Maintain Floors. All floors, shall be swept and damp mopped, VCT floor tile shall be wet mopped, dry buffed, and spray buffed, as needed, to ensure they have a uniform, glossy appearance and free from dirt, debris, dust, scuff marks, heel marks, other stains, discoloration, and other foreign matter. Baseboards, corners, and wall/floor edges shall also be clean. All floor maintenance solutions shall be removed from baseboards, furniture, trash receptacles, etc. Chairs, trash receptacles, and other moveable items shall be moved to maintain floors underneath these items. All moved items shall be returned to their original and proper position.

Remove Trash. All trash containers shall be emptied and returned to their initial location. Boxes, cans, papers placed near a trash receptacle and marked "TRASH" shall be removed. Any obviously soiled or torn plastic trash receptacle liners shall be replaced. The trash shall be deposited in the nearest outside trash collection container. Trash receptacles shall be left

clean, free of foreign matter, and free of odors. Trash receptacles will be cleaned and disinfected as required.

Clean Interior Glass/Mirrors. Clean all interior glass. After glass cleaning, there shall be no traces of film, dirt, smudges, water, or other foreign matter.

Clean Drinking Fountains. Clean and disinfect all water fountains (polished metal surfaces, including the orifices and drain, as well as exterior surfaces of fountain). Drinking fountains shall be free of streaks, stains, spots, smudges, scale, and other obvious soil.

Clean Stairways. All floor surfaces shall be cleaned as appropriate for floor covering. Grease and grime shall be removed from stair guards, handrails and baseboards. Contractor shall remove all marks, dirt, smudges, scuffs, and other foreign matter from adjoining stairwell walls to provide or maintain a clean, uniform appearance.

Vacuum Carpets. Vacuum carpeted areas. After vacuuming, the carpeted area shall be free of all visible dirt, debris, litter and other foreign matter. Any spots shall be removed by carpet manufacturer's approved methods as soon as noticed. All tears, burns, and raveling shall be brought to the attention of the government representative. Area and throw rugs are included to receive this service.

Vacuum and Clean Floor Mats. Vacuum and clean interior and exterior floor mats. After vacuuming or cleaning, mats shall be free of all visible lint, litter, soil and other foreign matter. Soil and moisture underneath mats shall be removed and mats returned to their normal location.

General Spot Cleaning. Perform spot cleaning on a continual basis. Spot cleaning includes, but is not limited to removing, or cleaning smudges, fingerprints, marks, streaks, spills, etc., from washable surfaces of all walls, partitions, vents, grillwork, doors, door guards, door handles, push bars, kick plates, light switches, temperature controls, and fixtures. After spot cleaning, the surface shall have a clean, uniform appearance, free of streaks, spots, and other evidence of soil.

General Dusting. All horizontal surfaces must be dusted or cleaned to eliminate dust collection.

5.3.2 Basic Restrooms/Locker Rooms Cleaning Services. The contractor shall accomplish all cleaning tasks to meet the requirements listed in section 5.3.6 of this statement of work.

Clean and Disinfect. Completely clean and disinfect all surfaces of sinks, toilet bowls, urinals, lavatories, showers, shower mats, dispensers, plumbing fixtures, saunas, partitions, dispensers, doors, walls, mirrors and other such surfaces, using a germicidal detergent. After cleaning, receptacles will be free of deposits, dirt, streaks, and odors. Disinfect all surfaces of partitions, stalls, stall doors, entry doors, (including handles, kick plates, ventilation grates, metal guards, etc.), and wall areas adjacent to wall mounted lavatories, urinals, and toilets.

Descal Shower, Toilet Bowls and Urinals. Descaling shall be performed monthly as a minimum and as often as needed to keep areas free of scale, soap films, and other deposits. After descaling, surfaces shall be free from streaks, stains, scale, scum, urine deposits, and rust stains.

Sweep and Mop Floor. After sweeping and mopping, the entire floor surface, including grout, shall be free from litter, dirt, dust and debris. Grout on wall and floor tiles shall be free of dirt, scum, mildew, residue, etc. Floors shall have a uniform appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film or standing water. Moveable items shall be tilted or moved to sweep and damp mop underneath. Floors shall be stripped, scrubbed etc., as necessary to maintain sanitary conditions and a clean, uniform appearance. The Contractor shall provide mops for each building in which services are provided and the mops shall remain maintained/cleaned with no sour odors.

Stock Restroom Supplies. The Contractor shall ensure restrooms are stocked sufficiently so that supplies do not run out. Supplies shall be stored in designated areas.

5.3.3 Cleaning materials and paper goods. Contractor shall provide all cleaning supplies and materials required to complete this contract. All cleaning supplies shall have a copy of a material safety data sheet and chemical list on file with the base Haz-Mat pharmacy prior to being utilized at facility. Paper towels shall be 800 ft white roll paper towel. All toilet tissue shall be a minimum of 2 ply in all areas with no exceptions.

5.3.4 Periodic Cleaning Services: Strip, Scrub, Seal, and Wax Floors. Strip, scrub, seal, and wax floors, to maintain a uniform glossy appearance. A non-skid wax is required. A uniform glossy appearance is free of scuffmarks, heel marks, wax build-up, and other stains and discoloration.

5.3.5 Emergency Or Special Event Cleaning Services: Upon notification, the contractor shall perform emergency or special event cleaning required in any building, area, or room covered under this contract. The Facility Manager shall order cleaning services through issuance of a purchase order for the appropriate and required work task(s). Contractor shall begin emergency work, as determined by the Facility Manager, within 24 hours of notification, which may be verbal. The Facility Manager or designated representative will notify the contractor as soon as a special event requirement is known, but no less than 24 hours prior to the event. Completion schedule shall be determined for each purchase order.

5.3.6 Service Delivery Summary

Table A- Performance Objectives and Thresholds

Performance Objective	Performance Threshold
Basic Cleaning Services	Floors, baseboards, corners and wall edges are free of dirt, dust and debris; Trash is empty; plastic liners are in good condition; Trash containers are free of odors and visible dirt; Trash is emptied into outdoor trash

	collection container; Glass and mirrors have no traces of film, dirt, smudges, or water; Drinking fountains are disinfected and free of streaks, stains, spots, smudges, scale and other deposits; Stairways are free of dirt, debris, marks, smudges, scuffs and other foreign matter; Carpets are free of dirt, debris, litter and other foreign matter; Dust is not visible;
Basic Restrooms/Locker Rooms Cleaning Services	Restrooms and locker rooms are disinfected and free of dirt, deposits, streaks and odors; Showers are disinfected and free of soap films, scum and other deposits; Toilets and urinals are disinfected and free of scale, stains, scum and other deposits; Floors are free of litter, dirt, dust and debris; Supplies are adequate until next service;
Periodic Cleaning Services	Floors have a glossy uniform appearance free of scuff marks, heel marks, wax build-up, and other stains and discoloration; Windows are free of film, dirt, smudges, water, and other foreign matter; Carpets are free of stains and discoloration;
Emergency or Special Event Cleaning Services	Items are maintained as required;

Table B - Janitorial Services - Operation areas, hallways, bathrooms, locker rooms, break area and stair wells and frequency. These are minimum frequencies, the contractor may perform more frequently, at no additional cost to DMA, as required to maintain level/quality of service.

Area/Type	M	T	W	TH	F	Services
Downstairs hallways and All Stair Wells – Sweep & Mop	X		X		X	Weekly
Upstairs Hallways and Lobby – Sweep & Mop	X		X		X	Weekly
Operations Hallway – Sweep & Mop	X		X		X	Weekly
Security Office and Hallway- Sweep & Mop	X		X		X	Weekly
Floor Mates- Vacuumed	X		X		X	Weekly
Supply Office and Hallway – Sweep, Mop & Vacuum	X		X		X	Weekly
Break Rooms-Clean tables, Counter tops, Microwave ovens, Sweep and Mop floors	X		X		X	Weekly
Downstairs- Stock and Clean Rest Rooms, Locker Rooms, Clean Drinking Fountains, Clean Glass & Mirrors, Remove Trash, Clean Porcelain Tile, Sweep and Mop	X		X		X	Weekly
Offices as designated during site visit-Vacuum, dust, remove trash	X		X		X	Weekly

Hallways, Stairwells -VCT Floor Tile through-out facility- Clean & Wax						Quarterly
Strip & Seal Rest Room Floor tile						As Required

5.4 Government Furnished Property and Services: None

5.5 Special Considerations:

5.5.1 Quality Control: The contractor shall develop and maintain a quality program to ensure custodial services are performed in accordance with commonly accepted commercial practices. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. As a minimum the contractor shall develop quality control procedures addressing the areas identified in Service Delivery Summary.

5.5.2 Quality Assurance: DMA will periodically evaluate the contractor’s performance by appointing a representative(s) to monitor performance to ensure services are received. The DMA representative will evaluate the contractor’s performance through intermittent on-site inspections of the contractor’s quality control program and receipt of complaints from base personnel. DMA may inspect each task as completed or increase the number of quality control inspections if deemed appropriate because of repeated failures discovered during quality control inspections or because of repeated customer complaints. Likewise, DMA may decrease the number of quality control inspections if performance dictates. DMA will also receive and investigate complaints from various customers located on the installation. The contractor shall be responsible for initially validating customer complaints. However, the Facility Manager shall make final determination of the validity of customer complaint(s) in cases of disagreement with customer(s).

5.5.3 Hours of Operation: Operating hours are Monday thru Friday from 7:30 AM to 5:00 PM with every other Monday off. Service shall be performed before or after normal operating hours.

5.6 Security Requirements:

The Florida Air National Guard base has 24-hour security and entry control procedures. Contractors will be briefed on as needed basis concerning traffic routing and work site security restrictions. Entry Authorization Letters (EAL) for contractors is required and will be obtained prior to the contractor’s initial service date. All contract employees working at the facility can be listed on one document, which shall be Company letterhead and submitted to the Chief of Security at the facility. Information required for EALs shall include each individuals name, social security number, date of birth, driver’s license number, and contract number. EALs are approved by the Chief of Security. Due to tightened security measures, submit a copy of the vehicle registration and proof of insurance for each vehicle that will be on facility, and also a copy of each individual’s driver’s license. These are required prior to

beginning any type of contracted work. In addition, prior to working at the facility all contract employees are required to complete a safety seminar given on site and lasting about 20 minutes.

AASF#1 Security: Security will issue the contractor badges. Each identified contractor will ensure that the issued badge is displayed while performing work at the facility. Each individual who is assigned a badge must maintain control of his or her assigned badge at all times. The AASF Security manager has the authority to revoke the issued security badge of any contract employee upon discretion. Revocation of a security badge does not constitute termination of the employee from the Contractor.

Performance Of Services During Crisis Declared By The National Command Authority Or Overseas Combatant Commander: Due to the instability of world events, there may be times during the performance time of this contract, that the contractor might be asked to leave the base during higher threat conditions. During this time the contractor will be paid for all time lost due to the inability for the contractor to gain entry to the Facilities at AASF#1.

5.7 Performance and Consequences:

It is anticipated that one contract will be awarded to begin on or about January 1, 2013 and remain in effect for a period of three (3) years. DMA reserves the right to renew this contract. Renewal shall be subject to the terms and conditions set forth in the existing contract and shall be limited to no more than an additional term not to exceed three (3) years or the original term of the Contract whichever term is longer. Renewal of this contract shall be in writing and subject to the same terms and conditions of the contract. All renewals are contingent upon satisfactory performance by the contractor and availability of funds.

The Contractor will provide a company Point of Contact (POC) to ensure effective communications with the DMA Contract Manager or his designee. This information shall include a name, business telephone number, cell phone number, if applicable, and an email address.

On-site work activities must be pre-coordinated and approved by the DMA designated Contract Manager or his designee prior to commencement of activities. The Contractor is required to have frequent communication and closely coordinate all work with the DMA Contract Manager to ensure the quality of the work being conducted while on the property.

In the event the contractor fails to meet the minimum level of service identified in the Statement of Work, DMA will not pay invoices until the work is satisfactorily completed.

5.8 Invoicing and Payment

The contractor shall submit invoices on a monthly basis for services completed and satisfactorily accepted the preceding month to the Contract Manager and a copy to the designated Project Manager. The Contract Manager and/or Project Manager or his designee shall be responsible for enforcing performance of the contract terms and conditions and he shall serve as liaison with the contractor and shall approve all invoice prices for payment.

The invoices shall contain the Contract number, ITB number, Project number and the appropriate vendor identification number.

Payment shall be made in accordance with 215.422 and 287.0585 of the Florida Statutes, which govern time limits for payment of invoices. Invoices that must be returned to the Contractor due to preparation errors will result in a delay in payment.

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 with any questions.

6.0 Bid Submittal

6.1 Qualifications: Vendor shall provide a brief description of their company history, which shall include but not be limited to business certifications, number of years in business and other information that may demonstrate company stability and reliability. (Attachment D)

6.2 Price Sheet: Vendors shall complete the price sheet to proposal/bid (Attachment A). Only prices submitted on the supplied price sheet will be considered.

6.3 Reference Sheet: Vendor shall provide three references. (Attachment B)

6.4 Drug Free Workplace: Attachment “C” Drug-Free Workplace Compliance Form must be signed and returned.

6.5 Vendor Certifications: Attachment E must be signed and returned.

6.6 Vendor Checklist: Provided for convenience.



**ATTACHMENT A
 BID SHEET**

DMA-ITB-159-Janitorial Services – AASF #1

Provide the cleaning rates to include all services described in Section 5 of this solicitation.

Initial Three year Contract:

Service	1st year	2nd year	3rd year	Totals
Monthly Rate for Weekly Services	\$ _____ x 12 months = \$ _____	\$ _____ x 12 months = \$ _____	\$ _____ x 12 months = \$ _____	Total Amount for 36 months: \$ _____
Quarterly Rate for Defined Quarterly Services	\$ _____ x 4 services = \$ _____	\$ _____ x 4 services = \$ _____	\$ _____ x 4 services = \$ _____	Total Amount for 12 services: \$ _____
Complete Strip & Seal of Rest Room (s) Floor Tile*	\$ _____ x 2 services = \$ _____	\$ _____ x 2 services = \$ _____	\$ _____ x 2 services = \$ _____	Total Amount for estimated 6 services: \$ _____

Optional Renewal Period:

Service	1st year	2nd year	3rd year	Totals
Monthly Rate for Weekly Services	\$ _____ x 12 months = \$ _____	\$ _____ x 12 months = \$ _____	\$ _____ x 12 months = \$ _____	Total Amount for 36 months: \$ _____
Quarterly Rate for Defined Quarterly Services	\$ _____ x 4 services = \$ _____	\$ _____ x 4 services = \$ _____	\$ _____ x 4 services = \$ _____	Total Amount for 12 services: \$ _____

Complete Strip & Seal of Rest Room (s) Floor Tile*	\$ _____ x 2 services =	\$ _____ x 2 services =	\$ _____ x 2 services =	Total Amount for estimated 6 services:
	\$ _____	\$ _____	\$ _____	\$ _____

***Complete Strip & Seal of Rest Room Floor Tile: as required- (estimated at semi-annually for evaluation purposes only)**

Acknowledgment: 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.

Company Name: _____

FED ID#: _____

Street Address:

City, State & Zip

Telephone No. _____ **Fax No.** _____

Email Address: _____

Signature: _____

Date: _____

Printed name: _____

**ATTACHMENT B
Reference Sheet**

The Respondent must list a minimum of three (3) separate and verifiable clients of the Respondent, other than the DMA **which have been in place for at least one (1) continuous year**. Any information not submitted on this attachment shall not be considered. **The clients listed shall be for services similar in nature to that described in this solicitation.** The same client may not be listed more than one (1) reference (for example, if the Respondent has completed one project for the Florida Department of Transportation – District One and one project for the Florida Department of Transportation – District Two, only one (1) of the projects may be listed because the client, the Florida Department of Transportation, is the same).

Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates: Dates must demonstrate at least one (1) continuous year	to
Approximate Contract Value:	\$

Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates: Dates must demonstrate at least one (1) continuous year	to
Approximate Contract Value:	\$

Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates: Dates must demonstrate at least one (1) continuous year	to
Approximate Contract Value:	\$



**ATTACHMENT C
DRUG-FREE WORKPLACE PROGRAM CERTIFICATION**

Procurement No. DMA-ITB-159 Janitorial Services

I, _____,
(Name) (Title)

of _____ hereby certify that this firm has implemented
(Name of firm)
a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes.

(Signature) Date: _____

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' 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.

Attachment D
MINIMUM QUALIFICATIONS STATEMENT

How many years has your business performed the type of services being requested?

Provide a written statement detailing your qualifications and addressing the minimum requirements of Section 4.5.1:

**ATTACHMENT E
VENDOR CERTIFICATIONS**

Certification Regarding Scrutinized Companies Lists

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies, for goods or services over \$1,000,000, 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.

Certification of Employment Eligibility Verification

Employment Eligibility Verification: Executive Order 11-02, signed January 4, 2011, by the Governor of Florida, requires contracts to expressly require that Vendor utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of:

- (a) All persons employed during the Contract term by Vendor to perform employment duties within Florida; and,
- (b) All persons (including subcontractors) assigned by Vendor to perform work pursuant to this Contract, i.e., the Vendor must require its subcontractors to utilize the E-Verify system for its employees assigned to this Contract.

E-Verify is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of all new employees hired to work in the United States. There is no charge to employers to use E-Verify. The Department of Homeland Security’s E-Verify system can be found at:

http://www.dhs.gov/files/programs/gc_1185221678150.shtm

I, _____,
(Name) (Title)

of, _____ hereby certify that this firm is in compliance with

(Name of firm)

the above referenced Florida Statute and Executive Order.

(Signature) Date: _____

ATTACHMENT F

VENDOR CHECKLIST

For your convenience, we offer the following checklist of items that must be returned by the proposal/bidding deadline. Bidder shall submit the original and two (2) copies of the bid/proposal. This checklist does not relieve the respondent of the responsibility of ensuring that all requirements of this Bid are included with their Bid submittal.

- ____1 Attachment A – Price Sheet
- ____2. Attachment B – Vendor References
- ____3. Attachment C - Certification of Drug Free Workplace, signed.
- ____4. Attachment D – Minimum Qualifications Statement
- ____5. Attachment E – Vendor Certifications
- ____6. Attachment F – Vendor Checklist

NOTE: Address your Bid submission to the point of contact specified in section 4.11, and write the following: DMA- ITB-159, **Janitorial Services**, Proposal/Bid due December 7, 2012, and opening time 2:00 PM on the envelope, package or courier delivery document. DMA does not currently accept electronic submissions.